

BOMA Toronto Conservation & Demand Management Program (CDM) Program Rules

1. Program Overview

The Program provides incentives towards the capital cost of measures that provide sustainable electrical demand and energy reductions in commercial buildings.

In addition, the Program provides funding for energy audits that assess whole building energy usage and identify potential projects, and for professional fees incurred in the preparation of and submission of CDM projects that result from such audits. (See Section 13: “Energy Conservation Assessment Program”)

The Program, sponsored by the Ontario Power Authority and managed by BOMA Toronto, has an objective of reducing the City’s on-peak electricity demand by 100 MW over 4 years

Duration: This program will end December 31, 2010 (deadline for applications).

Eligibility: Existing commercial buildings in the City of Toronto (416 exchange area or Postal Code beginning with” M”), greater than 25,000 sq.ft. Such buildings include Offices, Hotels, Retail Stores, Mixed Use, Industrial Buildings, Warehouses, and Private Institutions. Municipal buildings, Universities, Schools, Hospitals, Multi-residential and New construction are excluded.

Eligible Measures provide sustainable, measurable and verifiable electrical demand reductions and energy savings and include:

1. Building Automation Systems
2. Building Envelope
3. Window Film
4. Chiller Replacement
5. Deep Lake Water Cooling
6. Equipment Replacement
7. Fuel Substitution
8. Ground Source Heat Pumps
9. Lighting Controls
10. Lighting Retrofits
11. Tenant sub-metering
12. Variable Speed Drives (Fans and Pumps)
13. Power Conditioning
14. Elevator Modernization
15. Transformer Replacements

BOMA Go Green Plus/BES_t Assessment Tool: Completion of BOMA Canada's Go Green Plus/BES_t Assessment Tool is a requirement to participate in the program. Go Green Plus/BES_t is a national benchmark assessment and recognition program managed by BOMA Canada and well recognized within the commercial real estate industry. Buildings that hold valid BOMA BES_t Certification Level II or higher, as well as tenants who lease part of the building are exempt from this requirement. **NOTE:** Buildings do not have to be BOMA BES_t certified in order receive incentive.

Incentive Level: \$800 per kW of summer, on-peak demand reduction, or \$0.10 per kWh of annual energy savings or \$250 per ton of cooling for ground source heat pump systems. All lighting-related measures are incented at 400 per kW of on-peak demand reduction, or \$0.05 per kWh of annual energy savings.

Incentive Cap: Incentive payment limited to 40% of total Eligible Costs.

2. Program Process Detail and Approximate Timing

The following provides a description of the steps a Participant takes in applying for, completing a project, and receiving incentives under the Program.

Note that there is a simplified process for projects with an expected saving of less than 25 kW or 220,000 kWh. This is described in detail at the end of this section.

Step 1: The Participant completes a BOMA Toronto CDM Application package. This package contains the completed application form, brief project proposal containing Participant and building particulars, description of existing conditions and proposed retrofit Measures, the kW, kWh and or cooling tonnage claims, a Measurement and Verification Plan and other supporting documentation.

Supporting documentation includes, but not limited to:

- Original Equipment Manufacturer (OEM) specifications of proposed Measures (lamp specs, cut sheets, engineering/design specs, drawings, etc)
- Photos identifying existing equipment, nameplate on the equipment, etc.
- Worksheet showing the calculations of existing and proposed Measures as well as claimed savings.
- Copies of utility bills
- Proposals, estimates, etc from contractors or consultants

An Application Guide and Application Checklist are included in the Application Form.

Approximate timing: 2 business days.

Step 2: On receiving the Application Form from the Participant, the Program Management assigns a unique **BOMA Toronto CDM Program Project Number** (the Project Number).

The Program Management sends a receipt of application to the Participant and the Project Number (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. Program Management will advance the application when all relevant documents have been received. The Participant will expedite progress by submitting complete and diligent documentation as specified in the M&V Procedures and summarized in the Application Package Checklist.

The Program Management reviews the total application package, to ensure compliance with Program rules around eligibility, completeness of submission and supporting documentation. Any elements that are missing from the Application Package Checklist or incomplete documentation are reported to the Participant by email.

Approximate timing: 2 business days.

Step 3: When Program Management confirms the application meets the eligibility requirements, and the proposed Project is accompanied by engineering documentation supporting the incentive claim, BOMA and the Participant sign the **Program Participant Agreement (PA)**.

This formalizes the relationship between BOMA and the Participant, and sets out the terms and conditions that must be met for the Participant to receive the incentive funds. It is not a commitment that incentives will be paid.

Approximate timing: 5 business days.

Step 4: An independent Project Evaluator (PE), selected by BOMA, is assigned to:

- Certify supporting documentation is relevant, consistent with the requirement of the prescribed M&V Procedure;
- Resolve, through discussions with the Participant, discrepancies in assumptions and calculations supporting any aspect of the claim;
- Conduct pre-project audit to ascertain existing conditions and review M&V Procedures with Participant;
- Negotiate with the Participant any change in eligible kWh or kW, finalizes the Verifiable Project Savings;

- Recommend Project Start by signing the **Advance Evaluation and Incentive Report (AEIR)** (in the Participant Agreement) under “Recommended By” with the Participant of record. The Project Evaluator forwards the signed Advance Evaluation and Incentive Report to the Program Management.

This step is complete when the Program Management has approved the Project to start, and the Participant is notified in writing (including e-mail) that they are approved to implement the Project.

Approximate timing: 7 business days.

Step 5: The Participant completes the Project as proposed. When the Project is complete and ready for post-Project audit, the Participant provides the Program Management with copies of Eligible Invoices (described in Section 6.7 below).

Approximate timing: Project determinant.

Step 6: On being advised by the Participant the Project is complete, the Project Evaluator (as described above):

- Conducts post-Project audit to ascertain new conditions are in compliance with the Application;
- Confirms the Participant has conducted the M&V Procedures prescribed for this Project;
- Reviews, and agrees, with the Participant any change in eligible cooling tons, kWh or kW, due to any departure in the Project in as-built from proposed as specified in the Application;
- Certifies the kW, kWh of cooling tons savings as “Verified”;
- Submits **Final Evaluation and Incentive Report (FEIR)** to the Program Management with a recommendation to make the incentive payment based on the Verified Peak Demand Reductions, Verified Energy Savings or Verified Cooling Ton Savings.

On receiving the Final Evaluation and Incentive Report from the Project Evaluator, and copies of Eligible Invoices from the Participant, the Program Management calculates the amount of the eligible incentive for the Project – (40% of Eligible Costs, Section 6.6 below).

This step is completed when the Program Management has submitted a Project Completion Report to the OPA, indicating the eligible incentive amount and authorizing payment. The Project Completion Report provides direction to the OPA as to whom is receiving payment (the Participant of record, usually the owner of the building), for what Project and in what amount.

Approximate timing: 5 business days.

Step 7: The Participant completes the Go Green Plus/BESr Assessment Tool.

Go Green Plus/BESr is an online assessment tool that generates a report on a wide range of energy and environmental performance metrics. This step is completed when the Participant registers and completes the Go Green Plus/BESr Assessment Tool. This tool must be completed before the incentive is paid out to the Participant.

It's critical on entering the data; the Participant enters the unique BOMA Toronto CDM Program Project Number, obtained in Step 1, in the field provided.

When the completed Go Green Plus/BESr survey is submitted:

1. the Participant receives a text report describing the operation of the subject building compared to best industry practices;
2. The CDM database receives the Go Green Plus/BESr data table generated by completion of the survey;
3. The Go Green Plus/BESr survey is linked to the Participant's Project in the CDM Database by means of the Project Number.

Step 8: The Program Management authorizes payment; BOMA delivers incentive payment to the Participant.

Approximate timing: 30 business days.

Process for projects with expected saving of less than 25 kW or 220,000 kWh:

For Projects with expected savings between 15 kW and 25 kW or between 130,000 kWh and 220,000 kWh:

A Project Evaluator is assigned as per normal, after the application package has been accepted, the Participant Agreement signed and the Go Green diligence done.

The Project Evaluator:

- conducts the pre-Project inspection to confirm that work has not already started;
- ensures the Participant follows prescribed M&V procedures; and signs, with the Participant, the Advance Evaluation and Incentive Report.

This concludes the Project Evaluator's involvement. There is no post-Project site visit. The Participant confirms completion of work by providing, as usual, copies of Eligible Invoices. The Program Manager completes the Final Evaluation and Incentive Report, and makes the funds request to the OPA through the Project Completion Report.

For Projects with expected saving of less than 15 kW or 130,000 kWh:

No Project Evaluator will be assigned; no physical inspections will be undertaken. The Program Manager reviews the application documentation for completeness and reasonableness, including technical validity, and gives the Participant the Project go-ahead notice.

Normal submission of proof of costs is required for payment. The Program Manager will complete the Final Evaluation and Incentive Report and submit the Project Completion Report as usual.

3. Application and Other Required Documentation

The Program Application is available on-line from the BOMA Toronto CDM website www.bomacdm.com.

Participants enter their data on-line and submit the completed form.

Documentation supporting the on-line application typically include an M&V plan, drawings, photographs, engineering reports, building condition reports and any other electronic or hard copy documentation supporting a kW or kWh claim resulting from a change in existing conditions to retrofit conditions.

The program management will provide the Participant with a receipt of submission which will include a CDM Number.

4. Go Green Plus/BESr Requirement

The Program requires all Participants to have completed a Go Green Plus/BESr Assessment Tool. Participants whose buildings already hold valid Go Green Plus/BESr certification are exempt from this requirement. The Go Green Plus/BESr system can be reviewed in detail at www.bomagogreen.com.

5. Measurement and Verification of Projects

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 traceable to International Performance Measurement and Verification Protocol (IPMVP).

The onus is on the Participant to propose an M&V plan chosen from the list of Procedures provided by the Program for the complete range of Eligible Measures.

The Project Evaluators are 3 independent engineering firms hired by BOMA Toronto for their experience and expertise in Measurement and Verification protocols.

While the Project Evaluators will **not** conduct M&V Procedures themselves, they will satisfy themselves the Program Participant (and their engineering team) have an appropriate M&V plan for the Project, and follow it.

6. Eligibility Requirements

6.1. Eligible Participants

The Program is open to any corporation, partnership or organization that owns or leases eligible commercial properties within the City of Toronto. Non-members of BOMA are eligible. The Participant must be an individual authorized to contract on behalf of the legal entity that owns the building or leases space in the building. This is the company receiving the incentive funds from the OPA – no other firm can receive the funds on behalf of the Participant. The Primary and Alternate Project Contacts, who will assist in the administration of the Project, may be employees of the owner or the property management company, or the lessee 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.

6.2. Eligible Buildings

Eligible buildings:

1. Are existing – not new construction.
2. Are in one of these building type categories:
 - Office
 - Hotel
 - Retail Stores including Grocery Store
 - Mixed use
 - Industrial Buildings (not including process loads)
 - Warehouses
 - Private Institution (educational or healthcare institutions, privately owned)
3. Have a gross floor area not less than 25,000 square feet.
4. Non-eligible building types include:
 - Multi-residential (apartments, condominiums)
 - Municipalities, Universities, Schools and Hospitals (the MUSH group)
 - New construction

6.3. Go Green Plus/BES^t Eligibility Requirement

Go Green Plus/BES^t is an online building and management environmental audit program, owned by BOMA Canada and administered by BOMA Toronto.

The program measures a building's environmental factors such as energy use, indoor health and environmental performance against the best industry operation and management practices.

To receive incentive funding for Projects, Program Participants must obtain BOMA's Go Green Plus Assessment Tool, a questionnaire format designed to receive building data. The cost of registering for and obtaining the Go Green Assessment Tool is **\$600 + GST per building**.

NOTE: This assessment tool must be completed before the incentive payment is made to the Participant at the completion of the project

For complete details on Go Green Plus/BES^t requirements and the process for obtaining and using the Go Green Plus/BES^t Tool visit www.bomabest.com.

6.4. Eligible Measures

Measures that qualify for a Program incentive include the following:

1. Building Automation Systems
2. Building Envelope
3. Window Film
4. Chiller Replacement
5. Deep Lake Water Cooling
6. Equipment Replacement HVAC
7. Fuel Substitution
8. Ground Source Heat Pumps
9. Lighting Controls
10. Lighting Retrofits
11. Tenant sub-metering
12. Variable Speed Drives (Fans and Pumps)
13. Power Conditioning
14. Elevator Mordernization
15. Transformer Replacements

Fuel Substitution is the replacement of an electrically-driven device by a gas-fired device serving the same end-use.

BOMA Program Management and the OPA will consider Measures for eligibility outside of this list that can be shown to result in permanent on-peak demand reductions (in kW) or annual savings of energy (in kWh)

6.5. Eligible Project

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

At the time of application, and until such time as the Program Management has issued a notice of *Approval to Install* or otherwise provided notification in writing, no work can have commenced on the Project.

Any evidence of work being performed on the Project at the time of Advance Evaluation and Inspection by the assigned Project Evaluator will render the Project ineligible.

6.6. Eligible Project Costs

The following are Eligible Project Cost items that are to be supported by Eligible Invoices.

1. Energy audits
2. Engineering
3. Equipment
4. Installation labour
5. Commissioning
6. Meter rental or purchase
7. Metering services
8. Go Green Plus/BESr Assessment Tool

6.7. Eligible Invoices

To support claims for Eligible Costs, Eligible Invoices must include the following information:

1. Name of purchaser (must be Program Participant)
2. Name of Supplier
3. Invoice date
4. Description of goods or services supplied (purpose of transaction)
5. Total cost of goods or services supplied
6. GST and PST registration numbers
7. Amounts of GST and PST, shown separately

Photocopies of Eligible Invoices are acceptable. The Participant will submit these as part of the documentation supporting the claim in the Program Participant Agreement on completion of the Project.

6.8. Ineligible Project costs

The following Project cost items are not eligible to be included in the total Project cost:

- Financing costs
- Downtime losses caused by energy analysis or metering activities
- Costs of leasing equipment

7. Incentive Structure

Incentive funding 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 their proposal documentation accompanying the application, the Participant assesses each Measure in the Project for its effect on electrical demand (in kW) *and* on energy savings (kWh).

7.1. Demand Incentive

Demand reductions directly resulting from the installation of the Project are measured in kW, and are called “Verified Peak Demand Reductions” in the Participant Agreement. They are determined over a one-hour period, as occurring on business days during the hours of 7am to 8 pm, June 1 through September 30. For 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.

7.2. Energy Incentive

Energy savings directly resulting from the project are measured in kWh, and are called “Calculated Energy Savings” in the Participant Agreement. 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.

7.3. Incentive Amounts

For Verified Peak Demand Reductions (as defined in 7.1 above) resulting from the project, the Program awards an incentive of \$800/kW for all measures except for lighting-related ones. The lighting-related measures the Program awards an incentive of \$400/kW.

For Calculated Energy Savings (as defined in 7.2 above) resulting from the Project, the Program awards an incentive of \$0.10/kWh for all measures except for lighting-related ones. The lighting-related measures the Program awards an incentive of \$0.05/kWh.

For tons of cooling reduction resulting from a geothermal project, the Program awards an incentive of \$250/ton.

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 and energy reductions – but not both.

By way of example, here's the incentive breakdown for a 4-Measure project:

Measure Demand Incentive Energy incentive

1. 24/7 Lighting upgrade 150 kW X \$400/kW= \$60,000
2. Building Automation System 350,000 kWh X \$0.10/kWh = \$35,000
3. Variable Speed Drive 600,000 kWh X \$0.10/kWh = \$60,000
4. Chiller replacement 300 kW X \$800/kW = \$240,000

Total Project Incentive: = \$395,000

Some Measures will lend themselves to an incentive for on-peak demand reduction (like lighting upgrades), some on energy savings (like variable speed drive installations).

The Participant is free to choose the incentive metric (kW or kWh) they believe offers the best funding for their Project, but they must defend their choice using well-established engineering techniques and M&V Procedures to arrive at the incentives they apply for.

The Program reserves the right to challenge an application for funding for kW reductions where clearly funding for kWh savings is more applicable.

7.4. Demand and Energy Savings shall be verified

As discussed in Section 4, 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 Procedures and tested for sustainability and measurability. Once exposed to the M&V Procedure and having passed the tests for technical compliance, savings become "Verified".

7.5. Limitation on incentive amount

Participants 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 Project costs. 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.

The BOMA CDM Program reserves the right to impose additional incentive limitations on large projects.

8. Measurement and Verification

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 traceable to International Performance Measurement and Verification Protocol (IPMVP). To receive funding under the BOMA Toronto CDM Program, Participants will expose all Measures to a specific M&V Procedure that balances the need for some level of certainty of what a Project is proposed to save, against efficient and effective delivery of Program targets.

8.1. Participant Obligations

The onus is **on the Participant** to propose, for each Measure in the Project, an M&V Procedure chosen from the list provided by the Program for the complete range of Eligible Measures. The onus is **on the Participant**, 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-Project) and retrofit conditions (post-Project). The Participant may use internal or external engineering help. There are no accreditation requirements for the firms or staff providing the support documentation on behalf of the Participant.

8.2. Project Evaluators

BOMA Toronto has retained 3 independent engineering firms, called Project Evaluators, hired for their experience and expertise in Measurement and Verification protocols. The Project Evaluators will satisfy themselves the Program Participant (and their engineering team) have an M&V plan for the Project, and follow it. Project Evaluators are not assessing a Project's design; they are bringing expertise and impartiality to the verification of results.

8.3. M&V Procedures

M&V may take the form of engineering calculations, 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. An underground garage lighting upgrade, for example, using a homogeneous population of fixtures - existing and replacement - does not need the same level of M&V rigor as, say, a chiller replacement or 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 **the BOMA Toronto CDM Program – Measurement and Verification: Industry Practice and Principles**.

9. Payment

On completion of an approved Project, a Project Evaluator conducts a post-Project audit. Pending any variances between the Verified savings and what has been installed, the Project Evaluator and the Program Participant sign a Final Evaluation and Incentive Report. This report stipulates the on-peak summer demand reduction, and annual energy savings eligible for an incentive payment.

The funds are payable by the Ontario Power Authority to the Participant within 30 days.

10. Program Participant Agreement

The Participant Agreement includes the Terms and Conditions between the Participant and BOMA Toronto, the **Advance Evaluation and Incentive Report (AEIR)**, and the **Final Evaluation and Incentive Report (FEIR)**. The Advance Report stipulates the savings values agreed to by the Project Evaluator and the Participant. The Final Report stipulates the Verified savings, as determined by the post-Project audit.

11. Program Time Lines

11.1. CDM Program Start Date

The BOMA Toronto CDM Program started receiving applications starting March 1, 2007.

11.2. CDM Program Completion Date

The Program will end December 31, 2010. No applications will be accepted after December 31, 2010.

11.3. Early Termination of the Program

Either the OPA or BOMA may terminate the Program. In this event, BOMA Toronto 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.

11.4. Approximate Timing

CDM's turnaround timing between process steps assumes a "normal" amount of communication between the various Program roles and the Participant, and is shown for *indicative purposes only*. As there are many variables beyond our control, the Program does not guarantee these time allotments.

12. Permitted Participation in other Incentive Programs

The Program will not fund a Project already financially supported by another provincial program. Participants 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 (NR Can), or any other federal agency are allowed to participate in the BOMA Toronto CDM Program.

13. Energy Conservation Assessment Program (ECAP)

This program element is supplemental to the BOMA Toronto Conservation and Demand Management Program. Its objectives are to increase program results and to generally contribute to capability building in this market sector by:

- Increasing the number and depth of building assessments undertaken
- Increase the Participant's knowledge of the energy components and reduction opportunities in their properties.
- Increasing the number of participating industry channel partners.

The term industry 'Channel Partner' is meant to include:

- Engineering firms
- Energy service companies
- Energy management consultants
- Value added equipment providers
- Value added contractors

There are two funding components to ECAP:

Phase I: *Scoping Study*: whereby funding of \$3,000 (+ GST) is provided for energy audits that assess whole building energy usage and identify potential CDM projects.

Phase II: *Project Submission Support*: whereby funding of \$2,500 (+ GST) is available to offset professional fees involved in the preparation and submission of CDM projects that result from the Scoping Study.

PHASE I: Scoping Study

Eligible Facilities:

- Facilities in Toronto with at least 75,000 sq.ft (single facility or in aggregate).
- The intent here is to impose a limit such that studies result in material potential savings.

Note that a facility will be considered as being served by a single electricity account. In instances where multiple facilities are served from a common electricity account BOMA will consider requests for individual scoping studies by assessing, for example, the extent to which the facility has distinct mechanical /electrical systems.

Eligible Participants:

Scoping studies must be completed by either:

- An Engineering firm with a Certificate of Authorization from the Professional Engineers of Ontario

or

- The study author being a Professional Engineer, Certified Engineering Technologist, or accredited by the Association of Energy Engineers as a Certified Energy Manger or Certified Measurement and Verification Professional.

Scoping Study Report

The Scoping Study is NOT an investment-grade assessment. It is intended as a high level review that captures basic building information and identifies general opportunities. The Scoping Study Report consists of two parts:

- a) **Building Energy Assessment Tool (BEAT) Report** – completed online, and it identifies potential areas for electricity conservation based on the values entered for various parameters and the response to various qualitative questions. This report constitutes a major portion of the scoping study.
- b) **Cover Report** - it serves to provide the applicant's (the Channel Partner) interpretation of the BEAT Report. This executive summary-type report would only elaborate on the electricity portion of the BEAT Report and would also include other electricity retrofit opportunities not identified in the BEAT Report. An outline for the Cover Report is given below:

Cover Page

- Indicating the Building Address and the Channel Partner

Building Description:

- Age
- Location / Address
- Square feet (specify as gross or net rentable)
- # floors
- Facility Usage
- Operating hours
- Types of loads
- Glazing type
- Envelope type
- Building features (e.g. underground parking)

Utility Information

- Minimum 2 year utility usage and cost data for electricity, gas, water, other energy sources (e.g. Steam) Specifically, for each bill: meter read start/end date, consumption, demand (if applicable), total cost not including taxes

Equipment / System Summary

- Description of HVAC systems (heating, cooling, air distribution, etc)
- Description of lighting systems (fixture types, control)
- Description of building control features
- Specifications and description of major equipment. Eg. Capacities - Chiller tonnage, hp of major fans, pumps.
- Description of any extraordinary loads

General Identification of Retrofit / Saving Opportunities

- An estimate of potential savings and approximate budget costs for defined potential measures.
- If any of the identified retrofits from the BEAT Report are not proposed in the Cover Report, provide a brief explanation as to why they are omitted.

Scoping Studies may involve more substantive energy analyses that surpass these minimum standards, including in-depth engineering/feasibility studies. In those instances the Scoping Study funding is intended as an offset to the costs of the more comprehensive study.

PHASE I Application and Payment Process:

The ECAP – Phase I process has three steps:

STEP 1

The Applicant (the industry Channel Partner) submits the ECAP Application identifying the subject building(s) of the study to the CDM Program Management for approval. The Scoping Study must be undertaken with the knowledge and consent of the owner or property manager of the building, with acknowledgement that the funding will be paid directly to the industry channel partner. As such a Letter of Acknowledgement signed by both the building owner/property manager AND the channel partner must be submitted with the application.

STEP 2

Once approved, the Channel Partner carries out the Scoping Study and submits the Scoping Study Report to the CDM Program Management for review.

STEP 3

Facilitation of a trilateral meeting (in person or otherwise) with the Applicant, its client and the BOMA Toronto CDM Program Management representative within two weeks of having submitted the Scoping Study Report to discuss the electrical conservation opportunities detailed within.

STEP 4

Payment is made to the Applicant (the channel partner) after the trilateral meeting and upon acceptance of the completed Scoping Study Report as having provided the minimum required content. Once the ECAP Phase I Completion Report is finalized, the channel partner will receive the incentive payment within 30 business days.

PHASE I - Terms and Conditions:

BOMA Toronto reserves the right to

- Limit the number of funded studies to any one Applicant
- Decide whether studies meet the minimum required content, at its sole discretion.
- Limit the number of studies funded for any particular building and/or group of buildings.

Scoping Studies that only address the potential application of a specific technology(s) and do not provide a comprehensive review of total energy use and applications within the building will not be funded.

Each building that qualifies is eligible to apply for ECAP fund once every two years.

PHASE II: Project Submission Support:

Funding is \$2,500 + GST, payable to the Participant for professional fees incurred with the submission of a qualified project to the BOMA CDM Program that is developed as a result of a Scoping Study. To confirm, this incremental funding is only available for submitted projects that follow from a Scoping Study.

Funding is paid upon successful submission, acceptance and completion of the CDM project. To recognize materiality, to encourage more comprehensive projects, and to avoid funding of small measures, this Project Submission Support would be limited to projects:

- With a minimum of 2 measures, with at least one of those measures being other than lighting or lighting controls.
- With a minimum savings of 50 kW or 400,000 kWh (i.e. \$20,000 potential incentive).

The professional fees incurred to support submission of the CDM project shall be identified in the provision of total project cost invoices.

Note that BOMA Toronto reserves the right to limit Project Submission Support funding for multiple CDM projects within any one building.