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SUMMARY

The **Heritage Energy Retrofit Grant** is a project of the City of Vancouver Sustainability Group, COV Water Engineering Department and Vancouver Heritage Foundation (VHF). The Heritage Energy Retrofit Grant 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. The Heritage Energy Retrofit Grant subsidizes mandatory pre- and post-retrofit evaluations, offers unique grants for storm windows, gas device upgrades, fuel switching and high efficiency toilet replacements, and complements the Home Renovation Rebate Program (HRRP) rebates from BC Hydro and FortisBC. Please read carefully to understand how grants are calculated. City Green Solutions has assisted with designing the program and will deliver the home evaluations and reporting. The Heritage Energy Retrofit Grant is available to qualifying pre-1940 or City of Vancouver Heritage Register homes that meet eligibility requirements and successfully complete the application package. The Heritage Energy Retrofit Grant program will be in operation for at least two years, from September 2016 until October 31, 2018. Funding may extend beyond this - check for updates.

HOUSE ELIGIBILITY

1. Homes must be located in the City of Vancouver. Rental homes require the owner *and* tenant to apply.
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, 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 and are eligible to receive an EnerGuide Rating System home energy evaluation.
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 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 a year of applying, and before the close of the program time period, October 31, 2018. The program period may be extended - check for updates.

APPLICATION PROCESS

1. Applications will be assessed on a first-come, first-served basis. If all the grant funding has been allocated, the program will close pending approval of additional funding from the City of Vancouver. 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 participants can start 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 in the program.

HERITAGE CONSERVATION

The objective of this program is to encourage and enable deep energy retrofits, maximize GHG emission reductions and reduce water consumption **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 heritage fabric, character-defining elements or heritage features are not eligible for the grant. The pursuit of such alterations will result in ineligibility for the grant program.

INCENTIVES

1. A participant in the Heritage Energy Retrofit Grant program may access a grant of up to \$3,000 from VHF to contribute to the costs of recommended retrofits, the two required pre and post retrofit evaluations and the program's City of Vancouver GHG Reduction Opportunities Report.
2. The Heritage Energy Retrofit Grant is designed to complement the incentives available through BC Hydro and FortisBC's **Home Renovation Rebate Program (HRRP)**, the Province of B.C.'s Oil to Heat Pump Incentive Program (O2HP) and other rebate programs that may be available during this program. Retrofits qualifying for HRRP rebates may or may not qualify for a Heritage Energy Retrofit Grant beyond the pre- and post-retrofit evaluation funding. Please read the Terms and Conditions carefully to understand how grants are calculated.
3. Heritage Energy Retrofit Grants for retrofits (except storm windows and toilets) are variable and based on a program calculation of \$40 per tonne of GHG reduction per year for the estimated lifetime of the retrofit. If this calculated figure exceeds the HRRP rebates for the retrofits, the balance is paid out as a Heritage Energy Retrofit Grant. If the Heritage Energy Retrofit Grant figure does not exceed what HRRP will offer in a rebate for the retrofits, no further Heritage Energy Retrofit Grant funds will apply. For example attic insulation that reduces .75 tonnes of GHG emissions per year for a 50 year anticipated lifetime would result in a potential Heritage Energy Retrofit Grant of up to \$1,500: [.75 (tonnes per year) X \$40 (per tonne) x 50 (years) = \$1,500]. If this retrofit qualified for \$1,000 from HRRP, the Heritage Energy Retrofit Grant grant would be \$500 (\$1,500 Heritage Energy Retrofit Grant potential - \$1,000 HRRP = \$500).
4. Up to \$3,000 is available from the Heritage Energy Retrofit Grant program (\$6,000 when fuel switching from oil or gas heating to an approved electric air source heat pump) **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 **minus other incentives**. The maximum \$3,000 grant includes the pre- and post-retrofit evaluation subsidies (\$225 and \$200 respectively) and the GHG Reduction Opportunities Report (\$125). For example: if the homeowner spent \$1,000 on attic insulation and receives a \$600 rebate for attic insulation from the HRRP program, the homeowner could potentially receive a Heritage Energy Retrofit Grant of up to \$400 for a total of \$1,000 (the cost of the retrofit). If however the attic insulation provided .25 tonnes of GHG reduction per year, the total Heritage Energy Retrofit Grant maximum would be \$500 [.25 tonnes X \$40 per year X 50 years = \$500] minus the HRRP rebate of \$600 = \$0. Because the retrofit earned \$600 from the HRRP program there would be no further Heritage Energy Retrofit Grant made available, as the HRRP rebate of \$600 exceeds the calculated GHG reduction value for the insulation of \$500.
 - The combined funds for a retrofit from this program plus the rebate from BC Hydro / FortisBC's Home Renovation Rebate Program and/or the Province of B.C.'s Oil to Heat Pump Incentive Program and the Municipal Partner Offer **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 earn the highest financial incentives from all the programs.
 - **VHF's Heritage Energy Retrofit Grant program is designed to incentivize home energy improvements that enable GHG emission reductions and to complement BC Hydro / FortisBC, the Municipal Partner Offer and the Province of B.C.'s available incentives.**
5. The total combined grant paid out from VHF's Heritage Energy Retrofit Grant program will not exceed the \$40 per tonne/year for the average lifetime (up to a maximum of 50 years) of the retrofit measure(s) or the total maximum \$3000 grant available from VHF (\$6000 maximum for fuel switching to an air-source heat pump).
6. This 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 Reductions Opportunities Report. These may include:

AVAILABLE INCENTIVES TABLE

Source of Grant	Grant For	Grant Funding (up to) \$
VHF Heritage Energy Retrofit Grant	Pre-Retrofit Evaluation & Report	\$225 Evaluation* \$125 COV GHG Reduction Opportunities Report
	Post-Retrofit Evaluation	\$200*
	GHG Reduction Retrofits - see examples below	\$3,000** (includes Energy Evaluations and GHG Reduction Report)
	Wood storm windows (when other retrofits are undertaken)	\$100 per window to a maximum of \$1,000 (part of \$3,000 cap, not within GHG retrofits less HRRP rebate calc.)
	Gas or oil to electric air-source heat pump fuel switching	\$6,000** cap inclusive of all retrofits and energy evaluations and report
	Up to 2 high efficiency toilets 2 free showerheads and tap aerators	\$100 per toilet, \$200 maximum*** (toilet grant requires post retrofit test)
	Sharing 24 months of Energy Consumption Data, pre & post retrofits	\$50 Gift Card from Rona Inc. (extra incentive)

Other Available Programs	Incentive For	Incentive (up to) \$
Home Renovation Rebate Program (BC Hydro & FortisBC) Visit City of Vancouver website here for additional information http://vancouver.ca/home-property-development/home-renovation-rebate-program.aspx	Wall cavity-sheathing insulation	\$1,200
	Attic insulation	\$600
	Basement crawlspace walls	\$1,000
	Other insulation	\$450
	Draft proofing	\$500
	Bathroom fans	\$25 each, up to 2
	Water heating	\$200 - \$1,000
	Electric space heating heat pump	\$800
	EnerChoice Gas fireplace upgrade	\$300
	Home Energy Evaluation Coaching	\$150
	BONUS Incentive****	\$750
City of Vancouver Sustainability Group Municipal Partner Offer	BONUS Incentive top-up	\$500
	On site or telephone energy coaching	1.5 hours
Province of B.C.	Oil to Heat Pump Incentive	\$1,700

8. Participants may replace up to two inefficient toilets (>13L per flush) with up to two high efficiency toilets (<4.8L per flush) and claim \$100 per toilet to a maximum of \$200. Replacement toilets must be new and installed and operating at the post-retrofit evaluation (must do at least 1 other retrofit). Participants will be given a claim form by City Green to apply for the toilet grant after toilets are installed. Toilet cost must exceed \$100, receipts will be required. City Green will install shower heads and tap aerators during the retrofit evaluation visits.

* Homeowner is responsible for the cost and applicable taxes for the portion of the pre-retrofit evaluation, \$170, not paid for by the program. Homes over 4,000 sq. ft. 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.

** Fuel switching grants will be after any other available fuel switching program funding, and will include all other Heritage Energy Retrofit Grant qualifying retrofits to a maximum of \$6,000.

*** Toilet grant funds are in addition to the Heritage Energy Retrofit Grant retrofit funds. Existing inefficient toilets may be assessed during the pre-retrofit evaluation, new toilets must be installed and operating during the post-retrofit evaluation. At least 1 other retrofit must be completed to claim the toilet grant.

**** The HRRP Bonus Incentive is for either 3 types of insulation (minimum \$150 each) or 3 of: insulation, one space heating device, air source heat pump, water heater, HRV, doors, draft proofing (min \$150), & EnerChoice fireplace.

ACCESS TO HOME RENOVATION REBATE PROGRAM AND OIL TO HEAT PUMP INCENTIVE PROGRAMS

Participants with natural gas heating can access the Home Renovation Rebate Program incentives from FortisBC (www.fortisbc.com/homerebates) for additional qualifying retrofits, and the Heritage Energy Retrofit Grant program.

1. 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 program.

2. 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 utilities' Home Renovation Rebate Program Bonus Offer (www.bchydro.com/homerebates) and homes that access the Oil to Heat Pump Incentive can access Home Renovation Rebate Program rebates available to electrically heated homes.
3. Participants accessing the Home Renovation Rebate Program and Oil to Heat Pump programs must meet all Terms and Conditions of the respective programs.

HOME ENERGY EVALUATION AND GHG REDUCTION OPPORTUNITIES REPORT REQUIREMENTS

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.

1. A pre-retrofit evaluation must take place before any retrofits are started.
2. City Green Solutions will provide you and VHF with the City of Vancouver GHG Reduction Opportunities Report and the EnerGuide Renovation Upgrade Report.
3. A post-retrofit evaluation must take place after retrofits are completed to qualify for VHF's grants.
4. It is the responsibility of the Heritage Energy Retrofit Grant program participant to pay \$170 plus applicable taxes towards the \$395 cost of the pre-retrofit EnerGuide Rating System energy evaluation. The Vancouver GHG Reduction Opportunities Report (\$125) produced from the pre-retrofit evaluation will be paid by VHF. As a part of the Heritage Energy Retrofit Grant funds, VHF will pay the cost of over half of the pre-retrofit evaluation and all of the post-retrofit evaluation, paid directly to City Green. The cost of the post-retrofit evaluation (\$200) will be covered by the Heritage Energy Retrofit Grant as long as the participant pursues one or more retrofits recommended in the GHG Reduction Opportunities Report. The grant program home evaluations and report funds (\$225 pre-retrofit evaluation + \$200 post-retrofit evaluation + \$125 GHG Reduction Opportunities Report = totalling \$550) will form part of the \$3,000 total maximum payable grant from the Heritage Energy Retrofit Grant. Homes over 4,000 sq. ft. or with separate suites may be subject to additional testing fees to be paid for by the homeowner.
5. 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 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 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

VHF is collecting, using and disclosing the personal information and energy data on the Heritage Energy Retrofit Grant program application form and evaluation reports for the purpose of processing and administering your application for a grant, and for evaluating the program. VHF will share information with the City of Vancouver for the purpose of evaluating results of the 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 program, including photos.

1. In connection with this purpose, by signing the Heritage Energy Retrofit Grant 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.
2. 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.
3. 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 program.
4. If you have any questions about the use of your personal information collected through the Heritage Energy Retrofit Grant 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).

5. 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 program. This data will not be shared or used for any other purposes. City Green Solutions abides by the PIPA provisions.

6. 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 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 program does not guarantee that you will receive a grant. You must meet all Terms and Conditions before October 31, 2018 in order to access the grant. Once all Heritage Energy Retrofit Grant program steps are complete, you must submit an application to receive grant funds no later than October 31, 2018.
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. Over half of the cost of the pre-retrofit evaluation (\$225 of the \$395 evaluation), the cost of the Vancouver GHG Reduction Opportunities Report (\$125) and the post-retrofit evaluation (\$200) 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 grant program and for ensuring that appropriate products and installation techniques are used that do not compromise their home's structure, indoor air quality or 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 program criteria, choosing eligible products, choosing licensed contractors and meeting all 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 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 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 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 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.

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