

E/KT/4

**MEMORANDUM OF AGREEMENT ("MOA") REGARDING THE
ecoENERGY RETROFIT HOMES PROGRAM**, made in duplicate, as of
December 20, 2007.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF CANADA as represented by
the Minister of Natural Resources through the Office of Energy Efficiency of the
Department of Natural Resources, (herein referred to as "the OEE")

and

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by
the Minister of Energy (herein referred to as "the Ministry")

(with each referred to as "Party" or together as "Parties")

WHEREAS the Ministry and the OEE each provide programs and services to promote energy
efficiency and conservation in Ontario and in Canada respectively, including in the housing
sector;

WHEREAS the OEE's ecoENERGY Retrofit - (hereinafter "ecoENERGY") was announced on
January 21, 2007 and successfully launched on April 1, 2007;

WHEREAS the Ministry, as part of its conservation initiatives, is committed to promoting
energy efficiency and conservation in the housing sector of Ontario by providing incentives for
home energy audits and home energy retrofits through its *Ontario Home Energy Efficiency
Program* ("OHEEP"), Home Energy Audit Program launched March 23, 2007 and Home Energy
Retrofit Program launched June 20, 2007.

WHEREAS the Ministry, in order to meet the objectives of OHEEP, wishes to obtain the
support of the OEE, by obtaining access to and use of the official marks and logos, publications,
advice, technical and administrative support and homeowner data associated with ecoENERGY
as well as copies of the software and training materials for reference purposes;

WHEREAS the OEE, as part of its mandate to promote energy efficiency in the housing sector,
wishes to support the Ministry in its delivery of the OHEEP;

NOW THEREFORE the Ministry and the OEE have agreed to the following:

1. OEE support

- 1.1 OEE agrees to grant a non-exclusive and royalty-free license to the Ministry to use the
ecoENERGY official marks and logos and the EnerGuide label for the Ministry to meet
the objectives of OHEEP. All terms and conditions are specified in **Annex A**

- 1.2 OEE agrees to provide the Ministry with homeowner data to manage and administer funding requests under OHEEP. All terms and conditions are specified in **Annex D**.
- 2. Duration, conditions and revocation of this MOA**
- 2.1 Except as may be otherwise agreed to in writing, neither Party is required to make any payment to the other Party, including but not limited to any fee or expense of the other Party in fulfilling any of such other Party's responsibilities under this MOA.
- 2.2 This MOA comes into force when signed by the Parties and will expire on March 31, 2011. Both parties agree to enter into negotiations on or before April 1, 2010 for the purpose of issuing an amendment to the MOA. The amendment would address renewal and/or termination of the MOA, along with any transition provisions, that may include making available to the Ministry the software and methodology necessary for the Ministry to continue with the delivery of OHEEP.
- 2.3 This MOA shall be interpreted according to the laws in effect in the province of Ontario.
- 2.4 Each party shall comply with all federal, provincial and municipal laws and regulations applicable to such Party's responsibilities under this MOA.
- 2.5 Each Party is solely responsible for its costs in relation to meeting the aims and objectives of the MOA.
- 2.6 Each Party agrees to administer and deliver its respective program (ecoENERGY in the case of OEE and OHEEP in the case of the Ministry) in accordance with the terms and conditions applicable thereto. Nothing however in this MOA, in and of itself, obligates either Party to expend funds or to enter into any contribution agreement, contract, assistance agreement, or other financial obligation.
- 2.7 This MOA can be terminated by either Party upon thirty (30) days written notice to the other Party.
- 2.8 Notices and other documents will be submitted in writing and sent by registered mail, email or by fax, or be handed to the addressee personally at the following addresses:

For the OEE:

Office of Energy Efficiency
Natural Resources Canada
Housing and Equipment Division
580 Booth Street, 18th floor
Ottawa (Ontario)
K1A 0E4

Attention: Ms. Diane Francoeur, Account Manager
Telephone: (613) 996-0777
Fax: (613) 996-3764
E-mail: dfrancoe@NRCan.gc.ca

For the Ministry:

Office of Conservation and Strategic Policy
Ministry of Energy
880 Bay Street, 6th Floor
Toronto, ON M7A 2C1

Attention: Mr. Martin Whicher, Senior Policy Advisor
Telephone No.: (416) 325-8628
Facsimile No.: (416) 325-6972
Email: martin.whicher@ontario.ca

3. General

3.1 Disclaimer:

The principal objective of this MOA is for the OEE to help the Ministry coordinate the OHEEP Program with the ecoENERGY Program. While OEE shall make reasonable efforts to ensure that the information contained in the Reports ("Reports" refer to any of the information provided by OEE to the Ministry as provided in this MOA) is accurate at the time they are exchanged, OEE shall not be liable whatsoever for any loss or damage caused by or resulting from any inaccuracies, errors or omissions in information exchanged following this MOA.

3.2 Headings

All headings are inserted for convenience of reference only and shall not affect the construction or interpretation of this MOA.

3.3 Time is of the Essence of the MOA

Time is of the essence in this MOA.

3.4 Members of Parliament

No member of the House of Commons or of the Senate shall be admitted to any share or part of this MOA, or derive any benefit from it.

3.5 Conflict of interest

No person who is not in compliance with the provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (Canada) or the Values and Ethics Code for the Public Service (Canada) shall derive any direct benefit from this MOA.

3.6 Assignment

- (i) Neither party may assign this MOA in whole or in part, without the written consent of the other.
- (ii) Any assignment of this MOA does not relieve the assigning Party of its obligations, and does not impose any further responsibility on the other Party, unless otherwise agreed to in writing.

3.7 Amendment

No amendment to this MOA shall be effective unless reduced to writing and signed by the authorized representatives of the Parties.

3.8 Dispute Resolution

- 3.8.1 The Parties shall attempt to resolve any dispute arising out of or pursuant to this MOA by recourse to the dispute resolution methods identified in the following sequence, although steps may be by-passed by mutual consent.
 - (1) negotiations,
 - (2) non-binding mediation or conciliation,
 - (3) non-binding mini-trial, or
 - (4) binding arbitration.
- 3.8.2 If the Parties cannot agree on the appointment or procedure for any of the foregoing dispute resolution mechanisms, either Party may, at any time, elect to have such dispute resolved by litigation in the proper judicial forum.
- 3.8.3 Any Party may within fifteen (15) days take the dispute to the next step if the Parties fail to agree on the appointment or procedure referred to in this Article.
- 3.8.4 When mediation or conciliation is selected by the Parties, they shall jointly appoint one impartial expert mediator or conciliator to undertake the process according to mutually agreed upon procedures.
- 3.8.5 When a mini-trial is selected for resolution of a dispute, the Parties shall jointly appoint one impartial third party who shall preside at a brief hearing at which the Parties present their respective positions to the impartial third party and to the highest level manager available from each Party authorized to settle the dispute. If the mini-trial does not lead the Parties to a settlement of the dispute, either Party may ask the third party to prepare and deliver to them within fifteen (15) days a non-binding award that recommends the most fair and reasonable full settlement of the dispute.
- 3.8.6 If the Parties decide to submit a dispute to arbitration, it shall be carried out pursuant to the *Commercial Arbitration Act of Canada*. The arbitral award shall be in terms of money only, and shall not include punitive damages, costs or interim measures. The Parties shall attempt to appoint jointly one impartial expert arbitrator. If the Parties cannot agree within thirty (30) days on the choice of an arbitrator, each Party shall

appoint, at its own cost, one impartial expert arbitrator and those two arbitrators shall appoint an expert third arbitrator as chairperson of an arbitral tribunal.

- 3.8.7 When one of the steps 3.8.1 (2), (3) or (4) is selected to resolve a dispute, the Parties shall jointly enter into a contract with the required mediator or conciliator, third party, arbitrator or arbitrators, as the case may be, to pay the costs for the desired services and to bear their own costs of participating in the process involved. The contracts referred to and contemplated by this article shall be in the form and content as proposed by Canada.

3.9 Entirety of the MOA

This MOA is comprised of all the details, the provisions, the arrangements and the obligations on which both Parties have agreed, related to the subject that is being discussed. This MOA cancels and replaces every negotiation, communication and previous written or oral agreement between the Parties.

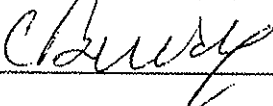
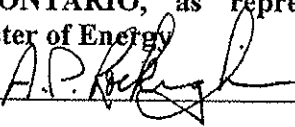
4.0 Legal Relationship

- (i) Nothing contained in this MOA shall create the relationship of principal and agent, employer and employee, between the Parties.
- (ii) Either Party shall not make any representation that:
 - a) it is an agent of the other Party; or
 - b) could reasonably lead any member of the public to believe that it or its contractors are agents of the other Party.

4.1 Successors or assigns

This Agreement shall enure to the benefit of and be binding on the Parties and their respective representatives, successors and assigns.

IN WITNESS WHEREOF, this MOA has been executed as of the Effective Date.

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Natural Resources Per: <u></u> Carol Buckley Director General Office of Energy Efficiency Natural Resources Canada Date: <u>20/12/07</u>	HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, as represented by the Minister of Energy Per: <u></u> Tony Rockingham Assistant Deputy Minister Office of Conservation and Strategic Policy Ontario Ministry of Energy Date: <u>Dec 20/07</u>
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Annex A

Marketing License

Recognition of the Government of Canada, Messaging Criteria and Official Marks

Section 1.0 Requirements

- 1.1 The Ministry may use the Canada wordmark, ecoENERGY and/or the EnerGuide for Houses mark, where any other supporting organizations, including but not limited to utility companies, provinces, territories or municipalities, governing First Nations organizations and trade or other associations are being recognized by the use of logos or marks.
- 1.2 The wordmark, logos and marks **shall** be used in the manner stipulated in Section 2.0 below for residential energy assessment services.

Section 2.0 Party's Wordmark, Logos and Marks, and Design Requirements

Use of Canada's wordmark, logos and marks is strictly limited. It shall not be used in such a manner as to imply that the product in question is a product of the other Party. Therefore, the wordmark, logos and marks:

- 2.1 **shall** be pre-approved by the Party prior to publication;
- 2.2 **shall** be used at a size equivalent in density and of proportional space to the logos of other partners;
- 2.3 **shall** be used only beside other partner logos;
- 2.4 **shall** be printed either in solid black or in solid black for the type and solid red for the flag over the letter "a"; and
- 2.5 **shall** not be used alone on a front cover page of a document or Web site or any corner of an exhibit.

Section 3.0 NRCan's Residential Energy Assessment (REA) Messaging Criteria

The Ministry's marketing activities to homeowners and regional influencers will form a critical part of the successful delivery of the NRCan residential energy assessment service.

The goal of the REA is to increase the energy efficiency of low-rise (in accordance with part 2 (for mobile homes only) and part 9 of the National Building Code of Canada, 1995) housing across Canada. The purpose of the energy evaluation is to encourage energy-efficiency improvements while maintaining or improving a house's indoor environment and durability in order to promote energy conservation and reduce the impact of housing on the environment. The REA also provides the homeowner with an energy efficiency rating label that enables him/her to compare the efficiency of houses in their region and across Canada.

- 3.1 The Ministry shall be consistent with Natural Resources Canada in their marketing messages, as noted in Items 3.3, 3.4 and 3.5 of this Schedule.
- 3.2 Natural Resources Canada requires that the following messages be conveyed in all marketing materials regarding the residential energy assessment service and in Energy Advisors' interactions with customers
- (1) the energy assessment offers a service developed by Natural Resources Canada and/or the Government of Canada; and
 - (2) by using energy more efficiently, Canadians can reduce emissions produced through energy use and contribute to clean air, water and energy and a healthy environment for all Canadians
- 3.3 Natural Resources Canada does not prescribe marketing activities at the regional or local level. Although licensees' messages are likely to be directed primarily toward the same key audiences that Natural Resources Canada targets, Natural Resources Canada recognizes that regional or local factors may necessitate approaching different audiences in different ways. Messaging shall also integrate some or all of the following themes. The themes resonate with differing degrees of importance, depending on the customer, region or circumstances of the request; therefore, their application is at the discretion of the licensee. They are as follows:
- 3.3.1 The residential energy assessment service has energy efficiency benefits for the homeowner.
 - 3.3.2 The residential energy assessment service provides independent third-party energy efficiency advice for existing houses.
 - 3.3.3 The residential energy assessment service can help to solve home comfort problems.
 - 3.3.4 The residential energy assessment service can help to reduce home energy bills.
 - 3.3.5 The residential energy assessment service provides advice that can help to maintain healthy ventilation in the home.
 - 3.3.6 The residential energy assessment service can increase a home's resale potential by providing evidence of "invisible" energy improvements in existing houses.
 - 3.3.7 The residential energy assessment service can simulate the effectiveness of renovation improvements.

- 3.3.8 The homeowner report recommendations, when implemented, may reduce the payback period for renovation upgrades, especially with the aid of the government funding.
 - 3.3.9 The residential energy assessment report provides the home's energy rating, its estimated energy consumption, energy efficiency recommendations and the estimated reductions in energy use should all recommendations be implemented.
 - 3.3.10 The residential energy assessment report recommendations represent short- and long-term plans.
 - 3.3.11 The residential energy assessment rating shows how a house rates for energy efficiency on a scale of 0 – 100 (the higher the number, the better the efficiency).
 - 3.3.12 Where a reference is made to the existence of quality assurance, it shall be clear that Natural Resources Canada and/or the Government of Canada ensure that the quality assurance of the residential energy assessment service and its personnel is performed.
- 3.4 In addition, the following terms shall be considered:
- 3.4.1 The residential energy assessment is not an "inspection". The purpose of the residential energy assessment service is to assess the energy efficiency of a home. It does not replace a home inspection. The service should be referred to as an "energy evaluation", "energy audit" or similar term that avoids confusion with the home inspection industry. The residential energy assessment service does not quality- assure either the construction or the retrofits of a home. It confirms the energy efficiency upgrades undertaken, not the workmanship involved.
 - 3.4.2 The official marks and labels are not a "stamp of approval". The official marks and labels do not "certify" a house as being energy-efficient, only that it has been rated.
 - 3.4.3 A residential energy assessment does not directly address issues of "indoor air quality". The service does estimate the ventilation rate of the home, and recommendations are based on the maintenance of healthy ventilation levels.
 - 3.4.4 A residential energy assessment may not be presented as a "survey" of the state of Canadian housing; it is a service for homeowners.
 - 3.4.5 The residential energy assessment was not created to collect "data" on houses or for a "database", though the transfer of data files and creation of a database of aggregate data is an outcome of the service delivery process.

3.5 When communicating with the public about Natural Resources Canada's intentions in creating the residential energy assessment service, it should be made clear that it was created for three principal reasons:

- 3.5.1 to provide expert, third-party, unbiased advice to homeowners and home buyers about how to improve the energy efficiency of their home;
- 3.5.2 to support the housing sector in achieving the goals of reducing emissions produced through energy use and contribute to clean air and a healthy environment for all Canadians; and,
- 3.5.3 to support the development of a body of energy experts capable of providing advice on energy efficiency in the home to the general public and to building professionals.

Section 4.0 Official Marks

The following are official marks of Natural Resources Canada. Use of these official marks shall be made in accordance with the "Residential Energy Assessment Requirements for Existing Housing" at Schedule "A" of the MOA. Note that electronic files will be provided on compact disk to the Licensee upon availability.

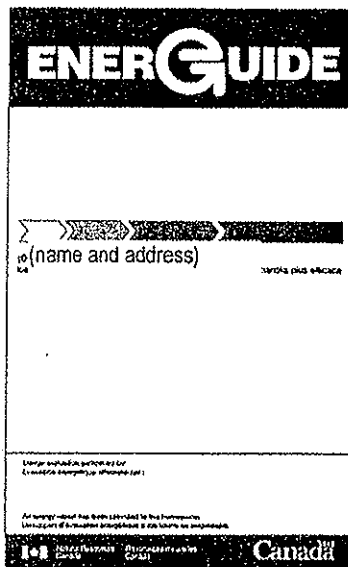
4.1 ecoENERGY

To be provided when available.

4.2 Other configurations of the official marks

Sample EnerGuide label and logo's

It may be used as illustrative images in communication products promoting the residential energy assessment service only.



Annex B

Responsibilities of the Parties

OEE Responsibilities

1. The OEE shall, as a pre-condition for funding to the homeowner, obtain the consent of the homeowner for the sharing of personal/confidential information with the Ministry, for any of the uses of such information contemplated by this MOA. As of the Effective Date, the forms for such consent, the "Notice to Homeowner" as created by NRCan (sample attached as Annex B-1) and the Ontario Home Energy Audit Grant Application as set out in Annex B-2 will be completed by the homeowner at the time of the initial assessment (D evaluation). It is acknowledged and agreed that the OEE utilized similar forms prior to the Effective Date. At the time of the post-renovation assessment (E evaluation) the consent form created by NRCan and known as the Grant Application Form will be duly completed (see Annex B-3)
2. The OEE agrees to collect information as set out in Annexes C and D, incidental to the residential energy assessment and re-assessment services since March 23, 2007 that the Ministry requires for the administration and evaluation of the OHEEP.
3. The OEE agrees to provide free technical and computer support in connection with the transfer of the data described in paragraph 2.
4. The OEE agrees to provide monthly retrofit incentive payment reports to the Ministry, without cost, as set out in Annex C. The monthly reports shall be provided on or before the final day of the month and will include all activity received since the previous report, approximately 30 days prior, except for the period from March 23, 2007 to December 20, 2007, which shall be provided as soon as possible after the execution of this MOA. The OEE also agrees to provide summary reports of information as set out in Annex C.
5. The OEE agrees to generate the reports listed in Annex C and a reasonable number of ad hoc custom reports (limited to 15 hours of analytical time per year) at no cost to the Ministry.
6. The OEE agrees to provide electronic files as set out in Annex D on the number of pre-retrofit evaluations ("D" evaluations) and post-retrofit evaluations ("E" evaluations and retrofits). The "D" evaluation files shall be provided on or before the 15th calendar day of the month and shall include all files received within the previous 14 days, except for the period from March 23, 2007 to December 20, 2007, which shall be provided as soon as possible after the execution of this MOA. The "E" evaluation files shall be provided on this same date as a separate report and would contain all of the files received within the previous 14 days.
7. The OEE shall incorporate the Ministry logo into the Homeowners Energy Efficiency Evaluation Report, and, as soon as practicable, look to incorporate the Ministry's grant information within the Home Energy Action checklist.

8. OEE agrees to notify the Ministry, at least 30 days in advance of any planned change in the format of the electronic records transmitted under this MOA.
9. OEE shall notify the Ministry as soon as is practicable whenever OEE becomes aware of:
 - a. a home energy audit having been performed by a person other than an Energy Advisor;
 - b. any home energy audit or home energy retrofit having been falsely reported as completed or the costs having been materially overstated in the respective reports of the Service Organization.
10. At the request of the Ministry and as soon as is practicable after the request of the Ministry, OEE shall undertake quality assurance measures of the work by Service Organizations required by the Agreements between OEE and the Service Organizations and the adherence by the Service Organizations to the Protocols and Procedures for Residential Energy Assessments. OEE shall consult with the Ministry regarding each request as to the particular concerns and objectives of the Ministry associated with the request and shall advise the Ministry of the outcome of such quality assurance measures.
11. OEE as the principal Party responsible for the delivery of the ecoENERGY Retrofit – Homes program has sole responsibility for all dealings with licensed Service Organizations related to the delivery of the program.
12. OEE and the Ministry shall review program operations annually as relates to the administration of Ontario applications.

The Ministry's Responsibilities

1. The Ministry, with the assistance of the OEE as described in this MOA, shall be offering Ontario homeowners a grant based on the residential energy assessment methodology created by NRCan. As the information provided to the Ministry is from NRCan's residential energy assessments, the Ministry shall not have any direct dealings with the Service Organizations under license to NRCan without NRCan's prior consent.
2. The Ministry agrees to manage all information the Ministry receives from the OEE by virtue of this MOA, in accordance with the *Freedom of Information and Protection of Privacy Act* (Ontario).
3. The Ministry will use the records received under paragraph 2 in OEE responsibilities only for the purpose of issuing cheques to the applicants, internal statistics and on an aggregated basis for communications initiatives directed to the Ontario public, pertaining to conservation of energy and energy efficiency or the like, or for a purpose or purposes related thereto.
4. The Ministry will create an FTP site (File Transfer Protocol Site), with userids and passwords to allow for the transfer of information.
5. The Ministry will design and produce sufficient stock of the Ontario Home Energy Audit Grant Application Form (samples provided in Annex B-2) which will be distributed by the OEE energy advisors and returned to the Ministry, as per instructions included on the

form.

6. The Ministry may publicly report and promote statistical information, as described in this paragraph provided by OEE pursuant to this MOA. Such information may include, but not be limited to, the number of D and E evaluations completed, potential and actual energy and carbon dioxide savings achievable or achieved, potential and actual upgrades possible or undertaken, potential homeowner energy savings, energy changes in energy consumption and the total agreement of funding or grants paid. The information may appear in press releases, advertisements, brochures and/or websites. All information about participating homes will be aggregated and participating homeowners, dwellings and personal information such as names and addresses will not be disclosed.

Security

The Parties shall use appropriate security measures in respect of the accessing and transfer of the information, including login/password measures, employee security clearances, and ensuring that only a limited number of their employees (having the requisite security clearance) have access to such information.

Annex B-1

Notice to Homeowner

Your house has been examined by a qualified energy advisor based on standard conditions. The energy efficiency evaluation report represents the advisor's best judgment, given the information available at the time of the evaluation.

The purpose of this residential energy evaluation is to assess the energy efficiency of your house; it is not meant to replace a full house inspection. Natural Resources Canada (NRCan) makes no warranty, expressed or implied, with respect to the energy consumption figures or energy efficiency recommendations included in this assessment. Actual energy consumption and costs depend on a host of factors beyond the control of NRCan.

NRCan promotes the use of energy-efficient equipment bearing the ENERGY STAR® symbol and the use of trained personnel in the completion of energy upgrades. NRCan does not endorse the services of any contractor nor any specific product, and accepts no liability in the selection of materials, products, contractors or performance of workmanship.

By signing below, you acknowledge that you have read this notice and that you authorize the information (including photos) collected about your house during the energy assessment to be supplied to NRCan for the purposes of statistical analysis and quality assurance. You also agree to the transfer of this information to provincial and territorial partners for the purposes of the administration of an incentive program for improvements to residential energy efficiency, knowing that these provincial and territorial entities must, at a minimum, safeguard your information according to federal information protection standards under Canada's Privacy Act. You may be contacted by a representative of NRCan, should any quality assurance assessments of the program be undertaken, and asked for your consent to participate in this review.

Homeowner's Name:
(please print)

**Homeowner's
Signature:**

Date:

File number:

**Property tax roll
number:**

**Energy Advisor's
Name:**

Service organization:

Telephone:

**Energy Advisor's
Signature:**

Date:

Annex B-2



Application Form for Ontario's Home Energy Audit/Retrofit Grant Program ("Program") Single Homes and Multi-Unit Residential Buildings Owned by Individuals

Home Owner Information

☐ Mr.	☐ Mrs.	☐ Ms.	First name	Last name
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Residential Property Address

Street name and no.	City	Province	Postal code
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Municipal tax roll no.	Audit service organization no.	House file no.
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Telephone no. (including area code) where the home owner may be reached during the day ()

For Multi-Unit Residential Buildings ONLY

The evaluation is being coordinated by: (name of building caretaker) (phone number)

Mailing Address (if different from above)

Street name and no.	City	Province	Postal code
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The Grant (Pre-retrofit audit)

Quoted Price of my audit is \$ - Less any discounts \$ = Eligible cost of my audit is \$

If the Eligible cost is greater than/equal to \$300: Home Energy Audit Grant = \$150.00

If the Eligible cost is less than \$300: Home Energy Audit Grant = Eligible cost \$ x 50% = \$

Terms of the Grant

1. Funding for the pre-retrofit audit is provided to eligible Ontario homeowners up to \$150, for half the cost of the pre-retrofit home energy audit (excluding applicable taxes) and net of any discounts or rebates. Funding is also provided up to a maximum amount of \$5,000, for eligible improvements to the home that are confirmed completed in a second audit as described below. Information regarding eligible improvements and grant amounts are found on the Ministry of Energy website, www.energy.gov.on.ca or obtained by calling the Ministry's Info Hotline at 1-888-668-4636. Questions may also be submitted to EnergyAudits@ontario.ca.
2. Eligible homes include detached houses, attached houses and low-rise multi-unit residential buildings. The eligible multi-unit residential buildings must be no more than three stories high and have a total area footprint of 600 square metres or less. Homes that are yet to be constructed are not eligible.
3. The pre-retrofit audits must be completed in the period between March 23, 2007 and March 31, 2011 and be performed by a service organization ("Service Organization") licensed by NRCAN, according to NRCAN's residential energy assessment protocol's standard operating conditions for home audits. The retrofits are to be confirmed completed by an energy advisor ("Energy Advisor") employed by a Service Organization in a second home audit to be performed within eighteen (18) months of the date of the pre-retrofit audit.
4. The Service Organization submits this application to the Ministry of Energy, when completed and signed by the homeowner, and the audit report(s) to NRCAN.
5. For Multi-Unit Residential Building Owners: By completing this form, the homeowner authorizes the Energy Advisor to enter the home to gather the data necessary for the home audit. It is the homeowner's responsibility to make the necessary arrangements with the building superintendent to allow the Energy Advisor access to the home and building. If the unit is leased, it is the homeowner's responsibility to advise the tenant of this home audit and obtain his/her consent.
6. The homeowner is responsible for the selection of the home auditor providing the home energy audit and payment for the pre/post-retrofit audit(s) and any retrofits.
7. The Ministry of Energy:
 - a. does not warrant that there will be any energy savings as a result of the homeowner proceeding with any recommendation included in the energy audit report and does not endorse the services of any Service Organization, contractor, service or product;
 - b. is not in any way liable for the selection of materials, products, Service Organizations, services, contractors or performance of workmanship; and
 - c. reserves the right to contact the homeowner to conduct audit checks and do quality assurance checks (such as satisfaction surveys, etc), to assess the application and ensure the proper payment of the Grant.
8. Any overpayment or mispayment of any part of the Grant is to be repaid by the homeowner to the Ministry of Energy as soon as possible.

Notice of Collection:

9. This Program provides funding to Ontario homeowners to help offset the costs of eligible home audits and home renovations and is coordinated with the Federal Government's ecoENERGY Program, administered by Natural Resources Canada (NRCAN). In order to administer the Program, the Ministry of Energy will be collecting the personal information provided on this form, the audit report(s) prepared by the Service Organization and similar information from NRCAN the homeowner has provided as part of the federal ecoENERGY Program. The Ministry will use this information to administer the Program, including determining Program eligibility, issuing grant payments, conducting quality assurance and other audits and statistical analysis. If you have questions about the collection and use of personal information, please contact:
NAME: Martin Whicher, Senior Policy Advisor
BUSINESS ADDRESS: Ministry of Energy, 880 Bay Street, 3rd Floor, Toronto, ON, M7A 2C1
GENERAL INQUIRY NUMBER: 416 327-6758

Confirmation, Agreement and Consent of the Residential Property Owner / Authorized Agent

1. I confirm that:
 - a. I am the owner of the property; the information set out above is accurate and the pre-retrofit audit was completed on the date shown below;
 - b. I have paid for the cost of the pre-retrofit home energy audit, plus all applicable sales taxes.

2. I have read and agree to the Terms of the Grant.
3. I authorize and consent to the collection and use of my Personal Information by the Ministry of Energy for the purpose of administering the Program, as set out above.

Homeowner Signature

Homeowner Name:	Signature:	Date:
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Service Organization

On behalf of the Service Organization, I performed the pre-retrofit home energy audit on the residence referenced in this application, and I confirm that the information contained in this form is accurate and identical to the information in the electronic file being transferred to NRCan and the Government of Ontario.

Service Organization Name:	Service Organization Phone Number:
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Energy Advisor's Name:	Signature:	Date of Pre-Retrofit Audit::
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Please mail Copy A to the Ontario Home Energy Audit Program Office, Ministry of Energy, 880 Bay Street, 3rd Floor, Toronto, ON, M7A 2C1. Retain Copy B with the Service Organization and Copy C to the homeowner.

Application Form for Ontario's Home Energy Audit/Retrofit Grant Program ("Program")
Corporate-Owned Residential Properties

Corporate Information

Legal Business Name / Bank Council / Tribal Council / First Nations	Business incorporation no.	Jurisdiction of incorporation ☐ Federal ☐ Provincial ☐ Territorial
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Contact Person or Authorized Agent

☐ Mr. ☐ Mrs. ☐ Ms.	First name	Last name	Title
Telephone no. (including area code) ()		Email	
Street address		City	Province
			Postal code

Residential Property Address

Street address	City	Province	Postal code
Municipal tax roll no.	Audit service organization no.	House file no.	

Mailing Address (if different from above)

Street name and no.	City	Province	Postal code
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The Grant (Pre-retrofit audit)

Quoted Price of my pre-retrofit audit is \$_____ - Less any discounts \$_____ = \$_____, the eligible cost of the retrofit audit
 If the Eligible cost is greater than/equal to \$300: Home Energy Pre-retrofit Audit Grant = \$150.00
 If the Eligible cost is less than \$300: Home Energy Pre-retrofit Audit Grant = Eligible cost \$_____ x 50% = \$_____

Terms of the Grant

10. Funding for the pre-retrofit audit is provided to eligible Ontario homeowners up to \$150, for half the cost of the pre-retrofit home energy audit (excluding applicable taxes) and net of any discounts or rebates. Funding is also provided up to a maximum amount of \$5,000, for eligible improvements to the home that are confirmed completed in a second audit as described below. Information regarding eligible improvements and grant amounts are found on the Ministry of Energy website, www.energy.gov.on.ca or obtained by calling the Ministry's Info Hotline at 1-888-668-4636. Questions may also be submitted to EnergyAudits@ontario.ca.
11. Eligible homes include detached houses, attached houses and low-rise multi-unit residential buildings. The eligible multi-unit residential buildings must be no more than three stories high and have a total area footprint of 600 square metres or less. Homes that are yet to be constructed are not eligible.
12. The pre-retrofit audits must be completed in the period between March 23, 2007 and March 31, 2011 and be performed by a service organization ("Service Organization") licensed by NRCAN, according to NRCAN's residential energy assessment protocol's standard operating conditions for home audits. The retrofits are to be confirmed completed by an energy advisor ("Energy Advisor") employed by a Service Organization in a second home audit to be performed within eighteen (18) months of the date of the pre-retrofit audit.
13. The Service Organization submits this application to the Ministry of Energy, when completed and signed by the homeowner, and the audit report(s) to NRCAN.
14. For Multi-Unit Residential Building Owners: By completing this form, the homeowner authorizes the Energy Advisor to enter the home to gather the data necessary for the home audit. It is the homeowner's responsibility to make the necessary arrangements with the building superintendent to allow the Energy Advisor access to the home and building. If the unit is leased, it is the homeowner's responsibility to advise the tenant of this home audit and obtain his/her consent.
15. The homeowner is responsible for the selection of the home auditor providing the home energy audit and payment for the pre/post-retrofit audit(s) and any retrofits.
16. The Ministry of Energy:
 - a. does not warrant that there will be any energy savings as a result of the homeowner proceeding with any recommendation included in the energy audit report and does not endorse the services of any Service Organization, contractor, service or product;
 - b. is not in any way liable for the selection of materials, products, Service Organizations, services, contractors or performance of workmanship; and
 - c. reserves the right to contact the homeowner to conduct audit checks and do quality assurance checks (such as satisfaction surveys, etc), to assess the application and ensure the proper payment of the Grant.
17. Any overpayment or mispayment of any part of the Grant is to be repaid by the homeowner to the Ministry of Energy as soon as possible.

Notice of Collection:

18. This Program provides funding to Ontario homeowners to help offset the costs of eligible home audits and home renovations and is coordinated with the Federal Government's ecoENERGY Program, administered by Natural Resources Canada (NRCAN). In order to administer the Program, the Ministry of Energy will be collecting the personal information provided on this form, the audit report(s) prepared by the Service Organization and similar information from NRCAN the homeowner has provided as part of the federal ecoENERGY Program. The Ministry will use this information to administer the Program, including determining Program eligibility, issuing grant payments, conducting quality assurance and other audits and statistical analysis. If you have questions about the collection and use of personal information, please contact:
 NAME: Martin Whicher, Senior Policy Advisor
 BUSINESS ADDRESS: Ministry of Energy, 880 Bay Street, 3rd Floor, Toronto, ON, M7A 2C1
 GENERAL INQUIRY NUMBER: 416 327-6758

Confirmation, Agreement and Consent of the Residential Property Owner / Authorized Agent

4. I confirm that:
 - a. I am the owner of the property; the information set out above is accurate and the pre-retrofit audit was completed on the date shown below;
 - b. I have paid for the cost of the pre-retrofit home energy audit, plus all applicable sales taxes;
5. I have read and agree to the Terms of the Grant.
6. I authorize and consent to the collection and use of my Personal Information by the Ministry of Energy for the purpose of administering the Program, as set out above.

Authorized Agent Signature

Authorized Agent's Name:	Signature:	Date:
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Service Organization

On behalf of the Service Organization, I performed the pre-retrofit home energy audit on the residence referenced in this application, and I confirm that the information contained in this form is accurate and identical to the information in the electronic file being transferred to NRCan and the Government of Ontario.

Service Organization Name:	Service Organization Phone Number:	
Energy Advisor's Name:	Signature:	Date of Pre-Retrofit Audit:

Please mail Copy A to the Ontario Home Energy Audit Program Office, Ministry of Energy, 880 Bay Street, 3rd Floor, Toronto, ON, M7A 2C1. Retain Copy B with the Service Organization and Copy C to the homeowner.

Annex B-3

Federal ecoENERGY Home Retrofit Grant Application Form (attached)

To be attached
by NRCan
AR.
CB -



Natural Resources Canada (NRCAN) Grant
Under ecoENERGY Retrofit – Homes
Application Form

Subvention accordée par
Ressources naturelles Canada (RNCAN)
écoÉNERGIE Rénovation – Maisons
Formulaire de demande

Please print - Prière d'écrire en lettres moulées

Name of Property Owner - Nom du propriétaire

☐ M. ☐ Mrs. ☐ Ms. ☐ Mlle	First name - Prénom	Last name - Nom
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Civic Address - Adresse municipale

Street address - N° et rue	City - Ville	Prov./Terr.	Postal code - Code postal
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Municipal tax roll no. - N° de rôle aux fins de l'impôt foncier

Telephone no. (including area code) where property owner can be reached during the day
N° de téléphone (y compris l'indicatif régional) où le propriétaire peut être joint pendant la journée ()

Mailing Address (if different from above) - Adresse postale (si elle diffère de celle indiquée ci-dessus)

Street address - N° et rue	City - Ville	Prov./Terr.	Postal code - Code postal
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Notice to Property Owner - Avis au propriétaire

This dwelling has been examined by a qualified energy advisor based on the NRCAN residential energy assessment protocol's standard operating conditions. The report represents the advisor's best judgement given the information and time available. The purpose of the evaluation is to assess the energy efficiency of the dwelling; it is not meant to replace a full house inspection. NRCAN makes no warranty, expressed or implied, with respect to the energy consumption figures, cost estimates or energy efficiency recommendations included in this assessment. Actual energy consumption and costs depend on a host of factors beyond the control of NRCAN.

Un conseiller en efficacité énergétique qualifié a examiné l'habitation en se fondant sur les conditions de fonctionnement normales du protocole pour l'évaluation énergétique de RNCAN. Ce rapport reflète la meilleure opinion du conseiller, compte tenu de l'information et du temps dont il disposait. L'objectif de l'évaluation est d'évaluer le rendement énergétique de l'habitation. Cette évaluation ne vise toutefois pas à remplacer une inspection complète. RNCAN n'offre aucune garantie, explicite ou implicite, quant aux données de consommation d'énergie, aux coûts prévisionnels ou aux recommandations relatives à l'efficacité énergétique figurant dans cette évaluation. La consommation réelle d'énergie et les coûts afférents dépendent d'un certain nombre de facteurs indépendants de la volonté de RNCAN.

Certifications by Property Owner and Release of Information

Attestation par le propriétaire et communication de renseignements

I certify that

- I have read the "Eligibility Criteria" provided at the back of Copy 4 of this form and agree to abide by all terms and conditions therein.
- I am the owner of the above-noted property.
- I have paid all applicable sales taxes on products and services undertaken in the course of renovations for which this grant application is being made and that I assume all responsibility for the selection of products and services used in these renovations.
- All grants I have received from federal, provincial/territorial and municipal sources for renovations for which this grant application is being made do not exceed the total value of these renovations.
- All renovations were completed after December 5, 2006.

I attest that:

- j'ai lu les « critères d'admissibilité » mentionnés au verso de la copie 4 du présent formulaire et que j'accepte de me conformer à toutes les modalités qui y sont indiquées;
- je suis le propriétaire de la propriété susmentionnée;
- j'ai payé toutes les taxes de vente applicables sur les produits achetés et services engagés au cours des rénovations visées par cette demande de subvention et j'assume l'entière responsabilité pour la sélection des produits et services utilisés pour ces rénovations;
- la somme des subventions reçues des gouvernements fédéral, provincial, territorial ou d'une administration municipale pour les rénovations visées par cette demande ne dépasse pas la valeur totale des travaux effectués;
- toutes les rénovations ont été complétées après le 5 décembre 2006.

The data collected in the electronic file will be provided to NRCAN for the purpose of statistical analysis and quality assurance.

Personal information on this form is being collected in order to issue a cheque under the ecoENERGY Retrofit – Homes program. Personal information will be protected under the Privacy Act.

Les données collectées dans le fichier électronique seront communiquées à RNCAN aux fins d'analyse statistique et d'assurance de la qualité. Les renseignements personnels demandés dans ce formulaire sont recueillis en vue d'émettre un chèque dans le cadre du programme écoÉNERGIE Rénovation – Maisons. Les renseignements personnels seront protégés en vertu de la Loi sur la protection des renseignements personnels.

Signature	Date
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In the event that another federal department, provincial/territorial or municipal government, or a utility company that has an agreement with NRCAN offers an incentive based on the NRCAN assessment, I authorize NRCAN to provide my personal information directly to this party.

Si un autre ministère fédéral, provincial ou territorial ou une administration municipale ou une entreprise de services publics conclut une entente avec RNCAN en vue d'offrir des incitatifs financiers fondés sur l'évaluation énergétique de RNCAN, j'autorise RNCAN à lui communiquer directement mes renseignements personnels.

Signature	Date
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Certification by Energy Advisor - Attestation du conseiller en efficacité énergétique

I have performed the post-retrofit or subsequent evaluation of the residential unit referenced by the above-noted file number and confirm that the information contained on this form is identical to the information in the electronic file being transferred to NRCAN.

J'ai réalisé l'évaluation après-rénovations ou une évaluation subséquente de la propriété correspondant au numéro de fichier susmentionné et je confirme que l'information contenue dans cette demande est identique aux données apparaissant dans le fichier électronique transmis à RNCAN.

Signature	Date	Office Use - Usage RNCAN
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PERSONAL INFORMATION PROVIDED ON THIS FORM IS PROTECTED UNDER THE PROVISIONS OF THE PRIVACY ACT AND IS MAINTAINED IN A PERSONAL INFORMATION BANK, NRCAN/P-PU-090. S RENSEIGNEMENTS PERSONNELS SOUMIS DANS CE FORMULAIRE SONT PROTÉGÉS EN VERTU DES DISPOSITIONS DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET SONT CONSERVÉS DANS UNE BANQUE DE RENSEIGNEMENTS PERSONNELS, RNCAN/P-PU-090.

Privacy Information

This information is being collected according to the *Privacy Act*. Consent to disclosure to organizations offering further financial support using Can's residential energy assessment protocol and methodology is necessary for the purpose of receiving such further financial support. Information that is collected is used to substantiate applications and issue grant cheques. Under the provisions of the *Privacy Act*, individuals have the right to protection of, and access to, their personal information.

This form is protected once completed.

For more information about the *Privacy Act*, please visit www.justice.gc.ca/en/p-21/text.html. For information on Natural Resources Canada's (NRCan's) holdings, visit the InfoSource Web site at infosource.gc.ca and select "Sources of Federal Government Information," then choose "Chapters by Name of Institution" on the left-hand navigation bar, and select the letter "N" to find Natural Resources Canada.

Questions or comments about this privacy policy or NRCan's administration of the *Privacy Act* may be directed to the Access to Information and Privacy Secretariat of NRCan by e-mail at AIPRP-ATIP@nrcan.gc.ca.

If you are not satisfied that NRCan has adequately respected your privacy, you can contact the Office of the Privacy Commissioner through its Web site at www.privcom.gc.ca or by calling 1-800-282-1376.

Eligibility Criteria

Eligible Recipients

Residential property owners living in Canada are eligible for a grant under the ecoENERGY Retrofit – Homes program provided that:

- at the time of application, they own the dwelling for which the grant is requested
- they have received a pre-retrofit energy efficiency rating under ecoENERGY Retrofit – Homes
- they have performed, or have had performed on their behalf, energy efficiency retrofits
- they have received a post-retrofit energy efficiency rating during which time the energy advisor verifies which improvements have been implemented
- they permit the service organization to submit the dwelling's electronic data file and ownership information to NRCan.

Eligible Dwellings

- be eligible for the grant, the dwelling must be in Canada and:
 - must be EITHER a low-rise residential dwelling that is a detached, semi-detached, duplex, triplex, row house or multi-unit residential building that is no more than three storeys high and that has a footprint of no more than 600 square metres OR is a mobile home on a permanent foundation (as defined under Parts 2 and 9 of the *National Building Code of Canada*, 2005)
- must be a principal residence (seasonally-occupied vacation properties are excluded)
- must be capable of receiving a rating under NRCan's residential energy assessment protocol
 - If an energy advisor sees factors that, in his or her opinion, suggest the structure of the dwelling may be unsafe or that may affect the health of the occupants, the energy advisor shall have the authority to refuse to rate the house.

Conditions of Payment

- The grant payment shall:
- be based on the total of the individual upgrades completed
 - be provided only one time per owner, per property
 - be provided to eligible property owners with the understanding that property owners shall accommodate NRCan by participating in its quality assurance when requested to do so.

The maximum amount payable to eligible recipients over the life of the program is \$5,000 per eligible dwelling unit. Total grants to one individual or entity for eligible properties over the life of the program will not exceed \$50,000.

Property owners shall accept full responsibility for the work performed, including choice of materials and service provider for renovation work, obtaining all applicable permits and paying all applicable taxes on work performed.

Property owners are required to retain receipts for renovation work completed for three (3) years following the date of submission of a grant application. Such receipts may be required for the purpose of evaluating the grant program, for example, by identifying how much of the total renovation costs were supported by grant funding. Action will be taken to remedy underpayment or overpayment of grants identified during the quality assurance process.

If this incentive is combined with any other federal, provincial, territorial or municipal financial incentive, the total monies cannot exceed the value of the work done.

Protection des renseignements personnels

Ces renseignements sont recueillis conformément à la *Loi sur la protection des renseignements personnels* (la Loi). Afin de recevoir l'appui financier supplémentaire voulu, il est nécessaire de consentir à leur dévoilement aux organismes offrant un appui financier supplémentaire au moyen du protocole et de la méthodologie mis au point par NRCan pour l'évaluation énergétique des habitations. Les renseignements recueillis sont utilisés pour valider les demandes de subvention et émettre des chèques. En vertu de la Loi, les personnes ont droit à la protection de leurs renseignements personnels et peuvent y accéder.

Le formulaire est protégé une fois rempli.

Pour en savoir plus au sujet de la *Loi sur la protection des renseignements personnels*, consultez le site Web www.justice.gc.ca/fr/p-21/text.html. Pour vous informer au sujet des fonds de renseignements de Ressources naturelles Canada (RNCAN), consultez le site Web InfoSource à infosource.gc.ca et cliquez sur « Sources de renseignements fédéraux », puis choisissez « Chapitres par nom d'institution » dans la zone de navigation située dans la partie gauche de l'écran, et cliquez sur la lettre « R » pour obtenir l'hypertexte de Ressources naturelles Canada.

Les questions ou commentaires relatifs à cette politique sur la protection des renseignements personnels ou à l'application par RNCAN de la *Loi sur la protection des renseignements personnels* peuvent être transmis au Secrétariat de l'accès à l'information et de la protection des renseignements personnels de RNCAN par courriel à AIPRP-ATIP@nrcan.gc.ca.

Si vous estimez que RNCAN n'a pas pris les moyens nécessaires pour assurer la protection de vos renseignements personnels, vous pouvez communiquer avec la Commission de la protection de la vie privée du Canada par l'entremise de son site Web à www.privcom.gc.ca ou en appelant au 1-800-282-1376.

Critères d'admissibilité

Bénéficiaires admissibles

Les propriétaires résidentiels qui vivent au Canada sont admissibles à une subvention du programme écoENERGIE Rénovation – Maisons dans la mesure où :

- au moment de la demande, ils sont propriétaires de l'habitation pour laquelle la subvention est demandée;
- ils ont reçu une cote avant que les améliorations énergétiques aient été apportées, dans le cadre d'écoENERGIE Rénovation – Maisons;
- ils ont effectué ou fait effectuer en leur nom des améliorations énergétiques;
- une fois les améliorations énergétiques terminées, ils ont reçu une nouvelle cote attribuée par le conseiller en énergie après que celui-ci a vérifié quelles sont les améliorations suivies;
- ils accordent à l'organisme de service la permission de soumettre les données électroniques relatives à leur demeure et les renseignements sur leur titre de propriété à RNCAN.

Habitations admissibles

Pour être admissible à une subvention, l'habitation doit être située au Canada et :

- doit être OÙ une habitation résidentielle basse, individuelle, jumelée, duplex, triplex, en rangée ou un immeuble résidentiel bas à logements multiples de trois étages ou moins, qui a une superficie ne dépassant pas 600 mètres carrés OÙ une maison mobile érigée sur une fondation permanente (tel qu'il est défini dans les parties 2 et 9 du *Code national du bâtiment du Canada* de 2005);
- doit être une résidence principale (les propriétés saisonnières destinées aux vacances ne sont pas admissibles);
- doit pouvoir recevoir une cote en vertu du protocole pour l'évaluation énergétique de RNCAN
 - si un conseiller en efficacité énergétique remarque des facteurs qui, selon lui, compromettent la structure de la maison ou peuvent nuire à la santé ou à la sécurité de ses occupants, il aura le pouvoir de refuser de donner une cote.

Conditions de versement

Le versement de la subvention dépendra :

- du nombre total d'améliorations terminées;
- ne se fera qu'une seule fois par propriétaire, par propriété;
- se fera aux propriétaires admissibles à la condition que ces derniers consentent à participer, sur demande, au processus d'assurance de la qualité de RNCAN.

Le montant maximum payable par propriétaire aux bénéficiaires admissibles pendant la durée du programme est de 5 000 dollars par unité d'habitation admissible. Les subventions totales accordées à une personne ou à une entité pour les propriétés admissibles pendant la durée du programme n'excéderont pas le montant de 50 000 dollars.

Les propriétaires devront accepter la responsabilité des travaux de rénovation exécutés, incluant le choix des matériaux et des prestataires de services, d'obtenir tout permis nécessaire, ainsi que d'acquiescer les taxes applicables pour les travaux exécutés.

Les propriétaires doivent garder les reçus pour les travaux de rénovation exécutés pendant trois (3) ans suivant la date de soumission de la demande de subvention. Ces reçus peuvent être requis pour fin d'évaluation du programme de subvention, par exemple, pour déterminer quelle quantité des coûts totaux de rénovation a été subventionnée. Des mesures seront prises pour remédier à toute insuffisance ou tout excédent de versement relatif à la subvention qui aurait été signalé lors du processus d'assurance de la qualité.

Si le propriétaire bénéficie d'autres incitatifs provenant d'un ministère fédéral, provincial, territorial ou d'une administration municipale en plus de cette subvention, la somme totale qui lui est versée ne doit pas excéder le coût des travaux réalisés.

Annex C

Monthly Reports

Monthly reports to be provided to the Ministry by OEE

- ✦ Number of federal incentives
- ✦ Average and total value of federal incentives
- ✦ Marginal average and total average carbon dioxide savings
- ✦ Percentage and actual average energy savings

Summary reports to be provided to the Ministry by OEE

- ✦ Potential and actual energy savings and carbon dioxide reductions by vintage of residence

Annex D

Electronic Files Required for Administration of Ontario Home Energy Efficiency Program

1. Information Related to the Pre-Retrofit Residential Energy Assessment ("D" Evaluations)

1.1 The OEE agrees to provide the Ministry, free of charge and on a timely basis, as set out in Annex B, paragraph 6, the electronic records concerning all residences located in Ontario that are eligible for an Ontario Home Energy Efficiency Program grant and for which the applicant has signed a "Notice to Homeowner" and an "Ontario Home Energy Audit Grant Application Form", which includes an authorization for OEE to transfer personal/confidential information to the Ministry.

1.2 The Ministry wishes to commence payments immediately upon the signing of the MOA. An interim method of payment will be established. This interim period shall run approximately one hundred eighty (180) days from the date of the signing of the MOA.

1.3 For payments made during the interim period, the electronic files shall be transferred to the Ministry in Microsoft Excel format. The records shall contain, at a minimum, the information set out in Annex D-1.

1.4 This interim payment method will cease to be in effect once the Parties have established an FTP method for transferral of data and the Ministry has produced sufficient stock of the Ontario Home Energy Audit Grant Application Form to meet program demands.

2. Information Related to the Post-Retrofit Residential Energy Assessment and Residential Energy Evaluation ("E" Evaluations)

2.1 The OEE agrees to provide the Ministry, free of charge and on a timely basis, as set out in Annex B, paragraph 6, the electronic records concerning all residences located in Ontario that are eligible for an Ontario Home Energy Efficiency Program grant related to a residential energy retrofit grant where the homeowners have submitted a completed application to Natural Resources Canada for an ecoENERGY Home-Retrofit grant.

2.2 For payments made during the interim period, the electronic files shall be transferred to the Ministry in Microsoft Excel format. The records shall contain, at a minimum, the information set out in Annex D-2.

2.3 This interim payment method will cease to be in effect once the Parties have established an FTP method for transferral of data.

Annex D-1 and D-2 (attached)

Annex D-1 Reporting Format for "D" Audits During the Interim Period

Property Owner *	Property Address	Property Tax Roll Reference Number	Mailing Address To Issue Cheque			File Number	Date Of Evaluation	Service Organization	Energy Advisor	Amount Charged for Audit \$	Net Cost of Audit (Amount Less Incentives Offered) ** \$
			Street Address	City	Postal Code						
Mrs. J. Renaldo	1649 Bough Blvd. Mississauga, ON L4N 4T5		1649 Bough Blvd.	Mississauga	L3W 7Y8	22E1D00304	2007-08-02	Amrispec	T. Au	430.92	0.00
D. Dudley	2 Main St. Wasterville, ON P3Y 2T4		880 Bay St.	Toronto	M7A 2C1	2205DO2012	2007-04-01	Enwise	J. Doe	317.94	150.00

* Name that appears on property tax bill.

** Amount charged for the audit less the amount of any financial incentive or rebate (other than the Ontario Government audit incentive) on the cost of the audit offered to the homeowner.

Annex D-2 Reporting Format for "E" Audits and Retrofits During the Interim Period

Property Owner *	Property Address	Property Tax Roll Reference Number	Mailing Address To Issue Cheque			File Number	Date Of Evaluation	Service Organization	Energy Advisor	Federal Grant Amount	Retrofit Details		
			Street Address	City	Postal Code						Original Heating System	EGH Rating Pre/Post	Retrofits Undertaken

* Name that appears on property tax bill.