



STATE OF MAINE  
PUBLIC UTILITIES COMMISSION

Philip L. Bartlett II  
CHAIR

Patrick J. Scully  
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Amy Dumeny  
ADMINISTRATIVE DIRECTOR

April 28, 2025

To: All Competitive Electricity Providers

Re: Annual Reports for 2024 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 all the 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 were effective beginning in 2021.

The Annual Report consists of one Excel workbook that 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/regulated-utilities/electricity/supplier-info>. We have made substantial changes to the Excel template for CEPs providing supplier services to make the template easier to both complete and to review. The tab labeled "Instructions" provides a color-coded guide to the template describing the required and optional tabs the CEP will complete. Please read all instructions carefully as many functions in the template have changed. In order for the Commission to aggregate the templates, the spreadsheets are locked. The tab labeled "Change Log" lists the changes that were made from the previous version.

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 format MUST be submitted.**

**The annual report for calendar year 2024 is due on July 1, 2025.**

The annual report is a public document. On April 28, 2025, the Presiding Officer issued a protective order in Docket No. 2025-00024 to allow confidential treatment for the Summary tab, response to Question 6 of tab 2, responses to questions 9, 16 and 19 of tab 3, tabs 4 through 7, and tabs A through C of the Excel report template.

When filing the report, a CEP has three options:

- 1) If the full report may be public, the CEP needs to file only one version (in Excel format).
- 2) If the CEP wants to keep portions of the report confidential, it must submit the complete document as an unredacted confidential version in Excel format 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. 2025-00024**, 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 1, 2025.

**CEPs licensed prior to 2025, including aggregators and brokers, must file this report even if there were no transactions under their license in Maine during 2024. This allows us to track the activity in the state and ensure that CEPs have not failed to file the required annual report. Failure to file your annual report pursuant to Chapter 305 § 2(E) may result in formal Commission action, up to and including 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, Class IA, Class II, or Thermal RPS requirements, please submit your check to the Commission, and indicate the CEP name and include the statement "2024 Alternative Compliance Payment" on the check along with the remittance broken down by Class I, Class IA, Class II, and Thermal. 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 (207) 287-1571 or [Lori.Nolette@maine.gov](mailto:Lori.Nolette@maine.gov).

Reporting information and answers to frequently asked questions are available on the PUC website at: <https://www.maine.gov/mpuc/regulated-utilities/electricity/supplier-info>. If you have additional 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). If you have questions on how to fill out the templates, please contact Ethan Grumstrup at [Ethan.Grumstrup@maine.gov](mailto:Ethan.Grumstrup@maine.gov) or William Lohrman at [William.Lohrman@maine.gov](mailto:William.Lohrman@maine.gov).

Sincerely,

/s/ Amy Dumeny

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Amy Dumeny  
Administrative Director