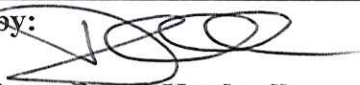


	<b>Program</b>	<b>PEI Home Renovation Programs</b>
	<b>Subject</b>	<b>Inspection Policy</b>
<b>Effective Date: January 8, 2016</b>	<b>Authorized by:</b> 	
<b>Revised Date: April 1, 2021</b>	<b>Deputy Minister, David Keedwell</b>	

## 1.0 PURPOSE

- 1.1 To ensure requested renovations are eligible for funding within program criteria and have been completed in accordance with applicable building codes.

## 2.0 DEFINITIONS

- 2.1 **PEI Home Renovation Programs (PEIHRP):** a group of renovation programs that includes the Seniors Safe at Home Program, the Seniors Home Repair Program, the Renovation Program, and the Renovation Program for Person with Disabilities.
- 2.2 **Pre-inspection:** an inspection of the requested renovation completed at the application stage to determine eligibility within program criteria.
- 2.3 **Post-inspection:** an inspection of the completed renovation to determine that the renovation has been satisfactorily completed within applicable building codes.

## 3.0 POLICY STATEMENT

- 3.1 PEIHRP staff will assess if the requested renovations meet program eligibility criteria prior to approving funding for the applicant. Assessing renovation eligibility may require the completion of a pre-inspection report.
- 3.2 PEIHRP staff will assess if approved renovations were completed within applicable building codes. Assessment may require the completion of a post inspection report.
- 3.3 PEIHRP staff will determine if a pre-inspection or post inspection must be completed by assessing the risk associated with the renovation. Risk factors to be considered include:
- dollar value of renovation;
  - nature/complexity of renovation;
  - business knowledge of contractor completing renovation; and
  - renovations completed by applicants.
- 3.4 PEIHRP staff will complete a random sample of renovation pre-inspection and post-inspections each year.

## **4.0 PROCEDURE STATEMENT**

### **Pre-Inspection**

- 4.1 Upon receipt of an application, PEIHRP staff will assess eligibility of the application in accordance with the PEI Home Renovation Program Applicant and Eligibility policy.
- 4.2 If the application meets program eligibility criteria, PEIHRP staff will assess if a pre-inspection is required pursuant to section 3.3. PEIHRP staff will document the assessment on the Approval/Inspection Report form (attached) and will contact the applicant to schedule time to complete the pre-inspection.
- 4.3 Upon completion of the pre-inspection, PEIHRP staff will document the results of the pre-inspection on the Approval/Inspection Report form (attached).
- 4.4 If following the pre-inspection, it is not clear that the requested renovations will meet applicant needs, PEIHRP staff will obtain further advice from relevant inspectors (for example, municipal inspectors, Chief Electrical Inspector, Chief Boiler Inspector, Provincial Fire Marshall).
- 4.5 After receiving and reviewing the advice of the relevant inspections, PEIHRP staff will determine whether the renovation will be approved for funding. PEIHRP staff will provide the applicant with a written decision that includes the supporting rationale regarding which requested renovations are eligible for program funding and the next steps in the application process.

### **Post Inspection**

- 4.6 Upon receipt from an applicant of a Request for Payment form (attached) indicating the completion of approved renovations PEIHRP staff will assess if a post inspection is required pursuant to section 3.3. PEIHRP staff will document the assessment on the Payment/Post Inspection Report form and will contact the applicant to schedule time to complete the post-inspection.
- 4.7 If the post inspection reveals deficiencies in the completion of the renovations, PEIHRP staff will instruct the homeowner to correct deficiencies and arrange to complete a follow-up post inspection. PEIHRP staff will document the results of any follow-up post inspections on the Payment/Post Inspection Report form.
- 4.8 If the applicant does not correct identified deficiencies the file will be referred to the relevant inspector (for example, municipal inspectors, Chief Electrical Inspector, Chief

Boiler Inspector, Provincial Fire Marshall) for review and advice.

- 4.9 After receiving and reviewing the advice of the relevant inspector, PEIHRP staff will assess whether the renovation will be approved for funding. PEIHRP staff will provide the applicant with a written decision that includes information about which completed renovations are eligible for program funding and the next steps in the process.
- 4.10 No payment will be issued until the relevant inspector is in agreement that the renovations were completed as specified and meet applicable codes.

## **5.0 REFERENCES**

PEI Home Renovation Programs Application and Eligibility Policy

## **6.0 ATTACHMENTS**

Approval/Inspection Report form  
Payment/Post Inspection Report form  
Request for Payment form

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## **HISTORY:**

April 1, 2021 - Policy created to replace Seniors Home Repair Program Inspection policy, PEI Home Renovation Programs Inspection policy, and Seniors Safe @ Home Program Inspection policy.





HRP Programs Approval Form

Application Rec'd

Revision #

Date

PID

000000

Program Approval	Application ID	Funding MAX	Fiscal YR	Prog	APP #
<b>Max Fund available (Combined) \$ -</b>					
Name:		Physical Address:			
		Mailing Address:			
Telephone Number:		Phone 1 Phone 2	Prov. Health Number / SIN:		
<b>Eligibility Confirmation</b>					
Received previous grant:		Yes/No	Income Cap	Granted to date	Available Fund
			\$ -		
Property Value:		NOT ASSESSED			
Income:		NO INCOME			
<b>Allocation of Repair Fund</b>			<b>Assigned Fund</b>	<b>Remaining Fund</b>	<b>Maximum Allocation for repair</b>
Yes/No					
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
<b>Renovations Required \$ -</b>			<b>\$ -</b>	<b>\$ -</b>	
<b>Reno Type</b>	<b>Renovation Description</b>	<b>Initial Quote</b>		<b>Contractor / Supplier</b>	<b>Rev</b>
		\$ -			
		\$ -			
		\$ -			
		\$ -			
		\$ -			
		\$ -			
<b>Estimate Total \$ -</b>					
<b>Approved Grant \$ -</b>					
<b>Comments:</b>					
Date:			Signature:		
Date:			Signature:		



Payment / Post Inspection Report

App 1:

PID

App 2:

000000

Opened	Recommended Payments	Complete	YES	100%	% Comp.	
Invoice	Payee	Reno Item		Amount	Comb Fund	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
				\$ -	\$ -	
<i>Approved Grant</i>	\$ -	Sub Total		\$ -	\$ -	
<i>Unassigned Fund</i>	\$ -					
<i>Adj. from Unassigned Fund</i>	\$ -	Applicant Contribution Required		Payment Total:		
<i>Total Max Assigned Fund</i>	\$ -					
<b>Total Fund Bal:</b>	\$ -			\$	-	
The listed items have not been inspected.						
Recommended for Payment By:			Date			
Post Inspection Req. /Comments	Yes/No					
Date: _____ Signature: _____						
<b>Approved payments by Coordinator</b>			<b>Account Code</b>			
Invoiced Amount*:	(a) \$ -	<input type="checkbox"/> Old Year		<input type="checkbox"/> New Year		
<i>*attach copy</i>						
Payable to:		<input type="checkbox"/> Home Owner		<input type="checkbox"/> Contractor		
<b>Seniors Home Repair:</b>	SHRP	Section	Object	Program	Project	Amount
100% of (a) to a maximum \$2,000	\$ -	918	4099	6500	8785	\$ -
<b>Seniors Safe @ Home:</b>	SSH	<input type="checkbox"/> Home Owner		<input type="checkbox"/> Contractor		
100% of (a) to a maximum \$5,000** <i>Apply sliding scale to income</i>	\$ -	918	4099	6500	8928	\$ -
<b>Home Renovation Program:</b>	HRP	<input type="checkbox"/> Home Owner		<input type="checkbox"/> Contractor		
100% of (a) to a maximum \$6,000	\$ -	918	4099	6500	8925	\$ -
<b>Disability Renovation Program:</b>	DIS	<input checked="" type="checkbox"/> Home Owner		<input type="checkbox"/> Contractor		
100% of (a) to a maximum \$8,000	\$ -	918	4099	6500	8930	\$ -
<b>Payment Approval</b>	Date:	Signature:				
<ul style="list-style-type: none"> <li>Original – to Accounts Payable for Payment</li> <li>Copy to Client File</li> </ul>				Total Paid	\$ -	

**REQUEST FOR PAYMENT**  
**PEI HOME RENOVATION PROGRAMS**

**APPLICANT NAME:** \_\_\_\_\_

**APPLICANT PROPERTY ADDRESS:** \_\_\_\_\_

**INVOICE(S) SUBMITTED:**

Contractor: \_\_\_\_\_ \$ \_\_\_\_\_

Contractor: \_\_\_\_\_ \$ \_\_\_\_\_

Contractor: \_\_\_\_\_ \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

I hereby declare that all the renovations described above have been completed to my satisfaction and ask that the total payment requested be issued. I understand that the PEI Home Renovation Programs may inspect the renovations and that such an inspection is not a guarantee that renovations comply with applicable building codes and industry standards. As applicant(s), I am/we are responsible to ensure that the quality of renovations and materials is appropriate. Invoice(s) from my contractor(s) or supplier(s) are attached.

- Please Pay Contractor** (Contractor is to complete attached Vendor Registration form and provide banking info for direct deposit).
  - Please pay Applicant** (Applicant is to complete attached Vendor Registration form, provide banking info for direct deposit, and provide proof of payment for goods/services).
- \* We will send all grant payments directly to the contractor(s) unless the applicant completed the renovation work themselves or has already paid for the goods/services.

**DATE:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_



## Instructions about Requests for Payments

Please follow these instructions carefully when sending in the Request for Payment Form. Applicants must sign and return the Request for Payment form, Vendor Registration form, and all invoices before payment will be made.

**Renovations Completed by a Contractor:** If you have hired one or more contractors to do your approved renovation(s), follow these steps:

**STEP 1:** Obtain the invoice(s) from your contractor(s) for completed the renovation(s). An acceptable invoice will include the contractor's name, address, Business Number (BN), and a complete description of work completed and costs associated. Any invoices for renovations other than those for which your PEI Home Renovation Programs grant was approved will not be accepted.

**STEP 2:** Complete the Request for Payment form and attach each invoice.

**STEP 3:** Forward the completed Request for Payment form, Vendor Registration form, and the invoices to the address on the form.

**STEP 4:** Our staff may contact you if required to arrange a follow-up inspection before payment is issued.

**Renovations Completed by the Applicant:** If you have completed the renovation(s) yourself, follow these steps:

**STEP 1:** Complete the Request for Payment form and attach each invoice for your materials.

**STEP 2:** Forward the completed Request for Payment form, Vendor Registration form, and the invoices to the address on this form.

**STEP 3:** Our staff may contact you if required to arrange a follow-up inspection before payment is issued.

Please note, applicants are responsible to ensure that renovations are completed properly and to confirm that they are satisfied with the quality of the renovations. Do not request payment for renovations which have not been completed or for renovations with which you are not satisfied.

If you have questions about how to complete the Request for Payment form, please contact our office at 1-855-374-7366.