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Participants Guide:
CleanBC Social Housing Incentives

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1. Program Overview

CleanBC's Social Housing Incentives ("Social Housing Incentives") are part of the Province's Better Buildings program, which offers efficiency incentives for the Commercial Institutional, and Multi-Family (CIM) building sector. Specifically, Social Housing Incentives help building owners and operators reduce greenhouse gas (GHG) emissions in their existing building portfolio.

The program is funded by the Province of British Columbia and the Government of Canada, overseen by the BC Ministry of Energy, Mines and Petroleum Resources (MEMPR), and is administered by the BC Housing Management Commission (BC Housing) with support from the BC Non-Profit Housing Association (BCNPHA).

CleanBC incentives are available across the affordable housing sector. It supports natural gas efficiency and fuel switching measures (and other electrification opportunities) that result in significant reduction in current fossil fuel use. The application process for CleanBC's Social Housing Incentives have been designed to complement the Social Housing Retrofit Support Program (SHRSP) offered by BC Hydro and FortisBC.

CleanBC provides support for energy equipment retrofits in existing buildings by offering incentives for energy studies, implementation support, and retrofit equipment. The funding will target projects that can demonstrate a strong potential to reduce greenhouse gas (GHG) emissions by at least 500 tonnes of CO² equivalent (tCO²e) over the lifetime of the measures installed – this is roughly equivalent to 500 GJ of natural gas per year.

2. Program Eligibility

To receive funding for either an energy study, implementation support, or capital incentives, you must meet the eligibility criteria listed below. Note that additional funding criteria and terms and conditions may apply, and will be reviewed between you, BCNPHA, and BC Housing during preliminary meetings.

2.1 Proponents

- You are a non-profit housing society, housing co-operative or municipal housing authority that operates multi-unit residential buildings.
- You are in Good Standing with the BC Corporate Registry
- If you have an existing agreement with BC Housing, there are no existing breaches or major unresolved issues identified through BC Housing's regular review process and no material debts outstanding under any agreement with BC Housing.

2.2 Projects

- Projects will have a minimum threshold for eligibility of 500 tCO₂e of lifetime savings at a single facility.
- In some cases, the CleanBC may support projects which result in less than 500 tCO²e of lifetime savings if the project's proponent can demonstrate that the measure is a relatively low cost and easily replicable approach for reducing GHG emissions.
- Measures eligible for Demand Side Management (DSM) funding through utilities are not eligible for additional CleanBC funding. The one exception is building envelope measures for buildings heated by natural gas, oil, propane or diesel. In certain cases, these buildings may be eligible for CleanBC funding as well as DSM funding for envelope upgrades.

- The retrofits must be completed in accordance with all requirements of BCHMC's [Design Guideline and Construction Standards](#).
- Proposed energy conservation measures must be proven technologies that are commercially and readily available in the market with a reasonable adoption rate. Measures intended to demonstrate a technology to increase market adoption in British Columbia and/or for purposes of research and development are not eligible for funding.
- You cannot purchase any equipment related to the specific measures being reviewed in the Energy Study prior to signing an incentive agreement. The equipment purchased would be deemed to pre-date the capital incentive agreement and thus would not be eligible for incentive funding.
- Project must involve a technology that is accessible/viewable for site inspection and/or measurable and verifiable (M&V) if required. For measures that are inaccessible (i.e. insulation) you must take steps to provide adequate assurances for M&V purposes.
- Project must be hardwired or permanent in nature.

3. Program Incentives

3.1 Energy Study Incentive

An energy study provides detailed technical information, quantified energy information, and expected implementation costs. The study can be used to determine the most effective energy efficiency measures for implementation. An approved energy study is a pre-requisite for further funding for CleanBC Social Housing Incentives.

- CleanBC will provide up to \$5,000 per energy study for projects that do not qualify for the full SHRSP energy study incentive. As such, the total combined energy study incentive received from both the SHRSP and CleanBC cannot exceed \$5,000. Energy study contributions will be closely coordinated between the utilities and BC Housing to ensure participants are offered the maximum eligible incentive.
- The energy study must be completed by an approved consultant as found on FortisBC's SHRSP website.
 - If your preferred vendor is not an approved consultant, the vendor may contact FortisBC for assistance in gaining membership.
- The energy study must be in the format and contain the specifications outlined in the Energy Study Guide found on the SHRSP website. You may need to work with BCNPHA to resolve any inconsistencies between Social Housing Incentive rules and the Energy Study Guide.¹
- To be eligible for CleanBC energy study funding you must first complete an ASHRAE Level 1 Audit and be pre-approved by BCHMC to receive an energy study rebate.
 - BCHMC will make its decision based on the results of the L1 Energy Audit, particularly the amount of high-potential GHG savings identified. Although BCHMC will have discretion in selecting projects for energy study funding, it is understood

¹ For all GHG calculations, you are required to use the 2016 B.C. BEST PRACTICES METHODOLOGY FOR QUANTIFYING GREENHOUSE GAS EMISSIONS: <https://www2.gov.bc.ca/assets/gov/environment/climate-change/cng/methodology/2016-17-pso-methodology.pdf>

that they will prioritize those projects with more significant potential for GHG savings (e.g., ≥ 500 tCO₂e of lifetime savings).

- If you have not already completed an ASHRAE Level 1 audit, the BCNPHA can complete this service free of charge.
- The incentive will be issued as a rebate, after a copy of the energy study and invoice(s) have been submitted for approval.
- The system under review in the energy study must:
 - Demonstrate the potential to implement measures at a single facility that will lead to significant lifetime GHG emissions savings (e.g., at least 500 tCO₂e of lifetime savings).
 - Involve a technology that is not covered by other utility DSM programs (with the exception of building envelope measures in natural gas buildings).
 - Involve a technology that requires electrification or natural gas conservation that is not currently covered by the utility's SHRSP.
 - Involve a technology that is accessible/viewable for site inspection and/or measurement & verification if required. For measures that are inaccessible (i.e. insulation) you must provide adequate assurances for M&V purposes.
 - Be hardwired or permanent in nature.

3.2 Implementation Incentives

Implementation support funding is offered to help ensure retrofits are safe, permitted and meet quality standards. The funding will help you navigate various aspects of the retrofit, such as project management, project specification and a request for proposal, engaging contractors to install equipment (actual installation costs are not included in implementation support funding) and preparing required documentation and invoices for submission.

- CleanBC will provide up to \$7,000 toward implementation support for project's that do not qualify for the full SHRSP implementation support incentive. As such, the total combined implementation support incentive received from both the SHRSP and CleanBC cannot exceed \$7,000. Implementation support contributions will be closely coordinated between the utilities and BC Housing to ensure participants are offered the maximum eligible incentive.
- To receive implementation funding, you must use an approved engineering consultant as found on the SHRSP website.

3.3 Capital Incentives

CleanBC Social Housing Incentives will include both natural gas efficiency and fuel-switching supports. Incentive offerings will differ from utility offerings in that they will be performance-based, as measured by GHG reductions². The following lists the specific rules as they pertain to the capital incentives:

² For building envelope measures, CleanBC funding will be based on SHRSP incentive formulas as they pertain to gas savings. For more information please visit:
<https://www.fortisbc.com/Rebates/RebatesOffers/SocialHousingRetrofitSupportProgram/Pages/default.aspx>

- Based on a rate of \$70/tCO₂e of lifetime savings up to a maximum of 75% of a project’s incremental cost³ and not exceeding \$200,000.
- If a project is receiving incentive or grant funding through another third-party program, the total amount of this “other funding” will be subtracted from the original incremental cost before the eligible CleanBC incentive is calculated.
- Measures that are eligible to receive a utility incentive, will not be eligible for additional CleanBC incentives. The exception to this rule is building envelope measures. For building envelope measures that are eligible for utility incentives, the measure will also be eligible for a CleanBC incentive up to a maximum of 75% of a project’s incremental cost after utility incentives and not exceeding \$200,000.
- Eligibility for CleanBC Social Housing Incentives is dependent on an approved energy study.
 - It is possible for an energy study to be submitted that did not receive CleanBC funding and/or was completed prior to the launch of the CleanBC. These studies need to be approved by BCHMC before they are considered eligible for capital incentives.
- Social Housing Incentives will be awarded to larger projects (i.e., lifetime savings ≥ 500 tCO₂e). However, BCHMC will have discretion to provide incentives to smaller projects (i.e., lifetime savings < 500 tCO₂e)
- Each customer ⁴is limited to a total of \$500,000 in Social Housing Incentives that can be spread over multiple projects and locations, subject to the discretion of program administrators and available funding.
- The incentive will be issued as a rebate, after project implementation is complete and supporting documents are submitted to BCHMC for verification.

4. Program Process

4.1 Kick off Meeting

1. Contact your Key Account Manager (KAM) or BCNPHA Energy Manager to begin the application process.
 - a. If you already have an energy study completed, submit it to BCNPHA for review.
 - b. If you are seeking funding for an energy study, a kick-off meeting will be scheduled between you, your KAM, your engineering consultant, and the BCNPHA. In this meeting you will discuss your project, program terms and conditions, your BCNPHA high-level energy study (if you have one), and your available budget.
2. If you demonstrate that you meet the eligibility criteria for Social Housing Incentives, you will receive a Program Acceptance Notification.

³ The baseline for CleanBC Social Housing projects is determined on a case by case basis according the current industry standard. The program considers the existing unit to be end of life and therefore the baseline is assumed to be the latest technology equivalent for the described level of service and be in compliance with, the BC Energy Efficiency Act, ASHRAE standards and/or local bylaws. Changes to legislation may affect the recognized baseline for a given energy measure.

⁴ “Customer” is defined to include a parent company or umbrella organization that is the owner of the building where the measures are being installed.

4.2 Energy Study

1. Once an energy efficiency opportunity is identified and program acceptance is received, you are free to engage with an approved engineering consultant to conduct the energy study, as outlined in the SHRSP Energy Study Guidelines.
2. Your engineering consultant completes the energy study and sends a copy to BCNPHA, CC'ing BCHMC, which will then conduct a final review.
3. Once the review is completed by BCHMC and the energy study is approved, you will receive a payment commensurate with the above incentive guidelines as well as implementation support and capital incentive approval notification.

4.3 Project Implementation

1. If you are seeking support implementing your project, select an approved engineering consultant as found on the SHRSP website.
2. Your consultant will help you prepare and obtain necessary documentation, scope of work and requests for proposals, as well as contractor selection, project management, installation and commissioning.
3. The energy conservation measure must be installed and operational within 12 months of the date of the capital incentive approval

4.4 Reimbursement

1. Within 90 days of the energy conservation measure becoming operational, submit your completion documentation and invoices to BCNPHA with proof of payment for the implementation consultant and equipment installed.
2. You will receive your equipment rebates and reimbursement for the project implementation consultant after a Post Implementation Review is completed and approved, and within 90 days of BCHNPA receiving documentation.

4.5 Measurement and Verification

1. You will be required to register participating building sites on Energy Star Portfolio Manager, a free energy benchmarking software administered by the federal government. You must provide 'view only' access to BCHMC / BCNPHA / MEMPR for benchmarking purposes.
2. You will be responsible to verify your GHG savings, one year after project completion. This activity should be undertaken by the 3rd party engineer who implemented the retrofit measure.

This program is funded by the Province of British Columbia and the Government of Canada

