



ENSPiRE

A BOMA Initiative

Building Performance Excellence Initiative (Extension)

ACCELERATING RETROFITS ACROSS CANADA

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Program Information

Building Performance Excellence Initiative Change Log

As of September 16, 2025:

- **Initiative Deadline (pg5):** [previous] December 19, 2025 > [extended to] March 31, 2026
- **Initiative Budget (pg5):** [previous] \$6,000,000 > [updated to] \$7,750,000
- **Energy Managers/Retrofit Coordinators activity description (p32):**
 - [previous] The BOMA Enspire Program will cover professional fees for temporary building energy managers until November 15, 2025.
 - [updated to] The BOMA Enspire Program will cover professional fees for temporary **building energy managers until February 15, 2026.**
- **Pre-Approval Stage #2 (pg36):**
 - [previous] 90 days from the Pre-Approval date or until November 15, 2025
 - [updated to] 90 days from Pre-Approval date or until February 15, 2026
- **Pre-Approval Process Terms and Conditions (pg42):**
 - [previous] November 15, 2025
 - [updated to] February 15, 2026

Timelines & Key Dates

	Previous Dates	Updated Dates
Pre-Project Application Deadline	October 31, 2025	December 1, 2025
Activity Completion Deadline	November 15, 2025	February 15, 2026
Final Claim Submission Deadline	November 30, 2025	March 2, 2026
Initiative Completion	December 19, 2025	March 31, 2026

Updated Funding Allocations by Activity Streams

BPE Activity Streams	Previous Funding Allocation	Updated Funding Allocation
Energy or Carbon Audits/Assessments	\$1,250,000	No additional funding added
Technical Studies	\$360,000	\$960,000
Recommissioning and Building Optimization	\$2,400,000	\$2,675,000
Energy Monitoring and Tracking Systems	\$240,000	\$628,000
Project Measurement and Verification	\$240,000	\$543,600
Certifications & Standards	\$480,000	\$465,000
Integrated Design Process/Charrettes	\$120,000	\$339,000
Business Case/Proposal Development	\$120,000	\$220,000
Project Tendering	\$120,000	\$147,000
Project Management	\$120,000	\$32,000
Deep Retrofit Implementation Facilitation	\$240,000	\$136,400
Energy Managers/Retrofit Coordinators	\$360,000	\$354,000
Total Program Budget	\$6,000,000	\$7,750,000

Program Information

The BOMA Enspire: Building Performance Excellence (BPE) Initiative provides financial support to commercial building owners and managers undertaking activities that improve building energy performance and prepare for deep retrofits.

The initiative offers funding across three complementary streams:

1. **Energy Opportunity Identification:** Supports audits and technical studies to identify energy-saving opportunities
2. **Building Performance Optimization:** Supports recommissioning, monitoring systems, and green building certification
3. **Deep Retrofit Enablement:** Supports planning, design, and project management toward major retrofits

Initiative Duration: May 12, 2025 - March 31, 2026

Total Initiative Budget: \$7,750,000

Funding: Up to 80% of eligible pre-tax costs up to specified caps based on building size and activity type

All funding amounts and caps referenced in this program guide are exclusive of applicable taxes. The program provides funding based on pre-tax costs, and participants are responsible for any applicable taxes (HST/GST) on project costs.

The application for the BPE Initiative is completely online through the BOMA Enspire portal at bomaenspire.ca. Users must create a profile and successfully register their business and property to apply for funding opportunities.

IMPORTANT NOTE: The Building Performance Excellence Initiative only funds non-capital pre-implementation costs and M&V activities. Equipment purchases, installations, and other capital expenditures are not eligible for funding under the BOMA Enspire program.

BOMA Enspire is delivered by BOMA Canada with \$24.9M funding from Natural Resources Canada (NRCan) under its Deep Retrofit Accelerator Initiative (DRAI).

Eligibility Requirements



Eligibility Requirements

Participant Eligibility

Participants must fall under the following:

- Commercial and institutional building owners or managers
- Property management companies with owner authorization
- Have legal authority to make decisions for the building
- Must not be receiving DRAI funding for the same activities from other programs
- Agree to all terms and conditions of the program

Building Eligibility

Eligible buildings must comply with the following:

- Located in Canada
- Identify as Class B or C commercial or institutional buildings
- Built before 2015
- Between 20,000 - 200,000 square feet in Gross Floor Area
- Connected to ENERGY STAR Portfolio Manager with 14+ months of the latest utility data
- **Federal government owned and operated facilities are not eligible for funding under the BOMA Enspire Program.**

Buildings classified under the following Asset Types are eligible, if they meet the above

criteria and are privately owned and operated:

- **Offices:** Buildings used primarily for office space
- **Enclosed Shopping Centres:** Indoor retail facilities with multiple stores
- **Open-Air Retail:** Shopping centers with store entrances facing outdoors
- **Light Industrial:** Warehouses, distribution centers, packing facilities and light manufacturing
- **Hotels and Lodging:** Accommodation facilities with guest rooms
- **Mixed-Use Commercial Properties:** Buildings combining commercial uses (with at least 30% of gross floor area being used for commercial purposes), which may include office, retail, and residential components
- **Restaurants:** Food service establishments with dedicated facilities
- **Places of Worship:** Churches, synagogues, mosques, temples, and other religious facilities

Municipal and provincially owned and operated small to medium buildings are eligible to receive funding, on a case by case basis.

The following Asset Types are eligible if they meet the above criteria:

- **Health Care Facilities:** Hospitals, clinics, and medical office buildings
- **Schools:** K-12 and post-secondary educational facilities
- **Recreation Facilities:** Community centers, athletic facilities, YMCA/YWCA, sports complexes
- **Correctional Facilities:** Prisons, detention centers, and related buildings
- **Libraries:** Public or private library buildings
- **Fire Stations:** Emergency service buildings housing firefighting equipment and personnel

Eligibility Requirements

Service Provider Eligibility

All funded activities must be completed by qualified service providers who:

1. Are enrolled in the BOMA Enspire Service Provider Directory
2. Meet the qualification requirements for their specific service category
3. Are a separate entity from the applicant (building owner/property manager)

Applicant Responsibility:

- Applicants must select service providers from the BOMA Enspire Service Provider Directory
- If a preferred service provider is not listed, the applicant should direct them to enroll before submitting the application
- The applicant must disclose any relationship with the service provider as part of the application process
- It is ultimately the applicant's responsibility to ensure that the work is completed by qualified professionals.

BOMA Enspire encourages participants to conduct research, get multiple quotes and exercise proper due diligence before awarding contracts.

To learn more about enrolling into the BOMA Enspire Service Provider Directory, see Appendix B.

Service Provider Qualification Requirements by Activity Type

For Stream 1: Energy Opportunity Identification Activities

- Certified Energy Manager (CEM), Professional Engineer (P.Eng), or equivalent
- Experience with similar building types

For Stream 2: Building Performance Optimization Activities

Recommissioning:

- Certified Commissioning Professional (CCP), ASHRAE Building Commissioning Professional (BCxP), or equivalent
- Experience with building systems similar to the applicant's

Monitoring Systems:

- Experience with energy monitoring systems

Green Building Certification:

- Check with the certification body to verify the requirements of the professionals preparing the application

For Stream 3: Deep Retrofit Enablement Activities

- Experience in retrofit project management

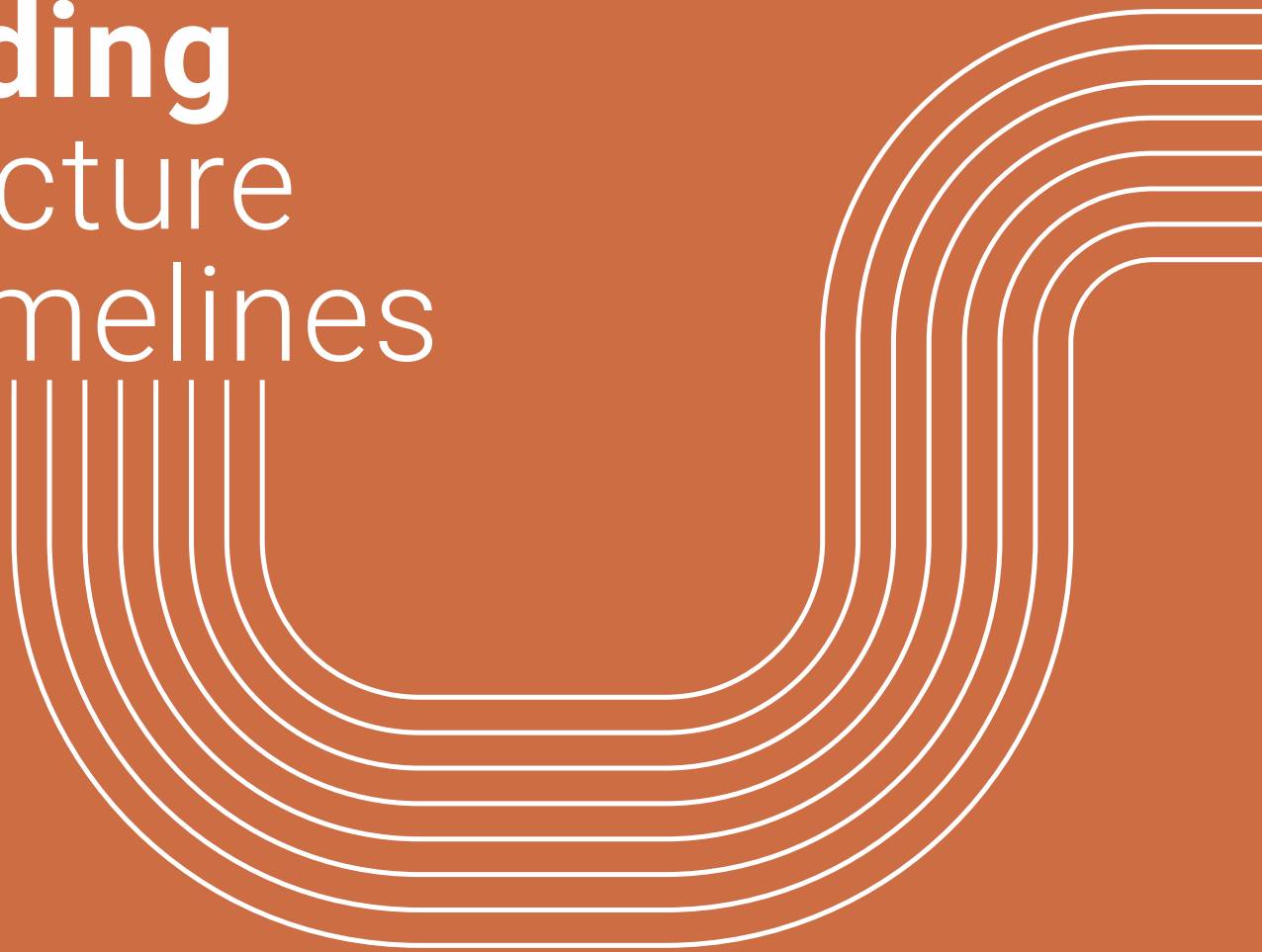
Eligibility Requirements

Data Requirements:

- **ENERGY STAR Portfolio Manager (ESPM) property data access must be shared with BOMA Enspire (account: bomaenspire)**
- **Minimum 14 months of recent and continuous energy consumption data in ESPM, including:**
 - Monthly electricity consumption (kWh)
 - Monthly natural gas consumption (if applicable)
 - Monthly water consumption
- **All data must:**
 - Include the most recent 14 consecutive months
 - Not be older than October 2022
- **Building details including:**
 - Gross floor area
 - Year built
 - Operating hours
 - Occupancy rates
 - Building systems information

BOMA Canada reserves the right to verify utility data through utility bills or direct utility data access.

Funding Structure & Timelines



Funding Structure

The BOMA Enspire: Building Performance Excellence Initiative funds up to 80% of eligible pre-tax costs up to specified caps based on building size tier and Project Category.

Eligible activities must fall under the following three streams:

- 1. Energy Opportunity Identification:** Supports audits and technical studies to identify energy-saving opportunities
- 2. Building Performance Optimization:** Supports recommissioning, monitoring systems, and green building certification
- 3. Deep Retrofit Enablement:** Supports planning, design, and project management toward major retrofits

Each stream is organized into project categories and associated activities.

Funding Caps

This section outlines the maximum funding that can be received by a single building, by a building owner/ property manager account, and by a service provider.

Total funding cannot exceed the combined caps across these levels. However, participants have the flexibility to allocate funds across multiple activities, provided the total request remains within the limits.

Funding Cap by Building Size Category

The funding available for each building is dependent on the building size and the scope of the intended project activities.

Participants can apply for funding for multiple activities across different streams for the same building as long as the total funding requested is within the combined project caps, and indicated in the table below. This approach allows building owners and managers to select the most appropriate activities within each category for their specific building needs and improvement goals.

Building Size Category	Square Footage Range	Combined Project Cap
Tier 1	20,000 - 50,000 sq ft	\$75,000
Tier 2	50,001 - 100,000 sq ft	\$100,000
Tier 3	100,001 - 200,000 sq ft	\$125,000

Funding Structure

Funding Cap by Building Owner/Property Manager Account

The maximum funding available per building owner or property manager account is \$500,000 in total across all their buildings, activities, and streams combined.

Funding Cap by Service Provider

The maximum funding available to any single service provider is \$2,000,000 in total across all applications to which they are assigned.

Program Budget and Allocation

The BOMA Enspire Building Performance Excellence Initiative has a total budget of \$7,750,000 which has been strategically allocated across eligible activities to ensure appropriate support for various building improvement opportunities.

Funding Allocations for Eligible Activities

BOMA Enspire reserves the right to re-allocate funding within the streams to specific activities based on participant needs.

Eligible Activity	Funding Allocation
Energy or Carbon Audits/Assessments	\$1,250,000
Technical Studies	\$960,000
Recommissioning and Building Optimization	\$2,675,000
Energy Monitoring and Tracking Systems	\$628,000
Project Measurement and Verification	\$543,600
Certifications & Standards	\$465,000
Integrated Design Process/Charrettes	\$339,000
Business Case/Proposal Development	\$220,000
Project Tendering	\$147,000
Project Management	\$32,000
Deep Retrofit Implementation Facilitation	\$136,400
Energy Managers/Retrofit Coordinators	\$354,000
Total Program Budget	\$7,750,000

Timeline & Key Dates



Timeline & Key Dates

Timeline & Key Dates

Milestone	Date
Initiative Launch	May 12, 2025
Pre-Project Application Deadline	December 1, 2025
Activity Completion Deadline	February 15, 2026
Final Claim Submission Deadline	March 2, 2026
Initiative Completion	March 31, 2026

To ensure timely progress and accountability, the following timeline will be observed for all funded projects:

30-Day Check-In

A mandatory check-in email will be sent **30 calendar days after the project pre-approval date**. Recipients will be required to respond within **15 business days**.

This check-in will request a brief status update, including confirmation of project commencement, estimated progress, and whether the project remains on track for completion by the originally proposed end date.

45-Day Follow-Up

If no response is received within the initial 15-business-day window, a follow-up email will be issued at the **45-day mark**. This communication will reiterate the request for a project update.

60-Day Deadline

Failure to respond by the **60-day mark** will result in the project being **waitlisted**. At this stage, funding is **not guaranteed** and may be reallocated at the discretion of the program administrators.

We strongly encourage all participants to adhere to these timelines to maintain eligibility and ensure the successful delivery of their projects.

Submission Requirements



Submission Requirements

Participant Obligations

- Maintain accurate records of all project activities and expenditures
- Provide access to the building for verification purposes, if requested
- Share energy performance data for program evaluation
- Complete all funded activities by the specified deadlines
- Submit all required documentation within specified timeframes

Pre-Project Documentation Requirements

All applications must include the following pre-project documentation:

- Detailed scope of work for the activities requesting funding
- A cost estimate from the selected service provider

Additional documentation required at the pre-project application stage varies by activity type. For details, refer to the Pre-Project Documentation Requirements listed under each activity in the **Eligible Project Activities and Funding Per Stream** section of this guide.

Post-Project Documentation Requirements

For all funded projects, across all activities, participants must submit the following items after project completion:

- Detailed invoice(s) from service provider(s)
- Proof of complete or partial payment to the service provider
- Final report documenting completed work, which includes a summary of findings and recommendations, if applicable
- Where applicable and required, anticipated implementation schedule for selected measures

Additionally, each activity has its own post-project documentation requirements, outlined in the **Eligible Project Activities and Funding Per Stream** section of this guide.

Payment Authorization Requirements

For payment processing, participants must provide:

- Banking information for electronic funds transfer in the form of a void cheque or bank letter with banking information.
- Authorization for direct payment to service provider (if assigning payment to the service provider directly)

Eligible Project Activities and Funding



Stream 1: Energy Opportunity Identification

Energy or Carbon Audits/Assessments

This section outlines the eligible projects and project activities that are covered in each stream. Relevant costs are identified along with the maximum funding available per Project Category per Building Tier. Funding will only cover eligible pre-tax costs. Each activity's pre- and post-documentation requirements are listed. These requirements are in addition to the mandatory submission requirements outlined in the **Submissions Requirement** section.

Stream 1: Energy Opportunity Identification Energy or Carbon Audits/Assessments

This activity will help you start taking control of your energy use, reduce operating costs, and meet sustainability goals. With funding support, you can engage qualified professionals to conduct targeted assessments that provide a clear understanding of how your building performs today – and where the biggest opportunities for improvement lie .

a) Activity funding by building tier

If a participating building seeks to conduct an HVAC, water or building controls assessment, they **must first conduct a whole building energy and carbon audit**. If such an audit has been completed in the last 5 years then it must be submitted in order to unlock funding for specific building assessments.

Project Category	Project Activities (projects can select to complete one, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Building Systems	1. HVAC System Assessment 2. Water System Assessment 3. Building Controls Assessment	\$8,000	\$9,000	\$10,000
Building Envelope	Building Envelope Assessment	\$8,000	\$9,000	\$10,000
Renewable Energy	Renewable Energy Potential Assessment	\$8,000	\$9,000	\$10,000
Whole Building - On-Site	Whole Building Energy Performance Assessment & Benchmarking	\$8,000	\$9,000	\$10,000
Whole Building - Virtual	Whole Building Virtual Energy Performance Assessment & Benchmarking	\$2,000	\$2,500	\$3,000

Stream 1: Energy Opportunity Identification

Energy or Carbon Audits/Assessments

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none">• Professional fees for qualified energy auditors or assessors• Data collection and analysis• Report preparation and presentation• Travel expenses directly related to on-site assessments• Energy modeling software licensing fees (if specifically for the audited building)	<ul style="list-style-type: none">• General overhead expenses• Administrative costs not directly related to the audit• Equipment purchases or rentals not essential for the audit• Software purchases beyond the project scope• Training of building staff

c) Required Pre-Project Information

- Building systems information (if available)
- Proposed audit scope and methodology
- Previous audit reports (if available)

d) Required Post-Project Information

Comprehensive audit/assessment report, including:

- Building energy consumption baseline
- Identified Energy Conservation Measures (ECMs)
- Estimated energy/carbon savings for each measure
- Implementation cost estimates
- Simple payback or ROI calculations
- Next steps and recommendations

Stream 1: Energy Opportunity Identification

Technical Studies

Technical Studies

The Technical Studies activity helps you explore the how behind energy upgrades and decarbonization strategies. Use the funding support to conduct in-depth studies that go beyond identifying opportunities — providing the technical depth and feasibility analysis needed to move from ideas to implementation. These studies can reduce risk, improve design decisions, and ensure your investments deliver long-term value.

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete one, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Building Systems	1. Lighting Retrofit Assessment	\$30,000	\$40,000	\$50,000
	2. HVAC System Optimization Study			
	3. HVAC Load Study			
	4. Heat Pump Feasibility Study			
	5. Heat Recovery Feasibility Study			
	6. Building Controls Upgrade Feasibility Study			
	7. Electrification Feasibility Study			
	8. Energy Storage Feasibility Study			
	9. Building Automation System Feasibility Study			
Building Systems	Indoor Air Quality Assessment	\$1,500	\$2,500	\$3,500
Building Envelope	Building Envelope Study	\$30,000	\$40,000	\$50,000
Renewable Energy	Renewable Energy Feasibility Study	\$30,000	\$40,000	\$50,000

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional fees for qualified engineers or technical consultants Specialized modeling or simulation services Technical testing and analysis Travel expenses directly related to on-site work 	<ul style="list-style-type: none"> General equipment purchases Software purchases not specific to the study Administrative overhead not directly related to the study Marketing or promotional materials

Stream 1: Energy Opportunity Identification

Technical Studies

c) Required Pre-Project Information

- Building Condition Assessment (Recommended)
- Building Audit (If applicable)
- List of current operational issues or concerns
- Proposed project plan and scope

d) Required Post-Project Information

- Detailed findings and analysis
- Technical specifications and requirements
- Implementation recommendations
- Cost estimates for recommended measures
- Energy/carbon savings estimates

Stream 2: Building Performance Optimization

Recommissioning and Building Optimization

Stream 2: Building Performance Optimization Recommissioning and Building Optimization

Recommissioning and Building Optimizations fine-tunes existing systems for peak performance, comfort, and efficiency. This work focuses on restoring and improving the performance of existing systems without capital investments — making it a cost-effective strategy for enhancing operations and reducing energy waste. The result is a smarter, more responsive building that performs better daily and in the long term.

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete one, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Building Systems	<ol style="list-style-type: none"> 1. HVAC System Recommissioning 2. Controls Sequence Optimization 3. Building Automation System Tuning 4. Sensor Calibration and Optimization 5. Equipment Scheduling Optimization 6. Water System Optimization 	\$10,000	\$12,500	\$15,000
Whole Building	Whole Building Performance Optimization	\$25,000	\$35,000	\$50,000

Stream 2: Building Performance Optimization

Recommissioning and Building Optimization

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none">• Professional fees for qualified recommissioning providers• Performance testing and diagnostic activities• Controls programming and optimization• Documentation updates• Staff training related to optimized operations	<ul style="list-style-type: none">• Major equipment replacements• Capital improvements• General maintenance activities not related to energy performance• Administrative overhead• Software/hardware purchases not essential for recommissioning• Parts and materials unrelated to optimization

c) Required Pre-Project Information

- Building Condition Assessment (Recommended)
- Building Audit (If applicable)
- Original commissioning documentation (If applicable)
- List of current operational issues or concerns
- Proposed project plan and scope

d) Required Post-Project Information

- A completed checklist of implemented optimization measures that **must** include the mandatory measures as provided in **Appendix C**
- Comprehensive recommissioning report, including:
 - Baseline system performance
 - Testing procedures and results
 - Energy savings estimates for each recommissioning or optimization measure
 - Post-implementation performance verification (Comparison of a minimum 2 weeks pre & post implementation)
 - Operations and maintenance recommendations
 - Staff training documentation

Stream 2: Building Performance Optimization

Energy Monitoring and Tracking Systems

Energy Monitoring and Tracking Systems

These activities provide real-time visibility into how your buildings consume energy and where improvements can be made. You can set up advanced monitoring, submetering, and analytics systems to shift from reactive maintenance to proactive energy management. These systems will help you make data-driven decisions that enhance performance, comfort, and sustainability.

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete one, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Monitoring Systems	1. Energy Management & Monitoring System Setup & Configuration 2. Submetering System Planning & Configuration 3. BMS Integration Programming & Configuration 4. Fault Detection & Diagnostics System Configuration (including sensors) 5. Energy Analytics Platform Setup & Configuration 6. Thermal Comfort Monitoring System Configuration 7. Indoor Air Quality Monitoring System Configuration 8. Demand Response System Configuration	\$15,000	\$20,000	\$25,000

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional fees for system design and implementation Temporary monitoring equipment rental, if needed for system design and calibration (not to exceed 15% of total project costs) Installation and integration services Configuration and programming User training and documentation 	<ul style="list-style-type: none"> Capital costs for permanent energy monitoring hardware [meters, sensors, controllers etc.] Permanent submetering equipment Subscription fees General IT infrastructure upgrades Replacement of existing monitoring equipment Administrative overhead Expenses related to general building maintenance

Stream 2: Building Performance Optimization

Energy Monitoring and Tracking Systems

c) Required Pre-Project Information

- Current monitoring capabilities assessment
- Proposed monitoring points and system architecture
- Integration plan with existing systems
- Implementation timeline
- Equipment specifications

d) Required Post-Project Information

- System design documentation
- System architecture and integration details
- User access and dashboard screenshots
- Training materials and records
- Data management and reporting procedures

Stream 2: Building Performance Optimization

Project Measurement and Verification

Project Measurement and Verification

Measurement and Verification (M&V) ensures that energy-saving projects deliver the results they promise – and continue to perform over time. With qualified professionals you can develop and implement strategies that provide a structured, transparent way to track actual savings, validate performance, and build confidence in retrofit investments.

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
M&V	<ol style="list-style-type: none"> 1. Energy Conservation Measure Verification Planning 2. Savings Persistence Monitoring Planning 3. IPMVP Compliant M&V Plan 4. Building Performance Baseline Development 5. GHG Emissions Reduction Verification Plan 6. Energy Conservation Measure Performance Tracking System (Temporary) 7. IPMVP Compliant M&V Implementation 8. Non-Energy Benefits Verification 9. Utility Bill Analysis and Verification 10. Energy Modeling & Calibration 	\$5,000	\$7,000	\$10,000

Stream 2:
Building
Performance
Optimization

Project Measurement
and Verification

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none">Professional fees for qualified M&V specialistsTemporary metering or monitoring equipment rental (not to exceed 15% of total project costs)Data collection and analysisReport preparationTravel expenses directly related to on-site activities	<ul style="list-style-type: none">Permanent equipment purchasesGeneral building maintenanceAdministrative overheadStaff time for regular operations

c) Required Pre-Project Information

- Energy conservation measures to be verified
- Baseline energy data or collection plan
- Detailed M&V scope of work following IPMVP
- M&V boundaries and approach
- Proposed data collection and analysis methods

d) Required Post-Project Information

- M&V report following IPMVP
- Data collection methodology
- Analysis and calculations
- Verified energy savings results
- Ongoing M&V recommendations

Stream 2: Building Performance Optimization

Certifications & Standards

Certifications & Standards

Certifications are a powerful way to demonstrate your building's performance, sustainability, and leadership in energy management. To help reduce the financial barriers to certification, BOMA Enspire provides funding support for eligible costs such as third-party consultant fees and application expenses.

Funding for Certifications and Standards is limited to one per building. Certification fees for Building Certifications are only eligible for coverage if the building has never been certified before, or if its previous certification expired more than 18 months prior to the application date. Recertification fees for currently certified or recently expired buildings (within the past 18 months) are not eligible for funding.

a) Activity funding by building tier

Project Category	Project Activities	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Building Certification	1. BOMA BEST Certification Application & Documentation 2. LEED Existing Buildings Certification Application & Documentation 3. ENERGY STAR Certification Application & Documentation 4. Zero Carbon Building Certification Application & Documentation 5. ISO-50001 Certification Application & Documentation	\$10,000	\$12,500	\$15,000

b) Costs

Please note that funding for building certifications will not cover the costs for relevant audits and technical studies. Audits and technical studies will be covered under Stream 1.

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional fees for qualified certification consultants Registration and application fees for certification programs 	<ul style="list-style-type: none"> Capital improvements to meet certification requirements General administrative overhead Recertification fees Waste audit fees

c) Required Pre-Project Information

- Target certification program and level
- Scope of work for certification support
- Certification timeline

d) Required Post-Project Information

- Documentation submitted for certification
- Confirmation of receipt from certification bodies

Stream 3: Deep Retrofit Enablement Activities

Integrated Design Process/Charrettes (Design & Strategy Planning)

Stream 3: Deep Retrofit Enablement Activities

Integrated Design Process/Charrettes (Design & Strategy Planning)

These activities bring together diverse expertise and perspectives to collaboratively plan high-performance, low-carbon building projects. Through facilitated workshops and strategic planning, you can align stakeholders early, explore integrated solutions, and set a clear path toward energy efficiency, carbon reduction, and occupant well-being. This activity helps ensure that design decisions are informed, coordinated, and future-ready.

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Design & Strategy Planning	<ol style="list-style-type: none"> Whole Building Retrofit Planning Workshop Net Zero Roadmap Development Workshop Carbon Reduction Strategy Workshop Building Systems Integration Planning Workshop Multi-stakeholder Engagement Facilitation Retrofit Measure Integration Workshop Passive Design Development Workshop Energy Systems Optimization Planning Workshop Resilience and Adaptation Planning Workshop Occupant Comfort Enhancement Strategy Workshop 	\$15,000	\$20,000	\$25,000

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional facilitation fees Venue and workshop expenses Documentation and reporting Technical resource materials Travel expenses for key participants 	<ul style="list-style-type: none"> Regular staff meeting costs General business operations Capital planning not specific to energy retrofits Marketing or promotional events Meals and entertainment beyond workshop necessities

Stream 3: Deep Retrofit Enablement Activities

Integrated Design Process/Charrettes (Design & Strategy Planning)

c) Required Pre-Project Information

- Workshop objectives and goals
- Preliminary participant list
- Detailed workshop agenda and facilitation plan
- Expected outcomes and deliverables
- Post-workshop documentation plan

d) Required Post-Project Information

- Workshop summary report
- Attendance records
- Workshop materials and presentations
- Outcomes and decisions
- Action items and next steps
- Retrofit strategy or roadmap (if applicable)

Business Case/Proposal Development

This activity supports you in making the financial case for energy and carbon reduction projects. With expert analysis and support, you can confidently evaluate costs, benefits, risks, and returns to easily move from concept to commitment. BOMA Enspire wants you to have the financial and strategic insights needed to secure internal approvals, attract funding, and ensure long-term value.

a) Activity funding by building tier

Project Category	Project Activities	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Financial Analysis	1. Business case / proposal development activities	\$15,000	\$20,000	\$25,000

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> • Professional consulting fees • Financial modeling and analysis • Business case development • Technical writing and documentation • Research and data collection specific to the analysis 	<ul style="list-style-type: none"> • General business planning not specific to energy retrofits • Corporate financial planning • Regular accounting services • Administrative overhead • Staff time for regular financial operations

Stream 3: Deep Retrofit Enablement Activities

Business Case/Proposal Development

Stream 3: Deep Retrofit Enablement Activities

Business Case/Proposal Development

c) Required Pre-Project Information

- Building audit outlining building performance and potential retrofit opportunities
- Potential retrofit opportunities to be analyzed
- Financial metrics to be evaluated

d) Required Post-Project Information

- Comprehensive business case document, must include the following
 - Financial analysis results
 - Lifecycle cost calculations
 - ROI and payback analysis
 - Financing options assessment
 - Risk assessment and mitigation strategies
 - Implementation recommendations

Project Tendering

Prepare and execute a successful procurement process for retrofit and energy efficiency projects. This activity helps you to attract qualified vendors and secure competitive, high-quality bids by funding the development of clear, performance-based specifications and structured tendering documents.

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Procurement	1. Energy Performance Requirements Specification 2. Retrofit RFP/RFQ Development 3. Contractor Qualification and Selection Process 4. Performance Specification Development 5. Bid Analysis and Evaluation Process 6. Contract Negotiation Support 7. Procurement Strategy Development 8. Tender Documentation Preparation 9. Vendor Selection Process Development 10. Bid Package Development	\$15,000	\$20,000	\$25,000

Stream 3: Deep Retrofit Enablement Activities

Project Tendering

Stream 3: Deep Retrofit Enablement Activities

Project Tendering

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional fees for procurement specialists Technical writing and documentation Legal review of tender documents Bid analysis and evaluation services Contract development specific to retrofit projects 	<ul style="list-style-type: none"> General procurement activities not related to retrofits Legal services for general business operations Administrative overhead Staff time for regular procurement operations Contract execution costs

c) Required Pre-Project Information

- Retrofit projects to be tendered
- Procurement support scope of work
- Evaluation criteria development plan

d) Required Post-Project Information

- Completed procurement documents (RFPs, RFQs)
- Technical specifications
- Evaluation criteria and methodology
- Bid analysis summary
- Vendor selection recommendations
- Contract negotiation summary (if applicable)

Project Management (Project Coordination)

This activity will help you to effectively plan, coordinate, and oversee energy retrofit projects from start to finish. By funding the development of key project management tools and strategies, this activity helps ensure that retrofits are delivered on time, on budget, and with minimal disruption.

a) Activity funding by building tier

Project Category	Project Activities	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Project Coordination	1. Retrofit project coordination	\$15,000	\$20,000	\$25,000

Stream 3: Deep Retrofit Enablement Activities

Project Management (Project Coordination)

Stream 3: Deep Retrofit Enablement Activities

Project Management (Project Coordination)

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional project management fees Planning and scheduling services Risk assessment and management Documentation and reporting system development Quality assurance planning 	<ul style="list-style-type: none"> General project management not specific to retrofits Administrative overhead Staff time for regular operations management Project execution costs Capital expenditures for implementation

c) Required Pre-Project Information

- Retrofit projects to be managed
- Current project status and timeline
- Detailed project management scope of work

d) Required Post-Project Information

- Project management plan
- Project schedule and milestones
- Budget plan
- Risk management plan
- Stakeholder communication plan
- Quality assurance plan

Stream 3: Deep Retrofit Enablement Activities

Deep Retrofit Implementation Facilitation

Deep Retrofit Implementation Facilitation

Get assistance to coordinate complex, multi-system retrofit projects that aim for deep energy and carbon reductions. This funding supports the cost of engaging qualified professionals to develop detailed implementation plans and strategies across key building systems.

a) Activity funding by building tier

Project Category	Project Activities	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Implementation Support	1. Retrofit Implementation Planning	\$15,000	\$20,000	\$25,000

Stream 3: Deep Retrofit Enablement Activities

Deep Retrofit Implementation Facilitation

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none"> Professional facilitation and technical services Implementation planning and coordination Technical specification development Integration planning for building systems Phased implementation planning 	<ul style="list-style-type: none"> Construction management during implementation Construction costs Equipment purchases Installation services Capital expenditures for implementation

c) Required Pre-Project Information

- List of projects requiring implementation support
- Detailed implementation support scope of work, including coordination plan with contractors and vendors
- Technical support approach

d) Required Post-Project Information

- Retrofit implementation plan
- Technical support documentation
- System integration plan

Energy Managers/Retrofit Coordinators

Bring in temporary on-site or virtual energy managers, retrofit coordinators, or consultants to guide energy planning, retrofit implementation, and reporting efforts. The BOMA Enspire program will cover professional fees for temporary building energy managers until February 15, 2026

a) Activity funding by building tier

Project Category	Project Activities (projects can select to complete one, several, or all of the following activities)	Tier 1 (20K-50K sq ft)	Tier 2 (50K-100K sq ft)	Tier 3 (100K-200K sq ft)
Energy Management	1. Temporary On-site Energy Manager Support 2. Virtual Energy Management Services 3. Retrofit Project Coordination Services 4. Staff Training and Capacity Building Program 5. Energy Management Strategy Development 6. Energy Policy Development 7. Operational Change Strategy Development 8. Energy Reporting and Compliance Framework Development	\$15,000	\$20,000	\$25,000

Stream 3: Deep Retrofit Enablement Activities

Energy Managers/ Retrofit Coordinators

Stream 3:
Deep Retrofit
Enablement
Activities

Energy Managers/
Retrofit Coordinators

b) Costs

Examples of Eligible Costs (Pre-Tax)	Ineligible Costs
<ul style="list-style-type: none">Professional fees for temporary energy management specialistsTraining and capacity building servicesProgram development servicesTechnical consultation and advisory servicesRetrofit implementation planning and coordination	<ul style="list-style-type: none">Permanent staff salariesGeneral operations managementAdministrative overheadEmployee benefits for permanent staffRegular business operations costs

c) Required Pre-Project Information

- Current energy management practices
- Statement of energy management needs
- Proposed scope of work for the energy manager / retrofit coordinator

d) Required Post-Project Information

- Energy management strategy document
- Training materials and records, if any training was completed
- New energy policy documents, if outlined in the energy management strategy
- Energy reporting framework for applicable jurisdictions
- Statement of future energy staff needs
- Ongoing energy management recommendations

Application Process



Application Process

The application process for the BOMA Enspire: Building Performance Excellence initiative flows through several stages, with specific statuses to track your progress. All applications are managed through the online portal at bomaenspire.ca.

Pre-Project Stage

This initial stage establishes your project's eligibility and scope before any work begins.

1. Begin Your Application

- Create an account or log in at bomaenspire.ca
- Start a new application (status: "Application Draft")
- Select a building that's Eligible for Funding from the list of your registered properties and enter the project details
- Select a Service provider enlisted within the BOMA Enspire Service Provider Directory
- Save your progress at any time to continue later

2. Complete Required Documentation

Upload all required pre-project documentation:

- Proof of building ownership if not publicly available online
- Detailed scope of work for each proposed activity
- Cost estimates from service providers
- Previous energy audit reports or Building Condition Assessment (if applicable)

3. Funding Availability Check

When your application is submitted, the BOMA Enspire program team will check the available funding for your selected activity.

If funding for the activity is available, the review process begins. Status changes to "Application Draft Under Review".

If funding for the activity has been fully allocated to pre-approved applications:

- Your application status will be changed to "Application Waitlisted"
- You will receive notification that your application has been waitlisted
- Your application will maintain this status until funding becomes available
- If funding becomes available, your application will proceed to "Application Draft Under Review"

Application Process

4. Submitting Application for Review

- Review all information for accuracy and completeness
- Submit your application. Status changes to “Application Draft Submitted”
- Application enters the review queue. Status changes to “Application Draft Under Review”

5. Application Review Process

- Technical review conducted within 15 business days of receipt of completed application. To ensure timely approval of applications, double check that all documentation requirements are complete and accurate upon submission.
- If additional information is needed, status changes to “Application Information Requested”
- You will receive an email notification with specific information requests
- Submit requested information to continue the review process

6. Review Outcomes

- If the application meets requirements, status advances to “Pre-Approval” stage
- If the application does not meet program requirements, status changes to “Ineligible for Funding” with an explanation

Pre-Approval Stage

This stage confirms the funding reservation for your project.

1. Application Approval

- Status changes to “Application Draft Approved”
- You’ll receive notification of draft approval
- Review and confirm all project details
- Submit final application for pre-approval by signing the Participant Acceptance Terms & Conditions. Status changes to “Application Submitted”

2. Funding Reservation

- Pre-approval notification issued with approved funding amount
- You must sign the Participant Acceptance Terms & Conditions and accept your funding reservation within **10 business days** of receiving pre-approval notice
- Funding is reserved for your project upon completion of your Participant Acceptance
- Once the Participant Acceptance is signed, you may proceed with project activities
- Projects **must be started within 30 calendar days** of signing Participant Acceptance or risk losing funding
- You have **90 days from the Pre-Approval date or until February 15, 2026** (whichever comes first) to complete activities and submit post-project documentation
- The BOMA Enspire team will check in regularly with approved projects to monitor progress

Application Process

- If none of the funded activities have been commenced **within 60 calendar days** of signing the Participant Acceptance, your project may be added to the waitlist and your funding may be reallocated.
- Extensions may be available on a case-by-case basis - contact support@bomaenspire.ca

Project Implementation

- Execute project activities with approved service providers
- Document all work performed with required deliverables
- Collect all necessary post-project documentation

Post-Project Stage

This stage documents the completion of your project activities.

1. Post-Project Submission

- Access your approved application and select "Submit Post-Project Application"
- Status changes to "Post-Project Application Draft"
- Complete post-project form in the portal
- Upload all required post-project documentation:
 - Detailed invoice(s) from service provider(s)
 - Proof of payment
 - Final reports and deliverables for each activity
- Submit application. Status changes to "Post-Project Application Submitted"

2. Post-Project Review

- When your submitted application is being reviewed, the status changes to "Post-Project Application Under Review"
- If the application meets all requirements, application advances to Payment stage and the status changes to "Funding Recommended"
- If additional information is needed, the status changes to "Post-Project Application Information Requested"
- If the application does not meet requirements, the status changes to "Post-Project Ineligible for Funding" accompanied by an explanation

3. Program Follow-up Process

The BOMA Enspire program team will contact participants to check on project progress and ensure timely completion. This may include follow-up emails or calls to the, Project Contact as specified within the application form and the Service Provider to confirm project start dates and implementation status. Participants are expected to respond promptly to these follow-up communications.

Application Process

Payment Stage

This stage processes your payment for completed and verified activities.

1. Payee Information Collection

- Status changes to "Payee Details Pending"
- Complete payee details form. Status "Payee Details Submitted"
- Payee information reviewed. Status changes to "Payee Details In Review"
- If changes are needed, status changes to "Revise Payee Details"
- Once approved, status changes to "Payee Details Approved"

2. Payment Processing

- Final claim approval process. Status: "Funding Claim Approval Pending"
- Upon approval, status changes to "Funding Claim Approved"
- Payment processing begins. Status: "Funding Claim Payment in Progress"
- Payment issued via electronic funds transfer. Status: "Funding Claim Payment Completed"
- Confirmation email sent with payment details

Application Status Monitoring

Throughout the process, you can monitor your application status through your online account dashboard at bomaenspire.ca. You'll receive email notifications about all significant status changes and when action is required.

Appendix A

Terms & Conditions



Appendix A

Terms & Conditions

By submitting an application to the BOMA Enspire Building Performance Excellence Initiative (the “Initiative”), you (the “Participant”) agree to the following terms and conditions:

Definitions

- “BOMA Canada” means Building Owners and Managers Association of Canada Inc.
- “Program Administrator” means BOMA Canada and its authorized representatives, contractors, and service providers.
- “Initiative” means the BOMA Enspire Building Performance Excellence Initiative.
- “Program Guide” means the document titled “BOMA Enspire: Building Performance Excellence Initiative” including any amendments or updates thereto.
- “Service Provider” means the service provider enrolled in the BOMA Enspire program.
- “Application” means the complete submission including all required documentation.
- “Property” means the building(s) submitted for Initiative participation.
- “Privacy Policy” means BOMA Canada’s Privacy Policy available at <https://bomaenspire.ca/privacy-policy>.
- “Assignment of Payment Authorization” means the form provided by BOMA Canada that, when completed and signed by the Participant, authorizes payment of Initiative funding directly to the Service Provider.
- “Other Funding Sources” means any federal, provincial, municipal or other funding programs, grants, incentives or financial support.
- “Combined Project Cap” means the maximum funding amount available per building across all activities and streams as specified in the Program Guide.
- “Building Owner/Property Manager Account Cap” means the maximum funding amount of \$500,000 available per building owner or property manager account across all properties, activities, and streams as specified in the Program Guide.
- “Service Provider Account Cap” means the maximum funding amount of \$2,000,000 available per service provider across all applications that are assigned to a single service provider account as specified in the Program Guide.

Eligibility and Compliance

Participant Eligibility

The Participant represents and warrants that the Participant has full authority to submit the Application and bind the Property owner to these terms. The Participant shall comply with all applicable federal, provincial, and municipal laws and regulations. The Participant hereby confirms that it meets all Participant eligibility requirements as outlined in the Program Guide, has legal authority to make decisions for the building(s) submitted, is not receiving funding for the same activities from Other Funding Sources, and commits to implementing at least one recommended measure from funded activities.



Appendix A

Terms & Conditions

Property Eligibility

The Participant represents and warrants that the Property meets all eligibility criteria as outlined in the Program Guide. This includes, without limitation, classification as a Class B or C commercial or institutional building, construction date before 2015, size between 20,000 - 200,000 square feet, proper classification under one of the eligible Asset Types, connection to ENERGY STAR Portfolio Manager with the required data, and location in Canada. The Participant further warrants that the Property is not owned or operated by any federal government entity and that all information submitted regarding the Property is true, complete, and accurate.

Service Provider Requirements

The Participant acknowledges and agrees that all activities funded through the Initiative must be performed by a Service Provider pre-enrolled in the BOMA Enspire program. The selected Service Provider must meet all qualification requirements for their specific service category as outlined in the Program Guide. The Participant shall be solely responsible for verifying the Service Provider's qualifications and certification status, ensuring all activities comply with Initiative requirements, and obtaining any required documentation from the Service Provider.

Activity and Cost Eligibility

The Participant acknowledges and agrees that only eligible activities and costs as defined in the Program Guide will qualify for funding. Funding is limited to a maximum of 80% of eligible costs, excluding all taxes, up to the specified caps for each activity type. Total funding per building shall not exceed the Combined Project Cap based on building size. Total funding per building owner or property manager account shall not exceed the Building Owner/Property Manager Account Cap. Total funding support available for applications that are assigned to any single Service Provider account shall not exceed the Service Provider Account Cap. The Program Administrator shall have sole discretion to determine activity and cost eligibility. All activities must be completed by the deadlines specified in the Program Guide.

Application Process and Funding

Pre-Project Application

The Participant agrees to submit complete and accurate information in the pre-project application, provide all required documentation as specified in the Program Guide, and respond promptly to any requests for additional information.



Appendix A

Terms & Conditions

Pre-Approval Process

The Participant acknowledges that pre-approval does not constitute a binding commitment until a claim is approved. Participant Acceptance Terms & Conditions must be signed and application submitted within 10 business days of receiving pre-approval notice. Projects must be started within 45 days of signing Participant Acceptance. Pre-approval is conditional upon meeting all requirements, adhering to project start deadlines, completing activities within 90 days of pre-approval date (or February 15, 2026, whichever comes first), and submitting a complete claim. The Program Administrator may withdraw pre-approval if conditions are not met or if timeline requirements are not adhered to.

Post-Project Submission

The Participant agrees to complete all activities in accordance with the pre-approved application, submit a complete claim with all required documentation by the deadline, and provide true, accurate, and complete information in all submissions.

Funding Allocation

The Participant acknowledges that funding is subject to availability and is allocated on a first-come, first-approved basis. Pre-approved applications are guaranteed funding only if: (i) all program requirements continue to be met; (ii) activities are completed by the specified deadline; (iii) complete claim documentation is submitted by the specified deadline; and (iv) the claim meets all technical review requirements. Pre-approved applications that miss deadlines or fail technical review shall lose guaranteed funding, move to the bottom of the waitlist, and their earmarked funding shall become available for the next waitlisted application.

Payment Authorization

The Participant agrees that payments may be made directly to the Participant or to their Service Provider. If directing payment to a Service Provider, the Participant must complete and submit the Assignment of Payment Authorization, ensure the Service Provider's banking information is provided, and provide a service contract or invoice with payment details. By submitting an Assignment of Payment Authorization, the Participant irrevocably directs the Program Administrator to pay all approved funding amounts directly to the designated Service Provider, acknowledges that such payment shall constitute full satisfaction of the Program Administrator's payment obligations, and remains responsible for any payment obligations to the Service Provider not covered by the Initiative.

Appendix A

Terms & Conditions

Participant Obligations

Records and Documentation

The Participant agrees to maintain accurate records of all project activities and expenditures, retain all documentation related to the Initiative for a minimum of three (3) years following participation, and provide access to records and documentation upon request for verification purposes.

Information Accuracy

The Participant represents and warrants that all information submitted in the Application and subsequent communications is true, accurate, and complete. The Participant shall promptly update any information that changes during Initiative participation. The Participant understands that providing false or misleading information may result in disqualification and/or termination of participation.

Site Access and Verification

The Participant agrees to provide access to the Property for verification purposes if requested, cooperate with any on-site inspections, documentation reviews, or other verification activities, and assist in gathering additional information or documentation as needed for verification.

Energy Data Sharing

The Participant agrees to share energy performance data through ENERGY STAR Portfolio Manager, maintain data sharing connection throughout Initiative participation, keep energy data current and accurate, and allow the Program Administrator to use such data for program evaluation and reporting.

Data Privacy and Information Sharing

Information Collection and Usage

The Participant acknowledges that the Program Administrator will collect building characteristics and energy consumption data, project details and documentation, contact information for program communications, and financial information for payment processing. The Participant authorizes the Program Administrator to use collected information for Initiative administration and evaluation, research and analysis, reporting to Initiative stakeholders, and future program development.

Information Sharing

The Participant acknowledges that information may be shared with Natural Resources Canada, program delivery partners, evaluation contractors, government agencies, utilities, and Service Providers involved in the Participant's projects.



Appendix A

Terms & Conditions

Privacy Compliance

The Participant acknowledges that all personal information will be collected, used, and disclosed in accordance with BOMA Canada's Privacy Policy. The Participant hereby confirms that it has read and understood the Privacy Policy and consents to the collection, use, and disclosure of information as described therein.

Program Administration

Program Modifications

The Program Administrator reserves the right to modify or terminate the Initiative at any time, change eligibility criteria with notice, reject any Application or terminate participation for non-compliance, and make final determinations regarding Initiative eligibility and compliance.

Multiple Applications

The Participant acknowledges that applications may be submitted for multiple buildings, each building is subject to its own Combined Project Cap. The Participant further acknowledges that all applications submitted by a building owner or property manager are subject to the Building Owner/Property Manager Account Cap of \$500,000 in aggregate, and all applications assigned to a single Service Provider are subject to the Service Provider Account Cap of \$2,000,000 in aggregate. Portfolio-wide initiatives may be considered on a case-by-case basis.

Stacking of Incentives

The Participant represents and warrants that it has not and will not receive funding for the same activities from Other DRAI (Deep Retrofit Accelerator Initiative) Funding Sources. The Participant shall disclose all other funding sources in their Application. The Participant understands that receiving duplicate funding is prohibited and may result in termination of participation and repayment of funds.

Project Changes

The Participant agrees that any significant changes to the scope, costs, or Service Providers must receive prior approval. Failure to obtain approval for changes may result in reduced funding or claim rejection.



Appendix A

Terms & Conditions

Indemnity, Liability and Dispute Resolution

Indemnification

The Participant shall indemnify and hold harmless BOMA Canada, its officers, directors, employees, agents, and representatives from any claims, liabilities, damages, judgments, awards, losses, costs, expenses, and fees, including reasonable legal fees arising from the Participant's Initiative participation.

Disclaimers

BOMA Canada makes no warranty, expressed or implied, regarding services or resulting energy savings. BOMA Canada is not responsible for Service Provider performance or recommendations.

Consequential Damages

In no event shall BOMA Canada be liable for any direct, indirect, incidental, special, consequential, punitive, or exemplary damages arising from or relating to the Participant's Initiative participation. This limitation applies regardless of the cause of action, whether in contract, tort, negligence, strict liability, or otherwise, even if BOMA Canada has been advised of the possibility of such damages.

Dollar Cap

Notwithstanding any other provision herein, BOMA Canada's total aggregate liability arising from or relating to the Initiative shall not exceed one thousand Canadian dollars (CAD \$1,000).

Essential Purpose

The limitations of liability in this section shall apply to the fullest extent permitted by applicable law and shall survive failure of any limited remedy. The Participant acknowledges that these limitations form an essential basis of the agreement between the parties and that the terms and conditions herein, including program participation, would not be available without such limitations.

Claims Period

Any claim or cause of action arising from or relating to the Initiative must be filed within one (1) year after such claim or cause of action arose. Any claim not filed within this period shall be forever barred, notwithstanding any statute of limitations or other law to the contrary.

Dispute Resolution Process

Disputes shall first be raised through Initiative support at bpe@bomaenspire.ca. If unresolved within five (5) business days, written disputes may be submitted to enspire@bomacanada.ca. BOMA Canada shall respond within ten (10) business days. Initiative deadlines remain in effect during disputes unless extended in writing by BOMA Canada. Legal proceedings shall be brought exclusively in the courts of the Province of Ontario and governed by Ontario and Canadian federal law.



Appendix B

Service Provider Directory Enrollment



Appendix B

Service Provider Directory Enrollment

All funded activities must be completed by qualified service providers who:

1. Are enrolled in the BOMA Enspire Service Provider Directory
2. Meet the qualification requirements for their specific service category
3. Are a separate entity from the applicant (building owner/property manager)

Enrollment is voluntary, free, and completed online at bomaenspire.ca/service-providers

The enrollment process requires:

- Completing a brief qualification questionnaire
- Agreeing & abiding by the BOMA Enspire Service Provider Code of Conduct
- Agreeing to the program terms and declarations
- Listing service categories and geographic areas served
- Providing proof of qualifications and insurance, as requested

If you require assistance to enroll into the BOMA Enspire Service Provider Directory, please contact us by phone at 1-877-BOMA(2662)-511 or by email at support@bomaenspire.ca

Appendix C

Mandatory Optimization Measures Checklist



Appendix C

Mandatory Optimization Measures Checklist

Buildings applying for funding for recommissioning must submit this checklist as part of the post-project documentation. For each measure not implemented, a justification must be provided explaining why it was not applicable or feasible for the specific building.

Optimization Measure	Potential Energy Savings	Non-Energy Benefits	Implemented Yes/No	Findings & Results
Align equipment operating schedules with building occupancy	2%-4% reduction in space heating load per hour of night setback	Improved building control Reduced heating and cooling load Extended equipment life		
Optimize hydronic and air supply temperatures	5%-10% of energy use in a typical air handling unit	Improved occupant comfort Improved building control Extended equipment life		
Optimize ventilation and exhaust rates	Up to a 70% reduction in conditioned outdoor air volume	Improved occupant comfort Improved building control Reduced heating and cooling load		
Diagnose and eliminate simultaneous heating and cooling	5%-25% of space conditioning energy depending on system type and severity	Improved occupant comfort Improved building control Reduced heating and cooling load		
Eliminate passing valves	5%-10% of energy use in a typical air handling unit	Improved building control Extended equipment life		
Eliminate unnecessary lighting use	10%-40% of building lighting energy	Reduced cooling load		
Implement seasonal disable for major equipment	2%-5% of annual system gas consumption	Extended equipment life		