

## Energy Saving Kit (ESK) Bulk Distribution Program – Housing Provider

### Program Overview

The Energy Saving Kit (ESK) provides low-income residential customers with a suite of products designed to assist in reducing their energy consumption, reduce their utility bills and increase the comfort and safety of their homes. The Bulk Distribution Program has been developed to give organizations an opportunity to distribute these ESK's to their tenants through a bulk order process.

### What is included in each ESK?

- **Compact fluorescent light bulbs (CFLs)**. CFLs use up to 75% less energy than regular light bulbs. They can also last up to 10 years.
- **Weather stripping** to install around windows and doors and help keep out drafts.
- **Window insulator film** to install over single-paned windows. This clear, see-through film will act as a second window to keep heat in.
- **Electrical outlet and switch sealers** to prevent cold air from getting in through outlets and switches.
- **Fridge and freezer thermometers** to help set refrigerator and freezer at ideal temperatures where food stays cold, while conserving energy.
- **A low-flow showerhead** that uses significantly less water than a regular showerhead.
- **Kitchen and bathroom tap aerators** that pump air into the water flowing from your taps – so you will use up to 50% less water to wash your dishes or brush your teeth.
- **A long-lasting, energy-saving nightlight** for you or the children in your life.

### Program Eligibility

This program is available for Not-For-Profit Housing Providers that manage their own stock of Housing. The program considers two main criteria to determine tenant eligibility:

1. **Income Verification** – Total household income must be at or below the thresholds in Statistics Canada's Low Income Cut-offs (LICO). However, an income eligibility waiver may be granted for non-profit Housing complexes with multiple units that use existing income qualification criteria that are compatible with LICO.
2. **Residential Hydro Customer** – Participants in the program must have a **BC Hydro residential rate** account. **Exception:** Non-profit housing providers that operate a residential building with a commercial bulk meter also qualify. Other types of commercial accounts do not qualify.

### Process Overview – Bulk Distribution/Direct Install

Bulk Distribution (with or without direct install funding) is available for not-for-profit housing providers that manage their own stock of housing. The Organization distributes a bulk order of ESKs to its tenants on BC hydro's behalf. Eligible participants are screened in advance by BC Hydro. The Organization collects simple program application forms for each tenant. If the organization wishes to request funding to install the ESKs in tenant suites, a contract is signed with the Organization and an installation report is required.

#### Bulk Distribution – General

- a. Housing Provider or community organization completes the Bulk ESK Application Form and signs the Bulk ESK Agreement (including privacy protection schedule). The organization provides a list of addresses for the housing units to which it wishes to distribute the ESKs.
- b. BC Hydro reviews the application and determines if the project is qualified for ESK Bulk.

- c. If successful, BC Hydro notifies the organization, sends the project package, and arranges for a bulk delivery of ESKs to the Housing Provider. BC Hydro may require that tenant consent forms are completed and returned before approving the kit delivery.
- d. The Housing organization distributes the kits to eligible tenants. (If not previously completed) each tenant signs the simplified consent form.
- e. The Housing organization submits the completed application forms to BC Hydro for processing

**Direct Install – The direct install process is the same as the bulk distribution process with following differences.**

- A contract will be signed with the Housing Provider outlining the funding agreement and general terms for the direct install project. **This contract takes the place of the Bulk Distribution Agreement.**
- BC Hydro provides training to the Housing Provider/installers regarding the program, products, and administrative requirements. **Training is dependant on the availability of BC Hydro staff resources and may be provided by Key Account managers, Power Smart Ops Staff, or Power Smart Specialists.**
- The Housing Provider records which products are installed and submits a report to BC Hydro.
- The Housing Provider invoices BC Hydro for the work once it is complete according to the terms of the contract.

### **Partners and other funders**

BC Hydro is currently the main program sponsor and funder.

### **Responsibilities of the Housing Provider**

Housing Providers will coordinate ESK bulk projects with their tenants. This might include notifying tenants, holding a community meeting, hiring an installer, and helping set-up appointment schedules.

### **How to apply**

Reply to this offer to request an Application Form. Once completed, please send it to

**BC Hydro Residential Operations, PO Box 8910 STN Terminal, Vancouver, BC, V6B 9Z9**

### **Other Options and Programs for Low Income Households**

If you are not able to participate in a bulk ESK distribution project, two other options may be of interest:

1. BC Hydro can provide program information for you to distribute to your tenants (in this case the tenants apply for the program through BC Hydro's call centre, or
2. If you are located in the Lower Mainland, BC Hydro may be able to arrange to distribute the kits directly to tenants during an event at your site.

In addition to the Energy Saving Kit program, some housing providers may be eligible for BC Hydro's Energy Conservation Assistance Program (ECAP), which provides low-income residential customers with a free energy efficiency evaluation, energy education and free installation of basic and extended energy conservation measures.

### **For more information**

If you have questions about the ESK Bulk Distribution Program for Housing Providers or other programs for low income households, please contact Carly Fryer, Power Smart Residential Department, phone: 604-453-6230 or e-mail: [Carly.Fryer@bchydro.com](mailto:Carly.Fryer@bchydro.com). For general information about the ESK Program please visit our website at [http://www.bchydro.com/powersmart/residential/energy\\_conservation.html](http://www.bchydro.com/powersmart/residential/energy_conservation.html)