

# Capital Regional Housing Trust Fund

For Internal Use Only

## Application for Funding

File # \_\_\_\_\_

### 1.1 Summary Information

#### Sponsor

Name of Society: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of incorporation: \_\_\_\_\_

Canada Revenue Agency charity number: \_\_\_\_\_

Contact person and position: \_\_\_\_\_ Telephone: \_\_\_\_\_

#### Proposal Summary

Target clientele (tenants). Please indicate the client group(s) the Society wishes to serve and the number of units proposed (for example, supportive seniors, women in transition, persons with mental illnesses homelessness). If more than one group is being targeted, indicate the approximate number of units that will dedicated to each group.

Client Group (Tenants)	Number of Units	Income Target
	<b>Total</b>	

#### Tenant Selection Process

How will tenants be selected? \_\_\_\_\_

\_\_\_\_\_

If tenants are referred, where will the referral come from? \_\_\_\_\_

Will tenancies be in accordance with the BC Residential Tenancy Act? \_\_\_\_\_ Explain:

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### Development Team

Project manager: (contact) \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Procurement strategy. Indicate if the Society has determined its strategy for acquisition, constructing/renovating the building and assembled a development team.

Acquisition

Project Address: (Realtor contact) \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Design-tender

Architect: (contact) \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Design-build

Developer: (contact) \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Developer's architect: (contact) \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Construction management

Construction manager: (contact) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Service Delivery Strategy**

Please indicate what services the tenants will need and how the Society will provide them. For example, if meal service is intended, explain whether the Society's own staff will prepare and serve them or whether the Society will contract with another entity to provide them. If the Society will be contracting out services, please identify potential delivery partners.

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If the Society has engaged a consultant to help set up the delivery of support services (or specify and negotiate services with third party providers), please give the contact information below.

Service delivery consultant: (contact) \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Target Occupancy Date**

When would your proposed Project be ready for occupancy? \_\_\_\_\_

## 2.1 Letter of Committal

All applications must include a letter of committal in the form below and a copy of a resolution by the Society's Board of Directors or Executive Committee authorizing this application.

Date: \_\_\_\_\_

CRD Housing Trust Fund Commission  
631 Fisgard Street  
Victoria BC  
V8W 1R7

Sample

Attention: Chair: RHTF Commission

### Re: RHTF Application,

I, (name) am the (position) of (Society's full legal name), the Proponent of the attached application. By a resolution passed by the Society's Board of Directors on (date), a copy of which is attached, I have the authority to make this application and bind and make representations for the Society. Through this application, we agree to all the terms and conditions of the Regional Housing Trust Fund operating agreement and we agree to be bound by statements and representations made in this application.

We understand that our application is subject to the *Freedom of Information and Protection of Privacy Act* under which applicants can request that Regional funded bodies such as Capital Region District release information on the allocation of Regional program funds. Records can be withheld if their disclosure would be harmful to the business interests of the Regional body or the party with which it is doing business; however, in the case of a dispute, the final decision is made by the Information and Privacy Commissioner.

We certify that neither the officers nor directors have any actual or potential conflict of interest between our interests and the interests of Capital Region District under this application process. We acknowledge that if a conflict exists Capital Region may, at its discretion, withhold consideration of our application. Further, we understand that the Board, President and staff of the Society may be required to execute a statutory declaration with respect to conflict of interest.

We authorize and consent to Capital Region District receiving and exchanging with others, any references provided in the Proposal, and with other persons with whom we have had dealings. We understand that such information may be a factor in the decision of Capital Region to enter into agreements for this application.

Society's legal name: \_\_\_\_\_

Authorized Officer: \_\_\_\_\_ Date: \_\_\_\_\_

### 3.1 Society Capacity

#### Sponsor Experience, Organization, and Development Team

Number of developments/programs managed: \_\_\_\_\_

Experience. Please summarize the Society's experience by listing the number of units of any housing owned or managed by the Society and any programs delivered by the Society.

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Number of staff: \_\_\_\_\_ (Full Time Equivalentents)

Number of directors (board members): \_\_\_\_\_

Number of members who are not also directors: \_\_\_\_\_

Does your organization have any formal relationship with other community groups, for example a provision in your by-laws requiring membership by some directors in a "parent" organization? (Describe briefly if "yes".)

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Does your organization have a historical relationship with other community groups? For example, was your organization founded by a service club?

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Does your organization have a fund-raising committee, branch, or a relationship with a foundation?

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When was the last major capital project undertaken by the Society? Briefly describe its scope.

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Please summarize the Society’s organization, using the format below. Add or delete “groups” as necessary.

<b>Board/Committee Structure</b>	<b>Number of Members and Chair or Board Liaison</b> (when applicable)	<b>Role</b> (brief description as appropriate)
General Membership		
Board of Directors		
Executive Committee		
Nominating (or Recruiting) Committee		
Operations (or Services) Committee		
Finance (or Audit) Committee		
Residents’ Activities (or Liaison) Committee		
Development (or Special Projects) Committee		
Fundraising (or Community Liaison) Committee		
Volunteer Activities Committee		

**Support Documentation: Society Experience, Organization, and Development Team**

1. **Mandatory** Please provide a profile of your officers and directors including their roles (if they have particular responsibilities) and their relevant experience, skills and/or education.
2. **Mandatory** Please provide a profile of your senior staff including their roles and responsibilities and their relevant experience, skills and/or education.

3. **Mandatory** Please submit a copy of the Society's Certificate of Incorporation, constitution and by-laws or application for incorporation and draft constitution and by-laws.
4. **Mandatory** Please submit copies of the most recent auditor's letter of opinion with respect to the Society's financial statements, any recent management letters from the Society's auditor, and your financial statements for the most recent fiscal year for which they are available.
5. Please submit any contracts (including draft contracts), letters of agreement or other documents which establish a contractual relationship between the Society and its consultants and/or partners in the Proposal.
6. Please attach, if available, the Society's mission statement, history or any promotional material used for recruiting or fundraising.

#### **4.1 Project Rationale: Business Case**

Please provide the business case for targeting the tenants whom the Society wants to serve. This would typically include:

- The geographic area ("catchment area") which the Society expects to serve.
- The number of people from the target population living in the catchment area.
- Income data on the target population.
- Present living circumstances (home-owners, renters).
- The portion of income now being spent on housing.
- How the proposed rent and support service charges are affordable in comparison to the tenant's income and the local market.

This demographic overview may be supplemented by survey data on need and demand assembled by people working with the target group.

#### **5.1 Housing Concept**

Attach as Schedule C drawings of this application.

Proponents are encouraged to submit concept drawings for each floor, showing the housing units and the service and amenity rooms/space which is achieved through the renovation/conversion. If there is a typical unit which will result, a drawing showing the features and its approximate size would be helpful.

Alternately or as a supplement, the Society can describe by narrative what it believes it can achieve in the conversion.

Please summarize the common features which will be achieved in each living unit, by indicating in a table as below the number of units of each type and their features. If there is a variation in features in a unit type, please insert extra lines to show that variation.

Unit type	Bathroom				Kitchen			
	Shared bath	3 piece	Bath	Shower	Stove & oven	Micro-wave	Bar fridge	Regular fridge
Bed-sitting room								
Studio								
One bedroom								
Two bedroom								
Other: (describe)								
<b>Total</b>								

Unit type	Proposed Rent	Proposed Support Service Fee	Proposed Total Rent and Support Service Fee
Bed-sitting room			
Studio			
One bedroom			
Two bedroom			
Other: (describe)			
<b>Total</b>			

## 6.1 Society and Community Contributions

Sponsors must have in place broad community financial support for the proposed Project. Please summarize those contributions below, identifying the source and nature of the contribution. Include both capital contributions and ongoing operational contributions.

Source	Description (including any conditions)	Capital	Operational (per year)
Society: Cash on hand			
Society: Pledges			
Society: Expected Donations			
Municipal Government			
Provincial Government Agencies			
Federal Government Agencies			
<b>RHTF Funding Request</b>			
Other			
<b>TOTAL</b>			

## Support Documentation: Sponsor and Community Contributions

Please submit copies of any written commitments for financial support from community supporters, including municipal resolutions and letters of conditional support from service clubs or foundations.

### 7.1 Capital Budget

Please submit a draft capital budget in the following form, providing notes to the line items, the basis for estimates. Please refer to the Capital Budget Completion Guidelines below for explanations.

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Society: \_\_\_\_\_

Project Address: \_\_\_\_\_

Charitable Status (No.): \_\_\_\_\_ If not applicable, please check

GST Registration (No.): \_\_\_\_\_

	Total	Per Unit
<b>Acquisition &amp; Servicing Costs</b>		
1. Freehold Land Value		
2. Off-site Service Fees		
3. Survey Fees		
4. Title Fees		
5. Municipal Fees		
6. Property Transfer Tax		
7. Loan Commitment Fee		
8. Environmental Report		
9. Demolition		
10. Soil Remediation		
11. Appraisals		
12. Other		
<b>Sub-total: Acquisition &amp; Servicing Costs</b>		
<b>Development Fees and Charges</b>		
1. Interest Pre-IAD		
2. Taxes Pre-IAD		
3. Insurance Pre-IAD		
4. Utilities Pre-IAD		
5. Consultants, Principal		
6. Consultants, Other		
7. Project Manager		

	<b>Total</b>	<b>Per Unit</b>
8. Society Organization Expenses		
9. Project Commissioning		
10. Geotechnical		
11. Legal		
12. Inspections		
13. Lender Fee		
14. Mortgage Insurance Fee		
15. GST Appraisal		
16. Quantity Survey (design-build)		
17. Other		
<b><i>Sub-total: Development Fees and Charges</i></b>		
<b>Building</b>		
1. Construction		
2. Stoves/Fridges		
3. Laundry Equipment		
4. Kitchen Equipment		
5. Common/Dining Furnishings		
7. Office Equipment		
8. Landscaping		
9. Home Warranty Fee		
10. Other		
<b><i>Subtotal: Building</i></b>		
<b>Other</b>		
1. Project Contingency		
2. GST Contingency (Net)		
<b><i>Subtotal: Other</i></b>		
<b><i>Total Costs</i></b>		
<b>Financing</b>		
1. Land Equity (Transfer of title to Society for nominal consideration)		( )
2. Cash Equity		( )
3. CRD RHTF Funding		( )
4. Grants Federal/Provincial		( )
5. Grants (other)		
<b><i>Total Mortgage Financing Required</i></b>		

## **Support Documentation: Capital Budget**

Please provide notes for each major budget category explaining the basis for the estimate.

### **Capital Budget Completion Guidelines**

#### **Project Name**

Complete if name selected.

#### **Society**

Fill in Society's full name as shown on the Certificate of Incorporation.

#### **Project Address**

Fill in the proposed site and civic address if known.

#### **Registered Charitable Status**

Please provide the Society's registered charity number if it is a registered charity under the *Income Tax Act*. Check the "not applicable" box if the Society is not a registered charity.

#### **GST Registration**

Please provide the Society's GST registration number.

### **Acquisition & Servicing Costs**

- **Freehold Land Value to be entered**
- **Off-Site Service Fees**  
As the building exists, none would be anticipated. The municipality should confirm.
- **Legal Fees**  
Costs relating to transferring title, rezoning, lot consolidations, mortgage documents, ensuring the Society's good standing with the Registrar of Companies and amendments to Constitution and Bylaws (if required). A detailed estimate from your legal firm is recommended to verify this estimate.
- **Survey Fees**  
Land surveyor costs (for consolidation, subdivision, easements, rights-of-way) and topographical studies.
- **Title Fees**  
The cost to register all plans and documents in the Land Titles Office.
- **Municipal Fees**  
All municipal costs including Development Cost Charges (levies for street paving, curbs and sidewalks, street lighting, boulevard paving, etc.), school acquisition levies, and application fees for subdivision, rezoning, development and building permits. These costs are obtained from the municipality. Please provide a breakdown.
- **Property Transfer Tax (PTT)**

#### **Land Purchase**

- PTT for the transfer of title (purchase) is calculated at the rate of 1% of the first \$200,000 of the market value of the property plus 2% of the balance.

Societies registered as charitable organizations under the federal *Income Tax Act* are exempt from PTT. The charitable status *must* be in place at the time of registration.

- **Loan Commitment Fee**  
As required by the lender, if a mortgage loan is required.
- **Environmental Report**  
Provide a minimum of \$3,000 for a Phase 1 environmental site assessment. Increase if additional reports are anticipated.
- **Demolition**  
Estimate cost to demolish and remove any improvements not required.
- **Soil Remediation**  
Estimate the cost to the project to remediate environmental site contaminants.
- **Land Appraisal.** As required by the lender, if a mortgage loan is required.
- **Other**  
List and describe any other costs related to acquisition and site servicing.

## **Development Fees & Charges**

- **Interest Pre-IAD** Only applicable if the Society intends to borrow funds in addition to the capital grant.
- **Taxes Pre-IAD**  
Enter an allowance for property taxes from the purchase date to occupancy.
- **Insurance Pre-IAD** Estimate the insurance costs up until IAD.
- **Utilities Pre-IAD**  
If applicable (as in the renovation of an existing building), make an allowance for utilities from purchase to occupancy.
- **Consultants, Principal**  
This category includes all fees for design consultants including architects (prime consultant), and sub-consultants contracted by the prime consultant, including building envelope and code consultants as required. For design -tender Projects, include fees for a quantity surveyor in this category. Please provide a breakdown.
- **Consultants, Other**  
This category includes all fees for design consultants not retained by the prime consultant. Examples include kitchen designers and security consultants. Please provide a breakdown.
- **Project Manager**  
This category includes Project management consulting services.

- **Society Organization Expenses**  
Estimate the expenses which will be incurred by the Society to oversee and administer the Project during development.
- **Project Commissioning**  
Estimate the costs associated with the rent-up phase of the development, such as staff training and orientation and vacancy losses during the rent-up period.
- **Geotechnical**  
Estimate the cost of a geotechnical report, if required.
- **Legal**  
All Society legal fees, based on an estimate provided by their legal firm.
- **Inspections**  
Provide an estimate for inspection services required by municipal and provincial authorities.
- **Lender Fee**  
As required by the lender, if a mortgage loan is required.
- **Mortgage Insurance Fee**  
As required by the lender, if a mortgage loan is required.
- **GST Appraisal**  
Estimate the cost of a GST appraisal if required.
- **Quantity Survey**  
Estimate the cost of a quantity survey, if required.
- **Other**  
List and describe any other costs related to development fees and charges.

## **Building**

- **Construction**  
Include labour, materials, supervision, contractor's overhead and profit, taxes (excluding GST), and insurance not included in Owner Controlled Coverage.  
A construction cost estimate should be provided by the architect in accordance with the scope of services in the architect's contract, developer or construction manager.
- **Stoves/Fridges**  
Total cost of in-suite appliances.
- **Laundry Equipment**  
Common laundry room appliances.
- **Kitchen Facilities**  
Total cost of common kitchen equipment.

- **Common/Dining Furnishings**  
Include all amenity space and dining room furnishings as well as miscellaneous items such as utensils, dishes.
- **Office Equipment**  
Include typical office equipment and furnishings.
- **Landscaping**  
Include items such as plants and trees and any other landscaping features not included in the construction section.
- **Home Warranty Fee**  
Estimate the cost of new home warranty insurance, if required.
- **Other**  
List and describe any other costs related to construction.

## Other

- **Project Contingency**  
The Project contingency is for extra expenses, such as increased interest costs, due to unforeseen circumstances. For renovation projects, a Project Contingency of 10% of all costs less land cost, is considered reasonable. For new construction 3% is considered reasonable.
- **GST Contingency (net)**  
Non-profit housing Projects are not exempt from the Goods and Services Tax (GST). Societies must obtain a GST number. Estimate the amount of GST payable.

## Financing

- **Land Equity**  
This is an estimate of the value of the land and building. The land and building will be transferred to the Society for nominal consideration.
- **Cash Equity**  
Any “cash on hand” which the Society is contributing to the Project. Provide details, e.g. source, whether it is held in a term deposit, etc.
- **Donations**  
Any donations for which the Society has commitments. Provide details, e.g. source, conditions on use, etc.
- **Grants**  
Include the forgivable loan of and any other grants from municipalities or other government agencies. Provide details.

## Total Financing

Enter only whatever the Society intends to finance through a mortgage, i.e. the difference between the projected capital cost and the equity being provided by the Society’s partners.

## 8.1 Services Concept

Please describe the Society's philosophy of operations and illustrate how it will be implemented in the delivery of the required services.

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Does the Society intend to hire staff directly to provide services? If so, please outline the Society's strategy, including the expertise the Society has recruited (existing staff or volunteers, consultants) and any detailed planning already accomplished.

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Does the Society have any experience in the delivery of services?

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Has the Society identified a potential partner (either for-profit or non-profit) which has experience in the delivery of the required services?

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Please indicate which social and recreational opportunities the Society would like to facilitate for its tenants and whether it has identified the means to do so.

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Does the Society have special equipment or resources which will facilitate the social and recreational activities?

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**Support Documentation: Services Delivery**

1. Please submit any plans and schedules which the Society has developed for the activities and tasks which it must undertake to implement its service delivery strategy.
2. If the Society has identified a partner (or partners) to deliver support services, please submit any memoranda of understanding or letters of intent among the Society and its partners and resumes for the partners, listing experience and the qualifications of the principals (owners, managers) of the partners.

**9.1 Operating Budget: Housing**

Please submit a housing operating budget in the following form, providing notes to each line item describing the basis for the estimate. This budget must incorporate all the Project’s rental revenues and housing operating expenses.

**OPERATING BUDGET: HOUSING**

**Society Name:**

**Project Address:**

**# of Housing Units:**

**PART 1**

**Estimated Revenue**

1. Tenant rents: annual
2. Commercial: annual
3. Other: annual (specify)

**TOTAL**

**PART 2**

Estimated Operating Expenses	Proposed
1. Property Taxes & Licenses	\$
2. Insurance	
3. Utilities:	
• Heating & Domestic Hot Water	
• Electricity other than Heat	
• Water & Sewer	
• Garbage Removal	
4. Maintenance:	

• Salaries, Wages & Benefits	
• Building Maintenance, Materials/Repair, Small Equipment	
• Grounds Maintenance, Materials/Repair, Small Equipment	
• Service Contracts (attached list)	
5. Administration:	
• Salaries, Wages & Benefits	
• Office Overhead i.e. Supplies & Small Equipment, Rental Equip. Telephone & Other Communication Service	
• Accounting Fees	
6. Audit & Legal Fee	
7. Replacement Reserve Provision	
8. Contingency for Vacancy Loss	
9. Mortgage Principal & Interest	
<b>TOTAL BUDGET</b>	<b>\$</b>

**PART 3**

**SURPLUS (DEFICIT) \$**

**Support Documentation: Housing Operating Budget**

Please provide notes for each budget category explaining the basis for the estimate.

**Operating Budget Completion Guidelines**

**Society**

Fill in the Society's full name as shown on the Certificate of Incorporation.

**Project Address**

Fill in the civic address.

**# of Housing Units**

Fill in the number of units for which the Society is proposing.

**REVENUE**

- **Tenant Rent Contribution**  
Provide in the notes the breakdown of rents by unit size.
- **Commercial Rents**  
Provide a breakdown for any commercial (non-residential) rents anticipated and the basis for calculating the rents, e.g. price per square foot.
- **Other**  
Include any other anticipated revenue, e.g. extra meals, interest income on funds on deposit, annual donations and fundraising events.

## TOTAL REVENUE

Total all revenue categories.

## EXPENDITURES

- **Property Taxes**

Include the costs for municipal taxes in this category, as well as any license fees the Society has to pay for municipal or regional services.

Some municipalities include service fees for water and sewer with their property tax billing. Record these costs under the “Water and Sewer” category under **Utilities**.

- **Insurance**

Insurance costs for liability, fire, theft, earthquake and other damages, and directors' liability should be entered on this line.

- **Utilities:**

- *Heating and domestic hot water*

If the development will have central heating for the common areas and Tenant's units, enter the total heat and hot water costs in this category. When the units contain individual gas and electricity meters in each resident's name, only enter the costs for heating hot water and the heating costs for common areas.

- *Electricity other than heat*

Include the lighting costs for common areas and other electrical power costs.

If the development will have electric heat, heating costs should be allocated to the Heat/Hot Water Category. If you are unsure of what to budget for heat and other electrical costs, BC Hydro may help with an estimate of the breakdown.

- *Water and sewer*

Include an estimate of what the Society will pay for municipal water or sewer services. If you do not have municipal water and sewer services, include the costs to have a septic tank pumped, or for maintenance of a sanitary system or well in this category.

- *Garbage removal*

Include the costs for municipal garbage pick up or for a private waste removal company here.

- **Maintenance & Repairs:**

- *Building maintenance, materials/repairs, small equipment*

Budget for plumbing and electrical supplies needed on site for repairs. Also include the costs for hiring plumbers, electricians and carpenters to make repairs and estimate cost for any appliance repairs.

Equipment costs, including rental of building maintenance equipment, and janitorial supplies such as hand tools, pails and cleaning products are included in this section.

- *Grounds maintenance, materials/repairs, small equipment*

Include maintenance contract costs for lawn maintenance and services such as pruning and landscaping work. Costs for minor repairs to pathways, parking areas and sidewalks

are also included in this category. Budget for grounds equipment rental costs, fertilizer, plants, gasoline and other materials needed for grounds maintenance and repair.

- *Service contracts* (attach list)

Include recurring contracts for services such as security, snow removal and pest control in this category. Also include service contracts for fire alarm and sprinkler inspections, elevator and intercom maintenance.

- **Administration**

- *Salaries, Wages & Benefits*

Include only the remuneration for staff performing housing related tasks, not those involved in providing services.

- *Office Overhead (supplies, small equipment, rental equipment)*

Include costs for office supplies such as paper, staplers, computer and photocopier supplies, bank charges, etc., as well as office equipment rental in this section. Enter the expenses for telephones, cell phones, Internet service, and pagers.

- *Accounting*

Enter only the cost of bookkeeping, not the audit charge.

- **Audit & Legal**

Enter the amount you pay to have financial statements audited and for legal services in this category.

- **Replacement Reserve**

A reserve may be budgeted to cover the future replacement costs of appliances, flooring, furnaces, hot water tanks, carpets, linoleum, window covering, painting and paving.

- **Contingency for Vacancy Loss**

The contingency for vacancy loss is intended to help the Society meet normal operating costs in times of moderate vacancies. Typically, a budget of one percent of "Total Housing Expenses" is allocated as a contingency for vacancy loss.

- **Mortgage (P & I)**

Enter the amount of the mortgage payments (principal and interest) if any. Compute based on the "Total mortgage financing required" in the capital budget. In the Budget notes, provide the interest rate assumed and the amortization period.

- **Total Housing Expenses**

## 9.2 Operating Budget: Support Services

Please submit an operating budget for the support services in a form similar to the one below, providing notes to each line item describing the basis for the estimate. This budget must incorporate all the Project's services revenues and operating expenses. While the example below is premised on the delivery of hospitality services, the same format can be used for any other service.

### Estimated Services Revenues

Tenant fees: annual  
 Other: annual (specify)  
 Other: annual (specify)

### TOTAL REVENUE

Estimated Operating Expenses	Proposed
<b>Support Services: wage costs and benefits (describe)</b>	
<b>Total Wage</b>	
<b>Support Services: Non Wage (describe)</b>	
<b>Total Non-Wage</b>	
<b>Admin / Overhead</b>	
Administration staff (services only)	
Non-Wage	
Office Supplies	
Corporate Admin Fees	
Insurance	
Minor Equipment	
Other	
<b>Administrative / Overhead</b>	
<b>TOTAL EXPENSES</b>	

### SURPLUS (DEFICIT)

### Support Documentation: Housing Operating Budget

Please provide notes for each budget category explaining the basis for the estimate.

## 10.1 Schedule

This application/proposal will be evaluated giving consideration to;

- that it can achieve or has achieved all local (municipal) approvals;
- that the capital proposal can be completed for the agreed price;
- that the physical design and specifications have been completed; and
- that the capital and operating budgets can be achieved in a manner to serve the target population as detailed in the Proposal.

Please provide a detailed schedule in a format similar to the one below, outlining the time required to meet the above conditions.

### Schedule

Activity	Date of Completion	Time Required (in weeks) for Task and any Comments
1. Completion of feasibility, scope development and costing		
2. Completion of the building conversion design drawings		
3. Municipal land use approvals		
4. Completion of drawing and specifications		
5. Capital budget development completed		
6. Detailed support services plan completed		
7. Operating budgets (housing and services) completed		
9. Land title transfer and construction start		
10. Construction completion and occupancy		