

# **Non-Profit Housing Retrofit Program Grant Guidelines and Application Information**



## **TABLE OF CONTENTS**

<b>PROGRAM VISION</b>	<b>2</b>
<b>ELIGIBILITY</b>	<b>2</b>
<b>RETROFIT PLANNING GRANTS</b>	<b>2</b>
<b>CAPITAL GRANTS AND IMPLEMENTATION SUPPORT</b>	<b>4</b>
<b>HOW TO APPLY</b>	<b>5</b>
<b>REPORTING REQUIREMENTS</b>	<b>6</b>
<b>HOW VANCITY WILL USE INFORMATION GATHERED</b>	<b>6</b>
<b>APPENDIX A. ENERGY STUDY REQUIREMENTS</b>	<b>7</b>
<b>APPENDIX B. APPLICATION FORM QUESTIONS</b>	<b>8</b>

# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



## PROGRAM VISION

This grant program supports projects that help non-profit housing societies and housing co-operatives put their buildings on a pathway to net-zero – toward buildings that emit no greenhouse gases and better withstand the negative effects of a changing climate, ensuring occupant comfort and health are maintained. Our vision is for all Vancity-member non-profit housing societies to have a net-zero and climate resilience plan that is integrated into capital planning for each of their buildings. Our grants are designed to help our members develop those plans and to implement them.

You can also find information on the program at [Non-Profit Housing Retrofit Grants - Vancity](#).

## ELIGIBILITY

Your organization is eligible to participate in the program if it is:

- A non-profit housing society or non-profit housing co-operative
- An active Vancity member in good standing
  - Active member is defined as: a member that has a minimum of one active account with regular activity occurring
  - Examples of Vancity accounts: operating account, term deposits, loan or mortgage, Wealth Management account, pooled income earnings, Vancity enviroVisa (with minimum 10 charges per month)

*Note, if you are not currently a Vancity member and would like to explore the benefits email us at [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com) and we will have one of our Business Account Managers contact you.*

These grants are intended to improve the long-term sustainability of buildings. Buildings that are likely to be redeveloped in the next 10-15 years are not eligible.

Organizations with 10+ multi-unit residential buildings are eligible to receive an additional \$30,000 to support net-zero portfolio planning. To inquire about this benefit, please contact [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com).

Preference will be given to members that have a mortgage with Vancity, particularly to projects in buildings mortgaged with Vancity.

## RETROFIT PLANNING GRANTS

We provide grants up to \$80,000 to support planning for retrofit projects that move a building toward achieving net-zero carbon emissions and greater climate resilience, with an emphasis on building electrification. Moving along this pathway includes steps such as:

- Replacing fossil fuel-based heating, hot water, ventilation, and air conditioning with electric systems
- Significantly improving energy efficiency

## Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



- Adding cooling and improving ventilation
- Other measures that enable buildings to withstand the negative effects of a changing climate

Planning grants provide funding to support portfolio and building retrofit planning and help ensure a successful transition to implementation. Grants are flexible and based on the needs of the applicant. Some examples of how they can be used are:

- Adding organizational capacity to support net-zero and building retrofit planning
- Support with capital planning for net-zero and climate resilience
- Feasibility studies
- Building energy studies (see specific requirements in Appendix A.)
- Energy modelling
- Other plans and studies required for building retrofit projects, including project design
- Electrical load analysis
- Detailed design
- Other planning activities that support a pathway to net-zero and climate resilience including net-zero portfolio planning, business case creation, financing assessment, and project management support

Planning work that is not in alignment with a net-zero pathway is not eligible for funding. For example, plans specifically for upgrades to existing, or for the installation of new, gas-powered heating/cooling or domestic hot water systems will not be funded. This includes renewable natural gas as well as fossil gas-powered systems. Funded energy studies may include consideration of gas-powered systems but must also include consideration of measures that achieve near net-zero greenhouse gas emissions (see energy study requirements in Appendix A.).

Organizations that have 10+ multi-unit residential buildings in their portfolio are eligible for:

- an additional \$30,000 to support net-zero portfolio planning, and
- up to \$160,000 in planning grants to support planning for a minimum of two buildings.

Note that we recommend that all members complete a Level 1 Energy Study, provided for free from the BC Non-profit Housing Association. Start the process by submitting a [Service Inquiry here.](#)

Vancity reserves the right to approve or decline the full amount requested at our discretion.

# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



## CAPITAL GRANTS AND IMPLEMENTATION SUPPORT

Capital grants are available to support Vancity members to undertake retrofit projects that will achieve a minimum reduction in greenhouse gas emissions of 30% and move a building along a pathway toward net-zero emissions. Grants can be used to cover the following costs:

- Equipment
- Labour and engineering
- Electrical capacity upgrades

Additional funding for project implementation support is available with capital grants. Implementation funding can be used to cover costs such as:

- Project management
- Commissioning
- Training for building management staff

The maximum grant funds available per application is \$99,000. This includes:

- 10% of capital costs of the retrofit project, up to \$90,000
- Up to 10% of capital grant for implementation support

Projects that are not in alignment with a net-zero pathway are not eligible for funding. For example, projects that include upgrades to existing, or the installation of new, gas-powered space heating/cooling or domestic hot water systems will not be funded. Hybrid systems are also ineligible.

Organizations that have 10+ multi-unit residential buildings in their portfolio are eligible to receive up to \$180,000 in capital grants and up to \$18,000 in implementation support for retrofit projects in a minimum of two buildings.

Funding is contingent on the organization securing funding for the full project budget.

Vancity reserves the right to withhold capital and implementation grants at our discretion.

# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



## HOW TO APPLY

Funding is intended to be used in combination with other grant and incentive programs, where possible.

Applications are accepted March to November each year or until the available funds have been allocated. Applicants are not limited to one grant; for example, it is possible to apply for additional funding to build on work supported by an earlier grant. Grant approval will be based on an application's alignment with the grant guidelines and program vision.

### Planning Grants

To apply for a retrofit planning grant, please fill out this [application form](#) (link is to a Microsoft Form.) We recommend that you review the application questions listed in Appendix B prior to filling out the form as you'll need to complete the application in one sitting. If you have any questions about the application form, please email us at [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com).

### Capital Grants and Implementation Support

To apply for a capital grant and implementation support, please start by filling out this [application form](#) (link is to a Microsoft Form.) We recommend that you review the application questions listed in Appendix B prior to filling out the form as you'll need to complete the application in one sitting. If you have any questions about the application form, please email us at [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com).

Additionally, please input details from your energy study into this [form](#).

Once you have completed the application and energy study forms, please email [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com) with a:

- energy study (ASHRAE Level 2 or similar);
- detailed budget including other funding sources, pending and secured; and
- completed CleanBC Social Housing Incentive Program (SHIP) workbook, if you have applied for SHIP.

Vancity may request additional documentation while reviewing applications..  
Vancity reserves the right to approve or decline applications at our discretion.

# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



## REPORTING REQUIREMENTS

### Planning Grants

Upon completion of the funded project, grant recipients will be required to provide Vancity with:

- a copy of the funded work product; and
- a short written report sharing how the project went (what went well, challenges encountered, lessons learned) and intended next steps, including an estimated timeline.
- notification when a project moves forward to implementation.

### Capital Grants and Implementation Support

Upon completion of the funded project, grant recipients will be required to provide Vancity with:

- invoices from contractors and consultants, with proof of payment; and
- a short written report sharing how the project went (what went well, challenges encountered, lessons learned).

All recipients of planning grants, capital grants and implementation support are required to provide energy data to Vancity through;

- Sharing Energy Star Portfolio Manager (ESPM) profile with Vancouver City Savings profile or;
- Providing energy data in an Excel format for two years in advance of the project, and two years after

Note that Vancity has partnered with BCNPHA to provide support to our members with the ESPM account set-up and management. To receive support, please email [energy@bcnpha.ca](mailto:energy@bcnpha.ca) and specify you're using Vancity's ESPM support program.

Vancity may request additional documentation as required.

## HOW VANCITY WILL USE INFORMATION GATHERED

Vancity will use your building, project and energy use information gathered in grant applications, grant reports, and through Energy Star Portfolio Manager to track and evaluate the impact of the Non-Profit Housing Retrofit Program, including on the credit union's financed emissions and progress toward our net-zero targets.

If you have questions about your project's eligibility or other aspects of the program, please email us at [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com). We'll be happy to provide additional information and to find a time to discuss your project.

# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



## APPENDIX A.

### ENERGY STUDY REQUIREMENTS FOR MULTI-UNIT RESIDENTIAL BUILDINGS

Grants for energy studies are intended to be stacked with other available grants and/or incentives<sup>1</sup>, such as the [CleanBC Social Housing Incentives Program](#), and the Federation of Canadian Municipalities [Sustainable Affordable Housing](#) program.

To apply for funding, please attach a consultant quote for an energy study that includes and evaluates measures that:

- Achieve net-zero carbon emission operations (or as near as possible) without negatively impacting the quality of services and users' comfort in the building.
- Go beyond incremental energy efficiency improvements and moderate emission reductions by focusing on the optimal combination of building measures that will bring emissions to zero (or as close to zero as possible). The desired outcome will likely be achieved through a combination of energy efficiency improvements and mechanical system measures (electrification).
- Make the building climate resilient. Consider future climatic conditions and identify the optimal pathway for making the building operationally resilient to future high temperatures and smoke events.
- Consider both passive and active measures for cooling, ventilation, and enclosure systems.

The energy study should be ASHRAE Level 2 or similar. As stated in the guidelines above, the intent of this funding program is to support non-profit housing societies to plan for retrofits that move their building(s) toward net-zero and improved climate resilience; therefore, the energy study should include:

- Recommendations that prioritize practical and effective modifications to equipment and operations to achieve net-zero (or as close to net-zero as possible) and improved climate resilience.
- Estimate energy and GHG savings, cost savings, incentive amounts available and perform a detailed lifecycle cost analysis per measure outlining metrics such as ROI, IRR, and NPV. Inputs and assumptions must be clearly stated.
- Rank the list of initiatives to reflect the highest potential GHG and energy savings by level of investment in capital and operating cost savings reflecting best payback.

To be eligible for the Non-Profit Housing Retrofits grant it is recommended that you choose a consultant from the [BC Hydro Alliance of Energy Professionals](#). This is the same list required for the CleanBC [Social Housing Incentives Program](#), however, if you're applying for the Fortis BC Hydro [Social Housing Retrofit Support Program](#) then you must use the [Social Housing Retrofit Support Program list](#).

*<sup>1</sup>By applying for this grant, you consent to Vancity sharing the project budget and activities to be funded with other funders, such as Clean BC, BC Hydro, FortisBC and the Federation of Canadian Municipalities, to coordinate stacked funding.*

### Energy Study Requirements for Other Types of Residential Buildings

If your building is not a multi-unit residential building and you would like support for energy retrofit planning, please reach out to us at [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com).

# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



## APPENDIX B.

### APPLICATION FORM QUESTIONS

#### Part A: Applicant Information

##### A1. Organization and Contact Information

###### Organization type

- Non-profit Housing Society
- Non-profit Housing Co-operative
- Other \_\_\_\_\_

###### Applicant information

- Legal name of organization:
- Mailing Address:
- City:
- Postal Code:
- Website:

###### Contact information

- Name:
- Title:
- Telephone number:
- Email address:

##### A2. Organization Information

How many years has the organization been operating as a non-profit housing society or non-profit housing co-operative?

How many total buildings in the organization's portfolio or housing co-operative?

How many total units in the organization's portfolio or housing co-operative?

What communities does the organization serve? (e.g., families, seniors, Indigenous, etc.)

#### Part B: Project Information

##### B1. Project Information

Project Name:

Project Description: Please provide a description of the retrofit planning project, your objectives for it and clearly articulate how you'll use the grant funds. How will this project move your building(s) toward net-zero carbon emissions and improved climate resilience? Are you seeking funding for planning, capital or implementation? Note, if applying for an energy study please refer to Appendix A.



# Non-Profit Housing Retrofit Program Grant Guidelines and Application Information



What is your timeline to complete the retrofit activity? What is your action plan to complete the project?

How many buildings are involved in the project?

Who is the owner of the building(s)?

Are any of the buildings under an operating agreement with BC Housing?

Has the BC Non-Profit Housing Association or the Aboriginal Housing Management Association done an energy audit on any of the building(s) involved within the last five (5) years? If yes, please email the energy audit report to [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com).

## B2. Project Costs and Funding Request:

What is the amount you're applying for?

Are you applying for any additional funding from other sources?

Please indicate what other funding you've applied for, how much and whether it's been approved or the response is pending.

Is the grant you're applying for to fund an energy study?

Yes – please refer to detailed requirements in Appendix A.

No - If an energy study has been completed through another project please email us a copy at [housingretrofits@vancity.com](mailto:housingretrofits@vancity.com) and complete this form:

<https://forms.office.com/r/1yuWZCUcrj>