

Remote Community Implementation (RCI) Program Guide

Last Updated: October 3, 2011

Please check the RCI program website (http://www.fraserbasin.bc.ca/programs/caee_rci.html) to ensure this is the latest version of the Program Guide

Program Background

The Remote Community Implementation (RCI) Program aims to develop, and distribute funding contributions that support remote communities to implement clean energy and energy efficiency projects. The majority of remote communities use diesel generators to support their electricity demand and fossil fuels for heating. The program is intended to support the implementation of projects that reduce greenhouse gas (GHG) emissions, reduce dependence on fossil fuel resources, reduce energy costs and help meet a remote community's economic, social and physical sustainability goals.

This program funds the capital costs of implementing community clean energy and energy efficiency projects and is designed to complement other funding programs that are available to assist communities in clean energy planning and research.

The RCI Program is managed by the Fraser Basin Council, with guidance from an external Advisory Committee, including representatives from First Nations organizations, provincial and federal departments and utilities.

Eligible Applicants

Remote communities in British Columbia are the only communities eligible to apply for funding through this initiative. Remote Communities are defined as either a civic or First Nation government with existing permanent residences that are within a BC Hydro Non-Integrated Area or not connected to the major natural gas or electric grid. Communities served by local generating stations and distribution networks in BC Hydro's Non-Integrated Areas are also included as eligible remote communities under this program.

There are approximately 70 remote communities identified in British Columbia, please refer to the RCI website http://www.fraserbasin.bc.ca/programs/caee_rci.html for the list of remote communities.

Focus Areas for Funding

Eligible communities are invited to submit proposals that target a minimum of 33% community-wide GHG reductions and that can apply funding towards project implementation in the following focus areas:

- Community-scale or building-scale clean energy projects that use hydropower, bioenergy, wind, solar or ocean energy technologies, or clean energy technologies using waste or by-product streams; or
- Community-scale or building-scale clean energy heating projects that use solar, biomass, geo-exchange or air source heating; or
- Demand side management projects that upgrade existing community buildings or community infrastructure or improve the design of new buildings; or
- Integrated smart grid, clean energy and demand side management projects.

Project Eligibility Criteria

Project proposals must meet the following *Mandatory Criteria* in order to be eligible for RCI Program funding:

- The applicant submits a completed application form providing all requested information;
- The applicant is an “Eligible Applicant”;
- The Project implements clean energy or energy efficiency infrastructure (see above section Focus Areas for Funding) to reduce or eliminate the use of fossil fuels in heating and / or power generation:
 - A *Major Project* requesting \$45,000 to \$300,000 in funding from FBC must be designed to eliminate all fossil fuel power generation in the community (except for back-up purposes). Major projects must target a community-wide GHG emissions reduction of 80% or greater;
 - A *Minor Project* requesting up to \$45,000 in funding from FBC must be designed to reduce community-wide GHG emissions by at least 33%;
- The proponent has completed a Community Energy Plan that includes the community’s objectives related to energy, information on the current and future energy demand in the community and an evaluation of energy efficiency and clean energy project options, and that identifies the proposed project as the most suitable option for implementation;
- The Project is in the final stages of project development, either construction-ready or near the stage of construction, and Major Projects will be completed construction **no later than March 31, 2014**;
- If applying for an energy efficiency project, an energy assessment of the building(s) must be completed in advance of the application;
- If applying for a clean energy project, the proponent must have completed feasibility studies and preliminary design (such that suppliers are able to provide accurate quotes for project implementation) and, if applicable, have initiated the permitting process;
- The applicant’s funding request is for Eligible Costs (defined below in the Eligible Costs section);
- The Project leverages additional funding from other sources, including from the community itself.

Project proposals that meet the above Mandatory Criteria will then be evaluated according to the following additional *Evaluation Criteria*:

- The extent of the Project’s alignment with the community’s Community Energy Plan, energy policies and broader community objectives;
- The technical and operational feasibility of the project;
- The Project work-plan, budget and allocated resources (people and funding);
- The presence of a community champion for the Project and of strong partnerships;
- The strength of the project team and the planned project management;
- The life-cycle environmental benefits of the project, including GHG emissions reductions;
- The Project’s ability to contribute to the community’s economic sustainability (e.g. supporting local businesses, local employment, revenue generation that remains in the community);
- The Project’s ability to support the development of a low carbon economy in B.C.;
- The Project’s stage in the Canadian Environmental Assessment Act (CEAA) process (*if applicable*);
- The potential for experience or knowledge from the Project to be shared with other communities;
- The Project’s key risks and risk management strategies.

Eligible Costs

Capital costs related to the implementation of clean energy and energy efficiency projects (as noted in the above Focus Areas for Funding section) are eligible for funding under RCI.

Examples of *eligible* costs could include (but are not limited to):

- Equipment and material purchases required for clean energy technology installation;
- Equipment and construction costs for energy efficiency projects where there is a clear funding requirement above and beyond the existing [LiveSmart BC: Efficiency Incentive Program](#), federal and utility incentives;
- Capital and construction costs for clean energy systems; and/or
- Detailed engineering design for clean energy or energy efficiency projects.

Examples of *ineligible* costs include:

- Community energy planning;
- Policy development;
- Feasibility or research studies;
- Provincial or federal sales taxes;
- Property taxes;
- Repairs to existing systems;
- Energy efficiency improvement costs that are already covered by existing provincial and federal programs;
- Purchase of land; and
- Hospitality.

If you have questions regarding your eligibility for funding, please contact Tanya Hebron.

How to apply

Applications will be accepted on an ongoing basis throughout the year, and will be reviewed twice annually, in December and June.

Project proponents are required to submit a detailed **Application Form** to the Fraser Basin Council (FBC) for consideration by the RCI Program Advisory Committee. Project proponents are also strongly encouraged to submit a **Letter of Intent** to the Fraser Basin Council in advance of their application so that the RCI Program Advisory Committee may provide staff support and recommendations (if requested) that may strengthen the project application.

Step 1: Letter of Intent

Please download and complete the Letter of Intent template. The template can be downloaded from the RCI website: http://www.fraserbasin.bc.ca/programs/caee_rci.html, or you can request a copy from Kelly Giesbrecht. Please submit the completed Letter of Intent to Kelly at kgiesbrecht@fraserbasin.bc.ca.

Step 2: Application Form

Please download and complete the RCI Application Form. The form can be downloaded from the RCI website, or you can request a copy from Kelly Giesbrecht.

Step 3: Submission

Option 1: Please submit the completed application form as a PDF and send it by email, together with all applicable appendices to:

Kelly Giesbrecht

Email: kgiesbrecht@fraserbasin.bc.ca

Note: please print and sign the first page of the application, scan and email as a pdf.

OR

Option 2: Please print out the completed Application Form and mail it, with appendices, to:

Kelly Giesbrecht

Fraser Basin Council

207 – 155 George Street

Prince George, BC V2L 1P8

Review Process

There are four steps in the review process:

Step 1: FBC reviews application for completion and eligibility

Step 2: FBC submits each completed, eligible application to Advisory Committee for review

Step 3: Advisory Committee provides comments on operational and technical merits of application

Step 4: FBC reviews the application and related Advisory Committee comments and decides whether or not to approve the application.



Please Note: If the application is successful, FBC and the proponent negotiate a contribution agreement for the delivery of RCI funding support for the project. (See attached contribution agreement template outline). As part of the RCI contribution agreement, proponents will be requested to provide interim and final reporting for the project. In addition, proponents will be required to develop a publically-available Project Summary Sheet to help increase awareness and knowledge around community energy projects.

Mentorship

In addition to offering funding opportunities, the RCI Program coordinates a “community-to- community”

mentorships to assist remote BC communities that are new to the development of energy efficiency and clean energy projects. A mentorship with a community who is already experienced in energy efficiency or clean energy projects, can contribute to the overall success of a community project by increasing local knowledge, enhancing confidence and developing a support network. If your community is interested in participating in a mentorship, please contact Tanya Hebron directly. Additional Mentorship information can also be found on the RCI Program website

http://www.fraserbasin.bc.ca/programs/caee_rci_mentorship.html.

Contact Information

For additional information on the Remote Communities Implementation Program, please contact:

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Fraser Basin Council, Climate Change and Air Quality
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The most recent RCI Program Guide can be accessed on the RCI website at http://www.fraserbasin.bc.ca/programs/caee_rci.html, please check the website periodically for the most updated version.