

Community Energy Champion (CEC) Program

PROGRAM GUIDELINES
Version 2.0
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CEC Program resources available at:
www.ieso.ca/cec

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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**”). More information about the ESPs can be found at 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 CEC Program is to support First Nation or Métis Communities, and First Nation or Métis Organizations in planning, implementing and evaluating energy-related priorities by providing funding support to hire a designated community energy champion (“**CEC**”) within their community or organization.

3. 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. Joint applications for a shared single project may be submitted by two or more eligible applicants. Applicant eligibility for the CEC 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 6 below for definitions of key eligibility terms.

b. Eligible Projects and Funding

Successful applicants to the CEC Program are eligible for up to \$50,000 of funding per year for three (3) years, provided adequate progress is being made, as determined in the sole and absolute discretion of the IESO. Project progress will be evaluated via quarterly reports submitted to the IESO by successful applicants.

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. Please note that in-kind contributions (if any) are not reimbursable under the CEC Program.

Eligible Expenses

Under the CEC Program, Eligible Expenses will include:

- Salary, wages and benefits, contributions, assessments and taxes associated with employing a CEC;
- Relevant training costs for the CEC; and
- Costs for related materials, equipment, travel, products and services that are required to carry out the work of the CEC.

Ineligible Expenses

- Costs that are not directly related to the work of the CEC;
- Costs for which funding was received in relation to the work of the CEC from another source;
- Costs that the applicant or joint applicant(s) did not directly incur;
- Costs incurred, or relating to any activity, matter or thing carried out before the start of, or after the end of, the Funding Agreement;
- 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 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 with respect to the activities, work plan, budget, or timelines; and
- Costs in respect of HST.

4. Application Process

a. Background

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

Applicants should contact CEC Program staff with any questions at cec@ieso.ca or (416) 969-6317. CEC Program staff will assist potential applicants to better understand program eligibility and requirements, as well as general expectations for completed applications.

After the review period begins, CEC Program staff may contact applicants to advise if any parts of the application have not been adequately completed and may ask for additional information or references. For certainty, CEC Program staff will not provide advice on the proposed project.

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 the name of the applicant and relevant contact information. If the application includes joint applicants, list all joint applicants and identify the lead applicant.
- 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 CEC will benefit, and their energy priorities. If the community or organization has completed a community energy plan, please indicate that here.

- Applicant eligibility (50 words maximum): Describe how the applicant(s) meets the eligibility requirements of the CEC Program.
- Project purpose and description (225 words maximum): Describe the work the CEC will do. What gap(s) are they filling? How will they benefit your community or organization? What specific projects will they champion?
- Project evaluation (75 words maximum): Describe how the impact of the work of the CEC will be evaluated. What constitutes success and how will it be measured?
- Anticipated impact on community (200 words maximum): Describe the anticipated impact the CEC will have on the applicable First Nation or Métis Community, or First Nation or Métis Organization. What contributions will the CEC make to the community's energy security? Will there be any broader social or economic benefit?
- Community involvement (including community agreement) (200 words maximum): Describe how community or organization members have been or will be involved in the work of the CEC. What work will the CEC do to engage your community or organization? Please also include a Band Council Resolution, board resolution, or other endorsing document as appropriate 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 cec@ieso.ca. Applicants are encouraged to contact CEC Program staff prior to submitting an application.

5. Application Evaluation

Applications that meet the completeness and eligibility requirements of the CEC Program are assessed by a review committee comprised of IESO staff that are not responsible for the delivery and oversight of the ESPs, including the CEC Program. The review committee makes funding recommendations. 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 CEC Program application review criteria outlined immediately below:

Review Criteria	Description
Strategic fit	Will the CEC enhance First Nation or Métis energy-related capacity and leadership?
Community benefit, need and support	How would a CEC benefit the community? Is there an identified need for a CEC? Has a document expressing community support (Band Council Resolution, board resolution, etc.) been included in the application?
Job description / incumbent qualifications	Is the job description sufficiently detailed and appropriate within the context of the purpose and intended outcome? If an incumbent CEC has been selected, does the incumbent have the skills and experience to successfully meet the purpose and intended outcomes?
Financial feasibility	Is the budget for a CEC detailed, reasonable and justified? Have revenue sources for costs outside of those assigned to the CEC Program funding been identified and secured?
Project purpose and outcomes	Are the purpose and intended outcomes clearly articulated? Is the plan to realize and evaluate the outcomes of hiring a CEC sufficiently detailed and reasonable?

6. Key Definitions

Key Term	Definitions
First Nation or Métis Community	<p>means, for the purposes of the CEC 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 (as defined in the Funding Agreement), other than a natural person, that has previously been determined by the Government of Ontario to represent the collective interests of a community that is composed of First Nation or Métis individuals.</p>

Key Term	Definitions
First Nation or Métis Organization	means, for the purposes of the CEC 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.
Funding Agreement	means the agreement that successful applicants must sign in order to be eligible to receive funding under the CEC Program.

7. General

- a. Receipt of an application to the CEC 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 CEC Program review committee is required prior to the IESO being able to offer a Funding Agreement to the applicant.
- c. Financial support from the IESO to an applicant to the CEC 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. Any financial support provided to an applicant under the CEC Program does not create a relationship of principal and agent or employer and employee between the IESO and the CEC. Further, the applicant has no authority to create any such relationship or related obligation, express or implied, in the name of or on behalf of, the IESO.
- e. The IESO reserves the right to make public the names of applicants and their participation in the CEC Program, and the amount of funds applied for. All other information submitted by the applicant in its application will also be treated as non-confidential unless clearly labelled as confidential by the applicant.
- f. In the event of any conflict or inconsistency between the CEC Program Guidelines and any Funding Agreement entered into, the provisions of the Funding Agreement govern.

- g. The IESO reserves the right to:
 - i. cap the amount of funding provided under the CEC Program in any year;
and
 - ii. revise the CEC Program Guidelines and standard form of Funding Agreement template from time to time.