

The Funding Request is the second step of a three-part application process to access funding from the Town of Halton Hills’ Retrofit Halton Hills (RetrofitHH) program (the "Program"). **Applicants are required to first complete an application and obtain a RetrofitHH File Reference Number before proceeding to this step.**

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

✓	Information to Provide	Instructions
<input type="checkbox"/>	List of Intended Improvements	Indicate in Attachment 1 which of the eligible improvements you intend to install.
<input type="checkbox"/>	Estimated Costs of Intended Improvements	Provide in Attachment 1 descriptions and cost estimates obtained from contractors for the improvements you intend to install.
<input type="checkbox"/>	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 (“NRCan”) and that includes the items indicated in Section A.
<input type="checkbox"/>	Void Cheque	Submit a void cheque or a deposit slip from the bank for the account that will be debited for the Town’s Pre-authorized 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 Town’s website by visiting <https://www.haltonhills.ca/en/residents/retrofit-halton-hills>. If you have additional questions, please contact the Climate Change and Asset Management Division by e-mailing: retrofitHH@haltonhills.ca or phoning 905-873-2600.

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 Town of Halton Hills. The POA must be signed by the Property Owner(s) in order to access funding from the Program.

Once all Property Owner(s) have signed the POA and submitted it to the Town, the Property owners will receive the POA that has been signed by the Mayor and Treasurer (under delegated authority provision). Then the Applicant can:

- 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:

1. By email: retrofitHH@haltonhills.ca
2. Mail a hardcopy of this form to:
Town of Halton Hills
Climate Change & Asset Management Division
Re: Retrofit Halton Hills Program
1 Halton Hills Dr.
Halton Hills, ON
L7G 5G2

RetrofitHH File Reference Number:

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 after your home energy evaluation.

This Renovation Upgrade Report must include:

1. The current EnerGuide rating of the home on the Property.
2. List of recommended improvements customized for the home on 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 Town 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 RetrofitHH.

D - Program Interest Rates and Terms

RetrofitHH 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 Rate
<input type="checkbox"/>	5 years	0%
<input type="checkbox"/>	10 years	0%

Note: An administrative charge of \$450, reflective of the Town of Halton Hills' 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:

	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 Town approval of your completed Project Completion Report in accordance with the terms and conditions of your Property Owner Agreement.

Funding Request Attachment 1

Retrofit Halton Hills

ATTACHMENT 1 - INTENDED PROJECT DETAILS TABLE

Retrofit HH File Reference No.	
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✓	Intended Improvements	Description	Contactor Name	Estimated Cost
	Indicate (✓) <u>ONLY</u> those improvements identified in the Renovation Upgrade Report that the Property Owner(s) intends to complete	Include a description of 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			

Funding Request Attachment 1

Retrofit Halton Hills

		Make/Model/Efficiency Rating	Contractor Name	Estimated Cost
	Furnace/Boiler System			
	Water Heater			
	Central Air Conditioner			
	Heat Recovery/Energy Recovery Ventilator			
	Drain Water Heat Recovery System			
	Air Source Heat Pump			
		Number of Energy Star Rated	Contractor	Estimated Cost
	Window(s)/Door(s)	Window(s)_____/Door(s)_____		
		Number of Low Flow Toilet(s)	Contractor	Estimated Cost
	Toilet(s)			
		Yes or No	Contractor	Estimated Cost
	Air Sealing			
		System Capacity (kWh)	Contractor Name	Estimated Cost
	Renewable Energy Technology			

Funding Request Attachment 1

Retrofit Halton Hills

		Description	Contractor Name	Estimated Cost
	Other			
	Total Estimated Costs of Intended Improvements (A)			\$

Funding Request Attachment 1

Retrofit Halton Hills

✓	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)	
	Independent Electricity System Operator – Furnace and Central Air Conditioner Incentives	
	Independent Electricity System Operator – Air Source Heat Pump Incentive	
	Green Ontario Fund Rebates	
	Canadian Mortgage & Housing Corporation (CMHC) – Green Home Premium Rebate	
	Smart Thermostat Rebate	
	Other:	
	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

Retrofit Halton Hills

ATTACHMENT 2 - RENOVATION UPGRADE REPORT

Please submit a report as shown below by a Registered Energy Advisor.

Home address: 18 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/m²year

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

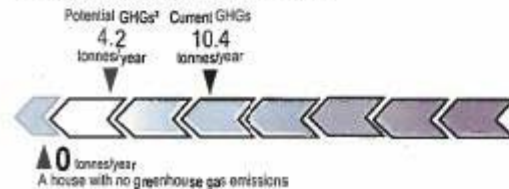
EnerGuide Rating¹



Rated energy intensity

Potential: 0.62 GJ/m²year Current: 0.93 GJ/m²year

Rated greenhouse gas (GHG) emissions³



COMPARATOR

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

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

Retrofit Halton Hills

ATTACHMENT 3 - VOID CHEQUE

Please submit a void cheque or a deposit slip from the account that will be debited for the Town's Pre-Authorized Tax Payment Plan as the example below.

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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