

Appendix I
Summary Table of Material Required in a CUP Application or at Interim Review

Compliance with the criteria for various sections in the Resolution to Participate, Best Utility Practices and Management Policies sections of CUP will be verified through the submission/availability of the material summarized in the table below.

RESOLUTION TO PARTICIPATE	Type of Application or Interim Review		
Material Required	Certification	Interim Review	Recertification
Copy of Resolution to Participate	S		
Agenda of Meeting when Resolution was Adopted	S		
Minutes of Meeting showing Adoption	S		
BEST UTILITY PRACTICES	Type of Application or Interim Review		
Material Required	Certification	Interim Review	Recertification
Surveys			
Copies of Survey Instrument(s)	S(R&C/I)		S(RorC/I)
Description of Survey Methodology	S(R&C/I)		S(RorC/I)
Report on Results of Survey(s)	S(R&C/I)		S(RorC/I)
Discussion of Results of Survey(s)	S(R&C/I)		S(RorC/I)
Plan for Addressing Issues	S(R&C/I)	I (updated)	S(RorC/I)
Plans for Future Surveys		I	
Note: R – residential customers; C/I – commercial/industrial customers			
Key Accounts			
List of key accounts and utility reps	S	I	S
Summary data for each key account	S	I (if new)	S (if new)
Records of visits (one per customer; if utility has more than five key accounts, provide records for at least five different customers)	S	I	S
Training			
Training Spreadsheets	S	C	S
Sign-In Sheets	S	C	S
Miscellaneous Backup	S	C	S
Energy Services Programs			
Copy of Resolution to Participate in OMPA’s Energy Services programs	S		
Name and title of city’s Energy Services Representative	S	I(if changed)	S(if changed)
Documentation to show compliance in six Energy Services programs	S	I	S
System Maintenance Plan			
Copy of current plan	S	C	S
Copy of current schedule	S	C	S
Copies of backup showing maintenance activities during the past year, including evidence of testing on all safety-related items and OCR breaker logs (if kept by city)	S	C	S
Notes. S – submit paper or electronic material			

I – have available for inspection
C – provide copies (paper or electronic)

BEST UTILITY PRACTICES (continued)	Type of Application or Interim Review		
	Certification	Interim Review	Recertification
Material Required			
Compliance with Codes and Standards			
Copy of ordinance(s) adopting NESC and NEC	S	I (if changed)	S (if changed)
Copies of title pages of current NESC and NEC	S	I (if changed)	S (if changed)
Identification of person(s) responsible for NEC inspections	S	I (if changed)	S (if changed)
Samples of NEC enforcement documents	S	I (if changed)	S (if changed)
Copies of title pages of construction guidelines	S	I (if changed)	S (if changed)
Plans for upgrading constructions to meet current codes, where necessary	S	I (if changed)	S (if changed)
Emergency Action Plan			
Copy of current plan	S	C	S
Copy of sign-in sheet for staff briefing	S	C	S
Details about the last emergency exercise (or actual emergency)	S	C	S
System Reliability Program			
Reliability report for the most recent complete month	S	C	S
Corresponding graphs for ASAI, CAIDI, SAIDI and SAIFI	S	C	S
Corresponding column chart for outage reasons	S	C	S
Report on major outage events during the past year (as detailed above)	S	C	S
Descriptions of ways the reliability information is used	S	C	S
Basic Marketing Program			
Current electric utility marketing plan	S	C	S
Current schedule	S	C	S
Current budget	S	C	S
Backup for marketing activities during the past year	S	C	S
Transfers			
Copy of adopted transfer policy	S	I (if changed)	S (if changed)
Completed Transfer Guidelines/Worksheets	S	C	S
Copies of relevant pages from city’s financial report	S	C	S
Backup for any other calculations	S	C	S
Optional Programs			
Documentation to show that the required number of optional programs are active	S	I	S
Notes. S – submit paper or electronic material I – have available for inspection C – provide copies (paper or electronic)			

MANAGEMENT POLICIES	Type of Application or Interim Review		
Material Required	Certification	Interim Review	Recertification
Competitive Rates			
Latest OMPA rate comparisons for average residential customers	S	C	S
Transfers			
(No further material required – see above – page 2)			
Advanced Marketing Program			
Current electric utility marketing plan	S	C	S
Current schedule	S	C	S
Current budget	S	C	S
Copies of six qualifying mailings and/or proof of qualifying mass media events	S	C	S
Details and backup for utility's advertising expenditures for past year	S	C	S
Copy of sign-up sheet for qualifying builder/contractor/customer meeting	S	C	S
Copy of rebate brochure	S	C	S
Backup for other marketing activities during the past year	S	C	S
Load Factor Improvement			
No material required			
Notes. S – submit paper or electronic material I – have available for inspection C – provide copies (paper or electronic)			