



ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI)

ONTARIO RENOVATES COMPONENT

EMERGENCY REPAIRS APRIL 2022

Introduction

The Ontario Renovates component provides financial assistance in the form of a forgivable loan for emergency housing repairs for homeowners.

The Ontario Renovates component under the Ontario Priorities Housing Initiative (OPHI) is a program funded by the federal and provincial governments through the Ministry of Municipal Affairs and Housing and is administered by the Service Manager (SM), in this case, the United Counties of Prescott and Russell.

The Corporation of the United Counties of Prescott and Russell (UCPR) appreciates your interest in the Ontario Renovates component and will receive applications from households with low or moderate income throughout Prescott and Russell to make emergency repairs which would not be possible due to their financial situation.

Applicants must be at least 18 years of age and own a home that is their sole and primary residence in Prescott and Russell. The maximum eligible combined income per family is **\$75,500** and the municipal assessed value of the property must be less than **\$251,300**. We understand by *owner* any person on the property titles. Each person named on the titles must live in the residence requiring renovations, and subsequently, their income must be taken into consideration when filling out the application. Furthermore, any member of the household over 18 years of age must submit proof of income, and this amount will be added to the owner's income. The total amount must not exceed **\$75,500**.

Application and Eligibility Criteria can be obtained:

Online: http://en.prescott-russell.on.ca/services/social_services/housing_services

By telephone: Lynne Dupelle, Coordinator IAHP
613 675-4661 or 1-800-667-9825

E-mail: LDupelle@prescott-russell.on.ca

Handling of Applications

Applications and all required documentation can be received **by email** at ldupelle@prescott-russell.on.ca, **by fax** at 1-877-844-9795 or **by mail** at the United Counties of Prescott and Russell Housing Services, Social Services Department, 59 Court Street, P. O. Box 303, L'Orignal ON K0B 1K0.

All applications received in time will be open on a first come, first-served basis.

Applicants may contact Lynne Dupelle, Coordinator IAHP, at 613-675-4661 or at 1-800-667-9825 during regular business hours with program-related questions.

Eligible Types of Repairs

Emergency repairs of older constructions such as single, detached, duplex, townhouses/row houses, or condo.

The work needed to be executed must not have been started prior to the approval of the SM; **any work begun prior to approval will not be considered.**

Ineligible Types of Projects for Ontario Renovates Funding

The following projects are not eligible for Ontario Renovates funding:

Retirement Homes, Long-Term Care Homes (including nursing homes), and crisis care facilities.

Units not subject to the *Residential Tenancies Act, 2006* (except shelters and transitional housing that house victims of domestic violence).

Projects that received funding under AHP (2005), AHP Extension (2009)—Rental and Supportive and IAH—Rental Housing.

Units for which the homeowner received Homeownership component funding under the AHP or IAH.

Social Housing units as defined under the *Housing Services Act, 2011*.

Creation of new rental units (except secondary suites in a single-family home and garden suites on the property lot of a primary residence).

Condition for candidates

Applicants who have previously received federal and/or provincial repair funding (e.g., Residential Rehabilitation Assistance Program; IAH—Ontario Renovates; Northern Repair; Northern Remote Communities, CHPI funding) may be eligible for Ontario Renovates provided the repair/remediation/modification addresses a need or condition of work which has not been the subject of previous repair assistance.

Funding from the MINISTRY OF MUNICIPAL AFFAIRS

Funding under the Ontario Renovations component takes the form of a forgivable loan without interest.

What is a forgivable loan?

A forgivable loan means that after the affordability period, and when all conditions have been met, the loan grant is forgiven. The period of forgiveness for Home Repair projects is ten (10) years, and the amount is forgiven at an equal rate for each year during the affordability period. The forgivable loan begins on the date of completion of the repairs.

This is not a regular loan, there are no monthly payments, no interest. The only time you will have to pay an amount is if you need repairs that are more than \$20,000. See the explanation below or if you are in default. (See examples below.)

Emergency Repairs

A maximum **of up to \$20,000** per household may be approved for Emergency Repairs under the Ontario Renovations component. **Renovations exceeding this amount are allowed; however, the participant will be responsible to cover the difference.**

Example: Foundation repairs totalling \$22,500—the program could cover up to \$20,000, but the homeowner will have to pay the \$2,500 difference.

Any amount of funding granted for Emergency Repairs is considered a forgivable loan.

If any of the following situations occur, the applicant is considered to be in default, and any outstanding loan amount must be repaid:

Examples:

- The home is sold;
- Homeowners cease to occupy the unit as their sole and principal residence;
- Misrepresentation occurs related to program eligibility;
- The homeowner files for bankruptcy or there is a bank repossession;
- The funding is used for other purposes.
- The Homeowners are deceased (the estate must repay the forgivable loan)

Repayments made to the Service Manager “SM” are to be reinvested into Ontario Renovates projects unless otherwise directed by the Ministry.

Other eligible costs may include labour and applicable taxes, building permits, legal fees, certificates, appraisal fees, inspection fees, drawings and specifications, and any other costs that the SM deems reasonable and that are agreed to by the Ministry.

Guide for Homeowners

STEPS FOR THE ONTARIO RENOVATES COMPONENT UNDER THE ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI)		<input checked="" type="checkbox"/>
1	Submit OPHI Ontario Renovates Application indicating types of repairs required. Application forms are available from your local Service Manager (SM). The application may include necessary documentation, such as photo identification, income verification, and a recent house value assessment.	
2	The SM staff members review applications and <u>“conditionally approves”</u> the project.	
3	The SM schedules the home inspection to assess the required repairs.	
4	The SM sends the <u>“Repairs Being Accepted”</u> letter (the project) and notifies the homeowner.	
5	The homeowner obtains a minimum of two (2) estimates for the required repairs and submits them to the SM for funding consideration.	
6	The SM fully approves the Home Repairs projects based on OPHI Program Guidelines. The homeowner enters into a <i>Letter of Agreement</i> with the SM that outlines the scope of work, funding commitment, repayment schedule, and roles and responsibilities of the homeowner and the SM. Appropriate security (promissory note or mortgage) is executed.	
7	The SM sends the approved project and project information to the Ministry of Municipal Affairs and Housing for review.	
8	The repairs must start within 120 days of approval.	
9	The SM monitors the progress of the repairs and provides funding to the contractor based on project milestones.	
10	The homeowner/contractor reports to the SM upon the completion of repairs. Copies of all financial invoices pertaining to the completed repair work must be kept for reporting and audit purposes.	
11	The SM will provide the remaining funds once the completion of repairs is confirmed and actual repair amounts have been provided.	

(Step 1) Filling out the Application Form & submitting the required documents needed with the Application

In order to be considered, the applicant must return all the pages of the *application* and must also **include all required documents before the deadline**. The application must be duly filled out with original signatures.

You must fill out **part B, part C and part D to meet the selection requirements**. Pictures of the repairs needing to be carried out may be useful to assess your application.

To be eligible for emergency repairs, applicants must have submitted the following documents with their application:

PLEASE SEND US A COPY OF EACH OF THESE DOCUMENTS. THE OFFICE WILL NOT MAKE COPIES. DOCUMENTS SENT WITH APPLICATIONS WILL NOT BE RETURNED TO THE OWNER.

- 2020 Notice of Assessment. If you do not have any copy, please call 1 800 959-8281. (Revenue Canada Agency.) See page 12 for an example of the document.
- Notice of assessment 2021 (pending this document, your tax return will be required) for each household member over the age of 18.
- MPAC (Municipal Property Assessment Corporation) to confirm the value of the home. See page 12 for an example of the document. If you do not a copy, please call 1 866-296-6722.
- Proof of residence at the address being repaired (utility bill or credit card bill).
- Up-to-date proof of mortgage payments. **We require a letter from your financial institution as proof of good standing.**
- Up-to-date proof of payment of municipal taxes (2021 final invoice). Contact your Municipality if you do not have this document.
- Home Insurance.** We also require a copy of your entire home insurance policy.
- Two pieces of photo ID for all owners on the property titles are required. (Accepted photo IDs: Driver Licence, passport or health card).
- Copy of the property titles, document from lawyer or Transfer Deed of Land.
- Medical Form filled out by your doctor or health care professional **(Accessibility Repair Program)—page 11**
- Self-assessment Worksheet (filled out by your doctor or health care professional taking care of you) **(Accessibility Repair Program)—page 11**

Return envelopes are not provided by the UCPR. Reply documents should be returned and clearly addressed to:

**United Counties of Prescott and Russell
c/o Lynne Dupelle, Housing Services
59 Court Street, P. O. Box 303
L'Orignal ON K0B 1K0**

Include the return address with your full name and complete address.

(STEP 2) “Conditionally Approves” project

Once you qualify, the coordinator will send a letter (**Conditional Approval Letter**) to inform you that your application has been retained.

(STEP 3) “Home Inspection by the Project Coordinator”

You must contact the project coordinator to schedule an appointment for the first inspection of your home, and photos will be taken to justify the repairs mentioned in the Application Form.

***** Renovations started before the visit of the Projects Coordinator or the signing of the financial documents will not be accepted.**

After the first inspection, the Coordinator returns to the office to assess the homeowner's requests and confirms with the pictures taken, the repairs that are approved. A letter is mailed to owners stating the repairs that are accepted.

(STEP 4 and 5) “Letter of Repairs being accepted” is sent.

We will provide you with a list of repairs that have been accepted by sending a **Letter of Repairs Being accepted**. Please give this letter to the contractors who will go to your home for an estimate.

You will need to obtain a minimum of two (2) written estimates by certified ¹ **contractors** for the repairs to be completed to your home in order to proceed. The estimates must be current. Estimates that were prepared before the approval will not be accepted and a new one will be requested. (**Refer to items page 9 for information on what we consider a Certified ¹Contractor.**)

Please ask the contractors to send the estimates directly to Lynne Dupelle, at LDupelle@prescott-russell.on.ca or by fax at 1-877-844-9795. A copy of the estimates will be sent to the homeowner.

At this time, you can apply for a building permit from your local municipality if the type of repairs requires one.

You must have the building permit in hand before repairs are started. Provide the office a copy of the permit for our files. This fee may be reimbursed, but a copy of the invoice will be needed for repayment. This amount will be included in the total cost of your project.

(STEP 6) Approval of Project—Commitment Letter & Promissory Note

After reviewing the estimates, Building Permit, and notes from the site inspection, we will ask you to come to our office to sign:

1. The Commitment Letter
2. Promissory Note
3. Consent Form
4. The consent to pay the contractor directly in your name.
5. Waiver of liability document

You will need to schedule an appointment with the Project Coordinator of the program Ontario Priorities Housing Initiative (OPHI) of the Corporation of the UCPR.

We will not favour one contractor over another. However, this program being subsidized by public funds, if the difference in price quotation exceeds 10%, we will only accept the lowest bid. You may still use the contractor of your choice but if the quote exceeds 10% you will have to pay the difference.

(STEP 8, 9, 10 and 11) Payments, Monitoring and Inspections

Your contractor must be ready to start repairs within 120 days of approval. Work started prior to approval will not be considered.

A maximum of two payments will be issued per project. One payment will be made after at least 50% of the repairs have been completed (if needed) and the second, when the project is completed.

*** Please note that an inspection by the Project Coordinator is **mandatory** when a payment request is made. ***

Once the project is complete, there will be **a final site visit**. Photos will be taken to compare with the picture(s) taken at the beginning of the project and the final result.

In the case of a renovation requiring a building permit, you are required to provide us with the final inspection report from the municipality, which will enable us to consider the work completed and proceed with the final payment.

Always keep a copy of the invoice for reporting and audit purposes. If you lose an invoice, statement, or bill, we will be unable to repay this amount.

Payment Process

If needed, when the contractor completes part of the work (at least 50% of the job) and gives you an invoice to pay, call our office for a second on-site visit. Make sure the invoice has both the breakdown of materials and labour plus the HST number.

The coordinator will examine the work, review the invoice, and recommend payment to the Finance Department of the UCPR. The UCPR will send the cheque directly to the contractor in your name.

Completion and Final Invoice

When the contractor has finished the work (renovation completed at 100%) and gives you the final invoice with the breakdown of materials and labour plus the HST number. Call our office for a final inspection. The coordinator will examine the work, review the invoice, and recommend payment to the Finance Department of the UCPR. The UCPR will send the cheque directly to the contractor in your name.

We will inform you in writing of the final amount of the forgivable loan as well as the terms of the loan forgiveness.

Participants with the Ontario Renovates component have the responsibility to inform their contractor to provide all the invoices to the Program Coordinator. The UCPR cannot be held liable for interest charges for invoices sent in late.

**** Please note that a minimum of thirty (30) open business days are needed for the UCPR to process the cheque requisition.**

IMPORTANT INFORMATION FOR THE HOME OWNER

**** 1 Contractor**

When you choose your contractor, please ask him to submit the following document WITH the quote. Quotes received without the documents listed below will not be accepted.

1. Their commercial insurance coverage;
2. A WSIB Clearance Certificate;
3. Their HST number (from Revenue Canada);
4. Their Municipal Trades License if/where applicable
5. For special trades, a copy of their licence such as TSSA licence for heating contractors or ESA licence for electricians.
6. Void Cheque and an e-mail address to make payment in electronic funds transfer (EFT).
7. Building permits if applicable.

All these documents must be provided before signing the documents

**** NEW ****

We would like to emphasize that we (Housing Services) are involved in the project as Financial Coordinator and that our role is to confirm to the Ministry, that funding has been used properly and according to what was previously approved.

You (the Homeowner) may choose the contractors that you want for **estimates**, on the other hand, we the UCPR cannot recommend contractors for reasons of transparency. A document “Waiver of liability” will be signed for this purpose.

You must remember that we are not the client or the contractor. If you have a problem with the repairs, you must contact the contractors that have been selected.

The contractor must also know that they must contact the client for the date and time of the installations. Invoices should be payable to the homeowner but will be paid by the UCPR.

Annual Review

The homeowner must provide confirmation of their continued residency on an annual basis and proof of renewal for their home insurance, proof that the mortgage is in good standing and that municipal taxes are up to date. We will also require that the personal information fact sheet, current workplace, contact person, financial institution and consent to information be filled out.

Rejection of Application

The UCPR reserves the right to reject any or all applications if it is deemed the repairs requested are not emergency repairs. **(See page 10, Appendix A)**

Cancellation

The UCPR reserves the right to cancel an application if:

- the information disclosed in the application is false;
- the client has not commenced work within the 120-day delay mentioned on the application;
- the client has used the funds allocated for another purpose other than the Emergency Repair project that was approved;
- the client as already received funding under the IAH program in the last 10 years or;
- **the program funds are depleted.**

Changes to Work When Contract is Ongoing

No deviation from the approved project shall be made by the applicant without the SM’s prior written approval. The funds allocated for the approved projects must not be employed for any other purpose.

Freedom of Information Act

The applicant hereby consents to the disclosure of the information contained in this application, pursuant to *The Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C.M. 56.

No information about other applicants or the order of reception of an application will be disclosed under *The Freedom of Information Act*.

Appendix A

Definition of Emergency Repairs:

Emergency Repairs are major repairs required to make a house safe for all members of the household while improving energy efficiency. Repairs requested could pose a potential problem for Health and Safety.

Eligible emergency repairs for Ontario Renovates may include, but are not limited to the following:

- Heating systems
- Chimneys
- Doors and windows
- Removal of mold and mildew
- Water infiltration through the foundation, window, roof, or building envelope
- Structural damage making a house unsafe
- Poor ventilation making home unsafe
- Plumbing
- Faulty electrical system or defective smoke detectors—fire hazard
- Septic systems, well water, and well drilling

The Ministry strongly encourages the use of energy-saving products or systems for the required repairs to housing under the Ontario Renovates component. Examples include, but are not limited to:

- Window replacement using double pane, low E Argon windows;
- Roof replacement using attic insulation to a minimum of R40;
- Furnace replacement with an ENERGY STAR qualified furnace with a brushless DC motor;
- Toilet replacement with a low-flush or dual-flush toilet rated at 6 litres per flush or less;
- Replacement of water heaters with an ENERGY STAR qualified instantaneous water heater.

**** Please note that we reserve the right to request documents from experts in their respective fields to confirm any work being proposed.**

Definition of Accessibility Repairs:

Eligible modifications to increase accessibility related to housing and reasonably related to the occupant's disability may include, but are not limited to:

- Ramps
- Handrails
- Chair and/or bath lifts
- Height adjustments to countertops
- Cues for doorbells/fire alarms

**** Please note that we require documents from specialists (referral from a doctor or the CCAC) to confirm any work being proposed. A form is available below.**



Ontario Renovates Medical Form For Persons with Disabilities

To: Medical Professional (Physician, Physiotherapist and Occupational Therapist):

The information requested from the person with a disability will be used in connection with the homeowner or landlord applying for funding under the Ontario Renovates Program for Persons with Disabilities to carry out remedial modifications to their dwelling.

Name of patient	
How long has the patient been under your care?	
Please describe the nature of the condition.	
Is the patient's condition disabling? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please explain	
Please confirm what modifications to the patient's dwelling is required to accommodate his/her disability. (Please attach further details if necessary.)	
Medical Professional's Signature	Date
Specialization	
Address and Telephone Number (please use stamp if available)	

EXAMPLES OF REQUIRED DOCUMENTS

EXAMPLE

Canada Revenue Agency / Agence du revenu du Canada

Protected B (internal use only)

SURREY BC V3T 5E6

0000105
Page 1

Notice details

Social insurance number	XXX XXX XXX
Tax year	2014
Date issued	Apr 27, 2015
Tax centre	Surrey BC V3T 5E6

TAXPAYER NAME
TAXPAYER ADDRESS

Notice of assessment

We assessed your 2014 income tax and benefit return and calculated your balance.

You have a refund of **\$67.90**.

We will deposit your refund into your bank account.

Thank you,

Andrew Trausch
Commissioner of Revenue

Cotisation d'impôt

Nous avons calculé vos impôts à l'aide des montants ci-dessous.

Nous pourrions réexaminer votre déclaration pour vérifier le revenu que vous avez déclaré ou les déductions ou crédits que vous avez demandés. Pour en savoir plus, allez à www.arc.gc.ca/examens. Conservez tous vos feuillets, reçus et autres pièces justificatives pour pouvoir nous les fournir sur demande.

Sommaire

Ligne	Description	Montant (\$) CT/DT
150	Revenu total	16 659
236	Revenu net	16 659
	Déductions du revenu net	16 599
260	Revenu imposable	60
350	Total des crédits d'impôt non remboursables fédéraux	1 708
6150	Crédits d'impôt non remboursables de l'Ontario	498
420	Impôt fédéral net	0,00
435	Total à payer	0,00
437	Impôt total retenu	0,00
482	Total des crédits (Total à payer moins Total des crédits)	0,00
	Solde de cette cotisation	0,00
	Solde final	Néant

Account summary

You have a refund in the amount shown below.

Refund: \$67.90

Go green, go paperless

Get your mail online through My Account.

1. log in at www.cra.gc.ca/myaccount

2. select "Manage online mail"

1451 E (16)



EXAMPLE



SMITH JACOB
SMITH ELIZABETH
200 SOME STREET
ANYWHERE ON M4K 1B3

Property Assessment Notice / Avis d'évaluation foncière

for the 2013-2016 property tax years

Questions?
Please include your roll number with your enquiry.

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.

Extended Hours
September 13 to November 16, 2012
Monday to Friday - 8 a.m. to 6 p.m.

Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808, Toronto, ON M1S 5T9

Extended local office hours
Visit Suite 170, Office Galleria
Oshawa Centre, Oshawa
September 26 to October 26, 2012
Monday to Friday - 8 a.m. to 6 p.m.

If you have any accessibility needs, please contact MPAC for assistance.

This Property Assessment Notice is not a property tax bill.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. **An assessment increase does not necessarily mean your property taxes will increase.** For questions about your property taxes, contact your municipality/local taxing authority. To learn how MPAC assesses properties or for details about the Reconsideration and Appeal processes, see the enclosed insert. The deadline to file a Request for Reconsideration with MPAC for the 2013 tax year is **April 1, 2013**. For the tax years 2014-2016, the deadline for filing is **March 31** of the tax year. Please keep a copy of this Notice for your records.

Roll number	12 34 567 899 12345 1234
Property location and description	200 SOME STREET CON LP PT LOTS 9, 10 & 11 ALL LOTS 12, 13 & 14 IRREG
Municipality/Local taxing authority	RYERSON TOWNSHIP

Assessed value of your property

Property classification	Residential
Your property's value as of January 1, 2012	\$220,000
Your property's value as of January 1, 2008	\$180,000
Over this 4-year period, your property's value changed by	\$40,000

Under the Assessment Act, an increase in assessed value between January 1, 2008 and January 1, 2012 is phased in over four years, from 2013 to 2016. Assuming your property characteristics stay the same, your property assessment will change by **\$10,000** each year.

TAX YEAR	PHASED-IN ASSESSMENT
2013	\$190,000
2014	\$200,000
2015	\$210,000
2016	\$220,000

2013 Property tax year

Your phased-in assessment has changed by **nn.nn%** since the 2012 property tax year.

The average phased-in assessment of residential properties in your municipality/local taxing authority changed by **nn.nn%** (at time of printing) since the 2012 property tax year.

To see a profile for your property



**Inter-Departmental Consent Form (Social Services)
Consent to Disclose and Verify Information**

In order for the Social Services Department of the Corporation of the United Counties of Prescott and Russell (UCPR) to provide me/us with effective and integrated services,

I/ we _____
(Full name of applicant—PLEASE PRINT)

(Full name of co-applicant—PLEASE PRINT)

consent to the collection of information by, and the release of information to, an authorized representative of any or all of the following services of the Social Services Department of UCPR:

- Housing Services;
- Ontario Works.

I/ We consent to the verification, disclosure, and transfer of any or all information (personal, financial, work-related, etc.) by or to any of the above entities and will provide any required supporting material.

I/ We declare that all information is correct and is complete to the best of my/our knowledge and becomes the property of UCPR. Questions should be directed to the Social Services Department, United Counties of Prescott and Russell, 59 Court Street, P. O. Box 303, L’Orignal ON K0B 1K0.

Personal information is collected by UCPR pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c.M.56 (hereinafter referred to as” *MFIPPA*”). This information may be shared, disclosed, and retained for the purposes of making decisions or verifying eligibility for or maintenance of assistance under one or more of the following *Acts*:

- *Housing Services Act, 2011*;
- *Ontario Works Act, 1997*.

Pursuant to *MFIPPA*, I/we give my/our consent and authorization to:

- UCPR to make enquiries and verify the information provided;
- UCPR to require that I/we provide any supporting material;
- any person, corporation, or any social agency having knowledge of any such required information to release it to UCPR.

In this document, the masculine gender has been used to facilitate its composition. Where required, the feminine gender shall be substituted.

I have read or had read to me and understand the consent set out above regarding the release of information about me.

(Signature of applicants)

(Signature of witness)

Date (dd/mm/yyyy)

I have read or had read to me and understand the consent set out above regarding the release of information, and I join in this consent.



Application Form for Ontario Renovates - 2022

PART A—SERVICE MANAGER INFORMATION

A.1 Service Manager		
Service Manager's Name The Corporation of the United Counties of Prescott and Russell		
Contact Person's Name Lynne Dupelle		
Position Coordinator, Affordable Housing Program		
Telephone N° (incl. area code & ext.) 613 675-4661 or 1-800-667-9825	Fax N° (incl. area code) 1-877-844-9795	
E-mail Address: LDupelle@prescott-russell.on.ca		
Date submitted to Ministry (yyyy-mm-dd)		Most recent update (yyyy-mm-dd)
OPHI Reference N°:	Project Name:	Initiative:

PART B—DESCRIPTION OF PROJECT

B.1 Project Detail		
<input type="checkbox"/> Emergency Repair <input type="checkbox"/> Accessibility		
Does the homeowner reside at this address? YES/NO (If you answer "yes", complete section B.1 through B.5) (If you answer "no", you are not eligible for Ontario Renovates)		
Homeowner's Name		
House Number	Street	P. O. Box
City/Town	Province	Postal Code
Telephone N° (incl. area code)	Cell phone N° (incl. area code)	E-mail Address
Municipal Electoral District Glengarry Prescott and Russell	Provincial Electoral District Glengarry Prescott and Russell	Federal Electoral District Glengarry Prescott and Russell

APPLICATION FORMS FOR ONTARIO RENOVATES — 2022 Continued

SECTION C (A)—APPLICANT WORKPLACE

APPLICANT INFORMATION (MAIN CONTACT FOR THIS APPLICATION)

Name of Employer		Telephone #
Current Address—Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
How many years have you worked for this employer?		
Contact person/department:		

CO-APPLICANT WORKPLACE

CO-APPLICANT INFORMATION

Name of Employer		Telephone #
Current Address—Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
How many years have you worked for this employer?		
Contact person/department:		

SECTION C (B)—APPLICANT FINANCIAL INSTITUTION

APPLICANT INFORMATION (MAIN CONTACT FOR THIS APPLICATION)

Name of Financial institution		Telephone #
Current Address—Apt. #	Street	P. O. Box
City/Town	Province	Postal Code

CO-APPLICANT FINANCIAL INSTITUTION

CO-APPLICANT INFORMATION

Name of Financial institution		Telephone #
Current Address—Apt. #	Street	P. O. Box
City/Town	Province	Postal Code

APPLICATION FORMS FOR ONTARIO RENOVATES — 2022 Continued

SECTION C (C)—APPLICANT CONTACT PERSON

APPLICANT CONTACT PERSON

Name of personal contact		Telephone #
Current Address—Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
Relationship:		

(C) CO-APPLICANT CONTACT PERSON

CO-APPLICANT CONTACT PERSON

Name of personal contact		Telephone #
Current Address—Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
Relationship:		

D. Project Information

Has this project received previous government funding? (i.e. IAH/RRAP/AHP)	
If yes, provide the Project Reference Number and the date it was approved:	
<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> RRAP file # _____ <input type="checkbox"/> Amount of funding _____	
Property Description:	
<input type="checkbox"/> Apartment <input type="checkbox"/> Semi-detached <input type="checkbox"/> Detached (single home) <input type="checkbox"/> Townhouse/Row houses <input type="checkbox"/> Other: Please Specify _____	
Age of house	Approximate value of the house (2022)
	\$ _____
Unit size (square footage)	Number of bedrooms
_____ Width x _____ Length	_____ bds
Insurance payments up to date? (yes/no)	Property taxes up to date? (yes/no)

APPLICATION FORMS FOR ONTARIO RENOVATES — 2022 Continued

Do you have a mortgage? (yes/no)

If the answer is yes, provide proof that mortgage payments are up to date.

If the answer is no, provide documents to prove no more mortgage.

D.1 Project Owner Information

Household Income: Line 150 of 2021 Notice of assessment

_____ \$

Household Type:

Single Family Congregate

Not Specified

Income Source:

Working CPP ODSP Other: Please specify: _____

Age Group

18–28 29–39 40–59 60 +

D.2 Scope of Work

Please check all that applies

Electrical Fire Safety Heating Plumbing Septic/Well Water/Well Drilling

Structural Building Envelope Accessibility Energy-efficiency

Other: Please Specify _____

D.3 APPLICANT DECLARATION

I/ We hereby confirm that I/we am/are the owner/s of the house and property located at _____
 _____ (insert address) and that no other person is an owner.

I/ We hereby grant permission to the Corporation of the United Counties of Prescott and Russell to make any necessary inquiries to verify my/our income, assets, liabilities, and credit information.

I/ We hereby acknowledge that if my/our funding Application is accepted, it will not apply to work completed prior to _____ (insert date of signing).

I/ We hereby acknowledge that if my/our funding application is accepted, I/we cannot claim the repairs from any Provincial tax rebate programs.

I/ We hereby certify that all information contained in this application, including income, is true and complete in every respect.

I/ We acknowledge that in the event that a false declaration is knowingly made, the Corporation of the United Counties of Prescott and Russell shall have the right to cancel the approval and recover any paid funds.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

PART E—PROJECT FINANCING—RESERVED FOR OFFICE

(To be completed after Conditional Approval)

E.1 Project Costs (original estimates)	
Soft Costs: \$ (legal, architecture, engineering, taxes, fees, etc.)	
Accessibility Repair Costs: \$ (please specify type of repair in section B.4)	
Non-Accessibility Repair Costs: \$ (Labour, construction material, equipment, etc.)	
Total OPHI Construction Costs: \$	
E.2 Project Contributions from Others (original estimates)	
Homeowner: \$	Government Grants/Loans/Contributions: \$ Please specify:
Other: \$	
Please specify:	

APPLICATION FORM FOR ONTARIO RENOVATES — 2022 Continued

E.3 Project Financing
Total OPHI Construction Costs: \$
Accessibility Grant: \$ (Cannot exceed \$5,000 and cannot exceed Accessibility Repair Costs in section C.1)
Total Project Financing: \$

PART F—PROJECT MILESTONES

F.1 Development Schedule	N/A	Initial Estimate Date
Milestones (date)	<input type="checkbox"/>	
*Building Permits	<input type="checkbox"/>	
Start of repairs	<input type="checkbox"/>	
50% Completion of Repairs	<input type="checkbox"/>	
*Please enclose copies of any building permits with the application		
F.2 Security	N/A	Initial Estimate Date
*Security	<input type="checkbox"/>	
Registration of Mortgage	<input type="checkbox"/>	
Signed Promissory Note	<input type="checkbox"/>	
Letter of Agreement (home repair only)	<input type="checkbox"/>	
*Please enclose copies with the Application		

RESERVED FOR OFFICE

SERVICE MANAGER DECLARATION

I declare that the enclosed statements and answers to the questions are true and complete to the best of my knowledge.

Print Name: _____ Signature: _____

Dated at L'Orignal on this _____ day of _____ 2022.

Authorized Signing Officer's Name and Position: Alain Lacelle, Manager

Service Manager's Name: U.C.P.R.