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**ecoENERGY**  
an ecoACTION Initiative

# **ecoENERGY Retrofit Incentive for Buildings**

## **Application Guide Version 4.6**

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**Canada** 

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Natural Resources Canada's Office of Energy Efficiency  
*Leading Canadians to Energy Efficiency at Home, at Work and on the Road*

## Introduction

Natural Resources Canada's (NRCan's) Office of Energy Efficiency (OEE) offers the **ecoENERGY Retrofit Incentive for Buildings**, a component of the ecoENERGY Retrofit – Small and Medium Organizations program. The primary objective of the incentive is to assist owners and operators of small and medium-sized buildings implement energy retrofit projects that reduce energy consumption and emissions, increase competitiveness and produce a healthier and more comfortable workspace. Using less energy helps reduce greenhouse gas emissions and air contaminants contributing to a cleaner environment for all Canadians.

Organizations that own, manage or lease eligible buildings with floor space of 20 000 square metres (215 279 square feet) or less may be eligible. The incentive is based on the lowest of the following three amounts: \$10 per gigajoule (GJ) of recognized annual energy savings, 25 percent of net eligible project costs or \$50,000 (up to \$250,000 per organization). Before you can apply, you must first arrange a pre-project energy audit for each building at your own expense. We will start a technical review after we have received all completed documents in your proposal. Following this review, we may adjust your proposed energy savings that fall outside benchmarks recognized by NRCan for similar energy efficiency measures.

**Important note: Do not start the retrofit project or incur eligible costs until all parties have signed a *Contribution Agreement* and you have received written approval from NRCan.**

This funding is not a grant that pays a set price for individual measures or a rebate for projects that have already started. This incentive is meant to encourage the implementation of multiple measures in projects which would not proceed or which would proceed on a significantly smaller scale without assistance.

**It is important that you read and follow this guide thoroughly.** Please note that proposal requirements, processes and forms are subject to change, but the application guide and forms available on our Web site the day you apply will be valid for your entire project. You can find program updates, including the most recent release dates for materials, at [www.oeo.nrcan.gc.ca/buildings/retrofit/updates.cfm](http://www.oeo.nrcan.gc.ca/buildings/retrofit/updates.cfm). If you find discrepancies on the Web or in other materials, this guide will be the definitive source of information on program eligibility requirements and application procedures.

## Section 1 Eligibility and Requirements

It is important you read **ALL** the following requirements in this section. For example, even if your building type is eligible, it may not meet other building eligibility requirements or it may contain ineligible measures.

### A Eligible Building Types

We will only consider the following types of buildings:

- **Commercial or institutional buildings** such as retail stores, hotels, restaurants, office buildings, schools (including portables), stand-alone warehouses, health care facilities, places of worship (churches, synagogues, mosques, temples), and college and university buildings;
- **Federal government buildings that are under a long term (5 years or more) lease by non-federal organizations**
- **Provincial, territorial or municipal buildings.**

- **Multi-unit residential buildings** and **mixed-use commercial/residential buildings** that are not eligible for the residential grant described in Part B below.

## B Ineligible Building Types

These types of buildings generally fall under different NRCan programs which are listed at [www.oeec.nrcan.gc.ca/corporate/programs.cfm](http://www.oeec.nrcan.gc.ca/corporate/programs.cfm) or [www.ecoaction.gc.ca/ecoenergy](http://www.ecoaction.gc.ca/ecoenergy) and are typically not eligible for this incentive.

- **Manufacturing and agricultural facilities** including attached warehouses and facilities that may or may not be eligible for the industrial component of ecoENERGY Retrofit, also known as ecoENERGY Retrofit Incentive for Industry (i.e., facilities defined by the North American Industrial Classification System or NAICS, in categories 11, 21, 23, 31, 32, 33) ([www.ecoaction.gc.ca/retrofit](http://www.ecoaction.gc.ca/retrofit));
- **Residential buildings** such as houses, duplexes, townhouses, multi-unit residential buildings and mixed-use buildings that may be eligible for the ecoENERGY Retrofit – Homes grant ([www.ecoaction.gc.ca/homes](http://www.ecoaction.gc.ca/homes)) with:
  - at least 50 percent of the total floor area (including the basement) that is used as one or more permanent residences;
  - less than four storeys above grade;
  - a footprint of 600 square metres (6 458 square feet) or less;
  - no more than 20 units;
  - no more than two exterior entrances that provide access to all spaces; and
  - without commercial equipment not typically found in a home (e.g., commercial stoves, freezers, coolers, washers and dryers).
- **Buildings that are both owned and occupied by the Government of Canada**, including federal departments, agencies and Crown corporations;
- **Power generation facilities** with multiple customers such as district heating or cooling plants. If the capacity of the facility is over one megawatt and includes renewable energy, it may be eligible under the ecoENERGY for Renewable Power ([www.ecoaction.gc.ca/ecorp](http://www.ecoaction.gc.ca/ecorp)) incentive.

## C Building Eligibility Requirements

Even if you have an eligible building type listed in Part A, it must also meet size, age and other requirements:

- Each building must have an interior conditioned floor area no greater than **20 000 square metres** (215 279 square feet). Conditioned floor area refers to total interior space that you heat, cool or ventilate, including common areas such as lobbies, corridors, basements and mechanical rooms. You do not need to include interior or exterior **parking garages** in your floor space measurements even if you are implementing measures in those areas.
- All buildings in the proposal must be at **least five years old**. You cannot apply for measures in new buildings or building additions.
- Your buildings must have been occupied during **the last three years** for the **same or similar purpose**. After the project, you must continue to use the building for the same or similar purpose. For example, you cannot use this incentive to convert from a store to a restaurant or from an empty building to condominium units.
- The buildings must be built on a **permanent foundation** (with the exception of school portables) and have a permanent city address in Canada.
- Your organization must **own, manage or lease** the buildings, and you must be able to provide recent copies of utility bills, even if your tenants pay the energy bills. If you lease or rent, the lease or rental agreement must be in effect for at least six months following project completion. Federal government departments, agencies and Crown corporations are not eligible to receive the incentive.
- If your building is **connected to another structure**, there are special requirements:

- If your space is connected to another structure such as through a pedway or if it is served by a district heating or cooling plant, it must be clearly distinguishable as an **independent unit** that either has a **separate utility meter or a detailed engineering analysis** to support your current energy use and consumption profile.
- If your building has two wings with a **common wall and a common heating system**, we will consider this as one building which will be eligible only if the combined area is below 20 000 square metres.
- Multiple eligible buildings served by a **central heating and cooling plant** with the same owner are eligible with special audit requirements described in Section 3, Step 2.

## D Eligible Measures and Costs

To maximize your potential savings and incentive, we encourage you to include multiple measures in each building. The following are some common examples, but we will consider other proven energy-saving measures with verifiable costs that result in a net reduction in energy consumption.

- **Materials and labour costs**, related to the purchase and installation of new fixtures and equipment, such as:
  - **Interior and exterior building lighting** (as well as lighting in associated parking lots and garages) such as compact fluorescent lighting, electronic ballasts, reflector systems, controls, efficient lamps (e.g., T8, Premium T8 or T5 fluorescents), light-emitting diodes (LED), high-intensity discharge (HID) lighting and daylighting systems;
  - **Building envelope**, such as insulation, weatherproofing, glazing and roofing insulation;
  - **Energy management controls systems** (EMCS), such as direct digital controls (DDC), occupancy/motion sensors, thermostats, photocells and direct load controls;
  - **Water heating**, such as high-efficiency water heaters, heat pumps, solar-assisted technology and heat traps;
  - **Electric motors**, such as high-efficiency motors and variable speed/variable frequency drives (VSD/VFD);
  - **Heating, ventilating and air-conditioning** (HVAC) systems, such as chillers and boilers, economizers, control systems, variable air-volume (VAV) systems, load control, heat pumps, space heaters, air conditioners, systems for thermal storage and heat recovery systems;
  - **Replacement equipment or major appliances** that are essential to your operations such as commercial refrigeration equipment, commercial dishwashers or commercial washers and dryers;
  - **Geothermal** projects, such as ground source heat pumps installed by “Canadian GeoExchange Coalition (CGC) Qualified” companies (found at [www.geo-exchange.ca](http://www.geo-exchange.ca));
  - **Wind turbine** projects, where the electricity generated will displace electricity currently supplied by the utility company, as long as the size is below one megawatt (1000 kw), or if net-metering with a utility, the utility bills must reflect the amount of electricity produced by the on-site generator;
- **Project management and administration costs**;
- **Travel and accommodation costs** in line with Treasury Board travel rates ([www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)) if your building is located in a remote or rural area at least 200 kilometres from a city with a population of at least 30 000 people;
- **Certain net sales taxes** as described in Part F below.

## E Ineligible Measures and Costs

These are examples of ineligible measures under this program:

- Projects or measures that are **already in progress or that have already been completed**. Refer to the definition of a NEW project in Part F below;

- **Project design and development**, such as pre-project energy audits, technical analyses, feasibility studies, baseline establishment and preparation of the application forms;
- **New or unproven technologies** not yet substantiated by a recognized third party such as the Canadian Standards Association (CSA), the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE), the Illuminating Engineering Society of North America (IESNA) or similar organizations;
- **Monitoring and tracking** systems, including utility analysis, software and sub-meters;
- **Household appliances** that are designed for residential use such as residential refrigerators, residential ranges, residential clothes washers and dryers and residential dishwashers.
- **Portable equipment or appliances** such as lamps and desk fans;
- **Electronic equipment** such as desktop computers and fax machines;
- **Leased equipment** such as photocopiers and vending machines;
- Measures which **reduce cold water use** including low flush toilets and waterless urinals;
- Measures which **reduce energy costs rather than energy consumption** (e.g., power factor correction, fuel source switching, etc.) excluding renewable technologies;
- Measures which **increase rather than decrease GHG emissions and air contaminants** such as biomass projects;
- Measures which take equipment **outside its operating range** and that can **negatively impact equipment life** (e.g., voltage reduction);
- **Non-energy-related renovations**, including waste removal, handling, storage or disposal of contaminated or hazardous materials such as Polychlorinated biphenyls (PCBs), asbestos, and fluorescent tubes containing mercury;
- **Non-permanent measures** (e.g., liquid pool cover, etc.);
- **Financing**, leasing or interest charges and performance guarantees;
- Tenant or employee **communications and awareness** programs;
- Employee **training or workshops**.

## F Proposal Requirements

To prevent delays in processing your proposal, ensure you use only the **current application forms** and submit **all required materials**:

- As described in Section 3 of this guide, **access the current guide and forms** (Step 1), **arrange your pre-project energy audit** (Step 2), **complete all mandatory fields** in the *Application Form* (i.e., gray boxes and indicated checkboxes) (Step 3) and **submit all completed paper and electronic documents** (Step 4).
- This proposal must be for a **NEW** project. You cannot start the retrofit project or incur any eligible costs until all parties have signed a legally-binding *Contribution Agreement* and NRCan has sent you written approval. Incurred costs refer to eligible costs for goods that have been received and/or services that have been rendered related to design, procurement or installation of the proposed measures. The pre-project energy audit, for example, is required before applying to this program and so it is not an eligible cost.
- When completing the application form, **do not include sales taxes**. Although your organization can claim "eligible net taxes" as an expense, the incentive is most often based on the \$10 per GJ formula, so claiming sales taxes will usually not result in a higher incentive. Eligible net sales taxes refer to Canada's Goods and Services Tax (GST), the Harmonized Sales Tax (HST) used in Atlantic Canada and the provincial sales tax (PST) after you subtract any rebates, offsets or input tax credits such as the GST credit. If we determine that claiming sales taxes may lead to a high incentive for your organization, we will send you an additional form to collect detailed tax information.

- Once approved, the proposed project must have a simple **payback period that is at least one year**, taking into account incentives from all external sources, including ecoENERGY Retrofit. You can calculate simple payback (the number of years it will take for the energy cost savings to pay for the project) by taking the total eligible project cost minus financial incentives received from all sources (including this incentive), divided by your estimated annual energy cost savings. If necessary, we will limit your eligible incentive amount to ensure that the simple payback period is not less than one year.
- Your proposal can include **multiple buildings**, but you must complete a separate *Application Form* for each building.
- Even if you are proposing only one measure for your retrofit project, we require a **12 month history of all energy types** used in the building.
- Include an exterior **photo** of each building for our reference.
- For post-implementation audit purposes, you must **retain proof of all eligible costs** incurred and paid in the form of receipts and/or invoices for a period of three years.
- After the Government of Canada signs the *Contribution Agreement*, you have a specified amount of time to start and complete the project as specified in clause 4.2 of the *Contribution Agreement*. No amendments will be permitted beyond March 31, 2011.
- You cannot apply for measures in **buildings that have already received an incentive** under this program until you have implemented previously-incented measures and received the payment from NRCan.
- Other **procedure-related requirements**, such as the need to attach a **pre-project energy audit** to your proposal, are detailed in Section 3.

## G Third-Party Incentives and Rebates

- You can apply directly to other funding sources including provincial governments and utility companies for **complementary or third-party incentives and rebates** for the same measures. There is no penalty or cap for this as long as the combined simple payback from all funding is at least one year and you meet all other eligibility criteria. You can refer to the following Web page for a partial list of incentives and rebates:  
[www.oeenrcan.gc.ca/buildings/incentives.cfm](http://www.oeenrcan.gc.ca/buildings/incentives.cfm)
- You cannot receive **multiple incentives from NRCan** for the same measures. For example, if your retrofit includes solar air or water heating, you may instead wish to apply for financial assistance for those specific measures through NRCan's **ecoENERGY Renewable Heat** program ([www.ecoaction.gc.ca/heat](http://www.ecoaction.gc.ca/heat)) since that incentive is calculated differently and may be higher.
- If your building is located in New Brunswick, you can apply directly to Efficiency NB ([www.energycynb.ca/business-e.asp](http://www.energycynb.ca/business-e.asp)) and your project will be automatically considered for both the provincial Energy Smart incentive and ecoENERGY Retrofit at the same time.

## H Related Workshops

- To learn more about energy efficiency measures, we recommend you register for the OEE's "**Dollars to \$ense**" series of workshops at [www.oeenrcan.gc.ca/workshops](http://www.oeenrcan.gc.ca/workshops). Energy professionals may also benefit from an introductory training seminar on **RETScreen® International Version 4** software found at [www.retscreen.net](http://www.retscreen.net).

## Section 2 How We Calculate the Incentive

We calculate the eligible incentive based on the lowest of the following criteria:

- \$10 per gigajoule (GJ) of estimated annual energy savings recognized by NRCan following an internal technical review;

- 25 percent of eligible project costs; or
- \$50,000 per project and \$250,000 per recipient over the life of the program (March 31, 2011).

Simple payback must be at least one year, taking into account incentives from all sources including ecoENERGY Retrofit. One GJ represents 277.8 equivalent kilowatt-hours ([www.oeo.nrcan.gc.ca/buildings/gj.cfm](http://www.oeo.nrcan.gc.ca/buildings/gj.cfm)).

We will determine the eligible amount of your incentive after reviewing your proposal. You will receive the funds after you have completed the project and after we have verified the work.

The figures in the following examples are for illustration purposes only. “Third-party incentives” refer to funding offered by other sources such as provincial governments or utility companies.

<b>Example 1:</b> Single-Building Project	<b>Incentive is the lesser of the three following amounts:</b>
<b>Estimated annual energy savings:</b> 529 GJ	A) \$10 per GJ of recognized annual energy savings = \$10 × 450 GJ = <b>\$4500</b>
<b>Recognized annual energy savings:</b> 450 GJ	B) 25 percent of eligible project costs = 0.25 × (\$22,000) = <b>\$5500</b>
<b>Eligible project costs:</b> \$22,000	C) <b>\$50,000</b>
<b>Third-party incentive:</b> \$0.00	If your projected annual energy cost savings are <b>\$4000</b> , your simple payback would be <b>4.4 years</b> (eligible project costs of \$22,000 minus the incentive of \$4500 divided by savings of \$4,000).
Therefore:	ecoENERGY Retrofit incentive: <b>\$4500</b> (Method A) Your net cost: (\$22,000 - \$4,500) = <b>\$17,500</b>

<b>Example 2:</b> Multi-Building Project With Third-Party Incentive	<b>Incentive is the lesser of the three following amounts:</b>
<b>Estimated annual energy savings:</b> Building 1: 200 GJ Building 2: 850 GJ Building 3: 3500 GJ	A) \$10 per GJ of recognized annual energy savings = \$10 × (200 + 650 + 2,500) GJ = <b>\$33,500</b>
<b>Recognized annual energy savings:</b> Building 1: 200 GJ Building 2: 650 GJ Building 3: 2500 GJ	B) 25 percent of eligible project costs = 0.25 × (\$2000 + \$18,000 + \$65,000) = 0.25 × \$85,000 = <b>\$21,250</b>
<b>Eligible project costs:</b> Building 1: \$ 2000 Building 2: \$18,000 Building 3: \$65,000	C) <b>\$50,000</b>
<b>Third-party incentive:</b> \$10,000	If your projected annual savings are <b>\$25,000</b> , your payback would be <b>2.1 years</b> (eligible project costs of \$85,000 minus the incentive of \$21,250 minus other funding of \$10,000 divided by savings of \$25,000)
Therefore:	ecoENERGY Retrofit incentive: <b>\$21,250</b> (Method B) Your net cost: (\$85,000 - \$10,000 - \$21,250) = <b>\$53,750</b>





## Section 3 Steps to Apply

This section explains how to apply for the ecoENERGY Retrofit Incentive for Buildings. To help you submit a complete proposal, we have included a *Checklist* in Appendix C.

### Step 1: Access the Application Guide and Forms

- **To view the guide on-line:** If you only wish to read this *Application Guide* and not receive the forms or future updates, this document is available in HTML and PDF formats at the following Web site: [www.oeenrcan.gc.ca/publications/commercial/retrofit](http://www.oeenrcan.gc.ca/publications/commercial/retrofit).
- **To receive the application guide and forms by email:** You can enter your e-mail address under “Method 3” at the Application Guide and Forms Web page at [www.oeenrcan.gc.ca/commercial/financial-assistance/existing/retrofits/forms.cfm](http://www.oeenrcan.gc.ca/commercial/financial-assistance/existing/retrofits/forms.cfm). The OEE does not record these addresses, so you will not receive future communications.
- **If you have trouble receiving the materials by e-mail:** You can request electronic or paper copies by calling us toll-free at 1-877-360-5500, but we cannot guarantee an immediate response and it will take a week or more to receive the documents by mail.

To view the *Application Guide*, you will need Adobe Reader which is pre-installed on most computers or available free at [www.adobe.com/ca](http://www.adobe.com/ca). The forms are presented in Microsoft Word and Microsoft Excel 2003. If you don't own this software, you can download OpenOffice [www.openoffice.org](http://www.openoffice.org) which contains free and compatible word processing and spreadsheet software in both official languages.

If you do not have access to a computer, you can complete a paper version of the application forms, but this will delay the approval process since we will need time to manually enter the data into our electronic systems before we can start processing your proposal.

### Step 2: Conduct a Pre-Project Energy Audit

Before completing the *Application Form*, you must have had a **pre-project energy audit** (technical energy analysis) of each affected building completed at your own expense. OEE technical staff use your audit and the information you provide in the *Application Form* to determine the amount of your financial incentive. This audit is also a worthwhile investment in the future of your building.

#### Audit Requirements:

As a minimum, the pre-project energy audit must be a clear and concise written report that has been prepared in the last two years. We describe acceptable qualifications of service providers later in Step 2, and we have included a sample pre-project energy audit for your reference in Appendix D.

**(i) For all building types, except as described in (iii) below**, we require what is sometimes called a “walk-through audit”, which should include:

- A written description of the physical characteristics of the building, as well as its current condition, age and construction type;
- A description of the major existing equipment including lighting, all sources of heating and cooling, their energy consumption and fuel type as well as the manufacturer, model number, physical condition and years of service.
- A complete breakdown of your current building energy consumption by end-use type such as lighting, space cooling, space heating, water heating, ventilation, refrigeration and plug loads (for use in Part 2 of the *Application Form*);

- An analysis of the recommended energy-saving measures and their resulting net effect on energy consumption of other energy systems in the building;
- If the project is limited to a lighting retrofit, we will accept a detailed lighting audit as an alternative to a walkthrough building energy audit.

**(ii) For buildings under 600 square metres in floor area with no specialized commercial equipment,** you can submit:

- An energy audit as described in (i) above.
- If the project is limited to a lighting retrofit, we will accept a detailed lighting audit.

**(iii) For central heating and cooling plants serving multiple buildings,** provide a detailed energy audit. This is sometimes called a “feasibility study” as described here:

- This detailed energy audit should include a comprehensive analysis of the plant's energy use profile, as well as a detailed description of building systems, their operation and level of performance. It should provide summary recommendations through an implementation plan for achieving the proposed energy-savings. These include detailed descriptions of energy-saving measures, as well as their installation and operation.
- This detailed audit must also include a full analysis (walk-through audit) of the buildings served by the central plant, including the number of buildings, their type, use, size, and occupancy. In the absence of sub-metered energy data, the energy use must be modelled for each building served by the plant.
- If the project is limited to a lighting retrofit, we will accept a detailed lighting audit.

For any of these types of buildings, the audit should describe both your current equipment and the recommended measures. It needs to provide enough information for OEE technical staff to evaluate your proposal without requesting further details. From the list of recommended measures in the pre-project energy audit report, you will include those measures that you plan to implement in Part 3 of your *Application Form*.

Ideally, the audit should examine multiple measures for each building so you can consider all your options and increase the potential savings. If your proposal will only involve one type of measure, we will accept a detailed analysis of the expected savings resulting from that particular measure, however, the audit still needs to provide a summary of major equipment, a breakdown of total energy use in the building which is required in Part 3 of the *Application Form*, and an indication if that measure will affect overall heating and cooling loads which is required in Part 4 of the *Application Form*. For example, where more efficient lights create less heat, the audit report should indicate the extent to which this affects the building's heating load in winter and cooling load in summer. In the absence of a complete energy audit, NRCan may adjust your recognized energy savings.

To assist in the identification of potential measures, we recommend that the individual performing the energy audit consult a software application such as NRCan's RETScreen® Version 4, which is available at no cost at [www.etscreen.net](http://www.etscreen.net). The output of the RETScreen analysis can serve as a basis for completing the actual pre-project energy audit report. We will not accept a report that is generated using NRCan's *EE4* building simulation software or Hydro-Quebec's *Proiciel évaluation de projet* (PEP) as a pre-project energy audit since both software packages use a theoretical reference building rather than the actual energy consumption of your building.

### Acceptable Qualifications of Service Providers:

Unless you have someone in your organization with the required qualifications and experience in evaluating the energy efficiency in buildings described below, you will need to retain an outside service provider or energy auditor at your expense.

It is your responsibility as the applicant to ensure that the professional you select has the necessary training, credentials and experience. Retaining the services of a competent energy professional throughout your project will help you realize the estimated energy savings.

It is important to remember that since you will conduct this analysis prior to sending us a proposal and before you receive written approval from NRCAN to start the project, any costs associated with the pre-project energy audit are ineligible under this incentive.

#### (a) For all building types, except (ii and iii) as described above:

- Either a Professional Engineer (P.Eng), a Certified Engineering Technologist (CET), an Architect or a Certified Energy Manager (CEM) must perform the pre-project energy audit; this individual must have at least two years of experience evaluating energy systems in buildings;
- An Engineer-in-Training (EIT) under the supervision of a P.Eng or a CET is acceptable, but the qualified and experienced supervisor must certify and sign the *Application Form* and audit report.
- A lighting specialist, preferably with a Certified Lighting Consultant (CLC) or Lighting Certification (LC) designation, who has at least three years experience performing lighting audits is acceptable if the project is limited to a lighting retrofit.

#### (b) For buildings under 600 square metres in floor area with no specialized commercial equipment (ii above):

- You can submit an energy audit performed by any of the professionals with the qualifications listed above (P.Eng, CET, Architect, CEM, etc.) who has experience evaluating energy systems in buildings or houses.
- A Certified Energy Advisor (CEA) recognized by NRCAN may also perform the audit.
- A lighting specialist as described in (a) above is acceptable if the project is limited to a lighting retrofit.

#### (c) For central heating and cooling plants serving multiple buildings (iii above):

- The detailed energy audit must be performed by a licensed P.Eng. with at least two years experience performing energy audits of central heating and/or cooling plant equipment.
- A lighting specialist as described in (a) above is acceptable if the project is limited to a lighting retrofit.

### Step 3: Complete the Application Form

We determine your financial incentive based on the information you provide in the pre-project energy audit and the *Application Form*. If there is incorrect or missing information, or if you are not using the latest version of the form, it will cause delays, and we may reject your proposal. When completing the form using Microsoft Excel or OpenOffice, you may consider the following helpful hints:

- Move from page to page by clicking on the worksheet tabs at the bottom of the spreadsheet.
- Enter information in the mandatory grey fields, and if there is pre-existing text, you can usually replace it with your own text. The form automatically completes most white boxes.
- In most cases, you can use the Tab key to move to the next box.
- For drop-down menus, place your cursor in the box and click once. If an arrow appears to the right of the box, place your cursor on the arrow, click and select from the options.
- When inputting numbers, do not use words, dollar signs, commas or other non-numeric characters.

- To add multiple lines of text or a hard return in a cell, hold down the Alt key and press Enter.
- Except where indicated, provide energy units in GJs.
- When you have completed the form, re-name the file with the name of your organization or building and save the document on your computer.
- To print multiple pages, highlight the first tab, and while holding the Shift key, click the last tab so that all tabs are highlighted. You can print by pressing Ctrl-P.

**Cover Page:**

This contains basic information such as the name of your organization, name of your building, date you apply, version of the form and a table of contents.

**Part 1: General Information**

Include the main contacts for the project: your organization's contact person; technical contact person; and the financial signing authority (a senior official capable of writing cheques such as the owner or a vice-president) who can sign the form and the *Contribution Agreement*. Also give identifying information about your organization such as the Business Number ([www.cra.gc.ca/E/pub/tg/rc2](http://www.cra.gc.ca/E/pub/tg/rc2)) and how many buildings make up your proposal.

**Part 2: Energy Consumption**

Input your energy utilities, and your energy costs and consumption for a recent 12-month period. Using the pull-down menu, you can enter either the type of units printed on your energy bills or GJs. If you have adjusted the figures for weather, include the heating degree-days (HDD) and the cooling degree-days (CDD). The form automatically converts totals to GJs.

**Part 3: Audit Information**

The person who performed your pre-project energy audit may complete this technical section, but this is not a program requirement. We need information such as when the audit was performed and their type of credentials – either P.Eng, CET, CEM, CEA, Architect or lighting specialist. This section also asks for a breakdown of your current energy use in GJs by end-use type identified in your pre-project energy audit. The form automatically calculates the percentages.

**Part 4: Measures, Equipment and Costs Before Taxes**

The person who performed your pre-project energy audit may also complete this technical section. There is enough space in the form for 20 measures per building. Depending on the category you select, the form may prompt you for further details such as the number of units and hours used per day, and it is important to respond to each question. Include the estimated energy savings expressed in GJs per year, the estimated energy cost savings and the estimated cost of each measure before taxes.

**Part 5: Environmental Assessment (EA) Screening**

In some cases, an *Environmental Assessment* may be required under the *Canadian Environmental Assessment Act* if the project meets certain conditions, such as projects on Crown lands or that involve the removal of hazardous materials. The information you provide will help us determine if we need to make additional inquiries.

**Part 6: Financial Summary**

The form automatically calculates the costs and estimated savings of the proposed measures based on the data you entered in Part 3. You can also add other eligible costs such as project management, travel and accommodation. Disclose all other financial incentives or grants related to the project including third-party incentives and rebates from all government departments, utilities and manufacturers.

**Part 7: Declaration**

Your financial signing authority must also sign and date this page to certify the accuracy of your proposal and agree to other conditions.

## Step 4: Submit All Documents for Consideration

You can submit the materials at any time using the latest version of the forms. The program ends on March 31, 2011 or when all funds are committed, so don't delay.

Ensure you have completed all parts of the *Application Form*. We will start reviewing your application once you have completed all mandatory data fields (gray fields/boxes) and we have received all supporting documentation. **Incomplete applications may be delayed until we receive all required information.**

In order to start processing your proposal, we require the following information:

### 1) Paper Documents:

First send the following by mail or courier to the address on the last page of this guide:

- The original paper *Application Form* for each building, signed and dated by the financial signing authority in Part 7; and
- The *Buildings Owner's Consent Form* (Appendix B) if applicable.

### 2) Electronic Documents:

At the same time as you send the original signed paper application forms and associated documents, either by e-mail to [info.services@nrcan.gc.ca](mailto:info.services@nrcan.gc.ca) or burned on a compact disc (CD), send the following:

- An electronic copy of the completed *Application Form* in Microsoft Excel or OpenOffice. Do not save or send the document in a PDF format.

### 3) Paper or Electronic:

You have the choice of sending the following documents in either paper format (mail or courier) or electronic format (e-mail or CD) at the same time as you send the materials above:

- A copy of your pre-project energy audit; and
- A copy of a recent bill from each of your energy utilities (electricity, gas, oil, etc.); and
- A recent photo of the exterior of your building.

To process your proposal, it is **important you submit all the documents described above**. We do not start processing your application until we receive **ALL** fully-completed documents. Failure to send any of the required documents will result in delays. If there is missing or incomplete information in a form, you may need to re-submit the entire form and gather new signatures.

## Step 5: OEE Review and Approval Process

Our technical staff will review your *Application Form* and pre-project energy audit to determine the recognized energy savings and your eligible financial incentive. If the number of proposals exceeds the available funding, we may approve proposals on a first-come first-served basis.

If the proposal and supporting pre-project energy audit do not contain sufficient information to properly evaluate the proposed measures, we may reject or limit the recognized GJ savings. If you claim ineligible measures (refer to Section 1, Part E), we will not recognize the associated savings. We may also apply limits to building energy consumption that falls outside typical ranges and proposed energy savings based on benchmarks recognized by NRCan. **The final decision on eligible costs and recognized energy savings rests with NRCan.**

The average approval period is approximately 6 to 8 weeks after you submit a properly completed application.

Prior to approving your proposal, we will send you an e-mail requesting confirmation of your intent to proceed with the project. After we receive your written confirmation, we will prepare a *Contribution Agreement* for your signature. This document provides the legal framework for your

project and includes a number of clauses, a summary of the data from your approved *Application Form* and the basis and timelines for payment.

After your authorized financial signing authority signs and returns the *Contribution Agreement*, a representative of the Minister must sign before it becomes legally binding.

**It is important to remember that you cannot start the retrofit project or incur any eligible costs related to design, procurement or implementation of the proposed measures until all parties have signed a *Contribution Agreement* and NRCan has sent you written approval.**

This is one of the principal terms and conditions of the program, and there are no exceptions under any condition. The program is governed by strict rules to ensure transparency and accountability in the use of public funds. If there is evidence you started the retrofit project or incurred eligible costs before this date, your entire incentive may be cancelled.

## Step 6: Implement the Project and Send Status Reports

After the Government of Canada signs the *Contribution Agreement*, you have a specified amount of time to start and complete the project as specified in clause 4.2 of the *Contribution Agreement*. As indicated in Section 1, Part F, we will consider advance requests for extensions. If you have not fully implemented all your measures, we will need time to revise the GJ savings and reduce your incentive.

- By March 12<sup>th</sup> of each year, we will require you to notify us by fax or e-mail with an estimate of the total costs you plan to incur by March 31. We require this notification prior to the end of our fiscal year so we can set aside funds for payment of your incentive, even if you have not yet started or if you have completed your project.
- We will also require written notification when your project is complete.

Failure to send us these mandatory status reports may result in the cancellation of your incentive.

## Step 7: Submit the Final Report Form and Claim for Payment Form

After you have notified us that the project is complete, we will send you a *Final Report Form* and a *Claim for Payment Form* by e-mail. You will have 120 days following the end of the project to complete these forms, arrange signatures by your financial signing authority and return them to us. Mail or courier these forms together to the address on the last page of this guide.

The final report confirms that you have implemented the project as described in the *Contribution Agreement* or explains any variances. If you do not implement all the measures as described in the *Contribution Agreement*, we reserve the right to reduce or eliminate incentives for measures that were not implemented.

Retain copies of all invoices or receipts associated with the eligible costs of the project that you have incurred and paid for three years, but do not send these to us unless we request them. Do not include pre-project costs since these are not eligible.

## Step 8: OEE Project Verification

Before releasing payment, a representative of the OEE may contact you to arrange a visual inspection of your building. We request your cooperation in providing the individual conducting the verification with reasonable access to your building and records. Under normal circumstances, you should receive a visit within six weeks after we receive your final paperwork, and the verification itself should take less than a few hours. In some cases, we may also arrange a more detailed third-party post-project audit to verify technical and financial information.

If we determine that all work has not been completed as described in your *Final Report Form*, we will revise the level of incentive.

### Step 9: OEE Payment Process

You will receive a cheque from the Government of Canada for the total eligible incentive after you have completed the project and we have verified the work. Administrative delays are generally beyond our control, especially during busy periods such as the end of the fiscal year in March/April.

### Step 10: Celebrate Your Success

If you are planning a news release or a ribbon-cutting event for your project, we may be able to arrange participation from the Government of Canada if you contact us at least four weeks in advance. We sometimes publicize successful projects in case studies and newsletter articles after obtaining your approval. We may also use your energy consumption and savings data for benchmarking studies or other purposes. We are currently developing a new voluntary energy labelling system, and we may invite applicants to this incentive to participate in the future.

## Section 4 Contact Information

If you still have questions about the **ecoENERGY Retrofit Incentive for Buildings** after you have read this guide and reviewed the accompanying forms, please contact us at:

#### Buildings Division

Office of Energy Efficiency  
Natural Resources Canada  
1 Observatory Crescent, Building # 3  
Ottawa, ON K1A 0E4 (Mail)  
Ottawa, ON K1Y 4X2 (Courier)

Tel.: 1-877-360-5500 (toll-free)  
Fax: 613-947-4121

E-mail: [info.services@nrcan.gc.ca](mailto:info.services@nrcan.gc.ca)  
ecoENERGY site: [www.ecoaction.gc.ca/ecoenergy](http://www.ecoaction.gc.ca/ecoenergy)  
OEE site: [www.oeenrcan.gc.ca](http://www.oeenrcan.gc.ca)  
OEE Buildings Division: [www.oeenrcan.gc.ca/buildings](http://www.oeenrcan.gc.ca/buildings)  
ecoENERGY Retrofit: [www.oeenrcan.gc.ca/retrofit](http://www.oeenrcan.gc.ca/retrofit)  
Buildings incentive: [www.oeenrcan.gc.ca/buildings/retrofit](http://www.oeenrcan.gc.ca/buildings/retrofit)  
Contact the OEE: [www.oeenrcan.gc.ca/buildings/contact](http://www.oeenrcan.gc.ca/buildings/contact)