

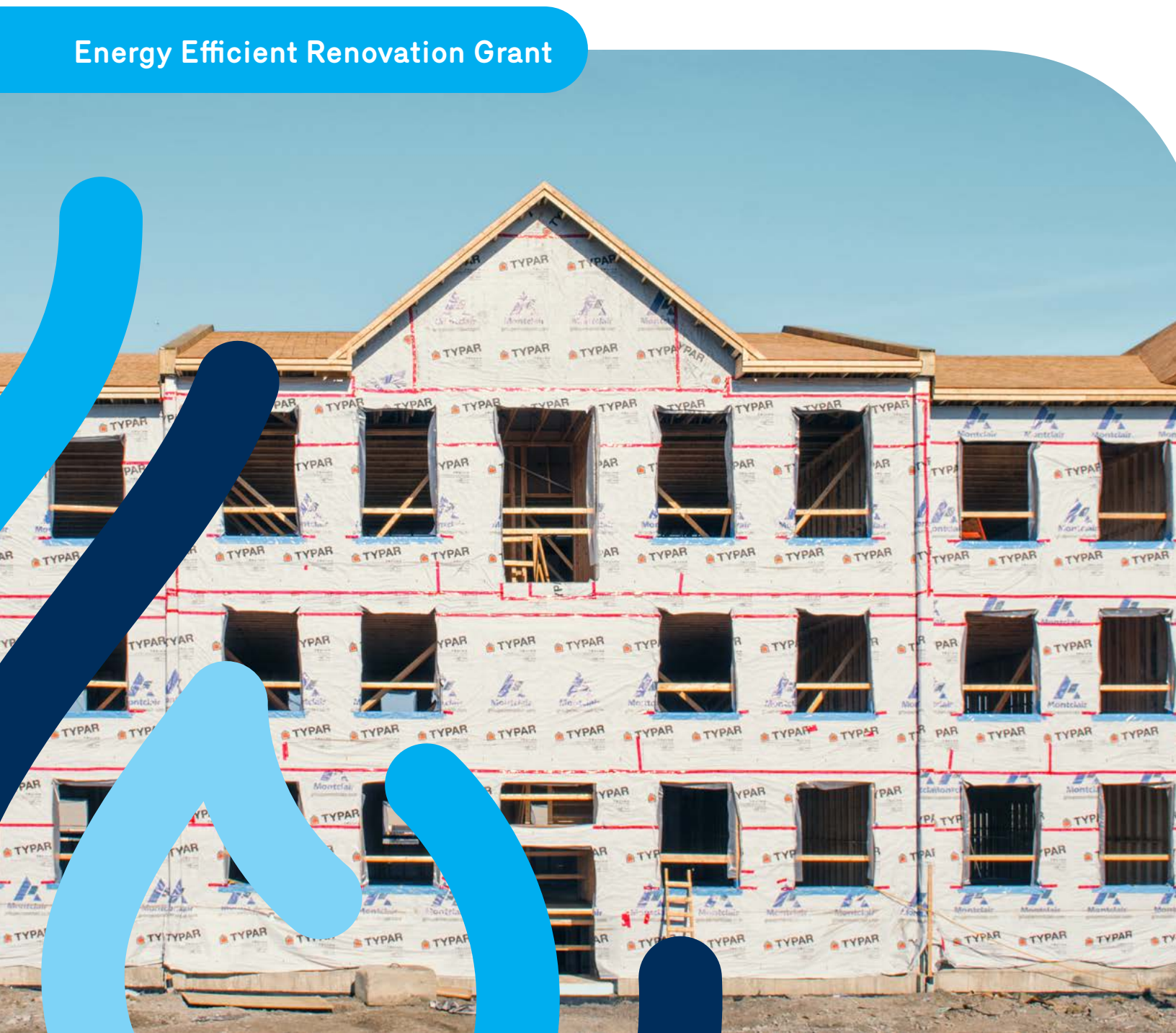


# Energy Efficiency Program – Efficient Construction and Renovation

## Participant's Guide

Business and Major Industries Markets

Energy Efficient Renovation 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.

The *Participant's Guide* is intended for customers who wish to get a grant for an Energy Efficient Renovation. 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.

The conditions for participation come into effect on **May 1, 2019**. Énergir reserves the right to modify or terminate the grant at any time without prior notice. Énergir also reserves the right to interpret the terms and conditions of the grant.

## Business and Major Industries Markets



### 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

This grant is aimed at encouraging the renovation of the building or greenhouse envelope, which will help reduce operating costs and increase their resale value.

To be eligible for the grant, the renovation work must exceed the requirements of the Model National Energy Code for Buildings – 1997 (MNECB) and have a RSI value above 0.44 (R2,5) for window renovation. All renovation works 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 this 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.

### Multi-tenant buildings – Supplement for Low-Income Households

Owners of multi-tenant buildings with four or more units, one or more occupied by low-income households, who carry out work eligible for the Energy Efficient Renovation grant may obtain additional financial assistance.

For more details about the Supplement for Low-Income Households Program, please consult Énergir's Internet site at [energir.com/lih-business](http://energir.com/lih-business).



Description and objective

### Financial assistance

Énergir will pay financial assistance for the renovation of any building or greenhouse heated by natural gas. The financial assistance is based on the energy savings generated and is determined as follows:

Natural gas saved <sup>1</sup>	Cash back (\$/m <sup>3</sup> of natural gas saved)
5% or less	50
5.1% to 7.5%	60
7.6% to 10%	70
10.1% to 15%	80
15.1% or more	90

For buildings with annual natural gas consumption **below** 150,000 m<sup>3</sup>, the maximum financial assistance is \$40,000 per account number served with natural gas.

For buildings with annual natural gas consumption **above** 150,000 m<sup>3</sup>, the maximum financial assistance is \$100,000 per fiscal year.

The amount of financial assistance granted may not exceed 50% of the investment costs.

Requests for less than \$500 are not eligible.

### Contribution from other organizations

Any participant who is covered by another financial assistance for this project agrees to advise 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 Energy Efficient Renovation Grant, minus an amount based on the contributions from other organizations for the same project, so that the percentage paid by the participant represents at least 25% of the costs related to the project.

<sup>1</sup> The percentage of energy savings is calculated based on the annual reference consumption for heating.





Description and objective

## Eligibility criteria

### 1. The grant is intended for current and about-to-be Énergir customers.<sup>2</sup>

The eligible activity sectors are:

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

### 2. The renovations must be to the building envelope.

Renovation projects submitted must aim to improve the building or the greenhouse envelope. The work covered by this grant includes:

- insulating the building;
- replacing the windows;
- sealing the building (elimination of air leaks);
- installing thermal screens for greenhouses.

### 3. The renovation work must achieve an efficiency rating above MNECB – 1997.

Renovation projects submitted must exceed the minimum requirements, which are as follows:

Roofs		
Type I	Type II	Type III
Roofs with attics (lots of space for insulation between the ceiling and the roof)	Beams with parallel joists and truss roofs (little space for insulation between the ceiling and the roof)	All other roofs, for example, concrete slabs with rigid insulation
RSI 8.3 R 47.3	RSI 4.3 R 24.7	RSI 3.4 R 19.6

Walls	Windows
All types	All types
RSI 3.3 R 18.9	RSI 0.36 R 2.0 until May 31, 2019
	RSI 0.44 R 2.5 from June 1, 2019

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<sup>2</sup> Note: For those about to become customers, the financial assistance will be paid when a contract has been signed with their commercial representative and an Énergir account number has been assigned.



### Description and objective

#### 4. In some cases, the determination of the energy savings must be made by an engineer.

For certain measures, it will be mandatory to consult an engineer. The role of the engineer will be to provide Énergir with the calculations of the energy savings that will be generated by the project.

Consulting an engineer will be required in the following cases:

- any project that involves sealing the building;
- any project that involves installing thermal screens for greenhouses;
- where a customer with annual consumption of 150,000 m<sup>3</sup> or more wants renovation work done on the whole building.<sup>3</sup>
- any project that involves a building with a fenestration<sup>4</sup> rate over 40%.

The role of the engineer will be to provide Énergir with the calculations, as well as the energy savings generated by the project.

Énergir invites engineers to consult the [Guide for Preparation of Energy Savings Evaluation Report](#), which details the information Énergir needs to analyze the file submitted.

The calculation must be accompanied by the duly completed **Summary of Measures covered by Request for Financial Assistance (Form III)**.

#### 5. Renovation work that involves sealing or compartmentalizing the building (eliminating air leaks) must be carried out on the whole building.

#### 6. Measures that do not require any expenditure on either products or equipment are not eligible.

#### 7. The request for financial assistance must be sent to Énergir before any work is started on the renovation project.

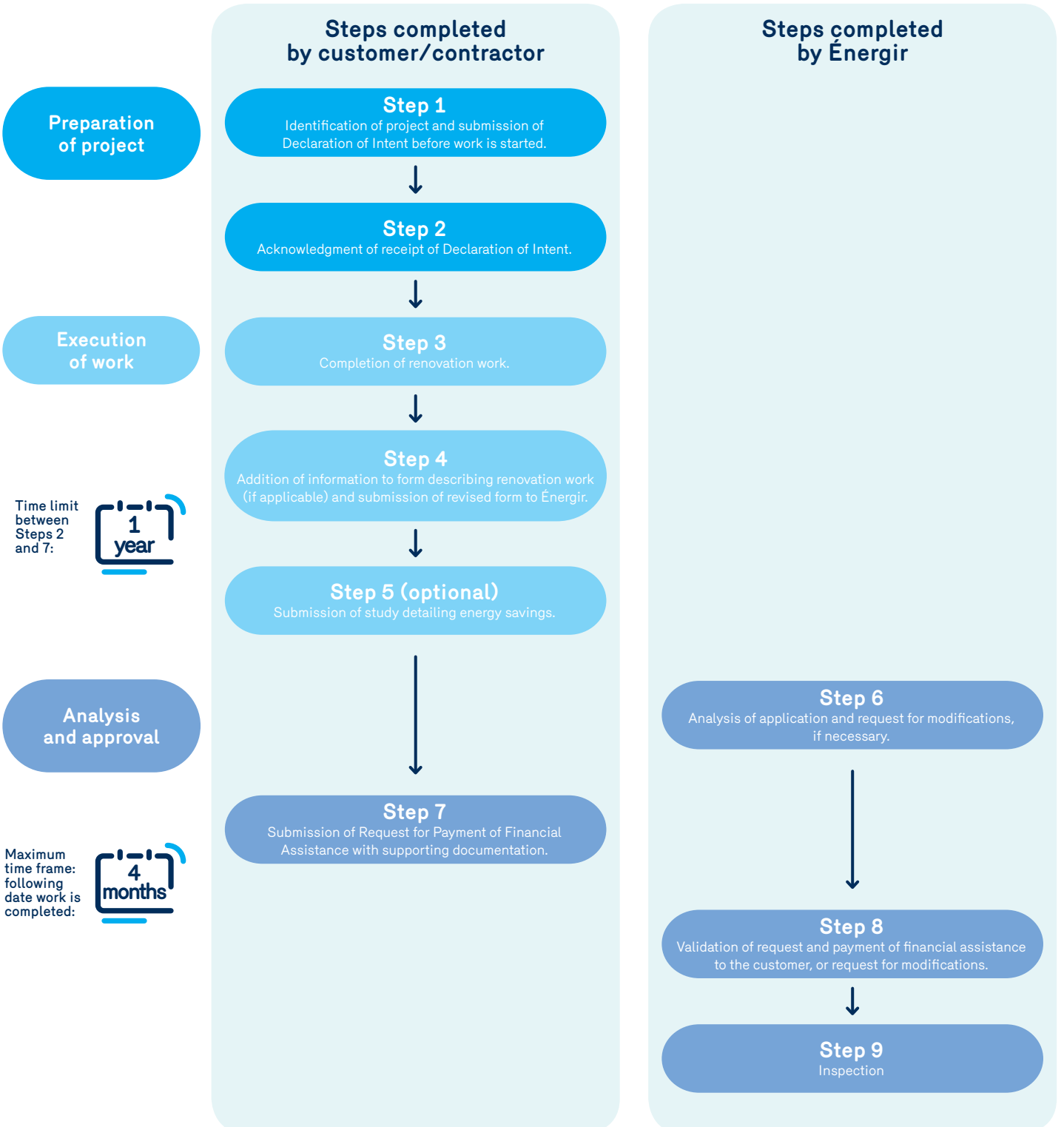
Énergir must receive the **Declaration of Intent (Form I)** before work is started. Énergir considers the start of work as the date the first contract is signed for carrying out any of the work involved in the renovation project.

<sup>3</sup> If work is to be done on just part of a building with an annual consumption of 150,000 m<sup>3</sup> or more of natural gas, an engineer does not need to be consulted.

<sup>4</sup> The fenestration rate is the ratio between the surface area of the doors and windows, including the frames, and the total surface area of the above-ground walls, including the surface area of the doors and windows.

# Energy Efficient Renovation

## Steps to follow (table)







### Completion steps

## Steps to follow

### Step 1

#### Submission of Declaration of Intent to Énergir

The grant is intended for current and about-to-be Énergir customers who want to improve energy performance by carrying out energy efficient renovations to their building(s).

To participate, the customer must send Énergir a **Declaration of Intent (Form I)**.

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

### Step 2

#### Acknowledgment of receipt of Declaration of Intent

From the date acknowledgement of receipt of the Declaration of Intent is sent, the customer has one year to carry out the renovation work and submit the Request for Payment of the Financial Assistance (Step 7).

### Step 3

#### Completion of renovation work

The customer carries out the work and must advise Énergir in the event that the time frame cannot be respected. Beyond that date, Énergir reserves the right to refuse to pay the financial assistance.

### Step 4

#### Submission of form describing the renovation work

Once the work has been completed, the customer must complete and submit the **Description of Renovation Work (Form II)**.

### Step 5

#### Submission of study detailing the energy savings (optional step)

Some measures<sup>5</sup> must be quantified by an engineer. The role of the engineer is to provide Énergir with the calculations of the energy savings that will be generated by the project.

Énergir invites engineers to consult the [Guide for Preparation of Energy Savings Evaluation Report](#), which details the information Énergir needs in order to analyze the file submitted.

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<sup>5</sup> The measures covered are outlined in point 4 of the Eligibility criteria (page 7).



### Completion steps

## Step 6

### Analysis of file and request for modifications (if needed)

Énergir analyzes the **Description of Renovation Work (Form II)**, accompanied (if needed) by the analysis carried out by an engineer. Énergir confirms in writing its acceptance (or rejection) of financial assistance as well as the amount granted.

## Step 7

### 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 customer must declare any financial assistance that may have been received from other sources of external financing.

The request must be accompanied by the following supporting documents:

- Photographs taken before and after the renovation work;
- A copy of the submission from the contractor;
- A copy of the bills for the renovation work, including the following information:
  - Name and address of customer;
  - Name and address of supplier of goods or services;
- **Summary of Measures covered by Request for Financial Assistance (Form III);<sup>6</sup>**
- Bill addressed to Énergir from the customer claiming the amount of financial assistance, including the applicable taxes (GST & QST).

## Step 8

### 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 terms and conditions, Énergir advises the customer and issues a cheque.

<sup>6</sup> Form III is only required in the case where an engineer needs to be consulted, as indicated in point 4 of the Eligibility criteria (page 7).



Completion steps

## Step 9

### Inspection of the work

An inspection visit in the 12 months following completion of the renovation project is mandatory in cases where the financial assistance received is \$40,000 or more (before taxes). Inspection visits are chosen at random when the amount is lower and Énergir will select the buildings to be inspected and contact the resource-person identified on **Form I** to set a date for the inspection.

Should the inspection determine that some renovations have not been implemented, the customer agrees to immediately reimburse the financial assistance paid by Énergir under this grant.



### 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 Intent

#### Form II

- Description of Renovation Work

#### Form III

- Summary of Measures Covered by Request for Financial Assistance

#### Form IV

- Request for Payment of Financial Assistance

### Thermal screens for greenhouses

If you install thermal screens in a greenhouse that consumes less than 150,000 m<sup>3</sup> of natural gas a year and the assessment of energy savings cannot be carried out by an engineer, you need to complete the form below which supplements Form I and Form II. You do not need to complete Form III.

#### Form IIA

- Description of Renovation Work that includes Thermal Screens for Greenhouses



## Business and Major Industries Markets

# Appendix

## Treatment of applicable taxes

### Energy Efficient Renovation 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: *Energy Efficient Renovation Grant*;
- Amount of financial assistance claimed;
- Taxes payable on the amount of financial assistance (GST, QST);
- Beneficiary's registration number for GST, QST;
- File number shown on acceptance letter.

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

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