



# Project Completion Report

## City of Ottawa Better Homes Ottawa - Loan Program

The *Project Completion Report* is the final step to accessing funding from the City of Ottawa's Better Homes Ottawa - Loan Program (BHOLP) (the "Program"). This report is to be provided **no later than 30 days after completing** your Post-Retrofit Home Energy Assessment by the Registered Energy Advisor and no later than 365 days after the date on your Notice to Proceed, unless otherwise approved in writing by City staff.

Below is a checklist of items an Applicant must provide for the City to approve the final disbursement of funds. All documents attached to this report are incorporated into this report as if fully stated directly in this report:

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

Additional information about the Program can be found on the program website: [betterhomesottawa.ca/loans](http://betterhomesottawa.ca/loans). Any questions you may have can be directed to the BHOLP Team by e-mailing [betterhomes@envirocentre.ca](mailto:betterhomes@envirocentre.ca) or by calling 1-877-580-2582.

## 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 the final disbursement payment

Now that your project is complete, the City 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 annually.

Be advised that the City 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:*

Mail a hardcopy of this form to:

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

Scan and e-mail to:

[betterhomes@envirocentre.ca](mailto:betterhomes@envirocentre.ca)

## ATTACHMENT 1 - ACTUAL PROJECT DETAILS TABLE

BHOLP File Reference No.					-			
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✓	Actual Improvements	Description	Contractor Name	Actual Cost
	Indicate (✓) <u>ONLY</u> those improvements identified as eligible under the BHOLP that the Property Owner(s) completed	i.e. equipment make/model, materials, efficiency rating	Identify the name of the Contractor's Company providing services	Indicate the Actual Cost for each improvement based on Contractor invoices, including equipment, materials, labour and HST
		Upgraded R-Value	Contractor Name	Actual Cost
<input type="checkbox"/>	<b>Exterior Wall Insulation</b>			
<input type="checkbox"/>	<b>Attic Insulation</b>			
<input type="checkbox"/>	<b>Cathedral/Flat Ceiling Insulation</b>			
<input type="checkbox"/>	<b>Basement Insulation</b>			
<input type="checkbox"/>	<b>Basement Header Insulation</b>			
		Make/Model/ Efficiency Rating	Contractor Name	Actual Cost
<input type="checkbox"/>	<b>Heat Pump – Air Source</b>			
<input type="checkbox"/>	<b>Heat Pump – Ground Source</b>			

<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	Actual Cost
<input type="checkbox"/>	Window(s) or window inserts			
<input type="checkbox"/>	Exterior Door(s)			
		# of Low Flow	Contractor Name	Actual Cost
<input type="checkbox"/>	Toilet(s)			
		Yes or No	Contractor Name	Actual Cost
<input type="checkbox"/>	Air Sealing			
		System Capacity (kWh)	Contractor Name	Actual Cost
<input type="checkbox"/>	Renewable Energy Technology			
		Describe	Contractor Name	Actual Cost
<input type="checkbox"/>	Secondary Suite			
<input type="checkbox"/>	Other			
				<b>Total Cost of Improvements (A) \$</b>

✓	<b>ACTUAL INCENTIVES/REBATES</b>	<b>ACTUAL AMOUNT</b>
	<i>Indicate (✓) <u>ONLY</u> those incentives and rebates the Property Owner may be eligible to receive</i>	<i>Identify the actual dollar amount (\$)</i>
<input type="checkbox"/>	Greener Homes 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	\$
<input type="checkbox"/>	Other:	\$
<b>Total Incentives/Rebates</b>		

I hereby certify that the information contained in this report is complete and accurate:		
Signature – Property Owner	Name – Property Owner	Date

# ATTACHMENT 2 - POST-RETROFIT ENERGUIDE LABEL AND HOMEOWNER INFORMATION SHEET

[Include a copy of the EnerGuide Label and Homeowner Information Sheet 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

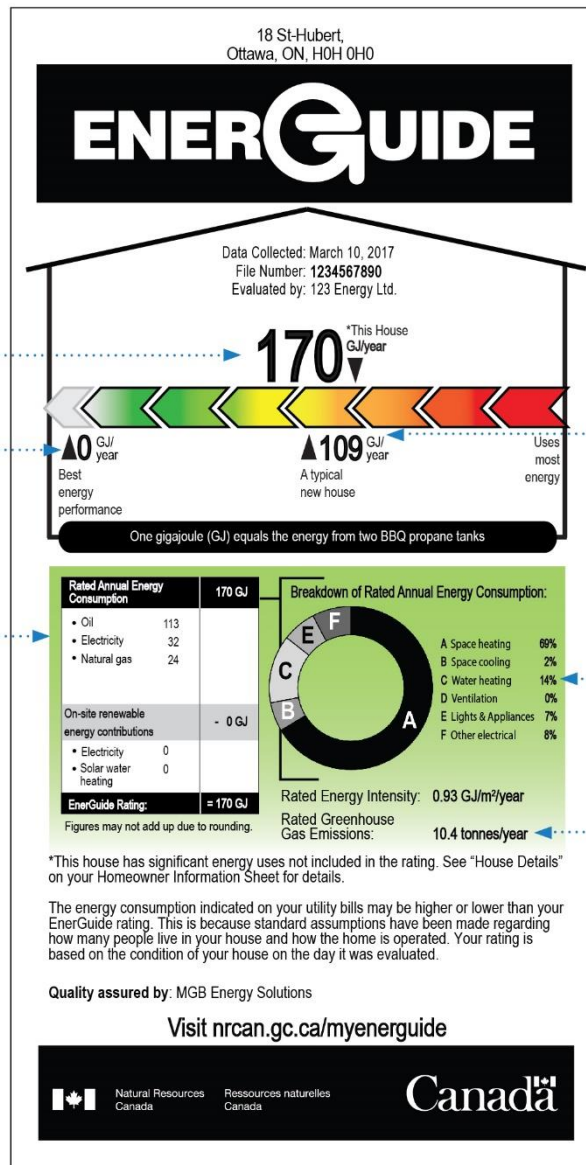
The label shows how your home's performance compares to a benchmark home

## 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**