

Guelph Greener Homes Program

Steps to apply

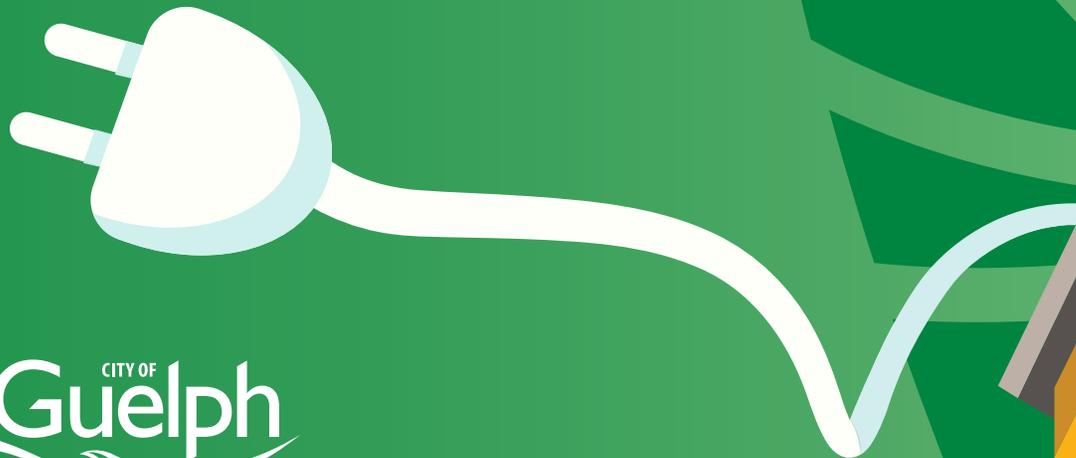


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Click on the section of this document you would like to view

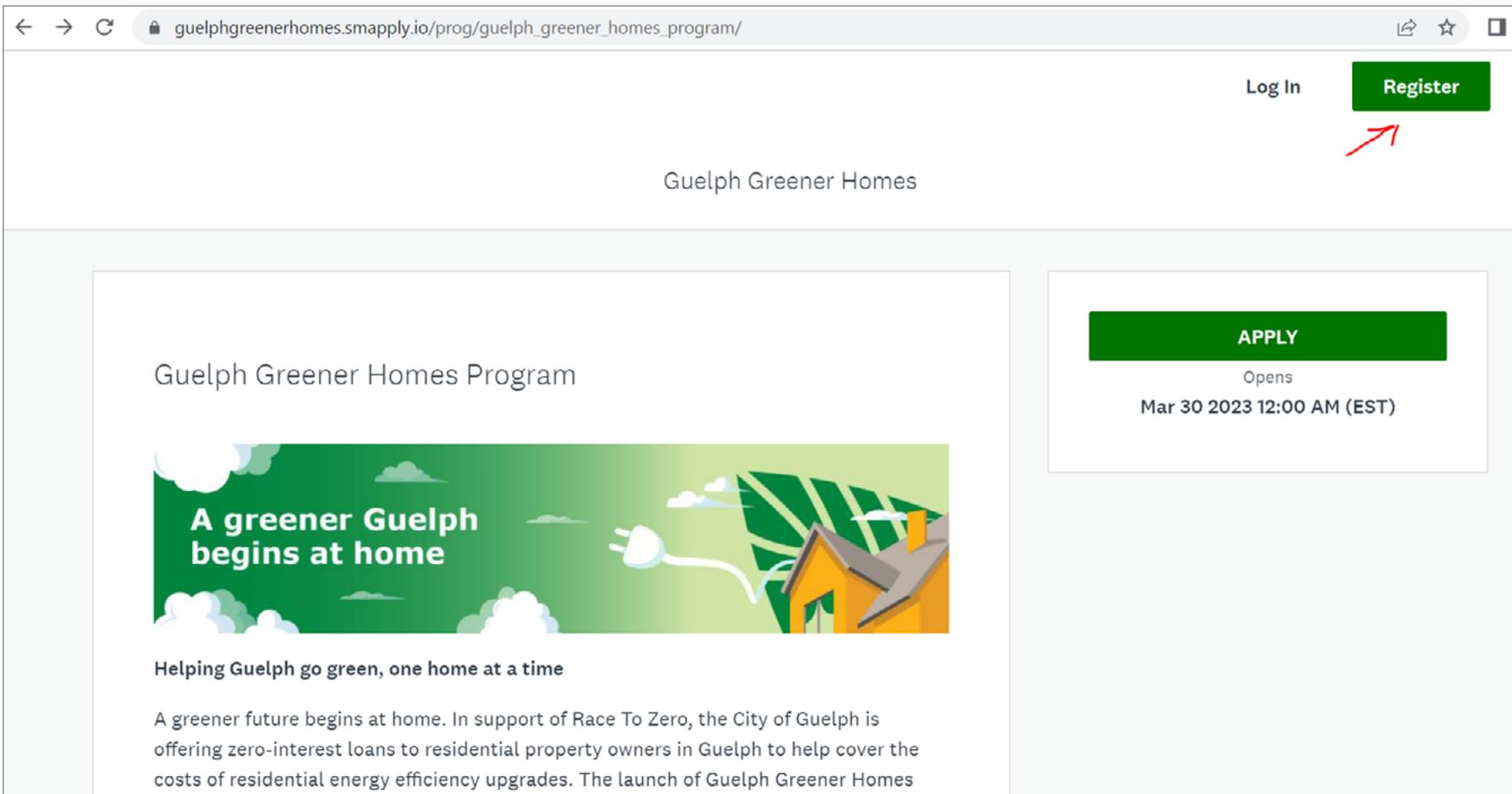
Check if you are eligible

Steps to submit my application

Funding request form

Post Completion Form

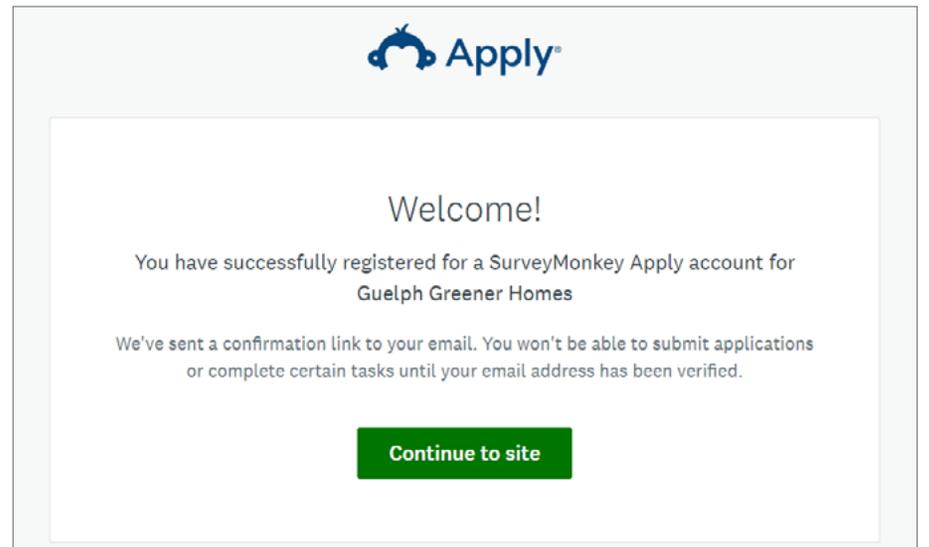
- 1 Follow link https://guelphgreenerhomes.smapply.io/prog/guelph_greener_homes_program/
- 2 Click on "Register"



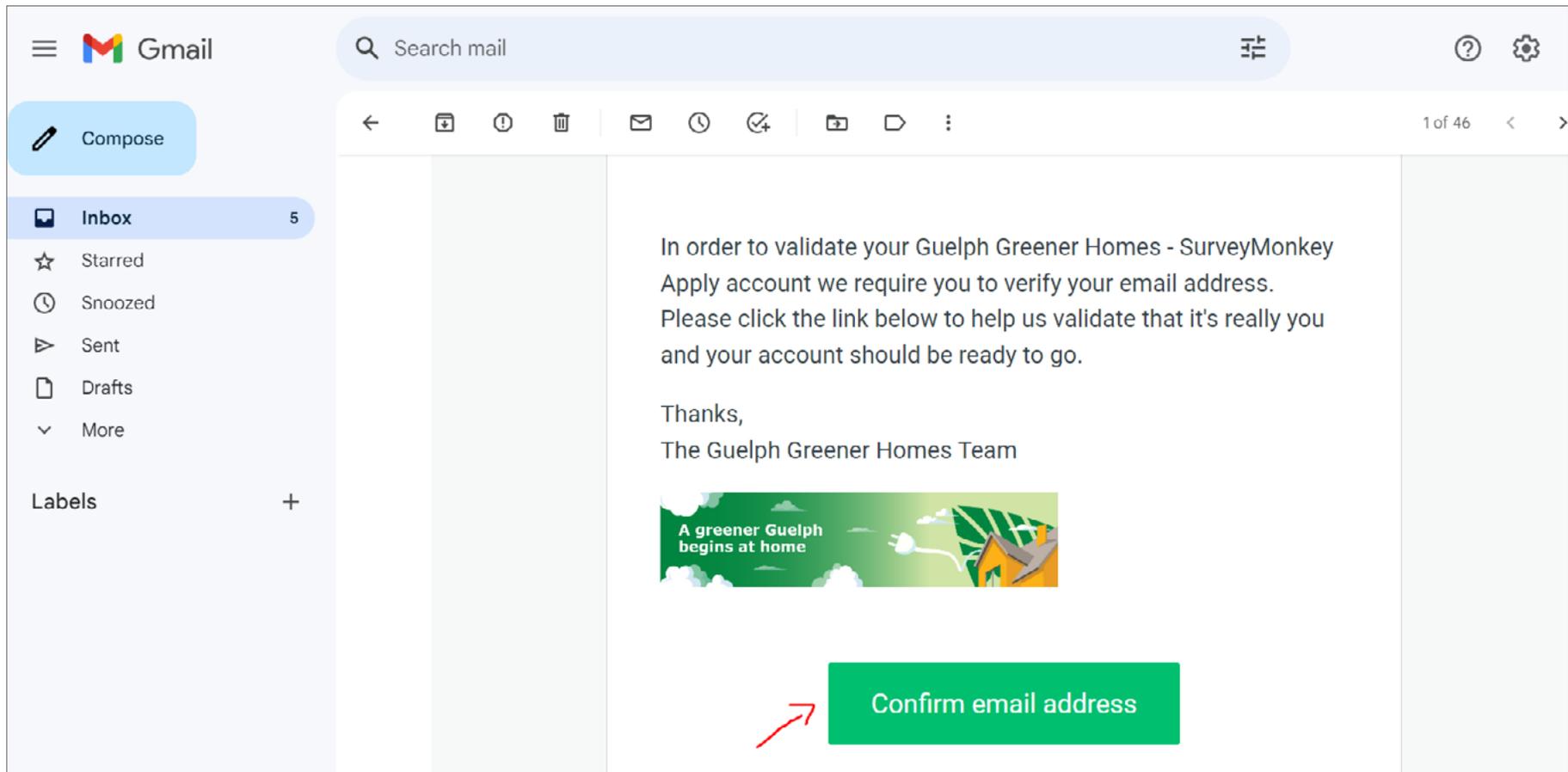
3 Register using your Gmail account or "Create a new account"

The screenshot shows a web browser window with the URL `guelphgreenerhomes.smapply.io/acc/r/?g=87050`. The page title is "n to Guelph Greener Homes" and there is a link for "Already have a SurveyMonkey Apply account". The registration form is titled "Register with" and features a prominent red button with a white "G" logo for Google. Below this, there is an "OR" separator. The form includes input fields for "First name", "Last name", "Email", "Password", "Confirm password", and "Main Contact Phone #". Each password field has a small eye icon to toggle visibility.

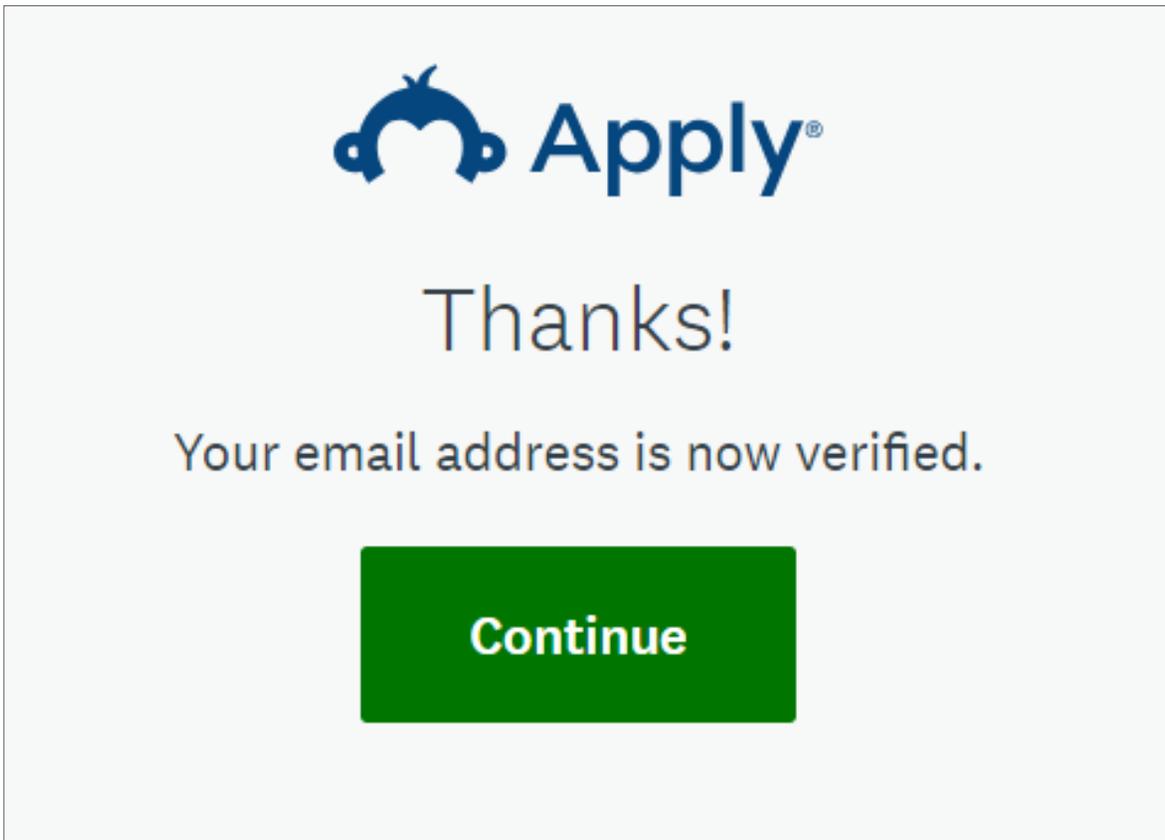
4 Receive a welcome and successful registration confirmation link



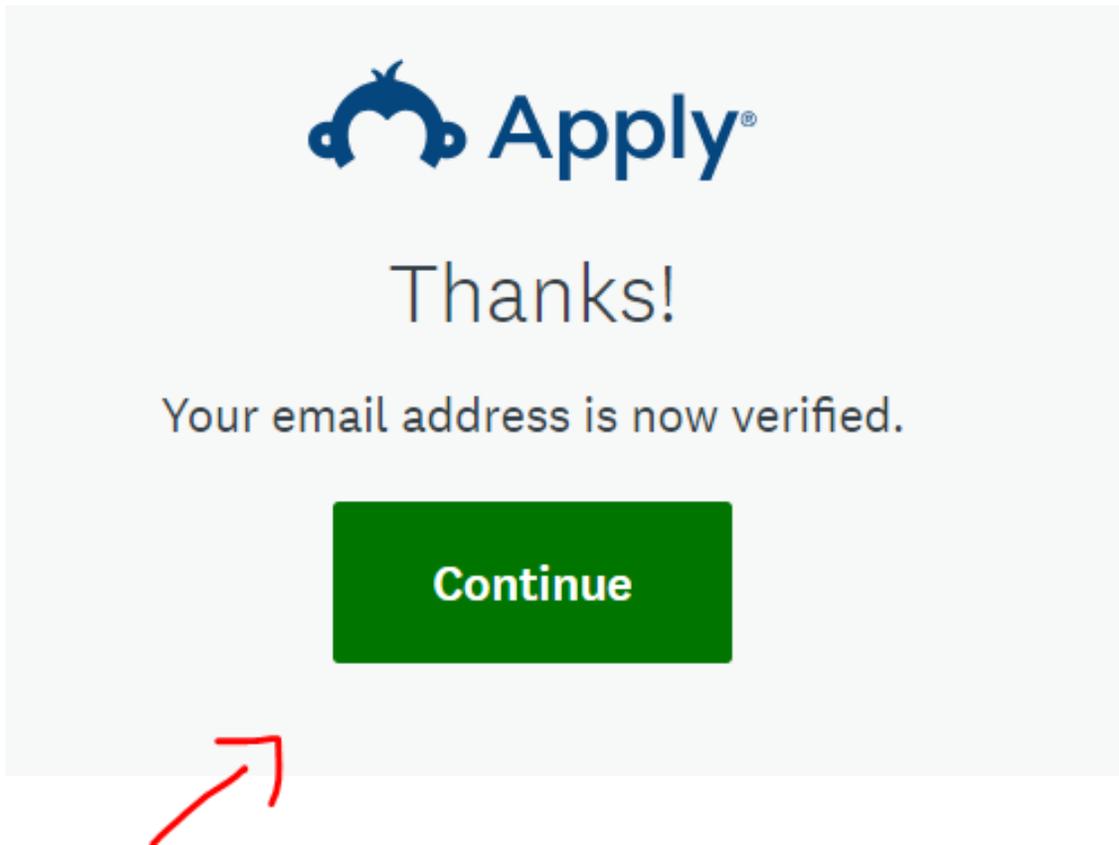
- 5** Go to your inbox and click on "Confirm email address"



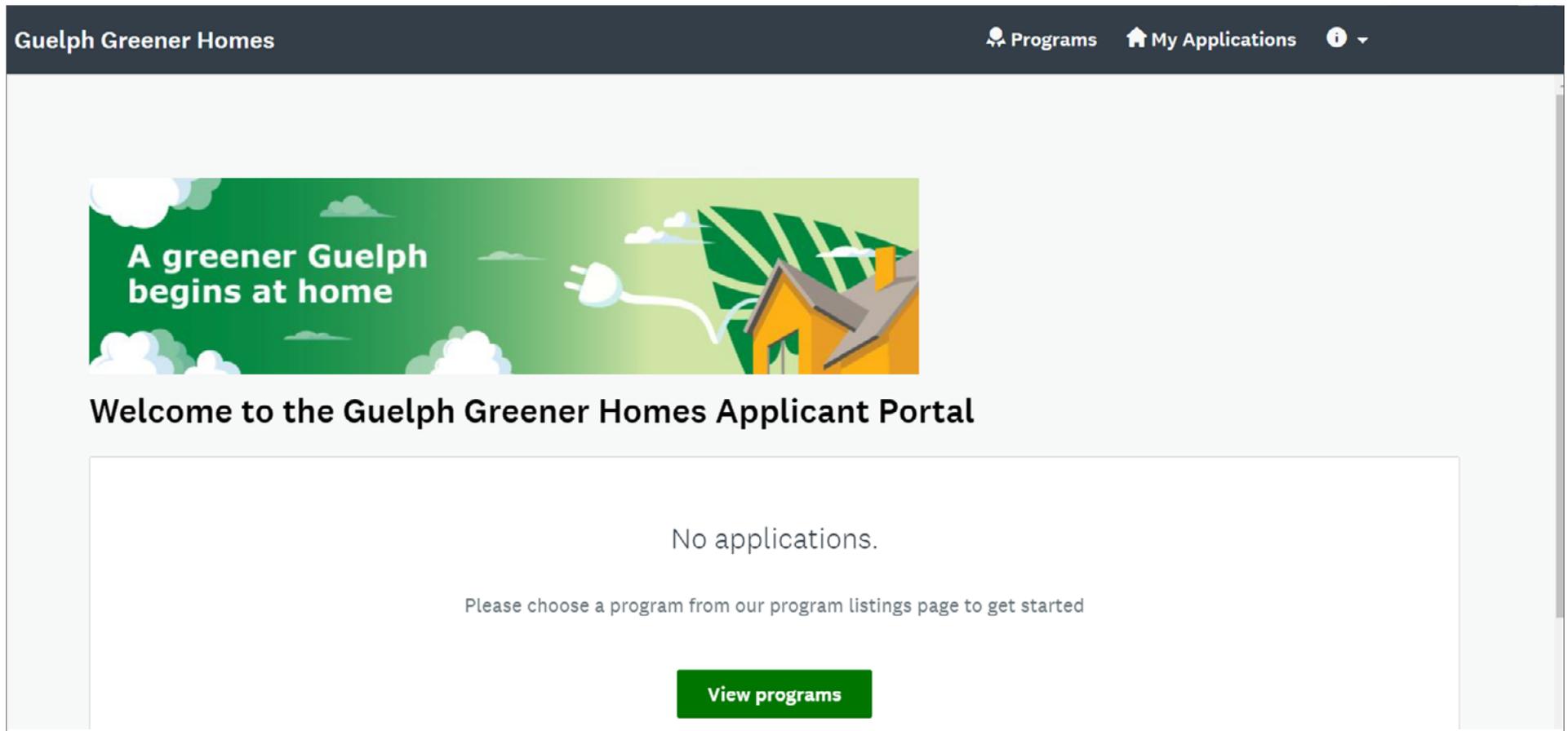
6 Receive email address verified message



- 7 Click on "Continue" to proceed



- 8 Click on "View Programs"



9 Click on "More"

The screenshot shows the 'Guelph Greener Homes' website interface. At the top, there is a dark navigation bar with the text 'Guelph Greener Homes' on the left and 'Programs', 'My Applications', and a user icon on the right. Below the navigation bar, the main content area has a light gray background. On the left, the word 'Programs' is displayed. To the right, there is a search bar with the placeholder text 'Search programs..' and a magnifying glass icon. Further right are two icons: a grid icon and a hamburger menu icon. The central focus is a white card with the title 'Guelph Greener Homes Program' and the text 'Accepting applications on Mar 30 2023 01:00 AM (EDT)'. At the bottom right of this card is a green button with the text 'MORE >'. At the bottom center of the page, the text '1 - 1 of 1 Programs' is visible.

10 Click on "Check Eligibility"

The screenshot shows the Guelph Greener Homes Program website. At the top, there is a dark navigation bar with the text "Guelph Greener Homes" on the left and "Programs", "My Applications", and a user icon on the right. The main content area features a large banner with the text "Guelph Greener Homes Program" and "A greener Guelph begins at home" above an illustration of a house with green leaves and a lightbulb. Below the banner, there is a sub-header "Helping Guelph go green, one home at a time" and a paragraph of text: "A greener future begins at home. In support of Race To Zero, the City of Guelph is offering zero-interest loans to residential property owners in Guelph to help cover the costs of residential energy efficiency upgrades. The launch of Guelph Greener Homes will help reduce greenhouse gas (GHG) emissions and make homes more energy-efficient, comfortable, and climate-friendly." At the bottom of the text area is a small house icon. To the right of the main content, there is a white box containing a prominent green button labeled "CHECK ELIGIBILITY". Below the button, it says "Opens Mar 30 2023 01:00 AM (EDT)".

11 Answer the Eligibility Quiz

Is the property located in the City of Guelph?	YES	NO	
<hr/>			
If you are not the sole owner of the property, have you received consent from all the other owners of the property to participate in the Guelph Greener Homes Program?	YES	NO	NOT APPLICABLE
<hr/>			
Is the property on free-hold land (not on leased land)?	YES	NO	
<hr/>			
Is the residential home older than five (5) years?	YES	NO	
<hr/>			
Are there any back taxes on the property?	YES	NO	
<hr/>			
Are there any involuntary liens on the property?	YES	NO	
<hr/>			
Are there any title disputes on the property?	YES	NO	
<hr/>			
Have you reviewed the list of eligible home improvements under the Guelph Greener Homes Program listed here?	YES	NO	
<hr/>			
Has any work been started or completed on the home improvements for which Guelph Greener Homes financing is being requested?	YES	NO	

- 12** Based on your responses, you'll receive a message
- 13** Click on "Save my profile" then click "Okay"

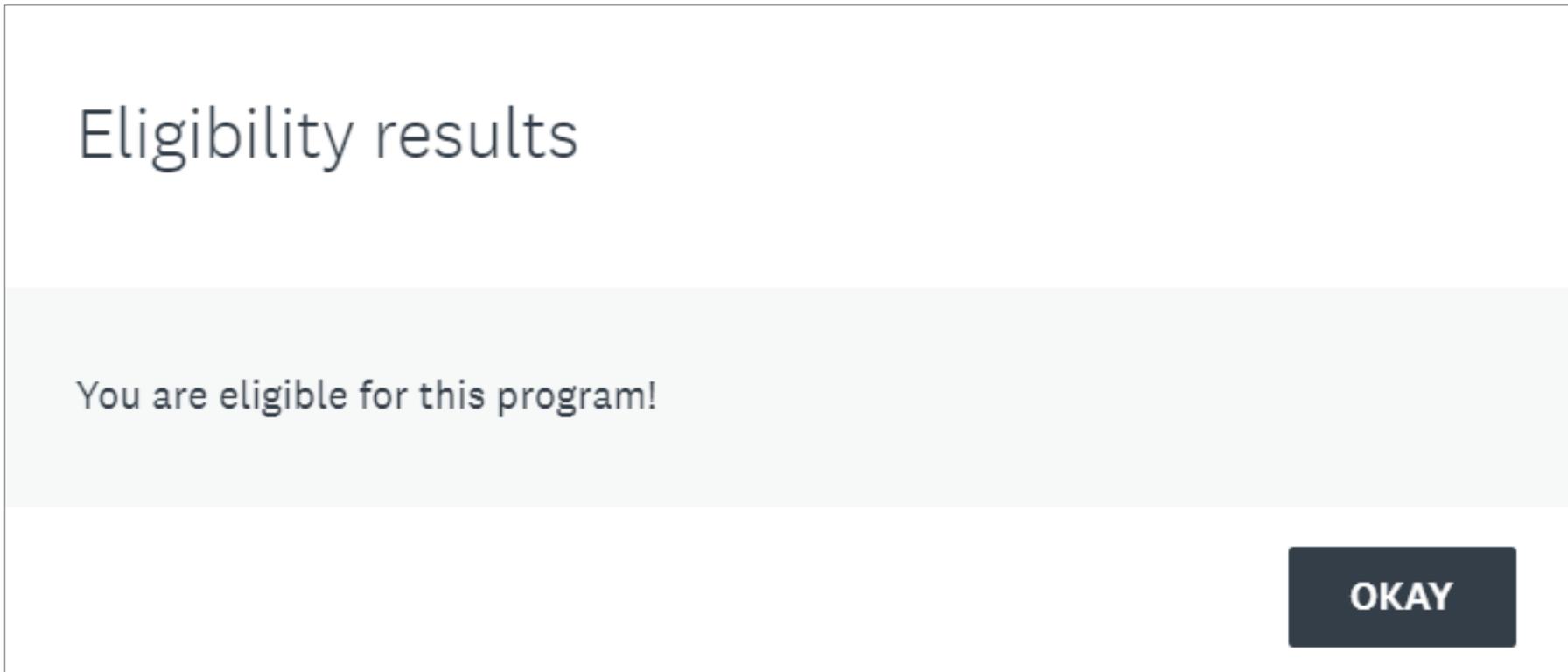


Based on your responses, you're ready to submit an application!

I'll do this later

Save my profile

- 14** Click on “Okay”



- 15** Click on “Apply”
- 16** Click on “Complete and submit your application”

Guelph Greener Homes Programs My Applications

Guelph Greener Homes Program

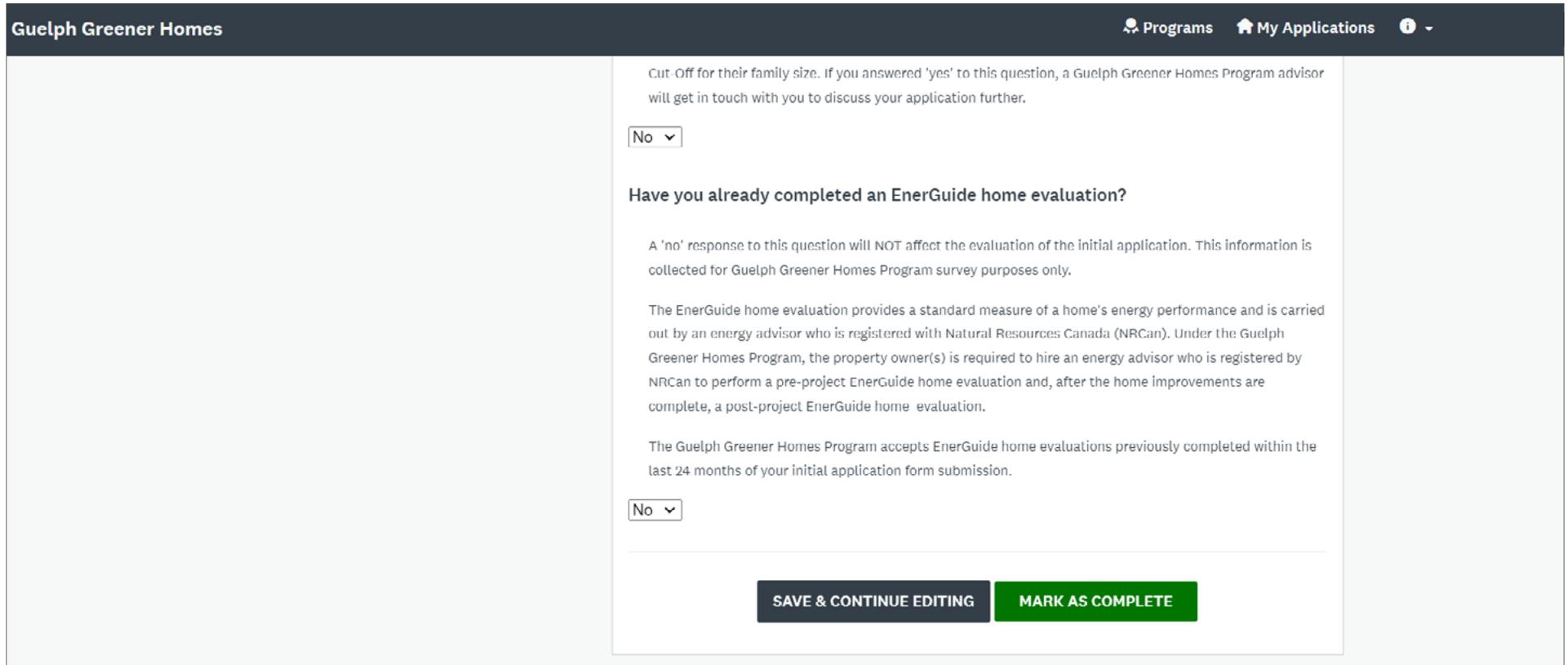
A greener Guelph begins at home

Helping Guelph go green, one home at a time

A greener future begins at home. In support of Race To Zero, the City of Guelph is offering zero-interest loans to residential property owners in Guelph to help cover the costs of residential energy efficiency upgrades. The launch of Guelph Greener Homes will help reduce greenhouse gas (GHG) emissions and make homes more energy-efficient, comfortable, and climate-friendly.

APPLY
Opens
Mar 30 2023 01:00 AM (EDT)

- 17 Complete the Application Form
- 18 When finished, click on “Mark as complete”



The screenshot shows a web application interface for the Guelph Greener Homes Program. The header includes the program name and navigation links for 'Programs', 'My Applications', and a user profile icon. The main content area contains a question about family size with a 'No' dropdown menu. Below this is a section titled 'Have you already completed an EnerGuide home evaluation?' with explanatory text and another 'No' dropdown menu. At the bottom, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'.

Guelph Greener Homes

Programs My Applications

Cut-Off for their family size. If you answered 'yes' to this question, a Guelph Greener Homes Program advisor will get in touch with you to discuss your application further.

No

Have you already completed an EnerGuide home evaluation?

A 'no' response to this question will NOT affect the evaluation of the initial application. This information is collected for Guelph Greener Homes Program survey purposes only.

The EnerGuide home evaluation provides a standard measure of a home's energy performance and is carried out by an energy advisor who is registered with Natural Resources Canada (NRCAN). Under the Guelph Greener Homes Program, the property owner(s) is required to hire an energy advisor who is registered by NRCAN to perform a pre-project EnerGuide home evaluation and, after the home improvements are complete, a post-project EnerGuide home evaluation.

The Guelph Greener Homes Program accepts EnerGuide home evaluations previously completed within the last 24 months of your initial application form submission.

No

SAVE & CONTINUE EDITING MARK AS COMPLETE

- 19** Click on "Submit" on the left-hand side of the page

The screenshot shows the 'Guelph Greener Homes' application interface. At the top, there is a dark header with the title 'Guelph Greener Homes' on the left and navigation links for 'Programs', 'My Applications', and an information icon on the right. Below the header, the left sidebar contains the application ID 'GGH-0000000026', a task list with a green checkmark and a right-pointing arrow for 'Complete and submit your Application', a progress bar showing '1 of 1 tasks complete', the text 'Last edited: Jul 13 2023 10:53 AM (EDT)', and two buttons: a dark grey 'REVIEW' button and a green 'SUBMIT' button. A red arrow points to the 'SUBMIT' button. The main content area on the right features contact information: 'If you have any questions, please contact GuelphGreenerHomes@guelph.ca or 519-822-1260 extension 3984'. Below this is the section 'Application Form' with the text 'Welcome to the Application Form. Please complete the form and submit for review.' and a list of requirements: 'Before you begin, you will need the following:' followed by 'Property tax roll number' and 'Property address information'. At the bottom of the main content area is a small house icon.

- 20** Confirm and click on "Submit"

✕

Submit application

Please confirm submission of your application.

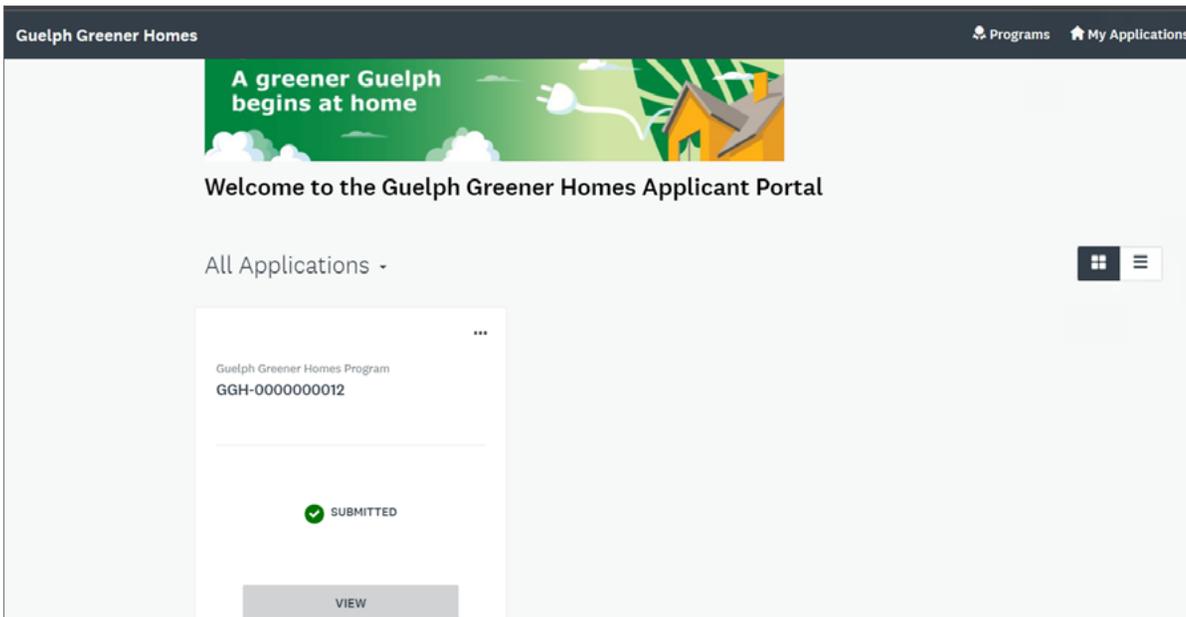
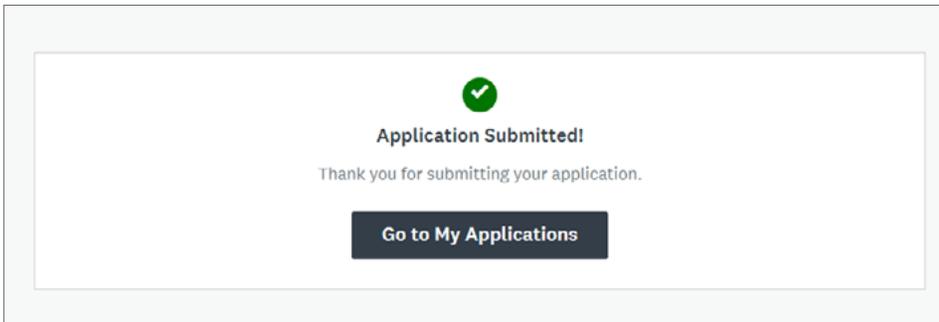
If you wish to take a look at the application before submitting,
please **Review** it.

CANCEL

REVIEW

SUBMIT

- 21** You will receive a message stating “Application submitted”



! To view your application status, click on “My Applications” on your navigation bar at the top-right of the page.

Your application status will appear as shown.

- 22** To apply for funding, before you begin, you will need the following:
- Project cost estimates
 - Contractor quotes
 - Pre-retrofit home energy assessment report
 - Information on loans or rebates/grants (approved or intended to apply for) from other sources for the eligible home improvements
- 23** Click on https://guelphgreenerhomes.smapply.io/prog/guelph_greener_homes_program/
- 24** Click on “See my application”

Guelph Greener Homes

Programs My Applications Deep

Guelph Greener Homes Program

A greener Guelph begins at home

Helping Guelph go green, one home at a time

A greener future begins at home. In support of Race To Zero, the City of Guelph is offering zero-interest loans to residential property owners in Guelph to help cover the costs of residential energy efficiency upgrades. The launch of Guelph Greener Homes will help reduce greenhouse gas (GHG) emissions and make homes more energy-efficient, comfortable, and climate-friendly.

For more information about the Guelph Greener Homes program contact
GuelphGreenerHomes@guelph.ca or 519-822-1260 extension 3984.
guelph.ca/greenerhomes

See my application

Opens
Jul 31 2023 01:00 AM (EDT)

25 Click on "Complete and submit your Funding Request Form"

The screenshot displays the 'Guelph Greener Homes' application interface. At the top, there is a dark navigation bar with the text 'Guelph Greener Homes' on the left and 'Programs', 'My Applications', and a user profile icon on the right. Below the navigation bar, the main content area is divided into two columns. The left column contains a progress indicator showing '0 of 1 tasks complete' with a horizontal bar, the text 'Last edited: Jul 31 2023 02:48 PM (EDT)', and two buttons labeled 'REVIEW' and 'SUBMIT'. The right column features a card for the 'Guelph Greener Homes Program' with a 'preview' link and a three-dot menu. Below this card, there are tabs for 'APPLICATION' (which is selected) and 'ACTIVITY'. Under the 'APPLICATION' tab, there is a section titled 'Your tasks' with an 'Instructions' link. A red arrow points to the first task in the list: 'Complete and submit your Funding Request Form', which is marked with a dashed circle icon and a right-pointing arrow. Below the 'Your tasks' section is a 'Previous tasks' section containing one completed task: 'Complete and submit your Application Form', which is marked with a green checkmark icon and a right-pointing arrow, and includes the completion date 'Completed on: Jul 31 2023 02:27 PM (EDT)'.

- 26 Complete the table “Estimated Project Costs” by checking off the chosen project measures as per the quotation(s) received from the selected contractor

	Select which apply	Estimated total project cost (including HST)	Deposit/Down payment requested by the contractor (if applicable)
Thermal insulation	<input checked="" type="checkbox"/>	\$ 1000	\$ 50
Air sealing	<input checked="" type="checkbox"/>	\$ 1000	\$ 50
Windows and doors	<input type="checkbox"/>	\$ 0.00	\$ 0.00
Air source heat pumps	<input type="checkbox"/>	\$ 0.00	\$ 0.00
Heat pump water heaters	<input type="checkbox"/>	\$ 0.00	\$ 0.00
Heat recovery ventilation	<input type="checkbox"/>	\$ 0.00	\$ 0.00
Thermostats	<input type="checkbox"/>	\$ 0.00	\$ 0.00
Solar photovoltaics (PV)	<input type="checkbox"/>	\$ 0.00	\$ 0.00
Solar water heater	<input type="checkbox"/>	\$ 0.00	\$ 0.00

27 Complete the "Home energy assessment cost" as per the cost charged by the certified energy auditor

Home energy assessment cost

This is the cost to complete the pre- and post- retrofit home energy assessment (also known as pre and post energy audit).

	Total cost (including HST)
Home energy assessment cost	\$ 0.00

28 Complete the table with any "Other grants/ rebate approved or intended to apply

Other grants/loans/rebates

Please enter total rebate approved or intended to apply from any of the following sources for all the intended home improvements for which financing is sought from the City

Grant/loan program	Select which apply	Total grant or loan amount
Canada Greener Homes Grant	<input type="checkbox"/>	\$ 0.00
Enbridge Home Efficiency Rebate Plus	<input type="checkbox"/>	\$ 0.00
Enbridge Winterproofing Program	<input type="checkbox"/>	\$ 0.00
Canada Greener Homes Loan	<input type="checkbox"/>	\$ 0.00
Other grants/loans/rebates	<input type="checkbox"/>	\$ 0.00

- 29 The below “Cost summary” table would be auto-generated to provide an overview of the necessary information

Cost summary	
Total estimated cost (projects and home energy assessments)	\$ 0.00
Total estimated other grants/loans	\$ 0.00
Estimated Guelph Greener Homes loan	\$ 0.00
Estimated Guelph Greener Homes loan initial disbursement (capped at 20% of the total estimated cost)	\$ 0.00

- 30** Upload copy of the pre-retrofit home energy assessment report here at “Upload a file”

Pre-retrofit home energy assessment report

Please upload pre-retrofit home energy assessment report. Multiple files can be uploaded.

1. Test_Energy audit report .docx  

 Upload another file

- 31** Upload copy of the contractor quotes here at “Upload a file”

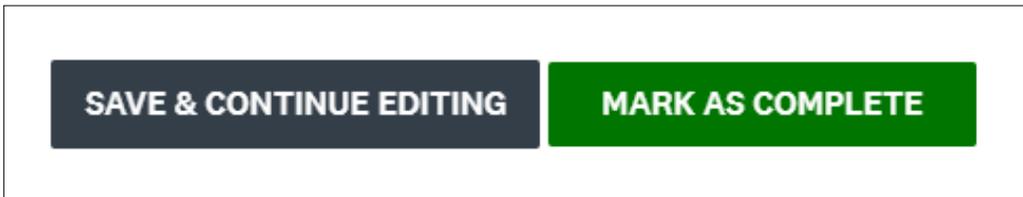
Contractor quotes

Please upload contractor quotes intended to complete the work for each project. Multiple files can be uploaded.

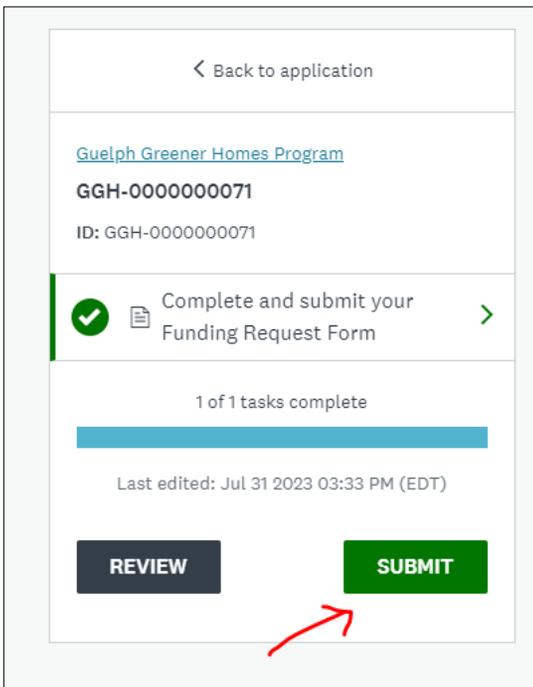
1. Test_Contractor Invoice .docx  

 Upload another file

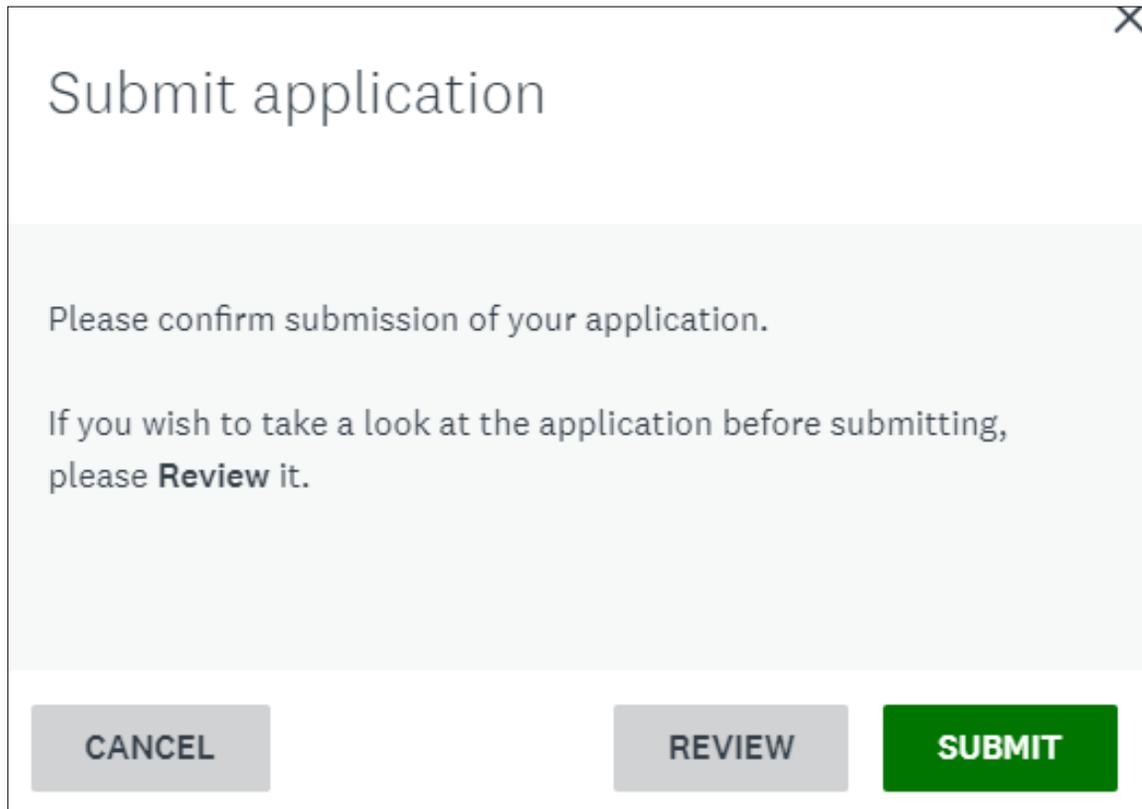
32 Click on "Mark as Complete"



33 Click on "Submit" on left hand-side of the screen



- 34** Confirm submission by clicking on “Submit”



Submit application

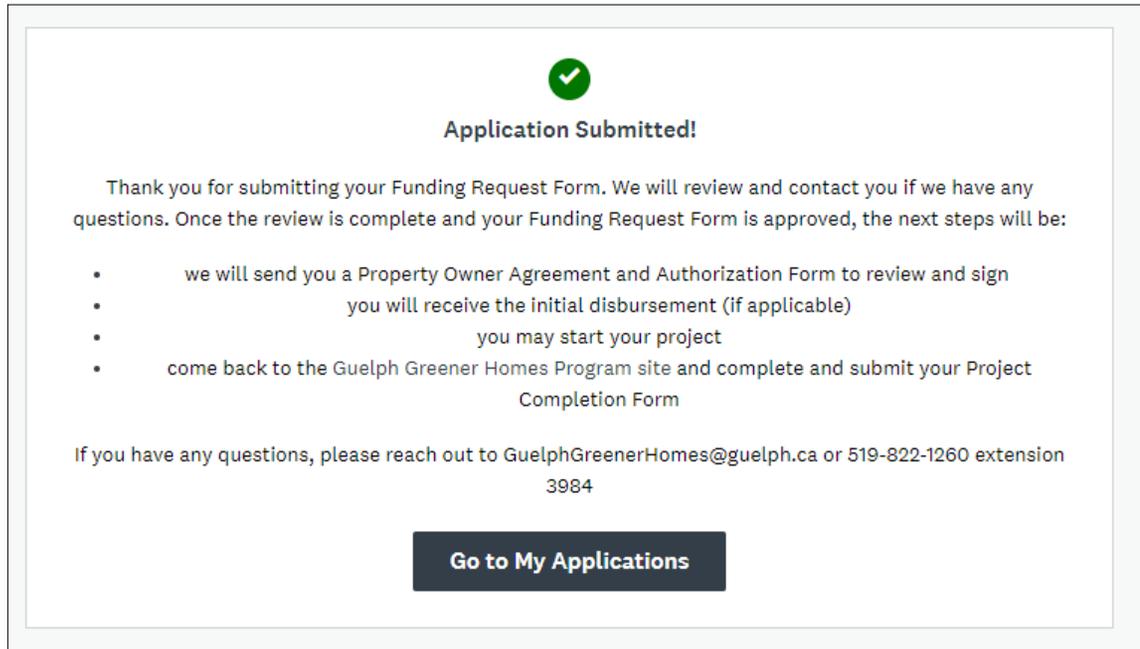
Please confirm submission of your application.

If you wish to take a look at the application before submitting, please **Review** it.

CANCEL **REVIEW** **SUBMIT**

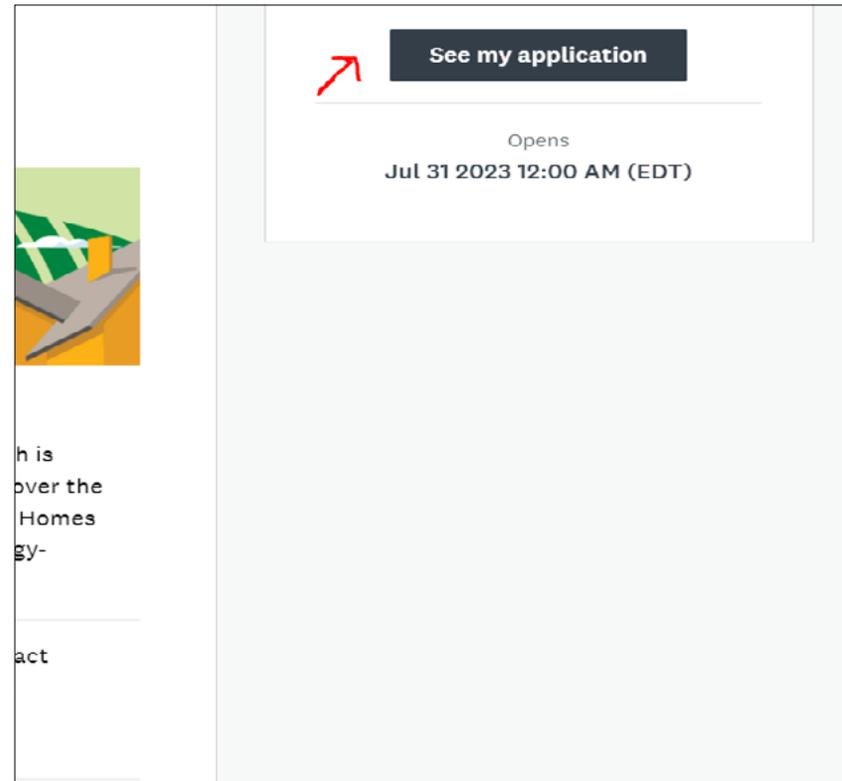
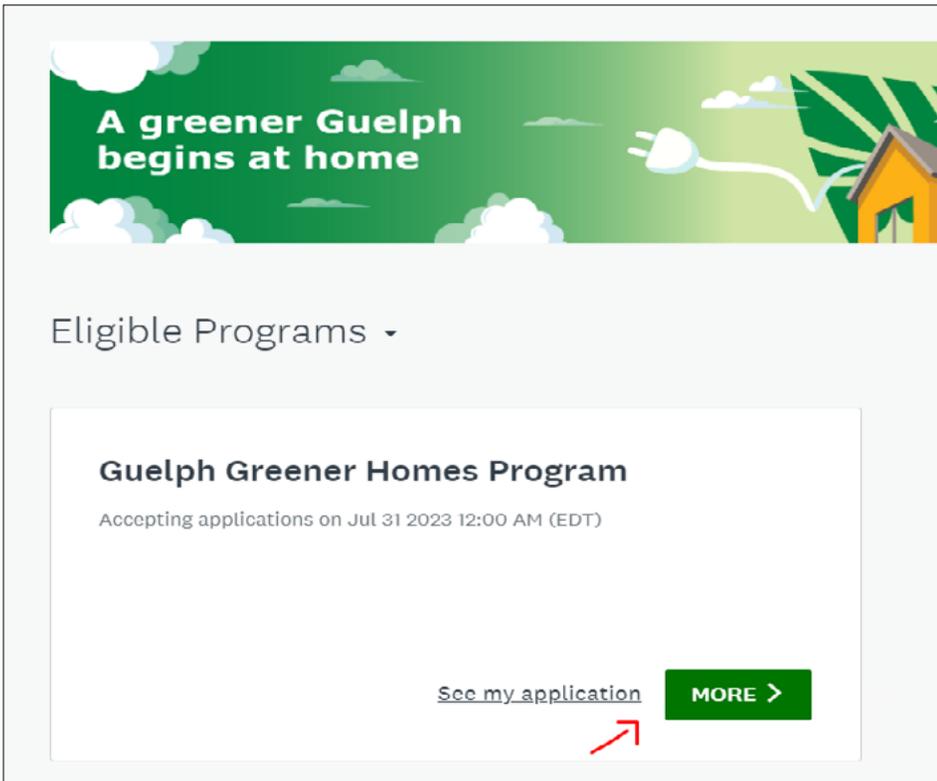
The image shows a dialog box titled "Submit application" with a close button (X) in the top right corner. The main text asks the user to confirm the submission of their application and offers a "Review" option if they want to check the application first. At the bottom, there are three buttons: "CANCEL" (grey), "REVIEW" (grey), and "SUBMIT" (green).

- 35** You will receive this “Application Submitted!” message on screen and email notification in your inbox



36 Click on https://guelphgreenerhomes.smapply.io/prog/guelph_greener_homes_program/

37 Click on "See my application" (More)



38 Click on "Complete and submit your Post Completion Form"

The screenshot displays the Guelph Greener Homes application interface. At the top, there is a dark navigation bar with the text "Guelph Greener Homes" on the left and "Programs My Applications" with a user profile icon on the right. Below the navigation bar, the main content area is divided into several sections. On the left, a box shows "0 of 1 tasks complete" with a progress bar and the text "Last edited: Aug 15 2023 09:45 AM (EDT)". Below this are two buttons: "REVIEW" and "SUBMIT". To the right, a header section for the application "GGH-0000000071" includes a "Preview" link and tabs for "APPLICATION" and "ACTIVITY". Below this is a "Your tasks" section with an "Instructions" link. A red arrow points to the first task in the list: "Complete and submit your Project Completion Form", which is marked as incomplete with a dashed circle icon. Below the "Your tasks" section is a "Previous tasks" section listing two completed tasks: "Complete and submit your Application Form" (completed on Jul 31 2023 02:27 PM (EDT)) and "Complete and submit your Funding Request Form" (completed on Jul 31 2023 03:33 PM (EDT)).

- 39** Complete the below table “Final Project Costs” by checking off the chosen project measures as per the invoices(s) received from the selected contractor

Final Project Costs

	Select which apply	Final total project cost (including HST)
Thermal insulation	<input checked="" type="checkbox"/>	\$ <input type="text"/>
Air sealing	<input checked="" type="checkbox"/>	\$ <input type="text"/>
Windows and doors	<input type="checkbox"/>	\$ <input type="text"/>
Air source heat pumps	<input type="checkbox"/>	\$ <input type="text"/>
Heat pump water heaters	<input type="checkbox"/>	\$ <input type="text"/>
Heat recovery ventilation	<input type="checkbox"/>	\$ <input type="text"/>
Thermostats	<input type="checkbox"/>	\$ <input type="text"/>
Solar photovoltaics (PV)	<input type="checkbox"/>	\$ <input type="text"/>
Solar water heater	<input type="checkbox"/>	\$ <input type="text"/>

- 40** Complete the below table “Final Project Costs” by checking off the chosen project measures as per the invoices(s) received from the selected contractor

Guelph Greener Homes | Programs | My Applications | Deepa Puthran

0 of 1 tasks complete
Last edited: Aug 15 2023 09:45 AM (EDT)
REVIEW **SUBMIT**

[Guelph Greener Homes Program](#) [Preview](#)

GGH-0000000071

APPLICATION ACTIVITY

Your tasks [Instructions](#)

- Complete and submit your Project Completion Form

Previous tasks

- Complete and submit your Application Form
Completed on: Jul 31 2023 02:27 PM (EDT)
- Complete and submit your Funding Request Form
Completed on: Jul 31 2023 03:33 PM (EDT)

- 41 Complete the “Home energy assessment cost” as per the cost charged by the certified energy auditor

Home energy assessment cost

This is the cost to complete the pre and post-retrofit home energy assessments.

	Total cost (including HST)
Home energy assessment cost	\$ <input type="text"/>

- 42 Complete the below table with any “Other grants/rebates” approved or intended to apply

Other grants/loans/rebates

Please enter total rebate approved or intended to apply from any of the following sources for all the intended home improvements for which financing is sought from the City

Grant/loan program	Select which apply	Total grant or loan amount
Canada Greener Homes Grant	<input checked="" type="checkbox"/>	\$ <input type="text"/>
Enbridge Home Efficiency Rebate Plus	<input checked="" type="checkbox"/>	\$ <input type="text"/>
Enbridge Winterproofing Program	<input checked="" type="checkbox"/>	\$ <input type="text"/>
Canada Greener Homes Loan	<input type="checkbox"/>	\$ <input type="text"/>
Guelph Greener Homes Low Income Grant	<input type="checkbox"/>	\$ <input type="text"/>
Other grants/loans/rebates	<input type="checkbox"/>	\$ <input type="text"/>

- 43** Click the “Declaration”

Declaration

I hereby declare that the information provided in this form is accurate, complete and correct.

- 44** Upload copy of the post-retrofit home energy assessment report here at “Upload a file”

Post-Retrofit Home Energy Assessment Report

Please upload post-retrofit home energy assessment report. Multiple files can be uploaded.

 Upload a file

- 45** Upload copy of the contractor invoices and receipts here at “Upload a file”

Contractor Invoices and Receipts

Please upload contractor invoices and receipts for work completed for each project. Multiple files can be uploaded.

 Upload a file

- 46** Click “Next”

SAVE & CONTINUE EDITING **NEXT**

47 Review the Guelph Greener Homes loan and program charge summary information

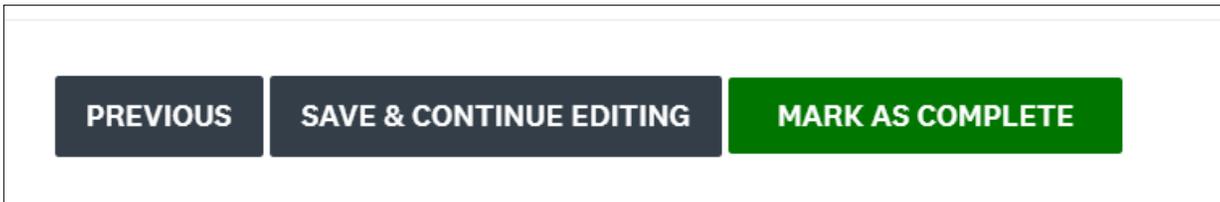
Guelph Greener Homes Loan and Program Charge Summary

The following is a summary of the loan and program charges. Please review for accuracy. If corrections are needed, they can be made on the previous page.

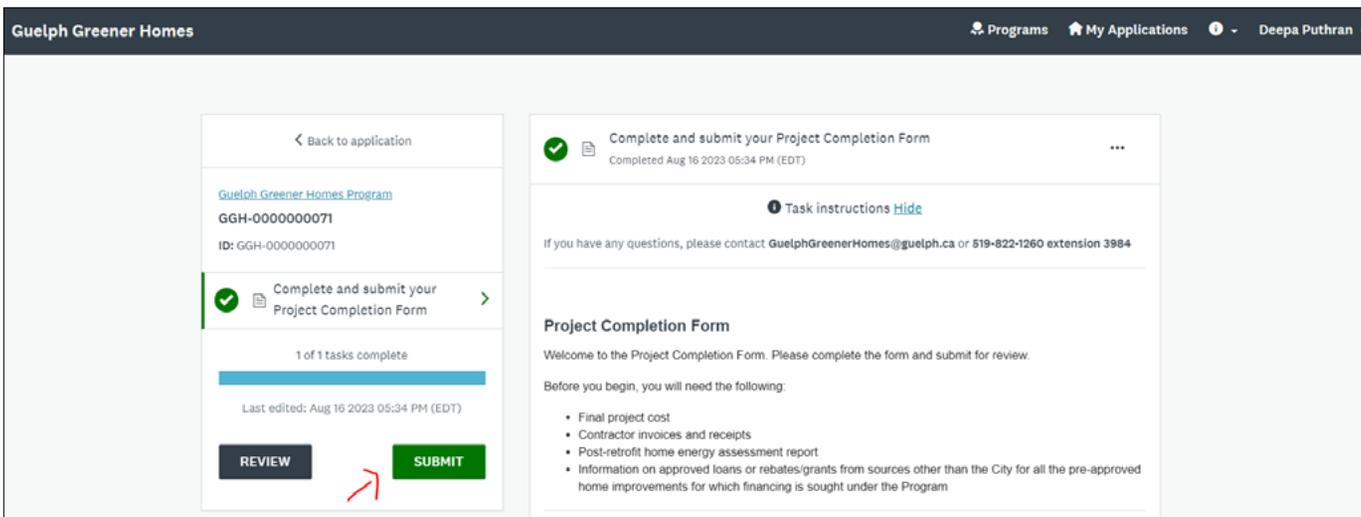
Total Cost (final project cost and home energy assessment cost)	\$ 7800.00
Other Grants/Loans	\$ 1000.00
Guelph Greener Homes Loan - Funding Amount	\$ 6800.00
Program Administration Fee	\$ 500.00
Program Charge	\$ 7300.00
Guelph Greener Homes Loan - Initial Disbursement	\$ 6000
Guelph Greener Homes Loan - Final Disbursement	\$ 1300.00

Note : Upon review, as of October 5,2023, the program administration fee applied to the home energy retrofit loans has now been set to \$0. This change applies to all existing and future applications

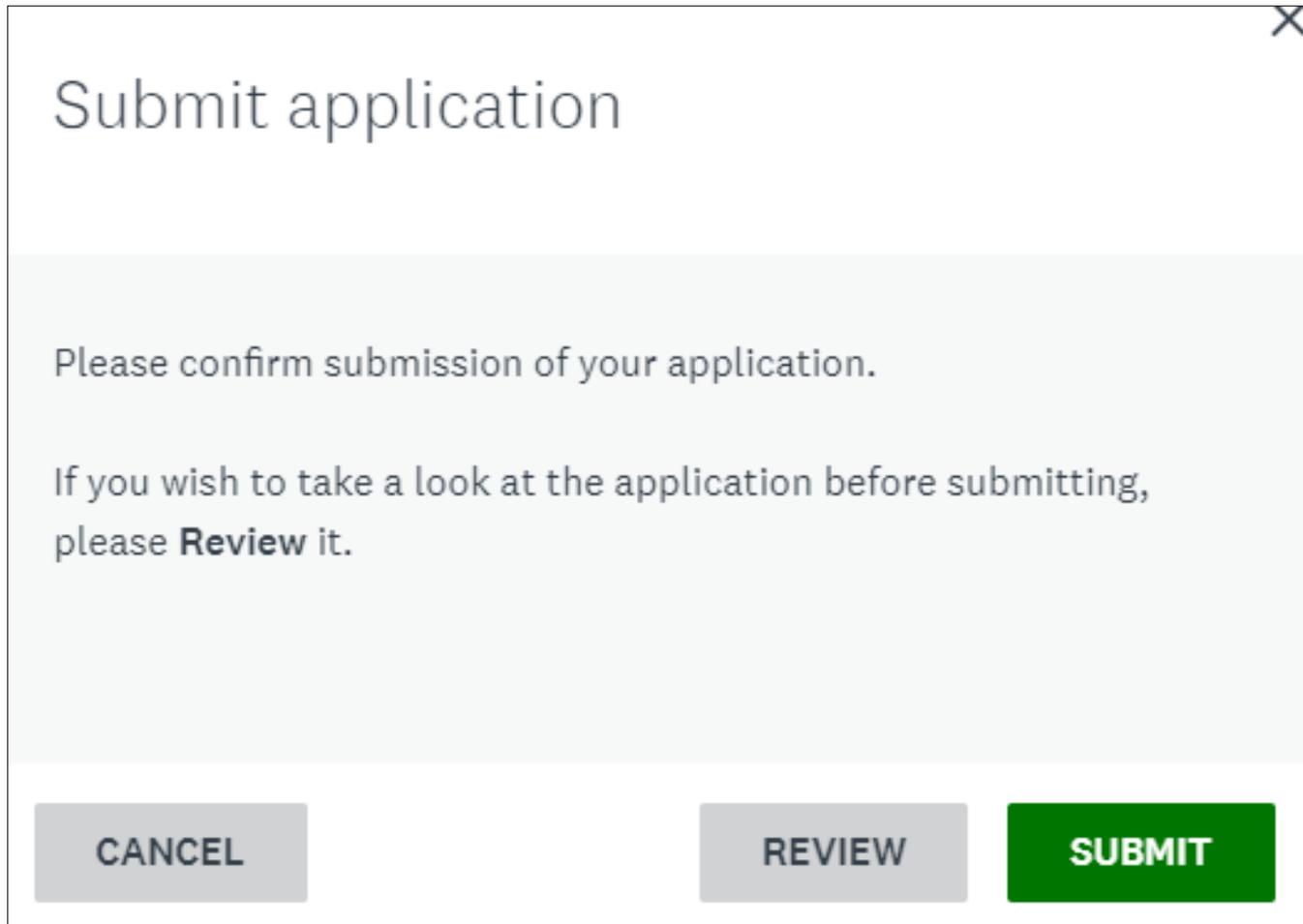
48 Click on “Mark as Complete”



49 Click on “Submit” on left hand-side of the screen



- 50** Confirm submission by clicking on “Submit”



Submit application

Please confirm submission of your application.

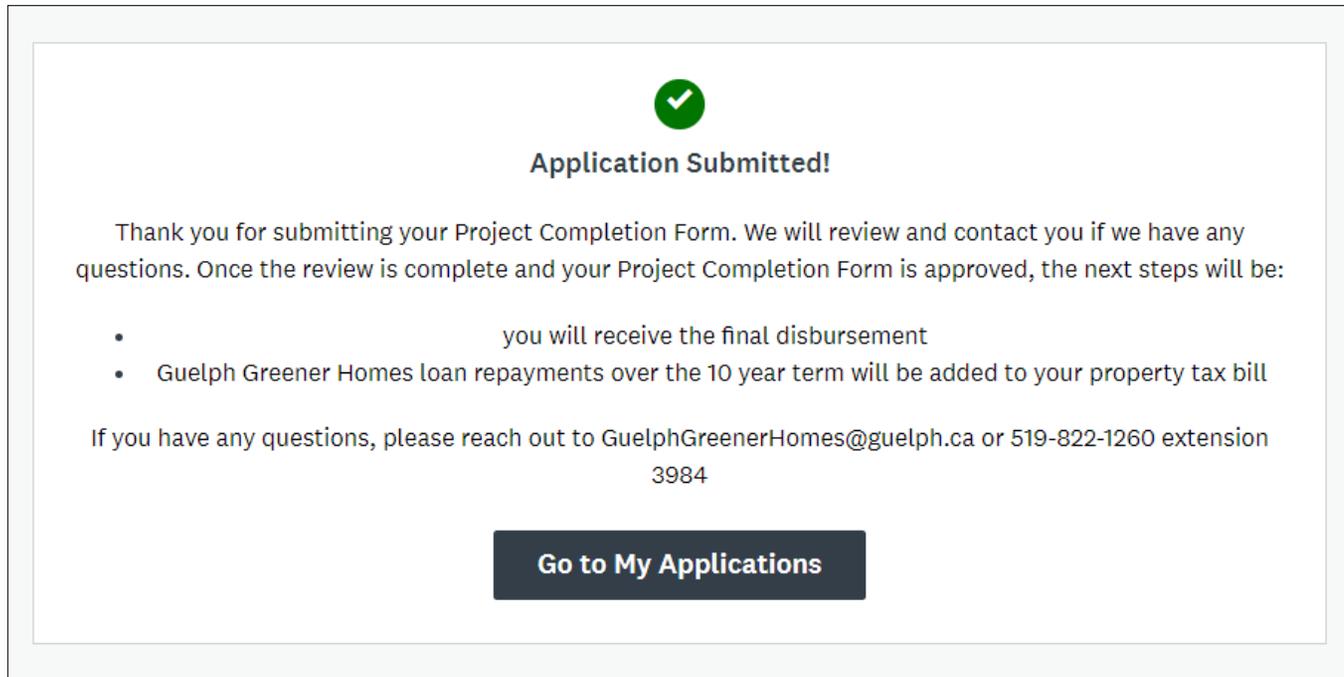
If you wish to take a look at the application before submitting, please **Review** it.

CANCEL **REVIEW** **SUBMIT**

The image shows a modal dialog box titled "Submit application" with a close button (X) in the top right corner. The dialog contains two paragraphs of text: "Please confirm submission of your application." and "If you wish to take a look at the application before submitting, please **Review** it." At the bottom of the dialog, there are three buttons: "CANCEL" (grey), "REVIEW" (grey), and "SUBMIT" (green).

Post Completion Form

- 51** You will receive this “Application Submitted!” message on screen and email notification in your inbox



Guelph Greener Homes Program

A greener Guelph begins at home

Learn more about the program

guelph.ca/greenerhomes

Contact us

guelphgreenerhomes@guelph.ca

519-822-1260 extension 3984

TTY 519-826-9771

Follow us and join the conversation



@CityofGuelph

#GuelphGreenerHomes



This project was carried out with assistance from the Federation of Canadian Municipalities' Green Municipal Fund, an endowment created by the Government of Canada.

