

**CHECKLIST FOR OBTAINING PUC APPROVAL TO INCREASE THE 9-1-1
SURCHARGE ABOVE \$.70**

1. Colorado Revised Statutes (C.R.S.) §29-11-102(2)(a) does not require Commission approval for any 9-1-1 surcharge increases that do not exceed \$.70 per month. For example, if your authority board's surcharge is set at \$.45 per customer line per month, and the board authorizes an increase to \$.70 per month, Commission approval is *not* required. If however, your 9-1-1 authority board wishes to increase its surcharge to a value above \$.70 per month, §29-11-102(2)(b) C.R.S. requires that it be approved by the Commission.
2. The first step is to determine the new surcharge amount that will be needed to support your 9-1-1 authority board's budget for the foreseeable future, e.g., \$.90, \$1.05, \$1.25, etc. The statute grants authority boards the power to collect 9-1-1 surcharges from wireless, wireline, and VoIP customers. Therefore, an accurate count of both customer types within your board's jurisdiction is essential to your determination of the amount of the surcharge increase you will need. This analysis including any worksheets and formulas used to determine the new surcharge amount should be included with the application.
3. Provide the supporting financial justification for the new surcharge level. The supporting financial data should show the latest year's budget and expenditures with the existing (old) surcharge, and the first year's projected budget with the proposed new surcharge. It should clearly show how the new surcharge will cover the authority board's budget for the next year, pay down any existing deficits, etc. Utilization of the surcharge by authority boards is governed by §29-11-104(2), C.R.S.
4. Draft the public notice, but **do not** release it at this time. Determine how this notice will be given to all telephone customers within your authority board's jurisdiction. The Commission rules requires an applicant to notify customers of its application filed with the Commission of any price change, pursuant to the provisions of 723-2-2002(d) using such means as publishing notice in each newspaper of general circulation in municipalities impacted by the application. This notice must be provided within 7 days after filing the application. Proof of notice shall be provided within 14 days of the publication in the newspaper. Staff of the Commission would like to see this notice published sooner rather than later in the process so we can address customers who protest the application.
5. Work with your county attorney to draft the following documents: (1) the application for the surcharge increase, and (2) customer notice (per item #4 above). Applications must be filed pursuant to 4 CCR 723-2, Rule 2002(a)(XXI) of the Commission's Rules of Practice and Procedure for Telecom, and must contain the information required by Rule 2000(b).

6. It is important for Commission Staff to be able to determine from this documentation that the requested surcharge increase is both necessary and reasonable and is used for its intended purpose pursuant to by §29-11-104(2), C.R.S. Attachments to the application should include the following:
 - A copy of the intergovernmental agreement establishing the authority board and the implementation of E9-1-1 telephone service.
 - A copy of the authority board's resolution establishing the new 9-1-1 surcharge rate for the calendar year in which it is to become effective.
 - Supporting financial information that includes:
 1. the latest year of the authority board's budget under the current surcharge,
 2. the next year's projected budget under the new surcharge,
 3. any audits or if posted on website, the website address where to find the audit,
 4. all revenue sources (including copies of any grant applications), all expenses, and
 5. capital outlays for the latest year and the projected for the upcoming year.
 - Supporting testimony (optional).
7. File the application plus all attachments with the Public Utilities Commission, which will process them pursuant to 4 CCR 723-1, Rule 1206.
8. Once filed, the Commission will within 15 days mail a notice of the application to any entities that the Commission feels may be affected by its granting or denial of the application. These notified entities usually will be Qwest and any other carriers operating within the authority board's area, and they will have 30 days from the Commission's mailing to intervene or respond with comments. Commenters can also include customers noticed through the media.
9. In accordance with §29-11-103(3)(a), C.R.S., the applicant, or authority board, shall notify by registered mail every service supplier at least 60 days before the new rate becomes effective.
10. If you have questions, call Lynn Notarianni (303-894-5945) or Susan Travis at (303-894-2843).