ENERGY SAVINGS FOR BUSINESS

Investing to keep businesses competitive

ESB Small Producers Energy Efficiency Deployment (SPEED) Guidelines

March 7, 2022

EMISSIONS REDUCTION ALBERTA

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1. Introduction

1.1 ERA's Energy Savings for Business Program

Emissions Reduction Alberta's (ERA) Energy Savings for Business Program (ESB Program) is a funding opportunity to support small and medium-scale industrial and commercial businesses in Alberta. Up to $55 million is available for eligible, commercially available technologies that result in cost- and energy-saving Projects. The ESB Program helps Alberta businesses reduce emissions, decrease operating costs, grow their operations, and become more competitive, while creating skilled jobs and boosting economic recovery. With over 60 unique technologies currently supported, it is one of the most comprehensive 'menu-based' energy efficiency incentive programs of its kind.

1.2 Small Producers Energy Efficiency Deployment Background

Small Producers Energy Efficiency Deployment (SPEED) is an expansion of the ESB Program. It aims to reduce the environmental impact of small- to medium-sized oil and gas operators by deploying cost-effective emissions reductions technologies. Through expanded eligibility and the addition of new measure types, SPEED will accelerate the adoption of proven, commercially-available technology upgrades that cut costs and emissions. SPEED expands oil and gas facilities' access to participate, including facilities regulated under Technology Innovation and Emissions Reduction (TIER), opted-in to TIER, or not currently opted-in under the regulation.

Parties interested in applying to SPEED should first familiarize themselves with these SPEED Guidelines as eligibility, Project selection, and other processes in SPEED may differ from the current ESB Program. Other key SPEED documents include the Participant Terms and Conditions, Contractor Code of Conduct, Measures list, and Application Measure Checklists, which can be accessed at eralberta.ca/speed.

1.3 SPEED Guideline Scope

While SPEED is a part of the ESB Program, it follows a modified process where interested parties first register and then apply during a fixed intake period. Participants can submit applications at any point throughout the fixed intake period. Once the intake period closes, all Applications will be evaluated by ERA's review team. The review team uses a standard set of criteria to evaluate each Application. Funding decisions will be informed based on performance against the criteria.

2. SPEED Overview

2.1 Funding Process Summary

The following description outlines the funding process that ERA follows for SPEED:

- Eligibility (Section 3)
- Funding (Section 4)
- Registration (Section 5.1)
- Application Submission (Section 5.2)
- ERA Evaluation (Section 6)
- Funding Decision Notification (Section 7)
- Construction/Installation (Section 8)
- Post-Project Application (Section 9)

3. Eligibility

SPEED offers financial incentives to oil and gas facilities in Alberta to install eligible commercially available emissions reduction technologies. For projects to be eligible, they must occur at Eligible Facilities located within Alberta, meet project timeline requirements, and follow the criteria outlined in the SPEED Participant Terms and Conditions.

3.1 Eligible Participants and Facilities

Participants	Facilities
Eligible Participants must meet the following three requirements: 1. A Participant carries on a business. A business includes, but is not limited to: • non-profits • co-operatives • sole proprietorships • partnerships • corporations • a member acting on behalf of an Indigenous community 2. The Participant is a privately owned entity and is <u>not</u> a Public Authority. • E.g., a Participant that is wholly owned by a Public Authority, such as a municipality, is not eligible. 3. The Participant receives 50 percent or less of its annual revenue from a Public Authority. • E.g., a Participant that receives 25 percent of their funding from a Public Authority is eligible. • E.g., a business owned by an Indigenous community is eligible if 50 percent or less of funding comes from a Public Authority.	Eligible Facilities must meet the following five requirements: 1. The facility is an oil and gas facility that has a facility code (Petrinex or equivalent) with an Operational Status of Active. Equipment or structures associated with a facility that meets this definition are also eligible. 2. The facility is located in Alberta. 3. The facility is owned, operated, or leased by the Participant. • If a Participant leases the facility, permission must be obtained from the owner. 4. The facility has been in operation for one year or more. • Exemptions will be specified on the SPEED Eligible Measures List and in Section 4.2 (c) of the SPEED Participant Terms and Conditions. 5. The facility will operate for the lifetime of the Measure.

3.2 Eligible Projects

An Eligible Project is a project that meets all the following requirements:

(a) Consists solely of installing Eligible Measures at an Eligible Facility, as set out in the Application Summary,

(b) the Participant has not already received a Project Incentive under SPEED or the ESB Program for

Eligible Measures included in the project, and

(c) is requesting a total incentive value equal to or greater than $10,000.

3.3 Eligible Contractors

All projects must assign one Eligible Contractor.

The Eligible Contractor can be an external third party, or internal to the business providing they have the appropriate qualifications under the SPEED Contractor Code of Conduct.

Basic Contractor Requirements:

- Be a registered business in Alberta (have a valid business license),
- Have a current certificate from the Workers' Compensation Board (WCB) or evidence of WCB exemption,
- Have commercial general liability insurance with at least $2,000,000 for each occurrence, automobile insurance with at least $2,000,000 liability and professional liability insurance with at least $1,000,000 per claim, and
- Provide warranties for work on projects as applicable.

Examples of contractor types in SPEED:

➢ Installers

➢ Manufacturers and distributors of energy efficient products, specifically those identified as eligible for Project Incentives

➢ Design, engineering firms, etc.

Certain Measures, such as Geothermal, Combined Heat and power, and Waste Heat Recovery systems, have additional contractor requirements stated in the SPEED Eligible Measures List and in the SPEED Contractor Code of Conduct.

3.4 Eligible Measures

SPEED has a range of Eligible Measures in the following category types. New SPEED Measures for oil and gas producers are bolded:

- **Air fuel ratio (AFR) controller**
- **Engine upgrade**
- **New engine replacement**
- **Pump jack electrification**
- **Pump off controller**
- Compressed air
- Process heating
- Geothermal heat pump systems
- Refrigeration
- Food service
- HVAC

- Lighting controls
- Motors and drives
- Water heating
- Combined heat and power (CHP) systems
- Lighting systems
- Building envelope and windows
- Solar air heating
- Food service
- Agricultural lighting
- Waste heat recovery (Organic Rankine Cycle)

Each Eligible Measure has specific requirements to be eligible for a Project Incentive. The details are available in the SPEED Eligible Measures List, which can be found on the [SPEED webpage](#).

Visit the SPEED webpage for additional SPEED resources such as
- Application Checklists, listing what information you'll need to submit an application for each Measure type,
- Application Guide, which takes you step-by-step through submitting an application in the Portal, and
- training videos about how to submit an Eligible Measure specific application on the Portal.

It should be noted that Eligible Measures must meet Canadian Certification Standards, and all required permits, licenses, approvals, and authorizations for installation are the responsibility of the Participant.

3.5 Eligibility for New Construction

SPEED is targeted towards accelerating emissions reductions above *'business as usual'* practices. Taking into account new construction codes, standard practices, equipment replacement costs, and equipment lifetimes, SPEED Measures may be eligible strictly for equipment retrofits and replacement while other Measures may also be available for new construction. All Measures applicable to new construction are clearly indicated on the SPEED Eligible Measure list.

Eligible new construction projects are exempt from the requirement to be in operation for one year or more.

4.   Funding

4.1 Eligible Project Funding

Approved SPEED funding will be calculated as the lower amount of:
1) the fixed incentive rate per unit stated on the SPEED Eligible Measure List multiplied by the number of units of that Measure, and
2) 50% of total Eligible Expenses (or 25% in the case of lighting systems). Funding reservations are made at pre-approval and paid upon completion.

Funding may be issued up to a maximum amount of $1,000,000 per parent company calculated based on participation in any Project **including current SPEED funding and ESB Program incentives. The parent company limit does NOT include previous funding from ERA calls outside the ESB Program.**

At ERA's sole discretion, ERA may choose to offer less funding than requested, or may increase funding beyond the stated limits where strong justification is demonstrated. For clarity, the Project Incentive may be less than the Pre-Project Estimated Incentive.

4.2 Eligible Funding Sources

Participants may receive financial incentives, funding, subsidies, or grants or other monies other than as a result (directly or indirectly) of the TIER Regulation, the repealed Climate Leadership Act, or the Pan-Canadian Framework programs, provided the amounts and sources are set out in the Application process.

An Eligible Project may not have received and is not receiving any financial incentives, funding, subsidies, grants or other monies as a result (directly or indirectly) of the TIER Regulation, the repealed Climate Leadership Act, or the Pan-Canadian Framework programs.
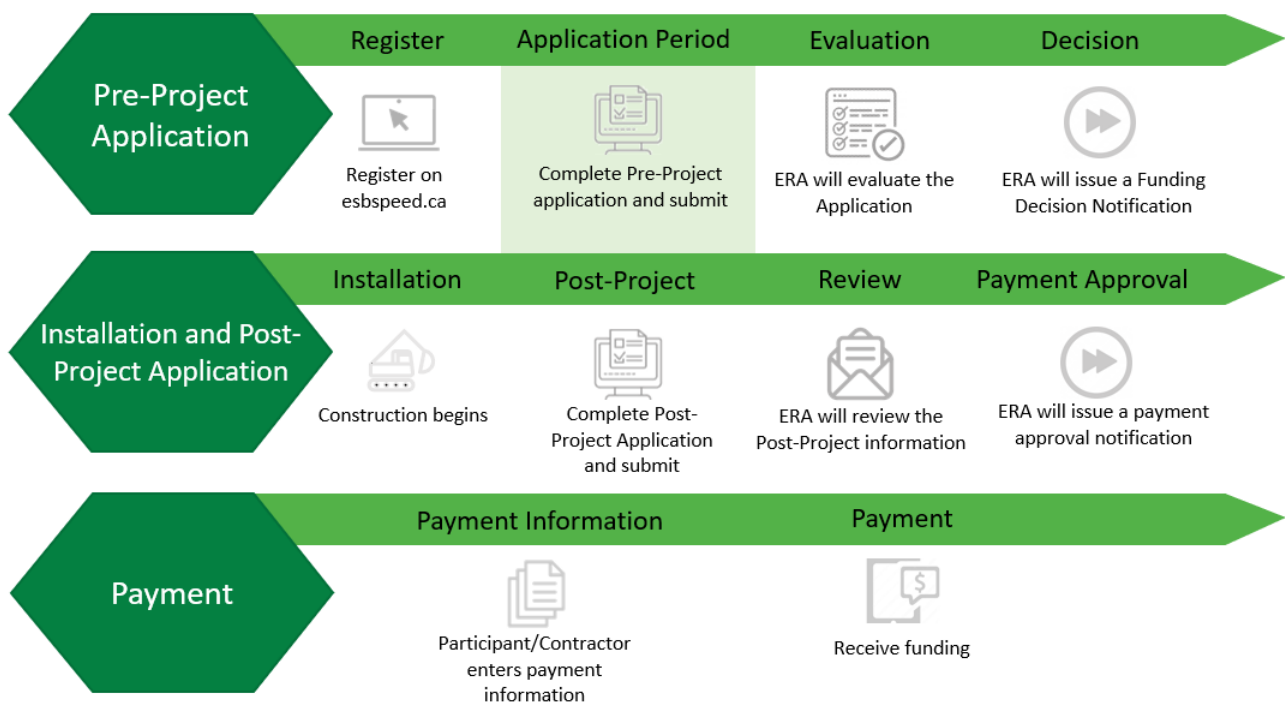
4.3 Eligible Expenses

Eligible Expenses play an important role in SPEED since they can impact the incentive calculation via the cap. For different projects, the cap ranges from 25-50%. Eligible Expenses can be impacted by both the type of expense and the timing. Eligible Expenses include expenses incurred directly for the purchase and installation of an Eligible Measure. Examples of Eligible Expenses include costs for energy modelling, engineering, permits, inspections, equipment, refurbishment by OEM for Engine Upgrades, and installation labour. Additional details on Eligible Expenses can be found in section 6.2 of the SPEED Participant Terms and Conditions.

Proof of payment for Eligible Expenses submitted as part of the Application will be required. Receipts and invoice(s) must indicate the date of purchase, Eligible Facility address, model numbers of the Eligible Measure(s), DLC© and ENERGY STAR© identification numbers (where applicable), the number of Eligible Measures purchased, price per Eligible Measure, and the total of Eligible Expenses.

A Participant may start incurring Eligible Expenses after the SPEED announcement date (March 7, 2022). However, only projects that receive a Pre-approval Application Notice can submit Eligible Expenses for review and approval. If you do not receive a Pre-approval Application Notice, you will not be able to receive funding for your incurred expenses.

5.   Application Process Overview

Pre-Project Application	Register	Application Period	Evaluation	Decision
	Register on esbspeed.ca	Complete Pre-Project application and submit	ERA will evaluate the Application	ERA will issue a Funding Decision Notification

Installation and Post-Project Application	Installation	Post-Project	Review	Payment Approval
	Construction begins	Complete Post-Project Application and submit	ERA will review the Post-Project information	ERA will issue a payment approval notification

Payment	Payment Information	Payment
	Participant/Contractor enters payment information	Receive funding

5.1 Registration

Applicants and product and service providers can begin the application process by creating an account on the SPEED Portal. Registration requires basic information, for example: name, address, contact information, and some additional information for Eligible Facilities. Participants and Eligible Contractors will also need to consent to Licensing, SPEED's Privacy Policy and the Canadian Anti-Spam Legislation (CASL).

Please note that Applicants and product and service providers who have already registered for the ESB Program will need to register again for SPEED using a distinct email address. Both Applicants and product and service providers can register on the SPEED webpage.

Once registration has been submitted, Applicants will receive an email to confirm they have been successfully registered. Emails confirming successful registration will be sent out to Eligible Contractors once the registration information has been reviewed and approved.

Application Tip: As part of the registration process, an email is sent to verify your identity and confirm your email address. Please check your junk or spam folders if you don't see the email in your main inbox.

5.2 Application Submission

Application Tip: Please note that applications are not evaluated on a first in-first out basis. Instead, they are evaluated using criteria that includes the level of detail provided in the application. As long as an application is submitted by the Application Deadline, it will be evaluated. As such, it is recommended that the focus be on a quality application versus a quick application submission.

This step begins by starting an Application in the SPEED Portal. Participants must create a new project under their account and fill in the required project information. Once initiated, Participants have the option to assign an Eligible Contractor who can complete the measure selection and documentation upload on the Participants behalf. If your contractor has not yet registered for SPEED, you will not be able to assign them to your Eligible Project. Your contractor must first sign up as an Eligible Contractor for SPEED. Once they have signed up, you will be able to select them from the drop-down list.

To **complete the application,** all required Eligible Project information must be provided (see Appendix 1 – Application Summary of the SPEED Participant Terms and Conditions for more detail), including but not limited to:

- The types and quantities of all Eligible Measures
- Supporting documentation as required (e.g., specification sheets, quotes for Eligible Expenses and warranty confirmation)
- A completed Workplan Template
- Additional information required in all applicable Application Measure Checklists and the SPEED Portal

A separate Application must be submitted for each Measure type. For example: A project to complete an Engine upgrade and Lighting systems must be broken up into two separate applications (i.e., one for the Engine upgrade and one for the Lighting systems). This is necessary to enable project evaluation as projects with different Measures may have different performance and therefore different scores. This will also increase the probability your project will receive funding.

For clarity, a project with multiple similar Measures (e.g., Engine upgrade) should submit all the Measures in one Application.

If multiple Measures in a project are interrelated and must be completed together to proceed (e.g., pump jack electrification and a Variable Frequency Drive), the Applicant should submit them together and both Measures will be evaluated together.

Applications will be accepted until May 9, 2022 (Application Deadline). After the Application Deadline, no applications will be accepted. All applications submitted before the Application Deadline will be treated equally, regardless of when the application is submitted.

> *Application Tip: Before the Application Deadline, applicants are encouraged to reach out to the Application Assist team with any questions. Application Assist is a free service that will walk you through submitting a complete, quality application with the Eligible Measures you choose. Any answers provided to applicants before the Application Deadline will be posted to the SPEED webpage.*
>
> *The Application Assist team will also be available to assist with technical support related to your application. Please note that the Application Assist team is unable to provide feedback on scoring relative to criteria prior to evaluation.*

Once the application is complete, the Participant is responsible for reviewing the application, confirming the accuracy of all information through the project submission attestation, and **submitting the application for pre-approval**. Once the application is submitted, an automated notification will indicate that the Application has been submitted successfully and the Application will be locked to changes. Before the Application Deadline, you may request that your submitted Application be unlocked for editing if changes are required. After the Application Deadline, Applications are locked to changes and will be evaluated by ERA's review team (see Section 5.4. for more details on timelines).

5.3 Application Content

Applications must be submitted using the SPEED Portal. Users must create an account and complete all mandatory forms to submit an application. Each application must consist of the following:

- Completed application: The application will form the basis of ERA's evaluation and must provide sufficient detail for ERA to evaluate the application against the Minimum Requirements and evaluation criteria.
- Completed Workplan Template.
- Full Cost Quote(s). The Cost Quote should identify the manufacturer name and model numbers of the equipment. Additionally, the costs provided in the Cost Quote should align with the sum of the three types of costs (equipment and materials, labour, and design/other) provided in the application for each Eligible Measure. Please use the Cost Quote Template (available on the SPEED webpage) to help speed up the review of your application.
- All additional information as required in the Application Checklist for each applicable Measure category (Application Checklists are available on the SPEED webpage).
- Online Information: In addition to the application content outlined above, applicants are also required to enter general information about the project into the Portal.

5.4 Application Timelines

The deadline to submit an application for SPEED is **Monday, May 9, 2022, at 5:00 PM Mountain Standard Time (UTC-7h)**. Late applications will **not** be accepted. Applicants are encouraged to complete their application(s) well in advance of the deadline. All required content must be uploaded into the SPEED Portal and the application must be finalized by completing all necessary online steps for the application to be considered

complete. Once submitted, the Application is locked to changes. Before the Application Deadline, you may request that your submitted Application be unlocked for editing if changes are required. Once the Application is submitted, an automated notification will indicate that the Application has been submitted successfully. If you do not receive a confirmation email, please check your junk/spam folder and try to resubmit. If the problem persists, applicants should contact speed@esbprogram.ca for assistance.

ERA will accept Applications from all interested applicants until the SPEED Application Deadline. Following the deadline, all successfully submitted applications submitted will be evaluated by ERA's review team.

The following timelines are anticipated for the SPEED application process. Note that ERA reserves the right to alter these timelines or cancel SPEED.

Action	Timing
Application Deadline	May 9, 2022
Minimum Requirements Screening	Estimated 1-5 days
Application Review and Evaluations	Estimated 4-6 weeks
Funding Decision Notification	Target: Middle June 2022, depending on Applications submitted

6.   ERA Evaluation

6.1 Minimum Requirements Screening

Following the Application Deadline, ERA will evaluate Applications to determine if they meet the Minimum Requirements.

The Minimum Requirements are:

- The participant, facility and project meet all the eligibility requirements in the SPEED Participant Terms and Conditions.
- The application is submitted before the Application Deadline.
- The Application is complete and includes all of the Application Content outlined in section 5.3.

During the Minimum Requirements Screening period, if an Application does not meet the Minimum Requirements, ERA may contact the Applicant for an Information Request (e.g., to determine eligibility). **Applicants will be expected to respond to any clarification questions within two business days of receiving a request from ERA's review team.** Failure to respond to clarification questions within this period may result in the Application not proceeding to the Detailed Technical Review stage.

6.2 Detailed Technical Review

All Applications that meet the Minimum Requirements will proceed to the Detailed Technical Review stage. During this stage ERA will review the Application Content submitted. Following the Detailed Technical Review, ERA may contact the Applicant for an Information Request (e.g., to confirm a number provided or clarify some aspect of the Application). **Applicants will be expected to respond to any clarification questions within three business days of receiving a request from ERA's review team.** Failure to respond to clarification questions within this period may result in the Application not proceeding to the Detailed Evaluation stage.

6.3 Detailed Evaluation Criteria

Once Applications have passed the Detailed Technical Review stage, ERA will use the Detailed Evaluation Criteria in the table below to score and rank Applications. Each evaluation criteria is assigned a relative weighting. Applicants are encouraged to consider these weightings when developing their applications.

Criterion	Description	Weight
Abatement Cost	Applications will be assessed on the cost to reduce GHG emissions. Abatement Cost is calculated by dividing the total Eligible Incentive by the total tonnes of CO_2e emissions reduced over the lifetime of the Measure.	60
Workplan and Application	Applications will be assessed on the accompanying documentation. For example: does the Workplan Template clearly indicate timelines for all major activities? Does the Application provide an appropriate level of detail or supporting documentation? Is the supporting documentation clearly labeled, well formatted, and presented in a way that facilitates review?	25
Regional Diversity	Applications will be assessed on the project's location in Alberta. To evaluate this criterion, Alberta will be divided into nine regions: Central, Edmonton, North Central, North West, North East, Calgary, South West, South East, South. Projects will be scored based on their region in descending order from fewest to most projects per region. This criterion will help ensure diversity of projects are being supported throughout Alberta.	5
Measure Diversity	Applications will be assessed on the Measure category type selected in the Application. Scoring will be in descending order; Measure categories with the fewest projects will score highest.

As stated, one of the key outcomes of the ESB Program has been to ensure there is Measure diversity. Through the adjudication process, ERA at its sole discretion may limit the total incentive funding allocated to any one Measure based on total demand to help ensure various Measure categories are supported through SPEED. | 5 |
| Ability for Project to Leverage Economic Benefits/Create Jobs | Applications will be assessed on the benefits expected from the project, including the demonstrated scale of investment (ERA funding to participant contribution leverage ratio) and economic benefits (job creation) determined based on total project costs. | 5 |

7.   Funding Decision Notification

Following the Detailed Evaluation, Applicants will be notified via email of the outcome. Successful Applications will be issued three documents, which make up the Participant Acceptance:

1. Application Summary (document that summarizes the Application),

2. Pre-Approval Notice (document that outlines the pre-approval), and

3. SPEED Participant Terms and Conditions (the Participant needs to agree to this document).

Application Tip: *Only Applicants receive the Participant Acceptance email. If a Contractor wants to know the status of an application, they can log in and check the status on their Pre-Approval Applications tab. If the status is Application Draft Approved, it means the Applicant has received the Participant Acceptance email. If the status is Application Submitted, it means the Applicant has completed the Participant Acceptance, the incentive has been reserved and the project can move forward.*

Types of Notices:

1. Pre-approval Application Notice: A Pre-approval Application Notice is required to confirm SPEED eligibility and is a requirement for SPEED.

   A Pre-approval Application Notice does not entitle the Participant to Project Incentives. Approval of Project Incentives can only occur after ERA has reviewed and approved the Project Completion Documentation.

2. Pre-approval Application Rejection Notice: Any Applications that are incomplete or do not comply with SPEED requirements at the time of Application processing will receive a Pre-approval Rejection Notice.

Participants are responsible for ensuring that all installations are completed with sufficient time to meet the Project Completion Documentation Submission Deadline.

Applicants who receive a Pre-approval Application Rejection Notice may arrange a short debrief phone call with ERA to receive feedback. Information about arranging a debrief phone call will be provided in Pre-approval Application Rejection Notice.

8.   Construction/Installation

At this stage Participants and contractors can begin implementing the project. By default, Participants will have until March 31, 2023 to **complete the construction and installation, as well as submit the Post-Project Application**.

From time-to-time ERA's review team may request an update on progress relative to information provided in the Workplan Template.

As per the SPEED Participant Terms and Conditions, it is the sole responsibility of the Participant to ensure that all services, including construction/installation, are completed in accordance with applicable laws or regulations. The Participant shall make itself aware of all applicable laws and regulations.

9.   Post-Project Application

Once all installations are complete and operational, the **Participant initiates the submission** of the Project Completion Documentation and the Post-Project Application on the Portal. During this stage, the participant will be required to provide invoice(s), and any other documents to support conditions stated in the Notice of Approval. There may also be other requirements depending on the specific project.

At this time, the Participant can again **assign an Eligible Contractor** to support the detailed submission, similar to the process already described (e.g., to update the Eligible Measure quantity and cost and upload any documentation).

The information required for the submission for the Project Completion Documentation may include but is not limited to:

- A spreadsheet showing all Eligible Expenses for each Eligible Measure, broken down by categories (see examples provided at section 4.3 of this Guidebook),
- A specification sheet for each Eligible Measure (if required by the SPEED Eligible Measures List or Application Measure Checklist),
- A copy of all receipts and invoices for all installed Eligible Measures and installation costs, clearly showing dates Eligible expenses were incurred,
- Proof of payment of all invoices, which matching the amount on the invoice,
- Proof of address of the Eligible Facility e.g., utility in the name of the business or business registration document showing the address,
- Updated Information (as required by the SPEED Eligible Measures List or Application Measure Checklist),
- A list of all other funding received by the Participant for the Eligible Project,
- Any documentation required by the Eligible Measures List and the Participant Acceptance, and/or
- Photographs of the replaced and new equipment.

Application Tip: For approval, the submitted receipts and invoice(s) must indicate the date of payment, Eligible Facility address, Site ID, model numbers of the Eligible Measure(s), DLC® and ENERGY STAR® identification numbers (where applicable), the number of Eligible Measures purchased, price per Eligible Measure, and total cost. Please also list labour and design costs separately, for quicker application processing.

Once the Post-Project forms are completed in the Portal and the required documents are uploaded, the **Participant** is responsible for reviewing the Post-Project Application and confirming the accuracy of all information. The **Participant** can then **submit the Post-Project Application and Project Completion Documentation** for review. An automated notification will be sent to the Participant to indicate that the Post-Project Application has been submitted successfully.

At this time, the Post-Project Application will be locked to editing and will undergo a technical review. If there are questions or issues, a technical reviewer will request clarification and the Post-Project Application can be unlocked for editing if changes are required. Participants will be notified and are expected to make changes within 10 days.

All projects receiving a Project Incentive equal to or greater than $100,000, as well as a randomized sample of projects, will be selected for a **virtual or in-person site visit** as part of the review and verification process.

When the review is complete, **successful submissions will be issued a Payment Recommendation** indicating that the Eligible Project is approved, and Project Incentives will be disbursed.

10. Change Requests

10.1 Minor Application Change Approval Notice

A Minor Application Change Approval Request is a change that does not materially impact the Project outcomes from what was approved and funded by ERA. Minor Application Change Requests can occur anytime before the Project Completion Date. A Participant may make any of the following amendments to the Application Summary by providing written notice to ERA via the Portal:

- An increase in the quantity of Eligible Measures listed in the Application Summary, where the Pre-Project Estimated Incentive increases by 5 percent or less,
- A decrease in the quantity of Eligible Measures to be installed,
- A change to the model number of an Eligible Measure provided that the new model number meets the same Specifications for that Eligible Measure, or
- A change to the Eligible Contractor.

ERA will confirm acceptance of the Change Request and issue a Minor Application Change Approval Notice to the Participant. The project deadline will not change and will continue to be what was indicated in the Pre-Approval Notice. For more information on how to submit a Change Request through the Portal, please refer to the Change Request Instruction document.

10.2 Major Application Change Approval Notice

A Major Application Change Request is a request for any changes outside of what falls under Minor Application Change Requests. As changes of this nature have the potential to materially impact the Project outcomes from what was approved and funded by ERA, they are subject to review and additional limitations. Major Application Change Requests can only be requested **up to 60 days prior** to Project Completion Deadline and the change in scope is unlimited (subject to ERA approval).

The Participant may request any other change to the Participant Acceptance not listed under section 10.1. by submitting a Change Request form to ERA a minimum of 60 days prior to the Project Completion Documentation Submission Deadline. The Applicant can submit a Change Request form by completing the form in the Portal. For example, a project completion deadline extension would be a Change Request that would require a Major Application Change Approval Notice. **ERA will consider each Change Request on a case-by-case basis.**

Where ERA approves the Change Request form, ERA will issue a Major Application Change Approval Notice setting out the amended Pre-Project Estimated Incentive. For clarity, ERA will not pay Project Incentives for any Eligible Measure not listed in the Application Summary or Major Application Change Approval Notice.

Participants must receive their Major Application Change Approval Notice prior to installation of any additional Eligible Measures or Eligible Measure types. All amended Applications are reviewed in the order they are received. If approval is granted, the Project cost associated with the additional Eligible Measures will be added to the Application.

ERA cannot guarantee additional Project Incentives greater than the amount approved in the Pre-approval Application Notice.

If ERA rejects the Change the Change Request form, the Participant may terminate the Participant Acceptance if they so choose.

11.   Evaluation, Measurement and Verification

SPEED performance will be evaluated, measured and verified to ensure public dollars are being used effectively and efficiently. To achieve this, ERA will undertake various quality control procedures, which includes virtual or on-site visits for completed Eligible Projects.

If required, ERA will contact Participants or Eligible Contractors to check that Eligible Measures were installed and are performing as expected. There may also be the need for Participants and Eligible Contractors to participate in surveys, studies, or audits. This may be required for up to three years after SPEED ends.

If contacted, the Participant or Eligible Contractor may be required to do the following:

- Answer questions and complete surveys,
- Provide reports or supporting documentation,
- Give on-site access to verify the Eligible Measure was installed and to take photographs,
- Track the energy performance for a small period of time using energy monitoring equipment and provide the results to ERA (at no cost to the Participant of Eligible Contractor), and/or
- Verify that the Eligible Expenses were calculated correctly.

ERA will make every effort to obtain supporting documentation digitally and comply with all provincial COVID-19 restrictions in place at the time of a quality control visit.

12.   Reporting and Freedom of Information

SPEED protects personal information of Participants and Eligible Contractors. SPEED information is collected in compliance with FOIP.

For more details on how the information you submit may be used, please refer to the applicable documents available on ERA and Enerva's webpages or the Portal:

- SPEED Participant Terms and Conditions
- SPEED Contractor Code of Conduct
- [Emission Reductions Alberta's (ERA) Privacy Policy](#)
- [Enerva Energy Solutions' Privacy Policy](#)

13.   Environmental Attributes

The environmental attributes and environmental products that are created or otherwise arise from any Eligible Project cannot be traded, sold, or used to generate offset credits. For clarity, environmental attributes may be used to meet TIER Regulation compliance requirements in current or future years solely for the TIER regulated facility at which the Project is installed. ERA retains the right to adjust SPEED guidelines in accordance with amendments to the Government of Alberta's legislation, policies, or protocols surrounding greenhouse gas emissions, carbon accounting or the carbon offset system. The Participant further attests that said attributes have not been claimed, sold or otherwise transferred to another party.

14.   Publicity & Branding

Collecting and promoting success stories associated with Eligible Projects is crucial for SPEED success. It can also be an effective way of promoting businesses participating in the energy efficiency and renewable energy space, to a captured audience.

ERA may publish Participant and Eligible Project details including but is not limited to: Participant's name, address, including the savings the Participant has achieved as a result of SPEED. ERA will make every effort to do so in collaboration with Participants and Eligible Contractors. If there are confidentiality concerns with any aspect of the Project that may limit ERA from promoting the results, please indicate these concerns at the time of Application Submission.

If the Participant does receive a Project Incentive, there may be a requirement to display a funding plaque that recognizes the contribution of the Low Carbon Economy Fund.

If you are interested in highlighting your Eligible Project or business, please contact us. ERA will be highlighting success stories throughout the life of SPEED.

15.   Frequently Asked Questions (FAQs)

A set of FAQs are provided on the SPEED webpage and will be updated from time to time.

16.   Customer Satisfaction

Customer Satisfaction is a key component of SPEED success. Every effort will be made to improve the design and delivery of SPEED, while creating consistent, predictable parameters for businesses and Eligible Contractors that participate. Feedback through surveys is a very important component of understanding how SPEED is serving Participants and Eligible Contractors, and how SPEED is perceived in the marketplace. Please consider taking a moment to fill out surveys when you receive them.

17.   Contact Information

Webpage: eralberta.ca/SPEED   Phone: 1-844-407-0025

Email: speed@esbprogram.ca   Local (403) number: 403-778-9467
                                                Local (780) number: 780-306-8376
                                                Local (587) number: 587-943-1688