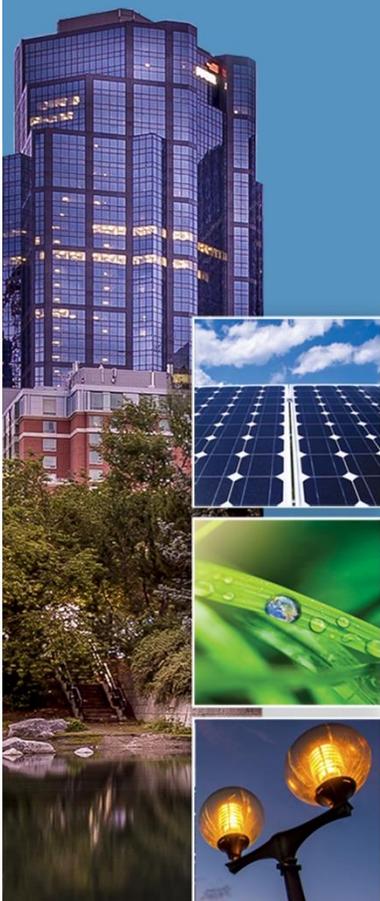


TAME+ Guidebook

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.

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

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 existing 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. Multiplexes¹
- g. Dry sport centres²
- h. Public works buildings

If your facility does not fall into the above categories please contact the MCCAC or submit an Expression of Interest 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;
- 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. Detailed energy assessments must comply with the TAME+ Detailed Energy Assessment Requirements (DEAR) document to be an eligible application. If an ECM is

¹ Multiplexes are recreation facilities that include dry sports, ice surface, and aquatic facilities

² Dry sport centres are recreation facilities that do not include ice surface or aquatic facilities

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 some 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

Measures which have previously received funding through the TAME+ program are not eligible for additional funding.

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.

Solar photovoltaics are ineligible as they are covered separately by the Alberta Municipal Solar Program (AMSP).

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 \$60/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 \$60/tonne will be pro-rated.

3.0 Financial Incentives

3.1 Implementation Incentive

An incentive of 60% of capital costs up to a maximum of \$500,000 per facility of any size, with a maximum of \$1,000,000 of funding per Municipality³, is available for the implementation of energy conservation measures outlined in an approved Detailed Energy

³ Maximum funding per municipality does not include any other funding previously received through other MCCAC programs.

Assessment. Funding for projects that have a greenhouse gas abatement rate greater than \$60/tonne will be pro-rated.

3.2 Incentive Disbursement

The approval and allocation of qualified funds will occur on a first-come, first-served basis. The MCCAC, at its sole discretion, reserves the right to deny or limit approval of any TAME+ application for reasons including but not limited to, geographical distribution of grant funding and inappropriate or insufficient design. 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 retrofit incentives will 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 TAME+ program web page: www.mccac.ca/programs/TAME
- b. Go to the TAME+ web page side bar and click TAME+ Expression of Interest
- c. Fill in the required fields to complete a Building Benchmark for each building
- d. Submit the completed EOI to the MCCAC
- e. 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 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

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.

Note: completion of the EOI does not secure funding or a place in the first come, first serve queue. For details on how this queue is established, see Section 3.2.

Step 2: Conduct a Detailed Energy Assessment

Municipalities are responsible for commissioning a detailed energy audit by a professional third party consulting firm for each building to be considered for funding. Detailed Energy Assessments must have been completed after January 1st, 2016 and must meet the level of rigour outlined in the TAME+ Detailed Energy Assessment Requirements (DEAR) document, completed by a qualified professional (P.Eng or CEM), and reflect the building in its current form in order to be eligible.

TAME+ Detailed Energy Assessment Requirements (DEAR)

This document has been developed to assist with the preparation of the Detailed Energy Assessment report required for participation in the TAME+ program. Please note that the

provisions in this document must be met in order to be eligible to participate in the TAME+ program.

The purpose of performing a detailed energy assessment with quantified greenhouse gas emissions reductions and energy savings is to provide both the participating municipality and the MCCAC accurate estimates of the cost, energy savings, and greenhouse gas reductions for a project.

It is imperative that participants in the TAME+ program provide their contracted energy auditor with the TAME+ DEAR in order to ensure they are aware of the scope of work required for the energy assessment to be eligible under the TAME+ program. The TAME+ DEAR document can be accessed in the side bar at <http://mccac.ca/programs/TAME>.

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

All applications, and therefore detailed energy assessments, must be received by the MCCAC by December 1st, 2017 in order to be eligible.

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. Once provided a copy of the TAME+ Implementation Funding Agreement, the participant must return a signed copy to the MCCAC within 3 weeks. Any Funding Agreement held for longer than 3 weeks can be cancelled by the MCCAC in order to reallocate the funding to other projects in the queue. Submit signed copies of the Funding Agreement and Implementation Plan Schedule to 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.

Vendor Selection

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

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 to the MCCAC for all energy conservation measures installed

- i. Invoices must list all eligible project expenses for each energy conservation measure in a clearly identifiable manner matching the costs outlined in the project Implementation Plan
- ii. Proof of payment documentation must match all totals on the invoices and clearly demonstrate that all invoices have been paid in full. This may include accounts payable registers, electronic funds transfer payment advice, cheque copies, or vendor confirmation.
- b. The MCCAC will complete a Project Completion Statement
- c. Sign and email the Project Completion Statement to 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

- Complete and submit a Building Benchmark EOI at www.mccac.ca/programs/TAME
- Await approval from the MCCAC to proceed

Step 2: Conduct Detailed Energy Assessment

- Commission DEA and submit the final report for the facility to the MCCAC
- Discuss DEA recommendations and determine implementation plan with the MCCAC

Step 3: Sign Funding Agreement

- Review, sign, and submit the Implementation Funding Agreement and Implementation Plan Schedule B (including Greenhouse Gas Quantification Statement) provided by the MCCAC based on the detailed energy assessment within 3 weeks of having them provided

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 for all energy conservation measures installed to the MCCAC
- Sign and submit the Project Completion Statement to contact@mccac.ca
- Receive your rebate cheque

Contact Us

Questions about the TAME+ program may be directed to:

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