

APPLICATION REQUIREMENTS FOR PRE-APPROVAL AND COMPLETION

Application for pre-approval - Scoping Audits / Engineering Studies / RCx Investigations

To receive pre-approval, the Applicant must submit the following via the application portal:

- Scoping Audit
 - Details on the facility (manufacturing, refrigerated warehouse etc.)
 - 12- Month of energy use of facility / system under review (e.g. electricity when reviewing compressed air systems, natural gas when reviewing boilers and steam systems etc.)
 - Details on end-uses to be included in the Scoping Audit
 - Itemised cost breakdown including internal labour as well as contracted labour and other costs to deliver the work scope
 - Any limitations applicable to the Scoping Audit
 - Proof of financial solvency (if requested).

- Engineering Study / RCx Investigation
 - Details on the facility (manufacturing, refrigerated warehouse etc.) with a brief description including construction, operations etc., as applicable to end uses
 - 24-Month of energy use of facility / system under review (e.g. electricity when reviewing compressed air systems, natural gas when reviewing boilers and steam systems etc.)
 - Detailed description of system under review
 - Energy Conservation Measures (ECM) included to be included in the scope of work, with an estimate of GHG reduction
 - Proposed methodology for estimating/analysing the ECM
 - Information on the individual signing off on the Engineering Study / RCx Investigation
 - Itemised cost break down including internal labour as well as contracted labour and other costs to deliver the Engineering Study
 - Any limitation applicable to the Engineering Study
 - Proof of financial solvency (if requested).

Application for completion - Scoping Audits / Engineering Studies / RCx Investigations

Upon completion of the Scoping Audit, Engineering Study or RCx investigation and to a request an incentive payment, the Applicant must submit the following via the application portal:

- Scoping Audit
 - Provide the following when submitting Scoping Audit report:
 - Summary of ECM with a high-level description of the business case of the priority ECM's
 - Details on customer and customer contact information
 - Details on the facility, systems and processes using energy
 - Billing analysis (12-month minimum, 36-month preferred)
 - Energy end use breakdown

- Details on identified ECM with a proposed baseline with assumptions in calculating savings
- Proof of payment/payment confirmation sufficiently itemised to compare with eligible expenses (“Proof of Purchase”)
- Any additional requirements as specified by EEA

- Engineering Study / RCx Investigation

Provide the following when submitting an Engineering Study / RCx Investigation report:

- Summary of ECM with a high-level description of the business case of the priority ECM's
 - Details on customer and customer contact information
 - Details on the facility, systems and processes using energy
 - Billing analysis (12-month minimum, 36-month preferred)
 - Cost estimates supported by comprehensive vendor and / or installation quotes
 - Energy end use breakdown
 - Details on identified ECM with a proposed baseline with assumptions in calculating savings
 - M & V Considerations – description of how ECM will be measured and verified based on IPMVP protocols
- Note: Baseline energy estimation for identified ECM's may be based on sub-metering (or available historian data) for relevant systems for a duration of time sufficient to obtain a representative energy use profile*
- Proof of payment/payment confirmation sufficiently itemised to compare with eligible expenses (“Proof of Purchase”)
 - Any additional requirements as specified by EEA

Please refer to the Scoping Audit, Engineering Study and RCx Investigation Guidelines at <https://www.encyalberta.ca/customsolutions/>

Application for pre-approval - Custom Projects

Some customers that have sufficient work progressed and data collected may qualify for a custom application directly, without having a Scoping Audit, Engineering Study or RCx Investigation developed by a Program Ally. Such applications, before being submitted, need to adhere to the level and quality of content to that described above in the application for completion – Scoping Audit, Engineering Study or RCx Investigation.

Application for Incentive payment - Custom Projects

Upon completing the Custom Project and to request for incentive payment, the Applicant must submit the following via the application portal:

- Applicable documentation / worksheets like Mechanical Completion reports, Pre-Commissioning and Commissioning checklist, deficiency lists (if applicable), Commissioning reports etc. confirming implementation is complete, and the upgraded energy efficient system is in operational mode;
- Proof of payment/payment confirmation sufficiently itemised to compare with eligible expenses (“Proof of Purchase”);
- Manufacturer Specification sheets;
- Utility bill information for the previous twelve to twenty-four months and, when available, detailed energy use data deemed necessary to adequately review the incentive application; and
- Proof of financial solvency (if requested).

Application for On-site Energy Manager funding - Energy Manager

Upon receiving pre-approval and to request for funding, the Applicant must submit the following via the application portal:

- Applicable documentation / worksheets demonstrating total GHG emissions, On-site Energy Manager credentials, and proof of pre-approval;
- Proof of employment of the On-site Energy Manager including the On-site Energy Manager's salary;
- Utility bill information for the previous twenty-four months and, when available, detailed energy use data deemed necessary to adequately review the funding application; and
- Proof of financial solvency (if requested).