



**ENERGY**  
WISE

**MAKES BUSINESS SENSE**

# PARTICIPANT'S GUIDE

## **EMPOWER PROGRAM FOR** Building Optimization

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# Notice

**For the sake of brevity, the Empower Program for Building Optimization may also be referred to in this Guide as the “Program.”**

**Under the terms of its agreements with business customers, Hydro-Québec reserves the right to**

- amend or terminate the Program or limit the number of projects at any time without notice;
- interpret Program terms and conditions;
- determine the eligibility of any energy efficiency project proposed;
- reject any project proposal that does not meet Program criteria, or request changes or further information;
- request supporting documents (invoices, etc.) for electricity-saving measures implemented and, after reviewing the documents, limit financial assistance to 40% of eligible costs recognized under the Program.

**Furthermore, Hydro-Québec cannot be held liable for**

- any damage or harm arising from the Program;
- any error, omission or failure to achieve electricity savings as a result of proposed electricity-saving measures or the use of tools required under the Program.

**Hydro-Québec’s sole obligation is to pay out the approved financial assistance after the energy efficiency project is completed, provided the application submitted is complete and meets all Program criteria.**

**You, the eligible customer,**

- are solely responsible for project implementation and results;
- are responsible, in conjunction with a partnering professional, for the quality of the project;
- acknowledge that any false statement, whether intentional or unintentional, may result in cancellation or adjustment of any financial assistance granted under the Program or repayment of amounts received;
- acknowledge that any false statement, whether intentional or unintentional, may also result in your disqualification from the Program;
- agree that Hydro-Québec may verify the implementation of electricity-saving measures eligible for financial assistance;
- agree that Hydro-Québec may see and obtain copies of original supporting documents as well as accounting records related to an application for financial assistance;
- agree to the disclosure of all project-related information;

- may not submit the same electricity-saving measure to another Hydro-Québec program to obtain financial assistance for its implementation;<sup>1</sup>
- shall respect all laws and regulations applicable in Québec, and especially those regarding environmental protection;
  - shall take all necessary measures to prevent, control or eliminate any contamination or damage to the environment and any change in the quality of the soil, woodlands, farmlands, birds, land and aquatic wildlife, streams, lakes, wetlands or air;
  - shall obtain all permits, certificates, licences and authorizations required and pay any fees required by law to implement the electricity-saving measures for which financial assistance has been paid;
- shall be responsible for the management, handling, storage, transportation and disposal of hazardous materials generated, whether waste or not, in compliance with legislation in effect;
  - shall ship hazardous waste to a site or a company authorized to receive such waste.

### **The partnering professional**

- is responsible, in conjunction with the customer, for the quality of project proposals submitted to Hydro-Québec;
- acknowledges that any false statement, whether intentional or unintentional, may result in the partnering professional's disqualification from the Program or a reduction in compensation for participating in the Program.

### **Tax implications**

This section sums up the main tax implications of the Program. It is included for information purposes only. Please consult a tax advisor or competent tax authorities, if necessary.

Payments by Hydro-Québec under the Program are normally subject to the goods and services tax (GST) and the Québec sales tax (QST). As a result, you must issue an invoice indicating the amount of each of these taxes in order to receive your financial assistance from Hydro-Québec (see Section 6, Step 6).

For income tax purposes, the financial assistance paid under the Program is an inducement intended to lower the cost or capital cost of an asset, reduce the amount of an outlay or expense, or constitute income to you. It is up to you to determine the tax status of the financial assistance you receive. Unless your organization is tax-exempt, Hydro-Québec will issue you an information slip, called a *Relevé 27 – Paiements du gouvernement* [government payments], indicating the financial assistance paid, pursuant to the Québec *Taxation Act*.

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<sup>1</sup> Hydro-Québec also reserves the right to reduce the amount of the financial assistance granted to a project under the Program if other organizations introduce new programs similar to the Empower Program for Building Optimization.

# Industry Providers

The Program is intended for

- **business customers** who wish to carry out energy efficiency projects under the Empower Program for Building Optimization;
- **industry providers**, including specialists in building mechanics (engineers, technologists and architects) as well as contractors, manufacturers, distributors and associations wishing to help their customers or members benefit from financial assistance to carry out energy efficiency projects.

This *Participant's Guide* explains the objectives, services offered, eligibility criteria, procedures and special requirements of the Empower Program for Building Optimization.

**For additional information on our energy efficiency programs or other services, please contact the Hydro-Québec representative for your region or visit our Web site at [www.hydroquebec.com/business](http://www.hydroquebec.com/business).**

For the Empower Program for Building Optimization, Hydro-Québec is working with Québec's Agence de l'efficacité énergétique [energy efficiency agency] and Natural Resources Canada's Office of Energy Efficiency.

## Web sites

Agence de l'efficacité énergétique (AEE): [www.aee.gouv.qc.ca](http://www.aee.gouv.qc.ca)

Office of Energy Efficiency: [www.oee.rncan.gc.ca](http://www.oee.rncan.gc.ca)

## Glossary

<b>Benchmark parameters</b>	Characteristics of the reference building. These are determined by Hydro-Québec and normalized for purposes of comparison with standard technical specifications.
<b>Electricity-saving measure</b>	An improvement to a building, piece of equipment or system for the purpose of reducing its electricity consumption.
<b>Energy efficiency gain</b>	Ratio of eligible energy savings to the energy consumption of the reference building expressed as a percentage.
<b>Major renovation</b>	Renovation project meeting these requirements: <ul style="list-style-type: none"> <li>– All lighting, control and HVAC (heating, ventilation and air-conditioning) systems, as well as all inside architectural walls are dismantled</li> <li>– All windows and insulation of outer walls are removed</li> </ul>
<b>Measures with automated calculations</b>	Measures for which electricity savings are automatically calculated using the project evaluation software (PEP), a simulation engine developed for the Empower Program for Building Optimization.
<b>Measures without automated calculations</b>	Measures for which electricity savings are not automatically calculated using PEP.
<b>New building</b>	An entirely new building or an addition larger than 10 m <sup>2</sup> to an existing building plus major renovation of the existing building.
<b>Reference building</b>	A generic building that is the same size and shape as the building (new or existing) where the project is to be carried out and that satisfies all Program requirements.
<b>Type A measures</b>	Measures that require relatively little investment per kilowatthour (kWh) saved.
<b>Type B measures</b>	All electricity-saving measures other than type A measures, that is, those that require a greater investment per kilowatthour saved.

# Program Overview

## Description

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- The Program offers business customers financial assistance to implement measures that can reduce the electricity consumption of eligible buildings **by at least 10,000 eligible kWh/year**.

## Eligible customers and buildings

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For purposes of this Program, a “customer” is an individual or company that meets the Program eligibility conditions set out in Section 2.

This Program is for

- individuals or companies that own, operate or occupy
  - commercial or institutional buildingsor
  - multiple-unit residential buildings (MURBs) of four stories or more or having a building area of 600 m<sup>2</sup> or moreand are carrying out an energy efficiency project in one of these new or existing buildings;
- franchisors and limited partnerships wishing to implement energy efficiency projects in buildings owned, operated or occupied by franchisees or general partners.

The building **must be located in Québec**.

**NB:** *In the case of MURBs, a basement counts as a story if at least 75% of its area is taken up by residential units.*

## Eligibility period

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- The electricity-saving measures must be implemented **by December 31, 2015**.

## Choosing a partnering professional

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- To take part in the Program, a customer must work with a partnering professional registered with Hydro-Québec. (see Section 6, Step 1).

## Tools used to apply for financial assistance

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- With a few exceptions (see appendices 4 and 5), electricity savings must be calculated using the **project evaluation software (PEP)** (see Section 6, Step 3.1.1) that can be downloaded from [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals).

## Calculating financial assistance

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- The method for calculating financial assistance is described below. (For more details, see Section 4.)

For each project, financial assistance = sum of the amounts granted for each tier of energy efficiency gain.

Amount granted for each tier = eligible kilowatthours saved per year × Hydro-Québec's contribution per kilowatthour.

Hydro-Québec's contribution per kilowatthour depends on the type of measure (A or B) and the tier of energy efficiency gain.

ENERGY EFFICIENCY GAIN	HYDRO-QUÉBEC'S CONTRIBUTION	
	TYPE A MEASURES	TYPE B MEASURES
Up to 10%	5¢/eligible kWh	15¢/eligible kWh
Over 10% and up to 25%	10 ¢/eligible kWh	30¢/eligible kWh
Over 25%	15¢/eligible kWh	55¢/eligible kWh

## ***Section 1 – Program Description and Objectives***

The Empower Program for Building Optimization is designed to

- provide financial assistance to eligible customers to implement electricity-saving measures in their buildings and do associated work that will make the buildings more cost-effective;
- favor a global approach that consists of implementing a series of electricity conservation measures chosen from a range of technical solutions suited to the particular building and involving all uses of electricity.

Program goals are to

- help customers manage their electricity consumption so as to lower their electricity bill and consolidate their competitive position and
- encourage industry providers to promote measures of demonstrated efficiency and cost-effectiveness.

## Section 2 – Eligibility Requirements

If you wish to obtain financial assistance to carry out an energy efficiency project, you must submit the project with the help of a partnering professional of your choice.

You and the partnering professional you choose must comply with the Program requirements outlined in this guide.

For further information, contact your Hydro-Québec representative or our Services à la clientèle d'affaires [business customer services office] in your region (see Appendix 9).

### 2.1. Eligible customers

For purposes of the Empower Program for Building Optimization, a “customer” is an individual or company that meets the conditions described below.

This program is for

- individuals or companies that own, operate or occupy
  - commercial or institutional buildingsor
  - multiple-unit residential buildings (MURBs) of four stories or more or having a building area of 600 m<sup>2</sup> or moreand are carrying out an energy efficiency project in one of these new or existing buildings that is connected to
  - the Hydro-Québec grid or
  - an off-grid system (for more information, see Appendix 6) or
  - a grid belonging to a power redistributor (municipality or other) (see Appendix 8);
- franchisors and limited partnerships that do not own or occupy a building that meets the definition above but wish to implement energy efficiency projects in buildings owned, operated or occupied by franchisees or general partners.

**NB:** *In the case of MURBs, a basement counts as a storey if at least 75% of its surface area is taken up by residential units.*

If you are an eligible customer, you may, if you wish, assign your obligations and rights regarding implementation of an energy efficiency project under the Program. In this case, you must sign a power of attorney assigning your rights and obligations to a designated energy management company or partnering professional.

### 2.2. Eligible buildings

- The program covers both new and existing buildings.
- The facility or building where the energy efficiency project is to be implemented must be **located in Québec**.

- Buildings where electricity is **billed at Rate L are excluded** from the Program.
- With a few exceptions, the economic activity of the building where the project is to be implemented must have a **services-producing industry** NAICS code (see Appendix 3).

### 2.3. NAICS code

The types of industries eligible for Hydro-Québec's Empower Programs for Building Optimization and Industrial Systems are listed in the North American Industry Classification System (NAICS) under Services-Producing Industries and Goods-Producing Industries respectively.

The industries in these categories and the applicable rules are presented in Appendix 3.

To obtain the official NAICS code of the building where your project will be carried out, go to the Statistics Canada Web site at [www.statcan.ca](http://www.statcan.ca).

Hydro-Québec reserves the right to ask you to submit the official document you received from the Business Register Division confirming your NAICS code.

### 2.4. Eligibility conditions for projects

To qualify for financial assistance, a project<sup>2</sup> must meet the following conditions:

- A duly completed **Document d'avant-projet** [project outline form] must be submitted to Hydro-Québec by a partnering professional **before the project start date** (see Section 6, Step 2).
- **Measurable** electricity savings must be generated.
- The project must include one or more separate measures that meet eligibility criteria, will be **implemented in a single building or facility** and have not been the subject of a prior request for financial assistance from Hydro-Québec.
- **Several different uses of electricity** and/or the building's thermal envelope must be involved.
- The building's electricity consumption must be reduced **by at least 10,000 eligible kWh/year**.
- The project must be **implemented by December 31, 2015**.

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<sup>2</sup> Examples: HVAC , humidification systems, service water heating, indoor and outdoor lighting, refrigeration and cooking systems.

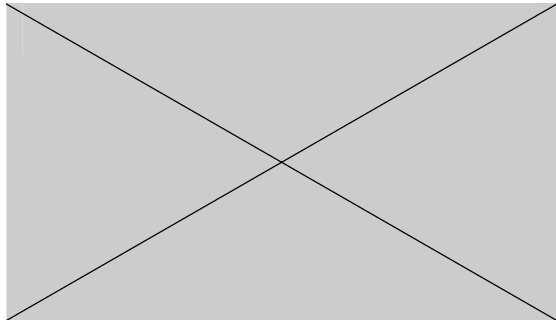
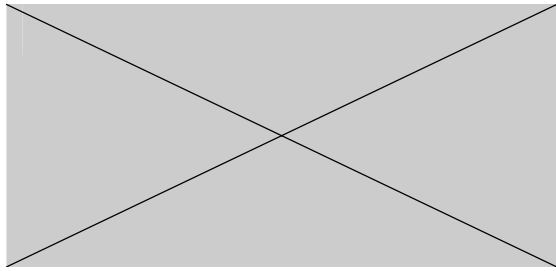
## Section 3 – Eligible and Ineligible Measures

The program is designed to give you as much flexibility as possible. You decide on the electricity-saving measures you want to implement in the building, as long as they meet the criteria listed below. Hydro-Québec reserves the right to approve, refuse or adjust the calculated energy savings from a measure.

### 3.1. General eligibility criteria for electricity-saving measures

THE MEASURE IS ELIGIBLE IF	THE MEASURE IS INELIGIBLE IF
<p>It meets <b>all</b> of the following criteria:</p> <ul style="list-style-type: none"><li>▪ It reduces electricity consumption of new or existing building equipment or systems. (<b>Note:</b> any equipment added must result in electricity savings compared to benchmark equipment.)</li><li>▪ It requires an investment in capital and equipment.</li><li>▪ It yields savings that can be assessed and measured.</li><li>▪ Energy efficiency performance surpasses a benchmark (code, standard or industry practice).</li><li>▪ It involves new equipment, materials or other components<ul style="list-style-type: none"><li>– that have been certified or approved by recognized independent industry authorities</li></ul></li></ul> <p><b>or</b></p> <ul style="list-style-type: none"><li>– have been demonstrated to be energy-efficient by tests or measures recognized by Hydro-Québec and carried out at the expense of the supplier of the measure, equipment, material or component.</li></ul> <ul style="list-style-type: none"><li>▪ It has a minimum service life of five years and will be operational for at least five years from the date the equipment or services are commissioned.</li></ul>	<p>It does <b>not</b> meet all the criteria in the left-hand column, <b>and</b></p> <ul style="list-style-type: none"><li>▪ It saves electricity through maintenance and operational changes without replacing older equipment or adding more energy-efficient equipment.</li><li>▪ It involves used equipment, materials or other components.</li><li>▪ It could have a negative impact on health, safety or the environment.</li><li>▪ It is an adjustment to meet existing standards or to correct a poor design.</li></ul>

### 3.2. Special cases

	<p><b>THE MEASURE IS ELIGIBLE IF IT MEETS ALL THE GENERAL CRITERIA LISTED IN THE PRECEDING TABLE AND IF THE FOLLOWING APPLY:</b></p>	<p><b>THE MEASURE IS INELIGIBLE IF THE FOLLOWING APPLY:</b></p>
<p><b>Energy conversion (or substitution)</b></p>		<ul style="list-style-type: none"> <li>▪ Electricity savings result from conversion from one source of energy to another, as in the following cases:               <ul style="list-style-type: none"> <li>– Equipment that runs on fossil fuel is replaced by electrical equipment.</li> <li>– Electrical equipment is replaced by equipment that runs on fossil fuel.</li> </ul> </li> </ul>
<p><b>Energy recovery</b></p>	<ul style="list-style-type: none"> <li>▪ Recovered energy generates electricity savings, no matter what the source of energy or the type of equipment used to recover the energy.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Energy recovered from a given piece of equipment (even if it is electric) generates savings on natural gas or another fuel only.</li> </ul>
<p><b>Self-generation of electricity</b></p>		<ul style="list-style-type: none"> <li>▪ Electricity savings result from the use of self-generation systems (such as cogeneration systems, emergency generators, wind power generators or photovoltaic cells).</li> </ul>
<p><b>Solar energy</b></p>	<ul style="list-style-type: none"> <li>▪ Electricity savings are generated through the use of solar energy, as in the following cases:               <ul style="list-style-type: none"> <li>– Solar walls are used to preheat a building's fresh air.</li> <li>– Solar panels are used to preheat hot water.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Solar energy is used solely to save on natural gas or another fuel.</li> </ul>

## Section 4 – Calculating Financial Assistance

Under this Program, Hydro-Québec provides financial assistance, determined as described below, for carrying out eligible electricity-saving measures. The tools required to calculate the financial assistance are described in Section 6 (Step 3.1.1).

### 4.1. Determining financial assistance

#### Principles

The amount of financial assistance depends on your **energy efficiency gain**. This gain is determined by dividing eligible energy savings by the total equivalent energy consumption of the reference building. The higher the energy efficiency gain tier, the bigger Hydro-Québec's contribution in cents per eligible kilowatthour (kWh) saved.

**Eligible energy savings correspond to the lower of the following amounts:**

- **Electricity savings in kilowatthours:** The difference between the reference building's electricity consumption and the electricity consumption of the target building.
- **Total energy savings in kilowatthours:** The difference between the reference building's energy consumption and the energy consumption of the target building.

#### Method of calculating financial assistance

<b>Energy efficiency gain</b>	Energy efficiency of the target building compared to that of the reference building, based on benchmark parameters determined for the Program <sup>3</sup>		
<b>Contribution based on energy efficiency gain</b>	<b>ENERGY EFFICIENCY GAIN</b>	<b>TYPE A MEASURES</b>	<b>TYPE B MEASURES</b>
	Up to 10%	5¢/eligible kWh	15¢/eligible kWh
	Over 10% and up to 25%	10¢/eligible kWh	30¢/eligible kWh
	Over 25%	15¢/eligible kWh	55¢/eligible kWh
<b>Rule for calculating financial assistance</b>	<p>For each project, financial assistance = sum of the amounts granted for each tier of energy efficiency gain.</p> <p>Amount granted for each tier = eligible kilowatthours saved per year × Hydro-Québec's contribution per kilowatthour.</p> <p>Hydro-Québec's contribution per kilowatthour depends on the type of measure (A or B) and the tier of energy efficiency gain.</p>		

**NB:** See Appendix 2 for further information about type A measures.

<sup>3</sup> If Hydro-Québec has not already established benchmark parameters for a given building, effective codes, standards or laws will be used to determine appropriate benchmarks.

## **Section 5 – Compensation for the Participation of Partnering Professionals**

The partnering professional who prepares and submits a Program project on your behalf will receive compensation, to be determined as follows:

A lump sum of \$1,000  
 + 10% of the amount of the financial assistance granted by Hydro-Québec  
 Maximum: \$20,000

This compensation applies to any type of project and also covers fees for preparation of the feasibility study (mandatory for arena and curling rink projects).

Compensation is, however, conditional on execution and approval of the project. Therefore, if Hydro-Québec does not approve the project, or if it is not completed, no payment will be made.

Hydro-Québec may, moreover, perform an on-site inspection after reviewing the compliance of your proposal and prior to approving the completed project (see Section 6, Step 5).

Should Hydro-Québec find that the work has not been carried out as specified in the project proposal, it shall reduce the amount of compensation paid to the partnering professional. The reduction depends on the percentage calculated as follows:

$$\frac{\text{Energy savings differential noted by on-site inspection}^*}{\text{Energy savings approved by Hydro-Québec}}$$

and is determined as follows:

DIFFERENTIAL	REDUCTION IN COMPENSATION
Up to 2%	None
Over 2% and up to 5%	50%
Over 5%	No compensation paid for partnering professional

\*The differential is calculated as follows:

$$\frac{\text{Kilowatthours saved verified by Hydro-Québec prior to on-site inspection} - \text{Kilowatthours saved adjusted by Hydro-Québec after on-site inspection}}{\text{Kilowatthours saved adjusted by Hydro-Québec after on-site inspection}}$$

The provision concerning the reduction in the case of noncompliance applies to all projects submitted since June 2, 2008, using PEP 4.1 or higher and that will be checked starting March 30, 2009.

The amount corresponding to the partnering professional's compensation established by Hydro-Québec will be paid to you at the same time as the financial assistance. When you submit a project to Hydro-Québec, you undertake to pay this compensation to the partnering professional on receipt of the financial assistance (considering any reduction by Hydro-Québec), subject to any special written agreement between you and the partnering professional.

**NB:** *Hydro-Québec will indicate the amount of the compensation along with the amount of the grant.*

## **Section 6 – Procedure for Obtaining Financial Assistance**

This section tells you everything you need to know to develop and submit a project proposal under the Program. It will make it easier for you and your partnering professional to follow the proper procedure.

There are seven major steps in applying for and receiving financial assistance under the Empower Program for Building Optimization. These steps are first shown in the form of a flowchart and then explained in detail.

### **Step 1 – Choose a partnering professional**

### **Step 2 – Submit *Document d'avant-projet* [project outline form]**

### **Step 3 – Request confirmation of financial assistance before carrying out the project (optional)**

### **Step 4 – Request payment of financial assistance after carrying out project**

### **Step 5 – Hydro-Québec verifies compliance and approves project**

### **Step 6 – Invoice Hydro-Québec for financial assistance**

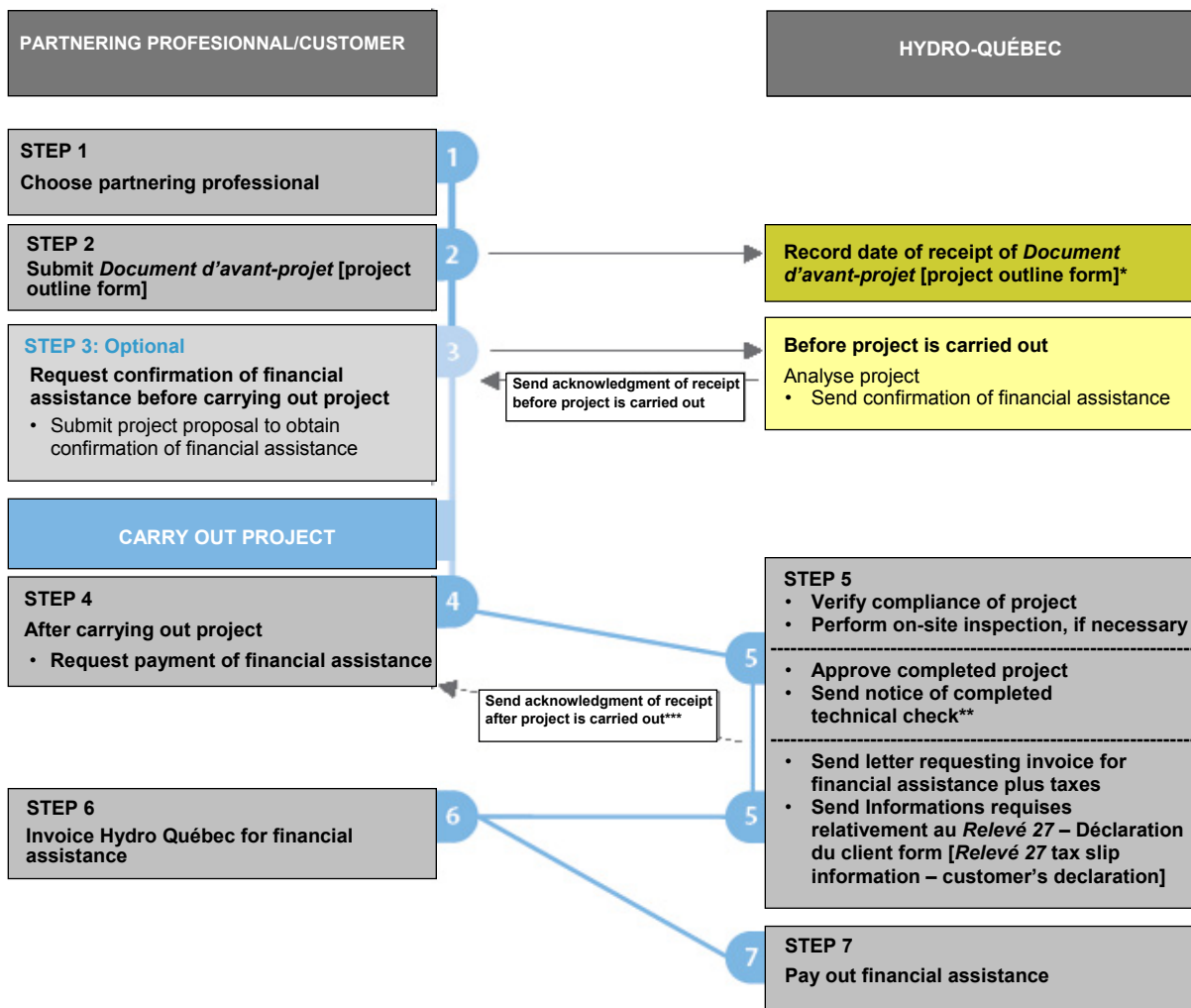
### **Step 7 – Hydro-Québec pays out financial assistance**

The time required to process an application, and consequently to pay financial assistance, depends on the complexity, completeness and quality of the proposal submitted and on how quickly you and your partnering professional provide all the required documents and files.

A Hydro-Québec representative may contact you or your partnering professional at any time throughout the application process to request further details about your proposal. Hydro-Québec reserves the right to stop processing your application and close the file if it does not receive a response to its request within two months. In such a case, Hydro-Québec will notify you in writing of its intention.

Unless otherwise indicated in this guide, the project is subject to the terms and conditions applicable at the time of its initial submission to Hydro-Québec for confirmation of financial assistance (see Step 3) or payment of financial assistance (see Step 4), as described in this section, and the versions of the tools in effect at that time must be used.

## Steps in the procedure for obtaining financial assistance – Empower Program for Building Optimization



\* Hydro-Québec reserves the right to request changes to the *Document d'avant-projet* [project outline form].

\*\* Hydro-Québec sends a notice of completed technical check to the partnering professional, with a copy to the customer, for all projects, whether or not an on-site inspection is performed.

\*\*\* Hydro-Québec sends an acknowledgment of receipt of a proposal after the project is carried out only if you did not request confirmation of financial assistance.

## Detailed procedure for obtaining financial assistance

### Step 1 – Choose a partnering professional

To submit a proposal under the Empower Program for Building Optimization, you must join forces with a partnering professional registered with the Program.<sup>4</sup>

If you meet the conditions listed below, however, you may register as a partnering professional and submit a proposal directly to Hydro-Québec.

#### Who can be a partnering professional?

In the Program, the term “**partnering professional**” refers to an organization with a branch or office in Québec that employs at least one architect, engineer or professional technologist who is a member of the appropriate professional body.

#### How can you become a partnering professional?

To register as a partnering professional under the Program, fill in the registration form on the Partnering Professionals’ section of the Program Web site at [www.hydroquebec.com/partnering\\_professionals](http://www.hydroquebec.com/partnering_professionals) and sign up for the self-training.

An organization with more than one office must follow this procedure for each office.<sup>5</sup>

Once you have registered as a Hydro-Québec partnering professional, you’ll receive a registration number, which will allow you to identify yourself when required, register more qualified professionals and access Hydro-Québec’s file transfer module.

**Junior engineers** may submit projects to Hydro-Québec as professionals employed by organizations recognized as partnering professionals; however, the organization’s engineer must complete, sign and send to Hydro-Québec a letter authorizing the designated junior engineer to register as a professional under the Program. A model letter for this purpose can be downloaded from [www.hydroquebec.com/partnering\\_professionals/roles.html](http://www.hydroquebec.com/partnering_professionals/roles.html).

#### What is the role of the partnering professional?

The organization registered as the partnering professional is responsible for quality control of proposals submitted to Hydro-Québec by the professionals in its employ.

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<sup>4</sup>. The list of partnering professionals is available at [www.hydroquebec.com/building](http://www.hydroquebec.com/building).

<sup>5</sup>. This does not apply to municipalities.

## Step 2 – Submit the *Document d'avant-projet* [project outline form]

### Essential step before starting work.

#### Document required for Step 2

ALL PROJECTS	COMMENTS
<ul style="list-style-type: none"><li>▪ <i>Document d'avant-projet</i> [project outline form]</li></ul>	<ul style="list-style-type: none"><li>▪ The <i>Document d'avant-projet</i> must be submitted to Hydro-Québec BEFORE the project.</li><li>▪ A <i>Document d'avant projet</i> is NOT a project proposal.</li></ul>

### 2.1 The *Document d'avant-projet* [project outline form]

- To be able to submit your proposal under the Program, **you and your partnering professional must fill in a *Document d'avant-projet* [project outline form] before the project start date.**

#### Start date

1. The project start date is the date on which the first order for equipment (purchase order or invoice showing the order date) related to eligible electricity-saving measures is placed **or**
2. The date on which the first contract for work to implement eligible electricity-saving measures is signed.

- **The project outline form briefly describes the electricity-saving measures** you plan to implement in the project for which you'll be requesting financial assistance.

The form remains valid even if measures are added or eliminated when the project is implemented; you don't have to submit a new one.

- **The form and the file transfer module used to submit it are available on the Program Web site.** When you submit the completed form, the file transfer module will

1. Record the date of submission;
2. Automatically assign your project a reference number [*numéro de dossier*], to be used when you officially submit your proposal and in all future correspondence related to the project.

The reference number is specific to a single project and therefore cannot be used for more than one project. The reference number is linked to a user code that Hydro-Québec assigns to the partnering professional on completion of the request for a user code and password available in the file transfer module. Allow 36 hours to receive the code and password. Only the holder of the user code may then submit documents related to the project. The registered partnering professional must inform Hydro-Québec, if necessary, of any change in the holder of the user code.

Failure to comply with the requirements in effect will lead to refusal of the project presented (if the start date precedes the date on which the *Document d'avant projet* [project outline form] was received, for instance).

- **A *Document d'avant-projet* [project outline form] is not a project proposal and submitting one does not guarantee you'll receive financial support for your project.** A proposal includes a data file (\*.veh) generated by the project evaluation software (PEP) (see Step 3.1.1). Hydro-Québec makes no commitment to fund a project unless it has issued a *Confirmation de l'appui financier* [confirmation of financial assistance] in response to a project proposal submitted as specified in this section.

## 2.2 Receipt of the *Document d'avant-projet*

- Hydro-Québec records the date on which it receives your *Document d'avant-projet* [project outline form] by means of the file transfer module. You can then begin work on your eligible electricity-saving measures.

## 2.3 After Hydro-Québec receives the *Document d'avant-projet*

- **You must**
  - submit a project proposal to Hydro-Québec in order to obtain a *Confirmation d'engagement d'un appui financier* [confirmation of financial assistance] prior to commencing work on the project**or**
  - carry out the project and submit a request for financial assistance with supporting documents to Hydro-Québec to receive the financial assistance to which you are entitled, if you have not submitted a prior proposal.
- **When submitting the project proposal, the partnering professional must confirm the actual start date (as defined by Hydro-Québec) in Tab IV of the project evaluation software (PEP), “Préparer une soumission” [preparing a proposal], which the partnering professional must fill in once the project has been completed.**

## Step 3 – Request confirmation of financial assistance before carrying out the project (optional)

- If you want to submit a project proposal, with the help of your partnering professional, **before your project is carried out so that Hydro-Québec can estimate the financial assistance you may be granted, follow the instructions under Step 3.**
- **Step 3 is optional, however. You may elect to submit your project after the work is completed,** when all program requirements have been met. If you want to submit your project after it is completed, go directly to Step 4.

### 3.1 Preparing the request for confirmation of financial assistance (proposal)

The partnering professional must prepare the request. **To receive confirmation of financial assistance, the calculation tools and documents required by Hydro-Québec** and described in the following pages must be used and all Program requirements must be met.

### 3.1.1 Tools to be used to request financial assistance under the Program

The table below shows the tools Hydro-Québec requires you use to calculate financial assistance<sup>6</sup> and eligible electricity savings.

EXISTING BUILDINGS	NEW BUILDINGS
<p><b>PROJECT EVALUATION SOFTWARE</b></p> <p>PEP is the software tool used to determine the financial assistance applicable to your project. It can be downloaded from <a href="http://www.hydroquebec.com/partnering_professionals">www.hydroquebec.com/partnering_professionals</a> and includes online help specifying Program parameters.</p> <p>(Note: The software is in French only.)</p> <p>All new requests must be submitted using the <b>most recent version</b> of PEP.</p>	

Use of **PEP is mandatory** for new and existing buildings. However, Hydro-Québec may authorize use of other tools and procedures **in the following exceptional cases**:

EXISTING BUILDINGS	NEW BUILDINGS
<p><b><u>PEP is not suitable for the target building</u></b></p> <p>The required tool and procedure are described in Appendix 4.</p> <p><b><u>Arenas and curling rinks</u></b></p> <p>The required tools and procedure are described in Appendix 5.</p> <p><b><u>Refrigerated warehouses and distribution centres</u></b></p> <p>The refrigeration.exe file is required for these types of buildings. It can be downloaded from the Empower Program for Industrial Systems Web site at <a href="http://www.hydroquebec.com/industrial">www.hydroquebec.com/industrial</a>.</p> <p>Electricity savings calculated using the refrigeration.exe file must be entered in PEP by selecting <i>Autres mesures</i> (other measures) from the <i>Mesures d'efficacité énergétique</i> [energy-efficiency measures] drop-down menu in Tab II, <i>Données techniques</i> [technical data].</p>	<p><b><u>Arenas and curling rinks</u></b></p> <p>The required tools and procedure are described in Appendix 5.</p> <p><b><u>Refrigerated warehouses and distribution centres</u></b></p> <p>The refrigeration.exe file must be used for these types of buildings. It can be downloaded from the Empower Program for Industrial Systems Web site at <a href="http://www.hydroquebec.com/industrial">www.hydroquebec.com/industrial</a>.</p> <p>Electricity savings calculated using the refrigeration.exe file must be entered in PEP by selecting <i>Autres mesures</i> [other measures] from the <i>Mesures d'efficacité énergétique</i> [energy-efficiency measures] drop-down menu in Tab II, <i>Données techniques</i> [technical data].</p>

**NB:** Use of other simulation tools or procedures requires prior authorization from Hydro-Québec.

<sup>6</sup> For information on calculating financial assistance, see Section 4.

### 3.1.2 Files and printed documents required

The partnering professional must ensure that all required documents are submitted along with the proposal.

The tables below list the files and printed documents that must be submitted. Failure to submit any of the documents or files required by the Program could cause a delay in processing the project proposal. Hydro-Québec reserves the right to refuse any nonprobative supporting document.

#### **Files and documents required at Step 3 (before you carry out your project, if you want confirmation of financial assistance)**

The files and documents you must submit depend on the answers to the following questions:

- Do 90% of the electricity savings presented stem from measures for which electricity savings have been automatically calculated using PEP?
- Is the amount of financial assistance requested no more than \$250,000?

#### **Scenario 1 – If the answer to both questions is Yes**

NEW AND EXISTING BUILDINGS	COMMENTS
<ul style="list-style-type: none"> <li>▪ PEP data file (*.veh)</li> </ul>	<ul style="list-style-type: none"> <li>▪ NB: Files with the extension .ieh are not acceptable.</li> <li>▪ <u>Only measures submitted with automated calculations</u> using PEP will be analyzed to confirm financial assistance.</li> <li>▪ The other documents required for Scenario 2 below (photos, technical bulletins, plans, etc.) need to be provided only at Hydro-Québec's request.</li> </ul>

#### **Scenario 2 – If the answer to one of the two questions above is No**

EXISTING BUILDINGS	NEW BUILDINGS	COMMENTS
<ul style="list-style-type: none"> <li>▪ PEP data file (*.veh)</li> <li>▪ Digital photographs of each of the building's facades</li> <li>▪ Digital scale drawing <u>or</u> sketch of a typical floor, showing building dimensions and identifying all the main rooms</li> <li>▪ Digital copies of manufacturer's specifications <u>or</u> shop drawings for the main energy-saving devices or equipment (as listed in PEP Tab IV)</li> <li>▪ Description of architecture and of electrical and mechanical systems</li> </ul>	<ul style="list-style-type: none"> <li>▪ PEP data file (*.veh)</li> <li>▪ Hard copies of the plans (architectural, mechanical, electrical and control) and digital copies of the following:               <ul style="list-style-type: none"> <li>– Specifications (Word or PDF file)</li> <li>– Plans (AutoCAD file)</li> </ul> </li> <li>▪ Digital scale drawing <u>or</u> sketch showing the main functional areas of the building, as simulated with PEP</li> <li>▪ Digital copies of the manufacturer's specifications <u>or</u> shop drawings for the main energy-saving devices or equipment (as listed in PEP Tab IV)</li> </ul>	<ul style="list-style-type: none"> <li>▪ NB: Files with the extension .ieh are not acceptable.</li> <li>▪ The procedure for projects involving <u>existing buildings that cannot be handled by PEP</u> is explained in Appendix 4.</li> <li>▪ The documents required for arena and curling rink projects (existing or new building) are listed in Appendix 5.</li> <li>▪ For projects involving refrigerated warehouses or distribution centres, files generated by refrigeration.exe (*.vpr) and PEP (*.veh) must be submitted. Refrigeration.exe can be downloaded from the Empower Program for Industrial Systems Web site at <a href="http://www.hydroquebec.com/industrial">www.hydroquebec.com/industrial</a>.</li> </ul>

*Hydro-Québec may ask for any other documents it deems necessary.*

## DESCRIPTION OF ARCHITECTURAL FEATURES AND ELECTRICAL AND MECHANICAL SYSTEMS

The description must include the following information:

### Description of building

- Main types of space with approximate area (e.g., offices: 30,000 m<sup>2</sup>; cafeteria: 500 m<sup>2</sup>; parking: 1,500 m<sup>2</sup>)
- Hours occupied and occupancy rates
- Any other relevant information

### Brief description of main electrical and mechanical systems

- Central electrical and mechanical systems, terminals and controls
- Sources of heating, air-conditioning and humidification for each electrical or mechanical system

**NB:** *Emphasize equipment for which electricity-saving measures are planned, especially if innovative concepts are involved.*

### Description of electricity-saving measures

- Description of each measure, including its scope and how it will be applied

## Step 3.2 – Submitting the project proposal

You must follow the instructions below when submitting the project proposal. **Your partnering professional must submit all required documents and information.**

GENERAL INSTRUCTIONS FOR ALL DOCUMENTS	EXCEPTIONS: WHEN DIGITAL DOCUMENTS CANNOT BE PRODUCED	
	PRINTED DOCUMENTS	PLANS
<ul style="list-style-type: none"> <li>▪ You must use the <b>file transfer module</b> to submit required documents, mentioning the <b>reference number</b> assigned to your project when you submitted your <i>Document d'avant-projet</i> [project outline form] (see Section 6, Step 2). This reference number will be used in all future correspondence about the project.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Printed documents must be faxed to 1 866 303-5562.</li> <li>▪ All faxed documents must be identified with the <b>reference number</b> assigned to the project.</li> </ul>	<p><b>For a project involving a new building</b>, a printed copy of the plans and specifications must be sent to the address below, with the <b>reference number</b> marked clearly on the package.</p> <p><b>Bureau de validation des demandes d'appui aux initiatives</b> 24<sup>e</sup> étage 2, Complexe Desjardins, tour Est C. P. 10000, succ. Desjardins Montréal (Québec) H5B 1H7</p>

## Step 3.3 – Review and confirmation of financial assistance

Hydro-Québec will review your proposal to make sure it is complete and to check that it meets all Program eligibility criteria.

**If the proposal is incomplete**, a staff member will be in touch with you or your partnering professional.

**If the proposal is complete**, Hydro-Québec will start the confirmation process. The validated PEP data file (\*.veh) will be sent to you and your partnering professional along with one of the following:

- A *Confirmation de l'appui financier* [confirmation of financial assistance]
- A request that you resubmit the proposal with changes
- An explanation of the technical or administrative reasons why the project was turned down

The ***Confirmation de l'appui financier* [confirmation of financial assistance]** confirms **80% of the financial assistance granted for the measures analyzed only (see Step 3.1)**. In other words, if the project is submitted according to Scenario 1 in Step 3.1, the 80% will be calculated solely on the basis of the measures Hydro-Québec has analyzed, that is, the measures with automated calculations. If the project is submitted as in Scenario 2 in this step (above), the 80% is calculated on all the proposed measures.

## Conditions of confirmation of financial assistance

When Hydro-Québec has approved your project proposal, you'll receive a ***Confirmation de l'appui financier* [confirmation of financial assistance]** that is **valid for 24 months**.

- You undertake to complete your project within 24 months of the date of the confirmation letter.
- If you are unable to carry out the project within that time, you must notify Hydro-Québec in writing specifying
  - the reason for the requested extension and
  - your anticipated project completion date.

Hydro-Québec reserves the right to allow or refuse this extension.

Hydro-Québec makes no commitment to fund a project unless it has issued a *Confirmation de l'appui financier* [confirmation of financial assistance]. No changes to the obligations stipulated in the letter may be made without written approval signed by an authorized Hydro-Québec officer.

The final amount of the financial assistance will be determined when a request for payment is made for the completed project as specified in the version of the *Participant's Guide* in effect at the time you initially submitted your proposal and after Hydro-Québec has completed its verification.

**NB:** *No confirmation of financial assistance is issued when a project is submitted after it is completed, without a prior proposal.*

## Modifying or canceling a project proposal

If you wish to modify or cancel a proposal submitted to Hydro-Québec, you must follow the instructions applicable to the current stage of your project (see Appendix 7).

## Step 4 – Request payment of financial assistance after carrying out project

### 4.1 Preparing the request for payment

After the work has been completed, your partnering professional must send a request for payment of financial assistance, including the final versions of the PEP data file (\*.veh) and the required documents.

Your partnering professional will find a list of the **final documents required**—PEP data file (\*.veh), plans, photos, etc.—depending on the scenario in PEP **Tab IV – Préparer une soumission [preparing a proposal]**. The list varies depending on whether the building is new or existing and whether the

project includes only measures with automated calculations for which you are requesting financial assistance of \$25,000 or less.

Hydro-Québec may request other documents in addition to those listed automatically by PEP if it deems it necessary.

Work start and end dates must also be entered in Tab IV for all projects.

## 4.2 – Submitting the request for payment

See Step 3.2.

### Step 5 – Hydro-Québec verifies compliance and approves project

Once Hydro-Québec has received your request for payment of financial assistance, the project approval process will begin.

Hydro-Québec may visit your building to inspect the project and make sure the work has been carried out as specified in the proposal. You'll be given two business days' notice in case of a visit.

Hydro-Québec reserves the right to adjust or cancel the financial assistance granted to the project if the inspector finds that the work has not been carried out as specified in the project proposal.

Hydro-Québec sends a notice of completed technical check to the partnering professional, with a copy to you, for all projects, whether or not an on-site inspection is performed.

### Step 6 – Invoice Hydro-Québec for financial assistance

#### **Documents required at Step 6 (so Hydro-Québec can pay out the financial assistance)**

ALL PROJECTS	COMMENTS
<ul style="list-style-type: none"><li>▪ Invoice for financial assistance plus taxes.</li><li>▪ Informations requises relativement au <i>Relevé 27 – Déclaration du client</i> [<i>Relevé 27 tax slip information – customer's declaration</i>].</li></ul>	<ul style="list-style-type: none"><li>▪ You must send your invoice with the duly completed and signed form only after receiving a letter from Hydro-Québec specifying the amount of the invoice for financial assistance and taxes.</li></ul>

Since payments by Hydro-Québec under the Program are subject to the goods and services tax (GST) and the Québec sales tax (QST), you must first issue an invoice indicating the amounts of each of these taxes.

The invoice must also provide all the information stipulated by tax regulations, including GST and QST registration numbers, if applicable.

To help you produce the invoice, Hydro-Québec will send you a letter specifying the information required under the Program and the amount of the financial assistance. Once you have put together all the required information, you must issue an invoice through your accounting system and fax it to Hydro-Québec at **1 866 303-5562**.

With the letter specifying the amount of the invoice for financial assistance and taxes, Hydro-Québec will send you the partially completed form entitled Informations requises relativement au *Relevé 27 – Déclaration du client* [*Relevé 27 tax slip information – customer's declaration*]. You must complete and sign this form and send it to Hydro-Québec with your invoice. In signing this document where indicated, you certify that the information provided in all the documents submitted for the Program is true and complete.

## **Step 7 – Hydro-Québec pays out financial assistance**

Upon receipt of your invoice and the duly completed form entitled Informations requises relativement au *Relevé 27 – Déclaration du client*, Hydro-Québec will pay out the approved amount.

Hydro-Québec reserves the right to refuse to pay out the financial assistance, in whole or in part, should your energy efficiency project fail to meet Program requirements.

Hydro-Québec may deduct from the financial assistance any amount owing, including any electricity bill, whether overdue or not, or any deposit for a service contract that you hold.

## Appendix 1 Program and Document History

This list of amendments is provided for information purposes only.

DATE	AMENDMENT
May 2004	<ul style="list-style-type: none"> <li>▪ Project evaluation software (PEP) put online – version 2.0, then 2.5</li> <li>▪ Rule concerning eligible costs for new buildings abolished</li> <li>▪ Amount for having partnering professional develop a proposal added:               <ul style="list-style-type: none"> <li>– 10% of financial assistance</li> <li>– Maximum \$600</li> </ul> </li> </ul>
August 2004	<ul style="list-style-type: none"> <li>▪ PEP 2.6 put online</li> <li>▪ Eligibility agreement with municipal systems</li> </ul>
October 2004	<ul style="list-style-type: none"> <li>▪ PEP 2.7 put online</li> <li>▪ Financial assistance (¢/kWh) for Québec government and municipal buildings increased</li> <li>▪ Maximum financial assistance increased from \$150,000 to \$500,000</li> <li>▪ Eligible costs based on total cost rather than differential cost</li> <li>▪ Amount for having partnering professional develop a proposal replaced by financial assistance for feasibility study:               <ul style="list-style-type: none"> <li>– 50% of cost of feasibility study</li> <li>– Maximum \$7,500</li> </ul> </li> <li>▪ Self-training for partnering professionals put online</li> </ul>
May 2005	<ul style="list-style-type: none"> <li>▪ PEP 2.8 put online</li> <li>▪ Increased financial assistance for Québec government and municipal buildings withdrawn for any application submitted after May 6, 2005 (following Régie de l'énergie ruling)</li> <li>▪ Customer must submit an invoice for financial assistance on receipt of a letter issued by Hydro-Québec requesting such an invoice</li> </ul>
July 2005	<ul style="list-style-type: none"> <li>▪ PEP 3.0 put online</li> <li>▪ Programs offered by Hydro-Québec, the Office of Energy Efficiency and the Programme d'intervention en réfrigération dans les arénas du Québec (PIRAQ) harmonized</li> </ul>
November 2005	<ul style="list-style-type: none"> <li>▪ Cap on financial assistance for feasibility studies set at 40% of financial assistance for implementing electricity-saving measures (rule applied to any study invoiced after December 1, 2005)</li> </ul>
February 2006	<ul style="list-style-type: none"> <li>▪ Eligibility of measures related to the following clarified:               <ul style="list-style-type: none"> <li>– Conversion from one source of energy to another</li> <li>– Energy recovery</li> <li>– Self-generation</li> <li>– Solar power</li> </ul> </li> <li>▪ Clarification of procedure for submitting an invoice for financial assistance on receipt of a letter from Hydro-Québec requesting such an invoice</li> </ul>

DATE	AMENDMENT
<p><b>October 2006</b></p>	<ul style="list-style-type: none"> <li>▪ Financial assistance is taxable and customer must send an invoice to Hydro-Québec</li> <li>▪ Projects in administrative buildings associated with industrial companies become eligible under the Empower Program for Industrial Systems</li> <li>▪ Buildings connected to off-grid systems become eligible</li> <li>▪ Rules and penalties applied in case of failure to comply with <i>Model National Energy Code for Buildings</i> (MNECB)</li> <li>▪ Eligibility rules introduced for new projects submitted after completion of work</li> <li>▪ Changes and additions concerning required files and printed documents, chiefly the following: <ul style="list-style-type: none"> <li>– New versions of the forms entitled <i>Engagement de réalisation</i> [performance undertaking] and Informations requises relativement au <i>Relevé 27</i> [<i>Relevé 27</i> tax slip information form]</li> <li>– Addition of customer uploading of cost breakdown after completion of work</li> <li>– For projects involving new buildings <u>only</u>, requirement to submit one of the following documents after project completion added: <ul style="list-style-type: none"> <li>- Provisional or final acceptance of work signed by customer</li> <li>- Work completion certificate signed by engineer or architect</li> <li>- Municipal occupancy permit</li> </ul> </li> <li>– Clarification on documents to be provided when a project is carried out under an energy efficiency agreement between the customer and an energy service company (ESCO)</li> <li>– Clarification on documents to be provided when work done by in-house resources</li> </ul> </li> <li>▪ Procedure added for amending or canceling a request for financial assistance already submitted to Hydro-Québec (See Appendix 7)</li> <li>▪ Feasibility study no longer required for the following: <ul style="list-style-type: none"> <li>– Projects reviewed by the OEE</li> <li>– Buildings with annual energy savings of less than 60,000 kWh or an area under 2,000 m<sup>2</sup></li> </ul> <p>No supplementary amounts paid in such cases, excepting a \$600 fee for developing a proposal</p> </li> <li>▪ Taxes not refundable by either level of government made eligible</li> <li>▪ Harmonization ended between Hydro-Québec's Empower Program for Building Optimization and the Office of Energy Efficiency's EnerGuide program for existing buildings (EEB)</li> </ul>
<p><b>February 2007</b></p>	<ul style="list-style-type: none"> <li>▪ Withdrawal of stipulation concerning installation of exterior air outlets and inlets</li> </ul>
<p><b>April 2007</b></p>	<ul style="list-style-type: none"> <li>▪ PEP 4.0 put online</li> </ul>
<p><b>July 1, 2007</b></p>	<ul style="list-style-type: none"> <li>▪ New eligibility criterion: <i>Document d'avant-projet</i> [project outline form] must be submitted to Hydro-Québec before the start date</li> <li>▪ New projects submitted after project completion no longer eligible</li> <li>▪ Hydro-Québec will stop processing a proposal and close the file if an applicant fails to respond to a request for information within two months</li> </ul>

DATE	AMENDMENT
	<ul style="list-style-type: none"> <li>▪ Harmonization ended between Hydro-Québec's Empower Program for Building Optimization and the Office of Energy Efficiency's Commercial Building Incentive Program (CBIP)</li> <li>▪ New appendix describing the procedure for submitting arena projects (new and existing buildings)</li> <li>▪ Confirmation of actual start date on the <i>Engagement de réalisation</i> [performance undertaking] form</li> </ul>
<p><b>June 2, 2008</b></p>	<p>PEP 4.1 put online</p> <p>Streamlining of procedure for submitting and processing project proposals and requests for payment of financial assistance</p> <p>Streamlining of administrative requirements and procedures</p> <ul style="list-style-type: none"> <li>▪ Acknowledgment of receipt added</li> <li>▪ Changes relating to the form entitled Informations requises relativement au <i>Relevé 27</i> [<i>Relevé 27</i> tax slip information form] in the procedure for requesting financial assistance: <ul style="list-style-type: none"> <li>– Hydro-Québec sends a partially completed form using data already available together with a letter asking for an invoice for financial assistance and taxes</li> <li>– Customer's declaration is added to the form</li> </ul> </li> <li>▪ Elimination of the <i>Engagement de réalisation</i> [performance undertaking] form and inclusion of the information from this form in the calculation files, the form entitled Informations requises relativement au <i>Relevé 27</i> – Déclaration du client and the acknowledgement of receipt</li> </ul> <p>Streamlining of technical requirements and procedures</p> <ul style="list-style-type: none"> <li>▪ Changes to rules for calculating financial assistance: <ul style="list-style-type: none"> <li>– Elimination of the "40% of eligible costs" ceiling for existing buildings</li> <li>– Changes in Hydro-Québec's contribution (<math>\phi</math>/kWh) for different energy efficiency gains and addition of type of measure (A or B) as a factor in determining Hydro-Québec's contribution</li> <li>– Identical rules for existing and new buildings</li> <li>– Elimination of \$500,000 ceiling on financial assistance per project</li> </ul> </li> <li>▪ Elimination of penalties for failure to meet mandatory provisions of the MNECB</li> <li>▪ Elimination of requirement related to invoices (to be submitted only at the request of Hydro-Québec) and elimination of <i>Grille détaillée des coûts</i> [cost breakdown]: invoices are to be presented to Hydro-Québec only on request</li> <li>▪ Changes to calculation rules for off-grid systems in the basic Program rules</li> </ul> <p>Feasibility study</p> <ul style="list-style-type: none"> <li>▪ No longer required for a new building</li> <li>▪ For an existing building: to replace the feasibility study, a section added to PEP for a description of the project, systems and measures</li> <li>▪ Still required for arena or curling rink projects</li> <li>▪ Elimination of Hydro-Québec contribution for the feasibility study</li> </ul>

DATE	AMENDMENT
	Compensation for participation of the partnering professional  Miscellaneous <ul style="list-style-type: none"> <li>▪ Definition of “eligible customer” clarified</li> <li>▪ Elimination of consideration of other sources of financial support in calculating financial assistance</li> <li>▪ Elimination of the rule that the sum of the financial assistance received for measures submitted under the Project, including the assistance granted by Hydro-Québec, may not exceed 60% of eligible costs</li> </ul>
<b>December 1, 2008</b>	Requirement to complete <i>Document d'avant-projet</i> [project outline form] online added
<b>December 14, 2008</b>	File refrigeration_r1.exe put online for automated calculation of measures for refrigeration projects (refrigerated warehouses and distribution centres)
<b>March 30, 2009</b>	<ul style="list-style-type: none"> <li>▪ PEP 4.2 put online</li> <li>▪ Eligibility of new equipment and ineligibility of used equipment specified</li> <li>▪ Eligible stories of multiple-unit residential buildings specified</li> <li>▪ Customer's obligation to pay partnering professional full amount of compensation allocated for work on project specified</li> <li>▪ Elimination of provision concerning ineligibility of a measure that saves energy through technological changes without adding more efficient electrical equipment</li> <li>▪ Partnering professional's compensation reduced if Hydro-Québec observes noncompliance during on-site inspection</li> <li>▪ Specification that PEP files with .ieh extension unacceptable</li> <li>▪ List of type A measures updated (see Appendix 2)</li> <li>▪ Elimination of 24-month validity period of <i>Document d'avant-projet</i> [project outline form]</li> <li>▪ Lighting density for all multipurpose zones revised (reference to MNECB 1997 for existing buildings and ASHRAE 90.1 2004 for new buildings)</li> <li>▪ Notice of completion of technical check added at Step 5</li> </ul>

## Appendix 2 Type A Measures

This list is provided for information purposes only. The up-to-date list that appears in the effective version of the PEP user's guide has precedence.

	APPLICABILITY	
	NEW BUILDING	EXISTING BUILDING
Indoor lighting control	X	X
Outdoor lighting control	X	X
Control of lighting of refrigerated counters	X	X
CO <sub>2</sub> detector to control fresh air supply	X	X
Energy-saving cycle		X
Adjustment of supply air temperature of central HVAC systems	X	X
Humidity control	X	X
Centralization of HVAC systems		X
Nighttime setback		X
Control of anticondensation devices for refrigerated counters		X
Control of cooling tower based on wet temperature	X	X
Variable-speed or two-speed hood	X	X
Measures without automated calculations for control systems only	X	X
Thermostatic defrost control for refrigerated counters and cold-storage rooms	X	X
Mechanical subcooling for refrigerated counters and cold-storage rooms	X	X
Discharge pressure control	X	X
LED exit signs		X

## **Appendix 3 North American Industry Classification System Codes Eligible for Empower Programs**

### **Guidelines**

- If the economic activity of the building targeted by the project is classified as a **services-producing industry** according to the North American Industry Classification System (NAICS), the project must be submitted under the **Empower Program for Building Optimization**.
- If the economic activity of the building targeted by the project is classified as a **goods-producing industry** according to the NAICS, the project must be submitted under the **Empower Program for Industrial Systems**.

Industries in each of these categories are listed below.

### NB:

- These guidelines apply to projects involving **office space, the building envelope or HVAC systems**. It is the economic activity of the building targeted by the project that determines the program for which it is eligible.
- Similarly, the guidelines apply to **all projects carried out on a construction site**. It is the intended economic activity of the building under construction targeted by the project that determines the program for which it is eligible (not to be confused with Industry 23, "Construction").
- **Exceptions** to these guidelines are listed on the next page.

Services-producing industries – Empower Program for Building Optimization	Goods-producing industries – Empower Program for Industrial Systems
41 - Wholesale Trade	11 – Agriculture, Forestry, Fishing and Hunting
44 – 45 – Retail Trade	21 – Mining and Oil and Gas Extraction
48–49 – Transportation and Warehousing	22 – Utilities
51 – Information and Cultural Industries	23 – Construction
52 – Finance and Insurance	31 – 33 – Manufacturing
53 – Real Estate and Rental and Leasing	
54 – Professional, Scientific and Technical Services	
55 – Management of Companies and Enterprises	
56 – Administrative and Support, Waste Management and Remediation Services	
61 – Educational Services	
62 – Health Care and Social Assistance	
71 – Arts, Entertainment and Recreation	
72 – Accommodation and Food Services	
81 – Other Services (except Public Administration)	
91 – Public Administration	

EXCEPTIONS	EXCEPTIONS
<p><b>713920 – Skiing Facilities</b></p> <p>Projects involving the following fall under the Empower Program for Industrial Systems:</p> <ul style="list-style-type: none"> <li>▪ Snow-making equipment</li> <li>▪ Ski lifts</li> </ul>	<p><i>A project conducted in an office space with multiple NAICS codes (primary and secondary) falls under the Empower Program for Building Optimization if the secondary NAICS code is for a services-producing industry.</i></p> <p><i>Example</i></p> <p>325410 – Pharmaceutical and Medicine Manufacturing (primary)</p> <p>541710 – Research and Development Laboratories (secondary)</p>
	<p><b>23 – Construction</b></p> <p>All projects in buildings associated with the construction industry fall under the Empower Program for Building Optimization.</p>
	<p><b>115 – Support Activities for Agriculture and Forestry</b></p> <p>All projects associated with this industry fall under the Empower Program for Building Optimization.</p>
	<p><b>213 – Support Activities for Mining and Oil and Gas Extraction</b></p> <p>All projects associated with this industry fall under the Empower Program for Building Optimization.</p>

## Appendix 4 Preparing a Project that Cannot Be Processed by the Project Evaluation Software (PEP) – Existing Building

As the project evaluation software (PEP) cannot handle projects in certain types of buildings, Hydro-Québec has adapted Program procedures to enable customers with such buildings to receive financial assistance.

**You may not use the procedure** described below without **prior authorization from Hydro-Québec**. For further information about the procedure, contact your Hydro-Québec representative or our **Services à la clientèle d'affaires** [business customer services office] in your region. Apart from the procedures described in this appendix, all other Program terms and conditions must be respected.

### Preparing and submitting proposals

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**Your partnering professional must attach the following documents and information when submitting a request for financial assistance.**

- PEP data file (\*.veh): **Select *Dossier administratif seulement* [administrative application only] from the *Vocation de référence* [reference building type] drop-down menu**
- Data used to calculate electricity savings for each measure
- Digital photographs of each of the building's facades
- Description of architectural features and electrical and mechanical systems (see Section 5, step 3.1.2, for details)
- Digital scale drawing or sketch of a typical floor, showing the building dimensions and identifying the main rooms
- Digital copies of manufacturer's specifications or shop drawings for the main energy-saving devices or equipment (as listed in PEP Tab IV, *Préparer une soumission* [preparing a proposal])

**NB:** *Be sure to present the cost breakdown as clearly as possible so that Hydro-Québec's technical reviewers can approve the energy savings.*

### Hydro-Québec's proposal-handling process

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Once we have received the documents listed above, we will proceed as follows:

- Conduct a technical review of the energy savings.
- Adjust the energy savings to take into account Program benchmark parameters, if applicable. *When benchmark parameters do not apply, no adjustment will be made. Benchmark parameters are applied at the sole discretion of Hydro-Québec.*

## **Appendix 5 Rules for Submitting Arena or Curling Rink Projects**

As the project evaluation software (PEP) is unable to handle arena projects, a special procedure has been set up for such projects. Apart from the procedure described in this appendix, all other Program terms and conditions apply and must be respected.

Energy savings from an arena project are calculated based on a benchmark scenario. In the case of an **existing building**, a benchmark scenario is determined using a typical annual electricity bill for the building. In the case of a **new building**, the partnering professional must submit an appropriate benchmark scenario. Hydro-Québec reserves the right to adjust the benchmark consumption and electricity savings to take into account Program terms and conditions. Certain benchmark parameters have already been set and are included in the PEP online help ; you should consult these when submitting your calculations.

### **Files and printed documents required**

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You must submit the following files and printed documents with your proposal:

- PEP data file (\*.veh); select *Dossier aréna* [arena project] from the *Vocation de référence* [reference building type] drop-down menu
- Arena project feasibility study as described below
- Detailed calculations and assumptions used to determine annual energy use and electricity savings
- Digital copies of manufacturer's specifications or shop drawings for the main energy-saving devices or equipment (as listed in PEP Tab IV)

**NB:** *Be sure to present the cost breakdown as clearly as possible so that Hydro-Québec's technical reviewers can approve the energy savings.*

**Exception:** If the project also involves large spaces connected to the arena (e.g., common room, gymnasium or pool), you must create another file by selecting *Complexe sportif* [sports complex] from the *Vocation de référence* [reference building type] drop-down menu, launch the simulation and enter the energy savings results in the PEP *Dossier aréna* [arena project] data file (\*.veh) by selecting *Autres mesures* [other measures] from the *Mesures d'efficacité énergétique* [energy-efficiency measures] drop-down menu in Tab II, *Données techniques* [technical data].

## **Checklist of required information for an arena project feasibility study\***

\*Feasibility studies carried out for the PIRAQ,<sup>7</sup> RAPB (CoolSolution)<sup>8</sup> or OPTER<sup>9</sup> programs include the required information.

### **1. Description of building**

#### **1.1 Building characteristics**

- Type of building
- Total area and number of stories
- Type and floor area of rooms (e.g., office: 300 m<sup>2</sup>; cafeteria: 200 m<sup>2</sup>)
- Year of construction
- Typical summer and winter operating schedule
- Number of operating weeks per year
- Number and area of ice surfaces (rinks or lanes)
- Total capacity of stands (seating and standing room)
- Heat resistance of walls and roof
- Type of rink activity (e.g., hockey, figure skating)
- Other information of interest

#### **1.2 Description of main electrical and mechanical systems**

- HVAC systems
  - Air-conditioning system (type, service areas, capacity, operating schedule, etc.)
  - Central heating systems (type, capacity, energy source, control method, etc.)
  - Perimeter heating (type, age, capacity, energy source, service areas, etc.)
  - Description of control and regulation systems (HVAC systems affected)
  - Features of HVAC control and operating systems (nighttime setback, schedule, etc.)
- Miscellaneous equipment
  - Service water heating system (capacity, energy source, etc.)
  - Lighting density in each functional area (type, power, energy source, control method, etc.)
  - Resurfacing (energy source, number of times resurfaced weekly, etc.)
  - Number of times secondary refrigerant circulates under ice
  - Under-ice heating (energy source)

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<sup>7</sup> PIRAQ: Programme d'intervention en réfrigération dans les arénas du Québec [Québec arena refrigeration intervention program] administered by the Association québécoise des arénas et des installations récréatives et sportives (AQAIRS) [Québec association of arenas and recreational/sports facilities].

<sup>8</sup> RAPB: Refrigeration Action Program for Buildings (RAPB), formerly administered by Natural Resources Canada's CANMET Energy Technology Centre.

<sup>9</sup> OPTER: Programme d'optimisation en réfrigération – volet arénas et centres de curling [refrigeration optimization program – arena and curling rink component], administered by the Agence de l'efficacité énergétique ([www.aee.gouv.qc.ca/en/business-clientele/municipalities/financial-assistance-programs-for-municipalities/](http://www.aee.gouv.qc.ca/en/business-clientele/municipalities/financial-assistance-programs-for-municipalities/)).

- Ice temperature and thickness
- Type of ceiling over ice (e.g., low emissivity)
- Snow pit (description, energy source)
- Refrigeration equipment
  - Condensers and cooling tower (number, type, capacity, age, make, etc.)
  - Compressors (number, type, capacity, age, make, etc.)
  - Coefficient of performance (COP) in refrigeration system operating conditions
  - Heat or cold storage equipment (have or don't have, capacity, description)
  - Secondary refrigerant circulating pumps (number, power, capacity, etc.)
  - Heat recovery system for air and water (type, capacity, operating temperature, etc.)
  - Description of control systems and regulators

## 2. Energy breakdown by source and use

Submit a table summarizing data on all forms of energy, indicating overall unit ratios per consumption station (kilowatthours, kilowatthour-equivalent for other sources, kilowatthour-equivalent for heat recovery).

- Refrigeration
- Heating
- Air-conditioning
- Ventilation
- Lighting
- Service water heating
- Other

## 3. Energy efficiency measures

- Description of existing energy efficiency measures (heat recovery, control systems)
- Detailed description of proposed measures
- Energy savings per measure (kilowatthours)

**NB:** *Be sure to mention equipment that will be affected by electricity-saving measures, especially if you are presenting innovative concepts.*

## **Appendix 6 Conditions Applicable to Off-Grid Systems**

This appendix describes terms and conditions specific to off-grid systems. Projects involving off-grid systems must also comply with all other Program terms and conditions.

### **Eligible customers**

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#### **Villages in the Lac Robertson region**

Blanc-Sablon, Bradore-Bay, Chevery, Harrington-Harbour, La Tabatière, Lourdes-du-Blanc-Sablon, Middle-Bay, Mutton-Bay, Old Fort Bay, Rivière-Saint-Paul, Saint-Augustin-Saguenay, Tête-à-la-Baleine, Côte-du-Nord-du-Golfe-Saint-Laurent, Gros-Mécatina, Bonne-Espérance and Pakuashipi

#### **Villages in the Îles-de-la-Madeleine region**

Bassin, Havre-aux-Maisons, Cap-aux-Meules, Fatima, Grande-Entrée, Grosse-Île, Île-du-Havre-Aubert, Île-d'Entrée and Étang-du-Nord

#### **Villages in the Nunavik region**

Akulivik, Aupaluk, Inukjuak, Ivujivik, Kangiqsualujjuaq, Kangiqsujuaq, Kangirsuk, Kuujjuaq, Kuujuarapik, Whapmagoostui, Puvirnituq, Quaqtaq, Salluit, Tasijuaq and Umiujaq

**Villages in the Haute-Mauricie region:** Opitciwan (Obedjiwan), Wemotaci and Clova

**Village in the Anticosti region:** Port-Menier

**Village of La Romaine**

### **Eligible measures**

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Any measure that helps reduce oil consumption in a building connected to an off-grid system (with the exception of the Lac Robertson system) is recognized in calculating financial assistance and energy savings. In other words, in such a case, electricity savings have the same value as oil savings, and the threshold of energy savings required for a given building is expressed in kilowatthours equivalent (kWhe). Thus, work on the target building must generate **at least 10,000 kWhe/year in energy savings**, as defined under the Empower Program for Building Optimization.

### **Ineligible measures**

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Any conversion from one source of energy to another is excluded.

### **Calculating financial assistance**

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The method of calculating financial assistance is presented in the table on the next page.

The conversion factor for litres of oil to kilowatthours is **7.5118 kWhe/L**, or the equivalent of an oil heating system operating at 70% efficiency.

## Program terms and conditions

- Program terms and conditions applicable to off-grid systems are summarized in the table below.

	REGION	CONDITIONS														
<b>Calculating financial assistance</b>	1) Île-d'Anticosti 2) La Romaine 3) Haute-Mauricie 4) Nunavik	<p>Financial assistance is calculated as follows (<b>oil included</b>):</p> <p>For each project, financial assistance = sum of the amounts granted for each tier of energy efficiency gain.</p> <p>Amount granted for each tier = eligible kilowatthours equivalent saved per year × Hydro-Québec's contribution per kilowatthour.</p> <p>Hydro-Québec's contribution per kilowatthour depends on the type of measure (A or B) and the tier of energy efficiency gain.</p> <table border="1"> <thead> <tr> <th rowspan="2">ENERGY EFFICIENCY GAIN</th> <th colspan="2">HYDRO-QUÉBEC'S CONTRIBUTION</th> </tr> <tr> <th>TYPE A MEASURES<sup>10</sup></th> <th>TYPE B MEASURES</th> </tr> </thead> <tbody> <tr> <td>Up to 10%</td> <td>10¢/kWhe</td> <td>20¢/kWhe</td> </tr> <tr> <td>Over 10% and up to 25%</td> <td>15¢/kWhe</td> <td>45¢/kWhe</td> </tr> <tr> <td>Over 25%</td> <td>25¢/kWhe</td> <td>85¢/kWhe</td> </tr> </tbody> </table>	ENERGY EFFICIENCY GAIN	HYDRO-QUÉBEC'S CONTRIBUTION		TYPE A MEASURES <sup>10</sup>	TYPE B MEASURES	Up to 10%	10¢/kWhe	20¢/kWhe	Over 10% and up to 25%	15¢/kWhe	45¢/kWhe	Over 25%	25¢/kWhe	85¢/kWhe
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5) Îles-de-la-Madeleine	<p>Financial assistance is calculated as follows (<b>oil included</b>):</p> <p>For each project, financial assistance = sum of the amounts granted for each tier of energy efficiency gain.</p> <p>Amount granted for each tier = eligible kilowatthours equivalent saved per year × Hydro-Québec's contribution per kilowatthour.</p> <p>Hydro-Québec's contribution per kilowatthour depends on the type of measure (A or B) and the tier of energy efficiency gain.</p> <table border="1"> <thead> <tr> <th rowspan="2">ENERGY EFFICIENCY GAIN</th> <th colspan="2">HYDRO-QUÉBEC'S CONTRIBUTION</th> </tr> <tr> <th>TYPE A MEASURES</th> <th>TYPE B MEASURES</th> </tr> </thead> <tbody> <tr> <td>Up to 10%</td> <td>5¢/kWhe</td> <td>15¢/kWhe</td> </tr> <tr> <td>Over 10% and up to 25%</td> <td>10¢/kWhe</td> <td>30¢/kWhe</td> </tr> <tr> <td>Over 25%</td> <td>15¢/kWhe</td> <td>55¢/kWhe</td> </tr> </tbody> </table>	ENERGY EFFICIENCY GAIN	HYDRO-QUÉBEC'S CONTRIBUTION		TYPE A MEASURES	TYPE B MEASURES	Up to 10%	5¢/kWhe	15¢/kWhe	Over 10% and up to 25%	10¢/kWhe	30¢/kWhe	Over 25%	15¢/kWhe	55¢/kWhe	
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Over 10% and up to 25%	10¢/kWhe	30¢/kWhe														
Over 25%	15¢/kWhe	55¢/kWhe														
	6) Lac-Robertson	<b>Oil not included:</b> See Section 4														
<b>Compensation paid for partnering professional's participation</b>	All	See Section 5														

kWhe: kilowatthours equivalent

To reach us, call 1 866 542-3946.

<sup>10</sup> See list of type A measures in Appendix 2.

## **Appendix 7 Modifying or Canceling a Request for Financial Assistance Submitted to Hydro-Québec**

PROJECT STAGE	PROCEDURE
<p><b><u>Scenario 1</u></b></p> <ul style="list-style-type: none"> <li>▪ You want to modify your project <b>during the technical review</b></li> </ul>	<ol style="list-style-type: none"> <li>1. <b>If Hydro-Québec’s technical reviewer deems the changes minor</b>, Hydro-Québec may agree to make the change to the project on file at your written request.</li> <li>2. <b>If Hydro-Québec’s technical review deems the changes major, and work has not yet started</b>, you must send Hydro-Québec a letter canceling your request for financial assistance.*</li> </ol> <p><b>You must submit a new <i>Document d’avant projet</i> [project outline form] before work begins</b> and submit a new project using the currently valid tools. Hydro-Québec will process and study the new project based on the terms and conditions applicable at that time.</p>
<p><b><u>Scenario 2</u></b></p> <ul style="list-style-type: none"> <li>▪ You want to modify your project <b>after HQ has issued a Confirmation de l’appui financier</b> [confirmation of financial assistance]</li> </ul>	<p><b>If work has not yet started</b>, you must send Hydro-Québec a letter canceling your request for financial assistance.*</p> <p><b>You must submit a new <i>Document d’avant projet</i> [project outline form] before work begins</b> and submit a new project using the currently valid tools. Hydro-Québec will process and study the new project based on the terms and conditions applicable at that time.</p>
<p><b><u>Scenario 3</u></b></p> <ul style="list-style-type: none"> <li>▪ You want to modify your project <b>when requesting payment for a project that has been carried out</b></li> </ul>	<p>You must send Hydro-Québec the following documents using the tools valid when the project was originally submitted:</p> <ul style="list-style-type: none"> <li>▪ PEP data file (*.veh)</li> <li>▪ Documents required at time of original submission (see procedures in this guide)</li> </ul> <p>HQ will process and study your proposal in accordance with the terms and conditions in effect at the time of the original submission.</p>

\*The letter must include the following information:

- The address of the building concerned
- The reference number assigned by Hydro-Québec (you can obtain this number from your Hydro-Québec representative)
- The name of the partnering professional who submitted the request
- The reason you want to cancel your request for financial assistance

The letter must be signed by an authorized official in your company and faxed to Hydro-Québec at **1 866 303-5562**.

**NB:** *If you submit a request for financial assistance and then cancel it, you are no longer entitled to that assistance—even if Hydro-Québec had agreed to pay it.*

## **Appendix 8 Energy Efficiency Program Coordinators – Municipal and Cooperative Systems**

<p><b>Coopérative Régionale d'Électricité de Saint-Jean-Baptiste-de-Rouville</b></p> <p>Jacques Collins General Manager 3113, rue Principale Saint-Jean-Baptiste-de-Rouville (Québec) J0L 2B0 Telephone: 450 467-5583 Fax: 450 467-0092 <b>collins.jacques@coopsjb.com</b></p>	<p><b>Ville de Coaticook</b></p> <p>Roger Garceau Treasurer 150, rue Child Coaticook (Québec) J1A 2B3 Telephone: (819) 849-2721, ext. 236 Fax: (819) 849-9669 <b>rogergarceau@ville.coaticook.qc.ca</b></p>
<p><b>City of Westmount</b></p> <p>Pierre Dubé, Eng. Director, Hydro Westmount 995, chemin Glen Westmount (Québec) H3Z 2L8 Telephone: 514 989-5401 Fax: 514 989-5490 <b>pdube@westmount.org</b></p>	<p><b>Ville de Joliette</b></p> <p>Robert Parent Director, Electricity Services 485, rue P.-H. Desrosiers Joliette (Québec) J6E 6H2 Telephone: 450 753-8103 Fax: 450 753-8108 <b>robert.parent@ville.joliette.qc.ca</b></p>
<p><b>Ville d'Alma</b></p> <p>Karine Morel, Eng. Public Works 900, rue Bombardier Alma (Québec) G8B 7A1 Telephone: (418) 669-5001, ext. 5147 Fax: (418) 669-5180 <b>karine.morel@ville.alma.qc.ca</b></p>	<p><b>Ville de Magog</b></p> <p>Charles Fournier Director, Public Works 520, rue Saint-Luc Magog (Québec) J1X 2X1 Telephone: (819) 843-7200 Fax: (819) 843-3330 <b>c.fournier@ville.magog.qc.ca</b></p>
<p><b>Ville d'Amos</b></p> <p>Vincent St-Georges Division Manager, Electricity 182, 1<sup>re</sup> Rue Est Amos (Québec) J9T 2G1 Telephone: (819) 732-3254, ext. 237 Fax: (819) 727-9792 <b>vincent.st-georges@ville.amos.qc.ca</b></p>	<p><b>Ville de Saguenay</b></p> <p>Claude Bouchard Director, Service Hydro-Jonquière 1710, rue Sainte-Famille Jonquière (Québec) G7X 7W7 Telephone: (418) 546-2073 Fax: (418) 546-2068 <b>claudio.bouchard@ville.saguenay.qc.ca</b></p>
<p><b>Ville de Baie-Comeau</b></p> <p>André Pratte Division Manager, Electricity and Water Treatment 30, avenue Dollard-des-Ormeaux Baie-Comeau (Québec) G4Z 1L2 Telephone: (418) 296-8171 Fax: (418) 296-3095 <b>apratte@ville.baie-comeau.qc.ca</b></p>	<p><b>Ville de Sherbrooke</b></p> <p>Pierre Fréchet Assistant Director, Hydro-Sherbrooke 1800, rue Roy, C. P. 610 Sherbrooke (Québec) J1K 1B6 Telephone: (819) 821-5727, ext. 5747 Fax: (819) 822-6085 <b>pierre.frechet@ville.sherbrooke.qc.ca</b></p>

## Appendix 9 To Reach Us

If you have read this Guide and visited the Hydro-Québec Web site but still have questions about the Program, you can contact **your Hydro-Québec representative or our Services à la clientèle d'affaires** [business customer services office] **in your region.**

<b>Information or help:</b> <ul style="list-style-type: none"><li>▪ Eligibility</li><li>▪ Program terms and conditions</li><li>▪ Project follow-up and amount of financial assistance</li><li>▪ Understanding and using the project evaluation software (PEP)</li><li>▪ Preparing a project (administrative paperwork)</li><li>▪ Other</li></ul>	<b>1 877 817-1433</b>
<b>Technical support:</b> <ul style="list-style-type: none"><li>▪ Installing the project evaluation software (PEP) and setting parameters</li><li>▪ Requesting a user code</li><li>▪ Finding your reference number</li><li>▪ Procedures for uploading your project proposal</li></ul>	Montréal area <b>514 858-7927</b>
	Other regions <b>1 888 858-7927</b>