



STATE OF MAINE  
PUBLIC UTILITIES COMMISSION

Philip L. Bartlett, II  
CHAIRMAN

Harry Lanphear  
ADMINISTRATIVE DIRECTOR

Patrick Scully  
Randall D. Davis  
COMMISSIONERS

May 5, 2022

To: All Competitive Electricity Providers

Re: Annual Reports for 2021 Calendar Year

**ALL CEP ANNUAL REPORTS MUST BE FILED ELECTRONICALLY IN MS EXCEL  
FORMAT USING THE COMMISSION'S CASE MANAGEMENT SYSTEM (CMS) IN  
THE ANNUAL REPORT MODULE – PAPER COPIES ARE NOT REQUIRED**

Maine's electric restructuring rules require that competitive electricity providers (CEPs) submit annual reports to the Maine Public Utilities Commission (Commission) on or before July 1<sup>st</sup> of each year. These reports allow us to monitor the progress of restructuring in Maine and verify that CEPs are complying with certain portions of Maine's rules.

The reporting requirements are contained in Chapters 305, 306, and 311 of the Commission's rules, which can be accessed through our web site at [www.maine.gov/mpuc](http://www.maine.gov/mpuc). Because of changes in the governing statutes, the Commission made changes in chapter 311 (see dockets numbered 2019-00177, 2020-00212, 2021-00213) to reflect the new RPS requirements. The report templates have been modified to reflect the new RPS requirements that went into effect in 2020 as well as the Thermal RPS requirements which will be effective beginning in 2021.

The Annual Report consists of one Excel workbook, which must be completed. We have created two versions of this Excel Workbook: one for CEPs providing supplier services and the other for CEPs providing aggregator/broker services. Access these documents on our web page at: <https://www.maine.gov/mpuc/online-services/forms-applications>.

By completing and filing the report *in its original Microsoft Excel workbook format*, CEPs will have met the Commission's reporting requirements.

**A completed reporting form in MS Excel MUST be submitted.**

**The annual report for calendar year 2021 is due on or before July 1, 2022.**

The annual report is a public document. On May 3, 2022, the Presiding Officer issued a protective order in Docket No. 2022-00003 to allow confidential treatment for Tab 0, Tab 2, Tab 3, responses to questions 8, 15 and 18 as well as sales revenue by service territory on Tab A (lines 5-96) and Tabs B through G of the Excel report template of the Excel report template.

When filing the report, a CEP has three options:

- 1) If the full report may be public, the CEP need file only one version (in Excel format).
- 2) If the CEP wants to keep portions of the report confidential, it must submit the complete Excel document in its confidential version AND a redacted (public) version which may be in .pdf or Excel format.
- 3) As noted above, confidential treatment for a large part of the annual CEP report has already been granted. If the CEP wants to keep additional information confidential, it must **file a request for protective treatment in Docket No. 2022-00003**, specifying the information to be protected, reasons the protection would be warranted, and the harm that would come from the release of the information. This request must be filed by June 15, 2022.

**CEPs licensed prior to 2022, including aggregators and brokers, must file this report even if there were no transactions under its license in Maine during 2021. This allows us to track the activity in the state and ensure that CEPs have not failed to file the required annual report. Your failure to file your annual report pursuant to Chapter 305 § 2(E) may result in formal Commission action, including up to the initiation of an enforcement proceeding seeking revocation of your CEP license in accordance with § 3(A)(4).**

If you are making Alternative Compliance Payments to meet the Class I or Class 1A RPS requirement, please submit your check to the Commission, and indicate the CEP name and include the statement "2021 Alternative Compliance Payment" on the check. All checks should be made out to the "Treasurer State of Maine". If you have questions on how to make a payment, please contact Lori Nolette at 287-1571 or [Lori.Nolette@maine.gov](mailto:Lori.Nolette@maine.gov). Please note that there is not an Alternative Compliance Payment option for Class II RPS requirements.

If you have any questions regarding the reporting requirements or the filing process, please contact Lucretia A. Smith by phone at (207) 287-1383 or by e-mail at [Lucretia.Smith@maine.gov](mailto:Lucretia.Smith@maine.gov).

Sincerely,

*/s/ Harry Lanphear*

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Harry Lanphear  
Administrative Director