

NUNAVUT HOUSING CORPORATION, HOMEOWNERSHIP DIVISION

DEPARTMENT OF ENVIRONMENT, CLIMATE CHANGE SECRETARIENT



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NUNAVUT HOUSING CORPORATION
LA SOCIÉTÉ D'HABITATION DU NUNAVUT
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Building Nunavut Together
Nunavut iluqalligingniq
Bâtir le Nunavut ensemble

Renewable Energy Homeowners Grant Program Guide (REHGP)

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Objective

The objective of the Renewable Energy Homeowners Grant Program (RECGP) is to assist homeowners installing a solar renewable energy system. The goals are to reduce the load on electricity grids in communities, increase self-reliance, and decrease greenhouse gas (GHG) emissions throughout the territory.

Summary

In partnership with the Climate Change Secretariat (CCS), the Nunavut Housing Corporation (NHC) provides funding for homeowners in Nunavut to help offset the cost of installing a renewable energy system on their house. This funding is a one-time non-repayable grant.

General Information

Who can apply?

- Nunavut residents who own and occupy a home as their principal residence may apply.
 - A resident of Nunavut is a person who maintains a physical residence in Nunavut and, when requested, can provide documentation supporting residency (a valid Nunavut Healthcare Card and a Nunavut Driver's License or a General Nunavut Identification).
 - You must be at least 19 years of age.
 - You must be a successful applicant to Qulliq Energy Corporation's (QEC) Net Metering program.

What can I install?

- Solar electric (photovoltaic, or PV) systems are acceptable under QEC's Net Metering program.

Where can I install it?

- A certified installer must install the solar system on your primary residence in Nunavut.
 - Your home must be your principal residence, and you must be a QEC domestic customer. The residence must be located within municipal boundaries in Nunavut and be covered by a current insurance policy. Additional information on insurance coverage requirements is listed below in the *Roles, Responsibilities, Important Information* section.

When can I install it?

- You can install your QEC-approved renewable energy system after you have received approval for the grant. Your project must be complete within the timeline provided in your QEC Net Metering letter of acceptance.
- Once the system installation is complete, provide the Nunavut Housing Corporation (NHC) with receipts and photos of the renewable energy system.

How much money is available to me?

- You can receive up to 50% of the project's total eligible costs to a maximum amount of **\$30,000**. The amount is available as a one-time, non-repayable grant once your project is complete and operational.

How do I apply?

- Contact NHC to confirm there is funding available for QEC-approved systems.
- Complete Steps 1 to 5 of QEC's Net Metering process as explained below in *Appendix A: QEC Net Metering Step-by-Step Process*.
- Obtain quotes from a supplier and a certified installer for the installation of your QEC-approved system.
- Complete NHC's Homeowner Grant Application Form.
- You need to submit your application to NHC and receive funding approval before installing your system. NHC's approval process will allocate funding to your project regardless of how many other applications are received.
 - Each year, there is limited funding available. NHC commits funding to eligible projects on a first-come, first-served basis.
- With QEC and NHC approvals in hand, ensure your certified installer obtains the necessary permit before starting the installation. The required permits and responsible parties are listed below in the *Roles, Responsibilities, Important Information* section.

Where do I send my application?

- After receiving QEC approval to the Net Metering Program, you can submit your application for funding to the Nunavut Housing Corporation:
 - By email to homeownership@nunavuthousing.ca
 - By mail to Nunavut Housing Corporation, P.O. Box 480, 902 6th Street, Arviat, NU, X0C 0E0
 - By fax to (867) 857- 4099

What criteria will NHC use to evaluate my application?

- The NHC processes applications in the order they are received; on a first-come, first-served basis. When NHC confirms the application form and all required documents are submitted correctly, the application is complete.
- NHC evaluates applications based on:
 - Completeness of application,
 - QEC's Letter of Approval, and
 - Funding availability.
- The Executive Director, Programs (or designate), approves or declines funding applications. The NHC's Corporate Executive Committee (CEC) reviews appeals for denial of funding. The CEC's decisions on appeals are final.

When will I find out if I've been approved?

- You will hear back within 30 days of NHC receiving your application. NHC responses are in the form of a letter. This letter will state whether you have been approved or denied a grant.

What do I do once I have been approved?

- Complete Steps 6 to 8 of QEC's Net Metering process as described below in *Appendix A: QEC Net Metering Step-by-Step Process*. QEC's Letter of Approval states the deadline for completion of these steps.
- Upon completing your project, submit the following to NHC:
 - All receipts.
 - Photos of the functioning renewable energy system. The images must show the following:
 - Solar array
 - Bi-directional meter
 - Batteries and charge controller (if installed)

When will I receive the grant?

- NHC will process your grant once the receipts and photos of your project are submitted. Reviewing the information and producing the cheque can take up to four weeks.

What costs are covered?

- *CSA-certified* solar electric renewable energy systems and all materials required for installation by a certified installer, including applicable permits, fees, and GST are eligible costs.
 - Note: *CSA certification* means that the product is legally permissible in Canada. You can find a list of CSA-certified equipment below. For further clarification, please get in touch with Qulliq Energy Corporation (QEC) at 1-866-710-4200.
 - The components included in a standard solar renewable energy system are as follows: solar PV module (silicon solar cell), solar mounting system, inverters for grid connection, PV wiring, breakers, conduit, safety equipment and monitoring system. Batteries and charge controllers are accepted additions to a system but are not necessary.
- Labour (installation by certified electrician).
- Shipping

What costs are not covered?

- Purchases or work undertaken before the approval of a grant.
- Owner labour.
- Removal of an existing system.
- Structural components of the home.

- Spare parts to support a system.
- Operations and maintenance.
- Replacing existing components of a system.

Who will install my system?

- A certified electrician.
- Check with your service provider as they may be able to offer installation. Installation services should be discussed with your service provider prior to purchasing a system. If the service provider does not offer installation, you will need to find a certified electrician.

Can I appeal a decision?

- Yes, if you are not satisfied with the application decision, you have the right to appeal. However, a decline decision for lack of funding is not an eligible appeal. The NHC will allocate the program budget to suitable applications on a first-come, first-serve basis.
- Appeals are due within 30 days of the applicant receiving the decision on their application.

Roles, Responsibilities, and Important Information

Are there other funds available to me?

- The Government of Canada offers a *Canada Greener Homes Grant*. More information is available here:
 - <https://www.nrcan.gc.ca/energy-efficiency/homes/canada-greener-homes-grant/23441>.
 - For more information on eligibility criteria, contact the Arctic Renewable Society (ARS) at: contact@arcticrenewables.ca.

What are my responsibilities?

- Obtaining Qulliq Energy Corporation (QEC) approval for your home participation in the Net Metering program (see Appendix A).
- Applying to the Nunavut Housing Corporation (NHC) *Renewable Energy Homeowners Grant Program*. Your application must include all supporting documentation requested by the NHC to be considered a complete application for a funding decision. For example, proof of residency and the necessary permits and approvals as listed below:
 - You are responsible for obtaining all necessary approvals, permits, and licenses for your project, including building and electrical permits.
 - A building permit from the GN can be accessed here: https://gov.nu.ca/sites/default/files/building_permit_application.pdf.
 - Submit your completed Permit Application form to the Chief Building Official at the Department of Community and Government Services (CGS) Safety Services Division. You can reach the Safety Services Division at the

following location: <https://www.gov.nu.ca/community-and-government-services/information/safety-services>.

- You will also need an electrical permit and a single line diagram of the PV system to obtain QEC's approval for the Net Metering program (See Appendix A below).
- You must install the system on your home, which must be located within municipal boundaries in Nunavut and used as your principal residence.
- You must have the legal right of access to the home where your system is being installed and must be able to provide proof of this to NHC upon request.
- A current insurance policy must cover your home, and you must provide proof of this.
- Submitting original receipts for all eligible costs of your renewable energy system to NHC. A list of eligible costs is listed above in the *General Information* section under *What costs are covered*.
- Submitting photos of your renewable energy system upon completion of installation to NHC. The photos required include:
 - Installed panels
 - Bi-directional meter
- By applying, you commit to allowing the monitoring of the energy output of your renewable energy system for at least 12 months after the system is operational and sharing this data with the Climate Change Secretariat (CCS). You will need to provide a signed authorization form as part of your application package.

What are the GN's responsibilities?

The NHC will:

- Assist you with the preparation of your application upon request.
- Accept applications and request that you submit additional information appropriate to the nature and amount of the requested assistance.
- Provide a letter of response to you within 30 days of completing all application requirements, stating whether or not your project is approved.
- Provide grant funding for your renewable energy project, subject to availability of funds.
- Report your project details to CCS (including your name, the amount of funding received, your project name and description, and the total project cost).

The CCS will:

- Include your renewable energy system in their annual report summary of grants and contributions, including the type of renewable system installed and the community of the installed system.
- Collect and report information on the greenhouse gas (GHG) emissions reduction from your project.

How do I choose and install eligible equipment?

- Only new equipment is eligible for a grant.
- Choose equipment and components that are CSA certified.

- A suitable system has a maximum capacity of 10 kilowatts (KW).
- An eligible system must meet QEC’s *Net Metering Technical Interconnection Requirements* and relevant Canadian Electrical Codes.
- All installations must conform to the Canadian Electrical Code Part 1 (CSA C22.1-02) and all QEC amendments where applicable.
- Receive an Inspection Report from an Electrical Inspector with the Government of Nunavut Safety Services Division. This is part of Step 7 as described below in *Appendix A: QEC Net Metering Step-by-Step Process*.
- Concerning the Solar Mounting System, consider the following:
 - A racking system generally consist of rails, brackets, mounting feet, bolts, and flashing engineered to support solar PV panels physically. There are many approved systems for mounting panels on roofs, walls, or on the ground. Solar PV panel suppliers require racking designed for their solar product for the product warranty to be honored.
- Safety equipment includes the grounding system components, such as wires, lugs, disconnects, and a rapid shutdown capability. These details will change depending on the system. For example, some solar racking systems have integrated grounding through the brackets and racking design. Eligible solar products must meet the latest electrical code requirements.

Best Practices

- Get three quotes for your project.
- Monocrystalline silicon solar panels are generally more efficient and of better quality.
- Use a reputable equipment supplier and check for certification markings on the equipment and specification sheets.
- Work with an experienced installer, supplier, or electrician to ensure your renewable energy system design meets the latest code requirements.

What does being covered by a current insurance policy mean?

- It means your home has an up-to-date insurance policy in place for no less than the full replacement cost of your home.
- Proof of this insurance is part of your NHC application to the *Renewable Energy Homeowners Grant Program (REHGP)*.
- At the discretion of NHC, a conditional approval may be granted to you without a current insurance policy, provided that you agree in writing to make arrangements for insurance within a specified time.

What else do I need to know about funding?

The approved grant amount is a percentage of the actual costs, as shown by the invoices and receipts. Grant approvals are contingent on funding availability in the budget, and eligible cost items totalling more than the program limit are not covered.

Contact Information

Climate Change Secretariat
Department of Environment
Government of Nunavut
P.O. Box 1000, Stn. 1360
Iqaluit, NU, X0A 0H0
Phone: (867)-975-7700
Email: renewableenergy@gov.nu.ca
Website: <https://www.climatechangenunavut.ca>

Nunavut Housing Corporation
902 6th Street
PO Box 480
Arviat, NU, X0C 0E0
Phone: (844)-413-9355
Email: homeownership@nunavuthousing.ca
Website: <http://www.nunavuthousing.ca>

APPENDIX A: QEC Net Metering Step-by-Step Process

This document is a step-by-step procedure intended to guide Qulliq Energy Corporation (QEC) customers (the Homeowner) through the Net Metering Program. These easy-to-follow steps will help potential applicants successfully install and connect renewable generation systems to QEC's grid.

It is important to note that this document was produced to provide the homeowner with a general overview of the Net Metering Program and does not list all eligibility requirements. Homeowners can find QEC's *Terms and Conditions of Service and the Technical Interconnection Requirements* at www.qec.nu.ca/customer-care/net-meteringprogram. Homeowners can also contact Customer Care at 1-866-710-4200 for further information.

QEC strongly recommends that all Homeowners consult with the corporation and other relevant authorities before making any financial commitments to the Net Metering Program.

Step 1: Homeowners will complete the *QEC Electrical Service Application* and submit it to servicedesk@qec.nu.ca. Net metering installations cannot exceed a capacity of 10 kilowatts. QEC will review the application for completeness and eligibility.

Step 2: To ensure the project is code compliant, homeowners should consult with a qualified installer and appropriate inspection authority to determine a suitable location for the renewable generation system.

Step 3: Homeowners should consult a qualified installer to obtain detailed electrical information, a single line diagram, and a list of the required materials (also known as a bill of materials). The renewable generation installation must match the capacity approved in QEC's written approval from Step 1.

Step 4: Homeowners will submit the following documents to servicedesk@qec.nu.ca:

- Single Line Diagram (including inverter functions clearly showing anti-islanding functionality);
- Site plan including details of meter location;

- A list of significant equipment (must carry CSA certification); and
- All applicable product sheets.

Step 5: QEC will evaluate the documents received and send the homeowner an acceptance or rejection letter. QEC will specify a deadline for the net metering customer to complete the installation for accepted renewable generation systems. The Homeowner must also sign the *Customer Service Agreement - Net Metering* as a condition of program approval.

Step 6: QEC recommends that a certified electrical contractor install the renewable generation system. The installer must obtain a Wiring Permit from an Electrical Inspector with the Government of Nunavut Safety Services Division before installation begins.

Step 7: The Net Metering Program requires a bi-directional meter installation. QEC must receive the following before the meter installation:

- A completed QEC Work Order Form
- Payment for all applicable fees
- An Inspection Report to QEC from an Electrical Inspector with the Government of Nunavut Safety Services Division.

Step 8: QEC will install the bi-directional meter. The meter allows for the tracking of any energy exchange to QEC if applicable.

Note: Homeowners must complete the connection by the deadline specified on the QEC acceptance letter. If a homeowner cannot complete the connection by the specified deadline on the acceptance letter, they must reapply. The deadline set in the Letter of Acceptance is a firm commitment.