



# *Buildings*

ASSISTANCE PROGRAM FOR ENERGY  
EFFICIENCY PROJECTS

## **Participant's Guide**

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### **Commercial and Institutional Customers**

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## **Preface**

### **Program objective**

The goal of the Buildings Program is to encourage energy efficiency projects by granting financial assistance for the implementation of energy efficiency measures that will help reduce the electricity consumption of commercial and institutional buildings in Québec.

### **Scope of *Participant's Guide***

This guide explains the Buildings Program objectives, eligibility criteria, procedures and special requirements. However, all new terms or conditions announced in the Program newsletter take precedence over those described in this document. The newsletters can be found on the Buildings Program Web site, at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

### **Contacts**

For more information on the Buildings Program, contact Hydro-Québec (see Appendix 6).

## General Terms and Conditions

For the sake of brevity, the *Buildings Program* may also be referred to in this guide as the “*Program*.”

### Hydro-Québec’s exclusive rights

Hydro-Québec reserves the right to:

- amend the Program at any time without notice;
- interpret Program terms, conditions and requirements;
- terminate the Program at any time;
- limit the number of projects accepted under the Program and determine the eligibility of any project, customer or building;
- reject any project that does not meet Program criteria;
- request changes or clarifications to the project;
- request supporting documents (invoices, etc.) relating to the implementation of energy efficiency measures;
- Hydro-Québec may deduct from the financial assistance any amount owed by you or your partners, associates, shareholders and subsidiaries from the financial assistance. This compensation is effected by operation of law in favor of Hydro-Québec only;
- limit financial assistance to 75% of eligible costs.

### Hydro-Québec’s undertakings

Hydro-Québec’s sole obligation is to pay out the amount of financial assistance stated in the acceptance letter or approved under the Program, provided that the project presented is complete and meets all Program criteria.

Should Hydro-Québec modify or end the Buildings Program, it will only review (on the date the modifications come into effect or the Program is ended, as the case may be) eligible projects for which:

- an initial contract to complete the work has been signed with a third party (copy of contract required)
- or
- a first equipment order has been placed (purchase order or invoice indicating order date required)

The terms and conditions of the *Participant’s Guide* in effect on the project’s start date, as defined in the Guide, will apply.

However, Hydro-Québec cannot be held liable for:

- any damage or harm of any nature whatsoever arising from the Program;
- any error, omission or failure to achieve electricity savings as a result of proposed energy efficiency measures or the use of tools required under the Program.

## Participant's Undertakings

### As the participant, you:

- are solely responsible for everything to do with project implementation, results and quality, and liable for any damage of any kind, suffered by any person, resulting from the project.  
You agree to take up, at your cost, the defense of Hydro-Québec, its directors, officers, employees, subcontractors and assigns in any dispute, claim or legal proceeding pertaining directly or indirectly to this project;
- remain solely responsible to Hydro-Québec for the project's quality and results, irrespective of any other parties that may have been involved;
- are entirely responsible for keeping informed of updates to the terms and conditions of the Program, and therefore agree to regularly check the Program Web site and sign up for the Program newsletter at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program);
- acknowledge that any false statement, whether intentional or unintentional, may result in cancellation or adjustment of any financial assistance granted under the Program or repayment of amounts received, and in your disqualification from the Program;
- agree that Hydro-Québec may, at any time during regular business hours, verify that the energy efficiency project has been completed in its entirety, including—depending on the type of project—implementation of energy efficiency measures eligible for financial assistance, to ensure compliance with Program terms and conditions;
- agree to give Hydro-Québec access to original supporting documents and accounting records related to your request for financial assistance. You also agree to provide Hydro-Québec copies of these supporting documents or records, for up to seven years from the payment of financial assistance;
- undertake to maintain the components targeted by the project in good working order for up to five years from the payment of the financial assistance;
- agree to the disclosure of all project-related information;
- declare that you have not received financial assistance for implementing the same energy efficiency measure or measures under another Hydro-Québec Program over the five years prior to implementing the measure or measures covered by the new request for financial assistance, and;
- declare that you have not received financial assistance for implementing the same energy efficiency measure or measures under the Novoclimat Program run by the Bureau de l'efficacité et de l'innovation énergétiques.

## Tax Implications

This section sums up the main tax implications of the Program. It is included for reference only.

Payments by Hydro-Québec under the Program are normally subject to the goods and services Tax (GST) and the Québec sales tax (QST), unless your organization does not conduct business activities under the terms of these tax regimes. As a result, you must first produce an invoice that includes those taxes before Hydro-Québec can make a payment under the Program.

For income tax purposes, the financial assistance granted under the Program is an inducement that should, depending on your case, reduce the cost of property or capital expenditure, reduce the amount of outlay or expense, or count as income. Unless your organization is exempt from paying tax, Hydro-Québec will issue a *Relevé 27 – Paiements du gouvernement* [government payment information] slip, as required by the *Québec Taxation Act*, as a record of the financial assistance paid.

The section on invoicing of financial assistance provides further details to help ensure that all tax requirements are met.

However, you should consult a tax advisor or the tax authorities, if necessary. Determining the full extent of income and other tax implications is your sole responsibility. Hydro-Québec cannot be held responsible for participants who incorrectly determine their tax status, as applicable taxation usually depends on the specific situation of each participant.

## Environmental requirements

### As the participant, you:

- shall comply with all laws and regulations governing environmental protection in Québec:
  - shall take all necessary measures to prevent, control or eliminate any contamination or damage to the environment and any degradation in the quality of soil, woodlands, farmlands, waterways, lakes, wetlands or the air, or any danger to wildlife (terrestrial, avian or aquatic);
  - shall obtain all permits, certificates, licenses and authorizations and pay any fees required by law to implement the energy efficiency measures for which financial assistance has been provided;
- shall be responsible for the management, handling, storage, transportation and disposal of hazardous waste generated, in compliance with legislation in effect:
  - shall transport hazardous waste to a site or company authorized to receive such waste.

## Glossary

<b>baseline parameters</b>	Characteristics of the reference building, determined by Hydro-Québec and adjusted for purposes of comparison with standard technical specifications.
<b>Building energy simulation system (SIMEB)</b>	Hydro-Québec application that simulates energy behavior of commercial and institutional buildings.
<b>Buildings Program application (PPB)</b>	Hydro-Québec application that customers are required to use to calculate eligible energy savings and financial assistance when submitting a project under the Catered or Prescriptive components of the Buildings Program.
<b>Commercial and Institutional customers</b>	Commercial and institutional customers and buildings.
<b>DesignLights Consortium® (DLC)</b>	North American consortium of public utilities. The DLC compiles a list (known as the Qualified Products List, or QPL) of qualified light-emitting diode (LED) products for commercial, institutional and industrial applications.
<b>eligible electricity savings</b>	The lesser of the following amounts: electricity savings (in kWh) or total energy savings from any energy source, taking cross-effects into account (in kWh).
<b>energy efficiency measure</b>	Measure that requires an investment and is implemented to reduce the energy consumption of a building component.
<b>energy efficiency project</b>	Project that consists in implementing measures to reduce the electricity consumption of buildings eligible for the Program.
<b>financial assistance</b>	Sum of money granted by Hydro-Québec to a customer who submits a project for the implementation of energy efficiency measures under the Program.
<b>heating, ventilation and air conditioning system; HVAC system</b>	Electromechanical system with a triple function: heating, ventilation and maintenance of indoor air quality.
<b>implementation</b>	Operation whereby equipment or materials related to energy efficiency measures submitted to the Program are installed and commissioned.

<b>integrated design</b>	Collaborative process that brings together such experts as architects, building engineers, energy simulation specialists and a customer representative from the outset of a project (right at the preliminary analysis stage, before building plans and specifications have been drawn up) to work together until the project is completed.
<b>major renovation</b>	Replacement of all of a building's components: control, HVAC and lighting systems, interior architectural walls and windows, and insulation of exterior walls and roof.  <b>Note:</b> A major renovation project is subject to the same requirements as a project involving a new building.
<b>new building</b>	Building being designed, part of an existing building being expanded, or building being repurposed.
<b>Northeast Energy Efficiency Partnership (NEEP)</b>	North American organization that manages DLC's QPL.
<b>original invoice</b>	Official numbered invoice issued through your accounting system.
<b>participant</b>	Eligible business customer that submits a letter of intent to the Buildings Program.
<b>reference building</b>	Generic building that is the same size and type as the building where a project is to be carried out and that satisfies all Program requirements.
<b>start date</b>	<ol style="list-style-type: none"> <li>1. Date of purchase—appearing on the purchase order or invoice—of the first piece of equipment that will be used to implement the energy efficiency measures.</li> <li>2. Date the first contract respecting work on the project is signed.</li> </ol>



# **Section 1. Program Description and General Eligibility Requirements – Prescriptive Component and Catered Component**

## **1.1. Eligible buildings**

Commercial and institutional buildings in Québec that meet the criteria specified in this section are eligible.

- All new and existing commercial and institutional buildings
- Multi-unit residential buildings of at least four storeys (a live-in semibasement is considered a storey)
- Hydro-Québec Production and Hydro-Québec TransÉnergie buildings whose electricity consumption is invoiced
- Leased premises

Buildings must also be connected to one of these power grids:

- Hydro-Québec's main grid
- An off-grid system (see list in appendix 4)
- A grid belonging to a power redistributor (municipality or other) (see list in appendix 5)

**Exception:** Certain measures related to equipment that is not part of a building are eligible for the Program. For more information, see 1.5.1.2.

### **1.1.1. NAISC code criteria**

The building where the project is carried out must have a NAISC<sup>1</sup> service-providing code (see the Exceptions section in appendix 3).

## **1.2. Eligible customers**

The following customers are eligible:

- All individuals or legal entities that own, operate or occupy eligible buildings.

## **1.3. Eligible projects**

The Program consists of two components, according to the type of project.

Projects must meet all terms and conditions set out in this guide to qualify for financial assistance under the Buildings Program.

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<sup>1</sup> Statistics Canada's North American Industry Classification System.

### 1.3.1. Prescriptive Component

This component provides simple solutions suited to the needs of new and existing buildings measuring under 10,000 m<sup>2</sup>. It helps streamline procedures for the implementation of predefined measures.

A simple tool is used to calculate the financial assistance to be granted for the implementation of measures in such buildings.

**Exception:** The following projects must be submitted under the Program's Catered component:

- Arena and curling rink projects that involve measures other than lighting measures
- Projects that involve a new building measuring at least 2,000 m<sup>2</sup> and are eligible under the Integrated Design option

Projects must focus on implementing energy efficiency measures that qualify for at least \$2,500 in financial assistance.

### 1.3.2. Catered Component

This component applies to new and existing buildings measuring 10,000 m<sup>2</sup> or more.

**Exception:** This component also applies to the following types of projects, which target new and existing buildings measuring less than 10,000 m<sup>2</sup>:

- Arena and curling rink projects that involve measures other than lighting measures
- Projects that involve a **new building** that measures at least 2,000 m<sup>2</sup> and are eligible under the Integrated Design option

Projects must focus on implementing energy efficiency measures that generate eligible electricity savings of at least 50,000 kWh.

#### Integrated Design option

The Catered component's Integrated Design option applies to new buildings measuring at least 2,000 m<sup>2</sup> and must generate eligible annual electricity savings of at least 50,000 kWh.

Integrated design is a collaborative process that brings together, from the outset of a project, a group of experts, which must include architects, building engineers, energy simulation specialists and a customer representative, to work together until the project is completed. The process begins with the preliminary analysis of the concept, before any plans or specifications are drawn up for the building.

A project is eligible for the Integrated Design option if the final integrated design report meets Hydro-Québec's requirements described in Appendix 2 – Integrated Design Option, Catered Component – New Buildings.

## 1.4. Multibuilding project

### 1.4.1. Prescriptive Component

You may include two or more energy efficiency projects for several buildings in a single request for financial assistance for implementation of energy efficiency measures, provided that each individual building measures less than 10,000 m<sup>2</sup>. The eligible financial assistance amount must be a total minimum of \$2,500 per request.

To do so, you must indicate in your letter of intent that the project is a multibuilding project by checking the appropriate box.

All buildings not mentioned in the letter of intent must be included in a separate project.

#### **1.4.2. Catered Component**

You may include two or more energy efficiency projects for several buildings in a single request for financial assistance, provided that each individual building measures at least 10,000 m<sup>2</sup> and the total eligible electricity savings are at least 50,000 kWh.

To do so, you must indicate in your letter of intent that the project is a multibuilding project by checking the appropriate box.

All buildings not mentioned in the letter of intent must be included in a separate project.

The unit amount of the basic financial assistance is increased for multibuilding projects, provided they include at least five existing buildings.

#### **1.5. Eligible measures**

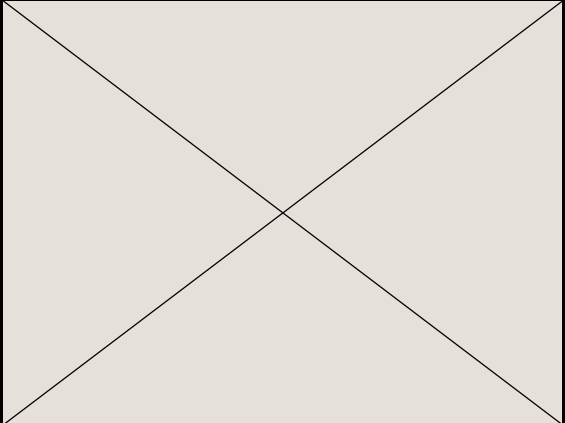
The Program is designed to give you as much flexibility as possible. You decide on the specific energy efficiency measures you want to implement in the building, whether they involve HVAC systems, indoor or outdoor lighting, or the building's envelope.

However, measures must meet the criteria listed in this section. Hydro-Québec reserves the right to approve, refuse or adjust the calculated electricity savings resulting from an energy efficiency measure if it does not meet the requirements set out in this guide. For more information, see tables 1.5.1.1.

### 1.5.1.1. General

A measure is <b>ELIGIBLE</b> if it meets all the following criteria:	A measure is <b>NOT ELIGIBLE</b> if it fails to meet the criteria on the left of if the following apply:
<ul style="list-style-type: none"> <li>▪ It generates energy savings* determined on a case-by-case basis, according to:               <ul style="list-style-type: none"> <li>– Program rules and tools for calculating energy savings and financial assistance;</li> <li>– Calculation methods authorized by Hydro-Québec.</li> </ul> </li> <li>▪ It includes more efficient equipment and materials or other components that are:               <ul style="list-style-type: none"> <li>– new and have been certified or approved by recognized independent industry authorities;</li> <li>– related to the building's envelope or to permanent lighting, HVAC or refrigeration systems.</li> </ul> <p>LED fixtures absolutely must either be on DLC's QPL or be ENERGY STAR<sup>®</sup> qualified; for links, go to <a href="http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program">www.hydroquebec.com/business/energy-efficiency/programs/buildings-program</a>. Refer to the PPB application methodology guide for more information on lighting measure eligibility.</p> </li> <li>▪ Measures that qualify for the Prescriptive component are included in the PPB application.</li> </ul> <p>* Load addition (existing building): When electrical equipment (or load) is added, eligible savings are based on the difference between the energy performance of the new equipment and the energy performance of reference equipment consistent with current industry practices. The reference equipment is used in the case of a new building.</p> <p>* Compliance with standards (existing building): In the case of a project implemented to make components compliant with standards, eligible savings are based on the difference between the energy performance of the new equipment and that of the existing equipment made to comply with standards.</p> <p>* Repurposing (existing building): In the case of a change in a building's economic activity, eligible savings are based on the difference between the energy performance according to the new activity and the energy performance of a reference building with the same activity.</p>	<ul style="list-style-type: none"> <li>▪ It generates electricity savings through maintenance activities or a change in activities, without the installation of more efficient equipment or materials.</li> <li>▪ It involves used equipment, materials or other components.</li> </ul>

### 1.5.1.2. Clarification regarding eligible measures

	A measure is <b>ELIGIBLE</b> if it meets all the general criteria listed in the preceding table <b>and if the following apply:</b>	A measure is <b>NOT ELIGIBLE</b> if the following apply:
<b>Energy conversion (or substitution)</b>		<ul style="list-style-type: none"> <li>▪ The savings result from conversion from one source of energy to another, and more specifically:               <ul style="list-style-type: none"> <li>– equipment that runs on fossil fuel is replaced by electrical equipment;</li> <li>– electrical equipment is replaced by equipment that runs on fossil fuel;</li> <li>– electrical equipment is replaced by equipment that runs on biomass.</li> </ul> </li> </ul> <p><b>Note:</b> If energy savings are generated as a result of modifications made during the conversion process, they must be calculated as if the source of energy were fuel.</p>
<b>Solar energy</b>	<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 are used to preheat the building's fresh air;</li> <li>– solar panels are used to preheat hot water.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ It involves installation of photovoltaic cells.</li> </ul>
<b>Fuel-fired heating system</b>		<ul style="list-style-type: none"> <li>▪ The savings can be attributed to an overall increase in efficiency resulting from the replacement of or a modification to fuel-fired heating equipment.</li> </ul>
<b>Project unrelated to a building</b>	<ul style="list-style-type: none"> <li>▪ The measure generates electricity savings in applications such as the following:               <ul style="list-style-type: none"> <li>– lighting for outdoor parking lots</li> <li>– heated outdoor pools</li> </ul> </li> </ul> <p><b>Note:</b> All other measures must be approved by Hydro-Québec.</p>	

## 1.6. Calculating eligible electricity savings

The impact on electricity consumption, whether upward or downward, brought about by all energy efficiency measures and all energy sources must be taken into account when calculating eligible energy savings.

Example: When installing an energy recovery system including hydraulic pumps, the increase in electricity consumption that can be attributed to the pumps must be taken into account when calculating the electricity savings, even if the recovery system generates natural gas savings.

## Section 2. Rules and Tools for Calculating Electricity Savings and Financial Assistance

The tables below outline the rules and tools for calculating electricity savings and financial assistance (including required documents and files) by component and building type.

PRESCRIPTIVE COMPONENT	EXISTING BUILDING	NEW BUILDING
Scope	<p>This component applies to new and existing buildings under 10,000 m<sup>2</sup>.</p> <p><b>Exception:</b> The following projects must be submitted under the Program's Catered component:            Arena and curling rink projects involving measures other than lighting measures,            Projects involving a <b>new building</b> that: measures at least 2,000 m<sup>2</sup>, is expected to generate eligible annual electricity savings of at least 50,000 kWh, and is eligible under the Integrated Design option.</p> <p>The amount of financial assistance requested for the implementation of energy efficiency measures must be at least \$2,500.</p>	
Tool for calculating financial assistance	<p>All calculations must be made using the Buildings Program application (PPB)<sup>2</sup>.</p>	
Required administrative documents	<ul style="list-style-type: none"> <li>▪ Signed letter of intent</li> <li>▪ Signed confirmation of completed project and request for payment of financial assistance form (in French only)</li> <li>▪ Invoice for financial assistance, plus taxes</li> <li>▪ Signed "Informations requises relativement au Relevé 27 – Déclaration du participant" [Relevé 27 information – Participant's declaration] form</li> <li>▪ All other documents required by Hydro-Québec</li> </ul>	
Required technical documents	<ul style="list-style-type: none"> <li>▪ File with an .hqppb extension, generated by the PPB application</li> </ul>	

<sup>2</sup> PPB is available for download at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

CATERED COMPONENT	EXISTING BUILDING	NEW BUILDING
Scope	<p>This component applies to new and existing buildings measuring 10,000 m<sup>2</sup> or more.</p> <ul style="list-style-type: none"> <li>▪ Exception: This component also applies to the following types of projects, targeting new and existing buildings measuring under 10,000 m<sup>2</sup>:  Arena and curling rink projects involving measures other than lighting measures,  Projects involving a new building that measures at least 2,000 m<sup>2</sup> and is eligible under the Integrated Design option.</li> </ul> <p>Projects must generate at least 50,000 kWh of eligible annual electricity savings.</p>	
Tool for calculating financial assistance	All calculations must be made using the Buildings Program application (PPB) <sup>3</sup> .	
Calculation of energy savings	<p>For projects involving lighting measures, the PPB application must be used.</p> <p>For projects involving other measures, you may use the tools and methods of your choosing, provided they are checked and approved beforehand by Hydro-Québec.</p>	Use of SIMEB, <sup>4</sup> version 3.1, is mandatory.
Required administrative documents	<ul style="list-style-type: none"> <li>▪ Signed letter of intent</li> <li>▪ Signed confirmation of completed project and request for payment of financial assistance form (in French only)</li> <li>▪ Invoice for financial assistance, plus taxes</li> <li>▪ Signed “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration] form</li> <li>▪ All other documents required by Hydro-Québec</li> </ul>	
Required technical documents	<ul style="list-style-type: none"> <li>▪ See <i>Description of technical documents required</i>.</li> <li>▪ For projects involving solely arenas and curling rinks, see Guide méthodologique [methodology guide] and Description of technical documents required.</li> <li>▪ Documents available at <a href="http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program">www.hydroquebec.com/business/energy-efficiency/programs/buildings-program</a>.</li> </ul>	
Integrated Design option		The terms and conditions, the rules and the tools for calculating electricity savings and financial assistance are described in Appendix 2.

3 PPB is available for download at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

4 Referenced calculation software developed and provided by Hydro-Québec and available at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

### ***Section 3. Program Process – General Instructions***

The time required to process your request and pay out financial assistance depends on the complexity, completeness and quality of the proposal submitted and on how quickly you provide all the required deliverables.

A Hydro-Québec representative may contact you at any time during the process to request further details regarding your proposal.

Hydro-Québec reserves the right to stop processing your application and close the file if it does not receive a satisfactory response to its request within a reasonable time. Hydro-Québec will notify you in writing of its intention prior to closing your file.



## **Section 4. Step-by-Step Procedure for Obtaining Financial Assistance**

### **4.1. Prescriptive Component**

#### **Step 1 – Submit a letter of intent, before the start date**

You must fill out, sign and send in the letter of intent (downloadable from [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program)) before the start date on any project submitted and processed under the Prescriptive component of the Buildings Program.

E-mail the letter to [PGEEProgrammeBatiments@hydro.qc.ca](mailto:PGEEProgrammeBatiments@hydro.qc.ca).

**Note:** If you are submitting a project for a building that is connected to an off-grid system, please send your letter of intent to [DEEINFORA@hydro.qc.ca](mailto:DEEINFORA@hydro.qc.ca).

At this stage, you do not need to send in any other documents.

Upon receiving your duly completed letter of intent, Hydro-Québec will send you an acknowledgment of receipt. A letter of intent places Hydro-Québec under no obligation to pay out any financial assistance for a project.

**Note:** A project begun before Hydro-Québec has received the letter of intent is not eligible for the Program.

**Note:** You may decide to begin an Integrated Design process even if you have submitted a project under the Prescriptive component. However, your project must meet the eligibility criteria for the Integrated Design option of the Catered component, and you must inform Hydro-Québec in writing of your intention and submit the required forms. See section 4.2 on the Integrated Design option, Catered Component, and Appendix 2.

#### **Step 2 – Confirm project completion and request payment of financial assistance**

Once the project has been completed, you and the external technical manager<sup>5</sup> must e-mail the signed confirmation of completed project and request for payment of assistance form to Hydro-Québec, at [PGEEProgrammeBatiments@hydro.qc.ca](mailto:PGEEProgrammeBatiments@hydro.qc.ca), along with the .hqppb file generated by the PPB application.

At this stage, you do not need to send in any other documents.

**Note:** Make sure the measures covered by your request for financial assistance have been implemented and that all components are working **properly before submitting the confirmation of completed project and request for payment of assistance form**. Hydro-Québec reserves the right to reject the project in its entirety or to revise the amount of financial assistance requested if it finds that one or more measures have not been implemented or that certain components are not in good working order during its review of the Project or visit to the site.

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<sup>5</sup> External technical manager (ETM) as identified in your letter of intent. If section 3 of the letter of intent does not mention an ETM, this information and the associated signature are not required.

### **Step 3 – Hydro-Québec reviews project**

Hydro-Québec verifies the request for payment of financial assistance.

You must comply with all Program requirements. Hydro-Québec makes sure the calculation file meets all the Program's eligibility criteria and reserves the right to refuse any non-probative supporting document.

In addition to the documents listed in the Program requirements, Hydro-Québec may request any other document deemed necessary.

Once you have submitted all the documents, Hydro-Québec:

- reviews the request for payment of financial assistance and inspects premises to ensure the implemented energy efficiency measures correspond to the work described in the submitted proposal. If the work is non-compliant, the project will be amended or canceled;
- approves the amount of the financial assistance.

### **Step 4 – Submit financial assistance invoice and “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration]**

Hydro-Québec does not pay out financial assistance the same way it usually pays suppliers.

Hydro-Québec sends you an e-mail requesting an invoice containing all the required information. Your numbered invoice must be produced using your accounting system. You must bill Hydro-Québec for the approved amount of the financial assistance, plus taxes. If you are not required to collect GST and QST, indicate “Taxes not applicable” on your invoice. Refer to the Tax Implications section for more information).

The invoice must also contain all the information stipulated by tax regulations, including GST and QST registration numbers, if applicable. It must be made out to Hydro-Québec.

Send the invoice, made out to Hydro-Québec, to **BureauEE.Affaires@hydro.qc.ca**.

You agree to send an original printed invoice at Hydro-Québec's request at any time within seven years of the invoice date.

Along with the letter requesting an invoice for financial assistance and taxes, Hydro-Québec will send you the “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant's declaration] form. You must complete and sign the form and send it to Hydro-Québec along with your invoice.

By signing the form, you certify that the information provided in all the documents submitted for the Program is true and complete.

### **Step 5 – Hydro-Québec pays out financial assistance**

Upon receiving your original invoice and the completed “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant's declaration] form, Hydro-Québec will perform a credit check and then pay you the approved financial assistance.

Hydro-Québec may deduct any amount owed to it by you or your partners, associates, shareholders or subsidiaries from the financial assistance. This compensation is effected by operation of law in favor of Hydro-Québec only.

## 4.2. Catered Component

### Step 1 – Submit a letter of intent before the start date

You must fill out, sign and send in the letter of intent (downloadable from [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program)) before the start date on any project submitted and processed under the Catered component of the Buildings Program.

E-mail the letter to **PGEEPprogrammeBatiments@hydro.qc.ca**.

At this stage, you do not need to send in any other documents.

Upon receiving your letter of intent, Hydro-Québec will send you an acknowledgment of receipt. A letter of intent places Hydro-Québec under no obligation to pay out any financial assistance for a project.

#### Integrated Design option

For projects involving new buildings, submitted under the Integrated Design option of the Catered Component, you must submit the Integrated Design option form, along with a letter of intent or before the first integrated design session<sup>6</sup> to **PGEEPprogrammeBatiments@hydro.qc.ca**.

Upon receiving your letter of intent, Hydro-Québec will send you an acknowledgment of receipt.

Once the integrated design step is completed, submit the final integrated design report, along with all other relevant documents, to **PGEEPprogrammeBatiments@hydro.qc.ca**.

The final integrated design report must contain all the elements described in Appendix 2.

Once Hydro-Québec has approved the report, it will send you a letter confirming acceptance.

Be sure to follow steps 4 and 5 below to request payment of the financial assistance for integrated design.

**Note:** A project begun before Hydro-Québec has received the letter of intent is not eligible for the Program.

**Note:** If you are submitting a project for a building that is connected to an off-grid system, please send your letter of intent to **DEEINFORA@hydro.qc.ca**.

### Step 2 – Confirm project completion and request payment of financial assistance

Once the project has been completed, you and the external technical manager<sup>7</sup> must e-mail the signed confirmation of completed project and request for payment of assistance form to Hydro-Québec, at **PGEEPprogrammeBatiments@hydro.qc.ca**, along with the .hqppb file generated by the PPB application.

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<sup>6</sup> See requirements in Appendix 2 – Integrated Design option under the Catered Component.

<sup>7</sup> External technical manager (ETM) as identified in your letter of intent. If section 3 of the letter of intent does not mention an ETM, this information and the associated signature are not required.

Hydro-Québec will then inform you that your request has reached the next stage and that your project is being forwarded to Hydro-Québec's technical team for review.

At this stage, you do not need to send in any other documents.

**Note:** Make sure the measures covered by your request for financial assistance have been implemented and that all components are working properly **before submitting the confirmation of completed project and request for payment of assistance form**. Hydro-Québec reserves the right to reject the project in its entirety or to revise the amount of financial assistance requested if it finds that one or more measures have not been implemented or that certain components are not in good working order during its review of the Project or visit to the site.

### **Integrated Design option – New buildings**

From this step on, follow the regular process for all projects submitted under the Catered component.

## **Step 3 — Hydro-Québec reviews project**

Hydro-Québec's technical team will contact you to instruct you on how to submit the required documents. You must then submit all documents required under the Program and comply with all Program requirements. Hydro-Québec makes sure the calculation file meets all the Program's eligibility criteria and reserves the right to refuse any non-probative supporting document.

In addition to the documents listed in the Program requirements, Hydro-Québec may request any other document deemed necessary.

Once you have submitted all the documents, Hydro-Québec reviews your request in order to:

- check the project's energy savings;
- determine the energy savings eligible for the Program, using the references and instructions available in the Documentation and Tools section of Hydro-Québec's Web page on the Catered component of the Buildings Program;
- verify the request for payment of financial assistance and, if it deems necessary, inspect premises to ensure the implemented energy efficiency measures correspond to the work described in the submitted proposal. If the work is non-compliant, the project will be amended or canceled);
- approve the amount of the financial assistance.

### **Integrated Design option – New buildings**

Two criteria must be met for the \$0.02/kWh increase to be applied to the full amount of the eligible relative electricity savings,<sup>8</sup> expressed in kWh, generated by the project. They are:

- Hydro-Québec accepts your final integrated design report, if it complies with the requirements in Appendix 2 – Integrated Design option;
- The energy efficiency measures implemented generate eligible electricity savings equal to at least 20% of the reference building's total electricity consumption.

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<sup>8</sup> Electricity savings expressed as a percentage of the building's initial electricity consumption.

## **Step 4 – Submit financial assistance invoice and “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration] form**

Hydro-Québec does not pay out financial assistance the same way it usually pays suppliers.

Hydro-Québec sends you an e-mail requesting an invoice containing all the required information. Your numbered invoice must be produced using your accounting system. You must bill Hydro-Québec for the approved amount of the financial assistance, plus taxes. If you are not required to collect GST and QST, indicate “Taxes not applicable” on your invoice. Refer to the Tax Implications section for more information.

The invoice must also contain all the information stipulated by tax regulations, including GST and QST registration numbers, if applicable.

Send the invoice, made out to Hydro-Québec, to **BureauEE.Affaires@hydro.qc.ca**.

You agree to send an original printed invoice at Hydro-Québec’s request at any time within seven years of the invoice date.

Along with the letter requesting an invoice for financial assistance and taxes, Hydro-Québec will send you the “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration] form. You must complete and sign the form and send it to Hydro-Québec along with your invoice.

By signing the form, you certify that the information provided in all the documents submitted for the Program is true and complete.

## **Step 5 – Hydro-Québec pays out financial assistance**

Upon receiving your original invoice and the completed “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration] form, Hydro-Québec will perform a credit check and then pay you the approved financial assistance.

Hydro-Québec may deduct any amount owed to it by you or your partners, associates, shareholders or subsidiaries from the financial assistance. This compensation is effected by operation of law in favor of Hydro-Québec only.

## Appendix 1. Buildings Program Revision List

Effective date	New terms and conditions	Target customers	Components affected
April 1, 2015 Vol. 6, No. 1	Hydro-Québec's Buildings Program application (PPB) must be used in the submission of projects. This application calculates eligible energy savings and financial assistance and includes the project evaluation form (FEP), the Prescriptive component application (PVP), the Catered component lighting project application (PPE) and the financial assistance table.	Commercial and Institutional	Prescriptive and Catered
April 1, 2015 Vol. 6, No. 1	Projects involving measures implemented in refrigerated warehouses are no longer eligible for the Buildings Program and must now be submitted under the Industrial Systems Program. The NAICS code 49312, Refrigerated Warehousing and Storage, was added to the exceptions cases in appendix 3.	Commercial and Institutional	Prescriptive and Catered
April 1, 2015 Vol. 6, No. 1	Multibuilding projects are eligible for the Prescriptive component. You can now submit a single request for financial assistance for energy efficiency projects carried out in several buildings as long as you own all of the buildings. Your letter of intent must indicate that the project is a multibuilding project and include a description of every building covered by the project (every site where measures are to be implemented).	Commercial and Institutional	Prescriptive
April 1, 2015 Vol. 6, No. 1	The eligibility requirements were modified. The Prescriptive component applies to new and existing buildings under 10,000 m <sup>2</sup> . However, projects involving measures (other than lighting measures) that target an arena or curling rink and projects eligible for the Integrated Design component are exceptions. These exceptions must be submitted under the Catered component.  A new eligibility criterion was added. A project is eligible if the financial assistance requested for the implementation of eligible energy efficiency measures is at least \$2,500.	Commercial and Institutional	Prescriptive

Effective date	New terms and conditions	Target customers	Components affected
April 1, 2015 Vol. 6, No. 1	Once the project has been completed, you and the external technical manager must complete and sign the confirmation of completed project and request for payment of assistance form, before submitting your request and after confirming that the measures covered by your request for financial assistance have been implemented and that all components are in good working order.	Commercial and Institutional	Prescriptive and Catered
April 1, 2015 Vol. 6, No. 1	The eligibility requirements were modified. The Catered component applies to new and existing buildings measuring 10,000 m <sup>2</sup> or more. Projects must generate at least 50,000 kWh of eligible annual electricity savings.	Commercial and Institutional	Catered
April 1, 2015 Vol. 6, No. 1	The LED Public Lighting component was terminated. Customers who have not completed their projects have 24 months to install their LED public lighting fixtures.	Institutional	LED Public Lighting
April 1, 2015 Vol. 6, No. 1	The financial assistance table is provided for reference purposes only. It was incorporated into the Buildings Program application (PPB).	Commercial and Institutional	Catered
April 1, 2015 Vol. 6, No. 1	Multibuilding projects are eligible for the Catered component. You can now submit a single request for financial assistance for energy efficiency projects carried out in several buildings. Your letter of intent must indicate that the project is a multibuilding project and include a description of every building covered by the project (every site where measures are implemented). The increased financial assistance is granted if a single request for financial assistance covers at least five existing buildings, provided the area of each building is at least 10,000 m <sup>2</sup> and the eligible electricity savings total at least 50,000 kWh.	Commercial and Institutional	Catered

Effective date	New terms and conditions	Target customers	Components affected
Apr. 1, 2015 Vol. 6, No. 1	<p><b>Integrated Design option</b></p> <p>This option applies to new buildings measuring at least 2,000 m<sup>2</sup>. Financial assistance is granted if you put in place a collaborative process at the preliminary analysis stage, prior to drawing up building plans and specifications. This process brings together architects, building engineers, energy simulation specialists and a customer representative from the outset of a project. Financial assistance is paid in two installments: first, when Hydro-Québec accepts the final integrated design report, and second, when the measures have been implemented. The basic amount of the financial assistance can be increased if the eligibility requirements are met. Among others, the project must generate eligible electricity savings equal to at least 20% of the reference building's total electricity consumption.</p>	Commercial and Institutional	Catered
Sep. 17, 2014 Vol. 5, No. 1	<p>The following changes were made:</p> <ul style="list-style-type: none"> <li>▪ End of Program section was removed;</li> <li>▪ Obligation added to maintain components targeted by the Project in good working order for a period of five years.</li> </ul>	Commercial and Institutional	Prescriptive, Catered and LED Public Lighting
Sep. 17, 2014 Vol. 5, No. 1	Changes to the definition of “new building.”	Commercial and Institutional	Prescriptive and Catered
Mar. 20, 2014 Vol. 4, No. 1	<p>The following changes were made:</p> <ul style="list-style-type: none"> <li>▪ Reduction of financial assistance from \$100 to \$60 per fixture for all existing eligible products;</li> <li>▪ Addition of an eligible product (the LED retrofit kit) for the component (financial assistance for each LED retrofit kit set at \$30);</li> <li>▪ End of eligibility for LED light fixtures in new residential developments;</li> <li>▪ Review of product eligibility criteria (existing installations): decorative and non-decorative LED light fixtures <i>as well as LED retrofit kits</i> of 320 W (<i>rather than 210 W</i>) or less are eligible if they are used to replace or adapt cobra head or decorative public lighting fixtures equipped with 70- to 749-W (<i>rather than 399-W</i>) HID lamps).</li> </ul>	Institutional	LED Public Lighting



Effective date	New terms and conditions	Target customers	Components affected
Mar. 20, 2014 Vol. 4, No. 1	Multibuilding project: Your letter of intent must indicate that the project is a multibuilding project and include a description of every building covered by the project (every site where measures are implemented).	Commercial and Institutional	Catered
Nov. 1, 2013 Vol. 3, No. 1	Participant's guides for commercial and institutional customers were combined.	Commercial and Institutional	Prescriptive, Catered and LED Public Lighting
Nov. 1, 2013 Vol. 3, No. 1	Changes to the definition of "new building."	Commercial and Institutional	Prescriptive and Catered
Nov. 1, 2013 Vol. 3, No. 1	Installed LED fixtures must either be on DesignLights Consortium®'s Qualified Products List or be ENERGY STAR®-qualified. These products are listed at <a href="http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program">www.hydroquebec.com/business/energy-efficiency/programs/buildings-program</a> .	Commercial and Institutional	Prescriptive and Catered
Nov. 1, 2013 Vol. 3, No. 1	Replacing or retrofitting T12 light fixtures or lamps with T8 or T5 light fixtures or lamps in existing buildings no longer eligible	Commercial and Institutional	Prescriptive and Catered
Nov. 1, 2013 Vol. 3, No. 1	Version 3.1 of the Prescriptive component application (PVP) must be used.	Commercial and Institutional	Prescriptive
Nov. 1, 2013 Vol. 3, No. 1	Requirement to submit a proposal and obtain a signed agreement was removed.	Commercial and Institutional	Catered
Nov. 1, 2013 Vol. 3, No. 1	Photovoltaic cells and biomass no longer eligible	Commercial and Institutional	Catered
Nov. 1, 2013 Vol. 3, No. 1	Net metering option was eliminated.	Commercial and Institutional	Catered
Nov. 1, 2013 Vol. 3, No. 1	PPE 1.0 added for projects involving lighting measures in existing buildings	Commercial and Institutional	Catered
Nov. 1, 2013 Vol. 3, No. 1	New requirement to use the new financial assistance table – November 2013 to December 2015	Commercial and Institutional	Catered
Nov. 1, 2013 Vol. 3, No. 1	SIMEB 3.1 must be used.	Commercial and Institutional	Catered
June 1, 2013	Only projects generating at least 25,000 kWh in eligible annual electricity savings are accepted.	Commercial and Institutional	Prescriptive and Catered
June 1, 2013	A single project may cover several buildings owned by the same participant; each building must measure at least 5,000 m <sup>2</sup> and the total eligible electricity savings must be at least 25,000 kWh.	Commercial and Institutional	Catered

Effective date	New terms and conditions	Target customers	Components affected
June 1, 2013	<p>Projects involving buildings under 5,000 m<sup>2</sup> come under Prescriptive component, but must be submitted under Catered component if they include measures involving any of the following:</p> <ul style="list-style-type: none"> <li>▪ Geothermal energy</li> <li>▪ Ice-water or hot-water loop systems (chiller, cooling tower, variable-flow pump, etc.)</li> <li>▪ Refrigerated display cases or cold-storage rooms, with the exception of LED lighting</li> <li>▪ Arenas, except for lighting.</li> </ul>	Commercial and Institutional	Prescriptive
June 1, 2013	PVP 3.0, downloadable from the Program Web site, must be used for projects for which the letter of intent is submitted under the Prescriptive component as of June 1, 2013.	Commercial and Institutional	Prescriptive
June 1, 2013	Handling of projects involving existing buildings under 1,000 m <sup>2</sup> was standardized, based on Prescriptive component rules for buildings under 5,000 m <sup>2</sup> . From now on, letters of intent must be submitted for all projects.	Commercial and Institutional	Prescriptive
June 1, 2013	Signed agreement with ÉnerCible now required for all projects.	Commercial and Institutional	Catered
June 1, 2013	<p>Projects involving buildings under 5,000 m<sup>2</sup> no longer eligible for Catered component, unless they include a measure involving any of the following:</p> <ul style="list-style-type: none"> <li>▪ Geothermal energy</li> <li>▪ Ice-water or hot-water loop systems (chiller, cooling tower, variable-flow pump, etc.)</li> <li>▪ Refrigerated display cases or cold-storage rooms, with the exception of LED lighting</li> <li>▪ Arenas, except for lighting</li> </ul>	Commercial and Institutional	Catered
June 1, 2013	FEP 2.0 must be used for projects submitted under Catered component.	Commercial and Institutional	Catered
June 1, 2013	Calculation of financial assistance for multiphase projects may no longer take overall energy efficiency into account or include preceding phases.	Institutional	Catered

<b>Effective date</b>	<b>New terms and conditions</b>	<b>Target customers</b>	<b>Components affected</b>
Feb. 1, 2013	One of three financial assistance tables (2012, 2013 or 2014-2015) must be used for all projects. Transitional measures must also be followed when doing so.	Commercial	Catered
Feb. 1, 2013	Financial assistance calculation based on cumulative installments canceled.	Institutional	Catered
Nov. 21, 2012	PVP 2.1 must be used for all projects with letter of intent submitted after September 4, 2012.	Commercial and Institutional	Prescriptive
Sep. 1, 2012	Prescriptive component for buildings under 5,000 m <sup>2</sup> added: Required documents and files: <ul style="list-style-type: none"> <li>▪ Signed letter of intent</li> <li>▪ File generated by PVP</li> <li>▪ Confirmation of completed project and request for payment of financial assistance form</li> <li>▪ Invoice for financial assistance, plus taxes</li> </ul> Relevé 27 information form.	Institutional	Prescriptive
Aug. 28, 2012	LED fixtures of 210 W or under are eligible: Existing installations: <ul style="list-style-type: none"> <li>▪ Replacement of 70- to 399-W HID fixtures with new [210-W and under] LED fixtures</li> <li>▪ Replacement of fixtures with new 210-W-and-under LED fixtures</li> </ul> New installations: <ul style="list-style-type: none"> <li>▪ Installation of new 210-W-and-under LED fixtures</li> </ul>	Institutional	LED Public Lighting
Mar. 14, 2012	Participant no longer has to sign agreement, but must obtain signed agreement from ÉnerCible before submitting confirmation of completed project form.	Commercial and Institutional	Catered
Feb. 6, 2012	SIMEB 2.2 must be used.	Commercial and Institutional	Catered, new building

Effective date	New terms and conditions	Target customers	Components affected
Dec. 2011 Vol. 2, No 1	<ul style="list-style-type: none"> <li>▪ Projects for which request for financial assistance already submitted under Novoclimat Program run by Bureau de l'efficacité et de l'innovation énergétiques excluded.</li> <li>▪ Existing buildings under 1,000 m<sup>2</sup> added.</li> <li>▪ Clarification regarding obligation to sign agreement before starting work under Catered component (except for existing buildings under 1,000 m<sup>2</sup>) added.</li> <li>▪ Clarification regarding multiunit residential buildings of at least four storeys including live-in semibasements added.</li> </ul>	Commercial and Institutional	Prescriptive and Catered
Jan. 2011 Vol. 1, No 1	Start of Program		

## **Appendix 2. Integrated Design Option, Catered Component – New Buildings**

### **Summary description of the Integrated Design process**

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Integrated design is a collaborative process that encompasses a building's entire life cycle (design, construction, operation and occupation). It brings together such experts as architects, building engineers, energy simulation specialists and a customer representative from the outset of a project to work together until the project is completed.

This option of Hydro-Québec's Catered component comes into play before building plans and specifications are drawn up because it is at this point that decisions that have an impact on the building's overall energy efficiency are made. Since modification costs are lower at this stage, the integrated design team can have a significant impact on the building's functional components. Accordingly, a substantial portion of professional service costs is normally generated at the project's outset, and Hydro-Québec is willing to absorb part of the price difference in order to encourage integrated design.

While integrated design involves assembling a multidisciplinary team as soon as the project gets under way, it also involves getting the team members to work together until the design process is completed. This approach is critical to designing a building that adheres to the principles of sustainable development.

Design sessions are organized to find optimal solutions in order to achieve established objectives. At least four people are required to take part, namely a customer representative, an architect, a building engineer and an energy simulation specialist (see the Integrated Design option form). Other experts (for example, specialists in natural lighting, passive solar power, etc.) may also join the group, depending on the scale of the project.

The customer representative plays a key role in the process, voicing expectations with regard to sustainable development when the group sets objectives at its first working session. The presence of an energy simulation specialist is critical in setting energy performance objectives. He or she helps quantify and compare solutions put forward by the other professionals to help the customer make the best decision.

Other stakeholders, such as a facilitator, can also contribute to the success of the Integrated Design process, but their participation is not required by Hydro-Québec. Facilitators are of particular importance when participants have no experience with such sessions, as they ensure that the process proceeds efficiently and that the atmosphere is conducive to identifying innovative solutions. Design sessions are structured around concrete energy performance objectives and design strategies that are set at the very first meeting. To help identify optimal solutions for energy-related objectives, simulations are carried out to test the effectiveness of solutions leveraging synergies and holistic design measures on a life-cycle basis. Building evaluations based on the building's life cycle take into account capital costs, operating costs and building maintenance costs.

To optimize the energy efficiency resulting from an integrated design approach, Hydro-Québec plans to increase the financial assistance granted for the project by \$0.02/kWh once the project is completed.

To learn more, refer to the *Guide de conception intégrée*, a document created by GRIDD (Groupe de recherche en intégration et développement durable en environnement bâti) and CERACQ (Centre

d'études et de recherche pour l'avancement de la construction du Québec) and available at [www.ceracq.ca/en/](http://www.ceracq.ca/en/). In it, you will find information about all aspects related to integrated design in Québec.

## Summary of terms and conditions – Integrated Design option

The table below outlines the terms and conditions specific to the Integrated Design option, which participants must meet—along with all the terms and conditions applicable to the Catered component and described in this guide—to qualify for financial assistance for this option.

Scope	<p>The Integrated Design option applies to new buildings that measure at least 2,000 m<sup>2</sup> and generate eligible annual electricity savings of at least 50,000 kWh.</p> <p>Integrated design is a collaborative process that brings together a group of experts, which must include architects, building engineers, energy simulation specialists and a customer representative, from the outset of a project to work together until the project is completed. The process begins with the preliminary analysis of the concept, before any plans or specifications are drawn up for the building.</p>
Calculation of financial assistance	<p>The financial assistance is paid in two installments.</p> <ul style="list-style-type: none"> <li>▪ Integrated design stage</li> </ul> <p>Financial assistance of \$1.50/m<sup>2</sup> of total building area (up to \$10,000 per project) is paid once Hydro-Québec has approved the final integrated design report.</p> <p>The requirements related to the final integrated design report are described below.</p> <ul style="list-style-type: none"> <li>▪ Measure implementation stage</li> </ul> <p>The financial assistance for these projects is calculated in the same way as that for Catered component projects (see section 2). However, the rate is increased by \$0.02/kWh if the eligible electricity savings are equal to at least 20% of the reference building's total electricity consumption (relative electricity savings).</p>
Calculation of energy savings	<p>Energy savings are calculated as follows:</p> <p>Electricity savings = reference building's electricity consumption – proposed building's electricity consumption</p> <p>Relative electricity savings = electricity savings ÷ reference building's electricity consumption</p>
Mandatory tools	<p>PPB application</p> <p>SIMEB<sup>9</sup> version 3.1(referenced calculation tool)</p>

<sup>9</sup> Referenced calculation software developed and provided by Hydro-Québec and available at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program)

Required administrative documents	<p><b><u>For the first installment:</u></b></p> <ul style="list-style-type: none"> <li>▪ Signed letter of intent</li> <li>▪ Signed Integrated Design option form</li> <li>▪ Invoice for financial assistance, plus taxes</li> <li>▪ Signed “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration] form</li> <li>▪ All other documents required by Hydro-Québec</li> </ul> <p><b><u>For the second installment:</u></b></p> <ul style="list-style-type: none"> <li>▪ Signed confirmation of completed project and request for payment of financial assistance form</li> <li>▪ Invoice for financial assistance, plus taxes</li> <li>▪ Signed “Informations requises relativement au Relevé 27 – Déclaration du participant” [Relevé 27 information – Participant’s declaration] form</li> <li>▪ All other documents required by Hydro-Québec</li> </ul>
Required technical documents	<p>See <i>Description of technical documents required</i>, available at <b><a href="http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program">www.hydroquebec.com/business/energy-efficiency/programs/buildings-program</a></b>.</p> <p>The final integrated design report must include the following.</p> <ul style="list-style-type: none"> <li>▪ Summary table of all measures analyzed on a life-cycle basis, indicating: <ul style="list-style-type: none"> <li>– the name of the tool used for energy simulations</li> <li>– a description of all measures analyzed during the work sessions, along with a cost and service life assessment</li> <li>– an assessment of the annual energy savings in kWh and dollars, as well as any maintenance savings</li> <li>– a calculation of the project payback period</li> <li>– the net present value (NPV) and internal rate of return (IRR), based on a hypothetical rate of increase in the cost of energy and the customer’s opportunity cost</li> </ul> <p><b>Note:</b> Hydro-Québec reserves the right to request more information on the measures submitted.</p> </li> <li>▪ Minutes of the integrated design work sessions, along with the role of each participant: <ul style="list-style-type: none"> <li>– Minimum of three work sessions</li> <li>– Participation of a customer representative authorized to make decisions and mobilize key internal resources to take part in the process when their contribution is required</li> <li>– In addition to the customer representative, minimal presence of a representative of the architectural firm and engineering firm, as well as a person in charge of energy simulations</li> </ul> </li> <li>▪ Confirmation of the building’s dimensions and total area.</li> <li>▪ Customer decisions: <ul style="list-style-type: none"> <li>– Summary of approved measures and reasons why the other measures were rejected</li> </ul> </li> </ul>

## **Appendix 3. North American Industry Classification System (NAICS) Codes Eligible for the Program**

### **Guidelines**

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Statistics Canada uses the North American Industry Classification System (NAICS) to classify Canadian industries by economic sector. Every business has a NAICS code based on the economic activity carried out in its building.

Hydro-Québec generally uses this code to determine whether projects submitted to its energy efficiency programs for business customers are eligible.

Hydro-Québec's energy efficiency programs for business customers (commercial, institutional and industrial) include both the services-producing and goods-producing sectors.

### **General rules for eligibility of projects submitted to Hydro-Québec under the Buildings Program**

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To qualify, the building where the project will be implemented must have a NAICS code in one of the following services-producing economic sectors.

#### **SERVICES-PRODUCING – Commercial customers – Non-exhaustive list**

23 – Construction

41 – Wholesale Trade

44 – Retail Trade

45 – Retail Trade

48 – Transportation and Warehousing

52 – Finance and Insurance

53 – Real Estate and Rental and Leasing

54 – Professional, Scientific and Technical Services

55 – Management of Companies and Enterprises

72 – Accommodation and Food Services



## SERVICES-PRODUCING – Institutional customers – Non-exhaustive list

22 – Utilities

49 – Transportation and Warehousing, Postal Service

51 – Information and Cultural Industries

56 – Administrative and Support, Waste Management and Remediation Services

61 – Educational Services

62 – Health Care and Social Assistance

71 – Arts, Entertainment and Recreation

81 – Other services (except public administration)

91 – Public administration

### Exceptions

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The table below lists the most common exceptions, for reference purposes only. It is not an exhaustive list.

## Examples

Buildings associated with the following services-producing NAICS codes <u>are not eligible</u> for the Buildings Program	Buildings associated with the following goods-producing NAICS codes <u>are eligible</u> for the Buildings Program.
221310 – Water Supply and Irrigation Systems 221320 – Sewage Treatment Facilities 486000 – Pipeline Transportation 49312 – Refrigerated Warehousing and Storage 562000 – Waste Management and Remediation Services 713920 – Equipment such as: <ul style="list-style-type: none"> <li>– snow-making equipment;</li> <li>– ski lifts.</li> </ul> <p><b>Note:</b> Buildings with the above NAICS codes are eligible for Hydro-Québec’s Industrial Systems Program. As a rule, and except for the cases listed above, any project that is carried out in a building used to produce services, but which concerns an industrial activity carried on in that building, must be submitted under the Industrial Systems Program.</p>	115000 – Support Activities for Agriculture and Forestry  213000 – Support Activities for Mining and Drilling Oil and Gas Wells

**Customer involved in multiple activities:** In the case of an administrative or other space with a service-producing NAICS code located in the same building as an industrial space with a goods-producing NAICS code, the following rule applies:

- All projects involving such buildings must be submitted under the Industrial Systems Program, unless they include one or more energy efficiency measures to be implemented exclusively in the administrative space (or another space with a service-producing NAICS code).

However, if the administrative space (or another space with a service-providing NAICS code) is located in a building separate from the plant, all projects involving this building must be submitted under the Buildings Program, even if the building in question is connected by a walkway to the plant or if the two buildings are located on the same site.

**Note:** If your project involves a multiple-use building, please contact Hydro-Québec to ensure that your project is submitted under the appropriate program.

## Obtaining an NAICS code

To obtain the official NAICS code of the building where your project will be carried out, you must send an official request to Statistics Canada and submit a formal letter (on company letterhead) with the following information: company number, name and full address, and signature of an authorized person (owner, president or chief executive officer).

For more information, visit the Statistics Canada Web site at [www.statcan.gc.ca](http://www.statcan.gc.ca).

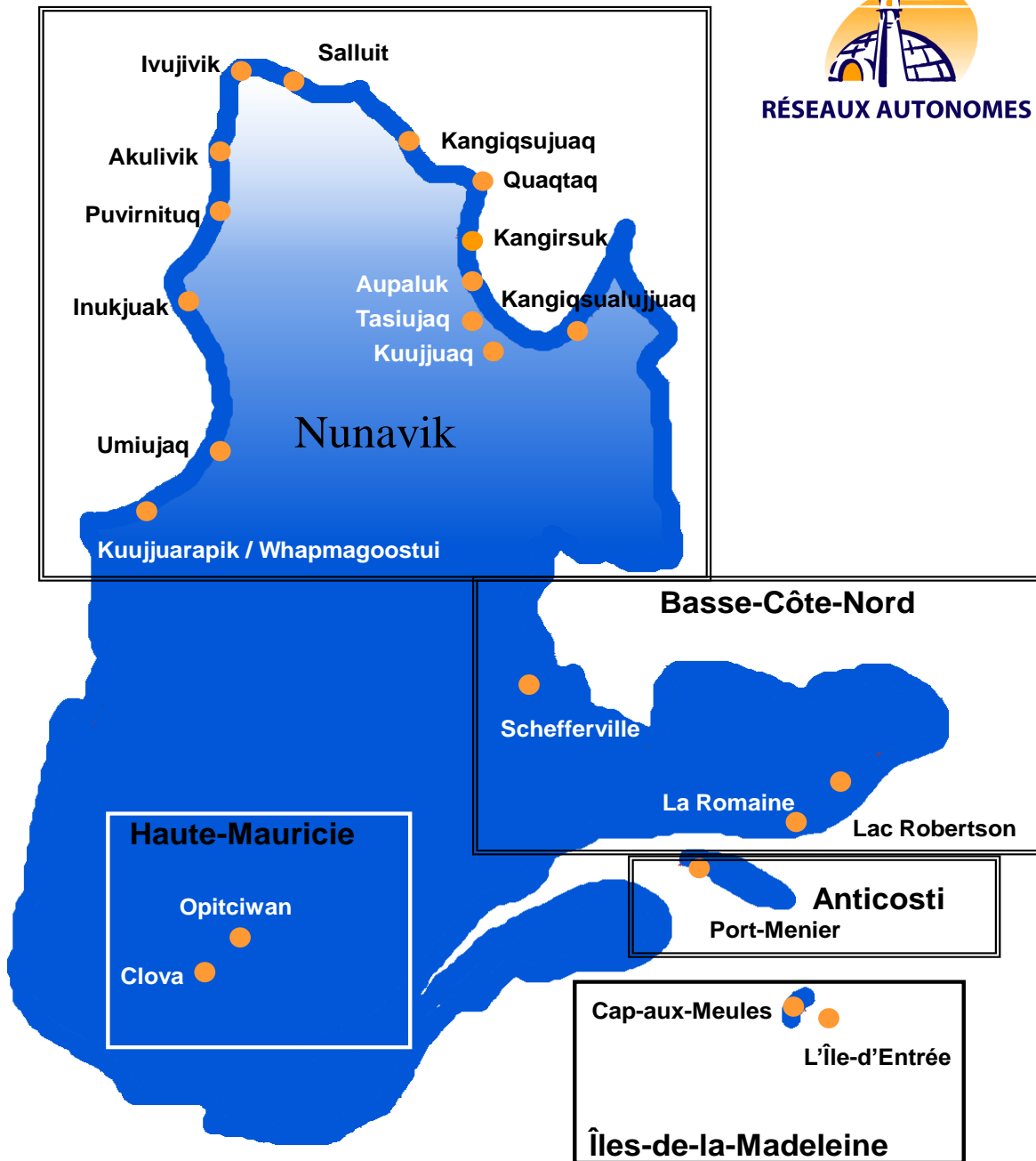
Hydro-Québec reserves the right to ask you to produce the official document you received from the Business Register Division.

If you are unsure about the eligibility of your project, please contact Hydro-Québec.

## Appendix 4. Specific Terms and Conditions for Off-Grid Systems



RÉSEAUX AUTONOMES



## Villages connected to off-grid systems

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### Côte-Nord (Lac-Robertson generating station)

- Blanc-Sablon, Chevery, Harrington Harbour, La Tabatière, Lourdes-de-Blanc-Sablon, Middle Bay, Mutton Bay, Rivière-Saint-Paul, Tête-à-la-Baleine, Côte-Nord-du-Golfe-Saint-Laurent, Gros-Mécatina, Bonne-Espérance et Pakuashipi.

### Côte-Nord (Menihék generating station)

- Schefferville, Matimekosh, Lac-John and La Romaine.

### Gaspésie-Îles-de-la-Madeleine

- Les Îles-de-la-Madeleine (Fatima, Grande-Entrée, Grosse-Île, Havre-aux-Maisons, L'Île-du-Havre-Aubert, L'Étang-du-Nord, Cap-aux-Meules et L'Île-d'Entrée).

### Nunavik

- Akulivik, Aupaluk, Inukjuak, Ivujivik, Kangiqsualujuaq, Kangiqsujuaq, Kangirsuk, Kuujuaq, Kuujuarapik, Whapmagoostui, Puvirnituaq, Quaqtaq, Salluit, Tasiujaq and Umiujaq.

### Haute-Mauricie

- Obedjiwan and Clova.

### L'Île-d'Anticosti

- Port-Menier

## Specific conditions

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All measures that help reduce oil consumption in a building connected to an off-grid system (with the exception of Lac-Robertson and Menihék distribution systems) are recognized for the purpose of calculating financial assistance and energy savings. In such cases, oil savings have the same value as electricity savings.

## Ineligible measures

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All conversions from one source of energy to another are excluded.

## Calculation of financial assistance

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Here are the conversion factors for liters of oil to equivalent kilowatthours:

- Projects for existing buildings: 7.5118 kWh/L, the equivalent of an oil heating system operating at 70% efficiency.
- Projects for new buildings: 8.5849 kWh/L, the equivalent of an oil heating system operating at 80% efficiency.

**Note:** If you are submitting a project for a building that is connected to an off-grid system, please send your letter of intent to [DEINFORA@hydro.qc.ca](mailto:DEINFORA@hydro.qc.ca).

## **Appendix 5. Energy Efficiency Program Coordinators at Municipal and Cooperative Systems**

<p><b>Coopérative régionale d'électricité de Saint-Jean-Baptiste-de-Rouville</b>            Jacques Collins            General Manager            3113, rue Principale            Saint-Jean-Baptiste-de-Rouville (Québec) J0L 2B0            Tel.: 450-467-5583            Fax: 450-467-0092  <b>collins.jacques@coopsjb.com</b></p>	<p><b>Ville de Coaticook</b>            Benoît Marquis            Treasurer            150, rue Child            Coaticook (Québec) J1A 2B3            Tel.: 819-849-2721, ext. 236            Fax: 819-849-9669  <b>b.marquis@coaticook.qc.ca</b></p>
<p><b>Ville de Westmount</b>            Benoit Hurtubise            Director, Hydro Westmount            995, chemin Glen            Westmount (Québec) H3Z 2L8            Tel.: 514-989-5401            Fax: 514-989-5490  <b>bhurtubise@westmount.org</b></p>	<p><b>Ville de Joliette</b>            Robert Parent            Manager, Power Department            485, rue P.-H. Desrosiers            Joliette (Québec) J6E 6H2            Tel.: 450-753-8103            Fax: 450-753-8108  <b>robert.parent@ville.joliette.qc.ca</b></p>
<p><b>Ville d'Alma</b>            Karine Morel, Eng.            Public Works            900, rue Bombardier            Alma (Québec) G8B 7A1            Tel.: 418-669-5001, ext. 5147            Fax: 418-669-5180  <b>karine.morel@ville.alma.qc.ca</b></p>	<p><b>Ville de Magog</b>            Michel Turcotte            Manager, Public Works            520, rue Saint-Luc            Magog (Québec) J1X 2X1            Tel.: 819-843-7200            Fax: 819-843-3330  <b>m.turcotte@ville.magog.qc.ca</b></p>
<p><b>Ville d'Amos</b>            Vincent St-Georges            Manager, Power Division            182, 1<sup>re</sup> Rue Est            Amos (Québec) J9T 2G1            Tel.: 819-732-3254, ext. 237            Fax: 819-727-9792  <b>vincent.st-georges@ville.amos.qc.ca</b></p>	<p><b>Ville de Saguenay</b>            Catherine Bergeron            Manager, Customer Services Division,            Hydro-Jonquière            1710, rue Sainte-Famille            Jonquière (Québec) G7X 7W7            Tel.: 418-698-3370, poste 3544            Fax: 418-546-2068  <b>catherine.bergeron@ville.saguenay.qc.ca</b></p>
<p><b>Ville de Baie-Comeau</b>            Stéphane Caron            Manager, Power and Water Treatment Division            30, avenue Dollard-des-Ormeaux            Baie-Comeau (Québec) G4Z 1L2            Tel.: 418-296-8171            Fax: 418-296-3095  <b>scaron@ville.baie-comeau.qc.ca</b></p>	<p><b>Ville de Sherbrooke</b>            Pierre Fréchet            Assistant to Manager            Hydro-Sherbrooke            1800, rue Roy, C. P. 610            Sherbrooke (Québec) J1K 1B6            Tel.: 819-821-5727, ext. 5747            Fax: 819-822-6085  <b>pierre.frechet@ville.sherbrooke.qc.ca</b></p>

## ***Appendix 6. To Contact Us***

Should you have any questions regarding terms and conditions that are not covered in this *Participant's Guide* or on the Program's Web site, [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program), please contact **Hydro-Québec**:

For further information or help regarding the following subjects:

- Eligibility
- Program terms and conditions
- Project and financial assistance follow-up
- Issues in using and understanding SIMEB and PPB
- Preparation of the project
- Other

**Hydro-Québec**

1 877 817-1433