



# **HOUSING SUPPORT PROGRAM (HSP)**

## **Project Application**

**BC Region, Indigenous Services Canada**

---



# TABLE OF CONTENTS

---

<b>GETTING STARTED</b>	<b>Page 2</b>
Overview	<b>Page 2</b>
Housing Support Project Application Checklist	<b>Page 3</b>
<b>HOUSING SUPPORT PROGRAM PROJECT APPLICATION</b>	<b>Page 4</b>
Project Overview	<b>Page 4</b>
Applicant Information	<b>Page 4</b>
Project Description	<b>Page 4</b>
Project Details / Reporting Tool	<b>Page 5</b>
Declaration	<b>Page 6</b>
Inspector Qualification/Certification Declaration Form	<b>Page 7-8</b>
<b>ANNEX</b>	<b>Page 10</b>
Housing Support Program Project Criteria and Eligibility	<b>Page 9-11</b>
Band Council Resolution Sample Text	<b>Page 12</b>



# GETTING STARTED

## Overview

This application template must be used to apply for the following Housing Support Projects:

### Regular Renovation

- Half subsidy provided for the basic renovation of homes located on-reserve

### Health and Safety Renovation

- Subsidy provided for the remediation renovation of health and safety issues of homes located on-reserve

### New Home Construction or Purchase

- Subsidy provided for the construction or purchase of permanent homes located on-reserve including tiny home construction and small single family homes

### Multi-Unit Construction

- Flat rate provided towards the construction of multi-plex (3 or more attached units) residential buildings up to 6 units, which includes site preparation costs (eg. Grading and demolition) and inspection costs

### New! Energy Efficiency Renovations

- Subsidy towards activities that support energy efficiency upgrades

ISC BC Region housing funding is intended to address justifiable needs. Building inspection costs are included in the subsidy amounts.

ISC BC Region housing funding is not intended for the following:

- For housing that can be financed by other means
- For housing designs and costs that exceed normal housing standards
- To cover 100% of the project costs
- To be applied to multiple units for the same individual
- To be used for the purpose of economic gain (otherwise known as unjust enrichment)
- To be used to “house flip” by the owner
- To be applied retroactively to work done in previous fiscal years

All approvals are subject to available Indigenous Services Canada (ISC) funding and scope of project. Approved projects may be subject to compliance audits.

All projects will be required to provide completion and building inspections reports.

The applicant must attach a BCR confirming: project deliverables, First Nation’s contribution to total project cost, and all other sources of funding.

Refer to **ANNEX** for further details as well as eligible activities and ISC funding levels to complete the application.



## Housing Support Project Application Checklist

**NOTE** - A checkmark in each project description column indicates required documentation that must be submitted.  
**CMHC Section 95 New Construction Subsidy** – Applicants only need to complete the separate 2 page application included at the end of this document titled “**Housing Support Project - CMHC Section 95 Subsidy Application**”.  
 Please contact your ISC Housing Officer for any questions regarding required documentation.

		New Home Construction or Purchase	CMHC Sec. 95 New Home Construction	Regular Renovation	Health and Safety Renovation	Multi-Units
<input type="checkbox"/>	Completed Application	✓	✓	✓	✓	✓
<input type="checkbox"/>	Detailed Construction Cost Estimate(s)	✓		✓	✓	✓
<input type="checkbox"/>	Timber Permit (if applicable)	✓				✓
<input type="checkbox"/>	Land Encumbrance	✓				✓
<input type="checkbox"/>	First Nations Health Authority (FNHA) Permit for Water	✓				✓
<input type="checkbox"/>	First Nations Health Authority (FNHA) Permit for Sewer	✓				✓
<input type="checkbox"/>	Loan Commitment Letter from Bank (if applicable)	✓				✓
<input type="checkbox"/>	Block Funded Band Request for Additional Capital for Block Funded Applicants	✓		✓	✓	✓
<input type="checkbox"/>	First Nations Health Authority (FNHA) Environmental Health Officer report				✓	
<input type="checkbox"/>	Copy of CMHC On-Reserve Non Profit Housing Program (NHA Section 95) Application		✓			
<input type="checkbox"/>	Hazardous Materials Remediation Contractor Qualification (if applicable)			✓	✓	✓
<input type="checkbox"/>	Technical design for any necessary infrastructure such as water, sewer and/or geotechnical (if applicable)					✓
<input type="checkbox"/>	Band Council Resolution (BCR) confirming: <ul style="list-style-type: none"> <li>• Project deliverables</li> <li>• First Nation’s contribution to total project cost</li> <li>• All other sources of funding</li> </ul>	✓	✓	✓	✓	✓

Completed applications must be sent to: [housingbc-logementcb@sac-isc.gc.ca](mailto:housingbc-logementcb@sac-isc.gc.ca)



# HOUSING SUPPORT PROGRAM PROJECT APPLICATION

Project Overview		
Applicant Information		
First Nation Name		First Nation Band Number
Mailing Address		
City/Town	Province	Postal Code
Telephone Number	Extension	Email
PROJECT LEAD CONTACT		
Name	Provide Secondary Name and Contact Info (if applicable)	
Title/Position		
Telephone Number	Extension	Email
Project Description		
Total Project Cost:	Total ISC Funding Requested:	
Project Description:		



## PROJECT DETAILS / REPORTING TOOL

TYPE OF HOUSING PROJECT (please select one)					
1. <input type="checkbox"/> Social Housing	2. <input type="checkbox"/> New Construction or Purchase	3. <input type="checkbox"/> Multi-Unit Construction	4. <input type="checkbox"/> Health and Safety - Renovations	5. <input type="checkbox"/> Regular – Renovations	6. <input type="checkbox"/> Energy Efficiency Upgrades

PROJECT INFO – Submit one form per Unit			
Reserve Name:		IR Number:	
Occupant Name (last name, first name):			
Lot Number, Street Address or Hydrometer Number:			Age of Home: <span style="float: right;"><input type="checkbox"/> Band Owned or <input type="checkbox"/> Individually Owned</span>

For New Construction/Multi Units Only			
Located within 30 metres of a body of water? <input type="checkbox"/> Yes or <input type="checkbox"/> No	Size of the Unit (sq.ft):		Timber Permit Required <sup>2</sup> : <input type="checkbox"/> Yes or <input type="checkbox"/> No
Servicing			
Subdivision: <input type="checkbox"/> Yes or <input type="checkbox"/> No	Serviced Lots <sup>3</sup> <input type="checkbox"/> Yes or <input type="checkbox"/> No		
Water: Piped Water: <input type="checkbox"/> Existing <input type="checkbox"/> Planned	Planned Well Water (must include quality and quality test): <input type="checkbox"/> Existing <input type="checkbox"/>		
Sewage: Piped Sewage: <input type="checkbox"/> Existing <input type="checkbox"/> Planned	Septic Tank: <input type="checkbox"/> Existing <input type="checkbox"/> Planned		
Heating Fuel: <input type="checkbox"/> Existing <input type="checkbox"/> Planned and Fuel Source: _____			

FINANCIALS						
ISC Subsidy (Incl. Building Inspection Costs) \$	First Nation Contribution \$	Individual Contribution \$	Financing/Loans \$	Other Funding \$	Total Cost \$	Provide Details of Funding

SCOPE OF WORK			
Summary Description of Work	Estimated Costs from Detailed Quotes	Actual Costs (Include a copy of the final invoice from contractor with Report)	Additional Comments on Variances (to be completed with Final Report)
<b>Total</b>			

<sup>2</sup>Timber Permit - A timber permit is required if the project involves the removal of timber with a value estimated at \$10,000.00 or more and/or involves the transport or sale of the timber off reserve.

<sup>3</sup>Serviced Lots - Homes to be constructed and/or purchased must be located on serviced lots. Serviced lots are defined as lots that provide road access, water, sewer, and electrification. Individual septic systems require a sewer permit from the First Nations Health Authority (FNHA).



## Declaration

The information provided is accurate to the best of my knowledge.

I confirm that I have delegated authority to sign on behalf of the First Nation.

\_\_\_\_\_ First Nation(s)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)



## Inspector Qualification/Certification Declaration Form

First Nation Name:	
First Nation Band Number:	
Project Title and Location:	
Project Description:	
Inspector Qualifications <sup>1</sup> (include Certificate of Qualifications and Registration Number):	
<input type="checkbox"/>	Certified Building Officers Association of BC (BOABC) member
<input type="checkbox"/>	A Qualified Inspector – Professional qualification/designation: _____  <i>A Qualified Inspector must have qualifications or certification to perform building code inspections from a recognized professional industry organization. A professional engineer or architect skilled in the work concerned is considered to be qualified to perform building code inspections and provide evidence that inspections have been undertaken by an independent qualified inspector.</i>
<input type="checkbox"/>	Other: _____
Inspectors Declaration:	
I certify that I have conducted a full and complete inspection of the project in accordance with the relevant professional standards for the purpose of verifying that the construction complies with the applicable current building code. I recognize that this declaration is issued to the First Nation/Band and further recognize ISC may use it for the purpose of making decisions related to the funding and reporting of this project.	

1. Inspector Qualification – The applicant must attach a copy of the certificate of qualifications and registration number of the named individual. A qualified inspector is an individual who is properly accredited and registered in British Columbia (BC) as a BC Building Code inspector with the Building Officers Associations of BC (BOABC). A professional engineer or architect skilled in the work concerned is also considered to be qualified to perform building code inspections and provide evidence that inspections have been undertaken by an independent qualified inspector. Once the project is complete, if an engineer or architect has been identified as the building inspector, the Inspector Qualification/Certification Declaration form must be completed in full and attached to the completion report.



The building inspector must perform inspections at all stages of the project for new construction. Types of inspections include (but are not limited to):

<input type="checkbox"/>	Building Site	<input type="checkbox"/>	Insulation
<input type="checkbox"/>	Foundation	<input type="checkbox"/>	Natural gas/propane
<input type="checkbox"/>	Framing	<input type="checkbox"/>	Fireplace/woodstove
<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Completion
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	The Final Inspection report verifies that the home has been built in compliance with applicable building codes.

**Inspectors Declaration:**

I am qualified to inspect for code compliance to the applicable current Building Code. I, the undersigned, certify that I am a fully-qualified inspector possessing the professional qualifications set out in the above and that I confirm that I have no private, personal, business, commercial or other interest that could influence or appear to influence my objectivity in performing the inspection.

Name of Inspector:			
Signature:		Date:	

**First Nation/Band's Declaration:**

I hereby certify that the information provided on this form is accurate to the best of my knowledge. I understand that this information may be used by ISC for the purposes of funding, reporting and compliance. A copy of this form will be retained in the First Nation/Band records.

First Nation Band Name:		First Nation Band Number:	
Email:			
Name of Band Manager/Administrator:			
Signature:		Date:	



## ANNEX

### Housing Support Project Criteria and Eligibility

<p><b>FUNDING</b></p>	<ul style="list-style-type: none"> <li>• Housing Support Project subsidy funding ranges from \$35,000 up to \$71,000 per home for new construction and health and safety renovations; half subsidy for regular renovations. Subsidies will be doubled until March 31, 2025.</li> <li>• ISC BC Region subsidy amounts are based on the particular geographic and economic characteristics of a First Nation community per the Band Classification Manual: special access, remote, rural, or urban</li> <li>• Housing Support Project funding is dependent upon the type of activity: health and safety renovation, regular renovation, new home construction or purchase and is inclusive of building inspection costs             <ul style="list-style-type: none"> <li>• New Home Construction or Purchase (included tiny homes and small homes)</li> <li>• Health and Safety Renovation</li> <li>• Energy Efficiency Upgrades</li> <li>• Regular Renovation</li> </ul> </li> <li>• Multi-Units – Provides a flat rate subsidy towards new home construction or purchase for multi-plex construction for up to six units, which includes site preparation and inspection costs. First Nations are encouraged to seek other financing to cover the costs that exceeds the subsidy amounts.             <ul style="list-style-type: none"> <li>• Zone 1 and 2           \$100,000</li> <li>• Zone 3                 \$125,000</li> <li>• Zone 4                 \$150,000</li> </ul> <p><i>Note: First Nations can apply for double the subsidy rates for multi-plexes up to Sep 30, 2022 to be considered for funding in 2022-2023 or 2023-2024</i></p> </li> <li>• Project Details/Reporting Tool - Subject to available funding at year end, First Nations may be eligible for reimbursement up to the full subsidy amount for regular renovations on activities approved by ISC, if there is a 50-50 cost share over the half subsidy amount. Detailed project information and reporting will be required to show scope of work, cost estimates and actuals. Template to be used to outline scope of work and estimated costs per unit. The same template can be used to track actuals once the project is complete. One sheet per unit.</li> </ul>
<p><b>ELIGIBLE RECIPIENT CRITERIA</b></p>	<ul style="list-style-type: none"> <li>• Eligible recipients to remain consistent with Capital Program policies and Treasury Board requirements</li> <li>• Grant recipients are eligible to apply</li> <li>• Block funded First Nation’s eligibility is subject to BC Region ISC’s “Access to Additional Capital Guidelines for Block-Funded Recipients”</li> <li>• Self-Government and Treaty First Nations are not eligible for HSP funding and are subject to the terms of their Fiscal Financial Agreements.</li> <li>• Housing Support projects should be identified on the First Nation Infrastructure Investment Plan (FNIIP) submission</li> </ul>



<p><b>ELIGIBLE ACTIVITIES FOR ISC FUNDING</b></p>	<p>Activities consistent with Treasury Board requirements and Capital Program policies including Level of Service Standards (LOSS) <a href="#">Policies and directives for infrastructure in First Nation communities (sac-isc.gc.ca)</a></p> <ul style="list-style-type: none"> <li>• Eligible activities include but are not limited to: <ul style="list-style-type: none"> <li>• New construction projects must meet the existing housing needs as per the First Nation’s housing plan</li> <li>• Regular and health and safety renovation projects must renovate homes that are at least 10 years old to extend the structural and/or mechanical life expectancy of the home by at least 15 years</li> <li>• Homes that have not received previous ISC housing subsidies (new home or renovation) within the last 10 years are eligible</li> <li>• The housing unit, whether it is stick built/modular/trailer, must be permanently fixed to a foundation</li> <li>• Site preparation activities such as: grading; demolition; timber clearing; and the connection of services from the road to the new home</li> </ul> </li> <li>• Building inspection costs are included in the subsidy amounts</li> <li>• The ISC subsidy is only provided for First Nation owned projects occurring on unencumbered on-reserve land. This does not include designated reserve land and Certificate of Possession (CP) leased lands as these are considered encumbered. For individually owned projects, a certificate of possession will be eligible for subsidy as long as the CP is in the name of the applicant.</li> </ul>
<p><b>INELIGIBLE ACTIVITIES FOR ISC FUNDING</b></p>	<ul style="list-style-type: none"> <li>• Aesthetic repairs (such as interior flooring, molding, fixtures and painting) and other non-structural items (possible exceptions are cosmetic repairs required in the course of ISC approved renovations, such as mould remediation work)</li> <li>• Renovation funding for CMHC homes that are currently under a Sec. 95 loan agreement</li> <li>• Housing designs and costs that exceed normal housing standards</li> <li>• Multiple units for the same individual</li> <li>• Housing that can be financed by other means</li> <li>• Use for economic gain or “unjust enrichment” (such as house “flipping” or individual rental property incomes)</li> <li>• Work done in previous fiscal years that was not approved for ISC funding</li> </ul>
<p><b>INSPECTIONS/PERMITS</b></p>	<ul style="list-style-type: none"> <li>• Work must meet or exceed BC Building Code standards</li> <li>• The Project Lead will hire qualified inspectors to ensure that work is done in accordance with current BC Building Code and regulations</li> <li>• It is strongly recommended to hire inspectors with experience relevant to the scope of work of the project and who have “errors and omissions insurance.” The building inspector must not be involved in any aspect of the construction, renovation or management of the project: there needs to be an arm’s length relationship between the First Nation, the building inspector, and the contractor</li> <li>• A qualified inspector is an individual who is properly accredited and registered in British Columbia (BC) as a BC Building Code inspector with the Building Officers Associations of BC (BOABC). A professional engineer or architect skilled in the work concerned is also considered to be qualified to perform building code inspections and</li> </ul>



	<p>provide evidence that inspections have been undertaken by an independent qualified inspector. If an engineer or architect has been identified as the building inspector, the <i>Inspector Qualification/Certification Declaration</i> form must be completed in full.</p> <ul style="list-style-type: none"> <li>• Inspections must be performed at all stages of the project pursuant to BC Building Code</li> <li>• First Nation Health Authority (FNHA) permits are required for individual well water systems</li> <li>• First Nation Health Authority (FNHA) permits are required for individual septic systems</li> <li>• Wood Energy Technology Transfer (WETT) Inspections are required for all wood-burning systems to ensure the installation meets the requirements of the appropriate building codes</li> <li>• Other permits may be required. Examples of other relevant inspections/permits include: fire inspections</li> <li>• An Environmental Assessment review may be required for all new construction projects. ISC BC Region is responsible to initiate the review process. The environmental assessment determines whether a project is likely to cause significant adverse environmental effects. Visit the following website for more information on the Environmental Assessment Review process: <a href="https://www.sac-isc.gc.ca/eng/1396026888671/1612816537881">https://www.sac-isc.gc.ca/eng/1396026888671/1612816537881</a></li> </ul> <ul style="list-style-type: none"> <li>• <b>First Nations must retain all building inspection reports on file and may be subject to program reviews by ISC</b></li> </ul>
<p><b>ISC REPORTING</b></p>	<p><b><u>Completion Report</u></b> – Confirms project is complete</p> <ul style="list-style-type: none"> <li>• The following documentation must be submitted with the completion report:</li> <li>• Summary of financial expenses</li> <li>• Final Inspection Report – The final inspection report must be provided for each unit. The report must be dated and signed by a qualified inspector indicating BC Building Code compliance as well as his or her qualification level. If an engineer or architect has been identified as the building inspector the <i>Inspector Qualification/Certification Declaration</i> form must be completed in full</li> <li>• Copies of all required final permits and inspections: e.g. Wood Energy Technology Transfer (WETT) inspection report, First Nations Health Authority (FNHA) individual water system permit, First Nations Health Authority (FNHA) individual septic system permit, and other final permits</li> </ul> <p><b><u>Project Details/Reporting Tool</u></b> –</p> <ul style="list-style-type: none"> <li>• Subject to available funding at year end, First Nations may be eligible for reimbursement up to the full subsidy amount for regular renovations on activities approved by ISC, if there is a 50-50 cost share over the half subsidy amount.</li> <li>• Detailed project information for each unit can be summarized and tracked using the Project Details/Reporting Tool that shows scope of work, cost estimates and actuals.</li> </ul>



**First Nations must retain all building inspection reports on file and may be subject to program reviews by ISC**

## Band Council Resolution Sample Text

The applicant must attach a Band Council Resolution (BCR) confirming:

- Project deliverables,
- First Nation's contribution to the total project cost and;
- All other sources of funding.

The BCR sample text provided below must be included in the First Nation's BCR:

1. The First Nation is seeking funding approval from Indigenous Services Canada (ISC) as part of the Housing Support Program (HSP) to construct:
  - \_\_\_ new construction home(s);
  - \_\_\_ regular renovation(s);
  - \_\_\_ health and safety renovation(s);
  - \_\_\_ multi-units;
  - \_\_\_ energy efficiency upgrades;

\$\_\_\_\_\_ total project cost.
2. The First Nation is requesting \$\_\_\_\_\_ISC funding.
3. The First Nation confirms the following funding/financing is secured:
  - \$\_\_\_ total in First Nation contributions,
  - \$\_\_\_ total in individual contributions,
  - \$\_\_\_ total in financing/loans,
  - \$\_\_\_ total in other funding, and;
4. The First Nation confirms any cost overruns that exceed the approved ISC funding are the responsibility of the First Nation.
5. The First Nation commits to complete the project(s) by DD/MM/YYYY.
6. The First Nation certifies that all housing units constructed or renovated will be inspected by qualified inspectors who must confirm that all work meets or exceeds the BC Building Code standards and other applicable code standards. Inspections will be performed at all stages of the project pursuant to BC Building Code. The First Nation agrees that all inspections will be kept on file by the First Nation.