Better Buildings Partnership

MULTIFAMILY ENERGY EFFICIENCY REBATE

Calculated Savings Project Guidelines

1. INTRODUCTION

The Better Buildings Partnership (BBP) assists Building Owners improving their buildings through energy efficiency measures. The BPP will direct incentives to eligible Participants towards the capital cost of initiatives that provide sustainable electricity demand and/or energy reductions in multi-residential buildings. The Program offers incentives for electricity demand reductions, in kW, and/or for electric energy savings, in annual kWh. Buildings must be located within the City of Toronto and occupied on or before July 5, 2006. The purpose of the incentives is to reduce the City's electricity demand by approximately 90 MW through a conservation program.

The incentive is up to $400 per kW for peak demand reduction from Space Cooling Measures (see section 2.2 for definition), or up to $0.07 per kWh of annual energy savings for non-Space Cooling Measures. Incentive payments are paid up to 50% of eligible Total Project Costs.

The program eligibility period is from January 1, 2008 to December 31, 2010.
Space Cooling Projects must be completed and in service by April 30, 2011.

2. ELIGIBILITY

2.1 Eligible Applicants

The Program is open to any corporation, partnership or organization that owns eligible multi-unit residential buildings within the City of Toronto. Mixed-use residential/ commercial units are eligible, provided the residential units (and related common areas) account for more than 50% of the gross floor area of the building. The commercial units within are also eligible for financial incentives if they receive upgrades. The Applicant must be an individual authorized to contract on behalf of the legal entity that owns the building. This is the company receiving the incentive funds from the City – no other firm

can receive the funds on behalf of the owner. The Project Contacts, who will assist in the administration of the Project, may be employees of the Owner or the property management company, and will be identified as such in the Program Application Form. Project Contacts are on site and familiar with the operation of the building in general, and the details of the proposed Project in particular.

2.2 Eligibility Criteria & Incentive Structure

- **Project Eligibility Date:** Deemed to be commencement of project retrofit work if it falls on or after January 1, 2008. Commencement is defined as 'the installation of energy efficiency equipment onsite'

- **Eligible Measures:** Measures that provide sustainable, measurable and verifiable electrical demand and energy reductions. Examples include but are not limited to:

    - Building Automation Systems
    - Building Envelope
    - Chiller Replacement
    - Deep Lake Water Cooling
    - Equipment Replacement HVAC
    - Fuel Substitution
    - Ground Source Heat Pumps
    - Lighting Controls
    - Lighting Redesign
    - Lighting Retrofits
    - Variable Speed Drives (Fans and Pumps)

Note - 1: Space Cooling Measures are any Energy Efficiency Measures that is applied to Space Cooling. Space Cooling means any cooling system, other than a room air conditioner, that generates cooling in one location for distribution to multiple zones in one building or any decentralized cooling system that generates cooling in one location. Space Cooling Projects contain Space Cooling Measures.

Note - 2: Fuel Substitution Measures are the replacement of an electrically-driven/fired device by a non-electricity device serving the same end-use.

Note – 3: The BBP and the OPA will consider Measures outside of this list. If potential applicants advance Measures not on this list that can be shown to result in permanent on-peak demand reductions (in kW) or annual savings of energy (in kWh) the BBP and the OPA shall assess them for eligibility under the Program.

- **Eligible Buildings:**

  Prescriptive Projects Multi-family residential buildings greater than 6 dwelling units and over 6,450 sq. feet (600 sq. meters) situated within the boundaries of Toronto. Shelters are exempt from the 6-unit minimum/6,450 sq. feet requirement.

  Calculated Savings Projects Multi-family residential buildings greater than 25,000 sq ft (2,300 sq. meters) situated within the boundaries of Toronto

- **Non-Eligible Buildings:**

  Non-eligible building types include:

  - Municipal, Academic, Social, Healthcare (the 'MASH' sector)
  - Offices, hotels, stores, commercial mixed use
  - Private Institutions (educational or healthcare institutions, privately-owned)
  - University, college residence, health care facilities owned by a public institution
  - New construction Projects: Any new non-residential building to be constructed will be eligible for incentives under the Better Buildings Partnership – New Construction Program. Please refer to the web-site at www.toronto.ca/energy/bbpnc for further information.

    Note: any existing building is still eligible for any other offering of the BBP.

- **Prescriptive Project Incentive Levels:** Prescriptive incentives as per MEER prescriptive measure worksheets (see application form) will apply for: Prescriptive Projects, for eligible lighting-only Projects with less than 250 fixtures or for Projects in buildings under 2300 sq. meters

- **Calculated Savings Project Incentive Levels:**

  - $400 per kW for Space Cooling Measures generating summer, on-peak Verified Peak Demand Reduction.

  - $0.07 per kWh of annual energy savings for non-Space Cooling Measures.

  - Calculated Savings Projects can include Prescriptive Measures.

  - Except as reviewed on a case by case basis, eligible lighting-only Projects with less than 250 fixtures, in-suite appliance measures, in-suite temperature control measures, ECM motor measures and screw-in compact fluorescent lamp measures can only access applicable prescriptive incentive rates

- Incentive payment is based on the electrical savings resulting from the implementation of Eligible Projects. The electrical savings accrue to the various Measures making up a Project. In the documentation accompanying the application, each Measure is assessed in the Project for its effect on electrical demand (in kW) and on energy savings (in kWh).

- **Energy Audit Subsidy:** The lesser of $35 per dwelling unit or the actual costs of the Energy Audit completed as per Energy Audit Guidelines. Energy Audit Guidelines are included in Appendix 1. Energy Audits that result in recommendations related solely to non-electricity conservation measures or single-measure Energy Audits will not qualify for the Energy Audit Subsidy.

- **Incentive Cap:** Incentive payments are limited to 40% of Total Project Costs for Projects less than 50kW or 500,000 kWh or 500 Prescriptive Incentive items. Incentive payments are limited to 50% of Total Project Costs for multi-measure* Projects or Projects greater than 50kW or 500,000 kWh or 500 Prescriptive Incentive Items.

	40% Incentive Cap	**50% Incentive Cap**
kW Criteria	Less than 50kW	More than 50kW
kWh Criteria	Less than 500,000 kWh	More than 500,000 kWh
Prescriptive Measures Criteria	Less than 500 Prescriptive Incentive Items	More than 500 Prescriptive Incentive Items

- **Funding Restrictions** – Measures that receive, directly or indirectly, other OPA incentive funding are ineligible. Participants may receive additional funding from third parties as long as the total funding for the Project does not exceed the Total Project Cost.

- **Minimum Incentive:** A minimum $2000 incentive for Calculated Savings Projects or a minimum $500 incentive for Prescriptive Projects is required to participate in the program.

- **Project Completion Dates:** Non-Space Cooling Projects must be completed and in service by December 31, 2010. Space Cooling Projects must be completed and in service by April 30, 2011.

- **Access to Energy Bills:** The Participant must allow the OPA, or its designate to review its utility bills for the period commencing 12 months prior to the completion of the Project and ending 12 months after the completion of the Project.

*Multi-measure Projects include energy efficiency measures from two or more conservation-end uses (i.e. lighting, space heating, space cooling, building envelope, auxiliary equipment (includes pumps & motors), appliances & plug loads, domestic hot water service).

The BBP reserves the right to evaluate and revise minimum incentive, incentive caps, incentive levels, and eligible building criteria.

2.3 Verified Peak Demand Reduction Definition

Demand reductions directly resulting from the installation of the Space Cooling Measures are called "Verified Peak Demand Reduction." It takes place during Ontario's weekday on-peak and mid-peak summer season as defined by the OPA from time to time (currently defined as 7am to 8pm from Monday to Friday between June and September). They are determined over a one-hour period. For Space Cooling Measures that are weather dependent, kW reductions shall be considered as occurring at peak design load conditions. Verified Peak Demand Reduction is based on direct reductions only; savings due to interactive effects (for example, reduced cooling demand from more efficient lighting equipment) are not eligible.

2.4 Calculated Energy Saving Definition

Energy savings directly resulting from the Project are measured in kWh, and are called "Calculated Energy Savings". They are determined as occurring over a 12-month period. Calculated Energy Savings are based on direct savings only; energy savings due to interactive effects (for example, reduced cooling consumption from more efficient lighting equipment) are not eligible. Projects with significant interactive effects (e.g. in-suite CFL lighting retrofits in electrically heated buildings) are advised to assess all energy source impacts where heating and cooling loads are affected.

2.5 Incentive Amounts

For each kW of Verified Peak Demand Reduction (as defined in 2.2 above) resulting from Space Cooling Measures, the Program awards an incentive of up to $400.00.

For each kWh of Calculated Energy Savings (as defined in 2.3 above) resulting from non-Space Cooling Measures, the Program awards an incentive of up to $0.07.

A Project can be made up of a number of Measures, each one attracting an incentive for either Calculated Energy Savings, or an incentive for Verified Peak Demand Reductions. A Measure can attract an incentive for demand or for energy reductions (as applicable) – but not both.

As an example, here's the incentive breakdown for a 4-Measure project:

Measure	(A) Demand Incentive	(B) Energy incentive
24/7 Lighting upgrade		1,000,000 kWh X $.07/kWh
Building Automation System		350,000 kWh X $.07/kWh
Variable Speed Drive		600,000 kWh X $.07/kWh
Chiller replacement	300 kW X $400/kW	
Total Project Incentive (A+B)	**300 kW X $400/kW**	**1,950,000 kWh X $.07/kWh**

2.6 Eligible Project

A Project is an aggregation of one or more Eligible Measures per section 2.2. The Program intent is to encourage multi-measure Projects.

2.7 Eligible Total Project Costs

The following eligible Project cost items must be supported by Eligible Invoices and are subject to evaluation and tests for legitimacy by the Project Evaluator and the Program Manager:

- Audit, pre-feasibility assessment costs;
- Engineering and architectural design costs;
- Project management costs;
- Equipment costs;
- Installation labour and services costs;
- Shipping and delivery costs
- Non-recoverable taxes

2.8 Eligible Invoices

To support claims for eligible Total Project Costs, eligible invoices must include the following information:

- Name of purchaser (must be Program Participant)
- Name of Supplier
- Invoice date
- Description of goods or services supplied (purpose of transaction)
- Total cost of goods or services supplied
- GST and PST registration numbers
- Amounts of GST and PST, shown separately

Photocopies of eligible invoices are acceptable. The Applicant will submit these as part of the documentation supporting the claim on completion of the Project.

2.9 Ineligible Project costs

The following Project cost items are not eligible to be included in Total Project Costs:

- Financing costs;
- Related insurance;
- Maintenance and service contracts;
- Costs for spare parts/equipment;
- Purchase or lease of tools or installation equipment
- Recoverable taxes
- Downtime losses caused by energy analysis or metering activities

2.10 Demand and Energy Savings Verification

Savings in kW or kWh deemed by the Program to be eligible are subject to an independent assessment using a Program-defined Measurement and Verification Procedure and tested for sustainability and measurability. Once exposed to the M&V Procedure and having passed the tests for technical compliance, savings become "Verified."

2.11 Limitation on Incentive Amount

Applicants may apply to the Program several times, for the same or different buildings. The total incentive amount is capped at 40% of the sum of eligible Total Project Costs for projects below 50kW or 500,000 kWh or 500 Prescriptive Incentive items. The total incentive amount is capped at 50% of the sum of eligible Total Project Costs for multi-measure Projects or Projects above 50kW or 500,000 kWh or 500 Prescriptive Incentive items. This encourages consideration of multiple-measure Projects – Measures with higher capital cost can help subsidize lower-cost Measures through the capping formula when they're grouped in the same Project. Multi-measure Projects include energy efficiency measures from two or more conservation-end uses (i.e. lighting, space heating, space cooling, building envelope, auxiliary equipment (including pumps and motors), appliance & plug loads, domestic hot water service).

The BBP reserves the right to impose additional incentive limitations, on a case by case basis, including limitations to ensure multi-measure incentives are not abused.

3. MEASUREMENT AND VERIFICATION

3.1 General

A critical element of this Program, and key to delivering quantifiable, sustainable, auditable and real savings, is the exposure of all Measures in a Project to Measurement and Verification (M&V) Procedures according to the International Performance Measurement and Verification Protocol (IPMVP). In order to receive incentives under the BBP Program, applicants will expose all Measures to a specific M&V Procedure that balances the need for some level of certainty a Project will save what it has been proposed to save, against efficient and effective delivery of Program targets.
M&V Principles as they relate to this Program are outlined in a document titled "Measurement and Verification Industry Principles." M&V Procedures as they are prescribed for specific Eligible Measures are outlined in a document titled "Measurement and Verification Procedures Guideline." Both documents can be downloaded from our website at www.toronto.ca/bbp .

3.2 Applicant Obligations

The Participant shall propose, for each measure in the Project, an M&V Procedure chosen from the list provided by the Program for the complete range of Energy Efficiency Measures. The onus is on the applicant, once having selected an M&V procedure, to follow it, and, equally important, be able to demonstrate the procedure was followed. The M&V procedure includes consideration of the assumptions, measurements and calculations for establishing both baseline conditions pre-retrofit and post-retrofit conditions. The applicant may use internal or external consultants. There are no accreditation requirements for the firms or staff providing the support documentation on behalf of the applicant. The test question for a Project as proposed in an application is:

"Are the engineering support documents and the measurements calculations and assumptions in compliance with Program-stipulated Measurement and Verification Procedures appropriate for the Measures in the Project?"

Appliance decommissioning/recycling costs will be covered by the OPA. Transportation to the OPA designated decommissioning/recycling centre is the responsibility of the Participant. The BBP has identified on our MEER website bulk appliance providers who will deliver old appliances to the decommissioning/recycling centre after drop off of the new appliances. The Program will require proof of appliance decommissioning/recycling prior to disbursement of associated financial incentives.

The Participant agrees to transfer and assign all of its right, title and interest in and to Environmental Attributes arising from or relating to the Project to the OPA, and deliver such transferred Environmental Attributes to the OPA free and clear of all liens, claims and encumbrances (other than those in favour of the OPA).

3.3 Project Evaluators

Program support firms, called Project Evaluators, are independent engineering firms retained by the program for their experience and expertise in Measurement and Verification protocols. While the Project Evaluators will not themselves conduct M&V Procedures when evaluating a Project, they will satisfy themselves the Program Participant (and their engineering team) have an M&V procedure for each measure, and follow it. Project Evaluators are not assessing a Project's design; they are bringing expertise and impartiality to the verification of results. Note that Program Participants are not liable for Project Evaluators' service fees.

3.4 Measurement and Verification Procedures

M&V may take the form of engineering calculations and/or on-site measurement, and is based on a set of assumptions for the Project. The rigor of the M&V Procedure depends on the complexity of the Project and the value of the incentive. A lighting upgrade, for example, using a homogeneous population of fixtures - existing and replacement - does not need the same level of M&V rigor as, for instance, a chiller replacement or a Variable Speed Drive installation. The M&V Procedures are specified as "basic" or "enhanced". For each Measure there is a stipulated M&V Procedure, as presented in detail in a document titled "Measurement and Verification Procedures Guideline" which can be downloaded from our website at www.toronto.ca/bbp .

4. PAYMENT

On completion of an approved Project, a Project Evaluator conducts a post-Project audit (if required). Pending any variances between the verified savings and what has been installed, the Project Evaluator or the BBP Project Reviewer sign an Incentive Approval Form. This report stipulates the on-peak summer demand reduction, and annual energy savings eligible for an incentive payment. The funds are payable by the City of Toronto to the Participant within 90 days on a best effort basis subject to recovery of the funds from the OPA. The recipient of the incentive funds is the legal owner of the building.

5. TERMS OF AGREEMENT

The BBP Terms of Agreement are attached to the Application Form. The Terms of Agreement along with the Application Form and Guidelines define the Terms and Conditions between the Participant and the BBP for payment of energy conservation incentives.

6. PROGRAM TIME SCHEDULES

6.1 Nominal Program Start Date

The BBP will receive applications now. Note that retroactive applications for projects commenced after January 1, 2008 and before September 15, 2009 may also be submitted.

6.2 Nominal Program Completion Date

The BBP will declare ineligible any Project completed after December 31, 2010. Space Cooling Projects must be completed by April 30, 2011.

6.3 Early Termination of the Program

Either the OPA or the City may terminate the Program. In this event, the City will make every effort to ensure applications in the Program process at the time of early termination will be subject to normal Program support, and, pending their compliance with the other Program Rules, will qualify for incentives.

6.4 Timing to Process an Application

BBP-EB turnaround timing between milestones assumes a "normal" amount of communication between the various Program roles and the Applicant, and is shown in Table #7 below. As there are many variables beyond our control, the Program does not guarantee these time allotments.

Table #7: Timing to Process an Application Package submitted to the Better Buildings Partnership

From the day the …	To the day the…	Business Days
Program Manager confirms the application package is complete	Program Manager dispatches the application to a Project Evaluator or BBP Project Reviewer	1-2
Application package is received by the Project Evaluator or BBP Project Reviewer	Project Evaluator or BBP Project Reviewer recommends the Project to proceed	5-10
Applicant advises the Project is finished	Project Evaluator conducts the post-Project on-site audit	5-20
Completed Project is approved by the Project Evaluator or BBP Project Reviewer	Project Operations Manager recommends release of incentive funds	1-5
City receives authorization from OPA to advance funds to applicant	City processes incentive for Payment	20-30

7. OTHER INCENTIVE PROGRAMS

The Program will not fund a Project already financially supported by another provincial electricity rate-payer funded program. Applicants must disclose their participation in other incentive programs offered by Toronto Hydro, the City of Toronto, or any other provincially-funded Conservation and Demand Management Program. Projects financially supported by National Resources Canada, or any other federal agency are allowed to participate in the BBP Program.

8. THE BBP PROGRAM PROCESS FOR APPLICANTS

8.1 Step 1: Participant Submits the Application Form and Supporting Project Documentation

The Program Application Form is available for downloading from www.toronto.ca/bbp

- The Participant completes the Program Application Form, prepares all documentation supporting the claim, and submits the package to the Program Manager. Supporting documentation for Calculated Savings Projects includes a properly filled out application form, relevant site data, energy saving calculations, proposed MV procedure, project cost data and an executed Application Form.

- On receiving the Application Form from the Applicant, the Program Manager assigns a unique BBP Project Number (the Project Number). The application data is sent to the BBP Database.

- The Program Manager sends a receipt of application and the Project Number to the applicant. All subsequent submissions, emails, correspondence, and Agreements will be identified by means of the Project Number.

- The Application Form references, but does not contain, all Project support material. The Program Manager will not advance the application to the next step in the Program process until all relevant documents have been received. The Applicant can expedite progress through the Program by submitting complete and diligent documentation as specified in the M&V Procedures.

- To speed up the process the application package must be forwarded to the Project Manager electronically with hardcopy participant agreement forwarded by mail or courier. Applicants submitting a spreadsheet for lighting retrofit verification are encouraged to use the template provided on the Internet and submit a spreadsheet electronically.

- Step 1 is complete when the Program Manager approves the Application.

8.2 Step 2: Program Application Sent for Screening

- The Program Manager receives the application submission and supporting hard copy documentation described in 8.1 above. The Program Manager screens the total application package to ensure compliance with Program rules around eligibility, completeness of submission and supporting documentation. If any elements are missing or if supporting documentation is incomplete or deemed lacking in diligence, they are reported to the applicant by e-mail. The application process stops until application package deficiencies are resolved, and the package satisfies the minimum requirements.

- When the Program Manager is satisfied the application meets the eligibility requirements and the proposed Project is accompanied by engineering documentation supporting the incentive claim, the Program Manager forwards to package for review.

- Step 2 is complete when the Program Manager forwards the Application package meeting the minimum requirements for review

Retroactive Projects skip Steps #3 (8.3) and #4 (8.4)

8.3 Step 3: Evaluation and Review

The Project Evaluator or BBP Project Reviewer:

- Certifies supporting documentation is relevant, consistent with the requirement of the prescribed M&V Procedure;

- Resolves, through discussions with the applicant, discrepancies in assumptions and calculations supporting any aspect of the claim;

- Conducts pre-project site visit, as required, to ascertain existing conditions and review M&V Procedures with applicant;

- Negotiates with the applicant any change in eligible kWh or kW, finalizes the Verifiable Project Savings;

- Recommends Project Start by signing the Implementation Approval Form.
  The Project Evaluator or BBP Program Reviewer forwards the signed Implementation Approval Form to the Program Manager.

Step 3 is complete when the Program Manager has approved the Project to start, and e-mailed the Participant they're approved to implement the Project.

8.4 Step 4: Participant Implements the Project

The Participant proceeds with Project implementation as proposed. After completion of the Project the Participant notifies the Program Manager that the Project is complete and ready for the post-project site visit.

Step 4 is completed when the Participant has notified the Program Manager the Project is complete and ready for the Post-project site visit.

8.5 Step 5: Project Evaluator Conducts Post-project Review

On being advised by the Program Manager that the Project is complete, the Project Evaluator or BBP Project Reviewer:

- The Participant provides the Program Manager with copies of eligible invoices (described in Section 2.8 above).
- Conducts the Post-project site visit, as required, to ascertain new conditions are in compliance with the Application;
- Confirms the Participant has conducted the M&V Procedures prescribed for this Project;
- Negotiates with the Participant any change in eligible kWh or kW, due to any departure in the Project in as-built from proposed as specified in the Application;
- Certifies the kW and kWh savings as "Verified";
- Submits the Incentive Approval Form to the Program Manager with a recommendation to make the incentive payment based on the Verified Peak Demand Reductions and Verified Energy Savings.

On receiving the Incentive Approval Form from the Project Evaluator or BBP Reviewer, the Program Manager calculates the amount of the eligible incentive for the Project (up to 50% of Eligible Costs).

Step 5 is completed when the Program Manager has received the Incentive Approval Form from the Project Evaluator.

8.6 Step 6: Processing of the Incentive Cheque

The Program Manager processes the Incentive Approval Form to collect incentive funding from the OPA, indicating the electricity demand reduction and savings and the eligible incentive amount. The Incentive Approval Form also provides direction to the City's Finance Division as to who will be receiving payment (the Participant, usually the owner of the building), for what Project and in what amount. The City sends the incentive payment directly to the Participant within 90 days on a best effort basis subject to recovery of the funds from the OPA.

Appendix 1 – Energy Audit Guidelines

The MEER Program provides a Subsidy for Energy Audits done as part of a retrofit program. This Subsidy is calculated at $35 multiplied by the total number of qualifying Residential Dwelling Units in that building at the time of the Energy Audit, or the total Invoice Cost of the Energy Audit, whichever is less. The Energy Audit must meet all conditions and guidelines outlined in this section, and must be applied for in conjunction with Measures actually being implemented. The Audit Subsidy is not available for Applications involving the New Construction Appliance Incentive.

How to Apply:

1. Conduct a qualifying Audit after January 1, 2008.
2. On the MEER Project application, fill in the audit subsidy section.
3. Attach a copy of the Audit Report and Invoice.

Energy Audit Content Requirements

The pre-retrofit Energy Audit Report must be a clear and concise written report. Give your Energy Auditor these MEER requirements to help guide their report. The Report should include, at minimum, the following:

- **A written description** of the building's physical characteristics, current condition, age, construction type; # of units, # of floors, total floor area and space types (Residential Dwelling Units, suites that are not Dwelling Units, Commercial Space, common areas, recreational, pool, parking etc.) as a percentage of total floor area. For audits covering multiple buildings, this information must be broken out for each building.

- **A written inventory and description** of existing electrically powered equipment in 4 or more of the following 7 categories: lighting, appliances, controls, HVAC equipment, motors, water heating equipment, building envelope. Equipment descriptions should include efficiency, capacity, physical condition and years of service, at minimum. When examining equipment in bulk quantities, conduct a representative sampling. Inspect sample Dwelling Units, so that different Unit orientations, heights, and Unit layouts are considered, where appropriate.

- **An electricity usage (kW, kWh) analysis** incorporating adjustments for weather. While not required, an analysis of other energy (e.g. Natural Gas) consumption patterns is recommended for a holistic retrofit project and proper financial analysis.

- **A description of recommended Measures** for each inventory category examined above, where appropriate. The recommendations should strive to maximize the annual electricity consumption savings (kWh) and summer peak demand reductions (KW), in a cost-effective manner and should include a written description of each energy-saving measure proposed.

- **A summary table** of energy savings (annual kWh and peak kW demand savings), capital costs and payback periods, by Measure. List any related gas, oil and water savings separately.

Strategy Tip to Participants: *Though not required in the Energy Audit Report, Applicants are ENCOURAGED to request the Energy Auditor also provide detailed energy savings calculations for the MEER Application. This will simplify the application process and ease Applicant effort. This could be arranged for all Measures, or just those selected by the Applicant for implementation. It may be useful to request that additional time be made available by the Energy Auditor for responding to information requests by the MEER Project Evaluator during the Application Review/Approval phase.*

Rules and Conditions

1. The Energy Audit must be performed before implementation of the related Measures commences, and before the Application is submitted to the Program. Any audit done after these stages will be ineligible for the Subsidy.

2. At least one Measure identified by the Audit Report must qualify for MEER Audit Incentives. Audit incentives will not be provided on a standalone basis

3. The Audit Report must examine multiple measure categories. Any limited-scope Energy Audit covering only one measure would NOT BE ELIGIBLE for any Energy Audit Subsidy under this Program (i.e. a building envelope Audit, or a window upgrade Audit)

4. Audit Report must not be more than 12 months old at the date of submission of the Application to the Program. Audit Report and Audit Invoice must be dated on or after Jan 1, 2008 (See Special Conditions for Retroactive Audit applications on the following page)

5. To apply for the optional Audit Subsidy, Applicants must complete Audit subsidy section of their MEER Application. The Subsidy is not issued automatically.

6. A building can receive only one Audit Subsidy, regardless of multiple MEER Applications.

7. The Energy Auditor cannot be an employee or volunteer of the Building Owner.

It is recommended and intended (but not required) that the Energy Audit and Report will be prepared by a Professional Engineer, Audit Firm, or similar individual with at least two years of proven related experience. The content guidelines provided above describe the level of detail and type of information expected. The BBP reserves the right to deny an Energy Audit Subsidy if it deems that the level of rigor shown in the Audit Report does not meet these expectations.

Retroactive Applications: In addition to the above conditions, the Audit Report must not be more than 12 months old at the date of commencement of the related Prescriptive or Calculated Savings Project retrofit work. The Report and Audit Invoice must both be dated on or after Jan 1, 2008, and on or before September 15, 2009, and need to have occurred before the related Measures were implemented. The Audit Report must examine 3 or more of the 7 equipment categories (lighting, appliances, controls, HVAC equipment, motors, water heating equipment, building envelope). Other content requirements for the Audit Report are more flexible - submit your Audit Report to confirm compliance. Reports with retroactive Applications will be approved on a case-by-case basis at the discretion of the BBP.

Energy Audits Covering Multiple Buildings: An Audit Report that covers multiple buildings is eligible for the Audit Subsidy. The total Audit cost is distributed proportionally between buildings according to the number of qualifying Dwelling Units contained in each building. The maximum Audit Subsidy is either $35/dwelling units in that building, or each building's share of the total Audit cost, whichever is less. (e.g. if an $8,000 audit report covers a 200-unit building and a 50-unit building, then the available Audit Subsidies would be $6,400 and $1,600 respectively). Each building must apply separately, and implement and be paid an Incentive for at least one measure from that Report, to receive its portion of the Audit Subsidy. Subsidies will not be conditional on any applications or implementations in other buildings. Any Buildings not implementing eligible Measures will forgo their share of the total Energy Audit Subsidy available.

Tuesday, June 30, 2009