







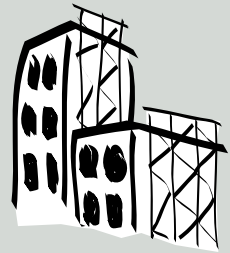







# FCM - Municipal Building Retrofit - Process Flow Chart

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	
	ENROLMENT	ASSESSMENT	POST ASSESSMENT REVIEW	ACTION PLAN	PROJECT PROPOSAL	FEASIBILITY STUDY	PROJECT IMPLEMENTATION	MONITORING AND VERIFICATION	
<b>DESCRIPTION</b> 	Demonstrates senior manager support for participation in MBR.  Designates a contact person.	Quantifies savings potential and investment opportunities.  Identifies priority areas.	Meeting facilitated by FCM staff develops stakeholders' commitment to creating an Action Plan.	Documents the municipal financial and organizational framework. Summarizes the benefits and purpose of your retrofit.  Quantifies resources needed for project proposal.  May recommend that an Energy Services Company carry out Steps 5-8.	Clearly defines retrofit's recommended scope and preferred mechanisms for financing and implementation.  Quantifies resources needed for the feasibility study.  May recommend that an Energy Services Company carry out Steps 6-8.	Confirms specific measures building by building.  Determines savings potential and budget based on engineering calculations from detailed auditing and costing.  Develops plan to monitor and verify savings.	Retrofits buildings as defined by feasibility study.  Supervision of retrofit process ensures that specifications are met.	Sets up a system to keep operations efficient, monitor utility costs and report on savings.	
<b>MAJOR ACTION ITEMS</b> 	Sign Memorandum of Understanding.  	Complete Green Leaf Preliminary Assessment questionnaire.  	Establish internal partners (Energy Team).    Seek commitment to create Action Plan.	Develop Action Plan.    Seek council approval for concept and cost of project proposal.	Prepare Project Proposal.    Seek council approval for cost of feasibility study.	Engage engineering firm for feasibility studies.  Seek council approval and budget for project construction.  	Retrofit target buildings.  	Verify savings.  	
<b>INFORMATION REQUIREMENTS</b> 		Basic information on building stock, total annual energy costs, past construction and renovations.	List of internal partners.  Green Leaf Assessment Report.	Strategic level of information on municipal policy framework and team.  Technical information from Green Leaf Assessment.	Portfolio level building information including energy costs per building, area and occupancy hours.  Savings potential and project budget derived from building-by-building benchmarks.	Detailed building and equipment audits provide information on building equipment, mechanical and electrical systems.	Project management information.	Data on utility costs, building performance and building use.	
<b>TEMPLATES</b> 	Sample Memorandum of Understanding letter.	Green Leaf Assessment Questionnaire & Guide.  Green Leaf sample report.	Sample agenda.  Suggested participants' list.	Action Plan template.  Request for Proposal templates.  Model contracts.	Project Proposal template  Request for Proposal templates.  Model contracts.	Sample Feasibility Study.  Request for Proposal templates.  Model contracts.			
<b>ADDITIONAL SUPPORT</b>  Workshop & Training				<b>Strategic Energy Planning Workshop</b>		<b>Spot the Energy Savings Opportunities Workshop</b>		<b>Monitoring and Verification Workshop</b>	
<b>ADDITIONAL SUPPORT</b>  Resources	Brochure.  Introductory material.  Presentations.	Terra Choice staff support.  FCM-SC staff support.  MBR Resource Manual.	MBR staff support.  Green Leaf Assessment report.  MBR Resource Manual.	Submit Action Plan with letter of intent to apply for FCM's Green Municipal Enabling Fund (GMEF).  MBR Resource Manual.	FCM-SC staff support.	Submit feasibility study with letter of intent to apply for FCM's Green Municipal Investment Fund (GMIF).  MBR Resource Manual.	MBR Resource Manual.		