

# ENGINEERED PATH REPORTING

## HIGH PERFORMANCE NEW CONSTRUCTION CHECKLIST

Project Name:

HPNC #:

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### Application submission – Documents to submit prior to commitment to energy efficient measures

\*In order to be accepted in to the HIGH PERFORMANCE NEW CONSTRUCTION (HPNC) Program, your application must be accompanied with **all** following documentation:

- HPNC APPLICATION FORM includes:**
  - Completed and Signed **“Application Form & Participant Agreement”**
  - Completed and Signed **“Pre-Project Specific Submission Form” (Appendix A)**

- APPLICATION FOR BUILDING PERMIT/BUILDING PERMIT** that shows the date the permit was applied for – the “Application Date.”

- ENGINEERED WORKSHEETS:** For one or more eligible measure(s).
  - Lighting
  - Unitary AC

Worksheets **MUST** include equipment Make and Model Numbers being claimed. It is the responsibility of the Applicant Representative to ensure equipment being claimed for incentives meet the performance requirements as laid out on the prescriptive worksheet submitted.

- PRELIMINARY DRAWINGS & SCHEDULES / SPECIFICATIONS** that clearly show the proposed energy efficient measures applying for. Example: If applying for lighting incentives – only the “Lighting Elevation & Fixture Schedule” are needed. In most cases, Mechanical & Electrical Drawings and Schedules will suffice.

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### Tips on collecting documentation

Collecting and submitting required documentation to support your HPNC Application should be considered during the entire design and construction process. This will ensure there are no delays with the potential incentives.

1. Set up a system with your trades (Engineers, Mechanical, Electrical...) for collecting Cutsheets, Quotes, Estimates, and Invoices.
  2. Collect and submit Equipment Cutsheets as soon as they become available. This will allow the evaluators to give feedback if equipment does not qualify. Installing the right equipment is critical to a successful application.
  3. To speed up the review process, please label and highlight the model numbers and the location of the performance data on the equipment cutsheet itself. Example: For lighting submissions – please tag the cutsheets related to the equipment I.D. on the Luminaire schedule.
  4. Create electronic copies of documentation to be submitted.
  5. Keep a record of all submitted documentation by using this checklist as your master tracker.
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## Final evaluation – Documents to submit for final-approval (Up to 30 days post building completion)

The purpose of final-evaluation is to submit supporting documentation which better reflects the “as-built” nature of the building and final energy efficient measures installed. While we realize some of this documentation may have been part of the preliminary submission at the “**Application Stage**,” it is important to submit sufficient detail to confirm the scope, performance, and completion of construction.

- EQUIPMENT PURCHASE VERIFICATION:** Documentation to support the proposed energy efficient equipment indicated on each of the incentive worksheets (\*including Quantity, Make, and Model) was purchased and installed. These documents can come in one of the following formats:
  - Invoices** – must have some indication the equipment was “*paid in full*.” I.e. stamped or accompanied by cancelled cheques.
  - Purchase Orders** – also must have some indication the equipment was “*paid in full*.”
  - Equipment Purchase Verification Letter** – this letter must be signed by one of the following: Supplier, General Contractor, or Installing Contractor. A template of this letter is available upon request.
  
- DRAWINGS AND SPECIFICATIONS – FOR CONSTRUCTION:** Copies of the Mechanical and/or Electrical specifications and drawings showing the eligible measures installed and implemented.
  - Mechanical Drawings
  - Electrical Drawings
  - Mechanical Specifications
  - Electrical Specifications
  
- CUTSHEETS** or detailed manufacturers’ data for only the equipment you have specified for incentives. Cutsheets must clearly show the specific performance requirements (including make and model) for the energy efficient measures being claimed on the submitted incentive worksheets. The performance data is used to verify the proposed equipment meets the program requirements.
  
- POST PROJECT SUBMISSION FORM (APPENDIX B):** Completed and signed.
  
- PROOF OF OCCUPANCY** – Occupancy Permit or Certificate of Substantial Completion.

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As a reminder, incentives are not issued until construction has been completed and all required documentation listed on the checklist have been received, evaluated and approved for payment.

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**See Participant Agreement for full requirements.**

**WE’RE HERE TO HELP!**

Contact Manon Galipeau at **613.738.5499 ext. 172**  
ManonGalipeau@hydroottawa.com



# CUSTOM PATH REPORTING

## HIGH PERFORMANCE NEW CONSTRUCTION CHECKLIST

Project Name:

HPNC #:

### Application submission – Documents to submit prior to commitment to energy efficient measures

\*In order to be accepted in to the HIGH PERFORMANCE NEW CONSTRUCTION (HPNC) Program, your application must be accompanied with **all** following documentation:

- HPNC APPLICATION FORM includes:**
  - Completed and Signed **“Application Form & Participant Agreement”**
  - Completed and Signed **“Pre-Project Specific Submission Form” (Appendix A)**
  - Completed and Signed **“Design Decision Maker Agreement”** (as applicable).

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- APPLICATION FOR BUILDING PERMIT/BUILDING PERMIT** that shows the date the permit was applied for – the “Application Date.”

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- CUSTOM PROJECT WORKSHEET** – This document is used to calculate the Custom Incentive amount.
  - Project Description
  - Building Energy Assumptions
  - Custom Incentive Calculations

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- WORKING ENERGY MODEL**
  - IES
  - DOE 2
  - eQuest
  - CAN-QUEST
  - Energy Plus

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- SIMULATION SUMMARY REPORT** – Modelling notes to provide a summary of the assumptions used with the approved modelling software. ALL sections must be completed unless otherwise indicated as optional. In addition, please include all appendices as listed below with your Application.
  - Summary Compliance Report
  - Notes on Building, Plant, & System Level Inputs
  - Notes on Zone and Space Level Inputs
  - Notes on Occupancy and Minimum Outdoor Air Rates
  - Zoning Diagrams
  - Reference Building (RB) Modeling Information

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- ENERGY DEMAND SAVINGS SUMMARY** – Extract the 8760 hour energy consumption profile for both the Base Case and Energy Efficient Case from the Approved Modelling Software in the required form.

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- COMPLETE SET OF DRAWINGS & SPECIFICATIONS** – Preliminary drawings and specifications to be uploaded electronically to our SFTP site in PDF format.
  - Architectural Drawings & Specifications
  - Mechanical Drawings & Specifications
  - Electrical Drawings and Specifications

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- DOCUMENTATION OF MODELING COSTS** – A copy of the invoice issued to the client, which breaks out the cost of building this energy model.

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## Tips on Submitting Documentation:

Collecting and submitting required documentation to support your HPNC Application should be considered during the entire design and construction process. This will ensure there are no delays with the potential incentives.

1. Create electronic copies of documentation to be submitted. Upload files to your Dropbox regularly. Access to this site will be set up by our administration staff at "Application Submission Stage."
  2. Submit all documents in the correct sub-folder provided in your Dropbox.
  3. Submit supporting documentation as soon as it becomes available.
  4. Keep a record of all submitted documentation by using this checklist as your master tracker.
  5. Set time aside to review the status of your application. This is critical to keeping your application up-to-date and avoids missing deadlines.
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## Final evaluation – Documents to submit for final-approval (Up to 30 days post building completion)

The purpose of final-evaluation is to submit supporting documentation which better reflects the "as-built" nature of the building and proposed energy efficient measures installed. While we realize some of this documentation may have been part of the preliminary submission at the "Application Stage," it is important to submit sufficient detail to confirm the scope, performance, and completion of construction. The checklist below also serves as a final check to ensure you have submitted all documentation required to support your project. Please resubmit the following revisions as necessary:

**HPNC APPLICATION FORM**

Design Decision Maker agreement

**CUSTOM WORKSHEET**

Eligible Cost Break Down, i.e. final equipment costs  
Building Energy Assumptions  
Custom Incentive Calculations

**DOCUMENTATION TO SUPPORT  
BASE CASE vs ENERGY EFFICIENT COSTS**

Expanding on Section 5 of the Custom Worksheet  
and Section 2d of the Participant Agreement.  
*Please submit on company letterhead.*

**FINAL WORKING ENERGY MODEL**

Revised to better reflect the "as-built" building

**SIMULATION SUMMARY REPORT**

Revise all documentation in this report to support the energy model, such as the Appendices and Zoning Diagram. In addition, include Control Sequences if not already submitted at Application Stage.

**ENERGY DEMAND SAVINGS SUMMARY**

Hourly data  
Consumption / Demand

**COMPLETE SET OF DRAWINGS & SPECS**  
(For construction)

**CUTSHEETS / MANUFACTURER'S DATA**

for any plant equipment including:  
Boiler(s), Hot Water system(s), Chiller(s), Cooling Tower(s), Air Handling, and Roof Top Units

**HPNC POST-PROJECT SUBMISSION FORM**

Appendix B

**PROOF OF OCCUPANCY**

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