**REACHING HOME CAPITAL PROPOSAL FORM**

# Capital proposals requests to Reaching Home for building purchase and renovations must complete all sections of this Capital Proposal Form.

1. **ONGOING (OPERATING) EXPENSES AND REVENUE**

**Ongoing (Operating)Expenses**

\*Year one would begin when the construction or renovation is complete and the capital facility is operational.

|  |  |  |
| --- | --- | --- |
| Year 1 | **2024-25** |  |
| Building Coordinator |  |  |
| Cleaning and Maintenance Services, Cleaning and Maintenance Equipment, Supplies |  |  |
|  |  |  |
| Electricity & Heating |  |  |
| Water & Sewer |  |  |
|  |  |  |
| Admin Wages & Benefits |  |  |
| Admin Supplies |  |  |
| Audit / Bank Charges |  |  |
| Property Taxes |  |  |
| Building Insurance |  |  |
| Linen & Personal items for Emergency Rooms |  |  |
|  |  |  |
| Replacement Reserve (Future Upgrades) |  |  |
| Contingency for Vacancies, Debt, Minor Damages (5%) |  |  |
| Projected Mortgage |  |  |
|  |  |  |
| **Total** |  |  |

**Ongoing Revenue of Housing Units** (for capital projects only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMERGENCY Unit Rate**  (per diem) | **# of Beds** | **Occupancy rate estimate (%)**  **(e.g. 80%)** | **Average Monthly Revenue** | **Average Annual Revenue** |
| $0.00 | 0 | 0% | $$0.00 | $$0.00 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NON- EMERGENCY Housing Units** | **# of Units** | | **Monthly Rent** | | **Annual Revenue** | |
| Choose an item. | 0 | | $0 | | $0 | |
| Choose an item. | 0 | | $0 | | $0 | |
| **TOTAL** |  | | **$****0** | | **$****0** | |
| **Ongoing Revenue Projection** (for capital projects only): | | | | | | | |
| **SOURCES OF POST PROJECT ANNUAL REVENUE**  (including Partner/Rental Income) | | **Cash Contributions** | | **In Kind Contributions** | | **Confirmed?** | |
| Emergency + Non-Emergency. Housing | | $0 | | $0 | | Estimate | |
|  | | $0 | | $0 | | Yes or No? | |
|  | | $0 | | $0 | | Yes or No? | |
| **TOTAL** | | **$0** | | **$0** | |  | |
| **GRAND TOTAL** | | **$0** | | | |  | |

|  |  |
| --- | --- |
|  | **Year 1** |
| **Total Operational Revenue** |  |
| **Total**  **Costs** |  |
| **(Revenue minus cost)**  **Annual Surplus** |  |

1. **SUSTAINABILITY 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? |  |  |

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 mistake
  + 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 (one letter for each funding source) prior to entering into a Funding Agreement.

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 dollars that will be provided, and the time period when funding will be provided (preferably with detailed day-month-year to day-month-year clearly noted).

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, appliances 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:

* + Land owners 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.

**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 mistake
  + 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

**ORGANIZATION AUTHORITY:**

**Signature and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## III. ENVIRONMENTAL INFORMATION

**1. WILL YOU BE APPLYING, OR HAVE YOU APPLIED, TO ANY OTHER FEDERAL DEPARTMENT(S) OR AGENCY FOR FUNDING, PERMITS OR AUTHORIZATIONS, OR FOR THE USE, LEASE, OR SALE OF FEDERALLY REGULATED OR CROWN LAND(S) RELATED TO THIS PROJECT?**

**YES**  (**complete the table below) NO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Nature of Involvement** | **Phone Number** | **Contact Name** |
|  |  |  |  |
|  |  |  |  |

**2. HAS AN ENVIRONMENTAL ASSESSMENT OF THIS PROJECT BEEN DONE OR IS ONE IN THE PROCESS OF BEING UNDERTAKEN?**

**YES**   **NO**

***If yes****, please include a copy of any environmental assessment report already produced for this project. If a copy of the report is not available, or is in the process of being produced, indicate the name, address and phone number of a person who can be contacted for a copy.)*

Contact Information:

**3. WILL THE PROJECT ACTIVITIES INVOLVE CONSTRUCTION, OPERATION, MODIFICATION, DECOMMISSIONING, OR ABANDONMENT OF ANY BUILDING, STRUCTURE, TRAIL, PARK, FACILITIES, ETC.?**

**YES**   **NO**

***If yes****, provide details, sketches, design details, appropriate maps, etc.*

|  |
| --- |
|  |

**4. WILL THE PROJECT OCCUR IN, ON, OR WITHIN 30 METRES OF A WATER BODY?**

**YES**   **NO**

***If yes****, provide details, sketches, design details, appropriate maps, etc.*

**5. IS THERE ANY CHANCE THIS PROJECT COULD RELEASE ANY POLLUTING SUBSTANCE INTO A WATER BODY OR WETLAND DURING CONSTRUCTION AND/OR AFTER THE PROJECT BEGINS OPERATION?**

*(Ex. silting, chemicals, waste, disposal of materials, etc.)*

**YES**   **(specify) NO**

**6. DOES THE PROJECT INVOLVE THE CLEANUP, STORAGE, HANDLING, USE, OR DISPOSAL OF POTENTIALLY HAZARDOUS MATERIALS?***(e.g. contaminated soil, chemically-treated wood, lead-based paints, PCB’s, HCF’s, CFC’s, asbestos, fiberglass, dusty conditions in an old building [if concern is warranted i.e. lack of information on dust content, significant accumulation of dust], oil or gas tanks, resins, toxins, pesticides, fertilizers, caustic substances, etc.)*

**YES**   **NO**

**7. WILL HEAVY EQUIPMENT BE USED DURING CONSTRUCTION OF THE PROJECT, OR ONCE THE PROJECT IS OPERATIONAL?**

**YES**   **NO**

***If yes,*** *describe the type of equipment and what it will be used for: (i.e. bull dozer to level 2 acres of land).*

**8. DOES YOUR PROJECT OCCUR IN AN UNDEVELOPED AREA?**

**YES**   **NO**

***If yes****, advise if there will be cutting or removal of trees or shrubs from an area greater than 1,000 square meters, or clearing or removal of all vegetation from an area greater than 500 square meters.*

**9. HAS THE PUBLIC BEEN CONSULTED OR ARE THERE PLANS TO CONSULT THE PUBLIC WITH REGARDS TO THIS PROJECT?**

**YES**   **NO**

***If yes****, describe the level and means of public consultation (town-hall meetings, focus groups, advertising notices and level of response, one-on-one or small group meetings with concerned citizens, groups or neighbours to the project, etc.)*

**10. DESCRIBE THE LEVEL OF PUBLIC SUPPORT AND/OR CONCERNS EXPRESSED WITH REGARDS TO CONSTRUCTION, START-UP OR OPERATION OF THIS PROJECT?** *(Describe the nature (verbal, letters, media, etc.) of any sensitivity and any action(s) taken to assess/address the concerns.)*

**11. IF THE PROJECT INVOLVES RESTORATION OR REFURBISHING OF AN EXSISTING BUILDING OR STRUCTURE, OR IS A NEW CONSTRUCTION, IS THERE ANY CHANCE THAT LEAD BASED PAINTS WILL BE SCRAPED, SANDED, SAND BLASTED OR NEWLY APPLIED: OR, WILL ANY KIND OF FUEL TANK BE REMOVED OR INSTALLED?**

**YES**  **(specify) NO**

**12. ARE ADDITIONAL PHASES TO THE PROJECT PLANNED OR ENVISIONED FOR THIS PROJECT?**

**YES**   **(specify) NO**

**13. ARE THERE OTHER PERTINENT DETAILS CONCERNING THE PROJECT THAT COULD IMPACT ON THE ENVIRONMENT?** *(i.e. physical, social, cultural or economic environment or anything of an archaeological, architectural, historical, or paleontological significance)*

**YES**   **specify) NO**

**DECLARATION**

Must be signed by as many persons as required by the organization’s statutes or by-laws**.**

* I declare that I am legally authorized to sign and submit this Environmental Assessment.
* I declare that the information provided in this Environmental Assessment is true, accurate, and complete to the best of my knowledge.
* I understand that if the information described above is false or misleading, I or the Organization may be required to repay some or all of the funding received.
* I declare that the Organization and any person lobbying on its behalf is in compliance with the [*Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.)*](http://laws-lois.justice.gc.ca/eng/acts/L-12.4/) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding.

**ORGANIZATION AUTHORITY:**

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE/POSITION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_