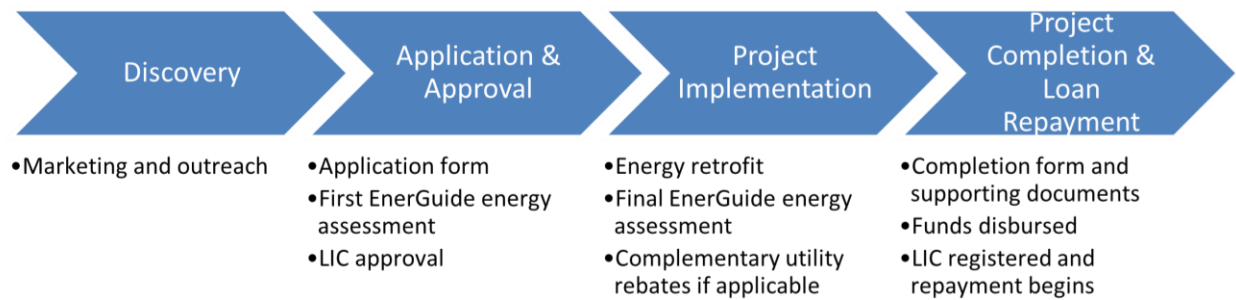


Retrofit Halton Hills Pilot Program Delivery Process



Phase 1: Discovery

- Town staff (Climate Change & Asset Management, Corporate Communications) conduct marketing and outreach to promote the Pilot Program

Phase 2: Application and Approval

- Homeowner submits application form and Climate Change & Asset Management staff (engaging with other departments as needed) review and issue approval if criteria is met
- Staff also notify Homeowner of other rebates (e.g., Halton Hills Hydro, Enbridge) that may be applicable
- Homeowner schedules an initial EnerGuide energy assessment and selects upgrades and a contractor and submits a Funding Request Form to the Town
- Town staff (Climate Change & Asset Management and Finance) review Funding Request, issue LIC approval, and notify Building Services (if applicable)
- Town staff (Climate Change & Asset Management, Finance, Clerks & Legislative Services) and Homeowner review and sign the Property Owner Agreement

Phase 3: Project Implementation

- Town staff (Finance) advance funds if requested
- Homeowner completes upgrades
- Homeowner schedules final EnerGuide energy assessment and applies for any complementary utility rebates

Phase 4: Project Completion

- Homeowner submits Completion Form and supporting documents to the Town
- Town staff (Finance) disburse LIC funds and register the LIC on the property
- Homeowner pays contractor and begins repayment of LIC via property tax