

Project Completion Report

The *Project Completion Report* is the final step to accessing funding from the City of Toronto's Home Energy Loan Program (HELP) (the "Program"). This report is to be provided **no later than 14 days after completing** your Post-Retrofit Home Energy Assessment by the Certified Energy Advisor.

Below is a checklist of items an Applicant must provide for the City to approve the final disbursement of funds. All documents attached to this report are incorporated into this report as if fully stated directly in this report:

✓	Information to Provide	Instructions
<input type="checkbox"/>	List of Actual Improvements	Indicate in Attachment 1 a complete and accurate list of actual improvements that were installed. Provide certification from the Registered Energy Advisor (REA) that installation of each of the improvements did occur. The REA must initial each completed improvement and sign Attachment 1 as verification of project completion.
<input type="checkbox"/>	Final Costs for each of the Actual Improvements	Provide in Attachment 1 final costing details obtained from contractor(s) invoices for the energy and water efficiency improvements installed.
<input type="checkbox"/>	Rebates/Incentives information	Confirm in Attachment 1 the applicable financial rebates and incentives that your project will receive.
<input type="checkbox"/>	Home EnerGuide label after installation of the Actual Improvements	Submit as Attachment 2 a copy of the EnerGuide label provided to you by the Energy Advisor.
<input type="checkbox"/>	Final Invoices	All contractor final invoices and receipts for each of the improvements installed must be submitted as Attachment 3.

Additional information about the Program can be found on the City's website by visiting www.toronto.ca/home-energy-loan. Any questions you may have can be directed to the HELP team by e-mailing homeenergyloan@toronto.ca or by calling 416-392-1826.

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What's Next?

Upon receipt of your *Project Completion Report*, the Program Manager will:

- Verify the results of your Post-Retrofit Home Energy Assessment
- Prepare a final costing schedule to accompany the Property Owner Agreement based on your actual project costs
- Process final disbursement of funds

Now that your project is complete, the City will levy a special charge onto your property. Notice will be provided to you before this happens. A portion of the special charge will then be added to your tax bill annually. You will begin to repay the City via eleven monthly installments per year. Since you will be automatically enrolled in the City's pre-authorized payment plan, the monthly deductions will occur automatically.

Be advised that the City collects payments via the property tax bill in the same manner, and subject to the same penalties, remedies and lien priorities, as property taxes.

How to submit the Project Completion Report

Choose one of the following methods:

Mail a hardcopy of this form to:	Complete and e-mail to:
Program Manager Home Energy Loan Program City of Toronto, Environment & Energy Division 55 John Street, 2 nd Floor Toronto, ON M5V 3C6	homeenergyloan@toronto.ca

ATTACHMENT 2 - POST-RETROFIT ENERGUIDE LABEL

[Include a copy of the EnerGuide label provided by the Energy Advisor]

LEARN ABOUT YOUR HOME'S ENERGY rating

You will receive a rating of the home's energy consumption in gigajoules

AIM TOWARDS zero

The lower the number on the new **EnerGuide** scale, the better the energy performance of your home

UNDERSTAND HOW YOU USE energy

The label breaks down energy consumed by source

COMPARE YOUR HOME'S performance

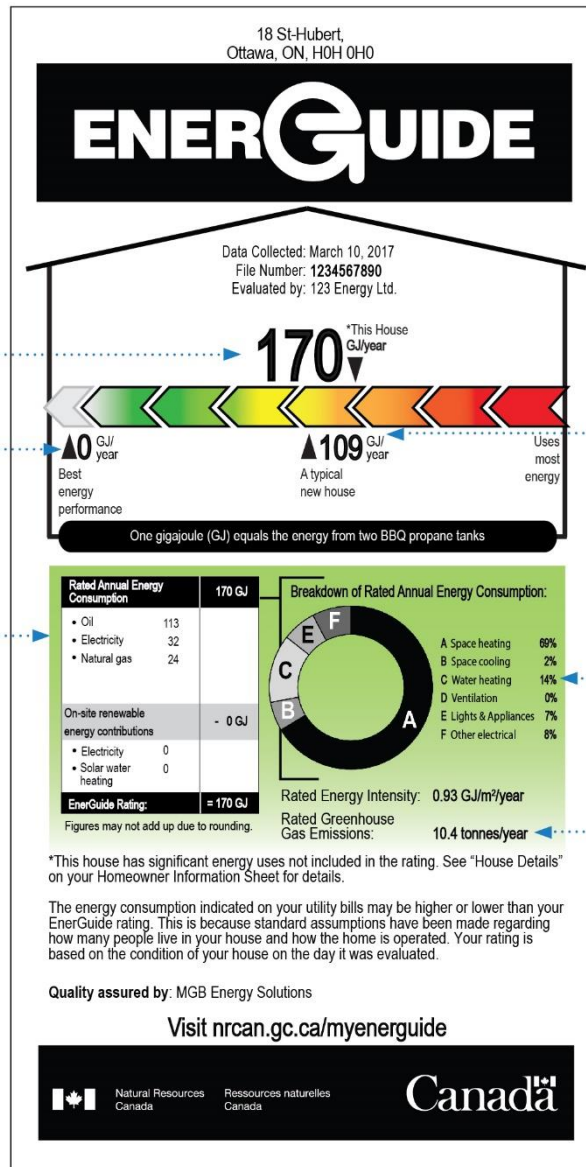
The label shows how your home's performance compares to a benchmark home

FIND OUT WHERE MOST ENERGY IS consumed

The label shows proportion of energy consumed by heating, cooling, ventilation, etc.

SEE YOUR IMPACT ON THE environment

The label shows your home's Greenhouse Gas Emissions



ATTACHMENT 3 - FINAL CONTRACTOR INVOICES & RECEIPTS