



HOME INSULATION REBATE APPLICATION FORMS

ELECTRIC, NATURAL GAS,
GEOTHERMAL, PROPANE, FUEL OIL
AND WOOD HEATED HOMES

AVAILABLE IN ACCESSIBLE FORMATS UPON REQUEST.



Procedure for processing the Home Insulation Rebate Application

1. This Application is to be completed by a Contractor or Retailer registered with the program along with the Owner. The Contractor/Retailer must submit the Application to Efficiency Manitoba and receive approval before any work is started including the removal of existing insulation or purchase of materials.
2. An application number will be issued by Efficiency Manitoba to the registered Contractor/Retailer once approved.

Part I. Obtaining approval

1. Ensure the work qualifies for the Home Insulation Rebate in accordance with the Calculation Schedule and Program Terms and Conditions.
2. Verify that the Customer:
 - a) Owns the property.
 - b) Has not started any work including having purchased materials or removed any existing insulation.
 - c) Has the information required to complete the form.
3. Review and complete the Rebate Application and Calculation Schedule with the Owner(s), and ensure both forms have been properly completed. The Owner(s) must sign the Owner Statement on the Rebate Application.
4. Email or fax the completed forms to Efficiency Manitoba to receive project approval. Prior to issuing approval, Efficiency Manitoba will indicate if a pre-installation verification is required. If required, the Owner will be contacted by an Efficiency Manitoba representative to schedule an appointment. Work cannot commence on the project until the pre-installation verification has been completed.
5. An approval or decline will be issued by Efficiency Manitoba using the registered Contractor's or Retailer's preferred communication method of email or fax.
6. The Contractor/Retailer will advise the Customer of the approval or decline.
7. If the project is approved, the Owner or Contractor can now install the insulation materials. Be sure to:
 - a) Obtain any building and/or electrical permits, if required.
 - b) Ensure that the work meets the requirements of the program, Manitoba Building Code, all applicable bylaws, and is acceptable to inspection authorities.
 - c) Select the materials and complete the work within 12 months of the date of issuance of Application approval from Efficiency Manitoba.

Part II. Obtaining rebate

1. Once all insulation is installed, the Owner and registered Contractor/Retailer must then complete, sign and date the Completion Declaration.
2. Submit the following documents by email, fax or mail to Efficiency Manitoba within 30 days after the completion of an approved insulation project and within 12 months of the date of approval:
 - a) Completion Declaration
 - b) All paid receipt(s) and detailed invoicing for insulation materials installed. Any materials returned or discounted must be noted on the invoice and those amounts must be removed from the total material cost.

Send documents to:

Email homeinsulation@efficiencyMB.ca
Fax **1-844-364-0080**

Efficiency Manitoba
Home Insulation Rebate
PO Box 247 STN MAIN
Winnipeg MB R3C 2G9

Call **1-204-944-8181**
Toll Free **1-844-944-8181**
efficiencyMB.ca/homeinsulation

Instructions: The Rebate Application and Calculation Schedule must be completed and submitted by a registered Contractor or Retailer to Efficiency Manitoba for approval prior to purchasing materials and/or starting any work (including the removal or installation of insulation). If approved, you will be notified by Efficiency Manitoba at which point the work can start. Once the insulation measures have been installed, complete and sign the Completion Declaration. **Submit the Home Insulation Rebate Application, Calculation Schedule, Completion Declaration, and insulation receipts/invoices through email or mail.**

Email: homeinsulation@efficiencyMB.ca

Mail: **Efficiency Manitoba, Home Insulation Rebate, PO Box 247 STN MAIN, Winnipeg MB R3C 2G9**

Registered Contractor/Retailer name	Retailer location	Phone number
-------------------------------------	-------------------	--------------

Owner information

Owner name(s) (the "Owner")		Manitoba Hydro account number (installation address)
Primary phone number	Work or daytime phone number	Email
Installation physical address (the "Residence")	City/Town	Province
	Postal Code	Residence is: Primary residence Rental

Residence information

Type of residence (check one only)				Size of residence	
Single detached	Multi-residential	Residential/Commerical combined	Mobile home	sq. ft.	
Year of construction	Number of storeys	Home heating type	Heating efficiency (Gas):		Central air conditioning?
		Electric Gas Propane	High efficiency	Medium efficiency	Yes No
		Fuel oil Wood Geothermal	Standard efficiency		
Home heating system					
Furnace	Baseboard	Boiler	Ground source heat pump	Air source heat pump	
Have you completed a pre-retrofit EnerGuide evaluation through the Federal Greener Homes program?					
Yes No					

Owner statement *(Read the Terms and Conditions before signing)*

I, the Owner, have read and understood this Rebate Application, the Agreement and the Program Eligibility Criteria set out in Appendix A to this Application and I agree to the Terms and Conditions set out therein. I confirm to Efficiency Manitoba that I have fully and accurately completed this Application and warrant that I fully qualify and have complied with such Terms and Conditions. I understand that this Application is conditional on approval by Efficiency Manitoba in its discretion. I also understand this rebate amount is an **estimate** only and that this Application must be **approved** by Efficiency Manitoba **before** ordering/purchasing materials or starting work on the project including removing any existing insulation.

Signed by (Owner)	yyyy mm dd
-------------------	------------

Voluntary self-declaration (optional)

Do you self-identify as a Canadian Indigenous person (person of North American Aboriginal Ancestry including First Nations (status or non-status), Inuit, or Metis)?			
Yes	No	Prefer not to say	
If yes, are you:			
First Nations (status)	First Nations (non-status)	Inuit	Metis Prefer not to say

This personal information is being collected under the authority of Program Activity and The Efficiency Manitoba Act. The purpose is to rebate electric and/or natural gas customers for upgrading insulation in their homes, review and update customer account information and acquire specific related upgrade information to calculate energy savings resulting from the program. Other uses and disclosures may be to participating contractors, electronic system for program tracking, Public Utilities Board for statistical reporting, external auditors as part of a sample audit, government entities for reporting purposes and Efficiency Manitoba officials on a "need to know" basis. It is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact Efficiency Manitoba at energyteam@efficiencyMB.ca.

A post verification of the materials purchased and installed may be required prior to payment of the rebate. Owner and Registered Contractor/Retailer must complete this form after the insulation is fully installed and materials are purchased by Owner.

Cheque Payment Information

Payee name			
Mailing address	City/Town	Province	Postal Code
Project completion date:	yyyy	mm	dd

Owner statement

I, the Owner, declare that the insulation noted on the Calculation Schedule of this Application form for which a rebate is being applied for, has been fully installed to the levels required by Efficiency Manitoba to qualify for a rebate. I declare that all Terms and Conditions of the agreement set forth by Efficiency Manitoba have been, and will be, complied with. I declare that I have paid the total material costs in full and any materials refunded or discounted have been identified and included with my receipts/invoices and removed from the total material costs.

Signed by (Owner)	yyyy mm dd
Print name	

Registered Contractor/Retailer representative statement

I, the registered Contractor/Retailer on this Application form, have supplied and/or installed the insulation for the residence on the Application form as outlined in the Calculation Schedule according to the levels required on the Calculation Schedule by Efficiency Manitoba, and as outlined in the Home Insulation Rebate Guide. I declare that the invoice provided for this Application is the invoice given to the Owner and the amount(s) on the invoice has been paid in full by the Owner.

Signed by (Contractor/Retailer)	yyyy mm dd
Print name	

1. How did you hear about this program? (check all that apply)		
Efficiency Manitoba Sales Rep	Efficiency Manitoba website	Website advertisement
Contractor/Installer	Manitoba Hydro website	Print advertisement
Designer/ Architect Engineer	Social Media	Presentation
Word of mouth	Brochure/print materials	Trade show event
Comments		

Agreement

Efficiency Manitoba (“EM”) offers a “Rebate(s)” to an eligible homeowner (the “Customer”) of an eligible residential property (the “Residence”) who purchases and installs insulation materials (the “Products”) that qualify under the Home Insulation Rebate Program (the “Program”) Terms and Conditions set out below and as set out in Appendix A – Program Eligibility Criteria, which forms part of this Agreement.

The Home Insulation Rebate Program Application (the “Application”) is conditional on APPROVAL by Efficiency Manitoba under the Program and forms a binding agreement on the Customer. All information provided by the Customer must be true and correct as at the application date. This Application must be APPROVED BY EFFICIENCY MANITOBA BEFORE the Products can be purchased or any work can begin on the project including removal of existing insulation, drywall, stucco or other materials. All Rebate amounts are estimates and will be finalized based on the Customer meeting all Terms and Conditions of the Program and a review of all application materials including final paperwork, invoicing, and any final inspections. Rebate amounts cannot exceed the cost of the insulation materials required to meet program requirements. The Rebate will be calculated in accordance with the Program’s Rebate calculations set out in the Program Guide, which may be amended by EM in its discretion. See efficiencyMB.ca/homeinsulation for current rebate offers.

1.0 Tax implication

1.1 EM is not be responsible for any tax liability imposed on the Customer as a result of any payment of the Rebate.

2.0 Warranties and agreements

- 2.1 The Customer warrants that all Products fully qualify and comply with Appendix A - Program Eligibility Criteria.
- 2.2 The Customer warrants that all information contained in the Application is true and correct. The Customer undertakes to advise EM immediately should there be any change to information, including ownership of the property, contained in the Application form during the Customer’s participation in the Program. Changes to information contained in the Application may affect eligibility under the Program and Rebate amounts.
- 2.3 The Customer warrants and agrees that: i) they have read Appendix A - Program Eligibility Criteria for this Program and the Customer and the project fully qualifies to participate in the Program; ii) the Application and all matters and materials relating thereto (including, without limitation, all insulation materials installed by the Customer) fully qualify and comply with the Program Eligibility Criteria; and iii) they have the full authority to provide to EM the Application and all information and documents in relation to this Agreement and that all information and documents are and shall be correct, current, and complete.
- 2.4 EM reserves the right to conduct a pre-installation and post-installation verification of the Residence and Products to determine whether approval may be granted and/or whether any Rebate will be issued for a period up to 12 months after installation and receipt of all final paperwork by EM. The Customer agrees that pre-installation verification may include accessing insulation through the attic hatch when applying for attic or wall drilling to verify starting wall cavity R-values in each applicable wall when applying for wall cavity eligible Products.
- 2.5 The Customer agrees to the Terms and Conditions of this Agreement and shall comply with same, together with all Program requirements, unless specifically waived by EM in writing. If the Customer fails to comply with this Agreement or any other requirement of EM made pursuant these Terms and Conditions, including without limitation if the Customer ceases to be the Manitoba Hydro (“MH”) account holder for the residence specified on the Application, then upon notice from EM, any Rebate then-unpaid to the Customer shall be cancelled and any Rebates paid to a Customer who was in violation of this Agreement as at the payment date of the Rebate shall immediately repay the Rebate to EM.
- 2.6 EM decisions relating to the Customer, Application, the Product eligibility, energy savings of the Products, the Rebate amounts, or other issues relating to the Program will be final and binding on all parties and not subject to appeal.
- 2.7 EM reserves the right to change or terminate the Program at any time in its discretion without notice. In-process applications may be subject to cancellation should the Program be terminated. Rebate amounts are subject to change without notice and are not confirmed until the time of issuance.
- 2.8 EM reserves the right to limit the number of Program participants in its discretion, including where a Customer or Product would otherwise qualify under the Program.
- 2.9 This Application may be executed in any number of counterparts, including counterparts signed by fax, emailed scan-copy or, by electronic signature when submitted through an EM Customer user account. Where signed in counterparts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument. A photocopied and/or fax copy of this Agreement bearing the signature of each party or an electronic copy of this Agreement having been agreed to electronically through an EM Customer user account and approved by EM shall be deemed an original execution version of this Agreement. The Customer is responsible for all activity through the EM Customer user account.
- 2.10 This Agreement shall be governed by and construed in accordance with the laws of Manitoba and the applicable laws of Canada without regard to Manitoba or federal Canadian law governing conflicts of law, even if one or more of the parties to this Agreement is resident of or domiciled in any other province or country. The parties hereby irrevocably attorn to the exclusive jurisdiction of the Court of King’s Bench of Manitoba, Winnipeg Centre.

3.0 Installation requirements

The Customer shall ensure that:

- 3.1 The Products must meet the requirements set forth in the Appendix A - Program Eligibility Criteria and be acceptable to the inspection authorities having jurisdiction.
- 3.2 The Products must be installed and operational in the Residence as specified on this Application within 12 months of the date EM has given the approval for work to proceed.
- 3.3 The Residence and areas being insulated (attic, walls, foundation) are accessible for any pre-installation and post-installation verifications; the Customer is in attendance for any verifications; and a minimum of 24 hours notice is provided to EM as required to reschedule any verification appointments.

4.0 Approvals and supporting documentation

- 4.1 EM's approval for Rebates under this Program relates to the Customer's Program participation only and should not be interpreted to constitute consents, permits or other approvals required for necessary installation or construction associated with Program participation. The Customer shall obtain all necessary consents, permits, certificates and other such approvals required by applicable laws, building codes and standards to carry out the purchasing, installation, constructions, or use of Products under the Program.
- 4.2 EM reserves the right to, at any time, request and verify that the Products have been installed in accordance with this Agreement, including without limitation by way of the Customer supplying EM with proof of purchase of materials, permits or other documentation acceptable to EM. The Customer shall, as necessary, provide consents and authorizations, including without limitation, to its Contractor/Installer and Vendor or otherwise as necessary to provide for direct communication with EM for these purposes.
- 4.3 The issuing of an Application approval in no way binds EM to grant or pay a Rebate where the rebate Terms and Conditions have not been met, or information in an Application is determined by EM to be inaccurate or incorrect.
- 4.4 The Customer agrees to keep copies of all paperwork, supporting documents, and invoices/receipts required for Rebate eligibility for 24 months from the date of approval. Any documents submitted to EM are the property of EM and will not be returned unless done so at the discretion of EM.
- 4.5 Within 30 days after the completion of an approved insulation project and no later than 12 months after the approval date, the Application must be completed in full and received by EM accompanied with all required supporting paid invoices and receipts for Products for which the Customer is claiming a rebate, all in accordance with the program Terms and Conditions. The Customer's supporting documentation must show the following:
 - 4.5.1 The Registered Contractor supporting invoices including: name and address of the EM registered Contractor; invoice date; Customer name (which must match the name on the Customer's Manitoba Hydro account), address where project work was performed; description of work including area insulated (e.g. attic, wall cavity, basement, etc.), square feet insulated, R-value added, final R-value, number of units and unit cost for each material type, insulation material costs separate from labour, description of eligible insulation materials installed including product manufacturer, type of insulation, size, number of bags or sheets or inches of insulation installed and; total price separate from taxes; date of purchase; proof of full payment; description of any discounts applied or materials returned and revised price.
 - 4.5.2 The Registered Retailer supporting invoices including: Customer name, address where project work was performed; Retailer or building supplier name and address; description of eligible insulation materials installed including product manufacturer, type of insulation, size, number of bags or sheets or inches of insulation installed; total price separate from taxes; date of purchase; proof of full payment; description of any discounts applied or materials returned and revised price.

5.0 Liability

- 5.1 EM will have no right, title or interest in the Products or Residence by virtue of the Customer's participation in the Program or the payment of any Rebate hereunder.
- 5.2 EM, not being the designer, manufacturer, nor installer of the Products, nor a designer, builder, or developer of buildings, makes no representation or warranty, express or implied, as to the fitness, safety, quality of design practices or capability of the Products or its installation, workmanship, or use, nor warrants that the Products will satisfy the requirements of any law, rule, code, specification, or contract.
- 5.3 The Customer hereby indemnifies and saves harmless EM, its directors, officers, agents, and employees from all damages, expenses, and costs for injury or death of any person, damage to or destruction of property, and all economic loss suffered by any person caused by installation or use of the Products.
- 5.4 The Customer assumes all risk and responsibility for selection, purchase, installation and use of any Products and any construction associated therewith, as well as any damages, injury, or costs that may result from the installation or use of the Products.
- 5.5 EM does not endorse any consultant, manufacturer, product, system, design, contractor, supplier, retailer, designer, developer, builder, tool, system, design, or installer in promoting this Program.
- 5.6 The Customer acknowledges and agrees that they are solely responsible for the disposal of all hazardous materials (including, without limitation, asbestos) that may be contained in the Products, and that they shall do so strictly in accordance with all applicable laws, government regulations and requirements, and agrees that EM has no responsibility or liability with respect to any such disposal.

Appendix A – Program Eligibility Criteria

To qualify under the Program, the following Program Eligibility Criteria must be met:

General eligibility

- (a) The Customer must be the owner of the Residence to receive a Rebate under the Program.
- (b) the Residence must be occupied by the Customer or their tenant 12 months per year;
- (c) The Customer must apply through an EM registered supplier ("Registered Contractor" or "Registered Retailer") and must purchase the Products through the same Registered Contractor or Registered Retailer;
- (d) The Customer must be a MH customer eligible for MH residential service electricity rates and MH residential service natural gas rates. Unheated buildings will not qualify for Rebates under the Program;
- (e) The Products shall be used by the Customer in a residential (excluding multi-unit residential) capacity only and in accordance with Application and this Agreement;
- (f) The Residence must be built prior to 1999 unless otherwise agreed to by EM in writing, a detached or semi-detached home on its original foundation, or a mobile/modular home on permanent foundation with a permanent water supply and be intended for human habitation;
- (g) The Residence must not be a seasonal residence (this includes cottage conversions), vacation rental, an unoccupied home, under construction or renovation, a home relocated to new foundation, an attached garage, an outbuilding, porches, veranda, sunroom, barn, mobile home skirting, or any unheated space(s) within a residence (this includes conversions of unheated spaces into heated spaces);
- (h) Rebates under the Program are for renovation projects only; Rebates are not available for projects in-progress or already completed prior to approval of a Customer's application;
- (i) Products which have received financial assistance under any other federal, provincial or MH or EM energy conservation program are not eligible for this Program, unless otherwise agreed to by EM in writing. Customer shall make full disclosure of same as part of the Application and shall provide further information and/or documentation to EM upon request for consideration by EM;
- (j) EM must be notified in writing of any changes to the insulation upgrade or Residence ownership that affects the original application. Changes to the information after application submission and Program approval may result in the Customer being deemed ineligible for a Rebate and the application being cancelled as determined by EM; and
- (k) A Registered Contractor or Registered Retailer cannot apply or receive a Rebate for a Residence in which they have ownership of.

Insulation upgrade eligibility

- (l) Only one Application per insulation measure area (i.e. attic, walls, foundation) per Residence will be accepted;
- (m) All Rebates are limited to not more than the Product cost paid for by the Customer, including taxes;
- (n) The insulation project(s) scope of work must include the minimum area as specified on the Calculation Schedule of this Application;
- (o) Products must be installed to the insulation levels specified on the Calculation Schedule of this Application to qualify for a Rebate;
- (p) All insulation materials must be new and purchased in Canada and have thermal properties (verified R-value) provided in accordance with current recognized Canadian standards prepared by a certified third-party such as the Canadian Construction Materials Centre (CCMC), Intertek Code Compliance Research Reports (CCRRs), or R&D Services Product Listings. If reports are provided by other third-party agencies, they must be reviewed by EM to determine eligibility. All insulation materials which include blowing agents will be evaluated based on Long Term Thermal Resistance (LTTR). Properties provided in these reports will form the basis of calculations for Rebates.

Material	(R/inch)
Batt or blanket type insulation	
Glass fibre <ul style="list-style-type: none"> Composed of long fibres of spun glass loosely woven together and bonded with resin. 	(3.4)
Rock (stone) wool <ul style="list-style-type: none"> Made from natural rock which is melted, made into fibres and bonded. 	(3.8)
Loose fill insulation	
Cellulose fibre <ul style="list-style-type: none"> Manufactured from finely shredded newsprint with chemicals mixed in to resist fire and fungal growth. 	(3.6)
Glass fibre <ul style="list-style-type: none"> Similar material to glass fibre batts but chopped up for blowing purposes. 	(2.9)
Vermiculite <ul style="list-style-type: none"> Mica material that has been expanded by a high temperature steam process; Light brown/grey/gold in colour and is a pebble-like material ranging in size from 2 to 10 millimeters in diameter; Vermiculite installed prior to 1990 is likely to contain asbestos. <p>Note: Existing vermiculite should be handled with care*. *For more details on vermiculite insulation, check out the Safe Manitoba bulletin available from Manitoba Workplace Safety and Health or online at safemanitoba.com/Resources/Pages/bulletin-245.aspx</p>	(2.3)
Wood shavings <ul style="list-style-type: none"> By-product of wood industries, shavings are often mixed with lime and other chemicals. 	(2.5)
Rigid board insulation	
Expanded polystyrene ("beadboard") Type 1 & 2 <ul style="list-style-type: none"> Produced by a process that results in beads containing air, bonded together into rigid, foam plastic boards. 	Low density (3.6) High density (4.0)
Extruded polystyrene Type 3 & 4 <ul style="list-style-type: none"> A foam plastic board composed of fine, closed cells containing a mixture of air and refrigerant gases (fluorocarbons). 	(5.0)
Polyisocyanurate boards 4.2 (6.0) <ul style="list-style-type: none"> A foam plastic board with primarily closed cells filled with refrigerant gases (fluorocarbons). Usually foil-faced on both sides to strengthen the board and retain the gases which give it a high RSI-value. 	(6.0)
Spray/blow in place insulation	
Spray polyurethane foam <ul style="list-style-type: none"> A semi-flexible plastic foam manufactured on site using two liquid components; Liquids are pumped through a hose and sprayed in place where they cure through a chemical reaction. 	Low density (3.7) Medium density (6.0)
Cellulose <ul style="list-style-type: none"> Made from paper or paper board stock with chemical additives for fire and fungal resistance; Sprayed with water into a cavity to form a cohesive mat. 	(3.8)
Glass fibre <ul style="list-style-type: none"> Loose, glass fibre insulation, incorporating a water-activated adhesive; The dry insulation is misted with water and installed using a blowing machine. 	(3.9)

To learn more, visit efficiencyMB.ca/homeinsulation

Available in accessible formats upon request.