

Affordable Housing Program Application

The Affordable Housing program is designed to assist with the cost of energy efficient upgrades to shelters, rooming houses, transition houses, and privately and cooperatively owned affordable housing. All upgrades must be preapproved by Efficiency Nova Scotia prior to installation to qualify for rebates. New construction projects are not eligible. Prior to completing this application, please ensure your rental rates meet the requirements found in "Appendix A: Rental Rates in Year One" of the Affordable Housing Agreement. The agreement comes into effect upon acceptance of rebates from Efficiency Nova Scotia.

Rental and Co-operative Eligibility: 1-3 units per building

Buildings with 1-3 units are eligible for rebates up to 80% of the pre-tax cost for heat pumps and heat pump water heaters only. The agreement term for buildings with 1-3 units is in effect for 6 years from the date rebates are provided by Efficiency Nova Scotia. The application should be accompanied by a quote for your desired products. Eligible heat pumps can be found here: www.energycyns.ca/guide/minisplits/. Eligible heat pump water heaters must have a minimum Energy Factor of 2.3. All upgrades must be preapproved by Efficiency Nova Scotia to qualify for rebates.

Please check here if you are applying with a building that contains 1-3 affordable units.

Rental and Co-operative Eligibility: 4+ units per building

Buildings with 4 or more units are eligible for rebates up to 80% of the pre-tax cost on upgrades such as: insulation, siding, window and door replacement, heating systems, and water heating. Eligible upgrades are determined by a complimentary energy audit provided by Efficiency Nova Scotia. The agreement term for buildings with 4 or more units is in effect for 12 years from the date rebates are provided by Efficiency Nova Scotia. All upgrades must be preapproved by Efficiency Nova Scotia to qualify for rebates.

Please check here if you are applying with a building that contains 4 or more rental units.

Rooming House Eligibility

Rooming houses are eligible for rebates up to 80% of the pre-tax cost on upgrades: insulation, siding, window and door replacement, heating systems, and water heating. Eligible upgrades are determined by a complimentary energy audit provided by Efficiency Nova Scotia. The agreement term for rooming houses is in effect for 12 years from the date rebates are provided by Efficiency Nova Scotia. Specific details for eligible room rate requirements can be found in "Appendix A: Rental Rates in Year One" of the Affordable Housing Agreement. All upgrades must be preapproved by Efficiency Nova Scotia to qualify for rebates.

Please check here if you are applying with a building that contains 4 or more affordable rooms.

Non-profit Eligibility: Non-bed facilities

Buildings providing support services for the low-income community may be eligible for rebates up to 80% of the pre-tax cost of energy efficient upgrades. Building eligibility is evaluated on a case-by-case basis. Examples of eligible buildings include but are not restricted to food banks, community outreach and support centers, employment and education centers, and social enterprise. Eligible upgrades are determined by a complimentary energy audit provided by Efficiency Nova Scotia. All upgrades must be preapproved by Efficiency Nova Scotia to qualify for rebates. Non-profit organizations must own their own building; tenants who are renting are not eligible.

- Please check here if you are applying with a non-profit business not providing housing.
- By checking here applicants for non-bed facilities confirm ownership of the building.

Rent-Free Housing Eligibility: Shelters & Transition Houses

Buildings providing rent-free housing are eligible for up to 100% of energy efficiency upgrades. Eligible upgrades are determined by a complimentary energy audit provided by Efficiency Nova Scotia. An Affordable Housing Agreement for these types of facilities is not required. All upgrades must be preapproved by Efficiency Nova Scotia to qualify for rebates.

- Please check here if you are applying with a building providing rent-free housing.

Visit efficiencyns.ca/happytenants for more information about program eligibility requirements. If you are unsure about whether your building is eligible for the program, please contact an Energy Solutions Advisor by calling **1-877-999-6035**.

Business Information

Company/Organization:		
Contact Name:	Contact Title:	
Phone:	Email Address:	
<input type="checkbox"/> I would like to receive email communications (tips, promotions, etc.) from Efficiency Nova Scotia. (You may withdraw your consent at any time.)		
<input type="checkbox"/> I have previously participated in the Affordable Housing Program.		
Mailing Address:		
City/Town:	Province:	County:
Postal Code:	Country:	
Business Type: <input type="checkbox"/> For profit <input type="checkbox"/> Non-profit <input type="checkbox"/> Charitable <input type="checkbox"/> Co-operative <input type="checkbox"/> Social Enterprise		

Alternate Contact Information

Contact Name:	Title:
Phone Number:	Email Address:

- This contact can discuss project details This contact has signing authority

Property Information

*Separate application must be submitted for each building you wish to upgrade.

Facility Name (if applicable):			
Civic Address:			
City/Town:	Province:	Postal Code:	
County:			
Electricity Service Provider:		Account Number:	
Housing Type: <input type="checkbox"/> Rental Property <input type="checkbox"/> Co-operative <input type="checkbox"/> Shelter <input type="checkbox"/> Transition Home <input type="checkbox"/> Rooming Home <input type="checkbox"/> Non-Bed			
<input type="checkbox"/> By checking here owners of rental properties and co-operatives acknowledge that they have read and agreed to the terms specified in the Affordable Housing Agreement.			
Please list the number of each unit type			
Bachelor:	1 Bedroom:	2 Bedroom:	3+ Bedroom:
If rooming house or transition house, please specify the number of rooms:			
If shelter, please specify the number of beds:			
If this is a non-bed facility, please describe the services offered:			
Meal Service Snack service Child care services Internet access Shelter Soup kitchen			
Employment programs (skill development/coaching/counselling) Drop-in services Food vouchers			
Youth/community outreach directly benefiting vulnerable persons Legal aide Clothing Transportation			
Essential skill training (tax clinics, nutrition, financial literacy) Comfort Centre Registered Polling Station			
Other (please explain):			

Building Construction

Type of Building: <input type="checkbox"/> Purpose Built <input type="checkbox"/> Converted Building	
Age of Building:	Number of Stories:
Approximate Square Footage:	
Wall Type, if known (i.e. 2x4 or 2x6):	
Insulation Type, if known:	
Siding Type:	Age:
Window Type (i.e. vinyl or metal):	Age:
Roof Type (i.e. flat or pitched):	Age:

Heating and Cooling Equipment

Heating System: <input type="checkbox"/> Baseboard <input type="checkbox"/> Forced air <input type="checkbox"/> Hot water baseboard <input type="checkbox"/> In-floor <input type="checkbox"/> Heat pump <input type="checkbox"/> Other (describe):
Heating Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Wood/Pellet
Heating System Age:
Cooling System: <input type="checkbox"/> Ducted heat pump <input type="checkbox"/> Ductless heat pump <input type="checkbox"/> Window/portable air-conditioners <input type="checkbox"/> None
Water Heating Equipment: <input type="checkbox"/> Storage tank <input type="checkbox"/> Instantaneous <input type="checkbox"/> Indirect <input type="checkbox"/> Other:
Water Heating Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Wood/Pellet
Water Heating Equipment Age:

Preferred Efficiency Upgrades

**Note: Eligible upgrades will be determined at the discretion of the energy auditor and/or Efficiency Nova Scotia.*

To assist our energy auditors in determining upgrades for this building, please indicate below the upgrades that you are interested in pursuing

All upgrades

Heating system upgrade Conversion to electric heating system Heat pumps Water heating

Ventilation Exterior and common area lighting Windows Doors Attic insulation

Foundation insulation Wall insulation

Other (describe):

Coordinated Funding

Efficiency Nova Scotia rebates can be combined with other provincial and federal funding sources. For us to assist, please provide the following details

Have you applied, or will you be applying for funding for this property from any of the following organizations?

- Housing Nova Scotia Canadian Mortgage and Housing Corporation
 Federation of Canadian Municipalities Affordable Housing Association of Nova Scotia
 Other (describe):

What is the current status of your application?

- Submitted Wait listed Approved In-progress
 Other (describe):

Is an energy audit required as part of your funding? Yes No Unsure

Funding contact name:

Phone Number:

Email:

- I agree that Efficiency Nova Scotia can exchange information regarding this project with the above contact for the purpose of funding coordination specified in the Affordable Housing Agreement.

Please provide as much information regarding your coordinated funding as possible and submit related documentation supporting your application:

Additional Information

If you have any additional information concerning your building, including any significant improvements or changes, please describe below:

Interest Free Financing (for Nova Scotia Power customers only)

Electrically heated properties may be eligible to take advantage of 0% on-bill financing to cover their remaining project costs. Eligibility is subject to approval by Nova Scotia Power. Payments are billed in equal amounts to the applicant's Nova Scotia Power account over 24 months.

Check here if you would like to apply for financing

I consent to Efficiency Nova Scotia providing my information to Nova Scotia Power in order to enable Nova Scotia Power to carry out credit checks (may include Equifax reporting), to determine if I am eligible for financing. I also consent to Nova Scotia Power using other information available to them to assess the credit application and to administer financing.

I have enclosed the following items:

- Signed Affordable Housing Operating Agreement
- Quotes (if available)
- Non-electric utility data (if applicable)

By signing below I hereby acknowledge that I have read and agree to all Affordable Housing terms and conditions located at efficiencyns.ca and confirm that all information submitted is complete and accurate. You also provide consent to EfficiencyOne to obtain electrical utility data from your service provider for the above noted location to determine energy savings and opportunities that may be offered by Efficiency Nova Scotia. You also provide consent to EfficiencyOne to correspond with contractors for whom you have provided quotes towards the upgrades on this facility and permission to share your application with the Energy Auditor.

Applicants Name (please print)

Applicants Signature

____/____/____
DD MM YYYY

Next Steps

Submit this completed Application Form along with the documents in the checklist above. Please complete a separate application for each property. Forms can be sent to affordable@efficiencyns.ca. We will contact you within 15 business days to discuss your eligibility.

For buildings with 1-3 units:

- **Step 1:** Before purchasing, submit a quote for your heat pump(s) or heat pump water heater(s). All products must be approved by Efficiency Nova Scotia prior to install. Heat pump water heaters must have a minimum Energy Factor (EF) of 3. Approved heat pumps can be found at: efficiencyns.ca/heat-pump-look-up-tool
- **Step 2:** Receive a Preapproval document from Efficiency Nova Scotia detailing the project costs and rebate.
- **Step 3:** Install the approved products within 120 days of receiving Preapproval (extensions may be granted upon request).
- **Step 4:** Submit all of your invoices and **Rebate Request form** to Efficiency Nova Scotia. We will contact you within 10 business days to arrange a site visit, if required.

For all other building types:

- **Step 1:** If eligible, one of our partners will contact you to schedule a free energy assessment. Within 6 weeks you'll receive a Recommendation Report detailing the energy efficient upgrades your building is eligible for based on the assessment results. This report includes estimated project costs and rebate amounts.
- **Step 2:** Provide quotes based on the recommendations and submit for approval. All products must be approved by Efficiency Nova Scotia prior to install.
- **Step 3:** Complete the recommended upgrades within 120 days of approval (extensions may be granted upon request).
- **Step 4:** Submit all invoices and **Rebate Request form** to Efficiency Nova Scotia and arrange a site visit to receive your rebate. Participants may be eligible to receive a partial rebate payment once 50% of the approved project cost has been realized and all applicable invoices have been submitted. We will contact you within 10 business days to arrange a site visit, if required.

Email:

affordable@efficiencyns.ca
(please note that we cannot accept high-risk attachments such as ZIP, EXE or files that exceed 10MB).

Fax:

902 470 3599
Attention: Affordable Housing

Mail:

Efficiency Nova Scotia
230 Brownlow Avenue
Suite 300
Dartmouth, NS B3B 0G5
Attention: Affordable Housing