

Alberta Indigenous Community Energy Program Guidelines

The Alberta Indigenous Community Energy Program (AICEP) is a program that provides tools and funding to help Indigenous communities and Indigenous organizations understand how energy is used in their community or organization buildings and identify opportunities to save energy and financial resources.

A detailed energy assessment will support community decision making, estimate energy savings, and reduce greenhouse gas (GHG) emissions if building retrofits are completed in the future.

This baseline analysis prior to completing energy efficiency retrofits has many benefits, including:

- Accurately assessing the efficiency of existing buildings.
- Assessing potential energy and cost savings if retrofits are completed.
- Making informed decisions on building retrofits.
- Helping Indigenous communities maintain and improve building performance and operations.

Who is Eligible?

- First Nations, Aseniwuche Winewak Nation, Metis Settlements.
- Indigenous community-owned businesses and development corporations.
- Tribal Councils, Treaty Organizations, Metis Settlements General Council.
- Métis Nation of Alberta (including Regions and Locals).
- Indigenous not-for-profit organizations, including Friendship Centres with projects related to AICEP objectives.
- Applicants must be in compliance with the terms and conditions of any previous Indigenous Relations funding.
- Applicant communities or organizations must be located in the province of Alberta.

Note: If an organization that serves your community applies to AICEP, your community is still eligible to apply. As an example, both a Tribal Council and a community served by said Tribal Council are eligible to receive AICEP funding during the same funding year.

What Types of Projects are Funded?

The Alberta Indigenous Community Energy Program provides funding for detailed energy assessments for Indigenous organization or community owned buildings as follows:

- Office and administrative buildings
- Fire halls and police stations
- Elders' Centres
- Community centres (e.g. libraries, museums, community halls, etc.)
- Arenas and curling rinks
- Multiplexes

- Dry sport centres
- Public works buildings
- Buildings that house community-owned businesses
- Community-owned residential buildings.

Buildings must be owned by the community or organization itself, or by a community-owned business.

Funding is not available for projects that are:

- Buildings operated by a for-profit business or organization not owned by the Indigenous community.
- Privately-owned residential buildings.
- Provincially or federally operated buildings located on Indigenous community lands.

Detailed Energy Assessment Requirements

The requirements for the detailed energy assessments are as follows:

- The assessment of community-owned public buildings must be completed to a level of rigour comparable to ASHRAE Level II audit guidelines, and sufficient to provide the data necessary to perform all required quantification calculations detailed in the AICEP [Detailed Energy Assessment Requirements \(DEAR\)](#).
- The assessment and quantification must be completed by a qualified professional with a legal right to work in Canada. A qualified professional will be a Professional Engineer (P. Eng), Certified Energy Manager (CEM), and/or a Certified Energy Auditor (CEA). This individual is bound by legal responsibility and the professional code of conduct of their respective associations.
- The assessment of community-owned residential buildings must be conducted by a qualified home energy auditor that provides a comprehensive energy assessment including recommendations on retrofits.

How much Funding is Available?

- The program can provide 100 per cent of the eligible expenses, up to a maximum of \$200,000 per application.
- There is no limit on the number of buildings to be considered for detailed energy assessments within an application, and funding amounts will be merit based and determined on community/organizational need.

What Project Expenses are Covered?

Applicants must outline all (both eligible and ineligible) expenses in the AICEP application budget.

Eligible expenses

- Expenses related to commissioning a detailed energy assessment by a professional consulting firm for each building to be considered for future retrofit projects.

- Expenses related to identifying Energy Conservation Measures (ECMs) that reduce GHG emissions.
- Expenses related to developing a business case that quantifies all costs, simple payback period (i.e. when the reduced energy costs exceed the initial investment), estimated cost savings and estimated GHG reductions for future building retrofits.
- Expenses incurred by the Indigenous community/organization related to meetings between the community/organization and the proposed contractor before project start-up.
- Justifiable administration costs of up to 15% for total requested amount of grant, which could include costs related to financial reporting, travel, elder fees/elder honorarium etc.
- Administration costs typically include the administrative activities that support the development of the application and implementation of the project.
 - Securing a contractor and ensuring the project is carried out according to the contract developed with the procured contractor.
 - Expenses incurred by the organization to prepare documents, process invoices or other administrative or internal costs.
 - Also costs specifically incurred to ensure grant agreement deliverables are provided to Indigenous Relations.

Ineligible expenses

- In kind expenses can be included in the budget but will not be part of the eligible costs.
- Payments for services that would normally be provided without charge (i.e. honoraria for a community service).
- Expenses for the implementation of proposed ECMs.
- Expenses incurred by the Indigenous community for permanently-employed staff.

When to Apply?

Please refer to the AICEP website (indigenous.alberta.ca/AICEP) for more details on when to apply.

How do I Apply?

Please refer to the AICEP website (indigenous.alberta.ca/AICEP) for more details on how to apply.

Applications may be submitted online through the portal on the program webpage indigenous.alberta.ca/AICEP or through <http://grants.indigenous.alberta.ca/AICEP> or program staff can provide a fillable application form.

Applicants must be able to demonstrate:

- All applications must demonstrate support for the project to be considered for funding, which *at a minimum* will include a:
 - Band Council Resolution (BCR) for applications from a First Nation.
 - Council Resolution for applications from a Metis Settlement.
 - Board Resolution from a community-owned company, development corporation, etc.
 - Board Resolution from a not-for-profit Indigenous organization.

- Equivalent demonstration of support for applications as discussed with the program manager.
- Supporting technical details related to the project:
 - A list of community-owned buildings where a detailed energy efficiency assessment is being undertaken.
 - A List of contractor(s) engaged to complete the detailed energy assessment, and confirmation that the contractor meets the program's professional designation requirements (P.Eng, CEM or CEA).
- A full project budget, including all expenses and revenue for the project.
- A minimum of two different service providers quotes is required with any application for funding to this program.
 - This should include (amongst other details) project scope, pricing per building, and acknowledgement of commitment for an in-person meeting between the proposed contractor and community/organization representative.

What are the Reporting Requirements?

Grant recipients are expected to report on the use of the funding received as follows:

- A copy of the energy assessment report(s) provided by the contractor to the community.
- A signed statement that the energy assessment report has been completed as per the DEAR document.
- A financial statement with an authorized signature, stating the information reported is accurate.

What does an ASHRAE Level 2 Audit look like?

- A program final report and a program survey that helps indicate how will the community implement the proposed ECMs moving forward.
- All energy audits must include Energy Conservation Measures (ECM) that are identified through an ASHRAE (American Society of Heating Refrigerating and Air-conditioning Engineers) level 2 audit for public or commercial use buildings. See below for a sample of how the proposed information and calculations should be documented in audit reports to ensure access to the Alberta Indigenous Energy Efficiency (Retrofit) Program. For more details on this program please visit indigenous.alberta.ca/AIEERP.

Commercial Facility

Inefficiency found	*Energy Conservation Measure (ECM)	Baseline Metric on Energy Usage	Proposed Change/improvement	Proposed Annual Energy Saving	Annual GHG Reduction	Lifetime GHG Reduction	Estimated Cost of ECM	Simple payback Calculation and Rating
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*please rank from most effective ECM as #1 to least effective (highest number based on # of ECMs).

A complete list of ECMs may include, but are not limited to:

- Building envelope, including roof, materials age and condition
- Window/doors, sealing
- Heating and air conditioning (HVAC)
- Insulation (walls, roof/attic)
- Air ducting and ductwork

- Electrical systems
- Light fixtures
- Faucets and toilets
- Others if applicable.

Residential Facility

A blower door is a machine used to measure the airtightness of buildings. It can also be used to measure airflow between building zones, to test ductwork airtightness and to help physically locate air leakage sites in the building envelope.

Follow-up

Indigenous Relations reserves the right to follow up with the applicants to evaluate the project effectiveness, including discussions of best practices and progress on a project.

How are Applications Assessed?

Once an application is received, the following process is implemented:

- A preliminary assessment of the application will be conducted by program staff to ensure that each submission contains the required information.
 - Additional information may be requested if an application is incomplete. Applicants will be informed of any deficiencies.
- Only correctly and fully completed applications, with all required documentation, that are submitted during the intake period will be reviewed for eligibility and considered for funding.
- Applications will be evaluated by staff against the program's priorities and scoring criteria, which include:
 - Socio-economic benefits and impacts;
 - Number of people anticipated to be impacted;
 - Description of need for the project;
 - Project planning, readiness and due diligence;
 - Described outcomes related to GHG reduction, energy efficiency, jobs and economic impacts;
 - Priority will be given to applicants who have not received funding from the program in previous years.

Note: Projects utilizing external consultants will require the submission of a minimum of two quotes from at least two different duly qualified goods and/or service providers, for any goods and/or services procured by the consultants.

Questions?

Have questions about the program, services or the grant application process?

- Please email IR.ClimateCapacity@gov.ab.ca.

NOTE: Funding approvals may take up to 12 weeks.

How will I know if my Application has been Accepted?

A grant manager will communicate the status of the application by email and a final decision will be sent by letter from the Minister of Indigenous Relations.