



Participant's Guide

Energy Efficiency Program – Efficient Construction and Renovation

Business and Major Industries Markets –
Building consuming more than 150,000 m³/year with commercial greenhouses

Energy Efficient Renovation Grant



January 1, 2020
(Revised October 1, 2021)



Imagine energy differently

As part of its Energy Efficiency Plan, Énergir offers grants to its customers through its energy efficiency programs to help them reduce their natural gas consumption and their greenhouse gas (GHG) emissions.

The *Participant's Guide* is addressed to customers who wish to obtain financial assistance to carry out energy efficient renovations. It explains the steps to follow to make a request for financial assistance and lists the eligibility criteria.

The forms required to request financial assistance are included in the Appendix to the Guide.

The conditions for participation have been in effect since **January 1, 2020** (**revised October 1, 2021**). 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

This Guide is addressed to Énergir customers whose annual consumption of natural gas is above 150,000 m³, including commercial greenhouses heated with natural gas.

For the grants and conditions offered Business customers whose annual consumption is below 150,000 m³, consult the Énergir Internet site at: energir.com/efficient-renovation.

For more information, consult:

- your Commercial Representative
- the Énergir DATECH team of engineers

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

By e-mail:

energyefficiency@energir.com

By phone:

514 598-3410



Description and objective

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This financial assistance aimed at encouraging the renovation of the building or greenhouse envelope, will help reduce energy consumption and operating costs and will increase their resale value.

To be eligible for this financial assistance, the renovation work on a building's walls and roofs must exceed the requirements of the National Energy Code for Buildings (NECB 1997). For renovation work on windows, the performance criteria must have an RSI value above 0.44 (R2.5). All renovation work 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 obtain 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.

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Description and objective

Financial assistance

The financial assistance awarded by Énergir is \$1.00/m³ of natural gas saved in the first year following implementation of an eligible measure.

The maximum amount of financial assistance is \$100,000 per fiscal year per account number served with natural gas.

Requests for less than \$500 are not eligible.

The amount of financial assistance awarded may not exceed 75% of eligible costs.

Eligible costs

Eligible costs for replacing windows represents the differential of the cost (additional cost) of installing of high energy performance windows compared with installing conventional windows¹. In the case where the customer does not know the cost of installing conventional windows, Énergir will use an estimate corresponding to 10% of the total cost of installing high efficiency windows for the purpose of calculating eligible costs.

For all other eligible renovation work, the total investment costs of the project may be considered eligible costs.

Contribution from other organizations

Any customer participating in or covered by another financial assistance program for realizing this project agrees to declare to Énergir all amounts received or expected to be received from other energy distributors or government organizations for this same project. Énergir will pay the customer the financial assistance envisaged under this Program, minus the contributions from other organizations for this same project, so that the portion payable by the customer represents at least 25% of the costs related to this project.

¹ Énergir considers conventional windows to be those with a thermal resistance corresponding to that required by NECB 1997.



Description and objective

Eligibility criteria

- 1. Use natural gas as the principal source of energy for heating the building covered by the project and have an annual consumption of natural gas of at least 150,000 m³, excluding the commercial greenhouses, where no consumption threshold is set.**
- 2. Be an Énergir customer or about to become one.²**
- 3. Operate in one of the following activity sectors:**
 - commercial sector;
 - multi-tenant buildings with four or more units;
 - institutional sector;
 - industrial sector.
- 4. Aim to improve the building and/or greenhouse envelope.**

Work aimed at the insulation of roofs and/or walls covered by the Énergir Program include:

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

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

Important: Renovation work concerning sealing or compartmentalizing a building (aimed at eliminating air leaks) must be carried out on the whole building.
- 5. Determine the energy savings with the help of an engineer³ member in good standing of the *Ordre des ingénieurs du Québec* working for a registered firm.**

The role of the engineer is 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 [Form II - After the work](#).

² In the case of individuals about to become customers, the financial assistance will be paid once a contract has been signed with their Commercial Representative and an Énergir account number has been assigned.

³ With the exception of projects for the installation of thermal screens in greenhouses consuming less than 150,000 m³ of natural gas per year for which an evaluation of energy savings may not have been done by an engineer. In these particular cases, Énergir will make Form IIA available to customers so they can estimate the energy savings.

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Description and objective

Registered firms are consulting engineering firms specializing in energy efficiency that can support Énergir customers in identifying and implementing energy efficiency projects. Having already carried out energy efficiency projects for Énergir customers, and with access to information about the energy efficiency grants offered, these firms are well placed to guide customers and facilitate their participation in Énergir’s energy efficiency grant programs.

Énergir has made a directory of registered firms available to its customers. This directory is meant to be a tool to help customers identify and find contact details of firms that offer energy efficiency services. None of these firms is a subsidiary or partner of Énergir, and making this directory available in no way certifies, attests to, or guarantees the quality of the services offered by these firms.

- To consult the [list of registered firms](#)
- To register your firm, send an e-mail to: energyefficiency@energir.com

6. Exceed the following energy performance levels.

The renovation projects submitted must exceed the following minimum requirements:

Roofs					
Type I		Type II		Type III	
Roofs with attics (lots of space for insulation between the ceiling and the roof)		Roofs with beams and parallel chord trusses (little space for insulation between the ceiling and the roof)		All other roofs, for example, concrete slabs with rigid insulation	
RSI 8.33	R 47.3	RSI 4.35	R 24.7	RSI 3.45	R 19.6

Walls	
All types	
RSI 3.33	R 18.9

Windows	
All types	
RSI 0.44	R 2.5

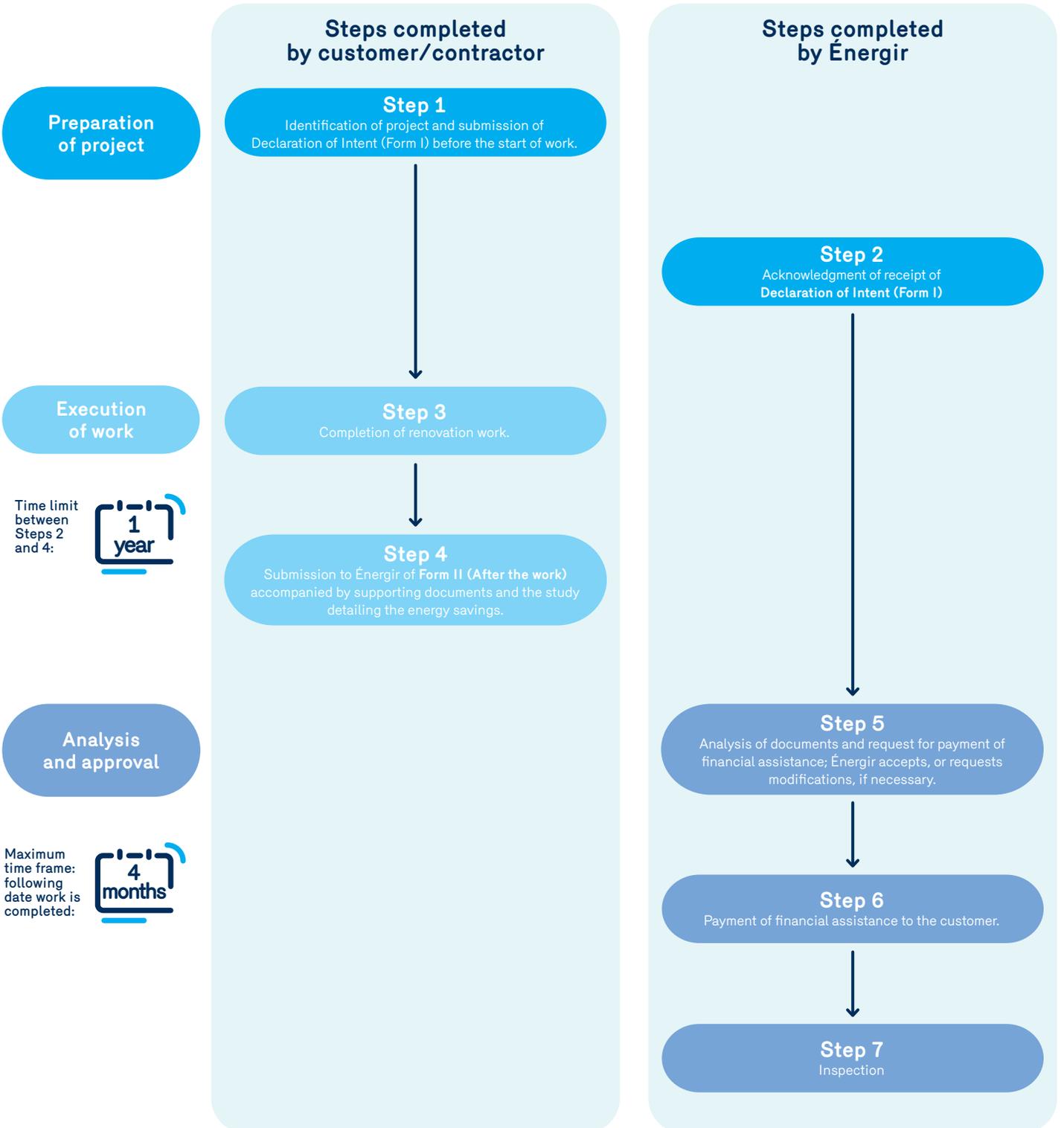
7. Send the request to participate to Énergir before starting work on the renovation project by completing the Declaration of Intent (Form 1).⁴

Énergir considers that the start of work corresponds to the date of signing the first contract for carrying out the renovation project.

⁴ The conditions in this Participant’s Guide apply to requests for which a Declaration of Intent (Form I) was received after July 1, 2020. For conditions that apply to requests received before July 1, 2020, consult energir.com/efficient-renovation.

Energy Efficient Renovation

Steps to follow (table)





Completion steps

Steps to follow

Step 1

Submission of Declaration of Intent to Énergir

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

In the Declaration of Intent, the customer acknowledges having read the Program's eligibility criteria.

Step 2

Acknowledgment of receipt of Declaration of Intent

Effective from the date the acknowledgement of receipt is sent, the customer has one year to carry out the renovation work and to submit the end of work documents required (**Form II** and supporting documents). (Step 4)

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 end of work documents

Once the work has been completed, the customer must complete and submit **Form II (After the work)** to Énergir. The form must be accompanied by a study carried out by an engineer detailing the calculations of energy savings. The customer must also submit the following supporting documents:

- photos taken **before and after** the renovation work;
- a copy of the quote from the contractor;
- a copy of the bills for the renovation work, including the following information:
 - contact details for the customer;
 - contact details for the supplier of goods or services rendered.
- a bill from the customer to Énergir claiming the amount of financial assistance, including the applicable taxes (GST, QST). See Appendix for more information.

Steps 5 & 6

Analysis of end of work documents and request for modifications (if necessary)

Énergir analyzes the documents received and may request modifications or further details, if necessary. Once the file is considered complete and in compliance with the terms and conditions of the Program, Énergir informs the customer accordingly and issues a cheque.



Completion steps

Step 7

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.



Forms

Forms

To avoid any software incompatibility that could arise with some files, it is strongly recommended that you save the forms on your computer before opening and then completing them.

Buildings and commercial greenhouses consuming more than 150,000 m³/year

Form I

- Declaration of Intent

Form II

- After the work

Commercial greenhouses consuming less than 150,000 m³/year

If you install thermal screens in a greenhouse consuming less than 150,000 m³ of natural gas per year, for which an evaluation of energy savings may not be done by an engineer, you need to complete the form below, as well as Forms I and II (see above).

Form IIA

- Description of Renovation Work concerning Thermal Screens for Greenhouses



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Appendix

Treatment of applicable taxes

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.

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.

Invoice template to be completed

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

By e-mail:

energyefficiency@energir.com

By phone:

514 598-3410