



Instructions for completing the 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 for *each* utility. The form has several fields requiring input, shown below:

The form is titled "STATE OF CALIFORNIA UTILITY DATA RELEASE AUTHORIZATION FORM (SEC 12 (2015))" and "CALIFORNIA ENERGY COMMISSION". The main heading is "AUTHORIZATION TO RELEASE CUSTOMER INFORMATION TO THE CALIFORNIA ENERGY COMMISSION ON A CUSTOMER'S BEHALF FOR PROPOSITION 39 IMPLEMENTATION ONLY".

Fields include:

- Name and Title (if applicable) of the authorized representative.
- Name of Customer of Record.
- Mailing Address, City, State, and Zip Code.
- Name of Utility.
- Authorized Customer Signature and Telephone Number.
- Executed this day of Month, Year at City and State Where Executed.

Text on the form includes: "I, _____ am the authorized representative of _____ (Customer, which has the following mailing address: _____) 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 87 (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.

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

- 1) To the Energy Commission as supporting documentation for your Energy Conservation Assistance Act - Education Subaccount application, **and**
- 2) To the LEA's utility's designated recipient. Please contact your utility account representative for guidance.

- 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.

UTILITY DATA RELEASE AUTHORIZATION FORM

CALIFORNIA ENERGY COMMISSION



AUTHORIZATION TO RELEASE CUSTOMER INFORMATION TO THE CALIFORNIA ENERGY COMMISSION ON A CUSTOMER'S BEHALF FOR ENERGY CONSERVATION ASSISTANCE ACT - Education Subaccount (ECAA-ED) 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)

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

_____ 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 requirements implementing ECAA-Ed program, Public Resources Code Section 26205.5 and 26240. Under this law, 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 the school facility site to the Energy Commission. Specifically, Public Resources Code, section 26240, subd. (a) states, "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 enters into an agreement with the Energy Commission (e.g., if the agreement is entered between July 1, 2019 June 30, 2020 FY, the historic data is for July 1, 2018-June 30, 2019). This authorization provides for future electric and/or gas service usage and billing data to be provided to the Energy Commission.

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



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The form has fields allowing for the input of 41 sets of utility account information per file. Additional files can be used if necessary to input information for all sites under the jurisdiction of the Local Educational Agency (LEA). If an LEA has one utility for electricity and a different one for natural gas, the LEA must submit a separate form for *each* utility.

The screenshot shows the top portion of the form. Callout boxes provide the following information:

- Multiple file selection buttons:** This is not needed unless the LEA has more than 41 utility accounts.
- Data copy checkbox:** This box copies all non-utility data from the previous line¹.
- Select your utility:** From the pull down menu.
- Multiple file identification boxes:** Used to track submissions requiring multiple files.

The fields required for each service account are detailed below:

The detailed view shows the following fields and their requirements:

- School/Facility Name and CDS Number:** These should match the information on the CDE internet page listed at the top of this form.
- Electricity service account number:** This is the Electric Service Acct #.
- Natural gas service account number:** This is the Natural Gas Service Acct #.
- Service location information:** This includes Service Address, City, and ZIP+4. It should match what is on your utility bill.
- Contact telephone number:** This should be the direct line for the person completing the form.

Once the form is complete, it must be saved in Acrobat (not scanned) and submitted two ways:

- 1) To the Energy Commission as supporting documentation for your ECAA-Ed loan agreement, **and**
- 2) To your utility's designated recipient. Please contact your account representative for guidance.

¹ This must be unchecked in order to be able to edit the non-utility information



**LIST OF EVERY ELECTRIC AND GAS ACCOUNT FOR ALL
SCHOOLS AND FACILITIES UNDER A CUSTOMER'S JURISDICTION**

As a condition of receiving ECAA-Ed funds, the Local Educational Agency (LEA) must identify the following information for ALL schools and facilities under their jurisdiction. Incomplete and/or inaccurate submission of the information required in this form may result in a delay of approval.

**A list of the required facilities can be obtained by entering the first seven digits of your CDS code into the "CDS Code" field and selecting the "Search" button on the page found at: <http://www.cde.ca.gov/re/sd/>
The ZIP+4 number for any address can be found at: https://tools.usps.com/go/ZipLookupAction_input**

This form is for the following utility:

Does the LEA have more than 41 accounts from a single utility(i.e. PG&E)?	No
	Yes

School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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Service Address	City	ZIP+4	Contact Phone
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School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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Service Address	City	ZIP+4	Contact Phone
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School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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Service Address	City	ZIP+4	Contact Phone
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School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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Service Address	City	ZIP+4	Contact Phone
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School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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Service Address	City	ZIP+4	Contact Phone
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School/Facility Name	CDS Number	Electric Service Acct #	Natural Gas Service Acct #
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Service Address	City	ZIP+4	Contact Phone
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