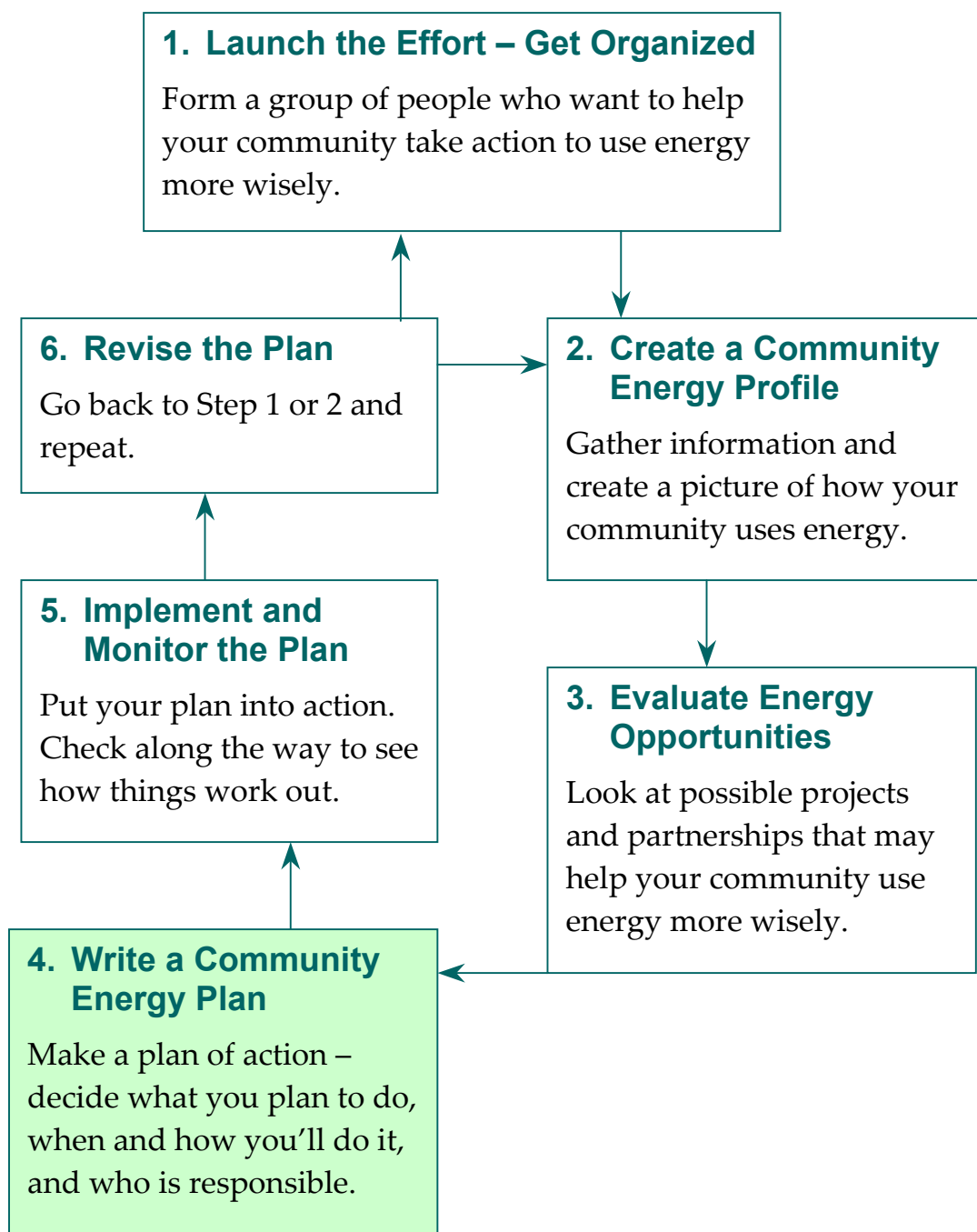


Step 4 of the 6-step Community Energy Planning Process



Contents Step 4:

Write a Community Energy Plan

This section of the toolkit has guidelines, worksheets, and other practical information to help you write a community energy plan.

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Overview of a community energy plan

A community energy plan is a document that clearly states what your community plans to do. The energy plan usually covers a certain period of time, such as three to five years. At the end of that time, you go through the planning process again and use what you learned to revise the plan and write a new one.

The Toolkit has guidelines and practical information to help you write a community energy plan:

- Create different scenarios for future energy use
- Revise vision and targets
- Write a draft version of the plan
- Collect feedback from key stakeholders
- Revise and write the final version of the plan
- Present the plan to the community for approval

Create different scenarios of future energy use

When we create different scenarios we try to predict the future – to clearly show the technical and economic potential of energy efficiency and renewable energy projects.

The energy profile shows how we use energy right now. The scenarios show how things can change with an increase or decrease in population, and with different combinations of energy efficiency and renewable energy initiatives. The information from the scenarios helps to show how these initiatives can support and contribute to your vision and general targets.

The Toolkit includes an Excel spreadsheet. If you entered data for the community energy profile, you can also use the spreadsheet to create and compare total energy costs and greenhouse gas emissions for the following scenarios:

- i) **No energy-saving projects – ‘business as usual’:** In this scenario your community keeps using energy the way you do right now. Total costs and greenhouse gas emissions change over time only because the population increases or decreases.
- ii) **Energy efficiency scenario:** In this scenario your community takes action only with energy efficiency projects. Total costs and greenhouse gas emissions decrease over time because of these projects.
- iii) **Renewable energy scenario:** In this scenario your community takes action only with renewable energy projects. Total costs and greenhouse gas emissions decrease over time because of these projects.

iv) **Energy efficiency and renewable energy scenarios**

together: In this scenario, your community takes action with energy efficiency and renewable energy projects.

Total costs and greenhouse gas emissions decrease over time from these combined projects.

We designed the spreadsheet to create each of the four scenarios at four time periods: at five, 10, 15, and 20 years in the future. You enter data for each scenario and each time period and in the end you get 16 scenarios: four scenarios each for four time periods.

Describe your energy efficiency and renewable energy scenarios

During Step 3 of the energy planning process, you chose the top five to 10 projects after you evaluated energy opportunities in your community. In Step 3 you considered technical solutions and other factors, such as how to bring the right people and groups together with financing and government support.

Use the information you have about these projects to create an energy efficiency scenario and a renewable energy scenario. Develop scenarios that reflect, as much as possible, the potential impacts of renewable energy and energy efficiency projects you plan to include in your community energy plan.

Sample energy efficiency scenario:

- Home owners fix up their homes
- The community fixes up community buildings
- Everyone has energy efficient habits
- People replace old appliances with energy star appliances

- People switch to more energy efficient vehicles

Sample renewable energy scenario:

- Start using hydro electricity in 2009. Provide all electricity from hydro by 2014. Assume hydro costs \$0.50 per kilowatt hour.
- Replace oil and electric heat with efficient wood heat. Do 250 cords of wood per year until all heat comes from wood in 2019.

A 2006 report by the National Round Table on the Environment and the Economy shows we can use existing technology to increase energy efficiency by 40% over the next 40 years. Arctic Energy Alliance usually assumes that communities can increase their energy efficiency by 5% every 5 years, until they are 20% more efficient after 20 years. The actual increase in efficiency depends on exactly what projects communities do and how long it takes to do them.

Use Worksheet 4-1 to describe your energy efficiency and renewable energy scenario.

Worksheet 4-1: Describe scenarios

Energy efficiency scenario:

Renewable energy scenario:

Overview of Excel spreadsheet to create future scenarios

If you're not sure how to use the Excel spreadsheet, call Arctic Energy Alliance: toll free 1-877-755-5855. Or hire someone with Excel skills and experience to complete it.

Find the Excel file on the CD that comes with this Toolkit and download it to your computer. Open the spreadsheet file. To create and work with the different scenarios you'll use four sheets. Look for these tabs along the bottom of the sheet:

- i) **Future Matrix:** A sheet with 16 different baseline models
- ii) **Future Summary:** A sheet that shows the total costs and total greenhouse gas emissions of each scenario
- iii) **Future Cost Graph:** A sheet with a graph that shows how the costs change for each scenario and each time period
- iv) **Future GHG Graph:** A sheet with a graph that shows how greenhouse gas emissions change for each scenario and each time period.

The spreadsheet can model any combination of options you want to look at. As you enter data on the spreadsheet, you make certain assumptions. Write down all your assumptions on the Future Summary sheet so you can clearly explain what you did.

We set up the spreadsheet with certain assumptions already in place, to help make things more straightforward:

- Each scenario accounts for population changes over 20 years, as defined by the NWT Bureau of Statistics.

- The price of oil stays the same over time. Most people believe the price of oil will keep rising, so there may be more savings than we show.
- In the energy efficiency scenario, total energy costs do not include things such as the money a person pays to fix up an older building. They do not include the money a person saves to buy a small vehicle instead of a large one.
- In the renewable energy scenario, total energy costs do not include the money a community pays to set up a hydro project or to buy efficient wood stoves.

It is not easy to predict the future. These scenarios are an educated guess, not a promise. To truly create a clean energy future we need to take action, gather good information along the way, and apply our knowledge and experience to create more effective projects.

Enter data on the Excel spreadsheet to create scenarios

Click on the Future Matrix tab to bring up this sheet. Scroll across the top of the sheet to find the four scenarios. Scroll down each scenario to find the four time periods. Start at the top left corner – business as usual scenario, 5 year time period. Enter data only in **yellow cells**. If you type over other cells, you may change the formulas.

Business as Usual Scenario

The only data you enter for this scenario is the population for each time period. The spreadsheet automatically adjusts everything else

based on the changes in population. The first column of baseline sheets models the “business as usual” scenario.

Energy Efficient Scenario

Enter data in the ‘change in demand’ column – yellow cells. The number you enter must be a negative percent – example: -5%. You assume that if your community implements certain energy efficiency projects, the community uses less fuel. The negative percent number in the ‘change in demand’ column defines how much less fuel you assume the community uses during that time period.

For each time period, measure the change in demand against business as usual. For example, if you create a scenario that shows your community uses 5% less fuel for each time period you enter – 5% for the first time period, -10% for the second, -15% for the third, and -20% for the fourth.

Renewable Energy Scenario

Enter data for this scenario in the ‘revised amount’ column – yellow cells.

The spreadsheet calculates the ‘total useful’ energy for electricity, heating, and transportation. ‘Total useful’ is different from total MJ as it includes a conversion factor for efficiency.

As you enter data in the ‘revised amount’ column, make sure that the ‘total useful’ stays the same as the base case scenario for the same time period. The spreadsheet does NOT do this automatically. If the ‘total useful’ changes, the spreadsheet does not work.

Example: The purpose of the project is to replace heating oil, over time, with wood heat. On the spreadsheet you add as many cords of wood for each time period as you think reasonable. But be sure to also reduce the amount of heating oil until the 'total useful' is the same as the business as usual scenario for that time period.

Combined energy efficiency and renewable energy scenario

You enter no data here. The spreadsheet automatically combines the data you entered to create this scenario.

Check the graphs: total costs and greenhouse gas emissions

The Excel spreadsheet uses the data you enter to automatically create two graphs.

Click on the 'Future cost' tab and check the graph that shows how total costs change for each scenario and each time period. Click on the 'Future GHG' tab and check the graph that shows how total greenhouse gas emissions change for each scenario and each time period.

The 'Future summary' tab shows the numbers that the spreadsheet uses to create the graphs. You can use these numbers to calculate the percent of change over time.

Review vision and targets

The community energy committee developed a vision and general targets during Step 1 of the energy planning process.

Review the vision and targets and revise them if needed. You need to include the vision and targets in the Community Energy Plan, so be sure they say what you want them to say.

Write a draft version of the energy plan

The Toolkit includes a community energy plan template. Use the template we provide to write a draft version of the energy plan, or develop your own document. Find the template in Appendix 4-C and on the CD that comes with the Toolkit. The CD has Word and PDF files of the template.

A community energy plan document usually includes:

- The vision statement and general targets that the energy committee developed during Step 1
- A brief summary of the community energy profile from Step 2
- A summary of the energy opportunities you evaluated during Step 3 and the process you used to evaluate them
- A work plan that clearly shows what you intend to do, when you plan to do it, who is responsible to oversee and do the work, and the results you expect to achieve. The

work plan includes a budget that shows revenue and expenses for each project.

Create a work plan

A work plan gives some details about how to carry out the projects you want to include in this energy plan. A work plan is a tool you can use for each project, to clearly describe:

- The name of the project and the end results you expect.
- The tasks or actions you intend to carry out for each project, during the time period of this energy plan.
- A schedule of when you expect to start and finish each task and any important dates along the way.
- The people that oversee and carry out the work to complete the tasks.
- A budget that shows expected revenue and expenses for each task.

Each project may include one or more tasks in one or more of the following general areas. Consider these in the context of what community government has control over and can actually accomplish.

- Do public education – give people information they can understand and use
- Build capacity – for example go to a workshop or learn new skills
- Look for partners among other groups with skills in this area or funding for a project

- Lobby the territorial and/or federal government to create new programs, policies, or laws
- Give people financial incentives
- Make a community bylaw
- Do a demonstration project in your community

A work plan may also give background information about what a community wants to do. This information comes from previous energy work in the community, from sources outside the community, or from community wisdom and knowledge.

By the end of Step 3 you identified the projects you want to include in this energy plan. Use Worksheet 4-2 to help create a work plan for each project. Use Worksheet 4-3 to develop a budget for each task or project, as needed.

Be very honest and develop a realistic work plan. Decide what you can do right now, to help complete each project. Look at how much time, energy, money, and people power you have. Each project you do may involve many different tasks or actions that happen over several years, before you actually complete the project.

The Toolkit includes sample work plans – see Appendix 4-A. We identified sample energy efficiency and renewable energy projects based on the posters and a list of possible tasks for each project.

Use these samples to help create your own work plan or change them to suit your community's projects.

Worksheet 4-2: Project work plan

Project name:

☐ Renewable energy project

☐ Energy efficiency project

Project description / results:

Tasks	Person responsible	Schedule	Budget

Worksheet 4-3: Budget Details

Expenses	Revenue
Salaries & benefits	
Travel	
Rent, heat, light, water	
Public education & communication	
Phone, internet, email, fax	
Consulting fees	
Total expenses	Total revenue

Overview of the community energy plan template

The Community Energy Plan template has the following sections in the Table of Contents:

- What is a community energy plan?
- Why is a community energy plan important?
- Our community's vision and targets. This section also gives the names of the people on the energy committee.
- Our community's energy profile. This section briefly defines what is an energy profile and includes a copy of the energy profile poster.
- Energy opportunities for our community. This section summarizes what you did during Step 3.
- Scenarios of future energy use. This section summarizes the information you developed from the Excel spreadsheet.
- Our community's energy plan. This section summarizes the energy efficiency and renewable energy projects you intend to carry out during the time period of this energy plan.
- Next steps. This section introduces Steps 5 and 6 of the energy planning process.

The Community Energy Plan includes some basic information from Steps 1, 2, and 3 of the energy planning process. You want people who are new to the process to clearly understand the planning process and the projects and work plan in the context of the planning process.

The community energy plan template includes information that is the same for all communities as well as information specific to your community.

Add your community data and information to the energy plan template

The energy plan template has several places to include data specific to your community. The data come from a variety of sources:

- Community energy profile poster and report from Step 2.
- List of projects and summary of how you collected ideas and evaluated energy opportunities from Step 3.
- Future energy scenarios from Step 4.
- List of projects and a work plan and budget for each project from Step 4.

Here is a list of places to add the information specific to your community, in the order they appear in the template.

- i) Title page: Enter the name of your community and the time period the energy plan covers. For example, if you developed a three-year plan, write 2006 to 2009.
- ii) Acknowledgements page: At the top of the page complete the statement that starts with 'Our community ...' Include the year the council made a resolution, formed a energy planning committee, and began the planning process.

Write down the names of individuals, businesses, agencies, funders, and other people you want to thank.

Write down who people in your community can contact to get more information.

- iii) Page 11: Energy committee members and the vision statement.
- iv) Page 14: Energy profile poster
- v) Page 16: Summary of what you did to evaluate energy opportunities during Step 3 of the process. Include:
 - A list of workshops, meetings, and other activities.
 - Photos from activities.
 - The list of ideas and the criteria you used to rank them.
 - Information from any detailed studies that you did.
- vi) Pages 18 and 19: Description of the energy efficiency and renewable energy scenarios you used with the Excel spreadsheet. Include any assumptions you made.
- vii) Pages 20 and 21: Charts that show total costs and total greenhouse gas emissions for the scenarios. Double click on the graph and enter the data from the future summary tab on the Excel spreadsheet.
- viii) Page 22: List of energy efficiency and renewable energy projects that make up the community energy plan. Include a budget summary if needed. Clearly show how many years this energy plan covers.
- ix) Pages 23 to 26: Project work plans – one page for each project. Include budget information as needed. Add or remove pages as needed.

- x) Page 27: Complete the information in the box at the bottom of the page under 'The energy committee recommends that:'

When you finish entering your community's data, re-set the Table of Contents. Highlight the whole ToC, under the 'Insert' menu choose 'Index and Tables', click 'OK', and click 'OK' again to replace the selected Table of Contents.

Collect feedback from key stakeholders

Give a copy of the draft community energy plan to each member of the energy planning committee and other key stakeholders, so they can review it.

As you review the draft plan, ask:

- Is it clear what the energy plan document is about?
- Is it organized in a way that makes sense to people?
- Can people easily find different sections of the energy plan?
- Did we use words and sentences that people can easily understand?
- Is there too much information? If yes, what information can we take out?
- Is there too little information? If yes, what information is missing?

Revise the plan and write the final version

Meet with the energy committee and other stakeholders that reviewed the draft energy plan. Discuss what changes to make to the draft plan, to write the final version.

Try to reach consensus on what goes in the plan. If you cannot reach consensus, include information about the different opinions people have and the issues they cannot agree on.

Write the final version of the community energy plan and ask the energy planning committee to approve it. Take the final version of the community energy plan to the community council.

Present the plan to community council for approval

We assume you began this process with a resolution from your local government to support the community energy planning process. See Step 1: Launch the Effort. To follow up on their resolution, present the plan to your community council so they can formally adopt it and support it with a further resolution if needed.

Once the community council adopts the energy plan, you're ready for Step 5: Implement and monitor the plan.

Appendix 4-A: Sample projects and tasks to help write a work plan

Use these samples to help create your own work plan or change them to suit your community's projects.

We identified sample energy efficiency and renewable energy projects based on the posters.

Five energy efficiency sample projects:

- Promote energy efficient habits
- Promote Energy Star products
- Promote energy efficient vehicles
- Build new buildings that save energy
- Renovate older buildings

Five renewable energy sample projects:

- Look into solar energy and technology
- Look into run-of-river hydro
- Look into wind turbines
- Look into efficient wood heating
- Look into cogeneration

The sample work plans offer ideas for tasks in each of the following general areas:

- Do public education – give people information they can understand and use
- Build capacity – for example go to a workshop or learn new skills
- Look for partners among other groups with skills in this area or funding for a project
- Lobby the territorial and/or federal government to create new programs, policies, or laws
- Give people financial incentives
- Make a community bylaw
- Do a demonstration project in your community

Your community energy plan may include one or more tasks for each project. For example, you may develop a three-year energy plan and work on five different projects. The work plan for each project for this three-year plan may not include all the tasks you need to do to complete the project. You may include the same project in your revised energy plan, with different tasks.

Sample project and ideas for tasks to complete the project

☐ Renewable energy project

☒ Energy efficiency project

Project name: Promote energy efficient habits

Expected results: People in our community develop energy efficient habits, to help save money, use less energy, and produce less greenhouse gases.

Ideas for tasks:

- Do public education about the habits people need to develop, to save energy. Encourage people to use those habits.
 - Learn how energy suppliers can help, and lobby them to take action. For example, suppliers can put in special electricity meters to encourage people to use less electricity at peak times – such as when everyone is making dinner.
 - Make a policy that people need to use energy efficient habits in community buildings. Put up signs so people know about the policy and follow it.
-

Sample project and ideas for tasks to complete the project

☐ Renewable energy project

☒ Energy efficiency project

Project name: Promote Energy Star appliances and products

Expected results: People in our community buy Energy Star products when they buy new things. They replace old appliances with Energy Star appliances.

Ideas for tasks:

- Do public education about the Energy Star program and products.
 - Work with the local store to bring in energy star appliances and products. Maybe put together a large order to make it cheaper.
 - Offer people an incentive – money, a prize, etc. – if they buy Energy Star products.
 - Lobby the Government of the NWT - ask them to give people a refund if they buy Energy Star products.
 - Lobby the Public Utilities Board - ask them to order the Power Corporation to give refunds to people that use Energy Star appliances.
 - Make a by-law to ban products and appliances from the community that use too much energy.
 - Make a policy that the community must buy and use only energy efficient products and appliances for its own buildings.
-

Sample project and ideas for tasks to complete the project

☐ Renewable energy project

☒ Energy efficiency project

Project name: Promote energy efficient transportation

Expected results: People buy an energy efficient vehicle when they get a new one. People develop habits that support energy efficient transportation.

Ideas for tasks:

- Do public education to encourage people to not idle their vehicle, to buy smaller vehicles that use less gas, to use public transport, to share a car, and to walk and bike rather than drive.
 - Work with the Department of Health to do an 'active transport campaign' - encourage people to be more active - to walk, bike, ski, snowshoe, etc. rather than drive.
 - Make a community 'ride board' – a notice board to help people find others that drive to the same place at the same time.
 - Lobby the territorial and federal governments – ask them to set higher standards for fuel efficiency in vehicles
 - Support public transportation systems
 - Make a policy that the community must buy the most efficient vehicles available for its own use.
 - Set up a small or large public transit system.
 - Make a community bylaw that people can't idle their vehicle.
-

Sample project and ideas for tasks to complete the project

☐ Renewable energy project

☒ Energy efficiency project

Project name: Build new buildings that save energy

Expected results: All new building in our community meet the latest energy efficiency standards.

Ideas for tasks:

- Do public education about the federal government's EnerGuide for Houses program.
 - Train local builders so they understand and use the highest energy efficiency standards.
 - Work with the Housing Corporation or other housing agencies to develop higher standards for new homes. Use the EnerGuide for Houses program.
 - Lobby the territorial and federal governments – ask them to set territorial and national energy standards for homes and other buildings.
 - Make a community bylaw that all new homes must meet energy standards, such as those in the EnerGuide program.
 - Make a community bylaw or resolution that all new buildings must meet energy standards, such as those in the Commercial Building Incentive Program - CBIP.
-

Sample project and ideas for tasks to complete the project

☐ Renewable energy project

☒ Energy efficiency project

Project name: Renovate older buildings so they save energy

Expected results: All older buildings in our community get an upgrade to meet energy efficiency standards.

Ideas for tasks:

- Do public education about how people and the community benefit if they fix up an older building.
 - Train building maintenance people in the community about energy efficiency for older buildings.
 - Lobby the territorial government for a funding program to renovate privately owned buildings.
 - Do an energy audit on each building the community owns. Save money and time - work with other building owners so everyone gets an energy audit at the same time.
 - Encourage homeowners to use the EnerGuide for Houses test to find out what they need to do to fix up their home.
 - Ask the energy audit people to recommend things to do that pay back within 10 years, or the life of the building.
 - Apply for 50% funding from the territorial government Energy Conservation program – a funding program for community owned buildings.
 - Consider using money from programs such as the ‘New Deal’, ‘Northern Strategy’, and ‘Gas Tax Funding’ to fix up community buildings and reduce operating costs.
-

Sample project and ideas for tasks to complete the project

☒ **Renewable energy project**

☐ **Energy efficiency project**

Project name: Look into solar energy technology – hot water, air heating, electricity, passive solar gain.

Expected results: Apply solar energy technology where practical.

Ideas for tasks:

- Do public education about solar energy technology.
 - Learn about RETScreen – free computer software that can help evaluate solar energy projects. Ask the Arctic Energy Alliance to train local people to use RETScreen.
 - Train local people so they can set up solar technology and maintain it.
 - Work with other agencies and the territorial and federal governments to define possible solar projects.
 - Lobby the territorial and federal governments to set up funding programs for renewable energy systems that replace fossil fuels.
 - Offer money to people or businesses that replace fossil fuels with solar technology or other renewable energy.
 - Make a community bylaw that businesses must use some kind of solar technology or other renewable energy for part of their energy use.
 - Work with another agency and set up a demonstration project on a community building – for example the health centre, the school, or an elders' home.
-

Sample project and ideas for tasks to complete the project

- ☒ **Renewable energy project**
☐ **Energy efficiency project**
-

Project name: Look into run-of-river hydro.

Expected results: Develop a run-of-river hydro system if possible.

Ideas for tasks:

- Do public education about run-of-river hydro systems.
 - Learn about RETScreen – free computer software that can help evaluate hydro projects. Ask the Arctic Energy Alliance to train local people to use RETScreen.
 - Work with other agencies to do a feasibility study – to find out if a site can provide electricity for your community.
 - Lobby the territorial and federal governments to set up funding programs for run-of-river hydro systems that replace fossil fuels.
 - Make a community policy to provide a certain amount of electricity with renewable energy – to reduce the need for fossil fuels and the cost.
 - Train local people so they understand the technology and can maintain it.
 - Work with another agency and set up a run-of-river system, if possible.
-

Sample project and ideas for tasks to complete the project

☒ **Renewable energy project**

☐ **Energy efficiency project**

Project name: Look into wind turbines.

Expected results: Develop a wind system if possible.

Ideas for tasks:

- Do public education about wind power systems.
 - Have a public meeting to talk about possible sites.
 - Visit a place that has a working wind system.
 - Learn about RETScreen – free computer software that can help evaluate a wind project. Ask Arctic Energy Alliance to train local people to use RETScreen.
 - Contact the Power Corporation and/or Energy and Natural Resources, GNWT for support.
 - Lobby the federal government for funding for wind projects.
 - Do a quick study to find out if the community has a possible site, funding, and technology.
 - Put up a tower to measure exact wind speed. Collect data for at least one year.
 - Do a study to find out exactly how much the system costs and who can pay for it.
 - Train local people to work on the project.
 - Make sure all parties agree to go ahead with the project. Build and operate the wind system.
-

Sample project and ideas for tasks to complete the project

☒ **Renewable energy project**

☐ **Energy efficiency project**

Project name: Look into efficient wood heating.

Expected results: People in our community replace fossil fuels with wood heat, as much as possible.

Ideas for tasks:

- Do public education about efficient wood stoves, wood pellet stoves, and how to heat with wood.
 - Train people about how to properly use an efficient stove.
 - Learn about RETScreen – free computer software that can help evaluate renewable energy projects. Ask the Arctic Energy Alliance to train local people to use RETScreen.
 - Contact Environment and Natural Resources, Government of the NWT – they support renewable energy projects.
 - Lobby the federal government for new funding programs for wood stoves that replace fossil fuels or electric heat.
 - Offer people money or other prizes if they replace fossil fuels or electric heat with an efficient wood or pellet stove.
 - Make a community bylaw that says all wood stoves must meet certain standards and be efficient.
 - Change heating systems in community buildings to efficient wood or pellet stoves.
 - Find out if the community has a good supply of wood for fuel. Develop a forest management plan so the community can harvest wood forever.
-

Sample project and ideas for tasks to complete the project

- ☒ **Renewable energy project**
☐ **Energy efficiency project**
-

Project name: Look into cogeneration.

Expected results: Our energy system uses waste heat.

Ideas for tasks:

- Do public education so people understand what is cogeneration and why it's a good idea.
 - Talk to and visit other communities that already use cogeneration – such as Fort McPherson.
 - Learn about RETScreen – free computer software that can help evaluate cogeneration projects. Ask the Arctic Energy Alliance to train local people to use RETScreen.
 - Contact the Power Corporation and Energy and Natural Resources, GNWT – they have an interest in and support cogeneration projects.
 - Look for buildings close to the diesel generator and measure the distance.
 - Find out if it's possible to set up a cogeneration system with the community's diesel generator.
 - Do a study to find out exactly how much the system costs and who pays for it.
 - Train local people to work on the project.
 - Make sure all parties agree before you go ahead with the project. Build the cogeneration system and operate it.
-

Appendix 4-B: Step 4 Worksheets

The Toolkit provides these worksheets and samples for Step 4. Also find them on the CD that comes with the Toolkit.

- Worksheet 4-1: Describe scenarios
- Worksheet 4-2: Project work plan
- Worksheet 4-3: Budget details for each project

Worksheet 4-1: Describe scenarios

Energy efficiency scenario:

Renewable energy scenario:

Write a Community Energy Plan

Worksheet 4-2: Project work plan

Project name:

☐ Renewable energy project

☐ Energy efficiency project

Project description / results:

Tasks	Person responsible	Schedule	Budget

Worksheet 4-3: Budget Details

Expenses	Revenue
Salaries & benefits	
Travel	
Rent, heat, light, water	
Public education & communication	
Phone, internet, email, fax	
Consulting fees	
Total expenses	Total revenue

Appendix 4-C: Community Energy Plan template

Use the template to write your community energy plan. The community energy plan template includes a lot of information that is the same for all communities. It also has places to insert information and data specific to your community.

The Toolkit includes a list of information and data to insert and the pages in the template where they go.