

	<b>Program</b>	<b>PEI Home Renovation Programs</b>
	<b>Subject</b>	<b>Application and Eligibility</b>
<b>Effective Date: January 6, 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 provide financial assistance to homeowners with modest income to complete essential renovations to their homes, and to assist seniors and individuals with a disability who have low and moderate income, make minor modifications that improve access to, or increase the physical safety of, their principal residence.

## 2.0 DEFINITIONS

- 2.1 **Combined annual income:** Net income as defined by line 23600 of the Canada Revenue Agency (CRA) T1 General - Income Tax and Benefit Return and confirmed by CRA for all homeowners who reside in the property who are the subject of the application, and any other primary occupants over the age of 18, excluding dependents.
- 2.2 **Dependent:**
- a child up to the age of 18, or
  - a person between the age of 18 and 25, inclusive, who is enrolled full time in an educational institution, or
  - an individual who is solely dependent on another due to mental and/or permanent disability.
- 2.3 **Family Member:** spouse/partner, child, child's spouse, daughter-in-law, son-in-law, brother, sister, mother, father, grandparents, step-brother, step-sister, step-parents, parents-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or guardian.
- 2.4 **Homeowner:** an individual or group of individuals in whose name a property is registered with the Taxation and Property Records Division of the PEI Department of Finance.
- 2.5 **Life Interest:** a circumstance in which the applicant is not the legal registered owner of the property as per the Taxation and Property Records Division of the PEI Department of Finance, but does have a legal right to occupy and use the property for the applicant's lifetime.

An applicant in a life interest circumstance may be deemed to be the owner or co-owner of the property for purposes of the PEI Home Renovation Programs (PEIHRPs) if:

- the property is owned by a family member(s);

- the registered owners of the property provide written confirmation of their inability to provide funds for, or towards, the cost of the renovation;
  - the property is the principal residence of the applicant(s);
  - the applicant provides satisfactory confirmation that the applicant is responsible for the payment of property expenses including, but not limited to, property taxes, heat, electricity, insurance, and general property maintenance; and
  - all other program criteria are met.
- 2.6 **Maximum grant:** the maximum amount of funding the homeowner can receive based on their combined annual income, the cost of their renovation project, and previous receipt of funding from the PEIHRP. The homeowner is not eligible to re-apply within 15 years once the maximum grant is received.
- 2.7 **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.
- 2.8 **Principal residence:** a property, owned alone or jointly with other individuals, which serves as the primary dwelling of the applicant for at least six months, plus a day, during any calendar year and is recognized as a residential property as per Taxation and Property Records. Only one location can be designated as an applicant's principal residence at any one time. Rental properties and seasonal cottages are not considered principal residences.
- 2.9 **Renovation Program (HRP) and Seniors Home Repair Program (SHRP):** programs that provide a grant(s) to complete major, essential renovations in one or more of the following areas: heating, electrical, structural, plumbing, and life safety.
- 2.10 **Renovation Program for Persons with Disabilities (DIS):** a program that provides a grant(s) to individuals with a permanent disability to renovate their home to accommodate their disability. Items must relate to the individual's loss of ability, be permanently installed, and improve or increase the physical safety of the home. Portable devices are not eligible.
- 2.11 **Seniors Safe at Home Program (SSH):** a program that provides a grant(s) to seniors who have difficulties with daily living activities to complete modifications related to the applicant's loss of abilities to help them stay in their home longer. Portable devices are not eligible.

### 3.0 POLICY STATEMENT

#### Program Eligibility:

- 3.1 To be eligible for the HRP and DIS applicants must:
- (a) be Canadian citizens or landed immigrants, and be permanent residents of Prince Edward Island;
  - (b) have a combined annual income that is no greater than \$50,000;
  - (c) live in the principal residence and own, or jointly own, the principal residence or have a life interest in the principal residence; and



(d) have a property valuation at or below \$300,000 Non-Commercial, Residential as per Taxation and Property Records market value assessment.

- 3.2 To be eligible for SHRP and SSH, in addition to the criteria in section 3.1, applicants must be 60 years of age or older at the time of application to SHRP and SSH.

**Exception to section 3.1 - Applicants of SSH:**

- may be living in a principal residence that is owned by a family member, and the applicant would benefit from necessary modifications in the home due to a loss of ability; and
- are not required to have a property valuation, at or below, \$300,000.

- 3.3 Should ownership of the principal residence for which a PEIHRP grant is provided change within three years of receiving the PEIHRP grant the applicant or the executor of the estate of the applicant, shall immediately notify the PEIHRP and repay the portion of the grant prorated based on the number of months of ownership.
- 3.4 Applicants to the DIS may be required to submit a Medical Verification form to confirm the applicants' disability and to describe how the requested renovation(s) will accommodate their disability. If the Medical Verification form is required, PEIHRP staff will forward the Medical Verification form (attached) to the applicant to be completed and submitted to PEIHRP. If the Medical Verification form is not submitted by the applicant when requested, the application will be denied.
- 3.5 If the applicant has used less than the maximum grant, they may re-apply for new renovations to receive up to the maximum to which they are entitled.
- 3.6 Applicants are not eligible for a PEIHRP grant if they have already reached the maximum grant through previous applications to the PEIHRP. The homeowner is not eligible to re-apply for 15 years once the maximum grant is received.

**Calculation of Combined Income**

- 3.7 If homeowners are divorced or separated, the income of the separated or divorced individual may be excluded from the calculation of combined annual income if the property is no longer that individual's principal residence, and proof of separation is provided.
- 3.8 If the applicant is deemed to be the owner of the property in a life interest circumstance, the net income of the applicant and all net income of other occupants will be included in the combined annual income.

## Renovation Eligibility

3.9 The maximum PEIHRP grant amount based on combined annual income is as follows:

<b>Combined Annual Income</b>	<b>Renovation Program</b>	<b>Seniors Home Repair Program</b>	<b>Seniors Safe @ Home Program</b>	<b>Renovation Program for Persons with Disabilities</b>
\$35,000 or less	\$12,000	\$4,000	\$10,000	\$16,000
\$35,001 - \$38,000	\$10,000	\$3,600	\$8,400	\$13,200
\$38,001 - \$41,000	\$8,000	\$3,200	\$6,800	\$10,400
\$41,001 - \$44,000	\$6,000	\$2,800	\$5,200	\$7,600
\$44,001 - \$47,000	\$4,000	\$2,400	\$3,600	\$4,800
\$47,001 - \$50,000	\$2,000	\$2,000	\$2,000	\$2,000

- 3.10 Renovations must be made to the applicant's principal residence.
- 3.11 Any renovations performed prior to the date of approval are not eligible for a grant.
- 3.12 Ramp and landing renovations must meet the requirements outlined in the Minimum Requirements for Ramps & Landings guide.  
<https://www.princeedwardisland.ca/en/publication/pei-home-renovation-programs-minimum-requirements-decks-landings-and-ramps>.
- 3.13 The following renovations are not eligible for a grant:
- (a) heat pumps, storm doors, driveways and any other renovations outside of the existing home footprint;
  - (b) renovations completed using re-purposed or second hand material;
  - (c) renovations completed using materials or products that are not installed in accordance with the manufacturer's recommendations;
  - (d) renovations that do not comply with current building code; and
  - (e) renovations that have been approved or funded by another financial program or institution (for example, provincial/federal grant programs, rebate programs or loans).
- 3.14 PEIHRP staff may inspect the principal residence to determine if the planned home renovation meets program parameters.
- 3.15 PEIHRP staff will provide written confirmation to the applicant as to the approval or denial of the application. When applications are not approved, PEIHRP staff will provide the reason for denial.



## **Applicant as General Contractor**

- 3.16 Applicants may choose to complete the approved renovation work themselves, or have family members complete the work on their behalf. Applicants are responsible to:
- submit a written, detailed work plan using the Work Plan form (attached) as an organizing tool and for documentation purposes to itemize all the items which will be eligible for funding;
  - ensure any work legislated to be completed by a certified trades person (for example, plumbing or electrical) is completed and authorized by that particular trades person; and
  - renovations comply with current building code.

PEIHRP staff will review the work plan to determine if there are sufficient details to complete the renovation.

The PEIHRP grant cannot be used to reimburse applicants for wages for their own labour, or the labour of family members completing the work.

## **Completed Renovations**

- 3.17 The approved applicant has six (6) months from the date of the approval notification letter to complete the renovation and submit the Request for Payment form (attached), Payee Registration form (attached), and project invoices to receive payment. Extensions to project deadlines will only be considered in exceptional circumstances. Any extensions to the project deadline must be requested (by applicant) and confirmed (by PEIHRP office) in writing.
- 3.18 PEIHRP is not responsible for the quality of the home renovation.
- 3.19 PEIHRP staff may inspect the applicant's renovation to ensure the approved renovation has been completed. No payments will be made if misuse of the program funds is identified.
- 3.20 Payment to the applicant or, if the applicant so wishes, to the contractor, will be made after all requirements have been met.
- 3.21 Account service charges and finance charges are not eligible for reimbursement.

## **False Declaration**

- 3.22 In the event that any program criteria of the PEIHRP(s) grant are not met, or that a false declaration is knowingly made in the application, the PEIHRP shall have the right to cancel the approval and recover any paid funds and additional costs.

## 4.0 PROCEDURE STATEMENT

- 4.1 Applications are available at all Access PEI locations, the PEIHRP office or online at <http://www.princeedwardisland.ca/en/information/family-and-human-services/pei-home-renovation-program>.
- 4.2 All homeowners who reside in the property who are the subject of the application, and any other primary occupants over the age of 18, excluding dependents, must:
- complete and sign the Application form, and
  - submit a copy of their current Canada Revenue Agency Notice of Assessment or the completed Canada Revenue Agency Statement of Consent on the application. Failure to provide income information for all applicants will result in the application being denied.
- All items may be mailed, emailed, or submitted in person to any Access PEI location or the PEIHRP office.
- 4.3 Upon receipt of an Application form and required supporting documentation, PEIHRP staff will contact applicants, if necessary, to obtain further information or documentation regarding the application and the planned home renovation. PEIHRP staff records the application information in PEIHRP database. Failure to provide requested information will result in the application being denied.
- 4.4 PEIHRP staff reviews the ownership of the principal residence through the Geoline system to confirm that the principal residence is registered, partially registered, or that there is a life interest registered in the applicant's name. If the principal residence is not registered or partially registered in the applicant's name, and if the applicant does not have a life interest in the principal residence, the applicant is notified in writing that the application is denied and the reason for denial.
- 4.5 PEIHRP staff reviews the combined annual income. If the combined annual income is greater than \$50,000, the applicant is notified in writing that the application is denied because of the combined annual income level.
- 4.6 PEIHRP staff reviews the database to determine if the applicant has previously accessed the program. If the applicant has previously accessed the program, PEIHRP staff determines if there is any eligibility remaining and records the available eligibility amount. If no eligibility is remaining, PEIHRP staff notifies the applicant in writing that the application is denied and the reason for denial.
- 4.7 If the applicant meets all of the eligibility requirements, PEIHRP staff notifies the applicant in writing that they are required to submit two quotes for each eligible renovation to the PEIHRP office. Quotes must be submitted within 90 days of notification. Quotes must provide sufficient detail to clearly describe the work to be completed to allow comparisons among quotes. Each renovation must be priced separately and acceptable quotes must include a detailed description of the work and



may include a specification sheet. Field sheet work documents will not be accepted in place of a quote.

- 4.8 PEIHRP staff reviews the quotes and determines whether the renovation meets the program parameters and whether the quotes are reasonable. PEIHRP staff may contact the applicant to clarify any issues of concern. PEIHRP staff may inspect the principal residence to determine if the planned home renovation meets program parameters. PEIHRP staff will document the results of the inspection on the Approval/ Inspection Report form (attached). If the renovation requested does not meet the parameters of the program, PEIHRP staff notifies the applicant in writing that the application is denied and the reason for denial.
- 4.9 If the renovation requested meets all of the criteria for approval, PEIHRP staff notifies the applicant in writing of the grant amount approved. The following will be sent to the applicant:
- an approval letter;
  - Payee Registration form (if applicable); and
  - Request for Payment form.
- 4.10 An approved applicant has the right to select a higher quote if it also meets the same minimum standard of acceptance to complete the work. The approved applicant will be responsible to pay the difference between the higher and lower quote. Any cost relating to completing the work beyond the specifications required by PEIHRP shall be the responsibility of the applicant.
- 4.11 An approved applicant is responsible to arrange for the home renovation to be completed and to ensure the home renovation meets the relevant building codes. The applicant is responsible to ensure that proper permits and inspections are completed. All plumbing, electrical and heating systems must be completed by a licensed tradesperson. Windows must meet Energystar ratings, and must meet the Provincial Fire Marshal egress requirements when installed in a bedroom.
- 4.12 PEIHRP staff will review approved applications monthly to determine their completion status. If an application has been outstanding longer than the six months, PEIHRP staff will contact the applicant to determine if the renovation has been completed. If a satisfactory reason is provided for the renovation not being completed, an extension may be granted.
- If it appears that the renovation cannot be completed, or has not been completed after the extension period, PEIHRP staff shall advise the applicant in writing that approval has been cancelled.
- 4.13 When the renovation is completed the approved applicant will then submit:
- the Request for Payment form;
  - Payee Registration form (if applicable); and
  - invoice(s) for the renovation within six (6) months of approval notification.

The approved applicant must sign the Request for Payment form confirming that the invoice(s) submitted are for the renovation requested in the Application form.

- 4.14 Upon receipt of the completed documentation, PEIHRP staff will confirm that the invoice(s) agree(s) with the quotes submitted and any variances are explained.
- 4.15 PEIHRP staff may inspect the applicant's renovation to ensure the approved renovation has been completed. PEIHRP staff will document the results of the inspection on the Payment/Post Inspection Report form (attached). No payments will be made if misuse of the program funds is identified.
- 4.16 PEIHRP staff completes the coding on the Payment/Post Inspection Report form and submits it with copies of invoice(s), Payee Registration form (if applicable) and Request for Payment form to the accounts payable clerk to issue payment to the applicant, or contractor as requested on the Request for Payment form.
- 4.17 PEIHRP staff updates the status of the application in the database and identifies the file as complete.

## **5.0 REFERENCES**

PEI Home Renovation Programs Inspection Policy

## **6.0 ATTACHMENTS**

Application form  
Approval/Inspection Report form  
Brochure  
Medical Verification form  
Payee Registration form  
Payment/Post Inspection Report form  
Request for Payment form  
Work Plan form

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## **HISTORY:**

April 1, 2021 - Policy revised to reflect 2021 funding enhancements.



[illegible]

Canada

<b>Privacy Statement</b> Personal Information on this form is collected under the <i>Provincial Health Number Act</i> and <i>Section 31 of the Freedom of Information and Protection of Privacy Act</i> R.S.P.E.I. 1988, c.F-15.01, as it relates directly to the approval of your application. If you have any questions about the collection of your personal information call the department of Social Development and Housing at 1-855-374-7366.			
Property ID # _____	Email _____		
Property Type: <input type="checkbox"/> Single home <input type="checkbox"/> Duplex/semi-detached <input type="checkbox"/> Condo <input type="checkbox"/> Mini-home <input type="checkbox"/> Seasonal residence			
Civic Address:		PO Box:	
City:		Postal Code:	
Telephone # - daytime:		Telephone # - other:	
<input type="checkbox"/> I/we give permission for an official of the Department of Social Development and Housing to discuss this application and any information required to assess and complete the requested renovation with the identified contact.			
Name of Contact:		Email:	
Address of Contact:			
Telephone of Contact:		Relationship:	
List all primary occupants over 18 years old that reside in the home, excluding full time students between 18-25 yrs.			
First Name	Middle Name	Last Name	Date of Birth YYYY/MM/DD
			PEI Health Number Social Insurance Number
Marital status of Primary Applicant: <input type="checkbox"/> Married / Common-Law <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced / Separated			
I/we have dependents living in the home: <input type="checkbox"/> Yes <input type="checkbox"/> No    Total number of occupants in the home: _____ Total number of dependents in the home: _____			
Renovation Requests to be Considered for Funding:			
If you are a person with a physical disability and you want to be considered for additional funds for renovations related to your disability, you MUST attach a <u>Medical Verification Form</u> signed by your doctor. Identify the individual and the renovations required to accommodate the individual's disability within the home:			
Name:			
Description of Disability:			
Description of Renovation:			

<p>Prioritize essential repairs/renovations required within the home. Eligible repairs must be consistent with minimum requirements for acceptable work available from our office.</p> <p><b>COSMETIC REPAIRS ARE NOT ELIGIBLE</b></p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p>If 60 years of age or older on the day you apply, you will automatically be assessed for additional funding if required, and if the renovations are eligible through the Senior Home Repair Program and/or Seniors Safe @ Home Program.</p>
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**DECLARATION (For PEI Home Renovation Programs - PEIHRP, Seniors Home Repair Program, and Seniors Safe @ Home Program):**

I/We declare that:

1. I/We own or jointly own the principal residence or have a life interest in the residence that is subject to this application.  
1(a) For the Seniors Safe @ Home Program only, the property which requires modifications related to the senior applicant's health, safety or loss of ability, may be owned by a family member.
2. The property that is the subject of this application is registered with the Taxation and Property Records Division of the PEI Department of Finance in my/our name(s).
3. The Non-Commercial, Residential property is assessed at \$300,000 or less (as per Taxation and Property Records market value assessment).
4. The property that is the subject of this application is the principal residence and is not a seasonal property. I/We reside in this property at least six consecutive months plus one day per calendar year.
5. We are Canadian citizen(s) or landed immigrant(s), and permanent resident(s) of PEI.
6. Our combined annual income is \$50,000 or less according to line #23600 of the most recent Canada Revenue Agency Notice of Assessment(s).
7. I/We understand that the definition of combined annual income includes the net income for all homeowners that reside in the property which is the subject of this application, and any other primary occupants over 18 years old, excluding dependents, and students.

*\*Property value does not apply to Seniors Safe @ Home Program.*

I/We declare and agree that:

8. All renovation work must be approved in writing prior to any work commencing. Any renovations started or completed prior to the issuance of an Approval Letter by the PEIHRP will not be eligible for the grant.
9. The eligibility of specific renovation costs shall be determined by the PEIHRP. Only renovations included in the application will be considered for the grant.
10. I am/We are required to continue to own the property that is the subject of this application for three years after receiving a grant from the PEIHRP. Should ownership of this property change within three years of receiving the PEIHRP grant, I/we agree to immediately notify PEIHRP of the ownership change and understand that a portion of the grant shall be repaid to PEIHRP.

11. PEIHRP may complete a home inspection prior to grant approval and after renovation completion to ensure all program criteria have been met.

12. I/We may re-apply to the PEIHRP more than once until the maximum grant is received. We are not eligible for a PEIHRP grant within 15 years of receipt of the last maximum PEIHRP grant.

13. I am/We are completely responsible for the quality and adequacy of any renovations approved for a PEIHRP grant, which includes responsibility for ensuring compliance with any and all industry standards, applicable regulatory requirements, including any building code, electrical code, safety code, municipal bylaw or provincial or federal regulation or statute, and agree that in no event shall the Government of Prince Edward Island be liable to anyone in whole or in part for the renovations or any part of the renovations, including any loss or claim by anyone that may result from the renovations.

14. Funding is provided as a PEIHRP grant for approved costs of renovations if the program criteria has been met. In the event that any program criteria of the PEIHRP are not met, or that a false declaration is knowingly made in this application, the PEIHRP shall have the right to cancel the approval and recover any paid funds and additional costs.

Please send your application to:

Email: [homeren@gov.pe.ca](mailto:homeren@gov.pe.ca)

Fax: (902) 368-3394

Drop off or mail in locations:

**PEI Home Renovation Programs**  
Department of Social Development

and Housing  
Sherwood Business Centre,  
161 St. Peters Road, Charlottetown, PE  
PO Box 2000, C1A 7N8

Or, at the following Access PEI locations:  
Charlottetown, 33 Riverside Drive

Souris, 15 Green Street  
Alberton, 116 Dufferin Street  
Montague, 41 Wood Islands Road  
O'Leary, 45 East Drive  
Wellington, 48 Mill Road  
Summerside, 120 Heather Moyse Drive  
Tignish, 103 School Street

DPC-2059

**DECLARATION & CONSENT:**

I/We confirm that I/we have read and understand all program criteria and policies viewed on-line at: [PrinceEdwardIsland.ca/HomerenPrograms](http://PrinceEdwardIsland.ca/HomerenPrograms).

I/We hereby declare that the information provided in this application is complete and accurate. I/We confirm that I am/we are in agreement with the terms and conditions set out in this application, and the program criteria, and that on approval of this application by PEIHRP, I/we understand and agree that this is a legally binding agreement with PEIHRP and the Government of PEI.

PLEASE SIGN BELOW:

Date	Applicant (Print)	Applicant (Signature)
Date	Co-Applicant (Print)	Co-Applicant (Signature)
Date	Co-Applicant (Print)	Co-Applicant (Signature)

**Canada Revenue Agency Statement of Consent:**

I/we hereby consent to the release, by the Canada Revenue Agency to an official of the Department of Social Development and Housing, of Line #23600 (my net income) from my/our income tax return(s).

This consent is provided on condition that this information will be used solely for the purpose of determining and verifying my/our eligibility for the PEI Home Renovation Programs under the Social Assistance Act and Regulations, and that it will not be disclosed to any other person or organization without my/our written approval. This authorization is valid for the current and prior taxation year.

I/we understand that if I/we wish to withdraw this consent, I/we may do so at any time by writing to Director, Housing Services, Department of Social Development and Housing, 11 Kent Street, P.O. Box 2000, Charlottetown, PE C1A 7N8.

Date	Applicant (Print)	Applicant (Signature)
Date	Co-Applicant (Print)	Co-Applicant (Signature)
Date	Co-Applicant (Print)	Co-Applicant (Signature)

Canada





HRP Programs Approval Form

Application Rec'd

Revision #

Date

PID

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Program Approval	Application ID	Funding MAX	Fiscal YR	Prog	APP #
Max Fund available (Combined) \$ -					
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>		Assigned Fund	Remaining Fund	Maximum Allocation for repair	
Yes/No		\$ -		\$ -	
		\$ -		\$ -	
		\$ -		\$ -	
		\$ -		\$ -	
<b>Renovations Required</b>		\$ -	\$ -	\$ -	
Reno Type	Renovation Description	Initial Quote	Contractor / Supplier	Rev	
		\$ -			
		\$ -			
		\$ -			
		\$ -			
		\$ -			
		\$ -			
Estimate Total		\$ -			
		<b>Approved Grant</b>		\$ -	
Comments:					
Date:		Signature:			
Date:		Signature:			

## Approval

**Any renovations started or completed prior to approval are not eligible for a grant.**

- Approvals will be issued by mail.
- The applicant is responsible to ensure the modifications/renovations meet all relevant building codes and industry standards.

## Reimbursement

- Submit a "Request for Payment" form which will be mailed to you, attach the final invoices from your contractors/suppliers, and send the documents to our office for payment.
- A "Payee Registration Form" is for direct deposit. This form is required to be filled out by the person receiving payment (contractor or homeowner) and only if they are not already registered for direct deposit with our program.
- Homeowners seeking reimbursement must submit copies of paid invoices, receipt(s) of payment(s) for the work completed, the Request for Payment form (required), and Payee Registration form (if applicable).

- Post-inspections by qualified staff may be necessary to ensure compliance with building codes and industry standards prior to payment being released.

## Things you need to know:

- Eligible renovation requests must satisfy a "need to have" essential repair, and not a "want to have" cosmetic upgrade to the home (for example, refresh painting, upgrade flooring, changing fixtures).
- Renovations outside the home footprint (for example, driveway, shed, detached garage) are not eligible for renovations or repairs.
- Heat pumps and storm doors are not eligible renovations under the PEIHRP.
- Your application will remain active for a

maximum period of one year from the date our office received it.

- If for any reason, you fail to complete the approved renovations within that time, your file will be closed and you will need to re-apply, and be assessed again for funding eligibility.
- You must continue to own the property that is the subject of this application for three years after receiving the funding. Should ownership of the property change within the three years, you must immediately notify us to determine if any portion of the funding needs to be repaid to PEIHRP.
- Once the maximum grant (based on combined income) is received, you are not eligible for another grant within 15 years.

## Drop off or mail in locations:

### PEI Home Renovation Programs

*Department of Social Development and Housing*  
Sherwood Business Centre,  
PO Box 2000, 161 St. Peters Road,  
Charlottetown C1A 7N8

## Or, at the following Access PEI locations:

**Charlottetown**, 33 Riverside Drive  
**Souris**, 15 Green Street  
**Alberton**, 116 Dufferin Street  
**Montague**, 41 Wood Islands Road  
**O'Leary**, 45 East Drive  
**Wellington**, 48 Mill Road  
**Summerside**, 120 Heather Moyse Drive  
**Tignish**, 103 School Street

For more information, visit:

[PrinceEdwardIsland.ca/HomerenoPrograms](http://PrinceEdwardIsland.ca/HomerenoPrograms), or

**Call:** (902) 368-4889

**Toll Free Telephone:** 1-855-374-7366

**Fax:** (902) 368-3394

**Email:** [homereno@gov.pe.ca](mailto:homereno@gov.pe.ca)

# PEI Home Renovations Programs



**Canada**

CMHC SCHL  
HOME TO CANADIANS



The PEI Home Renovation Programs offer financial assistance to homeowners with modest income to complete essential structural renovations to their homes.

## Eligibility

You are eligible to apply for PEI Home Renovation Programs funding if:

- Your combined household income is \$50,000 or less;
- You are a Canadian Citizen(s) or landed immigrant(s), and permanent resident(s) of PEI.
- You are an owner of the property or have a life interest in the home;
- Your property is assessed at \$300,000 or less (as per Taxation and Property Records market value assessment);\*
- The property is your principal residence and you currently reside in the home; and
- You have not reached the current maximum grant through previous applications to the PEI Home Renovation Programs.

\*Property value does not apply for Seniors Safe @ Home program funding

## Funding

Depending on your greatest needs, you may be eligible for funding in the following categories:

### PEI Home Renovation Program (PEIHRP):

A maximum grant of \$12,000 to complete essential renovations in one, or more of the following areas:

- Heating / Electrical / Structural
- Plumbing / Life Safety

### Seniors Home Repair Program:

If you are 60 years of age or older on the day you apply, you may be assessed for additional grant funding of up to \$4,000.

## Renovation Program for Persons with Disabilities:

A maximum grant of \$16,000 for individuals with a permanent disability who require renovations to their home to accommodate their disability.

### Proof of disability:

You will need to submit a Medical Verification Form.

### Seniors Safe @ Home Program

Seniors who have difficulties with daily living activities may be eligible for financial assistance to carry out minor modifications to help them stay in their home or in the home owned by a family member.

Modifications must relate to the applicant's loss of ability, or provide improved access within the home, or improve physical safety of the applicant for a maximum grant of up to \$10,000. Only the senior applicant's income or the seniors' combined income (if living with a spouse or partner) are considered for this program.

Please refer to the Self-Assessment Guide for examples of eligible modifications. The guide is available by contacting our office or online at [www.princeedwardisland.ca/seniorsafehome](http://www.princeedwardisland.ca/seniorsafehome)

## Applying

Fill in the application and send it to us. You must include the following supporting documents with your completed application, otherwise your application will not be considered:

### ☐ Proof of Income:

A Canada Revenue Agency (CRA) Statement of Consent (included with the application form) signed by all primary occupants over 18 years old, excluding dependents and students.

OR

A copy of the most recent CRA Notice of Assessment for all primary occupants over 18 years old, excluding dependents and students. To obtain a copy of the CRA Notice of Assessment, contact: Canada Revenue Agency at [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) or call 1-800-959-8281.

### Price Quotes:

Once determined to be eligible we will send you a letter to advise, and ask you to provide two detailed estimates for the cost of the repairs; quotes must meet our minimum requirements for acceptable work.

Maximum Grants are based on combined annual income. Please see specific program criteria information listed above				
Primary Occupant Combined Annual Income	PEI Home Renovation Program	Seniors Home Repair Program	Seniors Safe @ Home Program	Renovation Program for Persons with Disabilities
\$35,000 or less	\$12,000	\$4,000	\$10,000	\$16,000
\$35,001-\$38,000	\$10,000	\$3,600	\$8,400	\$13,200
\$38,001-\$41,000	\$8,000	\$3,200	\$6,800	\$10,400
\$41,001-\$44,000	\$6,000	\$2,800	\$5,200	\$7,600
\$44,001-\$47,000	\$4,000	\$2,400	\$3,600	\$4,800
\$47,001-\$50,000	\$2,000	\$2,000	\$2,000	\$2,000

Full program policies, forms, and more program details are available online at [PrinceEdwardIsland.ca/HomerenoPrograms](http://PrinceEdwardIsland.ca/HomerenoPrograms)



Family and  
Human Services

Services à la famille  
et à la personne



PEI Home Renovation Programs  
P.O. Box 2000, Charlottetown  
Prince Edward Island  
Canada C1A 7N8

C.P. 2000, Charlottetown  
Île-du-Prince-Édouard  
Canada C1A 7N8

## MEDICAL VERIFICATION

Must be completed by a Health Professional and returned to the PEI Home Renovation Programs office.

**Privacy Statement** – Personal information on this form is collected under section 31 of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap.F-15.01, as it relates directly to and is necessary for the provision of the PEI Home Renovation Programs. If you have any questions about this collection of personal information, you may contact the Department of Family and Human Services at 1-855-374-7366.

**NOTE:** The information requested about the person with a disability will be used in connection with an application for funding under the PEI Home Renovation Programs to carry out remedial modifications to their home.

Patient's Full Name:

Date of Birth:

How long has this patient been under your care?

Please describe the nature of the condition.

Is the patient's condition disabling? Please explain.

Please confirm what modifications to the patient's dwelling will benefit his/her disability.

Medical Professional's Name:

Medical Professional's Signature:

Specialization:

Address and Telephone Number: (please use stamp if available)





# Payee Registration Form

(see reverse for instructions)

PAYEE #

## Freedom of Information and Protection of Privacy

The personal information requested on this form is collected under the authority of section 31(c) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01, and will be used for the purpose of administering payments to the individuals or suppliers that are identified on this form. This use includes the sharing of this information within the Government of Prince Edward Island and its agencies to update and ensure the accuracy of information for administering payments. Questions on the collection and use of this information can be directed to Payment Processing at (902) 368-4010.

☐ New Payee

☐ Update to Payee Information (i.e. address or updated banking)

### Section A: Personal or Business Information

Fill out this section as an individual OR for your business. All fields are required.

#### For Individuals Only

First Name	Full Middle Name(s)	Last Name	Previous Last Name(s)
Date of Birth (DD/MM/YYYY)	If you are a Provincial Government Employee: Employee Number      Department		

#### For Businesses Only

Business Name (Legal name and operating name if different)	HST/GST No.	Contact Person & Position
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#### For Individuals and Businesses

Current Mailing Address	City	Province or State	Postal Code or Zip Code
Phone Number (including area code)	Email Address (for payment remittance details)	Email Address (for purchase orders if different)	

Previous Mailing Addresses. Please provide as many previous mailing addresses as possible. We use this information to update our records and to prevent the duplication of your account.

### Section B: Payment Information


To receive payments from the Government of Prince Edward Island you **MUST** provide your banking information. Failure to provide banking information will result in unprocessed and delayed payments. Please attach **one** of the following:

☐ Void cheque

or ☐ Correspondence from Financial Institution (bank)

### Section C: Certification

I, as the person named in this form in my own right, or as the representative of the company or business named in this form entitled to receive payments from the Government of Prince Edward Island, hereby authorize the Government of Prince Edward Island or its agencies to share the information collected on this form with each other for the purposes of making a payment that is due. By providing banking information for electronic payment I, as the person named in this form in my own right, or as the representative of the company or business named in this form entitled to receive payments from the Government of Prince Edward Island, hereby authorize the Government of Prince Edward Island or its agencies to electronically deposit those payments into the noted bank account until further notice. If I am the representative of the company or business named in this form, I have the authority to bind the company or business.

Authorized Signature (Forms returned without a signature will not be processed) Sign Here  X _____	Printed Name (For Businesses Only)	Date
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### Section D: Additional Information

### Section E: For Office Use Only

BUSINESS UNIT:	<input type="checkbox"/> FIS	<input type="checkbox"/> MEPS	<input type="checkbox"/> LMDA	<input type="checkbox"/> ISM	<input type="checkbox"/> PSB	<input type="checkbox"/> FLBS
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See Instruction page for form submission details



## Payee Registration Form Instructions

These instructions are provided to assist you in completing the Payee Registration Form which is required for payments from the Government of Prince Edward Island and its agencies using Government's financial accounting system.

For the purpose of this form a payee is the person or business that will be receiving a payment from the Government of Prince Edward Island or its agencies. The information requested on this form is collected and used only to facilitate the processing of these payments.

It is your responsibility to notify the Government of Prince Edward Island or its agencies of any changes to your information by completing a new Payee Registration Form.

Send the completed form to the mailing address, email address or fax number provided below. Failure to fully complete the form will result in delays.

PEI Home Renovation Programs  
161 St. Peters Rd.  
PO Box 2000  
Charlottetown, PE C1A 7N8

Telephone: (902) 368-4889  
Fax: (902)368-3394  
Email: [homereno@gov.pe.ca](mailto:homereno@gov.pe.ca)

Please follow the instructions below to ensure that the Payee Registration Form is properly completed.

### Section A: Personal or Business Information

For Individuals Only	Please provide your full legal name including your full middle name and all previous last names including married and/or maiden names. Middle and prior last names are used to update the Government's payee records. Date of Birth is required to ensure records are unique and that the wrong person is not paid.
For Businesses Only	Please provide your legal business name and your operating name if different than your legal name. Please include a contact name that we can use if necessary to confirm, verify or obtain additional information. Please provide the 15 digit identifier provided by CRA. If you do not have a business number, please indicate "Not Applicable" in the box.
For Individuals and Businesses	Please provide your complete mailing address, as well as any previous mailing addresses. Previous mailing addresses are used to update existing records and prevent the duplication of a payee's information. All electronic payments are accompanied with a remittance email with details of your payment (i.e. invoice numbers, amounts, dates) sent to the remittance email address provided. If a valid email address is not provided, you will not receive notification of an electronic payment.

### Section B: Payment Information

The Government of Prince Edward Island has moved to mandatory electronic payment service. Unless explicitly told otherwise all payees are required to attach either a void cheque or correspondence from their financial institution including their banking information. All payments made by the Government of Prince Edward Island and its agencies will be deposited to the bank account provided. Electronic payments are secure and reliable.

### Section C: Certification

This section **must** be read and signed by the payee, or for a business, by an authorized delegate. If the Payee Registration Form is returned without a signature it will not be processed.

### Section D: Additional Information

This section is used by the Government of Prince Edward Island and its agencies to capture additional information for some programs. A government employee will let you know if you are required to include any information in this section. If you have not received any direction to complete this section it can be left blank.

### Section E: For Office Use Only

Please indicate the business unit from which this form originates.





Payment / Post Inspection Report

App 1:

PID

App 2:

000000

Opened	Recommended Payments	Complete	YES	100%	% Comp.
Invoice	Payee	Reno Item	Amount	Comb Fund	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
Approved Grant	\$ -	Sub Total	\$ -	\$ -	
Unassigned Fund	\$ -				
Adj. from Unassigned Fund	\$ -	Applicant Contribution Required		Payment Total:	
Total Max Assigned Fund	\$ -				
Total Fund Bal:	\$ -		\$ -		
The listed items have not been inspected.					
Recommended for Payment By:			Date		
Post Inspection Req. /Comments	Yes/No				
Date: Signature:					
Approved payments by Coordinator			Account Code		
Invoiced Amount*:	(a) \$ -	<input type="checkbox"/> Old Year <input type="checkbox"/> New Year			
*attach copy					
Payable to:		<input type="checkbox"/> Home Owner <input type="checkbox"/> Contractor			
Seniors Home Repair:	SHRP	Section	Object	Program	Project
100% of (a) to a maximum \$2,000	\$ -	918	4099	6500	8785
Seniors Safe @ Home:	SSH	<input type="checkbox"/> Home Owner <input type="checkbox"/> Contractor			
100% of (a) to a maximum \$5,000**Apply sliding scale to income	\$ -	918	4099	6500	8928
Home Renovation Program:	HRP	<input type="checkbox"/> Home Owner <input type="checkbox"/> Contractor			
100% of (a) to a maximum \$6,000	\$ -	918	4099	6500	8925
Disability Renovation Program:	DIS	<input checked="" type="checkbox"/> Home Owner <input type="checkbox"/> Contractor			
100% of (a) to a maximum \$8,000	\$ -	918	4099	6500	8930
Payment Approval	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.

<b>Project Name:</b> (please use a separate Work Plan form for each project)		
<b>Materials</b> (list materials/supplies needed)	<b>Estimated Cost</b> (fill in the estimated cost of your materials/supplies and attach quotes from suppliers)	<b>Actual Cost</b> (when your project is finished – fill in your costs and attach the invoices)
<b>Totals:</b>		