

# Application Guide

## for Indigenous Governments and Organizations Retrofitting Multiple Homes through the Greener Homes Program

### Introduction

Buildings, including our homes, account for 18% of Canada's greenhouse gas emissions. Energy-efficient homes are more comfortable and more affordable to maintain while also supporting our environmental objectives. The *Canada Greener Homes Grant* program ("Greener Homes") is providing funding to help Canadians make their homes more energy-efficient, resilient and improve their solar capacity, while creating new jobs across Canada for energy advisors, growing our domestic green supply chains, and fighting climate change.

This Application Guide provides a streamlined approach through which Indigenous governments or organizations can coordinate retrofits for a large number of homes (e.g., community-scale) and simplify access to program funds through a single contribution agreement that provides flexibility to coordinate work while maintaining the parameters of the general program.

### Available Funding

The Greener Homes program provides funds for home evaluations and for retrofits, up to a total of \$5,600 per home. For each home registered in the program, an Applicant may receive up to \$5,000 for the implementation of eligible retrofits and up to \$600 for the cost of pre- and post-retrofit EnerGuide evaluations. Applicants may request funding to support project management costs directly related to the implementation of retrofits up to 10% of the overall project value (where project value is up to \$5,600 multiplied by number of homes to be retrofitted).



## Application Process

Below is a basic outline of the process by which Indigenous governments or organizations can receive funding for energy retrofits in multiple homes that they own.

### Plan the project

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Applicants should review the eligibility requirements for the Greener Homes program, summarized below and at: <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/make-your-home-more-energy-efficient/learn-about-the-initiative/23476>, and then collect identification information for all homes that they wish to register in the program.

### Submit an application and sign a contribution agreement

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Applicants will provide an application that includes the information requested in this guide (see Annex) and negotiate a multi-year (as needed) contribution agreement with Natural Resources Canada (“NRCan”) that aggregates the registration, reporting, and payment associated with all of the identified homes that the Applicant is seeking to retrofit. This agreement will establish the anticipated funding from the Greener Homes program and the requirements for the Applicant to receive payment. Should the Applicant require advance or interim payments, this should be included in the negotiation of the contribution agreement.

The Greener Homes program came into effect on December 1, 2020, and will end on March 31, 2027. There is no deadline to submit applications during this period; they will be accepted on an ongoing basis or until such a time as funding has been fully allocated.

Once an agreement is signed, the identified homes will be considered as registered in the program.

Applications or questions can be submitted to [diana.rocabaltzis@NRCan-RNCan.gc.ca](mailto:diana.rocabaltzis@NRCan-RNCan.gc.ca).

## Retrofit Process

### 1. Complete pre-retrofit EnerGuide evaluations on the identified homes

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The Applicant will identify a licensed service organization(s) to deliver EnerGuide evaluations in their region, which they may do by consulting NRCan’s online list of service organizations (<https://www.nrcan.gc.ca/energy-efficiency/homes/find-service-provider/find-service-organizations-for-existing-homes/23772>) and calling the chosen service organization directly to verify availability. The Applicant will work through a service organization to arrange for a registered energy advisor(s) to conduct pre-retrofit evaluations on each of the identified homes. Pre-retrofit evaluations are required before any retrofit activity has taken place.

Depending on the number of homes, it may be necessary to undertake the retrofit activities across multiple years. In such circumstances, evaluations could be completed in batches to maintain a reasonable length of time between the evaluation and the retrofit.

The energy advisor would start by undertaking the requisite pre-retrofit evaluation. In addition to providing an EnerGuide rating and Homeowner Information Sheet that describes the modelled energy use of a home, the pre-retrofit evaluation will provide a Renovation Upgrade Report that identifies potential energy efficiency upgrades that are aligned with the Greener Homes program and an expected EnerGuide rating after recommended upgrades. More details: <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/make-your-home-more-energy-efficient/register-and-book-your-pre-retrofit-evaluation/23478>

## **2. Select and complete recommended retrofit measures**

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After reviewing the recommendations in the Renovation Upgrade Report, the Applicant will determine which upgrades to pursue and whether they are eligible for the Greener Homes program (program staff can advise if needed). The Applicant would then undertake the eligible measures, for example by identifying trained professionals to install eligible products. The Greener Homes program requires that energy efficient, resiliency and solar power products are purchased from Canadian retailers. Once the retrofit project is completed, applicants are required to keep receipts and invoices and submit them to NRCan. More details: <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/make-your-home-more-energy-efficient/plan-document-and-complete-your-home-retrofits/23480>

## **3. Complete post-retrofit EnerGuide evaluations**

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Once retrofits are completed, the Applicant will contact the service organization to arrange post-retrofit evaluations. This will provide a new EnerGuide rating for each home and a post-retrofit form that outlines the estimated Greener Homes program funding amount for which the completed retrofits are eligible.

## **4. Submit documents and receive remaining payment**

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Interim reports and payments will be defined by the negotiated terms of the contribution agreement and occur throughout the duration of the agreement. After completing the retrofit activities and the EnerGuide evaluations, the Applicant will submit the final documentation (i.e., receipts, invoices, attestation forms, reports). NRCan will review the documentation and, based on the contribution agreement's conditions for activity eligibility and associated funding levels, release holdbacks and final payments. Additional details on "Reporting Requirements" are provided on **page 7**.

## Eligibility

### Eligible Recipients

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Eligible Recipients are:

- Indigenous governing bodies, organizations, and communities (e.g., band councils, land claim organizations);
- Housing management bodies and other representative or Indigenous service delivery organizations with formal partnerships with Indigenous governments or organizations.

These recipients may retrofit multiple homes, including homes that are not the owner's primary residence. The homes must be owned by the Applicant and be occupied by an Indigenous household.

### Building Types

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Eligible property types include existing homes that are:

- Single and semi-detached houses;
- Row housing;
- Townhomes;
- Mobile homes on a permanent foundation;
- Permanently-moored floating homes;
- Mixed use buildings (residential portion only); and
- Low-rise multi-unit residential building (three storeys or less with a footprint of 600m<sup>2</sup> or less).

There are additional requirements for low-rise multi-unit residential buildings: [www.nrcan.gc.ca/MURBS](http://www.nrcan.gc.ca/MURBS)

### Ineligible properties

Multi-unit residential buildings (over three storeys or over 600 m<sup>2</sup> in footprint) are not eligible.

New homes (defined as homes that are six months old or less, based on the date of occupancy by the first homeowner) are not eligible under the initiative.

### Activities and Expenses

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#### EnerGuide pre- and post-retrofit evaluations

Applicants will be able to claim the cost of the pre- and post-retrofit EnerGuide evaluations up to a maximum of \$600 per home on the condition that at least one eligible retrofit that is recommended by the energy advisor in their report is undertaken for each home. For Applicants in northern, off-grid or underserved communities, NRCan may be able to provide additional support, outside of the contribution agreement, to cover the travel costs to bring an EnerGuide energy advisor to a remote location. This option can be discussed with a program officer.

#### Retrofits

Applicants will be able to claim up to \$5,000 total per home for the purchase and installation of eligible products and/or implementation of eligible retrofit activities. All retrofit measures provide an additional 30% for northern and off-grid communities, not exceeding \$5,000 per home. Final funding amounts will be dependent on the type and number of individual measures installed. Under the contribution agreement, 100% of eligible expenditures up to the maximum eligible amount per category will be reimbursed.

Eligible retrofit activities include:

Eligible Retrofit Activities*	Federal Incentive
<p><b>Home insulation</b> Eligible attic/ceiling, exterior wall, exposed floor, basement or foundation, and crawlspace insulation, including additional insulation options for northern communities</p>	<ul style="list-style-type: none"> <li>• \$250 – \$1,800 for attic/ceiling, \$660 – \$5,000 for exterior wall, \$350 for exposed floor, \$210 – \$1,500 for basement or foundation, and \$800 – \$1,300 for crawlspace</li> <li>• <i>Off-grid communities:</i> \$325 – \$2,340 for attic/ceiling, \$858 – \$5,000 for exterior wall, \$455 for exposed floor, \$273 – \$1,950 for basement or foundation, and \$1,040 – \$1,690 for crawlspace</li> <li>• <i>Additional insulation options for Northern communities:</i> \$200 – \$5,000 for attic/ceiling, \$858 – \$5,000 for exterior wall, \$1,500 for exposed floor, \$273 – \$1,950 for basement or foundation, and \$1,040 – \$1,690 for crawlspace</li> </ul>
<p><b>Air sealing</b> Perform air sealing to improve the air-tightness of the home to achieve the air-change rate target</p>	<ul style="list-style-type: none"> <li>• \$550 – \$1,000</li> <li>• <i>Northern or off-grid communities:</i> \$715 – \$1,300</li> </ul>
<p><b>Windows and doors</b> Replace windows or glass doors with ENERGY STAR certified models</p>	<ul style="list-style-type: none"> <li>• \$125 – \$250 per window or door</li> <li>• <i>Northern or off-grid communities:</i> \$162 – \$325 per window or door</li> </ul>
<p><b>Thermostats</b> Add a smart thermostat to help improve comfort and save money on energy bills (must be combined with another retrofit)</p>	<ul style="list-style-type: none"> <li>• \$50</li> <li>• <i>Northern or off-grid communities:</i> \$65</li> </ul>
<p><b>Space and water heating</b> Make the switch to more energy-efficient heating equipment to save on utility bill and reduce carbon footprint with ground source heat pumps, air source heat pumps, cold climate air source heat pumps, and domestic hot water equipment, as well as options for replacing existing fossil-fuel burning equipment for northern or off-grid communities</p>	<ul style="list-style-type: none"> <li>• \$3,000 – \$5,000 for ground source heat pumps, \$2,500 – \$5,000 for air source heat pumps, \$1,000 for domestic hot water equipment</li> <li>• <i>Northern or off-grid communities:</i> \$3,900 – \$5,000 for ground source heat pumps, \$3,250 – \$5,000 for air source heat pumps, \$1,600 – \$3,500 for replacing fossil-fuel burning equipment, \$1,300 for domestic hot water equipment</li> </ul>
<p><b>Renewable energy</b> Install photovoltaic solar panels to convert sunlight energy into electricity</p>	<ul style="list-style-type: none"> <li>• \$1,000/kW</li> <li>• <i>Northern or off-grid communities:</i> \$1,300/kW</li> </ul>
<p><b>Resiliency measures</b> Incentives to protect the home from environmental damages by installing batteries for photovoltaic systems, roofing membranes, water-proofing, and moisture proofing (must be combined with another retrofit)</p>	<ul style="list-style-type: none"> <li>• \$150 – \$1,000</li> <li>• <i>Northern or off-grid communities:</i> \$195 – \$1,300</li> </ul>
<p><b>Low-rise multi-unit residential buildings</b> Multiply the above incentives by 1x to 4x depending on how many units (2-17+) are in the low-rise building: <a href="http://www.nrcan.gc.ca/MURBS">www.nrcan.gc.ca/MURBS</a></p>	

\*Please consult the websites below for more details on what constitutes an eligible activity and to confirm the most up-to-date eligible activities and funding amounts. The retrofit activities undertaken/ equipment installed must be of specific types to be eligible and also may require installation by a licensed and trained professional.

- For general locations (not northern/off-grid) – Further detailed listing of each eligible measure and the level of associated funding can be found online: [www.nrcan.gc.ca/eligible-grants](http://www.nrcan.gc.ca/eligible-grants).
- For northern or off-grid communities – Details on eligibility in these communities including additional insulation and heating measures, levels of funding for different types of measures, as well as definitions for what is considered a northern community and an off-grid community, can be found online: [www.nrcan.gc.ca/eligible-grants-other](http://www.nrcan.gc.ca/eligible-grants-other).

## **Project management support**

Applicants may also receive funding to help offset project management costs directly related to the implementation of eligible energy efficiency retrofits in homes that they own (e.g., salaries, contracting services to coordinate the project, travel expenditures for the Applicant's staff or project coordinators, and overhead expenditures). Expenditures up to 10% of the total project value will be considered.

## **Stacking Rules**

For the Greener Homes program:

- Stacking of up to 100% will be permitted; and,
- Applicants will ensure that the total amount does not exceed the total cost of the activity.

As part of the contribution agreement, an Applicant will be required to disclose other anticipated sources of funding for the proposed project, including contributions from other federal government sources. Proof of funding from other sources must be provided at the time the claim for payment is submitted to NRCan.

Should the actual total government assistance to an Applicant exceed the eligible expenditures, NRCan will adjust its level of funding (and seek reimbursement, if necessary) to ensure the stacking limit is not exceeded. For example, if \$8,000 in eligible retrofits are completed, and the Applicant discloses that it received \$5,000 from provincial funding, NRCan would provide at most \$3,000 in order to not exceed the 100% stacking limit.

## Application for Funding

### Application Requirements

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As a prerequisite for accessing funding from the Greener Homes program, the Applicant must submit the following information, which will form the basis for the contribution agreement. A template is included in the **Annex** of this document.

1. A description of the proposed project and its objectives.
2. A budget with a breakdown of estimated total eligible costs, forecasted spending by fiscal year, and other sources of funding. Information on forecasting is included in the Annex. A Greener Homes program officer will also be available to provide guidance on the application process and answer questions, as needed.
3. A spreadsheet or other file type that identifies the homes to be retrofitted, including address and proof of ownership (example included in Annex)

### Reporting Requirements

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Applicants will be required to provide documentation for all retrofit activities supported by the Greener Homes program including:

- Copies of receipts for the pre- and post-retrofit EnerGuide evaluations (which will allow NRCan to track and measure program performance, e.g., energy savings);
- Copies of all receipts and invoices for products purchased and for their installation (including name of Canadian retailer where the product was purchased, date of installation, address of home, total equipment and installation costs, and business number of company that did the installation); and
- Copies of the Renovation Upgrade Reports, Homeowner Information Sheets and EnerGuide labels, if not already provided to NRCan by the energy advisor.

In addition to specific reporting for the Greener Homes program, NRCan requires general reporting for contribution agreements. NRCan allows for flexibility in reporting requirements for Indigenous recipients. Reporting requirements to support management and monitoring of the project will be established within the individual contribution agreement. They can be expected to include periodic reports to indicate whether the project is on track (e.g., expenses to date, the number of homes that have undergone evaluations and retrofits, the type of retrofits undertaken, and the amount of funding needed for the next interim). The frequency of these reports would be established during the negotiation of the contribution agreement; efforts will be made to minimize reporting burden. A final report at the end of the project should provide a final accounting (costs/expenses) and a summary of final results achieved (e.g., number of evaluations and retrofits). User-friendly templates (e.g. with drop-down menus) would be provided for the interim and final reports, with efforts made to minimize the burden on the Applicant while ensuring due diligence.

# ANNEX: Application Template and Home Identification Spreadsheet

## GENERAL INFORMATION

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Identify the following:

**Legal name and complete mailing address of the organization**

### Project manager

Name

Phone

Email

### Authorized signing authority

Name

Title

Phone

Email

**Mailing Address if different than above**

## PROJECT DETAILS

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### Title

**Example:** "Energy retrofits for [# of] homes owned by [Organization Name] under the Canada Greener Homes Grant"

### Objective

**Example:** This project aims to undertake energy efficient retrofits of [# of] houses in [location] to provide energy savings and other benefits to [target group/occupants].

## Description

### (High-level overview of what will be done through this project)

**Example:** The Proponent owns [#] homes occupied by Indigenous households that will benefit from energy efficiency retrofits. The proponent plans to engage [Service Organization name] to undertake EnerGuide evaluations on each of the identified homes. Based on the recommendations provided, the Proponent will determine eligible energy efficient retrofit measures and plan retrofits of each house. Using licensed professionals to ensure the quality of work, the proponent will undertake the planned upgrades that will improve the efficiency, resiliency and/or solar capacity of each of the homes that it owns. The proponent will document all upgrades as they are completed. After those retrofits are completed, the Proponent will complete post-retrofit evaluations to verify the success of those retrofits and provide all necessary documentation to Natural Resources Canada.

## Benefits

### (high level overview)

**Optional text to use or build upon:** This retrofit project will support access to environmental, economic and social benefits of energy efficiency, resiliency and solar energy capacity for Indigenous populations. This will contribute to demonstrating the positive impact of energy efficiency, resiliency and solar energy capacity for Indigenous communities and to the economic development and wellbeing of the community.

## DETAILED BUDGET

### Estimate of Natural Resources Canada Funding Required

Eligible Expenditures	FY2021-22 (Apr 1 to Mar 31)	FY2022-23 (Apr 1 to Mar 31)	FY2023-24 (Apr 1 to Mar 31)	FY2024-25 (Apr 1 to Mar 31)	FY2025-26 (Apr 1 to Mar 31)	FY2026-27 (Apr 1 to Mar 31)
Eligible Retrofit Measures <sup>1</sup>						
EnerGuide pre- and post-retrofit evaluations <sup>2</sup>						
Project management costs <sup>3</sup>						
<b>Total Funding Requested from Natural Resources Canada</b>						
Estimated Total Project Costs						

- 1 \$2,390 is the average per home. Homes located in northern and off-grid communities would average closer to \$5,000. For more exact cost estimates, refer to the webpages linked on **page 5** of this guide that list the eligible measures and reimbursement amounts based on anticipated retrofit activities (e.g., heat pumps). The final payment amount under the contribution agreement will be adjusted to reflect actual retrofits completed.
- 2 Up to \$600 per home.
- 3 Project management support up to 10% of total project value is permitted (where project value is up to \$5,600 multiplied by number of homes to be retrofitted). Eligible expenses may include salaries, contracting services to coordinate the project, travel expenditures for the Applicant’s staff or project coordinators, overhead expenditures, etc.

**Do you anticipate requiring additional support for the cost of getting EnerGuide energy advisors to remote or underserved locations?**

Yes      No

Please provide a brief description/rationale and cost estimate.

**Do you anticipate requiring advance or interim payments (and have the capacity to comply with reporting requirements associated with receiving advance or interim payments)?**

Yes      No

Please provide a brief description/rationale.

**Do you possess the management, financial and technical resources to fulfill the proposed undertakings?**

Yes      No

Please provide a brief description/rationale.

**Other Anticipated Sources of Funding**

Other Contributors <sup>4</sup>	Cash	In-kind	Total (\$)
<b>Total</b>			

4 In particular, clearly identify financial contributions from other government sources in Canada (federal, provincial/territorial, municipal) and any in-kind contributions from governments, organizations, agencies, utilities and/or other project collaborators.

## CONSENT AND DECLARATION

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**Sharing EnerGuide Evaluation Data with Partners:** In the event that another federal department, provincial/territorial or municipal government, or a utility company that has an agreement with Natural Resources Canada offers a homeowner benefit based on the Natural Resources Canada assessment, I authorize Natural Resources Canada to provide my organization's information directly to this party.

**Natural Resources Canada's Use of Data for Statistical Analysis and Quality Assurance:** The data collected will be provided to Natural Resources Canada for the purpose of statistical analysis and quality assurance.

**Confirmation to keep original copies of retrofit invoices and receipts:** I agree to keep original copies of invoices and receipts until March 31, 2028.

I declare and attest that my organization is an eligible recipient for this initiative (i.e., an Indigenous governing body, organization, community, housing management body or other representative or Indigenous service delivery organization with a formal partnership with an Indigenous government or organization, which owns the homes to be registered in the program).

I hereby certify, by signing this proposal, that the information in it is true and accurate, and that I have the authority to submit it to Natural Resources Canada for the Greener Homes program on behalf of my organization.

Name of Signing Authority

Signature

Date (dd/mm/yyyy)

## Voluntary Consent and Declaration:

### Public disclosure of data

This is voluntary, so you may either agree to consent by signing or leave it blank.

You are asked to complete this section whereby you choose whether or not you consent to publically disclose information about your EnerGuide evaluations. Your written consent allows Natural Resources Canada to share and disclose your information on a publically accessible website that would provide information on your organization's homes' energy use. Personal information such as homeowner or occupant names will not be disclosed. More information about public disclosure of energy efficiency performance can be found at: <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/make-your-home-more-energy-efficient/register-and-book-your-pre-retrofit-evaluation/sharing-your-homes-energy-efficiency-performance/23486>

Your consent continues until Natural Resources Canada receives notice that your organization has updated or withdrawn its consent to disclosure.

Name

Signature

Date (dd/mm/yyyy)

## ATTACHMENTS

### Home Identification Spreadsheet

The Applicant should create an Excel spreadsheet (or similar document) with the following fields and a row for each property to be registered under the Greener Homes program. This document should be submitted to NRCan with the application template.

Street address	City or community name	Province/Territory [BC, AB, SK, MB, ON, QC, NB, NS, NL, PE, YT, NT, NU]	Postal Code	Property Type <sup>5</sup>	Property Tax Roll Number (or Other Proof of Residence ID) <sup>6</sup>	Home older than 6 months? [Y/N]	Already completed a pre-retrofit EnerGuide evaluation? [Y/N]	Pre-retrofit EnerGuide evaluation date (if already completed) [MM-DD-YYYY]

5 Single and semi-detached house; Row home; Townhome; Mobile home on a permanent foundation; Permanently-moored floating home; Mixed use building (residential portion only); or low-rise multi-unit residential building (three storeys or less with a footprint of 600m<sup>2</sup> or less).

6 Where Applicants do not have property tax roll numbers for the homes to be registered in the program, alternative proof of ownership numbers can be provided (e.g., lot number, Band number).

**Other documents to include (as applicable):**

- In cases where the Applicant has a formal partnership with an Indigenous government or organization and is seeking to enter into a funding arrangement on their behalf, appropriate legal documentation to confirm this relationship will be required (e.g., band council resolution outlining what the band has authorized the organization to do on its behalf).
- In cases where an Applicant does not have property tax roll numbers for the homes to be registered in the program, copies of alternative proof of ownership documents can be submitted confirming that the Applicant owns and/or has the authority to undertake retrofits in the proposed homes (e.g., certificate of possession, band council resolution). The documentation should reference the Applicant as the property owner and include the Band/organization's number and name.
- If pre-retrofit EnerGuide evaluations have been completed since April 1, 2020 for homes that the Applicant wishes to register in the program, a copy of those EnerGuide labels and Renovation Upgrade Reports should be included.

**APPLY / CONTACT US**

**Applications and questions can be submitted to**  
**[diana.rocabaltzis@NRCan-RNCan.gc.ca](mailto:diana.rocabaltzis@NRCan-RNCan.gc.ca)**

**Canada Greener Homes Grant webpage / Portal:**  
English: **[canada.ca/greener-homes-grant](https://canada.ca/greener-homes-grant)**  
French: **[canada.ca/subvention-maisons-plus-vertes](https://canada.ca/subvention-maisons-plus-vertes)**

**Canada Greener Homes Grant Call Centre:**  
1-833-674-8282  
TTY: 1-800-465-7735

**Email address for NRCan's new Greener Homes Division:**  
**[nrcan.canadagreenerhomesgrant-subventionmaisonsvertes.rncan@canada.ca](mailto:nrcan.canadagreenerhomesgrant-subventionmaisonsvertes.rncan@canada.ca)**