



# Guidebook

## Good Energy Program

commercial and institutional buildings

*Funding for this program is available from April 2019 to March 2022.*



Funded in part by:  
Financé en partie par:  
**Canada**

*This initiative is partially funded by the Government of Canada's  
Low Carbon Economy Fund and the Government of Yukon.*

# Good Energy Program

## commercial and institutional buildings

The Good Energy program is an energy efficiency and carbon reduction incentive program delivered by the Yukon government. Its overall purpose is to support projects that reduce Yukon's carbon emissions, energy consumption and energy costs.

## Program Overview

The Good Energy program offers rebates for energy efficient retrofit projects done to existing commercial and institutional buildings that directly reduce their carbon emissions, energy consumption, and energy costs.

Building owners and tenants can get rebates by implementing a number of qualifying energy upgrade measures. Building retrofits can include permanent upgrades to buildings, or upgrades to assets within buildings (i.e. appliances).

The Good Energy rebates cover a percentage of the costs incurred to implement eligible energy upgrade measures.

The rebate offer varies depending on the applicant's status:

- 25% rebate for businesses.
- 40% rebate for non-profit or non-government organizations.
- 75% rebate for municipal governments.
- 75% rebate for First Nation governments.

A retrofit project must be reviewed by Energy Branch prior to proceeding if:

- Retrofit project's costs are more than \$5,000.
- Custom measures are identified through a commercial-grade audit.
- Proposed upgrade measures are not listed on the Energy Upgrade Measures list (found at the end of this guidebook).

All retrofit projects must be completed between April 2019 and March 2022.

Rebates for retrofit projects are subject to available funds.

## Support for your retrofit project

The Yukon government's energy advisors are available to support you in developing and implementing your retrofit project. We are available to talk to you about your retrofit upgrades at any stage of your project.

We can help get you get started by:

- **Benchmarking** - We review your building's electrical and fuel bills and compare its energy use against similar buildings in Canada.
- **Carbon Assessments** – We complete a carbon assessment of your building and identify potential measures that can improve your building's energy use.
- **Work Plans** - We work with you to identify energy upgrades that help you save money and reduce your carbon emissions. The upgrades you select will become your project work plan.

## What and who are eligible

Existing commercial and institutional buildings are eligible for energy efficiency upgrades under the Good Energy Program. Energy upgrades must be implemented in the existing buildings.

Building owners and tenants are eligible to apply for rebates under this program. Owners and tenants are required to maintain their ownership or lease of the property for 5 years following completion of the retrofits, otherwise any rebate issued for a retrofit project will need to be repaid to the government.

Eligible building owners and tenants include:

- businesses.
- non-profit or non-government organizations.
- municipal governments.
- First Nation governments.

Examples of non-profit organizations include condo corporations and religious organizations.

## Energy upgrade measures

When developing your retrofit project, you can choose to implement one or more of the upgrades listed on the Good Energy Program for commercial and institutional buildings Energy Upgrade Measures list (found at the end of this guidebook).

Eligible upgrade measures include:

- Refrigerators, freezers and clothes washers.
- Advanced power strips.
- LED lighting upgrades.
- Windows.
- Smart thermostats.
- Boilers and furnaces.
- Heat pumps.
- Air conditioning.
- Motors, pumps and fans.
- Variable frequency drives.
- Heat-recovery ventilators (HRV).
- Solar photovoltaic (PV) systems.

These energy upgrade measures must be installed in existing buildings and must reduce carbon emissions to qualify for the rebate.

One exception is that you can install a solar photovoltaic upgrade on a new commercial or institutional building and be eligible for a rebate. A building is considered new for five years after construction after which it is considered an existing building.

If your proposed retrofit project includes upgrade measures that are not listed on the Energy Upgrade Measures list (found at the end of this guidebook), come and talk to us. We will evaluate your proposed upgrade measure on a case-by-case basis.

## Energy audits

A commercial-grade audit may be required for your building's retrofit project if you are planning to:

- recommission the control systems;
- change the heating and ventilation systems, and controls upgrades; and
- complete multiple upgrade measures.

The audit reviews your building's energy performance and recommends energy upgrade measures, associated costs, and anticipated carbon emission savings. Commercial-grade audits must be completed by a professional engineer, a certified engineering technologist, or a certified energy manager (CEM).

The measures identified through the audit must be reviewed and approved by the Energy Branch before being implemented. If you incur costs without prior approval, these costs will not be eligible for the rebate.

## Eligible Costs

Eligible costs in implementing your retrofit project include:

- Costs of purchasing eligible equipment;
- Costs of labour for contractors and professionals employed for project;
- Costs to dispose of or decommission the replaced equipment;
- Costs of required inspections of the project;
- Costs for shipping, delivery, duties and other applicable methods in getting eligible equipment delivered; and
- GST (except when applicant is GST exempt).

The cost of a commercial-grade audit is eligible for a rebate only if the upgrade measures identified in the audit report are reviewed and approved by Energy Branch and one or more of the recommended measures are implemented in your retrofit project. If your proposed retrofit project exceeds \$5,000 in costs, the Yukon government will need to review and approve the upgrade measures first before you proceed. Energy advisors will complete a rebate valuation based on the contractor and supplier quotes that you provide. If you incur costs without prior approval, these costs will not be eligible for the rebate.

## Ineligible Costs

The following do not qualify for a Good Energy Program rebate:

- costs incurred for withdrawn or cancelled portfolio components;
- land acquisition; leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of a project; real estate fees and related costs;
- financing charges, legal fees, and loan interest payments, including those related to easements, and;
- territorial sales tax and Goods and Services tax/HST for GST exempt organizations.

## Get an additional 15% rebate

We are offering a bonus rebate! We will reimburse an additional 15% of project costs for deep energy retrofits done to commercial or institutional buildings. A deep energy retrofit means implementing upgrades that decrease a building's expected energy consumption by 50% or more. This additional 15% rebate offer brings the total rebate to 40% of eligible project costs. We are calling it The 40 for 50 Challenge.

You must first complete a commercial-grade energy audit on your building. The audit will identify measures that will reduce your building's energy use to the 50% target. Renewable energy systems may not contribute to the target and are not eligible for the additional rebate.

To qualify for The 40 for 50 Challenge, all retrofit projects must be reviewed and approved by the Energy Branch prior to being implemented. If you incur costs without prior approval, these costs will not be eligible for the rebate.

The funds for the 40 for 50 Challenge are limited. We will issue the additional rebate on a first-come-first-served basis.

## Application Process

### Select an upgrade measure

Review the Good Energy for commercial and institutional buildings' Energy Upgrade Measures list (found at the end of this guidebook).

Email or call the Energy Branch to schedule a meeting with an energy advisor.

At the meeting, you will: ○ discuss the energy upgrade measures you selected for your retrofit project;

- get a document that explains next steps and includes a required documentation checklist specific to your project; and
- review and sign a release form on your participation in the Good Energy Program for commercial and institutional buildings.

## Submit quotes for rebate valuation

Once you have reviewed the next steps and documentation checklist for your project, submit the detailed project quotes you have received from your suppliers or contractors. The quotes must detail eligible costs by line item.

Your energy advisor will review the line items in the project quotes and use them to estimate your rebate amount. Your final rebate amount will be based on the actual eligible expenses.

Your rebate valuation is based on eligible costs and on your status as a business, nonprofit/non-government organization, municipal or First Nation government.

We will draft a payment agreement for you to sign stating the rebate amounts we will pay for each approved upgrade measure. Rebate payments will not exceed the amount stated in the payment agreement.

Your project's work plan will specify the beginning and end dates for implementing each measure.

A rebate valuation from the Energy Branch is not required for projects that cost less than \$5,000 (i.e. the purchase and installation of an energy efficient refrigerator). You will receive your rebate for upgrade measures under \$5,000 based on the receipts you provide with your rebate application.

## Complete the project

Once your project work plan is approved, purchase eligible items and work with contractors to complete your project.

Any changes to your retrofit project, including the implementation of selected upgrade measures or the addition of new upgrade measures, must be reviewed and approved by the Energy Branch.

Measures found in your project's work plan that are not implemented will not be eligible for a rebate.

## Submit final documentation

When submitting your rebate application, you need to include:

- proof of purchase of eligible product(s) and/or service(s) and
- technical documentation for upgrade measures.

Proof of purchase includes receipts and invoices. Receipts and invoices must be legible, itemized, and include the purchase date, purchaser name, supplier/contractor name, brands and model numbers of products purchased, product or service description, count (number of the same unit purchased) and cost.

You can submit your rebate application by email or drop it off at Energy Branch's office.

## Receive Rebate Payment

The Yukon government will review your application and supporting documentation to ensure that the application package is complete. The rebate payment is based on actual costs incurred to complete the project.

Once Energy Branch approves your rebate application, we will submit it to the Yukon government's Finance Department for payment.

Please allow up to 12 weeks for processing your payment.

## Contact Information

Energy Branch  
Government of Yukon

Mailing address: PO Box 2703 Mail code: EMR-206  
Whitehorse, Yukon Y1A 2C6

Phone: 867-393-7062 or Toll-free in Yukon: 1-800-661-0408, ext. 7062

Email: [energy@gov.yk.ca](mailto:energy@gov.yk.ca)

Location: Energy Solutions Centre, 206A Lowe Street, Whitehorse.

Hours: Monday to Friday from 8 am to 4:30 pm.

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## Energy Upgrade Measures list

Rebate category	Upgrade measure	Eligibility criteria*
Electrical Loads	Refrigeration	ENERGY STAR®-certified.
	Clothes Washers	ENERGY STAR-certified.
	Advanced Power Strips	CEE Tier 1 listed.
Lighting	A19 Bulbs	ENERGY STAR-certified.
	LED Lighting Upgrade	DLC-listed
	Exterior LED Lighting Upgrade	DLC-listed and/or Dark Sky Listed
Heating, Ventilation & Air Conditioning (HVAC)	Smart Thermostat	All measures must result in carbon emissions reductions.
	Boilers & Furnaces	
	Single Package Heat Pump	
	Ductless Mini-split Heat Pump	
	Air Conditioning	
	Motors / Pumps / Fans	
	Variable Frequency Drives	
Heat Recovery Ventilators		
Controls	HVAC	
	Lighting	
Thermal Enclosure	Windows	
	Air Sealing & Insulation	
	Insulation	
Grid-tied Renewables**	Biomass	
	Solar photovoltaic	
	Wind / Hydro	
Off-Grid Renewables**	Contact the Energy Branch to discuss off-grid renewable projects	
Building / Systems Audit	Building Audit	Commercial-grade audits must be completed by a certified professional. Audit costs are eligible for a rebate only if one or more of the recommended measures are implemented.
	System Audit	
	Recommissioning	

\* All upgrade measures must be implemented on existing buildings (except renewable energy generating system) and demonstrate a reduction in carbon emissions.

\*\* Funding for the renewable energy generation incentive is limited and the rebate is available on a first-come-first-served basis. **If your upgrade measure exceeds \$5,000 or you have a proposed upgrade measure that is not on this list please discuss with Energy Branch prior to proceeding.**