

## Instructions on how to complete your Statement of Work

**Step 1** – Fill in the NB Power Energy Smart Participant Reference Number and Building Name at the top of the page (see Figure # 1 below). The reference number can be found in your Welcome to NB Power email that was sent with your Program Agreement.

STEP 4		Statement of Work		Énergie NB Power	
Mail to: 35 Charlotte Street, Suite 101, Saint John, NB E2L 2H3					
<p><b>The completion of this form prior to any upgrade work being started is a mandatory step in order to secure implementation incentives.</b> Please complete the following table to define all Energy Efficiency Measures (EEMs) you plan to implement in the subject building, sign the declaration below and return to NB Power for approval. All EEMs indicated here should be identical to those outlined in the Energy Audit Report - Summary Report Form that was provided to you by your Energy Management Service Provider.</p> <p><b>Note:</b> EEMs listed here that are expected to vary in scope compared to EEMs described in the original Energy Audit Report must be accompanied by supporting equipment / construction documentation to verify that the revised scope will improve energy efficiency. This may also require re-calculation of energy saved in units of giga-joules (GJ) by the original Energy Management Service Provider.</p>					
NB Power Energy Smart Participant Reference Number:		ES-	Building Name:		XXX Building
Selected Energy Efficiency Measure(s) - (EEMs) You will find these measures under the "Recommendations" section of your Energy Audit Report	Estimated Cost	Energy Saved (GJ)	Comments		
1 Lighting retrofit	\$68,902.86	382.3	See attached invoices		
2 HVAC control reprogramming	\$8,120.57	565.3	See attached invoices		
3					

Figure 1 – Efficiency NB Energy Smart Participant Reference Number for the Request for Payment.

**Step 2A**– Fill in the Energy Efficiency Measure(s) that you plan on implementing (see Figure # 2 of the following page). Your Summary Report Form, provided to you with your Energy Audit, will show all of the Energy Efficiency Measures that you may select. (On your Summary Report Form see the Recommendations on page 2). You do not need to select all the Energy Efficiency Measures, if you chose, you may select just one.

**Note:** When referring to the Energy Efficiency Measures in the Summary Report Form there is a payback period that is indicated for each measure. This payback period indicates the number of years it will take you to pay back the cost of implementing that Energy Efficiency Measure with the money that you save on your power bill. The payback period is a useful piece of information when determining which Energy Efficiency Measures to select.

**Step 2B**– Fill in the Estimated Cost, Energy Avoidance and Comments (see Figure #2 of the following page) for each Energy Efficiency Measure that you selected. These can also be found on your Summary Report Form under the Recommendations on page 2.

**Note:** the comments field is for any extra details that may be relevant to the Energy Efficiency Measure.



NB Power Energy Smart Participant Reference Number:		ES-2008-12-04A	Building Name:		XXX Building
Implemented Energy Efficiency Measure(s) - (EEMs)	Actual Cost	Energy Saved (GJ)	Comments		
1 Lighthing retrofit	\$71,200.00	382.3	see attached invoices		
2 HVAC control reprogramming	\$7,110.00	565.3			
3					
4					
5					
6					
7					
8					
9					
Total		\$78,310.00	947.6	<i>for NB Power use only</i> Total incentives <input type="text"/> at <input type="text"/> \$/GJ	

Figure 2 – Estimated Cost, Energy Avoidance and Comments field within the Statement of Work.

**Step 3** – Add up the total of all Energy Efficiency Measures that were chosen as well as the Energy Avoidance (see Figure 3 below)

NB Power Energy Smart Participant Reference Number:		ES-2008-12-04A	Building Name:		XXX Building
Implemented Energy Efficiency Measure(s) - (EEMs)	Actual Cost	Energy Saved (GJ)	Comments		
1 Lighthing retrofit	\$71,200.00	382.3	see attached invoices		
2 HVAC control reprogramming	\$7,110.00	565.3			
3					
4					
5					
6					
7					
8					
9					
Total		\$78,310.00	947.6	<i>for NB Power use only</i> Total incentives <input type="text"/> at <input type="text"/> \$/GJ	

Figure 3 – Total Estimated Cost and Energy Avoidance within the Statement of Work Form.

**Step 4** – Within the Declaration section of the Statement of Work fill in the Participant Name, Participant Signature, Date and Title. Title refers to the participant’s significance to the building ie: Building Manager/Supervisor, Pastor, Mechanical Coordinator, etc.

