



for Gaz Métro Customers

PARTICIPANT'S GUIDE

NEW EFFICIENT BUILDINGS PROGRAM

The EEF *New efficient buildings* program is applicable to present and future customers of Gaz Métro, with the exception of Tariffs 4 and 5 customers (customers of major industries). Commercial, industrial, institutional or multi-unit buildings with four or more units are eligible for the program. New construction, expansion projects as well as major renovation projects are eligible.

The buildings must be at least 25% more energy efficient than the standards of the Model National Energy Code of Canada for Buildings – 1997.

The financial assistance is \$1.50 per cubic meter of natural gas saved, up to a maximum of \$300,000. If an appliance eligible under the efficient appliances program Gaz Métro is installed, the cubic meters saved by these appliances will be subtracted from the savings financed by the EEF. The savings resulting from a conversion of natural gas to another energy source are not eligible for financial assistance and will be deducted from savings financed by the EEF.

Validation of simulations done with the EE4 software is now handled by the EEF. Thus, the review fees are now paid by the program. Consult the **participant's guide** for all the information and to know the steps to follow. If the simulation is done with software other than EE4, validation is not covered by the program and is at the customer's expense. In this case, contact the EEF to know the procedure to follow.

The Energy Efficiency Fund (EEF) reserves the right to request additional information. Incomplete files cannot be processed. An EEF representative or an external auditor may visit you to verify the conformity of the work done.

For more information, contact us

Montreal area: 514-529-2216

Elsewhere in Quebec: 1-866-529-2216

www.fee.qc.ca

info@fee.qc.ca

Notice

The EEF reserves the right to:

- amend or cancel the program without notice;
- interpret the terms and conditions of the program;
- refuse any proposal that does not meet the program criteria.

The customer agrees that:

- any inaccurate declaration could result in cancellation of the financial support, in which case the EEF could claim a refund of the assistance paid;
- a program may be evaluated at the request of the EEF or a third party mandated by the EEF;
- the EEF may visit a site to verify that the energy efficiency measures for which the financial assistance has been paid have been implemented;
- the following information may be disclosed about the project – type and description of building, reference consumption, eligible project costs, anticipated or actual savings and amount of financial assistance paid.

STEPS TO FOLLOW

1. Submit the duly completed application form by e-mail, attaching the EE4 simulation file (file .BLD), or by mail by enclosing a CD with your shipment. See addresses below.

**If the reference building generated by the software is 100% electric (ex: geothermal system with natural gas appliances support), you must provide a report showing the savings of natural gas. Contact the EEF for more details.*

2. The EEF will send you a confirmation of the potential financial assistance based on the natural gas savings of the simulation provided.

Note: The natural gas savings due to appliances and the savings resulting from conversion of natural gas to another energy source will be deducted.

3. Once construction is completed and proof of occupancy can be provided, please send us the documents required to validate the energy simulation. See the list of required documents on the next page. You can submit your application by e-mail, by mail or by fax:

By e-mail: bpaille@fee.qc.ca

By mail: Energy Efficiency Fund - Gaz Métro
New Efficient Buildings program
1717, Du Havre Street
Montréal (Québec) H2K 2X3

By fax: 514 719-8207

4. The EEF will mandate an independent auditor to perform the validation of the EE4 simulation of the building. Following the validation, the EEF will confirm the exact amount of financial assistance based on the results of the validation.

LIST OF DOCUMENTS TO PROVIDE FOR THE VALIDATION OF THE ENERGY SIMULATION

You must provide all the documents listed below for your application to be accepted. You must present your request in a structured manner. We recommend that you use a binder containing the table of contents and that you refer to the 14 elements required.

Your request may be mailed, together with electronic files on a CD, or electronic files by e-mail.

| | DOCUMENT | DESCRIPTION |
|----|---|---|
| 1 | Table of Contents | This table of contents should be included in your presentation binder. For documents that are not part of the presentation binder, give the reference of the CD or the electronic file. |
| 2 | Project résumé | Its purpose is to provide the reviewer with a summary of how the building was modeled. It must contain: <ul style="list-style-type: none"> • Introduction to building: location, climate zone, energy features, special systems; • Overview of the configuration of the building's systems including, for example, number and type of air handlers, exhaust fans and thermal control systems. |
| 3 | Building Permit (Paper copy) | Include copy of building permit. |
| 4 | Summary Compliance Report (Paper copy) | Provide the Summary Compliance Report which is automatically generated by EE4. Affix signature and seal. In some cases two reports may be required (see EE4 Modelling Guide at http://canmetenergie-canmetenergie.nrcan-rncan.gc.ca/eng/software_tools/ee4.html). |
| 5 | Explanation of Errors and Warnings | Provide written explanations for the errors and warnings generated by the software and that are included in the Summary Compliance Report. Please refer to the error number or the key-word, cited in the report, in your explanation. |
| 6 | Outdoor Air Calculation Spreadsheets | Provide a letter signed by the professional that indicates the reference standard used for the rate relatively of fresh air admitted into the building. The rate of fresh air should not exceed 20%, as recommended by the MNECB-1997. |
| 7 | Relevant Calculations | If applicable, include all calculations supporting inputted data used in the simulation software, for example: heat recovery efficiency, and surfaces areas for walls, floors and windows. |
| 8 | Calculations for Renewable Energies (if applicable) | Provide two documents. The first document should be a RETScreen analysis and/or all other supporting documents, which provide the amount of energy produced by the renewable energy. The second document should be a set of calculations showing the impact of energy produced on total energy consumption and cost reductions. |
| 9 | Mechanical Zoning Diagram | Provide concise clear thermal zoning drawing(s), either electronically or in the submission binder. Highlight in color the zones on the engineering drawings/plans. For EE4 files, refer to the section "Building Zoning Principles" in the EE4 Modeling Guide (http://canmetenergie-canmetenergie.nrcan-rncan.gc.ca/eng/software_tools/ee4.html). |
| 10 | Electronic Simulation Files | Save final EE4 file on CD. Note that under certain circumstances (e.g. 20% outdoor air rule), a second simulation is required. To ensure that the version of the software you are using is the most recent, consult the OEE Website at: http://canmetenergie-canmetenergie.nrcan-rncan.gc.ca/eng/software_tools/ee4.html . |
| 11 | (A/M/E/R) Drawings (electronic copy) | Include a complete set of the most recent (ideally the drawings "as built") and to scale construction drawings/plans relating to Architecture, Mechanical and Electrical design and Refrigeration. Ensure that seals and signature appear on the drawings/plans. |

| | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|------------------------------|--|--|--|------------|-----------------------|---------------|---------------------------|-----------------------|-----------------|----------|-------------------------|-------------|---------------------------|-------------------|----------------------------|---------------------------------|---|---|--|---------------------------|---------------------|
| 12 | A/M/E/R Specifications (Tender documents) | <p>Supporting information is needed for all building systems. Manufacturer's specifications/cut sheets are required for all equipment/systems that cannot be properly modeled from the information found in the tender specifications or drawings. This data must be compliant with the listed models from the manufacturer.</p> <p>Building's Main Systems :</p> <table border="0"> <tr> <td>1. Heat Recovery Ventilation</td> <td>12. Window and Glazing Thermal Performance</td> </tr> <tr> <td>2. Space Heating and Cooling Equipment</td> <td>13. Panelized Wall Systems, Curtain Wall Systems</td> </tr> <tr> <td>3. Boilers</td> <td>14. Interior Lighting</td> </tr> <tr> <td>4. Heat Pumps</td> <td>15. Refrigeration Systems</td> </tr> <tr> <td>5. Air Handling Units</td> <td>16. Compressors</td> </tr> <tr> <td>6. Pumps</td> <td>17. Heat Recovery Coils</td> </tr> <tr> <td>7. Chillers</td> <td>18. Mechanical Subcooling</td> </tr> <tr> <td>8. Cooling Towers</td> <td>19. Floating Head Pressure</td> </tr> <tr> <td>9. Unit Heater, fan coils, etc.</td> <td>20. Renewable Energy Features (if applicable)</td> </tr> <tr> <td>10. Service Hot Water Heating Equipment</td> <td>21. Special Energy Conserving Features (if applicable)</td> </tr> <tr> <td>11. Envelope Construction</td> <td>22. Other - Specify</td> </tr> </table> | 1. Heat Recovery Ventilation | 12. Window and Glazing Thermal Performance | 2. Space Heating and Cooling Equipment | 13. Panelized Wall Systems, Curtain Wall Systems | 3. Boilers | 14. Interior Lighting | 4. Heat Pumps | 15. Refrigeration Systems | 5. Air Handling Units | 16. Compressors | 6. Pumps | 17. Heat Recovery Coils | 7. Chillers | 18. Mechanical Subcooling | 8. Cooling Towers | 19. Floating Head Pressure | 9. Unit Heater, fan coils, etc. | 20. Renewable Energy Features (if applicable) | 10. Service Hot Water Heating Equipment | 21. Special Energy Conserving Features (if applicable) | 11. Envelope Construction | 22. Other - Specify |
| 1. Heat Recovery Ventilation | 12. Window and Glazing Thermal Performance | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Space Heating and Cooling Equipment | 13. Panelized Wall Systems, Curtain Wall Systems | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Boilers | 14. Interior Lighting | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Heat Pumps | 15. Refrigeration Systems | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Air Handling Units | 16. Compressors | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Pumps | 17. Heat Recovery Coils | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Chillers | 18. Mechanical Subcooling | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Cooling Towers | 19. Floating Head Pressure | | | | | | | | | | | | | | | | | | | | | | | |
| 9. Unit Heater, fan coils, etc. | 20. Renewable Energy Features (if applicable) | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Service Hot Water Heating Equipment | 21. Special Energy Conserving Features (if applicable) | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Envelope Construction | 22. Other - Specify | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | Energy Prices | Present costs of energy used (electricity, natural gas, oil, etc.). | | | | | | | | | | | | | | | | | | | | | | |
| 14 | Pictures | Provide pictures of the new building (facade, mechanical room, envelope, etc.). | | | | | | | | | | | | | | | | | | | | | | |
| 15 | Operating Certificate | Provide an occupancy/operation permit for the building or the certificate of completion produced by the architect. | | | | | | | | | | | | | | | | | | | | | | |