



Project Completion Report

The Project Completion Report is the final step to accessing funding from the Town of Halton Hills' Retrofit Halton Hills (Retrofit HH) program (the "Program"). 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 for the Town to approve the final disbursement of funds. All documents attached to this report are incorporated as if fully stated directly in this report:

✓	Information to Provide	Instructions
	List of Actual Improvements	Indicate in Attachment 1 (page 3) is 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 (page 3) final costing details obtained from contractor(s) invoices for the energy and water efficiency improvements installed.
	Rebates/Incentives information	Confirm in Attachment 1 (page 3) the applicable financial rebates and incentives that your project will receive.
	Home EnerGuide label after installation of the Actual Improvements	Submit as Attachment 2 (page 7) a copy of the EnerGuide label provided to you by the Energy Advisor.
	Final Invoices	All contractor final invoices and receipts for each of the improvements installed must be submitted as Attachment 3 (page 8).

Additional information about the Program can be found on the Town's website by visiting 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.



Project Completion Report

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 Town 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 and will be payable at the same time as property tax payments for the property.

Be advised that the Town 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:

Attach a copy of this form and email it to retrofitHH@haltonhills.ca or mail a hardcopy of this form to the following:

Town of Halton Hills
Climate Change & Asset Management Division
Re: Retrofit Halton Hills Program
1 Halton Hills Dr.
Halton Hills, ON
L7G 5G2

ATTACHMENT 1 - ACTUAL PROJECT DETAILS TABLE

RHH File Reference Number:

ACTUAL IMPROVEMENTS	DESCRIPTION DESCRIPTION	CONTACTOR 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	Include 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	Energy Advisor 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				
	Air Source Heat Pump				
		Number of Energy Star Rated Window(s)/Door(s)	Contractor Name	Actual Cost	
	Window(s)/ Door(s)	Window(s): ____ Door(s): ____			
		Number of Low Flow Toilet(s)	Contractor Name	Actual Cost	
	Toilet(s)				
		Completed - 'Yes' or 'No'	Contractor Name	Actual Cost	
	Air Sealing				

		Make/Model/Efficiency Rating	Contractor Name	Actual Cost	
	Renewable Energy Technology				
		Describe	Contractor Name	Actual Cost	
	Other				
	Total Actual Costs of Improvements				

✓	ACTUAL INCENTIVES/REBATES	ACTUAL AMOUNT
	Indicate (✓) <u>ONLY</u> those incentives and rebates the Property Owner may be eligible to receive	Identify the actual dollar amount (\$)
<input type="checkbox"/>	Enbridge Gas – Home Energy Conservation Program Incentive (excluding audit fee rebate)	\$
<input type="checkbox"/>	saveONenergy – Furnace Incentive	\$
<input type="checkbox"/>	saveONenergy – Central Air Conditioner Incentive	\$
<input type="checkbox"/>	saveONenergy – Air Source Heat Pump Incentive	\$
<input type="checkbox"/>	Canadian Mortgage & Housing Corporation (CMHC) – Green Home Premium Rebate	\$
<input type="checkbox"/>	Smart Thermostat	\$
<input type="checkbox"/>	Other:	
	Total Incentives/Rebates	

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]

LEARN ABOUT YOUR HOME'S ENERGY rating

You will receive a rating of the home's energy consumption in gigajoules

AIM TOWARDS zero

The lower the number on the new **EnerGuide** scale, the better the energy performance of your home

UNDERSTAND HOW YOU USE energy

The label breaks down energy consumed by source

COMPARE YOUR HOME'S performance

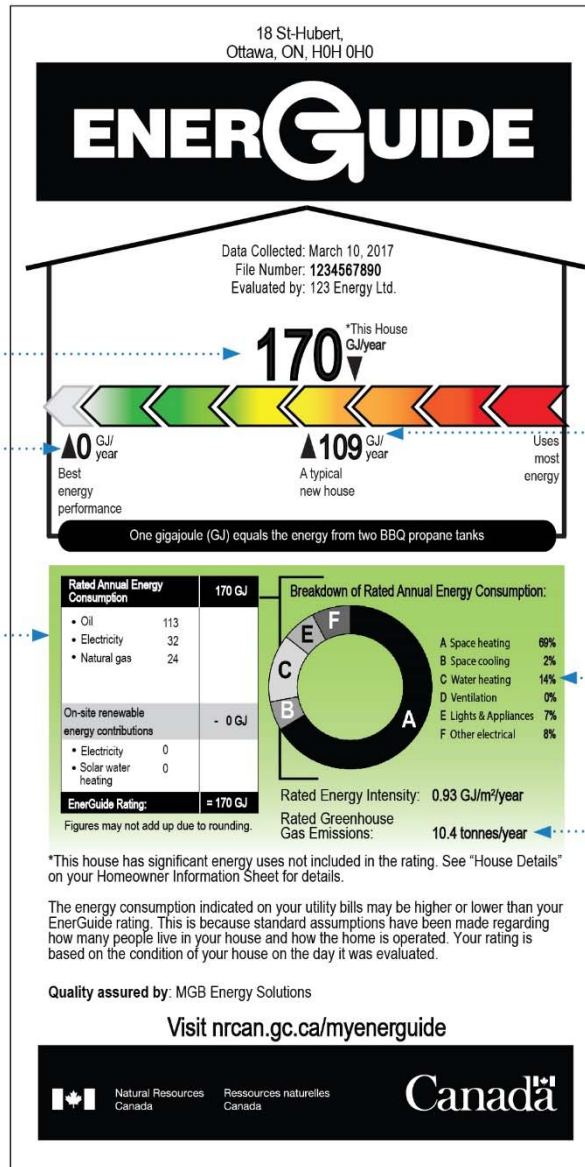
The label shows how your home's performance compares to a benchmark home

FIND OUT WHERE MOST ENERGY IS consumed

The label shows proportion of energy consumed by heating, cooling, ventilation, etc.

SEE YOUR IMPACT ON THE environment

The label shows your home's Greenhouse Gas Emissions



ATTACHMENT 3 - FINAL CONTRACTOR INVOICES & RECEIPTS