

# Application Guidelines for the Commercial Energy Conservation and Efficiency Program

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ARCTIC ENERGY  
ALLIANCE

## Preface

The Government of the Northwest Territories (GNWT) encourages the efficient use of energy water and northern resources in a manner consistent with the economic and social well-being of residents.

The Commercial Energy Conservation and Efficiency Program (CECEP) assists Northwest Territories (NWT) businesses in achieving these goals. The program is available to support commercial upgrades, which will reduce the use of electrical/heat energy and water.

The CECEP encourages the efficient use of energy and water to help businesses reduce their heat, power and water bills, and become more energy efficient, while saving money.

Energy conservation and financial savings are achieved by professionally analyzing and improving heating and heating controls, air sealing, lighting and lighting controls, ventilation and ventilation controls, hot water and low flow devices, and other building components.

Beyond the immediate financial savings, many of the projects funded under the CECEP provide other benefits such as improved work environments, reduced building and system maintenance, and reduced greenhouse gas emissions.

Projects receiving a rebate through the CECEP must be approved through a rebate application process.

The program is delivered by the Arctic Energy Alliance, on behalf of the GNWT.

For more information on the  
**Commercial Energy Conservation  
and Efficiency Program,**  
or to get an application form, please contact:

**Arctic Energy Alliance**

#101, 5102-51st Street,  
Yellowknife, NT X1A 1S7

Phone: **(867) 920-3333**

Toll Free: **(877) 755-5855**

Email: **info@aea.nt.ca**

Website: **www.aea.nt.ca**

## Eligibility

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- The CECEP program, including the rebate, is available to NWT businesses with owned or leased assets in the NWT.
- The asset must have a remaining life/lease equal to, or greater than, the payback of the upgrades.
- Eligible businesses must take measures to consume less electricity, fuel and/or water.
- Businesses pre-approved for the rebate must obtain all permits and licenses required for the building energy and/or water upgrades, and are responsible for ensuring they meet all applicable Code requirements.
- To receive a rebate, invoices and receipts for all upgrade projects must be received by the AEA by March 7 of the fiscal year in which the CECEP application was approved.

### **Eligible Costs:**

- Materials
- Shipping
- Installation

### **Ineligible Costs:**

- Spare parts inventory
- Operations and maintenance
- Upgrade costs not directly tied to energy savings
- GST

## Yardstick Energy Audit Process

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The Yardstick Energy Audit helps determine if a more in-depth energy audit of the building would be useful by summarizing energy and water use in the building and comparing it to benchmarks. The information is used to assess the potential annual savings. AEA delivers this service at no cost.

The Arctic Energy Alliance Yardstick Energy Audit information sheet is available from the AEA website at [www.aea.nt.ca](http://www.aea.nt.ca). After receiving this form and the utility data from you, an AEA Energy Advisor will perform an analysis and create a summary report for you.

## Targeted Energy Audit Process

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A Targeted Energy Audit is a more in-depth energy audit and involves an Energy Advisor going through your building. AEA delivers this service at no cost, as long as you commit to making energy efficiency upgrades. The Targeted Energy Audit helps determine the most beneficial building upgrades.

After your business has had a Yardstick Energy Audit completed, your AEA Energy Advisor will discuss the benefits of a Targeted Energy Audit with you and you can decide whether you're interested. Targeted Energy Audits are offered on a first-come, first-serve basis. The audits are dependent on the availability of annual CECEP funding.

## Rebate Application Process

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Projects receiving a rebate through the CECEP must be pre-approved.

Business owners applying for the rebate must provide an estimate of annual savings to be generated from the proposed energy upgrade, including the number of litres of natural gas, propane, oil, tonnes of wood pellets and/or litres of water saved, and costs of these savings, as well as the number of kilowatt hours of energy saved and the cost of these savings. Include a copy of your calculations for these savings.

If you need help with these calculations, consider getting an Arctic Energy Alliance Yardstick Energy Audit and possibly a Targeted Energy Audit done on your building.

AEA can help in estimating the costs of upgrades and materials, but your final cost estimates must be based on the quotes you get from contractors and suppliers.

Provide your quotes for work and materials, and calculations of annual energy savings, with your application form to the AEA.

AEA can also provide applicants with advice and assistance in completing the application form.

## **Allocation of Rebates**

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- Businesses receiving a rebate are not allowed to use other GNWT program dollars to pay for building energy upgrades approved under the CECEP. However, businesses can apply for funding from other programs for items not covered by the CECEP.
- The rebate amount will be the lower of:
  - \$15,000,
  - 1/3 of the total eligible costs, or
  - five times the annual estimate money saved in fuel, water and electricity.
- Businesses receiving a rebate may apply for more than one rebate; however, they are not allowed to receive more than \$15,000 in total for one GNWT fiscal year for applications for their facilities in any given community.
- Businesses receiving a rebate for their facilities in one community may apply for rebates for their facilities in other communities. These may be approved, at the discretion of AEA, to a limit of three communities per business, per GNWT fiscal year.
- Rebates for eligible expenses are provided once the building upgrades are completed, installations confirmed and invoices and/or receipts have been received by AEA.
- The rebate is pre-approved by AEA based on proposed building upgrades. Approved businesses will know the amount of the rebate before upgrades to the buildings begin; however, this amount may change if the project scope or cost changes.
- Businesses have a maximum of 30 business days from the date the rebate is pre-approved to begin work on the upgrades.
- If work has not begun within 30 business days following the pre-approval of the rebate, the funding will be made available to other applicants.
- Businesses must contact the AEA Energy Advisor if there have been changes to the scope of the work, timeline or costs, after the project has been pre-approved.
- All invoices and/or receipts for building upgrades must be received by AEA before March 7 of the fiscal year in which the application has been pre-approved.
- Once the upgrades are completed, businesses must resubmit the application form with copies of the invoices and/or receipts for the work to AEA.