



# BOMA ENSPIRE

## Webinar for Building Owners & Property Managers

March 17<sup>th</sup>, 2026

**BOMA**  
Canada

**ENSPiRE**  
A BOMA Initiative

# Agenda

- 2025 BOMA Enspire Results & Review
- Final Initiative Launch & Changes
- Participant Journey and Application Process
- Application Best Practices





# 2025 BOMA Enspire Highlights

- 2025 Funding Initiatives Summary
- BOMEX and Enspire Awards



# POLL

**Have you previously participated in a BOMA Enspire initiative?**

Yes – Building Performance Excellence (BPE)

Yes – Quick Start Assessment (QSA)

Yes – both

No – this is my first Enspire program

# 2025 Funding Initiative Achievements!

## QSA & BPE Results

99% of allocated funds have been disbursed or earmarked for the QSA & BPE initiatives!

Goal	Achieved
800 funded projects	838 funded projects
1.8M m <sup>2</sup> of floor space impacted	Over 4M m <sup>2</sup> of floor space impacted

- 225 Building Owners/Property Manager enrolled
- 120 Service Providers in the BOMA Enspire Directory
- Top 3 asset types of 735 enrolled properties:
  - Offices
  - Light Industrial
  - Healthcare Facilities



# Join us at BOMEX



BROUGHT TO YOU BY  
GDI  AINSWORTH

## BOMEX Halifax 2025

BOMA Enspire played a central role through:

Educational sessions • a building tour • a “RetroZone ” highlighting award-winning projects.

Additionally, the Enspire booth served as a key networking hub to connect owners and managers with Enspire from across Canada.

BOMEX 2026: September 22-24  
2026 Rogers Centre in Ottawa

Register: [BOMEX OTTAWA 2026 | September 22-24, 2026 - BOMEX Ottawa 2026](#)

Focused Education Sessions, City Discovery Tours and more!



# BOMA Enspire Awards

**Purpose: To recognize sustainability leaders in the commercial real estate mid-tier sector**



# Inaugural Awards Program Results

3,122 tonnes CO<sub>2</sub>e  
reductions

4 Categories

450 Entries

27 Finalists

12 Winners

From across Canada

**2025 BOMA  
Enspire Awards**



See all Winners [here](#)



# POLL

BOMEX participation :

1. Yes, I attended BOMEX 2025.
2. I am planning to attend BOMEX 2026.
3. I already registered for BOMEX 2026.
4. This is the first time am hearing about BOMEX.

# Retrofit Ready

## Final Funding Initiative

CLEAR

CONCISE

SPECIFIC



# Key Dates

Initiative Duration:  
April 2026 - March 2027

**Applications open** April 1<sup>st</sup>, 2026

**Pre-Project Submission  
Deadline** Dec 1<sup>st</sup>, 2026

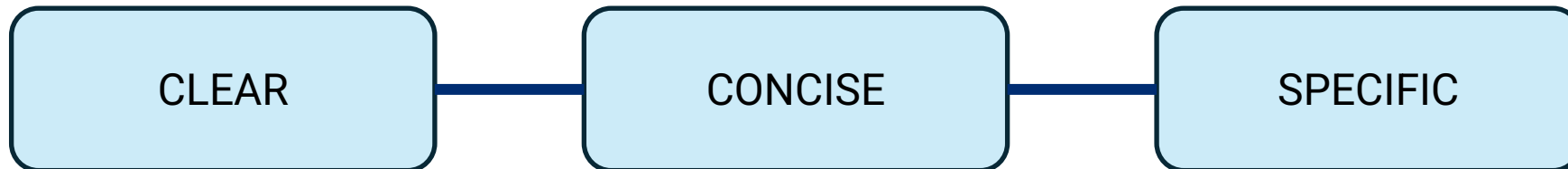
**Post-Project Submission  
Deadline** Feb 12<sup>th</sup>, 2027



Note : Property registration is open now

# Retrofit Ready: A refined funding offer

- There is **high demand** for funding
- **Service providers** play a key role in identifying offers
- BPE offered **broad menu** of eligible activities
- Participants asked for **greater specificity**
- It's time to **move to the next step**



# Program design philosophy

Retrofit Ready is a refined, more focused initiative designed to move retrofit projects forward and deliver results

- Consolidated activities **support project implementation readiness**
- Clear expectations to **improve submission quality**
- Ensure DRAI Funding is **used to accelerate projects**
- Increase fairness and transparency



# Total Initiative Budget: \$4,000,000



## Retrofit Ready Funding

### Recommissioning and Building Optimization

- Whole Building Recommissioning & Optimization
- HVAC System Recommissioning
- Controls and Building Automation Systems Recommissioning
- Water-Side Energy System Recommissioning

**\$2,750,000**

- Monitoring and Tracking Systems: Setup and Configuration
- Business Case Development
- Retrofit Coordinators

**\$1,250,000**

# Who is eligible?

Owners & Managers of Class B & C buildings

**Between 10k - 250k Sq.ft. / Built before 2016**

## Eligible building categories

Offices

Mixed Use Commercial

Enclosed Shopping Centres

Restaurants

Open Air Retail

Health Care Facilities

Light Industrial

Schools

Hotels & Lodging

Recreation Facilities

**Ineligible buildings:** Federal Government owned & operated, manufacturing, raw material extraction

All buildings must be connected to Energy Star Portfolio Manager (ESPM)

**To learn more about Building Eligibility, refer to the Program Guide**



# Retrofit Ready Funding Caps

Funding Caps by Building size:

Building Size Category	Square Footage Range	Building Combined Project Cap
Tier 1	10,000 – 50,000 sq ft	\$75,000
Tier 2	50,001 – 100,000 sq ft	\$100,000
Tier 3	100,001 – 250,000 sq ft	\$125,000

- Funding Cap by Building Owner/Property Manager Account: \$500,000
- Funding Cap by Service Provider: \$2,000,000
- Total funding received across Retrofit Ready initiative and the previous BOMA Enspire initiatives (Quick Start Audit [QSA] and Building Performance Excellence [BPE]) cannot exceed the combined funding caps
- QSA/BPE participants will be notified by the BOMA Team of any remaining funding eligibility

# Retrofit Ready Funding Caps

## Recommissioning Activities

### Funding Amounts by Building Size

Activity	Funding %	Max Amounts Available (Up to)		
		Tier 1 Cap (10,000-50,000 SQFT)	Tier 2 Cap (50,001-100,000 SQFT)	Tier 3 Cap (100,001-250,000 SQFT)
Whole Building Recommissioning and Building Optimization	80%	\$20,000	\$30,000	\$40,000
HVAC System Recommissioning	80%	\$5,000	\$7,500	\$10,000
Controls and Building Automation Systems Recommissioning	80%	\$5,000	\$7,500	\$10,000
Water-Side Energy System Recommissioning	80%	\$5,000	\$7,500	\$10,000

# Retrofit Ready Funding Caps

## Non-Recommissioning Activities

### Funding Amounts by Building Size

Activity	Funding %	Max Amounts Available (Up to)		
		Tier 1 Cap (10,000-50,000 SQFT)	Tier 2 Cap (50,001-100,000 SQFT)	Tier 3 Cap (100,001-250,000 SQFT)
Monitoring and Tracking Systems: Setup & Configuration	60%	\$15,000	\$20,000	\$25,000
Business Case Development	60%	\$5,000	\$5,000	\$5,000
Retrofit Coordinators	60%	\$5,000	\$5,000	\$5,000

- **Monitoring and Tracking** – Not for tuning existing systems; setup and configuration of new system
- **Business Case Development** – Must be a business case for an actual retrofit at least \$100K in value
- **Retrofit Coordinators** – Retrofit value of \$100K in value, must be dedicated hire to manage project, and implementation must be complete prior to post-submission

# Payments

- Past BOMA Enspire Initiatives were paid to either the Building Owner/Manager OR Service Provider
- The Retrofit Ready Initiative will ONLY pay Service Providers, as dictated and clarified by Natural Resources Canada(NRCan)
- Building Owners/Managers are responsible for paying the non-subsidized portion of the activity, plus 100% of taxes directly to the Service Provider





# Participant Journey

1. If NEW: Enroll on BOMA Enspire Portal
2. Add new Properties
3. Add new application for the project activity



# Funding Application Journey

Each application will have 4 stages:

- 1. Pre-Project Stage:** Participant submits all required pre-documentation, as listed in the guide
- 2. Pre-Approval Stage:** Participant agrees to Terms & Conditions and acknowledges funding reservation
- 3. Post-Project Stage:** Participant submits all required post-documentation, as listed in the guide
- 4. Payment Stage:** Service Providers to receive funds



# Pre-Project Documentation Requirements

Building Owners will need the following from Service Providers for their **Application Draft**:

- Detailed scope of work for each proposed activity
- Cost estimate for each proposed activity
- Previous energy audit reports from last 5 years (if available)



# Pre-Application Submission Process

Application Draft Submitted

Application Draft Under Review

Application Draft Approved\*

Application Submitted

\*Please ensure you submit the Acceptance Agreement within 10 business days.



# Pre-Approval Stage

- Log in to review the funding amount the application has been earmarked for
- Agree to the Terms and Conditions of the program within 10 business days
- Click Submit/Accept



# Project Implementation

- Within 60 days of receiving approval, begin to execute approved activities with approved service provider listed in the application, documenting all work performed.
- Collect necessary post-project documentation: invoices, proof of payment, and final reports.
- Respond promptly to BOMA Enspire follow-ups to confirm project progress and completion.
- Quality Assurance/Quality Control



# Project Status Check-in

- Mandatory 60-day check-ins
- Respond to check-in requests within 10 business days
- Respond to information requests within 5 business days



# Post-Project Documentation Requirements

- Follow the post-project documentation **requirements** specified in the guide under each activity as **they vary per activity**
- Detailed invoice should specify the 20 or 40% payment from Building Owner/Manager to the service provider + 100% of applicable taxes
- **Proof of Payment is a requirement for funding.** Accepted proof of payments are: Cashed Cheque or Bank Statement
- Sample invoice available in Appendix C of the program guide



# Payment Stage

After post approval, payments will be made to your Service Provider directly

Once payment has been received by the Service Provider, the application will be marked as closed and complete



# Application Status Monitoring

- Throughout the process, you can monitor your assigned applications' status through your online account dashboard at: (<https://bomaenspire.ca/my-applications>)
- You'll receive email notifications for all significant status changes and whenever action is required
- Please work with your service provider to respond to Information Requests **within 10 business days** to ensure efficiency in Approvals/Payment



# POLL

**What would you like more information on after this webinar?**

- Eligibility & building fit
- Funding caps & costs
- Timelines & deadlines
- Documentation requirements
- Real-world examples



# Application Best Practices

- Please review Program Guide for exact documentation requirements, and submit documentation according to all outlined specifications
- Please be aware of deadlines and submit your applications well in advance, as funding is **first-come first-served**
- Check both the BOMA Enspire Portal and emails for application updates
- If at any point, you're not sure if the project will remain on scope, or be completed by the deadline, or if there are changes to the funding amount, please notify our Support Team at: [support@bomaenspire.ca](mailto:support@bomaenspire.ca)



# Questions & Feedback

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