



## Online RETROFIT Application Checklist

The following is a list of the information and supporting documentation required to complete an application for the **RETROFIT PROGRAM** via [saveonenergy.ca](http://saveonenergy.ca). Understanding what needs to be included as part of your **RETROFIT PROGRAM** application will help your local electric company expedite the pre-approval process. Please see the **saveONenergy** Application Training Manual for the **RETROFIT PROGRAM** for detailed information on how to complete the following information.

<b>CREATING A USER ACCOUNT</b>	√
▪ Company name (full legal name)	
▪ Company website	
▪ Applicant's contact details (phone number, address, postal code)	
▪ Active email account	
▪ Password (must be at least 8 characters long, contain at least one number and one capital letter)	
<b>APPLICANT REPRESENTATIVE (OPTIONAL)</b>	√
▪ Email address for Applicant Representative who has already set up a User Account on <a href="http://saveonenergy.ca">saveonenergy.ca</a>	
<i>Note:</i> An Applicant may assign an Applicant Representative to complete the <b>RETROFIT PROGRAM</b> Application on their behalf. An Applicant Representative could be someone internal to the Applicant's company, or someone external such as a contactor or project manager.	
<b>SITE DETAILS</b>	√
▪ Address of the project location	
▪ HST registrant #	
▪ Hydro account #	
▪ Approximate year the building was built	
▪ Approximate total facility area (sq. ft.) of retrofitted area	
▪ Total number of floors	
▪ Type of existing cooling system (e.g. split system unitary AC, absorption cooling system)	
▪ Type of heating systems (boiler, furnace)	
▪ Estimated project start date & estimated project completion date	
▪ Other comments (for example, special site requirements or conditions which Project Evaluator should be aware of)	



<b>TENANT EDUCATION INCENTIVE (OPTIONAL)</b>	✓
<ul style="list-style-type: none"> <li>▪ Tenant education proposal</li> </ul>	
<b>PRESCRIPTIVE PROJECTS</b>	✓
Project Information:	
<ul style="list-style-type: none"> <li>▪ Estimated prescriptive project cost including the following eligible cost:               <ul style="list-style-type: none"> <li>○ Equipment cost</li> </ul> </li> </ul>	
Supporting Documentation:	
<ul style="list-style-type: none"> <li>▪ Manufacturer technical specification sheet(s)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Equipment cost estimates, quotes, proposals, or invoices</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Completed prescriptive worksheets with additional information such as manufacturer and model numbers</li> </ul>	
<b>ENGINEERED PROJECTS</b>	✓
Project Information:	
<ul style="list-style-type: none"> <li>▪ Estimated engineered project cost including the following Eligible Costs:               <ul style="list-style-type: none"> <li>○ Equipment cost</li> <li>○ Labour costs for the installation of the equipment</li> <li>○ Disposal/decommissioning costs of the replaced equipment</li> <li>○ Inspection costs of the project as may be required pursuant to Laws and Regulations</li> </ul> </li> </ul>	
Supporting Documentation:	
<ul style="list-style-type: none"> <li>▪ Manufacturer technical specification sheet(s)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Equipment cost estimates, quotes, proposals, or invoices</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Completed Engineered Worksheet(s)</li> </ul>	



CUSTOM PROJECTS	√
Project Information:	
<ul style="list-style-type: none"> <li>▪ Estimated Custom Project Cost including the following Eligible Costs:               <ul style="list-style-type: none"> <li>○ Equipment cost</li> <li>○ Labour costs for the installation of the equipment</li> <li>○ Disposal/decommissioning costs of the replaced equipment</li> <li>○ Inspection costs of the project as may be required pursuant to Laws and Regulations</li> <li>○ Costs of design, engineering and/or architecture associated with the project</li> <li>○ Project management costs provided by third parties</li> <li>○ Costs to deliver the equipment</li> <li>○ Costs to prepare and implement the Project Measurement &amp; Verification Plan or costs to assist the LDC in preparing supporting documentation</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>▪ Brief project description for both the base case (existing equipment) and the energy efficient case (proposed equipment)</li> </ul>	
Supporting Documentation:	
<ul style="list-style-type: none"> <li>▪ Manufacturer technical specification sheet(s)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Equipment cost estimates, quotes, proposals, or invoices</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Supporting calculations for energy (kWh) and demand (kW) savings</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Custom Project Measurement &amp; Verification Plan (required for projects with estimated incentive amounts &gt; \$10,000)</li> </ul>	

Following completion of your retrofit project, the following information and supporting documentation is required to complete the Post-Project Submission via the **saveONenergy** website.

POST-PROJECT SUBMISSION	√
Project Information:	
<ul style="list-style-type: none"> <li>▪ Actual project start date &amp; actual project completion date</li> </ul>	
Supporting Documentation:	
<ul style="list-style-type: none"> <li>▪ Invoices to support final project cost</li> </ul>	