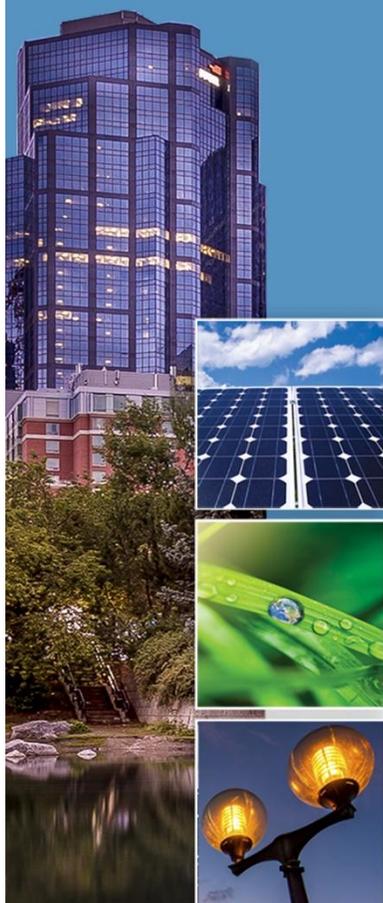


# NEET Guidebook

This Guidebook provides an overview of the eligibility requirements, available funding, and process for non-profit organizations to participate in the Non-Profit Energy Efficiency Transition (NEET) Program.

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**MCCAC**  
Municipal Climate Change Action Centre

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## 1.0 Program Overview

The Non-Profit Energy Efficiency Transition (NEET) program provides funding to non-profit and volunteer-based organizations in Alberta to obtain detailed energy audits and energy management plans (EMPs). NEET is a transition facilitation program that will help set the stage for non-profit organizations to take early action to plan for energy efficiency improvements and position them to participate effectively in existing and future [Energy Efficiency Alberta](#) programs. The NEET Guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

## 2.0 Eligibility

### 2.1 Eligible Participants

Non-profit and volunteer-based organizations that are incorporated in good standing under one of the following acts that own facilities in Alberta are eligible to participate in NEET:

- Societies Act of Alberta;
- Companies Act, Part 9 (Not-for-profit companies);
- Agricultural Societies Act;
- Canada Not-for-profit Corporations Act and must be registered in Alberta under the federal Business Corporations Act;
- Special Act of the Alberta Legislature;
- Special Act of the Parliament of Canada; or
- Registered Charities under the Income Tax Act of Canada

Eligible organizations must have an “Active” status and appear listed under one of the following legal entity types for the [Alberta Non-Profit Listing](#):

- Alberta Society;
- Non-profit Private or Non-profit Public Company;
- Agricultural Society;
- Extra-Provincial Non-Profit Corporation; or
- Private Act Non-Profit Corporation

Or, eligible organizations are listed on the [Government of Canada Charities List](#) under the status:

- Registered

If your organization is not listed on the Alberta Non-Profit Listing but is incorporated under one of the Acts above, additional documentation may be required. Please email [contact@mccac.ca](mailto:contact@mccac.ca) for further instructions.

All organizations who own their facility and meet the above eligibility criteria are welcome to participate in the NEET program. In addition, non-profits who lease their facility can also participate as long as they can provide proof of payment of utility bills and have the ability and permission to implement retrofits in their facility. If your organization does not own the facility it operates from, please email [contact@mccac.ca](mailto:contact@mccac.ca) and submit this documentation.

### 2.2 Ineligible Participants

The following participants are ineligible to participate in NEET:

- Participants who have already received funding for an energy efficiency audit through other programs funded by the Government of Alberta
- Participants who are not registered under one of the above Acts

- Non-profits who's facilities are outside of Alberta

### 3.0 Financial Rebate

**NEET will cover 100% of the direct costs for energy efficiency audits and energy management plans for eligible participants up to a maximum of \$12,000 per organization.**

Participants with audit costs exceeding \$12,000 will be invoiced directly for the remainder. All costs owing by the participant will be calculated and provided to the participant prior to executing the NEET Participant Agreement Contract.

The approval and allocation of qualified funds will occur on a first-come, first-served basis. Participants will be placed into the first-come, first-served queue in the order in which they submit a completed NEET Expression of Interest and sign the NEET Participant Agreement Contract (issued by the MCCAC). When available funding is fully committed, the program will be closed to further applications.

The MCCAC, at its sole discretion, reserves the right to deny or limit funding for any NEET project for reasons including but not limited to, geographical distribution of grant funding and failure to complete the energy audit and energy management plan.

### 4.0 How to Participate

#### Step 1: Submit the NEET Expression of Interest

The NEET Expression of Interest (EOI) provides preliminary information on a proposed project and allows the MCCAC to review proposals for program eligibility.

It can be completed as follows:

- a. Visit the MCCAC NEET program web page at [www.mccac.ca/programs/NEET](http://www.mccac.ca/programs/NEET);
- b. Go to the NEET web page side bar and click *Submit an Expression of Interest*;
- c. Select "NEET" when prompted to specify which program you are participating in;
- d. Fill in the required fields to complete a Building Benchmark for the applying facility;
- e. Submit the completed EOI to the MCCAC;
- f. The MCCAC will provide you with a Benchmark Report that will indicate:
  - i. The energy intensity of your building;
  - ii. How your building's energy intensity compares to other similar buildings in Alberta; and
  - iii. The cost, energy and greenhouse gas savings you could achieve if your building performed at the best in class level.

The MCCAC will review all information provided in the EOI and will the contact the participant to provide information regarding subsequent stages of the application process.

#### Step 2: Sign the NEET Program Participation Contract and Schedule the Detailed Energy Audit

Through a competitive process, the MCCAC has selected energy consultants to complete the detailed energy audits and EMPs for the NEET program. For each eligible project, the

MCCAC will obtain an energy audit and EMP quote from the designated energy consultant, on a regional first-come, first-served basis.

After obtaining the quote, the MCCAC will issue a NEET Participant Agreement Contract to the participant granting access to perform the audit, the collection and sharing of data, and an agreement to pay all invoiced costs above \$12,000.

After both parties have signed the NEET Participant Agreement Contract, the facility site visit will be scheduled with the participant. In preparation for the site visit, participants must prepare the following list of items:

1. Facility electricity and natural gas consumption data for at minimum the past year and be ready to provide up to 3 years of data, if requested by the auditor
2. An accurate size value for the facility to provide the auditor (in m<sup>2</sup>)
3. Any applicable facility layouts, drawings or equipment manuals for the auditor
4. A designated representative to be present during the energy audit with the ability to grant the auditor access to the entire building including the mechanical room and rooftop, if applicable
5. Designate a main contact person for communications and coordination with the contractor and the MCCAC over the course of the project; this could be the same individual as above

#### **Detailed Energy Audit**

The purpose of performing a detailed energy audit is to help the participant identify feasible and well-performing energy efficiency measures and make informed decisions about which measures to implement as part of a future building retrofit. The detailed energy audit will provide the program participant accurate estimates of the cost, energy savings, and greenhouse gas reductions for potential energy efficiency opportunities in a facility.

#### **Step 3: Detailed Energy Audit and EMP Site Visit**

On the agreed upon date, the designated energy consultant will meet the participant at the facility to perform the site visit component of the energy audit. During the site visit, the energy consultant will also interview the participant to complete the EMP Input Form in order to collect relevant information that will inform the development of the EMP.

#### **Energy Management Plan**

The EMP is a compulsory output of the contracted energy consultant for each project completed through the NEET program. The EMP will be an accompanying and complimentary document to the detailed energy audit which will act as a guide to help plan for future implementation of the identified measures. The purpose of the EMP is to translate the large list of potential measures identified in the detailed energy audit into an achievable plan with resources to facilitate their implementation over the next 3-5 years tailored specifically to the needs and goals of the non-profit organization.

#### **Step 4: Review the Draft Detailed Energy Audit and Energy Management Plan**

The draft detailed energy audit and EMP report will be shared with the participant and a debrief meeting will be arranged between the participant and energy consultant. During the debrief meeting, the energy consultant will walk the participant through the audit results, and will provide the participant an opportunity to ask questions and provide feedback.

**Step 5: Receive Final Detailed Energy Audit and Energy Management Plan**

After making required amendments, the energy consultant will issue the final version of the detailed energy audit and EMP to the participant and the MCCAC.

**Step 6: Invoice Payment and Project Completion Statement Submission**

Upon the delivery of the final detailed energy audit and EMP report, the project will be closed. The MCCAC will be invoiced for audit costs up to \$12,000 and the participant will be invoiced any remaining amount as identified in the NEET Participant Agreement Contract. Once all invoices have been paid, the MCCAC will send a Project Completion Statement to the participant to sign, confirming all contract requirements have been met.

## NEET Checklist

### Step 1: Submit the NEET Expression of Interest

- Provide all information and submit the online NEET Program Expression of Interest form

### Step 2: Sign the NEET Participant Agreement Contract and Schedule the Detailed Energy Audit

- Sign and submit the NEET Program Participation Contract to [contact@mccac.ca](mailto:contact@mccac.ca)
- Prepare utility consumption data to share with energy auditor
- Energy auditors to schedule the detailed energy audit site visit

### Step 3: Detailed Energy Audit Site Visit

- Attend the detailed energy audit site visit with the energy consultant and have all required information prepared
- Provide input to the energy consultant to inform the development of the EMP

### Step 4: Review the Draft Detailed Energy Audit and Energy Management Plan

- Attend a debrief meeting with the energy consultant to review and provide feedback on the draft detailed energy audit and EMP for the facility

### Step 5: Receive Final Detailed Energy Audit and Energy Management Plan

- Receive the final detailed energy audit and EMP from the energy consultant

### Step 6: Invoice Payment and Project Completion Statement Submission

- Pay required invoices (if applicable)
- Sign and submit the Project Completion Statement to [contact@mccac.ca](mailto:contact@mccac.ca)

## Contact Us

Questions about NEET may be directed to:

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