



Instructions on how to complete your Statement of Work

Step 1: Fill in the NB Power Commercial Building Retrofit 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

The completion of this form prior to any upgrade work being started is a mandatory step in order to secure implementation incentives. 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.

Note: 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.

CBRP Participant Reference #: Building Name:

Selected Energy Efficiency Measure(s) - (EEMs) **You will find these measures under the "Recommendations" section of your Energy Audit Report**	Estimated Quantity	Estimated Cost (\$)	Estimated Energy Saved (GJ)	Comments
1 Lighting retrofit	65	\$68,902.86	382.3	
2 HVAC control reprogramming	1	\$8,120.57	565.3	
3				

Figure 1 –NB Power’s Commercial Building Retrofit Participant Reference Number & Building Name for the Statement of Work.

Step 2: Fill in the Energy Efficiency Measure(s) that you plan on implementing (see Figure # 2). 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: You must fill in the Selected Energy Efficiency Measure(s), Estimated Quantity, Estimated Cost, Estimated Energy Saved (GJ) and Comments (see Figure #2). 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.

↓ CBRP Participant Reference #:

↓ Building Name:

Selected Energy Efficiency Measure(s) - (EEMs) **You will find these measures under the "Recommendations" section of your Energy Audit Report**	Estimated Quantity	Estimated Cost (\$)	Estimated Energy Saved (GJ)	Comments
1 Lighting retrofit	65	\$68,902.86	382.3	If you have comments please add them here
2 HVAC control reprogramming	1	\$8,120.57	565.3	
3				
4				
5				
6				
7				
8				
9				

for NB Power use only

Total

66.00	\$77,023.43	947.6
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 Total incentives

\$28,428	at	30
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 \$/GJ

Figure 2 – Selected Energy Efficiency Measure(s), Estimated Quantity, Estimated Cost, Estimated Energy Saved (GJ) and Comments field within the Statement of Work.



Step 3: Add up the total of all the Selected Energy Efficiency Measure(s) that were chosen as well as the Estimated Quantity, Estimated Cost and Estimated Energy Saved (GJ) (see Figure 3 below)

CBRP Participant Reference #:		ES-2017-01 01A		Building Name:		35 Charlotte Street		
Selected Energy Efficiency Measure(s) - (EEMs) ***You will find these measures under the "Recommendations" section of your Energy Audit Report**	Estimated Quantity	Estimated Cost (\$)	Estimated Energy Saved (GJ)	Comments				
1 Lighting retrofit	65	\$68,902.86	382.3	If you have comments please add them here				
2 HVAC control reprogramming	1	\$8,120.57	565.3					
3								
4								
5								
6								
7								
8								
9								
Total		66.00	\$77,023.43	947.6	<i>for NB Power use only</i>			
					Total incentive	\$28,428	at 30 \$/GJ	

Figure 3 – Total Estimated Quantity, Estimated Cost and Estimated Energy Saved (GJ) 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.

Declaration

I declare that our organization will not incur any costs related to this project before receiving a copy of NB Power's Commercial Building Retrofit Program Agreement signed by all parties and approval of this Statement of Work by NB Power. All work will be completed within the eighteen (18) month term specified in the Commercial Building Retrofit Program Agreement. (Note: Municipalities have 36 Months)

I, the undersigned, declare that the information provided in this Statement of Work is accurate and complete.

Participant Name (please print)

Participant Signature

Date

Title

Figure 4 – Declaration of the Statement of Work

Step 5: – Please submit your Statement of work form prior to any work beginning to secure funding. Once the Statement of work form is completed and signed please send it to: CEES-SEEC@nbpower.com. Once the Statement of work form is approved by NB Power, you will receive an official Statement of Work approval e-mail.

Note: All work must be completed within the eighteen (18) month term specified in the Commercial Building Retrofit Program Agreement. (Municipalities have 36 months).