



POLICY STATEMENT

The Government of Nunavut recognizes that supporting homeownership options for all Nunavummiut will expand the housing continuum and support Nunavummiut to own and maintain homes in their community. This policy document outlines the approach the Nunavut Housing Corporation will adopt to invest in programs that help residents address the unique challenges of homeownership in the North.

The Homeowner Support Policy (the Policy) establishes the criteria and general terms and conditions through which homeownership support funding is provided to eligible applicants. Funding is provided under the following schedules:

- **Verification of Income (VOI)** – This schedule describes how income is verified for homeowner programs, to inform either eligibility or the level of assistance to be provided based on income. (Schedule A)
- **Nunavut Homeownership Assistance Program (NHAP)** - This program provides eligible Nunavummiut a capital contribution towards the purchase of a construction materials package plus additional support for general contracting and labour to construct a new home. (Schedule B)
- **Nunavut Down Payment Assistance Program (NDAP)** - This program assists eligible Nunavummiut in achieving homeownership through the purchase of a new or pre-existing home using conventional financing means. (Schedule C)
- **Home Renovation Program (HRP)** - This program assists Nunavummiut who own or occupy their home to undertake major repairs and/or renovations. The program offers a forgivable loan stream as well as a grant (rebate) option. The rebate option supports homeowners who wish to complete their own repairs or renovations. (Schedules D1 and D2)
- **Emergency Repair Program (ERP)** - This program assists Nunavummiut who own and occupy their home to undertake urgently required repairs which otherwise pose an imminent threat to occupant health and/or safety. (Schedule E)
- **Elders Housing Program (EHP)** - The Elders Housing Program (EHP) supports elders and persons with disabilities to remain in their homes. The program provides financial support intended to help overcome obstacles to continued

homeownership, including funding for adaptations to maintain independence. Counselling on alternative tenure options is available if remaining in the home is not possible. (Schedule F)

PRINCIPLES

This policy is based on the following principles:

- Programs provide Nunavummiut more options and incentives for homeownership through financial support and counselling for purchasing, building, and maintaining their own homes;
- Programs improve the quality and sustainability of Nunavut's housing stock by investing technical expertise and financial resources into physical repairs and renovations of existing housing stock to improve the quality of homes in Nunavut;
- Program application and administration processes are easy for Nunavummiut to access and for housing officials to deliver;
- Delivering programs that respect Inuit Qaujimajatuqangit guiding principles including:
 - Pijitsirniq (to serve);
 - Aajiqatigiinni (arriving at a decision through discussion and consensus);
 - Tunnganarniq (open, welcoming, and transparent)
 - Piliriqatigiinni (working together for a common cause); and,
 - Qanuqtuurniq (being innovative and resourceful).
- All roles and responsibilities are clearly defined, and the process is open and transparent to the public; and
- Public funds are managed for results and public accountability;

Through this policy, the Nunavut Housing Corporation aims to expand the housing continuum and foster a sustainable and inclusive housing market, where all Nunavummiut have access to safe, affordable, and suitable housing options. This policy reflects the government's commitment to making homeownership more accessible to Nunavummiut.

APPLICATION

The policy applies to applicants who are, or who seek to become, homeowners in Nunavut.

DEFINITIONS

Compliance and Reporting – refers to the requirements related to program monitoring, reporting, and compliance with program rules and regulations.

Eligible Applicant – means an individual or household that has met the eligibility requirements established by the program.

Eligible Costs – means the types of expenses or costs that can be covered by the program, which may include down payments, closing costs, mortgage insurance, and renovation expenses.

Homeowner – means an individual or household with a legal interest and responsibility for a residence.

Program Assistance – means the specific types of support or assistance provided to Eligible Applicants and Homeowners, which may include grants, loans, subsidies, or other forms of financial aid.

Homeowner Education – refers to education that some Eligible Applicants or Homeowners may be required to participate in for programs that require training or counselling, as a condition of receiving assistance.

Mortgage Terms – refers to the definitions related to the terms of the mortgage, including interest rates, repayment schedules, and any special conditions or provisions.

Property Standards – means the minimum standards and conditions that a property must meet to be eligible for the program. This can include safety, health, and habitability requirements.

AUTHORITY AND ACCOUNTABILITY

Executive Council

The Executive Council may approve any exceptions to this policy.

Financial Management Board

The Financial Management Board approves an annual budget for contributions contained within this policy. The Legislative Assembly approves appropriations and any spending in addition to that appropriated in the Main Estimates are required to be approved by the House.

Nunavut Housing Corporation Board of Directors

The Board of Directors shall approve Program Guidelines according to the parameters outlined in the Schedule(s).

ROLES AND RESPONSIBILITIES

Minister

The Minister responsible for the Nunavut Housing Corporation is accountable to the Executive Council for the implementation of this Policy.

President/Chief Executive Officer

The President/Chief Executive Officer of the Nunavut Housing Corporation is accountable to the Minister for the administration of this Policy.

The President/Chief Executive Officer will establish clear and transparent procedures and criteria for the allocation of funds under this policy. This will include procedures that specifically address the following areas:

1. Application procedures
2. Funding guidelines
3. Terms and conditions
4. Applicant requests for reviews procedures

Program Directors

The Program Director is responsible for the administration of all affordable housing funding programs. Within their mandate, they may approve or deny all funding applications.

PROVISIONS

Eligibility

Eligibility for this policy is restricted to applicants as set out in the attached program schedules.

Program eligibility criteria ensures that assistance is provided to potential or current homeowners in need of support.

For homeownership programs, eligibility criteria will consider:

1. Homeownership Goals: The primary requirement is that the project aligns with the government's goal of supporting homeownership in Nunavut and removes barriers to homeownership.

2. Need: Program prioritization or support levels may scale based on income and applicant need.
3. Eligible Applicants: All homeownership support programs outline applicant eligibility criteria. Applicants will be required to provide documentation to demonstrate their eligibility for the program. Minimum and maximum income thresholds may apply.
4. Residency Status: Programs are restricted to residents of Nunavut and may have specific residency requirements.
5. Priority Groups: Some programs may give preference to specific groups, such as elders or persons with disabilities.

Meeting the eligibility requirements of this policy does not guarantee funding approval.

Program Requirements

The primary requirement of homeownership programs is that the programs align with the Nunavut Housing Corporation's goal of creating greater levels of homeownership in Nunavut.

Financial Conditions

All provisions contained in the *Financial Administration Act* and the Government of Nunavut's *Financial Administration Manual* shall apply to the administration of all Nunavut Housing Corporation funding programs.

Prior to the issue of payment, funding recipients must sign a conditional funding agreement which contains their project goals and objectives, stipulations for allowable expenditures, completion timeline, and reporting and accounting requirements.

Program payments will be paid as outlined in the terms of the funding agreement.

In an instance where the homeowner defaults on a funding agreement, the recipient will not be eligible for further funding until the required financial statements indicating that the contribution was expended are submitted, or any amount unaccounted for is repaid.

Funding in one fiscal year does not guarantee funding in subsequent years. Financial resources required under this policy are conditional on approval by the Legislative Assembly and on the availability of funds in the appropriate budget.

The Nunavut Housing Corporation reserves the right to conduct an audit of any project funded through its programs.

Funding Agreements

Funding agreements include clauses to ensure that projects meet the intended objectives of this policy and comply with relevant regulations. The program conditions outlined in funding agreements include:

1. **Property Use:** Participants must use the property as their primary residence and may be prohibited from using it for rental or commercial purposes.
2. **Principal Residence:** Participants must maintain the property as their principal residence for a certain period. This is to ensure that the property is being used as intended and not resold immediately for a profit.
3. **Maintenance and Repairs:** Participants must keep the property in good condition and undertake necessary repairs to ensure it remains safe and habitable.
4. **Property Value Limitations:** Funding agreements may specify limits on the maximum value of the property that can be purchased using program assistance.
5. **Subsidy Recapture:** Some programs provide subsidies or financial assistance to homeowners. In certain cases, if the homeowner sells the property within a specified timeframe, they will be required to repay a portion of the subsidy or assistance.
6. **Refinancing Restrictions:** There may be restrictions on refinancing the mortgage or taking out additional loans on the property, especially if the homeowner intends to extract equity.
7. **Income Reporting:** Participants must report changes in income to the program administrator, as changes in financial circumstances could affect eligibility for the program.
8. **Homeownership Education:** Homebuyers may be required to complete homeownership education courses to increase the likelihood of successful homeownership.
9. **Property Inspections:** Nunavut Housing Corporation has the right to conduct periodic inspections of the property to ensure it meets program standards.
10. **Transfers or Sales:** If the homeowner decides to sell or transfer the property before the program's period has elapsed, they must notify Nunavut Housing Corporation prior to offering the property to other eligible buyers. Nunavut Housing Corporation reserves the right of first refusal. Nunavut Housing Corporation will review the file to determine if any unforgiven program funds will be repayable.

11. Default and Foreclosure: The funding agreement may outline procedures and consequences in the event of default or foreclosure on the mortgage.

12. Documentation and Reporting: Participants are required to provide regular updates and documentation to demonstrate ongoing compliance with program conditions.

Accountability Requirements

All funding agreements will include clauses related to reporting and monitoring which are crucial to track whether and how homeownership programs are meeting their intended outcomes.

Review

Applications will be reviewed by the Nunavut Housing Corporation's Program Officers and Directors.

Projects that meet eligibility criteria and include the required supporting data will be prioritized for approval.

The Nunavut Housing Corporation will provide detailed information about homeowner support programs on its website, through contacting the Corporation directly, and through Local Housing Organizations.

Monitoring and Evaluation

The Nunavut Housing Corporation will regularly monitor the implementation and impact of homeownership support programs to ensure their effectiveness and alignment with the goals of this policy and the requirements of each program. Periodic adjustments and improvements will be made based on data-driven insights to ensure continuous improvement and effective program alignment.

Engagement and Partnerships

Recognizing the importance of Inuit leadership and culture in Nunavut's housing solutions, the Nunavut Housing Corporation will collaborate with Inuit organizations to support housing projects and initiatives aligned to specific goals, needs, and aspirations.

REQUESTS FOR REVIEW

If funding is denied, applicants may submit a request to NHC's Corporate Executive Committee to review the decision.

Requests for reviews will be dealt with in accordance with the Program Guidelines established in support of this Policy.

FUNDING GUIDELINES

Funding Guidelines listing eligibility criteria can be obtained by accessing the Nunavut Housing Corporation's website, or by contacting the Corporation directly.

FINANCIAL RESOURCES

Financial resources required under this policy are conditional on approval by the Legislative Assembly and/or on the availability of surplus funds and/or 3rd party funds in the appropriate budget.

PREROGATIVE OF EXECUTIVE COUNCIL

Nothing in this policy shall in any way be construed to limit the prerogative of Executive Council to make decisions or take action respecting homeownership support, outside of this policy.

SUNSET

This policy is effective from the date of signature until March 31, 2028.

POLICY SCHEDULES

Schedule A: Verification of Income

Schedule B: Nunavut Homeownership Assistance Program (NHAP)

Schedule C: Nunavut Down Payment Assistance Program (NDAP)

Schedule D(1): Home Renovation Program (HRP) – Forgivable Loan Option

Schedule D(2): Home Renovation Program (HRP) – Grant Option

Schedule E: Emergency Repair Program (ERP)

Schedule F: Elders Housing Program (EHP)

SCHEDULE A

Verification of Income Guidelines

PURPOSE

The Verification of Income (VOI) Guidelines are used to verify an applicant(s) income accurately and consistently for the purpose of:

- determining an applicant(s) priority for homeownership and home repair programs.
- determining an applicant(s) eligibility for homeownership and home repair programs, in some instances.
- determining an applicant(s) repayment amounts in some instances.
- counselling an applicant(s) to assess financial capacity.
- determining an applicant(s) level of need; income relative to Maximum Construction Costs (MCC) and Shelter Costs (SC).

INTENT

The Nunavut Housing Corporation (NHC) delivers homeownership and repair programs to assist Nunavummiut and Inuit in acquiring and/or maintaining affordable, adequate, and suitable housing.

Nunavut Housing Corporation housing programs are publicly funded; therefore, officials charged with verifying incomes must do their utmost to ensure accurate information is obtained and that the policies and procedures are consistently applied across Nunavut.

INCOME VERIFICATION

All new applicants for homeownership and repair programs must provide income information to the Nunavut Housing Corporation for review.

Where appropriate, an applicant's spouse/common-law partner must be listed as co-applicant and their combined income verified. Some variation of this may be necessary where income verification needs to align with bank financing and land lease documentation.

All income verification documentation must be copied and retained in the applicant(s) file for auditing purposes.

A 3-year average of Canada Revenue Agency (CRA) income listed on Line 15000 of the Federal Income Tax and Benefit Return – T1, is used to determine gross income for this purpose.

In cases where a CRA report shows the applicant(s) has not filed their income tax, it will not be possible to verify income. Therefore, the applicant(s) is not eligible for assistance

until their income can be accurately verified.

TOTAL INCOME

Total income is the combined before tax (gross income) of the applicant and co-applicant to be included in the verification.

An applicant(s) income identified on line 15000 of the Federal Income Tax and Benefit Return – T1 will be averaged over 3 years to define a gross income used for this purpose.

If the applicant(s) income cannot be verified using a 3-year average, a two-year period can be used as a last resort. The applicant's income is averaged out over this time period to determine gross income.

MAXIMUM CONSTRUCTION COSTS (MCC)

Maximum Construction Costs (MCC) are calculated for the purpose of establishing an affordability threshold to calculate an income needed to own and operate a homeownership unit. The Nunavut Housing Corporation produces this number by community utilizing the following variables:

- Cost to build a modest 3-bedroom house (including site prep, foundation, materials, freight, and labour). Utilizing a cost per square foot x 1000 square feet. MCC may be adjusted to allow for unit suitability (number of bedrooms based on household requirements as per the National Occupancy Standards).

SHELTER COSTS (SC)

Shelter Costs are calculated to establish an affordability threshold to calculate the income needed to operate a homeownership unit. The Nunavut Housing Corporation produces this number by community utilizing the following variables:

- Property taxes, Maintenance, Insurance, Heat, Water/Sewer, Garbage

LAND LEASE COSTS (LLC)

Where a community charges an annual lease payment, it will be included as a shelter cost as a monthly payment.

Where a community issues equity leases, payment in full can be made and added to the financing costs through the lender and added to the MCC.

AVERAGE INCOME REQUIRED FOR HOMEOWNERSHIP (AIRH)

The Average Income Required for Homeownership (AIRH) is determined using Maximum Construction Costs (MCC) and Shelter Costs (SC) by community, then determining the income required to pay the mortgage and shelter costs if those costs were within 30 per cent of household income; then calculating the average of those totals.

The AIRH is updated as often as necessary to reflect housing costs and can be found in the Basic Homeownership Costs (BHC) Guidelines.

SELF-EMPLOYED APPLICANTS

An applicant shall be deemed self-employed where any of the following apply:

- a) The applicant earns their primary income directly from their own business, trade, or profession, rather than as a specified salary or wages from an employer;
- b) The applicant is registered or recognized as the owner of a company or business;
- c) The applicant is registered or recognized as being a partner in a company or a business;
- d) The applicant is registered or recognized as a majority shareholder of a company or business, or who holds a controlling interest in a company or business;
- e) The applicant is in a position of control of a company or business, where decisions made by that applicant can affect their personal earnings, retained earnings of the company or business, or the equity level in that company or business;
- f) The applicant receives payment from consumers from providing goods or services through their trade or profession.

The calculation of income for applicants who are deemed self-employed includes the net pre-tax income from their business before any dividends are paid. The amount counted as income is that portion of the pre-tax profits which the applicant is entitled to. If the applicant paid themselves a salary, this must also be counted as income.

The determination of net income for self-employed applicants will be rendered by District Directors in consultation with District Comptrollers. Self-employed applicants are required to provide income verification documentation over a three-year period. If this information is not available over this time period, a two-year period can be used as a last resort. The applicant's income is averaged out over this time period to determine net income.

To verify income for incorporated and unincorporated businesses, the following documentation is required:

Incorporated Business

- Corporation Income Tax Return including the Notice of Assessment for the two previous years.
- A current audited or reviewed financial statement completed by a qualified

accountant.

- Individual Income Tax Return. The applicant(s) is also required to provide the Notice of Assessment for the previous two years. If the applicant(s) cannot obtain an audited or reviewed financial statement, the applicant(s) must satisfy the Nunavut Housing Corporation that the income tax forms have been completed accurately.

Unincorporated Business

- Individual Income Tax Return complete with all information slips and schedules. In addition to this, the applicant(s) is required to provide the Notice of Assessment for the previous two years.
- Statement of Income and Expenses from a Business or Statement of Income and Expenses from a Professional Practice.
- Capital Cost Allowance Schedule.

SCHEDULE B

NUNAVUT HOMEOWNERSHIP ASSISTANCE PROGRAM (NHAP)

This program aims to make homeownership more attainable for Nunavummiut by providing eligible new homeowners a capital contribution towards the purchase of a materials package plus additional support for general contracting and labour in order to construct a new home.

The objectives of this program are to:

- Provide potential homeowners with support to construct a house;
- Promote self-reliance and independence by offering an opportunity for applicant(s) to bring sweat equity through building themselves and/or with support from others to build the house and;
- Increase the number of new homes in Nunavut.

1. Eligibility

Eligible applicants include applicants who are at least 19 years of age and have resided in Nunavut for at least one year.

Applicant(s) must not currently own their principal residence.

Neither the applicant or co-applicant may have received previous assistance from NHC to buy or build a home within the last ten (10) years.

Total applicant(s) income must be sufficient to obtain bank financing adequate to cover the cost of the project with the Nunavut Housing Corporation forgivable loan considered. Applicant(s) with rental, tenant damage or mortgage arrears with any Local Housing Organization in Nunavut or with Nunavut Housing Corporation, or have otherwise caused a loss to Nunavut Housing Corporation, do not qualify for the program until those arrears or losses are paid in full. This requirement may be waived if the Applicant(s) agree in writing to have their arrears or losses added to their bank mortgage.

Applicants are responsible to demonstrate the means to contribute adequate sweat equity to build the house or have the financial means to hire a contractor to build the house, or a combination of both. Sweat equity does not have to be undertaken by the applicant. It can be undertaken by a friend or relative on their behalf.

Applicants are responsible for ensuring there is a land lease in place; NHC will assist the applicant with accessing land.

Recipients of this funding must occupy the unit(s) constructed through this funding as their principal residence. Any changes in residence must be immediately reported.

Applicants with rental or mortgage arrears with any Local Housing Organization (LHO) in Nunavut or with the NHC, or have otherwise caused a loss to the NHC, may not qualify for the program until those arrears or losses are paid in full. At the discretion of NHC, this requirement may be waived, provided the applicant(s) agree in writing to a Repayment of Arrears Schedule.

Where applications are deemed ineligible, NHC will work with the applicant and identify how the applicant might resolve barriers to eligibility and work towards future homeownership opportunities.

Pre-approved designs will be offered. Nunavut Housing Corporation will provide the applicant with a selection of housing designs for eligible material packages. In extenuating circumstances alternate designs may be approved at the discretion of the Nunavut Housing Corporation.

All new homes constructed must meet or exceed all applicable building codes, and all laws and regulations of all authorities having jurisdiction.

All homes purchased or constructed through the program must be located within municipal boundaries in Nunavut.

Review

In-take will be managed over a set time frame allowing the opportunity to prioritize applications, batched by community. Year to year delivery of this program may be focused on specific communities.

Where there are more applicants than approved budget, applications will be prioritized based on financial criteria including credit rating and debt servicing, as well as social criteria including residency and household composition. The intent of this prioritization is to ensure that where all things are equal, the applicant with the best chance of success financially (least debt and best credit) and those supporting larger families are considered first.

Within these target groups, points are allocated to help prioritize which Applicant(s) receive NHAP houses. Points are awarded based on the appropriateness of the Build Plan, applicant debt ratio and credit rating, length of residency (community and Nunavut), and household composition.

Criteria for prioritization are approved by the NHC Corporate Executive Committee and the NHC Board of Directors.

Homeownership counselling will be provided by NHC prior to applicant(s) signing the NHAP Agreement, to ensure applicant(s) understand their responsibilities and financial obligations as homeowners under the program. Applicant(s) may need to complete Homeownership Education and Training as a component of program approval.

Program Officers review funding proposals and make recommendations to the Program Director.

If funding is denied, applicants may request a review. Requests for reviews are submitted to the Nunavut Housing Corporation's Corporate Executive Committee.

2. Supporting Data

The Nunavut Housing Corporation will review all financial and legal documentation related to the project, including financial statements, contracts, and agreements, to ensure that they are accurate, complete, and legally binding.

3. Accountability Requirements

Funding recipients shall sign a conditional funding agreement which contains the goals and objectives of the funding, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.

Construction projects must include provision for adequate course of construction and liability insurance, as specified in the funding agreement.

Providing that the applicant(s) maintain the house as their principal residence and are not in default with the NHC or the bank, the loan is forgiven over a ten (10) year period.

If the applicant(s) sell the house and purchase another property in Nunavut, the applicant(s) may be eligible for the reassignment of the outstanding balance of the forgivable loan to a new mortgage on the property to be purchased, provided the applicant(s) and property meet all eligibility requirements. All terms and conditions of the existing NHAP Agreement and Mortgage would carry forward to the new mortgage.

The principal residence requirement may be temporarily waived for compelling reasons such as education leave, out-of-town job placement, or medical treatments. NHC Corporate Executive Committee approval is required to waive the principal residence requirement.

4. Amount

A forgivable loan in the amount of \$250,000 is provided toward the cost of material and shipping for a pre-approved housing material package to a Nunavut community plus support for other components of the build. Project oversight will also be provided by Nunavut Housing Corporation.

The \$250,000 contribution is in the form of a 10-year forgivable loan secured against title.

5. Payment Method

Program payments will be paid in installments as outlined in the terms of the funding agreement.

6. Term

The reporting period is outlined in the funding agreement. Funding agreements will be for a 10-year period.

SCHEDULE C

NUNAVUT DOWN PAYMENT ASSISTANCE PROGRAM (NDAP)

This program assists eligible Nunavummiut in achieving homeownership through the purchase of a new or pre-existing home using conventional financing means.

1. Eligibility

Eligible applicant(s) must be at least 19 years of age or older and have resided in Nunavut for a minimum of one (1) year on a continuous basis.

Applicants with rental or mortgage arrears with any Local Housing Organization in Nunavut or with the Nunavut Housing Corporation, or have otherwise caused a loss to the Nunavut Housing Corporation, may not qualify for the program until those arrears or losses are paid in full. At the discretion of Nunavut Housing Corporation, this requirement may be waived, provided the applicant(s) agree in writing to a Repayment of Arrears Schedule.

This program does not have income limits. However, the amount of the NDAP Forgivable Loan shall be based on applicant income, as verified by their lending institution.

Eligibility for this program is based on an applicant(s) ability to access bank financing (or alternate approved financing) for the necessary funds to complete a purchase or build less the assistance approved by the Nunavut Housing Corporation.

The applicant(s) must not currently own residential property, or have owned residential property, in the community in which they are applying for the program during the last five (5) years. Neither the applicant or co-applicant may have received previous assistance from NHC to buy or build a home within the last ten (10) years. Exceptions for extenuating circumstances may be approved at the discretion of the Nunavut Housing Corporation's Corporate Executive Committee.

Existing homes, newly constructed homes, condominiums, manufactured, and modular homes are eligible under the program.

Homes purchased or constructed using resources from the program must be used by the applicants as their principal residence. Any changes in residence must be immediately reported to Nunavut Housing Corporation.

All new homes constructed must meet or exceed all applicable building codes, and all laws and regulations of all authorities having jurisdiction.

All homes purchased or constructed through the program must be located within municipal boundaries in Nunavut.

Applicants must arrange for and obtain mortgage approval from a mortgage lender approved by the Canada Mortgage and Housing Corporation. Any alternative financing arrangement will require Nunavut Housing Corporation approval.

The Nunavut Housing Corporation Board may restrict the program in market communities or apply certain eligibility criteria based on local market development priorities.

2. Review

The annual allocation of projects is limited based upon available funding. Applications are processed on an ongoing basis, in the order that they are received, and according to available funding.

Provided that the applicant(s) meets all the eligibility requirements, and funding is available, the Nunavut Housing Corporation will offer a conditional approval subject to the applicant(s) obtaining a mortgage commitment from an approved lender (bank).

As part of the mortgage lending approval process, lenders approved by the Canada Mortgage and Housing Corporation undertake a borrower risk assessment. While the Nunavut Housing Corporation may rely on the bank's borrower assessment to some degree, it will undertake its own analysis and evaluation of the borrower and reserves the right to reject the applicant should the applicant represent a significant borrower risk. If the application is rejected, a letter will be sent to the applicant explaining reasons why.

If funding is denied, applicants may request a review. Requests for reviews are submitted to the Nunavut Housing Corporation's Corporate Executive Committee.

3. Supporting Data

A completed application for funding is submitted to the Nunavut Housing Corporation, which includes a description of the project and an outline of the project objectives.

The Nunavut Housing Corporation will review all financial and legal documentation related to the project, including financial statements, contracts, and agreements, to ensure that they are accurate, complete, and legally binding.

4. Accountability Requirements

Funding recipients shall sign a conditional funding agreement which contains the goals and objectives of the funding, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.

Applicants must provide proof of adequate insurance coverage as specified in the funding agreement. In the case of new construction, this includes adequate course of construction and general liability insurance.

Providing that the applicant(s) maintain the house as their principal residence and are not in default with the NHC or the bank, the loan is forgiven over a ten (10) year period.

In the event of a default, the balance of the loan becomes due and payable in full.

If the applicant(s) sell the house and purchase another property in Nunavut, the applicant(s) may be eligible for the reassignment of the outstanding balance of the forgivable loan to a new mortgage on the property to be purchased, provided the applicant(s) and property meet all eligibility requirements. All terms and conditions of the existing NDAP Agreement and Mortgage would carry forward to the new mortgage.

The principal residence requirement may be temporarily waived for compelling reasons such as education leave, out-of-town job placement, or medical treatments. NHC Corporate Executive Committee approval is required to waive the principal residence requirement.

5. Amount

The program provides up to \$80,000 in down payment support to eligible applicants, graduated based on income.

This program is offered as a forgivable second mortgage over a 10-year period. There is no forgiveness in the first five (5) years. Following the first 5 years, the balance of the loan is forgiven incrementally, on an annual basis.

The levels of assistance available through the program is graduated based on applicant income.

NDAP Forgivable Loan Calculation - Oct. 2023		
Income Ranges		NDAP Forgivable Loan Amount
from	to	
\$ -	\$ 150,000	\$ 80,000
>\$ 150,000	\$ 175,000	\$ 70,000
>\$ 175,000	\$ 200,000	\$ 60,000
>\$ 200,000	\$ 225,000	\$ 50,000
>\$ 225,000	\$ 250,000	\$ 40,000
>\$ 250,000	\$ 275,000	\$ 30,000
>\$ 275,000	\$ 300,000	\$ 20,000
>\$ 300,000	plus	\$ 15,000

6. Payment Method

Program payments will be paid in installments as outlined in the terms of the funding agreement.

7. Term

The reporting period is outlined in the funding agreement. Funding agreements will be for a 10-year period.

SCHEDULE D(1)

HOME RENOVATION PROGRAM (HRP) FORGIVABLE LOAN OPTION

This program assists people who own or occupy their home to undertake major repairs and/or renovations. A rebate option supports homeowners who wish to complete their own repairs or renovations.

There are two funding options available through the HRP:

1. A one-time forgivable loan to cover costs related to repairs and/or renovations including materials, freight, and labour (this Schedule).
2. A grant for homeowners who wish to complete repairs/renovations on their own (see Schedule D(2)).

1. Eligibility

Eligible applicant(s) must be at least 19 years of age and have resided in Nunavut for at least two (2) years.

If an applicant has already accessed funds through the grant stream (see Schedule D2)), the maximum amount they can access through the forgivable loan option is reduced by the amount already received through the grant stream.

Applicants with incomes above the established threshold in the Guidelines are only eligible for the HRP grant option. The threshold is benchmarked to the average household income required for homeownership in Nunavut, using Shelter Costs (SC). Applicant income will be verified in accordance with the Nunavut Housing Corporation's Verification of Income (VOI) Guidelines.

Applicants with rental or mortgage arrears with any Local Housing Organization in Nunavut or with the Nunavut Housing Corporation or have otherwise caused a loss to the Nunavut Housing Corporation, may not qualify for the program until those arrears or losses are paid in full. At the discretion of Nunavut Housing Corporation, this requirement may be waived, provided the applicant(s) agree in writing to a Repayment of Arrears Schedule.

Homes must be located within municipal boundaries in Nunavut.

Applicant must possess title (or leasehold title) to the property.

Homes must be used by the applicant(s) as their principal residence.

Eligible repairs and/or renovations are to be prioritized according to their achievement of the following:

- i) Health and safety improvements (including improvements required to address accessibility)
- ii) Suitability improvements (i.e., to alleviate overcrowding)
- iii) Energy efficiency improvements
- iv) Improvements to extend the useful life of the unit (i.e., weather resistance and durability improvements), and
- v) Other improvements as agreed to with the Nunavut Housing Corporation.

Applicants are responsible for:

- i) Arranging for and entering into a contract with a general contractor acceptable to the Nunavut Housing Corporation. Applicants may be permitted to carry out the work themselves provided they have the necessary skills as determined by the Nunavut Housing Corporation
- ii) Paying for all costs in excess of the approved amount of assistance, and
- iii) Obtaining all necessary approvals, permits, and licenses for your project including a building permit issued by the Government of Nunavut.

Sweat equity is not an eligible cost. Applicants cannot submit claims (or invoices) for any labour and/or other in-kind contributions they make towards the project.

The assistance provided can include financial, program, and technical assistance before and during the repair/renovation of the applicant's home.

2. Review

The annual allocation HRP projects for each community is limited, based on available funding. Applications will be batched periodically and point-rated according to the selection criteria listed in the HRP Priority Allocation Criteria.

Program Officers review funding proposals and make recommendations to the Program Director.

If funding is denied, applicants may request a review. Requests for reviews are submitted to the Nunavut Housing Corporation's Corporate Executive Committee.

3. Supporting Data

A completed funding proposal is submitted to the Nunavut Housing Corporation, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion.

Nunavut Housing Corporation will review all financial and legal documentation related to the project, including financial statements, contracts, and agreements, to ensure that they are accurate, complete, and legally binding.

4. Accountability Requirements

Funding recipients shall sign a conditional funding agreement which contains the goals and objectives of the funding, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.

In the event of a default, the balance of the loan becomes due and payable in full.

5. Amount

Program funding is provided through two funding streams and funding provided through each stream will be counted towards the lifetime maximum.

The forgivable loan stream of the program will provide a one-time, forgivable loan to a maximum of \$100,000 per lifetime.

The amount of the forgivable loan is graduated based on applicant income. Applicants with incomes at or above the Average Income Required for Homeownership (AIRH) are eligible only for the maximum available through the Grant Option (See Schedule D2).

The forgivable loan calculation for households with incomes below AIRH is based on income bands, which may be adjusted from time to time to reflect housing market conditions and shelter costs. At implementation, households with incomes up to \$125,000 (about 62% of the 2024 AIRH) would be eligible for the maximum \$100,000 loan. Households with incomes above \$125,000 to \$150,000 (about 74 per cent of AIRH) would be eligible for up to \$80,000. Households with incomes above \$150,000 to \$175,000 (about 86% of AIRH) would be eligible for up to \$60,000. Households with incomes above \$175,000 and up to AIRH would be eligible for up to \$40,000.

Applicant income will be verified in accordance with the Nunavut Housing Corporation's Verification of Income (VOI) Guidelines.

If an applicant has already accessed funds through the grant stream (see Schedule D2)), the funds used in the rebate stream will be deducted from the HRP total allowable forgivable loan.

Eligible project costs include materials, labour, marshalling and freight, applicable permits and fees, and GST. All costs must be substantiated with invoices and other applicable back-up documentation.

6. Payment Method

The Nunavut Housing Corporation will provide applicants with an approved service contract, including the scope of work and other relevant details, for use with a general

contractor. The contract will include provisions for Builders Risk and General Liability Insurance, and compliance with Workers Compensation Board (Nunavut) requirements. Nunavut Housing Corporation staff may review quotations, estimates and invoices to confirm value for work done.

Term

The reporting period is outlined in the funding agreement. Funding agreements will be for a 10-year period.

SCHEDULE D(2)

HOME RENOVATION PROGRAM (HRP) GRANT OPTION

This program assists people who own or occupy their home to undertake major repairs and/or renovations. A rebate option supports homeowners who wish to complete their own repairs or renovations.

There are two funding options available through the HRP:

1. A one-time forgivable loan to cover costs related to repairs and/or renovations including materials, freight, and labour (see Schedule D(1)).
2. A grant of up to \$20,000 for homeowners who wish to complete repairs/renovations on their own (this Schedule).

1. Eligibility

Eligible applicant(s) must be at least 19 years of age and have resided in Nunavut for at least two (2) years.

If an applicant has reached the maximum available through the forgivable loan stream (see Schedule D1), the applicant would not be eligible for the grant stream.

Applicants with rental or mortgage arrears with any Local Housing Organization in Nunavut or with the Nunavut Housing Corporation or have otherwise caused a loss to the Nunavut Housing Corporation, may not qualify for the program until those arrears or losses are paid in full. At the discretion of NHC, this requirement may be waived, provided the applicant(s) agree in writing to a Repayment of Arrears Schedule.

The applicant's income will be verified in accordance with the Nunavut Housing Corporation's Verification of Income (VOI) Guidelines.

Homes must be located within municipal boundaries in Nunavut.

Applicant must possess title (or leasehold title) to the property.

Homes must be used by the applicant(s) as their principal residence.

Eligible repairs and/or renovations are to be prioritized according to their achievement of the following:

- vi) Health and safety improvements (including improvements required to address accessibility)

- vii) Suitability improvements (i.e., to alleviate overcrowding)
- viii) Energy efficiency improvements
- ix) Improvements to extend the useful life of the unit (i.e., weather resistance and durability improvements), and
- x) Other improvements as agreed to with the Nunavut Housing Corporation.

Applicants are responsible for:

- i) Arranging for and entering into a contract with a general contractor acceptable to the Nunavut Housing Corporation. Applicants may be permitted to carry out the work themselves provided they have the necessary skills as determined by the Nunavut Housing Corporation
- ii) Paying for all costs in excess of the approved amount of assistance, and
- iii) Obtaining all necessary approvals, permits, and licenses for your project including a building permit issued by the Government of Nunavut.

The annual allocation of projects for each community is limited, based upon available funding. Eligible program applicants will be point-rated according to the selection criteria listed in the Program Guidelines.

Sweat equity is not an eligible cost. Applicants cannot submit claims (or invoices) for any labour and/or other in-kind contributions they make towards the project.

The assistance provided can include financial, program, and technical assistance before and during the repair/renovation of the applicant's home.

7. Review

The annual allocation of HRP projects for each community is limited, based on available funding. Applications will be batched periodically and point-rated according to the selection criteria listed in the HRP Priority Allocation Criteria.

Program Officers review funding proposals and make recommendations to the Program Director.

If funding is denied, applicants may request a review. Requests for reviews are submitted to the Nunavut Housing Corporation's Corporate Executive Committee.

8. Supporting Data

The following documents must be provided within 60 calendar days of completing the project to be eligible for the grant:

1. Completed application form.
2. All receipts and paid invoices showing proof of payment.
3. Contract completion.

4. Photos of completed repairs/renovation.

- All the repairs and materials used must be CSA approved and follow all applicable national building codes.

Nunavut Housing Corporation will review all documentation related to the project to ensure that they are accurate, complete, and legally binding.

9. Accountability Requirements

Funding recipients shall sign a conditional funding agreement which describes the project, and may include reporting and accounting requirements.

10. Amount

If an applicant has already reached the maximum available through the forgivable loan option (see Schedule D1), the applicant would not be eligible for the grant option.

The grant option will provide up to 50% of the project's total eligible costs to a maximum amount of \$20,000. The amount is available as a one-time, non-repayable grant once the project is complete.

Eligible project costs include materials, labour, marshalling and freight, applicable permits and fees, and GST. All costs must be substantiated with invoices and other applicable back-up documentation.

11. Payment Method

Assistance comes in the form of a grant upon the completion of repairs.

SCHEDULE E

EMERGENCY REPAIR PROGRAM (ERP)

This program assists Nunavummiut who own and occupy their home to undertake urgently required repairs which otherwise pose an imminent threat to occupant health and/or safety.

1. Eligibility

Eligible applicant(s) must be at least 19 years of age and have resided in Nunavut for at least two years.

Applicant income must be below the established threshold in the Program Guidelines. The threshold is benchmarked to the average household income required for homeownership in Nunavut.

The applicant's income will be verified in accordance with the Nunavut Housing Corporation's Verification of Income (VOI) Guidelines.

Applicants with rental or mortgage arrears with any Local Housing Organization in Nunavut or with the Nunavut Housing Corporation, or have otherwise caused a loss to the Nunavut Housing Corporation, may not qualify for the program until those arrears or losses are paid in full. At the discretion of NHC, this requirement may be waived, provided the applicant(s) agree in writing to a Repayment of Arrears Schedule.

All homes must be located within municipal boundaries in Nunavut.

All homes must be used by the applicants as their principal residence.

Applicant must possess title (or leasehold title) to the property. Existing NHC homeowner applicants who do not have leasehold title to the property but occupy the unit under an Occupancy Agreement are eligible for ERP if all other eligibility requirements are met.

Eligible repairs are limited to those urgently required for the continued safe occupancy of the dwelling and include doors, windows, plumbing, electrical, and heating. Repairs undertaken that are not outlined in the Program Guidelines and that do not pose a direct health and safety hazard to the occupants are ineligible.

There is no limit on the number of times a applicant may receive emergency repair assistance.

2. Review

Due to the nature of the program, eligible applications for assistance are not Priority Rated, but may be denied due to budgetary limitations.

Proposals are reviewed on an ongoing basis.

Program Officers review funding proposals and make recommendations to the Program Director.

In the case of disputes between the applicant and contractor on quality of work, the pertinent District Office will take steps to resolve the dispute.

If funding is denied, applicants may request a review. Requests for reviews are submitted to the Nunavut Housing Corporation's Corporate Executive Committee.

3. Supporting Data

A completed program application is submitted to the Nunavut Housing Corporation, which includes a description of the project, an outline of the project objectives, the proposed budget and a timeline for completion.

The Nunavut Housing Corporation will review all financial and legal documentation related to the project, including financial statements, contracts, and agreements, to ensure that they are accurate, complete, and legally binding.

Applications to cover the costs of repairs undertaken or initiated by the homeowner without prior written approval from NHC must be submitted within the time frame stipulated in the guidelines. NHC will review the application to determine eligibility before making payment.

4. Accountability Requirements

Funding recipients shall sign a conditional funding agreement which contains the goals and objectives of the funding, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.

Applicants are required to sign any invoices they receive from the contractor and submit for payment to the Nunavut Housing Corporation. This signature indicates that the applicant has accepted work and is authorizing the Nunavut Housing Corporation to pay for the invoice on their behalf.

5. Amount

The maximum amount that can be awarded is \$15,000 per eligible project. There is a minimum project cost threshold of \$1,000.

Eligible project costs include materials, labour, marshalling and freight, applicable permits and fees, and GST. All costs must be substantiated with invoices and other applicable back-up documentation.

Where possible, the list of repairs required, as submitted by the applicant(s), will be verified by Nunavut Housing Corporation Technical staff through an on-site inspection or some other means (i.e., through Local Housing Organization personnel, photos). Nunavut Housing Corporation Technical staff will inspect the project to ensure the repairs have been completed in a satisfactory manner. Inspection reports should be acknowledged and signed by the applicant(s), and Nunavut Housing Corporation Technical staff.

6. Payment Method

Assistance comes in the form of a grant upon the completion of repairs.

Payment of invoices can be made directly to individual contractors or suppliers by the Corporation on the applicant's behalf.

7. Term

The reporting period for this funding arrangement will be one-year.

SCHEDULE F

ELDERS HOUSING PROGRAM (EHP)

The Elders Housing Program (EHP) assists homeowners who are Elders in overcoming obstacles to continued homeownership or where, for health or financial reasons, they are not able to remain homeowners. The program provides both counselling and financial support intended to support aging in place and, where homeownership is no longer feasible, to make informed choices on alternative tenure options.

1. Eligibility

One of the applicant(s) must be sixty years of age, or older, or a recipient of a Disability Benefit, and a resident of Nunavut.

There are no income limits for the preventative maintenance grant or the one-time grant to support aging in place, however, all applications for funding are point-rated based on need.

The Alternative Tenure Option is available eligible applicants able to demonstrate that they have serious financial difficulties maintaining their home or no longer have the physical and/or psychological capacity to maintain their home and have insufficient financial resources to afford the ongoing costs of operating and maintaining their home.

The applicant's income will be verified in accordance with NHC's current Verification of Income (VOI) Guidelines for Homeownership.

Applicants with rental or mortgage arrears with any Local Housing Organization in Nunavut or with the Nunavut Housing Corporation or have otherwise caused a loss to the Nunavut Housing Corporation, do not qualify for the program until those arrears or losses are paid in full. At the discretion of NHC, this requirement may be waived, provided the applicant(s) agree in writing to a Repayment of Arrears Schedule.

All homes repaired or renovated under EHP must be located within municipal boundaries in Nunavut.

The applicant(s) must possess title (or leasehold title) to the property for EHP.

All homes repaired or renovated under EHP must be used by the applicant(s) as their principal residence.

Eligible repairs for the one-time grant include:

- i) Adaptations to assist with daily living activities and/or to maintain independence, including accessibility improvements, and adaptations to address agility issues.

- ii) Health and safety issues, including structural stability, means of egress and security, fire and occupant safety, electrical systems, heating systems, plumbing systems, and environmental factors that cannot be addressed by other programs.
- iii) Other repairs, where failure, if not corrected, would result in damage to other building components.

Eligible repairs for the annual preventative maintenance include:

- i) Servicing of heating, plumbing and potable water systems.
- ii) Inspection and testing of electrical systems, smoke detectors and carbon monoxide alarms.
- iii) Inspection and/or repairs to equipment used by disabled persons, e.g., ramps, grab bars, door levers, equipment for visually or hearing impaired.
- iv) Other minor repairs as required including window and door hardware, broken window glass, and caulking and weather stripping.

The full list of eligible repairs is listed in the Program Guidelines. Repairs undertaken prior to approval of the contribution are ineligible.

Eligible applicants for the Alternative Tenure Option must demonstrate:

- i) They have insufficient financial resources to afford the ongoing and rising cost of operating and maintaining their home. As part of the applicant evaluation, the NHC will rely on the Verification of Income (VOI) guidelines and standard affordability analysis practices; and
- ii) They possess title (or leasehold title) to the property.

2. Review

Proposals are received on an ongoing basis and batched at regular intervals for prioritization. Eligible applicants are point-rated according to criteria in the Program Guidelines, which include the type of repair and household income.

Criteria for prioritization are approved by the NHC Corporate Executive Committee and the NHC Board of Directors.

Requests for Alternative Tenure Option counselling are reviewed on an ongoing basis. Applicants applying for EHP grants who are also requesting access to the Alternative Tenure Option will receive counselling ahead of applicants requesting only counselling.

Program Officers review funding proposals and make recommendations to the Program Director.

If funding, counselling, or purchase of the home is denied, applicants may request a review. The Nunavut Housing Corporation's Corporate Executive Committee handles reviews and considerations for purchasing an Elder's home.

Alternative Tenure Options:

Where applicants demonstrate serious financial difficulties maintaining their home or when they no longer have the physical capacity to maintain the home, NHC will review existing NHC programs that may provide financial support to maintain the home and/or discuss alternative tenure options with the applicant.

The NHC will provide or arrange for one-on-one counselling sessions with applicant(s) to review the options that are available to them and will provide non-financial assistance in relation to whichever option they choose.

The NHC will provide no direct financial assistance to the applicant(s) other than that available through current Homeownership programs they may be eligible for, including other streams under EHP.

If the applicant(s) wishes to sell their home but there are no interested qualified purchasers, the NHC may consider purchasing the home upon inspection to verify its condition and suitability. NHC's Corporate Executive Committee will review and decide whether to offer to purchase the home at a sale price determined by NHC.

Applicant(s) must be advised that they may wish to seek outside counsel or legal advice to ensure that their best interests are protected.

If the applicant(s) choose to accept a purchase offer from NHC and are eligible for public housing, NHC will place the applicant(s) on a priority waiting list for the next available, suitable public housing unit. Applicants exercising this option may be allowed to remain in their units until a suitable public housing unit is available.

3. Supporting Data

A completed program application is submitted to the Nunavut Housing Corporation, which includes a description of the project, an outline of the project objectives, the proposed budget (including revenues and expenditures) and a timeline for completion.

The Nunavut Housing Corporation will review all financial and legal documentation related to the project, including financial statements, contracts, and agreements, to ensure that they are accurate, complete, and legally binding.

4. Accountability Requirements

Funding recipients shall sign a conditional funding agreement which contains the goals and objectives of the funding, guidelines for allowable expenditures, completion timeline, and reporting and accounting requirements.

5. Amount

The maximum amount provided to qualified applicants includes an annual preventative maintenance grant of \$5,000 and a one-time grant of up to \$30,000 for projects to support aging in place.

6. Payment Method

Assistance comes in the form of a grant upon the completion of repairs.

7. Term

The reporting period for this funding arrangement will be two years.