



APPENDIX G

Better Homes Lanark Project Completion Report

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

Below is a checklist of items an Applicant must provide for the County 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	Complete (yes/no)?
List of Actual Improvements	Indicate in Attachment 1 a complete and accurate list of actual improvements that were installed. Provide certification from the Certified Energy Advisor (CEA) that installation of each of the improvements did occur.	
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.	
Rebates/Incentives information	Confirm in Attachment 1 the applicable financial rebates and incentives that your project will receive.	
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 Certified Energy Advisor.	
Final Invoices	All contractor final invoices and receipts for each of the improvements installed must be submitted as Attachment 3.	



How to submit the Project Completion Report

Choose one of the following methods to submit the Project Completion Report:

- Submit electronically by filling out the form below.
- Mail or hand deliver a hardcopy of this form to:

Elizabeth Boldt, Better Homes Lanark Program Coordinator
99 Christie Lake Road
Perth, ON
K7H 3C6

What's Next?

Upon receipt of your Project Completion Report, the Program Coordinator 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 Municipality within which you reside 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 Municipality collects payments via the property tax bill in the same manner, and subject to the same penalties, remedies and lien priorities, as property taxes.



Attachment 1 – Actual Project Details Table

<input checked="" type="checkbox"/>	Actual Energy Improvements	Description	Contractor Name	Actual Cost
	Select only those improvements identified as eligible under Better Homes Lanark 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"/>	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	Actual Cost
<input type="checkbox"/>	Heat Pump – Air Source			
<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	Actual Cost
<input type="checkbox"/>	Window(s) or Window Inserts			
<input type="checkbox"/>	Exterior Door(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:			
Total Cost of Actual Energy Improvements (A)				

<input checked="" type="checkbox"/>	Actual Non-Energy Improvements	Description	Contractor Name	Actual Cost
	Non-energy improvements are subject to a cap of 30% of the total cost of an individual home upgrade project. Select only those improvements identified as eligible under Better Homes Lanark 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
		Describe	Contractor Name	Actual Cost
<input type="checkbox"/>	Water Efficiency Improvements			
<input type="checkbox"/>	Back Up Generator			
<input type="checkbox"/>	Roof Storm Damage Prevention Measures			



<input type="checkbox"/>	Flood Prevention Measures			
<input type="checkbox"/>	Alternative Energy			
<input type="checkbox"/>	Other:			
Total Cost of Actual Non-Energy Improvements (B)				
Total Cost of Actual Energy and Non-Energy Improvements (C)				

<input checked="" type="checkbox"/>	Actual Incentives/Rebates	Estimated Cost
Select only those incentives and rebates the Property Owner may be eligible to receive.		Identify the actual dollar amount.
<input type="checkbox"/>	Enbridge Gas Home Efficiency Rebate	
<input type="checkbox"/>	Enbridge Gas Home Efficiency Rebate Plus	
<input type="checkbox"/>	NRCan Oil to Heat Pump Affordability Program	
<input type="checkbox"/>	NRCan Canada Greener Home Loan	
<input type="checkbox"/>	Smart Thermostat Rebate	
<input type="checkbox"/>	Other:	
Total Actual Incentives/Rebates (D)		

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 Certified Energy Advisor. Sample below.]

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

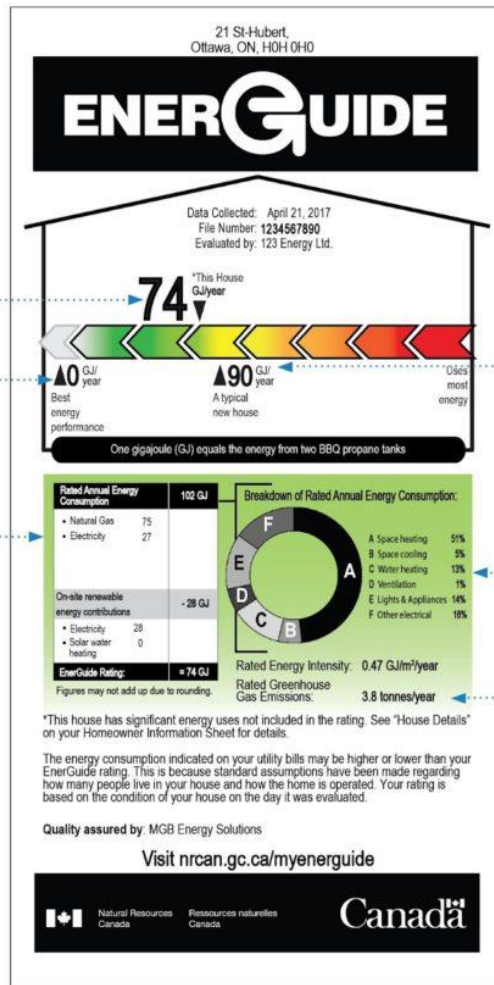
The label shows how your home's performance compares to a benchmark home

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 and Receipts

[Include all contractor final invoices and receipts for each of the actual improvements installed]