



Community Housing Capacity Building Program (CHCBP)

Proponent Guide, 2020-2021

Department of Municipal Affairs and Housing



Community Housing Capacity Building Program (CHCBP) Proponent Guide, 2020-2021

Effective: October 30, 2020



Community Housing Capacity Building Program (CHCBP)

Proponent Guide, 2020-2021

Department of Municipal Affairs and Housing

Contents

1. Introduction	3
2. Eligibility	3
3. Prioritization and Assessment of Applications	3
4. Eligible Activities (See Appendix A for definitions)	4
5. Application for CHCBP (See Appendix B for Application & Reference Info).....	4
6. Funding Terms and Conditions (See Appendix C)	4
7. Submitting Your Application	4
8. Program Process – Next Steps	5
Appendix A: Definitions of Eligible Activities.....	6
Appendix B: Application & Reference Material	8
Appendix C: Funding Terms and Conditions	15

1. Introduction

Under the new 10-year Bilateral Agreement with the Canada Mortgage and Housing Corporation (CMHC) to deliver the National Housing Strategy (NHS), Housing Nova Scotia (HNS) has committed to support the preservation of 1,319 existing units in the community housing sector that are owned and operated by co-operative and non-profit housing organizations. HNS is offering grants through the Community Housing Capacity Building Program (CHCBP) to support community housing organizations achieve this end as per the following program guide.

Program Objectives

- Stabilize and preserve community housing assets to ensure co-ops and non-profits continue to offer affordable units to low-income households.
- Strengthen organizational and governance capacity to ensure the long-term sustainability of the community housing sector and set the stage for growth in future years.
- Enable organizations to build their capacity to access additional federal and provincial funding to support long-term sustainability and growth.

2. Eligibility

Eligible Applicant

- Is a non-profit housing provider, including cooperatives, that owns and operates housing units, is registered with the Nova Scotia Registry of Joint Stocks and is currently in good standing;
- Has a demonstrated need for undertaking capacity building activities under the CHCBP; and,
- Demonstrates, through its Contribution Agreement with HNS, that it has the appropriate governance structure in place to administer, manage, and report on project outcomes in accordance with requirements set out in the contribution agreement and/or at the request of HNS.

Ineligible Applicants

- Individuals
- For-profit entities
- Non-legal entities
- Non-profit organizations that do not own or operate affordable housing
- Entities with an expired or revoked registration for non-payment-with the Registry of Joint Stocks

3. Prioritization and Assessment of Applications

Prioritization of applications is based on:

- I. Community housing organizations with an expiring SHA operating agreement in 2020-2021.
- II. Organizations with an expiring SHA operating agreement in subsequent years.
- III. Organizations with an SHA operating agreement that has already expired, or which did not have an SHA operating agreement at any time but demonstrate capacity for future growth.
- IV. Organizations that have demonstrated that they have or plan to apply for federal funding targeted to building capacity and transformation in the community housing sector.

Assessment of applications is based on:

- Organizational status relative to SHA operating agreement
- Alignment of proposal with CHCBP priorities/outcomes
- Demonstrated plan to access available federal funding
- Strategic partnerships identified
- Organizational mandate
- Project workplan
- Project budget

4. Eligible Activities (See Appendix A for definitions)

- Building Condition Assessment (BCA), including:
 - Structural Engineers Report
 - Environmental Site Assessment (Phase I and Phase II)
 - Electrical Report
 - Energy Efficiency Report
- Asset Management Plan (AMP)
- Portfolio Review
- Governance/Operational Review
- Business Plan

5. Application for CHCBP (See Appendix B for Application & Reference Info)

- Complete the CHCBP Application Form which is included as Appendix B of this document
- A quote must be attached to the application form to support the application; a proposal containing additional information may also be attached
- Proposed projects must align with program objectives
- Application must clearly describe the eligible activity, how will be undertaken, anticipated timeline and anticipated outcomes

6. Funding Terms and Conditions (See Appendix C)

Proponents must accept the terms and conditions as presented in Appendix C, which apply to all projects funded under the CHCBP.

HNS will fund eligible costs plus the non-recoverable Harmonized Sales Tax (HST) associated with the costs. Recoverable HST is the amount of HST paid on eligible purchases and expenses for which qualifying non-profit organizations can claim a rebate from the Canada Revenue Agency.

7. Submitting Your Application

- Applications are available from the following email address: communityhousinggrants@novascotia.ca
- Proponents must submit completed and signed application forms in fillable PDF format-via email to communityhousinggrants@novascotia.ca by December 16, 2020, at 4:30 pm.
- Proponents will receive acknowledgement of proposal submission via email.
- Final decision based on the evaluation of the proposal will be communicated to applicants via email. The number of projects approved is subject to availability of budget funds.

- Questions about the application process or the program may be sent via email to communityhousinggrants@novascotia.ca

8. Program Process – Next Steps

- If approved for funding, applicants will be required to sign and return a Contribution Agreement that confirms the applicant's acceptance of the terms and conditions
- Applicants are to complete the work and submit the following documents:
 - Final invoice for payment
 - Draw request letter signed by the applicant (attached to Contribution Agreement)
 - Statutory declaration signed and witnessed
- Funds will be released upon receipt of these documents

Appendix A: Definitions of Eligible Activities

- **Building Condition Assessments**

A Building Condition Assessment (BCA) is a report that evaluates the condition of the properties within an organization's portfolio. It includes a review on a building's envelope, structural foundation, superstructure, electrical and mechanical systems, including heating and cooling as well as interior finishes and fixtures. A BCA may also include the exterior elements of the property including site grading and drainage, condition of walkways, roadways and servicing infrastructure and lighting.

A Building Condition Assessment may also include:

- Structural Engineer Report: A report on the structural soundness of a building's weight bearing components such as foundation, framing, posts, beams, trusses, and or columns.
- Environmental Site Assessment and Report (Phase 1 & Phase 2): A report on the existence and scope of soil or groundwater contamination as well as the presence in buildings of products such as asbestos, lead paint or mold. If a Phase I assessment identifies potential environmental issues, a Phase 2 assessment involving more in-depth sampling or testing may be required
- Electrical Report: A report produced by a qualified electrician detailing the state of the building's electrical components and defects relative to the latest issue of the Canadian Electrical Code.
- Energy Efficiency Report: An Assessment by a certified advisor examining insulation levels, air leakage and mechanical systems of a building. The energy performance of the building is rated. This report can serve as a roadmap for prioritized efficiency upgrades to save energy and potentially money

- **Asset Management Plan**

Based on information provided through a Building Condition Assessment (BCA), an Asset Management Plan helps an organization make effective decisions about operation, maintenance, renewal, replacement, expansion, and disposal of its properties. An Asset Management Plan typically includes the following elements:

- Recommended capital repair allocations and development of an annual maintenance plan to inform budgeting
- Identification of opportunities to reduce operating costs such as increasing energy efficiency
- Accessibility improvements to support aging-in-place
- Identifying redevelopment opportunities of sites in the portfolio including possible additional new revenue that could be generated
- Identifying divestiture candidates and a disposal plan
- Development of a Reserve Fund establish a reserve fund to enable properties to be maintained.

- **Portfolio Review**

A portfolio review assesses the current state of an organization's portfolio and identifies options for improving the organization's sustainability within the context of the rental market and affordable housing supply. A portfolio review should include, at minimum:

- Analysis of property data, including unit condition, existing zoning, operating cost, market value, rental rates, etc.
- Investment required for any required repair/renewal based on a completed Building Condition Assessment
- Evaluation of sites for potential divestiture or re-development
- Financial analysis
- Identification of opportunities for introduction of mixed-market models.

- **Governance/Operational Reviews**

In an evolving housing environment where all Social Housing providers must innovate and adjust their operating models, leadership, governance, culture, and expertise are critical to supporting successful transition. Governance and operational reviews assist organizations to assess the effectiveness of their current governance and operational structure. These reviews typically including the following elements:

- Review of existing governance model, including identification of challenges and opportunities.
- Review of existing operational framework and identification of opportunities to improve financial sustainability through new models, such as merging traditional social service functions with revenue-generating activities; cost efficiency measures; innovation and new enterprise; leveraging asset equity to generate funds for new development or intensification; and diversification into mixed-market rental structures.
- Gap analysis of the skills and competencies of existing staff and elected board members compared to those needed to support modernization and transformation such as contract management, asset renewal and development, market management strategies, development financing and financial planning.
- Review of board policies and procedures.

- **Business Plan**

Based on information provided through completed Building Condition Assessments, Portfolio Reviews, Asset Management Plan, Governance/Operational reviews, and/or other related documents, a Business Plan describes the strategies that an organization will undertake over a multi-year period to address the identified asset and organizational targets.

Appendix B: Application & Reference Material

Part A: Applicant Details

Agency Applying: _____

Project Lead: [person implementing & reporting] _____

Position: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Part B: Project Fundamentals

Project Title/Name: _____

Location (town, community) of Project Activities: _____

Start Date: _____

End Date: _____

Part C: Project Description

1. Alignment with CHCBP Priorities

In 2020-2021, the Community Housing Capacity Building Program (CHCBP) will fund initiatives that support provincial priorities of preserving and sustaining existing social and community housing and endeavour to work towards expansion. Eligible projects should align with one or more of the CHCBP objectives as described in the Proponent Guide. Organizations that commit to or have launched development of applications for additional federal funding through the National Housing Strategy will receive special consideration.

Check the boxes below for each priority that aligns with your project plan, deliverables, and expected outcomes and describe on the page that follows how your organization will undertake eligible activities and achieve each of the checked items.

- Stabilize and preserve community housing assets to ensure co-ops and non-profits continue to offer access to safe, suitable, and affordable units to low-income households.
- Strengthen organizational and governance capacity and strategic planning to ensure growth and long-term operating sustainability of the community housing sector.
- Identify strategic partnership opportunities and leverage external (federal/provincial) funding to ensure the community housing sector has the resources it needs to better meet emerging challenges.

2. Project Funding Partners

A key priority of the CHCBP is to encourage community housing organizations to maintain and expand strategic partnerships that can enable them to preserve affordable housing stock, support improvements to organizational effectiveness, efficiency and sustainability, and support expansion in the years to come.

In the table below, please provide details on project partners and describe their roles and responsibilities.

Partner Organization Name	Partner Lead Contact Name, Position, and Email	Partner Role/Responsibility

In the space below, describe how the strategic partnerships above will be leveraged to achieve project outcomes and advance your organization's short-and-long-term goals. Organizations that demonstrate commitment to or have applied for external, federal funding under the NHS will be prioritized.



Community Housing Capacity Building Program (CHCBP)

Proponent Guide, 2020-2021

Department of Municipal Affairs and Housing

Part D: Project Workplan

In the table below, develop a workplan that describes project deliverables and associated eligible activities, roles and responsibilities, timelines, and expected outcomes.

#	Deliverables	Activities	Roles/Responsibilities	Timelines	CHCBP Outcomes
1.					
2.					
3.					
4.					

Part E: Itemized Budget and Quotes

In the table below, provide an Itemized Budget that describes both eligible and ineligible project expenses. If additional project costs are incurred by another external organization, also include these details in the Itemized Budget. Including ineligible expenses will provide Housing Nova Scotia with information about the full scope of the project. **Attach quote to support itemized budget.**

Description	Funding Program	Costs (including HST)	Funding Source/Partner Organization (if applicable)	Notes
Totals				
Total Amount of Grant Request				

Part F: Application Submission

Completed Applications should be submitted in PDF format via email to communityhousinggrants@novascotia.ca prior to December 4, 2020, at 4:30pm. *Note, the email's subject line should read: [AGENCY NAME] CHCBP APPLICATION 2020-2021.



Community Housing Capacity Building Program (CHCBP)

Proponent Guide, 2020-2021

Department of Municipal Affairs and Housing

Part G: Applicant Declaration and Signature

I have read the Community Housing Capacity Building Program Proponent Guide, 2020-21, in its entirety including Appendices. I have understood, and I agree to all the terms and conditions listed therein.

I certify and declare that all the information contained in this application is complete and accurate in every respect. I am aware that the discovery of any false statements made in the application may result in the cancellation of this application and I agree that such action by Housing Nova Scotia (HNS) will be without penalty or liabilities for damages.

I hereby acknowledge that any work carried out before I receive written confirmation of approval is not eligible for assistance.

I understand that this application does not obligate HNS to approve program funding.

I have the authority to sign this application on behalf of the cooperative/non-profit.

On behalf of the Board:

Name (Please print): _____

Signature: _____ Date: _____

Witnessed by:

Name (Please print): _____

Signature: _____ Date: _____

Application Reference Information

Expected Outcomes

All projects that receive CHCBP funding will set the stage for long-term growth and transformation of the community housing portfolio by advancing one or more of the following outcomes:

- Improved operating sustainability including clear asset planning and sound financial management
- Organizations make effective and evidence-based decisions about operation, maintenance, renewal, replacement, expansion, and disposal of properties
- Organizations' governance structures comprise the leadership and expertise required to support transformation and innovative decision-making
- 1,319 existing community housing units are maintained as part of the Province's Social Housing baseline
- Organizations identify partnership opportunities and leverage federal funding to support stabilization, perseveration, and expansion

Project Costs

Itemized Budget

Applicants are required to list all project/initiative costs in the budget section of the application form. The budget must provide a clear itemized breakdown of expenditures to help Housing Nova Scotia assess the funding request. Applicants must use the Itemized Budget in the Application (Appendix A, Part E). Organizations must include information on both eligible and ineligible costs. Information on ineligible costs is being collected by Housing Nova Scotia to assess what partnerships and other funding sources support project implementation and obtain a complete picture of the project being undertaken.

Eligible Costs

Applicants are encouraged to combine funding sources in support of their project. Budgets should fully disclose all other funding sources that are being leveraged as part of the project proposal.

Costs incurred prior to the signing of a commitment agreement will be ineligible.

Eligible costs include those associated with carrying out eligible program activities as outlined in section 5.

Ineligible Costs

The following types of expenditures and activities are not eligible for funding under the CHCBP:

- Budget deficits
- Capital loans and capital expenditures
- Costs covered by other government funding
- Interest expenses incurred on operating loans

- Legal challenges, costs, and settlements
- Mortgage financing/loan guarantees
- Operational funding to enhance existing government-funded programs or provide bridge funding that does not contribute to the objectives of the CHCBP Program
- Professional organization fees paid on behalf of staff for membership in professional organizations
- Property tax expenses
- Public relations and fund-raising expenses
- Travel, accommodation, and meals expenditures for the proponent

Appendix C: Funding Terms and Conditions

The following terms and conditions apply to all projects funded under the CHCBP:

I. Contribution Agreements and Final Reporting

To receive funding through the CHCBP, recipients must commit, via their contribution agreement with Housing Nova Scotia, to maintaining their existing number of affordable units for the fiscal year by signing the Statutory Declaration in the template attached.

II. Communications Protocol

The Communications Protocol applies to all communications activities related to projects funded under the CHCBP. Communications activities undertaken by proponents related to the activities funded under the CHCBP must be pre-approved by Housing Nova Scotia to ensure that Nova Scotians are informed of investments made in Housing and that they receive consistent information about funded projects and their benefits. Proponents will provide at least 15 business days' notice to Housing Nova Scotia. If the communications activity is an event, it will take place at a mutually agreed date and location.

Communications activities can be generally defined as, but not limited to, the following:

- Public or media events and/or ceremonies
- News releases
- Reports
- Web and social media products or postings
- Blogs
- News conferences
- Media interviews
- Public notices
- Physical and digital signs
- Publications
- Success stories and vignettes
- Photos, videos, multi-media content
- Advertising

Joint communications or communications activities that relate to the project and are collaboratively developed and approved by CMHC, Housing Nova Scotia and, where applicable, the proponent, should not occur without prior knowledge and agreement of all parties. Each of the parties may request joint communications with at least 15 business days' notice.

Media Relations

Proponent will share information within one (1) business day with Housing Nova Scotia should significant media inquiries be received, or emerging media or stakeholder issues arise to a project funded under CHCBP.



Community Housing Capacity Building Program (CHCBP)

Proponent Guide, 2020-2021

Department of Municipal Affairs and Housing

Declaration

I, _____ declare that _____ will continue to operate _____ existing affordable units at rates below market rent for my area for the 2020/21 fiscal year.

Signed:

Your Signature

Declared at:

Address where Declaration was Signed

On this date:

Witness:

Witness Signature

Witness contact information:

This signed and witnessed Declaration must be submitted by proponents in PDF format to Housing Nova Scotia via email:

communityhousinggrants@novascotia.ca.

*The email's subject line should read: [AGENCY NAME] CHCBP Declaration, 2020-2021.

Recipient will receive acknowledgement of submission of the Declaration via email.