



ENERGY SAVINGS FOR BUSINESS

Investing to keep businesses competitive

**Small Producers Energy Efficiency Deployment (SPEED)
Post-Project Application Instructions**

September 19, 2022



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1. Introduction & Purpose

The SPEED Program uses a Program Portal, which is accessible at www.ESBspeed.ca, to deliver the program efficiently and effectively. Once logged in to the Program Portal, Participants or Eligible Contractors can create, submit and/or receive access to Application(s). The Program Portal is compatible with multiple devices: desktops, tablets and smartphones. It is also supported on multiple browsers: Explorer, Chrome, Edge, Safari, Mozilla & others.

The purpose of the Post-Project Application Instructions is to provide a step-by-step guide to submit a Post-Project Incentive Application in the Program Portal. As such, the instructions are not intended to provide details around Program rules or the Eligible Measures List. For details on Program rules or the Eligible Measures List, please visit the [Program webpage](#) and refer to the following documents:

- Participant Terms & Conditions
- Contractor Code of Conduct
- Eligible Measures List

Please note that the Participant Terms and Conditions, Contractor Code of Conduct and Eligible Measures List shall control and supersede any inconsistencies, conflicts, or ambiguities within the Instructions.

If you are unable to find an answer to your question in this document or require additional assistance, please contact the Program's dedicated contact centre, open Monday to Friday from 9 a.m. to 5 p.m. We are happy to help.

Email: speed@esbprogram.ca

Toll-free: 844-407-0025

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2. Getting Ready to Start Your Post-Project Application

Application Tip: Having access to the information below will help speed up the application process.

- Project Information:
 - Actual Project Completion Date (in the Pre-Project Application, the date provided was just an estimate)
- Measure Information
 - Confirmation that Measures meet requirements from both the Participant Terms and Conditions and Eligible Measures List
 - Specification Sheets
- Invoice and Proof of Payment
 - Cost Information
 - Equipment and Materials
 - Labour
 - Design and Other
 - Proof of Payment
 - Bank/Credit Card Statement
 - Copy of Cheque
 - Paid stamp on invoice with signature
- If your incentive will increase by more than 5% due to new measures, increasing quantities or increasing costs, please **do not start** your post-project application. Instead, please contact the Program to discuss submitting a Change Request.

For more information, the Program Guidebook and Eligible Measures List can be referenced, as well as the Measure-specific application checklists.

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3. Starting a Post-Project Application

The Participant will be required to initiate the Post-Project process once the Application has moved to the Post-Project stage. The Participant or Contractor will have the ability to review the Application, but the Participant must submit the Application in the Post-Project stage. The Contractor’s ability to view the Application details will be limited to certain steps of the Post-Project Application.

Application Tip: Only a Participant with a Pre-Approved application can begin the Post-Project process. If given access by the Participant, the Contractor will have the ability to view and edit portions of the application.

From the Participant account overview page, select the “Pre-Approval” tab to begin.

Step 1: Find the Post-Project Application to be submitted and click ‘Start Post-Project’.

The screenshot shows the 'Applications Overview' page. At the top, there are four tabs: 'Pre-Project', 'Pre-Approval' (which is circled in red), 'Post-Project', and 'Payment'. Below the tabs is a search bar with the text 'Search for Applications' and a magnifying glass icon. To the right of the search bar are two buttons: 'FILTER BY STATUS' with a person icon and a toggle switch, and 'SHOW ALL APPLICATIONS'. Below these are two application cards. The first card is for application #SPEED-10060, with Contractor Name: SpeedTesting, Application Name: TESTING!, Stage: Pre-Approval, and Status: Application Submitted. The second card is for application #SPEED-10059, with Contractor Name: SpeedTesting, Application Name: Engines2, Stage: Pre-Approval, and Status: Application Submitted. Both cards have a 'Start Post-Project >' button at the bottom right.

This is a close-up of the application card for #SPEED-10059. It displays the following information: Contractor Name : SpeedTesting, Application Name: Engines2, Stage : Pre-Approval, and Status : Application Submitted. At the bottom right, the 'Start Post-Project >' button is highlighted with a red border.

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START POST-PROJECT APPLICATION

Are you requesting a change to your application?

If you wish to add or change measures, apply for an extension or request and incentive increase of more than 5% of the pre-approved incentive, please go back and submit a Change Request

If you require assistance, please email speed@esbprogram.ca

If you start a Post-Project review, the **Change Request functionality will be disabled** and you will not be able to make any further changes to your application.

GO BACK

NO CHANGE REQUIRED

Application Tip: *If you need to submit a Change Request, please contact us for assistance.*

START POST-PROJECT APPLICATION

Review Post-Project Eligibility Checklist

- Your project is completed. Your measures have been installed & are operational
- You have obtained invoices, proof of payment, electrical safety permits and other documents.
- Ensured your project's compliance with the **Terms and Conditions**, Eligible Measures List, conditions outlined in the Pre-Approval Notice and the signed Participant Acceptance

GO BACK

START POST-PROJECT

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START POST-PROJECT APPLICATION

Review Post-Project Eligibility Checklist

- Your project is completed. Your measures have been installed & are operational
- You have obtained invoices, proof of payment, electrical safety permits and other documents.
- Ensured your project's compliance with the **Terms and Conditions**, Eligible Measures List, conditions outlined in the Pre-Approval Notice and the signed Participant Acceptance

GO BACK

START POST-PROJECT

START POST-PROJECT APPLICATION

This will start post-project Application process for Application ID **#SPEED-10059**. Are you sure?

GO BACK

YES, START APPLICATION

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To complete a Post-Project Application, the following sections will need to be completed:

3.1 Contractor Details



Step 2: Please confirm the Contractor details are correct and click 'Proceed to Next Step'. You may also choose to change a to a different Contractor at this stage of the process.

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS

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Contractor Details Project Details Project Facility Summary Measure and Project Summary Documents Payee Summary Application Summary

Contractor Details

Who is your contractor? SpeedTesting ⓘ

Do you want the contractor to be given access to help you complete the application? Yes, I want to give access ⓘ

Note: If you choose to give your contractor access to add/edit details of this application, we will inform the contractor on your behalf and provide the contractor access to add/edit certain sections of the application form.
You will have to:

1. Coordinate and fill the application with the help of the contractor.
2. Ensure that the data provided is accurate.
3. Review and submit the application yourself. Your contractor can't submit your application on your behalf.

PROCEED TO NEXT STEP

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3.2 Project Details



This page can only be completed by the Participant. Only the 'Actual Project End Date' field is available for editing.

Step 3: Enter name of the Application.

Step 4: Select the date the project was completed, the click 'Save And Proceed'.

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS

1 Contractor Details 2 Project Details 3 Project Facility Summary 4 Measure and Project Summary 5 Documents 6 Payee Summary 7 Application Summary

Project Details

Application (or) Project Name	<input type="text" value="Engines2"/>	i
Estimated Project Start Date	<input type="text" value="03/31/2022"/>	i
Estimated Date of Project Completion	<input type="text" value="05/21/2022"/>	i
Actual Project Completion Date	<input type="text" value="MM/DD/YYYY"/>	
Has the Project received or is the Project receiving other funding, financial incentives, grants or subsidies?	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>	
Amount of eligible expenses incurred Prior to Application Submission	<input type="text" value="\$0.00"/>	i

Application Tip: You can click 'Save & Exit' to exit to the Accounts & Application Overview page if you wish to return to Post-Project Submission at a later time.

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3.3 Project Facility Summary



The Facility information is not available for editing at this stage of the project.

Step 5: Review the Facility details to confirm they are correct, then click 'Save And Proceed' to move forward with the Application.

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS

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Contractor Details Project Details Project Facility Summary Measure and Project Summary Documents Payee Summary Application Summary

Project Facility Summary

Facility Name	Region	Facility Address	Facility Ownership	Facility Type	Facility Owner Approval Obtained
JS Production1	Calgary and Area	300 Shawville Boulevard Southeast, Calgary, AB, Canada, Calgary - T2Y 3S4	Owned	Other	Yes

SAVE & EXIT
SAVE AND PROCEED

Application Tip: The facility details cannot be changed. If you see that they are incorrect, please contact speed@esbprogram.ca and you will receive direction on next steps.

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3.4 Measure and Project Summary



This page can be completed by either the Participant OR Contractor. This page requires the details of the Measure to be implemented for the chosen Facility.

Step 6: Review the Measures selected and click ‘Edit’ to confirm details. Measures can also be removed at this stage with the ‘Remove’ button. Please note that new Measures cannot be added.

Application Tip:

- The Measure details will have to be updated with final project costs.
- Please note that new measures can not be added; only quantities to existing measures can be changed, and the incentive is capped at 105% of the pre-approved incentive amount



Measure and Project Summary

Measure	Quantity	Pre-Approved Incentive (\$)	Post-Project Applicable Incentive (\$)	
Bay fixture and retrofit kit - LED >= 30,000 Lumens and Efficacy better than 100 lumen/W	250	\$25,000.00	\$25,000.00	
Conversion of Natural Gas Carbureted Engine to Electric Drive	1	\$10,000.00	N/A	
Total		\$35,000.00	\$25,000.00	

Note: There are measures attached to the application that have certain details pending. Please update the highlighted measures in the table to proceed to the next step.

SAVE & EXIT

SAVE AND PROCEED

Application Tip: Measures that require updates will be highlighted in green.

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Step 7: Review the Measure details and confirm that they are correct. The Quantity can be changed at this stage. Depending on the Measure type there may be some fields that can be changed.

The screenshot displays the 'EDIT MEASURE' interface. At the top, there is a navigation bar with 'PROGRAM', 'CONTACT US', and 'JON'. Below this is a progress indicator with seven steps: 1. Contractor Details, 2. Project Details, 3. Project Facility Summary, 4. Measure and Project Summary (highlighted), 5. Documents, 6. Payee Summary, and 7. Application Summary.

The main content area is titled 'Measure and Project Summary' and contains a table with the following data:

Measure	Quantity	Pre-Approved Incentive (\$)	Post-Project Applicable Incentive (\$)	
Bay fixture and retrofit kit - LED >= 30,000 Lumens and Efficacy better than 100 lumen/W	250	\$25,000.00	\$25,000.00	Edit Remove
Conversion of Natural Gas Carbureted Engine to Electric Drive	1	\$10,000.00	N/A	Update Remove
Total		\$35,000.00	\$25,000.00	

Below the table, a note states: "Note: There are measures attached to the application that have certain details pending. Please update the highlighted measures in the table to proceed to the next step." At the bottom of the table area are two buttons: 'SAVE & EXIT' and 'SAVE AND PROCEED'.

On the right side, the 'EDIT MEASURE' sidebar is visible. It includes a close button (X), 'Measure Category' (Pump Jack Electrification), 'Measure Type' (Pump Jack Conversion to Electric Drive), and 'Measure' (Conversion of Natural Gas Carbureted Engine to Elec). Under 'MEASURE SPECIFIC INFORMATION', there are several form fields: 'Quantity' (1), 'Old Engine Manufacturer' (x), 'Old Engine Model Number' (x), 'Old Engine Serial Number' (x), 'Old Engine Age (Years)' (11), 'Old Engine Size (hp)' (1100), and 'Old Engine Estimated Average Engine Load (hp)' (dropdown). At the bottom of the sidebar is a green button labeled 'GET CALCULATED VALUES'.

After reviewing these details, scroll down to enter the actual costs of the project (see screenshot below). Once complete, click "Get Calculated Values" and the correct incentive based on this information will be calculated.

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SMALL PRODUCER ENERGY EFFICIENCY DEPLOYMENT PROGRAM CONTACT US JON

1 Contractor Details 2 Project Details 3 Project Facility Summary 4 Measure and Project Summary 5 Documents 6 Payee Summary 7 Application Summary

Measure and Project Summary

Measure	Quantity	Pre-Approved Incentive (\$)	Post-Project Applicable Incentive (\$)	
Bay fixture and retrofit kit - LED >= 30,000 Lumens and Efficacy better than 100 lumen/W	250	\$25,000.00	\$25,000.00	Edit Remove
Conversion of Natural Gas Carbureted Engine to Electric Drive	1	\$10,000.00	N/A	Update Remove
Total		\$35,000.00	\$25,000.00	

Note: There are measures attached to the application that have certain details pending. Please update the highlighted measures in the table to proceed to the next step.

SAVE & EXIT SAVE AND PROCEED

\$400,000.00

Actual Equipment & Material Costs ① \$150,000.00

Actual Labour Cost ① \$200,000.00

Actual Design Cost ① \$50,000.00

Actual Total Cost Calculated value

Measure Incentive ① \$10,000.00

Applicable Measure Incentive ① Calculated value

Maximum Eligible Measure Incentive ① \$200,000.00

Total Eligible Measure Incentive ① \$10,000.00

Maximum Applicable Measure Incentive ① Calculated value

Total Applicable Measure Incentive ① Calculated value

GET CALCULATED VALUES

SMALL PRODUCER ENERGY EFFICIENCY DEPLOYMENT PROGRAM CONTACT US JON

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Measure and Project Summary

Measure	Quantity	Pre-Approved Incentive (\$)	Post-Project Applicable Incentive (\$)	
Bay fixture and retrofit kit - LED >= 30,000 Lumens and Efficacy better than 100 lumen/W	250	\$25,000.00	\$25,000.00	Edit Remove
Conversion of Natural Gas Carbureted Engine to Electric Drive	1	\$10,000.00	N/A	Update Remove
Total		\$35,000.00	\$25,000.00	

Note: There are measures attached to the application that have certain details pending. Please update the highlighted measures in the table to proceed to the next step.

SAVE & EXIT SAVE AND PROCEED

\$150,000.00

Actual Labour Cost ① \$200,000.00

Actual Design Cost ① \$50,000.00

Actual Total Cost \$400,000.00

Measure Incentive ① \$10,000.00

Applicable Measure Incentive ① \$10,000.00

Maximum Eligible Measure Incentive ① \$200,000.00

Total Eligible Measure Incentive ① \$10,000.00

Maximum Applicable Measure Incentive ① \$200,000.00

Total Applicable Measure Incentive ① \$10,000.00

EDIT DETAILS

UPDATE MEASURE

Once you click “Get Calculated Values” the correct incentive based on this information will be calculated. You will then need to click “Update Measure” and the colour will change from light green to white.

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS



Measure and Project Summary

Measure	Quantity	Pre-Approved Incentive (\$)	Post-Project Applicable Incentive (\$)	
Bay fixture and retrofit kit - LED >= 30,000 Lumens and Efficacy better than 100 lumen/W	250	\$25,000.00	\$25,000.00	Edit Remove
Conversion of Natural Gas Carbureted Engine to Electric Drive	1	\$10,000.00	\$10,000.00	Edit Remove
Total		\$35,000.00	\$35,000.00	

SAVE & EXIT

SAVE AND PROCEED

At this point, click “Save & Proceed” to continue to the next step.

Application Tip: Regardless of the changes you make in the Post-Project application the total project incentive cannot increase by more than 5% compared to the pre-approved incentive. If changes beyond 5% are needed, a Change Request should be submitted and approved prior to starting the Post-Project application. Approval of incentive increases beyond 5% of the pre-approved incentive will be subject to review, approval, and availability of Program funds.

3.5 Documents



On this page you will be required to upload documents, such as Invoices, proof of payment, and emission measurements for the Eligible Project.

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Step 8: Drag and drop or click within the grey region to select documents relevant to the Eligible Project. Documents previously uploaded will be displayed below.

Documents



Select from computer (or) Drag and Drop Files to upload. Acceptable file types: .JPEG, .PNG, .PDF, .docx, .xlsx

Documentation Instructions







Please review the instructions below before uploading files to ensure all the required documents are attached to the application:

Invoices	▼
Proof of Payment	▼
Electrical Safety Permits (As Applicable)	▼
Post-Project Photo	▼
On-Site Project Measurement Data	▼
Other Documents	▼

Application Tip: *If you have an AFR project, a new engine project or an engine upgrade project, this is where you will upload the SPEED Emissions Measurement Reporting Template and the supporting documentation for the emissions measurements and calculations. Please label and save the file names so that they are easy to identify.*

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Upload Summary

Document Name	Date of Upload	
Emissions PRE&POST 10059.docx	09/02/2022	 View  Edit Name  Delete
Invoices & POP 10059.docx	09/02/2022	 View  Edit Name  Delete

The uploaded documents will appear under Upload Summary where the Participant has the option to View, Edit Name, or Delete the uploaded document. Previously uploaded documents cannot be deleted at this stage.

Application Tips:

- *The documents required will differ by the Eligible Measure. At a minimum, all Applications will require a cost quote/invoice at the post-project application stage. The cost quote/invoice should clearly identify the date the invoice was paid, the manufacturer name and model numbers of the equipment. Additionally, the costs provided in the cost quote/invoice should align with the sum of the three types of costs provided in the application for each Eligible Measure.*
- *If you have questions about what documents you need, please contact us at speed@esbprogram.ca*

Step 9: Once all documents have been uploaded, click ‘Save And Proceed’ to go to the next page.

Contractor Application Tips: *if you are the Contractor filling in the information on the Participants behalf, the Participant will be notified once you click ‘Save and Inform Participant’ and the Participant can review and submit the application.*

3.6 Consent to Pay



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Step 10: Select either the Participant OR the Contractor to receive the Incentive Payment. You will not be able to proceed until this selection is made.

Application Tip:

- *The Participant can choose to assign the payment to either themselves or to have the ESB program direct the payment to the Contractor listed on the application directly.*
- *Only the Participant can make this choice.*

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS

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Contractor Details Project Details Project Facility Summary Measure and Project Summary Documents Payee Summary Application Summary

Payee Summary - Consent to Pay

If your application is approved, who will be receiving the incentive?

Note:

1. You will not be able to change the Payee assignment once the Post-Project application is approved and an incentive is recommended for the project.
2. Please ensure that Full Legal Name of the Payee as you see in the above dropdown is the exact same as the one listed on the bank account of the Payee. If there is a mismatch, the post-project application might not be approved and/or incentive amount transfer might not be completed.
3. Ensure that the data provided is accurate before proceeding to the next step to submit the application.

Select from the list ▼

JS Energy Inc.

SpeedTesting

SAVE & EXIT SAVE AND PROCEED

Step 11: Once the Payee has been selected, click 'Save & Proceed' to go to the next page. Note that the Payee cannot be changed once the Post-Project Application has been submitted.

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS



Payee Summary - Consent to Pay

If your application is approved, who will be receiving the incentive?

JS Energy Inc. ▼

Note:

1. You will not be able to change the Payee assignment once the Post-Project application is approved and an incentive is recommended for the project.
2. Please ensure that Full Legal Name of the Payee as you see in the above dropdown is the exact same as the one listed on the bank account of the Payee. If there is a mismatch, the post-project application might not be approved and/or incentive amount transfer might not be completed.
3. Ensure that the data provided is accurate before proceeding to the next step to submit the application.

SAVE & EXIT

SAVE AND PROCEED

PAYEE ASSIGNMENT

You are about to assign a Payee to the application.

You will not be able to change the Payee once the Post-Project application is approved and an incentive recommendation is given for the project.

GO BACK

ASSIGN PAYEE

Step 12: Please click “Assign Payee” to confirm the selection.

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3.7 Application Summary



This page provides the summary of the project. Please ensure the information listed under the following fields is correctly entered in the application:

- Facility Details
- Measure Details
- Document Summary
- Project Summary

These sections can be seen in the screenshots below:

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APPLICATION ID: SPEED-10059

PRE-APPROVAL DETAILS

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Contractor Details Project Details Project Facility Summary Measure and Project Summary Documents Payee Summary **Application Summary**

Application Summary

Facility Details



Facility Name	Region	Facility Address	Facility Ownership	Facility Type	Facility Owner Approval Obtained
JS Production1	Calgary and Area	300 Shawville Boulevard Southeast, Calgary, AB, Canada, Calgary - T2Y 3S4	Owned	Other	Yes

Measures Details

Measure	Quantity	Pre-Approved Incentive (\$)	Post-Project Applicable Incentive (\$)
Bay fixture and retrofit kit - LED >= 30,000 Lumens and Efficacy better than 100 lumen/W	250	\$25,000.00	\$25,000.00
Conversion of Natural Gas Carbureted Engine to Electric Drive	1	\$10,000.00	\$10,000.00
Total		\$35,000.00	\$35,000.00

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Documents Summary

Document Name	Date of Upload	View
Emissions PRE&POST 10059.docx	09/02/2022	
Invoices & POP 10059.docx	09/02/2022	

Project Summary

Contractor Name	SpeedTesting
Application Name	Engines2
Estimated Project Start Date	03/31/2022
Estimated Date of Project Completion	05/21/2022
Actual Project Completion Date	06/30/2022
Is the project receiving other funding, financial incentives, grants or subsidies?	No
Amount of eligible expenses incurred Prior to Application Submission	\$0.00

Payee Summary

Payee Full Legal Name	JS Energy Inc.
Payee Address	330 Shawville Blvd SE, Calgary, Alberta - T2Y 4H3
Payee Contact Name	Jon Smith
Phone	+1 (403) 222-2222

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Requirements for Submission

The Applicant represents and warrants as follows:

1. This Post-Project Application is being submitted pursuant to the Participant Acceptance and subject to the [Terms and Conditions](#) thereof.
2. The Participant represents and warrants that all information contained in this Post-Project Application is complete, true and accurate.
3. The Participant confirms that it meets the eligibility requirements to be a Participant and that the Facility meets the requirements to be an Eligible Facility.
4. The Participant confirms that the Measures set out in this Post-Project Application meet the requirements to be Eligible Measures, and that the project meets the requirement to be an Eligible Project.
5. The Participant confirms that the Eligible Project was installed at the Eligible Facility .
6. The Participant confirms that the Eligible Project only contains Eligible Expenses.



The applicant agrees to the above representations, warranties, acknowledgments, terms and conditions

SAVE & EXIT

SUBMIT

Application Tip: Please thoroughly read “Requirements for Submission” to ensure all eligibility requirements are met and agree to the listed representations, warranties, acknowledgements, terms and conditions.

SUBMIT DETAILS

You are about to submit your Post Project Application as a participant of the Small Producer Energy Efficiency Deployment program.

Please confirm that the details you have submitted are accurate.

GO BACK & REVIEW DETAILS

SUBMIT DETAILS

Step 12: Click ‘Submit Details’ and when prompted with a confirmation dialogue box, click ‘Yes’ to submit the application.

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Congratulations! The Post-Project Application is complete and will now be reviewed by our review team. If there are any questions, you will be provided with an Information Request requesting specific information. You can also log-in at any time and see the status of your application.

Application Tip: *If you have received an Information Request and you are uncertain of what to do, you can contact speed@esbprogram.ca.*

You will be redirected to the account page to view the status of your submitted projects, submit a new project, or log out.

Post-Project Application Submitted for Review

Your application has been submitted for review.

Your application ID# is **SPEED-10059**.

You can view the status of your application at any time. You should expect an update from our team within the next two business days.

[LOG OUT](#)

[GO TO ACCOUNT PAGE](#)

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