

Prescriptive Path Reporting Checklist

Prescriptive Projects – New construction in which one or more prescriptive measures are installed and kW savings are determined by the use of the worksheets.

All of the following documents are required to complete your Application.

- HPNC Project Application** completed* and signed.
*Incomplete applications will not be processed
- Application Worksheet** for one or more prescriptive measure(s)
 - Lighting
 - Motors
 - Unitary Air-conditioning
 - Agribusiness
 - Alternative Energy Measures for Space Cooling
 - Multi-Residential In-Suite Appliances
- Equipment cost estimates, quotes or proposals**
- Equipment Purchase Verification** - Documentation to support the equipment indicated on the worksheets (including Quantity, Make and Model) was purchased and installed. There must be sufficient detail to confirm the scope, performance, and completion of construction. **Example: Quotes, Purchase Orders, Invoices, cancelled checks or bill of materials.**
- Cut sheets** or detailed manufacturers' data for only equipment specified for incentives
- Mechanical and electrical Schedules and drawings** showing the energy efficient measures. Example: If applying for lighting – only the "Lighting Elevation & Fixture Schedule" is needed.

The following documents must be submitted at building completion stage:

- The applicant must notify Enbridge in writing of the completion of a project. A Project Completion Template letter can be found at www.hpnc.ca

See Prescriptive Project Guidelines for full requirements.

Eligible Applications:

To be eligible to apply to this program, the following conditions must be met:

- The applicant building site must be within the province of Ontario (excluding area code 416).
- The applicant can only apply if the building is a new structure; a new addition to an existing structure; a major renovation that converts the building to another use; or a renovation project which results in the building being unoccupiable for a minimum of 30 days and in the replacement of at least two building systems.
- The building must conform to part 3 of the Ontario Building Code (OBC) 2006 and be intended for commercial, institutional, industrial or multi-residential occupancy. Agricultural buildings may also apply.
- The project savings must come from the design of a more energy efficient building and building systems and cannot be the result of an electrical (fuel) substitution (unless incorporating a defined Alternative Energy Measure for Space Cooling).
- An applicant must be an owner or developer of a qualified project and owning any equipment in respect of which a financial incentive is claimed.

Tips on Collecting Documentation:

Collecting documents to support your HPNC application should be considered during the entire construction process. This will ensure there are no delays with your incentives.

1. Set up a system with your trades (Engineers, Mechanical, Electrical...) for collecting Quotes, Estimates, and Invoices. This is very important in the verification process.

2. Collect and submit Equipment Cut Sheets as soon as possible. Installing the right equipment is paramount to a successful application.

3. Create electronic copies of your documentation. These files will be uploaded to your SFTP site. Access will be set up by our administration staff.