

COMMERCIAL ENERGY LOAN PROGRAM



Project Business Case Form

ABOUT THE PROGRAM

The Commercial Energy Loan Program supports eligible commercial, institutional, multi-unit residential, non-profit, and affordable housing properties in Saskatoon with financing for energy efficiency, renewable energy, water conservation, and climate resilience improvements. This form collects the project, property, financial, and technical information needed to review eligibility, estimated savings, project risks, and financing requirements.

Instructions: Complete all applicable sections and attach supporting documentation. If a question does not apply to your project, write "N/A." If details are already included in an attachment, reference the attachment rather than duplicating the information. Incomplete applications may require follow-up before review can continue.

Accessibility support: If you need this form in another format or require help completing it, please contact the Program Coach.

Applicant Information:

Legal Property Owner Name: _____ Business Name (if different): _____

Type of Organization: ☐ Registered Non-Profit ☐ Affordable Housing Provider ☐ Private/incorporated for-profit

☐ Indigenous Government/Organization or First Name ☐ Other: _____

Property Information:

Project Address: _____ Neighbourhood: Choose a Neighbourhood

Property Type: ☐ Office ☐ Retail ☐ Multi-Unit Residential ☐ Institutional ☐ Other: _____

Year Built: _____ Building Size (sq ft or m²): _____ Estimated Property Value: _____

Legal Description / Parcel Number: _____

Project Overview:

Please describe the project in clear, non-technical language.

Briefly describe the issue or opportunity the project will address:

List the main improvements you plan to install:

Note any factors that could affect project delivery, such as tenant impacts, access, scheduling, approvals, permits, or other site constraints.

Please select all Program goals that the proposed project supports:

- ☐ Reduces building energy use
- ☐ Reduces greenhouse gas emissions
- ☐ Improves building resilience, comfort, or performance
- ☐ Lowers operating costs or improves long-term affordability
- ☐ Supports renewable energy generation or fuel switching
- ☐ Improves water efficiency or conservation
- ☐ Extends the useful life of building systems or equipment
- ☐ Other: _____

Project Details:

Retrofits and equipment must meet applicable technical requirements and municipal/provincial regulations, codes, standards and benchmarks, such as the National Energy Code for Buildings, WaterSense, or ENERGY STAR, where applicable. The Program Coach may request additional documentation to confirm eligibility, technical requirements, project costs, estimated savings, or financing needs.

List each proposed retrofit or improvement below. Attach additional pages if needed.

#	Retrofit / Improvement Description	Estimated Cost	Estimated Annual Savings	EUL (Years)
1				
2				
3				
4				

Note: *Estimated Useful Life (EUL)* refers to the expected service life of the improvement, in years, used for Program review and savings-to-investment analysis. Refer to the *Eligible Retrofit Measures and Supporting Technical Requirements* document to identify EUL.

Total Estimated Cost for Improvements (\$): _____

Total Estimated Annual Savings (\$): _____

Baseline Building Performance:

Summarize the building's current energy and water performance using information from the 12 months before the project start date, based on an energy audit or model, or utility analysis.

Baseline Annual Calculations							
Electricity Use (kWh)	Natural Gas Use (m ³)	Other Fuel Use (if applicable)	Energy Cost (\$)	GHG emissions (tCO ₂ e)	EUI (optional)	Water Consumption (m ³ or ft ³)	Water Cost (\$)

Source: _____

Note: Open Technologies Virtual Decarbonization Plan outputs may support an application where relevant, but do not replace Program eligibility requirements, City review, or required documentation. Some eligible measures may not be modelled directly or may be grouped differently in third-party tools. The Program may request additional technical documentation where savings depend on site conditions, schedules, controls, measure bundling, or tool assumptions.

Estimated Cost Savings:

Please provide the estimated annual savings associated with the proposed project. Include clear and logical calculations and document key assumptions, where relevant.

Estimated Annual Savings from Project						
Electricity Use (kWh)	Natural Gas Use (m ³)	Other Fuel Use (if applicable)	Energy Cost (\$)	GHG emissions (tCO ₂ e)	Water Consumption (m ³ or ft ³)	Water Cost (\$)

Source of Savings (ie ASHRAE II, VDP, engineering calculations, etc.): _____

Note: Projects must achieve at least a 20% reduction in building energy use through one or more eligible measures, supported by an ASHRAE Level II energy audit, or other documentation acceptable to the Program. Retrofits may be completed in phases.

Climate Resiliency & Risk Assessment

Complete this section only if the proposed project includes climate resilience or resiliency measures. Provide a brief summary of the resiliency component of the project and ensure that you have completed the [Climate Resiliency Risk Assessment Form](#). Do not duplicate all the details provided in the form.

Financing Request:

Financing Details			
Total Estimated Cost for Improvements	Estimated soft costs (engineering, permits, etc.)	Expected incentives or rebates	Total Estimated Project Cost

Rebate/Incentive Name: _____

Requested Program Loan Amount: _____

Additional financing to be used: _____

Financing Request Continued:**Loan-to-Value (LTV) Ratio Calculation**

Estimated Property Value	Requested Program Loan Amount	Calculated LTV

Note: Loan-to-value ratio (LTV) is the percentage of a property's value that is financed through a loan. The requested loan amount must not exceed **20% of the estimated property value**. The assessed value of your property can be found in MyProperty.

$$LTV = \text{Requested Program Loan Amount} \div \text{Estimated Property Value} \times 100$$

Example: If the property is valued at \$1,000,000 and the requested Program loan is \$200,000, the LTV is 20%.

Savings-to-Investment (SIR) Ratio Calculation

Estimated Annual Savings	Maximum EUL (years)	Estimated Lifetime Savings	Requested Program Loan Amount	Calculated SIR

Note: Savings-to-investment ratio (SIR) compares the estimated lifetime savings from the proposed improvements to total project cost. The minimum SIR threshold is 1.0, unless otherwise specified by Program policy.

$$SIR = \text{Estimated Lifetime Savings} \div \text{Requested Program Loan Amount}$$

Example: If estimated lifetime savings are \$120,000 and total project costs are \$100,000, the SIR is 1.2.

Project Team & Timelines:

Contractor Name(s): _____

Name of Qualified Energy Professional (Energy Advisor, Engineer, etc): _____

Expected Project Start Date: _____ Expected Completion Date: _____

Applicant Acknowledgement and Post-Installation Requirements

Please confirm that you understand and agree to the following program requirements:

- ☐ Building permits must be opened and closed, where required, and completion certificates must be submitted for all projects.
- ☐ Applicants must provide final completion documentation, including itemized invoices and photographic documentation of completed upgrades.
- ☐ An on-site visit may be required to verify project completion.
- ☐ Applicants must participate in annual benchmarking and utility data sharing (Saskatoon's Commercial Energy Planner) for the previous year and for up to five years.
- ☐ Applicants must participate in surveys and follow-up activities, as required by the program.

Document Checklist:

Before submitting, please confirm that the following items are included, where applicable:

- Completed Business Case Form
- Energy audit, modelling report, Virtual Decarbonization Plan output, or other supporting savings documentation
- Itemized contractor quotes or cost estimates
- Mortgage lender approval template, if required
- Condominium board approval template, if required
- Certificate of insurance
- Climate Resiliency Risk Assessment Form, if the project includes resiliency measures
- Any additional documentation requested by the Program Coach

Declaration:

By signing below, I confirm that:

- ☐ The information provided in this application is true, complete, and accurate to the best of my knowledge.
- ☐ I am authorized to submit this application.
- ☐ I understand that submission of this application does not guarantee approval or funding, and that approval is subject to program eligibility, review and available funding.
- ☐ I understand that additional information or supporting documentation may be requested as part of the program review process.

Name: _____

Title: _____

Signature: _____

Date: _____