

The Funding Request is the second step of the application process to access funding from the City of Ottawa’s Better Homes Ottawa - Loan Program (BHOLP) (the "Program"). **Applicants are required to first complete an Application and obtain a BHOLP 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
<input type="checkbox"/>	List of Intended Improvements	Indicate in Attachment 1 which of the eligible improvements you intend to install. Be sure to include air sealing if recommended in the EnerGuide assessment.
<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. Attach copies of all quotes/cost estimates received from contractors.
<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 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 or select another payment option as approved by the City of Ottawa.

Copies of contractor estimates for the eligible improvements you intend to install are required as part of the Funding Request submission.

Additional information about the Program can be found on the program website by visiting betterhomesottawa.ca/loans. Any questions you may have can be directed to the BHOLP Program Manager by contacting 1-877-580-2582 or betterhomes@envirocentre.ca.

What's Next?

Once all Property Owner(s) have signed the Property Owner Agreement (POA) the Applicant can then:

- Proceed with engaging contractors and completing the improvements
- Be eligible for an initial disbursement of 50% of funds, if requested

How to submit the Funding Request

Choose one of the following methods:

By email: betterhomes@envirocentre.ca.

Mail a hardcopy of this form to:

Program Manager
Better Homes Ottawa - Loan Program
1554 Carling Ave. Unit 347
Ottawa, Ontario
K1Z 7M4

To hand deliver your form, please call 1-877-580-2582 to schedule an appointment.

BHOLP File Reference No.									
Property Address									

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 NRCan EnerGuide rating of the home (the "Eligible 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 Better Homes Ottawa - Loan Program.	

D - Program Interest Rates and Terms		
BHOLP offers competitive interest rates and flexible payment terms. The interest rates shown below are fixed and will not fluctuate over the term.		
Term	Program Interest Rates	Early Repayment Options
20 years	4.33%	One lump sum at any point with no penalty

Note: An administrative charge of 4% of principle, reflective of the City of Ottawa’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 50% 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 50% 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. If you have not submitted a Project Completion Report by 12 months following the date of this Funding Request Form without arranging for an extension, the City will deem the application void.

After 18 months, any funds advanced to the homeowner plus the Administrative Charge of 4% will be deemed due and payable and the City will proceed to place a lien on the property to collect the funds through the property tax bill. Late payments will be treated as per the overdue payment process outlined here:

<https://ottawa.ca/en/business/accounts-payable-and-receivable/accounts-receivable>.

Funding Request Attachment 1

Better Homes Ottawa - Loan Program

ATTACHMENT 1 - INTENDED PROJECT DETAILS TABLE

BHOLP File Reference No.					-				
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✓	Intended Improvements	Description	Contractor Name	Estimated Cost
	Indicate (✓) <u>ONLY</u> those improvements identified as eligible under the BHOLP 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
<input type="checkbox"/>	Exterior Wall Insulation			
<input type="checkbox"/>	Attic Insulation			
<input type="checkbox"/>	Cathedral/Flat Ceiling Insulation			
<input type="checkbox"/>	Basement Insulation			
<input type="checkbox"/>	Basement Header Insulation			
		Make/Model/Efficiency	Contractor Name	Estimated Cost
<input type="checkbox"/>	Heat Pump – Air Source			

Funding Request Attachment 1

Better Homes Ottawa - Loan Program

<input type="checkbox"/>	Heat Pump – Ground Source			
<input type="checkbox"/>	Electric or Heat Pump Water Heater			
<input type="checkbox"/>	Heat Recovery/Energy Recovery Ventilator			
<input type="checkbox"/>	Drain Water Heat Recovery System			

		# of Energy Star rated	Contractor Name	Estimated Cost
<input type="checkbox"/>	Window(s) or window inserts			
<input type="checkbox"/>	Exterior Door(s)			
		# of Low Flow Toilet(s)	Contractor Name	Estimated Cost
<input type="checkbox"/>	Toilet(s)			
		Yes or No	Contractor Name	Estimated Cost
<input type="checkbox"/>	Air Sealing			
		System Capacity (kWh)	Contractor Name	Estimated Cost
<input type="checkbox"/>	Renewable Energy Technology			
		Describe	Contractor Name	Estimated Cost

Funding Request Attachment 1

Better Homes Ottawa - Loan Program

<input type="checkbox"/>	Secondary Suite			
<input type="checkbox"/>	Other			
	Total Estimated Costs of Intended Improvements (A)			\$

Funding Request Attachment 2

City of Ottawa's Better Homes Ottawa - Loan

✓	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 (\$)
<input type="checkbox"/>	NRCan – Canada Greener Homes Grant Program/Home Efficiency Rebate Plus Program	\$
<input type="checkbox"/>	NRCan – Oil to Heat Pump Affordability Program	\$
<input type="checkbox"/>	NRCan – Canada Greener Homes Loan	\$
<input type="checkbox"/>	Canadian Mortgage & Housing Corporation (CMHC) – Green Home Premium Rebate	\$
<input type="checkbox"/>	Smart Thermostat Rebate	\$
<input type="checkbox"/>	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

City of Ottawa's Better Homes Ottawa - Loan


ATTACHMENT 2 - RENOVATION UPGRADE REPORT

[Include a copy of the reports provided by the 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
 Date 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

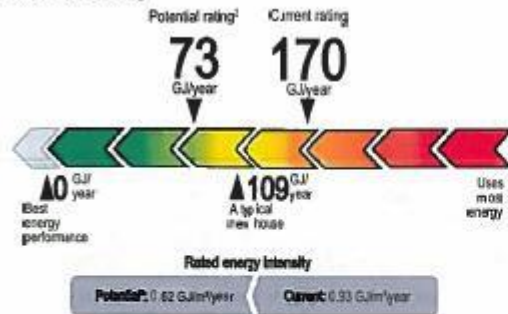
Heating system: oil furnace

Cooling system: central air conditioner

Hot water system: natural gas power vented storage tank

HOW YOUR HOUSE COMPARES

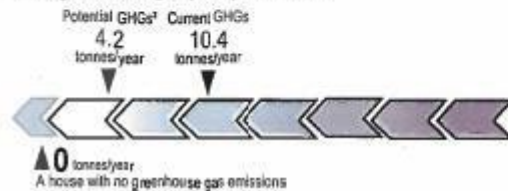
EnerGuide Rating¹



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 Ottawa's Better Homes Ottawa - Loan

ATTACHMENT 3 - REPAYMENT OPTIONS

Arrange to pay your property tax bill and repay your Better Homes Ottawa Loan through one of the options available here: <https://ottawa.ca/en/living-ottawa/taxes/pay-your-property-tax-bill>

[If signing up for pre-authorized debit, include a void cheque or a deposit slip from the account that will be debited for the City's Pre-Authorized Tax Payment Plan. Please note, the City does not accept electronic copies unless stamped by your bank.]

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
VOID		
	Signature	_____
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Climate Change and Resiliency Unit collects personal information on this form under the authority of the Municipal 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 Ottawa By-law: 2021-249. 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 Program Manager, betterhomes@envirocentre.ca or by telephone at 1-877-580-2582.