



Ontario Energy Board
Commission de l'énergie
de l'Ontario

Ontario Electricity Support Program (OESP)

Utility Self-Certification for OESP Readiness

1. Purpose of OESP Self-Certification Report

A Utility is required to complete OESP Readiness activities successfully to ensure that it is capable of offering the Ontario Electricity Support Program to its customers. The Utility is required to self-certify the level of completion of their enrollment activities and readiness to offer the OESP at key milestones.

To complete the OESP Self-Certification Report the Utility must complete all necessary internal activities and successfully complete Enrollment Testing with the Central Service Provider (CSP).

2.0 Purpose of the OESP Self-certification Report

This Report is to be used through 2015 by your Utility to:

- Perform a self-assessment of your readiness to enter into Testing with the Central Service Provider (CSP),
- Communicate the status of your readiness activities, and,
- Self-certify your readiness to participate in the OESP Program. The Utility will be asked to certify a level of readiness with a signature from an officer of their organization.

This readiness assessment performed by the Utility should be from a unified perspective and include third party service providers if applicable. The Utility is required to complete the following activities:

1. Billing system changes to apply an OESP amount to a customer's bill.
2. Bill print changes to display the OESP amount on a customer's bill.
3. Readiness to process Customer Confirmation transactions.
4. Process and Training readiness for all required staff.
5. Readiness to process Customer Tariff and One Time Adjustment transactions.
6. Readiness to send and receive interface files to and from the CSP via Secure FTP.
7. Readiness to collect the OESP charge from all applicable customers.
8. Readiness to settle OESP charges and rates with IESO.
9. Overall readiness to offer and apply OESP to eligible customer's bills for January 1, 2016

3.0 How to Use the High Level Project Plan and Self-Certification Sign-Off Report

The Utility should use the "OESP High Level Project Plan and Go-Live Readiness Checklist" document to help guide them through the process of completing the Self-Certification report.

Self-Certification Report (this document)

The OESP Self Certification Report (see page 4) will be completed and filed by the Utility on or before the submission dates indicated. For each submission, an officer of the Utility is required to indicate the percentage of OESP activities complete at the time of submission for all three project milestones. The Utility should scan and email the completed sign off sheet to: OESP_Utility_Enablement@ontarioenergyboard.ca. The subject line of the email should be “<Utility Name> Self-certification Update <dd/mm/yy>”.

Validation by OEB: These documents will be used by the OEB to monitor the progress of the Utility. The OEB may validate a self-certification filing at any time as a Utility proceeds into OESP Enrollment. If any portion or all of a filing is selected for validation, you will be required to provide documentation supporting your readiness within one week of the OEB’s request.

High Level Project Plan (expected) + Go-Live Readiness Checklist (recommended)

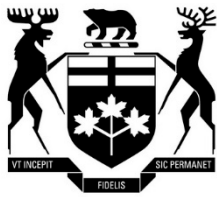
The High Level Project Plan breaks down all major activities required for OESP into three key milestones:

1. Readiness to commence Customer Confirmation Interface testing with CSP (August 26)
2. Readiness to commence Customer Tariff and One Time Adjustment Interfaces testing with CSP (October 9th or earlier)
3. Utility is fully ready to offer and apply OESP to eligible customer’s bills (November 30th)

The Utility should update their progress on the High Level Project Plan by updating the “% complete” column. A Milestone should only be considered “complete” when all of its relevant sub-tasks are also complete. Note that in certain situations, some sub-tasks may not be relevant to some Utilities. If this is the case, please indicate your reasoning on the High Level Project Plan Report periodically submitted to the OEB.

Upon completion of the first milestone, the Utility will be given credentials to the CSP’s test portal, where they will gain access to detailed test instructions and a separate, online Self-Verification process for the interface testing. The Utility does not have to wait until the stated end date to begin interface testing with the CSP. If the Utility has simultaneously completed their builds of all necessary interfaces for transactions with the CSP, they can elect to test all of their interfaces in one test phase. Upon completion of the third milestone, the Utility will be ready to begin offering and applying OESP to its eligible customer’s bills.

Attached to the OESP High Level Project Plan is the Go-Live Readiness Checklist which is available for Utilities to use as a tool to further break down each of the OESP activities listed in the Project Plan and help aid the Utility to identify the % complete for each milestone. An officer is not required to fill out the High Level project plan – it is sufficient for a project manager to perform that task. Please note that a Utility may require more steps to complete an OESP activity than the ones listed in the High Level Project Plan and the Go-Live Readiness Checklist. The Utility will ultimately be responsible for completing all actions, both standard and unique to the Utility, to ensure that it has sufficiently completed all OESP activities.



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Self-Certification Sign-Off Report

Each Utility is required to have an Officer of the Utility sign and submit this Report to the OEB on or before the dates shown below for Milestones One (August 26), Two (October 9) and Three (November 30). Further, at each submission the Utility is required to indicate their progress (i.e. % complete) toward future Milestones.

Milestone One

Submission Date: August 26, 2015

By signing below I certify that _____ has completed all tasks applicable to my Utility and outlined under Milestone
Name of Utility

One of the Ontario Electricity Support Program High Level Project Plan and is ready to begin testing the **Customer Confirmation Interface** with the CSP.

Further, my organization is _____ % complete on activities leading up to Milestone Two, and is _____ % complete on activities leading up to Milestone Three.

Print name / Title

Signature

Date

Milestone Two

Submission Date: October 9, 2015

By signing below I certify that _____ has completed all tasks applicable to my Utility outlined under Milestone Two of
Name of Utility

the Ontario Electricity Support Program High Level Project Plan and is ready to begin testing the **Customer Tariff** and **One Time Adjustment interfaces** with the CSP.

Further, my organization is _____ % complete on activities leading up to Milestone Three.

Print name / Title

Signature

Date

Milestone Three

Submission Date: November 30, 2015

By signing below I certify that _____ has completed all tasks applicable to my Utility outlined under Milestone Three
Name of Utility

of the Ontario Electricity Support Program High Level Project Plan and is **fully ready to offer and apply OESP to eligible customer's bills**.

Print name / Title

Signature

Date