



Energy Efficiency Program – Energy Analysis and Implementation Participant’s Guide

Business and Major Industries Markets

Recommissioning of Building Mechanical Systems 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 Recommissioning of Building Mechanical Systems 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.

The conditions for participation come into effect on **February 18, 2014**. 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.

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For more information

For more information, consult:

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

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

Description and objective

The recommissioning of building mechanical systems – also simply called “recommissioning” or “RCx” – is a process that aims to optimize a building’s existing systems by improving their energy efficiency, putting the emphasis directly on equipment performance and on integrating the systems. The process consists of examining the operation and maintenance of the building’s systems, explaining how they should work, and defining the means by which their performance will be optimized.

The approach reviews the overall performance of the building’s mechanical systems, considered as a group of integrated systems.

Following the recommissioning of a building’s mechanical systems, the building’s optimal performance can be maintained through persistence strategies that call for continuous monitoring to ensure the savings are long lasting.

A recommissioning project has five phases: planning, investigation, implementation, hand-off, and continuous monitoring. The grant focuses on these five phases, as described below.

Planning corresponds to the preparations for a recommissioning project. It includes establishing the project’s objectives, choosing a certified RCx agent, preparing an energy performance profile, forming a project team, and developing a recommissioning plan. This plan must accompany the Application for Admission to the grant.

During the **investigation** phase, the agent carries out several tasks. First, he studies¹ the available documentation about the building and establishes a diagnostic of the building’s various mechanical systems. The agent then selects and prioritizes the measures that offer energy efficiency opportunities for the building. Lastly, he draws up a final Plan for implementing the measures identified, as well as persistence strategies to ensure that the energy savings are long lasting.

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In the **implementation** phase, the agent implements the measures selected, then the persistence strategies. The agent works with his client through the **hand-off** phase and ensures that the documentation on the building's mechanical systems is updated. He may offer to train the personnel responsible for managing the building so as to transfer the knowledge needed to ensure that the persistence strategies are put into practice every day.

Continuous monitoring is aimed at ensuring that the measures implemented are uninterrupted in order to guarantee the persistence of the savings over the medium term. The agent must therefore put in place a series of performance indicators designed to reveal any anomalies so he will be able to analyze the cause of deficiencies observed in the building. As well, the agent will work with the technical personnel throughout the continuous monitoring and take any corrective action needed.



Special clause

The grant is considered a pilot project at the present time.

Énergir reserves the right to modify the grant or cancel it at any time without prior notice. However, all requests for participation in the grant that have already been accepted by Énergir before its cancellation will be processed. Also, Énergir reserves the right to interpret the terms and conditions of the grant, taking into account any other condition potentially prescribed by the Régie de l'énergie.



Eligibility criteria

Eligibility criteria

- The applicant must be a current Énergir customer.
- The grant is intended for commercial or institutional buildings. Any application concerning a building with a different vocation will be subject to specific examination by Énergir.
- The grant is aimed at buildings or groups of buildings with natural gas consumption of at least 75,000 m³ per year. On the specific approval of Énergir, certain buildings with annual natural gas consumption below 75,000 m³ could be eligible.
- The construction of the building concerned must date back at least five (5) years at the time of the application. On the specific approval of Énergir, a building whose construction dates back less than five (5) years may be eligible.
- The building in question must not have been the subject of an agreement for the payment of financial assistance during the preceding five (5) years as part of an application under the Recommissioning Grant.
- The project must be managed by a certified recommissioning (RCx) agent, and accredited by the Ministère des Ressources naturelles.
- The request for financial assistance must be submitted before the recommissioning project is started and the Application for Admission and Simplified Plan forms must be duly completed and in compliance.
- The potential energy savings shown in the Plan are judged satisfactory by Énergir.
- Any measure calling for the substitution of one energy source by another is excluded.
- Measures related to equipment replacement, to procedures, tariff optimization or maintenance are not eligible.
- Measures eligible for Énergir's prescriptive programs, or for studies, encouragement and implementation grants, are excluded from the Recommissioning Grant.
- On the specific approval of Énergir, energy services companies (also called ESCOs or ESCOs) may ask for a grant. For an application to be eligible, they must submit the invoices and supporting documents required for each phase of the grant.
- The applicant must agree to complete all the phases of the grant, failing which, Énergir reserves the right to cancel the application and to request the reimbursement of any sums already paid.
- All phases of the grant must respect the norms and regulations in effect.

Énergir reserves the right to interpret the terms and conditions of the grant.



Financial assistance

Financial assistance

The financial assistance awarded by Énergir under this grant is divided into three parts: a fixed base part covers that portion of the costs related to the investigation phase; a variable part covers that portion of the costs related to the implementation and hand-off of the recommissioning measures, and a final fixed part covers the costs for the annual monitoring required by Énergir.

Investigation

The fixed base part of the financial assistance is calculated based on the bracket of annual natural gas consumption in which the building or group of buildings falls, as shown in the table below. This part of the financial assistance may not exceed 50% of the cost of the investigation phase.

The financial assistance awarded by Énergir may be combined with the financial assistance offered under complementary grants by other energy distributors or government agencies. The cumulative total of financial assistance received may not exceed 75% of the cost for the investigation phase. If applicable, Énergir will pay the customer the financial assistance envisaged, minus the contributions from other organizations attributable to the investigation phase so that the portion payable by the customer represents at least 25% of the costs of this phase.

Volume (m ³)	Financial assistance
75,000 - 174,999	\$10,000
175,000 - 274,999	\$12,500
275,000 - 374,999	\$15,000
375,000 - 474,999	\$17,500
475,000 - 574,999	\$20,000
575,000 - 674,999	\$22,500
675,000 and over	\$25,000

Implementation and hand-off

The variable part of the financial assistance is \$0.25/m³ of natural gas saved for the first year following the implementation of the recommissioning measures approved by Énergir. The maximum amount for this part of the financial assistance is \$25,000. Also, the amount awarded for this phase may not be higher than 50% of the cost of the implementation and hand-off of the approved measures.²

² Énergir regards 10% of the financial assistance granted at this stage as being attributable to the transfer phase.



Financial assistance

The financial assistance awarded by Énergir may be combined with the financial assistance offered under complementary grants by other energy distributors or government agencies. The cumulative total of financial assistance received may not exceed 75% of the costs for the implementation and transfer phase. If applicable, Énergir will pay the customer the financial assistance envisaged, minus the contributions from other organizations attributable to the implementation and transfer phase so that the portion payable by the customer represents at least 25% of the implementation and transfer costs.

Financial assistance

\$0.25 per cubic metre of natural gas saved, up to a maximum of \$25,000.

Project completion

The final part of the financial assistance is related to monitoring the persistence strategies implemented and it is paid at the same time as the variable part. The amount awarded for this part of the financial assistance may not exceed 100% of the costs billed by the agent for the annual monitoring required by Énergir up to a maximum of \$4,000.

The financial assistance awarded by Énergir may be combined with the financial assistance offered under complementary grants by other energy distributors or government agencies. The cumulative total of financial assistance received may not exceed 100% of the cost billed by the agent for the annual monitoring required by Énergir.

Financial assistance

100% of monitoring costs, up to a maximum of \$4,000.



Completion steps

Completion steps and deliverables

Opening of application

Step 1a

Submission of request for financial assistance to Énergir

The applicant and his accredited agent submit a request for financial assistance to Énergir's by completing the document **Application for Admission (Form I)**, which must be accompanied by the **Simplified Plan (Form II)** or by a planning report that includes the information required in the **Simplified Plan**.

The Plan must contain:

- A description of the building (year of construction, square footage, vocation);
- A description of the building's mechanical systems and a list of the heating, ventilation and air conditioning systems (HVAC);
- An energy consumption profile before the project is carried out;
- The scope of the investigation of the mechanical systems envisaged and the investigation method to be employed;
- A timetable for the completion of the various phases of the project;
- An estimate of the costs of each phase of the project.

In submitting his application, the customer acknowledges having read and agreed to the Grant's eligibility criteria.

Step 1b

Analysis of Application for Admission and request for modifications, if applicable/acceptance

Énergir analyzes the request for financial assistance based on the eligibility criteria and confirms (in writing) the acceptance (or refusal) of the financial assistance, the amount awarded, the timeframe for completion and a reminder of the completion conditions.

The applicant agrees that Énergir may request the accredited agent to provide details about the contents of the plan or to make any modifications judged necessary to ensure that the project respects the good practices of a recommissioning approach.



Completion steps

Investigation

Step 2a

Investigation of the building

Following confirmation of eligibility by Énergir, the accredited agent has six (6) months to carry out the investigation and produce his investigation report, in accordance with the Plan. 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.

Step 2b

Submission of investigation report and Implementation of Recommissioning Measures to Énergir for approval

The accredited agent submits his investigation report to Énergir. The applicant agrees that Énergir may request the accredited agent to make modifications to the report in order to respect the Plan.

The investigation report must contain:

- An energy performance profile comparing consumption before the work (based on actual data) with consumption after the work (based on estimated data) for each energy source used (with a detailed list of the equipment that consumes energy and a breakdown of energy consumption between the principal systems);
- An inventory of the energy improvements identified, with justifications and calculations of energy savings;
- An implementation plan and a timetable for the measures envisaged;
- A recapitulation of the costs of the project with a bill for fees for support services;
- Details of the parameters and performance indicators to be monitored and the method chosen for verifying the persistence of the measures implemented and energy performance;
- A description, provided by the agent, of the hand-off strategies planned for each measure, including training, technical support, updating of plans and operating manuals, as well as documentation of good practices.

The accredited agent also submits the **Implementation of Recommissioning Measures (Form III)**, duly completed.

This form must include:

- Details of all the energy efficiency measures identified and defined in the investigation report by the agent, specifying which measures will be implemented;
- Details of the savings (all sources combined) and costs associated with each measure defined in the investigation report.



Completion steps

Step 2c

Analysis of investigation report and request for modifications, if applicable/acceptance

Énergir analyzes the report and verifies that it respects the Plan. In the case where the scope of the investigation has been modified along the way, or if the report is judged unsatisfactory, Énergir reserves the right to request the accredited agent to make certain adjustments or modifications to the report and, if necessary, to suspend the request for financial assistance until receipt of a version considered acceptable.

Step 2d

Submission of documents and supporting documents for payment of the first part of the financial assistance

Once the investigation report and the related documents have been judged satisfactory by Énergir, the applicant may submit the **Request for Payment of Financial Assistance – Investigation (Form IV)** for the investigation phase.

The form must be accompanied by the following documents:

- A copy of the bill sent to the applicant by the accredited agent covering his consulting fees for the project, plus the applicable taxes (GST and QST);
- A bill from the applicant to Énergir claiming the amount of financial assistance, plus the applicable taxes (GST and QST).

Implementation and hand-off

Step 3a

Implementation of Recommissioning Measures

From the date of confirmation by Énergir of the payment of financial assistance for the investigation phase, the applicant has two (2) years to complete the implementation of the recommissioning measures approved in the preceding phase. The customer must advise Énergir in the event this timeframe cannot be respected. Beyond that date, Énergir reserves the right to refuse the payment related to the implementation of the measures.



Completion steps

Step 3b

Submission of report on implementation of measures to Énergir for approval

The accredited agent submits the implementation report to Énergir. The applicant has two (2) years from acceptance of the payment of the first part of the financial assistance to produce the report on the implementation of the recommissioning measures approved in the preceding phase. The implementation report must contain:

- A summary statement of the implementation of the measures with supporting bills;
- Any change from the measures approved at the investigation phase (measures not implemented or modified and difference in costs) with the new energy savings calculations, if applicable;
- The hand-off and persistence strategies put in place.

Step 3c

Analysis of implementation report and request for modifications, if applicable/acceptance

Énergir analyzes the report and verifies that it respects the Plan. In the case where implementation of the measures has been modified along the way, or if the report is judged unsatisfactory, Énergir reserves the right to request the accredited agent to make certain adjustments or modifications to the report and to suspend, if necessary, the request for financial assistance until receipt of a version considered acceptable.

Step 3d

Submission of documents and supporting documents for the payment of the second part of the financial assistance

Once the implementation report and the related documents have been judged satisfactory by Énergir, the applicant may submit the **Request for Payment of Financial Assistance – Implementation and Hand-off (Form V)** for the implementation and hand-off phases.

The form must be accompanied by the following documents:

- A copy of the bill sent to the applicant by the accredited agent covering the implementation and hand-off costs of the recommissioning measures, plus the applicable taxes (GST and QST);
- A proposal from the agent for monitoring the persistence of the recommissioning measures implemented;
- A bill from the applicant to Énergir claiming the amount of financial assistance for the implementation, hand-off and monitoring phases, plus the applicable taxes (GST and QST).



Completion steps

Project completion

Step 4

Submission of reports on monitoring persistence measures implemented

Every year following the date of confirmation by Énergir of the payment of financial assistance for the implementation, hand-off and monitoring phases, and for the next two (2) years, the accredited agent must submit a report on monitoring the persistence measures implemented according to the strategies established in the investigation and implementation phases.

The monitoring report must contain:

- A report on the status of the indicators related to monitoring energy performance, as defined in the persistence strategies in the preceding phases;
- An explanation of any differences or anomalies observed, compared with the report in the investigation report, the recommendations made to the applicant, the corrective action to be taken, as well as any changes required to procedures or the monitoring tools, if necessary.

The monitoring report must be accompanied by **Form VI – Summary of Monitoring Report on Persistence of Recommissioning Measures** – for Step 4: “submission of reports on monitoring persistence measures implemented.”



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 and II

- Application for Admission and Simplified Plan

Form III

- Implementation of Recommissioning Measures

Form IV

- Request for Payment of Financial Assistance – Investigation

Form V

- Request for Payment of Financial Assistance – Implementation, Hand-Off and Persistence

Form VI

- Summary of Monitoring Report on Persistence of Recommissioning Measures

Appendix

Treatment of applicable taxes

Recommissioning of Building Mechanical Systems

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: *Recommissioning of Building Mechanical Systems Grant*;
- Amount of financial assistance claimed and indicated in 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 (Forms I, II, III, IV and V)** once the proposed measures have been implemented.

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