

Energy Smart Program Checklist

STEP 1 Contact an NB Power Commercial Energy Advisor

NB Power Commercial Energy Advisors will guide you throughout the Energy Smart Commercial Buildings Retrofit Program. Contact NB Power at 1.800.663.6272 and press 5.

STEP 2 Schedule your Energy Audit

Contact an Energy Management Service provider (EMSP) to schedule your audit. The EMSP will perform the audit, discuss potential projects with you, prepare an audit report, and submit your application to NB Power on your behalf.

STEP 3 Submit Program Agreement

In your Energy Smart kit, you will find everything needed to successfully participate in the program.

ACTION REQUIRED:

- Program Agreement: complete these forms, sign, and return the two copies.

After you have submitted the Program Agreement and your EMSP has submitted your audit report and proof of your payment, you will receive the rebate for the audit and be on your way to upgrading your building for improved energy efficiency and lower energy bills.

STEP 4 Submit the Statement of Work

Once you receive the audit report, you can submit your Statement of Work to NB Power.

The audit report provides detailed information on potential energy efficiency projects along with their estimated costs, energy savings, and an estimate of the time it will take for your investment to be paid back as a result of energy savings.

The Statement of Work documents the energy efficiency projects you intend to implement. When you decide to go ahead with some or all of the recommended measures in your audit report, enter these in the Statement of Work.

ACTION REQUIRED:

- The Statement of Work can be found in your Energy Smart kit. It will inform NB Power of the measures you will implement to upgrade your building's level of energy efficiency. Once you have selected the measures to implement (the complete list is in the audit report), complete the form indicating the intended projects and send to NB Power for approval.

STEP 5 Receive approval to get started

NB Power will receive and review the completed Statement of Work and notify you when the projects have been approved. Once you receive the approval letter you can get started and proceed with implementing the recommendations.

Important: You cannot begin any project work prior to receiving approval of the Statement of Work from NB Power. You have 18 months from the date you sign the **Program Agreement** to complete your projects.

STEP 6 Submit Request for Payment

At this point you have completed your upgrades. Congratulations. Now it is time to request your incentive payment.

ACTION REQUIRED:

The Request for Payment can be found in your Energy Smart kit. It describes the work that was completed. Complete and send the Request for Payment along with copies of invoices, receipts, Etc.

STEP 7 Site inspection

A member of NB Power's staff may perform a site inspection to verify the energy efficiency measures you have completed.

STEP 8 Receive incentive payment

Once NB Power has approved your Request for Payment, you will receive the incentive for your energy efficient upgrades.

Do you have any questions?

For more information about our program
call NB Power at
1.800.663.6272 press 5
or visit our website
www.nbpower.com