Month, XX, 2015

Contact Name, Contact Title
Registered Entity Name
Street Address
City, State, Zip

Re: Notice of Guided Self-Certification – 3rd Quarter 2015
NERC Registry ID: NCR####

To: [ENTITY], Primary Compliance Contact

This notification serves as notice that your company is required to provide a Self-Certification to NPCC for the Standards and requirements listed below.

This notification also describes the steps to be completed for the Self-Certification process [hereinafter referred to as “Self-Certification(s)”]. This process requires [ENTITY (ENTITY ACRONYMN)] to perform specific tasks for the Self-Certifications and to supply evidence to NPCC no later than 45 days from the date of this notice to support your determinations. This document contains information describing the Self-Certification process and details on the scope for this Self-Certification.

Self-Certification Process
As part of the Self-Certification process, Registered Entities are required to certify whether or not they are compliant with the applicable Reliability Standards. Through the Self-Certification process, NPCC is relying upon the work of Registered Entity staff to self-determine the status of compliance with the applicable Reliability Standards identified in this notice.

NPCC staff will review the results from the completed Self-Certifications and may re-perform some of this work in order to verify the accuracy of the Registered Entity determinations. During the review of the Self-Certifications, if the information provided is incomplete, NPCC may include the Reliability Standard and requirement(s) in a subsequent Spot Check or in a normally scheduled compliance Audit. The overall goal of the Self-Certification process is to provide clarity around compliance with Reliability Standards and provide reasonable assurance of determinations by Registered Entities of their compliance with applicable Reliability Standards in scope for this Self-Certification.

Expected Self-Certification Activities
Registered Entities should ensure the following criteria are met when completing the Self-Certification process:
Performance
Those performing the Self-Certification must possess the requisite skill sets to understand the applicability of the Reliability Standards and the independence to conduct the Self-Certification in an impartial manner with adequate management oversight.

Testing
The testing guidance for each of the NERC Reliability Standards in scope for this Self-Certification must be followed. The testing guidance for each NERC Standard and Requirement appears within the respective Self-Certification Worksheet.

Documentation
The NPCC documentation guidance for each of the NERC Reliability Standards in scope for this Self-Certification must be followed. The documentation guidance for each NERC Standard and Requirement appears within the respective Self-Certification Worksheet.

Evidence
Upon request, NPCC may request additional evidence that was used to support the determinations of each of the NERC Reliability Standards in scope for this Self-Certification. This includes evidence around testing along with any other documentation relevant to the Self-Certifications that support the determinations. Evidence guidance for each NERC Standard and Requirement appears within the respective Self-Certification Worksheet. Unless otherwise specified, NPCC requests that you provide copies of the original Self-Certification evidence in Word, Excel, Power Point format, or any other non-PDF format. This includes testing documentation, supporting evidence, and any other documented notes that support your conclusions.

Self-Certification Submittal Process
Final Self-Certification conclusions are entered by Registered Entities into CDAA. All testing documentation, supporting evidence, and any other documented notes that support your conclusions must also be entered into CDAA. Unless otherwise specified, NPCC requests that you provide copies of the original, un-redacted and un-combined copies of the Self-Certification evidence in Word, Excel, Power Point format, or the “native” (non-PDF) format. This includes testing documentation, supporting evidence, and any other documented notes that support your conclusions.

3rd Quarter 2015 Guided Self-Certification Scope:

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<tr>
<th>Reliability Standards and Requirements</th>
<th>Monitoring Period</th>
<th>Self-Certification Worksheet</th>
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<tr>
<td>PRC-023-2 R6</td>
<td>1/01/2014-12/31/2014</td>
<td>PRC-023-2 Self-Certification Worksheet</td>
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<tr>
<td>CIP-007-3a R8</td>
<td>1/01/2014-12/31/2014</td>
<td>CIP-007-3a Self-Certification Worksheet</td>
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