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SUMMARY

The **Heritage Energy Retrofit Grant**, a project of the City of Vancouver Sustainability Group and Vancouver Heritage Foundation (VHF), is designed to encourage and enable deep energy retrofits and maximize greenhouse gas (GHG) emission reductions while respecting the heritage or character-defining elements of participating homes. City Green Solutions have assisted with designing the program and will deliver the home energy evaluations and reporting. The Heritage Energy Retrofit Grant is available on a pilot project basis for a limited number of pre-1940 or City of Vancouver Heritage Register homes that meet eligibility requirements and successfully complete the application package. The Heritage Energy Retrofit Grant will be in operation from September 2015 until August 31, 2016.

HOUSE ELIGIBILITY

1. Homes must be located in the City of Vancouver and must be owner occupied.
2. Homes must be constructed prior to 1940 **or** be listed on the Vancouver Heritage Register.
3. The primary heating type of the home must be oil or natural gas. A primary heating system is defined as a heating system that provides heat to a minimum 50% of the home for the entire heating season.
4. To be eligible for the Heritage Energy Retrofit Grant pilot program, homes must be: single family dwellings, duplexes, row homes or townhouses. Duplexes, row homes and townhouses are eligible only if each unit has its own natural gas and/or electric meter.
5. Multi-residential buildings (apartments, not-independently-metered townhouses or row homes) are not eligible for the Heritage Energy Retrofit Grant.
6. Optional: Homeowners will be asked to provide at least twelve (12) months of energy consumption data prior to the date of entry into the Heritage Energy Retrofit Grant pilot program and make twelve (12) months of data available after completing retrofits. VHF will share this information with City Green Solutions for the purpose of evaluating the program.
7. Homeowners must complete retrofits and apply for their grant within the pilot program time period.

APPLICATION PROCESS

1. Applications will be assessed on a first-come, first-served basis. There are a limited number of grants available so early application is encouraged. Once all grant funding has been allocated, the program will close. The VHF grant website page will be updated when the program has reached capacity.
2. VHF will aim to approve applications as quickly as possible so approved applicants can start their energy evaluations and retrofits quickly.
3. VHF reserves the right to reject applications even if a house meets all criteria. While heritage character is not essential to apply, houses with a higher degree of original fabric and heritage character and higher potential to achieve GHG emission reductions may be prioritized during the pilot program.

HERITAGE CONSERVATION

The objective of this program is to encourage and enable deep energy retrofits and maximize GHG emission reductions while respecting the heritage or character-defining elements of participating homes. As a result, original wood window removal and replacement (unless beyond repair), and retrofits that involve the destruction or alteration of original exterior or interior fabric, character defining elements or heritage features are not eligible for the grant. The pursuit of such alterations will result in disqualification from the pilot grant program.

INCENTIVES

1. A participant in the Heritage Energy Retrofit Grant pilot program may access a grant of up to \$3,000 from VHF to contribute to the costs of recommended retrofits, energy coaching, the required EnerGuide home energy evaluations and the program's GHG Reduction Opportunities Report.
2. The Heritage Energy Retrofit Grant is designed to complement and 'top-up' incentives available through BC Hydro and Fortis BC's Home Energy Rebate Offer, the Province of B.C.'s Oil to Heat Pump Incentive Program and other rebate programs that may be available for the duration of this pilot program.
3. Heritage Energy Retrofit Grants for each home, and each retrofit, are variable and based on a program calculation of \$25 per tonne of GHG reduction per year for the lifetime of the retrofit. For example a retrofit that reduces 2 tonnes of GHG emissions per year for a 20 year anticipated lifetime would provide a total maximum grant of up to \$1,000: [2 (tonne per year) X \$25 (per tonne) x 20 (years) = \$1,000].
4. Up to \$3,000 is available from the Heritage Energy Retrofit Grant pilot grant program **subject to the following points:**
 - The typical home will need to implement multiple retrofits to earn the full \$3,000 grant.
 - The Heritage Energy Retrofit Grant will cover up to the full cost of an individual retrofit to the maximum allowable within the grant limit of \$3,000 (the maximum \$3,000 includes the pre- and post-retrofit evaluation subsidies for \$250 and \$150 respectively), minus other rebates. For example: If the homeowner spent \$1,000 on attic insulation and receives \$600 for the attic insulation from the Home Energy Rebate Offer, the homeowner would potentially receive the Heritage Energy Retrofit Grant (potentially the maximum of cost of insulation at \$1,000) minus the Home Energy Rebate Offer grant (\$600) for a total of \$400 from the pilot program. If however the attic insulation only provided 1 tonne of GHG reduction per year, the total Heritage Energy Retrofit Grant maximum would be \$500 [1 tonne X \$25 per year X 20 years = \$500]. If the homeowner was to receive \$600 from the Home Energy Rebate Offer program there would be no Heritage Energy Retrofit Grant made available, as the HERO rebate exceeds the GHG reduction value of \$500.
 - The combined funds for a retrofit from this pilot program plus the rebate from BC Hydro / Fortis BC's Home Energy Rebate Offer and/or the Province of B.C.'s Oil to Heat Pump Incentive Program cannot exceed the total cost of the retrofit. Your energy advisor will offer guidance to help you maximize the incentives from all available programs to get the highest financial incentives from all the programs.
 - **VHF's Heritage Energy Retrofit Grant pilot program is designed to incentivize home energy improvements that enable GHG emission reductions and to provide a 'GHG reduction top-up incentive' to complement BC Hydro / Fortis BC and the Province of B.C.'s available incentives.**
5. The total combined grant paid out from VHF's Heritage Energy Retrofit Grant pilot program will not exceed the \$25 per tonne/year for the lifetime (up to a maximum of 20 years) of the retrofit measure(s) and the total maximum grant payable by VHF.
6. This pilot program uses the Vancouver GHG Grant Calculator, designed by City Green Solutions for the City of Vancouver, to ensure the financial incentives provided meet the established cost effectiveness criteria.
7. Available financial incentives will be outlined for participating homeowners in the Vancouver GHG Reduction Opportunities Report. These may include:

Source of Grant	Grant For	Grant Funding (up to) \$
VHF Heritage Energy Retrofit Grant program	Pre-Retrofit Energy Evaluation & Reports	\$ 250* **
VHF Heritage Energy Retrofit Grant program	Post-Retrofit Energy Evaluation	\$150*
VHF Heritage Energy Retrofit Grant program	GHG Reduction Retrofits	\$3,000 (includes Home Energy Evaluations and Reports)
VHF Heritage Energy Retrofit Grant program	Energy Coaching with Energy Advisor	Up to \$200, if \$3,000 grant not fully claimed
VHF Heritage Energy Retrofit Grant program	Sharing your Energy Consumption Data	\$50 Gift Card from Rona Inc. (extra incentive)

Other Available Programs	Incentive For	Incentive (up to) \$
Home Energy Rebate Offer (BC Hydro & Fortis BC)	Stand Alone Incentive	\$2,550
Home Energy Rebate Offer (BC Hydro & Fortis BC)	BONUS Incentive	\$750
Province of B.C.	Oil to Heat Pump Incentive	\$1,700
VanCity Savings Credit Union (Members only)	Home Energy Rebate for Eligible Upgrades prior to Nov 30, 2015	\$200

* Homes over 4000 square feet or with separate rental suites may be subject to additional testing fees that must be paid for by the homeowner. ** Taxes on the portion of Evaluations and Reports paid for by the Heritage Energy Retrofit Grant will be paid by the program. Homeowner is responsible for the applicable taxes on the pre-retrofit evaluation not paid for by the program.

ACCESS TO HOME ENERGY REBATE OFFER AND OIL TO HEAT PUMP INCENTIVE PROGRAMS

1. Participants with natural gas heating can access the Home Energy Rebate Offer incentives from Fortis BC (www.fortisbc.com/homerebates) for additional qualifying home energy improvements, and the Heritage Energy Retrofit Grant pilot program.
2. Participants with oil heating can access the Province of B.C.'s Oil to Heat Pump incentive program (www.oiltoheatpump.ca) and the Heritage Energy Retrofit Grant pilot program.
3. As outlined in the Oil to Heat Pump Incentive Program Terms and Conditions, the Oil to Heat Pump upgrade may be used as one of the three required measures towards the BC Hydro Home Energy Rebate Offer Bonus Offer (www.bchydro.com/homerebates) and homes that access the Oil to Heat Pump Incentive can access Home Energy Rebate Offer rebates available to electrically heated homes.
4. Participants accessing the Home Energy Rebate Offer and Oil to Heat Pump programs must meet all Terms and Conditions of the respective programs.
5. VanCity Members can also qualify for a \$200 VanCity Home Energy Rebate when making eligible energy efficiency upgrades with BC Hydro's Home Energy Rebate Offer program until Nov 30, 2015: Vancity.com/Mortgages/HomeEnergyRebate/

HOME ENERGY EVALUATION AND GHG REDUCTION OPPORTUNITIES REPORT REQUIREMENTS

1. Pre- and post-retrofit EnerGuide Rating System home energy evaluations are required, and will be performed by a VHF identified Energy Advisor licensed to deliver Natural Resource Canada's ("NRCan's") EnerGuide home evaluation. VHF has partnered with City Green Solutions to perform home evaluations.
2. A pre-retrofit evaluation must take place before any home energy retrofits are started.
3. The City of Vancouver GHG Reduction Opportunities Report will be provided by City Green Solutions along with the EnerGuide Homeowner Report.
4. A post-retrofit evaluation must take place after retrofits are completed and prior to the Heritage Energy Retrofit Grant being available.

5. It is the responsibility of the Heritage Energy Retrofit Grant pilot program participant to pay \$150 plus applicable taxes towards the \$400 cost of the pre-retrofit EnerGuide Rating System energy evaluation and Vancouver GHG Reduction Opportunities Report. VHF will provide a maximum of \$250 plus applicable taxes towards the pre-retrofit evaluation and report (paid directly to the service provider). The cost of the post-retrofit evaluation (\$150) will be covered by the Heritage Energy Retrofit Grant as long as the participant meets the minimum requirements outlined within the GHG Reduction Opportunities Report. The pilot grant program home energy evaluation funds (\$250-pre + \$150-post, totalling \$400) will form part of the \$3,000 total maximum payable grant from the Heritage Energy Retrofit Grant. Homes over 4000 square feet or with separate suites may be subject to additional testing fees that must be paid for by the homeowner.

6. VHF and the City of Vancouver are not responsible in any circumstances whatsoever for the actions, omissions, recommendations or advice of any service organization or Energy Advisor or contractor engaged by Heritage Energy Retrofit Grant participants in connection with the pilot grant program.

MEASUREMENT, VERIFICATION AND EVALUATION

1. VHF reserves the right to perform onsite inspections to verify the eligibility of any upgrade and to confirm any other relevant information related to Heritage Energy Retrofit Grant pilot program eligibility. Participants agree to provide reasonable access to their premises for the purpose of inspection for one year following the receipt of a Heritage Energy Retrofit Grant. Payment of grants may be withheld until the completion of any required onsite inspections to validate grant eligibility.

ACCESS AND USE OF PERSONAL INFORMATION AND PROTECTION OF PRIVACY

1. VHF is collecting, using and disclosing the personal information on the Heritage Energy Retrofit Grant program application form for the purpose of processing and administering your application for a grant. VHF will share information with the City of Vancouver for the purpose of evaluating results of the pilot grant program only. VHF may also wish to use evaluation information for the purpose of case studies, reports and/or promotion of the Heritage Energy Retrofit Grant pilot program, including photos.

2. In connection with this purpose, by signing the Heritage Energy Retrofit Grant pilot program application form, you consent to the disclosure of the information provided on the form to VHF in order to confirm your eligibility for the Heritage Energy Retrofit Grant program.

3. You will be required to sign an additional waiver form during your EnerGuide evaluation allowing NRCan to collect, use and disclose your personal information for the purpose of administering and evaluating the EnerGuide Rating System, and to provide this information indirectly to the Government of Canada for purposes of program evaluation.

4. You agree to be contacted by VHF or their authorized agents by phone, email, direct mail or similar method for the purposes of administering, evaluating and researching all elements of the Heritage Energy Retrofit Grant pilot program.

5. If you have any questions about the use of your personal information collected through the Heritage Energy Retrofit Grant pilot program, contact Rebecca Bishop at rebecca@vancouverheritagefoundation.org or 604-264-9642. VHF collects, uses, and discloses personal information in accordance with the Personal Information Protection Act (PIPA).

6. If you agree to provide utility bills to earn the Energy Consumption Gift Card, you agree to allow VHF to share the data with City Green Solutions for the sole purpose of City Green Solutions and VHF using the data to assess the success of the pilot program. This data will not be shared or used for any other purposes. City Green Solutions abides by the PIPA provisions.

7. City of Vancouver Sustainability Group will receive final reports from City Green Solutions and VHF on the Heritage Energy Retrofit Grant to evaluate the program's effectiveness. The City of Vancouver abides by the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA).

GENERAL TERMS AND CONDITIONS

1. VHF reserves the right, without incurring any liability, to refuse applications to the Heritage Energy Retrofit Grant pilot program that VHF determines, in their sole discretion, are incomplete, inaccurate or otherwise do not meet applicable grant requirements.
2. VHF reserves the right to alter or amend the Terms and Conditions of the Heritage Energy Retrofit Grant at any time.
3. Receiving approval of acceptance in the Heritage Energy Retrofit Grant pilot program does not guarantee that you will receive a grant. You must meet all Terms and Conditions before August 31, 2016 in order to access the grant. Once all Heritage Energy Retrofit Grant pilot program steps are complete, you must submit an application to receive grant funds no later than August 31, 2016.
4. VHF is not responsible for lost, delayed, damaged, illegible or incomplete applications.
5. A grant will be issued in the form of a cheque to the property owner listed on the application form.
6. Half of the cost of the pre-retrofit evaluation (\$150 of the \$300 evaluation), the cost of the Vancouver GHG Reduction Opportunities Report (\$100) and the post-retrofit evaluation (\$150) will be paid by VHF to City Green Solutions.
7. Homeowners who received incentives under the LiveSmart British Columbia Efficiency Incentive Program are eligible to participate in the Heritage Energy Retrofit Grant program.
8. Participants and installers are responsible for complying with all applicable laws, regulations and by-laws regarding permits, codes, restrictions and inspections in relation to any installation or removal/decommissioning for this pilot grant program and for ensuring that appropriate products and installation techniques are used that do not compromise their home's structure, indoor air quality and safety.
9. All retrofits installed must be new and not previously installed in another home or building. The homeowner is responsible for safely decommissioning and disposal/recycling of old equipment and ensuring it is not resold or reused.
10. Participants are solely responsible for researching Heritage Energy Retrofit Grant pilot program criteria, choosing eligible products, choosing licensed contractors and meeting all pilot grant program requirements.
11. VHF does not endorse any specific product, retailer or contractor and VHF is not liable for the Participant's selection of materials or products, or the workmanship, operation, performance or warranty associated with any upgrades or associated work performed in relation to the Heritage Energy Retrofit Grant pilot program. VHF makes no representation or warranty, whether express or implied, in respect of any product, materials, services or measures associated with any work done in relation to the pilot grant program.
12. VHF does not guarantee and accepts no liability for the level of energy savings or GHG reductions achieved by a Participant under this pilot grant program.
13. Heritage Energy Retrofit Grant program participants will be required to indemnify and save harmless VHF and their respective directors, officers, agents and employees from all liability, damages, claims, demands, expenses and costs for claims, costs for injury or death of any person, damage to or destruction of property and all economic loss suffered by any person arising from or occurring by reason of the Heritage Energy Retrofit Grant pilot program, receipt of an incentive(s) or actual or alleged preparation or installation or use of the retrofit(s), including any actions or omissions by third party consultants or contractors in the preparation or installation of the retrofit(s).
14. The terms and conditions outlined in this document will be governed by and interpreted in accordance with the laws of the Province of B.C.