

# Indigenous Community Energy Plan (ICEP) Program

## PROGRAM GUIDELINES

Version 1.0  
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ICEP Program resources available at:  
[www.ieso.ca/icep](http://www.ieso.ca/icep)

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## 1. Background

Since 2009, the Independent Electricity System Operator (“**IESO**”) (previously, the Ontario Power Authority) has designed, administered and managed a portfolio of Energy Support Programs (“**ESPs**”) to promote community energy security and inclusive participation in Ontario’s green energy future. More information about the ESPs can be found at [www.ieso.ca/funds](http://www.ieso.ca/funds).

In 2018, the IESO articulated forward-looking priority areas through the implementation plan for the Long-Term Energy Plan (“**LTEP**”). The IESO implementation plan recognizes the leadership of First Nations and Métis in Ontario’s energy sector, while acknowledging the ongoing challenges many First Nations and Métis face in accessing clean, reliable and affordable energy. The new portfolio of ESPs is designed to address these ongoing challenges while demonstrating the IESO’s commitment to supporting Indigenous capacity and leadership in the electricity sector.

## 2. Program Objective

The objective of the ICEP program is to support First Nation and Métis Communities, and First Nation and Métis Organizations, to develop and maintain an updated community energy plan designed to enhance community energy security. The ICEP Program provides funding to support:

- developing new community energy plans; and
- updating existing community energy plans.

## 3. Program Overview

A community energy plan is as unique as the First Nation or Métis Community, or First Nation or Métis Organization, for which it is designed. Ideally, a community energy plan will help identify challenges and opportunities to increase community and organizational energy security. In practice, the community energy plan can include any number of elements, but at a minimum, must contain the following five components:

<b>Community Baseline Study</b>	A benchmark of the First Nation or Métis Community’s, or First Nation or Métis Organization’s, current energy performance that allows for the identification of potential opportunities for energy savings. At a minimum, to the extent possible, the community baseline study should include:  a) annual energy usage in the First Nation or Métis Community, or First Nation or Métis Organization, based on historical data;  b) breakdown of energy consumption by end use and building type including electricity, wood, propane, diesel and transportation
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	<p>fuels;</p> <p>c) occupancy data that includes vacancy rate, space uses and operating schedules for the same period;</p> <p>d) building asset data that includes conditioned square footage and system specifications; and</p> <p>e) a summary of the results of the community baseline study research including a description of the data collection process, methodologies use for data analysis and any energy mapping undertaken.</p>
<b>Current and Future Needs</b>	An assessment of the First Nation or Métis Community's, or First Nation or Métis Organization's, current and future forecasted energy needs and identification of any anticipated shortfalls or challenges that may arise in meeting those needs.
<b>Priorities and Opportunities</b>	A determination and assessment of the First Nation or Métis Community's, or First Nation or Métis Organization's, priorities related to energy use and generation. The assessment should include identification of issues and opportunities related to conservation, energy efficiency, demand management, local ecological impacts, renewable energy and small-scale generation.
<b>Implementation Plan</b>	Identification of actionable ways to meet energy needs and achieve goals with a clearly defined implementation plan. This includes an assessment of the best ways to address the identified priorities and opportunities with an evaluation of the human and financial resources available to do so. A description of specific programs and incentives that may be accessed and identification of other mechanisms for funding the implementation of the community energy plan should be included, as should anticipated timelines and budgetary considerations (costs and funding sources).
<b>Community Engagement</b>	Identification of concrete ways in which the community energy plan has been tailored to the specific strengths, needs and opportunities of the First Nation or Métis Community, or First Nation or Métis Organization, as demonstrated through direct engagement with community members, constituents, and other relevant parties. A description of how engagement will inform the ongoing development, animation, implementation, and updating of the community energy plan should be included.

#### 4. Eligibility Criteria

##### a. Eligible Applicants

- First Nation or Métis Communities; and
- First Nation or Métis Organizations (including Friendship Centres, Indigenous housing providers, and others).

Funding is not provided to individuals. In recognition that applicants may wish to take a collaborative approach, a joint application for a shared single community energy plan may be submitted by two or more eligible applicants. Applicant eligibility for the ICEP Program is determined in the sole and absolute discretion of the IESO or the Ministry of Energy, Northern Development and Mines, as applicable.

Please see section 7 below for definitions of key eligibility terms.

##### b. Eligible Community Energy Plans and Funding

All applications to the ICEP Program must fit within one of the following ICEP Program Streams:

<b>Stream</b>	<b>Maximum Funding Amount</b>
<b>Development of a new community energy plan</b>	\$90,000 \$95,000 for remote communities <sup>1</sup>
<b>Updating an existing community energy plan</b>	\$25,000 \$30,000 for remote communities <sup>1</sup>

##### c. Eligible and Ineligible Expenses

Additional criteria regarding Eligible Expenses and a list of Ineligible Expenses are set out in the Funding Agreement, which must be signed by all successful applicants in order to receive funding.

###### Eligible Expenses

Funding is provided under the ICEP Program for Eligible Expenses that are directly related and reasonably necessary to complete or update the community energy plan. Eligible Expenses can include costs associated with activities carried out by duly qualified internal resources and with the services of duly qualified external service providers. However, costs incurred in respect of a

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<sup>1</sup> In acknowledgement of the higher costs in remote locations, remote communities may request an additional \$5,000 under each stream. Please include a written request in the application form for consideration for the additional \$5,000.

single external service provider will only qualify as Eligible Expenses up to an amount equivalent to 60% of the maximum funding amount listed in the Funding Agreement. Any contract with an external service provider in excess of \$50,000 must follow a competitive procurement process prior to being awarded.

### Ineligible Expenses

Funding is not provided under the ICEP Program for Ineligible Expenses, which include:

- Costs that are not directly related to the community energy plan;
- Costs related to activities for which funding was received in relation to the community energy plan from another source;
- Costs that the applicant or joint applicant(s) did not directly incur;
- Costs incurred in respect of a single external service provider in excess of 60% of the maximum funding amount under the Funding Agreement;
- Costs incurred, or relating to any activity, matter or thing carried out before the start of the Funding Agreement;
- Costs related to meetings with or the lobbying of any governmental authority or the IESO;
- Costs associated with the use of personal devices (e.g. personal mobile or landline phones, laptops or internet service provider fees, etc.);
- Costs related to administrative operating expenses such as real estate expenses, insurance, utilities, memberships, dues, subscriptions, accounting, or maintenance of equipment;
- Costs incurred that are not evidenced by deliverables, including the supporting documentation required by the Funding Agreement, or other evidence of payment satisfactory to the IESO, in its sole and absolute discretion;
- Costs not approved by the IESO as part of the application and budget, unless otherwise agreed to in writing by the IESO, in its sole and absolute discretion;
- Costs incurred by means of services in-kind, bonds, promissory notes or barter;
- Costs for travel, hospitality or meals that do not comply with the Ontario Travel, Meal and Hospitality Expenses Directive;

- Costs that, in the IESO’s view, in its sole and absolute discretion, materially deviate from the approved application in relation to the work plan, budget, community energy plan team or timelines;
- Costs in respect of HST; and
- Costs in respect of any deductions and withholdings, including any taxes, union dues, Canada Pension Plan contributions, employment insurance contributions and employer contributions.

## 5. Application Process

### a. Background

The ICEP Program accepts submissions on an ongoing basis, with application submission dates spread throughout the year. The application review dates will be posted online from time to time at [www.ieso.ca/icep](http://www.ieso.ca/icep). Before applying to the ICEP Program, applicants should review these ICEP Program Guidelines and the Funding Agreement carefully, and are encouraged to seek independent legal and other professional advice, as needed.

The ICEP Program application development process is supportive. Applicants should contact ICEP Program staff with any questions at [icep@ieso.ca](mailto:icep@ieso.ca) or (416) 969-6317. ICEP Program staff will be available to provide feedback and guidance throughout application development, and may ask for additional information or references. As a condition of funding support, the IESO may require changes to your application. The development of a complete application can take several months – please allow sufficient time for application review and feedback prior to submittal of your final application.

### b. Application Format

Please ensure your application is no longer than 4 pages (not inclusive of the title page, check list, work plan and budget). All applications must be in the form provided by the IESO, and include the following:

- Title page: The title page should include a community energy plan title, a list of the applicant(s) involved, and relevant contact information. If the application includes joint applicants, list all joint applicants and identify the lead applicant. Identify the applicable ICEP Program Stream.
- Description of community/organization (150 words maximum): Provide a basic description of the First Nation or Métis Community, or the First Nation or Métis Organization, that the community energy plan will benefit.

- Applicant eligibility (50 words maximum): Describe how the applicant(s) meets the eligibility requirements of the ICEP Program.
- Key supports (150 words maximum): Include a brief description of the key members of the community energy plan team and summarize how they are qualified to support the success of the development or updating of the community energy plan.
- Community energy plan evaluation (150 words maximum): Describe how the impact of the community energy plan or updated community energy plan will be evaluated. What constitutes success and how will it be measured?
- Anticipated impact on community (200 words maximum): Describe the anticipated impact the community energy plan or updated community energy plan will have on the applicable First Nation or Métis Community, or First Nation or Métis Organization. What contributions will it make to the community's energy security? Are there any anticipated broader social or economic benefits to the applicant's community or organization?
- Community involvement (including community agreement) (200 words maximum): Describe how community or organization members have been / will be involved in the community energy plan, and summarize your knowledge mobilization plan. Include a Band Council Resolution, board resolution, or other endorsing document with your application. In the case of joint applications, all joint applicants must provide a Band Council Resolution, board resolution, or other endorsing document as appropriate.
- Budget and work plan (separate document): Complete the work plan and budget document.
- Application checklist (separate document): Complete the application checklist.

### **c. Application Submission**

Please submit your application to [icep@ieso.ca](mailto:icep@ieso.ca). Applicants are encouraged to contact ICEP Program staff prior to submitting an application.

## **6. Application Evaluation**

Complete and eligible applications submitted to the ICEP Program are assessed by a review committee comprised of members from both inside and outside the IESO. The review committee makes funding recommendations to the IESO. Final funding decisions are made by, and are at the discretion of, the IESO.

Funding decisions are based on the extent to which an application addresses community energy needs and the degree to which it satisfies the ICEP Program application review criteria outlined immediately below:

<b>Strategic fit</b>	Will the community energy plan or updated community energy plan enhance First Nation or Métis energy-related capacity and leadership and support the development or updating of a community energy plan designed to enhance community energy security?
<b>Community benefit, need and support</b>	How are community members involved in the community energy plan? How would a community energy plan or updated community energy plan benefit the community? Has a document expressing community support (Band Council Resolution, board resolution, etc.) been included in the application?
<b>Community energy plan team and partners</b>	Do the internal and external resources have the qualifications and experience required to execute the development or update of the community energy plan? Is there evidence of strong and appropriate partnerships if applicable?
<b>Financial feasibility</b>	Is the budget detailed, reasonable and justified? Have revenue sources for costs outside of those assigned to ICEP Program funding been identified and secured?
<b>Community energy plan purpose and outcomes</b>	Are the purpose and intended outcomes of the community energy plan clearly articulated? Is the plan to realize the development or updating of a community energy plan sufficiently detailed and reasonable?

## 7. Key Definitions

<b>First Nation or Métis Community</b>	<p>means, for the purposes of the ICEP Program:</p> <p>(a) a First Nation in Ontario that is a “band” as defined in the <i>Indian Act</i> (Canada);</p> <p>(b) the Métis Nation of Ontario or any of its active Chartered Community Councils; or</p> <p>(c) a Person, other than a natural person, that has previously been determined by the Government of Ontario to represent the</p>
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	collective interests of a community that is composed of First Nation or Métis individuals.
<b>First Nation or Métis Organization</b>	means, for the purposes of the ICEP Program, an organization that, as determined in the sole and absolute discretion of the IESO, represents the interests of more than one First Nation or Métis Community, or was established to provide key services to one or more First Nation or Métis Communities or members of one or more First Nation or Métis Communities.
<b>Funding Agreement</b>	means the agreement that successful applicants must sign in order to be eligible to receive funding under the ICEP Program.

**8. General**

- a. Receipt of an application to the ICEP Program does not constitute a commitment by the IESO to support the application, nor does it create a business relationship between the applicant, its partners and the IESO.
- b. The approval of the ICEP Program review committee is required for the IESO to provide any financial support for any community energy plan, and the IESO will not provide financial support for the work of applicants performed prior to the review committee’s decision.
- c. Financial support from the IESO to an applicant to the ICEP Program will only be provided upon execution of the Funding Agreement between the applicant and the IESO, and only according to the terms and conditions therein.
- d. The IESO reserves the right to make public the names of applicants, the title and a description of their proposed community energy plan, and the amount of funds applied for. All other information submitted by the applicant in their application will also be treated as non-confidential unless clearly labelled as confidential by the applicant.
- e. In the event of any conflict or inconsistency between the ICEP Program Guidelines and any Funding Agreement entered into, the provisions of the Funding Agreement govern.
- f. The IESO reserves the right to:
  - i. cap the amount of funding provided under the ICEP Program in any year; and
  - ii. change the ICEP Program Guidelines from time to time.