

UGPI'GANJIG HOME IMPROVEMENT INCENTIVE PROGRAM POLICY

Eel River Bar First Nation – Housing Department

1. Purpose

The Ugpi'ganjig Home Improvement Incentive Program is established by Chief and Council to support eligible on-reserve members in improving the quality, safety, appearance, and value of their homes. The program is administered by the Housing Department.

2. Annual Budget and Funding Availability

The Home Improvement Incentive Program shall operate with an annual budget of **\$30,000.00**, as approved by Chief and Council.

Funding shall be provided on a **first-come, first-served basis** to eligible applicants who meet all program requirements.

Applications will be reviewed and approved in the order they are received by the Housing Department, provided all required documentation has been submitted and verified.

Once the annual budget of \$30,000.00 has been fully committed or expended, the Home Improvement Incentive Program shall be closed for the remainder of the fiscal year.

Submission of an application does not guarantee funding. Approval is contingent upon:

- Meeting all eligibility requirements;
 - Successful verification of receipts, invoices, and project completion; and
 - Availability of program funding at the time the application is reviewed.
 - Completed Application
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3. Eligibility

To be eligible for the Home Improvement Incentive Program:

- Applicants must be Eel River Bar First Nation members residing on reserve.
 - The incentive applies only to owner-occupied residential properties.
 - Rental units and businesses are not eligible.
 - All work completed and all receipts submitted must fall within the current fiscal year.
 - The fiscal year begins on **April 1** and ends on **March 31** of the following year.
 - Applicants may submit only **one (1) application per fiscal year**.
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4. Eligible Expenses

Eligible expenses include:

- Materials directly related to approved home improvement projects;
- Labour costs directly related to approved home improvement projects;
- Eligible land improvement projects located on the applicant's residential lot.

Eligible land improvements include:

- Fill;
- Topsoil;
- Asphalt paving; and
- Landscaping.

The following are not eligible:

- Sheds;
- Garages;
- Outbuildings;
- Commercial properties;
- Rental properties; and
- Any expenses not directly related to the applicant's primary residence.

Receipts and invoices must clearly identify:

- Materials purchased;
- Labour performed;
- Supplier or contractor information; and
- Associated costs.

5. Reimbursement Calculation

Eligible home improvement projects involving materials and labour shall be reimbursed at a rate of up to **50% of eligible costs**, subject to program requirements and maximum reimbursement limits.

Eligible land improvement projects, including fill, topsoil, asphalt paving, and landscaping, shall be reimbursed at a rate of **25% of eligible costs**.

Where an application includes both general home improvements and eligible land improvements, the applicable reimbursement rates shall be applied separately to each expense category.

The combined reimbursement payable under any application shall **not exceed \$1,500.00 per fiscal year**, regardless of the total project cost, amount of eligible receipts submitted, or combination of eligible expense categories.

Under no circumstances shall an applicant receive more than \$1,500.00 in reimbursement during a fiscal year. Applicants may submit an application with any amount of eligible expenses. Reimbursement shall be calculated in accordance with the reimbursement rates established under this policy and shall remain subject to the maximum annual reimbursement of \$1,500.00 per fiscal year.

6. Application Requirements

Applications may only be submitted after the project has been completed.

Applicants must submit:

- A completed application form;
- All receipts and invoices supporting the claim;
- Any additional information requested by the Housing Department.

Applications that are incomplete or missing required documentation may be denied.

7. Inspection and Verification

A Tenant Relations Officer (TRO) must conduct a before & after site inspection for all applications.

The TRO shall:

- Verify that the project has been completed;
- Obtain and maintain before photographs of the project;
- Obtain and maintain after photographs of the completed project; and
- Verify that the work completed corresponds to the receipts and invoices submitted.

Submission of photographs by the applicant alone shall not satisfy this requirement.

Failure to permit inspection or obtain required photographic documentation shall result in the application being deemed ineligible.

8. Fraudulent Claims and Verification

The Home Improvement Incentive Program is intended to support legitimate home improvement projects. Any attempt to obtain funding through fraudulent means shall result in immediate disqualification.

Fraudulent activities include, but are not limited to:

- Submission of altered, falsified, or counterfeit invoices or receipts;
- Submission of duplicate invoices or receipts previously used for reimbursement;
- Submission of invoices for projects that were not completed;
- Misrepresentation of project costs, materials, contractors, suppliers, or property ownership;
- Any attempt to deceive or mislead program administrators.

Where fraudulent activity is identified or reasonably suspected, the applicant shall:

- Be deemed ineligible for the current application;
- Be permanently disqualified from participating in the Home Improvement Incentive Program for as long as the program remains in existence; and
- Be required to repay any incentive funds issued based on fraudulent information, where applicable.

The Housing Department shall maintain records of all applications, invoices, receipts, inspections, photographs, and incentive payments for the purpose of program administration and verification.

These records may be used to identify:

- Duplicate submissions;
- Previously reimbursed projects;
- Fraudulent claims; and
- Other irregularities.

The Housing Department and its authorized staff reserve the right to contact contractors, suppliers, vendors, or other relevant parties to verify:

- Invoices;
- Receipts;
- Materials purchased;
- Labour performed;
- Project details; and
- Completion of work.

Submission of an application constitutes the applicant's consent to these verification procedures.

9. Program Administration

The Housing Department is responsible for:

- Reviewing applications;
 - Verifying eligibility;
 - Conducting inspections;
 - Maintaining program records;
 - Monitoring annual expenditures;
 - Verifying supporting documentation; and
 - Ensuring compliance with this policy.
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10. Effective Date

This policy shall come into effect upon approval by Chief and Council and shall remain in force until amended or rescinded by Chief and Council.

11. Approval

Approved by Chief and Council of Eel River Bar First Nation.

Approval Date: June 23, 2026 (Comes into effect August 1, 2026)