

APPENDIX 5

Required Document for Application Submissions

1. Needs Screening Summary Report (Appendix – 6)

This document is completed by the transmitter. The document captures the results of the initial assessment made based on information provided by distributors and other participants to determine a possible need in a region. Identified participants sign off on this document and receive a copy for their records.

- a. In cases where regional planning or coordination is needed, this report acts as a supporting document for the next stage in the planning process.
- b. In cases where *no* regional planning or coordination is needed, this report acts as a supporting document that will:
 - o Assist in scheduling the next review cycle;
 - o Support distributors in their approval filings at the Ontario Energy Board (OEB). Distributors would use this document to demonstrate that regional needs were considered and that no regional planning was required.

2. Scoping Process Outcome Report (including Terms of Reference) (Appendix – 7)

This document is completed by the OPA. The document captures the results of an assessment made based on information provided by the transmitter and other participants regarding the Regional Planning Approach. This assessment aims to identify, at a high level, the need for a wires only solution or a more comprehensive study. This report includes the results of the Needs Screening process, preliminary terms of reference (ToR) and descriptions of any sub-regions that require study. Identified participants sign off and receive a copy of the report for their records.

- a. The Scoping Process Outcome Report is posted on the OPA's web site for public review and comment. Comments received are considered by the study team (i.e. OPA, transmitter and impacted distributors) prior to a final decision on the study approach for the various sub-regions and finalizing the terms of references. In cases where the solution for regional planning is *Wires Only*, this report acts as a supporting document in the Regional Infrastructure Planning process.
- b. In cases where the solutions for regional planning includes are more comprehensive, this report acts as a supporting document in the Integrated Regional Resource Planning (IRRP) process.

3. "Hand-off" Letter

The 'hand-off' letter is produced by the OPA and is sent to the transmitter.

The 'hand-off' letter is used when an IRRP, or portions of an IRRP, are handed off from the OPA to the transmitter. This may occur when the IRRP process determines that wires solutions are needed to resolve for example near-term needs in a region or sub-region. It may also occur when the IRRP process is completed, and some of the regional solutions include wires, which would be executed by the transmitter.

The 'hand-off' letter provides more transparency, accountability and timeliness to the Regional Infrastructure Planning process.

4. Planning Status Letter (Appendix – 8)

The Planning Status Letter is produced by either the OPA or the transmitter, at the request of a distributor.

When a Regional Infrastructure Plan or IRRP is underway but not yet completed, a distributor may request the transmitter or the OPA to produce a Planning Status Letter.

The Planning Status Letter can be used to support a distributor's approval filing at the OEB, when a final Regional Infrastructure Plan or IRRP is not yet available.

Distributors must request a Planning Status Letter well in advance of their approval filings.

Attachment 1 – Document Summary Chart

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For Application Submissions	
Condition (status of Regional Planning)	Document Type to be Attached Needs Screening Summary Report Screening Process Outcome Report (which includes terms of reference) "Hand-off" letter Planning Status Letter
<i>no</i> regional infrastructure planning needed	Needs Screening Summary Report
regional infrastructure planning is needed	Needs Screening Summary Report
where the solution for regional planning is <i>Wires Only</i>	Screening Process Outcome Report
where the solution for regional planning is more comprehensive	Screening Process Outcome Report
where the IRRP partially results in a wires solution	"Hand-off" letter
For Application Submissions – Transition Phase	
where the planning that is underway has <i>not</i> confirmed the regional needs solution; potential IRRP solution	Planning Status Letter