



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). 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 the City 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 NR Can Energy Advisor that installation of each of the improvements did occur.
	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.
	Rebates/Incentives information	Confirm in Attachment 1 the applicable financial rebates and incentives that your project will receive.
	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.

Additional information about the Program can be found on the City's website by visiting livegreentoronto.ca. Any questions you may have can be directed to the HELP Program Manager by e-mailing homeenergyloan@toronto.ca or by calling 416-392-6063.

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

Project Completion Report

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

Mail a hardcopy of this form to: or Fax the form to:

Program Manager
Home Energy Loan Program
City of Toronto,
Environment & Energy Division
55 John Street, 2nd Floor
Toronto, ON
M5V 3C6

416-392-1456*

Attention:
Program Manager,
Home Energy Loan Program

*Sending personal information by fax is not a secure means of transmission.

ATTACHMENT 1 - ACTUAL PROJECT DETAILS TABLE

HELP File Reference No.									
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<input checked="" type="checkbox"/> ACTUAL IMPROVEMENTS	DESCRIPTION	CONTACTOR NAME	ACTUAL COST	ENERGY ADVISOR CERTIFICATION
<i>Indicate (✓) ONLY those improvements identified in the Pre-Retrofit Home Energy Assessment Report that the Property Owner actually did install</i>	<i>i.e. equipment make/model, materials, efficiency rating</i>	<i>Identify the name of the Contractor who installed the improvement</i>	<i>Indicate the Actual Cost for each improvement installed. The Actual Cost includes equipment, materials, labour and HST</i>	<i>This section to be completed by the Energy Advisor after completion of the improvements and post-retrofit assessment</i>
	Upgraded R-Value	Contractor Name	Actual Cost	EA initial - completed improvements
Exterior Wall Insulation				
Attic Insulation				
Cathedral/Flat Ceiling Insulation				
Basement Insulation				
Basement Header Insulation				
	Make/Model/Efficiency Rating	Contractor Name	Actual Cost	
Furnace/Boiler System				
Water Heater				
Central Air Conditioner				
Heat Recovery/Energy Recovery Ventilator				

	Drain Water Heat Recovery System				
		# of Energy Star rated window(s)/door(s)	Contractor Name	Actual Cost	
	Window(s)/Door(s)				
		# of Low Flow Toilet(s)	Contractor Name	Actual Cost	
	Toilet(s)				
		Completed - 'Yes' or 'No'	Contractor Name	Actual Cost	
	Air Sealing				
		Describe	Contractor Name	Actual Cost	
	Other				
	Other				

<input checked="" type="checkbox"/> ACTUAL INCENTIVES/REBATES		ACTUAL AMOUNT
<i>Indicate (✓) <u>ONLY</u> those incentives and rebates the Property Owner will actually receive</i>		<i>Identify the actual incentive dollar amount (\$)</i>
	Enbridge Gas – Community Energy Conservation Program Incentive (<u>excluding</u> audit fee rebate)	
	Toronto Hydro/Ontario Power Authority – Furnace Incentive	
	Toronto Hydro/Ontario Power Authority – Central Air Conditioner Incentive	
	Canadian Mortgage & Housing Corporation – Green Home Premium Rebate	

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]

ENERGUIDE

123 Any Street
Anytown, ON

68

(0-20) (21-49) (50-79) (80-100)
least efficient/la moins efficace most efficient/la plus efficace

File number: _____



Software version: 10.51

Service organization: _____

Date: 11/01/2010

Energy evaluation performed by:
Évaluation énergétique effectuée par: _____

An energy report has been provided to the homeowner.
Un rapport d'évaluation énergétique a été fourni au propriétaire.

 Natural Resources Canada / Ressources naturelles Canada 

Please affix this label to the electrical panel or in the vicinity of the electrical panel so that it is easily visible. Thank you.

Merci d'apposer cette étiquette sur la boîte électrique ou bien en évidence près de celle-ci.