

REC Application Documentation Guidelines – Implementation Projects

MCCAC – Recreation Energy Conservation (REC) Program

All documents must be submitted through the REC Program Portal **unless otherwise noted.**

Stage	Doc .ID	Requirement	Document Required	Naming Convention <i>Note: This convention must be used when submitting documents. An EA # will be assigned once you start the application process.</i>	File Type Accepted	Description
Stage 1: Application Submission	1-a	Mandatory	Quote	EA_quote_YYYYMMDD	Pdf, jpeg, png	A copy of the project equipment and installation quotes. These should clearly describe the cost of each separately.
	1-b	Mandatory	Specification Sheets	EA_specification sheets_YYYYMMDD	Pdf, jpeg, png	Copies of applicable specification sheets for all equipment included in the REC Application and distinct proof of product certification with CSA, or cUL and/or qualified product list compliance.
	1-c	Mandatory	Utility Data	EA_utility data_YYYYMMDD	MS excel	A minimum of 12 months of utility consumption data that reflects standard operations (ie. prior to March 2020). This must include all sources of fuel (e.g. Electricity, Natural Gas).
	1-d	Mandatory	Utility Bills	EA_utility bills_description_YYYYMMDD Example: EA_utility bills_electricity_20201124	Pdf, jpeg, png	A minimum of 6 months of actual utility bills from utility providers must be supplied to support the data provided in Document 1-c (Utility Data). A minimum of 6 months of bills must be supplied for each source of fuel (e.g. Electricity, Natural Gas). The service address on the bills must match the facility address for the application.
	1-e	Mandatory* *except for lighting projects	Scoping Audit Report OR Engineering Study Report	EA_energy report_YYYYMMDD	Pdf, jpeg, png	A copy of the Scoping Audit or Engineering Study report that includes financial and greenhouse gas (GHG) analysis for the intended Implementation Project. *Not required if you have completed a Scoping Audit or Engineering Study through the REC Program or for Simplified Measures or lighting projects.
	1-f	Mandatory *For Lighting projects, see description	Photos of existing equipment/lighting	EA_existing equipment_YYYYMMDD	Pdf, jpeg, png	Photo of existing equipment nameplate, showing manufacturer, make model, and ID/tag #. Contractors may complete this work on behalf of the municipality. *For lighting projects, provide close-up photo(s) of fixture/bulb being replaced to verify wattages. One photo of each typical fixture/bulb being replaced is acceptable. Engineering team may require additional photos as requested.
	1-g	Mandatory* *for lighting projects only	Lighting Calculator	EA_lighting calculator_YYYYMMDD	MS excel	A copy of the REC Program Lighting Calculator results that includes financial and greenhouse gas (GHG) analysis for the intended Implementation Project (for lighting projects only). The Lighting Calculator is available on the REC Program webpage .
	1-h	If Applicable	Evidence of External Funding	EA_external funding_YYYYMMDD	Pdf, jpeg, png	If you have received any other funding for this project, please include all relevant information including the source of funding and the total amount with your submission (REC Terms and Conditions, clause f).
	1-i	Mandatory* *except if a Scoping Audit or Engineering Study has been completed through the REC Program	Supporting Calculations	EA_calculations_YYYYMMDD	MS excel, other editable formats	Provide fully accessible, editable, native electronic copies of the Energy Conservation Measure analysis/calculation (e.g. Excel and/or RETScreen). *Not required if a Scoping Audit or Engineering Study has been completed through the REC Program. Additional details may be required upon request.

Stage 2: Offer Acceptance	2-a	Mandatory	Offer Acceptance	EA-XXXX_offer acceptance_YYYYMMDD	PDF	<p>The Offer Letter must be signed by two individuals representing the municipality with appropriate signing authority or by a designated officer acting alone if authorized to do so. If the estimated completion date differs from what is stated on page 1 of the Offer Letter, an updated start and end date must be entered in the appropriate space on page 2 of the Offer Letter.</p> <p>Per the REC Program Terms and Conditions, as well as the REC Program Guidebook (both available on the REC Program webpage) no work should begin prior to the signed Offer Acceptance submitted through the REC Portal. If work does begin prior to submitting your Offer Acceptance, there is a risk of your project not being funded. Once the signed Offer Acceptance has been received by the REC Program team through the REC Portal, you will receive a confirmation email. At that point, you may begin the work.</p> <p>Note: Pages 3 and 4 of this document are for the Payment Request and do not need to be submitted until project implementation is complete and payment is being requested for the application. (See Stage 3: Payment Request)</p>
	2-b	If applicable	Updated Scope of Work	EA-XXXX_scope change_YYYYMMDD	Pdf, jpeg, png, word, excel	<p>Any changes to the scope of work must be supplied via email to REC@clearesult.com as soon as possible and any such changes must be approved by the MCCAC in writing. Not informing the Program of changes to the scope of work may result in the project not receiving funding. Depending on the changes, additional details may be required upon request.</p>
Stage 3: Payment Request	3-a	Mandatory	Public Engagement	EA-XXXX_public engagement_description_YYYYMMDD Example: EA-9999_public engagement_social media post_20201124	Email	<p>Implementation Projects require the completion of Public Engagement and Profiling Activities prior to receiving rebate payments. Submit proof of completion for the following activities through the REC Portal:</p> <ul style="list-style-type: none"> • A media release for the Project or any other public engagement activities deemed acceptable by the MCCAC that clearly identifies the full Municipal Climate Change Action Centre name. Examples include municipal news releases via the municipality's website, a Project profile in the local newspaper, or event which includes new releases resulting from Project completion. • Sharing of Project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable. • A set of high-resolution photographs of the Project suitable for print publication. Photographs must clearly show the Energy Conservation Measures included in the Project. Photographs with municipal staff are encouraged. If submitting photos with staff, the municipality grants permission for the MCCAC and partners in perpetuity to use the submitted photographs and/or videos of municipal staff for program marketing; and • A brief abstract describing the Project and its benefits including one or more quotes from municipal leaders or other municipal representatives, to be used for MCCAC program marketing.
	3-b	Mandatory	Proof of Payment	EA-XXXX_proof of payment_YYYYMMDD	Pdf, jpeg, png	<p>The following document types are accepted as evidence of payment:</p> <ul style="list-style-type: none"> • Account Payable (AP) records • Copies of cheques <p>All documents must be signed by an individual representing the municipality with appropriate signing authority. The document should reference the application number.</p> <p>Note: If the above formats are not available, you must contact REC@clearesult.com to obtain approval for any exceptions. Approval is not guaranteed.</p>

Stage 3: Payment Request continued	3-c	Mandatory	Invoice(s)	EA-XXXX_invoice #_YYYYMMDD Example: EA-9999_invoice 1_20201124	Pdf, jpeg, png	The invoice(s) must be signed by an individual representing the municipality with appropriate signing authority. Note 1: The document provided must clearly describe the item(s)/service(s) purchased, the dollar value and the date. Note 2: If the document includes multiple items, items relevant to the application must be highlighted Note 3: If the above formats are not available, you must contact REC@clearesult.com to obtain approval for any exceptions. Approval is not guaranteed.
	3-d	Mandatory	Summary of Invoices	EA-XXXX_summary of invoices_YYYYMMDD	MS excel	This document must summarize each item provided in 3-c. The REC Program Team must be able to easily sum all project related transactions using this document. Note: the summary document must include; Document ID (as per 3-c), description of product or service purchased, dollar value, GST, vendor name, document date.
	3-e	Mandatory	Online Survey	N/A	N/A	All questions on the REC Program Survey should be answered to the best of your ability. Completion of the online survey will be verified by the MCCAC.
	3-f	Mandatory	Post-Install Photos	EA-XXXX_post-install photos_description_YYYYMMDD Example: EA-9999_post-install photos_display panel_20201124	Pdf, jpeg, png	Photos are required as evidence of project completion. Contractors may complete this work on behalf of the municipality. Minimum photo evidence requirement: <ul style="list-style-type: none"> • Photo of installed equipment, properly framed and suitable for posting to MCCAC's Project Showcase • Photo of relevant display panel, actively indicating key operating parameters (e.g. Amps, KW, RPM, etc.) • Photo of installed equipment nameplate, showing manufacturer, make model, and ID/tag # (This is mandatory for new equipment, voluntary for retrofitted equipment) For lighting projects, provide close-up photo(s) of fixture/bulb being replaced to verify wattages. One photo of each typical fixture/bulb being replaced is acceptable. Engineering team may require additional photos as requested.
	3-g	Mandatory* *except for lighting projects	Commissioning Report	EA-XXXX_commissioning report_YYYYMMDD	Pdf, jpeg, png	Equipment commissioning report that clearly provides the following: <ul style="list-style-type: none"> • The date when the equipment was operational for routine operations, as per the scope of project work pre-approved by the REC program. • Make, model and tag number of the commissioned equipment. • Signed by an individual representing the company/facility with appropriate signing authority. This is not required for lighting projects.
	3-h	Mandatory* *for lighting projects only	Disposal Certificate	EA-XXXX_disposal certificate_YYYYMMDD	Pdf, jpeg, png	For lighting projects only, a disposal certificate from the recycling facility listing the quantity of fixtures that have been disposed of.
	3-i	Mandatory	Payment Request Form	EA-XXXX_signed payment request form_YYYYMMDD	Pdf, jpeg, png	The signed payment request pages of the Offer Letter (pages 3 & 4) provides acknowledgement to the REC delivery team that your implementation project is complete. The Payment Request Form must be signed and submitted through the REC Portal by an individual representing the municipality with signing authority. If the payee information is different from what was submitted in the application, please complete and submit page 5 of the Offer Letter as well.
	3-j	If applicable	Part Numbers & Serial Numbers	EA-XXXX_part numbers_YYYYMMDD OR EA-XXXX_serial numbers_YYYYMMDD	Pdf, jpeg, png	If the specification sheets provided upon submission of the application for your implementation project differs from the actual installed equipment/fixtures, updated specification sheets/part numbers must be provided.