



Existing Homes Energy Efficiency Upgrades Program

GUIDELINES

Effective Nov 1st, 2009



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1. Objective

The objective of **Efficiency NB's Existing Homes Energy Efficiency Upgrades Program** (Upgrades Program) is to help New Brunswick homeowners make their homes more efficient so that they can:

- reduce their energy consumption,
- save money through lower home heating costs, and
- lessen the impact of energy use on the environment.

2. The Program

The Upgrades Program provides financial incentives to homeowners who participate in Natural Resource Canada's (NRCan) Residential Energy Assessment Service and make eligible energy efficiency improvements to their homes as described in this guideline document. Efficiency NB will subsidize the cost of the energy assessment, and provide either a grant or loan after the upgrades and a post-upgrade energy assessment have been completed. By participating in this program, homeowners may also be eligible to receive financial incentives through the Federal government's **ecoENERGY** program. For more information on the ecoENERGY Program visit www.nrcan.gc.ca or call 1-800 O-Canada.

2.1 The Project Completion Timeline

Upgrades must be completed and a post-upgrade assessment scheduled within **18 months** of the date on the pre-upgrade report.

Only those upgrades that meet the minimum energy efficiency standards outlined in either the ecoENERGY pamphlet "Retrofit Your Home and Qualify for a Grant" or Efficiency NB's Existing Homes Program Guidelines will be eligible for incentives through the Upgrades Program.

2.2 The Residential Energy Assessment Service

Efficiency NB has signed service agreements with companies licensed by NRCan who employ trained and qualified energy advisors to deliver the Residential Energy Assessment Service in New Brunswick. To be eligible for the grant or loan, homeowners must have an energy assessment performed on their home and agree to the following procedure:

- the homeowner contacts a licensed company to schedule an appointment for a pre-upgrade energy assessment;
- the energy advisor will conduct a Pre-Upgrade assessment (lasting approximately 2-3 hours, depending on the size, age and construction style of the house) and provide the homeowner with an energy efficiency rating and detailed report. The report will identify areas of energy loss and list recommendations for upgrades that can be made to reduce energy consumption;
- the homeowner has up to **18 months** from the date on the report to make some or all of the recommended upgrades and contact the energy advisor to schedule a post-upgrade home assessment to confirm the effectiveness of the upgrades;
- the energy advisor will conduct a Post-Upgrade assessment and provide the homeowner with a new report and energy efficiency rating, as well as a checklist which identifies all of the eligible upgrades performed, and then
- the homeowner sends the completed loan or grant application form and all appropriate documentation to Efficiency NB within 6 months of the Post-Upgrade assessment.

2.3 Cost of the Residential Energy Assessment Service

The cost of the energy assessment is based on the size of the home and is subsidized by Efficiency NB in the form of a \$100 coupon and additional incentives paid directly to the energy advisor. The breakdown of costs is as follows:

House Size	Cost of Service	Efficiency NB	Homeowner
up to 2,000ft ² (186m ²)	\$450	\$300	\$50 + \$100 coupon
2,001 – 3,000ft ² (278m ²)	\$500	\$300	\$100 + \$100 coupon
3,001 – 4,000ft ² (372m ²)	\$550	\$300	\$150 + \$100 coupon
greater than 4,000ft ² (372m ²)	\$600	\$300	\$200 + \$100 coupon

The **\$100 coupon** is available in the program application kit provided by the energy advisor; the remaining **\$300** will be paid by Efficiency NB *directly to the energy advisor* after completion of the residential energy assessment. The homeowner fee is due at the time of the initial (or pre-upgrade) assessment and covers the pre-upgrade assessment, the report with recommended upgrades, and the post-upgrade assessment, report and energy efficiency rating.

The house size is based on its internal dimensions, and all heated space is counted, including the basement and excluding attached garages.

3. Financial Incentives

After completing recommended upgrades and receiving a post-upgrade energy assessment, homeowners are eligible to apply for either a grant or a loan, as well as the Home Heating System Upgrade Bonus, if applicable:

3.1 The grant: a rebate of 20% of costs (including HST), to a *maximum grant of \$2,000*.

3.2 The loan: an **interest-free** financing alternative, to a *maximum loan of \$10,000*;

3.2.1 Payments

- Loans are repaid over a term of up to 6 years based on the amount borrowed:

Loan Amount	Term	Maximum Payment
\$1,001 to \$2,000	24 months	\$83.33
\$2,001 to \$3,000	36 months	\$83.33
\$3,001 to \$4,000	48 months	\$83.33
\$4,001 to \$5,000	60 months	\$83.33
\$5,001 to \$10,000	72 months	\$138.00

Monthly payments are calculated by dividing the total amount borrowed by the repayment term of the loan (# of months). **Loans must be at least \$1,000.**

Loan applicants require a credit check and the homeowner must sign Efficiency NB's **Personal Loan Agreement** and a **Promissory Note** which outlines all payment details and penalties for defaulted loans and loan payments.

3.3 The Home Heating System Upgrade Bonus:

Please note: any reference throughout this Guideline to gas includes both Natural Gas and Propane.

An additional \$500 Home Heating System Upgrade Bonus is available to active Existing Home program participants from November 5, 2008 until March 31, 2010 for the replacement of low efficiency home heating systems to high efficiency ENERGY STAR® or EPA rated systems. Homeowners can replace their heating system with an ENERGY STAR rated central heating system (oil/gas furnaces, boilers or heat pumps) or replace a non-EPA rated wood burning appliance with an EPA rated model or pellet burning device.

3.4 Application Process

To apply for the Upgrades Program, a homeowner must provide the following:

- a completed application form;
 - a copy of their pre-upgrade assessment report outlining all recommended upgrades;
 - a copy of their provincial checklist for work completed (obtained from the energy advisor);
 - a copy of their post-upgrade assessment report;
 - originals or copies of all receipts relating to the upgrades performed; and
 - the original or a copy of the receipt for the residential energy assessment service.
- Completed application form must be received within 6 months of the date of the Post Upgrade Assessment report.

4. Eligibility

Owners of residential properties are eligible to apply for the **Upgrades Program**, provided that they have had an energy assessment of their building and their building meets the criteria found in Section 4.1. Ownership includes landlords and non-profit organizations or trusts.

Homeowners who have previously received incentives through the Energy Efficient New Homes Program are not eligible to apply for incentives for the same home through the upgrades program.

4.1 Homes

4.1.1 Eligible

New Brunswick dwellings that are eligible for the Upgrades Program include:

- Must be structurally sound and capable of receiving an energy efficiency evaluation
- Low-rise residential property as defined under Parts 2 and 9 of the National Building Code of Canada (NBCC). Such properties would be no more than three stories high, having a footprint of not more than 600 m² (approximately 6500 ft²),
- Low-rise residential dwellings including detached, semi-detached or row houses no more than three stories high, having a footprint of not more than 600 m² (approximately 6500 ft²)
- Mobile dwellings on a permanent foundation (as defined under Parts 9 and 2 of the *National Building Code of Canada, 1995*);
- Recently constructed dwellings that have been continuously occupied for at least 6 months.

4.1.2 Ineligible

- Homes that cannot be defined as Part 2 or Part 9 of the NBCC (i.e. cottages or recreational properties that cannot be used year round)
- Homes that have received a grant through the New Homes program and continue to be occupied by the original owner.
- Home owners, who have received funding through the Energy Efficiency Retrofit Program for Low Income Households, cannot submit an application to the Existing Homes Energy Efficiency Upgrades Program for the same home.

An owner of an eligible dwelling may apply to the Upgrades Program only once for that dwelling.

4.2 Upgrades

Costs which can be claimed toward a grant or loan through the Upgrades Program include the cost of equipment, supplies, labour and HST associated with upgrades as outlined in the following sections.

4.2.1 Eligible

- Upgrades that meet or exceed the recommendations given in the report,
- upgrades listed in the ecoENERGY pamphlet "[Retrofit Your Home and Qualify for a Grant](#)",
- upgrades completed within **18 months** of the date of the pre-upgrade energy assessment report, and
- the cost of supplies and labour (including HST) if performed by a 3rd party.

4.2.2 Ineligible

- The cost of labour if the work was completed by the homeowner;
- the cost of labour for any work done by a company in which the homeowner is affiliated or stands to gain financially or otherwise; and
- the cost of any supplies not stated above or listed in the following sections.

4.3 Foundation repairs

- *Section removed as of November 1, 2009. Please see section 4.4 for eligible items associated with Foundation repair/replacement*

4.4 Basement insulation

4.4.1 Eligible costs:

- Insulation of basement walls (minimum R-10 must be added),
- Insulation of unfinished basement floors (minimum 1” rigid foam insulating product must be added),
- Insulation of header spaces (minimum R-20 must be added),
- framing, moisture and vapour barriers, sealant, and drywall or sub-flooring **ONLY IF** part of a retrofit to add insulation
- Repair of minor cracks to prevent water seepage that could damage insulation (only eligible if insulating basement walls per above specifications)
- If a basement requires the replacement of an existing foundation, the cost of insulating the new foundation is eligible provided that a minimum **R-20** has been installed. If an ICF foundation is installed, 50% of the cost is eligible.

4.4.2 Ineligible:

- Insulation or repair of skirting around mobile or mini homes.
- Finishing of drywall, painting and trim.
- Finish flooring materials and labour, such as carpet, laminate flooring, or hardwood.
- Costs related to the installation of a new foundation (other than for insulation)
- excavation, drainage, floor slabs

4.5 Wall Insulation

4.5.1 Eligible Costs:

- The addition of insulation to house walls (minimum 1” rigid foam insulating product)
- Repairing damage done to interior or exterior finished walls through the installation of insulation (only if minimum insulation values are met)
- New air barrier and siding, only if a minimum of 1” rigid foam insulation has been added

(Note: eligibility of insulation materials will be determined on the basis of Canadian Construction Materials Centre published values, which may not match values published by the manufacturer. Visit www.irc.nrc-cnrc.gc.ca/ccmc or call Efficiency NB for more information.)

4.6 Attic/Ceiling Insulation

4.6.1 Eligible Costs:

- Insulation of attic or ceiling areas, if meeting the following minimum standards:
Flat or Cathedral ceilings:
 - Minimum R-10 added to an uninsulated ceiling
 - Achieve a minimum of R-28 for insulated ceiling*Attics:*
 - If starting point is less than R-30, achieve a minimum insulation level of R-40
 - If starting point is more than R-30, achieve a minimum insulation level of R-50 (minimum R-10 must be added)
- Repairing damage done to interior finished ceilings through the installation of insulation. (only if minimum insulation values have been met)
- Repairs to flat roofs are eligible only if necessitated by the installation of insulation and the minimum insulation value has been met

4.7 Air Sealing

4.7.1 Eligible:

- Caulking materials, spray foam, weather stripping and other air sealing supplies and labour

4.8 Windows, Skylights and Doors

4.8.1 Eligible:

- New ENERGY STAR® qualified windows or patio doors; or other windows or patio doors with a minimum of double glazing, low E glass, argon/krypton gas and insulated spacers.
- New ENERGY STAR qualified skylights or other skylights with double glazed low E glass, argon/krypton gas, with insulated spacers.
- New storm windows, interior or exterior, added to single glazed windows (seasonally attached);
- New ENERGY STAR qualified doors; or other insulated exterior doors with an allowance of up to \$100 for door hardware (knobs and locking mechanisms)

Products and Standards can be found at www.energystar.gc.ca.

4.8.2 Ineligible:

- Replacement of storm windows

4.9 Ventilation

4.9.1 Eligible Costs:

- New heat recovery ventilators (HRVs), certified by the Home Ventilating Institute. www.hvi.org
- New ductwork
- New bathroom and kitchen fans

4.9.2 Ineligible:

- Replacement of any existing equipment or ductwork

4.10 Air Conditioning

4.10.1 Eligible Costs:

- Replacement of existing equipment (central and window units) with equivalent capacity new ENERGY STAR qualified equipment

4.10.2 Ineligible:

- Any new air conditioning equipment that is not replacing existing equipment

4.11 Heating Systems

Please note: any reference throughout this Guideline to gas includes both Natural Gas and Propane.

Items followed by *** may qualify for an additional Home Heating System Upgrade Bonus. See Section 3.3 for more details.

4.11.1 Eligible Costs:

Heat Pumps

- New geothermal heat pumps ENERGY STAR rated for Region V***
- New air source heat pumps ENERGY STAR rated for Region V***
- New Ductless Mini-Split air source heat pumps*** that meet the following criteria:
 - ENERGY STAR qualified for Region V;
 - Have at least one "head" or supply coil on each floor (basement NOT required); and
 - Minimum 12,000 Btus (if more than one system is required, at least one system must meet this minimum standard).

Homeowners must provide a receipt or invoice showing the make and model numbers for both indoor and outdoor units and the ARI reference number. Applications for the grant or loan will not be processed without this information.

*Products and Standards can be found at www.energystar.gc.ca
ARI reference numbers can be verified at www.ari.org*

Furnaces and Boilers

- New ENERGY STAR rated oil or gas boilers and furnaces *** (replacement boilers and furnaces are accepted if the existing model is not ENERGY STAR)
- Integrated Mechanical Systems (IMS) with a Thermal Efficiency of 0.9 or higher***
- New or replacement zero-clearance oil furnaces and boilers with a minimum AFUE of 82% are eligible if installed in mobile/mini homes or restricted height basements.*** (Eligibility may need to be verified by Efficiency NB.)

Products and Standards can be found at www.energystar.gc.ca

Wood Burning Appliances

- Replacement of non-EPA rated wood burning appliances with a model that meets EPA or CSA-B415.1-M92 standards or a pellet burning appliance ***

For a list of EPA rated wood burning appliances visit www.epa.gov

Other

- Programmable thermostats
- Electronic thermostats that replace mechanical thermostats in houses with baseboard heaters. (minimum 5)
- New chimneys, ductwork and fuel storage tanks, if required as part of the installation of a new heating system.
- In the case of Mobile Homes – electric baseboard or radiant heaters if replacing a forced air heating system with ductwork installed below the floor.

4.11.2 Ineligible:

- Any electric resistance heating system (including baseboards, convection heaters, radiant heating panels, furnaces and boilers)
- New supplementary heating systems such as gas fireplaces, inserts, wood stoves or pellet stoves
- Replacement of ductwork, chimneys and fuel storage tanks.

4.11.3 Emergency Installation of heating systems

In the case of an emergency furnace replacement, the homeowner must call a service organization within three days of the system replacement to schedule his/her pre-retrofit assessment and must keep sufficient information regarding the older furnace (see eligibility criteria below) to ensure proper disclosure.

Customers calling a service organization LATER THAN three days after the heating equipment has been replaced will not be considered.

Eligibility criteria

As a rule, customers are required to have an energy assessment performed before they replace or install anything, including heating equipment, if they want that upgrade work to become eligible towards a grant.

However, NRCan has developed a policy specifically to help homeowners who find that their heating equipment needs to be replaced.

- a. The heating system must have been red flagged by the utility, service technician or building inspector for safety reasons, or
- b. The furnace cannot be repaired and needs to be replaced.

Homeowners wishing to apply for a grant towards the new equipment, but who did not have an energy assessment performed prior to the replacement, would be covered under this policy, provided they meet both the grant eligibility criteria and all of the following requirements:

1. The existing equipment must be replaced with equipment meeting the requirements listed in the ecoENERGY Retrofit Homes Eligible Improvements / Retrofits table.
2. A copy of the invoice indicating the information listed below must be provided to the energy advisor by the homeowner at the initial evaluation:
 - supplier's business name, address and phone number
 - date of installation (where no installation date is supplied on the invoice, the date of the invoice will be assumed to be the installation date)
 - manufacturer's product number, and
 - the stated efficiency of the product or a note indicating that it is ENERGY STAR qualified
3. The heating contractor must have provided the client with the following information about the equipment that is being removed, which must be provided to the energy advisor:
 - Fuel type (natural gas, propane or oil)
 - Type of system (forced air, hydronic or radiant)
 - Age of equipment (if known)
 - Type of venting (e.g., chimney, side vent, barometric damper)
 - Rated efficiency, output and input from the nameplate
 - Last upgrade, if any (e.g., oil burner gun/assembly)and,
4. The initial energy assessment must be completed within 30 calendar days of the installation date of the new heating system.

4.12 Domestic Hot Water

4.12.1 Eligible Costs:

- Solar hot water systems with glazed flat plate or evacuated tube collectors that meet the CAN/CSA-F378-87 standard. (Must be rated for year round use and must provide a minimum of 6000MJ)
- Gas or oil fired hot water heaters with an energy factor (EF) of 0.80 or better.
- Gas or oil fired instantaneous water heaters with an energy factor (EF) of 0.80 or better.
- Gas or oil fired indirect water heaters when installed with a NEW, ENERGY STAR rated boiler. Water heaters must be manufactured with a minimum 2” of insulation (water heater blankets applied to the exterior of the unit do not qualify).
- Grey or drain water heat recovery systems

4.12.2 Ineligible:

- Any type of electric hot water heater
- Un-insulated indirect water heaters.

4.13 Water Conservation

4.13.1 Eligible:

- Low-flow or dual-flush toilets rated at 6 litres per flush or less

4.13.2 Ineligible:

- Appliances such as clothes washers and dishwashers

Efficiency NB reserves the right to modify the above guidelines as it deems necessary from time to time. Visit our website at www.energyncb.ca or call our toll free line 1-866-643-8833 if you have any questions.

Note: “ENERGY STAR” referenced products refers to products that are qualified products under the requirements of Natural Resources Canada’s ENERGY STAR specifications. These products and standards are listed on the website www.energystar.gc.ca.