

Participant guide

Commercial Performance Program for Existing Buildings

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Rebates



Partners in energy efficiency

FortisBC delivers the energy British Columbians need while constantly seeking better, more efficient ways of using this energy. For commercial customers, we offer incentive programs that encourage you to explore and implement natural gas and/or electricity energy-efficiency projects.

We understand that standard energy-efficiency measures are not always sufficient for the complex and specialized requirements of commercial buildings. The Commercial Performance Program for Existing Buildings addresses this by encouraging you to develop creative, energy-efficiency solutions tailored to your existing building or facility.

This guide provides an overview of the program, including details about the incentives, as well as the type of projects most suited for the program.

Step-by-step instructions on how the program works are also provided, along with answers to frequently asked questions.

This program is funded by FortisBC, the Province of British Columbia and the Government of Canada.



For a limited time, additional incentives are available through the province's [CleanBC Better Buildings program](#). Contact your FortisBC [key account manager](#) for more information.

When saving energy requires a customized approach

The Commercial Performance Program for Existing Buildings moves well beyond the scope of our standard commercial rebate programs. For natural gas customers, the program provides funding for natural gas energy-efficiency projects tailored to your specific building. FortisBC electricity customers and municipal electricity customers of Grand Forks, Penticton, Summerland and Nelson Hydro are also eligible for funding for electricity energy-efficiency projects.

Through this program, you can take a direct role in reducing your overall energy use and greenhouse gas emissions, improve the performance of your facility, increase occupant comfort and save money by reducing operating costs.

To participate in this program, you must work with a consultant included in FortisBC's [list of approved consultants](#) to perform a detailed energy study to identify implementable capital upgrades that will save natural gas and/or electricity within your building or facility.

Upgrade projects to maximize the efficient use of natural gas for space and domestic water heating may:

- improve building envelope performance
- use more efficient equipment or systems
- recover and reuse heat that is currently lost
- reduce the rate of natural gas consumption in low occupancy periods
- eliminate unnecessary energy use by shutting off idling or unneeded equipment

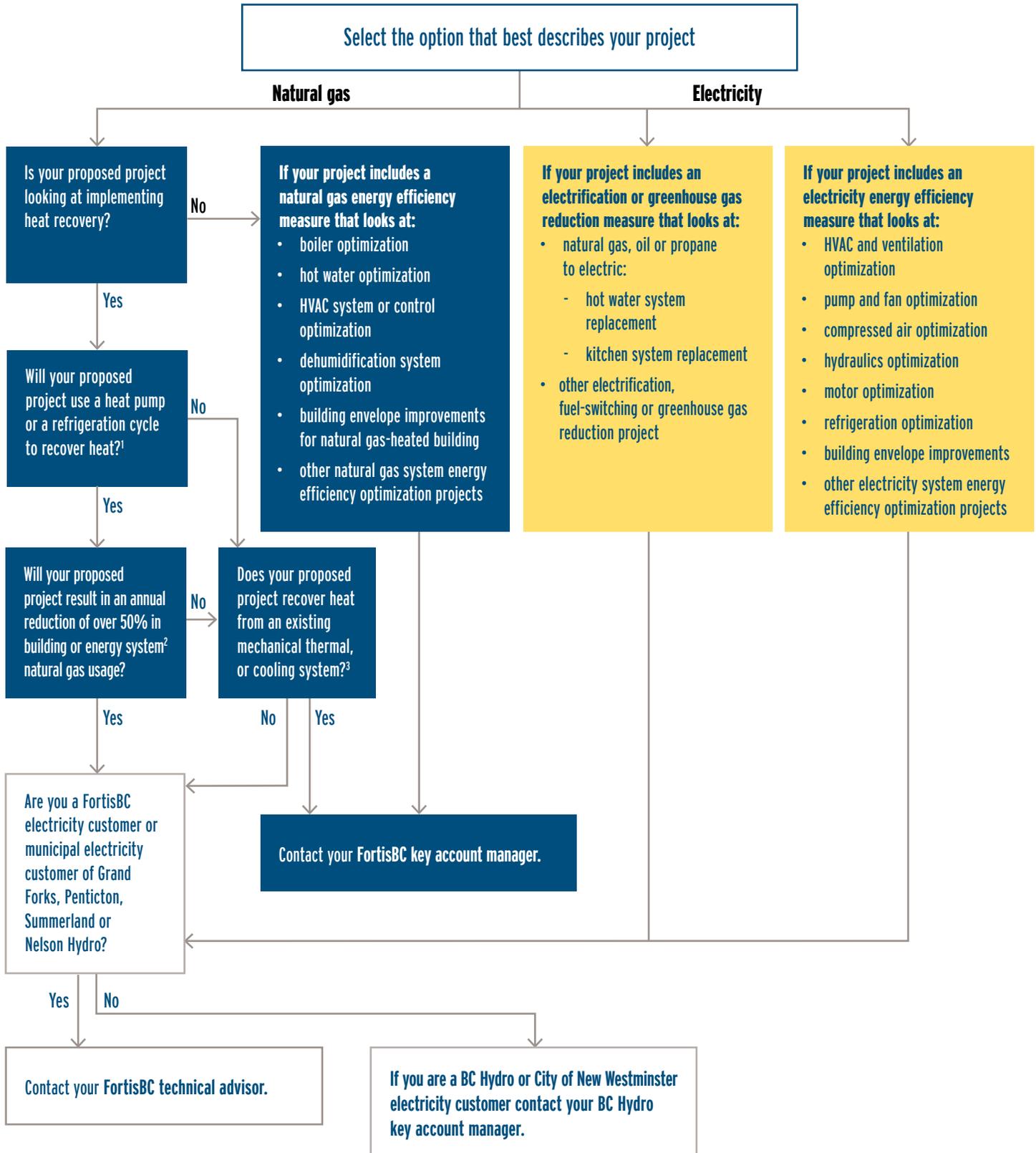
Upgrade projects for electricity may:

- improve the efficiency of lighting and lighting controls
- reduce both the demand and consumption from fans, pumps and other motors
- use electric space heating, water heating and space cooling more efficiently
- reduce the rate of electricity consumption in low occupancy periods

Although this is not a complete list of the potential energy conservation measures that can be included, it's easy to see how these types of measures can deliver energy and cost savings for your building today and well into the future.

- Take a direct role in reducing energy use and greenhouse gas emissions.
- Improve building performance.
- Save money on operating costs.

Use this flow chart to help determine who you should contact to get your project started



¹ Refers to a project that uses one or more heat pumps, variable refrigerant flow, heat recovery chiller, or similar mechanical heat recovery system.

² Energy system refers to an independent domestic hot water, space heating, process heating or combination/hybrid system that may contain one or more interconnected natural gas heating units.

³ Recovery heating from an existing mechanical, thermal, or cooling system would exclude most sewage heat recovery, air-source heat pump ground-source heat pump, and similar systems.

Is the program right for you?

This program is available to qualifying owners and long-term leaseholders of existing commercial, institutional and light industrial buildings located in a FortisBC natural gas and/or electricity service area. Participants are eligible for support for studies and capital incentives to implement natural gas and/or electricity¹ energy conservation measures.²

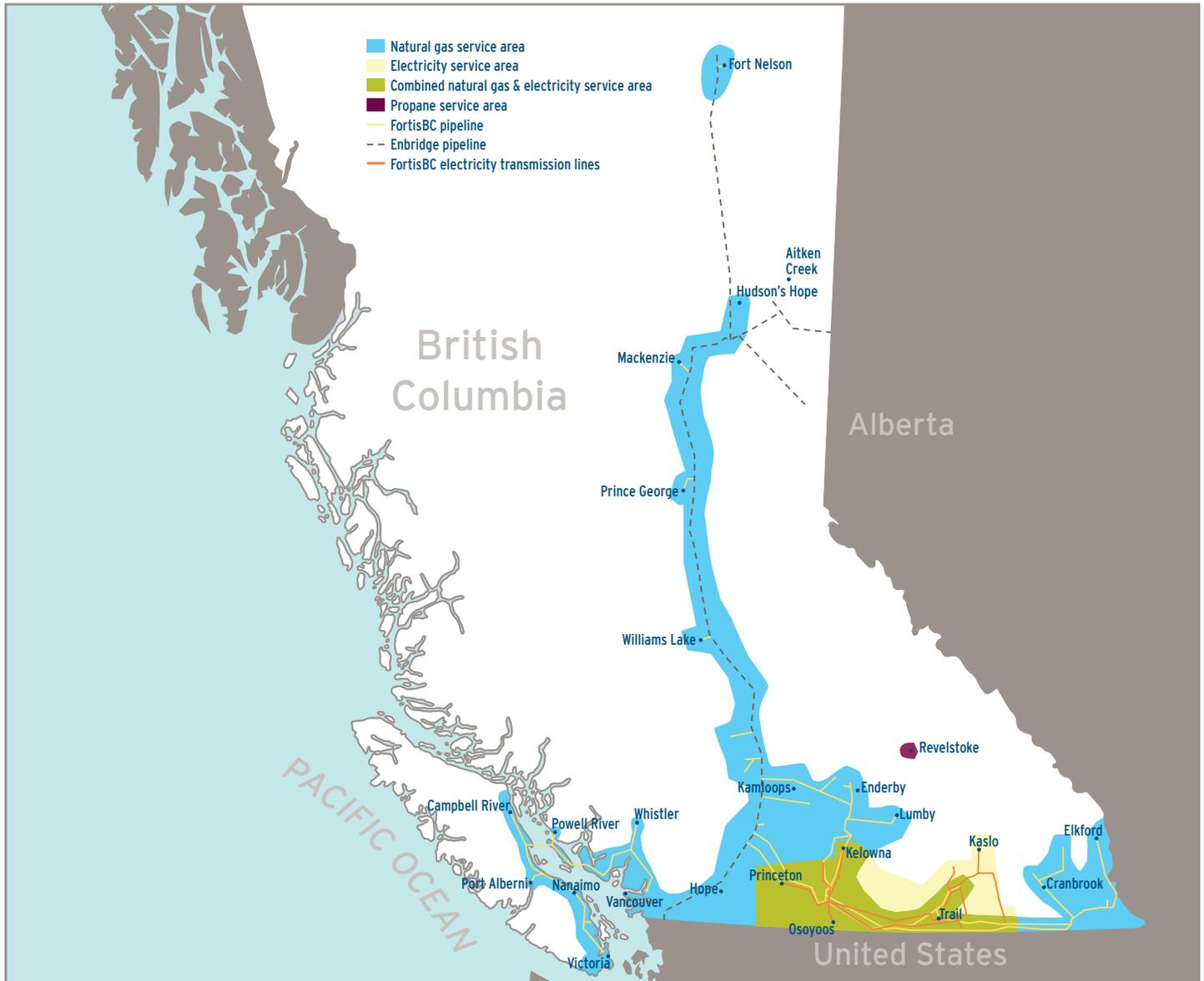
The types of buildings and facilities eligible to participate in the program include:

- commercial
- institutional
- multi-unit residential
- light industrial
- agricultural

¹FortisBC electricity customers and municipal electricity customers of Grand Forks, Penticon, Summerland and Nelson Hydro.

²Terms and conditions apply. The energy study funding and capital incentive funding terms and conditions will be reviewed during the preliminary meeting between the applicant, consultant and FortisBC. A copy will be provided with the formal offer letter.

FortisBC service areas





Eligible natural gas and electricity energy conservation measures must have the potential to save a minimum of 1,200 gigajoules (GJ) per year and 50,000 kilowatt hours (kWh) per year, respectively, as estimated by the consultant and reviewed and approved by FortisBC.

Projects should focus on capital upgrades aimed at reducing natural gas and/or electricity consumption for space heating, space cooling, ventilation, domestic water heating, commercial cooking, commercial refrigeration, laundry, pool heating, lighting, motors and IT equipment. Projects associated with a manufacturing/industrial process³ are not eligible unless waste heat from these processes is used to offset space or domestic water heating requirements.

FortisBC energy-efficiency incentives are not available by switching to higher carbon energy sources, electric resistance heating or electric boilers. However, FortisBC electricity customers and municipal electricity customers of Grand Forks, Penticton, Summerland and Nelson Hydro may be eligible for electrification incentives from the Province of British Columbia and the Government of Canada to switch from high carbon energy sources to electricity through the [CleanBC Better Buildings program](#).

Electrification measures must have the potential to save a minimum of 1,200 tons of carbon dioxide equivalent (CO₂e) over the lifetime of the project.

³Process loads use energy in a manufacturing or transformative process in which raw materials are transformed into finished goods for the purpose of resale with the use of machines, tools and labour.

Program incentives

We're excited about this program's potential to create immediate and long-term reductions in natural gas and/or electricity use and greenhouse gas emissions in our province. The incentives offered through the program reflect this potential and our commitment to finding more efficient ways of using the energy we deliver to our customers.

The program provides several types of funding to help you identify, and then implement, cost-effective natural gas and/or electricity conservation measures in your buildings, as follows.

Energy study funding

Energy study funding is offered to help you have a detailed engineering analysis of your facility performed to identify opportunities for cost-effective natural gas and/or electricity savings and electrification projects. The maximum amount of funding available for the energy study is 50 per cent of the cost of the energy study, subject to FortisBC's review and approval, to a maximum of \$25,000.

Capital incentive funding

Capital incentive funding is offered to encourage the implementation of cost-effective energy conservation measures identified in the energy study. Funding varies depending on the characteristics of the energy conservation measures.

For natural gas energy conservation measures, the maximum amount of FortisBC funding available per eligible measure is the additional cost of implementing the approved energy conservation measure over and above the cost of an otherwise equivalent yet standard alternative (e.g. the incremental cost), less the value of one year's worth of natural gas savings.⁴

For electricity energy conservation measures, the maximum amount of FortisBC funding available per eligible measure is equal to the lesser of one of the following:

- \$0.15 per annual kWh saved
- the amount sufficient to reduce the project payback to two years
- 100 per cent of the incremental project costs

Implementation bonus funding

As an added bonus, if you successfully implement one or more FortisBC-approved energy conservation measures, you are eligible for implementation bonus funding to a maximum of \$25,000. **Note:** electrification projects are not eligible for implementation bonus funding.

Please note: you must notify FortisBC if you receive funding towards the completion of the energy study or the implementation of an approved energy conservation measure through financial incentive programs from other organizations.

CleanBC incentives

For natural gas projects **not eligible** for FortisBC capital incentive funding and electrification projects, additional incentives may be available from the Province of British Columbia and the Government of Canada through CleanBC.

For an eligible energy conservation measure, the maximum CleanBC incentive is the lesser of one of the following:

- \$40 per ton CO₂e saved over the life of the measure
- 50 per cent of the project's incremental cost
- \$100,000

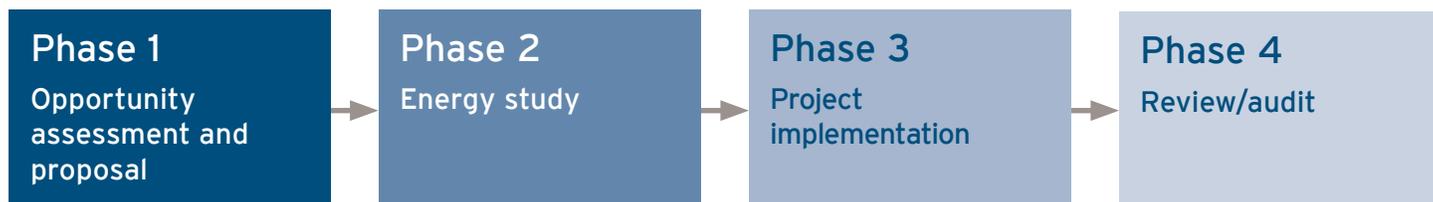
For electrification projects, the maximum CleanBC incentive per eligible measure is equal to the lesser of one of the following:

- \$40 per ton CO₂e (\$60 per ton CO₂e for roof top heat pumps) saved over the life of the measure
- 50 per cent of the project incremental cost
- \$100,000

⁴Tools, clothing, scaffolding, equipment rentals, travel, insurance and all other miscellaneous or incidental costs that may be required by the consultant or participant to implement the energy conservation measures are NOT eligible for an incentive. Additional terms and conditions apply.

Program phases

This program is comprised of four distinct phases that when successfully completed will help your business achieve enhanced energy efficiency, improved building performance and long-term cost savings. Here's how it works.



For electricity projects, an expedited process may be available. Contact your FortisBC technical advisor for more information.

Phase 1: Opportunity assessment and proposal

- Step 1:** Contact your FortisBC key account manager, energy solutions manager or technical advisor to discuss your needs and determine where best to begin.
- Step 2:** Identify an approved consultant and request a proposal to perform an energy study.
- Step 3:** Submit a completed application form and proposal to **commercialrebates@fortisbc.com**.
- Step 4:** An application review meeting is held between you, the consultant and FortisBC.
- Step 5:** We review the application and proposal and accept, reject or request modifications.
- Step 6:** On approval of the application and proposal, we will issue an approval letter indicating approved funding.

Phase 2: Energy study

- Step 1:** You engage the consultant to perform the energy study.
- Step 2:** Your consultant conducts the energy study, prepares the energy study report and provides the report to you.
- Step 3:** You forward the energy study report to FortisBC.
- Step 4:** FortisBC reviews the energy study report and accepts, rejects or requests modifications.
- Step 5:** You submit a copy of the consultant's paid invoice to FortisBC for review.
- Step 6:** FortisBC issues the approved energy study funding and a capital incentive approval letter along with an implementation guide to illustrate the next steps and outlines the capital incentive funding terms and conditions.
- Step 7:** You decide whether or not to proceed. Should you wish to proceed, you must accept the capital incentive funding terms and conditions by returning to FortisBC a signed copy of the capital incentive approval letter.

The energy study report must be submitted within **six months** of acceptance into the program.

Copies invoices with proof of payment for energy study costs must be received within **180 days** of report approval to receive funding.

Phase 3: Project implementation

- Step 1:** You start implementation of the approved energy conservation measures.
- Step 2:** When energy conservation measures are completed and operational, you provide all necessary completion documentation and invoices with proof of payment to FortisBC, as per the project submission guidelines outlined in the implementation guide.
- Step 3:** FortisBC reviews and requests additional details or information as required.

Approved energy conservation measures must be installed and operational within **18 months** of capital incentive funding approval.

Copies invoices with proof of payment and other supporting documentation must be received within **180 days** of energy conservation measures becoming operational.

Phase 4: Review/audit

- Step 1:** FortisBC conducts an on-site inspection, provides final approval and advances all remaining funding, including the capital incentive funding for any implemented approved energy conservation measures and the implementation bonus funding, if applicable.
- Step 2:** Based on the size of the project and/or the capital incentive funding amount, the project may be subjected to measurement and verification protocols.
- Step 3:** FortisBC may also conduct ongoing, periodic inspections for up to 36 months after installation of the energy conservation measures.

Inspection, final acceptance and funding is provided within **60 days** of receiving and approving all related documentation and invoices from program implementation phase.

You must operate the energy conservation measures for at least **36 months** after installation; otherwise you will be required to repay FortisBC a pro rata amount based on the months or partial months remaining.

Frequently asked questions

Q. Why does FortisBC want my business to reduce its natural gas and/or electricity usage?

- A. We're committed to providing customers value for their energy dollar. Plus, helping customers conserve energy is one of the most cost-effective ways for us to meet future energy needs.

Q. What if the consultant I want to work with isn't on your approved list?

- A. The consultant must apply to be on FortisBC's list of approved consultants by completing and submitting a Commercial Performance Program Consultant Listing Application and providing all other information related to their skills, qualifications and experience. We will advise you and the consultant in writing within 30 days of receipt of all necessary information whether or not the consultant is accepted into the program.

Q. What happens if I want to change an approved energy conservation measure or add a new one to my project?

- A. You are required to advise FortisBC promptly of any proposed changes to the energy conservation measures that either eliminate or substantially change their design during the course of the design, tender or construction of such measures. The approved energy study report will need to be updated to reflect these changes and sent to FortisBC for review. You are responsible for the cost of the energy study report updates; funding adjustments may be made in FortisBC's sole discretion.

Q. I've applied for additional funding through another organization. How does this impact the funding I will receive from FortisBC, the Province of British Columbia and/or the Government of Canada?

- A. You must notify FortisBC in writing if you receive contributions or contribution commitments from a third-party organization. In the event the combined total of FortisBC funding and third-party contributions exceed 100 per cent of the approved amounts, FortisBC will adjust the funding or, if already paid, you will be required to repay FortisBC, the Province of British Columbia and/or the Government of Canada for the full amount of the excess within 30 days of receiving the notice to repay.

Q. I have an opportunity to purchase some of the materials and equipment needed for my upgrade project at a discount, but I haven't received approval of my energy study report. Can I purchase the materials and equipment?

- A. To qualify for program funding, you are required to have prior written consent from FortisBC before ordering or purchasing any of the materials or equipment needed to implement the approved energy conservation measures.

Q. How do you define a long-term lease with respect to the requirement that a proposed building or facility must be owned or leased by the applicant?

- A. Long-term lease means a commercial lease with a term of 120 months or more, with an option to renew for at least 60 months. At the time of application, at least 36 months must be remaining on the current lease.

Q. Does my landlord need to approve the energy conservation measures I'm looking to implement?

- A. Yes. You are required to provide FortisBC with your landlord's written consent, which will clearly indicate the terms of the lease, the number of months remaining prior to expiry and a confirmation that you are entitled to implement the approved measures.

Eligibility requirements

To participate in both the energy study funding and capital incentive funding components of the program, you must meet the eligibility criteria, an overview of which is provided below. Note that additional criteria and terms and conditions⁵ apply to both the energy study funding and capital incentive funding offers.

Eligibility overview

- To be eligible for incentives for natural gas energy-efficiency projects, your building or facility must be in a FortisBC natural gas service area.
- To be eligible for incentives for electricity energy-efficiency projects, your building or facility must be in FortisBC's electricity service area or the electricity service areas of Grand Forks, Penticton, Summerland or Nelson Hydro.
- Proposed natural gas energy conservation measures must have the potential to save at least 1,200 GJ of natural gas per year to be eligible for FortisBC and/or CleanBC incentives. This requirement is to be assessed in a discussion with an authorized FortisBC Commercial Performance Program representative.
- Proposed electricity energy conservation measures must have the potential to save at least 50,000 kWh of electricity per year to be eligible for FortisBC incentives. This requirement is to be assessed in a discussion with an authorized FortisBC Commercial Performance Program representative.
- Proposed electrification projects must have the potential to save at least 1,200 tons CO_{2e} over the life of the project. This requirement is to be assessed in a discussion with an authorized FortisBC Commercial Performance Program representative.
- **You must receive approval in writing from an authorized FortisBC representative before commissioning or beginning the energy study, or purchasing or installing any of the proposed energy conservation measures.**
- An eligible energy study proposal and subsequent energy study report must meet the program's energy study guide requirements. Energy studies must be prepared by a consultant included in FortisBC's list of approved consultants.
- Proposed projects must study discrete buildings or facilities that are commercial, institutional, multi-unit residential, light industrial or agricultural in nature.
- Energy conservation measures or electrification projects targeting manufacturing or transformative processes and similar heating loads⁶ are not eligible except where waste heat from processes is used to offset space or domestic hot water heating requirements.
- Proposed natural gas energy conservation measures must not seek to achieve natural gas savings by switching to higher carbon energy sources, electric resistance heating or electric boilers.
- You must be an owner or long-term leaseholder of an existing medium to large commercial, institutional, multi-unit residential, light industrial or agricultural building/facility.
- All proposed equipment must be new. Rebuilt or reconditioned equipment is not eligible.
- **Additional program terms and conditions apply. Refer to the program's energy study funding and capital incentive funding terms and conditions for further details. Copies of these will be provided and reviewed during the preliminary meeting with you, your consultant and FortisBC.**

⁵The energy study funding and capital incentive funding terms and conditions will be reviewed during the preliminary meeting between you, your consultant and FortisBC. A copy will be provided with the formal offer letter.

⁶Process loads consume natural gas in uses other than space heating, water heating or foodservice for purposes of maintaining human comfort and sanitation.



Contact us

If you would like more information or are interested in participating in the Commercial Performance Program for Existing Buildings, please contact your FortisBC [key account manager](#), [energy solutions manager](#) or [technical advisor](#) to discuss your project.

Don't know who your account manager, energy solutions manager or technical advisor is?

Call **1-866-884-8833**

Email commercialrebates@fortisbc.com

fortisbc.com/existingbuildingfunding



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