Participant's Guide

Energy Efficiency Program – Support of Low-Income Households

Business market

Supplement – Low-Income Households Grant

October 1, 2012
(Revised May 29, 2026)

Imagine energy differently

As part of its Energy Efficiency Plan, Énergir is offering the Supplement for Low-Income Households Grant to owners of buildings who are participating in one of its energy efficiency programs.

This grant offers supplementary financial assistance to owners of buildings in which one or more units are occupied by low-income households. This supplementary financial assistance is shared between the owner and the tenants who are eligible for the grant.

Cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients, are also eligible for the grant.

The *Participant's Guide* explains the criteria to be respected, the steps to follow, and includes the form to obtain the financial assistance. Énergir encourages participants to submit their request by e-mail.

Current participation conditions came into effect on **October 1, 2012 and updated on May 29, 2026.** Énergir reserves the right to modify or terminate the grant at any time without prior notice. However, all applications accepted by Énergir before the end of the grant will be processed. Énergir also reserves the right to interpret the terms and conditions of the grant.

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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

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Description and objective

The **Supplement – Low-Income Households Grant**, is designed for owners of multi-tenant buildings, which have one or more units occupied by low-income households, and for cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients.

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

Owners of multi-tenant buildings

The financial assistance also takes into account the percentage of low-income households in the building. For example, if there are two low-income households in a building with 10 units, the basic financial assistance would be increased by 20%.

The supplementary assistance is finally shared between the building owner and the low-income households in the building:

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

An example of the calculation is shown on the next page of this guide.

Cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients

These participants are automatically eligible for double the usual amount of financial assistance, offered by our energy efficiency programs.

Also, the organization itself receives all the supplementary financial assistance. In order to automatically receive double the amount, cooperatives and non-profit housing organizations, as well as non-profit social community organizations, must prove that they help needy clients. A copy of their charter will be requested to confirm their eligibility.

Housing authorities or low-rent housing organizations

Housing authorities or organizations that offer housing based on the income of the tenant (subsidized housing) may be eligible for financial assistance under certain conditions. We invite them to communicate with their Énergir commercial representative or with a member of the energy efficiency team to confirm their eligibility.

Financial assistance – Owners of multi-tenant buildings with one or more units occupied by low-income households

Additional financial assistance is calculated using a common methodology across all eligible programs. It is determined based on the eligible financial assistance under the applicable energy efficiency program stream, multiplied by the percentage of eligible low-income households within the building.

The resulting amount is then allocated as follows: 40% of the additional financial assistance is paid to the property owner, and 60% is distributed among the eligible low-income tenants. The portion allocated to tenants is divided among the eligible low-income households according to the number of qualifying households.

Supplement for Low-Income Households					Supplementary assistance	
Energy efficiency grants	Calculation of supplementary financial assistance				Paid to owner	Shared between the low-income tenants
	100% of financial assistance from energy efficiency grant	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 $2,900 in financial assistance toward the purchase and installation of a condensing unit heater if 3 of the 6 units are occupied by low-income households.

Supplement for Low-Income Households							Supplementary assistance		
Energy efficiency grant	Calculation of supplementary financial assistance				Supplementary assistance		Paid to owner		Shared between the low-income tenants
Financial assistance of $2,900			3 low-income households in 6 units				$ 1,450 x 40%		$ 1,450 x 60%
Condensing Unit Heater	$2,900	X	50%	=	$1,450	→ =	$580	=	$870
									i.e. $290 per household
Total financial assistance paid to owner					$2,900 + $580 = $3,480				
Total financial assistance paid to low-income tenants					$870				
Total					**$4,350**				

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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 a Énergir account number has been established.

   The eligible activity sectors are as follows:

   - multi-tenant sector;
   - social community sector, i.e. cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients.

2. **Be participating in one of Énergir's grants to improve the energy efficiency of the appliances or building:**

   - Energy efficient renovations
   - Solar air preheating system
   - Feasibility studies
   - Energy efficiency measures
   - Variable-speed hood
   - Unit heater
   - Infrared
   - New efficient construction
   - Recommissioning
   - Optimizing boiler systems

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3a. Be renting one or more units to low-income households eligible for the grant.

For a household to be eligible for the **Supplement for Low-Income Households Grant**, the total income[1] must be equal to or below the income threshold shown in the following table:

Table: Low income cut-off – 2024–2025

Household size	Income threshold
1 person	$49,469
2 persons	$69,959
3 persons	$85,683
4 persons	$98,938
5 persons	$110,615
6 persons	$121,174
7 persons	$130,882
8 persons	$139,920
9 persons	$148,407
10 persons	$156,434

Source: Statistics Canada low-income cut-off enhanced by 15% and increased by 20% (source of total revenue, Year 2024).

3b. Be a cooperative, a non-profit housing organization or a non-profit social community organization that helps needy clients

In order to automatically receive double the amount of financial assistance, cooperatives and non-profit housing organizations, as well as non-profit social community organizations, must prove that they help needy clients. A copy of their charter will be requested to confirm their eligibility.

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

Supplement for Low-Income Households

Completion steps (table)

	Steps completed by building owner	Steps completed by tenants	Steps completed by Énergir	Steps completed by Énergir Agent
Request for Participation	**Step 1** Submission of Request for Participation.			
			Step 2 Transmission of information documents for distribution to tenants.	
	Step 3 Distribution of information documents to tenants.			
		Step 4 Transmission of proof of income to Énergir's Agent.		
				Step 5 Verification of eligibility of tenants.
			Step 6 Analysis of request and conditional confirmation of supplementary financial assistance to owner.	
Project completion	**Step 7** Completion of project and, if required, submission of documents required by the energy efficiency grant.			
Maximum time for completion of work: 1 year				
			Step 8 Analysis of request and confirmation of supplementary financial assistance to owner.	
				Step 9 Payment of supplementary financial assistance to owner and to low-income tenants.

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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.
- Concurrently with submitting their application to the energy efficiency grant in which they are participating, the owner must submit a **Request for participation** in the **Supplement for Low-Income Households Grant (Form I)** to Énergir before the start of the work. In the event of participation in multiple grant programs, the owner must submit a separate application form for each application filed.

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.

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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.

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.

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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.

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.[2]

[2] 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.

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Cooperatives and non-profit housing organizations, as well as non-profit social community organizations that help needy clients

Step 1

Submission of request for participation

- The organization must first be a participant in one of Énergir's energy efficiency programs.
- The organization 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 program in which it is participating.

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

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

Step 2

Proof of eligibility

Cooperatives and non-profit housing organizations, as well as non-profit social community organizations, must prove that they help needy clients. A copy of their charter will be requested to confirm their eligibility.

Step 3

Conditional confirmation of supplementary financial assistance to organization

Énergir calculates the supplementary financial assistance the organization 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 organization is participating.

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Step 4

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

Once Énergir has accepted its request to participate, the organization has one year to complete the work. It must advise Énergir if it 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 the organization does not complete the work in the year following its request to participate in the **Supplement for Low-Income Households** grant, but still has time to complete the energy efficiency work, it may submit a new request for supplementary financial assistance for the same project.

The time accorded an organization that 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 it is participating.

Step 5

Analysis of request and confirmation of supplementary financial assistance to organization

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

Step 6

Payment of supplementary financial assistance to organization

The Agent pays the supplementary financial assistance to the organization once the work has been completed.[3]

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

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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

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