

## BOMA Toronto CDM Program

### Application Guide

**Note:** Mandatory fields are bright yellow. When completed, the colour changes to light grey.

#### Part 1- Program Participant General Information

The Building Owners, Operators, and Tenants are the legal entities that receive the incentive cheque from the OPA. Operator is defined as any tenant that has the control over the whole building and its facilities and the operation, and pays for all the utilities directly to the utility companies, but does not legally own the building. Tenant is an entity that leases the whole or part of the building, and pays for utilities directly to the utility companies.

#### Part 2- Site Information

**NOTE:** Buildings do not have to be BOMA BEST (Formally GoGreen) certified in order to qualify for the incentive. Eligible buildings are in the City of Toronto, postal codes prefixed with 'M'.

GoGreen Plus Assessment Tool Prerequisite: If your building currently holds a valid GoGreen certification, you have already met the GoGreen eligibility requirement; if not, select "Tool will be purchased on application approval. The following are exempt from purchasing the GoGreen Assessment Tool:

- Buildings that hold valid BOMA BEST Level II or higher certification.

- If the participant is a tenant but not the sole operator of the building

**NOTE: Do NOT purchase the GoGreen Assessment Tool until your Project Application has been approved, you have been issued a Project Number, and you have signed the Participant Agreement.**

#### Part 3 – Measures

Select the Measure(s) making up your Project from the drop-down list of eligible Measures.

When choosing certain measures from the drop down menu, the application will prompt for specific information.

The applicant is free to choose the Incentive Metric offering the highest incentive. Be advised however, that different Measures are not equally supportable for kW and kWh.

**Demand AND Consumption:** For both Existing and Proposed Conditions, we're asking for summer on-peak Peak Demand (kW) **and** Annual consumption (kWh), even though a Measure can attract an incentive for kW or kWh, but not both.

**Demand and Consumption BY MEASURE:** For each Measure, for both Existing and Proposed Conditions enter the summer on-peak demand reduction (kW) and the annual consumption (kWh) accruing to the before and after conditions of that Measure. In other words, we want the **Measure** conditions here, not the building totals.

**M&V Procedure:** The application form automatically selects an M&V Procedure code based on the Estimated Savings. Measures that will attract incentives less than \$20,000 will require "Basic" M&V; higher incentives will require "Enhanced M&V". The meaning of the codes and the M&V Procedures are explained in **Appendix 3** of the Program Rules.



## Part 4 – Summary

This section of the application summarizes the Project: Measures, Estimates of Savings, Costs, and calculates the estimated incentive based on your submission.

In **Summary of Reductions** note the difference between the 2 tables. The first summarizes **all** demand reductions, and all energy savings, accruing to **all** Measures in the Project energy savings. The second table (Estimated Eligible...) is based on the rule that a Measure can be incented on the basis of kW, or kWh, but NOT both. So for “kW Measures”, the table collects the sum of kW reductions and ignores the kWh savings, and for “kWh Measures” the table collects the sum of kWh savings and ignores the kW reductions.

The box “Project Eligible Costs” provides a list of allowable costs for the entire Project. The product of Eligible Costs and 0.4 is the incentive cap (40% Eligible Cost).

## Part 5 – Checklist

Please complete the checklist before submitting the application.