



MN-S Emergency Home Renovations and Repair Program

The MN-S Emergency Home Renovations and Repair Program (MN-S EHRRP) is a component of the MN-S Housing Strategy. The Provincial Métis Housing Corporation (PMHC) is the delivery agent for the MN-S EHRRP. Make sure you have signed and dated the attached application and Asset Declaration Form in pen. Please return your application to the PMHC office with ALL of the following information:

- Property Tax Notice:** send a copy of the last Property Tax Notice that you paid (confirming your property tax account is current).
- Lease Agreement:** if you have a roommate or a boarder, send a copy of the lease agreement.
- Asset Declaration form:** this form collects information about the value of assets you own.
- Proof of Household Income:**
 - Income Tax Returns** – Send a copy of last year’s income tax return from everyone in the household, including children over age 18. Full-time students must send proof that tuition has been paid to the university, college, school, or trade school.
 - Income Tax Notice of Assessment** – Send a copy of the Canada Revenue Agency (CRA) Income Tax Notice of Assessment for every working member in the household. If you are unable to find this form, you may ask for a copy by calling the CRA at 1-800-959-8281.
 - Business, Rental, or Farming Income** can be verified by submitting copies of the most recent Income and Expense Statements.
 - Disability or Veteran Affairs Pension** can be verified with a copy of the most recent pay stub, and a letter of confirmation.
 - Child and Spousal Support Payments** – If you paid or received child support or spousal support, send a copy of the separation or divorce agreement.

Program funding is limited; only completed applications will proceed. Please submit applications to PMHC. Should you have any questions, please contact our office at:

Provincial Métis Housing Corporation
#15 1st Ave N, Saskatoon-SK S7K 1Y4
Office: 1 306 343-8245 Toll Free 1 844 396 7933 Fax: 1 306 343 1700
E-mail: metishousing@sasktel.net

MN-S Household Income Maximums

The MN-S EHRRP Program is needs based. The program is targeted to low and moderate-income families who need emergency home renovations and repairs and/or need to renovate to provide accessibility for senior's or people with disabilities. The MN-S Program will also provide for home renovations and repairs to adapt the home to family composition and energy efficiencies.

Combined Gross Household Income is the total gross (before tax) income of the Métis Family/Household, excluding children (under age of 18) and non-occupant guarantor(s).

Total gross annual income of the household cannot exceed Program Guidelines of **\$85,000**. The applicant's total liquid assets inclusive of RRSP investments must also not exceed **\$300,000**.

MN-S Emergency Home Renovations and Repair Program – Application Form

Primary Applicant:

First Name	Initial	Surname
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Street Address	City	Province	Postal Code
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Mailing Address: (if different than above (R.R#, Box #, etc.))	Telephone
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E-mail Address	Add to MN-S e-mail list	<input type="radio"/> Yes	<input type="radio"/> No
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Marital Status:	<input type="radio"/> Married	<input type="radio"/> Single	<input type="radio"/> Separated	<input type="radio"/> Divorced	<input type="radio"/> Widowed	<input type="radio"/> Other
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Métis Status:	<input type="radio"/> Métis Citizenship Card	<input type="radio"/> Métis citizenship application submitted waiting confirmation
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Gender:	<input type="radio"/> Male	<input type="radio"/> Female
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Secondary Contact Name and Contact Information:

Property Information: (Please attach proof of home ownership)

Name/s of Title Holder: _____

Address of Home: _____

Legal land description: _____

When year was the home built? _____

Are there property taxes owing on the home? And if so how much? _____

Are there any environmental considerations in the home or where the home is located? _____

- Do you have problems with:
- 1. improper surface drainage and/or grading _____
 - 2. Electrical wiring _____
 - 3. Roof (leakage, mold, shingles) _____
 - 4. Heating or furnace systems _____
 - 5. Plumbing or water systems _____
 - 6. Structural (foundation, walls, floor etc.) _____
 - 7. Exterior (windows, doors, exterior walls) _____
 - 8. Ventilation (HVAC, mold, insulation) _____

Please list any legal obligations:

Are there any liens, encumbrances or legal actions against the home and property? _____

Is there any outstanding mortgage payments or taxes owing on home and property? _____

Emergency Home Renovations and Repairs Requested by Home Owner:

Please select the renovation emergency repair that your home requires:

- Emergency home Repairs
- Home Repairs and Renovations
- Upgrade for Energy Efficiencies
- Upgrade for Accessibility
- Senior Upgrade for Accessibility
- Adapt Unit to Family Composition
- Build and Installation of Granny suites
- Electrical, sewer and water infrastructure, water and sewer testing

MN-S Emergency Home Repair and Renovations Program – Asset Declaration

Please include all assets owned by household members. When calculating the value of your assets, use today’s value. Refer to the following pages for a full description of each asset type.

Asset Type	Primary Applicant	Co-Applicant	Other Household Members
Cash and Cash Equivalents			
Cash	\$	\$	\$
Bank accounts <i>(including Tax Free Savings Account)</i>	\$	\$	\$
Capital gains	\$	\$	\$
Compensation <i>(impairment, death, disputes)</i>	\$	\$	\$
Insurance settlements	\$	\$	\$
Other financial awards	\$	\$	\$
Investments			
Stocks and bonds	\$	\$	\$
Shares, options and warrants	\$	\$	\$
Commodities	\$	\$	\$
Guaranteed Investment Certificates	\$	\$	\$
Mineral rights, and oil and gas leases	\$	\$	\$
Pensions <i>(Senior household applicants only)</i>			
Registered Retirement Savings Plan	\$	\$	\$
Company and private pensions	\$	\$	\$
Other registered savings	\$	\$	\$
Real Estate <i>(equity only)</i>			
Principal residence	\$	\$	\$
Secondary residence and vacation homes	\$	\$	\$
Rental property	\$	\$	\$
Business	\$	\$	\$
Farm and agri-business	\$	\$	\$
Primary Vehicle <i>(excess value - see details on the following page)</i>	\$	\$	\$
Secondary and Recreational Vehicles	\$	\$	\$
Valuable Personal Effects <i>(e.g. jewelry, antiques, tools, electronics, etc.)</i>	\$	\$	\$
TOTAL ASSETS	\$	\$	\$

Declaration of Income – (Annual Gross Income 2018) Applicant

- Full Time Employment _____
- Part Time Employment _____
- Seasonal Employment _____
- Self-Employed _____
- Business Owner _____
- Pension/Disability _____

Total Amount of Income: _____

Declaration of Income – (Annual Gross Income 2018) Co-Applicant

- Full Time Employment _____
- Part Time Employment _____
- Seasonal Employment _____
- Self-Employed _____
- Business Owner _____
- Pension/Disability _____

Total Amount of Income: _____

Declaration of Income – (Annual Gross Income 2018) Other Family Members Over 18

- Other Income _____

Declaration of Income – (Combined Annual Gross Family Income 2018)

Total Combined Family Income: _____ (Please submit documentation)

Income Assistance

If you receive income assistance, please provide:

Worker's Name: _____ Phone Number: _____

Declaration of Truth and Consent:

- The applicant and co-applicant declare that all the facts given in this application form are true and complete and that the combined gross annual income declared is factual and true.
- The applicant and co-applicant declare that he or she is an eligible Métis citizen with citizenship from the Métis Nation of Saskatchewan or Métis citizenship pending from the Métis Nation of Saskatchewan.
- The applicant and co-applicant declare the he or she has not applied for First Nation status under Bill C-31 or Bill S-3 or any other government legislation.
- The applicant and co-applicant declare that the property listed in this application form is the home and property of the applicant and is the principle family residence of the title holder and family.
- The applicant and co-applicant acknowledge and agree that any work started before getting approval in writing from Provincial Métis Housing Corporation (PMHC) is not eligible for program funding.
- The applicant and co-applicant give consent to PMHC and its agents to investigate and disclose any of the facts given in this application form for internal purposes or to other agencies for any of these reasons:
 - to confirm household income;
 - to confirm eligibility for program funding;
 - to collect any amount owing to MN-S;
 - to program funding partners for audit purposes.
- The applicant and co-applicant agree to reimburse the PMHC the full amount of funding if there is not full disclosure of information and/or work is found not in compliance with the contract.
- The applicant and co-applicant authorize PMHC or its agents to conduct an inspection(s) of the applicant's home and property and request and audit financial documentation for the purposes of confirming the completion of the work and compliance of the contract.
- The applicant and co-applicant agree to reimburse the MN-S Housing Strategy program for any work deemed to be ineligible and/or not in compliance with the contract.
- The applicant acknowledges and agrees that the facts given in this application form will be kept and disposed of as required by *The Archives and Public Records Management Act*.
- The applicant agrees that PMHC may collect data and contact them from time to time for the purpose of conducting any client-related surveys about Home Repair Programs.
- The applicant understands that this application does not obligate PMHC to approve funding.

Applicant Signature

Date

Co-Applicant Signature

Date

APPLICATION CHECK LIST – this is what we require to process your application

- Application Form
- Family Composition
- Property Information
 - Title to home or property
 - Street address – legal land description of property and home
- Type of Emergency Home Renovations and Repairs Requested
- Asset Declaration Form
- Declaration of Income (Gross Annual Combined Family Income)
- Signed Declaration of Truth and Consent
- Proof of Métis Nation of Saskatchewan Citizenship
 - Métis Nation of Saskatchewan Citizenship Card
 - A signed letter from the Métis Nation of Saskatchewan Registry confirming that you have applied and are in the process of being issued a Métis citizenship card.
- Proof of Identity
 - Métis Nation of Saskatchewan Citizenship Card
 - Saskatchewan Driver’s License
 - Saskatchewan Health Card-mandatory
 - Other government issued identification

Other Links:

Métis Nation of Saskatchewan www.metisnationsk.com

Description of Assets

Assets include the following:

1. Cash and Cash Equivalents – Cash on hand or money in bank accounts held by any member of the household, regardless of source, such as:

- balances in savings, chequing and Tax Free Savings accounts
- lump sum payments
- insurance settlements
- capital gains
- lottery winnings and winnings from gambling
- monetary compensation (i.e., *Residential Schools Settlement Agreement*) or other financial awards

2. Investments – Financial instruments with the intent of profitable returns in the form of interest, dividends, or appreciation value, such as:

- stocks, bonds, shares, options and warrants
- mutual funds
- commodities
- Guaranteed Investment Certificates
- mineral rights
- oil and gas leases

Does not include locked in investments that are inaccessible and remain untouched.

3. Pensions (*senior households only*) – Deferred income saved or invested for retirement expenses, including:

- Registered Retirement Savings Plans (RRSPs)
- other registered savings

Does not include income converted to create an income stream, such as a Registered Retirement Income Fund (*income generated from this account is included in household income*).

4. Primary Vehicle – The value of one vehicle per household is excluded from the calculation of assets provided that the value does not exceed \$35,000. INCLUDE ONLY the value of the household's primary transportation vehicle **in excess** of \$35,000 which is the current maximum depreciation value, as determined by Canada Revenue Agency.

5. Secondary and Recreational Vehicles

- A secondary vehicle is a vehicle (*car, truck*) that is not the primary vehicle the household uses as transportation.
- A recreational vehicle is a vehicle used for recreational purposes, such as a boat, motor home, trailer, all-terrain vehicle and snowmobile.

6. Equity in Personal Real Estate – Equity (*asset value minus the amount owing on the asset*) in real estate owned by the household, such as:

- principal residence
- secondary residence or vacation home

7. Equity in Income Generating Asset – Equity (*asset value minus the amount owing on the asset*) in an asset owned by the household that generates income, regardless of whether or not the household is actively participating in the operation of the asset, such as:

- Real estate holdings that generate income through rent or capital gains, including:
 - » land
 - » residential rental property (*apartment building, townhouse, house, etc.*)
 - » commercial rental property

- Assets related to the operation of a business, including:
 - » land
 - » buildings
 - » stock and inventory
 - » raw materials
 - » tools and equipment
 - » cash and cash equivalents
 - » furnishings and fixtures

- Farm or agricultural assets required to operate a farm, including:
 - » land
 - » buildings (*barns, farmhouse, outbuildings*)
 - » tools and equipment
 - » machinery
 - » livestock
 - » inventories

8. Valuable Personal Effects

- Items that have value and are not essential for day-to-day living, such as:
 - » jewelry
 - » antiques (*family heirlooms are included unless they are used in the daily operation of the household*)
 - » tools that are not used to maintain employment or generate income
 - » electronics
 - » collectibles

- Does not include:
 - » personal effects necessary to maintain the household (*furniture and other household items*)
 - » disability related items, such as lifts, wheelchairs, beds and other medical equipment.