

Terms and Conditions

I/We acknowledge and agree that:

1. The property and dwelling that is the subject of this application under the **efficiencyPEI** Building Envelope Upgrade is registered with the Taxation and Property Records Division of the PEI Department of Finance in my/our name and that the dwelling is at least 6 months old.
2. The property and dwelling that is the subject of this application under the **efficiencyPEI** Building Envelope Upgrade is not a seasonal/recreational property. Dwelling must be lived in during the heating season (between November and April each year) to be eligible for the **efficiencyPEI** Building Envelope Upgrade.
3. I/We have not defaulted on a previous loan with Finance PEI (formerly the PEI Lending Agency).
4. The eligibility of specific costs under the **efficiencyPEI** Building Envelope Upgrade shall be determined by **efficiencyPEI**.
5. The rebate limit per property under all **efficiencyPEI** programs is \$5000. If the property subject to this application has received funding through other **efficiencyPEI** programs (Loans or Grants) the rebate limit will be prorated to reflect this. Rebate limits for multi-unit residential buildings or low income clients may be higher.
6. Site assessments may be required and I/We agree to allow reasonable access to my/our dwelling during normal business hours.
8. If I/We are receiving funding from any other PEI government agency for the implementation of upgrades subject to this application I/We will disclose this funding to **efficiencyPEI**. Funding received from all government sources will not exceed the total cost of the upgrades.
9. Upgrades being applied for must have been completed within previous 12 months of application date.

I/We have been advised that:

10. I am/We are required to inform the contractor who is completing energy upgrades on my/our dwelling that the contractor must declare to the Canada Revenue Agency all the funds paid to the contractor for the completion of the work on my/our dwelling.

Steps to Apply

1. Confirm eligibility (see terms and conditions)
2. Fill out this application completely and send to **efficiencyPEI**, with your quotes, proof of income* (if required) and your most recent Maritime Electric bill. Incomplete information will delay or disqualify your rebate.
3. Schedule a pre-retrofit inspection with the **efficiencyPEI** or submit an EnerGuide Rating System audit report.
4. Wait for you Letter of Acceptance before commencing with work.
5. Collect dated sales receipt showing work completed and mail original copies of dated receipt(s) to:
**Proof of income must be your original July GST Credit Notice showing your net family income, marital status and province of residence.*

efficiencyPEI

31 Gordon Drive
PO Box 2000, Charlottetown
Prince Edward Island
C1A 7N8
Toll free: 1-877-734-6336

or drop off at our office:
31 Gordon Drive, Charlottetown
or drop off at any AccessPEI location.

Yes, I'd like to receive future communications from **efficiencyPEI**:

Applicant's Signature

I wish to have rebate paid to contractor:

Freedom of Information and Protection of Privacy

Personal information on this form is collected under section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15.01, as it relates directly to and is necessary for the provision of programs and services operated by **efficiencyPEI**. This personal information may be shared with other public bodies under the FOIPP Act sections 37 (1)(g) and 37(1)(g.1) when the disclosure is necessary for the delivery of common or integrated programs or services. If you have any questions about this collection of personal information, you may contact the Department of Transportation, Infrastructure and Energy, **efficiencyPEI**, 31 Gordon Drive, Charlottetown, PE C1A 7N8, (902) 620-3690.



BUILDING ENVELOPE UPGRADE

rebates for insulation, window
and door, and air sealing
upgrades



Toll free: 1-877-734-6336



Insulation Information

Upgrades to your buildings envelope such as air sealing, insulation and windows and doors can yield big savings on heating costs while increasing comfort levels in your home.

Air sealing is one of the most cost effective ways to reduce heat loss and increase savings. Many homes have enough cracks and openings to equal an open window when added together. Common areas of air leakage include attics, basements and electrical/plumbing penetrations. Improving air tightness decreases heat loss, chilly drafts and moisture/pollen/dust infiltration making your home more comfortable and healthy.

Insulation comes in many different materials and forms and works by reducing heat loss through conduction. The measure of how effective insulation is at reducing heat loss is called its R-value (or RSI value in metric). The higher the number the more effective the product is at limiting heat loss. Insulation types include batt, board, loose fill and spray foam and insulation materials include fiberglass, polystyrene, cellulose and polyurethane and more. Some have higher R-value ratings per inch of thickness than others, and some are better suited to certain applications. While there is no one best insulation you can contact **efficiencyPEI** for more information on the options available to you.

Windows and doors are an expensive upgrade compared to insulation and air sealing and for that reason it is not recommended to start with these upgrades if you have other areas that could use improvements. If you are looking to upgrade windows and doors however the products ENERGY STAR® rating is the best way to determine which are the most efficient. Windows and doors are rated for climate zones within Canada, starting with the warmest zone 1 and progressing to the coldest climate zone 3. When choosing windows and doors looking for the higher climate zone rated products to maximize energy saving.



Rebate Amounts

EfficiencyPEI offers rebates for the installation of insulation, ENERGY STAR® windows & doors and air sealing improvements. Insulation rebates are based on how much insulation you install and where it is installed as outlined below.

SQ = 100 square feet

Attic Insulation:

Regular Rebate: \$1/SQ/R-value increase

Low-income Rebate Lvl 1: \$1.75/SQ/R-value increase

Low-income Rebate Lvl 2: \$3.50/SQ/R-value increase

Minimum total R-value R50 for flat ceilings, R28 for sloped ceilings

Above Grade Walls (with new interior/exterior finish):

Regular Rebate: \$10/SQ/R-value increase

Low-income Rebate Lvl 1: \$17.50/SQ/R-value increase

Low-income Rebate Lvl 2: \$35/SQ/R-value increase

Minimum R-value increase R6

Above Grade Walls (Blown-in insulation):

Regular Rebate: \$2/SQ/R-value increase

Low-income Rebate Lvl 1: \$3.50/SQ/R-value increase

Low-income Rebate Lvl 2: \$7/SQ/R-value increase

Minimum R-value increase R10

Exposed Floors:

Regular Rebate: \$5/SQ/R-value increase

Low-income Rebate Lvl 1: \$8.75/SQ/R-value increase

Low-income Rebate Lvl 2: \$17.50/SQ/R-value increase

Minimum total R-value R20

Below Grade:

Regular Rebate: \$5/SQ/R-value increase

Low-income Rebate Lvl 1: \$8.75/SQ/R-value increase

Low-income Rebate Lvl 2: \$17.50/SQ/R-value increase

Minimum R-value increase R12 for walls, R20 for headers

Windows/Doors/Skylights:

\$75.00 per opening for ENERGY STAR zone 3 products to a maximum of \$450.00

Air Sealing:

Regular Rebate: 15% of eligible costs

Low-income Rebate Lvl 1: 25% of eligible costs

Low-income Rebate Lvl 2: 50% of eligible costs

Low income Rebate Lvl 1 applies to household incomes between \$20,001 and \$35,000

Low income Rebate Lvl 2 applies to household incomes \$20,000 and under

Visit efficiencypei.ca to access equipment databases to ensure their efficiency ratings meet program requirements and for more information on our other programs and services.

Household Information		File #:
Applicant Name (include full middle name):		
Spouse/Partner:		
Civic Address:		
Property Tax Number:	(MURBS) # of Units:	
Mailing Address:		
Email Address:		
City/town:	Postal Code:	
Cel No.:	Tel No.:	
Low Income Information (Check all that apply to you)		
I/We have an annual household income of \$35,000.00 or less.	<input type="checkbox"/>	
I/We receive the Guaranteed Income Supplement (GIS)	<input type="checkbox"/>	
Please check to ensure you have included the document listed below before mailing in your application		
Low Income: Your most recent GST/GIS notification	<input type="checkbox"/>	
Rental: Rental or Lease agreement if residence is a rental property.	<input type="checkbox"/>	
Quotes: Attach quotes for all upgrades you are applying for	<input type="checkbox"/>	
Electric/Utility bill showing previous years consumption	<input type="checkbox"/>	
Please include quotes for all work to be completed, including the make and model numbers of equipment and/or R-value of materials installed.		
The dwelling owner has the right to allow or deny a particular individual or contractor access to his/her residence for the purpose of performing these upgrades. Neither efficiencyPEI nor the Government of PEI is responsible for the actions or work of this or any contractor.		



Please ensure you have included all of the following:

- Quotation from contractor, including r-value of insulation to be installed and/or ENERGY STAR® rating of windows/doors.
- Your most recent Maritime Electric bill or Summerside Utility statement showing consumption history for past 12 months.
- Original July GST Statement if your household income is below \$35,000/year.
- Rental agreement if the property is a rental property.
- Ensure the property owner has signed the application.
- Complete Vendor Registration form complete with banking info or voided check.



VENDOR REGISTRATION FORM

(see reverse for instructions)

VENDOR #	
VENDOR SITE	

Freedom of Information and Protection of Privacy

The personal information requested on this form is collected under the authority of section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01, and will be used for the purpose of administering payments to the individuals or suppliers that are identified on this form. This use includes the sharing of this information within the Government of Prince Edward Island and its agencies to update and ensure the accuracy of information for administering payments. Questions on the collection and use of this information can be directed to the Accounts Payable Supervisor at (902) 368-4067.

SECTION A: STANDARD VENDOR INFORMATION (ALL FIELDS ARE REQUIRED IN SECTION A)

VENDOR NAME:			
REGISTERED COMPANY OR BUSINESS NAME / FIRST NAME	MIDDLE NAME(S)	LAST NAME	EMPLOYEE NUMBER, OR DATE OF BIRTH, OR BUSINESS
		PREVIOUS LAST NAMES	

CURRENT MAILING ADDRESS:			
MAILING ADDRESS	CITY	PROVINCE/STATE	POSTAL CODE / ZIP CODE

PREVIOUS MAILING ADDRESS:			
MAILING ADDRESS	CITY	PROVINCE/STATE	POSTAL CODE / ZIP CODE

CONTACT INFORMATION:		
PHONE (INCLUDING AREA CODE)	EMAIL ADDRESS	CONTACT NAME (COMPANY/BUSINESS)

PAYMENT CURRENCY: CAD USD

SECTION B: ELECTRONIC PAYMENT SERVICE

Please attach a void cheque, correspondence from Financial Institution or have Financial Institution complete section below

BRANCH NUMBER		BANK OFFICER'S SIGNATURE
INSTITUTION NUMBER		NAME (PRINT)
BANK ACCOUNT NUMBER		

SECTION C: CERTIFICATION		TITLE
<p>I, as the person named in this form in my own right, or as the representative of the company or business named in this form entitled to receive payments from the Government of Prince Edward Island, hereby authorize the Government of Prince Edward Island or its agencies to share the information collected on this form with each other for the purposes of making a payment that is due. If the payment method chosen is electronic payment then I, as the person named in this form in my own right, or as the representative of the company or business named in this form entitled to receive payments from the Government of Prince Edward Island, hereby authorize the Government of Prince Edward Island or its agencies to electronically deposit those payments into the noted bank account until further notice. If I am the representative of the company or business named in this form, I have the authority to bind the company or business.</p>		<p>FINANCIAL INSTITUTION STAMP HERE</p>
AUTHORIZED SIGNATURE	DATE	

SECTION D: DEPARTMENT USE ONLY

BUSINESS UNIT:	<input type="checkbox"/> FIS	<input type="checkbox"/> MEPS	<input type="checkbox"/> LMDA	<input type="checkbox"/> ISM	<input type="checkbox"/> ELSB	<input type="checkbox"/> FLSB
ADDRESS PURPOSE:	<input type="checkbox"/> PAYMENT	<input type="checkbox"/> SHIPPING	VENDOR TYPE:	<input type="checkbox"/> NON-EMPLOYEE	<input type="checkbox"/> EMPLOYEE	
REQUESTED BY	PHONE NUMBER	DATE				



VENDOR REGISTRATION FORM

VENDOR NO.

These instructions are provided to assist vendors in completing the Vendor Registration Form required for any receipt of payments from the Government of Prince Edward Island and its agencies using Government's financial accounting system.

For the purposes of this form, a vendor is the person or business that receives, or may receive, a payment from the Government of Prince Edward Island or its agencies. The information requested on this form is collected to facilitate the processing of these payments.

It is the responsibility of the vendor to notify the Government of Prince Edward Island or its agencies of any changes to the Vendor information by completing a new Vendor Registration Form.

Send your completed form to the mailing address, email address or fax number provided below. Completed forms will be processed within 3 business days. Failure to fully complete the form will result in delays.

Province of PEI	Tel: (902) 368-4010
Office of the Comptroller; Payment Processing	Fax: (902) 368-6661
2 nd Floor Shaw Building, 95 Rochford Street	Email: pymtproc@gov.pe.ca
PO Box 2000 Charlottetown, PE C1A 7N8	

Please follow the instructions below to ensure that the Vendor Request Form is properly completed.

Section A: Standard Vendor Information	
Vendor Name:	For an <u>individual</u> , please provide your full legal name including your middle name and all previous last names including married or maiden names. Middle and prior last names are used to potentially update Government's current vendor records. For a <u>business</u> , please provide your legal name and your operating name if different than your legal name.
Date of Birth, or Business or Employee Number:	If you are not an employee of the Government of Prince Edward Island or any of its agencies and you do not have a Business Number, then please provide your date of birth using the format DD-MON-YY. If you are an employee of the Government of Prince Edward Island or any of its agencies, you must provide your employee number. Businesses must provide the 15 digit identifier provided by CRA. If you do not have a business number, please indicate 'Not Applicable' in the box.
Current Mailing Address:	Please provide your complete mailing address.
Previous Mailing Address:	Please provide as many previous mailing addresses as possible. We use previous mailing address information to potentially update Government's current vendor records and to prevent duplication of your information.
Contact Information:	Please include as much contact information as possible. The Government of Prince Edward Island may need to contact you to confirm, verify or obtain additional information. Please provide an email address which will be used to send a list of invoices paid when a vendor is approved to receive payments electronically. If a valid email address is not provided, you will not receive a notification of an electronic payment. Also, to assure that future notifications from this electronic service are not accidentally filtered out of your email, please add pymtproc@gov.pe.ca to your address book or safe sender list.
Payment Currency:	Please choose payment by CAD (Canadian dollars) or USD (American dollars). If you choose to be paid by USD, your banking information must be provided. Most vendors are paid in Canadian dollars.
Section B: Electronic Payment Service	
The Government of Prince Edward Island has not made electronic payments mandatory but it is recommended that you use this cost effective service. Electronic payments are secure and reliable and there are daily payments made using this service. Please have your financial institution complete this section of the form. Alternately, you can leave this section blank and attach a void cheque or correspondence from your financial institution with your banking information. All payments made by Government of Prince Edward Island and its agencies will be deposited to the noted bank account. You may only have one active bank account for electronic payments unless a specific and prior written request is made to the Office of the Comptroller. If providing banking information, include your email address in the contact information. A list of invoices paid will be sent to this email address. If this is USD banking, please provide your routing number in lieu of the branch and institution number.	
Section C: Certification	
This section must be read and signed by the vendor.	
Section D: Department Use Only	
This section is for the internal use of the Government of Prince Edward Island or one of its agencies only. If you are a vendor completing this form, please leave this area blank.	
Business Unit:	Please indicate which business unit from which this form originates. <u>This would be done prior to sending the form to a vendor.</u>
Address Purpose:	Please indicate the reason of the address information that is provided on the form. It can be both. PAYMENT is the address where the payment is made or the Remit To Address. SHIPPING is the address where the goods or services are being purchased. For example, purchase orders may be directed to a warehouse location in one province but the payment is made to head office that is located in a different province.
Type of Vendor:	Please indicate if the vendor is a non-employee regular or an employee of Government or one of its agencies. Employees of Government are approved differently so this information is important.
Requested by/Phone Number/Date:	Please provide this information so that we may be able to contact you for additional information or clarification.