



Manufactured Home Communities Electrical Capacity Assessment Grant Guidelines

1. About the Manufactured Home Communities Electrical Capacity Assessment Grant

What is the Manufactured Home Communities Electrical Capacity Assessment Grant?

The City of Nanaimo is offering a new grant to provide **fully subsidized** electrical infrastructure capacity assessments for up to three manufactured home communities, valued at \$4,000 - \$8,000.

Why apply?

Many manufactured home communities are looking to better understand their electrical system to navigate to homeowner requests to install heat pumps and other electrical items.

This **free** capacity assessment will provide information on the **current state**, assess **if upgrades are needed**, and provide estimated **costs** and potential **solutions**. The information is **tailored to your community** because it will be based on a site visit, included in the grant, from an electrical engineering firm. Participating communities are under no obligation to complete any of the recommended upgrades.

Who can apply?

Manufactured home community (park) **owners and authorized agents** (e.g., managers) in the City of Nanaimo. Additional eligibility information is below.

How do I apply?

Complete and submit the application form by email, by mail, or in-person. The application form is found online: <https://www.nanaimo.ca/your-government/projects/manufactured-home-park-energy-efficiency-and-emission-reduction-strategy>

When are applications due?

Applications are due **Wednesday, October 29th at 4:00 pm**

How do I learn more?

You are invited to join the **application information session** on **Tuesday, October 21st** from **10:00 to 11:00 am** using an online video call platform: **Zoom**.

This session is for manufactured home community **owners and managers** to provide a walkthrough of the application and an opportunity for potential applicants to ask questions.

Registration is required: email your name and interest to sustainability@nanaimo.ca.

If you are unable to attend the information session, please visit the project website (<https://www.nanaimo.ca/your-government/projects/manufactured-home-park-energy-efficiency-and-emission-reduction-strategy>), email us at sustainability@nanaimo.ca or phone 250-754-4251 and ask the Sustainability department to learn more.

1.1 Why is the City Offering this Grant?

The City recognizes that more information is needed on manufactured home community electrical infrastructure. The City of Nanaimo is working with manufactured home communities to help improve energy affordability and meet the City's climate targets, in alignment with [City Plan: Nanaimo Reimagined](#). Supporting residents in making the switch to low carbon and energy efficient heating equipment is a key component of the City's climate strategy. The purpose of this grant program is to:

- Understand the **current state** of electrical infrastructure in manufactured home communities.
- Understand the **need and cost** of electrical infrastructure upgrades.
- Provide manufactured home communities with **information and tools** to navigate electrical infrastructure questions.

The City worked with the Regional District of Nanaimo to engage with manufactured home communities and develop **an educational guide** on energy-efficient upgrades for homeowners and for community owners and managers.

You can find the **Energy-Efficient Upgrades in Manufactured Homes** guide:

- **Online** via [this link](#).
- Via the City of Nanaimo Green Manufactured Home Parks **webpage**: <https://www.nanaimo.ca/green-initiatives/climate-action/green-buildings/green-manufactured-homes>
- **By requesting a print copy:** email sustainability@nanaimo.ca or phone 250-755-4251 and ask for Sustainability.

2. What Is Included in the Electrical Capacity Assessments ?

Selected applicants will receive a **free electrical capacity assessment** for the manufactured home community. This work will be completed by Prism Engineering (Prism).

Eligible activities

- An electrical capacity assessment completed by Prism, including:
 - One on-site community (park) visit including travel,
 - Identification and documentation of community electrical infrastructure,
 - Analysis of historical electricity consumption to understand usage patterns,
 - Estimation future load (from heat pumps, EVs, etc.) to see if there is available capacity, and
 - Exploration potential solutions, including identifying upgrades and load management strategies.
- A brief **Solutions Report** summarizing the findings from the capacity assessment.

Ineligible activities

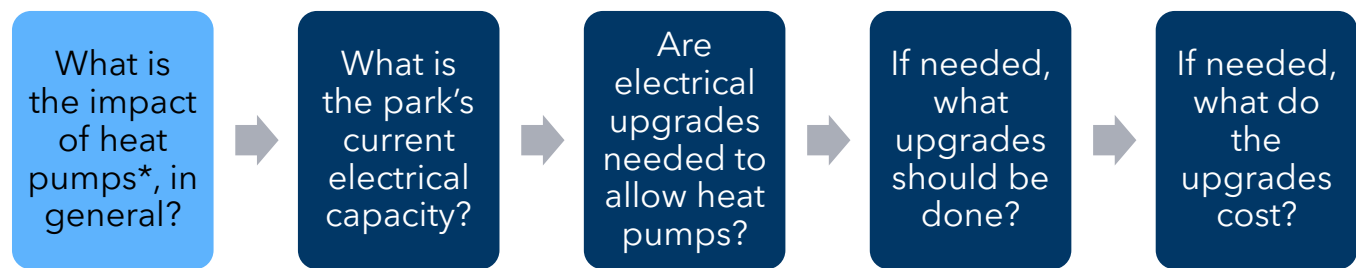
- Printing of large-scale drawings.
- Detailed design for implementation.
- Follow-up work, assessments or upgrades.

The site visit and capacity assessment work is expected to take place between November 2025 and January 2026.

2.1 How Can I Use the Information from a Capacity Assessment?

Manufactured home community owners may face many questions as residents look to complete heat pumps or other electrical upgrades. The following figure outlines the kinds of questions that can be addressed by a capacity assessment.

Questions Owners and Managers May Face:



Addressed in Educational Guide	The Capacity Assessment Grant can help owners & managers answer these questions.
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** Heat pumps are noted, but questions may arise for other electrical upgrades, like EV charging.*

This grant does not address who should pay for these upgrades nor cover upgrade costs. The important question of ‘who pays?’ can be better addressed once this grant program provides more

information on the need and cost of upgrades. The City will be using the information from this grant to explore solutions.

3. Application Eligibility

The capacity assessment grant is for manufactured home communities in the City of Nanaimo.

Community Eligibility

To be eligible for the grant, manufactured home community must:

- Be located entirely within the municipal boundaries of the City of Nanaimo.
- Have property tax status in good standing with the City of Nanaimo.
- Have a minimum of six manufactured homes in the community.

Applicant Participation

In addition, the applicant must:

- Be the community owner on title or authorized agent (e.g., manager).
- Commit to having the owner or manager be available for a minimum of 10 hours between November 2025 and January 2026 to work with City and Prism on the capacity assessment.
- Provide community access, information, and guidance to Prism, particularly electrical infrastructure.
- Request historical electrical load data from BC Hydro and share data with the City and Prism.
- Agree that the City will be the owner of the capacity assessment Solutions Report. The applicant and the City will have full access data, findings and reporting from the capacity assessment. The City will use this information its own discretion while maintaining privacy in accordance with the Freedom of Information and Protection of Privacy Act.

Requesting Historical Electrical Load Data from BC Hydro

The applicant must submit the data request to BC Hydro to apply for the capacity assessment grant. You must submit the request by completing the form on **this BC Hydro website:** <https://app.bchydro.com/accounts-billing/rates-energy-use/access-load-data/request.html>

Please request **12 months** of data. Please indicate in the 'Reason for the request' text box that you are the owner or manager of a manufactured home community. A screenshot of the form with suggested selections is included in the Appendix A of this document.

Please note that only the request is needed for the grant application, you do **not** need to receive the data to submit the grant application. If this is a barrier, please contact the Sustainability dept. This data is aggregated based on the BC Hydro service. It does not provide data for individual manufactured homes.

4. Application Review, Grant Awarding and Terms

4.1 Application Review

Applications will be reviewed by a committee of City of Nanaimo. Complete applications will be scored based on eligibility criteria.

The three applications that receive the three highest scores will be awarded the grant.

4.1.1 Eligibility Criteria

The **first stage is comprised of mandatory criteria** to confirm the eligibility of the community and the applicant (see Section 3). The **second stage are scored criteria for applications that pass the first stage**. These categories are outlined in the following table:

Table 1 Grant Evaluation Scoring Categories

Category	Description	Scoring Approach	Points Available
Electrical capacity assessment need	To assess a) the age of the current electrical infrastructure and b) the current and potential demands on it. The age of the infrastructure assumes that older infrastructure is more likely to require upgrades. In addition, owner/manager efforts to acquire capacity assessment or electrical upgrade information and/or a high number of resident requests for heat pumps or other electrification are indicators of current and potential future demand.	Higher scores for communities (parks) that have a demonstrated need for capacity assessment information.	10
Impact on GHG emission reduction	To assess the potential emission reduction from converting homes from fossil fuels to low carbon heating.	Higher scores for communities with a higher proportion of fossil fuel heating (oil and natural gas). Oil heated homes will be prioritized given the high energy bill costs and potential insurance risk (i.e., higher cost or limited insurance options for oil-heated homes).	10
Priority populations for equitable energy access	To assess whether the capacity assessment grant would serve a community (park) with residents who are vulnerable to either climate impacts (i.e., elderly residents during heat waves) or energy poverty (i.e., residents on a fixed or low-income).	Higher scores for communities with priority populations. A capacity assessment grant would allow the park to be one step closer to broadly allowing heat pumps for residents, which can reduce energy costs and provide air conditioning.	10
Variety of communities	This non-scoring category is to assess if the combination of three selected communities (parks) represents different profiles. The City is looking to understand whether upgrades are needed and if so, what are the costs. By having a variety, the City will understand electrical capacity needs in different community types, rather than one profile. The scoring committee will consider a including a variety of profiles, considering number of pads, year built, heating use, geographies, etc.		

4.2 Awarding

The City will award up to three (3) grants to manufactured home communities in November.

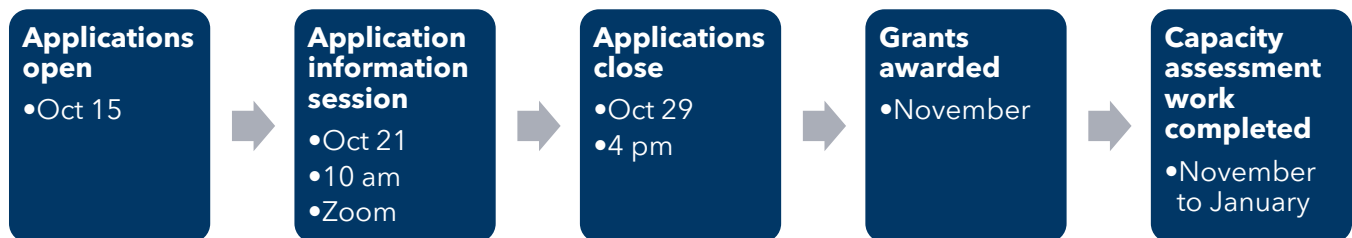
All applicants will receive an email notification by November 30, 2025.

The City of Nanaimo will cover the cost of the capacity assessment. There is **no cost to the manufactured home community** for participation in the grant. grant funding will be processed by the City with direct payment to Prism Engineering.

4.3 Agreement Terms

The selected applicants will need to sign a letter of agreement with the City before the capacity assessment work can begin.

5. Grant Timeline Overview



6. Contact Information

For any program or application **questions** or for **accommodation** to enable participation in the grant application (e.g., printed versions), please:

- Email sustainability@nanaimo.ca, or
- Phone 250-754-4251 and ask for David Stewart in the Sustainability department.

For more information on this project, please visit the City's project website:

<https://www.nanaimo.ca/your-government/projects/manufactured-home-park-energy-efficiency-and-emission-reduction-strategy>

7. Appendix A: BC Hydro Data Request Example

As outlined in the Application Eligibility Section, applicants must request historical electrical load data from BC Hydro. You must submit the request by completing the form on **this BC Hydro website**: <https://app.bchydro.com/accounts-billing/rates-energy-use/access-load-data/request.html>

If you are not sure how to complete the form, you use the selections and example text filled in this screenshot of the online form:

Building type
(page 1 of 4)

What type of building do you need the peak load data for? *

☐ An individual residential or commercial metered

☒ Multiple units in a residential building

☐ Multiple units in a mixed-use building (residential and commercial)

☐ Multiple meters in a commercial building

Do you require peak load data for: *

☒ Residential only

☐ Residential and commercial

Are you making this request to adhere to the *Strata Act* to obtain an electrical planning report? *

☐ Yes

☒ No

Reason for the request *

I am an [owner/manager] of a manufactured home community: [manufactured home community name]. I am submitting this request to apply for the City of Nanaimo's manufactured home capacity assessment grant application.