

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.

Project Completion Report

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, 2nd Floor
Toronto, ON M5V 3C6

homeenergyloan@toronto.ca

ATTACHMENT 1 - ACTUAL PROJECT DETAILS TABLE

HELP File Reference No. -

✓	ACTUAL IMPROVEMENTS	DESCRIPTION	CONTACTOR NAME	ACTUAL COST (\$)	ENERGY ADVISOR CERTIFICATION
Indicate (✓) <u>ONLY</u> those improvements identified in the Pre-Retrofit Home Energy Assessment Report that the Property Owner actually did install		i.e. equipment make/model, materials, efficiency rating	Identify the name of the Contractor who installed the improvement	Indicate the Actual Cost for each improvement installed. The Actual Cost includes equipment, materials, labour and HST	This section to be completed by the Energy Advisor after completion of the improvements and post-retrofit assessment
		Upgraded R-Value	Contractor Name	Actual Cost (\$)	EA initial - completed improvements
<input type="checkbox"/>	Exterior Wall Insulation				
<input type="checkbox"/>	Attic Insulation				
<input type="checkbox"/>	Cathedral/Flat Ceiling Insulation				
<input type="checkbox"/>	Basement Insulation				
<input type="checkbox"/>	Basement Header Insulation				
		Make/Model/Efficiency Rating	Contractor Name	Actual Cost (\$)	
<input type="checkbox"/>	Furnace/Boiler System				
<input type="checkbox"/>	Water Heater				
<input type="checkbox"/>	Central Air Conditioner				
<input type="checkbox"/>	Heat / Energy Recovery Ventilator				

<input type="checkbox"/>	Drain Water Heat Recovery System				
<input type="checkbox"/>	Air / Ground Source Heat Pump				
		# of Energy Star rated window(s)/door(s)	Contractor Name	Actual Cost (\$)	
<input type="checkbox"/>	Window(s)/Door(s)	Window(s)____/Door(s)_____			
		# of Low Flow Toilet(s)	Contractor Name	Actual Cost (\$)	
<input type="checkbox"/>	Toilet(s)				
		Completed - 'Yes' or 'No'	Contractor Name	Actual Cost (\$)	
<input type="checkbox"/>	Air Sealing				
<input type="checkbox"/>	EnerGuide Home Evaluation				
		System Capacity (kWh)Make/Model/Efficiency Rating	Contractor Name	Actual Cost (\$)	
<input type="checkbox"/>	Renewable Energy Technology				
<input type="checkbox"/>	Energy Storage Technology (Batteries)				
<input type="checkbox"/>	Electric Vehicle Charger (Level 2)				

		Describe	Contractor Name	Actual Cost (\$)	
<input type="checkbox"/>	Other:				
Total Costs of Improvements					

✓	ACTUAL INCENTIVES/REBATES	ACTUAL AMOUNT
<i>Indicate (✓) ONLY those incentives and rebates the Property Owner may be eligible to receive</i>		<i>Identify the estimated dollar amount (\$)</i>
<input type="checkbox"/>	Enbridge Gas – Home Efficiency Rebate (excluding audit cost)	\$
<input type="checkbox"/>	Canadian Mortgage & Housing Corporation– CMCH Green Home Program	\$
<input type="checkbox"/>	Smart Thermostat	\$
<input type="checkbox"/>	EnerGuide Home Evaluation Rebate	\$
<input type="checkbox"/>	Other:	\$
<input type="checkbox"/>	Other:	\$
Total Incentives/Rebates		
Total Project Costs - Incentives/Rebates =		

I hereby certify that the information contained in this report is complete and accurate:		
Signature – Certified Energy Advisor	Name – Certified Energy Advisor	Date

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

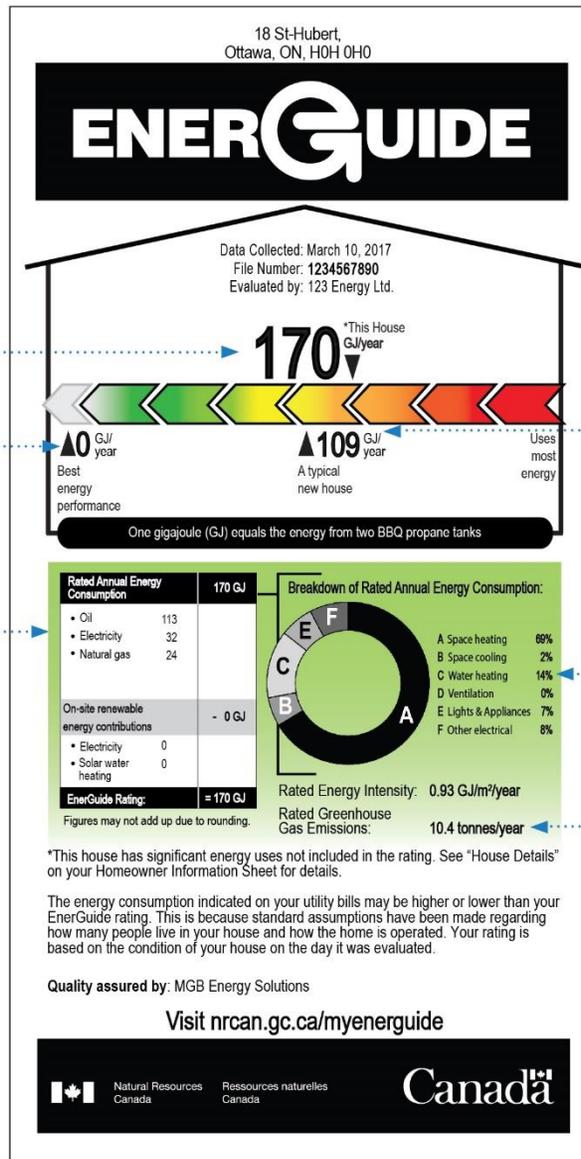
The label shows how your home's performance compares to a benchmark home

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