



ENERGY SAVINGS FOR BUSINESS

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CES Program Space, Process and Water Heating Checklist

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INTRODUCTION

This document is intended as a guide to support the submission of accurate and complete Space, Process and Water Heating project applications. All applicants with Space, Process and Water Heating projects should ensure the application meets the CES Eligibility Requirements set out in the Participant Terms and Conditions, Contractor Code of Conduct and Eligible Measures List. The applicant must submit the requested documentation and answer the questions contained within this document.

This checklist includes guidance for what needs to be entered in each input field at Step 4 and Step 5 of the Application process. Step 5 specifically describes which documents need to be uploaded and their purpose.

GUIDANCE ON APPLICATIONS

The following sections provide guidance on Space, Process and Water Heating applications, ensuring that they are complete, accurate and comprehensive.

The applicant and/or contractor will also need to provide the following information in Step 4 and Step 5 of the application submission, as further described in the tables below.

STEP 4 OF PRE-PROJECT APPLICATION

AIR SOURCE HEAT PUMP OR VARIABLE REFRIGERANT FLOW SYSTEM

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment Annual Operating Hours (hours)	Enter the estimated annual hours of operation for one system.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
ASHP or VRF System Capacity (Tons)	Enter the system capacity in Tons. If multiple systems of varying capacity are being installed, then enter the weighted average capacity ¹ .	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Please Confirm That Electrical Heat is Being Replaced	Select either 'Yes' or 'No'	<ul style="list-style-type: none"> • Checking if the measure is eligible.
Cooling System Replaced	Confirm if cooling system is being replaced.	<ul style="list-style-type: none"> • Checking if the measure is eligible.
ASHP or VRF System Heating Efficiency (HSPF)	Enter heating efficiency as indicated on the specification sheet.	<ul style="list-style-type: none"> • Checking if the measure is eligible.
ASHP or VRF System Cooling Efficiency (SEER)	Enter cooling efficiency as indicated on the specification sheet.	<ul style="list-style-type: none"> • Used to check measure eligibility.
ASHP or VRF System Manufacturer Name	Enter manufacturer name as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Post-project QA/QC.
ASHP or VRF System Model Name	Enter model name as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Post-project QA/QC.
ASHP or VRF System Model Number	Enter model number as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Post-project QA/QC.

¹ Weighted average capacity: If there are multiple systems with different capacities; C₁, C₂, C₃ ... C_n and the quantities of each being installed are Q₁, Q₂, Q₃ ... Q_n then the weighted average capacity can be calculated as (C₁Q₁ + C₂ Q₂ + C₃Q₃ ++ C_nQ_n)/ (Q₁ + Q₂ + Q₃ ++ Q_n)

Field	What to Enter	How Data or Input Provided is Used
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

BOILERS AND HEATERS/FURNACES

- Condensing Boiler

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Energy Star ID	Energy Star ID for the measure (available at https://www.energystar.gov/).	<ul style="list-style-type: none"> • Review of Measure.
AHRI Certified Reference Number	Enter AHRI certified reference number (available at (https://www.ahridirectory.org/)).	<ul style="list-style-type: none"> • Post-project QA/QC.
Specification Sheet	<p>Upload the specification sheet for the measure.</p> <p>Indicate/circle which specific equipment is being used for project.</p>	<ul style="list-style-type: none"> • Post-project QA/QC.
Boiler Input Rate (MBH)	Enter input rate in MBH as indicated on specification sheet and invoice / final quote. If multiple systems of varying input rate are being installed, then enter the weighted average input rate ² .	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Boiler Efficiency (%)	Enter boiler efficiency as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Boiler System Annual Operating Hours (hours)	Enter the estimated annual hours of operation for one boiler system.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Boiler Application	<p>Select from the list the application of the boiler:</p> <ul style="list-style-type: none"> • Space Heating • Water Heating • Process Heating • Combination 	<ul style="list-style-type: none"> • Post-project QA/QC.

² Weighted average capacity: If there are multiple systems with different input rates; IR₁, IR₂, IR₃ ... IR_n and the quantities of each being installed are Q₁, Q₂, Q₃ ... Q_n then the weighted average input rate can be calculated as (IR₁Q₁+IR₂Q₂ + IR₃Q₃ ++ IR_nQ_n)/ (Q₁+ Q₂ + Q₃ ++ Q_n)

Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice / final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

- Condensing Unit Heater
- High-Efficiency Furnace

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Energy Star ID	Energy Star ID for the measure (available at https://www.energystar.gov/).	<ul style="list-style-type: none"> • Review of Measure.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment Annual Operating Hours (hours)	Enter the estimated annual hours of operation for one system.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice / final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice / final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice / final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

BOILER AND HEATER CONTROLS

- Modulating Boiler Burner
- Boiler Vent Damper

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Boiler Input Rate (MBH)	Enter input rate in MBH as indicated on specification sheet and invoice / final quote. If multiple systems of varying input rate are being installed, then enter the weighted average input rate ³ .	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Boiler Efficiency (%)	Enter boiler efficiency as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Boiler System Annual Operating Hours (hours)	Enter the estimated annual hours of operation for one boiler system.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Boiler Application	Select from the list the application of the boiler. <ul style="list-style-type: none"> • Space Heating • Water Heating • Process Heating • Combination 	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

³ Average input Rate: If there are multiple systems with different input rates; IR₁, IR₂, IR₃ ... IR_n and the quantities of each being installed are Q₁, Q₂, Q₃ ... Q_n then the weighted average input rate can be calculated as $(IR_1Q_1 + IR_2Q_2 + IR_3Q_3 + \dots + IR_nQ_n) / (Q_1 + Q_2 + Q_3 + \dots + Q_n)$

HVAC PIPE INSULATION

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of specific measure being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment Annual Operating Hours (hours)	Enter the estimated annual hours of operation for one pipe.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Heating System Input Rate (MBH)	Enter the heating system input rate for the building you are installing the measure.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Heating System Efficiency (%)	Enter the heating system efficiency for the building you are installing the measure.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
Length of Insulation (feet)	Enter length of insulation as indicated on specification sheet. If multiple pipes of varying lengths are being installed, then enter the average length for all of them.	<ul style="list-style-type: none"> • Post-project QA/QC.
Pipe Diameter (inches)	Enter diameter of pipe as indicated on specification sheet. If multiple pipes of varying diameter are being installed, then enter the weighted average diameter ⁴ .	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

⁴ Weighted average capacity: If there are multiple pipes with different diameters; $D_1, D_2, D_3 \dots D_n$ and the quantities of each being installed are $Q_1, Q_2, Q_3 \dots Q_n$ then the weighted average diameter can be calculated as $(D_1Q_1 + D_2 Q_2 + D_3Q_3 + \dots + D_nQ_n) / (Q_1 + Q_2 + Q_3 + \dots + Q_n)$

GAS HEAT PUMPS

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment Annual Operating Hours (hours)	Enter the estimated annual hours of operation for one system.	<ul style="list-style-type: none"> • Used for estimating energy savings achieved.
GHP Manufacturer	Enter manufacturer name as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Post-project QA/QC.
GHP Model Number	Enter model name as indicated on specification sheet and invoice/final quote.	<ul style="list-style-type: none"> • Post-project QA/QC.
GHP Capacity (Tons)	Enter the capacity in Tons.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
GHP Average Heating COP	Enter the expected average COP for heating based on the annual load	<ul style="list-style-type: none"> • Post-project QA/QC.
GHP Average Cooling COP	Enter the expected average COP for cooling based on the annual load	<ul style="list-style-type: none"> • Post-project QA/QC.
GHP Project Description	Please upload a document that confirms the following: <ul style="list-style-type: none"> - Is the building retrofit or new construction? - If the building is retrofit, is it replacing heating only (and adding cooling) or heating and cooling? - If a gas heat pump is not going to be used, what would the heating and cooling system be, including their sizes and efficiencies? 	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

Field	What to Enter	How Data or Input Provided is Used
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate eligible incentive. • Post-project QA/QC.

CONDENSING STORAGE TANK WATER HEATER

- Condensing Storage Tank Water Heater
- Commercial Condensing Storage Tank Water Heater

Application Tip: Please try entering the ENERGY STAR ID you have for the Condensing Storage Tank Water Heater. If the ENERGY STAR ID does not work, please enter it as a Commercial Condensing Storage Tank Water Heater. ENERGY STAR has two different data sets for water heaters, so there are two options to ensure that the ENERGY STAR ID is accepted.

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Used to calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
ENERGY STAR ID	Seven-digit numerical ENERGY STAR ID.	<ul style="list-style-type: none"> • ID confirms ENERGY STAR specification and auto-populates the Brand Name, Model Name, Heater Type, Fuel Type, Storage Volume, and Input Rate.
Water Heater Input Rate (MBH) <i>For condensing storage tank water heaters greater than 75,000 BTU/h only</i>	The value in MBH (divide the BTU/h by 1,000).	<ul style="list-style-type: none"> • Calculate the eligible incentive.
Volumetric Capacity of Tank Being Replaced	Size of old tank in litres.	<ul style="list-style-type: none"> • Post-project QA/QC.
Input BTU/h of Tank Being Replaced	Capacity of old tank in BTU/h.	<ul style="list-style-type: none"> • Post-project QA/QC.
Age of Tank Being Replaced	Age of old tank in years.	<ul style="list-style-type: none"> • Post-project QA/QC.

Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/ quote.	<ul style="list-style-type: none"> • Calculate incentive cap. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/ quote.	<ul style="list-style-type: none"> • Calculate incentive cap. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/ quote.	<ul style="list-style-type: none"> • Calculate incentive cap. • Post-project QA/QC.

CONDENSING TANKLESS WATER HEATER

- Condensing Tankless Water Heater
- Commercial Tankless Water Heater

Application Tip: Please try entering the ENERGY STAR ID you have for the Condensing Tankless Water Heater. If the ENERGY STAR ID does not work, please enter it as a Commercial Tankless Water Heater. ENERGY STAR has two different data sets for water heaters, so there are two options to ensure that the ENERGY STAR ID is accepted.

Field	What to Enter	How Data or Input Provided is Used
ENERGY STAR ID	Seven-digit numerical ENERGY STAR ID.	<ul style="list-style-type: none"> • ID confirms ENERGY STAR specification and auto-populates the Brand Name, Model Name, Heater Type, Fuel Type, and Input Rate and Thermal Efficiency.
Quantity	Quantity of measure being installed.	<ul style="list-style-type: none"> • Used to calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Volumetric Capacity of Tank Being Replaced	Size of old water heater in litres. <i>If replacing a tankless water heater, please list the GPM (Gallons Per Minute).</i>	<ul style="list-style-type: none"> • Post-project QA/QC
Input BTU/h of Tank Being Replaced	Capacity of old water heater in BTU/h.	<ul style="list-style-type: none"> • Post-project QA/QC
Age of Tank Being Replaced	Age of old water heater in years.	<ul style="list-style-type: none"> • Post-project QA/QC

Water Heater Input Rate (MBH) <i>For condensing tankless water heaters greater than 75,000 BTU/h only</i>	The value in MBH (divide the BTU/h by 1,000).	<ul style="list-style-type: none"> • Calculate the eligible incentive.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

WATER HEATER JACKET

Field	What to Enter	How Data or Input Provided is Used
Quantity	Quantity of measure being installed.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Specification Sheet	<ul style="list-style-type: none"> • Upload the specification sheet for the measure. • Indicate/circle which specific equipment is being used for project. 	<ul style="list-style-type: none"> • Post-project QA/QC.
R-Value of Jacket	Enter R-value of the jacket.	<ul style="list-style-type: none"> • Confirm measure eligibility. • Post-project QA/QC.
Jacket Area (sq ft)	Enter the area the jacket covers in square feet.	<ul style="list-style-type: none"> • Confirm measure eligibility • Post-project QA/QC.
Volumetric Capacity of Tank <i>Optional</i>	Size of water heater tank in litres.	<ul style="list-style-type: none"> • Post-project QA/QC.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

ECONOMIZER

- Conventional (Non-Condensing) Economizer
- Condensing Economizer

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Used to calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Boiler System Annual Operating Hours	Enter annual runtime for existing boiler system.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Input Energy (MBH)	Enter the total MBH of all installed boilers. If any boiler(s) is/are on standby, please indicate on a separate sheet and upload it.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Thermal Efficiency (%)	Enter average efficiency of all operating boilers (exclude the standbys) but also upload a separate document showing efficiency of each installed boiler (including the standbys).	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

STEAM AND HOT WATER BOILERS (PROCESS HEATING)

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Boiler System Annual Operating Hours	Enter annual runtime for existing boiler system.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Input Energy (MBH)	Enter the total MBH of all installed boilers. If any boiler(s) is/are on standby, please indicate on a separate sheet and upload it.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Thermal Efficiency (%)	Enter average efficiency of all operating boilers (exclude the standbys). Upload a separate document showing efficiency of each installed boiler (including the standbys).	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Application	Select from the list the boiler application: <ul style="list-style-type: none"> • Space Heating • Water Heating • Process Heating • Combination 	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

STEAM FITTINGS AND PIPE INSULATIONS

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Used to calculate eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Boiler System Annual Operating Hours	Enter annual runtime for existing boiler system.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Input Energy (MBH)	Enter the total MBH of all installed boilers. If any boiler(s) is/are on standby, please indicate on a separate sheet and upload it.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Thermal Efficiency (%)	Enter average efficiency of all operating boilers (exclude the standbys). Upload a separate document showing efficiency of each installed boiler (including the standbys).	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Pipe Location	Select from the list the pipe location: <ul style="list-style-type: none"> • Indoor (Conditioned Space) • Indoor (Unconditioned Space) • Outdoor 	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Length of insulation (feet)	Enter total length of insulation for diameter selected. For fittings use equivalent pipe length.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Pipe Diameter (inches)	Enter nominal pipe diameter.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

STEAM TRAPS

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
Is Steam Saturated or Superheated?	Select from the list either 'Saturated' or 'Superheated'.	<ul style="list-style-type: none"> • Post-project QA/QC.
Steam Trap Diameter (inches)	Enter steam trap diameter in inches.	<ul style="list-style-type: none"> • Used to calculate eligible incentive. • Post-project QA/QC.
Steam Trap Type	Select from the list the steam trap type: <ul style="list-style-type: none"> • Thermostatic • Mechanical Float • Mechanical Inverted Bucket • Thermodynamic 	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler System Annual Operating Hours	Enter annual runtime for existing boiler system.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Input Energy (MBH)	Enter the total MBH of all installed boilers. If any boiler(s) is/are on standby, please indicate on a separate sheet and upload it.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Boiler Thermal Efficiency (%)	Enter average efficiency of all operating boilers (exclude the standbys). Upload a separate document showing efficiency of each installed boiler (including the standbys).	<ul style="list-style-type: none"> • Estimating energy savings achieved.

Equipment & Material Costs	Enter equipment and material costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Labour Cost	Enter labour costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Design Cost	Enter design costs and include all other costs as indicated on the invoice/final quote.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.

DIRECT CONTACT WATER HEATER (PROCESS HEATING)

Field	What to Enter	How Data or Input Provided is Used
Quantity	Enter the number of measures being installed.	<ul style="list-style-type: none"> • Calculate the eligible incentive. • Post-project QA/QC.
Specification Sheet	Upload the specification sheet for the measure. Indicate/circle which specific equipment is being used for the project.	<ul style="list-style-type: none"> • Post-project QA/QC.
System Annual Operating Hours	Enter annual runtime for existing boiler system.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Direct Contact Water Heater Size (MBH)	Enter the total MBH of all installed boilers. If any boiler(s) is/are on standby, please indicate on a separate sheet and upload it.	<ul style="list-style-type: none"> • Estimating energy savings achieved.
Direct Contact Water Heater AFUE (%)	Enter the AFUE	<ul style="list-style-type: none"> • Estimating energy savings achieved • Post-project QA/QC.
Age of Existing Boiler System (Years)	Enter the age in years	<ul style="list-style-type: none"> • Estimating energy savings achieved • Post-project QA/QC.
Efficiency of Existing Boiler System (%)	Enter the thermal efficiency	<ul style="list-style-type: none"> • Estimating energy savings achieved • Post-project QA/QC.

Temperature of Heated Water (°C)	Enter the output temperature of the water	<ul style="list-style-type: none"> • Estimating energy savings achieved • Post-project QA/QC.
Annual Heater Water Flow Rate (Cubic Meters)	Enter the annual flow rate of the heated water	<ul style="list-style-type: none"> • Estimating energy savings achieved • Post-project QA/QC.

STEP 5 OF PRE-PROJECT APPLICATION: ALL SPACE, PROCESS AND WATER HEATING MEASURES

Field	What to Enter	How Data or Input Provided is Used
Cost Quote	Quote or invoice should be itemized to include quantity, brand, model numbers for equipment, applicant name, contractor name, facility address and date (Sample quote provided at Appendix). Costs should be indicated separately for: <ul style="list-style-type: none"> • Equipment and Material • Labour • Design and Others • Taxes 	<ul style="list-style-type: none"> • Cross-reference against provided costs. • Calculate eligible incentive. • Post-project QA/QC.
Electricity Bill for Facility	Upload the most recent electricity bill available for the facility.	<ul style="list-style-type: none"> • Ascertain rate class.

POST-PROJECT APPLICATION

Note that for the post-project application, you will be required to confirm that no changes were made from the pre-project application, unless an Application Change Approval Notice was issued by ERA. In terms of documents required, you will need to provide evidence of the following:

- Invoice for Project Costs,
- Proof of Payment for Project Costs, and
- Conditions stated in the Notice of Pre-Approval.

Participant may be subject to a QA/QC check and asked for additional documentation to facilitate a site visit.




APPENDIX

SAMPLE INVOICE/FINAL QUOTE

Quotes should be itemized to include quantity, brand, model numbers for equipment, applicant name, contractor name, facility address and date. Costs should be indicated separately for:

- Equipment and Material,
- Labour,
- Design and Others, and
- Taxes.

A sample quote is provided below:

	Company Address: XXXX		
	Website: XXXX		
	Phone: XXXX		
PROJECT NAME: XXXX		Project Start Date:	XXXX
		Project Completion Date:	XXXX
Applicant Company: XXXX		Quote #:	XXXX
Applicant Name: XXXX		Date:	XXXX
Facility Address: XXXX			
Phone: XXXX			
Measure #1			
Fixture Description	LITHONIA CPANL 2X4 40/50/60LM 40K M2	DLC	PMS5PPS6
Measure Description	LED 2x4 Recessed Light Fixture - 4,500 – 5,999 Lumen Output	QTY	63
Measure Equipment/Material Costs			\$ 6,538.71
Measure Labour Costs			\$ 13,251.74
Measure Design/Other Costs			\$ -
Measure Total Costs			\$ 19,790.45
Measure #2			
Motor Description	ILA7080-H Siemens Semiotics 10 hp	QTY	1
Measure Description	Premium efficient motor –ODP-10 hp		
Measure Equipment/Material Costs			\$ 934.10
Measure Labour Costs			\$ 123.11
Measure Design/Other Costs			\$ 50.00
Measure Total Costs			\$ 1,107.21
Measure #3			
Sensor Description	Occupancy Sensor	QTY	305
Measure Description	Fixture Mounted Sensor		
Measure Equipment/Material Costs			\$ 15,250.00
Measure Labour Costs			\$ -
Measure Design/Other Costs			\$ -
Measure Total Costs			\$ 15,250.00
Total			
Total Equipment/Material Costs			\$ 22,722.81
Total Labour Costs			\$ 13,374.85
Total Design/Other Costs			\$ 50.00
Total Project Cost			\$ 36,147.66
GST			\$ 1,807.38
Total Cost w/ GST			\$ 37,955.04