

## Project Completion Report

The Project Completion Report is the final document that must be submitted to access funding from the City of Toronto's High-rise Retrofit Improvement Support (Hi-RIS) program (the "Program"). In order to approve the Final Disbursement of the Funding Amount provided under the Property Owner Agreement ("POA"), the City requires the Property Owner(s) to complete this report, provide the requested signatures and submit the documentation requested herein. This report must be submitted within 14 days of the Completion Date stated in the POA, or as that date may have been extended pursuant to the POA.

Additional information about the Program can be found on the City's website at [www.toronto.ca/hi-ris](http://www.toronto.ca/hi-ris). Any questions you may have regarding this form or the Program can be directed to [tower@toronto.ca](mailto:tower@toronto.ca) or 416-392-9688.

Hi-RIS Project ID Number: <i>Please specify the number provided in the Notice to Proceed letter</i>			-			-				
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<b>A – FINAL PROJECT SCHEDULE</b>	
Start Date for the Actual Improvement(s) (yyyy-mm-dd):	
Date of completion of the Actual Improvement(s) (yyyy-mm-dd):	

<b>B – COMPLETED PROJECT COSTS</b>	
Please specify the total final costs for the Actual Improvements that have been completed under the Program.	
Total final costs for the Actual Improvement(s):	\$ _____.
Detailed invoice(s) for Actual Improvement(s) attached (✓) :	

Copies of the detailed invoice(s) for the Actual Improvements must be received by the City with the Project Completion Report as Attachment 1 otherwise this report will be deemed incomplete and the City will not review it.

The detailed invoice(s) must include the following information:

- The full business name and business address of the Contractor(s) that completed the specified Actual Improvement(s) and the signature of the Contractor(s) with a statement confirming that the Actual Improvement(s) have been Substantially Completed; and
- Final details for each of the Actual Improvements describing the equipment (including make, model and efficiency rating) and final costs (e.g. parts, materials, installation, etc.) as described in section C.

Property Owners must identify and explain any discrepancies between the final details of the Actual Improvements and the details of the Intended Improvements stated in the Funding Request Form. In the event of such discrepancies, Property Owners may be required, at the City's sole discretion, to retain a qualified energy auditor to provide necessary revisions to the Energy Assessment Report.

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### C - SUMMARY OF COMPLETED PROJECT DETAILS

Please complete the following table to provide details about improvements that have been completed for which you are requesting funding through the Program. To be eligible for funding, the Actual Improvements must be recommended in the Energy Assessment Report.

#	Description of Actual Improvement(s)	Contractor Name	Actual Cost of the Improvement(s)	Lifetime of Improvement (years)	Recommended in the Energy Assessment report ?		Substantially Completed?
					Yes	No	
	<i>Indicate <u>ONLY</u> those improvements identified in the Energy Assessment Report that Property Owner did install. Describe each improvement. (i.e. equipment type, make/model, materials, efficiency rating).</i>	<i>Identify the Name of the Contractor that installed the improvement.</i>	<i>Indicate the Actual Cost of each improvement installed. The Actual Cost includes the costs of equipment, materials, labour and HST.</i>	<i>Specify the Lifetime (the effective useful life) of each of improvements.</i>	Indicate Yes or No.		<i>This section to be completed by City / third party after confirmation of completion and/or confirmation of receipt of an Incentive/Rebate.</i>
							<b>Completed? Initial</b>
1							Yes ( ) No ( ) _____
2							Yes ( ) No ( ) _____
3							Yes ( ) No ( ) _____
4							Yes ( ) No ( ) _____
5							Yes ( ) No ( ) _____
<b>TOTAL COST OF ACTUAL IMPROVEMENTS (\$)</b>			\$ -				

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### D – FINAL INCENTIVE DETAILS

Incentives that support energy efficiency and water conservation improvements are available from local utility companies and others. Please indicate the status of your application for all incentives for which your project is eligible and specify the dollar amount of the incentives that you have received or expect to receive. As set out in the Property Owner Agreement, the Final Disbursement will be net of any Incentive(s)/Rebates. The City will verify with Toronto Hydro and Enbridge Gas the status of the application for incentives as part of the review of the Project Completion Report.

For more information on the incentives offered by Toronto Hydro and Enbridge Gas, please see [www.toronto.ca/hi-ris](http://www.toronto.ca/hi-ris)

	I have submitted required proof of completion documentation	I have not applied for incentives in connection with the improvements	Expected Incentive Amount (\$)
	If yes, check below	If applicable, check below	Indicate the dollar amount
Toronto Hydro Incentives:			\$
Enbridge Gas Incentives:			\$
Other: (Please Specify)			\$
<b>Total Expected Incentive Amount:</b>			<b>\$ _____</b>

### E – FINAL REQUESTED FUNDING AMOUNT:

Please specify the amount of the final disbursement requested from the City. The final funding disbursement will not be processed until the Project Completion Report and related documents have been reviewed by the City and the Expected Incentive Amount has been verified by Enbridge Gas and Toronto Hydro, if applicable. As part of the process to verify the Project Completion Report, the City or a third party contracted by the City may contact the Property Owner and undertake a site visit as provided for in Section 25 of the POA. As noted in the Property Owner Agreement, the City may adjust the specified amount based on its review. The City will then notify the Property Owner of the approved final costs and the eligible final disbursement amount for the Project.

	Indicate dollar amount (\$)
a) Total Cost of the Actual Improvement(s) (must match with the Total in Section C above):	\$
b) Less: Expected Incentive Amount (from Section D):	\$
<b>Sub-total:</b>	<b>\$ _____</b>
<b>Total Final Disbursement Requested:</b>	<b>\$ _____</b>

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### PROPERTY OWNER(S) SIGNATURE(S)

I/We the undersigned Property Owner(s) hereby:

- Attest that all the information submitted as part of this document is truthful and accurate;
- Continue to give permission to the person identified as the Primary Contact in Appendix F of the POA to engage with representatives of the City on behalf of the Property Owner(s) with respect to all Program matters;
- Have read and understand the Program information provided on the Program website and understand that the Property Owner(s) will be required to: i) complete the Program application process in order to receive funding under the Program and ii) repay any funding received under the Program through payment of a special charge added to the Property's tax roll by the City; and
- Continue to consent to the participation of the Property in the Program.

	Property Owner Name (printed):	Signature of Property Owner or Authorized Representative*:	Name (First, Last) and Title of Authorized Representative:	Date:
1				
2				
3				
4				
5				

\* If the Property Owner is not a natural person (e.g. a corporation), please provide the signature of the legally authorized representative for that Property Owner in column 2 and authorized representative's the name and title in column 3.

**Please submit completed form via email, fax or mail to:**

City of Toronto - Hi-RIS Program  
Tower and Neighbourhood Revitalization Unit  
15<sup>th</sup> Floor, East Tower  
Toronto ON M5H 2N2

Fax: 416-392-4976  
email: tower@toronto.ca

Note: Fax and email may not be secure means of transmission for personal information.

The personal information on this form is collected under the authority of City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136 (c) and City Council decision PE18.4 on April 26 - 28, 2017. The information collected will be used by City Divisions to assess and determine the eligibility of applicants for the Program; and subsequently, to communicate with property owners regarding Program funding. Questions about this collection can be directed to the Program Manager, 100 Queen Street West, 15<sup>th</sup> Floor East Tower, Toronto City Hall, Toronto, Ontario, M5H 2N2 or by phone at 416-397-5257.

**High-rise Retrofit Improvement Support (Hi-RIS)  
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**Attachment 1**

**Detailed Signed Final Invoice(s) for the Actual Improvement(s)**