

7 Steps

to Receiving Your REDI for Business Incentive

under the Renewable Energy Deployment Initiative (REDI)



Natural Resources Canada
Ressources naturelles Canada

Canada

Step 1

Complete the REDI application form and forward it to:

**Natural Resources Canada
Renewable Energy
Deployment Initiative
Office of Energy Efficiency
580 Booth Street, 18th Floor
Ottawa, Ontario K1A 0E4**

To avoid delays, be sure to complete all areas of the form. Recipients must comply with all federal, provincial and municipal laws relating to the project.

Step 2

A letter of acknowledgment will be mailed to you within 2 working days of receipt of your application (+ mailing time).

Step 3

At the same time, your proposal will undergo administrative and technical reviews to ensure that you are eligible for an incentive under REDI. During this phase, Natural Resources Canada (NRCAN) may contact you to obtain additional information on some aspects of your application. It will take 8 working days to finalize both reviews.*

*This assumes that the information in your application is fully complete.

Step 4

Upon satisfactory completion of Step 3, NRCAN will prepare a contribution agreement outlining the relevant terms and conditions under REDI. You can expect to receive two copies of the agreement within 5 working days (+ mailing time). Please review and sign both copies, then return them to the NRCAN address shown in Step 1.

Should your application fail to meet the eligibility criteria, a letter to this effect will be sent to you within 8 working days of receipt of your application (+ mailing time). No further steps will be taken.

Step 5

Both copies of the contribution agreement will be signed by a departmental representative. One copy will be returned for your records within 3 working days (+ mailing time) of the date your signed copies of the agreement were received at NRCAN.

The contribution agreement is now in effect.

Step 6

Upon completion of your project, you are required to submit a commissioning report to NRCAN, as described in Schedule C of the contribution agreement. The commissioning report must be signed by a certified engineer or architect. You are also required to submit copies of paid invoices showing proof of all eligible expenditures. This documentation should be forwarded to the NRCAN address shown in Step 1.

Step 7

After receiving the above documentation, NRCAN will review your claim to ensure that it meets the necessary technical and financial criteria. NRCAN will then calculate the exact amount of the incentive payable. This review takes 3 working days. Once the review is successfully completed, you can expect to receive your cheque by mail within 12 working days (+ mailing time).

Questions?

Call Toll-Free at 1 877 722-6600

Visit our Web site at:

<http://www.nrcan.gc.ca/es/erb/reed>

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