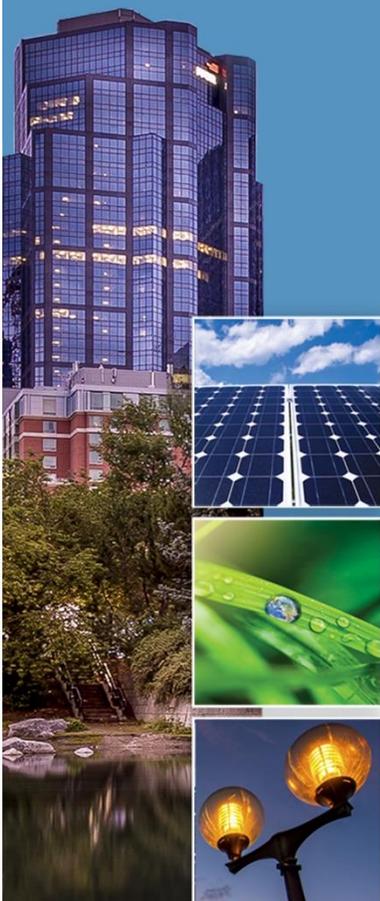


TAME Express Guidebook

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Taking Action to Manage Energy Express program.

February 2017



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MCCAC
Municipal Climate Change Action Centre

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1.0 Program Overview

The Taking Action to Manage Energy (TAME) Express pilot program provides quick access financial incentives to Alberta municipalities who implement high efficiency lighting retrofits in existing municipal facilities or buildings on municipal land.

2.0 Eligibility

2.1 Eligible Participants

The following organizations are eligible to participate in TAME Express:

- a. Municipalities: all designated municipalities within the province of Alberta are eligible to participate in TAME Express. As per Section 1(s) of the [Municipal Government Act](#), a “municipality” is defined as:
 - i. a city, town, village, summer village, municipal district or specialized municipality,
 - ii. repealed 1995 c24 s2,
 - iii. a town under the *Parks Towns Act*, or
 - iv. a municipality formed by a special Act;or, if the context requires, the geographical area within the boundaries of a municipality described in subclauses (i) to (iii).
- b. Community-related organizations: non-profit community-related organizations (CRO’s) are eligible to participate in TAME Express if the project is implemented in municipally owned facilities or in facilities located on municipally owned land. Such instances will be evaluated on a case-by-case basis.

CRO applications must be submitted by a legal entity within the Province of Alberta, and the municipality must be copied when the application is submitted to the MCCAC.

2.2 Eligible Measures

- a. TAME Express is available for retrofits of indoor lighting, outdoor lighting, lighting controls, and exit signs. All specific eligible measures are defined in the accompanying TAME Express Lighting Calculator (applicable to the current version at the time of the application).
- b. In order to be eligible, all lighting measures and control systems installed must be:
 - i. CSA/cUL certified;
- c. In addition all LED lighting measures must be:
 - i. Energy Star Certified or on the Design Lighting Consortium (DLC) or on the CEE commercial lighting qualified products lists;
- d. All lighting must be installed and functional to be eligible for the rebate:
 - i. The MCCAC reserves the right to conduct on-site audits prior to and following the installation of measures to ensure site eligibility and use of equipment;

- e. All lighting and control systems must be new and purchased after receiving application approval. Invoices dated prior to application approval will not be accepted; and
- f. Measures must be purchased and paid for by the applicant and installed at the location defined in the application.

2.3 Ineligible Measures

The following measures are ineligible for TAME Express funding:

- a. Lighting measures or controls that are not specifically listed in the TAME Express Lighting Calculator;
- b. Lighting replacements that do not result in energy savings from existing lights;
- c. Lighting replacements that are replacing existing lights with the same measure;
- d. Lighting installed as part of the construction of a new building;
- e. Streetlights that are not associated with a building;
- f. Lighting measures or control systems that are purchased and not installed; and
- g. Any measure that has received prior funding through the TAME+ program.

3.0 Financial Rebate

Municipalities are eligible to receive a financial rebate for the completion of a facility lighting retrofit through the TAME Express program.

3.1 TAME Express Rebate Rates

The MCCAC agrees to pay a rebate per unit installed, in accordance with the rates defined in the TAME Express Lighting Calculator. Table 1 provides an overview of the measures and general rebate range found in the TAME Express Lighting Calculator. As eligible measures and associated rebate rates may be adjusted from time to time, participants should always refer to the most current version of the TAME Express Lighting Calculator available online at www.mccac.ca/TAME-Express.

Table 1: TAME Express Rebate Rates

Measure Category	Rebate Range (per unit)
LED Directional Lamps	\$8 to \$15
LED "A" Lamps	\$4 to \$5
LED T8 Replacement Lamps	\$2 to \$8
Reduced Watt Fluorescent Bulbs	\$1.5 to \$3
LED Mogul-Base Lamps	\$25 to \$65
LED Troffers	\$25 to \$75
LED High/Low Bays	\$75 to \$195
Exit Signs	\$20
LED Recessed Downlights	\$10 to \$45
LED Troffer Retrofit Kit	\$20 to \$60

LED High Bay Retrofit Kit	\$50 to \$130
Induction High Bay Lamps	\$30 to \$65
Outdoor LED Wall-Mounted	\$50 to \$100
Outdoor LED Pole-Mounted	\$115 to \$175
Outdoor Lighting Controls	\$10 to \$80
Indoor Lighting Controls	\$12 to \$18

3.2 Incentive Disbursement

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 TAME Express Application and sign an Implementation Funding Agreement for their project (issued by the MCCAC). When available funding is fully committed, the program will be closed to further applications.

The TAME Express rebate will be paid to the municipality by cheque after the MCCAC has verified that the project is complete. The project verification process is described in Section 5.0, and may include pre and post project site assessments.

The MCCAC, at its sole discretion, reserves the right to deny or limit approval of any TAME Express Application for reasons including but not limited to, geographical distribution of grant funding, inappropriate or insufficient design, and failure to install equipment in accordance with the project funding agreement.

4.0 How to Participate

Step 1: Submit a TAME Express Expression of Interest

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

For projects associated with a building, an energy benchmark of the building must be completed using the MCCAC Building Benchmark tool. This can be completed as follows:

- a. Visit the MCCAC TAME Express program web page at www.mccac.ca/programs/TAME-Express;
- b. Go to the TAME Express web page side bar and click TAME Express Expression of Interest;
- c. Fill in the required fields using prior utility information to complete a Building Benchmark for your project;
- d. Select “TAME Express” 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 municipal 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.

Projects focused solely on outdoor lighting measures and controls may not necessarily need to complete a Building Benchmark. Projects of this nature may be required to provide additional details about the site and location of the proposed measures to the MCCAC to determine eligibility.

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

Step 2: Submit a TAME Express Application

Participants must submit one application per project (building or site). All application materials are available for download on the TAME Express website www.mccac.ca/programs/TAME-Express.

To submit a TAME Express Application, participants must fill out the basic information required in TAME Express Application form and are required to attach a completed copy of the TAME Express Lighting Calculator when applying.

Completing the TAME Express Lighting Calculator includes:

- a. Inputting all existing lighting equipment that is to be replaced, including the type of lamp or fixture, rated lamp power, unit quantity, and weekly operating hours;
- b. Inputting all new lighting equipment that is to be installed, including the type of lamp or fixture, equipment detail, rated lamp power, unit quantity, and weekly operating hours;
- c. Inputting all existing lighting controls that are to be replaced, including the type of control, what lighting equipment it controls, the controlled equipment detail, rated lamp power, fixture quantity, and weekly operating hours;
- d. Inputting all new lighting controls that are to be installed, including the type of control, and sensor quantity; and
- e. Inputting project and utility specific costs when possible.

TAME Express Lighting Calculator

The TAME Express Lighting Calculator is a valuable tool to explore different lighting retrofit options for a given project. Participants can use the default values built into the tool or provide their own values for energy prices and project costs to explore the different combinations of rebates, energy savings, and basic project economics for different lighting and control options. This can help the participant find the most cost-effective energy savings.

The MCCAC recommends exploring different options with the TAME Express Lighting Calculator early in the project process. Please note that the TAME Express Lighting

Calculator does not replace the need to get an accurate site-specific quote from a lighting vendor to assess the costs associated with equipment and labour.

For more detailed step by step instructions on how to use the TAME Express Lighting Calculator, please reference the How To Use the TAME Express Lighting Calculator document available at www.mccac.ca/programs/TAME-Express

Step 3: Receive Project Approval and Sign the Funding Agreement

Upon submission, the MCCAC will review the TAME Express Application form and copy of the TAME Express Lighting Calculator for completion and eligibility. Approved projects will be sent an Implementation Funding Agreement summarizing the project and the program terms and conditions. The participant must sign and return a scanned copy of the agreement to contact@mccaca.ca in order to complete the approval process.

Vendor Selection

Proper vendor selection is a critical element in the success of a TAME Express project. In addition to offering complete equipment costs, qualified and well-informed vendors can provide invaluable advice on the types of lights and lighting controls best suited to the specific needs of a project. When selecting a vendor or vendors for equipment and installation of lighting and control measures for TAME Express be sure to consider the estimate costs, equipment and installation warranties, previous experience, and testimonials/reviews.

The MCCAC recommends seeking quotes from a minimum of two vendors prior to issuing a contract.

Step 4: Complete Lighting Retrofit

The project must be completed within 3 months (90 days) of signing the TAME Express Implementation Funding Agreement. Participants are responsible for ensuring that construction is completed by the deadline. Should an extension of the completion deadline be required, the participant must submit a request to the MCCAC in writing detailing the nature of the required extension. The MCCAC must be notified of any deviation from the approved project parameters outlined in the signed Implementation Funding Agreement in order to review the changes and issue an amendment as deemed appropriate.

Participants are responsible for exercising due diligence in selecting qualified vendors and/or contractors, the selection of appropriate products and equipment, and ensuring that the project is completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta.

Note: The MCCAC is not responsible for any damage to self, others, or property due to the inappropriate installation, use, or disposal of the equipment purchased for a TAME Express project. Always use caution when interacting with electrical systems.

Step 5: Submit Project Completion Forms

Once the lighting retrofit is complete, participants must notify the MCCAC of project completion and submit all required invoices and proof of payment to the MCCAC indicating that the project was completed in accordance with the TAME Express Implementation Funding Agreement. The MCCAC will review the materials and issue a Project Completion Statement summarizing the implemented measures and the final rebate. The participant must sign and return a scanned copy to contact@mccaca.ca.

The following provides details on the documentation that must be provided to the MCCAC as part of the Project Completion Statement:

- a. Invoices detailing the nature of the work completed as well as the cost of such work:
 - i. Invoices submitted as part of the Project Completion Statement must provide all information in the proper format as outlined on the TAME Express Invoice Requirements document;
- b. Confirmation of payment by the municipality for all invoices provided; and
- c. A minimum of one (1) photo for the project profile that will be posted to the MCCAC Project Showcase.

Invoice Requirements

To help participants and vendors meet the completion form and invoice requirements, the MCCAC has developed the TAME Express Invoice Requirements document. This document is available for download at www.mccac.ca/programs/TAME-Express.

To ensure that all invoices are received in the required format, it is recommended that participants provide a copy of the Invoice Requirements document to all vendors and contractors associated with the project as early in the program participation as possible.

Step 6: Funding Disbursement

After the project verification requirements are satisfied, the MCCAC will issue the TAME Express rebate cheque to the participant. The final TAME Express Implementation Contribution will be calculated based on the installed lighting measures and controls in accordance with the TAME Express Implementation Funding Agreement following the submission and review of all Project Completion materials.

In the case of CRO's, the parent municipality must be a signatory to the Implementation Funding Agreement, and all funding will be sent to the municipality and distributed to the CRO thereafter. Funding will only be disbursed to a legal entity, not an individual.

5.0 Project Verification

In order to ensure the validity of a TAME Express Application, the MCCAC may be required to conduct a pre-project site assessment. The pre-project assessment is an examination of the existing lighting and controls that will be replaced as a part of the project. As such, pre-

project site assessments (when required) must be completed prior to the Complete Lighting Retrofit (Step 4).

The MCCAC will also conduct post-project site visits on a randomized portion of TAME Express projects to ensure that lighting and control measures installed through the program are installed and operational as described in the project documentation. Post-project site visits will occur prior to Funding Disbursement (Step 6).

The MCCAC reserves the right, given reasonable notice, to conduct a site visit for the purpose of pre and post project verification. Site visits will be scheduled with Participants prior to a site visit taking place.

TAME Express Checklist

Step 1: Submit a TAME Express Expression of Interest

- Complete and submit a Building Benchmark at www.mccac.ca/programs/TAME-Express

Step 2: Submit a TAME Express Application

- Use the TAME Express Lighting Calculator to explore different lighting retrofit options
- Complete and submit the TAME Express Application form with all required attachments, including the final version of your TAME Express Lighting Calculator to contact@mccac.ca

Step 3: Receive Project Approval and Sign the Funding Agreement

- Receive direct project approval from the MCCAC
- Sign the Implementation Funding Agreement provided by the MCCAC

Step 4: Complete Lighting Retrofit

- Install all lighting retrofit measures and controls within 90 days of signing the TAME Express Implementation Funding Agreement

Step 5: Submit Project Completion Forms

- Complete and submit the Project Completion Statement with all required attachments, including properly formatted project invoices to contact@mccac.ca

Step 6: Funding Disbursement

- Receive your TAME Express rebate from the MCCAC

The MCCAC may conduct a site visit prior to installation to ensure eligibility, or post installation to ensure that the project was completed in accordance with the Implementation Funding Agreement.

Contact Us

Questions about TAME Express may be directed to:

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