

APPENDIX B: SAMPLE OPT-OUT LETTER (ON MUNICIPALITY LETTERHEAD AND ENVELOPE)

[MONTH XX], 2020

Dear Residential or Small Business Customer:

New rules in New York State allow the City of Albany to develop a Community Choice Aggregation (CCA) Program where you and your neighbors increase your individual buying power through a group purchase of electricity. The City of Albany is able to offer residents and small businesses [100% renewable] electricity at competitive and stable rates.

As an eligible Participant, you can easily take advantage of this opportunity. Your electric account will be transitioned to the CCA Program, unless you opt-out by [MONTH XX], 2020. There are no enrollment or switching fees and your new electricity fixed rate will be **\$0.0XXX/kWh** through [MONTH 202X].

National Grid, your local utility, will still be responsible for your electricity delivery, general maintenance and response to power outages. You will still receive one bill and pay National Grid, you can still take advantage of budget billing, and you can participate in the CCA if you have rooftop or community solar.

With the support of MEGA, the Municipal Electric and Gas Alliance, our community has joined a CCA with [XX] others in our region. Through the power of aggregation and a competitive bidding process, [ESCO], was selected to replace National Grid as your default supplier of electricity.

[ESCO] is able to offer our community [100% renewable] electric supply at a fixed rate of **\$0.0XXX/kWh** for a period of XX months. With a fixed rate, you will pay the same price per kilowatt hour each month through [MONTH 202X].

	National Grid Average Price*	CCA 100% Renewable Fixed-Rate Price	CCA Grid Mix Fixed-Rate Price (Opt-down)
Residential	\$0.0XXX/kWh	\$0.0XXX/kWh	\$0.0XXX/kWh
Small Commercial	\$0.0XXX/kWh	\$0.0XXX/kWh	\$0.0XXX/kWh

*National Grid's price is the average supply cost for the past XX months [MONTH 201X through MONTH 202X]

When you participate in the City of Albany's CCA there are:

- **No Rate Increases for Term of Contract through [MONTH 202X]**
- **No Changes in Billing or Service Delivery**
- **No Fees to Leave the CCA Program at Any Time**

More information on back

CCA Enrollment Information

After your enrollment is finalized, you will receive a notification from National Grid confirming your enrollment with [ESCO] as your new electric supplier. National Grid is required by law to inform you of your option to rescind your enrollment (not participate in the CCA) with adequate notice prior to the scheduled switch. However, if you want to participate, no action on your part is required.

How to Opt-Out

If you do not wish to participate in the City of Albany's CCA Program, you must opt-out by [MONTH XX, 202X].

If you wish to opt-out, choose 1 of 3 easy ways:

1. Mail: return the enclosed opt out card with pre-paid envelope
2. Phone: call [ESCO] at XXX-XXX-XXXX
3. Web: visit www.XXXXXXX.com

No Penalties or Fees

No penalties or fees will be charged to you for opting out of the Program. No penalties or fees will be charged if you move before the contract expires. No penalties or fees will be charged if you leave the Program after the opt-out period ends.

If you wish to purchase traditional grid mix [100% renewable] electricity you can opt-down [up] into a fixed rate of **\$0.0XXX/kWh** for a period of XX months. With a fixed rate, you will pay the same price per kilowatt hour each month through [MONTH 202X]. You can opt-down [up] at any time by calling [ESCO] at XXX-XXX-XXXX.

If you wish to access the benefits of budget billing please contact [ESCO] at XXX-XXX-XXXX.

If you have any questions, please refer to the enclosed Frequently Asked Questions document, contact [ESCO] toll-free at XXX-XXX-XXXX or visit megacca.org.

Representatives are available 24 hours a day, 7 days a week to answer any questions you may have.

Sincerely,

Mayor Kathy M. Sheehan
City of Albany