

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.

June 2017

ASSESS | PLAN | ACT | EVALUATE



MCCAC
Municipal Climate Change Action Centre

Contents

1.0 Program Overview	2
2.0 Eligibility	2
2.1 Eligible Participants	2
2.2 Ineligible Participants	2
3.0 Financial Rebate	2
4.0 How to Participate	3
Step 1: Submit the NEET Expression of Interest	3
Step 2: Sign the NEET Program Participation Contract and Schedule the Detailed Energy Audit	3
Step 3: Detailed Energy Audit Site Visit	4
Step 4: Review the Draft Detailed Energy Audit and Energy Management Plan	4
Step 5: Receive Final Detailed Energy Audit and Energy Management Plan	4
Step 6: Invoice Payment and Project Completion Statement Submission	4
NEET Checklist	5
Contact Us	5

1.0 Program Overview

The NEET program provides funding to non-profit and volunteer-based organizations who own facilities 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 future Energy Efficiency Alberta programs.

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; or
- Canada Not-for-profit Corporations Act and must be registered in Alberta under the federal Business Corporations Act.

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 are not eligible for the NEET Program.

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 \$10,000 per organization.

Participants with audit costs exceeding \$10,000 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 Program Participation 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 Program Participation 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;
- b. Go to the NEET web page side bar and click NEET Expression of Interest;
- c. Fill in the required fields using prior utility information to complete a Building Benchmark for your project;
- d. Select “NEET” when prompted to specify which program you are participating in;
- 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 contact the participant to provide information regarding subsequent stages of the application process.

Please Note

Expressions of Interest for the first round of participation in the NEET program were collected by the Government of Alberta in early 2017. The first round is now fully subscribed, and those participants who have been contacted by the MCCAC are not required to complete Step 1.

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 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 Program Participation 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 \$10,000.

After both parties have signed the NEET Program Participation Contract, the facility site visit will be scheduled with the participant.

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.

To participate, the detailed energy audit must be completed to a level of rigour comparable to the ASHRAE II audit guidelines and meet all requirements set forth in the NEET Detailed Energy Audit Requirements document available at: www.mccac.ca/programs-NEET

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 implementation.

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 \$10,000 and the participant will be invoiced any remaining amount as identified in the NEET Program Participation 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

- Sign and submit the NEET Program Participation Contract to contact@mccac.ca
(Proceed directly to Step 2 if participating in the first round of NEET and directly contacted by the MCCAC)

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

- Sign and submit the NEET Program Participation Contract to contact@mccac.ca
- MCCAC 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
- 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

Contact Us

Questions about NEET may be directed to:

Municipal Climate Change Action Centre
300-8616 51 Avenue
Edmonton, AB T6E 6E6
780 433 4431
contact@mccac.ca