

Project Coordination Services

Community Government Building Energy Retrofit Program

For community governments

The Arctic Energy Alliance (AEA) provides project coordination services to help community governments in the Northwest Territories (NWT) make energy conservation and efficiency upgrades to their buildings. These upgrades will reduce the use of electricity, heating fuel or water, and save money for the community government.

Beyond the immediate financial savings, the building upgrades provide other benefits such as improved work environments, reduced building and system maintenance, and reduced greenhouse gas emissions.

What services and funding are available?

Project coordination support from the AEA to implement the energy upgrades recommended in a targeted energy audit report. The maximum value of the AEA's services for a project is \$3,750.

Who can apply?

NWT community governments who provide and deliver community government services such as water, sewer and road maintenance services.

How can the AEA's project coordination service help me complete my project?

Your community government can hire the AEA to coordinate your energy upgrade project. The AEA provides project coordination for a fee, but you can receive a \$3,750 subsidy toward the cost. This service is provided on a first-come, first-served basis and depends on the availability of AEA staff.

The AEA's project coordination staff can help you with tasks such as:

- deciding which of the recommended energy upgrades to implement
- determining the technical specifications for the energy upgrade
- issuing the request for proposal (RFP) or request for quotation (RFQ)
- selecting the contractor
- drafting a contract between you and the contractor
- being on site during the energy upgrade work to ensure that the work requested is what is done (note that this does not constitute an inspection for code compliance, and AEA staff are not GNWT inspectors)

What buildings are eligible?

For a community government to be eligible for project coordination services, all buildings to be upgraded must:

- Be owned or leased by an eligible NWT community government.
- Have a remaining lifespan or lease period equal to, or greater than, the payback period of the upgrades. For example, if the savings from your upgrades will pay for themselves in four years, you must reasonably expect to use the building you are upgrading for at least four more years.

In addition, at least one of the following must apply:

- You have had an on-site energy audit conducted on any buildings you wish to upgrade. The targeted energy audits provided by the AEA are an example of the type of audit needed. The audits must include a site visit, be conducted by energy professionals, and include calculations showing the cost, savings and payback of recommended measures. Qualifying energy audits are at the discretion of AEA.
- You have submitted to the AEA all of the information needed for the AEA to conduct a desktop yardstick energy audit on all of the buildings you wish to upgrade. (See our building energy audit guidelines for more information.)

What building upgrade projects are eligible?

The AEA will consider 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 and 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 project coordination services

If you have had an energy audit conducted on your buildings, the upgrades should match recommendations in your energy audit report.

What do I need to do to receive project coordination support?

1. Contact the AEA by email to express your interest in project coordination services.
2. Sign a partnership agreement with the AEA by the date indicated in your correspondence with the AEA.
3. Work through the steps in the partnership agreement (all partnership agreements are slightly different, depending on your needs, so the steps can vary).

Other important information

How are expressions of interest evaluated?

All expressions of interest for project coordination services are processed in the order they are received by the AEA. Services under this program will be distributed on a first-come, first-served basis until all funding for the current fiscal year has been allocated and depend on the availability of AEA staff. It is possible for funding to be fully allocated before the end of the year.

The Executive Director of the Arctic Energy Alliance reserves the right to make a final decision on all expressions of interest made to the AEA.

What are my responsibilities?

- Community governments must obtain all permits and licences required for their proposed building upgrades and are responsible for ensuring the upgrades meet all applicable code requirements.
- If you do not own the building you occupy and pay the bills for, you must obtain permission for the energy upgrades from the building owner before funding can be approved.

What are the AEA's responsibilities?

The AEA will:

- Provide project coordination services to you as per your agreed-upon quote or partnership agreement.
- Report details of your project to the GNWT (such as your name, your project name and description, the total project cost, and the energy and greenhouse-gas savings).



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For more information, contact:

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