

Building Improvement Rebates and Services

Commercial Energy Conservation and Efficiency Program

For businesses

The Arctic Energy Alliance (AEA) provides rebates to help businesses operating in the Northwest Territories (NWT) lower their energy bills by reducing the electricity, heating fuel and water used in their buildings. Beyond the immediate financial savings, many of the projects that receive rebates provide other benefits such as improved work environments, reduced building and system maintenance, and reduced greenhouse gas emissions.

In addition to providing a rebate, the AEA can professionally analyze and improve heating and heating controls, air sealing, lighting and lighting controls, ventilation and ventilation controls, hot water and low flow devices, and other building components.

What services and funding are available?

- **Rebates** for upgrading buildings to be more energy efficient or to conserve energy. The rebate amount you receive will be the lower of:
 - 50% of the total eligible costs of your project
 - A calculation based on the amount of money and greenhouse gases that your project will save¹

The maximum you can receive for a project is \$50,000.

- **Free building energy audits**, in the form of a yardstick (desktop) or targeted (on-site) energy audit, to find the greatest potential energy savings in your building. For more information on building energy audits, see page 4.

If you own or lease more than one building you may receive multiple rebates in a year, to a maximum of \$50,000 per building or \$100,000 total.

¹ The savings calculation is based on the sum of 3 times the annual energy savings (in dollars), plus \$300 per tonne of lifetime greenhouse gas emissions avoided. For example, if your project will save you \$1,000 a year in energy costs and will save 100 tonnes of greenhouse gas emissions over its lifespan, your savings calculation would be $(3 \times \$1,000) + (\$300/\text{tonne} \times 100 \text{ tonnes}) = \$33,000$.

Who can apply?

Businesses with owned or leased assets in the Northwest Territories.

What projects are eligible?

The AEA will consider almost any building upgrade project, as long as it will save energy, is technically feasible and otherwise complies with the program requirements.

The following are the most common types of projects we see:

- Building envelope upgrades (such as insulation and air sealing)
- Improvements to heating systems and controls
- Upgrades to lighting controls
- Improvements to ventilation systems and controls
- Upgrades to hot-water systems
- Installation of low-flow water devices

Your upgrade should be at least as efficient as the items listed in the “Good” column in the following tables in the AEA’s *Guide for New Energy Efficient Buildings* (available at aea.nt.ca):

- Residential buildings: sections 2.1 to 2.7
- Industrial, commercial and institutional buildings: sections 3.1 to 3.7

If the items you plan to upgrade are not listed in these tables, the AEA will determine if they are eligible for a rebate.

Rebates

What costs are covered?

- Materials
- Shipping
- Installation
- Project management services provided by a third-party contractor

What costs are not covered?

- Spare parts inventory
- Operations and maintenance
- Upgrade costs not directly tied to energy savings
- Studies and reports, including pre-feasibility and feasibility studies
- GST

What do I need to do to receive a rebate?

1. (Optional) Have the AEA complete a desktop (yardstick) energy audit on your building(s).
2. (Optional) Have the AEA complete an on-site (targeted) energy audit on your buildings(s).
3. Contact the AEA for advice or to discuss project ideas.
4. Decide on your project.
5. Obtain quotes from contractors and suppliers for completing your project.
6. Complete your application form (the AEA can help if needed) and submit it, along with the following documentation, to the AEA for pre-approval.
 - a. Contractor/supplier quotes
 - b. Information about your existing and new systems (the AEA will contact you about the exact information we need)
7. Complete your project within 4 months of receiving pre-approval. If you need to request an extension, submit it to the AEA before to the 4-month deadline.
8. Submit final paid invoices to the AEA within 1 month of completing your project.
9. Receive a rebate from the AEA.

You are encouraged to submit your application before beginning your energy upgrade project to get pre-approval for your rebate. This pre-approval means that funding will be set aside for your project regardless of how many other applications are received by the AEA. The AEA cannot guarantee rebate funding if your project has not been pre-approved. Pre-approval also allows the AEA to provide advice about your project, and determine your energy savings potential before you begin your project.

Submit your application as soon as possible. Each year, the Arctic Energy Alliance receives a set amount of funding from the Government of the Northwest Territories and the Government of Canada for this program. This funding will be distributed on a first-come, first-served basis until all funding has been allocated. It is possible for funding to be fully allocated before the end of the year.

Building energy audits

What are building energy audits and how do they help?

A building energy audit is a tool to determine how much energy your building uses and to find potential savings. There are two types: desktop yardstick audits and on-site targeted audits.

Desktop yardstick building energy audits

Free

The first step in the audit process is a desktop yardstick audit. This type of audit uses utility data—usually from utility bills—to summarize the energy and water use in a building and compare it to benchmarks. Not only does it help find potential savings, but also helps determine if a more in-depth energy audit of the building would be useful. An AEA energy advisor will perform an analysis and create a summary report for you.

You can find the yardstick energy audit information sheet on the Arctic Energy Alliance website at www.aea.nt.ca.

On-site targeted building energy audits

Free

An on-site targeted energy audit is a more in-depth process and involves an AEA energy advisor going through your building. This type of audit helps determine the most beneficial building upgrades.

After you have had a yardstick audit completed, your AEA energy advisor will discuss the benefits of a targeted energy audit with you. Targeted audits are offered on a first-come, first-served basis, and depend on the amount of funding the Arctic Energy Alliance receives in any given year, as well as staff availability.

There are other organizations in the NWT that provide on-site building energy audits, usually for a fee. These are often similar to the audits that the AEA provides. You can choose to use one of these services instead of the AEA to help you decide which upgrades to make.

Other important information

How are applications evaluated?

Applications will be evaluated based on:

- Environmental benefits, including the reduction of greenhouse gas emissions.
- Potential energy savings, and
- Financial savings

All applications are processed in the order they are received by the AEA. The applications are considered received by the AEA when the application is completed correctly and contain all supporting documents. Services and funding in this program will be distributed on a first-come, first-served basis until all funding for the current fiscal year has been allocated. It is possible for funding to be fully allocated before the end of the year.

The Executive Director of the Arctic Energy Alliance will be responsible for the final approval of all rebate applications.

What are my responsibilities?

- You must ensure the building or other asset that you are upgrading has a remaining life or lease period equal to or greater than the payback period of your upgrades. For example, if your project has a payback period of five years, your building must have a remaining life of at least five years.
- You are responsible for obtaining all necessary permits and licences for your project and for ensuring that all upgrades under the project meet all applicable building code requirements.
- You must begin work on your project within three months of receiving pre-approval for your project. If work has not begun within three months, the rebate funding may be made available to other applicants.
- You must contact the Arctic Energy Alliance if there are changes to the project scope, timeline or costs after the project has been pre-approved.

What are the AEA's responsibilities?

The AEA will:

- Provide rebate funding to you as per your pre-approval.
- Report details of your project to the Government of the Northwest Territories (such as your name, the amount of your rebate, your project name and description, the total project cost, and the energy and greenhouse-gas savings).

What else do I need to know about funding?

The rebate amount you receive will be based on your actual costs, as shown by the invoices and receipts you submit to the Arctic Energy Alliance. This may be different from the amount you were pre-approved for.



Rebates for costs higher than the pre-approved amount are not guaranteed and are dependent on the funding available to the Arctic Energy Alliance.

To be eligible to receive rebate funding under this program, you cannot receive funding for the same project under one of the following:

- Another program of the Arctic Energy Alliance
- A program of the Government of the Northwest Territories, Department of Infrastructure

To be eligible to receive rebate funding under this program, you likely cannot receive funding for the same project under any of the following (contact the AEA and the other funder for details):

- A program that receives funding from the Government of Canada's Low Carbon Economy Leadership Fund
- The green infrastructure funding stream under the Investing in Canada Infrastructure Program
- The Disaster Mitigation and Adaptation Fund
- The clean technology funding stream through the Innovation and Skills Plan

However, you can apply for funding from other programs for items not covered by this rebate program.

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For more information, contact:

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