



## Funding Request

The *Funding Request* is the second step of a three-part application process to access funding from the City of Toronto's Home Energy Loan Program (HELP). Applicants are required to first complete a *Pre-Application* and receive a HELP File Reference Number before proceeding to this stage.

This checklist is provided to assist Applicants in preparing the required items for submission to the City as accompaniment to the *Funding Request* form:

✓	Information to Provide	Instructions
	List of Intended Improvements	Indicate in Attachment 1 which of the eligible improvements you intend to install.
	Estimated Costs of Intended Improvements	Provide in Attachment 1 descriptions and cost estimates obtained from contractors for the improvements you intend to install.
	Pre-Retrofit Home Energy Assessment Report	Submit as Attachment 2 a copy of your pre-retrofit home energy assessment report that is provided by an Energy Advisor who is certified by Natural Resources Canada ("NR Can") and that includes the items indicated in Section A.
	Void Cheque	Submit as Attachment 3 a void cheque or a deposit slip from the account that will be debited for the City's Pre-Authorized Tax Payment Plan.

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

### What's Next?

After receiving your completed form and documentation, the Program Manager will prepare a Property Owner Agreement (the 'POA') between the Property Owner(s) and the City of Toronto. The POA must be signed by the Property Owner(s) in order to access funding from the Program.

A sample copy of this agreement can be found [here](#):

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Once all Property Owner(s) have signed the POA and received back from the City a POA that has been signed by the Chief Corporate Officer and certified by the City Clerk, the Applicant can then:

- Proceed with engaging contractors and completing the improvements
- Be eligible for an initial disbursement of funds, if requested

### How to submit the Funding Request

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, 2<sup>nd</sup> 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.

## Funding Request

HELP File Reference No.					-				
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### A - PRE-RETROFIT HOME ENERGY ASSESSMENT REPORT

Please submit with this *Funding Request* a copy of the pre-retrofit home energy assessment report that the NR Can-certified Energy Advisor provided to you following your home energy evaluation.

This Pre-Retrofit Energy Assessment Report must include:

1. The current EnerGuide rating of the Property.
2. List of recommended improvements customized for the Property based on existing conditions which could potentially increase the NR Can EnerGuide rating of the home (the "Eligible Improvements").
3. Estimated energy costs savings that may be realized after installing the recommended improvements.

Note: The attached Pre-Retrofit Energy Assessment Report is part of this *Funding Request Form* and its contents are incorporated into this *Funding Request Form* as if fully stated on the form directly.

### B - RETROFIT PROJECT DETAILS

#### i. Project Timeframe

The City will use the dates provided in this section to establish key dates for the Property Owner Agreement.

Expected project start date (dd/mm/yyyy)	
Expected project completion date (dd/mm/yyyy)	

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### B - RETROFIT PROJECT DETAILS

#### ii. Intended Project Details Table – Attachment 1

Please use the attached table (Attachment 1) to provide details about the energy and water efficiency improvements that will be included in the project for which you are seeking funding through the Home Energy Loan Program.

### C - PROGRAM INTEREST RATES AND TERMS

HELP offers low interest rates and flexible payment terms. The interest rates shown below are fixed and will not fluctuate over the term.

Please select the term that best suits your needs (check one).

Check (✓)	Terms	Program Interest Rates
	5 years	2.5%
	10 years	3.75%
	15 years	4.25%

Note: An administrative charge of 2%, reflective of the City of Toronto's cost of administering the Program, will be applied and calculated on the final funding amount.

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### D - ESTIMATED COSTS AND INCENTIVES

Please complete the following table to provide details about the amount of funding requested from the Program based on the improvements described in Attachment 1.

Total estimated cost of Intended Improvements (from Attachment 1)	\$
Less: Total estimated incentives/rebates to be received (from Attachment 1)	\$
<b>Total Estimated Funding Amount:</b>	<b>\$</b>

### E - DISBURSEMENT OF FUNDS

Applicants have the option of receiving an initial disbursement of funds prior to completing their project to pay for materials or secure a contractor (i.e. security deposit). This initial payment is 10% of the total estimated funding amount and is available after signing the Property Owner Agreement and before completing your project.

Please check (✓) the box below if you are requesting an initial disbursement:

	I request an initial payment of funds to get my energy improvement project started
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Note: A final disbursement is provided only upon City approval of your completed *Project Completion Report* in accordance with the terms and conditions of your Property Owner Agreement.

## ATTACHMENT 1 - INTENDED PROJECT DETAILS TABLE

HELP File Reference No.									
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✓	INTENDED IMPROVEMENTS	DESCRIPTION	CONTACTOR NAME	ESTIMATED COST
	<i>Indicate (✓) ONLY those improvements identified in the Pre-Retrofit Home Energy Assessment Report that the Property Owner(s) intends to complete</i>	<i>i.e. equipment make/model, materials, efficiency rating</i>	<i>Identify the name of the Contractor's Company providing a cost estimate</i>	<i>Indicate the Estimated Cost for each improvement based on Contractor estimates, including equipment, materials, labour and HST</i>
		<b>Upgraded R-Value</b>	<b>Contractor Name</b>	<b>Estimated Cost</b>
	<b>Exterior Wall Insulation</b>			
	<b>Attic Insulation</b>			
	<b>Cathedral/Flat Ceiling Insulation</b>			
	<b>Basement Insulation</b>			
	<b>Basement Header Insulation</b>			
		<b>Make/Model/Efficiency Rating</b>	<b>Contractor Name</b>	<b>Estimated Cost</b>
	<b>Furnace/Boiler System</b>			
	<b>Water Heater</b>			
	<b>Central Air Conditioner</b>			

	<b>Heat Recovery/Energy Recovery Ventilator</b>			
	<b>Drain Water Heat Recovery System</b>			
		<b># of Energy Star rated window/door</b>	<b>Contractor Name</b>	<b>Estimated Cost</b>
	<b>Window(s)/Door(s)</b>			
		<b># of Low Flow Toilet(s)</b>	<b>Contractor Name</b>	<b>Estimated Cost</b>
	<b>Toilet(s)</b>			
		<b>Min. 10% air-change rate</b>	<b>Contractor Name</b>	<b>Estimated Cost</b>
	<b>Air Sealing</b>			
		<b>Describe</b>	<b>Contractor Name</b>	<b>Estimated Cost</b>
	<b>Other</b>			
	<b>Other</b>			

<input checked="" type="checkbox"/>	<b>EXPECTED INCENTIVES/REBATES</b>	<b>ESTIMATED AMOUNT</b>
	<i>Indicate (✓) <u>ONLY</u> those incentives and rebates the Property Owner may be eligible to receive</i>	<i>Identify the estimated dollar amount (\$)</i>
	Independent Electricity System Operator – Furnace Incentive	
	Independent Electricity System Operator – Central Air Conditioner Incentive	
	Canadian Mortgage & Housing Corporation (CMHC) – Green Home Premium Rebate	

# ATTACHMENT 2 - PRE-RETROFIT HOME ENERGY ASESMENT REPORT

[Include a copy of the reports provided by the Energy Advisor]

**ecoENERGY**  
an ecoACTION initiative

### Energy Efficiency Evaluation Report

File number: \_\_\_\_\_

**Property Owner:**  
CITY OF TORONTO  
123 ANYWHERE DRIVE  
TORONTO, Ontario  
M3A 2C3

**EnerGuide Rating**

House type: Single detached  
No. of storeys: Two  
No. of RO windows: 20  
RO = rough opening  
Air conditioner: Yes

Heating system: Natural gas Furnace  
Domestic hot water: Natural gas  
Air leakage rate @ 50 Pa: 5.31 ACH  
ACH = number of air changes per hour  
Equivalent Leakage Area: 1840 cm<sup>2</sup>

The results of your pre-retrofit energy evaluation show that your house rates 64 points on the EnerGuide scale. If you implement all of the recommendations in this report, you could reduce your energy consumption by up to 35% and increase your home's energy efficiency rating to 76 points. The average energy efficiency rating for a house of this age in Ontario is 66, whereas the highest rating achieved by the most energy-efficient houses in this category is 87.

The sooner you start your renovations, the sooner you will benefit from the energy savings. And let's not forget how reduced energy consumption helps protect the environment.

Did you know that when you reduce the amount of energy used in your home, you also reduce the production of greenhouse gases (GHG) such as carbon dioxide? By improving your home's energy efficiency rating to 76 points, you will reduce its GHG emissions by 3.6 tonnes per year!

The ecoENERGY Retrofit - Homes program stopped accepting bookings for pre-retrofit evaluations as of March 31, 2010. If there is a complimentary grant program offered by a province, territory, municipality, utility or other organization, your file will be transferred to them in accordance with your consent.

*Note: If you notice any discrepancies with the above description of your home, contact your service organization immediately.*

**Service Organization:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**Certified Energy Advisor:** \_\_\_\_\_  
Certified Energy Advisor Signature

**Date of evaluation:** \_\_\_\_\_  
**Date of report:** \_\_\_\_\_

HOT2000v10.01

### ENERGY UPGRADE REPORT

**HOT2000**  
Natural Resources CANADA  
Version

**Client:** TORONTO, CITY OF  
**Address:** 123 ANYWHERE DRIVE  
**City:** TORONTO  
**Province:** Ontario  
**Code:** M3A 2C3  
**Phone:** 416.123.4567

**Audit Date:** 03/06/2013  
**Auditor:** \_\_\_\_\_  
**File ID:** 5E08DXXXXX

Your house was analysed using a computer program developed by Natural Resources Canada. The following charts show the components of yearly energy consumption and heat loss for your home.

#### COMPONENTS OF ANNUAL ENERGY CONSUMPTION

Component	Percentage
Heating	71%
Hot Water	14%
Appliances	8%
Exterior	3%
Lights	2%
Cooling	0%
Other	0%

#### COMPONENTS OF ANNUAL HEAT LOSS

Component	Percentage
Ventilation	32%
Walls	24%
Basement	17%
Windows	19%
Doors	3%
Ceiling	5%
Floors	0%

Your house currently uses approximately 47785.8 kWh for space and hot water heating in an average year. The following chart illustrates the relationship between the energy used by your house, the anticipated energy use of your house after an energy upgrade and the energy used by an equivalent R2000 home.

#### ANNUAL HEATING + HOT WATER ENERGY CONSUMPTION (kWh)

Page 1



## ATTACHMENT 3 - VOID CHEQUE

[Include a void cheque or a deposit slip from the account that will be debited for the City's Pre-Authorized Tax Payment Plan]

Name / Nom P.O. Box / C.P. 000 City / Ville, Canada H0H 0H0	Cheque No. N° de chèque	0000000
Pay to the order of Payez à l'ordre de	_____	\$ _____
		_____ Dollars
	Signature	_____
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