

# TAME+ 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 program.

October 2016

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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+) program provides tools and funding to help municipalities understand how energy is used in their buildings, identify key savings opportunities, and implement retrofit projects.

There are two sources of funding available through TAME+:

1. Energy Audit Incentive: 50% of energy audit costs up to a maximum of \$2,000.
2. Implementation Incentive: 50% of retrofit capital costs up to a maximum of \$100,000.

More details on available funding are provided in Section 3.0.

## 2.0 Eligibility

The following section outlines eligibility criteria that must be satisfied to participate in TAME+.

### 2.1 Eligible Participants

All designated municipalities within the province of Alberta are eligible to participate in TAME+. The program is directed at improving the energy efficiency of buildings located on municipally owned lands. Such buildings may be operated by the municipality itself, or in some instances, a not-for-profit community related organization (CRO). While a CRO may qualify for participation in TAME+, the municipality must be the signatory to the funding agreement and all reimbursements made under the program will be directed to the municipality. Such instances will be evaluated on a case-by-case basis.

### 2.2 Eligible Buildings

The following building types are eligible for TAME+:

- a. Office and administrative buildings
- b. Fire halls and police stations
- c. Community centres (i.e. libraries, museums, community halls, etc.)
- d. Arenas and curling rinks
- e. Aquatic centres and swimming pools
- f. Multiplexes<sup>1</sup>
- g. Dry sport centres<sup>2</sup>
- h. Public works buildings

If your facility does not fall into the above categories please contact the MCCAC to determine eligibility.

### 2.3 Ineligible Buildings

The following building types are not eligible for TAME+:

- a. Buildings operated by a for-profit business or organization, including buildings that are located on lands owned by a municipality or leased from a municipality;

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<sup>1</sup> Multiplexes are recreation facilities that include dry sports, ice surface, and aquatic facilities

<sup>2</sup> Dry sport centres are recreation facilities that do not include ice surface or aquatic facilities

- b. Private residential buildings; and
- c. Provincially or federally operated buildings located on municipal lands.

## 2.4 Eligible Retrofit Measures

TAME+ only funds energy conservation measures (ECMs) that will reduce greenhouse gas (GHG) emissions. All ECMs must be identified and recommended in a detailed energy assessment. If an ECM is expected to vary in scope from what is defined in the detailed energy assessment, supporting documentation and analysis will be required to determine eligibility.

On-site energy generation, such as renewable energy or combined heat and power, may be eligible providing that these measures meet greenhouse gas abatement requirements (see Section 2.6) and that all energy generated is used by the facility.

The following are examples of eligible ECMs:

- **Interior and exterior lighting** including bulb, fixture and ballast replacements
- **Building envelope** upgrades including insulation, weather-stripping, and windows and doors
- **Energy management control systems** including direct digital controls, occupancy/motion sensors, photocells, thermostats and direct load controls
- **Building automation systems**
- **Heating, ventilation and air-conditioning (HVAC) systems** including boilers and chillers, furnaces, heat pumps, ventilation systems, pipe insulation, space heaters, air conditioners, thermal storage systems, and heat recovery systems
- **Motors** including high-efficiency motors and variable frequency drives

## 2.5 Ineligible Retrofit Measures

ECMs that are not recommended in a detailed energy assessment or are not presented with supporting documentation to verify energy efficiency improvements are ineligible.

Electronic equipment (i.e. computers, printers, photocopiers, etc.) and appliances (i.e. refrigerators, ovens, washers and dryers, etc.) are ineligible for funding.

Routine maintenance and equipment replacement activities are ineligible. Please contact the MCCAC to verify if a measure is considered routine.

## 2.6 Maximum Greenhouse Gas Abatement Rate

In order to qualify for funding under TAME+, the greenhouse gas abatement rate of a project must not exceed \$40/tonne. The abatement rate is calculated by dividing total MCCAC implementation funding by a project's lifetime greenhouse gas reductions. Funding for projects that have an abatement rate greater than \$40/tonne will be pro-rated.

## 3.0 Financial Incentives

Municipalities are eligible to receive an Energy Audit Incentive and Implementation Incentive. Incentives are available for projects of one or more buildings with maximum funding levels based on the total building area<sup>3</sup> of the project.

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<sup>3</sup> Building area is defined as the total area (m<sup>2</sup>) of all buildings being retrofitted by a municipality

### 3.1 Energy Audit Incentive

An energy audit incentive of 50% of audit costs up to a maximum dependent on building area is available. Municipalities must complete a retrofit project in order to receive the energy audit incentive. Maximum incentive levels are outlined in Table 3.1.

**Table 3.1: Energy Audit Incentive Maximums**

Building Area	Incentive Maximum
Under 2,000 m <sup>2</sup>	50% of audit costs up to \$500
2,000 to 5,000 m <sup>2</sup>	50% of audit costs up to \$1,000
5,000 to 10,000 m <sup>2</sup>	50% of audit costs up to \$1,500
10,000 m <sup>2</sup> or greater	50% of audit costs up to \$2,000

### 3.2 Implementation Incentive

An implementation incentive of 50% of capital costs up to a maximum dependent on building area is available. Maximum incentive levels are outlined in Table 3.2.

**Table 3.2: Implementation Incentive Maximums**

Building Area	Incentive Maximum
Under 2,000 m <sup>2</sup>	50% of capital costs up to \$25,000
2,000 to 5,000 m <sup>2</sup>	50% of capital costs up to \$50,000
5,000 to 10,000 m <sup>2</sup>	50% of capital costs up to \$75,000
10,000 m <sup>2</sup> or greater	50% of capital costs up to \$100,000

### 3.3 Incentive Disbursement

The approval and allocation of qualified funds will occur on a first-come, first-served basis and be limited to one allocation per municipality. When available funding is fully committed, the program will be closed to further applications.

In addition, funds will not be awarded retroactively. Eligible project costs must be agreed upon and the funding agreement must be executed prior to project implementation.

The energy audit and retrofit incentives will each be paid after the MCCAC has verified that the project is complete. The verification process is described in detail in Section 4.0.

## 4.0 How to Participate

### Step 1: Submit Expression of Interest

To submit an Expression of Interest (EOI):

- a. Visit the MCCAC website: [www.mccac.ca](http://www.mccac.ca)
- b. Go to the TAME+ page and download the EOI (Excel file)
- c. Fill in the required fields for each building
- d. Copy and complete the EOI sheet for each building you would like to benchmark
- e. Email the completed EOI to [contact@mccac.ca](mailto:contact@mccac.ca)
- f. 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 municipal buildings in Alberta

- iii. The cost, energy and greenhouse gas savings you could achieve if your building performed at the best in class level

### **Step 2: Conduct a Detailed Energy Assessment**

Municipalities are responsible for commissioning a detailed energy audit by a professional consulting firm for each building to be considered for funding.

Detailed energy assessments must meet the level of rigour outlined in the TAME+ Detailed Energy Assessment Guidelines and be completed by a qualified professional (P.Eng or CEM).

Once the report is complete, a copy is required by the MCCAC to jointly review the recommendations and determine a plan for implementation.

### **Step 3: Sign Funding Agreement**

The MCCAC will provide a Funding Agreement and Implementation Plan Schedule that outlines all energy conservation measures that your municipality has agreed to complete. Submit signed copies of the Funding Agreement and Implementation Plan Schedule to [contact@mccac.ca](mailto:contact@mccac.ca).

### **Step 4: Complete Retrofit**

Municipalities are responsible for retrofit project implementation. The retrofit must be completed within 12 months of signing the Funding Agreement.

Municipalities are responsible for exercising due diligence when selecting qualified vendors and contractors.

### **Step 5: Project Verification**

After retrofit completion, the following steps must be followed to receive a rebate:

- a. Send all relevant invoices and proof of payment documentation<sup>4</sup> to the MCCAC
- b. The MCCAC will complete a Project Completion Statement
- c. Sign and email the Project Completion Statement to [contact@mccac.ca](mailto:contact@mccac.ca)
- d. The MCCAC will process and mail the rebate cheque

The MCCAC will conduct random building audits to verify that the work outlined in the Project Completion Statement has been completed as described. Municipalities will be given a minimum of one month's notice prior to an audit taking place.

## **TAME+ Checklist**

### **Step 1: Submit Expression of Interest**

- Download EOI from [www.mccac.ca](http://www.mccac.ca)
- Complete and submit EOI to [contact@mccac.ca](mailto:contact@mccac.ca)

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<sup>4</sup> Proof of payment documentation must demonstrate that all invoices have been paid in full. This may include accounts payable registers or cheque copies.

**Step 2: Conduct Detailed Energy Assessment**

- Commission DEA and submit final reports for all buildings
- Discuss DEA recommendations and determine implementation plan with the MCCAC
- Provide a signed Greenhouse Gas Quantification Statement (see template)

**Step 3: Sign Funding Agreement**

- Review, sign, and submit the Funding Agreement and Implementation Plan Schedule

**Step 4: Complete Retrofit**

- Complete energy efficiency retrofit(s) within 12 months of signing the Funding Agreement

**Step 5: Project Verification**

- Submit invoices and proof of payment documentation to the MCCAC
- Sign and submit the Project Completion Statement to [contact@mccac.ca](mailto:contact@mccac.ca)
- Receive your rebate cheque

## Contact Us

Questions about the TAME+ program may be directed to:

Municipal Climate Change Action Centre  
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Edmonton, AB T6E 6E6  
780 433 4431  
[contact@mccac.ca](mailto:contact@mccac.ca)