



# Instructions on how to complete your Request for Payment

**Step 1:** Fill in the NB Power CBRP Participant Reference Number and Building Name at the top of the page (see Figure # 1 below). The reference number can be found in your Welcome to NB Power email that was sent with your Program Agreement.

**Step 6** **Request for Payment**

Please complete the following table to define all Energy Efficiency Measures (EEMs) implemented in the subject building, sign and return to NB Power with proof of payment documentation for verification. EEMs indicated below should be identical to those submitted in your approved Statement of Work.

Note: Please use the Comments space to describe the supporting proof of payment for each EEM. Example proof of payments are: copies of invoices marked paid, receipts, contracts, etc.

CBRP Participant Reference #:  Building Name:

Implemented Energy Efficiency Measure(s) (EEMs)	Actual Quantity	Actual Cost	Energy Saved (GJ)	Comments
1 Lighting retrofit	65	\$71,200.00	382.3	see attached invoices
2 HVAC control reprogramming	1	\$7,110.00	565.3	see attached invoices
3				

Figure 1 – NB Power’s Commercial Building Retrofit Participant Reference Number and Building Name3 for the Request for Payment.

**Step 2:** Fill in the Implemented Energy Efficiency Measure(s) that were implemented (see Figure # 2). For each measure indicate the actual cost as well as the energy avoidance, and in the comments section describe the supporting proof of payment for each measure. Example proofs of payments are: copies of invoices marked paid, receipts, contracts, etc.

CBRP Participant Reference #:  Building Name:

Implemented Energy Efficiency Measure(s) (EEMs)	Actual Quantity	Actual Cost	Energy Saved (GJ)	Comments
1 Lighting retrofit	65	\$71,200.00	382.3	see attached invoices
2 HVAC control reprogramming	1	\$7,110.00	565.3	see attached invoices
3				
4				
5				
6				
7				
8				
9				
<b>Total</b>				<i>for NB Power use only</i>
	66.00	\$78,310.00	947.6	Total incentives <input type="text" value="\$28,428"/> at <input type="text" value="30"/> \$/GJ

Figure 2 – Implemented Energy Efficiency Measure(s), Actual Quantity, Actual Cost, Energy Saved (GJ) and Comments field within the Request for Payment.



**Step 3:** Add up the total of all Implemented Energy Efficiency Measures that were completed as well as the Actual Quantity, Actual Cost and Energy Saved (GJ) (see Figure 3)

CBRP Participant Reference #: <input type="text" value="ES-2008-12-04A"/>		Building Name: <input type="text" value="35 Charlotte Street"/>			
Implemented Energy Efficiency Measure(s) (EEMs)	Actual Quantity	Actual Cost	Energy Saved (GJ)	Comments	
1 Lighting retrofit	65	\$71,200.00	382.3	see attached invoices	
2 HVAC control reprogramming	1	\$7,110.00	565.3	see attached invoices	
3					
4					
5					
6					
7					
8					
9					
<b>Total</b>		<input type="text" value="66.00"/>	<input type="text" value="\$78,310.00"/>	<input type="text" value="947.6"/>	<i>for NB Power use only</i> Total incentives <input type="text" value="\$28,428"/> at <input type="text" value="30"/> \$/GJ

Figure 3 – Total Estimated Quantity, Estimated Cost and Estimated Energy Saved (GJ) within the Request for Payment.

**Step 4:** Within the Declaration section of the Request for Payment fill in the Participant Name, Participant Signature, Date and Title. Title refers to the participant’s significance to the building ie: Building Manager/Supervisor, Pastor, Mechanical Coordinator, etc.

**Declaration**

I declare that our organization did not incur any costs related to the above noted EEMs prior to receiving a copy of an Commercial Building Retrofit Program Agreement signed by all parties and an approved Statement of Work from NB Power. All work was completed within the eighteen (18) month Term specified in the NB Power Commercial Building Retrofit Program Agreement. (Note: Municipalities have 36 Months)

I, the undersigned, declare that the information provided in this Request for Payment is accurate and complete.

Participant Name (please print) \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Figure 4 – Declaration of the Request for Payment

**Step 5:** – Submit your Request for Payment form after the work has been completed and paid for. You may send the signed request for payment form along with invoices showing the work has been paid for and the direct deposit form to: [CEES-SEEC@nbpower.com](mailto:CEES-SEEC@nbpower.com). Once the Request for Payment has been approved you will receive your implementation incentive.