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BY EMAIL

February 24, 2016

To: All Licensed Electricity Distributors

Re: 2015 LEAP Emergency Financial Assistance Monthly Monitoring Report

As you may be aware, 2015 is the last year that the Ontario Energy Board (OEB) is requiring distributors to annually submit the LEAP Emergency Financial Assistance Monthly Monitoring Report spreadsheet completed by social agencies. In the future, this report will be required every three years. No data will be collected for 2016 and 2017. The next year where data will be collected is 2018. We will send a notification and template in late 2017.

Your LEAP lead agency is required to send you their completed LEAP Emergency Financial Assistance Monthly Monitoring Report by March 31, 2016, using the 2015 excel template which is attached. The OEB has also posted the 2015 Excel template on its website [here](#).

For those distributors who have multiple reporting agencies, reports should be consolidated into a single 2015 Excel template for submission to the OEB. Distributors are expected to file this information with the OEB via email at leapmonthly@ontarioenergyboard.ca by April 30, 2016.

Yours truly,

Original signed by

Kirsten Walli
Board Secretary