



Application
Guidelines for the
**Commercial
Energy
Conservation
and Efficiency
Program**

Department of Environment and Natural Resources
Government of the Northwest Territories

September 2011



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, the CECEP provides other benefits such as improved work environments and reduced greenhouse gas emissions.

Projects receiving a rebate through the CECEP must be pre-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, contact:

Arctic Energy Alliance
#101, 5102 – 51st Street
Yellowknife, NT X1A 1S7

Telephone: (867) 920-3333

Toll-free: (877) 755-5855

Fax: (867) 873-0303

Email: info@aea.nt.ca

Website: www.aea.nt.ca

General

Eligibility:

- The CECEP rebate is available to NWT businesses with owned or leased assets in an NWT community.
- 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 licences required for the building energy and/or water upgrades.
- Invoices and receipts for all projects must be received by the AEA by March 7 of the fiscal year in which the CECEP application was approved.

Rebate Application Process:

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, fuel and/or 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 determining these calculations, consider getting an Arctic Energy Alliance Yardstick Energy Audit and possibly a Targeted Energy Audit done on your building.

The Arctic Energy Alliance Yardstick Energy Audit information sheet is available from an AEA Energy Advisor or from the AEA website at www.aea.nt.ca. The information is used to assess the potential annual savings. The Yardstick Energy Audit helps determine if a more in-depth energy audit of the building would be useful.

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 the business owner commits to making energy efficiency upgrades. The Targeted Energy Audit helps determine the most beneficial building upgrades. Targeted Energy Audits are offered on a first-come first-serve basis. The audits are dependent on the availability of annual CECEP funding.

AEA can provide assistance 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:

- Two rebates are available for businesses in the five GNWT administrative regions until October 31 each year.
- Ten rebates are available for Yellowknife businesses until October 31 of each year.
- After October 31, CECEP rebates will be open to any eligible NWT business on a first-come first-serve basis.
- 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:
 - \$10,000,
 - 25% of the total eligible costs, or
 - five times the annual estimate money saved in fuel, water and electricity.
- Rebates for eligible expenses are provided once the building upgrades are completed, installations confirmed and 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.
- 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 receipts for the work to AEA.

