

## 2017 APPLICATION FORM

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### APPLICATION SUBMISSION CHECKLIST

- I have read the application guide found at: [ourtrust.org/energyretrofit](http://ourtrust.org/energyretrofit) and [bcnpha.ca/programs\\_and\\_service/CBT-ERP](http://bcnpha.ca/programs_and_service/CBT-ERP)
- I have the latest version of Adobe Acrobat from [get.adobe.com/reader/](http://get.adobe.com/reader/)
- I have completed the application form including an Appendix A for each building
- I have signed and dated the Declaration
- If I'm including supporting documents, they are attached to my application
- The application form is complete and I will submit it by email to [BasinERP@bcnpha.ca](mailto:BasinERP@bcnpha.ca) in time to meet the deadline

#### ATTENTION: Mac and Tablet Users

Some interactive form features are not fully supported in PDF viewers like Mac Preview. For example, form calculations and character limits. Please ensure you have the latest version of Adobe Reader compatible with Mac.

This free software comes in both PC and Mac Versions and you can download it at [get.adobe.com/reader](http://get.adobe.com/reader). Interaction PDF forms have been tested for compatibility with Adobe Reader 9 and higher.

For troubleshooting information, see the [Application Forms: Troubleshooting Guide](#).

### WHEN IS THE APPLICATION DEADLINE?

**June 30, 2017 at 13:00 PT/14:00 MT**

*Application forms are not accepted after the deadline.*

### WHO DO I CONTACT WITH QUESTIONS?

**Mike Gamble, BCNPHA Asset Management Coordinator**

Toll Free: 1.800.494.8859 ext. 2150

Direct: 236.521.0616

Email: [BasinERP@bcnpha.ca](mailto:BasinERP@bcnpha.ca)

# APPLICANT INFORMATION

**Organization Name**

**Organization Legal Name (if different)**

**Registration Number**

**Street Address**

**Community, Province**

**Postal Code**

**Signing Authority Contact Name**

**Title**

**Phone**

**Email**

**Project Contact Name**

**Title**

**Phone**

**Email**

**BC Housing File Reference # if applicable**

Click to receive electronic correspondence from the Trust including opportunities and other notifications.

**Organization Mandate**

Briefly describe your organization's purpose and mandate.

## PROJECT FINANCIALS

### **Total Roll Up Budget**

(refer to application guide & Appendix A Estimated Budget)

### **Total Roll Up Program Funding**

(refer to application guide & Appendix A Estimated Program Funding)

**# of buildings included in totals above**

**If necessary, clarify any items regarding the Estimated Budget and/or Estimated Program Funding or other funding sources**

## TARGET POPULATION AND COMMUNITY SUPPORT

**Target Population** - List the main group(s) of people who will benefit from this project (e.g., seniors, low income, accessible, etc.)

**Benefit** - How many tenants in those groups will benefit from this project?

## ADDITIONAL INFORMATION

Is there anything else you would like to add that has not already been mentioned?

## SUPPORTING DOCUMENTS

Are you providing additional material that provides further evidence to support your project idea?

List what you are submitting below:

1.		3.	
2.		4.	

All supporting documents must be submitted electronically with your application. PDF format is preferred.

## HOW DID YOU HEAR ABOUT THIS PROGRAM?

Indicate how you heard about this program. Select all that apply:

- |                                 |                                  |
|---------------------------------|----------------------------------|
| Trust staff                     | Online advertisement             |
| Trust website                   | Radio advertisement              |
| Email or BasinLink e-newsletter | Word of mouth                    |
| Newspaper article/story         | Social media (Facebook, Twitter) |
| Newspaper advertisement         | BCNPHA email or HousingUpdates   |
| BCNPHA website                  | Other                            |

If other please describe:

## DECLARATION

### Declaration

Date:

I \_\_\_\_\_ declare that:

- a) I am authorized to submit this application on behalf of the applicant organization
- b) the information I have provided in this application is true, accurate and complete in every respect
- c) Columbia Basin Trust and its agents shall not be obligated in any manner to any applicant whatsoever and reserves the right to fund all or none of any application submitted
- d) my society is in "Good Standing" with the BC Corporate Registry
- e) proposed energy upgrades will not replace capital repairs with committed funding that is already planned or under way
- f) energy retrofits will be completed as specified in the application and will fully comply with all program requirements
- g) by submitting this application, I hereby acknowledge that:
  - a. Columbia Basin Trust may disclose this application, and the information contained herein—including but not limited to name, location and the amount and nature of any related funding—to the public, individuals or any other entity to the extent allowed by FOIPPA. I further agree that Columbia Basin Trust may proactively disclose to the public my name and location and the amount and nature of funding granted. Any questions regarding such may be directed to: FOIPPA Inquiries, Senior Manager, Information Services, Columbia Basin Trust, 300 – 445 13 Avenue, Castlegar, BC V1N 1G1, 1.800.505.8998.
  - b. BC Non-Profit Housing Association and BC Housing are authorized to share and access all necessary information for the sole purpose of administering and reviewing this program. Please note that all parties comply with all relevant privacy legislation, including the Freedom of Information and Protection of Privacy Act.

## Appendix A

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Fill in one form for each building, if you have multiple building's [click here](#) to download an additional Appendix A form.

### PER BUILDING PROJECT SUMMARY

Building Name & Address

Age of building

Estimated Start Date

Estimated End Date

### PER BUILDING PROJECT DETAILS

**Description**

Provide a brief snapshot of your project

## PER BUILDING PROJECT PLAN

### Activities

Select one or more of the following activities. Provide a contact person and timeline for each. Items with a higher return on investment (ROI) are preferred. ROI is defined as the measure of gain generated on an investment relative to the amount of money invested:

	Activity	ROI Range	Start Date** (YYYY/MM/DD )	End Date** (YYYY/MM/DD )	Who Will Oversee the Activity
	Exit Lighting	High			
	Controls/thermostats	High			
	Roof Insulation	High			
	Pipe/duct insulation	High			
	Air-sealing	High			
	Lighting	High/Medium			
	Boilers*	High/Medium			
	Pumps	High/Medium			
	Hot water tanks	Medium			
	Heating, ventilation, and air conditioning systems	Medium			
	Building envelope systems	Low			
	Windows	Low			
	Other				

\* supply boilers must be greater than 15 years old and functional

\*\* Maximum of 20 months from project approval to completion

**Have any of the selected activities been completed in the last 15 years?**

If yes, please explain below

### Project Scope Details:

- Common Areas
- Tenant Areas
- Other

# PER BUILDING PROJECT BUDGET AND FUNDING SOURCES

**Estimated Budget\* (\$)**

**Describe how you arrived at this estimate.**

Estimated other Funding Sources	Amount
Maintenance Budget	
Operating Budget	
Replacement Reserve	
Utility Rebates	
Government	
Donation/Fundraising	
Other	
Estimated Program Funding	Amount
Columbia Basin Trust	
<b>Total Funding*</b>	

\*Total Funding and Estimated Budget should be equal.

**If necessary, clarify any items regarding the Budget and Funding sources.**