



# Energy Efficiency Program – Efficient Construction and Renovation

## Participant's Guide

Business and Major Industries Markets

New Efficient Construction Grant





# Imagine energy differently

As part of its Energy Efficiency Plan, Énergir offers several energy efficiency programs to its customers to help them reduce their consumption of natural gas.

This *Participant's Guide* is intended for customers who wish to participate in the New Efficient Construction Grant. It explains the steps to follow to make a request for financial assistance, as well as the eligibility criteria.

Also included are the forms required to request financial assistance. Énergir encourages participants to submit their applications electronically, along with supporting documents.

Current participation conditions are effective **June 1, 2014**. Énergir reserves the right to modify or terminate the grant at any time, without prior notice. However, all applications accepted by Énergir before the end of the grant will be processed. Énergir also reserves the right to interpret the terms and conditions of the grant.

## Business and Major Industries Markets



For more information

### For more information, consult:

- your commercial representative
- the Énergir DATECH team of engineers
- [energir.com](http://energir.com)

### To submit requests or for any administrative information regarding an application:

#### By e-mail:

[energyefficiency@energir.com](mailto:energyefficiency@energir.com)

#### By mail:

**Énergir**  
Energy Efficiency Department  
1717 du Havre  
Montréal, Québec H2K 2X3

#### By fax:

514 598-3700

#### By phone:

514 598-3410



### Description and objective

## Description and objective

The grant is aimed at encouraging the construction of energy efficient buildings that will reduce operating expenses and increase their resale value.

Newly constructed buildings must also comply with the laws and regulations in effect in Québec, particularly those dealing with air quality and environmental protection.

Customers who wish to get the grant must complete the appropriate forms included in this guide and submit them to Énergir's Energy Efficiency Department, along with the supplementary documents required.

### Financial assistance

The financial assistance accorded by Énergir under this grant is \$1.50 per cubic metre of natural gas saved. The maximum amount of financial assistance is \$275,000 per account number served with natural gas. The amount awarded as financial assistance may not exceed 75% of the investment costs.

If the building achieves a result of more than 13% above the ASHRAE 90.1-2007 standard, it is eligible to receive financial assistance as part of the New Efficient Construction Grant. Énergir will assume the cost of an energy simulation, up to a maximum of \$5,000 or 100% of the costs (the lesser of the two).

If the building does not satisfy the energy efficiency requirements, or does not meet one or more of the Grant's eligibility criteria, Énergir reserves the right to refuse to award any financial assistance.

Requests for less than \$5,000 (excluding the simulation) are not eligible.

### Contribution from other organizations

A participant who is covered by another financial assistance grant to carry out a new construction project, agrees to inform Énergir of any amount received or to be received from energy distributors or government organizations for the same project. Énergir will pay the customer the financial assistance, net of any contribution paid by other organizations for the same project, so that the portion paid by the participant represents 25% of the costs related to the project.



### Description and objective

## Eligibility criteria – New Efficient Construction Grant

### 1. The grant is intended for current and about-to-be Énergir customers.

The activity sectors targeted are as follows:

- commercial sector;
- multi-tenant building with four or more units;
- institutional sector;
- industrial sector.

Note: In the case of about-to-be customers, the financial assistance will be paid once a Énergir account has been established.

### 2. The grant targets new buildings.

Accepted projects are those that plan to construct a new building, construct an enlargement of an existing building, as well as major renovation projects. What Énergir means by a major renovation project is a project that involves all the following: architecture, heating, ventilation and air conditioning (HVAC) system, and lighting.

### 3. The grant targets natural gas heating.

The projects submitted must necessarily plan to use natural gas for space and/or domestic hot water heating. Only the savings generated by natural gas heating will form part of the financial assistance calculation. Measures connected with the process will only be eligible if the building has an energy rating that is at least 13% higher than the ASHRAE 90.1-2007 standard, and will not be included in energy savings calculations.

### 4. The new construction project must have been designed using a simulation tool.

The design of the new construction project must have been produced with the help of a simulation tool such as Canquest, DOE2, EE4, etc. The energy simulation must have been carried out, or verified by, an engineer member of the *Ordre des ingénieurs du Québec*.

### 5. The request for financial assistance must be submitted to Énergir before the new construction project is started.

All requests for financial assistance for a new construction must be submitted before work plans and specifications, and must be accompanied by a **Declaration of Interest (Form I)**. Once Form I has been submitted, the customer has 3 months to submit the **Declaration on Energy Simulation (Form II)**.



Description and objective

**6. Savings generated by substituting natural gas for another form of energy are excluded.**

The savings generated by the substitution of natural gas for another form of energy are not eligible and must be subtracted from the savings generated by the new construction project.

**7. Savings generated by the use of a renewable energy are potentially eligible.**

Certain measures, such as geothermal and solar energy, may be eligible after prior agreement with Énergir and prior to implementation. The building must respect Énergir's cost-effectiveness criteria.

**8. The energy savings generated by installing an appliance recognized under Énergir's standardized financial assistance grants for appliances are not included in energy savings calculations.**

Savings generated by the installation of a high efficiency appliance covered by a Énergir Energy Efficiency Program must be subtracted from the savings generated by the new construction project.

**9. The application submitted should contain all the documentation required by Énergir.**

Énergir requires several documents in order to do an analysis of an application, and the following Documentation Guide must be respected. Énergir agrees to accept documents in either paper or electronic form, whether on a CD or an FTP Internet site.

**10. The new construction project will be verified by a third independent party.**

A technical review is required in order for Énergir to determine the amount of financial assistance. Énergir will therefore have the energy simulation reviewed by an experienced modeller, accredited by Énergir. The cost of the review report will be assumed by Énergir.

# New Efficient Construction Grant

## Documentation Guide

Document	Title	Content
1	Table of Contents	A Table of Contents must be included in your paper presentation document. For electronic documents, you will need to indicate the reference number of the document for each file or CD.
2	Project summary	The objective of the summary is to give the reviewer a general explanation of the modelling of the building. This section must contain: <ul style="list-style-type: none"> <li>• A presentation of the building: its geographic location, climatic zone, energy characteristics, as well as any particular system.</li> <li>• An overview of the configuration of the building systems, including HVAC system, control systems, or any other system in the building.</li> </ul>
3	Compliance report (paper format)	The compliance report, which is generated automatically by the energy simulation software, with the signature and seal of the professional (paper format) must be included in the documentation. In exceptional cases, two reports may be necessary. <sup>1</sup>
4	Warnings and errors'	It is important to give a written explanation about errors and bugs generated by the simulation software and included in the compliance report. In your explanation, please refer to the error number or a key word mentioned in the report.
5	Attestation of calculations of fresh air supply	A letter signed by the professional who carried out the energy simulation must indicate the norm used to determine the rate of fresh air admitted into the building.
6	Information on calculations of energy simulation	Énergir would like to have information in this section regarding all the calculations supporting the data entered in the energy simulation software; for example, efficiency of heat recovery, surface area of walls, floors and windows.
7	Information on calculations of renewable energies (if applicable)	Two documents should be included in this section on renewable energies. <ol style="list-style-type: none"> <li>A RETScreen analysis and/or all other pertinent documents indicating the quantity of energy produced by a renewable source of energy.</li> <li>All the calculations showing how the energy produced has repercussions on total energy consumption and cost reductions.</li> </ol>
8	Diagram of mechanical zone	Clear drawings of the thermal zone (in a reduced format) are to be included. These zones must be identified in colour on technical plans/models. For simulation files, consult the CAN-QUEST or EE4 <sup>2</sup> modelling guides.
9	Energy simulation files	In this section, Énergir would like to receive a CD with a copy of the simulation file. In some cases, a second energy simulation may be necessary.
10	A/M/E/R drawings	Énergir would like to have the most recent version of the full set of drawings/plans and specs (ideally "as-built" drawings). Énergir will only accept signed and stamped drawings/plans.

<sup>1</sup> See EE4 modelling guide at <http://canmetenergy.nrcan.gc.ca/software-tools/ee4/754>

<sup>2</sup> See Note 3

# New Efficient Construction Grant

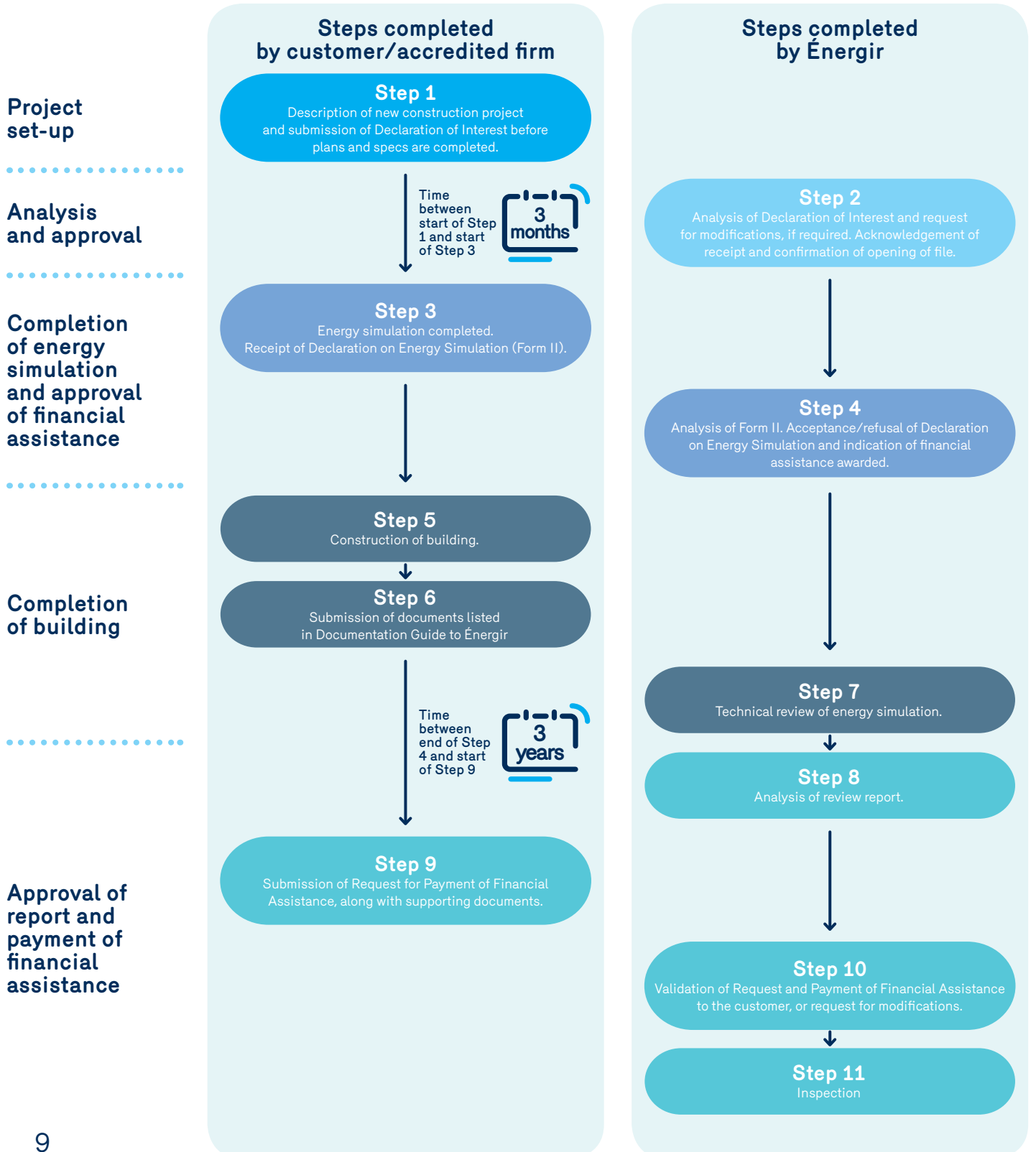
## Documentation Guide

Document	Title	Content
11	A/M/E/R specifications	<p>Information about the support needed for all the building's systems. Specifications should be supplied from the manufacturers of all the systems or equipment that cannot be adequately modelled from information given or from the applicant's drawings. The data must correspond to those of the manufacturer.</p> <p><b>Principal building systems:</b></p> <ol style="list-style-type: none"> <li>1. Heat recovery on exhaust air</li> <li>2. Space heating and air conditioning equipment</li> <li>3. Boilers</li> <li>4. Heat pumps</li> <li>5. Air treatment units</li> <li>6. Pumps</li> <li>7. Chillers</li> <li>8. Cooling towers</li> <li>9. Unit heaters, fan coils, etc.</li> <li>10. Domestic hot water heating</li> <li>11. Construction of building envelope</li> <li>12. Thermal efficiency of windows and glazing</li> <li>13. Curtain walls, wall panels</li> <li>14. Indoor lighting</li> <li>15. Refrigeration systems</li> <li>16. Compressors</li> <li>17. Heat recovery coils</li> <li>18. Mechanical sub-cooling</li> <li>19. Mobile discharge pressure</li> <li>20. Characteristics of renewable energy systems (if applicable)</li> <li>21. Special characteristics of energy conservation (if applicable)</li> <li>22. Other (specify)</li> </ol>
12	Price of energy	The costs of the energies used must be included (electricity, natural gas, fuel oil, etc.)
13	Photographs	<p>The following photographs must be included in the file:</p> <ul style="list-style-type: none"> <li>• Facade (north, south, east, west)</li> <li>• HVAC system</li> <li>• Building envelope during construction</li> <li>• Renewable energy system (if applicable)</li> </ul>
14	Work completion documents	Occupation/operation permit or certification of work completion from the architect must be included in the documentation.
15	Service offer for energy simulation	Copy of service offer or invoice showing the cost of carrying out the energy analysis and simulation.
16	Forms	<ul style="list-style-type: none"> <li>• Form II</li> <li>• Form III</li> </ul>



# New Efficient Construction Grant

## Steps to follow (table)





### Completion steps

## Steps to follow

### Step 1

#### Submission of Declaration of Interest

The grant is intended for current and about-to-be Énergir customers who want to construct a new efficient building. The customer first submits a **Declaration of Interest (Form I)**, advising Énergir of his/her intention to participate in the grant.

In the Declaration of Interest, the customer acknowledges having read and agreed to the Grant's eligibility criteria.

### Step 2

#### Receipt by Énergir of Declaration of Interest and opening of file.

Énergir analyzes the **Declaration of Interest (Form I)** and confirm the opening of the file in writing.

### Step 3

#### Preliminary submission of Declaration on Energy Simulation

Once an energy simulation has been carried out, the customer must send an application to Énergir by completing the **Declaration on Energy Simulation (Form II)**.

The application must be accompanied by the simulation files.<sup>3</sup> Énergir agrees to receive these simulation files, burned to a CD, by mail.

From the date of receipt, the customer has 3 months to submit the Form II – Preliminary.

### Step 4

#### Analysis of energy simulation

Énergir analyzes the documents based on the eligibility criteria, and confirms its acceptance (or refusal) of the financial assistance in writing, along with the amount to be accorded. The customer agrees that Énergir may request details from the professional who carried out the energy simulation, if necessary.

<sup>3</sup> In the case of energy simulations done using EE4 or Canquest software, the files must have the extension .bld.



### Completion steps

## Step 5

### Construction of building

From the date of acceptance of Énergir's offer of financial assistance, the customer has three years to complete the new building construction. The customer must advise Énergir in the event this timeframe cannot be respected. Beyond that date, Énergir reserves the right to refuse to pay the financial assistance.

The building, as approved by Énergir in the energy simulation, must be constructed in its entirety. The client must advise Énergir if any modifications are made to the building.

## Step 6

### Submission of documents listed in Documentation Guide

The customer sends Énergir all the documents listed in the Documentation Guide to initiate the review process.

## Step 7

### Technical review of energy simulation

The cost of the technical review of the new construction project will be assumed entirely by Énergir and will be carried out by an experienced modeller, accredited by the Énergir. The review report will be sent to the customer and to Énergir.

## Step 8

### Analysis of review report

Énergir analyzes the review report based on the eligibility criteria and informs the customer in writing if there is any modification to the amount of financial assistance.

## Step 9

### Submission of Request for Payment of Financial Assistance to Énergir, along with supporting documents.

The customer completes the **Request for Payment of Financial Assistance (Form IV)**. The request must be sent within three years after the date on the letter accepting the application and the customer must declare any financial assistance that might have been received from another source of financing.

The request must be accompanied by the following supporting document:

- A copy of the bill from the customer to Énergir claiming the amount of financial assistance, including the applicable taxes (GST and QST).



### Completion steps

## Step 10

### Validation of Request for Payment of Financial Assistance from the customer, or request for modifications

Énergir analyzes the file and if it is considered satisfactory, that is, if it respects the performance terms and conditions, Énergir advises the customer and issues a cheque.

## Step 11

### Inspection following completion of construction

An inspection visit in the 12 months following completion of the new construction project is mandatory in cases where the financial assistance received is \$50,000 or more (before taxes). Inspection visits are chosen at random when the amount is lower, and Énergir will select the buildings to be inspected. Énergir will contact the technical resource-person identified on Form I to set a date for the inspection.

Should the inspection determine that there are major differences between the building constructed and the one simulated, the customer agrees to immediately reimburse the financial assistance paid by Énergir.



### Forms

## Forms

If you use **Adobe Acrobat Reader DC** you can complete, send (by e-mail), print, and save the various forms. When you have completed the forms, hit the Send button and you will be directed to an e-mail. You can then write a message and also enclose your other documents before you send the e-mail to Énergir.

In order to avoid any software incompatibility problems that may occur with some files, it is strongly recommended that you download and save the forms on your computer before completing them.

#### Form I

- Declaration of Interest

#### Form II

- Declaration on Energy Simulation

#### Form III

- Summary of Measures Covered by the Request for Financial Assistance

#### Form IV

- Request for Payment of Financial Assistance

# Appendix

## Treatment of applicable taxes

### New Efficient Construction Grant

As a company registered for GST and PST and as the beneficiary of financial assistance offered under the above grant, we wish to inform you that, in order to respect the *Excise Tax Act (GST)* and the *Québec Sales Tax Act (QST)*, a bill addressed to Énergir must be sent to Énergir for the total amount of financial assistance offered.

In order for the payment to be made, the bill must be drawn up in due and proper form and must contain the following information:

- Name of beneficiary of financial assistance (customer);
- Address of project;
- Énergir shown as addressee;
- Number of bill and date billed;
- Description: *Financial assistance under the New Efficient Construction Grant*;
- Amount of financial assistance claimed, as indicated in the acceptance letter from Énergir;
- Taxes payable on the amount of financial assistance (GST, QST);
- Beneficiary's registration number for GST, QST;
- Reference to file number indicated on acceptance letter.

The bill must be sent to the following address, along with the **Request for Payment of Financial Assistance (Form IV)**.

Your accounting and/or tax specialists will be able to give you more details concerning this specific procedure and the tax treatment of the financial assistance. Please do not hesitate to consult them.

To submit a request or for any administrative information regarding an application:

**By e-mail:**

[energyefficiency@energir.com](mailto:energyefficiency@energir.com)

**By mail:**

Énergir  
Energy Efficiency Department  
1717 du Havre  
Montréal, Québec H2K 2X3

**By fax:**

514 598-3700

**By phone:**

514 598-3410