

Participants guide:

CleanBC Commercial Express Program

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1. Program Overview

The CleanBC Commercial Express program is part of the Province of British Columbia's CleanBC Better Buildings portfolio, which offers incentives for reducing greenhouse gas (GHG) emissions from the Commercial, Institutional, and Multi-Family (CIM) building sectors.

The program is funded by the Province of British Columbia and Government of Canada, overseen by the BC Ministry of Energy, Mines and Petroleum Resources (MEMPR), and administered by BC Hydro.

This guide provides existing BC Hydro commercial account customers with information on eligibility requirements, capital incentive information and the application process for the CleanBC Commercial Express Program.

The CleanBC Commercial Express program is a streamlined, prescriptive program intended to provide owners and operators of small and medium-sized businesses with a simple program process to facilitate fuel switching electrification opportunities. A minimum threshold for GHG emissions reductions is not required to be eligible, and participants are not required to submit an energy study for review, which is a requirement of the Custom and Custom-Lite programs for larger-scale, more complex projects.

CleanBC's Custom Express does not have a minimum threshold of GHG emissions reduction.

For further information and to help guide you through the process please contact the CleanBC Small Buildings Energy Coach at smallbuildings@betterbuildingsbc.ca. Alternatively, you can contact your BC Hydro Key Account Manager (KAM) or the Energy Savings Business Help Desk at incentives@bchydro.com if you do not have a KAM.

2. Program Eligibility Criteria

To receive capital incentive funding, you must meet the following eligibility criteria and agree to the terms and conditions in the Application Form.

The building* must be a Commercial Building as per Part 3 of the BC Building Code and one of the following building types:

- Small Office
- Strip Mall Retail
- Restaurant-Food Service
- Warehouse
- School Gymnasium
- Larger Retail Warehouse
- Multi-Unit Residential Building (MURB)

*The building must be located in the BC Hydro service territory, including New Westminster.

The electrification measure(s) selected for the project must:

- Provide a net decrease in greenhouse gas emissions;
- Result in energy impacts that are measurable and verifiable;
- Result in energy impacts that can be estimated using standard engineering calculations;
- Provide net electrical load growth;
- Involve a technology that is not covered by other utility demand side management (DSM) programs (e.g. FortisBC's Commercial Performance Program);

- Involve a technology that is accessible/viewable for site inspection and/or measurement and verification if required;
- Replace existing fossil fuel heating, ventilation and air conditioning (HVAC) equipment; and
- Be purchased and installed after receiving the Pre-Approval email from the program administrator.

2.1 Eligible Building Types And Electrification Measures

CleanBC Commercial Express Incentives by building type can include:

Building type	Eligible electrification measures	Performance requirements
Office	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Electric Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ , with electric resistance heating backup
	Air Source VRF Distributed Heat Pumps with High-efficiency HRV*	Heating COP _H of at least 3.6 at standard rating conditions ² , DOAS ventilation with centralized HRV of 87% SRE
Strip mall retail	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Electric Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ , with electric resistance heating backup
	Air-to-Air Heat Pump (ductless or mini-split) with High-efficiency HRV**	Heating COP _H of at least 3.7 at standard rating conditions ² , DOAS ventilation with centralized HRV of 87% SRE
Warehouse	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Electric Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ , with electric resistance heating backup
Restaurant	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Make Up Air Unit with Gas Backup	Heating COP _H of at least 4.0 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Electric Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ , with electric resistance heating backup
	Rooftop Air-to-Air Heat Pump Make Up Air Unit with Electric Backup	Heating COP _H of at least 4.0 at standard rating conditions ¹ , with electric resistance heating backup
	Air-to-Water CO ₂ Heat Pump Water Heater	Heating COP _H of at least 3.2 at standard rating conditions ¹
	Sewage Heat Recovery Heat Pump	Heating COP _H of at least 4.0
	Electrify Food Preparation Equipment	Induction Cooktop

Building type	Eligible electrification measures	Performance requirements
School gym	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ , no cooling, with hydronic backup heating coil connected to central 80% efficient gas fired boiler
	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup and High-efficiency HRV	Heating COP _H of at least 3.5 at standard rating conditions ¹ , with integrated heat recovery of 87% SRE, no cooling, with hydronic backup heating coil connected to central 80% efficient gas fired boiler
Large retail	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Gas Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Mixed Air Unit with Electric Backup	Heating COP _H of at least 3.5 at standard rating conditions ¹ , with electric resistance heating backup
	Air Source VRF Distributed Heat Pumps with High-efficiency HRV*	Heating COP _H of at least 3.6 at standard rating conditions ² , DOAS ventilation with centralized HRV of 87% SRE
Multi-unit residential building (MURB)	Rooftop Air-to-Air Heat Pump Make Up Air Unit with Gas Backup	Heating COP _H of at least 4.0 at standard rating conditions ¹ and gas heating back-up with thermal efficiency of 80%
	Rooftop Air-to-Air Heat Pump Make Up Air Unit with Electric Backup	Heating COP _H of at least 4.0 at standard rating conditions ¹ , with electric resistance heating backup

¹AHRI Standard 340/360-2015 rating conditions (High Temperature Steady State Heating): 47°F (8.3°C) DB outdoor air entering temperature

²AHRI Standard 340/360-2015 rating conditions (High Temperature Steady State Heating): 70°F (21°C) DB air entering temperature at indoor section, 47°F DB air entering temperature at outdoor section

* Decoupled space heating system from ventilation (Space Heating System is VRF distributed heat pumps and Ventilation System is dedicated outdoor air unit with heat recovery ventilator (HRV))

** Decoupled space heating system from ventilation (Space Heating System is ductless split heat pumps and Ventilation System is dedicated outdoor air unit with HRV)

Equipment must meet the prescribed performance requirements above. Failure to do so will impact your energy consumption and utility energy operating costs and result in ineligibility for program incentives. More information on technical requirements is given below:

- Heating Coefficient of Performance (COP_H). A ratio of the Heating Capacity in watts to the power input values in watts at any given set of Rating Conditions expressed in W/W. For heating COP, supplementary heat shall be excluded.
- Rating Conditions. Any set of operating conditions under which a single level of performance results and which causes only that level of performance to occur.
- Sensible Heat-Recovery Efficiency (SRE) – The Home Ventilating Institute (HVI) Heat Recovery Ventilation (HRV) efficiency criteria. The SRE scoring accounts for waste heat generated by fan motors being introduced to the air stream, leakage across incoming and outgoing air streams, and case leakage which is the occurrence of heat transferring from outside of the box to the airstream inside.

3. Program Capital Incentives

Incentive amounts vary and depend on building type, age, location, square footage, hours of operation, and electrification measure. BC Hydro and MEMPR, at their sole discretion, determine the incentive amount.

Capital Incentives are offered to support the implementation of electrification measures/equipment, as identified by the customer in the Application Form.

- The maximum incentive available is \$100,000 per customer project.
- All eligible Northern customers* will receive an additional \$10/tonne incentive on all eligible measures installed. The total maximum incentive including the top-up offer is \$125,000 per project.
 - *Eligible buildings must have a commercial utility account with BC Hydro and be located north of and including the District of 100 Mile House (latitude 51.628°N).
- Incentives are based on calculated tCO₂e of lifetime GHG savings and consider various factors specific to your building, including building type, age, location, square footage, hours of operation and the type of equipment being considered.
- Incentives will not exceed 100% of the total applicable project cost as provided in your invoice submission. The overall customer³ cap for combined Commercial Express Incentives, Custom-Lite incentives and energy studies, and Custom Energy Studies and Incentives is \$750,000 which can be spread over multiple projects at different locations.
- Eligibility is dependent on review of the Commercial Express application form by the CleanBC Small Buildings Energy Coach and BC Hydro.
- Equipment purchased before receiving the Pre-Approval email from the Program Administrator/Operations would be deemed ineligible for Commercial Express Program Incentives.

4. Program Process

4.1 Application

Before starting your application, determine:

1. The heated area of your building (ft² and m²). In the case of MURB's you will require the total number of residential units;
2. The age of your building or the date of the latest building envelope retrofit (e.g. upgrades to the wall and roof assemblies, new windows etc.);
3. Your total average weekly operating hours;
4. Fossil fuel heating source (Natural Gas, Propane, etc);
5. The type and number of existing equipment being considered for replacement;
6. The type and number of electrification measures being installed with the specific technical criteria indicated in Section 2.1.
7. BC Hydro Electricity Service Rate (SGS, MGS, LGS).

³"Customer" is defined as a parent company or umbrella organization.

* Eligible Northern customer buildings must have a commercial utility account with BC Hydro, and be located north of and including the District of 100 Mile House (latitude 51.628°N).

4.2 Steps For Commercial Express Capital Incentives

- Read all program materials and download the Commercial Express Application Form from the CleanBC website.
- Contact the CleanBC Small Buildings Energy Coach, Business Help Desk, Business Account Rep or Key Account Manager, if you have any further questions.
- Complete the Application form.
- A BC Hydro Alliance of Energy Professionals member may complete the application on your behalf, however this is not a program requirement.
 - If the consultant/contractor you have chosen to work with is not an approved member of BC Hydro's Alliance of Energy Professionals, the consultant may contact BC Hydro for assistance with gaining membership.
- Recommendation: Submit the Application to the CleanBC Small Buildings Energy Coach for review.
 - Your application will be reviewed for accuracy and completeness.
 - The CleanBC Small Buildings Energy Coach will contact you to verify information, provide an estimated incentive amount and provide additional assistance as needed.
- Customer to submit the application to BC Hydro.
- Once the application is reviewed and approved by BC Hydro, subject to CleanBC budget availability, a Pre-Approval Email is created and sent to you within 15 business days.
- Upon receipt of this email, you may order and purchase your equipment.
- You have 9 months from the date of the Pre-Approval Email to complete and implement the project.
- Upon or nearing completion of the project you need to provide the required Project Closing documentation
 - Schedule B and Schedule C, Equipment Specification, Invoicing, Reconciliation Spreadsheet and Proof of Payment.
- BC Hydro Operations will review and verify documentation to ensure accuracy and that all program conditions are met.
- If all conditions are met, the Incentive payment will be issued to the customer.
- As per the Pre-Approval Email and attached Schedule B and C, BC Hydro may conduct a Post Implementation detailed Engineering review either on site or virtually. The post implementation review is conducted to verify that the approved electrification measures were installed as proposed.

This program is funded by the Province of British Columbia and the Government of Canada.

