

Project Completion Report

City of Toronto Home Energy Loan Program

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 Registered 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
	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.
	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 improvements installed.
	Rebates/Incentives information	Confirm in Attachment 1 the applicable financial rebates and incentives that your project will receive.
	Final Home EnerGuide label	Submit as Attachment 2 a copy of the EnerGuide label provided to you by the Energy Advisor after installation of the Actual improvements.
	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 and mail the final disbursement cheque

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:	Visit us in-person* at:	Complete online (coming soon):
Program Manager Home Energy Loan Program City of Toronto, Environment & Energy Division 55 John Street, 2 nd Floor Toronto, ON M5V 3C6	Metro Hall 55 John Street, 2 nd Floor Toronto, ON M5V 3C6	www.toronto.ca/home-energy-loan
	*Call 416-392-1826 to schedule an appointment.	

Project Completion Report-Attachment 1

City of Toronto Home Energy Loan Program

ATTACHMENT 1 - ACTUAL PROJECT DETAILS TABLE

HELP File Reference No.					-				
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✓	Actual Improvements	Description	Contractor 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 Initials
	Exterior Wall Insulation				
	Attic Insulation				
	Cathedral/Flat Ceiling Insulation				
	Basement Insulation				
	Basement Header Insulation				
		Make/Model/Efficiency Rating	Contractor Name	Actual Cost	EA Initials
	Furnace/Boiler System				
	Water Heater				

Project Completion Report-Attachment 1

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	Central Air Conditioner				
	Heat Recovery/Energy Recovery Ventilator				
	Drain Water Heat Recovery System				
	Air Source Heat Pump				
		# of Energy Star rated window(s)/door(s)	Contractor Name	Actual Cost	EA Initials
	Window(s)/Door(s)	Window(s)____/Door(s)_____			
		# of Low Flow Toilet(s)	Contractor Name	Actual Cost	EA Initials
	Toilet(s)				
		Completed - 'Yes' or 'No'	Contractor Name	Actual Cost	EA Initials
	Air Sealing				
		Make/Model/Efficiency Rating	Contractor Name	Actual Cost	EA Initials
	Renewable Energy Technology				
		Describe	Contractor Name	Actual Cost	EA Initials
	Other				
	Total Costs of Actual Improvements				

Project Completion Report-Attachment 1

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✓	Actual Incentives/Rebates	Actual Amount
	Indicate (✓) <u>ONLY</u> those incentives and rebates the Property Owner may be eligible to receive	Identify the estimated dollar amount (\$)
	Enbridge Gas – Home Energy Conservation Program Incentive (<u>excluding</u> audit fee rebate)	<input type="checkbox"/> \$1,100
	Independent Electricity System Operator – Furnace Incentive	<input type="checkbox"/> \$250
	Independent Electricity System Operator – Central Air Conditioner Incentive	<input type="checkbox"/> \$400 <input type="checkbox"/> \$250
	Independent Electricity System Operator – Air Source Heat Pump Incentive	Specify:
	Canadian Mortgage & Housing Corporation (CMHC) – Green Home Premium Rebate	Specify:
	Smart Thermostat	\$100
	Total Actual Incentives/Rebates	

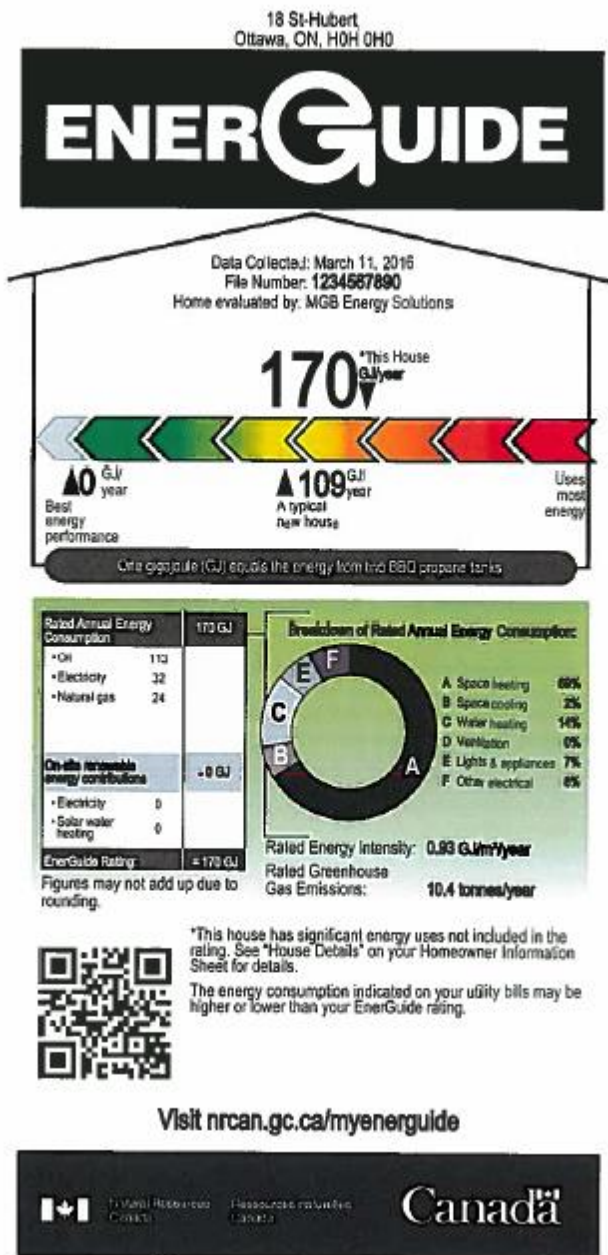
I hereby certify that the information contained in this report is complete and accurate:		
Certified Energy Advisor Signature	Certified Energy Advisor Name (First, Last)	Date (yyyy-mm-dd)

Project Completion Report-Attachment 2

City of Toronto Home Energy Loan Program

ATTACHMENT 2 - POST-RETROFIT ENERGUIDE LABEL

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



Project Completion Report-Attachment 3

City of Toronto Home Energy Loan Program

ATTACHMENT 3 - FINAL CONTRACTOR INVOICES & RECEIPTS



Environment & Energy collects personal information on this form under the authority of the City of Toronto Act, 2006, S.O. 2006, Chapter 11, Schedule A, s. 136 (c), Ontario Regulation 596/06, s.35 under this Act, and the City of Toronto By-laws: 1105-2013 and 573-2017. Information collected will be used to assess and qualify Properties for the Program, followed by subsequent communication with the Applicant Primary Contact in order to access Program funding. The information will be shared with Revenue Services to verify ownership. Questions about this collection can be directed to the Supervisor, Environment Policy, Metro Hall, 55 John Street, 2nd Floor Toronto, Ontario, M5V 3C6 or by telephone at 416-392-6063.