

## **What is the Ontario Priorities Housing Initiative – Ontario Renovates program?**

The Ontario Priority Housing Initiative (OPHI) is a federally/provincially funded program designed to address local housing priorities. York Region has allocated approximately \$3.9 million from 2020 to 2022 to support Housing Provider capital repair needs under the OPHI Ontario Renovates stream. Ontario Renovates provides financial assistance to renovate and/or rehabilitate community housing units.

Housing Providers participating in the program must agree to a 10-year affordability period after the completion of the funded work, including a minimum of 5 years during which they will operate as social housing under the *Housing Services Act, 2011*. Additional information is provided on page 2.

## **What is the application process?**

Housing Providers interested in participating in the program must submit a completed application form to York Region by **4:30 pm on Friday, February 28, 2020**.

Completed applications and supporting documents may be submitted by email (in PDF format) to [housingproviderinfo@york.ca](mailto:housingproviderinfo@york.ca) or by mail to:

Housing Strategy and Program Delivery  
17250 Yonge Street, 3rd Floor  
Newmarket, ON L3Y 6Z1  
Attention: Ashleigh Hopkins

York Region will only consider applications for funding made within the application period for this program, unless warranted by an emergency or exceptional circumstance, as determined by the Region. Late submissions or incomplete applications will not be accepted.

Housing Providers will be notified in writing of the outcome of their application.

Participating Housing Providers will be required to:

- Enter into a funding agreement/letter of agreement with the Region
- Provide annual occupancy reports for the project(s) throughout the affordability period of the project
- Provide post-repair occupancy report upon the completion of the project(s)

If you have any questions or need assistance completing the form please contact your Program Coordinator.

## How are projects funded?

A maximum of \$50,000 per unit is available as a forgivable loan for repairs and rehabilitation to bring a unit to an acceptable standard while improving energy efficiency. The loan is not repayable provided a Housing Provider meets a 10-year affordability commitment.

## What are the affordability requirements?

Housing Providers participating in the program must agree to a 10-year affordability period after the completion of the funded work, including a minimum of five years during which they will operate as social housing under the *Housing Services Act*, 2011. The affordability requirement applies regardless of any operating agreements or mortgage obligations or agreements between the Region and eligible Housing Provider.

Following the five-year period, Housing Providers must maintain a weighted average rent for the building/project at or below 80% of the Canada Mortgage and Housing Corporation Average Market Rent for the applicable local municipality.

## What projects are eligible for the program?

Housing Providers are encouraged to consider strategic capital repairs which preserve and extend the functional lifespan of the building, including capital needs identified through building condition audits.

Eligible projects may include the following activities:

- Repairs and rehabilitation required to bring a home/unit to an acceptable standard while improving energy efficiency, including, but not limited to:
  - Repairs required to address a health and safety or regulatory standard
  - Repairs required to prevent deterioration of the asset
  - Replacement of building elements that have reached the end of their useful life
    - Fire Safety systems (sprinkler systems/fire panels)
    - Heating/Mechanical systems
    - Windows/Doors
    - Foundation repairs
    - Roofs, walls, flooring and ceilings
    - Plumbing, low flow toilets
    - Kitchen replacement
    - Bathroom replacement
    - Electrical systems
    - Chimneys
    - Vents, louvers
    - Septic systems, well water, and well drilling
    - Health and safety repairs (e.g. accessibility renovations)

Other repairs or modifications may be considered, with supporting documentation, at the discretion of the Region. Other eligible costs may include labour and applicable non-recoverable taxes, building permits, legal fees, certificates, appraisal fees, inspection fees, drawing and specification and any other costs that the Region deems reasonable and that are agreed to by the Ministry of Municipal Affairs and Housing (MMAH).

MMAH strongly encourages the use of energy-saving products or systems for the required repairs to housing under the Ontario Renovates component such as ENERGY STAR certified products.

## What are the timelines for completing the work?

The Program budget is divided into two construction periods: April 2020 to March 2021 and April 2021 to March 2022. All applications for work being completed in either period must be submitted by the February 28, 2020 deadline. Funds may be awarded in phases for larger projects, so that project can be completed over an expanded period of time. York Region will determine the time period in which funding will be allocated based on available budget.

All repairs must start within 120 days of the signing of the funding agreement/letter of agreement. Projects proposed for 2020 to 2021 must be completed by March 31, 2022 and project proposed for 2021 to 2022 must be completed by March 31, 2023. Copies of all financial invoices must be kept for reporting and audit purposes.

## What project management services will York Region provide to support Housing Providers?

York Region will require project overview by the Region's Technical Services team throughout the project, from initiation to closeout. Exemptions for Regional project management support may be considered where the Housing Provider can provide proof of adequate alternate arrangements, such as a professional project management team. The submission for an exemption must be clearly identified in the Housing Provider's application and supported through documentation. The Region will have full discretion to grant or deny this exemption.

Project management services provided by the Region include:

### Project Initiation

- Initial scope defined
- Identify objectives
- Preliminary project timeline established
- Initial funding requirements
- Identify stakeholders

### Project Planning

- Develop scope
- Develop project plan
- Project schedule
- Project budget
- Procurement plan
- Communication plan

### Project Execution (Design, Tender, Construction)

- Preparation of consultant agreements
- Design review
- Preparation of construction tender documents
- Contract award recommendations
- Oversee all construction activities
- Site inspections – review completed work
- Tracking and reporting project status
- Reviewing progress payments

### Project Closeout

- Finalize all project activities
- Contract closeout documents
- Complete deficiencies
- Final reports, inspections, commissioning
- Training/Operation Manuals

## How will applications be evaluated?

Housing Provider applications for funding will be evaluated and scored based on the following four criteria:

- 1. Project Need** - The information provided should demonstrate the repairs and rehabilitation required to bring a unit to an acceptable standard while improving energy efficiency. The project value will be scored (0-10) with a weighted value of 35 points.
- 2. Project Scope** - The description of the requested project should identify the full scope and impact of the project. How does the recommended project positively affect the overall unit/building infrastructure? The project value will be scored (0-10) with a weighted value of 20 points.

- 3. Project Value** - The price shows value by providing estimates or attached competitive quotes from vendors. If project incentives are available an estimate should be calculated within the application for funding submission. Where appropriate, description of return on investment (ROI) should also be included showcasing how project saving over years will pay back the capital investment. The awarded value for projects previously funded under the Social Housing Electricity Efficiency Program (SHEEP), Social Housing Improvement Program (SHIP) and Social Housing Apartment Improvement Program (SHAIP) will be taken into account when the evaluation team is making its selections under this program funding source. The project value will be scored (0-10) with a weighted value of 35 points.
- 4. Project Execution and Timeframe** - The applicant will describe the project timeframe in a methodical way identifying critical milestones and key time stressors that may affect the project. The applicant is encouraged to include a critical process map (e.g. timeline for the project, Gantt chart, etc.), and, where available, a detailed breakdown of the project management team including experience of each team member. An expectation of all applicants is that they will procure professional consultant services for the development of project scope and preparation of specification and drawings to be utilized in a competitive bid process. The project value will be scored (0-10) with a weighted value of 10 points.

For further information refer to the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) [Program Guidelines](#)

## COMPLETING THE HOUSING PROVIDER APPLICATION FORM

APPLICATION CLOSE: **February 28, 2020 by 4:30 p.m.**

SUBMIT APPLICATIONS TO: **Housing Strategy and Program Delivery  
Attention: Ashleigh Hopkins  
Email: [housingproviderinfo@york.ca](mailto:housingproviderinfo@york.ca)**

APPLICATION FORMAT: Completed applications with supporting documents (initialed, signed and scanned) must be submitted by the deadline either by email (in PDF format) to [housingproviderinfo@york.ca](mailto:housingproviderinfo@york.ca) or by mail to:

Housing Strategy and Program Delivery  
17250 Yonge Street, 3rd Floor  
Newmarket, ON L3Y 6Z1  
Attention: Ashleigh Hopkins

York Region will use the same scoring matrix for all applications when selecting projects.  
Only completed applications submitted will be considered.  
**Late applications will not be accepted.**

## SECTION 1 – HOUSING PROVIDER INFORMATION

Housing Provider Legal Name

### BUILDING ADDRESS:

Street number                      Street name

City/Town                                      Postal code

### BUILDING TYPE:

Apartment              Townhouse

# of units in building

### CONTACT:

Name                                      Title

Phone number                              Email

**PLEASE RESPOND TO THE FOLLOWING QUESTIONS IN DETAIL:**

**1. Financials:**

a. Current Capital Replacement Reserve Fund Balance

\$ \_\_\_\_\_ as of \_\_\_\_\_

b. Current Accumulated Surplus Balance

\$ \_\_\_\_\_ as of \_\_\_\_\_

**2. Program Eligibility Criteria:**

a. Housing Providers participating in the program must agree to a 10-year affordability period after the completion of the funded work, including a minimum of five years during which they will operate as social housing under the *Housing Services Act, 2011*. The affordability requirement applies regardless of any operating agreements or mortgage obligations or agreements between the Region and eligible Housing Provider.

Following the five-year period, Housing Providers must maintain a weighted average rent for the building/project at or below 80% of the Canada Mortgage and Housing Corporation Average Market Rent for the applicable local municipality.

Does the Corporation agree to comply with OPHI program requirements to remain affordable for a 10-year period after completion of the work?

Yes      No

b. Does the Corporation agree to follow a competitive process for procurement of project materials and services as required by the Region?

Yes      No

**3. Other:**

a. Would the Corporation consider bulk tendering if applicable?      Yes      No

b. Does the Corporation agree to enter into an Agreement with the Region prior to receiving funding, if approved?

Yes      No

**SECTION 2 – PROPOSED PROJECTS**

1. Provide itemized professional estimate of costs associated with the project (available Capital Plan, tender or documents, quotes, etc.) List projects in order of priority.

Proposed Project(s) - PRIORITIZED	Estimated Cost (\$) Excluding HST
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
<b>Total \$</b>	

Vendor quotes attached? (optional)                      Yes      No

If the application consists of more than one project, please complete **Section 3: Project Details** for each of the projects identified above and attach supporting documents.





7. Identify project timeframe including critical milestones and key time stressors

8. Identify the preferred construction period

April 2020 to March 2021

April 2021 to March 2022

Housing providers are encouraged to attach a Project Management Plan that identifies critical process map of the project (i.e., a Gantt chart, detailed breakdown of the project management team including experience of each team member).

**This Ontario Priorities Housing Initiative application was approved by the Board of Directors:**

Name

Title

Signature

Date (mm/dd/yy)