



Participant's Guide

Energy Efficiency Program – Support of Low-Income Households

Residential market

Supplement – Low-Income Households Grant



October 1, 2012
(Revised December 1, 2023)



Imagine energy differently

As part of its Energy Efficiency Plan, Energir is offering a complementary Low-income grant to owners of a single family home, duplex or triplex, who are participating in one of its energy efficiency programs.

This program is also designed for owners of multi-tenant buildings¹ with one or more units occupied by low-income households.

Cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients, are eligible for the Business market program. For more information, please consult the Business guide at: energir.com/lowincome-supplement.

This *Participant's Guide* describes the criteria to be eligible, the steps to follow, and includes the form necessary to obtain this financial aid. Énergir encourages participants to submit their request by e-mail.

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¹ No more than three units.



For more information

For more information, consult:

- your commercial representative
- energir.com

To submit requests or for any administrative information regarding an application:

By e-mail:

energyefficiency@energir.com

By phone:

514 598-3410



Description and objective

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The financial assistance for the **Supplement for Low-Income Households** program is designed for low-income owners of a single family home, condo, duplex or triplex.

It is also designed for owners with one or more low-income tenants.¹

The program offers such owners the possibility of obtaining supplementary financial assistance when they are participating in one of Énergir's energy efficiency programs.

Owners of buildings with 4 or more units with one or more units occupied by a low-income household, cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients, are also eligible for the program. For more information, please consult the Business guide at: energir.com/lowincome-supplement.

¹ Buildings with no more than three units.



Financial assistance

Financial assistance

The supplementary financial assistance is determined according to the energy efficiency grant in which you are participating.

Building owner

In the case of three out of the four Énergir residential energy efficiency grants, the supplementary assistance **doubles the financial assistance offered**. The supplementary grant offered by the grant for the installation of smart thermostats is \$220.

Financial assistance: Supplement for Low-Income Households

Energy efficiency Grants	Calculation of supplementary financial assistance	Supplementary financial assistance
Very high efficiency combo system	+ 100% of financial assistance from energy efficiency grant	= Double the financial assistance from energy efficiency grant
Smart thermostat (\$100)	+ \$220	= \$320

For example, here is how the supplementary financial assistance is calculated for a low-income owner who is eligible for \$850 in financial assistance toward the purchase and installation of a very high efficiency combo system.

Example of total financial assistance: Supplement for Low-Income Households

Energy efficiency Grant	Calculation of supplementary financial assistance	Total financial assistance payable
Very high efficiency combo system Financial assistance of \$850	100% of financial assistance from energy efficiency grant	
\$850	+ \$850	= \$1,700



Financial assistance

Owners of a rental buildings with low-income households residing in the building

For example, if two low-income households reside in a triplex, the financial assistance will be increased by 66%.

This additional assistance is shared between the building owner and the low-income households residing there as follows:

- 40% of the additional financial assistance is paid to the owner;
- 60% is shared between the low-income households that occupy units in the building.

An example of the calculation can be found on the following page of this guide.

Financial assistance: Owners with one or more units occupied by a low-income household

Supplement for Low-Income Households				Supplementary assistance	
Energy efficiency grants	Calculation of supplementary financial assistance			Paid to owner	Shared between the low-income tenants
Very high efficiency combo system	(100% of financial assistance from energy efficiency grant	x	Percentage of low-income households)	= 40%	60%
Smart thermostat	(\$1/m ³ saved	x	Percentage of low-income households)	= 40%	60%

For example, here is how the **supplementary** financial assistance is calculated for an owner who is eligible for \$900 in financial assistance toward the purchase and installation of a very high efficiency combo system if 2 of the 3 units are occupied by low-income households.

Supplement for Low-Income Households					
Energy efficiency grant	Calculation of supplementary financial assistance		Supplementary financial assistance	Supplementary financial assistance paid to owner	Supplementary financial assistance shared between the low-income tenants
Financial assistance of \$850	2 low-income households in 3 units			\$561 x 40%	\$561 x 60%
Very high efficiency combo system	\$850	x 66%	= \$561	→ = \$224	= \$337
			i.e. 168.5\$/household		
Total financial assistance paid to owner			\$850 + \$224 = \$1,074		
Total financial assistance paid to low-income tenants			\$337 (\$168.5/household)		
Total			\$1,411		



Eligibility criteria

1. Be a current or an about-to-be customer of Énergir

Note: In the case of about-to-be customers, the financial assistance will be paid once an Énergir account number has been established.

The eligible activity sectors are as follows:

- Single family home, condo
- Duplex or triplex

2. Be participating in one of Énergir’s energy efficiency grants:

- Smart thermostat
- Condensing hot water boiler
- Very high efficiency combo system

3. Have family income¹ equal to or below the income threshold shown in the following table, or rent one or more units to low-income households eligible for the program:

Table: Low income cut-off – 2023-2024

Household size	Income threshold
1 person	\$43,551
2 persons	\$61,591
3 persons	\$75,434
4 persons	\$87,103
5 persons	\$97,384
6 persons	\$106,678
7 persons	\$115,226
8 persons	\$123,182
9 persons	\$130,654
10 persons	\$137,721

Source: Statistics Canada low-income cut-off enhanced by 15% and increased by 20% (source of total revenue, Year 2021).

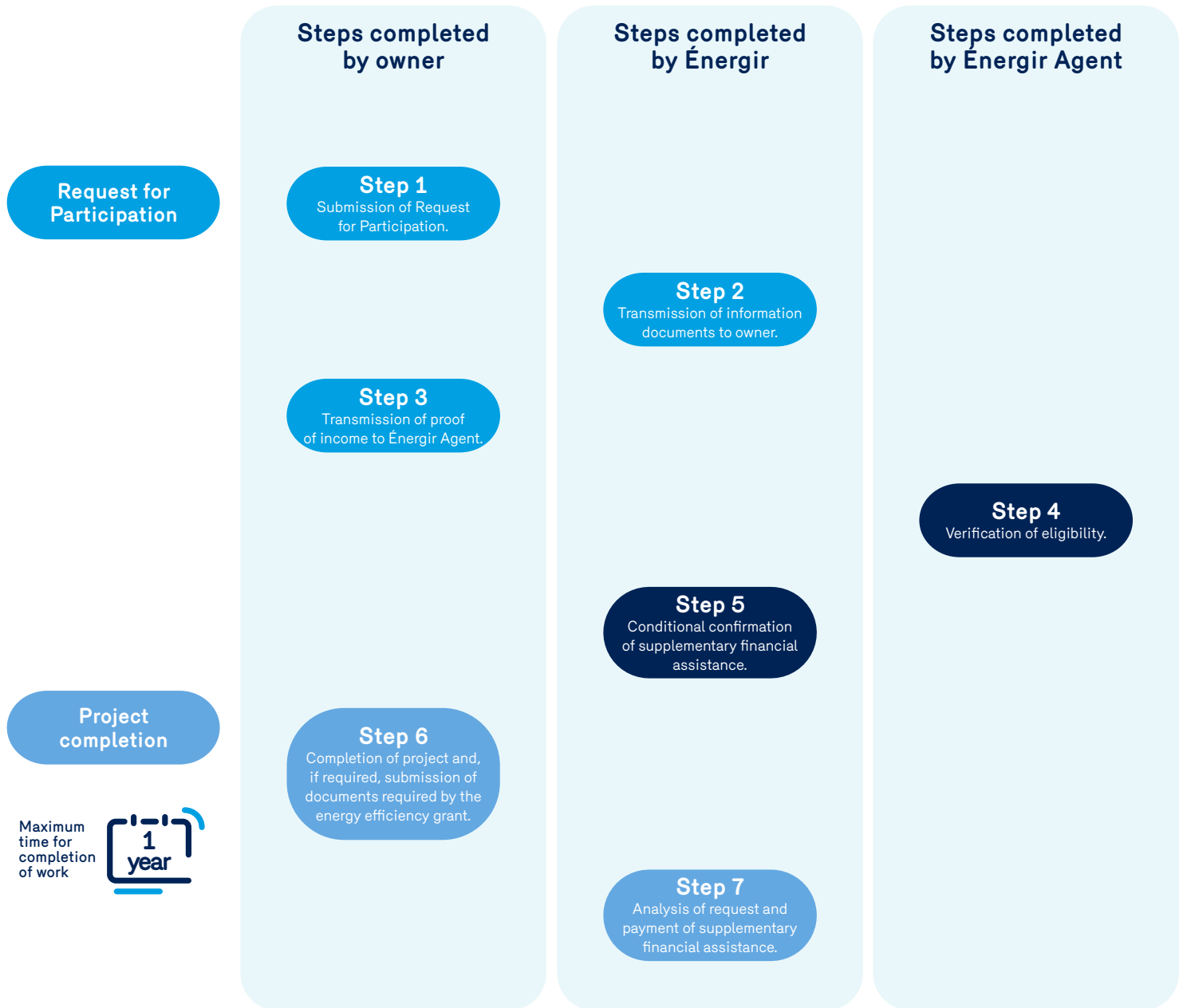
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¹ Household income includes the income of all those who live there.

Eligibility criteria

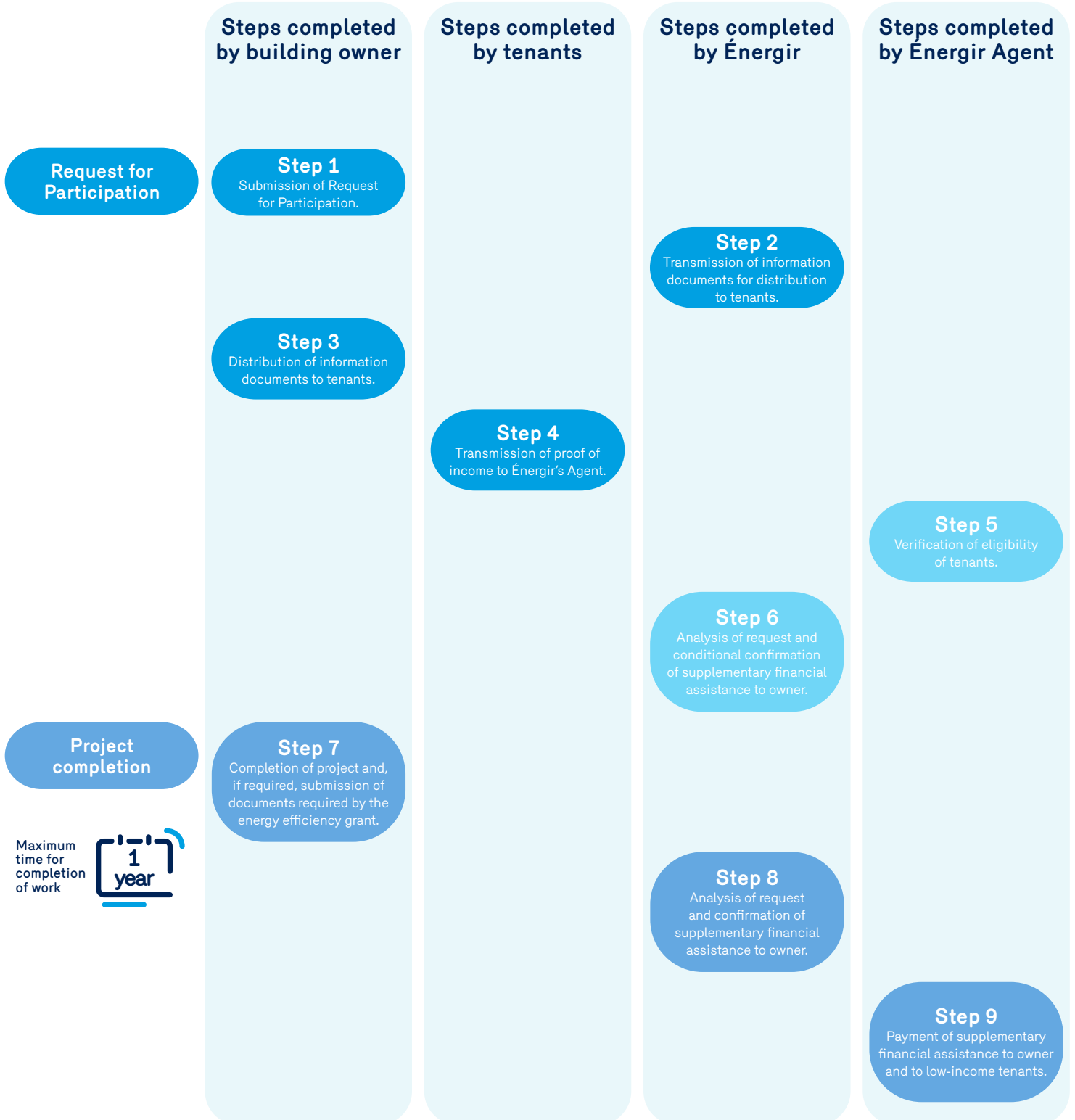
Supplement for Low-Income Households

Completion steps for low-income owners (table)



Supplement for Low-Income Households

Completion steps for owners of a rental building with low-income households (table)





Completion steps

Completion steps

Low-income owners

Step 1

Submission of Request for Participation

- The owner must be participating in one of Énergir's energy efficiency grants.
- The owner then submits a **Request for Participation** in the **Supplement for Low-Income Households** grant (Form I) to Énergir before the beginning of the project related to the energy efficiency grant in which he is participating.

The beginning of the project corresponds to the date of the first contract signed allowing the project to start. Énergir advises the owner that his request for participation has been accepted. The owner then has one year to complete the work.

The owner who is about to become a customer may submit a request to participate before having an account number.

Step 2

Transmission of information documents to owner

Once the Request for Participation has been submitted, the owner receives the steps to follow to qualify for the **Supplement for Low-Income Households** grant.

Step 3

Transmission of proof of income to Énergir Agent

The owner sends a copy of the proof of income documents to Énergir Agent for verification.

Step 4

Verification of eligibility

Énergir Agent verifies the eligibility of the owner who has requested participation in the grant.

No personal information collected by Énergir Agent is transmitted to Énergir.



Step 5

Conditional confirmation of supplementary financial assistance

Énergir calculates the supplementary financial assistance the owner could receive once the work is completed.

At this stage, the supplementary financial assistance calculated is 'conditional'. The final calculation is based on the amount of financial assistance paid by Énergir under the energy efficiency grant in which the owner is participating.

Step 6

Completion of project and, if required, submission of documents required by the energy efficiency grant

- Once Énergir has accepted his request to participate, the owner has one year to complete the work. He must advise Énergir if he believes that deadline cannot be respected. Beyond that date, Énergir may refuse eligibility for additional financial assistance under the **Supplement for Low-Income Households** grant.
- If an owner does not complete the work in the year following his request to participate in the **Supplement for Low-Income Households** grant, but he still has time to complete the energy efficiency work, he may submit a new request for supplementary financial assistance for the same project.
- The time awarded to an owner who is participating in the **Supplement for Low-Income Households** grant to complete the work may not be extended beyond the time awarded to complete the work under the energy efficiency grant in which he is participating.

Step 7

Analysis of request and payment of supplementary financial assistance

Énergir will make a final analysis of the request and pay the supplementary financial assistance to the owner.¹

Completion steps

¹ The financial assistance from the energy efficiency grant must have been paid before the analysis and the final calculation of the supplementary financial assistance under the **Supplement for Low-Income Households** grant.



Completion steps

Owners of multi-tenant buildings, one or more units occupied by low-income households

Step 1

Submission of Request for Participation

- The owner must first be a participant in one of Énergir's energy efficiency grants.
- The owner then submits a **Request for Participation** in the **Supplement for Low-Income Households Grant (Form I)** to Énergir before the start of work related to the energy efficiency grant in which he is participating.

The start of work corresponds to the date the first contract is signed for work on the project. Énergir advises the owner that his request for participation has been accepted. The owner then has one year to complete the work.

An owner who is about to become a customer may submit a request to participate before having an account number.

Step 2

Transmission of information documents for distribution to tenants

The owner receives two documents from Énergir that he must give to his tenants: an information document about the **Supplement for Low-Income Households** grant and a letter, which can be personalized, inviting them to participate.

Step 3

Distribution of information documents to tenants

The owner signs the letter of invitation and gives it to his tenants to inform them that he is participating in an energy efficiency grant and that he has requested supplementary financial assistance for the low-income households in his building.

He also gives them the information document which explains the advantages of participating in the grant, the criteria to be respected, and the steps to follow to qualify.

Step 4

Submission of Requests for Participation by tenants

The tenants who wish to participate in the grant first need to check if their income is below the thresholds shown in the information document they have received. If this is the case, they must then complete the Request for Financial Assistance included in the document and mail it to the Énergir Agent, along with a copy of the documents that will prove their income for validation by the Agent.



Completion steps

Step 5

Verification of tenants' eligibility

Énergir Agent verifies if the tenants who have requested participation in the grant are eligible and confirms if they are eligible or not.

No personal information collected by Énergir Agent is transmitted to Énergir.

The tenants have 8 weeks to submit their request for eligibility for supplementary financial assistance, effective from the date Énergir sent the information documents about the grant to the owner.

Step 6

Conditional confirmation of supplementary financial assistance to the owner

Énergir analyzes the request for financial assistance from the owner and calculates the supplementary financial assistance he could receive once the work is completed, taking into account the number of low-income households in the building (determined at Step 5).

At this stage, the supplementary financial assistance calculated is "conditional." The final calculation is based on the amount of financial assistance paid by Énergir under the energy efficiency grant in which the owner is participating.

Step 7

Completion of project and, if required, submission of documents required by the energy efficiency grant

- Once Énergir has accepted his request to participate, the owner has one year to complete the work. He must advise Énergir if he believes that deadline cannot be respected. Beyond that date, Énergir may refuse eligibility for additional financial assistance under the **Supplement for Low-Income Households** grant.
- If an owner does not complete the work in the year following his request to participate in the **Supplement for Low-Income Households** grant, but he still has time to complete the energy efficiency work, he may submit a new request for supplementary financial assistance for the same project.
- The time accorded an owner who is participating in the **Supplement for Low-Income Households** grant to complete the work may not be extended beyond the time accorded to complete the work under the energy efficiency grant in which he is participating.



Completion steps

Step 8

Analysis of request and payment of supplementary financial assistance to owner

Énergir will make a final analysis of the request and inform the owner of the amount of supplementary financial assistance he has been granted.

Step 9

Payment of supplementary financial assistance to owner and low-income tenants

The Agent pays the supplementary financial assistance to the owner and to the low-income tenants once the work has been completed.¹

¹ The financial assistance from the energy efficiency grant must have been paid before the analysis and the final calculation of the supplementary financial assistance under the **Supplement for Low-Income Households** grant.



Form

To avoid any software incompatibility that could arise with some files, it is strongly recommended that you save the forms on your computer before opening and then completing them.

Form I

- Request for Participation

Form