



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 **July 15, 2019**. 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.

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For more information, consult:

- your commercial representative
- the Énergir DATECH team of engineers
- energir.com

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

By e-mail:

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

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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.

If the building achieves an energy rating 10% above the ASHRAE 90.1-2010 standard, it qualifies to receive financial assistance under the New Efficient Construction Grant. The amount of financial assistance accorded may not be higher than 75% of the extra investment costs. Énergir estimates extra investment costs related to energy efficiency measures at 5% of investment costs.

Note: For institutional buildings, achieving a minimum energy rating 20% above the ASHRAE 90.1-2010 standard is needed to qualify for the New Efficient Construction Grant.

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.

Énergir agrees to pay financial assistance for carrying out energy simulations; the maximum financial assistance will be \$5,000, or 100% of the costs (the lesser of the two).

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



Description and objective

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.

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 sector: buildings 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 related to the process might be eligible, but only if the simulation report shows that the building achieves an energy rating 10% (20% for institutional buildings) above the ASHRAE 90.1-2010 standard when they are not included in the energy savings calculations.

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

The new construction project must have been modelled using a simulation tool such as eQuest, EnergyPlus, IESVE, etc. The energy simulation must have been carried out or verified by an engineer member of the *Ordre des ingénieurs du Québec*. The customer agrees that, if



Description and objective

required, Énergir may request details from the professional who carried out the energy simulation. The customer also agrees that the details requested will be supplied within 10 working days.

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)**.

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 accepts documents submitted in electronic form.

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.

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Documentation Guide

Document	Title & Sub-title	Contents
1	List of files submitted	List all the files submitted to Énergir in a summary document (names of files submitted with a brief description of their contents).
2	Simulation report	
2.1	Summary of simulation	<p>Present an overview of the modelling of the building. This section must include:</p> <ul style="list-style-type: none"> • An introduction to the building: its geographic location, climatic zone, number of floors, usages, energy characteristics, as well as any particular system; • Name and version of simulation software used; • Reference standards used; • Summary table of consumption for the proposed and the reference building, divided by energy station and by source; • Calculation of reduction in energy consumption in the proposed building compared with the reference building (% savings).
2.2	List of energy efficiency measures implemented	List the energy efficiency measures that explain the energy savings and the differences from the reference building.
2.3	Description of proposed building and comparison with reference building	Briefly describe the proposed and the reference buildings, including, as a minimum: hours of use, efficiency of thermal envelope and windows, types and configurations of heating systems, ventilation and air conditioning, air-conditioned and non-air-conditioned areas, domestic hot water system, process loads, building control systems, lighting, renewable energy production system, and any other pertinent systems, if applicable.
2.4	Explanation of all supporting calculations	<p>Provide explanations, including objectives, hypotheses, and equations used, as well as a summary of the results so the reviewer can quickly understand the supporting calculations supplied.</p> <p>The supporting calculations may include renewable energy production, efficiency of heat recovery, surface areas of walls, floors and windows, quantities of fresh air, consumption of hot water, etc.</p>
2.5	Attestation of calculation of fresh air supply	Show that the rates of fresh air used in the simulation comply with the plans and specifications, as well as with the standard used in the design.
2.6	Explanation of errors in simulation software	Document all errors or warnings produced by the simulation software.
	Appendices to simulation report	
3	Diagram of mechanical zone	Supply a diagram or drawing that clearly shows all the thermal zones used in the simulation, using the same nomenclature to avoid any possible confusion.
4	Architectural plans and specifications	Supply the most recent version (ideally the as built drawings) for the full set of plans/drawings, specifications, and control sequence. Énergir will only accept drawings/plans that are signed and stamped.

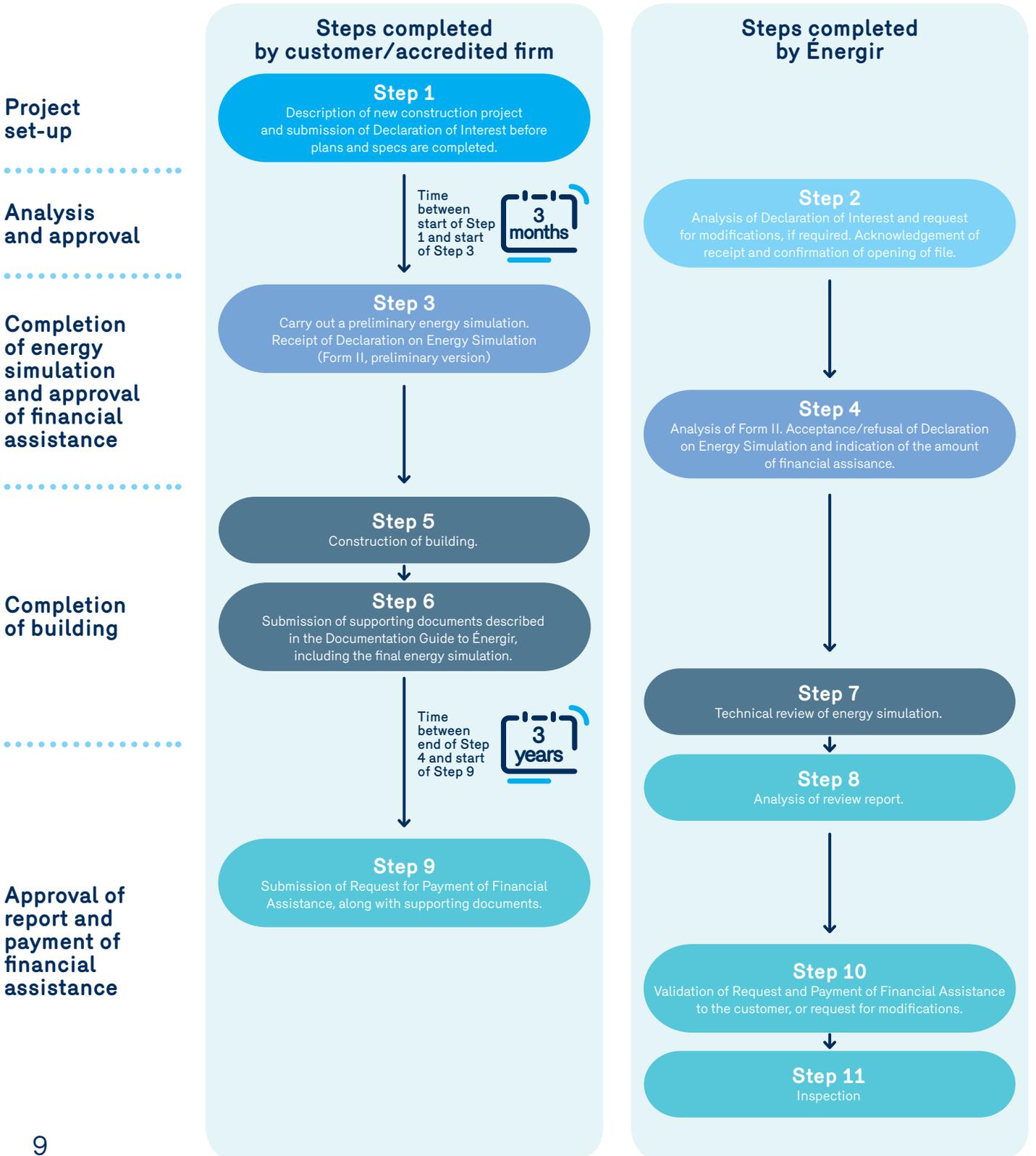
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Documentation Guide

Document	Title & Sub-title	Contents
5	Mechanical plans and specifications	
6	Electrical plans and specifications	Supply the most recent version (ideally the as built drawings) for the full set of plans/drawings, specifications, and control sequence. Énergir will only accept drawings/plans that are signed and stamped.
7	Plans and control sequences	
8	Specifications/technical datasheets/drawings for workshop	
Simulation files		
9	Simulation files: proposed & reference	Include the simulation files in their original formats, if applicable, input files and files of reports of results for the proposed and the reference building. It is important to ensure that the latest update of these files is supplied so the results correspond to those used in the simulation report.
10	Files of supporting calculations	Submit the calculation files in their original format, (Excel, RETScreen, etc.), including clear explanations of the source of the inputs used, the hypotheses and calculation methods used. A summary must show the results obtained and presented in the simulation report.
Additional documents		
11	Service offer for energy simulation	Supply a copy of the service offer or the invoice showing the cost of carrying out the energy simulation and analysis.
12	Proof of project cost	Supply an invoice or any other document supporting the total estimated cost of the project, as shown on Form II.
13	Énergir forms	Form II – Final version Form III

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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 request must be accompanied by the preliminary energy simulation files that justify the expected energy savings.

From the date of confirmation of the opening of the file, the customer has 3 months to submit Form II, Preliminary version.

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.



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 all the documents listed in the Documentation Guide, including the final energy simulation, to Énergir 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

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Appendix Treatment of applicable taxes

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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

By mail:

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

By fax:

514 598-3700

By phone:

514 598-3410