



**BY E-MAIL AND WEB POSTING**

December 13, 2012

**To: All Licensed Electricity Distributors  
All Natural Gas Distributors  
All Participants in Consultation Process EB-2008-0150  
All Social Agency Partners**

**Re: Low-Income Energy Assistance Program – Emergency Financial  
Assistance (“LEAP EFA”) Monthly Monitoring Reporting for 2013**

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A LEAP EFA Monthly Monitoring Excel template was provided to distributors to share with their social agency partners on October 2, 2012. The October 2, 2012 LEAP EFA Monthly Monitoring Excel template replaced the PDF version that was issued in February 2011.

For 2012 LEAP EFA monthly monitoring reporting, distributors and their agency partner(s) were given the option to choose which format they wished to file the LEAP EFA information with the Board (i.e. February 2011 PDF template or October 2012 Excel template or a mix of both).

For 2013 LEAP EFA monthly monitoring reporting, the LEAP EFA Monthly Monitoring Excel template has been updated based on the suggestions of the Financial Assistance Working Group. The attached 2013 LEAP EFA Monthly Monitoring Excel template replaces the previous version. Distributors are expected to file the information with the Board using the attached 2013 LEAP EFA Monthly Monitoring Excel template.

For 2013 LEAP EFA monthly monitoring reporting, social agencies are expected to complete and return the 2013 LEAP EFA Monthly Monitoring Excel template to their distributor partner by March 31, 2014.

Distributors are then asked to file this information with the Conservation and Reporting Group via email at [leapmonthly@ontarioenergyboard.ca](mailto:leapmonthly@ontarioenergyboard.ca) by April 30, 2014.

Sincerely,

Peter Fraser

*Original Signed By*

Managing Director, Regulatory Policy

Attachment A: 2013 LEAP Monthly Monitoring Excel Template