

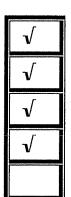
Housing Division Notice

Date: November 26, 2010

HDN# 2010 - 160

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note if your program is not checked, this change is not applicable to your project.



Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

Subject: Building Condition Assessments and Reserve Fund Studies

Background:

All Housing Providers are required to ensure that their housing developments are well managed and are maintained in a satisfactory state of repair in order to provide for the health, safety and well-being of their residents and also to preserve the value of their assets.

In May 2008, the Housing Division requested information from all Housing Providers on Building Condition Assessments (BCA) and Reserve Fund Studies (RFS). As a result of this survey it was determined that most groups have never completed a Building Condition Assessment or a Reserve Fund Study. The Housing Division identified that there was a need to address this situation on a portfolio wide basis.

A contract to conduct Building Condition Assessments and Reserve Fund Studies of our social housing portfolio was awarded to The Stonewell Group Inc. in conjunction with Byrne Engineering Inc. in 2009.

The project was completed in two phases. The first phase involved data collection and the development of the Building Condition Assessments. Phase I commenced in June of 2009 and was completed in September 2009. The second phase involved data consolidation, Replacement Reserve Fund analysis and the generation of the finished reports. Phase II commenced in July 2009 and was completed in January 2010.

Application:

As part of the budget approval process, the Housing Division will be reviewing all proposed capital reserve expenditures to ensure that the expenditures have been identified as priority items in a Housing Provider's Building Condition Assessment (BCA). The Capital Reserve section of the Subsidy Estimation Request Form has been revised to include a more comprehensive list of eligible capital repairs. A copy of the revised form has been attached for your reference. The revised form is also available on our website at www.housing.london.ca.

In addition, a further review will take place as part of the Annual Information Return (AIR) review and reconciliation process. It is recommended that Housing Providers ensure that their capital expenditures are in keeping with the priorities identified in the BCA.

In some cases a Housing Provider will be faced with unplanned capital emergencies. This may result in the deferral of priority items to subsequent years. The Housing Division will consider requests for one-time additional capital repair funding in emergency situations. A Housing Provider must submit a Business Case to access additional funding.

The BCA is considered as a planning tool. Each Housing Provider's financial position will determine their ability to implement the recommendations contained in the BCA. All BCA's included a Reserve Fund Study (RFS). The Housing Division encourages all Housing Providers to update their RFS on an annual basis.

Action:

All Housing Providers are required to refer to their BCA's as part of their budget preparation process and to make every effort to update the RFS on an annual basis. All Private Non-Profit, Co-operative Non-Profit and Municipal Non-Profit Housing Providers are required to use the new Subsidy Estimation Request Form. Federal Non-Profit Housing Providers are encouraged to adopt the new form as an alternative to requesting pre-approval of capital expenditures. The annual capital plan approach will eliminate the need for Housing Providers to request Housing Division approval for individual expenditures, thus saving administrative resources.

Louise Stevens
Director of Housing



The Corporation of City of London Planning and Development - Housing Division

Subsidy Estimation Request Form

•		Planning a			ision		Request Form			
Section I - HOUSING PROVIDER IDENTIFICATION Corporation Name				HPIN # Budget Year End (yyyy/mm/dd)						
	Section	II - UNIT ALLO	CATION							
	1	Building Category	Unit Type	Utilities Heat	Included Hydro	Projected Market Rent A	Total Units B	Estimated MARKET Units C	Estimated RGI Units B - C	
	2 3 4 5 6 7									
	8 9 10			Totals		D			F	
	50000	Total number of Total rent charge Average RGI re Estimated RGI	RGI units char ed on RGI units evenue per uni	ged rent (curre s (current year) t (current yea)	al Actuals)	Line 12 / Line 1 Line 13 x F x 1	_		
	Section	IV - ESTIMATE	ED OPERATII	NG REVENU	E		engage en co			
		Gross Market Ro Less: Projected Net Market Revo	Market Vacano	cy Loss	Line 1 (A x C x 12) + Line 2 (A x C x 12)		16		
		Interest Income Non-Rental Rev Other Revenue						18 19 20		
	Section	V - ESTIMATE	D OPERATIN	IG COSTS					2.2	
		Group Administr Hydro - (Electricit Fuel - (Natural ga Water Insurance Bad Debt Capital Reserve Municipal Taxes Mortgage Intere:	ty) as) Mandatory Allo	ocation	rtion only			21 22 23 24 25 26 27 28 29		

The Corporation of City of London Planning and Development - Housing Division

Subsidy Estimation Request Form - Page 2

Corporation Name: Budget Year End:

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Total Total Total vortices Total	Investment B (Specify)						
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Eligible Expenditures Sitework Type	Other (Repayments, Add	itional Service Manager Funding)				38	
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Street							
Type	Total Working Capital		•		Line 35 + Line	39 40 \$	-
Type			***************************************	Γ	In accordance		
SidewalkeWalkways	Eligible Expenditures	Туре	Description (required)	Qty			
Fencing, Handralls, Exterior Stairs Handralls Ha	Sitework	Driveways/Parking Lots				41	
Playground Equipment		Sidewalks/Walkways				42	
Retaining Walls						42	
Surface Drainage						44	
Plantings and Landscaping 47 48 5 5 5 5 5 5 5 5 5						45	***************************************
Service Buildings						46	
Other Subtotal Structure Structure Columns St				ļ		47	
Structure						48	
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Shear Walls	Structure			ļ			
Foundation Walfs							
Floor Slabs 56 69 69 69 69 69 69 69							
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Canopies							
Porches/Balcony Decks/Railings 64 Windows 65 66 66 66 66 66 66 6				ļ			
Windows		Porches/Balcony Decks/Railings					
Exterior Stairs 67 Mailboxes 68 68 68 69 69 69 69 69						65	
Mailboxes 68 Other 69 Subtotal 70 Drywall Replacement 71 Floors - Vinyl 72 Floors - Carpet 73 Ceramic Tile / Tub Surround 74 Stairs and Handrails 75 Interior Doors 76 Kitchen Cabinetry 77 Bathroom Cabinetry 78 Storage Lockers 79 Corridor Handrails 80 Lighting Fixtures 81 Other 82		Doors				66	
Other Subtotal 70						67	
Subtotal 70 \$		Mailboxes				68	
Drywall Replacement 71						69	
Floors - Vinyl				r		70 \$	-
Floors - Carpet 73 Ceramic Tile / Tub Surround 74 Stairs and Handrails 75 Interior Doors 76 Kitchen Cabinetry 77 Bathroom Cabinetry 78 Storage Lockers 79 Corridor Handrails 80 Lighting Fixtures 81 Other 82	Building Interior		WANTED THE TOTAL CONTROL OF THE TOTAL CONTROL OT THE TOTAL CONTROL OF THE TOTAL CONTROL OF THE TOTAL CONTROL OT THE TOTAL CONTROL OF TH			71	
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Other 82							
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The Corporation of City of London Planning and Development - Housing Division

Subsidy Estimation Request Form - Page 3

Corporation Name: Budget Year End:

Section VI - CAPITAL	RESERVE				
Clinible Consuditors	_		<u>.</u> .	In accordance	
Eligible Expenditures	Type	Description (required)	Qty	with BCA?	
Appliances	Refrigerators Stoves			84	
	Washers			85	
	Dryers			86	
	Other			87	
	Subtotal		l	88	
Plumbing Systems			I		<u> 2000-20</u>
Flumbing Systems	Faucets Sinks			90	
	Toilets			91	
				92	
	Bathtubs / Shower Stalls			93	
	Domestic Water Supply & Distribution		ļ	94	
	Domestic Water - Boilers & Storage Tanks			95	
	Space Heating Piping System			96	
	Fire Pump		<u> </u>	97	PROFESSION CONTRACTOR CONTRACTOR
	Fire Alarm - Sprinkler System		<u> </u>	98	
	Fire Dept - Connections & Standpipes		ļ	99	
	Fire Dept - Fire Hose Cabinets		ļ	100	
	Storm Water including Roof Drains		ļ	101	
	Sump Pumps		ļ	102	
	Domestic Water Softeners	·		103	
	Other			104	
	Subtotal			105 \$	
Electrical Systems	Distribution Panels - Main & Intermediate			106	
	Distribution Panels - In-suite			107	
	Fire Alarm - Panel			108	
	Fire Alarm System			109	
	Emergency Generator			110	
	Emergency Lighting / Exit Lighting			111	***************************************
	Exterior Lighting System			112	
	Door System - Entry and Intercom			113	
	Other			114	
	Subtotal			115 \$	
Mechanical Systems	Heating Systems			116	12000000000
	Air Make-up Systems			117	
	Exhaust Systems - In-suite		<u> </u>	118	
	Air Conditioning Systems			149	
	Other			120	
	Subtotal		.	121 \$	
Elevators	Elevator		l	121 5	292092TLG
micrators	Other		 		
	Subtotal		L	123	
Eurnitura 9 Eaulament				124	<u> </u>
Furniture & Equipment				125	
	Office Equipment			126	
	Maintenance Equipment			127	
	Other		1	128	Innance Service
	Subtotal			129 \$	
Grand Tot	tal	Total Sum of Category Subtotals (Lines 50+	57+70+83+	89+105+115+121+124+129) 130 \$	
		Total Sain of Category Subjectate (Littles 301)	,0.007		
Estimated Balance, End	of Year			Line 40 - Line 130 131 \$	
Section VII - BOARD	OF DIRECTORS DECLARATION (Must be s	gned by two members of the Board.)			
We declare that, to the best of	our knowledge and belief, the information provided in this §	Subsidy Estimation Request Form is true and correct.			
We also declare that the inform	ation approved in the final Annual Subsidy Advance by the I	Housing Division will be incorporated into the budgeting	ng proces	ss.	
	81.				
	Signature	l Name		Position	- Data