

BUILDING OPTIMIZATION

Using the chart, find where you are in the planning process and submit the relevant documentation.
Not sure where to begin? Call 1 877 999 6035 or email info@efficiencyns.ca.

PHASE	STEP	DESCRIPTION	DELIVERABLES
INVESTIGATION	1. PRELIMINARY	CUSTOMER: a. Contacts Efficiency Nova Scotia b. Selects an approved Service Provider	CUSTOMER: Contact Efficiency Nova Scotia to discuss your project with a Business Development Manager
	2. APPLICATION	SERVICE PROVIDER: a. Prepares Investigation Application	
		CUSTOMER: b. Signs completed Investigation Application	CUSTOMER: Submit Investigation Application to Efficiency Nova Scotia
	3. INCENTIVE OFFER	EFFICIENCY NOVA SCOTIA: a. Reviews and approves Investigation Application b. Prepares Investigation Incentive Offer	EFFICIENCY NOVA SCOTIA: Send customer Investigation Incentive Offer and notify service provider that the Investigation Application is approved
		CUSTOMER: c. Accepts Investigation Incentive Offer	CUSTOMER: Inform Efficiency Nova Scotia that the Investigation Incentive Offer has been accepted
4. INVESTIGATION APPLICATION	SERVICE PROVIDER: a. Completes investigation study b. Completes Master List of Findings	SERVICE PROVIDER: Submit Master List of Findings to Efficiency Nova Scotia	
5. INCENTIVE PAYMENT	EFFICIENCY NOVA SCOTIA: a. Reviews and approves Master List of Findings b. Issues Investigation Incentive	EFFICIENCY NOVA SCOTIA: Notify service provider that the Master List of Findings is approved and send customer Investigation Incentive payment	
IMPLEMENTATION	1. APPLICATION	SERVICE PROVIDER: a. Prepares Implementation Application	
		CUSTOMER: b. Signs completed Implementation Application	CUSTOMER: Submit Implementation Application to Efficiency Nova Scotia
	2. INCENTIVE OFFER	EFFICIENCY NOVA SCOTIA: a. Prepares Application Review with Implementation Incentive Offer	EFFICIENCY NOVA SCOTIA: Send customer Application Review with Implementation Incentive Offer
		CUSTOMER: b. Signs Application Review	CUSTOMER: Provide Efficiency Nova Scotia with signed copy of Application Review
	3. IMPLEMENTATION	SERVICE PROVIDER: a. Implements approved measures	
4. VERIFICATION	SERVICE PROVIDER: a. Verifies energy savings b. Prepares Measurement & Verification Report	SERVICE PROVIDER: Submit M&V Report and invoices to Efficiency Nova Scotia	
5. INCENTIVE PAYMENT	EFFICIENCY NOVA SCOTIA: a. Reviews and approves Measurement & Verification Report b. Issues Implementation Incentive	EFFICIENCY NOVA SCOTIA: Send customer Implementation Incentive Payment	