

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

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Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Part A: General Program Eligibility and Requirements

1. The Partners in Indigenous Energy Efficiency & Resilience program (the “**Program**”) is funded and administered in collaboration by the British Columbia Hydro and Power Authority (“**BC Hydro**”), FortisBC Inc. and FortisBC Energy Inc. (collectively “**FortisBC**”) and the Province of British Columbia as represented by the Minister of Energy and Climate Solutions (together the “**Administrators**”). The requirements and terms and conditions herein (the “**Program Offer Requirements**”), together with the [Program Terms and Conditions](#), comprise the “**Program Requirements**”.
2. The Program includes four offers, the: a) Energy Efficiency Retrofit Incentives, b) Energy Assessment Funding, c) Heating System Maintenance Rebates, and d) Basic Energy Saving Measures (individually, an “**Offer**” and together the “**Offers**”).
3. To be eligible for the Program, a “**Participant**” (or “**you**”) must be an “**Indigenous governing body**” as defined under British Columbia’s [Declaration on the Rights of Indigenous Peoples Act, 2019](#) and satisfy the eligibility and other requirements set out in the Program Requirements.
4. Participants who meet the eligibility requirements and complete an eligible project (“**Project**”) in accordance with the Program Requirements may be eligible to receive applicable funding and rebates through the Program (collectively, “**Incentives**”) while funding lasts. Incentive funding is limited and not guaranteed.
5. A Participant must submit all the required forms and supporting documentation (the “**Application**”) using the Program’s online program administration platform (“**CEM Hub**”). The Participant must also submit additional supporting documents at the time the Participant declares the Project is complete (the “**Declaration**”) in the CEM Hub. Required forms and supporting documentation for each Offer are described in Parts B1, C1, D1, and E of these Program Offer Requirements. Participants are solely responsible for choosing eligible products, licensed contractors, energy advisors and meeting all Program Requirements.
6. **Eligible Premises.**
 - 6.1. To be eligible for the Program, buildings where Projects are planned or completed (“**Premises**”) must be connected to a residential account with one of the following utilities. Utility accounts must be in the name of the resident, homeowner, or participating Indigenous governing body (“**IGB**”); utility accounts in the name of a strata corporation are not eligible.
 - 6.1.1. BC Hydro.
 - 6.1.2. FortisBC Energy Inc. for natural gas.
 - 6.1.3. FortisBC Inc. for electricity.
 - 6.1.4. Pacific Northern Gas Ltd.
 - 6.1.5. New Westminster Electric Utility.
 - 6.1.6. City of Grand Forks Electric Utility.
 - 6.1.7. Corporation of the District of Summerland.
 - 6.1.8. City of Penticton Electric Utility.
 - 6.1.9. Nelson Hydro.
 - 6.2. Premises must be primarily heated by one of the following (a primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C):
 - 6.2.1. natural gas, propane, oil, diesel, wood or other solid fuels.
 - 6.2.2. electricity (hard-wired electric heating systems such as electric baseboards, radiant ceilings, radiant floors, forced-air furnace/boiler, or an electric heat pump).

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- 6.3. Residential Buildings.** The Premises must be a year-round primary residence that is at least twelve (12) months old from the date the Participant submits an Application, and one of the following types of residential buildings:
- 6.3.1.** single family home (detached dwelling).
 - 6.3.2.** secondary suite in a single-family home (detached dwelling); the home and secondary suite must be individually metered.
 - 6.3.3.** mobile home that is permanently fixed, sits on a foundation and is structurally complete with installed and connected plumbing, heating, electrical, water and sewer services; towing apparatus and axle must be removed.
 - 6.3.4.** duplex, triplex, row home or townhome, where each unit has its own natural gas and/or electricity meter.
- 6.4.** Other Premises that are eligible for the Energy Efficiency Retrofit Incentives Offer are described in Part B1, Section 3.
- 7. Ineligible Premises.** The following types of buildings are not eligible for the Program:
- 7.1.** Multi-unit residential buildings such as condominiums, high-rises and apartment buildings.
 - 7.2.** Vacation homes or premises that are not year-round primary residences.
 - 7.3.** Garages, workshops, and outbuildings.
 - 7.4.** Newly constructed homes less than twelve (12) months old from the date the Participant submits an Application.
 - 7.5.** An addition to an existing home that increases the square footage of the home.
 - 7.6.** Existing spaces, such as a garage or solarium, converted into a living space.
 - 7.7.** A home undergoing renovation that requires installations to meet code compliance and new building construction requirements, including and not limited to renovations that require a “New Construction” or “Addition/Alteration” building permit (or the equivalent).
 - 7.8.** A home defined as “substantially reconstructed” by British Columbia’s *Homeowner Protection Act*, including [Regulatory Bulletin: Substantially Reconstructed Homes and the Homeowner Protection Act \(No. 6\)](#). A substantially reconstructed home may include structural repairs, renovation where exterior walls and/or existing plumbing, electrical or gas lines are moved or it requires a New Home Registration Form under the *Homeowner Protection Act*.
 - 7.9.** Homes that have received funding support through a new construction offer (such as, but not limited to, FortisBC’s New Home Program or CleanBC Residential New Construction Program) in the twelve (12) months prior to the Participant submitting the first program Application and all required supporting documentation.
 - 7.10.** Other Premises that are not eligible for the Basic Energy Saving Measures Offer are described in Part E, Section 6.
- 8. Number of Active Projects Permitted.** The maximum number of Projects for which a Participant may submit an Application during a given time period is specified in the Offer-Specific Requirements in Parts B1, C1, D1, and E of this document. Participants may have active Projects under more than one Offer at a time, subject to the limitations on active Projects specified for each Offer.
- 9.** The defined terms in bold above in this *Part A: General Program Eligibility and Requirements* are described in further detail in the Program Terms and Conditions. These terms are summarized in this Part A for ease of reference, and for purposes of transparency. Definitions in the [Program Terms and Conditions](#) shall take precedence over summarized definitions herein, should there be a conflict in interpretation.

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Part B1: Energy Efficiency Retrofit Incentives Offer – General Requirements

1. **Offer.** Requirements specific to the Energy Efficiency Retrofit Incentives Offer herein are additional to the general Program requirements described in [Part A: General Program Eligibility and Requirements](#).
2. **Offer Incentives.** This offer includes Incentives for eligible retrofits or improvements made to existing buildings to enhance energy efficiency and improve comfort (i.e., retrofit measures, or “**Measures**”). Incentive amounts for eligible retrofits are described in [Part B2: Incentive Requirements](#).
3. **Additional Eligible Premises.**
 - 3.1. Existing homes from another community saved from demolition with the intention of undertaking energy efficiency retrofits and other improvements before relocation to the community of a Participant to support new, energy efficient housing are eligible for this Offer.
 - 3.2. Community buildings (e.g., community halls, administrative buildings, schools, daycares, etc.) heated by natural gas, oil, or propane are eligible for fuel switching commercial heat pump incentives through this Offer.
4. **Measures Ineligible for Pre-Payment Pathway (described in Part B1, Section 6.1).**
 - 4.1. Due to their unique nature and typically longer project timelines, community building heat pump system projects are not eligible for the Pre-Payment Pathway. Consult with your PIEER Energy Coach early during project planning for these types of projects to determine the available funding, supports, and recommended process.
 - 4.2. Electrical service upgrades are not eligible for the Pre-Payment Pathway.
5. **Contractor Requirements.**
 - 5.1. All retrofits included in an Application must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed. Self-installations are not eligible.
 - 5.2. Participants are encouraged to work with contractors that are members of the Home Performance Contractor Network (HPCN).
 - 5.3. Non-HPCN contractors undertaking incentive-eligible work for Participants included in an Application for Energy Efficiency Retrofit Incentives must confirm their knowledge and understanding of the Program Requirements by completing a [Contractor Acknowledgment of Program Requirements](#) form (“**Contractor Acknowledgment**”).
 - 5.3.1. The signed Contractor Acknowledgment must be submitted at the time of the Application with any other required documentation described in Part B1, Section 6.
 - 5.3.2. A signed Contractor Acknowledgment is valid for work with a Participant for the period of one year. If a contractor is undertaking incentive-eligible work with a different Participant, a new Contractor Acknowledgment must be signed.
6. **Required Forms and Documentation.** Participants must complete and submit the online Project Application form and required supporting documentation using the CEM Hub. The Participant must also submit additional supporting documents at the time the Participant declares the Project is complete in the CEM Hub. The supporting documentation is specified, generally in Part B1, Sections 6.1 and 6.2, and for each measure in Part B2. The supporting documentation must describe the Project, including the planned and completed retrofits, in sufficient and acceptable detail to allow the Administrators to verify that the retrofits are eligible for Incentives under the Program.

Participants can choose between two Incentive payment pathways for the Energy Efficiency Retrofit Incentives Offer: a) Pre-Payment Pathway, or b) Rebate Pathway, as specified below.

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6.1. Pre-Payment Pathway.

- 6.1.1. Prior to Project Implementation.** Participants must submit an Application, including supporting documentation, via CEM Hub, for review and approval.

Supporting Documentation required at the time of submitting an Application includes:

- 6.1.1.1. Application Form**, including Participant contacts, Project team, contractor information, Project details and preferred payment type (i.e., cheque, or electronic funds transfer).
 - 6.1.1.2. Completed Project Workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
 - 6.1.1.3. Energy Assessment Reports** for all Premises included in the Project workbook identifying energy efficiency retrofit opportunities. Energy assessment reports completed within the past five years will be accepted if they meet the criteria in paragraph 1 of Part C2. New energy assessment reports are recommended and may be required for Premises that have undergone building envelope or space heating retrofits, or if there have been any significant changes in occupancy or use, since the last assessment.
 - 6.1.1.4. Contractor Quotes** (i.e., digital copies) for all planned retrofits included in the Project workbook.
 - 6.1.1.5. A signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.
- 6.1.2. Upon Completion of the Project.** Participants must submit a Declaration, including supporting documentation describing the completed retrofits, confirming that the Project is complete via CEM Hub for review and approval of the Incentive payment, as applicable.

Supporting Documentation required at the time of submitting a Declaration includes:

- 6.1.2.1. Updated Project Workbook** (final version) including details of the completed retrofits for all Premises included in the Project workbook.
- 6.1.2.2. Contractor Invoices** (i.e., digital copies) for all completed retrofits described in the Project workbook, including equipment and materials purchase, installation, and other associated costs. Retrofit costs shown on invoices must be for equipment, materials, installation and associated costs only and must not include any costs associated with Project Management services (including PM Funding); see Part B1, Section 8.

6.2. Rebate Pathway.

- 6.2.1. Prior to Project Implementation.** Participants must submit an Application, including supporting documentation that describes the scope of the planned retrofit Project, via CEM Hub, for review.

Supporting Documentation required at the time of submitting an Application includes:

- 6.2.1.1. Application Form**, including Participant contacts, Project team, contractor information, Project details and preferred payment type (i.e., cheque, or electronic funds transfer).
- 6.2.1.2. Completed Project Workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
- 6.2.1.3. Signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

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6.2.2. Upon Completion of the Project. Participants must submit a Declaration, including supporting documentation describing the completed retrofits, confirming that the Project is complete via CEM Hub for review and approval of the Incentive payment, as applicable.

Supporting Documentation required at the time of submitting a Declaration includes:

6.2.2.1. Updated Project Workbook (final version) including details of the completed retrofits for all Premises included in the Project workbook.

6.2.2.2. Contractor Invoices (i.e., digital copies) for all completed retrofits described in the Project workbook, including equipment and materials purchase, installation, and other associated costs. Retrofit costs shown on invoices must be for equipment, materials, installation and associated costs only and must not include any costs associated with Project Management services (including PM Funding); see Part B1, Section 8.

7. Incentive Payments and Timing. Payments will be issued to the Participant either in the form of a cheque or electronic funds transfer. Timing of payments are described below:

7.1. Pre-Payment Pathway.

7.1.1. Pre-Payments. Upon review and verification of Applications, a pre-payment of 50% of the approved Incentive funding for a Project will be issued. Review and verification of Applications and processing of Incentive pre-payments may take up to thirty (30) days from the date that all required Application documents are received.

7.1.2. Post-Implementation Payments. After completion of the Project, the balance of the Incentive payment will be issued upon receipt, verification and approval of final supporting documentation submitted with the Declaration. The balance of the Incentive payment may take up to ninety (90) days from the date that all required forms and documentation are received and verified.

7.2. Rebate Pathway. After completion of the Project, the Incentive payment will be issued upon receipt, review and approval of the Declaration and required supporting documentation. The Incentive payment will be issued within ninety (90) days of receiving and verifying all required forms and documentation related to the Project.

7.3. Participants are encouraged to share draft Application and Declaration documentation with their Energy Coach, as applicable, for a pre-submission completeness check which may speed up the review and verification of the Application, Declaration, and supporting documentation submitted via CEM Hub.

8. Project Management Funding.

8.1. Purpose. Project Management funding (“**PM Funding**”) is available for eligible Projects to assist Participants with planning and implementing Energy Efficiency Retrofit Incentives Projects that receive funding from the Program.

8.2. Payments. PM Funding equivalent to up to a maximum of 10% of the total verified and approved Incentive amount for an eligible Project may be paid in addition to the Incentive amount.

PM Funding for eligible Projects is issued to the Participant with the Incentive payment(s) as described in Part B1, Section 8.4 below.

8.3. Eligible Projects. PM Funding will be offered to Energy Efficiency Retrofit Incentives Projects that:

8.3.1. are within the Pre-Payment Pathway (described in this Part B1);

8.3.2. are within the Rebate Pathway (described in this Part B1) and include:

8.3.2.1. a minimum of three Premises and two measures in each Premises; or

8.3.2.2. a minimum of ten Premises with one measure in each Premises.

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8.3.3. Thermostats installed with an eligible heating system or Retrofit Enabling measures (e.g., Health and Safety remediation, Ventilation, and/or Electrical Service Upgrades) do not count towards the minimum number of measures per Premises stipulated in Part B1, Section 8.3.2.

8.4. Timing of Payment.

8.4.1. Pre-Payment Pathway. 50% of the PM Funding is issued with the Incentive pre-payment. Upon Project completion, the balance of PM Funding is issued with the post-implementation Incentive payment; see Part B1, Sections 7.1.1 and 7.1.2.

8.4.2. Rebate Pathway. 100% of PM Funding is issued with the Incentive payment upon Project completion; see Part B1, Section 7.2.

8.5. Eligible Expenditures. PM Funding must be used solely for purposes related to the defined Project and fit within the following eligible expenditures:

8.5.1. Professional services to support the preparation and submission of Project Applications for the Participant;

8.5.2. Salaries and benefits of employees on the payroll of the Participant for the actual time spent by the employees on the Project;

8.5.3. Professional services, such as scientific, technical, management, construction services;

8.5.4. Travel expenditures, including meals and accommodation, based on National Joint Council Rates;

8.5.5. Advertising, recruitment and training (including facilitator fees, costs of training development, promotion, accreditation, deployment and evaluation);

8.5.6. License fees, data purchases, certification costs, regulatory compliance and inspection costs, construction insurance, and permits;

8.5.7. Material, supplies and equipment and systems;

8.5.8. Equipment leasing and rental; and

8.5.9. Rental of facilities, audio and visual services and other costs related to the Project scope (excluding hospitality and prizes) (e.g., delivering workshops, delivering training, meetings and special events).

8.6. Required Forms and Documentation. By accepting the PM Funding, the Participant acknowledges and agrees:

8.6.1. To use the PM Funding in accordance with permitted and acceptable eligible expenditures as outlined above in Part B1, Section 8.5; and

8.6.2. To provide proof of the appropriate use of PM Funding in the form of invoices, accounting records or other financial documentation, immediately upon request by any of the Administrators.

8.7. Disbursements of PM Funding to external parties / contractors are the responsibility of the Participant and may be subject to any contracts or agreements between the Participant and such external parties / contractors. Project Management services provided by external parties / contractors related to the Project should be detailed on invoices provided to the Participant and kept with records identified in Part B1, Section 8.6.

8.8. It is expected that Participants receiving PM Funding for eligible Projects will populate Project workbooks with all required information for submittal along with all required documentation (in coordination with the trades contractors, if needed).

8.9. At the Administrators' discretion, any or all PM Funding may be withheld if Project workbooks are incomplete and all required documentation is not submitted with the Application or Declaration; see Part B1, Section 8.4.

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- 8.10. Participants with Funded Positions.** If a Participant has an existing position funded by the Administrators (e.g., energy champion, energy manager, climate action partner) supporting their IGB:
- 8.10.1.** The Participant may be required, as requested by the Administrators, to submit a written rationale for how PM Funding will be used outside of the role and responsibilities and/or workplan of the existing funded position.
 - 8.10.2.** The Administrators reserve the right, at their discretion, to decline any PM Funding should the use of that funding overlap with the contribution agreement and/or workplan for the existing funded position.
- 9. Incentive Limits.** The Program has funding caps in place for Energy Efficiency Retrofit Incentives Projects and Participants. Incentive funding is limited and not guaranteed.
- 9.1. Project Funding Limit.** The Program has a maximum cap of \$400,000 in funding per eligible Energy Efficiency Retrofit Incentives Project.
 - 9.2. Participant Funding Limit.**
 - 9.2.1.** The Energy Efficiency Retrofit Incentives Offer has a total Program Incentive limit of \$1 million in funding per Participant over two (2) years. The two (2) year timeline begins on the date the Participant submits the first Project Application and all required supporting documentation for Energy Efficiency Retrofit Incentives Offer.
 - 9.2.2.** Participants may request an exception to the \$1 million funding cap when submitting an Application if they, acting reasonably, believe their Projects will exceed this amount. Exceptions are not guaranteed and are subject to available funding.
- 10. Number of Active Projects Permitted.** Under the Energy Efficiency Retrofit Incentives Offer, no more than two active Projects per Participant may be funded at a time. If a Participant has already submitted two Applications, they will be required to complete or resolve an unfinished Project to the satisfaction of the Administrators before submitting another Application under this Offer.
- 10.1.** Due to their unique nature and typically longer Project timelines, Participants may apply for one (1) additional community building heat pump Project above the active Project limit outlined in Part B1, Section 9.2 above, subject to the funding limits described in Part B1, Sections 9.1 and 9.2 above.
- 11. Project Timeline.** Participants have one (1) year from the date the Participant submits an Application to complete a Project and submit the Declaration and supporting documentation described in Part B1, Sections 6.1 and 6.2 above, unless an extension is granted in writing by the Administrators. Participants may request an extension period up to a maximum of six (6) months, up to two times. Extensions are not guaranteed and are subject to a review of impacts of the requested extension on other Projects and Applications.

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Part B2: Energy Efficiency Retrofit Incentives Offer–Incentive Requirements

Energy Efficiency Retrofit Incentives Summary Table

Building Envelope (insulation, windows/doors)		
Measure*	Requirements**	Incentive maximum
Attic insulation	Minimum R12 added. Incentive = \$0.05 (x) R-value added (x) insulated area (sq. ft.)	\$2,000 per Premises
Basement/crawlspace insulation	Minimum R10 added. Incentive = \$0.20 (x) R-value added (x) insulated area (sq. ft.)	\$2,000 per Premises
Exterior wall cavity insulation	Minimum R12 added. Incentive = \$0.20 (x) R-value added (x) insulated area (sq. ft.)	\$2,000 per Premises
Exterior wall sheathing insulation	Minimum R3.8 added. Incentive = \$0.20 (x) R-value added (x) insulated area (sq. ft.)	\$2,000 per Premises
Other insulation	Minimum R20 added. Incentive = \$0.125 (x) R-value added (x) insulated area (sq. ft.)	\$2,000 per Premises
High-efficiency windows and doors	U-factor (metric) of 1.22 W/m ² -K or less	\$950 per rough opening; \$9,500 per Premises

*click on name of measure to jump to its *Incentive Requirements* page

** Additional requirements apply and are described in the *Incentive Requirements* for each measure

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Space Heating & Cooling (electric to electric)		
Measure*	Requirements**	Incentive maximum
Ductless mini-split heat pump <i>Serves one zone.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16.0, HSPF1 ≥ 10.0 (Region IV) or SEER2 ≥ 15.2, HSPF2 ≥ 8.5 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) Eligible Premises must be 1,200 sq. ft. or less 	\$5,000 per Premises
Ductless multi-split heat pump <i>Serves multiple zones.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16.0, HSPF1 ≥ 10.0 (Region IV) or SEER2 ≥ 15.2, HSPF2 ≥ 8.5 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) Must install a minimum of two indoor head units 	\$9,000 per Premises
Central ducted heat pump (Tier 2) <i>Serves multiple zones.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16.0, HSPF1 ≥ 10.0 (Region IV) or SEER2 ≥ 15.2, HSPF2 ≥ 8.5 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) 	\$12,000 per Premises
Thermostats	Energy Star® Certified Smart Thermostats	\$200 per thermostat; \$600 per Premises
Space Heating & Cooling (natural gas to natural gas)		
Measure*	Requirements**	Incentive maximum
Dual Fuel Heating Systems (Air Source Heat Pump with Natural Gas Back Up) - FortisBC	Must be on the central ducted heat pump (dual fuel) list.	\$15,000 per Premises
High-efficiency gas furnace	Climate zone 6 or higher.	\$2,000 - \$3,000 per Premises
High-efficiency gas boiler	Climate zone 6 or higher.	\$2,000 per Premises
Thermostats	Connected thermostat or Energy Star® Certified Smart Thermostat	\$200 per Premises

*click on name of measure to jump to its *Incentive Requirements* page

** Additional requirements apply and are described in the *Incentive Requirements* for each measure

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Space Heating & Cooling (tank propane or pipe-propane/natural gas)		
Measure*	Requirements**	Incentive maximum
Dual Fuel Heating System (Air Source Heat Pump with Fossil Fuel Back-Up) – Pacific Northern Gas / Other	Must be on the central ducted heat pump (dual fuel) list.	\$15,000 per Premises
Space Heating & Cooling (converting from natural gas, oil, propane, or wood systems to electric)		
Measure*	Requirements**	Incentive maximum
Ductless mini-split heat pump <i>Serves one zone.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16.0, HSPF1 ≥ 10.0 (Region IV) or SEER2 ≥ 15.2, HSPF2 ≥ 8.5 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) Eligible Premises must be 1,200 sq. ft. or less 	<ul style="list-style-type: none"> \$10,000 per Premises (from oil) \$7,500 per Premises (from natural gas or propane) \$5,000 per Premises (from wood)
Ductless 2 head multi-split heat pump <i>Serves multiple zones.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16.0, HSPF1 ≥ 10.0 (Region IV) or SEER2 ≥ 15.2, HSPF2 ≥ 8.5 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) Must install a minimum of two indoor head units 	<ul style="list-style-type: none"> \$14,000 per Premises (from oil) \$14,000 per Premises (from natural gas or propane) \$5,000 per Premises (from wood)
Central ducted heat pump (Tier 2), 3 head multi-split <i>Serves multiple zones.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16.0, HSPF1 ≥ 10.0 (Region IV) or SEER2 ≥ 15.2, HSPF2 ≥ 8.5 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) 	<ul style="list-style-type: none"> \$16,000 per Premises (from oil) \$16,000 per Premises (from natural gas or propane) \$6,500 per Premises (from wood)
Community building heat pumps	<ul style="list-style-type: none"> For simple community buildings that do not require engineered systems, heat pump must be on the eligible heat pump product list. Complex engineered community building heat pump projects have unique requirements. Contact your Energy Coach to discuss. 	<ul style="list-style-type: none"> 80% of eligible costs up to \$200,000 per heat pump project Up to \$6,000 for energy studies, feasibility studies and/or mechanical design fees

*click on name of measure to jump to its *Incentive Requirements* page

** Additional requirements apply and are described in the *Incentive Requirements* for each measure.

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Air to Water Heat Pump Systems		
Measure*	Requirements**	Incentive maximum
Air to water heat pump (space heating only)	Must be on the Qualified Air-to-Water and Combination Heat Pump List	<ul style="list-style-type: none"> \$16,000 per Premises (from natural gas, propane, or heating oil) \$5,000 per Premises (from wood or electric)
Combined space and water heat pump (space and domestic hot water heating)	Must be on the Qualified Air-to-Water and Combination Heat Pump List	<ul style="list-style-type: none"> \$19,500 per Premises (from natural gas, propane, or heating oil) \$8,500 per Premises (from wood or electric)
Water Heating		
Measure*	Requirements**	Incentive maximum
Electric heat pump water heater	Tier 2 or higher on NEEA's Advanced Water Heater Specification Qualified Products List for Heat Pump Water Heaters	\$3,500 per Premises
Condensing natural gas water heater (tankless or storage tank)	Must be listed on the Qualifying Condensing Tankless Water Heater List or the Qualifying Condensing Storage Tank List.	\$3,500 per Premises

*click on name of measure to jump to its *Incentive Requirements* page

** Additional requirements apply, and are described in the *Incentive Requirements* for each measure

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Program Offer Requirements

Retrofit Enabling		
Measure*	Requirements**	Incentive maximum
Health and Safety	A Premises must receive one of the following incentive-eligible upgrades to qualify for this incentive: insulation, windows, doors, furnace, boiler, dual fuel heating system, condensing natural gas water heater, heat pump, heat pump water heater.	\$2,000 per Premises
Ventilation		<ul style="list-style-type: none"> \$1,200 per ventilation system \$2,400 per heat/energy recovery ventilator \$2,400 per Premises
Electrical Service Upgrades	A Premises must be converting from primary fossil fuel space or water heating and must receive incentive-eligible electric space heating and/or water heating upgrades (i.e. heat pumps).	\$5,000 per Premises
Northern Top-up	To be eligible for the northern top-up, Premises must be: <ul style="list-style-type: none"> located north of and including the District of 100 Mile House (latitude 51.628°N) and connected to BC Hydro electric service; and, converting from primary fossil fuel space heating to an incentive-eligible electric heat pump or dual fuel heating system. 	<ul style="list-style-type: none"> \$1,500 per Premises (single head mini-split systems) \$3,000 per Premises (central ducted, or multi-split systems)
All Retrofit Enabling	Retrofit enabling measures must be included in the same Project workbook as the Incentive eligible measures that they are enabling.	
Appliance Replacement		
Measure*	Requirements**	Incentive maximum
Refrigerator	Energy Star® certified refrigerator	\$1,000 per Premises
Chest freezer	Energy Star® certified chest freezer	\$500 per eligible unit; \$1,500 per Premises

*click on name of measure to jump to its *Incentive Requirements* page

** Additional requirements apply, and are described in the *Incentive Requirements* for each measure

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Insulation

Incentive Requirements:

1. Incentives are calculated based on the R-value of new insulation added. In cases where pre-existing insulation was removed (e.g., due to pest infestation or mold), the Incentive is calculated on the difference in R-Value between the newly added and pre-existing insulation.
2. Insulation added must meet minimum requirements for R-value added per location as outlined in the table below.
3. New insulation must be:
 - 3.1. batt, loose fill, board or spray foam.
 - 3.2. installed in accordance with the [Best Practice Guide for Air Sealing and Insulation Retrofits for Single Family Homes](#) (BC Housing, 2020).
 - 3.3. installed to reduce heat loss from the Premises (i.e., insulation for soundproofing or insulation in outbuildings is not eligible).
 - 3.4. installed in an eligible location.
4. New insulation must be installed by a registered contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed. It is recommended to have the installation completed by a [Home Performance Contractor Network](#) (HPCN) member.
 - 4.1. Self-installations (e.g., by the Participant's building maintenance team) are not eligible unless reviewed and approved by an Energy Coach at the time of submitting the Application for funding.
5. Any existing health and safety concerns in the location of the insulation upgrade must be resolved prior to installation of new insulation. Please refer to [Health and Safety Incentive Requirements](#) for more information.
6. Insulation upgrades made to a Premises that require installations to meet code compliance and new building construction requirements, including and not limited to renovations that require a "New Construction" or "Addition/Alteration" building permit (or the equivalent) are not eligible.

Incentive Details:

Location of insulation upgrade	Incentive per sq. ft.	Minimum R-value of new insulation to be added	Incentive maximum
Attic—flat and cathedral ceiling	\$0.05	R12	\$2,000
Exterior wall cavities	\$0.20	R12	\$2,000
Exterior wall sheathing	\$0.20	R3.8	\$2,000
Basement/crawlspace walls	\$0.20	R10	\$2,000
Other (exposed floor, floor over crawlspace*, basement header)	\$0.125	R20	\$2,000

*One incentive for basement/crawlspace walls or floor over crawlspace

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For additional information on required documents refer to *Section 6 - Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

High-Efficiency Windows and Doors

Incentive Requirements:

- The new windows and/or doors must:
 - replace existing windows and doors in the building envelope of the Premises between an unheated space (e.g., outdoors) and a heated space (e.g., indoors).
 - be installed in accordance with the [Best Practice Guide for Air Sealing and Insulation Retrofits for Single Family Homes](#) (BC Housing, 2020).
 - be listed with one of the following certification bodies:
 - Canadian Standards Association (CSA)
 - Intertek Canada (Intertek)
 - Labtest Certification (LC)
 - QAI Laboratories (QAI)
 - Keystone Certification (KC)
 - National Fenestration Rating Council (NFRC)
 - National Accreditation and Management Institute Certification (NAMI)
- The number of windows and/or doors eligible for Incentives is based on the number of Rough Openings (“RO”) in which the windows or doors were replaced. Each RO is counted as one window and/or door. A bay window, which may be made up of several window sections, is regarded as one RO. Each bay window will qualify for one Incentive payment.
- All upgrades must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed. It is recommended to have the windows and/or doors installed by a [Home Performance Contractor Network](#) (HPCN) member. Self-installations are not eligible.
- Skylights are not eligible for an incentive.

Incentive Details:

Retrofit / Upgrade	Efficiency Requirements	Incentive maximum
High-efficiency window/door	U-factor (metric) of 1.22 W/m ² -K or less (as indicated on the manufacturer label)	\$950 per rough opening; \$9,500 per Premises

Supporting Documentation Requirements:

With the Application, you will need to submit the following documentation (in digital format) via the CEM Hub:

- A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
- A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

For **Pre-Payment**, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
 - 1.2. If any Premises will have more than one type of window or door model installed, please add details to the “Window-door summary-sheet” and submit the summary with your Application. This summary sheet is available from your Energy Coach.
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For **Post-Implementation Payments**, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).
 - 2.2. If any Premises have more than one type of window or door model installed, please add details to the “Window-door summary-sheet” (or update the summary submitted for Pre-Payment) and submit the summary with your Declaration. This summary sheet is available from your Energy Coach.
3. A digital photo (JPG or PNG) of a manufacturer label from each installed window/door.

For **additional information** on required documents refer to *Section 6 - Required Forms and Documentation within [Part B1: General Requirements](#)*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Air Source Heat Pumps – Requirements for All Systems

Incentive Requirements for All Heat Pump Systems:

For all air source heat pump retrofits:

1. The new heat pump must:
 - 1.1. be sufficiently sized to function as the primary heating system of the Premises. A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C.
 - 1.2. serve a main living area (e.g. family room, living room or open-concept kitchen-living room).
 - 1.3. have an AHRI certified reference number that references all components of the heat pump.
 - 1.4. be listed as a qualifying system on the [eligible heat pump product list](#).
 - 1.5. be installed in accordance with the [Heat Pump Best Practices Installation Guide for Existing Homes](#).
2. Heat pumps with a maximum static pressure of less than 0.6" Water Column (WC) are considered ductless mini-split or ductless multi-split systems.
3. All upgrades must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., heat pumps must be installed by a licensed heating and cooling contractor). It is recommended to have the heat pump installation completed by a [Home Performance Contractor Network](#) (HPCN) member. Self-installations are not eligible.
4. Replacing an existing heat pump or adding a head to an existing heat pump are not eligible.

Heat load calculations

It is recommended that heat load calculations be completed in all heat pump installation Projects. Currently heat load calculations are only required for Incentive Applications for dual fuel heating system installations.

Performance Requirements for All Heat Pump Systems:

Retrofit / Upgrade	Efficiency requirements
Ductless mini-split heat pump. <i>Serves one zone.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16; HSPF1 ≥ 10.00 (Region IV) or SEER2 ≥ 15.20; HSPF2 ≥ 8.50 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) Eligible Premises must be 1,200 sq. ft. or less
Ductless multi-split heat pump. <i>Serves multiple zones.</i>	<ul style="list-style-type: none"> SEER1 ≥ 16; HSPF1 ≥ 10.00 (Region IV) or SEER2 ≥ 15.20; HSPF2 ≥ 8.50 (Region IV) Variable speed compressor Minimum capacity of 12,000 BTU (1 ton) Must install a minimum of two indoor head units

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Central ducted heat pump (Tier 2).
Serves multiple zones.

- SEER1 ≥ 16; HSPF1 ≥ 10.00 (Region IV) or
- SEER2 ≥ 15.20; HSPF2 ≥ 8.50 (Region IV)
- Variable speed compressor
- Minimum capacity of 12,000 BTU (1 ton)

Supporting Documentation Requirements for All Heat Pump Systems:

For all air source heat pump systems, with the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

In addition to the above, additional supporting documentation may be required depending on the Premises' space heating energy prior to installation of the new heat pump system. Any additional requirements are specified in the respective Supporting Documentation Requirements pages below.

For additional information on required documents refer to *Section 6 - Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Air Source Heat Pump (Convert from Electric Resistance Heating)

Incentive Requirements:

In addition to the [Incentive Requirements for All Heat Pump Systems](#):

1. The Premises must primarily be heated by electricity. A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C.
2. The new heat pump must replace an existing hard-wired electric heating system such as electric baseboards, radiant ceiling, radiant floors, or forced-air furnace.
3. Emergency replacement of broken electrical systems is not eligible.

Incentive Details:

Heat pump type	Incentive maximum
Ductless single-head mini-split heat pump. <i>Serves one zone.</i>	\$5,000 per Premises
Ductless multi-head mini-split heat pump (2 or three indoor heads). <i>Serves multiple zones.</i>	\$9,000 per Premises
Central ducted heat pump (Tier 2). <i>Serves multiple zones</i>	\$12,000 per Premises

Supporting Documentation Requirements:

Refer to [Supporting Documentation Requirements for All Heat Pump Systems](#).

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Air Source Heat Pump (Convert from Wood Heating)

Incentive Requirements:

In addition to the [Incentive Requirements for All Heat Pump Systems](#):

1. The Premises must be primarily heated by a wood or solid fuel heating system (wood or pellet stove, insert or furnace). A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C.
2. The back-up heating system must be wood or electric. Fossil fuel back-up systems (e.g., dual fuel heating systems or standalone fossil fuel heating systems) are not eligible for wood-to-electric upgrades.
3. The existing wood or solid fuel heating system may be retained in safe and working order or removed in accordance with all applicable laws.
4. Emergency replacement of a broken wood or solid fuel space heating system is eligible if the existing system is removed.

Incentive Details:

Heat pump type	Incentive maximum
Ductless mini-split or multi-split heat pump (one or two indoor heads). <i>Serves one or two zones.</i>	\$5,000
Central ducted heat pump (Tier 2) and multi-split heat pump (3 indoor heads). <i>Serves multiple zones.</i>	\$6,500

Additional Supporting Documentation

In addition to the [Supporting Documentation Requirements for All Heat Pump Systems](#), you must submit the following documentation (in digital format) via the CEM Hub for Premises converting from wood heating:

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. Copy of an inspection report completed by a Wood Energy Technology Transfer Inc. (WETT)-certified professional if the wood or solid fuel heating system is being retained in safe and working order.
 - 1.1. The inspection report must be dated within the twelve (12) month period before or six (6) month period following the date of the heat pump installation invoice and include the inspector's WETT certification number, the site address of the wood or solid fuel heating system, and whether the installation is compliant with relevant codes.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Air Source Heat Pump (Convert from Fossil Fuel Heating)

Incentive Requirements:

In addition to the [Incentive Requirements for All Heat Pump Systems](#):

1. The Premises must be primarily heated by fossil fuel (oil, propane or natural gas). A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C. Fireplaces or wall-mounted furnaces are not considered primary heating systems. Please contact an Energy Coach if you use a fireplace or wall-mounted furnace as a primary heating system.
2. The new heat pump must:
 - 2.1. replace the existing fossil fuel heating system, and all fossil fuel heating equipment (piping, appliances, fuel containers, vents and associated infrastructure) must be removed or in accordance with all applicable laws.
 - 2.2. be listed as a qualifying system on the [eligible heat pump product list](#) or, for Premises converting from oil heating to electric heat pump systems, be listed as a qualifying system on the [Natural Resources Canada Oil to Heat Pump Affordability Qualified Heat Pump Product List for British Columbia](#).
3. Emergency replacement of fossil fuel space heating systems is eligible if the existing system is removed, as follows:
 - 3.1. Premises converting from a fossil fuel furnace or boiler (oil, propane or natural gas) must remove the Premises' primary fossil fuel heating system.
 - 3.2. If the Premises' primary heating system is a fossil fuel combination boiler providing domestic hot water and hydronic space heating, contact a Program Energy Coach to discuss this type of system and/or see the [Incentive Requirements for Air-to-Water Heat Pump Systems](#) for information on these types of systems and incentives available.
4. For Premises heated with oil, the Premises must meet a minimum oil consumption baseline of 500 L annually. Proof of oil consumption from the twelve (12) months prior to application must be submitted at the time of application.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Incentive Details:

Upgrade	Incentive Maximum		
	Convert from natural gas or propane to electric heat pump	Convert from heating oil to electric heat pump	Northern Top Up*
Air-to-water heat pump (space heating only, convert from fossil fuel)			
Ductless single-head mini-split heat pump. <i>Serves one zone.</i>	\$7,500	\$10,000	+\$1,500
Ductless multi-head mini-split heat pump (2 indoor heads). <i>Serves multiple zones.</i>	\$14,000	\$14,000	+\$3,000
Central ducted heat pump and ductless multi-split heat pump (3 indoor heads). <i>Serves multiple zones.</i>	\$16,000	\$16,000	+\$3,000

*Eligible Premises must be located north of and including the District of 100 Mile House (latitude 51.628°N) and connected to BC Hydro electric service.

Additional Supporting Documentation

In addition to the [Supporting Documentation Requirements for All Heat Pump Systems](#), you must submit the following documentation (in digital format) via the CEM Hub for Premises converting from fossil fuel heating:

For Pre-Payment, you will need to submit the following documentation (in digital format) via the CEM Hub along with the Application form:

1. Proof of oil consumption (minimum 500L) from the twelve (12) months prior to the date the Application is made must be submitted at the time of Application (e.g., receipts, fuel bills or invoices).

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. Proof of fossil fuel (oil, propane or natural gas) system removal is required in the form of an invoice from the removal company or heat pump installation company. The invoice must include:
 - 1.1. description of the work completed (e.g., the oil system, including oil tank, was removed according to applicable regulations and local government bylaws); and
 - 1.2. date of removal.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Community Building Air Source Heat Pump (Convert from Fossil Fuel Heating)

Incentive Requirements:

1. For Community Building Heat Pump systems, please contact a Program Energy Coach at Coach@pieer.ca to confirm project and system eligibility.
2. Eligible heat pump upgrade costs include the following items:
 - 2.1. heat pump capital costs;
 - 2.2. heat pump installation costs;
 - 2.3. up to one year of heat pump maintenance costs;
 - 2.4. oil tank removal costs;
 - 2.5. propane or gas system decommissioning costs;
 - 2.6. electrical upgrade costs (electrical panel upgrades and associated wiring) required as part of heat pump installation;
 - 2.7. ducting modification and/or cleaning costs required as part of heat pump installation;
 - 2.8. additional air filtration systems added to heat pump systems; and
 - 2.9. associated feasibility, energy study, or mechanical design costs for community buildings.
3. The community building must be primarily heated by fossil fuel (oil, propane or natural gas). A primary heating system must have the capacity to heat a minimum of 50% of the building for the entire heating season to 21°C. Fireplaces or wall-mounted furnaces are not considered primary heating systems.
4. The new heat pump must:
 - 4.1. be sized to function as the primary heating system for the building.
 - 4.2. replace the existing fossil fuel heating system and all fossil fuel heating equipment (piping, appliances, fuel containers, vents and associated infrastructure) must be removed or in accordance with all applicable laws.
5. Buildings converting from a fossil fuel system (oil, propane or natural gas) must remove the building's primary fossil fuel heating system. If the building's primary heating system is a fossil fuel combination boiler providing domestic hot water and hydronic space heating, contact a PIEER Energy Coach at Coach@pieer.ca to receive instructions and pre-approval on the removal of the hydronic space heating equipment.
6. All upgrades must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., heat pumps must be installed by a licensed heating and cooling contractor). Self-installations are not eligible.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Incentive Details:

Community buildings (e.g., administration office, community halls)	Fuel type before upgrade	Incentive maximum
<ul style="list-style-type: none"> For simple community buildings that do not require engineered systems, heat pump must be on the eligible heat pump product list. Complex engineered community building heat pump projects have unique requirements. Contact your Energy Coach to discuss. 	Fossil fuel (natural gas, oil, propane)	<ul style="list-style-type: none"> 80% of eligible costs up to \$200,000 per heat pump project Up to \$6,000 for energy studies, feasibility studies and/or mechanical design fees in support of the community building heat pump project.

Additional Supporting Documentation

In addition to the [Supporting Documentation Requirements for All Heat Pump Systems](#), you must submit the following documentation (in digital format) via the CEM Hub for complex community building heat pump systems that require an engineered system:

1. An Energy Model Report or similar study that outlines:
 - 1.1. Building size, location, and use
 - 1.2. Description of current building heating system(s)
 - 1.3. Details and specifications of new proposed heat pump system
 - 1.4. Estimated Energy and GHG emissions savings from new proposed heat pump system
2. Mechanical Engineering or similar design for the proposed new heat pump system.
3. Quotes/estimates for the new proposed heat pump system.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Dual Fuel Heating Systems (Air Source Heat Pump with Natural Gas Back Up)–FortisBC

For FortisBC natural gas customers converting from a natural gas furnace

Incentive Requirements:

1. The Premises must have a residential FortisBC natural gas account. For Premises with fossil fuel heating provided by Pacific Northern Gas or another provider, please see the requirements page for [Dual Fuel Heating Systems \(Air Source Heat Pump with Fossil Fuel Back-Up\)-PNG/other](#).
2. A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C. Fireplaces or wall-mounted furnaces are not considered primary heating systems.
3. The new dual fuel heating system must:
 - 3.1. replace an existing gas furnace that is at least 10 years old.
 - 3.2. be comprised of a new central ducted air source heat pump integrated with a new compatible high efficiency gas furnace and operated by a single system of controls.
 - 3.3. be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., heat pumps must be installed by a licensed heating and cooling contractor and furnaces must be installed by a Technical Safety BC licensed gas contractor). It is recommended to have the heat pump installed by a [Home Performance Contractor Network \(HPCN\)](#) member. Self-installations are not eligible.
 - 3.4. be listed as an eligible system on the [central ducted heat pump \(dual fuel\) list](#). Qualifying systems must have an AHRI certified reference number that references the outdoor unit and the indoor unit of the heat pump, and the furnace model number.
 - 3.5. have the thermostat, outdoor temperature switch-over control or equipment control board set to a maximum of the following region-specific temperatures for the duration of the product lifetime:
 - 3.5.1. Lower Mainland and Vancouver Island regions: ≤5°C.
 - 3.5.2. Southern Interior and Northern B.C. regions: ≤2°C.
 - 3.6. ensure the heat pump component has the capacity to meet the Premises' heat demand at or below the region-specific outdoor set-point (i.e., the application balance point must be lower than the region-specific outdoor thermostat set-point).
 - 3.7. undergo commissioning to ensure it is installed and operating according to best practice. Contractors must use the [DSMally mobile application](#) to create a commissioning sheet and provide it to the Participant.
 - 3.8. have had a program-approved [heat load calculation](#) completed to properly size the system. Rule of thumb equipment sizing will not be accepted.
 - 3.9. be sized to:
 - 3.9.1. function as the primary heating system of the Premises and serve the main living area (e.g., family room, living room, or open-concept kitchen-living room).
 - 3.9.2. ensure the heat pump component has the capacity to meet the Premises' heat demand at or below the region-specific outdoor set-point (i.e., the application balance point must be lower than the region-specific outdoor thermostat set-point).
 - 3.10. be installed in accordance with the [Heat Pump Best Practices Installation Guide for Existing Homes](#) and the [High-Efficiency Furnace Installation Guide for Existing Houses](#).
 - 3.11. Warranty replacements and insurance claims are not eligible.
 - 3.12. Emergency replacement of an existing natural gas furnace is eligible.

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Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Incentive Details:

Retrofit / Upgrade	Efficiency requirements	Incentive	Northern Top Up*
Dual fuel ducted heat pump system	<ul style="list-style-type: none"> SEER1 ≥ 16; HSPF1 ≥ 10.00 (Region IV) or SEER2 ≥ 15.20; HSPF2 ≥ 8.50 (Region IV) Minimum capacity of 12,000 BTU (1 ton) Variable speed compressor not required 	\$15,000	\$3,000

*Eligible Premises must be located north of and including the District of 100 Mile House (latitude 51.628°N) and connected to BC Hydro electric service.

Supporting Documentation Requirements:

For all dual fuel heating system Projects, with the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. Copy of the heat load calculation based on program-approved methodology described above in Incentive Requirements, Section 3.8.
3. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).
3. If not already submitted for pre-payment, a copy of the heat load calculation based on program-approved methodology described above in Incentive Requirements, Section 3.8.
4. A copy of the completed commissioning sheet. Contractors are responsible for completing commissioning at the time of installation; see Incentive Requirements, Section 3.7.

For additional information on required documents refer to *Section 6 - Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

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Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Dual Fuel Heating System (Air Source Heat Pump with Fossil Fuel Back-Up)–Pacific Northern Gas / Other

For homes heated by pipe-propane/natural gas supplied by Pacific Northern Gas or tank propane by another provider

Incentive Requirements:

1. The Premises must be primarily heated by pipe-propane/natural gas supplied by Pacific Northern Gas or tank propane by another provider. For Premises with natural gas provided by FortisBC, please see the requirements in the previous page for [Dual Fuel Heating Systems \(Air Source Heat Pump with Natural Gas Back Up\) - FortisBC](#).
2. A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C. Fireplaces or wall-mounted furnaces are not considered primary heating systems.
3. The new heat pump must:
 - 3.1. be sized to function as the primary heating system for the Premises.
 - 3.2. serve a main living area (e.g., family room, living room, or open-concept kitchen-living room).
 - 3.3. be integrated with a propane or natural gas heating system and all propane or natural gas heating equipment (piping, appliances, fuel containers, vents and associated infrastructure) must be modified in accordance with applicable laws.
 - 3.4. have the thermostat, outdoor temperature switch-over control or equipment control board set to $\leq 3^{\circ}\text{C}$ (i.e., the Northern B.C region-specific temperature) for the duration of the product lifetime.
 - 3.5. be sized to ensure it has the capacity to meet the Premises' heat demand at or below the region-specific outdoor set-point (i.e., the application balance point must be lower than the region-specific outdoor thermostat set-point).
 - 3.6. be listed as an eligible system on the [central ducted heat pump \(dual fuel\) list](#).
 - 3.7. have an AHRI certified reference number that references the outdoor unit and the indoor unit(s) of the heat pump, and the furnace model number.
 - 3.8. be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., heat pumps must be installed by a licensed heating and cooling contractor and furnaces must be installed by a Technical Safety BC licensed gas contractor). It is recommended to have the heat pump installed by a [Home Performance Contractor Network \(HPCN\)](#) member. Self-installations are not eligible.
4. A program approved heat load calculation is required to properly size the system. Rule of thumb equipment sizing will not be accepted. Existing supplemental heating from other electric or non-fossil fuel heating systems may be taken into account in the heat load calculation. Supplemental heating from fossil fuel heating systems (e.g., gas fireplace) cannot be taken into account in the heat load calculation. Program approved methodology can be found at betterhomesbc.ca/faqs/heat-load-calculations.
5. Emergency replacement of a fossil fuel space heating system is eligible.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Incentive Details:

Retrofit / Upgrade	Efficiency requirements	Incentive	Northern Top Up*
Dual fuel ducted heat pump (Piped NG & Piped Propane)	<ul style="list-style-type: none"> SEER1 ≥ 16; HSPF1 ≥ 10.00 (Region IV) or SEER2 ≥ 15.20; HSPF2 ≥ 8.50 (Region IV) 	\$11,500	\$3,000
Dual fuel ducted heat pump (Tanked Propane)	<ul style="list-style-type: none"> Minimum capacity of 12,000 BTU (1 ton) Variable speed compressor not required 	\$15,000	\$3,000

*Eligible Premises must be located north of and including the District of 100 Mile House (latitude 51.628°N) and connected to BC Hydro electric service.

Supporting Documentation Requirements:

For all dual fuel heating system Projects, with the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. Copy of the heat load calculation based on program-approved methodology found at betterhomesbc.ca/faqs/heat-load-calculations.
3. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).
3. Proof of fossil fuel (propane or natural gas) system removal, or modification (as applicable for the upgrade):
 - 3.1. Invoice from the removal or modification company or heat pump installation company, which must include:
 - 3.2. a description of the work completed pertaining to the removal, or modification, as applicable for the upgrade.
 - 3.3. date of removal, or modification.
 - 3.3.1. If not already submitted for pre-payment, a copy of the heat load calculation based on program-approved methodology found at betterhomesbc.ca/faqs/heat-load-calculations.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

For **additional information** on required documents refer to *Section 6 – Required Forms and Documentation* within [Part B1: General Requirements](#). Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

High-Efficiency Gas Furnace

Incentive Requirements:

- The Premises must:
 - have a residential account with FortisBC natural gas.
 - be primarily heated by a natural gas heating system (a primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C).
 - be located in [BC Climate Zone 6 or higher](#). Premises located in BC Climate Zones 4 and 5 are not eligible.
- The new natural gas furnace must:
 - replace an existing natural gas furnace that is at least 10 years old.
 - be installed with a two-pipe direct vent system. Manufacturer's instructions permitting alternatives are not eligible. A photo of the two-pipe direct vent system must be made available upon request.
 - undergo commissioning to ensure it is installed and operating according to best practice. A copy of the completed [furnace commissioning sheet](#) must be made available upon request.
 - be sufficiently sized to operate and serve as the primary heating system for the Premises.
 - be listed as an eligible system for either [Tier 1](#) or [Tier 2](#) furnaces.
 - be installed in accordance with the [High-Efficiency Furnace Installation Guide for Existing Houses](#).
- All upgrades must be installed by a Technical Safety BC licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., furnaces must be installed by a Technical Safety BC licensed gas contractor). Self-installations are not eligible.
- Emergency replacement of a furnace that is not in working order, requires repairs exceeding \$1,000 (pre-tax, including parts and labour), or is deemed unsafe to operate by a licensed gas contractor is not eligible.

Incentive Details:

Retrofit / Upgrade	Incentive maximum
Natural Gas Furnace – Tier 1 95-96.9% AFUE	\$2,000
Natural Gas Furnace – Tier 2 97-99% AFUE	\$3,000

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For additional information on required documents refer to *Section 6 - Required Forms and Documentation within [Part B1: General Requirements](#)*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

High-Efficiency Gas Boiler

Incentive Requirements:

1. The Premises must:
 - 1.1. have a residential account with FortisBC natural gas.
 - 1.2. be primarily heated by a natural gas heating system (a primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C).
 - 1.3. be located in [BC Climate Zone 6 or higher](#). Premises located in BC Climate Zones 4 and 5 are not eligible.
2. The new natural gas boiler must:
 - 2.1. replace an existing natural gas boiler that is at least 10 years old.
 - 2.2. be installed with a two-pipe direct vent system. Manufacturer's instructions permitting alternatives are not eligible. A photo of the two-pipe direct vent system must be made available upon request.
 - 2.3. undergo commissioning to ensure it is installed and operating according to best practice. A copy of the completed [boiler commissioning sheet](#) must be made available upon request.
 - 2.4. be sufficiently sized to operate and serve as the primary heating system for the Premises.
 - 2.5. be on the eligible [ENERGY STAR® boiler system list](#).
3. All upgrades must be installed by a Technical Safety BC licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., furnaces must be installed by a Technical Safety BC licensed gas contractor). Self-installations are not eligible.
4. Emergency replacement of a boiler that is not in working order, requires repairs exceeding \$1,000 (pre-tax, including parts and labour), or is deemed unsafe to operate by a licensed gas contractor is not eligible.

Incentive Details:

Retrofit / Upgrade	Incentive Maximum
Natural gas boiler (≥94% AFUE)	\$2,000

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For additional information on required documents refer to *Section 6 – Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Thermostats

Incentive Requirements:

1. For Premises with existing hard-wired electric baseboard heating:
 - 1.1. Up to three (3) **ENERGY STAR® Certified Smart Thermostats** per Premises are eligible for the Incentive.
 - 1.2. If existing baseboard heaters are being replaced to ensure compatibility with the thermostat, the replacement baseboard heaters must have the same or lower wattage than the existing baseboard heaters.
2. For Premises with existing central heating with energy provided by BC Hydro or FortisBC (i.e., electric furnace, natural gas furnace, or dual fuel heating systems):
 - 2.1. One (1) **ENERGY STAR® Certified Smart Thermostat** per Premises is eligible for the Incentive, and must be installed at the same time and included in the same Application workbook as an Incentive-eligible air source heat pump.
 - 2.2. One (1) Connected Thermostat per Premises with existing natural gas space heating is eligible for the Incentive, and must be installed at the same time and included in the same Application workbook as an Incentive-eligible natural gas furnace or dual fuel heating system.
3. Qualified product lists:
 - 3.1. [ENERGY STAR® Certified Smart Thermostat list](#)
 - 3.2. [FortisBC's Connected Thermostat list](#)
4. Thermostats must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed. Self-installations are not eligible.

Incentive Details:

Retrofit / Upgrade	Incentive maximum
ENERGY STAR® Certified Smart Thermostat connected to a hard-wired electric baseboards.	\$200 per thermostat; \$600 per Premises
ENERGY STAR® Certified Smart Thermostat or Connected Thermostat connected to a central heating system (i.e., electric furnace, natural gas furnace or dual fuel heating system).	\$200 per Premises

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For additional information on required documents refer to *Section 6 – Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Air-to-Water Heat Pump Systems

Incentive Requirements:

1. The Premises must be primarily space and/or water heated by a fossil fuel (oil, propane or natural gas), electricity, or wood. A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C. Fireplaces or wall-mounted furnaces are not considered primary heating systems.
2. The new air-to-water heat pump system must:
 - 2.1. be sized to function as the primary heating system for the Premises.
 - 2.2. serve a main living area (e.g. family room, living room or open-concept kitchen-living room).
 - 2.3. be listed as an eligible system on the [Air-to-Water and Combined Heat Pump Qualifying Product List](#).
 - 2.4. be installed in accordance with the [Heat Pump Best Practices Installation Guide for Existing Homes](#).
3. If the new air-to-water heat pump replaces a fossil fuel heating system, all the fossil fuel heating equipment (piping, appliances, fuel containers, vents and associated infrastructure) must be removed in accordance with all applicable laws.
4. If the new air-to-water heat pump replaces a wood or solid fuel heating system, the existing wood or solid fuel heating system may be retained in safe and working order or removed in accordance with all applicable laws.
5. Emergency replacement of a fossil fuel space heating system is eligible.
6. Premises converting from a fossil fuel furnace or boiler (oil, propane or natural gas) must remove the Premises' primary fossil fuel heating system. If the Premises' primary heating system is a fossil fuel combination boiler providing domestic hot water and hydronic space heating, contact a Program Energy Coach (Coach@pieer.ca) to receive instructions and pre-approval on the removal of the hydronic space heating equipment.
7. All upgrades must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., air-to-water heat pumps must be installed by a licensed heating and cooling contractor and/or plumber). It is recommended to have the heat pump installed by a [Home Performance Contractor Network \(HPCN\)](#) member. Self-installations are not eligible.
8. Maximum one primary space heating system and one primary hot water system Incentive per Premises or one combined primary space heating system and hot water system Incentive per Premises, regardless of the number of systems installed.
9. At the outside winter design temperature, required heating facilities shall be capable of maintaining an indoor air temperature of not less than 21°C in all living spaces, 18°C in unfinished basements, common service rooms, ancillary spaces and exits in houses with a secondary suite, and 15°C in heated crawl spaces.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Incentive Details:

Retrofit / Upgrade	Incentive maximum
Air-to-water heat pump (space heating only, convert from fossil fuel)	100% of eligible upgrade costs, up to a maximum of \$16,000 per Premises
Air-to-water heat pump (space heating only, convert from electric or wood)	100% of eligible upgrade costs, up to a maximum of \$5,000 per Premises
Combined space and water heat pump (space and domestic hot water heating, convert from fossil fuel)	100% of eligible upgrade costs, up to a maximum of \$19,500 per Premises
Combined space and water heat pump (space and domestic hot water heating, convert from electric or wood)	100% of eligible upgrade costs, up to a maximum of \$8,500 per Premises

Supporting Documentation Requirements:

For all air-to-water heat pump Projects, with the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).
3. Proof of fossil fuel (oil, propane or natural gas) system removal is required in the form of an invoice from the removal company or heat pump installation company. The invoice must include:
 - 3.1. description of the work completed (e.g. the oil system, including oil tank, was removed according to applicable regulations and local government bylaws); and
 - 3.2. date of removal.

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Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

4. Copy of an inspection report completed by a Wood Energy Technology Transfer Inc. (WETT)-certified professional if the heat pump replaced a wood or solid fuel heating system and it is being retained in safe and working order.

For **additional information** on required documents refer to *Section 6 – Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Electric Heat Pump Water Heater

Incentive Requirements:

1. The existing water heater being replaced must be the primary water heater for the Premises.
2. The heat pump water heater must replace an electric or fossil fuel (oil, propane or natural gas) water heating system. All existing water heating equipment (piping, appliances, fuel containers, vents and associated infrastructure) must be removed or decommissioned in accordance with all applicable laws.
3. Emergency replacement of broken electric heat pump water heater or existing electric heat pump water heater is not eligible.
4. Eligible systems are listed as Tier 2 or higher on NEEA's [Advanced Water Heater Specification Qualified Products List for Heat Pump Water Heaters](#).
5. All upgrades must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., heat pump water heaters must be installed by a licensed heating and cooling contractor and/or plumber). It is recommended to have the installation completed by a [Home Performance Contractor Network \(HPCN\)](#) member. Self-installations are not eligible.
6. A maximum of one primary water heating system Incentive is available per Premises.

Incentive Details:

Retrofit / Upgrade	Efficiency Requirements	Incentive Maximum
Electric Heat pump water heater	Tier 2 or higher on NEEA's Advanced Water Heater Specification Qualified Products List for Heat Pump Water Heaters .	\$3,500

Supporting Documentation Requirements:

For all air source heat pump Projects, with the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

For **Post-Implementation Payments**, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).
3. For Premises converting from fossil fuel water heating, proof of gas water heater removal. Any one of the following documents will be accepted:
 - 3.1. local government permit or inspection report, which must include:
 - 3.1.1. date of inspection; and
 - 3.1.2. address where inspection took place; or
 - 3.2. invoice from the removal company or heat pump water heater installation company, which must include:
 - 3.2.1. description of work completed (e.g., the gas water heater was removed according to applicable regulations and local government bylaws); and
 - 3.2.2. date of removal.

For **additional information** on required documents refer to *Section 6 – Required Forms and Documentation within [Part B1: General Requirements](#)*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Condensing Natural Gas Water Heater

Incentive Requirements:

1. The Premises must have a residential account with FortisBC natural gas.
2. The water heater being replaced must be the primary water heater for the Premises. Warranty replacements of a water heating system are not eligible.
3. All upgrades must be installed by a Technical Safety BC licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed. Self-installations are not eligible.
4. A maximum of one primary water heating system Incentive is available per Premises.

Incentive Details:

Retrofit / Upgrade	Efficiency Requirements	Incentive maximum
Condensing natural gas water heater	Must be listed on one of the following: <ul style="list-style-type: none">• Qualifying condensing tankless water heater list or• Qualifying condensing storage tank water heater list	\$3,500 per Premises

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. Contractor quotes/estimates (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 1.1. Quotes must include the information shown on this [sample invoice](#).
2. Energy assessment reports (i.e., digital copies) for each Premises in the Project workbook.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

For **Post-Implementation Payments**, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For **additional information** on required documents refer to *Section 6 - Required Forms and Documentation within [Part B1: General Requirements](#)*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Health and Safety (Retrofit Enabling)

Incentive Requirements:

1. Applications for this retrofit-enabling Incentive must be included in the same Project workbook as the Incentive-eligible measure described in Section 2 below for a given Premises. Incentives will not be paid for health and safety remediation work completed on its own.
2. To be eligible for this Incentive, remediation of health and safety issues in a Premises must be required to enable the safe installation and operation of at least one Incentive-eligible measure listed below:
 - 2.1. electric air source heat pump space or water heating systems;
 - 2.2. natural gas space or water heating systems (i.e., furnaces, boilers, condensing natural gas water heaters);
 - 2.3. dual fuel heating systems;
 - 2.4. building envelope upgrades (i.e., insulation, windows, doors).
3. Incentive-eligible health and safety work includes drywall repair, soffit repair, pest management or remediation of pest damage, mould/moisture remediation, radon remediation, asbestos remediation, or replacement of an electrical panel (or sub-panel) if required (i.e., there are safety issues with the existing panel, or if the existing panel and its replacement parts are discontinued, obsolete or no longer offered on the market). Duct cleaning is not eligible.
4. A Premises must be primarily heated by electricity to be eligible for an Incentive for required replacement of an electrical panel.
5. Work must be completed in accordance with all applicable laws, orders, ordinances, standards, codes and other rules, licenses and permits of all lawful authorities, and in accordance with manufacturer's specifications, and requirements of Technical Safety BC.
 - 5.1. Any significant mould, radon or asbestos remediation work must be completed by a licensed and trained health and safety remediation contractor(s). Self-remediation is not eligible.
 - 5.2. Any electric panel replacement must be completed by a licensed electrician with a GST number and a valid B.C. business license. Self-installations are not eligible.
6. The health and safety incentive payment cannot exceed the cost of the work undertaken, as indicated on the invoice OR cannot exceed the maximum amount of \$2,000 per Premises, whichever is less.

Incentive Details:

Eligible Health and Safety Activities	Incentive maximum
Drywall repair, soffit repair, pest management, mould/moisture remediation, radon, and asbestos remediation, and electric panel replacement.	\$2,000 per Premises

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. In the **Completed Project workbook**, for each address where work is to be/was completed, include a brief description of the remediation work done/to be done to address existing health and safety issues.
 - 1.1. Project workbook and invoices must include at least one of the Incentive-eligible measures listed in the Incentive Requirements, Section 1 above.
2. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 2.1. Quotes must include the information shown on this [sample invoice](#).
3. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
 - 1.1. For each address where work was completed, include a brief description of the remediation work done to address existing health and safety issues.
 - 1.2. Project workbook and invoices must include at least one of the Incentive-eligible measures listed in the Incentive Requirements, Section 1 above.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For additional information on required documents refer to *Section 6 – Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Ventilation (Retrofit Enabling)

Incentive Requirements:

1. Applications for this retrofit-enabling Incentive must be included in the same Project workbook as the Incentive-eligible measure described in Section 2 below for a given Premises. Incentives will not be paid for a ventilation retrofit completed on its own.
2. A Premises must receive an Incentive-eligible heat pump, heat pump water heater, furnace, boiler, dual fuel heating system, condensing natural gas water heater, insulation, or windows/doors to qualify for a ventilation Incentive. This Incentive will not be paid for a ventilation system installed on its own.
3. Ventilation systems must:
 - 3.1. be Energy Star® certified and appear on the [Energy Star® certified fan system list](#);
 - 3.2. have a capacity of at least 85 CFM (40 L/s), at static pressure of 50 pa (0.2" w.c.);
 - 3.3. be rated for continuous duty and equipped with permanently lubricated motors;
 - 3.4. be equipped with self-closing backdraft damper to prevent air flow during "off" periods;
 - 3.5. be ducted directly to the outside of the Premises;
 - 3.6. be sealed at joints with duct sealer or aluminum duct sealing tape;
 - 3.7. be insulated to minimum R4 (RSI 0.75) if exhausting warm air through unheated spaces; and
 - 3.8. be screened with ¼" (6 mm) to ½" (12 mm) mesh, of corrosion-resistant material to shield from weather, birds, and rodents.
4. Heat recovery ventilators and/or energy recovery ventilators must:
 - 4.1. be Energy Star® certified and appear on [Natural Resources Canada's searchable product list](#); and
 - 4.2. be installed in accordance with the [Heat Recovery Ventilation Guide for Houses](#) (BC Housing).
5. Emergency replacement of a broken heat/energy recovery ventilator is eligible.
6. The ventilations system(s) or heat/energy recovery ventilator(s) must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed. (e.g., electrician). Self-installations are not eligible.

Incentive Details:

Retrofit / Upgrade	Efficiency requirements	Rebate maximum
Ventilation systems (e.g., bathroom fan systems, range hood fan systems)	Energy Star® certified fan system , including ducting to outside	\$1,200 per ventilation system;
Heat recovery ventilators, and/or energy recovery ventilators	Natural Resources Canada list of heat/energy recovery ventilators	\$2,400 per heat/energy recovery ventilator Maximum \$2,400 per Premises

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. The **Completed Project workbook** and invoices must include at least one of the Incentive-eligible measures listed in the Incentive Requirements, Section 1 above.
2. **Contractor quotes/estimates** (i.e., digital copies) describing planned retrofits for each Premises included in the Project workbook.
 - 2.1. Quotes must include the information shown on this sample invoice.
3. **Energy assessment reports** (i.e., digital copies) for each Premises in the Project workbook.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
 - 1.1. Project workbook and invoices must include at least one of the Incentive-eligible measures listed in the Incentive Requirements, Section 1 above.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this sample invoice.

For additional information on required documents refer to *Section 6 – Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Electrical Service Upgrade (Retrofit Enabling)

Incentive Requirements:

1. Electrical service upgrade Incentives are not eligible for Pre-Payment.
2. Applications for this retrofit-enabling Incentive must be included in the same Application Workbook as the Incentive-eligible space or water heating system described in Section 3 below for a given Premises. Incentives will not be paid for an electrical service upgrade completed on its own.
3. Only Premises that convert from a wood or fossil fuel (oil, propane or natural gas) primary space and/or water heating system to an electric or dual fuel heat pump system are eligible. A primary heating system must have the capacity to heat a minimum of 50% of the Premises for the entire heating season to 21°C.
4. The electric service (new wire) must be upgraded by the Participant's electrical utility (BC Hydro or FortisBC).
5. The service upgrade (new wire) must be upgraded to 100-, 200- or 400-amp service in an existing Premises within six (6) months of the heat pump or dual fuel heating system installation.
6. Eligible expenses include:
 - 6.1. utility connection fees;
 - 6.2. electrical panel or sub-panel upgrade;
 - 6.3. service mast alterations or replacement;
 - 6.4. conduit replacement, meter base alterations or replacements;
 - 6.5. weather head alteration or replacement; and
 - 6.6. labour.
7. To be eligible for the electrical service upgrade, the electrician and/or heat pump contractor completing the electrical service upgrade must manage the line upgrade with the electrical utility (BC Hydro or FortisBC) that the Premises is connected to.
8. All upgrades must be installed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the upgrade being installed (e.g., electrician). Self-installations are not eligible.
9. A maximum of one electrical service upgrade Incentive is available per Premises.

Incentive Details:

Retrofit / Upgrade	Incentive maximum
Electrical service upgrade	\$5,000 per Premises

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. A **signed Contractor Acknowledgment** from any contractor that is not a member of the Home Performance Contractor Network; see Part B1, Section 5.3.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. A **Completed Project workbook**.
 - 1.1. Project workbook and invoices must include at least one of the Incentive-eligible measures listed in the Incentive Requirements, Section 2 above.
2. **Contractor invoice(s)** (i.e., digital copies) describing completed retrofits for each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this [sample invoice](#).

For additional information on required documents refer to *Section 6 – Required Forms and Documentation within [Part B1: General Requirements](#)*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Appliance Replacement (Refrigerators and Chest Freezers)

Incentive Requirements:

1. In order to be eligible for the replacement Incentive:
 - 1.1. the existing refrigerator being replaced must be in use as the primary refrigerator and must be manufactured in 2008 or earlier.
 - 1.2. existing freezer(s) being replaced must be manufactured in 2008 or earlier.

Refer to Verifying the Age of the Existing Refrigerator or Freezer section below for more information.

2. The replacement units must be Energy Star® certified and on the qualifying product list:
 - 2.1. Click [here](#) for the qualifying refrigerator list.
 - 2.2. Click [here](#) for the qualifying freezer list.
3. Existing refrigerator/freezer unit(s) must be removed from the Premises upon delivery of the new replacement units. The Participant is responsible for the safe removal and disposal/recycling of the existing refrigerator/freezer unit(s) in accordance with all applicable laws.
4. The new replacement refrigerator/freezer units should be comparable in size to, or smaller than, the existing units being replaced.
5. One (1) refrigerator per Premises is eligible for the replacement Incentive.
6. One (1) chest freezer per Premises is eligible for the replacement Incentive.

Incentive Details:

Upgrade	Efficiency requirements	Incentive maximum
Refrigerator	Energy Star® certified refrigerator	\$1,000 per Premises
Chest Freezer	Energy Star® certified chest freezer	\$500 per Premises

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Verifying the Age of the Existing Refrigerator or Freezer:

1. **Look for the manufacturer's label** - this is usually a metal badge/plate or paper sticker.
 - 1.1. The label will show the model # and serial #, and year/date of manufacture (on newer models).
 - 1.2. The location of the label varies but is usually found a) on the back of the unit, b) inside the unit near the top, or c) on the kick panel inside the lower door.
2. **If the label doesn't indicate the age**, you can search for the age of the unit with the make, model, and serial # using the search tool at homespy.io/decoded.
3. **If the unit does not have a manufacturer's label/badge**, look for these visual clues which are indicators the unit is old enough to be eligible for the replacement incentive:
 - Colour (brown, gold, green)
 - Presence of flexible fiberglass insulation
 - R-12 refrigerant in unit (as noted on manufacturer label)
 - Unit uses SO₂ (sulphur dioxide)
 - Thermostat controls located at rear of the unit (outside)
4. **For each eligible unit**, please take digital photos of the following to submit with the supporting documentation:
 - 4.1. The existing refrigerator/freezer unit in place.
 - 4.2. The manufacturer's label, clearly showing the age/make/model #/serial #.
 - 4.3. If there is no manufacturer's label, photos of the front and back of the unit if any of the visual clues described above are evident, and confirm eligibility with your Energy Coach.
 - 4.4. Suggestion for the photos: write the Premises address on a sticky note and include this in the photo of the manufacturer's label / other visual cues, or include the Premises address in the digital photo's file name.

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where retrofits will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible retrofits planned for each Premises.
2. **Quotes/estimates** (i.e., digital copies) including the make and model number of the replacement refrigerator / freezer(s) planned for each Premises included in the Project workbook.
 - 2.1. Quotes must include the information shown on this sample invoice.
3. Digital or print photos that confirm the eligibility of the unit for the Incentive.
 - 3.1. Refer to Section 4 of *Verifying the Age of the Existing Refrigerator or Freezer*, above.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

For **Post-Implementation Payments**, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. **Invoice(s)** (i.e., digital copies) including the make and model number of the replacement refrigerator / freezer(s) installed in each Premises included in the Project workbook.
 - 2.1. Invoices must include the information shown on this sample invoice.
3. Digital or print photos that confirm the eligibility of the unit for the Incentive (if not already submitted for Pre-Payment).
 - 3.1. Refer to Section 4 of *Verifying the Age of the Existing Refrigerator or Freezer*, above.

For **additional information** on required documents refer to *Section 6 – Required Forms and Documentation within Part B1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

Within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Part C1: Energy Assessment Funding Offer–General Requirements

1. **Offer.** Requirements specific to the Energy Assessment Funding Offer herein are additional to the general Program requirements described in *Part A: General Program Eligibility and Requirements*.
2. **Offer Incentives.** Incentive amounts for energy assessments are described in Part C2: Incentive Requirements.
3. **Required Forms and Documentation.** Participants must complete and submit the online Project Application form and required supporting documentation using the CEM Hub. The Participant must also submit additional supporting documents at the time the Participant declares the Project is complete in the CEM Hub. The supporting documentation is specified, generally in Part C1, Sections 3.1 and 3.2, and more specifically in Part C2, and must describe the Project, including the planned and completed energy assessments, in sufficient and acceptable detail to allow the Administrators to verify that the assessments are eligible for Incentives under the Program.
 - 3.1. **Prior to Project Implementation.** Participants must submit an Application, including supporting documentation, via CEM Hub, for review and approval.

Supporting Documentation required at the time of submitting an Application includes:

 - 3.1.1. **Application Form**, including Participant contacts, Project team, energy assessment consultant information, Project details and preferred payment type (i.e., cheque, or electronic funds transfer).
 - 3.1.2. **Completed Project Workbook**, including information on all Premises where energy assessments will be implemented (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type) and details on the type of assessment planned for each Premises.
 - 3.1.3. **Quotes**, including consultant or energy advisor quote(s) (i.e., digital copies) for all planned energy assessments included in the Project workbook.
 - 3.2. **Upon Completion of the Project.** Participants must submit a Declaration, including additional supporting documentation confirming that the Project is complete, via CEM Hub for review and approval of the final Incentive payment, as applicable.

Supporting Documentation required at the time of submitting a Declaration includes:

 - 3.2.1. **Updated Project Workbook** (final version) including details of the completed energy assessments for all Premises included in the Project workbook.
 - 3.2.2. **Energy assessments**, including completed energy assessment reports for each Premises listed in the Project workbook.
 - 3.2.3. **Invoices** (i.e., digital copies) for all completed energy assessments included in the Project workbook. Energy assessment costs shown on invoices must not include any costs associated with Project Management services (including PM Funding 2); see Part C1, Section 5.
4. **Incentive Payments and Timing. Payments** will be issued to the Participant either in the form of a cheque or electronic funds transfer. Timing of payments are described below:
 - 4.1. **Pre-Payments.** Upon review and verification of Applications, a pre-payment of 50% of the approved Incentive funding for a Project will be issued. Review and verification of Applications and processing of Incentive pre-payments may take up to thirty (30) days from the date that all required Application documents are received.
 - 4.2. **Post-Implementation Payments.** After completion of the Project, the balance of the Incentive payment will be issued upon receipt, verification and approval of final supporting documentation submitted with the Declaration. The balance of the Incentive payment may take up to ninety (90) days from the date that all required forms and documentation are received and verified.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

4.3. Participants are encouraged to share draft Application documentation with their Energy Coach, as applicable, for a pre-submission completeness check which may speed up the review and verification of the Application and supporting documentation submitted via CEM Hub.

5. Project Management Funding.

5.1. Purpose. Project Management funding (“**PM Funding 2**”) is available for eligible Projects to assist Participants with planning and implementing Energy Assessment Funding Projects that receive funding from the Program.

5.2. Payments. PM Funding 2 equivalent to up to a maximum of 10% of the total verified and approved Incentive amount for an eligible Project may be paid in addition to the Incentive amount.

PM Funding 2 for eligible Projects is issued to the Participant with the Incentive payment(s) as described in Part C1, Section 5.4 below.

5.3. Eligible Projects: PM Funding 2 will be offered to Energy Assessment Funding Projects that include a minimum of three Premises.

5.4. Timing of Payment. 50% of the PM Funding 2 is issued with the Incentive pre-payment. Upon Project completion, the balance of PM Funding 2 is issued with the post-implementation Incentive payment; see Part C1, Sections 4.1 and 4.2.

5.5. Eligible Expenditures. PM Funding 2 must be used solely for purposes related to the defined Project and fit within the following eligible expenditures:

5.5.1. Professional services to support the preparation and submission of Project Applications for the Participant;

5.5.2. Salaries and benefits of employees on the payroll of the Participant for the actual time spent by the employees on the Project;

5.5.3. Professional services, such as scientific, technical, management, construction services;

5.5.4. Travel expenditures, including meals and accommodation, based on National Joint Council Rates;

5.5.5. Advertising, recruitment and training (including facilitator fees, costs of training development, promotion, accreditation, deployment and evaluation);

5.5.6. License fees, data purchases, certification costs, regulatory compliance and inspection costs, construction insurance, and permits;

5.5.7. Material, supplies and equipment and systems;

5.5.8. Equipment leasing and rental; and

5.5.9. Rental of facilities, audio and visual services and other costs related to the Project scope (excluding hospitality and prizes) (e.g., delivering workshops, delivering training, meetings and special events).

5.6. Required Forms and Documentation. By accepting the PM Funding 2, the Participant acknowledges and agrees:

5.6.1. To use the PM Funding 2 in accordance with permitted and acceptable eligible expenditures as outlined above in Part C1, Section 5.5; and

5.6.2. To provide proof of the appropriate use of PM Funding 2 in the form of invoices, accounting records or other financial documentation, immediately upon request by any of the Administrators.

5.7. Disbursements of PM Funding 2 to external parties / contractors are the responsibility of the Participant and may be subject to any contracts or agreements between the Participant and such external parties / contractors. Project Management services provided by external parties / contractors related to the Project should be detailed on invoices provided to the Participant and kept with records identified in Part C1, Section 5.6.

5.8. It is expected that Participants receiving PM Funding 2 for eligible Projects will populate Project workbooks with all required information for submittal along with all required documentation (in coordination with the trades contractors, if needed).

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

- 5.9.** At the Administrators' discretion, any or all PM Funding may be withheld if Project workbooks are incomplete and all required documentation is not submitted with the Application or Declaration; see Part C1, Section 5.4.
- 5.10. Participants with Funded Positions.** If a Participant has an existing position funded by the Administrators (e.g., energy champion, energy manager, climate action partner) supporting their IGB:
- 5.10.1.** The Participant may be required, as requested by the Administrators, to submit a written rationale for how PM Funding 2 will be used outside of the role and responsibilities and/or workplan of the existing funded position.
 - 5.10.2.** The Administrators reserve the right, at their discretion, to decline any PM Funding 2 should the use of that funding overlap with the contribution agreement and/or workplan for the existing funded position.
- 6. Number of Active Projects Permitted.** Under the Energy Assessment Funding Offer, no more than one active Project per Participant may be funded at a time. If a Participant has already submitted one Application, they will be required to complete or resolve the unfinished Project to the satisfaction of the Administrators before submitting another Application under this Offer.
- 7. Project Timeline.** Participants have one (1) year from the date the Participant submits an Application to complete a Project and submit the Declaration and supporting documentation described in Part C1, Sections 3.1 and 3.2 above, unless an extension is granted in writing by the Administrators. Participants may request an extension period up to a maximum of six (6) months, up to two times. Extensions are not guaranteed and are subject to a review of impacts of the requested extension on other Projects and Applications.

Part C2: Energy Assessment Funding Offer – Incentive Requirements

Incentive Requirements:

1. The energy assessment must be:
 - 1.1. A pre-upgrade EnerGuide home evaluation that adheres to the specific standards set by Natural Resources Canada (NRCan) and must be performed by a registered energy advisor; or
 - 1.2. An energy efficiency assessment that:
 - 1.2.1. is completed as part of a whole home asset management assessment and performed by a qualified, professional assessor; or
 - 1.2.2. is completed as part of an application for Canada Mortgage and Housing Corporation (CMHC) funding or Indigenous Services Canada (ISC) funding; and
 - 1.2.3. includes the general physical state of a property, including, but not limited to, the condition of the building envelope (insulation, windows and doors), mechanicals (heating, cooling and ventilation), plumbing and electrical, and identifying the presence of hazardous materials (asbestos, indoor air quality, mould) and any other safety concerns; or
 - 1.3. For townhome complexes only, an ASHRAE Level 2 energy audit.
2. A pre-payment of 50% of the quoted cost may be paid in advance of the EnerGuide home evaluation, energy efficiency assessment or ASHRAE Level 2 energy audit being performed subject to the maximums in the *'Incentive Details'* table below.
3. To be eligible for the 50% pre-payment, a detailed quote must be submitted for one of the options described in Section 1 above. The quote must also meet the requirements in the *'Supporting Documentation Requirements (for Pre-Payment)'* section below.
4. A final payment may be provided after the pre-upgrade EnerGuide home evaluation, energy efficiency assessment or ASHRAE Level 2 energy audit has been completed and the paid invoice along with the supporting documentation described in the *'Supporting Documentation Requirements (for Post-Implementation Payments)'* section below is submitted and approved. The final payment is subject to the maximums in the *'Incentive Details'* table below.
5. The total Incentive cannot exceed the cost indicated on the invoice.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Incentive Details:

Type of Premises	Type of Assessment	Prepayment	Final Payment	Total Incentive Maximum (Prepayment + Final payment)
Single family, duplex, triplex, fourplex, mobile home on permanent foundation or townhome complexes	Pre-upgrade EnerGuide home evaluation or energy efficiency assessment (as described in Section 1.2 above)	50% of quote amount, up to \$250 per Premises	Final invoice amount minus prepayment amount.	Up to \$500 in total, per Premises.
Townhome complexes only	ASHRAE Level 2	50% of quote amount, up to \$200 per Premises	Final invoice amount minus prepayment amount.	Up to \$400 in total, per Premises Maximum of \$8,000 per townhome complex.

Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project workbook**, including information on all Premises where assessments will be completed (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on Incentive-eligible energy assessments planned for each Premises.

For Pre-Payment, you will also need to submit the following documentation (in digital format) via the CEM Hub, along with the Application form:

1. A written quote from an [NRCAN registered energy advisor](#) for a pre-upgrade EnerGuide home evaluation; or
2. A written quote from a qualified, professional assessor for an energy efficiency assessment.
 - 2.1. The quote must outline all of the energy efficiency data that will be included in the final report and this list must include all the items listed in *Incentive Requirements*, Section 1.2 above; or
3. A written quote for a certified ASHRAE Level 2 energy audit.

For Post-Implementation Payments, you will need to submit the following documentation (in digital format) via the CEM Hub with the Declaration after the Project is complete:

1. An **Updated Project workbook**.
2. A copy of the pre-upgrade EnerGuide Homeowner Information Sheet, energy efficiency assessment report or ASHRAE Level 2 energy audit for each Premises.
 - 2.1. If an energy efficiency assessment report is submitted, it must include the information listed in *Incentive Requirements*, Section 1.2 above.
3. An invoice for the information sheet, assessment or energy audit.

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

For **additional information** on required documents refer to *Section 3 – Required Forms and Documentation within Part C1: General Requirements*. Your Energy Coach is available to answer any questions about these requirements.

Deadlines:

1. To receive the pre-payment, the quote must be submitted within twelve (12) months of the quote date.
2. To receive the final payment, within thirty (30) days of completion of the Project, you must complete the Project Declaration and submit all required forms and supporting documentation describing the installed Project via the CEM Hub

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

Part D1: Heating System Maintenance Rebates Offer – General Requirements

1. **Offer.** Requirements specific to the Heating System Maintenance Rebates Offer herein are additional to the general Program requirements described in *Part A: General Program Eligibility and Requirements*.
2. **Offer Incentives.** Incentive amounts for heating system maintenance are described in Part D2: Incentive Requirements.
3. **Required Forms and Documentation.** Participants must complete and submit the online Project Application form and required supporting documentation using the CEM Hub. The supporting documentation is specified, generally in Part D1, Section 3.1, and more specifically, in Part D2, and must describe the Project in sufficient and acceptable detail to allow the Administrators to verify that the heating system maintenance is eligible for Incentives under the Program.
 - 3.1. **Application.** Participants must submit an Application, including supporting documentation, via CEM Hub, for review and approval.

Supporting Documentation required at the time of submitting an Application includes:

 - 3.1.1. **Application Form**, including Participant contacts, Project team, contractor information, Project details and preferred payment type (i.e., cheque, or electronic funds transfer).
 - 3.1.2. **Completed Project Workbook**, including information on all Premises included in the Project scope (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on eligible heating system maintenance services or equipment / materials purchased for each Premises.
 - 3.1.3. **Invoices** (i.e., digital copies), paid in full, for all completed eligible heating system maintenance activities or work described in the Project workbook. Invoices must include information described in Part D2, *Supporting Documentation Requirements*.
4. **Incentive Payments and Timing.**
 - 4.1. Payments will be issued to the Participant either in the form of a cheque or electronic funds transfer.
 - 4.2. The Incentive payment will be issued upon receipt, review and approval of the Application and required supporting documentation. The Incentive payment may take up to ninety (90) days from the date that all required forms and documentation are received and verified.
 - 4.3. Participants are encouraged to share draft Application documentation with their Energy Coach, as applicable, for a pre-submission completeness check which may speed up the review and verification of the Application and supporting documentation submitted via CEM Hub.
5. **Application Limit.** Participants may apply for Heating System Maintenance Rebates for a space or water heating appliance and/or air filters for a Premises once per calendar year. Limits per Premises for space and water heating system maintenance and air filters are described in *Part D2: Incentive Requirements* in Sections 4–8.

Part D2: Heating System Maintenance Rebates Offer – Incentive Requirements

Incentive Requirements:

1. The Premises must have an existing FortisBC Energy Inc. residential natural gas account, if applying for the maintenance of gas appliances rebate (furnace, boiler, fireplace, water heater or dual fuel heating system) or the gas appliance filter rebate (furnace, boiler, dual fuel heating system).
2. The Premises must have an existing BC Hydro or FortisBC Inc. residential electricity account, if applying for the electric heat pump maintenance rebate or electric heating system filter rebate.
3. The furnace, boiler, electric heat pump or dual fuel heating system being serviced must be the primary space heating system for the Premises (e.g., pool furnaces/boilers are not eligible).
4. A Participant may only receive up to one space heating system maintenance rebate per Premises per calendar year (gas furnace, gas boiler, electric heat pump or dual fuel heating system).
5. A Participant may only receive up to one gas water heating system maintenance rebate per Premises per calendar year (gas storage or condensing gas water heater).
6. A Participant may receive a maximum of two rebates per Premises for up to two gas fireplaces per calendar year.
7. Electric water heaters, electric fireplaces and outdoor fireplaces are not eligible.
8. A Participant may receive:
 - 8.1. a maximum \$25 rebate for a replacement filter for furnaces, electric heat pumps or boilers. Up to two filters per Premises per calendar year for a maximum Incentive of \$50 (2 x \$25) per Premises; or
 - 8.2. a maximum \$25 Incentive for each replacement filter for dual fuel heating systems. Up to two furnace filters plus two heat pump filters per Premises per calendar year for a maximum Incentive of \$100 (4 x \$25) per Premises.
9. Required Service Scope:
 - 9.1. Visual inspections are not eligible. All work included in an Application must be performed by a licensed contractor with a GST number and a valid B.C. business license for the trade applicable to the service work.
 - 9.2. Natural gas appliance servicing must be performed by a Technical Safety BC licensed gas contractor. Visit [FortisBC's appliance maintenance safety page](#) to learn more about what your furnace, boiler, fireplace and water heater service must include.
 - 9.3. Electric heat pump servicing must be performed by a qualified electrical contractor and must include: check overall operation and safety components; inspect refrigeration lines, fan motor, compressor, condensate pump and drain line; check electrical wiring, contacts and terminals; and either inspect and clean air filters or replace air filters.
 - 9.4. Dual fuel heating system maintenance must include the electric heat pump servicing described in section 10.3 and the items listed on the furnace tab of [FortisBC's appliance maintenance safety page](#).

Partners in Indigenous Energy Efficiency & Resilience (PIEER) Program Offer Requirements

Incentive Details:

Appliance serviced or filter replaced	Incentive	Incentive maximum
Gas furnace	\$100, one per Premises	\$100 per calendar year
Gas boiler	\$100, one per Premises	\$100 per calendar year
Non-condensing gas storage tank water heater	\$50, one per Premises	\$50 per calendar year
Condensing gas water heater (tankless or condensing storage tank)	\$100, one per Premises	\$100 per calendar year
Gas fireplaces	\$50 each, up to two per Premises	\$100 per calendar year
Electric heat pump	\$100, one per Premises	\$100 per calendar year
Dual fuel heating system	\$200, one per Premises	\$200 per calendar year
Filters for furnaces, boilers or electric heat pumps	\$25 each, up to two per Premises	\$50 per calendar year
Filters for dual fuel heating systems	\$25 each, up to two furnace filters per Premises, and up to two heat pump filters per Premises	\$100 per calendar year

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Supporting Documentation Requirements:

With the **Application**, you will need to submit the following documentation (in digital format) via the CEM Hub:

1. A **Completed Project Workbook**, including information on all Premises included in the Project scope (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on eligible heating system maintenance services or equipment / materials purchased for each Premises.
2. **Contractor or supplier invoice(s)** (i.e., digital copies) describing completed work or equipment purchased for each Premises included in the Project workbook.
 - 2.1. The service invoice must contain:
 - 2.1.1. A description of the service(s) performed
 - 2.1.2. Invoice number
 - 2.1.3. Site address where appliance(s) were serviced
 - 2.1.4. Date and cost of service(s), including taxes, if applicable
 - 2.1.5. Contractor's name and Technical Safety BC license number, if any gas appliances were serviced
 - 2.1.6. Condensing water heater make(s) and model(s), if applicable
 - 2.2. The filter invoice must contain: date, filter description and cost, including taxes, if applicable.

For additional information on required documents refer to *Section 3 – Required Forms and Documentation within [Part D1: General Requirements](#)*. Your Energy Coach is available to answer any questions about these requirements.

Deadline:

The completed Application and paid invoices and supporting documentation must be submitted within six (6) months of the invoice date.

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Program Offer Requirements

Part E: Basic Energy Saving Measures Offer Requirements

1. Requirements specific to the Basic Energy Saving Measures Offer herein are additional to the general Program requirements described in [Part A: General Program Eligibility and Requirements](#).
2. The Basic Energy Saving Measures Offer includes free energy saving products for Premises included in the Project scope, with Incentive funding and training in product installation to support implementation.
3. The free energy saving products included with the Basic Energy Saving Measures Offer are shown in the table below. After a Project Application is accepted by the Administrators, Participants may order products up to the maximum quantity shown in the table below, based on the scope of the Project.

Basic Energy Saving Measures	Max. Quantity. per Premises
Energy Efficient Lighting	
LED A-line lamp	25
LED BR 30	
LED PAR 38	
LED Nightlight	1
Water Saving	
Bathroom Faucet Aerators (1.5 GPM)	2
High Performance Showerhead (1.5 GPM) - HANDHELD	1
High Performance Showerhead (1.5 GPM) - FIXED	
Kitchen Swivel Aerator (1.5 GPM)	1
Teflon Tape (2 m)	1
Weather Proofing	
Attic hatch Insulation (4'x4', hard foam board)	0.5
Foam Backer Rod - 3/4"	0.5
Foam Backer Rod - 3/8"	0.5
Door Sweeps	2
Door Threshold	2
Draft Proofing Foam Weatherstrip Tape	1
Draft Proofing V-strip Tape (17')	2
Switch and Outlet Gasket Pack (12 units per pack)	3
Low Expansion Spray Foam	0.5
Window and Door Caulk - White	0.5
Window Film - Double Pack	5

Basic Energy Saving Measures	Max. Quantity. per Premises
Other Energy Saving Products	
Clothesline	1
Dryer Rack	
Foil Tape (46 m)	0.2
Fridge/Freezer Thermometer	1
Pipe Insulation (1/2")	3
Pipe Insulation (3/4")	
Smart Power Strip	1
Health and Safety	
Carbon Monoxide Alarm (Plug in with battery back-up)	2
Other	
Recycling Kit	1

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Program Offer Requirements

- 4. Required Forms and Documentation.** Participants must complete and submit the online Project Application form and required supporting documentation using the CEM Hub. The Participant must also submit additional supporting documents at the time the Participant declares the Project is complete in the CEM Hub. The supporting documentation is specified in Part E, Sections 4.1 and 4.2, and must describe the planned and completed Project in sufficient and acceptable detail to allow the Administrators to verify that the Project is eligible for Incentives under the Program.
- 4.1. Prior to Project Implementation.** Participants must submit an Application, including supporting documentation, via CEM Hub for review and approval.
- Supporting Documentation** required at the time of submitting an Application includes:
- 4.1.1. Application Form,** including Participant contacts, Project team, planned number of eligible Premises that energy saving products will be installed in, and preferred payment type (i.e., cheque, or electronic funds transfer).
- 4.2. Upon Completion of the Project.** Participants must submit a Declaration, including additional supporting documentation confirming that the Project is complete, via CEM Hub for review and approval of the final Incentive payment, as applicable.
- Supporting Documentation** required at the time of submitting a Declaration includes:
- 4.2.1. Completed Project Workbook,** including information on all Premises where energy saving products were installed (i.e., addresses of Premises, utility meter numbers, primary space and water heating energy types, building type), and details on the types of energy savings products installed in each Premises.
- 5. Incentive Payments.**
- 5.1. Incentives.** The Administrators will pay Incentives and certain energy saving measures to the Participant as follows:
- 5.1.1. Installation Funding:** \$150 per Premises where energy saving measures are to be installed, to be used to pay for the labour of the Participant's chosen personnel who will visit the Premises to install the measures (the "Installers").
- 5.1.1.1.** A 50% pre-payment of the total calculated installation funding, based on the number of Premises included in the approved Application, will be processed upon review and approval of the Application.
- 5.1.1.2.** The balance of the installation funding, including any adjustments, will be processed upon review, verification and approval of the final supporting documentation submitted with the Declaration.
- 5.1.2. Training Allowance.** A training and promotion allowance of \$1,000 to support training or promotion of the Project with community members in whose Premises the Participant plans to install the measures. This allowance will be included with the approved pre-payment of the installation funding.
- 5.1.3. Energy Saving Measures.** Free basic energy saving measures for each eligible Premises included in the Project scope, up to the maximum quantity per Premises as described in Part E, Section 3.
- 5.2. Timing and Payment of Incentives.** Payments will be issued to the Participant either in the form of a cheque or electronic funds transfer. Timing of payments are described below:
- 5.2.1. Pre-Payments.** Upon review and verification of Applications, a pre-payment of 50% of the total calculated installation funding for a Project and the training allowance will be issued; see Part E, Sections 5.1.1 and 5.1.2 above. Review and verification of Applications and processing of Incentive pre-payments may take up to thirty (30) days from the date that all required Application documents are received.
- 5.2.2. Energy Saving Measures.** When the Project Application has been approved, the Participant will be able to order the Energy Saving Measures products from the online storefront, which will be delivered to the Participant at no cost.

Partners in Indigenous Energy Efficiency & Resilience (PIEER)

Program Offer Requirements

5.2.3. Post-Implementation Payments. After completion of the Project, the balance of the Incentive payment, including any adjustments, will be issued upon receipt, verification and approval of the supporting documentation submitted with the Declaration. The balance of the Incentive payment may take up to ninety (90) days from the date that all required forms and documentation are received and verified.

- 6. Additional Ineligible Premises.** Premises that have participated in any of the following programs or offers in the last eight (8) years are not eligible for the Basic Energy Saving Measures Offer:
 - 6.1.** BC Hydro Indigenous Communities Conservation Program's Home Energy Check-up offer.
 - 6.2.** Energy Conservation Assistance Program (i.e., formerly called "Basic ECAP").
- 7. Number of Premises Allowed.** Under the Basic Energy Saving Measures Offer, each Project scope is limited to a maximum of fifty (50) Premises.
- 8. Number of Active Projects Permitted.** Under the Basic Energy Saving Measures Offer, no more than one (1) active Project per Participant will be funded at a time. If a Participant has already submitted an Application, they will be required to complete or resolve the unfinished Project to the satisfaction of the Administrators before submitting another Application under this Offer.
- 9. Project Timeline.** Participants have one (1) year from the date the Participant submits an Application to complete a Project and submit the Declaration and final documentation, unless an extension is granted in writing by the Administrators. Participants may request an extension period up to a maximum of six (6) months, up to two times. Extensions are not guaranteed and are subject to a review of impacts of the requested extension on other Projects and Applications.
- 10.** As a condition to participating in the Basic Energy Saving Measures Offer, the Participant will identify personnel who will receive training and install the energy saving products in the Premises included in the Project Application. The Participant will work with the Administrators to schedule a training event for the Installers, and shall require that their Installers participate in the training event.
- 11.** The Participant acknowledges and agrees that the purpose of the training event is to inform Installers about the Program requirements and industry practices. The Administrator accepts no liability whatsoever for ensuring Installers are qualified to perform the installation of the energy saving products or the quality of workmanship performed by the Installers.