

## City of Airdrie Residential Clean Energy Improvement (CEI) Program Terms and Conditions **Summary**

*This is a non-binding document provided for information only. Please refer to the full [City of Airdrie Terms and Conditions](#) document for legally binding conditions.*

Last updated: December 18, 2024

### Participant and Property Eligibility

#### Participant Eligibility

- The participant must be the current owner of a property in the City of Airdrie, current and in good standing on their property taxes, and attest they are current on any outstanding mortgage.
- The participant must complete and submit a pre-qualification form and associated documents to Alberta Municipalities to be considered for the Program:
  - The pre-qualification is valid for three months after approval.
  - Prior to submitting a project application form, the participant also needs to:
    - a. complete an EnerGuide home evaluation; and
    - b. receive a quote for the cost of the upgrade equipment and installation from a qualified contractor listed on the [CEIP website](#).
- All property owners on title must sign the project application form.

#### Property Eligibility

- The property must be located within the City of Airdrie, and not be in foreclosure.
- The property must be insured in the name of the participant.
- Residential properties are eligible if classified as a low-rise residential property (detached or semi-detached home; row housing or town house; or multi-unit residential buildings with ≤3 stories);
  - A manufactured/modular home with a permanent foundation, where both the land and building are owned by the participant, may be eligible.

#### Ineligible Properties

- Non-residential or multi-unit residential buildings with ≥ 4 stories and >600m<sup>2</sup> of building area.
- New construction homes.
- Mobile/manufactured/modular homes with no permanent foundations.

### Upgrade Eligibility Requirements and Criteria

For Upgrades to be eligible for financing, they must meet the following criteria:

- The upgrade must increase the energy efficiency or use of renewable energy on the property.
- The upgrade must be installed by a qualified contractor, with total eligible project costs ≥\$5,000.
- The upgrade must be listed as eligible on the [CEIP website](#) and meet all eligibility requirements.
- Upgrades must be new, installed, operational and meet Canadian certification standards.
- Upgrades must have a manufacturer's warranty period consistent with industry standards and be transferrable to a future property owner.
- The contractor must provide a one-year minimum warranty for defects in materials and labour.

#### Ineligible Upgrades for Financing

- Health and safety improvements not directly related to the project.
- Any upgrades in the process of being installed or have already been installed prior to approval (financing cannot be applied retroactively).
- Any upgrades not permanently attached to the property (e.g., plug-in appliances).
- Any upgrade associated with new additions at a residence that serves only that addition.
- Any upgrade leased or financed through the qualified contractor or manufacturer.

- Any upgrade not listed on the on the [CEIP website](#).

## **Application Requirements and Conditions**

### **Program Agreements**

Once a project application form is approved, Alberta Municipalities will provide the participant with the program agreements. Alberta Municipalities will facilitate the following:

- Schedule a time with all property owners to review the terms and conditions of the Clean Energy Improvement (CEI) agreement and ensure the owners understand them;
- Signature of the CEI agreement between the City of Airdrie and all property owners;
- Signature of the project agreement(s) between all property owners, Alberta Municipalities, and the qualified contractor.

### **Deposit Payments**

- If requested by the qualified contractor, up to 50% of the financed upgrade costs can be advanced, by the program, to the qualified contractor as a deposit.

### **Upgrade Installation**

- Upgrade installation can only commence after the agreements have been signed and authorized by Alberta Municipalities.
- All upgrades must be installed within six months of authorization, with requests for extensions only considered under special circumstances.

### **Upgrade Completion**

- Once an upgrade has been installed, the participant submits the completion form to Alberta Municipalities.
  - Separate forms are submitted for each upgrade if completed at different times.
  - Photos of the installed upgrades and invoices detailing all costs need to be attached.

### **Additional Project Costs**

- If at least one upgrade with an eligible cost of \$5,000 or greater has been installed, the participant may include a request to pay for upgrade-related incidental or professional service costs.
  - Proof of payment for those costs must be included, along with itemized invoices.

### **Project Amendments**

- Project amendments are required if there are additions, removals, variations, substitutions, delays in project completion, or price changes.
- Agreements will be amended after project completion to reflect the final project cost.

### **Site Inspection**

- Alberta Municipalities or the City of Airdrie may conduct a site inspection prior to, during or after an upgrade installation.

## **Rebates**

### **Project Rebate**

- A \$600 rebate is offered for a completed CEIP project (only one rebate per project).
- Rebate availability is limited and will be provided on a first come, first served basis to participants who complete a CEIP project and submit all required project documentation.
- The rebate will be applied directly to the CEI tax to reduce the total project financing amount (it is not directly issued to the participant).
- The City of Airdrie cannot guarantee a rebate will be available once a CEIP project is complete.

### **Upgrade Combination Rebate**

- An additional, single \$2,500 rebate is offered for CEIP projects that have a financed cost of \$15,000 or more and include  $\geq 3$  upgrades in at least two of the following categories: energy efficiency (EE), renewable energy (RE) or fuel switching (FS).
  - Fuel switching (FS) is defined as the installation of a heating equipment that uses a cleaner energy source (with higher efficiency and lower emission levels) than a fossil fuel.
- Upgrade combination rebate availability is limited and provided on a first come, first served basis.

## Project Financing

### Eligible Costs

The following costs can be financed through the Program (see full [Terms and Conditions](#) for definitions of cost types):

- Capital costs, with supporting documentation provided.
- Professional services costs: only those specifically required for the completion of a CEIP project, completed by a qualified contractor, and appropriately documented.
- Incidental costs: work must be required for the successful completion of the project and completed by a qualified contractor. Such costs cannot exceed 15% of the total capital cost.

### Payment

- Payment for a deposit to a qualified contractor will be issued by Alberta Municipalities directly to the contractor within 30 days after the agreements are signed and invoices received.
- Payment to qualified contractors for completed upgrade(s) and/or CEIP-related work costs are made by Alberta Municipalities directly to the qualified contractor following the [Prompt Payment and Construction Lien Act](#).
- The participant must directly pay the qualified contractor for costs not approved by Alberta Municipalities.

### Maximum Financing Amount

The total financing amount available to a single property is limited by the lesser of:

- \$50,000 of eligible costs.
- The annual CEI tax (excluding interest) cannot exceed the property's annual property tax. For example, if you submit a pre-qualification form in 2025 and your annual property tax (municipal and provincial portions) in 2025 is \$3,000, the annual payment for the CEI tax cannot be > \$3,000.

### Project Financing

- Pre- and post-project EnerGuide home evaluations are required for project eligibility for financing.
- A post-project EnerGuide home evaluation must be completed after upgrades have been installed.
- The financing terms and conditions for a CEIP project are listed in the CEI agreement.
- Financing availability is based on a first-come, first-served basis.
- The interest rate provided by the City of Airdrie for projects financed through CEIP is a fixed 2.75%.
- The maximum term for financing will be the lesser of 25 years or the expected upgrade life. The upgrade life is the average time in years where the upgrade is expected to result in energy savings. The expected life of eligible upgrades is posted on the [CEIP website](#).

### Sale of Property

The participant has the right to sell, transfer, or mortgage the property, provided that:

- The participant pays all CEI tax amounts due, up to the date of sale.
- The participant provides a copy of their CEI agreement to any realtor involved in the property sale and/or potential purchaser.
- If the CEI tax is to be transferred to the new owner, the CEI agreement is attached to the sale contract.
- If the property is transferred, the obligation to pay the CEI tax is transferred to new owner.