



Instructions for completing the CEC-12 form

**Important:** This form must be completed using Adobe Acrobat version 11 and above. To determine the version installed on your computer, go to the help menu and select the “About Adobe..” item. The latest version of acrobat products can be downloaded at: <https://acrobat.adobe.com/us/en/acrobat.html>.

Local Educational Agencies (LEAs) must complete a separate Utility Data Release Authorization Form (CEC-12) for *each* utility. The CEC-12 has several fields requiring input, shown below:

The diagram shows the CEC-12 form with callouts pointing to the following fields and sections:

- Name of person completing form<sup>1</sup>**: Points to the first line of the form.
- Name of customer (usually the LEA)**: Points to the "Name and Title (if applicable)" field.
- Customer's address information**: Points to the "Mailing Address", "City", "State", and "Zip Code" fields.
- Name of utility (only one utility per form)**: Points to the "Name of Utility" field.
- Name of person completing form (this should be the same as the first field)**: Points to the "Authorized Customer Signature" field.
- Contact telephone number (this should be the direct line for the person completing the form)**: Points to the "Telephone Number" field.
- Wet signature of authorized representative<sup>2</sup>**: Points to the signature line.
- Date and location that the document was signed**: Points to the "Executed this" date and location fields.

Once the form is complete, it must be scanned and submitted two ways:

- 1) To the Energy Commission as supporting documentation for your Energy Expenditure Plan, **and**
- 2) To the LEA's utility's designated recipient. A list of these recipients can be found at: [http://energy.ca.gov/efficiency/proposition39/listing\\_utility\\_recipients.html](http://energy.ca.gov/efficiency/proposition39/listing_utility_recipients.html). If your utility is not on this list, please contact your account representative for guidance.

Please refer to the Guidelines and Energy Expenditure Plan Handbook documents for additional information. The latest version of these documents can be found at: <http://energy.ca.gov/efficiency/proposition39/>.

- 1 The person completing the form **MUST** have the authority to legally bind the LEA. This is often the same person as the California Department of Education's administrator contact but can be a business officer or anyone with the appropriate level of authority.
- 2 This should be a signature using blue or black ink, and should be the same person as the authorized representative. This signature should be from the person identified in the first field of this form.



**AUTHORIZATION TO RELEASE CUSTOMER INFORMATION TO THE CALIFORNIA ENERGY COMMISSION ON A CUSTOMER'S BEHALF FOR PROPOSITION 39 (K-12) IMPLEMENTATION ONLY**

THIS IS A LEGALLY BINDING DOCUMENT PLEASE READ IT CAREFULLY  
(Please Print or Type)

I, \_\_\_\_\_ am the authorized representative of  
Name and Title (if applicable)

\_\_\_\_\_  
Name of Customer of Record (Customer), which has the following mailing address:

\_\_\_\_\_  
Mailing Address City State Zip Code

and do hereby authorize \_\_\_\_\_  
Name of Utility

hereafter referred to as "Utility", to release Customer's name and historic and future electric and/or gas service usage and billing data as specified by the California Energy Commission (Energy Commission), in order to meet the regulations and compliance requirements implementing Proposition 39 (adopted by voters November 6, 2012), Senate Bill 73 (Statutes 2013, Chapter 29, Sections 2-3) and Senate Bill 97 (Statutes 2013, Chapter 357). Under those regulations and requirements, Customer is responsible for providing an authorization to the Utility to release historic and future electric and/or natural gas usage and billing data for all schools and facilities under Customer's jurisdiction to the Energy Commission. Specifically, Public Resources Code, section 26240, subd. (a) states, "In order to later quantify the costs and benefits of funded projects, an entity that receives funds from the Job Creation Fund shall authorize its local electric and gas utilities to provide 12 months of past and ongoing usage and billing records at the school facility site level to the Energy Commission."

I understand and accept that any related release of customer information can be made part of the public record unless the Energy Commission has designated the information as confidential pursuant to California Code of Regulations, Title 20, Sections 2501-2510.

The Utility and the Energy Commission shall use best available practices to make the required data transmittals in an agreed upon electronic format as specified by the Energy Commission.

The historic data to be provided to the Energy Commission under this authorization is for the July 1-June 30 fiscal year (FY) that immediately precedes the FY in which the Customer submits an Energy Expenditure Plan (Plan) to the Energy Commission (e.g., if the Plan is submitted between July 1, 2014-June 30, 2015 FY, the historic data is for July 1, 2013-June 30, 2014). This authorization provides for future **electric and/or gas service usage and billing** data to be provided to the Energy Commission for each FY through 2023 no later than December 31 of each calendar year in which the FY ends.

I, \_\_\_\_\_ (print or type the name of Customer's authorized representative), declare under penalty of perjury under the laws of the State of California that I am authorized to execute this document on behalf of the Customer listed at the top of this form and that I have the authority to contractually and financially bind the Customer. I understand that Utility reserves the right to verify any authorization request submitted before releasing information or taking any action pursuant to this verification. I hereby release, hold harmless, defend and indemnify (i) Utility and its officers, agents and employees from any and all liability, claims, demands, causes of action, damages or expenses arising from or related to the release of the historic and **future electric and/or gas service usage and billing** data made in accordance with and pursuant to this authorization; and (ii) the Energy Commission and the State of California and their respective officers, agents and employees from any and all liability, claims, demands, causes of action, damages or expenses arising from or related to the use, maintenance and disclosure (publicly or otherwise) of historic and future usage data that occurs in accordance with and pursuant to this authorization.

\_\_\_\_\_  
Authorized Customer Signature

\_\_\_\_\_  
Telephone Number

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_  
Month Year City and State Where Executed