



SCHEDULE “F”

FORM OF STATUS REPORT/FINAL STATUS REPORT

Status Report

Participant Name:

Project Name:

Facility Location:

Contact Information:

Name:

Email:

Telephone:

Project Status Report Version Control

Report #	Date	Author
1.0		

Unless the context otherwise requires, capitalized terms used in this Status Report will have the meanings ascribed to them in the Project Incentive Contract between the Participant and the LDC.



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1. STATUS REPORT PURPOSE

The Status Report is a report completed by the Participant as required and described in the Project Incentive Contract. It will provide the Ontario Power Authority with a description and the status on the implementation activities for the Project or Portfolio as part of the Process and System Upgrades Initiative. Examples of descriptions included in the report are activities that have been started, completed, and planned for the Project. The report will also provide a more in depth description of the invoices and other identified costs that have been submitted with the Request for Payment, in the case of the Advanced Incentive Payment Option. The scope of this report will cover only the construction period for the Project or Portfolio. To provide evidence of the costs incurred, as presented in this report, all invoices must be provided.

2. STATUS REPORT

2.1. Project/Portfolio Status Summary

Project Name:

Prepared by:

Date:

Status Report Number:

Project/ Portfolio Description:

Schedule:

Discussion on status of Project/Portfolio schedule and any delays or slippage from the approved project schedule.]

Budget:

[Discussion on status of Project/Portfolio budget including major cost categories and any areas of variance.]

Scope:

[Discussion on status of Project/Portfolio scope, including any changes relative to the originally approved scope.]

Additional Items:

[Discussion of items such as resourcing, operational impacts within your facility, or other considerations that may impact the schedule, budget, or scope.]



2.2. Impact Analysis

Project In-Service Date Impacts:

[Overview of changes to the scope or other issues of the project implementation and how these changes affect the In-Service Date.]

Project Electricity Savings Impacts:

[Overview of the scope changes or other issues and how these changes affect the Electricity Savings.]

Project Budget Impacts:

[Overview of changes to the budget or other issues from project implementation and how these changes directly affect the budget.]

2.3. Additional Comments

- (a) Third Party Contributions received after the date of Project Incentive Application:
- (b) [List any Third Party Contributions to the Project/Portfolio received after the date of the Project Incentive Application, including name of contributor, date of contribution and amount of contribution.]
- (c) Energy Management Plan progress:
- (d) Other relevant comments:

I certify that this report provides a true representation of the status of the Project or Portfolio. The results in this report accurately reflect the paid costs and provide details on any potential activities that alter the originally approved Project or Portfolio.

Name:

Title:

Signature

Date:



3. ACTUAL ELIGIBLE COSTS TABLES

ACTUAL ELIGIBLE COSTS INCURRED DETAIL (ATTACH ALL INVOICES REFERENCED)

Invoice Number	Invoice Date	Vendor	Amount Incurred (\$)	Description

COSTS INCURRED SUMMARY TO DATE

Status Report #	Date Status Report Submitted	Amount Incurred (\$)	% of Total Budget
TOTAL			