



STEPS FOR INTERIM INTERVENOR FUNDING UNDER HB 2475

1. Submit Intervention Request

- Request to make docket an Eligible Proceeding and to designate your group as an Eligible Participant. You can do this in one document (aka a filing).
- [Fillable Template for Intervention Request](#) and [Sample Filing with Instructions](#).

2. Submit Budget

- Submit your proposed budget with your intervention request (Step 1) or separately. Find information on requirements in [Intervenor Funding FAQ](#).
- See this example of a [Proposed Budget](#) for additional guidance.

3. PUC Approval

- The PUC will review, and Commission will decide whether to approve the request and the budget.

4. Sign Agreement

- Sign the Commission Approved Form of Interim Funding Agreement with the specific utility in question.
- Find the Approved Form in [Order No. 22-043](#), starting in Appendix A, page 11.

5. Work in the Case

- Record of all work in the case, tracking hours spent doing activities identified in your proposed budget such as preparing discovery requests, participating in events, etc. Make sure to track the person/position and hours spent working in the docket.

6. Request Payment

- Submit a Request for Payment, consistent with the approved budget from Step 2, to receive payment for eligible work.
- Example of [Request for Partial Payment](#) and [Request for Final Payment](#).

7. Commission Approval

- The PUC will process the request for payment within 30 days of the receipt of the request.
- The PUC will issue an order to approve payment of funds.

8. Utility Provides Payment

- The utility will provide payment approved by the Commission in Step 7.
- The utility has 30 days from the date of the order in Step 7 to disburse the funds.