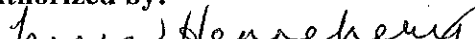


	Program	PEI Home Renovation Programs
	Subject	Application and Eligibility
Effective Date: January 6, 2016		Authorized by:  Deputy Minister, Teresa Hennebery
Revised Date: March 15, 2017		

1.0 PURPOSE

- 1.1 To describe the process by which home owners with modest income can receive financial assistance to complete essential renovations to their homes.

2.0 DEFINITIONS

- 2.1 **Combined annual income:** Net income as defined by line 236 of the Canada Revenue Agency (CRA) T1 General - Income Tax and Benefit Return and confirmed by CRA for all home owners and all home occupants excluding income for 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 education institution.
- 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 **Home owner:** 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.

In situations in which home owners are divorced or separated, the income of a divorced or separated individual may be excluded from the calculation of combined annual income if the property is not the individual's principal residence and proof of separation or divorce is provided.

- 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 (PEIHRP) 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;
- all other program criteria are met.

If the applicant is deemed to be the owner of the property in a life interest circumstance, the net income of all owners, even those who do not live in the property, will be included in the combined annual income calculation.

- 2.6 **Maximum grant:** the maximum grant for which an applicant is eligible during the applicant's lifetime. The maximum grant available for the Renovation Program is \$6,000. The maximum grant available for the Renovation Program for Persons with Disabilities is \$8,000.
- 2.7 **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. Only one location can be designated as an applicant's principal residence at any one time. Rental and seasonal properties are not considered to be principal residences.
- 2.8 **Renovation Program (RP):** a program that provides a grant to complete major, essential renovations in one or more of the following areas: heating, electrical, structural, plumbing, and life safety.
- 2.9 **Renovation Program for Persons with Disabilities (PWD):** a program that provides a grant 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.

3.0 POLICY STATEMENT

Program Eligibility

- 3.1 Applicants must be Canadian citizens, or landed immigrants, and permanent residents of Prince Edward Island.
- 3.2 The combined annual income must be no greater than \$35,000.
- 3.3 Applicants must own or jointly own the principal residence or have a life interest in the principal residence.
- 3.4 Applicants must live in the principal residence.
- 3.5 The applicant must have owned the principal residence for three years prior to application to the PEIHRP and continue to own the principal residence for a period of three years after receiving a grant for completed renovations.
- 3.6 The applicant's property must be valued at or below \$145,000 Non-Commercial, Residential as per Taxation and Property Records market value assessment.

- 3.7 Property tax payments must be no more than one year in arrears.
- 3.8 Applicants are eligible for a maximum grant for the cost of eligible home renovations. If the applicant has used less than the maximum grant, the applicant may re-apply to receive up to the maximum grant amount.
- 3.9 Applicants are not eligible for a PEIHRP grant if they have already reached the maximum grant through previous applications to the PEIHRP.
- 3.10 Applicants are not eligible for a Seniors Home Repair Program grant within two years of an approved application to the PEIHRP.
- 3.11 In the event that any program criteria of the PEIHRP 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.

Renovation Eligibility

- 3.12 Renovations must be made to the applicant's principal residence.
- 3.13 Any renovations performed prior to the date of approval are not eligible for a grant.
- 3.14 Ramp renovations and landing renovations must meet the requirements outlined in the Minimum Requirements for Ramps and Landings Guide.
- 3.15 Heat pumps, storm doors, driveways and any renovation completed outside of the existing home footprint are not eligible for a grant.
- 3.16 Renovations completed using re-purposed or secondhand materials are not eligible for a grant.
- 3.17 Renovations completed using materials or products that are not installed in accordance with the manufacturer's recommendations are not eligible for a grant.

Accessing the Program

- 3.18 Applications are available online at www.princeedwardisland.ca/homerenoprograms, at all Access PEI locations, and at the PEIHRP office.
- 3.19 Applicants must complete the Application form including the Property Tax Information Release Form, and submit them to any Access PEI location or the PEIHRP office with a copy of the current Canada Revenue Agency Notice of Assessment for all home owners and all home occupants. Home owners and home occupants may choose to complete the Canada Revenue Agency Statement of Consent instead of submitting a copy of their Notice of Assessment to allow their income to be electronically provided to PEIHRP. Failure to provide income information will result in the application being denied.

- 3.20 If more than one person owns the home, all co-owners must sign the application and letters of consent to agree to the program criteria.
- 3.21 Upon receipt of an Application form, PEIHRP staff will contact applicants, if necessary, to obtain further information or documentation regarding the application and the planned home renovation. Failure to provide requested information will result in the application being denied.
- 3.22 After review of an Application form and required supporting documentation, PEIHRP staff will notify eligible applicants to obtain two price quotes for each eligible renovation. Quotes must provide sufficient detail to clearly describe the work to be completed and to allow comparisons among quotes. Quotes must be submitted to the PEIHRP office within four weeks of notification. Acceptable quotes must:
- be legible;
 - be dated;
 - include complete contact information for the contractor;
 - include a detailed description of the work;
 - separately cost each renovation item requested.

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

- 3.23 Quotes for some renovation projects must include additional information as follows:
- Roofs – the number of bundles of roofing shingles required;
 - Septic system - size of the system; and
 - Windows - the installation method, and the number, type, and size of the windows.
- 3.24 PEIHRP staff will review and assess the price quotes, clarifying any issues of concern. The lowest quote to complete the work will be approved. The applicant has the right to select a higher quote if it also meets the same minimum standard of acceptance to complete the work and 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.
- 3.25 PEIHRP staff may complete an inspection at the home to determine if the planned home renovation meets program parameters.
- 3.26 PEIHRP staff will provide written confirmation to the applicant as to the approval or denial of the application. Where applications are denied, PEIHRP staff will provide the reason for denial.
- 3.27 An approved applicant is responsible to arrange for the home renovation to be completed and to ensure the home renovation meets the relevant industry standards and building codes. All plumbing, electrical, and heating system work must be completed by the appropriate licensed tradesperson. Windows must meet Zone 2 specifications and must meet Provincial Fire Marshal egress requirements when installed in a bedroom. The applicant is responsible to ensure that proper permits and inspections are completed.
- 3.28 PEIHRP is not responsible for the quality of the home renovation.

- 3.29 The applicant has 90 days from the date of the approval notification letter to complete the renovation and submit a completed Request for Payment form with the final invoice(s) for the completed renovation, along with the Vendor Registration form to the PEIHRP office. Extensions to project deadlines will only be considered in exceptional circumstances.
- 3.30 PEIHRP staff may inspect the applicant's renovation to ensure the approved renovation has been completed.
- 3.31 Payment to the applicant or, if the applicant so wishes, to the contractor, will be made after all requirements have been met.
- 3.32 Account service charges and finance charges incurred by the applicant are not eligible for reimbursement.

Applicant as General Contractor

- 3.33 Applicants may choose to complete the approved renovation work themselves, or have family members complete the work on their behalf. The applicant is responsible for submitting a written detailed work plan. PEIHRP staff will review the work plan to determine if there are sufficient details to complete the renovation. The applicant must use a Work Plan form as an organizing tool and for documentation purposes to itemize all the items which will be eligible for funding. Any work legislated to be completed by a certified trades person (for example, plumbing or electrical) should be completed and authorized by that particular tradesperson. The PEIHRP grant cannot be used to reimburse applicants for wages for their labor, or the labor of family members completing the work.

4.0 PROCEDURE STATEMENT

New Applications

- 4.1 Upon receipt of an Application, PEIHRP staff records the application information in the PEIHRP database.
- 4.2 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.
- 4.3 PEIHRP staff reviews the combined annual income. If the combined annual income is greater than \$35,000, the applicant is notified in writing that the application is denied because of the combined annual income level.
- 4.4 PEIHRP staff reviews the ownership of the principal residence through the Geolinc 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 submits the applicant's signed Property Tax Information Release form to Taxation and Property Records to confirm if the applicant has property tax arrears greater than one year. If the applicant has property tax arrears greater than one year, the applicant is notified in writing that the application is denied and the reason for denial. Should the applicant make a payment to bring the property tax arrears to be no greater than one year in arrears, the application will be considered.

Persons with Disabilities

- 4.6 Applicants to the Renovation Program for Persons with Disabilities 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 to the applicant to be completed and submitted to PEIHRP. If the Medical Verification form is not submitted by the applicant, the application will be denied.

Dependents enrolled full time in an education institution

- 4.7 Dependents enrolled as full-time students at post-secondary institutions must provide written verification from the institution to confirm enrollment. The net income of dependents will be included in the combined annual income calculation in instances where written verification is not provided.

Quotes and Approvals

- 4.8 If the applicant meets all of the eligibility requirements, PEIHRP staff notifies the applicant in writing that they are required to submit two price quotes for each eligible renovation to the PEIHRP office within four weeks of notification letter.
- 4.9 PEIHRP staff reviews the two price quotes and determines whether the renovation meets the program parameters and whether the price quotes are reasonable. PEIHRP staff may inspect the principal residence to make this determination. 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.
- 4.10 If the renovation requested meets all of the criteria for approval, PEIHRP staff notifies the applicant in writing of the grant amount approved. An approval letter, a Request for Payment form, and a Vendor Registration form are sent to the applicant. The applicant is advised to complete the renovation and submit the Vendor Registration form, Request for Payment form, and invoice(s) for the renovation within 90 days of approval notification. The applicant must sign the

Request for Payment form to confirm that the invoice(s) submitted are for the approved renovation items.

- 4.11 Applications will be processed based on lowest combined annual income.

Approved Applications

- 4.12 PEIHRP staff will review approved applications monthly to determine their completion status. If an application has been outstanding longer than the 90 days, PEIHRP staff will telephone 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.

Request for Payment

- 4.13 Upon receipt of the completed Request for Payment form and final invoice(s) from the applicant, PEIHRP staff confirms that the invoice(s) agree(s) with the price quotes submitted and any variances are explained.
- 4.14 PEIHRP staff may complete an inspection of the renovation. PEIHRP staff will document the results of the inspection on the Payment/Post Inspection Report form. No payments will be made if misuse of the program funds is identified.
- 4.15 PEIHRP staff completes the coding on the Payment/Post Inspection Report form and submits it and copies of the invoice(s) 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.
- 4.16 PEIHRP staff updates the status of the application in the database and identifies the file as complete.

Continuing Ownership

- 4.17 Applicants are required to continue to own the property for three years after receiving the PEIHRP grant. Should ownership of this property change within three years of receiving the PEIHRP grant, the applicant shall immediately notify the PEIHRP office and repay the portion of the grant prorated based on the number of months of ownership.

5.0 ATTACHMENTS

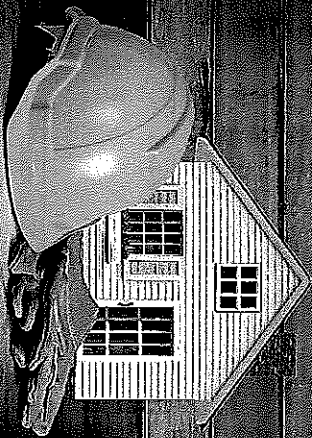
Application form
Brochure
Medical Verification form
Minimum Requirements for Ramps and Landings Guide
Work Plan form
Request for Payment form

HISTORY:

April 1, 2016 – Limit access to Seniors Home Repair Program for two years for applicants also receiving PEI Home Renovation Programs funding and editorial changes.

March 15, 2017 – Provide additional clarification on eligible renovations and quote requirements.

PEI Home Renovation Programs Application



Canada



Privacy Statement
Personal information on this form is collected under the Provincial Health Number Act R.S.P.E.I. 1988, Cap. P-27.01 and 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 Seniors Home Repair Program. 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.

Property ID number (identified on your property tax bill):					
Property Address:					
Civic Address:					
City:	Postal Code:				
Telephone # - daytime:	Telephone # - other:				
Mailing Address: (if different from above)					
Address:					
City:	Postal Code:				
List all applicants:					
First Name	Middle Name	Last Name	Date of Birth	Provincial Health Number	Social Insurance Number
			YYYY/MM/DD		
			YYYY/MM/DD		
			YYYY/MM/DD		
			YYYY/MM/DD		
Clearly describe repairs to be considered for funding:					

PEI Home Renovation Programs (PEIHRP) Declaration:

I/We declare that:

1. I/We own the property that is the subject of this application and that I/We have owned the property for three years or more prior to this application.
 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. My/Our Non-Commercial, Residential property is valued at \$145,000 or less (as per Taxation and Property Records market value assessment).
 4. The property that is the subject of this application is my/our principal residence and it is not a seasonal property. I/We reside in this property at least six months plus one day per calendar year.
 5. I am a/We are Canadian citizen(s), or landed immigrant(s), and permanent resident(s) of PEI.
 6. My/Our combined annual income is \$35,000 or less according to line 236 of my/our most recent Canada Revenue Agency Notice of Assessment(s). I/We understand that the definition of combined annual income includes the net income for all home owners and all individuals living in the home over the age of 18, except students between the ages of 18-25, inclusive.
 7. My/Our property tax payments are no more than one year in arrears.
- I/We declare and agree that:
8. All renovation work must be approved in writing by the PEIHRP 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. I am/We are not eligible for a Seniors Home Repair Program grant within two years of an approved PEIHRP grant.
 12. PEIHRP may complete a home inspection prior to grant approval and after renovation completion to ensure all program criteria have been met.
 13. I/We may apply to the PEIHRP more than once to receive the total lifetime maximum grant that I am/We are eligible to receive.

14. I/we have 90 days from the date of the Approval Letter to complete the renovation and submit final invoice(s) for payment. Extensions to this deadline will only be considered in exceptional circumstances.

15. I am/We are not eligible for a PEI-HRP grant if I/we have already reached the current maximum grant through previous applications to the PEI-HRP.

16. I am/We are completely responsible for the quality and adequacy of any renovations approved for a PEI-HRP 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 I/we 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.

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

I/We confirm that I/we have read and understand all program criteria included in the PEI Home Renovation Programs Policy obtained from the PEI-HRP or on-line:

www.princeedwardisland/home renovation

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 PEI-HRP, I/we understand and agree that this is a legally binding agreement with PEI-HRP and the Government of PEI.

I am/We are aware that PEI-HRP may carry out the necessary inquiries for the purpose of confirming the information provided in this application

All home owners are required to sign below.

Print Name	X Signature	Date
Print Name	X Signature	Date
Print Name	X Signature	Date
Print Name	X Signature	Date

Property Tax Information Release Form

Privacy Statement

Personal information on this form is collected under the *Provincial Health Number Act R.S.P.E.I.* 1988, Cap. P-27.01 and 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.

To whom it may concern:

By signing this consent form I allow the Department of Family and Human Services, PEI Home Renovation Programs and its authorized representative(s) to verify my property tax balance with PEI Taxation and Property Records to confirm program eligibility.

Sincerely,

Property Number: _____

Owner's Name(s): (Please Print) _____

All home owner signatures are required:

X _____
X _____
X _____
Date: _____

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 Family and Human Services, of Line #236 (my net income) from my/our income tax return(s).

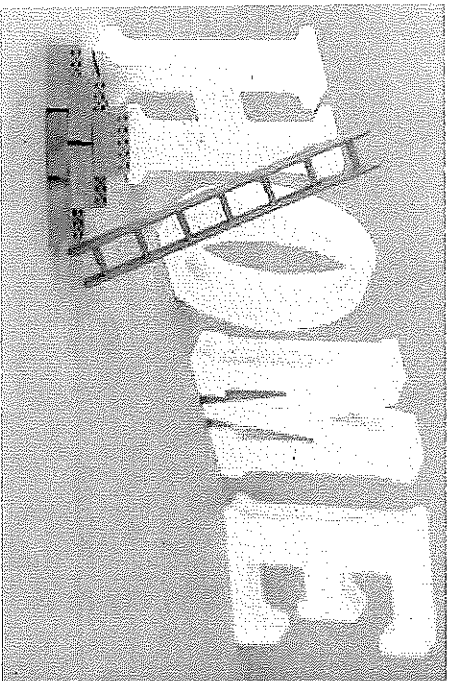
This consent is provided on condition that this information will be used solely for the purpose of determining and verifying my/our eligibility for the PEI Home Renovation Programs under the *Social Assistance Act and Regulations*, and that it will not be disclosed to any other person or organization 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 Family and Human Services, 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)
Date	Co-Applicant (Print)	Co-Applicant (Signature)
Date	Co-Applicant (Print)	Co-Applicant (Signature)

Canada



Please send your application to:

Email: homerenov@gov.pe.ca

Fax: (902) 368-3394

Drop off location:

PEI Home Renovation Programs

Department of Family and Human Services

Housing Services

Sherwood Business Centre

161 St. Peters Road

Charlottetown, PE

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

Summerside, 120 Heather Moyse Drive

Tignish, 103 School Street

Wellington, 48 Mill Road

Wellington, 48 Mill Road

For more information, go to

www.princeedwardisland.ca/homerenoprograms

homerenoprograms

Or call: (902) 368-4839

Toll Free Telephone: 1-855-374-7366

You may be required to submit further documentation:

Proof of disability: If you are applying for the Renovation Program for Persons with Disabilities, you may need to submit a Medical Verification Form.

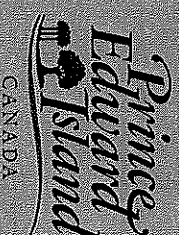
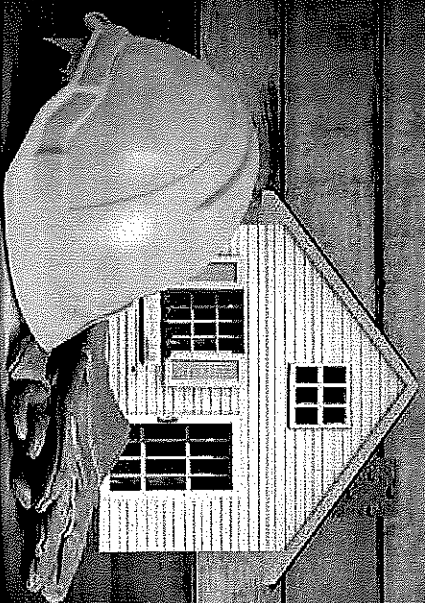
Proof of post-secondary enrollment:

If you have dependent(s) in the home between the ages of 18 and 25, inclusive, enrolled as a full time student at a post-secondary institution, you will need to provide written verification the student is enrolled in an educational institution.

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



PEI Home Renovation Programs



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

Eligibility

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

- Your combined income is \$35,000 or less;
- Your property value is \$145,000 or less;
- Your property tax payments are no more than one year in arrears;
- The property is your principal residence;
- You have owned your property for three years or more; and
- You have not reached the current maximum grant through previous applications to the PEI Home Renovation Programs.

Applicants with the lowest household income will be given priority for approval.

Funding

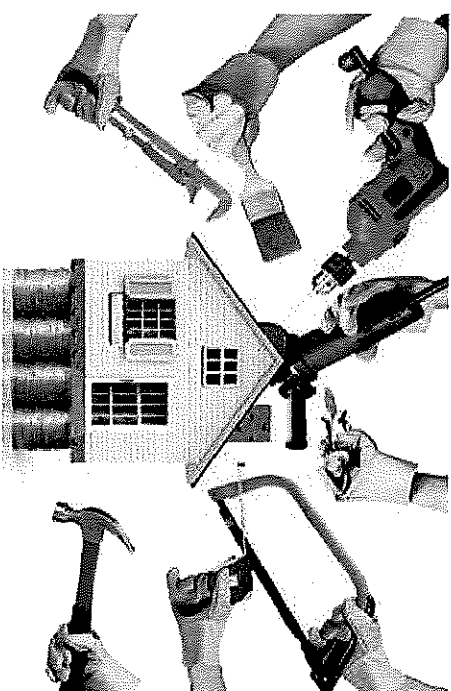
➤ Renovation Program

A maximum lifetime grant of **\$6,000** to complete essential renovations in one, or more, of the following areas:

- Heating
- Electrical
- Structural
- Plumbing
- Life Safety

➤ Renovation Program for Persons with Disabilities

A maximum lifetime grant of **\$8,000** for individuals with a permanent disability who require renovations to their home to accommodate their disability.



Applying

Fill in the application and send it to us.

You must include the following required 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 in the application) signed by all home owners and all occupants in the home over the age of 18, except students between the ages of 18-25, inclusive.

OR

A copy of the most recent CRA Notice of Assessment (NOA) for all home owners and all home occupants over the age of 18, except for students between the ages of 18-25 inclusive. To obtain a copy of the CRA Notice of Assessment, contact: Canada Revenue Agency at , <http://www.cra-arc.gc.ca> or call 1-800-959-8281.





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)



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

Minimum Requirements for Ramps and Landings Guide

Construction of ramps and landings must adhere to the structural requirements as per the most current version of the National Building Code of Canada (NBC) and *standards for Barrier Free Design*.

The contractor shall consult with the home owner and provide details to describe the type of construction and the materials to be used for construction of ramps and landings.

Minimum Requirements for Ramps

- Ramps constructed (floated) on concrete deck blocks will not be funded.
- All exposed wood is to be pressure treated.
- Wood ramps shall be built with pressure treated lumber and shall have a maximum gradient of 1:12.
- Ramps shall be mechanically fastened to Sonotube cement footings / galvanized steel auger piles / or pressure treated piers and shall be installed to below frost depth and shall be spaced as per the most current version of the NBC.
- Ramps shall have a clear width of not less than 34¼".
- A 5'x5' level area shall be provided at the top and bottom of the ramp.
- The ramp shall be provided with a guardrail and handrail on both sides, with a vertical height of not less than 34" and not more than 38".
- A clearance of not less than 2" shall be provided between a handrail and any surface behind it.
- All handrails shall be constructed so as to be continually graspable along their entire length with no obstruction on or above them to break a handhold, except where the handrail is interrupted by newels at changes in direction.
- Newel posts shall be provided at the beginning and termination of rails unless beginning or terminating at the face of a structural wall or post.
- Guard posts shall be spaced to provide structural support to the railing and shall be spaced no less than 4' on center and shall not exceed 6' on center and shall be fastened to the sub structure with carriage or leg bolts.

Minimum Requirements for Landings

- Landings constructed (floated) on concrete deck blocks will not be funded.
- All exposed wood is to be pressure treated.
- The maximum landing size funded is 80ft².
- A threshold for a doorway that services a ramp shall be not more than ½" higher than the finished floor surface and shall be bevelled to facilitate the passage of a wheelchair.

- Landings and steps shall be mechanically fastened to Sonotube cement footings / galvanized steel auger piles / or pressure treated piers and shall be installed to below frost depth and shall be spaced as per the most current version of the NBC.
- There must be a level landing area at the base of the steps at ground level. Concrete patio stone pads or gravel shall be placed so they extend out at least three feet to a width at least equivalent to the step width.
- Stairs shall conform to the following dimensions:
 - Rise not greater than 8" and not less than 6",
 - Run not greater than 14" and not less than 8¼", and
 - Tread depth not greater than 14" and not less than 9¼".
- A guard rail shall be provided to protect all open sides of the landing where there is a difference of 2' or more between the walking surface and the adjacent surface.
 - 36" High rail on landings 2' above adjacent surface, and
 - 42" High rail on landings 5' above adjacent surface.
- Guardrails on landings shall be continuous unless interrupted by a newel post, doorway, or stair.
- A handrail and guard shall be installed on both sides of the stairs and shall terminate at a newel post.
- All handrails shall be constructed so as to be continually graspable along their entire length with no obstruction on or above them to break a handhold, except where the handrail is interrupted by guard posts at changes in direction.
- Newel posts for stairs shall be installed below frost depth unless otherwise fastened with carriage or leg bolts.
- Balustrades, where required, shall be spaced so that the widest opening shall not exceed 4".



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

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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

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 Applicant** (Applicant is to complete attached Vendor Registration form and provide banking info for direct deposit).
- ☐ **Please Pay Contractor** (Contractor is to complete attached Vendor Registration form and provide banking info for direct deposit).

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

STEP 4: 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.



Family and Human
Services

PEI Home Renovation Programs

Approval / Inspection Report

Program applied for					
Seniors Safe at Home		SSH	Home Renovation Program		HRP
Seniors Home Repair		SHR	Disability Renovation Program		DJS
Applicant Information		Fiscal Year	16/17	PID	000000
Name:	John James Doe	Physical Address:	11 My Street	PO 1355	
	Jane Jill Doe		Our Town, PE	COA 1J0	
		Mailing Address:	11 My Street	PO Box	
			Our Town, PE	COA 1J0	
Telephone Number:	(555) 555-5555	Phone 1	Prov. Health	PHN	SIN
	(555) 555-5555	Phone 2	Number / SIN:	PHN	SIN
Eligibility Confirmation					
Item:	Yes/No	Initial	Funding: MAX \$ -		
Ownership Confirmed:			Received previous grant: Yes/No		
Age Confirmed:			Grant used to date: \$ -		
Income:	\$ -		\$ - Income Cap (App Chart)		
Disability Confirmed			Grant Amount approved: \$ -		
Property Value:	\$ -				
Student Enrollment:					
Renovations Required					
Reno Type		Renovation Description			
Pre-Inspection Required and Why: Yes/No					
If yes, Pre-Inspection Results:					
Initial Quote:	\$ -	Contractor/Supplier:			
Description of Renovations not Approved:					
If No, Why?					
Date:			Signature:		

Payment / Post Inspection Report

John & Jane Doe

11 My Street , Our Town, PE

0

(555) 555-5555

[illegible]

