



ENERGY  
WISE

MAKES BUSINESS SENSE

## *Empower Program for Building Optimization*

# Participant's Guide

Guide for Customers and  
Industry Players

## **Contents**

Overview of Energy Efficiency Programs for Hydro-Québec’s Business Customers ....	4
Notice.....	6
Foreword... ..	8
Other Organizations Involved.....	9
Program Summary.....	10
Section 1 – Program Description and Objectives.....	13
Section 2 – Eligible Customers and Projects .....	14
Section 3 – Eligible Measures and Costs.....	17
Section 4 – Financial Assistance from Hydro-Québec.....	21
Section 5 – Procedure for Obtaining Financial Assistance .....	24
Appendix 1 Industries Eligible for Empower Programs by North American Industry Classification System Codes (NAICS coding) .....	35
Appendix 2 a) Document Checklist for the Eligibility of Feasibility Studies – Existing Buildings .....	37
Appendix 2 b) Document Checklist for the Eligibility of Feasibility Studies – New Buildings .....	38
Appendix 3 Procedure for Modifying or Canceling an Application for Financial Assistance Already Submitted to Hydro-Québec.....	39
Appendix 4 Cost Breakdown – Unofficial Translation .....	40
Appendix 5 Preparing Project Proposals That Cannot Be Handled by the Project Evaluation Software (PEP) – Existing Buildings .....	41
Appendix 6 Applying to Hydro-Québec for Financial Assistance for Projects Already Submitted to PIRAQ – Rules for Submitting Arena Projects.....	42
Appendix 7 Model Letter – Registering Junior Engineers Employed by Partnering Professionals – Unofficial Translation.....	45
Appendix 8 a) Performance Undertaking Form – Unofficial Translation .....	46
Appendix 8 b) Relevé 27 Information Form – Unofficial Translation .....	47
Appendix 9 a) Sample Final Acceptance of Work – Required for New Buildings after Project Completion – Unofficial Translation .....	48

Appendix 9 b) Sample Provisional Acceptance of Work – Required for New Buildings after Project Completion – Unofficial Translation .....	49
Appendix 9 c) Sample Work Completion Certificate – Required for New Buildings after Project Completion – Unofficial Translation .....	50
Appendix 9 d) Sample Municipal Occupancy Permit – Required for New Buildings after Project Completion – Unofficial Translation .....	51
Appendix 10 Letter Requesting Invoice for Financial Assistance and Applicable Taxes – Unofficial Translation.....	52
Appendix 11 Program History.....	54
Appendix 12 Terms and Conditions Applicable to Off-Grid Systems.....	56
Appendix 13 Energy Efficiency Program Coordinators at Municipal and Cooperative Systems.....	58
Appendix 14 Document d’avant-projet [Project Outline Form] – Unofficial Translation .....	59
Appendix 15 For More Information .....	63

# Overview of Energy Efficiency Programs for Hydro-Québec's Business Customers

## **Energy Wise Diagnostic for Small Service Companies**

A customized analysis of consumption and specific recommendations on improving energy efficiency are offered through a software application on the Hydro-Québec Web site. The diagnostic is intended chiefly for commercial and institutional customers who consume less than 90,000 kWh annually.

[www.hydroquebec.com/business/diagnostic\\_smallcompanies](http://www.hydroquebec.com/business/diagnostic_smallcompanies)

## **Empower Program for Building Optimization**

Subject to certain conditions, financial assistance is offered for projects proposed by business customers to help them reduce the electricity consumption of their buildings.

[www.hydroquebec.com/business/appui\\_batiments](http://www.hydroquebec.com/business/appui_batiments)

## **Empower Program for Industrial Systems**

Subject to certain conditions, financial assistance is offered for projects proposed by business customers to help them reduce the electricity consumption of their industrial systems. Diagnostic tools and guides to improving the energy efficiency of entire systems (pumps, compressed air, ventilation, refrigeration and motors) are also available to small and medium-sized industrial companies on the Hydro-Québec Web site.

[www.hydroquebec.com/business/appui\\_pmi](http://www.hydroquebec.com/business/appui_pmi)

## **Traffic Light Optimization Program**

Subject to certain conditions, financial assistance is offered to municipalities and government agencies to convert traffic lights from incandescent lamps to light-emitting diodes (LEDs).

<http://www.hydroquebec.com/energywise>

## **Efficient Products Program**

This Program, designed for managers of institutional, commercial or industrial buildings, offers rebates on efficient products, such as motors or lighting sold by Program partners.

[www.hydroquebec.com/efficientproducts](http://www.hydroquebec.com/efficientproducts)

## **Building Initiatives Program – Major Customers**

Through this program, Hydro-Québec offers major customers financial assistance to carry out projects intended to reduce the electricity consumption of existing or new buildings.

[www.hydroquebec.com/majorcustomers/ee/initiatives\\_batiments](http://www.hydroquebec.com/majorcustomers/ee/initiatives_batiments)

## **Industrial Initiatives Program – Major Customers**

This program is intended for industrial customers having one or more service contracts at Rate L. A copy of the *Participant's Guide* can be downloaded from the Hydro-Québec Major Customers Web site.

[www.hydroquebec.com/majorcustomers/ee/initiatives\\_industrielles](http://www.hydroquebec.com/majorcustomers/ee/initiatives_industrielles)

**Industrial Analysis and Demonstration Program – Major Customers**

The aim of this program is to promote awareness of energy efficiency and demonstrate the benefits of new, more efficient technologies that reduce electricity consumption.

[www.hydroquebec.com/majorcustomers/ee/analyse\\_demo\\_industrielles](http://www.hydroquebec.com/majorcustomers/ee/analyse_demo_industrielles)

**Plant Retrofit Program – Major Customers**

Through this program, Hydro-Québec offers financial assistance to large-power customers for retrofit projects that considerably reduce the overall electricity consumption of one or more plants operated by the same customer.

[www.hydroquebec.com/majorcustomers/ee/amelioration\\_majeure\\_usine](http://www.hydroquebec.com/majorcustomers/ee/amelioration_majeure_usine)

For further information, visit our Web site at

[www.hydroquebec.com/energywise](http://www.hydroquebec.com/energywise).

## Notice

Hydro-Québec reserves the right to

- amend or terminate the Program at any time without notice
- interpret Program terms and conditions
- determine the eligibility, potential electricity savings and eligible costs of any electricity-saving measure<sup>1</sup> proposed by customers
- reject a project proposal that does not meet Program criteria, or request changes to it or further information about it
- limit the number of projects in order to remain within the Program budget
- subject project proposals to a technical review by outside consulting engineering firms
- reduce the amount of financial assistance granted under the Program to an energy-efficiency project that has also been submitted to another program (whether run by Hydro-Québec or any other organization), unless the programs are complementary

Furthermore, Hydro-Québec shall not be held liable for

- any damage or harm whatsoever arising from the Program
- errors, omissions or failure to obtain electricity savings as a result of proposed electricity-saving measures or the use of tools required by the Program

Hydro-Québec's sole obligation is to pay out the agreed-upon financial assistance to a customer for an electricity conservation project carried out under the Program, provided that the application submitted is complete and meets all criteria. The customer is solely responsible for everything to do with project implementation.

You, the customer,

- are responsible, in conjunction with a partnering professional, for choosing electricity-saving measures and assessing electricity savings objectives and for costs associated with the measures
- acknowledges that any false statement may result in cancellation of the financial assistance claimed, or if applicable, a request for repayment
- agrees that Hydro-Québec may inspect its facilities to verify implementation of electricity-saving measures for which financial assistance has been paid out
- agrees that Hydro-Québec may ask to view original supporting documents as well as the books of account related to the request for payment of financial assistance
- shall meet the project deadlines set with Hydro-Québec
- shall disclose any other financial assistance related to the electricity-saving measures presented under the Program (Note: This provision applies only to projects involving existing buildings)

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<sup>1</sup> An electricity-saving measure is an improvement to a building, piece of equipment or system, made with a view to reducing its electricity consumption.

- shall agree to disclosure of the following information related to its project: its name and address, description of building, annual baseline consumption, eligible project costs, amount of financial assistance received, electricity-saving measures implemented, field of application and anticipated electricity savings
- shall, in conjunction with a partnering professional, provide Hydro-Québec with all the files and printed documents required by the Program
- shall not engage a third party to receive the financial assistance granted by Hydro-Québec. The financial assistance is strictly reserved for the customer, who shall be solely liable for the outcome of the project, no matter who else may have been involved in it

The partnering professional

- is responsible, in conjunction with the customer, for the quality of project proposals submitted to Hydro-Québec

### **Tax implications**

This section sums up the main tax implications of the Program, for information purposes only. Please consult a tax advisor or the tax authorities as needed.

Payments by Hydro-Québec under the Program are normally subject to the goods and services tax (GST) and Québec sales tax (QST). As a result, in order for Hydro-Québec to issue payment, you must first issue an invoice indicating the amounts of taxes separately (see Section 5, Step 7, and Appendix 10).

For income tax purposes, the financial assistance paid under the Program is an inducement intended to, as the case may be, lower the cost or capital cost of an asset, lower the amount of an outlay or an expense, or constitute income to you. It is up to you to determine the tax status of the financial assistance paid by Hydro-Québec. Unless your organization is tax-exempt, Hydro-Québec will issue a tax slip called *Relevé 27 – Paiements du gouvernement* (government payments) pursuant to the Québec *Taxation Act*, indicating the financial assistance paid.

For the sake of brevity, the Empower Program for Building Optimization may also be referred to in this Guide simply as “the Program.”

## Foreword

This guide is intended for

- **business customers** who wish to carry out electricity conservation projects under the Empower Program for Building Optimization
- **industry players** in the field of building mechanics (engineers, professional technologists and architects)—including contractors, distributors, manufacturers and associations—who wish to help their clients or members benefit from financial assistance to carry out energy efficiency projects

This guide explains the objectives, services offered, eligibility criteria, terms and conditions, and special requirements of the Empower Program for Building Optimization.

For additional information on our energy efficiency programs or other services, please contact your regional Hydro-Québec representative or visit our Web site: [www.hydroquebec.com/business](http://www.hydroquebec.com/business).



## Other Organizations Involved

Hydro-Québec is working with Québec's Agence de l'efficacité énergétique [energy efficiency agency] and Natural Resources Canada's Office of Energy Efficiency (OEE) and the Association des arénes du Québec [AAQ, the Québec Arena Association] to offer you the Empower Program for Building Optimization.

The common goals of these organizations are to harmonize all the programs offered and facilitate energy users' participation in the programs.

You can find out about our partners' programs on their Web sites:

- Agence de l'efficacité énergétique: [www.aee.gouv.qc.ca](http://www.aee.gouv.qc.ca)
- Office of Energy Efficiency: [www.oee.nrcan.gc.ca](http://www.oee.nrcan.gc.ca)
- Quebec Arena Refrigeration Intervention Program (PIRAQ): [www.aqairs.ca/piraq.htm](http://www.aqairs.ca/piraq.htm)

# Program Summary

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## Eligible customers and buildings

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The program applies to

- business, institutional or multiresidential customers, including those whose buildings are connected to a power redistributor (municipality or other) or an off-grid system
- new or existing buildings (including additions of **10 m<sup>2</sup> or more**)

Facilities or buildings must be located in Québec.

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## Program description

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- The Program offers business customers financial assistance to carry out work to reduce the electricity consumption of eligible buildings by **at least 10,000 kWh/yr.**
- The Program covers all types of electricity use.
- Work must involve **practical measures** using proven technologies **approved by Hydro-Québec**, which have a **minimum service life of five years** and result in **electricity savings.**<sup>2</sup> *The eligibility criteria for electricity-saving measures are detailed in Section 3.1.*

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## Choosing a partnering professional

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- To take part in the Program, a customer must work with a partnering professional registered with Hydro-Québec. A customer that fulfils the eligibility criteria (see Section 5, Step 1) may also register as a partnering professional.

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## Submitting the *Document d'avant-projet* [project outline form] before the start date

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- You must inform Hydro-Québec about the content of your project before the start date. To do so, you and your partnering professional must fill in a *Document d'avant-projet* [project outline form] (see unofficial translation in Appendix 14) and then use the file transfer module, available on the Program Web site, and the user code and password assigned to the partnering professional, to submit it to Hydro-Québec. Once Hydro-Québec has received the form, you have 24 months in which to submit either a project proposal (if you want to obtain a *Confirmation d'engagement d'appui financier* [letter confirming the amount of financial assistance] before you begin work on the project) or a completed project (if you want to receive financial assistance but did not submit a prior proposal).

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## Eligibility period

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- Electricity-saving measures must be **implemented by December 31, 2010.**

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## Eligible costs

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- Equipment acquisition and installation costs, professional fees and some other costs (see Section 3.2) of implementing electricity-saving measures are eligible.

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<sup>2</sup> Electricity savings are the difference between the electricity consumption of a reference building before implementation of electricity-saving measures and the electricity consumption of a proposed building after implementation of the measures.

## Tools to be used

- Except as specified below, electricity savings are assessed by means of the project evaluation software (often referred to by its French acronym, PEP). [This software](http://www.hydroquebec.com/partnering_professionals) is available from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).
  - For some types of existing buildings, use of another tool is permitted but must have prior approval from Hydro-Québec (see Appendix 5)
  - Arena projects (new and existing buildings) (see Appendix 6)
  - Solar wall projects (see Section 5, Step 2.1)

## Submitting required documents

- You must use the file transfer module on the Hydro-Québec Web site to upload electronic documents. The module generates a unique reference number (see Section 5, Step 3) that must be used in all future correspondence related to the project. Apart from exceptional cases, the file transfer module is the preferred means for you to submit all the required documents and files.

## Financial assistance

- The financial assistance granted will not exceed \$500,000 per project. You can submit more than one project involving the same building.
- The method for calculating financial assistance is described below. (For more details, see Section 4.1.) **For each project, the financial assistance granted will be the lowest of the following amounts.**

### Calculating financial assistance

EXISTING BUILDINGS	NEW BUILDINGS																
<ul style="list-style-type: none"> <li>▪ An amount calculated by multiplying eligible kilowatthours saved by Hydro-Québec's contribution based on energy efficiency gain<sup>3</sup></li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Energy efficiency gain</th> <th style="text-align: center;">Hydro-Québec's contribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 10%</td> <td style="text-align: center;">10¢/kWh</td> </tr> <tr> <td style="text-align: center;">10–25%</td> <td style="text-align: center;">30¢/kWh</td> </tr> <tr> <td style="text-align: center;">Over 25%</td> <td style="text-align: center;">55¢/kWh</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ 40% of eligible costs</li> <li>▪ \$500,000 per project</li> </ul>	Energy efficiency gain	Hydro-Québec's contribution	Up to 10%	10¢/kWh	10–25%	30¢/kWh	Over 25%	55¢/kWh	<ul style="list-style-type: none"> <li>▪ An amount calculated by multiplying eligible kilowatthours saved by Hydro-Québec's contribution based on energy efficiency gain<sup>3</sup></li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Energy efficiency gain</th> <th style="text-align: center;">Hydro-Québec's contribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Up to 15%</td> <td style="text-align: center;">10¢/kWh</td> </tr> <tr> <td style="text-align: center;">15–35%</td> <td style="text-align: center;">30¢/kWh</td> </tr> <tr> <td style="text-align: center;">Over 35%</td> <td style="text-align: center;">55¢/kWh</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>▪ \$500,000 per project</li> </ul>	Energy efficiency gain	Hydro-Québec's contribution	Up to 15%	10¢/kWh	15–35%	30¢/kWh	Over 35%	55¢/kWh
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- After approving a customer's application, Hydro-Québec sends a letter confirming its commitment to providing financial assistance (*Confirmation d'engagement d'un appui financier*), **valid for 24 months**. However, no letter will be sent for a completed project that was submitted without a prior proposal.

<sup>3</sup> Energy efficiency gain equals eligible energy savings divided by the reference building's energy consumption.

## Feasibility study

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- Hydro-Québec also offers financial assistance for a feasibility study for a project that has been submitted. (For more details, see Section 4.2.)

The financial assistance granted will be the lower of the following amounts:

- 50% of the cost of the study
- 40% of the amount of financial assistance approved for implementation of measures

However, the amount of the assistance will not be less than \$600 or greater than \$7,500.

- Feasibility studies for buildings that are expected to save less than 60,000 kWh/yr or that are smaller than 2,000 m<sup>2</sup> are ineligible for financial assistance; however, Hydro-Québec will award you \$600 to prepare your project proposal.

## Payment of financial assistance

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- To ensure quick, efficient processing of your application, submit all the files and documents required under the Program. (For a detailed checklist of files and documents required, as well as the tools to be used, see Section 5, Step 2.)
- Also, since payments under the Program are subject to the goods and services tax (GST) and Quebec sales tax (QST), in order to receive the financial assistance, you must issue an invoice to Hydro-Québec (see Section 5, Step 7, and Appendix 10).
- Hydro-Québec may deduct from the financial assistance any amount owing, including any electricity bill, whether overdue or not, or any deposit for a service contract held by the customer.

**For more information on how terms and conditions have changed since the Program was created, see Appendix 11.**

## ***Section 1 – Program Description and Objectives***

The Empower Program for Building Optimization is designed to

- help customers manage their electricity consumption so as to lower their electricity bill and consolidate their competitive position
- enable eligible customers to obtain financial assistance for implementation of electricity-saving measures in their buildings and the associated work, and to thus make the project more cost-effective
- focus on the overall energy efficiency of systems (for all uses of electricity) and allow the inclusion of a range of technological solutions adapted to the characteristics of different buildings
- promote measures of demonstrated efficiency and cost-effectiveness among energy efficiency industry players

**If you wish to obtain financial assistance to carry out an energy efficiency project, you must submit the project, with the help of a partnering professional of your choice.**

## ***Section 2 – Eligible Customers and Projects***

You must meet all the eligibility criteria before submitting your proposal under the Empower Program for Building Optimization.

For further information, contact your Hydro-Québec representative or Business Customer Services in your region (See Appendix 15).

### **2.1 Eligible customers**

The program applies to Hydro-Québec's current and new customers, as well to those connected to a municipal grid or electricity redistributor's grid,<sup>4</sup> that own or operate

- commercial or institutional buildings
- multiple-unit residential buildings of four storeys or more or having a building area of 600 m<sup>2</sup> or more
- buildings connected to Hydro-Québec off-grid systems<sup>5</sup>

The program covers new and existing buildings. Facilities or buildings must be **located in Québec**.

#### **NAICS code**

The types of industries eligible for Hydro-Québec's Empower Program for Building Optimization and Empower Program for Industrial Systems are listed in the North American Industry Classification System (NAICS) under Service-Producing Industries and Goods-Producing Industries.

The industries in these categories and the applicable rules are presented in Appendix 1.

To obtain the official NAICS code for the building covered in your project proposal, write to:

Statistics Canada  
Business Register Division  
8<sup>th</sup> floor A7, Jean Talon Building  
Ottawa (Ontario) K1A 0T6

Telephone: 613 951-9021

Fax: 613 951-6274

Hydro-Québec reserves the right to ask you to produce a document from the Business Register Division officially confirming your NAICS code.

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<sup>4</sup> In such a case, the partnering professional must contact the utility's representative, listed in Appendix 13.

<sup>5</sup> For more details on conditions applicable in such a case, see Appendix 12.

## 2.2 Eligibility criteria

### General conditions

To qualify for financial assistance, a project must

- generate measurable electricity savings
- involve various types of electricity use—HVAC (heating, ventilation, and air conditioning) systems, humidification, service water heating, indoor and outdoor lighting, refrigeration, cooking—or the building envelope
- reduce the electricity consumption of the building concerned by **at least 10,000 kWh/yr**
- **be implemented by December 31, 2010**

### Submission of a *Document d'avant-projet* [project outline form] before the project start date

- A *Document d'avant-projet* [project outline form] (see unofficial translation in Appendix 14) must be submitted to Hydro-Québec before the start date.<sup>6</sup> For any new project submitted under this Program, you and your partnering professional must fill in a *Document d'avant-projet* [project outline form] briefly describing the measures that you plan to implement in a given project. The applicable terms and conditions are described in Section 5 (Step 1.2).
- Transmitting the *Document d'avant-projet* [project outline form] as required is no guarantee that you will receive financial assistance for your project. Only a *Confirmation d'engagement d'un appui financier* [letter confirming the amount of financial assistance] received in response to a project submitted as specified in Section 5 of this Guide may commit Hydro-Québec in this regard.
- You must confirm the actual start date (as defined by Hydro-Québec) on the *Engagement de réalisation* [performance undertaking] form, which you must fill in once the project has been completed (see Section 5, Step 2, and Appendix 8a).

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<sup>6</sup> The project start date corresponds to (1) the date on which the first order for equipment (purchase order or invoice showing the order date) related to eligible electricity-saving measures is placed; or (2) the date on which the first contract for work to implement eligible electricity-saving measures is signed.

### Special conditions for new buildings and additions

A new building—or addition larger than 10 m<sup>2</sup> of an existing building—must normally meet the mandatory requirements of the Model National Energy Code for Buildings (MNECB), which apply to the building envelope, lighting system, HVAC<sup>7</sup> systems, service water heating and electrical appliances.

The MNECB establishes minimum standards of construction for building components and their features that affect a building's energy efficiency. It applies to all new buildings, except

- single-family dwellings
- multiple-unit residential buildings that have **up to three storeys** and a building area **less than 600 m<sup>2</sup>**
- buildings **less than 10 m<sup>2</sup>** in area
- farm buildings

A project that fails to respect any of the mandatory provisions will be subject to a penalty as set out in the table below.

### Penalty rate applied in case of noncompliance with MNECB

▪ <b>First mandatory provision not fulfilled</b>	Financial assistance reduced by 15%
▪ <b>Each additional provision not fulfilled</b>	Financial assistance reduced by 10%, cumulative for each additional provision not fulfilled

In this Guide, the term “new building” includes additions of 10 m<sup>2</sup> or more to an existing building.

If you wish to submit an application for an existing building and an addition to it, you must submit two separate projects.

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<sup>7</sup> HVAC: Heating, ventilation and air conditioning.



## **Section 3 – Eligible Measures and Costs**

### **3.1 Eligibility criteria for electricity-saving measures**

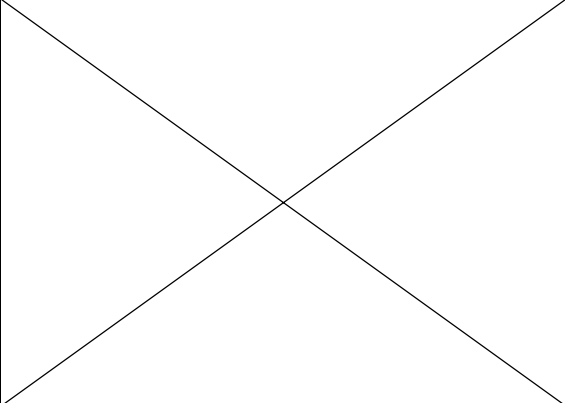
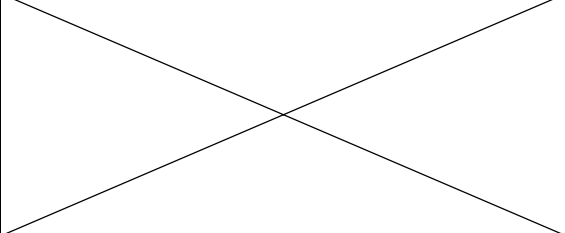
For the greatest flexibility, the Program’s approach is to leave it up to the customer to decide on the specific measures to be implemented in his building, as long as they meet the criteria listed below. Hydro-Québec reserves the right to approve, refuse or adjust the energy savings associated with an electricity-saving measure.

#### **General criteria**

<p>The measure is <b>eligible</b> if it satisfies <u>all</u> the criteria below:</p>	<p>The measure is <b>ineligible</b> if It does not satisfy all the criteria listed in the left-hand column, that is,</p>
<ul style="list-style-type: none"> <li>▪ It reduces electricity consumption of new or existing building equipment or systems. (Note: In the case of added equipment, it must result in electricity savings in relation to baseline equipment.)</li> <li>▪ It requires an investment in equipment.</li> <li>▪ It can be assessed and measured.</li> <li>▪ It surpasses a baseline energy efficiency (code or standard)</li> <li>▪ It involves equipment, materials or other components             <ul style="list-style-type: none"> <li>– Certified or approved by recognized independent industry authorities</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>– Proven to be energy-efficient by measurements or tests recognized by Hydro-Québec and carried out at the expense of the supplier of the measure or equipment</li> </ul> </li> <li>▪ It has a minimum service life of five years</li> </ul>	<ul style="list-style-type: none"> <li>▪ It saves electricity through maintenance and operational changes without replacing older equipment or adding more energy-efficient equipment</li> <li>▪ It saves electricity through technological changes without adding more electrically efficient equipment (for example, replacing controls for a pneumatic system with electronic controls but no additional measures)</li> <li>▪ It may have a negative impact on health, safety or the environment</li> </ul>

**See next page for special cases ⇨**

## Special cases

	▪ THE MEASURE IS <b>ELIGIBLE</b> <sup>8</sup> IF:	▪ THE MEASURE IS <b>INELIGIBLE</b> IF:
Energy conversion (or substitution)		<ul style="list-style-type: none"> <li>▪ Electricity savings result from conversion from one source of energy to another, that is,               <ul style="list-style-type: none"> <li>– Replacing a piece of equipment that runs on fossil fuel by electrical equipment</li> <li>or</li> <li>– Replacing a piece of electrical equipment by equipment that runs on fossil fuel</li> </ul> </li> </ul>
Energy recovery	<ul style="list-style-type: none"> <li>▪ Recovered energy generates electricity savings, no matter what the source of energy and the type of equipment used to recover the energy.</li> </ul> <p><b>Note:</b></p> <p><i>Hydro-Québec will systematically visit all facilities where projects that involve eligible recovery measures are implemented.</i></p>	<ul style="list-style-type: none"> <li>▪ Energy recovered from a given piece of equipment (even electric) that generates only savings of natural gas or another fuel.</li> </ul>
Self-generation of electricity		<ul style="list-style-type: none"> <li>▪ Electricity savings result from the use of self-generation systems (such as cogeneration systems, emergency generators, wind power generators or photovoltaic cells).</li> </ul>
Solar energy	<ul style="list-style-type: none"> <li>▪ Electricity savings are generated through the use of solar energy, as in the following cases:               <ul style="list-style-type: none"> <li>– Solar walls used to preheat building's fresh air</li> <li>– Solar panels used to preheat hot water</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Solar energy is used solely to save on natural gas or another fuel.</li> </ul>

<sup>8</sup> It must first meet all the general criteria listed in the preceding table.

### 3.2 Eligible and ineligible costs (applicable to existing buildings only)

<b>ELIGIBLE COSTS</b>	
<b>Equipment acquisition costs</b>	<ul style="list-style-type: none"> <li>▪ Acquisition costs of equipment, materials and accessories required for implementation of measure</li> </ul>
<b>Equipment installation costs</b>	<ul style="list-style-type: none"> <li>▪ Costs of labor (in-house or outside)</li> <li>▪ Other costs required for implementation of eligible measures</li> </ul>
<b>Professional fees</b>	<ul style="list-style-type: none"> <li>▪ Fees for plans and specifications associated with electricity-saving measures</li> <li>▪ Costs incurred to manage, oversee and commission project</li> </ul>
<b>Other costs</b>	<ul style="list-style-type: none"> <li>▪ Transportation costs</li> <li>▪ Customs fees</li> <li>▪ Building permits</li> <li>▪ Insurance coverage for the construction site during implementation of the measures</li> <li>▪ Eligible taxes: Portion of taxes not refundable by the two levels of government<sup>9</sup></li> </ul>

Any other costs must be approved by Hydro-Québec.

<b>INELIGIBLE COSTS<sup>10</sup></b>
<ul style="list-style-type: none"> <li>▪ Portion of taxes refundable by the two levels of government<sup>11</sup></li> <li>▪ Costs related to funding the project</li> <li>▪ Costs related to guarantees of energy savings and other performance guarantees</li> <li>▪ Work unrelated to improving electrical energy efficiency</li> <li>▪ Costs entailed after the completion of the work, such as running in and fine-tuning facilities as well as monitoring energy consumption</li> <li>▪ Costs associated with disposal or storage of hazardous materials (PCBs, asbestos, etc.)</li> <li>▪ Costs of equipment that runs exclusively on energy sources other than electricity, but that generate electricity savings</li> <li>▪ Cost of feasibility study<sup>12</sup></li> </ul>

<sup>9</sup> In the case of some organizations, the federal and provincial governments will partially refund the GST and QST. The portion of taxes not refundable by the government is an eligible cost under the Program.

<sup>10</sup> No cost incurred for preparing the *Document d'avant-projet* [project outline form] shall be reimbursed by Hydro-Québec.

<sup>11</sup> Businesses are not required to assume the costs of the GST and QST, as those taxes are fully refunded by the government. Those taxes are therefore not eligible costs to them. On the other hand, the portion of those taxes refundable by the government is not an eligible cost to not-for-profit organizations.

<sup>12</sup> The feasibility study is eligible for separate financial assistance (see Section 4.2).

**Description of eligible costs**

The eligible costs of each measure must be indicated in a data file produced by means of Hydro-Québec's project evaluation software (PEP), when applicable (see Section 5, Step 2).

In addition, to allow Hydro-Québec to check costs, the partnering professional shall fully describe the equipment, materials and accessories used to implement each measure, detailing the cost of each.

The partnering professional shall also indicate the particular work required to implement a measure, for example, using a crane and piercing a roof to install a piece of equipment in a mechanical penthouse.

**Justification of eligible costs**

If the eligible cost of a given measure exceeds the mean market values as recognized by Hydro-Québec, or if, for a given piece of equipment or work, there is no mean market value, the customer shall provide, on request, the appropriate reasons. Otherwise, Hydro-Québec reserves the right to reduce the amount of eligible costs.

## Section 4 – Financial Assistance from Hydro-Québec

Under the Program, Hydro-Québec provides financial assistance for carrying out eligible electricity conservation projects submitted according to the conditions described below.

### 4.1 Determining financial assistance for projects

The amount of financial assistance granted depends on the **energy efficiency gain achieved**. This gain is determined by dividing electrical energy savings by the total annual equivalent energy consumption of the reference building<sup>13</sup> The greater the improvement, the higher the rate of assistance (cents per kilowatthour). Energy efficiency gain equals eligible energy savings divided by the reference building's energy consumption. Eligible energy savings correspond to the lower of the following amounts:

- **Electricity savings in kilowatthours:** The difference between the reference building's electricity consumption and the proposed building's electricity consumption
- **Total energy savings in kilowatthours:** The difference between the reference building's energy consumption and the proposed building's energy consumption

The amount of financial assistance depends on the formula specific to the type of building, existing or new.<sup>14</sup>

### Method of calculating financial assistance

	EXISTING BUILDINGS	NEW BUILDINGS
Determining energy efficiency	<ul style="list-style-type: none"> <li>▪ Building's energy efficiency determined in relation to existing building, taking into account Program's baseline parameters<sup>15</sup> (<i>such as wall insulation or standardized operating hours</i>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ New building's energy efficiency determined in relation to reference building that satisfies MNECB's mandatory requirements and Program's baseline parameters<sup>16</sup></li> </ul>
Contribution based on energy efficiency gain	<p>Up to 10%: 10¢/kWh</p> <p>10–25%: 30¢/kWh</p> <p>Over 25%: 55¢/kWh</p>	<p>Up to 15%: 10¢/kWh</p> <p>15–35%: 30¢/kWh</p> <p>Over 35%: 55¢/kWh</p>

<sup>13</sup>The reference building is a generic building that is the same size and shape as the existing or planned building and that satisfies all Program requirements.

<sup>14</sup>The tools required to calculate the financial assistance are described in Section 5 (Step 2).

<sup>15</sup>When baseline parameters have not been defined by Hydro-Québec for application to a given building, Hydro-Québec will define the appropriate baselines from codes, standards or laws in force.

<sup>16</sup>To find out the penalties imposed when the MNECB's mandatory requirements are not met, see Section 2.

	EXISTING BUILDINGS	NEW BUILDINGS
Rules for calculating financial assistance	<ul style="list-style-type: none"> <li>▪ For each project, the financial assistance granted will be the lowest of the following amounts:</li> <li>▪ An amount calculated by multiplying eligible kilowatthours saved by Hydro-Québec's contribution based on energy efficiency gain</li> <li>▪ 40% of eligible costs</li> <li>▪ \$500,000 per project</li> </ul>	<ul style="list-style-type: none"> <li>▪ For each project, the financial assistance granted will be the lower of the following amounts:</li> <li>▪ An amount calculated by multiplying eligible kilowatthours saved by Hydro-Québec's contribution based on energy efficiency gain</li> <li>▪ \$500,000 per project</li> </ul>

### Existing buildings only

In your application for financial assistance, you must disclose the amount and source of any other financial assistance that you have received for the electricity-saving measures presented under the Program.

In such a case, the total of all financial assistance for the same measures, including the support granted by Hydro-Québec, shall not amount to more than 60% of eligible costs.

### 4.2 Contribution for feasibility study and for preparing a project proposal

This contribution will help defray the costs of the project feasibility study as well as the partnering professional's fees for preparing a project proposal for submission to Hydro-Québec. The points to be covered by the study are listed in Appendix 2a for existing buildings and Appendix 2b for new buildings.

#### Calculating financial assistance for feasibility study

<p><b>Financial assistance for a feasibility study</b> is determined by taking <b>the lower of the following two amounts</b>:</p> <ul style="list-style-type: none"> <li>▪ 50% of the cost of the study</li> <li>▪ 40% of the amount of the financial assistance approved by Hydro-Québec for implementation of the electricity-saving measures</li> </ul> <p><b>However, the amount of the assistance will not be less than \$600 or greater than \$7,500.</b></p> <p>No feasibility study is required for buildings with annual energy savings of less than 60,000 kWh or an area under 2,000 m<sup>2</sup>. Such buildings are therefore ineligible for this category of financial assistance; however, Hydro-Québec will award \$600 towards the cost of preparing your proposal.</p>
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#### Preconditions to payment of financial assistance

This contribution towards the feasibility study is conditional on the implementation of the energy-saving measures. It is in addition to the financial assistance and is paid once the project has been completed and then approved by Hydro-Québec, subject to the following conditions:

- The feasibility study must be carried out by a partnering professional registered with Hydro-Québec
- The feasibility study and its accompanying invoice must be submitted with the application for financial assistance

- Only one feasibility study per building is eligible for financial assistance
- The feasibility study must meet Hydro-Québec's requirements

### 4.3 Undertakings

You will receive a letter from Hydro-Québec confirming the amount of financial assistance to be granted (*Confirmation d'engagement d'un appui financier*), **valid for 24 months**, once Hydro-Québec has approved your application.<sup>17</sup>.

- You undertake to finalize your project within 24 months of the date of the confirmation letter.
- If you are unable to carry out the project within that time, you must notify Hydro-Québec in writing, giving
  - the reasons for the requested extension and
  - the anticipated date of completion of the work.
- Hydro-Québec will assess each request for an extension on its merits.
- If you would like to modify or cancel a proposal submitted to Hydro-Québec, you must follow the correct procedure, depending on the stage the project is at (see Appendix 3).
- For projects involving existing buildings, you must disclose the amount and source of any other financial assistance that you have received for the electricity-saving measures presented under the Program.

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<sup>17</sup>No letter will be sent in the case of a completed project submitted without a prior proposal.

## **Section 5 – Procedure for Obtaining Financial Assistance**

This section tells you everything you need to know about preparing and submitting a project proposal under the Program. It is intended to facilitate the process for both customers and partnering professionals.

There are eight steps in applying for and receiving financial assistance under the Empower Program for Building Optimization. They are shown in a flowchart, and the details are spelled out in the following pages.

**Step 1 – Choose partnering professional and submit *Document d'avant-projet* [project outline form]**

**Step 2 – Prepare application**

**Step 3 – Submit project proposal**

**Step 4 – Application review and confirmation of financial assistance**

**Step 5 – Request payment of financial assistance**

**Step 6 – Project approval and determination of compliance**

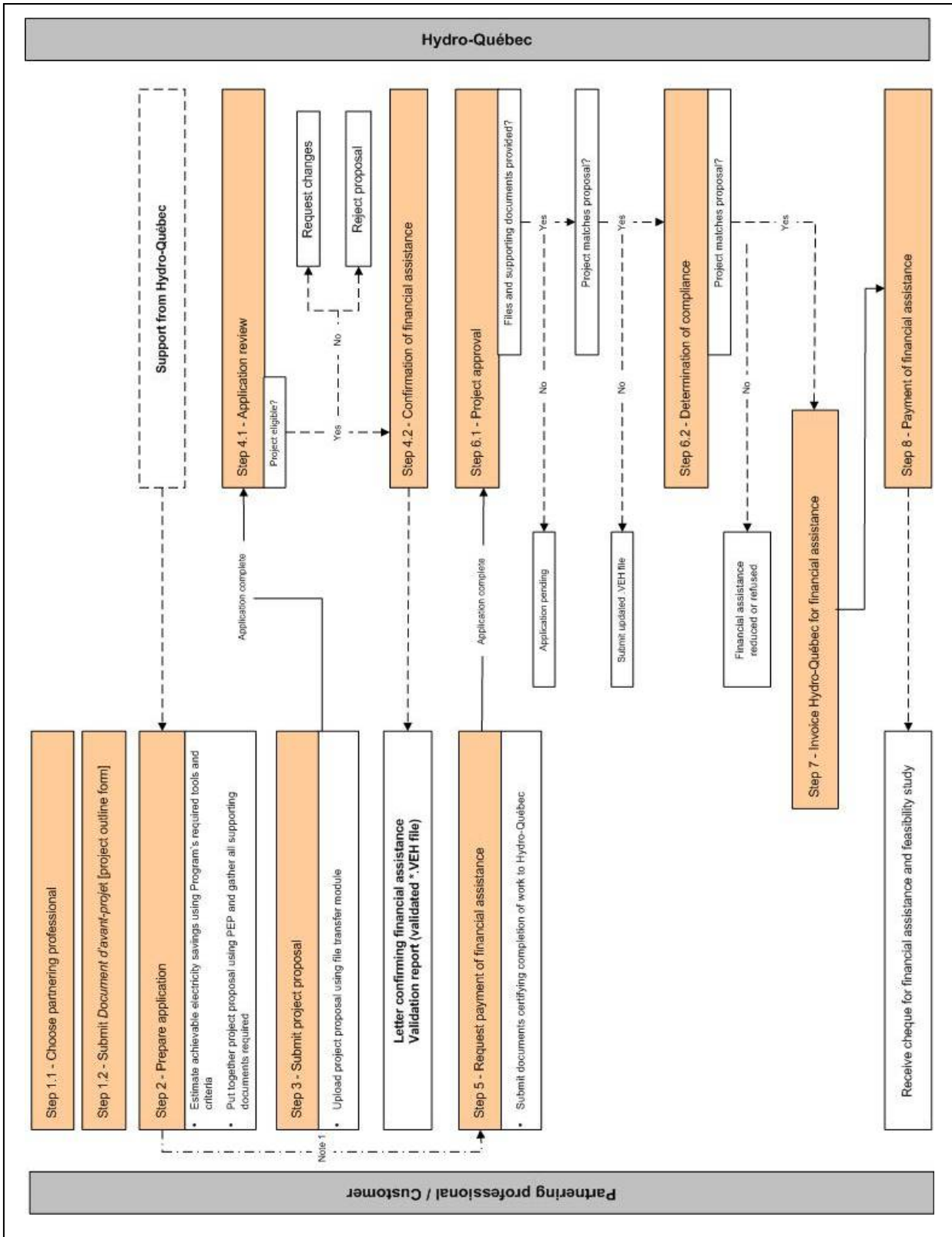
**Step 7 – Invoice Hydro-Québec for financial assistance**

**Step 8 – Payment of financial assistance**

The time required to process an application and, consequently, to pay out financial assistance, depends on the complexity of the proposal and on how quickly you and your partnering professional provide all the required documents and files.

A Hydro-Québec representative may contact you or your partnering professional at any time throughout the application process to request further details about your proposal. Hydro-Québec reserves the right to cancel the project if it fails to receive a response to its request within two months. In such a case, Hydro-Québec will notify you in writing of its intention.





## Detailed process

### Step 1 – Choose partnering professional and submit *Document d'avant-projet* [project outline form]

#### 1.1 Choose partnering professional

To submit a proposal under the Empower Program for Building Optimization, a customer must join forces with a partnering professional registered with the Program.<sup>18</sup>

A customer who meets the conditions listed below, however, may register as a partnering professional and submit a proposal directly to Hydro-Québec.

#### Who can be a partnering professional?

In the Program, the term “**partnering professional**” refers to an organization with a branch or office in Québec that employs at least one architect, engineer or professional technologist who is a member of the appropriate professional body.

#### How can you become a partnering professional?

To register as a partnering professional under the Program, fill in the registration form on the Partnering Professionals' section of the Program Web site at [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals) and sign up for the self-training program.

An organization with several offices must follow this procedure for each one.<sup>19</sup>

Professionals who wish to register must submit their résumés to Hydro-Québec, describing their experience with energy efficiency projects.

Once you have registered as a Hydro-Québec partnering professional, you will receive a registration number, which will allow you to identify yourself when required, register more qualified professionals and access the file transfer module.

**Junior engineers** may submit projects to Hydro-Québec as professionals employed by organizations recognized as partnering professionals; however, the organization's engineer must complete, sign and send to Hydro-Québec a letter authorizing the designated junior engineer to register as a professional under the Program. Appendix 7 provides an unofficial translation of a model letter, the French version of which can be downloaded from [www.hydroquebec.com/partnering\\_professionals/roles.html](http://www.hydroquebec.com/partnering_professionals/roles.html).

#### What is the role of a partnering professional?

An organization registered as a partnering professional is responsible for quality control of proposals submitted to Hydro-Québec by the professionals in its employ.

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<sup>18</sup> The list of partnering professionals is available from [www.hydroquebec.com/business/appui\\_batiments](http://www.hydroquebec.com/business/appui_batiments).

<sup>19</sup> This does not apply to municipalities.

## 1.2 Submit *Document d'avant-projet* [project outline form] before project start date

Before the project start date, you and your partnering professional must fill in the *Document d'avant-projet* [project outline form] to be able to submit your proposal under the Program. Failure to comply with the requirements in effect will lead to refusal of the project as presented (e.g., if the start date precedes the date on which the project outline form was received). The application form and the file transfer module used to submit the form are on the Program Web site. When you use the file transfer module to submit your project, a reference number (*numéro de dossier*) is automatically assigned to it. This reference number will be used in all future correspondence related to the project. The reference number is linked to a user code and password (allow 36 hours to receive the code). Only the holder of the user code is authorized to submit any further documents related to the project.

### The project start date corresponds to

1. the date on which the first order for equipment (purchase order or invoice showing the order date) related to eligible electricity-saving measures is placed  
or
2. the date on which the first contract for work to implement eligible electricity-saving measures is signed.

For any new project submitted under this Program, you and your partnering professional must send a duly completed *Document d'avant-projet* [project outline form] before the start date. The form describes the planned electricity-saving measures in a project for which **financial assistance will be requested** (in compliance with the requirements set out in this *Participant's Guide*). If any measures are **added or eliminated** when the project is implemented, the form will remain valid and it will not be necessary to send a new form for the project.

From the date on which Hydro-Québec receives the *Document d'avant-projet* [project outline form], you have 24 months in which to

- submit a project proposal to Hydro-Québec, in order to obtain a *Confirmation d'engagement d'un appui financier* [letter confirming the amount of financial assistance] before you begin working on the project;
- carry out the project and send your supporting documents to Hydro-Québec to receive the financial assistance to which you are entitled, if you have not submitted a prior proposal.

**Note:** If you do not expect to submit the project proposal within the prescribed 24-month period, you must submit a new *Document d'avant-projet* [project outline form] before the first one expires, using the same reference number.

However, the terms and conditions are those in force when the project is submitted to Hydro-Québec to obtain a confirmation of financial assistance or payment of financial assistance in accordance with the procedure set out in this section.

A *Document d'avant-projet* [project outline form] is **not** a project proposal. The proposal itself includes the data file produced with the PEP (project evaluation software) and the feasibility study, if applicable (see Step 2.2 for all the details).

Hydro-Québec records the date on which it receives your *Document d'avant-projet* [project outline form] by means of the file transfer module. You can then begin work on your eligible electricity-saving measures. An unofficial translation of the form is provided in Appendix 14.

## Step 2 – Prepare application

A partnering professional (or the customer, if registered as a partnering professional) must submit an application.

To be eligible for financial assistance, the application must be prepared using the tools and including the documents required by Hydro-Québec, as set out in the following pages, and must comply with all Program requirements.

### 2.1 Tools required by Program

The table below shows the modeling tools to be used to calculate financial assistance as well as energy savings eligible under the Program.<sup>20</sup>

It is **mandatory** to use the **project evaluation software** (PEP) for new and existing buildings, as described in the first table below. **Exceptions** are listed in the second table.

EXISTING BUILDINGS	NEW BUILDINGS
<p><b>Project Evaluation Software (PEP)</b></p> <p>The PEP is used to determine the financial assistance applicable to the project. The software (with online help), which defines the parameters required under the Program, may be downloaded from <a href="http://www.hydroquebec.com/partnering_professionals">www.hydroquebec.com/partnering_professionals</a>.</p> <p><b>(Note: The software is in French only.)</b></p>	

In the following exceptional cases, other tools and procedures may be authorized by Hydro-Québec.

EXISTING BUILDINGS	NEW BUILDINGS
<p><b><u>When the project evaluation software is not suitable for the type of building the project covers</u></b></p> <p>The tools and the procedures to be followed are described in Appendix 5.</p> <p><b><u>Arenas only</u></b></p> <p>The procedure to be followed is described in Appendix 6.</p>	<p><b><u>Arenas only</u></b></p> <p>The procedure to be followed is described in Appendix 6.</p>
<p><b><u>Solar walls</u></b></p> <p>The tool required, Natural Resources Canada's RETScreen, is available from <a href="http://www.retscreen.net/ang">www.retscreen.net/ang</a>.</p>	<p><b><u>Solar walls</u></b></p> <p>The tool required, Natural Resources Canada's RETScreen, is available from <a href="http://www.retscreen.net/ang">www.retscreen.net/ang</a>.</p>
<p><b>Note:</b> <i>The use of any other simulation tool or any other procedure requires prior authorization from Hydro-Québec.</i></p>	

<sup>20</sup> To calculate financial assistance, see Section 4.

## **2.2 Files and printed documents required**

The partnering professional is responsible for ensuring that all required documents are ready before the proposal is submitted to Hydro-Québec. The tables on the following pages list the files and printed documents to be submitted. Failure to submit any of the documents required by the Program could cause a delay in the processing of the project by Hydro-Québec. **If you would like, you can submit your project, accompanied by the required documents, to Hydro-Québec, once the work has been completed. Hydro-Québec reserves the right to refuse any nonprobative supporting document.**

## List of required documents and files

### **Before you start any work and prepare your proposal under the Program**

EXISTING BUILDINGS	NEW BUILDINGS	NOTE
<ul style="list-style-type: none"> <li>Document d'avant-projet [project outline form] (See unofficial translation in Appendix 14)</li> </ul>	<ul style="list-style-type: none"> <li>Document d'avant-projet [project outline form] (See unofficial translation in Appendix 14)</li> </ul>	<ul style="list-style-type: none"> <li>The project outline is valid for 24 months.</li> </ul>

### **Before you carry out your project (if you want to receive a letter confirming financial assistance)<sup>21</sup>**

EXISTING BUILDINGS	NEW BUILDINGS	NOTES
<ul style="list-style-type: none"> <li>PEP data file (*.VEH)</li> </ul>	<ul style="list-style-type: none"> <li>PEP data file (*.VEH)</li> </ul>	<ul style="list-style-type: none"> <li>The procedure for projects involving <u>existing buildings that cannot be handled by the PEP</u> is explained in Appendix 5.</li> <li>The files required for <u>arena projects</u> (existing and new) are listed in Appendix 6.</li> <li>Natural Resources Canada's RETScreen, the tool required for projects involving <u>solar walls</u>, can be downloaded from <a href="http://www.retscreen.net/ang">www.retscreen.net/ang</a>.</li> </ul>
<ul style="list-style-type: none"> <li>Feasibility study (if required), dated and signed by the professional registered with the Program. Section 4.2 (Terms and conditions)</li> <li>Appendix 2a) Existing buildings (Document checklist)</li> </ul>	<ul style="list-style-type: none"> <li>Feasibility study (if required) signed by the professional registered with the Program. Section 4.2 (Terms and conditions)</li> <li>Appendix 2b) New buildings (Document checklist)</li> </ul>	<ul style="list-style-type: none"> <li>A feasibility study is required for projects that save 60,000 kWh/year or more and for buildings with a floor area of 2,000 m<sup>2</sup> or more.</li> </ul>
<ul style="list-style-type: none"> <li>Photographs of each of the building's façades (electronic files)</li> <li>Scale drawing <u>or</u> sketch (electronic file) of a typical floor, showing the building's dimensions and identifying all the main rooms (electronic format)</li> <li>Electronic copies of manufacturer's technical bulletins <u>or</u> shop drawings for the main energy-saving devices or equipment</li> </ul>	<ul style="list-style-type: none"> <li>Plans and specifications (architecture, mechanical, power and control), both hard copies and electronic versions                             <ul style="list-style-type: none"> <li>– Specifications (Word document)</li> <li>– Plans (AutoCAD file)</li> </ul> </li> <li>Scale drawing <u>or</u> schematic (electronic version) showing main functional areas of the building, as obtained by simulation with the PEP</li> <li>Electronic copies of manufacturer's technical bulletins <u>or</u> shop drawings for the main energy-saving devices or equipment</li> </ul>	

<sup>21</sup>You **may not** submit a project proposal until Hydro-Québec has **received** your project outline form (*Document d'avant-projet*).

**After you complete your project (to obtain financial assistance)**<sup>22</sup>

EXISTING BUILDINGS	NEW BUILDINGS	NOTES
<ul style="list-style-type: none"> <li>▪ <i>Engagement de réalisation</i> [performance undertaking] form (Appendix 8a)</li> <li>▪ <i>Informations requises relativement au Relevé 27</i> [Relevé 27 information] form (Appendix 8b)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Engagement de réalisation</i> [performance undertaking] form (Appendix 8a)</li> <li>▪ <i>Informations requises relativement au Relevé 27</i> [Relevé 27 information] form (Appendix 8b)</li> </ul>	<ul style="list-style-type: none"> <li>▪ All the forms can be downloaded from Hydro-Québec's Web site: <a href="http://www.hydroquebec.com/partnering_professionals">www.hydroquebec.com/partnering_professionals</a>. They must be sent as <u>separate files</u> once they have been filled in and signed.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Invoice for feasibility study, if required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invoice for feasibility study, if required</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <i>Grille détaillée de coûts totaux</i> [cost breakdown], signed by customer, contractor or professional (Appendix 4) (Note: If the work has been done by in-house staff, the form must be signed by the customer.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ One of the following documents:                             <ul style="list-style-type: none"> <li>– Final or provisional acceptance of work signed by customer (Appendix 9a or 9b)</li> <li>– Work completion certificate signed by engineer or architect (Appendix 9c)</li> <li>– Municipal occupancy permit (Appendix 9d)</li> </ul> </li> </ul>	<p><u>Projects involving existing buildings</u></p> <ul style="list-style-type: none"> <li>▪ Should the final total costs of the project differ from those detailed in the PEP data file (*.VEH) submitted before the project was carried out, an updated file must be submitted.</li> <li>▪ The cost breakdown (Excel file) can be downloaded from <a href="http://www.hydroquebec.com/partnering_professionals">www.hydroquebec.com/partnering_professionals</a>.</li> </ul> <p><u>Projects involving new buildings</u></p> <ul style="list-style-type: none"> <li>▪ The models in appendixes 9a to 9d are provided solely <b>as an indication</b>. Customers and partnering professionals are not obliged to use them.</li> <li>▪ The model files can be downloaded from <a href="http://www.hydroquebec.com/partnering_professionals">www.hydroquebec.com/partnering_professionals</a>.</li> </ul>
<p><u>Projects granted \$7,500 or more in financial assistance only</u></p> <ul style="list-style-type: none"> <li>▪ Project invoices</li> <li>▪ For Québec government <u>buildings only</u>: invoices or certificates of payment</li> </ul>		<p><u>Projects involving existing buildings granted under \$7,500 in financial assistance</u></p> <ul style="list-style-type: none"> <li>▪ Invoices and supporting documents do not have to be submitted with the application, but must be kept and produced on request.</li> </ul>
<p><u>Work done by in-house resources</u></p> <ul style="list-style-type: none"> <li>▪ <i>Grille détaillée des coûts</i> [cost breakdown] signed by customer</li> </ul> <p><b>AND</b> Letter signed by customer containing the following information:</p>	<ul style="list-style-type: none"> <li>▪ Not applicable</li> </ul>	

<sup>22</sup>If the project being submitted has been completed, the partnering professional must still forward the files and printed documents listed in the preceding table under the heading "Before you carry out your project." Similarly, you **may not** submit a project proposal until Hydro-Québec has **received** your *Document d'avant-projet* [project outline form].

EXISTING BUILDINGS	NEW BUILDINGS	NOTES
<ul style="list-style-type: none"> <li>– Names of all employees who have worked on the project</li> <li>– Number of hours worked</li> <li>– Hourly rate</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>▪ List of employees, including, for each employee: <ul style="list-style-type: none"> <li>– Name</li> <li>– Number of hours chargeable to project and hourly rate</li> </ul> </li> </ul> <p><b>AND</b> Copy of payroll or any other document proving hours and hourly rates (such as timesheets or pay sheets)</p>		
<p><u>Customer has an <b>energy efficiency agreement</b> with an energy service company (ESCO) and there are no invoices for work between the parties</u></p> <ul style="list-style-type: none"> <li>▪ <u>If project is being paid for by ESCO:</u> <ul style="list-style-type: none"> <li>– Copy of agreement between ESCO and customer</li> <li>– <b>AND</b> cost breakdown on ESCO letterhead, with authorized signature</li> </ul> </li> <li>▪ <u>If ESCO is receiving project financing directly from financial institution:</u> <ul style="list-style-type: none"> <li>– Copy of project financing agreement</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>– Copy of agreement between ESCO and customer</li> <li>– <b>AND</b> cost breakdown, signed by contractor, customer or professional</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not applicable</li> </ul>	

***After the completed project has been approved and checked for compliance***

EXISTING BUILDINGS	NEW BUILDINGS	NOTES
<ul style="list-style-type: none"> <li>▪ Invoice for financial assistance Section 5, Step 7, and Appendix 10</li> </ul>	<ul style="list-style-type: none"> <li>▪ Invoice for financial assistance Section 5, Step 7, and Appendix 10</li> </ul>	



### Step 3 – Submit project proposal

When you are ready to submit a project proposal, you must use the file transfer module, available on the Hydro-Québec Web site, to submit all electronic documents, including the *Grille détaillé des coûts* [cost breakdown] form, the *Engagement de réalisation* [performance undertaking] form and the *Informations requises relativement au Relevé 27* [information required for the Relevé 27 tax slip].<sup>23</sup>

When you use the file transfer module on the Hydro-Québec Web site, you must

1. Select the program *Appui aux initiatives - Optimisation énergétique des bâtiments* [Empower Program for Building Optimization], so that you can open a project file and be assigned a reference number.
2. Upload all the electronic files related to your project to the project file.

You can fax printed documents, such as invoices, to **1 866 303-5562**. All faxed documents must be identified with the **reference number** assigned as described above.

For a project involving a new building, a printed copy of plans and specifications must be mailed to the address below, with the reference number marked clearly on the envelope.

#### **Bureau de validation des demandes d'appui aux initiatives**

24<sup>e</sup> étage

2, Complexe Desjardins, tour Est

C.P. 10000, succ. Desjardins

Montréal (Québec) H5B 1H7

All required documents and information about projects must be provided.

### Step 4 – Application review and confirmation of financial assistance

Hydro-Québec will review your proposal to make sure that it is complete and to determine whether it meets all the Program eligibility criteria.

If the proposal is incomplete, a staff member will be in touch with you. Once your proposal is complete, Hydro-Québec will start checking it and will send you a validation report, that is, the validated PEP data file (\*.VEH), along with one of the following:

- A request that you resubmit the proposal with changes
- A letter confirming the amount of financial assistance from Hydro-Québec (*Confirmation d'engagement d'un appui financier*)—except in the case of an application for a completed project submitted without a prior proposal
- An explanation of the technical reasons for which the proposal was turned down

<sup>23</sup>If you are unable to convert these documents to electronic form to send them by means of the file transfer module, you may fax them to 1 866 303-5562. Be sure to indicate the reference number assigned by the file transfer module when you submitted your *Document d'avant-projet* [project outline form].

No more than three proposals may be submitted for the same project. If an incomplete proposal is submitted twice, Hydro-Québec will send you a notice stating that it reserves the right to cancel the application, should it still be incomplete the third time.

You must use the file transfer module on the Hydro-Québec Web site to upload any additional information required by one of Hydro-Québec's reviewers.

#### **Step 5 – Request payment of financial assistance**

After the work has been completed, your authorized representative must send the required files and documents to Hydro-Québec (see Section 2.2, Step 2 above).

If the work done or eligible costs are not the same as those confirmed by Hydro-Québec at Step 4, you must submit a corrected version of the PEP data file (\*.VEH) (see Case 3 in Appendix 3).

#### **Step 6 – Project approval and determination of compliance**

Once Hydro-Québec has received your complete application for financial assistance, the project approval process will begin. Hydro-Québec may visit your building and inspect your project to make sure that the measures have actually been implemented. Hydro-Québec reserves the right to adjust or cancel the financial assistance granted to the project if the inspector finds that the work has not been done according to the proposal submitted.

#### **Step 7 – Invoice Hydro-Québec for financial assistance**

Since payments under the Program are subject to the goods and services tax (GST) and Quebec sales tax (QST), you must first issue an invoice to Hydro-Québec indicating the amounts of taxes separately.

The invoice shall also include all the information stipulated by tax regulations, including GST and QST registration numbers.

To help you produce the invoice, Hydro-Québec will send out a letter including the information required under the Program, the amounts of the financial assistance and any contribution towards a feasibility study (see Appendix 10).

Once you have put together all the required information, you must issue an invoice through your accounting system and send it to Hydro-Québec.

#### **Step 8 – Payment of financial assistance**

Once we have received your invoice, Hydro-Québec will pay out the amount on it as well as a contribution towards the feasibility study, if applicable.

Hydro-Québec reserves the right to refuse to pay out this assistance, in whole or in part, in the case of energy efficiency projects that fail to meet Program requirements.

Hydro-Québec may deduct from the financial assistance any amount owing, including any electricity bill, whether overdue or not, or any deposit for a service contract that you hold.

# Appendix 1 *Industries Eligible for Empower Programs by North American Industry Classification System Codes (NAICS coding)*

Guidelines	
<ul style="list-style-type: none"> <li>If <u>the economic activity of the building covered by the project</u> is part of an industry that falls under the <b>Service-Producing Industries</b> category of the North American Industry Classification System (NAICS), the project should be submitted to the <b>Empower Program for Building Optimization</b>.</li> <li>If <u>the economic activity of the building covered by the project</u> is part of an industry that falls under the NAICS category of <b>Goods-Producing Industries</b>, the project should be submitted to the <b>Empower Program for Industrial Systems</b>.</li> </ul>	
<p>The industries in each of these categories are listed below.</p> <p><u>N.B.</u></p> <ul style="list-style-type: none"> <li>These guidelines apply as is to projects involving <b>office space, the building envelope, or heating and air-conditioning systems</b>. It is <u>the economic activity of the building covered by the project</u> that determines the program for which it is eligible.</li> <li>Similarly, the guidelines also apply to <b>all projects carried out on a construction site</b>. It is the <u>intended economic activity of the building under construction covered by the project</u> that determines the program for which it is eligible. (Not to be confused with Industry 23, Construction.)</li> <li><b>Exceptions:</b> Exceptions to which these guidelines do not apply are listed on the next page.</li> </ul>	
Service-Producing Industries category assigned to the Empower Program for Building Optimization	Goods-Producing Industries category assigned to the Empower Program for Industrial Systems
41 – Wholesale Trade 44, 45 – Retail Trade 48, 49 – Transportation and Warehousing 51 – Information and Cultural Industries 52 – Finance and Insurance 53 – Real Estate and Rental and Leasing 54 – Professional, Scientific and Technical Services 55 – Management of Companies and Enterprises 56 – Administrative and Support, Waste Management and Remediation Services 61 – Educational Services 62 – Health Care and Social Assistance 71 – Arts, Entertainment and Recreation 72 – Accommodation and Food Services 81 – Other Services (except Public Administration) 91 – Public Administration	11 – Agriculture, Forestry, Fishing and Hunting 21 – Mining and Oil and Gas Extraction 22 – Utilities 23 – Construction 31, 32, 33 – Manufacturing

EXCEPTIONS	EXCEPTIONS
<p><b>713920 – Skiing Facilities</b></p> <p><b>All projects applying to equipment that</b></p> <ul style="list-style-type: none"> <li>▪ Produces snow or</li> <li>▪ Moves people on slopes</li> </ul> <p>are assigned to the <b>Empower Program for Industrial Systems.</b></p>	<p>A project specifically carried out in a space reserved for <b>administrative</b> use at a given location or establishment where <b>multiple NAICS coding</b> (primary and secondary) exists and the <b>secondary code belongs to a service-producing</b> category is assigned to the <b>Empower Program for Building Optimization.</b></p> <p>Example</p> <p>325410 – Pharmaceutical and Medicine Manufacturing (primary)</p> <p>541710 – Research and Development in the Physical, Engineering and Life Sciences (secondary)</p> <hr/> <p><b>23 – Construction</b></p> <p>All projects carried out <b>in buildings</b> associated with this sector are assigned to the <b>Empower Program for Building Optimization.</b></p> <hr/> <p><b>115 – Support Activities for Agriculture and Forestry</b></p> <p>All projects associated with this sector are assigned to the <b>Empower Program for Building Optimization.</b></p> <hr/> <p><b>213 – Support Activities for Mining and Oil and Gas Extraction</b></p> <p>All projects associated with this sector are assigned to the <b>Empower Program for Building Optimization.</b></p>

## **Appendix 2 a) Document Checklist for the Eligibility of Feasibility Studies – Existing Buildings**

### **1. Description of building**

- a. Type of building (e.g., office building)
- b. Total area
- c. List of main types of rooms in building and approximate area of each (e.g., offices = 30,000 m<sup>2</sup>, cafeteria = 500 m<sup>2</sup>, parking = 1,500 m<sup>2</sup>)
- d. Year of construction
- e. Number of storeys
- f. Occupancy rates and hours
- g. Other information of interest

### **2. Brief description of main electromechanical systems**

- a. Central electromechanical systems, terminals and controls
- b. Sources of heating, air conditioning and humidification for each electromechanical system
- c. Technical specifications (manufacturer's technical bulletins) of main systems (e.g., coolers, rooftop units, control systems [control schematics])

**Note:** *Be sure to mention in particular any equipment that will be affected by electricity-saving measures, especially when presenting innovative concepts.*

### **3. Summary of annual energy use and cost**

Breakdown by type of use and energy source (Note: Show energy consumption for the following purposes)

- Heating building envelope
- Heating fresh air
- Air conditioning
- Service water heating
- Indoor lighting
- Outdoor lighting
- Humidification
- Cooking
- Motors
- Other

### **4. Description of energy efficiency measures**

- a. Describe each electricity-saving measure
- b. Provide the following information for each measure:
  - Annual energy savings
  - Financial savings
  - Cost of investment
  - Payback period

## ***Appendix 2 b) Document Checklist for the Eligibility of Feasibility Studies – New Buildings***

### **1. Description of building**

- a. Type of building (e.g., office building)
- b. Total area
- c. List of main types of rooms in building and approximate area of each (e.g., offices = 30,000 m<sup>2</sup>, cafeteria = 500 m<sup>2</sup>, parking = 1,500 m<sup>2</sup>)
- d. Year of construction
- e. Number of storeys
- f. Other information of interest

### **2. Brief description of main electromechanical systems**

- a. Central electromechanical systems, terminals and controls
- b. Sources of heating, air conditioning and humidification for each electromechanical system
- c. Technical specifications (if available)  
*Note: Be sure to mention in particular any equipment that will be affected by electricity-saving measures*

### **3. Description of energy efficiency measures**

- a. Describe each electricity-saving measure
- b. Submit manufacturer's technical bulletins for main equipment and systems that will be affected by energy-saving measures (e.g., coolers, rooftop units, control systems [control schematics])


## **Appendix 3      Procedure for Modifying or Canceling an Application for Financial Assistance Already Submitted to Hydro-Québec**

STAGE OF THE INITIAL PROJECT	PROCEDURES
<p><b>Case 1</b></p> <ul style="list-style-type: none"> <li>▪ You want to modify your project <b>during the technical review stage</b></li> </ul>	<ol style="list-style-type: none"> <li>1. <b>If the technical reviewer deems the changes to be minor</b>, Hydro-Québec may agree to make the change to the project on file at your written request.</li> <li>2. <b>If the technical reviewer deems the changes to be major</b>, you must send Hydro-Québec a letter to cancel your application for financial assistance.*</li> </ol> <p>You must then submit a new project using currently valid tools. Your project will be studied and processed by Hydro-Québec based on the terms and conditions applicable at that time.</p>
<p><b>Case 2</b></p> <ul style="list-style-type: none"> <li>▪ You want to modify your project <b>after Hydro-Québec has confirmed financial assistance</b></li> </ul>	<p>You must send Hydro-Québec a letter to cancel your application for financial assistance.* You must then submit a new project using currently valid tools. Your project will be studied and processed by Hydro-Québec based on the terms and conditions applicable at that time.</p>
<p><b>Case 3</b></p> <ul style="list-style-type: none"> <li>▪ You want to modify your project <b>at the time you submit your <i>Engagement de réalisation</i> (performance undertaking form)</b></li> </ul>	<p>You follow the instructions on the <b>performance undertaking form (<i>Engagement de réalisation</i>)</b> and send Hydro-Québec the documents below using currently valid tools.</p> <ul style="list-style-type: none"> <li>▪ PEP data file (*.VEH)</li> <li>▪ Explanatory documents (see terms and conditions in this Guide)</li> </ul> <p>The project will be processed and reviewed by HQ in accordance with terms and conditions then in effect.</p>
<p>*In that letter, you must clearly state that you wish to cancel the application for financial assistance that you submitted to Hydro-Québec and must include the following information:</p> <ul style="list-style-type: none"> <li>▪ Address of building in question</li> <li>▪ Project reference number assigned by Hydro-Québec (ask your representative, if necessary)</li> <li>▪ Name of partnering professional who submitted the application</li> <li>▪ Reason you want to cancel your application for financial assistance</li> </ul> <p>This request must be signed by an authorized official in your company and faxed to Hydro-Québec at <b>1 866 303-5562</b>.</p>	

**N.B.:** If you cancel an application for financial assistance submitted earlier, you will no longer be entitled to receive that assistance, even if Hydro-Québec has made a commitment to pay it.


**N.B.:** In compliance with Hydro-Québec's directive on the application of the Charter of the French language, all written communications with legal entities having a place of business in Québec are in French only. The French version of this form must therefore be completed, signed and submitted. A translation of the contents of this form is provided here for information purposes only.

## Appendix 4 Cost Breakdown – Unofficial Translation



ENERGY WISE  
MAKES BUSINESS SENSE

Empower Program for Building Optimization  
Detailed Table of Total Costs



Customer's name: \_\_\_\_\_

For internal use

Numéro de dossier du projet : \_\_\_\_\_

Date de réception : \_\_\_\_\_

Work done by

Contractor

Customer

Contractor and customer

Measure	Actual investment (\$) <sup>(1)</sup>				Contractor's invoice			For internal use (HQ check)	
	Identify measure as in PEP file	Cost (materials and equipment) <sup>(2)</sup>	Labor <sup>(2)(3)</sup>	Eligible taxes <sup>(4)</sup>	Total cost (\$)	Invoice no. <sup>(5)</sup>	Name of contractor or supplier		Invoice date
1.					-	\$			
2.					-	\$			
3.					-	\$			
4.					-	\$			
5.					-	\$			
6.					-	\$			
7.					-	\$			
8.					-	\$			
9.					-	\$			
10.					-	\$			
<b>Cost of professional services</b>									
1. Plans and specifications									
2. Project management									
3. Site supervision									
4.									
5.									
<b>Other costs</b>									
1.									
2.									
3.									
4.									
5.									
<b>TOTAL</b>									
		\$	\$	\$	-	\$			

(1) If costs are not entered in Canadian dollars, indicate in Table 1 below the price in the foreign currency and the exchange rate used.  
 (2) Cost before taxes.  
 (3) Work done by the customer, provide supporting documents specified in Participants Guide (Section 5, Step 2).  
 (4) Share of taxes not refundable by either level of government.  
 (5) Enter number of invoice covering measure.

Type of cost	Amount in foreign currency	Rate of exchange	Date

The table of total costs **MUST** be signed by the customer, a contractor or a professional

Name of administrator in charge: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Signature

**Note:** This table applies **only** to projects involving **existing buildings**.

The cost breakdown (*Grille détaillé des coûts totaux* Excel file) can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).



## Appendix 5 **Preparing Project Proposals That Cannot Be Handled by the Project Evaluation Software (PEP) – Existing Buildings**

As the project evaluation software (PEP) cannot handle some types of buildings, Hydro-Québec has adapted certain Program terms and conditions to enable customers with such buildings to take part and receive financial assistance.

The process described below **may not be followed without Hydro-Québec's prior approval**. For further information about the procedure to follow, contact your Hydro-Québec representative or Business Customer Services in your region.

Furthermore, except as specified in this appendix, all other terms and conditions of the Program must be respected.

### Preparing and submitting proposals

Partnering professionals must submit the following documents and information with an application for financial assistance for this type of building under the Program.

#### FILES AND PRINTED DOCUMENTS REQUIRED

You must submit the following files and printed documents with your proposal:

- PEP data file (\*.VEH)  
**N.B.:** Select *Dossier administratif seulement* [administrative application only] from the *Vocation de référence* [reference building type] drop-down menu.
- Energy efficiency project feasibility study<sup>24</sup>
- The data (parameters) used to calculate the electricity savings of each measure.  
The proposal forms must be used to enter the parameters for calculating measures. The forms (in French only) are only available for a few types of measures. The forms can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).
  - In section B of the forms, enter the parameters that correspond to the building's current situation. Disregard the *paramètres de référence* [baseline parameters].
  - Detailed calculation of energy savings for each measure must be shown in section E of the proposal form.
- Photographs of each of the building's façades (electronic files)
- Scale drawing or sketch (electronic file) of a typical floor, showing the building's dimensions and identifying all the main rooms
- Electronic copies of manufacturer's technical bulletins or shop drawings for the main energy-saving devices or equipment

**Note:** *Be sure to present the cost breakdowns as clearly as possible so that Hydro-Québec technical reviewers can approve the energy savings.*

### Hydro-Québec's proposal-handling process

Once we have received the files described above, we will

- conduct a technical review of the electricity savings and
- adjust the energy savings for you to take into account the Program's baseline parameters, where applicable. *When the baseline parameters do not apply, no adjustment will be made. Baseline parameters will be applied at the sole discretion of Hydro-Québec.*

<sup>24</sup>No feasibility study is required for buildings with annual energy savings of less than 60,000 kWh per year or an area under 2,000 m<sup>2</sup>. Financial assistance is not granted for feasibility studies in such cases; however, Hydro-Québec will award you \$600 towards the cost of preparing your proposal.

## **Appendix 6      *Applying to Hydro-Québec for Financial Assistance for Projects Already Submitted to PIRAQ – Rules for Submitting Arena Projects***

Given that the PEP, the project evaluation software, is unable to handle arena projects, a streamlined procedure has been set up to handle them. Except for the details presented in this appendix, all other terms and conditions under the Program apply and must be respected.

Energy savings evaluation for an arena project must be based on a baseline scenario. In the case of an **existing building**, the scenario makes use of the baseline consumption determined from the building's typical annual electricity bill. In the case of a **new building**, the partnering professional must submit an appropriate baseline scenario. Hydro-Québec reserves the right to adjust the baseline consumption and electricity savings to take into account the terms and conditions specific to the Program.

### **Files and printed documents required**

You must submit the following files and printed documents with your proposal:

- PEP data file (\*.VEH) by selecting *Dossier aréna* [arena application] from the *Vocation de référence* [reference building type] drop-down menu
- Energy efficiency project feasibility study as described below
- Detailed calculations used to determine the summary of annual energy use and cost presented
- Electronic copies of manufacturer's technical bulletins or shop drawings for the main energy-saving devices or equipment

**Note:** *Be sure to present the cost breakdowns as clearly as possible so that Hydro-Québec technical reviewers can approve the energy savings.*

**Exception:** If the project also involves large areas connected to the arena (e.g., common room, gymnasium or pool), you must

- create another file by selecting *Complexe sportif* [sports complex] from the *Vocation de référence* [reference building type] drop-down menu;
- launch the simulation;
- enter the energy savings and eligible costs in the PEP *Dossier aréna* [arena application] data file (\*.VEH) by selecting *Autres mesures* [other measures] from the *Mesures d'efficacité énergétiques* [energy efficiency measures] drop-down menu.

### **Checklist of required information (arena project feasibility study)\***

\* Feasibility studies that are carried out under PIRAQ<sup>25</sup> or RAPB<sup>26</sup> (CoolSolution) meet all feasibility study requirements.

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<sup>25</sup>PIRAQ, which stands for Programme d'intervention en réfrigération dans les arénas du Québec ([www.aqairs.ca/piraq.htm](http://www.aqairs.ca/piraq.htm)), is administered by the Association québécoise des arénas et des installations récréatives et sportives (AQAIRS, the Quebec Arenas and Recreational Facilities Association), formerly the AAQ.

<sup>26</sup>Feasibility study under the Refrigeration Action Program for Buildings (RAPB), which is administered by the CANMET Energy Technology Centre – Varennes (CETC–Varennes) ([http://ctec-varennes.rncan.gc.ca/en/b\\_b/parb\\_rapb.html](http://ctec-varennes.rncan.gc.ca/en/b_b/parb_rapb.html)).

## 1. Description of building

- a. Type of building
- b. Total area and number of storeys
- c. Main types of rooms in building and approximate area of each (e.g., offices = 30,000 m<sup>2</sup>, cafeteria = 500 m<sup>2</sup>)
- d. Year of construction
- e. Typical summer and winter operating schedule
- f. Number of operating weeks per year
- g. Number and area of ice surfaces (rinks or sheets)
- h. Total capacity of stands (seating and standing room)
- i. Type of ceiling over ice (e.g., low emissivity)
- j. Heat resistance of walls and roof
- k. Types of rink activities (e.g., hockey, figure skating)
- l. Other information of interest

## 2. Description of main electromechanical systems

- HVAC systems
  - Air conditioning system (e.g., type, service areas, capacity, operating schedule)
  - Central heating system (e.g., type, capacity, energy source, control method)
  - Perimeter heating (e.g., type, service areas)
  - Dehumidification (e.g., type, capacity, energy source)
  - Description of control systems and regulators
- Service water heating system (e.g., capacity, energy source)
- Refrigeration
  - Condensers and cooling towers (e.g., capacity, age, manufacturer)
  - Compressors (e.g., type, capacity, age, manufacturer)
  - Secondary refrigerant circulation pumps (e.g., number, capacity)
  - Heat recovery systems (e.g., type, capacity, operating temperature)
  - Description of control systems and regulators
- Resurfacing (e.g., energy source, number of weekly resurfacings)
- Lighting (e.g., type, power, schedule, control method)

**Note:** *Be sure to mention any equipment that will be affected by electricity-saving measures especially if you are presenting innovative concepts.*

### 3. Summary of annual energy costs

Breakdown by use and energy source, *for the following purposes:*

- Refrigeration
  - Condensers and cooling tower
  - Compressors
  - Secondary refrigerant circulation pump
- Heating
- Service water heating
- Lighting
- Ventilation motor
- Other possible uses (e.g., cooking, air conditioning, dehumidification)



*Provide cost breakdowns related to the summary of annual energy use and attach the statement of assumptions leading to the summary (e.g., worksheet showing breakdown by use and by month)*

If measures for heat recovery from the refrigeration system are included, indicate the estimated consumption of systems to recover heat from refrigeration and compression equipment before implementation of the new measures.

### 4. Description of energy efficiency measures

- a. Describe each electricity-saving measure
- b. Submit manufacturer's technical bulletins for main equipment and systems that will be affected by energy-saving measures (e.g., coolers, control systems [control schematics])
- c. Provide the following information for each measure:
  - Assumptions and detailed calculations
  - Annual energy savings by energy source
  - Cost savings
  - Investment costs (number and cost of equipment, and installation cost)


## **Appendix 7      *Model Letter – Registering Junior Engineers Employed by Partnering Professionals – Unofficial Translation***

	<i>Appui aux initiatives – Optimisation énergétique des bâtiments</i>
<b>POUR MIEUX PERFORMER</b>	
Montréal, Month X, 200X	<b>Partnering professional no.      XXXXXXX</b>
Bureau de validation des demandes d'appui aux initiatives Hydro-Québec 2, Complexe Desjardins, tour Est, 24 <sup>e</sup> étage C.P. 10 000, succ. Desjardins Montréal (Québec) H5B 1H7	
Subject: <b>Registration of junior engineers as professionals</b>	
We wish to inform you that our firm, XXXXXX XXXX, recognized as a partnering professional by Hydro-Québec under the Empower Program for Building Optimization, hereby authorizes the junior engineers named below to register as professionals under the Program.	
I, the undersigned, a licensed engineer, shall be responsible for the quality of the project proposals that these junior engineers submit to Hydro-Québec.	
<u>List of junior engineers</u>	
<b>Name</b>	<b>OIQ member no.</b>
_____	_____
_____	_____
_____	_____
_____	_____
This letter is to be faxed or mailed to the address below:	
Bureau de validation des demandes d'appui aux initiatives Hydro-Québec 2, Complexe Desjardins, tour Est, 24 <sup>e</sup> étage C.P. 10 000, succ. Desjardins Montréal (Québec) H5B 1H7 Fax: 1 866 303-5562	
Engineer's name	_____
Title	_____
OIQ member no.	_____
Signature	_____
	

**Note:** The file can be downloaded from [www.hydroquebec.com/partners/roles.html](http://www.hydroquebec.com/partners/roles.html).

**N.B.:** In compliance with Hydro-Québec's directive on the application of the Charter of the French language, all written communications with legal entities having a place of business in Québec are in French only. The French version of this form must therefore be completed, signed and submitted. A translation of the contents of this form is provided here for information purposes only.

## Appendix 8 a) Performance Undertaking Form – Unofficial Translation

 <p>ENERGY WISE MAKES BUSINESS SENSE</p>	<p>To be filled in only once project has been completed</p>		<p><b>Performance Undertaking –</b> Commercial and Institutional Customers <b>Empower Program for Building Optimization</b></p>
	<p>Project no.:</p>	<p>OE-</p>	<p>(Please enter the number assigned when you submitted electronic files using the file transfer module.)</p>

1. I, the undersigned, the duly authorized representative of \_\_\_\_\_ (company name) ("the Customer"), hereby declare that

**Whereas the project with the reference number indicated above has already been submitted in a Project Outline (Document d'avant-projet) in accordance with the Empower Program for Building Optimization Participant's Guide (check one):**

1.1. In the case of a project submitted for a confirmation of financial assistance prior to its execution, the electricity-saving measures implemented:

are exactly the same as those specified in our proposal accepted beforehand and described in the project summary attached to the letter from Hydro-Québec confirming financial assistance (*Confirmation d'engagement d'un appui financier*);

or

are exactly the same as those specified in our proposal accepted beforehand and described in the project summary attached to the letter from Hydro-Québec confirming financial assistance (*Confirmation d'engagement d'un appui financier*), except for eligible costs [updated project evaluation software (PEP) file and supporting documents are being submitted];

or

had to be modified in relation to our project proposal [updated project evaluation software (PEP) file and supporting documents are being submitted];

or

1.2. In the case of an application for financial assistance for a project being submitted for the first time only after its completion (that is, no project proposal was submitted beforehand to obtain confirmation of financial assistance), the electricity-saving measures implemented

are described in the supporting documents provided with this form, in accordance with the section Files and printed documents to be submitted in the Empower Program for Building Optimization Participant's Guide.

2. The Customer declares that the information provided in all documents submitted in support of its participation in the Empower Program for Building Optimization is complete and accurate.

3. The Customer acknowledges that any false statement may result in Hydro-Québec's canceling its financial assistance and demanding repayment, if applicable.

4. The Customer authorizes Hydro-Québec's representative to inspect the site to certify whether all planned electricity-saving measures have been properly implemented. The Customer shall receive two business days' notice of any inspection. Hydro-Québec may ask to see the original supporting documents and accounting records related to the request for payment of financial assistance at any time.

5. For a project receiving financial assistance of more than \$7,500, the Customer is submitting with this form the invoices and other supporting documents attesting to the purchase and installation of equipment necessary to implement the electricity-saving measures concerned, as specified in the Participant's Guide.

6. Has the Customer received any financial assistance from a source other than Hydro-Québec for the electricity management measures covered by this form?  YES  NO If yes, indicate the source and amount below.

Agence de l'efficacité énergétique (AEE) \$ \_\_\_\_\_

Office of Energy Efficiency (OEE) \$ \_\_\_\_\_

Other (please specify) \_\_\_\_\_ \$ \_\_\_\_\_

7. The Customer expressly authorizes Hydro-Québec to deduct from the financial assistance any amount owing, including any electricity bill, whether overdue or not, or any deposit for a service contract held by the Customer.

8. The Customer agrees to maintain the electricity management measures for at least five years from the date of implementation and commissioning of the measures, and authorizes Hydro-Québec to perform inspections as provided for in clause 4. Should the Customer fail to fulfill any of its obligations under this clause, it shall repay Hydro-Québec, on request, the part of the financial assistance corresponding to the period in question.


9. The Customer declares that the project starting date (as defined in the Empower Program for Building Optimization Participant's Guide) was (Year/Month/Day).

Applicant's name (in block letters) \_\_\_\_\_ Year/Month/Day \_\_\_\_\_ Applicant's title \_\_\_\_\_

Signature \_\_\_\_\_

Please upload the completed and signed form using the file transfer module.

© Hydro-Québec, July 2007



**Note:** The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals/procedures.html](http://www.hydroquebec.com/partnering_professionals/procedures.html). The completed form must be signed and submitted as a separate file. Don't forget to check the appropriate boxes.



**N.B.:** In compliance with Hydro-Québec's directive on the application of the Charter of the French language, all written communications with legal entities having a place of business in Québec are in French only. The French version of this form must therefore be completed, signed and submitted. A translation of the contents of this form is provided here for information purposes only.

## Appendix 8 b) Relevé 27 Information Form – Unofficial Translation

		<b>Information required for Relevé 27 (confidential)</b> <b>Energy Efficiency Project – Business Customers</b>	
		<i>(Please enter the number assigned when you submitted electronic files using the file transfer module.)</i>	
<b>Project No. OE or SI</b>			
<b>Name and address of recipient</b>		<b>Contact (manager)</b>	
Building		Name	
Street (P.O. Box, Suite)		Title	
City	Province	Telephone	
Country	Postal code	E-mail	
<b>Instructions</b>			
<ul style="list-style-type: none"> <li>• Make sure that the above information is complete and accurate.</li> <li>• <b>Individuals:</b> Fill in sections 1 and 2.</li> <li>• <b>Companies</b> and other legal entities: Fill in sections 1, 2 and 3.</li> <li>• <b>Partnerships:</b> Fill in sections 1, 2 and 3.</li> <li>• <b>Sign and date the form.</b></li> <li>• <b>Send the digitized form as soon as possible using the file transfer module.</b></li> </ul>			
<b>1. Type of recipient: Check one</b>			
<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Partnership			
<b>2. Required numbers</b>			
<b>Individuals:</b> Social insurance number		<b>QST registration number assigned by the Ministère du Revenu du Québec, if applicable</b> _____ TQ _____	
<b>Company or partnership:</b> Québec enterprise number (NEQ)* _____		*You can obtain an NEQ from <a href="http://www.req.gouv.qc.ca/consulter/rechercher/instructions_recherche_eng.htm">www.req.gouv.qc.ca/consulter/rechercher/instructions_recherche_eng.htm</a> .	
<b>3. Question for companies or partnerships</b>			
Is your organization tax-exempt (a charity or not-for-profit organization, for example)? If you answer yes, you will not receive a Relevé 27 tax slip.			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, please specify.			
Applicant's name (in block letters)		Year/Month/Day	
Signature			
<b>Please send the signed, completed form to the Bureau de validation des demandes d'appui aux initiatives using the file transfer module.</b>			
© Hydro-Québec, May 2007			

**Note:** The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals/procedures.html](http://www.hydroquebec.com/partnering_professionals/procedures.html). The completed form must be signed and submitted as a separate file. Don't forget to check the appropriate boxes.

**Appendix 9 a) Sample Final Acceptance of Work –  
Required for New Buildings after Project Completion  
– Unofficial Translation**

**Customer's logo**

**Date:**

**To:**

**Contractor  
Address**

**From:**

**Customer  
Address**

**SUBJECT:** Final acceptance of work

**Project no.:** \_\_\_\_\_

To whom it may concern,

We hereby confirm that the work on our building located at **(full address of building concerned by project)** has been entirely completed.

\_\_\_\_\_  
**Authorized signature, name and title**

**Note:** This sample is provided as an indication only; you do not have to use it. You must, however, sign the letter you submit. The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).



**Appendix 9 b) Sample Provisional Acceptance of Work – Required for New Buildings after Project Completion – Unofficial Translation**

*Customer's logo*

Date:

To:  
Contractor  
Address

From:  
Customer  
Address

SUBJECT: Provisional acceptance of work

Project file no.: \_\_\_\_\_

To whom it may concern,

We wish to inform you that, after inspecting the work done on our building located at **(full address of building concerned)**, under the agreement between the owner and the contractor, we hereby provisionally accept the work completed as of date of the inspection, **Month X, 200X**.

We hereby certify that the work has been done in accordance with the agreement and that the use of the building for its intended purpose is not compromised by the fact that some final work remains to be completed.

\_\_\_\_\_  
Authorized signature, name and title

**Note:** This sample is provided as an indication only; you do not have to use it. You must, however, sign the letter you submit. The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).

**N.B.:** In compliance with Hydro-Québec's directive on the application of the Charter of the French language, all written communications with legal entities having a place of business in Québec are in French only. The French version of this certificate must therefore be completed, signed and submitted. A translation of the contents of this form is provided here for information purposes only.

**Appendix 9 c) Sample Work Completion Certificate – Required  
for New Buildings after Project Completion –  
Unofficial Translation**

**Company logo**

**Date:**

**To:**  
**Customer**  
Address

**From:**  
**Company**  
Address

SUBJECT: Work completion certificate

**Project no.:** \_\_\_\_\_

To whom it may concern:

We declare that the work on your building located at **(full address of building concerned by project)** has been completed.

We hereby certify that the work was completed on **Month X, 200X.**

\_\_\_\_\_  
**Authorized signature, name and title**

**Note:** This sample is provided as an indication only: the company does not have to use it. An engineer or architect must sign the document submitted, however. The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).

**Appendix 9 d) Sample Municipal Occupancy Permit – Required for New Buildings after Project Completion – Unofficial Translation**

*Name and logo of municipality*

<b>OCCUPANCY PERMIT</b>	
Address	
Telephone _____	
Fax _____	
<b>Type of permit</b> <i>for example, new commercial building</i>	<b>Permit no.</b>
<b>Date issued</b> <i>(day)/(month)/200X</i>	<b>Expiry date</b> <i>(day)/(month)/200X</i>
<b>Name and address of owner receiving permit</b>	
<b>Address of work site</b>	
<b>Signature, name, title and contact information of person authorized to issue permit</b>	

**Note:** This sample is provided as an indication only; the municipality does not have to use it. The person authorized to issue the permit must sign the document submitted, however. The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).

## **Appendix 10 Letter Requesting Invoice for Financial Assistance and Applicable Taxes – Unofficial Translation**



MAKES BUSINESS SENSE

November 21, 2006

«CL\_FonctionContact»  
«CL\_Nom»  
«CL\_Adresse1»  
«CL\_Adresse2»  
«CL\_Adresse3»

**Your File No.:** «PR\_NumDossier»  
Our Project No.: «PR\_Num»

Re: **Payment by Hydro-Québec of taxes on financial assistance**  
Empower Program for Building Optimization or  
Empower Program for Industrial Systems  
Your project: «PR\_Nom»

On [PAYÉ LE] we issued payment of your financial assistance under the Empower Program for Building Optimization or the Empower Program for Industrial Systems.

According to an interpretation bulletin issued by Revenu Québec, financial assistance is generally considered to be payment for a taxable service.<sup>1</sup> Consequently, for financial assistance purposes, you acted as a supplier of services to Hydro-Québec, and the payments made by Hydro-Québec are therefore subject to the GST and QST.

You should have collected GST<sup>2</sup> and QST from us on your financial assistance. To rectify the situation, you must **issue an invoice through your accounting system for the amount of the taxes only.**

**The invoice sent to Hydro-Québec must include the following information:**

1. Your file number and project number: «PR\_NumDossier» and «PR\_Num»
2. Name of your company or organization
3. Invoice date
4. Name of purchaser of service supplied (Hydro-Québec)

<sup>1</sup> There are some exceptions, which are mentioned at the end of this letter.  
<sup>2</sup> Note that prior to July 1, 2006, the GST rate was 7.0%.

## 5. Description:

Invoicing of taxes on the financial assistance from Hydro-Québec, namely [MONTANT] paid by Hydro-Québec under

- the Empower Program for Building Optimization or
- the Empower Program for Industrial Systems

## 6. Your GST and QST registration numbers

## 7. Amount of GST (see additional information)

## 8. Amount of QST (see additional information)

## 9. Total taxes

Please send the invoice to Bureau de validation des demandes d'appui aux initiatives – Clientèle Affaires – by fax to **1 866 303-5562**.

*Exceptions*

There are certain exceptions to the application of taxes for companies that do not carry out business activities covered by the tax programs in question (see additional tax information below).

*Additional tax information*

Businesses: You are responsible for collecting the GST and QST on the financial assistance paid by Hydro-Québec. Please consult a tax advisor or Revenu Québec, if necessary.

Not-for-profit organizations: You may not need to collect GST and QST on the financial assistance paid by Hydro-Québec. It is your responsibility to determine whether the taxes apply or not. Please consult a tax advisor or Revenu Québec, if necessary. Should you determine that your financial assistance is not taxable, please indicate this on the invoice, which should show a balance of zero.

For more information, do not hesitate to contact your Hydro-Québec representative.

Yours truly,

Bureau de validation des demandes d'appui aux initiatives – Clientèle Affaires – Taxes

c.c.: Partnering professional (Empower Program for Building Optimization)  
Hydro-Québec representative



**Note:** This sample is provided as an indication only; the municipality does not have to use it. The person authorized to issue the permit must sign the document submitted, however. The file can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).

## Appendix 11 Program History

This list of amendments is provided for information purposes only.

<p><b>May 2004</b></p>	<ul style="list-style-type: none"> <li>▪ Project evaluation software (PEP) put online — version 2.0, then 2.5</li> <li>▪ Rule concerning eligible costs for new buildings abolished</li> <li>▪ Amount for having partnering professional put together an application added:             <ul style="list-style-type: none"> <li>– 10% of financial assistance</li> <li>– Maximum \$600</li> </ul> </li> </ul>
<p><b>August 2004</b></p>	<ul style="list-style-type: none"> <li>▪ PEP 2.6 put online             <ul style="list-style-type: none"> <li>▪ Eligibility agreement with municipal systems</li> </ul> </li> </ul>
<p><b>October 2004</b></p>	<ul style="list-style-type: none"> <li>▪ PEP 2.7 put online</li> <li>▪ Financial assistance (¢/kWh) for Québec government and municipal buildings enhanced</li> <li>▪ Maximum financial assistance increased from \$150,000 to \$500,000</li> <li>▪ Eligible costs based on total cost rather than differential cost</li> <li>▪ Financial assistance for feasibility study added:             <ul style="list-style-type: none"> <li>– 50% of cost of feasibility study</li> <li>– Maximum \$7,500</li> </ul> </li> <li>▪ Self-training for partnering professionals put online</li> </ul>
<p><b>May 2005</b></p>	<ul style="list-style-type: none"> <li>▪ PEP 2.8 put online</li> <li>▪ Enhanced financial assistance for Québec government and municipal buildings for any application submitted after May 6, 2005, withdrawn (following Régie de l'énergie ruling)</li> <li>▪ Requirement for invoice from customer for financial assistance after receipt of letter from Hydro-Québec added (see Section 5, Step 7, and Appendix 10)</li> </ul>
<p><b>July 2005</b></p>	<ul style="list-style-type: none"> <li>▪ PEP 3.0 put online</li> <li>▪ Programs offered by Hydro-Québec, Office of Energy Efficiency and PIRAQ harmonized (see Appendix 6 for new arena projects).</li> </ul>
<p><b>November 2005</b></p>	<ul style="list-style-type: none"> <li>▪ Criterion limiting financial assistance for feasibility studies to 40% of financial assistance for electricity-saving measures added (rule applied to any study invoiced after December 1, 2005)</li> </ul>
<p><b>February 2006</b></p>	<ul style="list-style-type: none"> <li>▪ Eligibility of measures related to the following clarified:             <ul style="list-style-type: none"> <li>– Conversion from one source of energy to another</li> <li>– Energy recovery</li> <li>– Self-generation</li> <li>– Solar power</li> </ul> </li> <li>▪ Stipulation concerning invoice from customer for financial assistance after receipt of letter from Hydro-Québec added (see Section 5, Step 7, and Appendix 10)</li> </ul>

<p><b>October 2006</b></p>	<ul style="list-style-type: none"> <li>▪ Eligibility of projects covering administrative buildings associated with industrial companies under the Empower Program for Industrial Systems added</li> <li>▪ Buildings connected to off-grid systems made eligible (see Appendix 12)</li> <li>▪ Rules and penalties added, to be applied in case of failure to comply with Model National Energy Code for Buildings</li> <li>▪ Eligibility of new projects submitted after completion of work clarified</li> <li>▪ Changes and additions concerning required files and printed documents made, chiefly: <ul style="list-style-type: none"> <li>– New versions of performance undertaking and Relevé 27 Information forms added</li> <li>– Uploading by customer of cost breakdown after completion of work added (see Appendix 5)</li> <li>– For projects involving new buildings only, requirement to submit one of the following documents after project completion added: <ul style="list-style-type: none"> <li>□ Provisional or final acceptance of work signed by customer</li> <li>□ Work completion certificate signed by engineer or architect</li> <li>□ Municipal occupancy permit</li> </ul> </li> <li>– Documents to be provided when project carried out under an energy efficiency agreement between customer and energy service company (ESCO) clarified</li> <li>– Documents to be provided when work done by in-house resources clarified</li> </ul> </li> <li>▪ Procedure to follow when customer wishes to amend or cancel application for financial assistance already submitted to Hydro-Québec added (See Appendix 3)</li> <li>▪ New – Feasibility study no longer required by Hydro-Québec for projects reviewed by OEE. No supplementary amount will be paid out in such cases; an amount of \$600 will, however, be granted for putting together an application</li> <li>▪ New – Taxes not refundable by two levels of government made eligible</li> <li>▪ Change made to harmonization of Hydro-Québec and OEE programs: <ul style="list-style-type: none"> <li>– Harmonization between Hydro-Québec's Empower Program for Building Optimization and Office of Energy Efficiency's EnerGuide program for existing buildings (EBE) ended</li> </ul> </li> </ul>
<p><b>February 2007</b></p>	<ul style="list-style-type: none"> <li>▪ Withdrawal of stipulation concerning installation of exterior air outlets and inlets</li> </ul>
<p><b>April 2007</b></p>	<ul style="list-style-type: none"> <li>▪ PEP 4.0 put online</li> </ul>
<p><b>July 1, 2007</b></p>	<ul style="list-style-type: none"> <li>▪ New project eligibility criterion: Submission of <i>Document d'avant-projet</i> [project outline form] before the start date</li> <li>▪ Withdrawal of eligibility of new projects submitted after project completion</li> <li>▪ Closure of application file if applicant fails to respond to a request for information from Hydro-Québec within two months</li> <li>▪ Harmonization between Hydro-Québec's Empower Program for Building Optimization and Office of Energy Efficiency's Commercial Building Incentive Program (CBIP) ended</li> <li>▪ New Appendix 6 describing the procedure for submitting arena projects (new and existing buildings)</li> <li>▪ Confirmation of actual start date on the <i>Engagement de réalisation</i> [performance undertaking] form added</li> </ul>

## **Appendix 12 Terms and Conditions Applicable to Off-Grid Systems**

This appendix provides the terms and conditions specifically applicable to off-grid systems. In addition, projects related to off-grid systems must comply with all the terms and conditions specified under the Empower Program for Building Optimization.

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### **Eligible customers**

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- Villages in the Lake Robertson region
  - Blanc-Sablon, Bradore-Bay, Chevery, Harrington Harbour, La Tabatière, Lourdes-du-Blanc-Sablon, Middle Bay, Mutton Bay, Old Fort Bay, Rivière-Saint-Paul, Saint-Augustin-Saguenay, Tête-à-la-Baleine, Côte-du-Nord-du-Golfe-Saint-Laurent, Gros-Mética, Bonne-Espérance and Pakuashipi
- Villages in the Magdalen Islands region
  - Bassin, Havre-aux-Maisons, Cap-aux-Meules, Fatima, Grande-Entrée, Grosse-Île, Île-du-Havre-Aubert, Île-d'Entrée and Étang-du-Nord
- Villages in the Nunavik region
  - Akulivik, Aupaluk, Inukjuak, Ivujivik, Kangiqsualujuaq, Kangiqsujuaq, Kangirsuk, Kuujuaq, Kuujuarapik, Whapmagoostui, Puvirnituq, Quaqtaq, Salluit, Tasijuaq and Umiujaq
- Villages in the Haute-Mauricie region: Opitciwan (Obedjiwan), Wemotaci and Clova
- Village in the Anticosti region: Port-Menier
- Village of La Romaine

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### **Eligible measures**

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- Any measure that helps reduce the oil consumption of a customer connected to an off-grid system (with the exception of the Lake Robertson system) is recognized, in calculations of both financial assistance and energy savings. In other words, in such a case, electricity savings have the same value as oil savings, and the threshold of energy savings required for a given building is expressed in kilowatthours equivalent. Thus, work on the building must generate **at least 10,000 kWh-eq./yr in energy savings**, as defined under the Empower Program for Building Optimization.
- Any conversion from one source of energy to another is excluded.

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### **Calculating financial assistance**

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- The method of calculating financial assistance is presented in the table on the next page.
- The conversion factor for litres of oil to kilowatthours is **7.5118 kWh-eq. per litre**, or the equivalent of an oil heating system operating at 70% efficiency.



## Program terms and conditions

- The Program terms and conditions applicable to off-grid systems are summed up in the table below.

	REGION	CONDITIONS														
<b>Calculating financial assistance</b>	1) Anticosti 2) La Romaine 3) Haute-Mauricie 4) Nunavik <b>(including oil)</b>	<p>The financial assistance granted for a project will be the lowest of the following amounts:</p> <ul style="list-style-type: none"> <li>An amount calculated by multiplying eligible kilowatthours saved by Hydro-Québec's contribution based on energy efficiency gain<sup>27</sup></li> </ul> <table border="1"> <thead> <tr> <th colspan="2">Energy efficiency gain</th> <th rowspan="2">Hydro-Québec's contribution</th> </tr> <tr> <th>Existing buildings</th> <th>New buildings</th> </tr> </thead> <tbody> <tr> <td>Up to 10%</td> <td>Up to 15%</td> <td>20¢/kWh-eq.</td> </tr> <tr> <td>10–25%</td> <td>15–35%</td> <td>45¢/kWh-eq.</td> </tr> <tr> <td>Over 25%</td> <td>Over 35%</td> <td>85¢/kWh-eq.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>40% of eligible costs (existing buildings only)</li> <li>\$500,000 per project</li> </ul>	Energy efficiency gain		Hydro-Québec's contribution	Existing buildings	New buildings	Up to 10%	Up to 15%	20¢/kWh-eq.	10–25%	15–35%	45¢/kWh-eq.	Over 25%	Over 35%	85¢/kWh-eq.
	Energy efficiency gain		Hydro-Québec's contribution													
	Existing buildings	New buildings														
Up to 10%	Up to 15%	20¢/kWh-eq.														
10–25%	15–35%	45¢/kWh-eq.														
Over 25%	Over 35%	85¢/kWh-eq.														
	5) Magdalen Islands <b>(including oil)</b>	<p>The financial assistance granted for a project will be the lowest of the following amounts:</p> <ul style="list-style-type: none"> <li>An amount calculated by multiplying eligible kilowatthours saved by Hydro-Québec's contribution based on energy efficiency gain<sup>27</sup></li> </ul> <table border="1"> <thead> <tr> <th colspan="2">Energy efficiency gain</th> <th rowspan="2">Hydro-Québec's contribution</th> </tr> <tr> <th>Existing buildings</th> <th>New buildings</th> </tr> </thead> <tbody> <tr> <td>Up to 10%</td> <td>Up to 15%</td> <td>10¢/kWh-eq.</td> </tr> <tr> <td>10–25%</td> <td>15–35%</td> <td>30¢/kWh-eq.</td> </tr> <tr> <td>Over 25%</td> <td>Over 35%</td> <td>55¢/kWh-eq.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>40% of eligible costs (existing buildings only)</li> <li>\$500,000 per project</li> </ul>	Energy efficiency gain		Hydro-Québec's contribution	Existing buildings	New buildings	Up to 10%	Up to 15%	10¢/kWh-eq.	10–25%	15–35%	30¢/kWh-eq.	Over 25%	Over 35%	55¢/kWh-eq.
Energy efficiency gain		Hydro-Québec's contribution														
Existing buildings	New buildings															
Up to 10%	Up to 15%	10¢/kWh-eq.														
10–25%	15–35%	30¢/kWh-eq.														
Over 25%	Over 35%	55¢/kWh-eq.														
	6) Lake Robertson <b>(not including oil)</b>	See Section 4														
<b>Putting together an application and a feasibility study</b>	All	See Section 5														

Eq.: Equivalent

<sup>27</sup> Energy efficiency gain equals eligible energy savings divided by the reference building's energy consumption. Eligible energy savings correspond to the lower of the following amounts: (a) electricity and fuel savings or (b) total energy savings.

## **Appendix 13    Energy Efficiency Program Coordinators at Municipal and Cooperative Systems**

<p><b>Coopérative Régionale d'Électricité de St-Jean-Baptiste de Rouville</b> René Montambeault Secretary-Treasurer 3113, rue Principale Saint-Jean-Baptiste-de-Rouville (Québec) J0L 2B0 Telephone: 450 467-5583 Fax: 450 467-0092 <a href="mailto:montambeault.rene@coopsjb.com">montambeault.rene@coopsjb.com</a></p>	<p><b>City of Coaticook</b> Roger Garceau Treasurer 150, rue Child Coaticook (Québec) J1A 2B3 Telephone: 819 849-2721, ext. 236 Fax: 819 849-9669 <a href="mailto:rogergarceau@ville.coaticook.qc.ca">rogergarceau@ville.coaticook.qc.ca</a></p>
<p><b>City of Westmount</b> Marc Roy Director, Hydro Westmount 995, chemin Glen Westmount (Québec) H3Z 2L8 Telephone: 514 989-5401 Fax: 514 989-5490 <a href="mailto:mroy@westmount.org">mroy@westmount.org</a></p>	<p><b>City of Joliette</b> Robert Parent Director, Electricity Department 485, rue P.-H. Desrosiers Joliette (Québec) J6E 6H2 Telephone: 450 753-8103 Fax: 450 753-8108 <a href="mailto:robert.parent@ville.joliette.qc.ca">robert.parent@ville.joliette.qc.ca</a></p>
<p><b>City of Alma</b> Guy Lanthier Assistant Director, Public Works 900, rue Bombardier Alma (Québec) G8B 7A1 Telephone: 418 669-5171 Fax: 418 669-5180 <a href="mailto:guy.lanthier@ville.alma.qc.ca">guy.lanthier@ville.alma.qc.ca</a></p>	<p><b>City of Magog</b> Charles Fournier Director, Public Works 520, rue Saint-Luc Magog (Québec) J1X 2X1 Telephone: 819 843-7200 Fax 819 843-3330 <a href="mailto:c.fournier@ville.magog.qc.ca">c.fournier@ville.magog.qc.ca</a></p>
<p><b>City of Amos</b> Vincent St-Georges Division Chief, Electricity 182, 1<sup>re</sup> Rue Est Amos (Québec) J9T 2G1 Telephone: 819 732-3254, ext. 237 Fax: 819 727-9792 <a href="mailto:vincent.st-georges@ville.amos.qc.ca">vincent.st-georges@ville.amos.qc.ca</a></p>	<p><b>City of Saguenay</b> Claude Bouchard Director, Hydro-Jonquière 1710, rue Sainte-Famille Jonquière (Québec) G7X 7W7 Telephone: 418 546-2073 Fax: 418 546-2068 <a href="mailto:claudio.bouchard@ville.jonquiere.qc.ca">claudio.bouchard@ville.jonquiere.qc.ca</a></p>
<p><b>City of Baie-Comeau</b> André Pratte Division Chief, Electricity and Water Treatment 30, avenue Dollard-des-Ormeaux Baie-Comeau (Québec) G4Z 1L2 Telephone: 418 296-8171 Fax: 418 296-3095 <a href="mailto:apratte@ville.baie-comeau.qc.ca">apratte@ville.baie-comeau.qc.ca</a></p>	<p><b>City of Sherbrooke</b> Pierre Fréchet Assistant Director, Hydro-Sherbrooke 1800, rue Roy, C.P. 610 Sherbrooke (Québec) J1K 1B6 Telephone: 819 821-5727, ext. 5747 Fax: 819 822-6085 <a href="mailto:pierre.frechet@ville.sherbrooke.qc.ca">pierre.frechet@ville.sherbrooke.qc.ca</a></p>

**Appendix 14 Document d'avant-projet [Project Outline Form] –  
Unofficial Translation**



**Empower Program for  
Building Optimization**

**Document d'avant-projet [Project Outline Form]**

**Project title**

**Submitted to  
Hydro-Québec**

**Year/Month/Day**

Unofficial Translation

## Notice

As of July 1, 2007, submitting this duly completed *Document d'avant-projet* [project outline form] to Hydro-Québec before the project start date<sup>(1)</sup> via the file transfer module (*Module d'envoi des documents*) is an eligibility criterion under the Empower Program for Building Optimization. A reference number (*numéro de dossier*) is assigned to the project by the file transfer module when this document is sent. This reference number will be used in all future correspondence related to the project.

- You must send a *Document d'avant-projet* before submitting any application for financial assistance from Hydro-Québec. Only a *Confirmation d'engagement d'un appui financier* [letter confirming the amount of financial assistance] received in response to a project proposal submitted as specified in the Empower Program for Building Optimization *Participant's Guide* may commit Hydro-Québec in this regard.
- This *Document d'avant-projet* is valid for 24 months from the date on which it was received by Hydro-Québec. The terms and conditions applicable to this project are those in effect as defined in this *Participant's Guide* at the time the project is submitted for the purpose of obtaining a *Confirmation d'engagement d'un appui financier* [letter confirming the amount of financial assistance] or receiving financial assistance.

For information on the Program terms and conditions, refer to the *Participant's Guide* on the Program Web site: [www.hydroquebec.com/business/appui\\_batiments](http://www.hydroquebec.com/business/appui_batiments).

**Note 1:** The project start date corresponds to (1) the date on which the first order for equipment (purchase order or invoice showing the order date) related to eligible electricity-saving measures is placed; or (2) the date on which the first contract for work to implement eligible electricity-saving measures is signed.



**Section 1 – Information on the customer, managers and project**

<b>1.1 Identification of the customer</b>		
Legal company name		
Québec enterprise number (NEQ) ( <a href="https://ssl.req.gouv.qc.ca/slc0110.html">https://ssl.req.gouv.qc.ca/slc0110.html</a> )	or	File number, Database of Public Authorities ( <a href="https://ssl.req.gouv.qc.ca/slc0120.html">https://ssl.req.gouv.qc.ca/slc0120.html</a> )

<b>In-house project technical manager (customer's company)</b>			
Name	Title	Telephone	E-mail

<b>Company director</b> (if other than in-house technical manager named above)			
Name	Title	Telephone	E-mail

<b>External project technical manager</b> (engineering design firm, manufacturer, equipment distributor, etc.)			
Company			
Name	Title	Telephone	E-mail

<b>1.2 General project information</b>						
Project title	Expected start date <sup>1</sup>	⇒	Year/Month/Day	Expected completion date	⇒	Year/Month/Day
Project related to a building			Preproject study carried out			
<input type="checkbox"/> Existing <input type="checkbox"/> New or addition			<input type="checkbox"/> Yes <input type="checkbox"/> No			

<sup>1</sup> See the Notice section in this Participant's Guide.

<b>Information about the project site</b>		
North American Industry Classification System (NAICS) Code		
<b>Contract number and address</b>		
<b>Hydro-Québec customer</b>		<b>Customer of another system</b>
<i>The following numbers suffice. If they are not available, indicate the address.</i>		<i>Please indicate contract number <u>and</u> address</i>
Customer number (nine-digit number beginning with 1 on the electricity bill)		Name of system
1		
Contract number (nine-digit number beginning with 3 on the electricity bill)		Contract number (indicated on electricity bill other than a Hydro-Québec bill)
3		
<b>Project site address</b>		
Building	Street address	P.O. Box, Suite
City	Province	Postal code

**Section 2 – Description of proposed project**

**Building covered by the project** *(Please provide only relevant information.)*

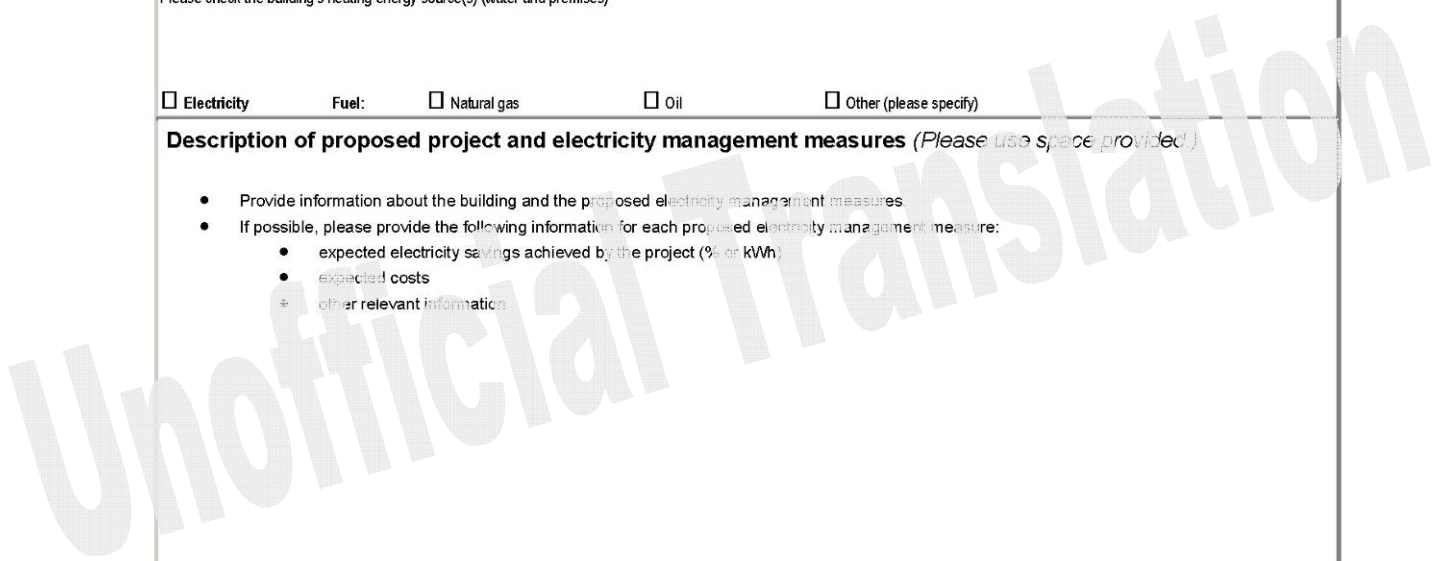
Year of construction	Building's actual annual energy consumption (or expected consumption in the case of a new building or addition)
Area (ft <sup>2</sup> ) or (m <sup>2</sup> )	
Electricity (kWh)	
Fuel:      Natural gas (m <sup>3</sup> )                      Oil (L)                      Other (please specify)	

Please check the building's heating energy source(s) (water and premises)

Electricity      Fuel:       Natural gas       Oil       Other (please specify)

**Description of proposed project and electricity management measures** *(Please use space provided.)*

- Provide information about the building and the proposed electricity management measures.
- If possible, please provide the following information for each proposed electricity management measure:
  - expected electricity savings achieved by the project (% or kWh)
  - expected costs
  - other relevant information



## Appendix 15 For More Information

For further information about the Empower Program for Building Optimization, please contact

**your Hydro-Québec representative or**

**Business Customer Services in your region**

<p><b>For further information or help on the following subjects</b></p> <ul style="list-style-type: none"> <li>▪ Eligibility</li> <li>▪ Program terms and conditions</li> <li>▪ Project follow-up and amount of financial assistance</li> <li>▪ Understanding and using project evaluation software (PEP)</li> <li>▪ Preparing a project (administrative paperwork)</li> <li>▪ Other</li> </ul>	Abitibi–Témiscamingue	1 866 905-5533
	Lower St. Lawrence, Gaspé, North Shore, Saguenay–Lac-Saint-Jean, Chibougamau-Chapais	1 800 463-9900
	Central Québec, Eastern Townships	1 800 463-4462
	Island of Montréal	514 385-8888, ext. 7780
	Magdalen Islands	1 866 542-3946
	Laval, Laurentians, Outaouais, Lanaudière	1 877 997-7979
	Montérégie	1 800 361-3092
	Québec City, Mauricie and Chaudière–Appalaches	1 877 660-7403
<p><b>For help with computer problems</b></p> <ul style="list-style-type: none"> <li>▪ Installing project evaluation software (PEP) and setting parameters</li> <li>▪ Requesting user code to authenticate the identity of the partnering professional using the file transfer module on the Business Customers Web site</li> <li>▪ Uploading electronic project files, downloading Hydro-Québec software and faxing printed documents</li> </ul>	<b>HydroDirect Internet</b>	
	Montréal region	514 858-7927
	Other regions	1 888 858-7927