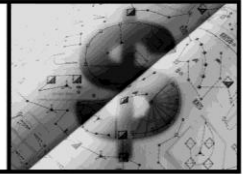


# ELECTRICITY RETROFIT INCENTIVE PROGRAM

## Project Application

Plan on  
**ERIP**



THE APPLICANT MUST SIGN AND DATE THE PROJECT APPLICATION (THE "APPLICATION") BEFORE FORWARDING TO



Hydro Ottawa Limited  
3025 Albion Road North, PO Box 8700  
Ottawa, Ontario K1G 3S4

ALL WORKSHEETS AND SUPPORTING DOCUMENTATION MUST BE ATTACHED.  
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND WILL BE RETURNED TO THE APPLICANT.  
FUNDING AVAILABLE ON A FIRST COME, FIRST SERVED BASIS.

### WHICH TYPE OF APPLICATION REVIEW IS REQUESTED: (Required – please check ONE).

- Pre-approval** – Request **Hydro Ottawa** review of selected energy efficiency measures (custom and or prescriptive equipment) prior to purchase or installation. Incentive payments will be made pending satisfactory installation of the pre-approved equipment and inspection by **Hydro Ottawa**.
- Payment** – Request **Hydro Ottawa** review of measures that have been purchased and installed. This option is for Prescriptive Applications ONLY. Proof of purchase and payment required.

To the Applicant: ALL REQUIRED fields must be completed in order for your Application to be accepted for review by **Hydro Ottawa**

#### 1. Applicant Information (required): (Incentive payment will be made to Applicant ONLY.)

LEGAL NAME OF APPLICANT

ON

ADDRESS

CITY

PROVINCE

POSTAL CODE

**Hydro Ottawa** ACCOUNT #

CONTACT NAME AND TITLE

DAY PHONE

FAX

EMAIL

CHECK ONE:

OWNER

TENANT/LEASEHOLDER

#### 2. Project Contact Information (optional): (To be completed only if you want a vendor or other third party to be the main point of contact.)

NAME AND TITLE OF CONTACT

ON

ADDRESS

CITY

PROVINCE

POSTAL CODE

DAY PHONE

FAX

EMAIL

#### 3. Building(s) Where Equipment is to be installed (required) (If multiple facilities are involved, attach details for each)

BUILDING NAME

ON

ADDRESS

CITY

PROVINCE

POSTAL CODE

**Hydro Ottawa**

#### 4. Building or Property Type (required):

- OFFICE     RETAIL     HOSPITALITY (ACCOMMODATION & FOOD SERVICE)     MULTI-RESIDENTIAL     WAREHOUSE
- MULTI-USE (CHECK ALL PRIMARY USES)     AGRIBUSINESS     OTHER COMMERCIAL
- HOSPITAL     EDUCATIONAL     OTHER INSTITUTIONAL

INDUSTRIAL-PRIMARY INDUSTRY

OTHER

**5. Which of the following best describes this project? (required):**(If multiple facilities are involved, attach details for each)

PLANNED REPLACEMENT     UNEXPECTED REPLACEMENT     NEW EQUIPMENT FOR NEW PROCESS OR EXPANSION OF OPERATIONS

EFFICIENCY UPGRADE

**6. Which Worksheets are part of this Application and are attached? (required)**

(Worksheet details must be unique to one facility. Attach multiple Worksheets if required.)

CUSTOM PROJECT     LIGHTING     UNITARY A/C     MOTORS     AGRIBUSINESS

ALTERNATIVE ENERGY MEASURES FOR SPACE COOLING     ALTERNATIVE ENERGY MEASURES FOR SERVICE HOT WATER     ALTERNATIVE ENERGY MEASURES FOR FOOD SERVICE

**7. Incentive**

TOTAL PROJECT COST

TOTAL INCENTIVE BEING APPLIED FOR

**8. Project Timeline**

PROJECT START DATE

PROJECT APPROVAL DATE

PROJECT COMPLETION DATE

**9. Have you received any other financial incentive(s) for this project through Hydro Ottawa or any other public program? (required):**

YES

NO

IF YES, PLEASE PROVIDE NAME OF FUNDING AGENCY, NAME OF PROGRAM, AMOUNT OF FUNDING \_\_\_\_\_

**10. Applicant's Certification Statement (required):**

I, the Applicant, certify that:

1. All information in this Application, including all attached documentation, is true and complete;
2. The facility or facilities where the improvements will be made is/are **Hydro Ottawa** customer(s) and are serviced by the distribution grid of **Hydro Ottawa**
3. I have the authority to make and install the energy efficiency improvements as identified in this Application
4. The Applicant would not otherwise have undertaken the Project without the financial support and participation of **Hydro Ottawa**
5. I understand and agree to the terms and conditions as set forth in this Application.

APPLICANT/LEGAL COMPANY NAME:

AUTHORIZED SIGNATURE:

DATE:

I have authority to bind the Applicant

NAME:

TITLE:

\* please print and send an original copy with signatures to **Hydro Ottawa**

**For Hydro Ottawa Use Only**

Application Number: \_\_\_\_\_

**11. Project Management**

**APPLICATION APPROVAL**

APPROVED INCENTIVE AMOUNT:

**INCENTIVE RELEASE APPROVAL**

PAYMENT AMOUNT:

PROJECTED COMPLETION DATE:	IS CONSTRUCTION COMPLETION DATE PAST: <input type="checkbox"/> YES <input type="checkbox"/> NO
TECHNICAL REVIEW:	TECHNICAL REVIEW:
DATE:	DATE:
ENERGY CONSERVATION MANAGER APPROVAL	ENERGY CONSERVATION MANAGER APPROVAL
DATE:	DATE:
<b>12. Finance</b> <input type="checkbox"/> Required.	<input type="checkbox"/> Not required.
FINANCE ACKNOWLEDGEMENT:	
DATE:	

**INCENTIVE PAYMENT AGREEMENT (THE "AGREEMENT")**

The Applicant has applied for financial assistance (the "Incentive"), pursuant to this Application under the Electricity Retrofit Incentive Program of \_\_\_\_\_ **Hydro Ottawa**.

- 1.0 INCENTIVE: **Hydro Ottawa** agrees to provide an Incentive for the installation or implementation of the Project described in the Application Worksheets (the "Project") attached as identified in Box 6. The Incentive is subject to the following terms and conditions:
- 1.1 That the Applicant implements the Project as described as in the Application Worksheets identified in Box 6 by the Project Completion Date identified in Box 8.
- 1.2 That the Applicant provides **Hydro Ottawa** with evidence of implementation and completion of the Project and verification of costs, in the form of accounting records, contractor invoices and visual inspection by **Hydro Ottawa** or its agent, and any other evidence as **Hydro Ottawa** may require. The evidence must be provided before the Incentive will be released.
- 1.3 **Hydro Ottawa** will have the right in its absolute discretion to decide whether or not to accept or approve the evidence provided pursuant to Subsection 1.2.
- 1.4 The Applicant waives its rights under the *Personal Information and Protection and Electronic Documents Act* (Canada), the *Municipal Freedom of Information and Protection of Personal Information Act* (Ontario) and the *Freedom of Information and Protection of Personal Information Act* (Ontario) and all other privacy laws and regulations with respect to information required to be supplied by the Applicant to **Hydro Ottawa** hereunder and by **Hydro Ottawa** to the Ontario Power Authority for the purposes of any technical or financial verification or audit or for purposes relating to the environmental impact of the Project or the calculation of Environmental Attributes (as that term is defined in the LDC Master CDM Agreement on the website located at [www.powerauthority.on.ca](http://www.powerauthority.on.ca) under the OPA Initiatives tab) The Applicant expressly consents to the supply and transfer of confidential or proprietary information of the Applicant by **Hydro Ottawa** to the Ontario Power Authority for the purposes of such verification, audit or calculation.
- 1.5 The Applicant shall be entitled to its proportionate share of any Environmental Attributes that arise out of or in relation to the Project. Such proportion shall be equal to the proportion of the Incentive to the total cost of the Project, excluding any in-kind or other non-cash contribution. The Applicant agrees, in respect of any and all Environmental Attributes other than those to which it is entitled as set out above, to transfer and assign to **Hydro Ottawa** or, as **Hydro Ottawa** may direct, to the Ontario Power Authority, unconditionally and absolutely, all of its right, title and interest in and to the Environmental Attributes.
- 2.0 AMOUNT AND FORM OF INCENTIVE: **Hydro Ottawa** will have the right in its absolute discretion to determine the maximum amount of the Incentive. The maximum amount of the Incentive is identified in Box 11 and will be provided in the form of a lump sum payment, within 30 days after the Project is completed, and, provided that the Applicant satisfies the conditions in section 1
- 3.0 COVENANT OF APPLICANT: The Applicant agrees to operate and maintain all the equipment of the Project in good working order and maintain the Project as implemented without any modification (subject to Section 3.1 below), in accordance with the Project described in the

Application, for a continuous period of at least 36 months (the "Period") and calculated from the month **Hydro Ottawa** makes the Incentive Payment.

3.1.1 If the Project requires any modification during the Period the Applicant will notify **Hydro Ottawa** forthwith in writing and will request **Hydro Ottawa** written consent prior to carrying out any such modification. **Hydro Ottawa** reserves the sole discretionary right to deny or accept the Applicant's request to modify the Project. Any modification carried out by the Applicant without the prior written consent of **Hydro Ottawa** will constitute a default of this Agreement, in which case **Hydro Ottawa** will be entitled to repayment of a portion of the Incentive pursuant to Section 4.0 below.

#### 4.0 EVENTS OF DEFAULT

4.1 If the Project ceases operation before the expiry of the Period the Applicant will be deemed to be in default of this Agreement and a portion of the Incentive must be repaid to **Hydro Ottawa** pursuant to Section 5.0 below.

4.2 In the event the Applicant defaults on any term or condition of this Agreement or if any representation and warranty made by the Applicant is untrue, incomplete or inaccurate, the Applicant will be deemed to be in default of this Agreement and a portion of the Incentive must be repaid to **Hydro Ottawa** pursuant to Section 5.0 below.

5.0 REFUND: If an Event of Default occurs, the Applicant will repay to **Hydro Ottawa** a portion of the Incentive, upon demand. The amount to be repaid will correspond to the remaining time outstanding within the Period and calculated as follows:

$$\frac{\text{Incentive} \times \text{Time Still Outstanding (in months)}}{36 \text{ Months}}$$

For the purposes of this calculation, default at any time during a month will be deemed as default for the full month.

6.0 PROJECT DETAILED INFORMATION: **Hydro Ottawa** shall have the right to publicize the features or equipment described in the Application to the other participants in the **Hydro Ottawa** Electricity Retrofit Incentive Program and may refer any interested party to the owner of the Project, unless the owner of the Project requests that this information remain confidential. The provisions of this Section 6.0 will survive the termination of this Agreement.

7.0 REPRESENTATIONS AND WARRANTIES: The Applicant represents, warrants and agrees that (a) all information contained in the Application and any other documentation provided to the LDC is complete, true and correct; (b) the Project has not received, is not receiving and will not receive any funding under any electricity ratepayer funded provincial, federal or local electricity distribution company (as approved by the Ontario Energy Board) other than under this program; and (c) the Applicant owns all equipment in respect of which the Incentive is claimed, provided that if the Applicant is a tenant of its business premises and does not own such equipment, prior written consent has been obtained by the Applicant from the property owner of the Applicant's business premises for the installation of the Project.

#### 8.0 LIABILITY AND INDEMNITY:

8.1 Subject to the provisions of Section 6.0, **Hydro Ottawa** shall have no right, title or interest in any Project or Project features or equipment purchased, implemented, installed or acquired by or for the Applicant pursuant to this Agreement.

8.2 Notwithstanding the fact that **Hydro Ottawa** has reviewed the information contained in the Application for the purpose of assessing the possible reduction of **Hydro Ottawa** energy and peak load as a result of implementing the Project, it is understood and agreed that **Hydro Ottawa**, not being a contractor, system designer or manufacturer of any of the features or equipment incorporated in the Project, makes no representation or warranty, expressed or implied including, but not restricted to, implied warranties as to safety, of merchantability and fitness for a particular purpose, or as to the fitness of the design or the capability of the material, equipment or workmanship in any features or measures included in the Project or with respect to the expected or anticipated energy load reduction nor does it warrant that any equipment, features or measures included in the Project will satisfy the requirements of any applicable law, or regulatory requirement.

- 8.3 The Applicant does hereby indemnify and save harmless **Hydro Ottawa** its directors, officers, agents and employees from any and all liability and all damages, including indirect or consequential damages such as loss of revenue, expenses and costs for injury to or death of any person, or damage to or destruction of property of any person arising from or occurring by reason of the actual or alleged implementation of the Project and its operation or any matter contemplated by this Agreement, the Application or attachments thereto. The provisions of this Section will survive the termination of this Agreement.
- 9.0 **JOINT AND SEVERAL OBLIGATIONS:** If more than one person executes this Agreement as Applicant, their obligations under this Agreement will be joint and several.
- 10.0 **TAX IMPLICATIONS:** **Hydro Ottawa** will not be responsible for any tax liability imposed on the Applicant as a result of any Incentive given pursuant to this Agreement.
- 11.0 **ASSIGNMENT:** This Agreement will extend to, be binding upon and enure to the benefit of **Hydro Ottawa** and of the Applicant and their respective successors and assignees provided that the Applicant will not be entitled to assign its entire interest in this Agreement or any portion thereof without the prior written consent of **Hydro Ottawa**.
- 12.0 **CANCELLATION:** **Hydro Ottawa** may terminate or cancel this agreement at any time at its sole discretion without prior notice, and without liability, obligation or payment of any kind.
- 13.0 **NON-WAIVER:** No failure to exercise and no delay in exercising any right or remedy under this Agreement will be deemed to be a waiver of that right or remedy. No waiver of any breach of any term of this Agreement will be deemed to be a waiver of any subsequent breach of that term.
- 14.0 **TERM AND TERMINATION:** This Agreement will terminate upon the expiration of the Period or upon any default herein or as otherwise determined by **Hydro Ottawa** in its reasonable discretion.
- 15.0 **GENERAL TERMS:** The Prescriptive Project Application Guideline/Custom Project Application Guideline [delete as applicable], the • Worksheet [fill is as applicable] and this Agreement constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, negotiations, discussions, representations, warranties and understandings, whether written or oral. This Agreement is governed by, and is to be construed and interpreted in accordance with, the laws of Ontario. If any term of this Agreement is or becomes illegal, invalid or unenforceable, the illegality, invalidity or unenforceability will be deemed severable and will not affect any other term of this Agreement.

I, the Applicant, certify that I understand and agree to the terms and conditions as set forth above in this Agreement.

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APPLICANT/LEGAL COMPANY NAME:

AUTHORIZED SIGNATURE:

DATE: