Overview

This document is designed to support agencies who are applying for **Capital Investments** through Reaching Home. A capital project includes expenses related to the purchase of land or a building and the renovation, transformation or construction of real property. The full definition can be found in the document titled 'Eligible and Ineligible Activities'.

Sustainability Checklist: The sustainability checklist can be found starting on page 3 of this document. Applicants seeking funding for capital projects are encouraged to follow this checklist to ensure their application and sustainability plan address all of the key elements required.

Required Information and Documents for Capital Project Applications

Applications for projects in the Capital Investments category require additional documents. Applications for capital projects that do not contain the additional information outlined in this guide are considered incomplete.

☐ Identification and involvement of specialists in the development of capital projects (see the recommended resources included below)
☐ A definition of market requirements and the needs of targeted clients
☐ A description of how the project fulfills the organization's mandate and mission
☐ Information on the project's impact on the organization's current activities or services
☐ Identification of proposed and/or confirmed financial resources to implement the project (complete financial set-up)
☐ Identification and justification of the choice of a building or land
☐ Property's market valuation
☐ Confirmation that the project complies with city plans and zoning by-laws (if not, please state the proposed steps and timelines to achieve compliance)
☐ Identification of the actions to be taken to ensure the community's acceptance of the project
☐ Description of the work and preliminary cost estimate
☐ A summary schedule of the project's execution
☐ A strategy for renting the building's units (i.e. a plan to recruit tenants, including an estimate of rental income)

Additional Information and Documentation

The following documents are not required to be submitted with the application. **Important note:** United Way Peterborough & District reserves the right to request this information to support the application review and/or contract processes.

☐ Minimum of three bids or proposals for any purchase of goods or services of $25,000 or more (including taxes)
☐ Offer to purchase (with a deadline of not less than 90 days and conditional upon approval of RH funding)
☐ Detailed schedule of activities/work
☐ Itemized budget breakdown
☐ Written confirmation of the financial contribution of other partners
☐ Plan for compensation/relocation of tenants
☐ Assurance that all environmental protection measures, standards and rules relating to the project activity, established by competent authorities, are respected
☐ Evidence that required permits have been obtained

Recommended Resources, Practices and Partners

Your participation in a capital project will add more steps to the annual financial audit of your organization. It is important for the activity and management files to be completed, and in accordance with generally accepted auditing standards.

Below is a list of potential partners who can offer you technical expertise or contribute financially to the development or execution of your capital project. It should be noted that obtaining additional support from various partners would be an asset.

Recommended Resource

The Housing Development Checklist is a useful tool that identifies the essential steps that will help groups and individuals get organized and guide them through the development process. A series of companion fact sheets provide tips and practical information on some of the important activities in the process.

Website ► https://www.cmhc-schl.gc.ca/en/developing-and-renovating/develop-new-affordable-housing/programs-and-information/development-checklist-for-affordable-housing

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Natural Resources Canada

Natural Resources Canada provides information about energy conservation, energy efficiency and alternative fuels and plays a dynamic leadership role in helping Canadians save millions of dollars in energy costs while contributing to a healthier environment.

Website ► https://www.nrcan.gc.ca/energy/efficiency

Canada Mortgage and Housing Corporation (CMHC)

This corporation is the federal government's housing arm. One of its objectives is to improve Canadians' living conditions by giving them access to a vast range of quality, affordable housing.

Website ► http://www.cmhc-schl.gc.ca

Seed funding offers financial assistance to housing proponents who are in the early stages of developing an affordable housing project.

Website ► https://www.cmhc-schl.gc.ca/en/developing-and-renovating/funding-opportunities/seed-funding

Federation of Law Societies of Canada

Website ► https://flsc.ca/

The Canadian Bar Association

Website ► http://www.cba.org/CBA/

Search by province to find a legal expert.

Website ► http://www.cba.org/For-The-Public/Find-A-Lawyer

Links to Architectural Organizations

Website ► http://www.ncarb.org/

Sustainability Checklist

The purpose of this checklist is to help applicants seeking funding for capital projects ensure that their application and sustainability plan address all the key elements of sustainability. Addressing all the items below does not automatically render the applicant eligible for Reaching Home funding.

All inquires are to be directed to: reachinghome@uwpeterborough.ca

Overview of Checklist

1. Funding to Implement the Project

To fund the project:	YES	NO
• Are all relevant and related project costs identified in the application package and/or sustainability plan?		
• Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project?		
• Are all funding sources confirmed through letters of support in the application package?		

2. Project Impacts

Impacts of the project on staff and service requirements:	YES	NO
• Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will be a need for additional staff or services after completion)?		

3. Partnerships

Demonstrate support:	YES	NO
• Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project?		

4. Operational Costs at the End of the Project

After project ends:	YES	NO
• Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements?		
• Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income)		

Detailed Breakdown of Checklist Items and Considerations

1. Funding to Implement the Project

To fund the project:	YES	NO
• Are all relevant and related project costs identified in the application package and/or sustainability plan?		

The following are minimum cost items to consider according to the scope of your project:
Project Financing
- Cash, equity, grants, loans, other sources of financing

Project Costs
- Land or property acquisition costs: Purchase price, taxes, legal fees, environmental remediation, survey, inspection, appraisal costs, other disbursement, city/municipal development charges, city/municipal permit fees, city parkland levy, insurance, mortgage, utility fees, consultants and professional fees, architect and engineer fees, other costs

- Construction or renovation costs: Renovation/ conversion/ construction costs, finished basement and/or additional living spaced, surface parking, landscaping, furniture and equipment, stove and refrigerators, laundry equipment, other equipment
- Organizational costs: Administrative costs, organizational infrastructure costs, staff wages, other related labour costs
- Additional costs: Rent loss during construction, GST, PST, contingency funds

	YES	NO
• Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project?		

The total amount (in dollars, $) coming from your funding sources should at least be equal to the total cost of your project. This can either be reported through your Reaching Home funding application or sustainability plan.
If not, you may consider the following:
- Review your project funding and costs for any mistakes
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have costs below the total amount coming from your funding sources

	YES	NO
• Are all funding sources confirmed through letters of support in the application package?		

You must have an official letter of support from each organization providing the funds for your project (usually one letter for each funding source). These letters should be attached with your Reaching Home funding application. Each letter should clearly identify the funding source, the applicant and project to be funded, the amount in dollar that will be provided, and the time when funding will be provided (preferably with detailed day-month-year to day-month-year).

If not, you may consider the following:
- Review your official letters of supports and follow-up with the organizations if applicable
- Identify the funding sources for which you should have an official letter
- Identify additional funding sources and confirm them through official letters of support

2. Project Impacts

Impacts of the project on staff and service requirements:	YES	NO
• Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will be a need for additional staff or services after completion)?		

The Reaching Home funding application and/or sustainability plan should clearly indicate the scope of your project. For example, is the project expected to include one of these activities:
- Construction of a new facility
- Conversion/renovation of an existing building
- Addition of new beds/units, new or expanded services (more staff or more clients served)
- Purchase of land or property
- Purchase of equipment, appliance or furniture

In addition, your sustainability plan must indicate how the activities will be sustainable five years after the end of your project.

3. Partnerships

Demonstrate support:	YES	NO
• Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project?		

The sustainability plan for your project should identify:
- All partners relevant to your project
- All partners relevant to the delivery of services or housing for five years after the end of the project, if applicable

Depending on the scope of your project, the relevant partners who could be considered, among others, may include:
- Landowners and developers
- Agency, church, or other organization to develop land they own
- Lawyers and development consultants with strong non-profit and development experience
- Architects able to design shelters or quality housing within a tight budget
- Cost consultants (Professional quantity surveyors) to monitor construction costs from concept through construction to ensure budgets are maintained
- Community agencies who serve homeless clients and those at imminent risk of homelessness
- Partners who will share space or provide services after completion of your project

For the successful development and implementation of a capital project, the Canadian Mortgage and Housing Corporation (CMHC) also recommends that organizations acquire knowledge in the following key areas: property development, housing management, financial management, raising government and private funds. It may be necessary to identify the pertinent skills and experience gaps within your organization so you will be able to determine the professional services needed to implement and complete your project.

For more information on items to consider, please consult the Development Checklist for Affordable Housing from CMHC.

4. Operational Costs at the End of the Project

After project ends:	YES	NO
• Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements?		

The Reaching Home funding application and/or sustainability plan should identify all the relevant funding sources for the operation of facility/new services. The funding sources must be indicated for the five (5) years after project completion.

Fundraising is not considered sustainable. Therefore, most of the funding for operational costs should come from stable funding sources such as:
- Province or Territory
- Housing corporations
- National organizations such as the Salvation Army or the John Howard Society

	YES	NO
• Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income)		

The total annual amount (in dollars, $) coming from your funding sources should at least be equal to the total operational cost of your project for five (5) years after completion. This should be reported in the sustainability plan for your project.

Annual Income could include: Government supplement/per diem, government funding, income from rent, income from parking, donation, other grants, other income

Annual Expenditures could include:
- Building operating costs: Maintenance, repairs, materials, utilities, insurance, municipal taxes, vacancy allowance
- Organizational expenditures: Administrative costs, organizational infrastructure costs, staff wages and other related labour costs, support services
- Mortgage and other expenditures

If the annual operating budget is not balanced, you may consider the following:
- Review your project operational funding and costs for any mistakes
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have the appropriate operational funding for five (5) years after the project is completed