



# Energy Efficiency Program – Renewable Energy

## Participant's Guide

Business and Major Industries Markets

Solar Preheating Grant





# Imagine energy differently

As part of its Energy Efficiency Plan, Énergir offers several energy efficiency programs to its customers to help them reduce their consumption of natural gas.

This *Participant's Guide* is intended for customers who wish to get a Solar Preheating Grant. It explains the steps to follow to make a request for financial assistance, as well as the eligibility criteria.

Also included are the forms required to request financial assistance. Énergir encourages participants to submit their applications electronically, along with supporting documents.

The participation conditions are in effect from **January 1, 2015 and updated on October 1, 2019**.  
Énergir reserves the right to modify or terminate the grant at any time without prior notice. Énergir also reserves the right to interpret the terms and conditions of the grant.

## Business and Major Industries Markets



For more information

### For more information, consult:

- your commercial representative
- the Énergir DATECH team of engineers
- [energir.com](http://energir.com)

### To submit requests or for any administrative information regarding an application:

#### By e-mail:

[energyefficiency@energir.com](mailto:energyefficiency@energir.com)

#### By mail:

**Énergir**  
Energy Efficiency Department  
1717 du Havre  
Montréal, Québec H2K 2X3

#### By fax:

514 598-3700

#### By phone:

514 598-3410



### Description and objective

## Description and objective

This grant seeks to encourage the acquisition and installation of a solar-powered system to preheat air or water for spaces or processes.

Customers who wish to get the grant must complete the appropriate forms included in this guide and submit them to Énergir's Energy Efficiency Department, along with the supplementary documents required.

### Financial assistance

The financial assistance accorded by Énergir under this grant is \$2 per cubic metre of natural gas saved. The maximum amount of financial assistance is \$200,000 per account served with natural gas.

The amount of financial assistance accorded may not be more than 75% of the eligible investment costs. (Énergir reserves the right to review eligible costs.)

- Projects whose simple return on investment is less than one year are not eligible. Also, the payback period may not be less than one year once the amount of the grant is subtracted from the cost of the measure. The grant will therefore be limited to the amount required to bring the payback period of the investment down to one year.
- Projects with a payback period of more than 20 years without a grant are not eligible.

Lastly, an adjustment factor of 0.6 will apply to the gross savings from perforated glazed collectors on a brick base to take into account the effect of the heat accumulated by the bricks in buildings where the principal activity is limited to one shift per day.

Requests for less than \$5,000 are not eligible.

### Contribution from other organizations

Any participant who is covered by another financial assistance program for carrying out a solar project, agrees to advise Énergir of any amount received or to be received from energy distributors or government organizations for the same project. Énergir will pay the customer the financial assistance offered under this program, net of any contribution paid by other organizations for the same project, so that the portion paid by the participant represents at least 25% of the costs related to the project.



### Description and objective

## Eligibility criteria

### 1. The grant is intended for current and about-to-be Énergir customers.

The activity sectors targeted are as follows:

- commercial sector;
- multi-housing building with four or more units;
- institutional sector;
- industrial sector.

Note: In the case of about-to-be customers, the financial assistance will be paid once an Énergir account has been established.

### 2. The grant focuses on systems for preheating air or water with natural gas and solar energy.

Customers who wish to submit a solar air preheating project are required to use natural gas in addition to the intended use. Solar collectors must be connected to a system that runs on natural gas (ventilation, hot water, boiler, industrial process, etc.).

### 3. The collectors installed must meet CSA standards.

The solar preheating system must only use collectors certified to **CAN/CSA-F378** or **SRCC™ STANDARD 100**. Refer to the list of [eligible solar thermal collectors](#) for more information.

### 4. The design of the solar preheating system must have been produced with the help of a recognized simulation tool.

The design of the solar preheating system must have been produced with the help of the RETScreen simulation tool.

Savings related to destratification are acceptable and must have been simulated using RETScreen.

### 5. Detailed information on the solar preheating system must be included in the Application for Eligibility.

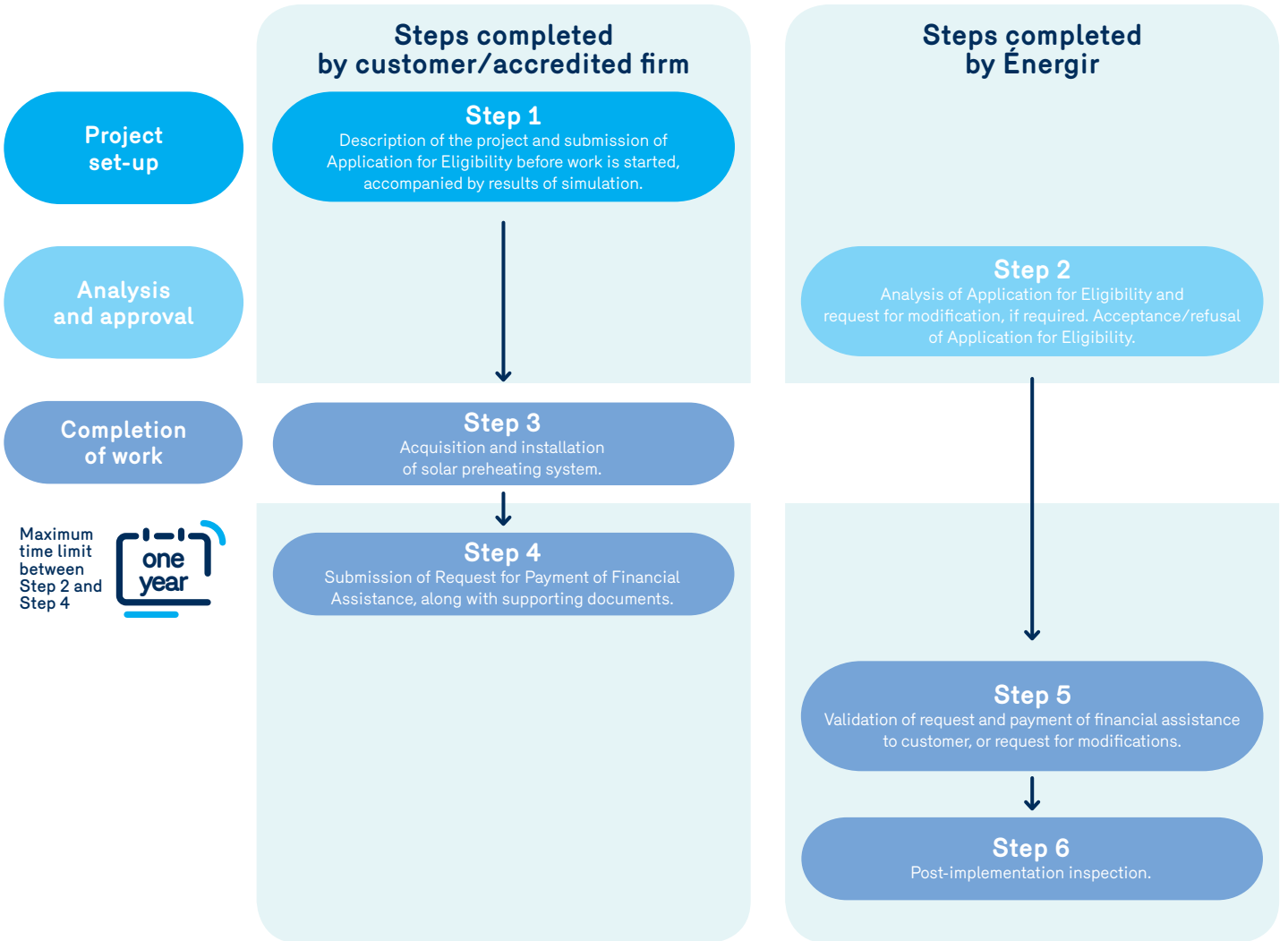
Detailed diagrams of the solar preheating system, including the dimensions of the solar collector(s), the positioning, as well as the system's interface with the back-up heating system (if applicable), must be submitted to Énergir for examination.

### 6. The request for financial assistance must be submitted to Énergir before the project is started.

All requests for financial assistance for a solar preheating project must be submitted prior to the start of work and be accompanied by the **Application for Eligibility (Form 1a for solar air preheating projects and Form 1b for solar water preheating projects)**.

# Solar Preheating Grant

## Steps to follow (table)







Completion steps

## Steps to follow

### Step 1

#### Submission of Application for Eligibility

The grant is intended for current or future customers of Énergir who wish to acquire a solar-powered system for preheating air or water. To enrol, a customer must submit a Request for Eligibility (**Form Ia for solar air preheating projects and Form Ib for solar water preheating projects**).

The application must be accompanied by the computer files of the RETScreen simulation, carried out by the professional responsible for estimates and quotes, along with detailed diagrams of the solar preheating system.

In submitting the request, the customer acknowledges having read and agreed to the Grant's eligibility criteria.

Any incomplete **Requests for Eligibility** will not be analyzed.

### Step 2

#### Acceptance or refusal of the Application for Eligibility by Énergir

Énergir analyzes the **Application for Eligibility** and confirms its acceptance (or refusal) of the application in writing.

### Step 3

#### Installation of solar preheating system

From the date of accepting the offer of financial assistance from Énergir, the customer has one year to carry out the solar preheating project. The customer must advise Énergir in the event this timeframe cannot be respected. Beyond that date, Énergir reserves the right to refuse to pay the financial assistance.

The solar preheating system must respect the parameters indicated in the simulation. However, if the parameters are different, the customer must mention this in the **Request for Payment of Financial Assistance (Form IIa for solar air preheating projects and Form IIb for solar water preheating projects)**, as described in the following step.

### Step 4

#### Submission of Request for Payment of Financial Assistance to Énergir, accompanied by supporting documents.

The customer completes the **Request for Payment of Financial Assistance**. The request must be sent within one year after the date of the letter accepting the application and the customer must declare any financial assistance that may have been received from another source of financing.



### Completion steps

The request must be accompanied by the following supporting documents:

- Photographs of all the components of the solar preheating system installed;
- Photographs taken of the overview of the collectors and their immediate environment showing, where appropriate, the obstacles that can generate shading on the collectors;
- Copies of detailed bills for the work, including equipment and materials installed;
- Copy of the bill from the customer to Énergir claiming the amount of financial assistance, including the applicable taxes (GST and QST).

## Step 5

### Validation of Request for Payment of Financial Assistance from the customer, or request for modifications

Énergir analyzes the file and, if it is considered satisfactory, that is, if it respects the performance terms and conditions, Énergir so advises the customer and issues a cheque. In the case where modifications were made to the project while the work was under way, Énergir reserves the right to suspend payment of the financial assistance until the modifications have been implemented.

## Step 6

### Post-implementation inspection

Énergir reserves the right to make an inspection visit in the 12 months following completion of the project to install a solar preheating system. Énergir will select the participants whose buildings will be inspected and will contact the resource person indicated on **Application for Eligibility** in order to set a date for the inspection.

Should the inspection reveal that the solar preheating system has not been installed, the customer agrees to immediately reimburse the financial assistance paid by Énergir under this grant.





## Forms

If you use **Adobe Acrobat Reader DC** you can complete, send (by e-mail), print, and save the various forms. When you have completed the forms, hit the Send button and you will be directed to an e-mail. You can then write a message and also enclose your other documents before you send the e-mail to Énergir.

In order to avoid any software incompatibility problems that may occur with some files, it is strongly recommended that you download and save the forms on your computer before completing them.

### Forms

#### List of collectors

- [List of eligible solar air and water collectors](#)

### Solar air preheating project

#### Form Ia

- [Application for Eligibility \(Form Ia\)](#)

#### Form IIa

- [Request for Payment of Financial Assistance \(Form IIa\)](#)

### Solar water preheating project

#### Form Ib

- [Application for Eligibility \(Form Ib\)](#)

#### Form IIb

- [Request for Payment of Financial Assistance \(Form IIb\)](#)

# Appendix

## Treatment of applicable taxes

### Solar Preheating Grant

As a company registered for GST and PST and as the beneficiary of financial assistance offered under the above grant, we wish to inform you that, in order to respect the *Excise Tax Act (GST)* and the *Québec Sales Tax Act (QST)*, a bill addressed to Énergir must be sent to Énergir for the total amount of financial assistance offered.

In order for the payment to be made, the bill must be drawn up in due and proper form and must contain the following information:

- Name of beneficiary of financial assistance (customer);
- Address of project;
- Énergir shown as addressee;
- Number of bill and date billed
- Description: *Financial assistance under the Solar Preheating Grant*;
- Amount of financial assistance claimed, as indicated in the acceptance letter from Énergir;
- Taxes payable on the amount of financial assistance (GST, QST)
- Beneficiary's registration number for GST, QST;
- Reference to file number indicated on acceptance letter.

The bill must be sent to the following address, along with the **Request for Payment of Financial Assistance (Form Ila for solar air preheating projects and Form I Ib for solar water preheating projects)**.

Your accounting and/or tax specialists will be able to give you more details concerning this specific procedure and the tax treatment of the financial assistance. Please do not hesitate to consult them.

To submit a request or for any administrative information regarding an application:

**By e-mail:**

[energyefficiency@energir.com](mailto:energyefficiency@energir.com)

**By mail:**

Énergir  
Energy Efficiency Department  
1717 du Havre  
Montréal, Québec H2K 2X3

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514 598-3700

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