

# Energy Efficiency Retrofit Program

## Program Framework

May 2021



# Energy Efficiency Retrofit Program Framework

## INTRODUCTION

The Energy Efficiency Retrofit Program (EERP) is intended to help non-profit housing providers make a variety of energy saving upgrades to enhance tenant comfort and safety, realize ongoing energy savings, and take action to reduce greenhouse gas (GHG) emissions. The program provides additional funding towards small-scale energy retrofit projects, building on existing utility incentive programs available through FortisBC, BC Hydro, or other utility programs/partners. Under these incentive programs, eligible housing providers can receive energy study funding, implementation support funding and incentives on a variety of high-efficiency natural gas and electric upgrades for renovation projects with a focus on GHG reduction potential. Priority may be placed on GHG reduction potential as mandated by CleanBC and the Province of BC. The program encourages and supports providers to utilize these incentive programs to undertake small-scale energy retrofit projects.

In 2018, the Government of British Columbia released its CleanBC plan aimed at reducing climate pollution by shifting homes, vehicles, industry and business off burning fossil fuels and toward greater use of clean B.C. electricity and other renewable energies. The plan has set GHG reduction targets to Public Sector Organizations, to reduce at least 50% GHG emissions by 2030, guiding all BC Housing funding projects and programs towards this target.

This Program Framework outlines the key elements, standards, and guidelines of the program, and defines the roles and responsibilities of BC Housing and its partners in the delivery and management of the program. For further details, providers should contact BC Housing's Energy & Sustainability team, BCNPHA's Asset Management Department and their BC Housing Non-Profit Portfolio Manager.

## PROGRAM PRINCIPLES

- 1. Only retrofits that clearly and directly translate into greenhouse gas reductions, improved energy efficiency and/or operational savings will be supported.**

The program is intended to leverage existing utility incentive programs, as recognized from time to time<sup>1</sup>, and promote the completion of projects that suggest greater returns in energy savings.

- 2. Assistance will help providers complete retrofits that may otherwise be cost-prohibitive.**
- 3. Incentives are intended to favour small-scale projects.**
- 4. Funds are allocated in a transparent manner.**
- 5. BC Housing staff will respond promptly by phone or email to inquiries and applications.**

---

<sup>1</sup> As of 2019, recognized utility incentive programs include and are not limited to, the Social Housing Retrofit Support Program (SHRSP), BC Hydro and FortisBC Residential Programs, Pacific Northern Gas (PNG) Small Boiler Retrofit Program, CleanBC Social Housing Incentives Program (SHIP).

# Energy Efficiency Retrofit Program Framework

## GOAL, OBJECTIVE, OUTPUTS, OUTCOMES, MEASURES, INDICATORS

### **Goal**

The EERP encourages and supports non-profit housing providers to capitalize on existing utility incentives by providing additional funding to improve the energy efficiency of affordable housing developments.

### **Objective**

To help non-profit housing providers make a variety of energy saving upgrades to enhance tenant comfort and safety, improve energy performance, and reduce greenhouse gas emissions.

### **Outputs**

1. Housing providers access funding and support to save energy, costs and reduce greenhouse gas emissions in their buildings.
2. Energy efficiency is improved in social housing developments.
3. Energy efficiency is improved in social housing developments operated by Indigenous providers.

### **Outcomes**

1. Housing developments realize ongoing energy savings.
2. Greenhouse gas emissions are reduced as mandated by CleanBC and the Province of BC.

### **Measures**

1. Estimated energy savings<sup>2</sup>.
2. Imputed reduction in greenhouse gas emissions in tonnes of CO<sub>2</sub> (equivalent).

### **Indicators**

1. Number of approved and rejected applications.
2. Type and number of retrofits completed by community and region.
3. Number of utility incentives provided by community and region.
4. Average utility incentive amount.
5. Number of households benefitting from retrofits within a development.
6. Number of Indigenous providers assisted.

## KEY PROGRAM ELEMENTS

### **Project Eligibility**

The following eligibility requirements must be met:

1. The provider is a non-profit housing society or housing co-operative, municipal housing authority, Indigenous organization or First Nation.

---

<sup>2</sup> As measured by BC Hydro Power Smart calculator and/or final validation; and/or an approved SHRSP/SHIP energy study completed by an engineering consultant listed on the Fortis BC approved list.

## Energy Efficiency Retrofit Program Framework

2. The retrofits are eligible for an applicable BC Hydro, Fortis BC, PNG or other utility and government incentive program, and projects are completed in accordance with all requirements of the applicable incentive provider.
3. The housing provider is in good standing with the applicable BC Registry.
4. The development is owned or leased by the housing provider and is under a current eligible operating agreement with BC Housing.
5. No existing breaches or major unresolved issues are identified through BC Housing's regular review process, and no material debts outstanding under any agreement with BC Housing.
6. The housing provider must continue to provide affordable housing for low and moderate income households for a minimum of 10 years.
7. The proposed scope of work must be eligible for the [Capital Renewal Fund \(CRF\)](#) program and are small-scale energy retrofit items within an approximate \$100,000 budget (for example, lighting, Domestic Hot Water system(DHW) and Make Up Air(MUA) incorporating heat pumps and/or boiler upgrades).

### ***Ineligible***

The following are not eligible for the EERP:

1. Emergency Shelters.
2. Transition Housing (2<sup>nd</sup> Stage Housing may be eligible).
3. Housing developments:
  - a. Under construction.
  - b. Where the provider is not responsible for capital repairs, including developments owned by the Provincial Rental Housing Corporation and under an operator agreement.
  - c. Where rent supplement agreements only apply.
  - d. Where support services agreements only apply.
  - e. Where major capital repair projects are either planned or underway and are likely to interfere with or be negatively impacted by retrofit activity.
  - f. Scheduled for re-development or major renovation where funding has already been committed.
4. Retrofit projects deemed ineligible for a utility incentive program, or not directly related to the work identified in the utility incentive program application.

### ***Financial Assistance***

1. BC Housing provides EERP funding via capital grants to eligible and approved projects to cover the gap between approved project costs and the utility incentive program contributions, up to a maximum of \$100,000.
2. To access EERP funding, the housing provider must sign and return the EERP Funding Approval and Confirmation letter (FAC) acknowledging that the development will remain as affordable housing for a minimum of 10 years.

## Energy Efficiency Retrofit Program Framework

3. EERP funding and applicable utility incentives are provided only after project completion. Housing providers are responsible for all upfront project costs and must have sufficient funds to carry full project costs.
4. The utility incentive will not be treated as revenue for the purpose of subsidy calculation.

## ROLES AND RESPONSIBILITIES

### *BC Housing*

- Confirms eligibility for EERP funding.
- Provides EERP and additional funding to eligible projects following project completion.
- Monitors and evaluates the success of the program.

### *BCNPHA*

- Works closely with BC Housing; determines eligibility for utility incentive programs (i.e. Social Housing Retrofit Support Program applications).
- Provides technical support and advice to housing providers.
- Works closely with utility providers to complete validation details.

### *Utility Companies with Incentive Programs (Fortis BC, BC Hydro, PNG)*

- Provide energy incentives on high-efficiency natural gas and electric updates to eligible projects.

### *Housing Providers*

- Provide estimates for the retrofits application and submit contractor signed invoices upon the completion of work.
- Organize and coordinate the approved work.
- Ensure all work is completed in accordance with utility incentive program requirements as well as applicable legislation, bylaws, building codes and WorkSafeBC requirements.
- Report all project revenues and expenditures as required by BC Housing.
- Advise BC Housing, in a timely manner, of any changes that may impact eligibility and/or funding, such as a change in scope of work or cost estimates.
- Communicate with existing tenants and ensure minimal disruption throughout the process.

The EERP involves a number of project partners who coordinate work to ensure successful delivery. The Appendix provides further detail on the roles and responsibilities of each partner.

## MONITORING AND REPORTING

EERP funding is only released upon completion of the work.

On-going operation of affordable housing will be monitored in accordance with the EERP Funding Approval and Project Commitment Letter.

# Energy Efficiency Retrofit Program Framework

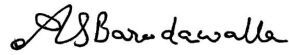
## SIGN-OFF

The Program Framework requires sign-off by BC Housing's Vice Presidents of Development Asset Strategies, and Corporate Services.



---

Vice President, Development and Asset  
Strategies  
BC Housing



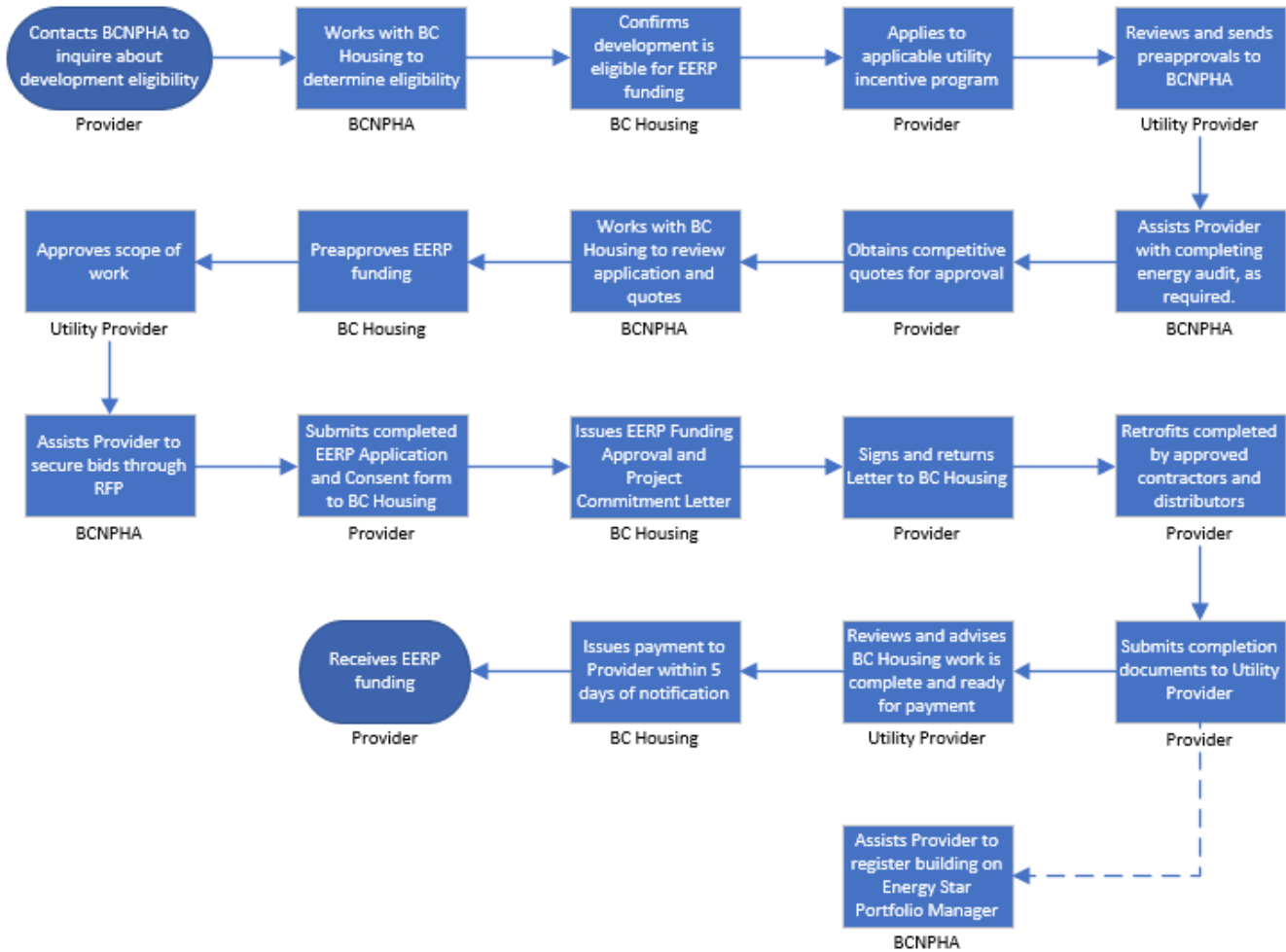
---

Vice President, Corporate Services and Chief  
Financial Officer  
BC Housing

# Energy Efficiency Retrofit Program Framework

## APPENDIX

The following diagram illustrate the roles and responsibilities of each partner.



\*For simplicity, the term “Utility Provider” in the diagram refers to the administrative team of the current utility or government incentive program.

### NOTES:

- Applications will be reviewed and processed as annual EERP funding and resources remain available. Any additional applications will be placed in queue and will be reviewed in the order of the date they were approved by the Utility Provider when more funding becomes available
- BC Housing reserves the right to withhold funding if a project fails to meet the requirements of the applicable utility incentive program upon completion. The Utility Provider may request a survey to be completed or may inspect a portion of the completed projects.