



Welcome to the Community Energy Partnerships Program (CEPP)  
May 19 Webinar

May 19 2010, 2 – 4 p.m. EST



## Introducing the CEPP Team at CP Fund

- Evan Ferrari – Program Manager – Wind and Hydro Project Applications
- Meghan MacLennan – Program Manager – Solar and Bioenergy
- Laura Tozer – Program Coordinator
- Laurie Arron – Program Director
- Kelly McLean – Office Manager
- Rebecca Black – Communications
- Deborah Doncaster – Executive Director – Community Power (CP) Fund



## Today's Agenda

- Welcome and Introduction to the CEPP Program Management team
- CEPP Eligibility Criteria
- CEPP Program Overview
- Evaluation Process
- Grant 1 Design and Development Overview
- Grant 2 Regulatory Approvals Overview
- CEPP Application Forms
- Q&A (pre-submitted questions / on-line inquiries)



## Eligibility:

# What kind of project can apply to CEPP?

Projects must satisfy all of the following criteria:

- SIZE: Greater than 10 kW up to 10 MW
- TECHNOLOGY: Wind, solar PV, biomass, biogas, landfill gas or waterpower
- LOCATION: Located in Ontario
- BUSINESS CASE: Economically viable and the subject of a future FIT contract
- DEVELOPER: Developed by a “Community”



## Eligibility: Who is considered ‘community’?

Applicant must be 100% community as defined in the FIT Rules

- (a) One or more individuals
- (b) Registered charity
- (d) Not-for-profit organization
- (d) Co-op
- (e) Private corporation
- (f) Limited partnership

all shareholders / partners must be (a) – (d) above;  
none of them can have commercial electricity  
generation as their primary business or employment

Joint ventures with non-community partners are permitted



## Program Overview

- Two types of grants:      Grant 1: Design & Development  
   Grant 2: Regulatory Approvals
- Maximum total CEPP grant is \$200,000 per project
- CEPP will cover *up to* 90% of the actual costs of each eligible activity
- Only restriction on other funding is cannot obtain funding from another OPA administered program, including the Aboriginal Energy Partnerships Program



## Program Overview

- Apply at any stage after 'pre-feasibility'
- Funding ends at FIT Notice to Proceed
- CEPP will not fund work that has been carried out or undertaken before submission of a completed grant application
- CEPP funds will be disbursed upfront and after achieving milestones for each set of activities, 10% of funds will be held back until all deliverables submitted



## Evaluation Process

- CEPP staff at CP Fund work with applicant to ensure application is complete
- Once submitted, grant application is reviewed by CP Fund and Deloitte and then goes to Review Committee (RC), who meet monthly
- RC consists of 7 members - leaders in their field with expertise in the renewable energy market, finance, project development, and senior management
- RC includes a Fairness Monitor who ensures evaluation criteria are adhered to, and that applications are reviewed and evaluated in a reasonable time

We expect to notify applicants of decision within 2 – 3 months of submission of a complete application



# Funded Activities Grant 1

## Design & Development Phase



## Grant 1 Pre-requisites

### **G1 Pre-requisites:**

- Landowner Memorandum of Interest (where relevant) – template posted online
- Ontario Wind, Solar, Hydro Atlas projections or other preliminary resource assessment
- Detailed Site Plan
- Local Distribution Company (LDC) consultation report
- RETScreen financial analysis
- Completed G1 CEPP Budget

NOTE: Some projects may have additional prerequisites for G1 and/or G2 based on the specific technology used.



## Funded Activities – Grant 1

### Design & Development

- Site investigation and control
- Resource assessment
- Site planning
- Environmental and regulatory analysis
- Business plan development



## Funded Activities – Grant 1

### Design & Development

- Site-specific studies (transportation, noise, bird & bat)
- Community consultation
- Engineering studies
- Project manager or Project coordinator
- Legal costs



## **Funded Activities Grant 2**

### **Regulatory Approvals Phase**



## Grant 2 Pre-requisites

### **G2 Pre-requisites:**

- Feed In Tariff (FIT) Contract or placement into the FIT production line or Economic Connection Test queue
- Completion of all required G1 activities relevant to your project
- CEPP G2 Application Form & Budget

NOTE: Site-specific studies may be funded without these prerequisites with consent of the Program Manager. Some projects may have additional prerequisites for G1 and/or G2 based on the specific technology used.



## Funded Activities – Grant 2

### Regulatory Approvals

- Renewable Energy Approval (REA)
- Other Environmental and Regulatory Approvals
- Final Business Plan
- Connection Impact Assessment
- Supplier Agreements
- Construction Contracts



## Funded Activities – Grant 2

### Regulatory Approvals

- ESA Approval
- Operating and Maintenance Agreement
- Offering Document / Membership agreement
- Sales and Marketing Plan (to find Members / Investors)
- Project Manager or Project Coordinator



## How to Apply – 3 Steps

### Grants 1 & 2 – All Technologies

Read the CEPP Program Rules

Prepare and Submit the Application

Receive confirmation of receipt from CEPP staff



# Application Form Review

## Grant 1 – Solar PV



### Community Energy Partnerships Program Grant 1: Design & Development – Solar PV – Application

#### Application Instructions:

##### Step 1: Read the CEPP Program Rules

Please ensure you read the Program Rules carefully. This application has been designed to ensure you have thought through the type of project you are hoping to pursue and have undertaken some pre-feasibility activities in advance of submitting your funding application to the CEPP.

##### Step 2: Prepare and Submit the Application

Please ensure you fill out each question in the application form. Applications will not be reviewed until they are complete. If you have any questions regarding the application, refer to the Program Rules or contact us at [info@communityenergyprogram.ca](mailto:info@communityenergyprogram.ca), 416-597-2748, or 888-907-CEPP. Please note also that webinars on filling out your application will be held periodically. A schedule of webinar dates is posted on the CEPP website. Applications are accepted continuously, in a non-competitive manner.

Submit one electronic copy of the application (including all attachments) by email to: [info@communityenergyprogram.ca](mailto:info@communityenergyprogram.ca)

Submit one complete printed copy (including all required attachments) by mail to:  
Community Energy Partnerships Program  
c/o Community Power Fund  
30 Duncan Street, Suite 203  
Toronto ON M5V 2C3

Please ensure supporting documents are mailed to the CEPP within 10 Business Days of submitting your electronic application.

##### Next steps:

After submitting your application, you will be contacted by a CEPP staff member to confirm it has been received. Once your application has been reviewed and evaluated, you will be notified of the funding decision. During this process feel free to contact CEPP program staff at the above email address or phone numbers if you have any questions. Information on the CEPP evaluation process and criteria are available on the CEPP website.



# Application Form Information

## Grant 1 – Solar PV

### Contact Information

- Applicant
- Project Manager (if applicable)

### Project Description

- Location
- Size
- Technology



# Application Form Information

## Grant 1 – Solar PV

### Site Suitability

- Site control
- Site description
- Preliminary site map
- Preliminary resource assessment
- Renewable Energy Approval (REA) process
- Municipal permitting



# Application Form Information

## Grant 1 – Solar PV

### Grid Connection

- General / LDC
- Capacity

### Community Engagement

- Community resources
- Project communications



# Application Form Information

## Grant 1 – Solar PV

### Organization

- Introduction
- Project management and core competencies
- Planned project ownership structure

### Preliminary RETScreen Analysis

- Preliminary technology details, costs, FIT price and financing
- Calculates energy output and financial returns



# Application Form Information

## Grant 1 – Solar PV

### Financial Considerations

- Preliminary financing plan
- Soft costs
- Soft costs budget

### Funding Proposal

- Activities and budget
- Workplan and budget



# Application Form Information

## Grant 1 – Solar PV

### Application Checklist

- Completed Application Form
- App A – Supplier Information
- App B – Memorandum of Interest (or similar)
- App C – Project Site Map
- App D – NRCAN Solar Atlas Map
- App E – LDC Consultation Report (if applicable)
- App F – Letters Patent or Articles of Incorporation
- App G – Preliminary RETScreen



## Grant Caps: Solar

Size (kW)	Max CEPP Grant
10.1 - 50	\$10,000
50 – 1,000	\$75,000
1,001 – 10,000	\$200,000

Figures are demonstrative only, each application will be assessed individually



## Grant Caps: Wind

Size (kW)	Max CEPP Grant
10.1 - 50	\$10,000
50 – 1,000	\$75,000
1,001 – 10,000	\$200,000

Figures are demonstrative only, each application will be assessed individually



## Grant Caps: Waterpower

Size (kW)	Max CEPP Grant
10.1 – 10,000	\$200,000

Figures are demonstrative only, each application will be assessed individually

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## Grant Caps: Biogas / Biomass / Landfill Gas

Size (kW)	Max CEPP Grant
10.1 - 500	\$75,000
501 – 10,000	\$200,000

Figures are demonstrative only, each application will be assessed individually



## Tools and Resources

It's all online!

- Sign up for newsletter
- Check out our Resources section
- Read up on the Grant Program
- Download the relevant Application Form



[www.communityenergyprogram.ca](http://www.communityenergyprogram.ca)



## Upcoming Webinars

**June 2<sup>nd</sup>, 10 a.m. – noon**

**'Let's get started - CEPP for Beginners'**

**June 23<sup>rd</sup>, 10 a.m. – noon**

**'Understanding RETScreen'**

- Webinars will include Q&A
- More dates and topics to be announced soon



## Contact CEPP Program Team at CP Fund

416-597-2748 / 1-888-907-2377 (CEPP)

- Evan Ferrari – Program Manager – Wind and Hydro Project Applications  
[eferrari@communityenergyprogram.ca](mailto:eferrari@communityenergyprogram.ca) / ext 118
- Meghan MacLennan – Program Manager – Solar and Bioenergy  
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