



VANCOUVER  
**HERITAGE**  
FOUNDATION

HERITAGE ENERGY RETROFIT GRANT 3.0

Program Guidelines 2020

Applications are open for submission



## Heritage Energy Retrofit Grant – Program Guidelines 2019 - 2022

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### HERITAGE ENERGY RETROFIT GRANT PROGRAM

The Heritage Energy Retrofit Grant is designed to encourage and enable deep energy retrofits and greenhouse gas (GHG) emissions reductions while respecting the heritage fabric and character-defining elements of participating homes in Vancouver. The program was developed by Vancouver Heritage Foundation (VHF) in partnership with the City of Vancouver’s Sustainability Group and Heritage Conservation Program, and City Green Solutions, and is managed by Vancouver Heritage Foundation.

The Heritage Energy Retrofit Grant subsidizes mandatory pre-retrofit and post-retrofit EnerGuide home evaluations and a Vancouver GHG Reduction Opportunities Report, completed by our partner organization City Green Solutions. This grant offers homeowners incentives to increase energy efficiency within a home that complement other community rebate programs through CleanBC, BC Hydro and FortisBC. The program takes a holistic approach to GHG reduction by financially rewarding the overall reduction of GHG in a single dwelling after the completion of recommended energy retrofits. The Heritage Energy Retrofit Grant is available to qualifying pre-1940 or homes on the City of Vancouver Heritage Register that meet eligibility requirements and successfully complete the application package.



## HOW THE PROGRAM WORKS

### Step 1

Homeowners of houses constructed before 1940 or that are listed on the [Vancouver Heritage Register](#) are eligible to apply by completing the online application form.

### Step 2

If accepted into the program, VHF will coordinate an EnerGuide Rating System (ERS) Home Evaluation of your home with a certified energy advisor from our partner organization City Green Solutions. The incentive amount will cover a portion of the evaluation cost and the applicant can apply to provincial rebate programs to have the other portion reimbursed.

The energy advisor will provide the homeowner with two reports:

- EnerGuide Rating System (ERS) Home Energy Evaluation Reports entailing:
  - Renovation Upgrade Report
  - Homeowner Information Sheet
  - EnerGuide Label
- Vancouver GHG Reduction Opportunities Report.

These reports and supplementary materials provided will help the homeowner select the best upgrades for their older home through an educated process.

### Step 3

The homeowner will select which energy upgrades to undertake during an 18-month period that will be most beneficial for the overall energy efficiency of the building as well as the retention of the original fabric of the house with an emphasis on its character defining elements.

### Step 4

The homeowner will complete selected energy upgrades from the energy advisor's recommendations. If the homeowner chooses to complete the installation of storm windows or energy efficient toilets they will apply directly to VHF for the direct incentive.

### Step 5

The homeowner will be responsible to apply to [provincial](#) rebate programs including those offered by Fortis BC and BC Hydro. It is the responsibility of the homeowner to ensure they meet the requirements for specific rebates including deadlines set out for each rebate program.



## Step 6

VHF will coordinate a post-retrofit EnerGuide home evaluation for the house. Based on the reduction in GHG emissions established through the energy evaluations, and other province-wide rebates the homeowner could receive, City Green Solutions will calculate the eligible heritage energy retrofit grant.

## Step 7

VHF will provide the final calculated grant amount to the homeowner.

## IMPORTANT CONSIDERATIONS

The objective of this program is to encourage and enable deep energy retrofits and maximize GHG emissions reductions while **respecting the heritage or character-defining elements of participating homes.**

- The removal of original building fabric, for example wood windows is prohibited unless deemed 'beyond repair' by a heritage professional and approved by VHF in writing.
- The removal, replacement or alteration of original exterior or interior heritage fabric can result in disqualification from the program. Such plans must be discussed with VHF prior to proceeding.
- Understanding the original construction of the house is important. Undertaking specific retrofits that would work well in a new build can cause serious problems in older homes, for example adding insulation into the walls could increase moisture and cause mold to build up if done incorrectly. Working with a contractor who understands early construction design is important. A list of building professionals can be requested from VHF staff by contacting [mail@vancouverheritagefoundation.org](mailto:mail@vancouverheritagefoundation.org) or 604-264-9642.
- Any retrofit completed before the initial home energy evaluation or after the final evaluation will not be eligible for inclusion in the grant rebate calculations.

## HOUSE ELIGIBILITY

1. Homes must be located in the City of Vancouver.
2. Rental homes require the homeowner to apply.
3. Homes must be constructed prior to 1940 or be listed on the Vancouver Heritage Register (VHR). You can check the construction date of your home using [VanMap](#) and the VHR can be viewed [here](#).
4. The primary heat type of the home must be natural gas or oil, houses that primarily heat by electricity are not eligible.
  - A primary heat type is defined as a heating system is used to heat to a minimum of 50% of the house for the entire heating season.
5. Eligible house types are: single family dwellings, duplexes, row homes or side-by-side townhomes. Duplexes, row homes and townhomes are only eligible if each unit has its



own natural gas and/or electric meter and are eligible to receive an EnerGuide Rating System home energy evaluation. Additional fees may apply.

6. 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.
7. All retrofits and the post-retrofit EnerGuide home evaluation must be completed in an 18-month period from the time of the pre-retrofit EnerGuide Rating System home energy evaluation.

### Ineligible Houses

1. Homes located outside of the Vancouver City limits.
2. Homes built after 1940.
3. Homes that have electricity as their primary space heating source.
4. Homes that do not have their own natural gas and/or electric meter.
5. Multi-unit residential buildings are not eligible under this program at this time unless they meet the qualifications of House Eligibility described above in #5. Additional fees may apply.
6. Homes that are undertaking significant reconfiguration of existing accommodation and/or changing the number of dwelling units may not be eligible.

## APPLICATION PROCESS

Interested homeowners can submit an application online at

<https://www.vancouverheritagefoundation.org/get-a-grant/heritage-energy-retrofit-grant/>

Applications will be assessed on a first-come, first-served basis between December 2019 and November 30, 2021, with all retrofits and the post-retrofit EnerGuide home evaluation completed by August 31, 2023. If all the grant funds have been allocated, the program will close pending approval of additional funding from the City of Vancouver. The VHF grant web page will be updated when the program has reached capacity.

VHF will aim to approve applications within an estimated response time of 5 to 10 business days.

While heritage character is not essential to apply, houses with a higher degree of original fabric and heritage character, and those with greater potential to achieve GHG emissions reductions may be prioritized in the program. VHF reserves the right to reject applications even if a house meets all criteria.

## INCENTIVES

Participants in the Heritage Energy Retrofit Grant program may access a grant of up to \$10,000 to contribute to the costs of recommended retrofits, including a portion of the cost for the two required pre and post-retrofit EnerGuide home evaluations and the Vancouver GHG Reduction Opportunities Report.

Heritage Energy Retrofit Grants for retrofits (except storm windows and toilets) are variable and based on a program calculation of \$150 per tonne of GHG emission reduction per year for the estimated lifetime of the retrofit. Rebates a homeowner is eligible for through other provincial programs are subtracted from the calculated Heritage Energy Retrofit Grant. Homeowners are responsible for meeting the requirements, terms and conditions of other rebate programs and for the submission of their rebate applications.

This program is designed to complement the incentive program available through CleanBC, BC Hydro, FortisBC and other municipal or provincial programs available to the homeowner. All other rebates will be used to calculate the amount of grant funds awarded after all retrofits are completed. In combination with other incentive programs the total grant funds and rebates awarded **cannot exceed 100% of the total cost of eligible retrofits.**

### Direct Incentives

#### Interior or exterior storm windows

A grant of \$300 per window to a maximum of \$3,000 (10 windows) not exceeding 50% of the total cost is available to homeowners who complete at minimum one other recommended energy efficiency upgrade. This total will be included in the total program incentive calculations of \$10,000. The storm windows must meet approved VHF standards to qualify.

#### Air-source heat pump incentive

When switching from natural gas or oil to an electric air-source heat pump an additional \$4,000 can be applied to the applications total, but the total grant cannot exceed more than 100% of the total cost of all the eligible retrofits. This incentive is in addition to the \$10,000, providing a possible grant total of \$14,000 when making the switch to electric air-source heat pump. Participants must meet the provincial requirements for this grant to apply, requirements can be found through [betterhomes.bc](http://betterhomes.bc). At the time of the post-retrofit evaluation the heat pump must be set up to run as the primary space heating source. VHF does not require the removal of the old furnace. The homeowner must agree to share two years of utilities data with VHF for research purposes following the heat pump installation and regular use.

#### High Efficiency Toilets

A direct grant of \$100 per high efficiency toilet is offered for a maximum of two toilets per household totaling a maximum of \$200. The new toilet must use 4.8 liters per flush or less, and be replacing a toilet that is over this threshold to qualify. This grant is in addition to the \$10,000 maximum grant and must be completed with at least one additional retrofit.



### Energy Consumption Data Sharing

Homeowners are eligible for a \$250 bonus gift card if, on completion of the program, they share 24 months of energy consumption data from their utilities company, 12 month prior to and 12 months post energy retrofits.

For a complete up-to-date list of municipal, provincial and utilities rebates available for energy improvements, visit: [betterhomesbc.ca](http://betterhomesbc.ca) or contact an energy coach by calling: 1-844-881-9790.

### VHF Incentive Summary

Heritage Energy Retrofit Grant	Grant For	Grant Funding (up to) \$
	Pre-Retrofit Evaluation & Reports	\$345*
	GHG Reduction Retrofits***	\$10,000** (includes: storm window grant, pre-retrofit and post-retrofit evaluations and reports)
	Storm windows (with a min. of one other retrofit)	\$3,000
	Post-Retrofit Evaluation	\$410
	Air-source heat pump incentive when switching fuel sources)	\$4,000 (in addition to GHG Reduction Retrofits)
	Up to 2 high efficiency toilets of 4.8 litres per flush or less	\$200 (in addition to GHG Reduction Retrofits)
	Energy Consumption data sharing	\$250 bonus gift card
<b>Other Available Rebates</b>	For current incentives from other sources please refer to <a href="http://betterhomesbc.ca">betterhomesbc.ca</a>	

\*Homeowner is responsible for the cost and applicable taxes for the portion of the pre-retrofit evaluation \$300, not paid for by the grant program. Homes over 3,000 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 the evaluations and reports paid for by the Heritage Energy Retrofit Grant will be paid by the program.

\*\*All of the qualifying direct incentives and evaluation and report costs, unless otherwise stated, will be subtracted from the maximum \$10,000 along with all other available rebates for specific retrofits outside of the Heritage Energy Retrofit Grant program when calculating the total grant award for GHG emissions reductions.

### **Calculations for GHG Reductions.**

The Heritage Energy Retrofit Grant 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. Available financial incentives will be outlined for participating homeowners in the Vancouver GHG Reductions Opportunities Report.

The pre-retrofit and post-retrofit EnerGuide home evaluations tell the homeowner how much they have reduced their GHG emissions. To calculate the financial incentive for this program a formula has been created. The reduction in GHG for each retrofit is quantified and multiplied by \$150 per tonne of GHG reduction per year for the estimated lifetime of the retrofit. For example, a homeowner insulated the second-floor cathedral ceiling in their home and this retrofit reduced their GHG by 1.8 tonnes per year. The formula for this retrofit is the reduction in GHG/year x \$150 x the estimated life of the insulation = Potential Heritage Energy Retrofit Grant amount (1.8 x 150 x 20 = \$5,400).

From the total potential grant amount calculated based on GHG reduction, other available rebates from other sources will be subtracted. The amounts paid by VHF for the pre-retrofit and post-retrofit evaluations and reports are also included as part of the maximum \$10,000 grant.

Example:

Calculated GHG Reduction	Other Available Rebates	Total grant amount based on GHG reduction	VHF Grant provided for Evaluations & Reports	VHF Applicable Direct Incentives		Total reimbursed from VHF to homeowner
\$13,800	(subtract) \$8,800	<b>\$5,000</b>	\$755 + GST = \$792.75	Storm windows: \$3000	Heat pump: \$4,000*	<b>\$12,792.75</b>

\*Air-source heat pump incentive of \$4,000 is additional to the \$10,000 maximum, bringing the total maximum to \$14,000.

If the **calculated figure exceeds** deduction of the other provincial, municipal and utility company incentives, and with VHF direct incentive grants and evaluation fees does not exceed the grant maximum (\$10,000 / \$14,000 with heat pump), the balance is paid to the homeowner as the final Heritage Energy Retrofit Grant. If the Heritage Energy Retrofit Grant figure **does not exceed** what other program rebates offer in a rebate for the retrofits, no further Heritage Energy Retrofit Grant funds will apply.

The combined funds for a retrofit from this program plus the rebate from BC Hydro / FortisBC's Better Homes BC, and municipal rebates **cannot exceed the total cost of the retrofit**. An 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.

## HOME ENERGY EVALUATION AND GHG REDUCTION OPPORTUNITIES REPORT REQUIREMENTS

Pre- and post-retrofit EnerGuide home 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 Vancouver GHG Reduction Opportunities Report and the EnerGuide Rating System Home Energy Upgrade Report.
3. A post-retrofit evaluation must take place after retrofits are completed and within 18 months of the pre-retrofit evaluation (or by August 31, 2023) to qualify for VHF's grants.
4. It is the responsibility of the Heritage Energy Retrofit Grant program participant to pay \$300 plus applicable taxes towards the \$445 cost of the pre-retrofit EnerGuide Rating System energy evaluation. The Vancouver GHG Reduction Opportunities Report (\$200) produced from the pre-retrofit evaluation will be paid for by VHF. As a part of the Heritage Energy Retrofit Grant funds, VHF will pay the cost of a portion of the pre-retrofit evaluation and all of the post-retrofit evaluation (\$210), paid directly to City Green. The cost of the post-retrofit evaluation and the grant calculations (\$410) will be covered by the Heritage Energy Retrofit Grant as long as the participant pursues two or more retrofits recommended in the Vancouver GHG Reduction Opportunities Report.

All covered report costs will form part of the \$10,000 total maximum payable grant from the Heritage Energy Retrofit Grant.

5. Homes over 3,000 sq. ft. or with separate suites may be subject to additional testing fees to 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 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.
2. 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.
3. **Alteration or removal of original heritage fabric from a house during the retrofit conversion can result in disqualification from the program.** When in question, all original heritage fabric of the house must be evaluated by a heritage professional. Written consent must be obtained regarding character elements in question to be

deemed 'beyond repair' and require approval from VHF before alterations or removal is allowed.

### **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 VHF at [mail@vancouverheritagefoundation.org](mailto:mail@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 November 30, 2021 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 November 30, 2023 VHF is not responsible for lost, delayed, damaged, illegible or incomplete applications.
4. The final grant, where applicable, will be issued in the form of a cheque to the property owner listed on the application form.
5. A portion of the cost of the pre-retrofit EnerGuide Rating System energy evaluation, the cost of the Vancouver GHG Reduction Opportunities Report and the post-retrofit evaluation will be paid by VHF to City Green Solutions.
6. Homeowners who have received incentives under the CleanBC Better Homes and Home Renovation Rebate Program are eligible to participate in the Heritage Energy Retrofit Grant program.
7. It is the responsibility of the Homeowner to comply with and meet the terms and conditions of other rebate programs and to submit their rebate applications.
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.