

# RETROFIT Application Checklist

Use this handy checklist to guide you through the **RETROFIT PROGRAM** application process. It helps you prepare by giving you an overview of the information and documentation you'll need when you apply.

## Register for the RETROFIT PROGRAM first

This one-time process is required prior to entering project information into the online application system. To register for the program, create an account by visiting [www.HydroOne.com/Retrofit](http://www.HydroOne.com/Retrofit). Scroll to the bottom of the page and click on "Participate Now" and then follow the prompts. Upon completion you will receive an email confirming registration.

## PREPARING A RETROFIT PROGRAM APPLICATION

To avoid delays in processing your application, it is a good idea to gather all of the required project information and complete the relevant worksheet(s) prior to starting the online application. Use the checklist below as a guide to assist you. The worksheets can be found at [www.HydroOne.com/Retrofit](http://www.HydroOne.com/Retrofit). Click on "Relevant Documents" and select the one(s) that you require.

After completing the relevant worksheets, login to your newly created account and click "Get Started", enter the project data and submit the application and worksheet(s). Your project will then have the following status: "Pre-Project Review – Submitted to LDC for Approval". Watch for emails to alert you to changes in your project status. When your application has been approved, you will see the following status: "Pre-Project Review – Approved to Proceed by LDC".

**Note:** It is important to not purchase or install any equipment prior to project approval.

## RETROFIT PROGRAM – ONLINE SUBMISSION CHECKLIST

<input checked="" type="checkbox"/>	Creating a User Account
	Company name (full legal name)
	Applicant's contact details (name, title, phone number, address, postal code)
	Active email account
	Password (must be at least 8 characters long, contain at least one number and one capital letter)

<input checked="" type="checkbox"/>	Applicant Representative (optional)
	Email address for Applicant Representative who has already set up a User Account on <a href="http://www.saveonenergy.ca">www.saveonenergy.ca</a>
	<i>Note: An Applicant may assign an Applicant Representative to complete the <b>RETROFIT PROGRAM</b> Application on their behalf. An Applicant Representative could be someone internal to the Applicant's company, or someone external such as a contractor or consultant.</i>
<input checked="" type="checkbox"/>	Site Details
	Address of the project location
	HST registrant number
	Hydro One account number
	Approximate year the building or facility was constructed
	Approximate total square footage of proposed retrofit area
	Total number of floors
	Type of existing cooling system (e.g. split system unitary AC, absorption cooling system)
	Type of heating systems (boiler, furnace)
	Estimated project start date & estimated project completion date
	Other comments (for example, special site requirements or conditions which Project Evaluator should be aware of)

<input checked="" type="checkbox"/>	<b>Tenant Education Incentive (optional)</b>
	Tenant education proposal

<input checked="" type="checkbox"/>	<b>Prescriptive Projects</b>
<b>Project Information:</b>	
	Estimated Prescriptive equipment cost
	Manufacturer technical specification sheet(s)
	Equipment cost estimates, quotes, proposals
	Completed Prescriptive worksheets with additional information such as manufacturer and model numbers

Note: projects with incentive values greater than or equal to \$20,000 require site visits

<input checked="" type="checkbox"/>	<b>Engineered Projects</b>
<b>Project Information:</b>	
	Estimated Engineered project equipment costs
	Labour costs for the installation of the equipment
	Disposal/decommissioning costs of the replaced equipment
	Inspection costs of the project as may be required pursuant to Laws and Regulations
	Manufacturer technical specification sheet(s)
	Completed Engineered Worksheet(s)

Note: projects with incentive values greater than or equal to \$20,000 require site visits



<input checked="" type="checkbox"/>	<b>Custom Projects</b>
<b>Project Information:</b>	
	Estimated Custom Project equipment cost
	Labour costs for the installation of the equipment
	Disposal/decommissioning costs of the replaced equipment
	Inspection costs of the project as may be required pursuant to Laws and Regulations
	Costs of design, engineering and/or architecture associated with the project
	Project management costs provided by third parties
	Costs to deliver the equipment
	Costs to prepare and implement the Project Measurement & Verification Plan or costs to assist the LDC in preparing supporting documentation
	Brief project description for both the base case (existing equipment) and the energy-efficient case (proposed equipment)
	Manufacturer technical specification sheet(s)
	Supporting calculations for energy (kWh) and demand (kW) savings
	Custom Project Measurement & Verification Plan (required for projects with estimated incentive amounts > \$10,000)

Note: projects with incentive values greater than or equal to \$10,000 require site visits

Following completion of your retrofit project, the following information and supporting documentation is required to complete the Post-Project Submission via the **saveonenergy** website.

<input checked="" type="checkbox"/>	<b>Post-Project Submission</b>
<b>Project Information:</b>	
	Actual project start date & actual project completion date
	Equipment and material invoices
	Labour/installation invoices
	Corresponding proof of payment
	ESA inspection certificates
	Decommissioning certificates*

\*This is a mandatory requirement as per the Terms and Conditions of the RETROFIT PROGRAM

Subject to additional terms and conditions found at [www.HydroOne.com/Retrofit](http://www.HydroOne.com/Retrofit). Subject to change without notice. Funded by the Ontario Power Authority and offered by Hydro One Networks Inc. <sup>SM</sup>Official Marks of the Ontario Power Authority. Used under licence. The Hydro One Networks logo is owned by Hydro One Inc.

If you need assistance we are here to help with any part of this process. Please email us at **saveonenergy@HydroOne.com** or call us at **1-866-650-4709**.

If you would like to receive our eNewsletter, send us a message at: **saveonenergy@HydroOne.com**