

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) (the "Program"). **Applicants are required to first complete an Application and obtain a HELP File Reference Number before proceeding to this step.**

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.
	Renovation Upgrade Report	Submit as Attachment 2 a copy of your Renovation Upgrade Report with the EnerGuide rating that is provided by a Registered Energy Advisor who is registered 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.

Copies of contractor estimates for the eligible improvements you intend to install may be requested as part of the Funding Request submission.

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 Program Manager by e-mailing homeenergyloan@toronto.ca or by calling 416-392-1826.

Funding Request

City of Toronto Home Energy Loan Program

What's Next?

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

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.	

Funding Request

City of Toronto Home Energy Loan Program

HELP File Reference No.									
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A - Renovation Upgrade Report

Please submit with this Funding Request a copy of the Renovation Upgrade Report that the Registered Energy Advisor provided to you following your home energy evaluation.

This Renovation Upgrade 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 improve 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 Renovation Upgrade 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 - 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 (yyyy-mm-dd)	
Expected project completion date (yyyy-mm-dd)	

C - Project Details	
ii. Intended Project Details Table – Attachment 1	
Please use the attached table (Attachment 1) to provide details about the improvements that will be included in the project for which you are seeking funding through the Home Energy Loan Program.	

Funding Request

City of Toronto Home Energy Loan Program

D - Program Interest Rates And Terms		
HELP offers competitive 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
<input type="checkbox"/>	5 years	2.0%
<input type="checkbox"/>	10 years	2.75%
<input type="checkbox"/>	15 years	3.5%

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.

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 up to 30% 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:	
<input type="checkbox"/>	I request an initial payment of funds to get my energy improvement project started

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.

Funding Request Attachment 1

City of Toronto Home Energy Loan Program

ATTACHMENT 1 - INTENDED PROJECT DETAILS TABLE

HELP File Reference No.									
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<input checked="" type="checkbox"/>	Intended Improvements	Description	Contractor Name	Estimated Cost
	Indicate (✓) <u>ONLY</u> those improvements identified in the Renovation Upgrade Report that the Property Owner(s) intends to complete	i.e. equipment make/model, materials, efficiency rating	Identify the name of the Contractor's Company providing a cost estimate	Indicate the Estimated Cost for each improvement based on Contractor estimates, including equipment, materials, labour and HST
		Upgraded R-Value	Contractor Name	Estimated Cost
	Exterior Wall Insulation			
	Attic Insulation			
	Cathedral/Flat Ceiling Insulation			
	Basement Insulation			
	Basement Header Insulation			
		Make/Model/Efficiency Rating	Contractor Name	Estimated Cost
	Furnace/Boiler System			
	Water Heater			
	Central Air Conditioner			

Funding Request Attachment 1

City of Toronto Home Energy Loan Program

	Heat Recovery/Energy Recovery Ventilator			
	Drain Water Heat Recovery System			
	Air Source Heat Pump			
		# of Energy Star rated window/door	Contractor Name	Estimated Cost
	Window(s)/Door(s)	Window(s)_____/Door(s)_____		
		# of Low Flow Toilet(s)	Contractor Name	Estimated Cost
	Toilet(s)			
		Yes or No	Contractor Name	Estimated Cost
	Air Sealing			
		Make/Model/Efficiency Rating	Contractor Name	Estimated Cost
	Renewable Energy Technology			
		Describe	Contractor Name	Estimated Cost
	Other			
	Total Estimated Costs of Intended Improvements (A)			

Funding Request Attachment 1

City of Toronto Home Energy Loan Program

✓	Expected Incentives/Rebates	Estimated 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	<input type="checkbox"/> \$100
	Total Estimated Incentives/Rebates (B)	

F - 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 (A)	\$
Less: Total estimated incentives/rebates to be received (B)	\$
Total Estimated Funding Amount:	\$

Funding Request Attachment 2

City of Toronto Home Energy Loan Program

ATTACHMENT 2 - RENOVATION UPGRADE REPORT

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

Home address: 16 St-Hubert, Ottawa, ON, H0H 0H0

RENOVATION UPGRADE REPORT

*Your EnerGuide® rating and this report are based on data collected and, where necessary, presumed, from your home evaluation. Rating calculations are made using standard operating conditions.



ENERGUIDE

Rating: 170 gigajoules per year (GJ/year)

Heated floor area: 183.5 m² (1975.0 ft²)
 Rated energy intensity: 0.93 GJ/m²/year
 Evaluated by: MGB Energy Solutions
 File number: 123456789
 Data collected: March 11, 2016
 Year built: 2002

nrcan.gc.ca/myenerguide

HOUSE CHARACTERISTICS

For building envelope and mechanical system details, please refer to the Homeowner Information Sheet

House type: one storey, single detached

Number of windows: 21

Number of doors: 3

Airtightness: 4.55 air changes per hour at 50 Pascals

Main energy source: oil

Heating system: oil furnace

Cooling system: central air conditioner

Hot water system: natural gas power vented storage tank

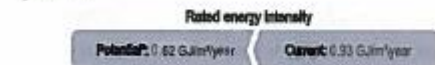
HOW YOUR HOUSE COMPARES

EnerGuide Rating¹

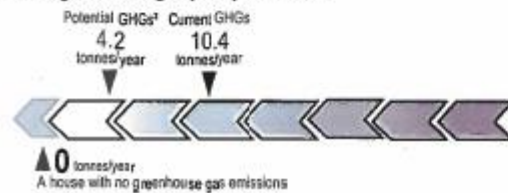


COMPARATOR

109 GJ/year A typical new house: this house if built to building code energy requirements.



Rated greenhouse gas (GHG) emissions³



NOTES:

1. The rating is expressed in gigajoules per year. One gigajoule is roughly equal to the energy contained in 30 L of gas in a car's gas tank.
2. Potential figures show where the house would rate if all recommended upgrades were implemented.
3. Refer to the Homeowner Information Sheet glossary for calculation details.

*EnerGuide is an official mark of Natural Resources Canada

Funding Request Attachment 3
City of Toronto Home Energy Loan Program

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
	000000
Pay to the order of Payez à l'ordre de	\$ _____ Dollars
VOID	
	Signature _____
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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.