



Subsidy Estimation Request Form Guide

Guide to the City of London Housing Division's Subsidy Estimation Request Form for both Mixed and 100% RGI Provincial Reform Non-Profits and Co-operatives

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1.0 Introduction

The subsidy estimation and budgeting process is often intimidating because it is seen as being technical and time consuming. A budget for a Housing Provider need not be complex to be effective and can be prepared by the Management, Staff, Finance Committee or any person on the Board of Directors.

In accordance with section 11 of O.Reg 367/11, prior to the beginning of each fiscal year, a Housing Provider establishes, in conjunction with the Service Manager, a subsidy that will be sufficient to pay all normal operating expenses during the fiscal year. Under the City of London administration, subsidies are then provided to the Housing Provider monthly (1/12 of the annual total) on the last business day of each month.

The Housing Division has designed a new Subsidy Estimation Request Form in order to simplify this process and to assist Housing Providers in providing the information necessary to estimate their annual subsidy. A pre-populated budget form will be emailed to each Housing Provider prior to the start of your budgeting process. The tool is not designed to take the place of an internal budget. It is only a way of requesting subsidy and presenting budget figures in a format that the Housing Division can use to calculate a Housing Provider's annual subsidy, capital reserve requirements and analyse any surplus or deficit.

Housing Providers must continue to develop and use their own internal budget for planning and controlling financial resources, to aid in decision making and to ensure that public funds are used efficiently. An internal budget should provide accurate information for analysis and a historical reference that can be used for future planning.

2.0 Overview of the Subsidy Estimation Request Form

The Subsidy Estimation Request Form is divided into a number of sections:

Section I - HOUSING PROVIDER IDENTIFICATION

Section II - UNIT ALLOCATION

Section III - ESTIMATED RGI REVENUE (Based on Current Year Actuals)

Section IV – ESTIMATED OPERATING REVENUE

Section V - ESTIMATED OPERATING COSTS

Section VI - CAPITAL RESERVE

What will you need to complete the Subsidy Estimation Request Form?

You will need to collect the following information before you start to use the form:

- Number of units in the project(s) broken down by unit type and size.
- Proposed market rent for each unit for the budget year.
- Estimated number of vacant market units and vacancy loss for the budget year.
- Estimated number of market and RGI units for the budget year.
- Year-to-date total of units and rent charged to RGI households in the current year.
- Estimated non-rental & other revenue for the budget year.
- Estimated costs details of maintenance and administration (GAM) for the budget year.
- Estimated cost of utilities (fuel, electricity and water) for the budget year.
- Estimated cost of insurance for the budget year.
- Estimated cost of bad debt for the budget year.
- Capital reserve fund mandatory allocation for the budget year.
- Estimated cost of municipal property tax for the budget year.
- Total mortgage interest & amortization expense for the year - shelter portion only.

- Total amount of capital reserves investments, estimated investment income and estimated cost of any projected capital reserve expenditures.

3.0 Getting Started

3.1 Using Excel

If you intend to complete the Subsidy Estimation Request Form using Excel, it is assumed that you have a working knowledge of Excel. This Guide will not teach you how to use Excel.

If you are completing the form using Excel

- 1) Save the file by clicking on the “**File>Save As**” button on your toolbar and giving the file a new name. The original spreadsheet sent to you is protected so that you will always work from a copy and keep the original unchanged. This will be useful if your working copy becomes corrupted or damaged.
- 2) Save the file frequently while working on it to ensure the data entered is saved.

If you are not familiar with Excel, the form can be completed by hand.

3.2 Entering Data in Excel

- a) The cells where you do not need to enter information are highlighted in green.
- b) To make the entry of data go smoothly and limit entries to certain defined items, drop-down lists of valid entries have been used in the form where suitable. If a cell contains a drop-down list, an arrow will be displayed next to that cell. To enter information in that cell, click the arrow, and then click the entry that you want. In addition, some cells restrict data entry to a certain range and make sure that only positive whole numbers are entered. If the data entered is not valid, an error message will appear providing immediate help to instruct users.
- c) If we refer to a key or Excel command, it will be in bold. For example, **Tab** means press the “**Tab**” key and **Enter** means press the “**Enter**” key. **Click** means press the mouse button to close a dialogue box or to make a cell become active so that you can enter data there.
- d) You can move your cursor from one cell to another in many different ways: moving your cursor to the cell and left clicking; or once your cursor is in a cell, you can move to the cell directly below by pressing **Enter**, or using the **up/down/left/right arrow** or **Tab** key. The cell you have moved to will be highlighted with a double box around it before you start entering information.
- e) If you are copying information from one cell to another, you can use the **Copy** and **Paste** commands in the **Edit** menu. Never use the **Cut and Paste** commands! This will cause errors in the calculation. If you enter data in the wrong cell, you can **Copy** and **Paste** it into the proper cell, then **Delete** it from the wrong cell. Or, you can **Delete** from the wrong cell and re-enter it in the correct cell.
- f) Generally, you only need to enter a number in a cell (although sometimes, you will enter text to give a name or description). When you are entering numbers, **do not enter any letters, commas, \$, or other symbols**. Entering any symbols in cells where the Spreadsheet expects only numbers will cause errors in the calculations.

- g) Some of the information you enter into a cell will automatically fill or “**populate**” another cell. This will either be a straight copy so that you don’t have to enter the same information more than once (project names, fiscal year, etc.); or it will automatically combine with other cells to become part of an equation in a different cell.
- h) Some cells contain formulas that automatically “**calculate**”. You will not be able to enter information in a cell with a calculation formula already in place.

4.0 Completing the Subsidy Estimation Request Form

Where references and formulas are included on the spreadsheet, the written instructions will refer you back to the budget form.

Before starting, ensure that page 1 of the form is selected by clicking on the tab named “page 1” at the bottom of your screen. This will activate the worksheet that you will enter information in Sections I to V.

Illustrations for each section have been provided as an example of what the data will look like in each cell. They do not reflect actual numbers or benchmark figures of any Housing Provider.

4.1 Section I – HOUSING PROVIDER IDENTIFICATION

This section will be pre-populated to identify your corporation.

Illustration

Section I - HOUSING PROVIDER IDENTIFICATION		
Corporation Name	HPIN #	Budget Year End (yyyy/mm/dd)
Project A1	111111	December 1, 2008

4.2 Section II – UNIT ALLOCATION

Entries in this section will be partially populated. You will need to complete only the “**Projected Market Rent**” and “**Estimated Market Units**”.

The information provided in this section will be used to calculate the estimated RGI and market revenue. It will also assist the Housing Division in ensuring that a Housing Provider is maintaining target levels when estimating their annual subsidy requirements.

NOTE: *Do not try to enter any totals or subtotals. The number of units is calculated automatically, and the other columns do not require totals.*

- 1) **Click** on, or **Tab** to the cell under “**Projected Market Rent**”. Enter the average monthly market rent you plan to charge for each unit type you provide. Ideally, this number should be equal to or greater than the indexed market rent. If the numbers in the “**Projected market rent**” column are consistently lower than your Indexed market rent, you run the risk of having a financial shortfall during the year, in part because your rent subsidy for RGI units will be based on the lower number.
- 2) **Click** on, or **Tab** to the cell under “**Estimated Market Units**”. Enter the number of total market units you estimate to have for the budget year for each type of unit. Press **Enter** and continue to the bottom of the column, inserting the number of estimated market units for each unit type.

For section 106 (100% RGI) Housing Provider, do not enter any information even if you estimate to have any market units for the year.

- 3) The estimated number of RGI units will automatically appear in the cell to the right for each unit type you entered under “**Total Units**” column.

Section II - UNIT ALLOCATION								
	Building Category	Unit Type	Utilities Included		Projected Market Rent	Total Units	Estimated MARKET Units	Estimated RGI Units
			Heat	Hydro	A	B	C	B - C
1	Apartment	1 Bed	No	No	\$ 600	20	12	8
2	Apartment	2 Bed	No	No	\$ 700	10	5	5
3	Apartment	3 Bed	No	No	\$ 800	5	3	2
4								
5								
6								
7								
8								
9								
10								
Totals						D 35	E 20	F 15

4.3 Section III – ESTIMATED RGI REVENUE

The RGI subsidy is intended to fill the gap between the revenue the Housing Provider would receive from units occupied by RGI households if the rents were set at the market rent and the actual revenue received, given that the household pays a geared-to-income rent.

Note: Housing Providers may choose to charge tenants or members a Market Rent or Occupancy Charge that is greater, equal to or less than the Indexed Market Rent. In either case, the RGI Subsidy will be calculated on the lesser of the Market Rent and Indexed Market Rent.

In order to provide the most accurate estimate of your RGI subsidy requirements, the form uses actual results from your current fiscal year. The most current information on actual year-to-date RGI units charged rent is used to calculate the average monthly amount of revenue per unit being paid by your RGI tenants or members. This monthly per unit figure is then used to estimate the total amount of income you expect to receive from your RGI tenants or members based on the unit allocation information entered in Section II.

- 1) **Click** on, or **Tab** to the cell beside “**Total number of RGI units charged rent (current year)**” (Line 11). Enter the expected total number of RGI units that you will charge rent in the budget year. Do not include any vacant units in the total or units/households that have retained their RGI status but are paying market rent.
- 2) Press **Enter** or **Tab** to move down the column to the cell beside “**Total rent charged on RGI units (current year)**” (Line 12). Enter the expected total amount of RGI revenue that will be charged on the total units indicated in Line 11. Do not include any revenue loss due to vacancies or from units/households that have retained their RGI status but are paying market rent.

For section 106 (100% RGI) Housing Providers, include current fiscal year information on all units (both occupied RGI and market if you have any tenant or member paying market rent) in lines 11 and 12.

The form automatically calculates your current average monthly RGI revenue per unit and your estimated RGI revenue for the budget year by multiplying Line 13 by the total number of RGI units estimated in cell F and then by 12 months.

IMPORTANT: Please verify and ensure the accuracy of the information used in this section as it can significantly impact your RGI subsidy and subsequent ability to meet your financial

obligations throughout the budget year, including the clawback of any subsidy at year end. Any extraordinary circumstances that would otherwise materially alter the calculations in this section should be reported to your Financial Analyst so that alternative adjustments or provisions can be made to ensure your estimated RGI subsidy requirements are reasonable.

Illustration

Section III - ESTIMATED RGI REVENUE (Based on Current Year Actuals)			
Total number of RGI units charged rent (current year)		11	168
Total rent charged on RGI units (current year)		12	\$ 40,000
Average RGI revenue per unit (current year)	Line 12 / Line 11	13	\$ 238
Estimated RGI revenue (budget year)	Line 13 x F x 12	14	\$ 42,840

4.4 Section IV – ESTIMATED OPERATING REVENUE

The information entered in this section will be used to calculate the estimated total Operating Revenue for your project(s). The estimated Gross Market Revenue (Line 15) is automatically calculated based on the unit allocation information entered in Section II. The Net Market Revenue (Line 17) is the difference between the Gross Market Revenue and the Projected Market Vacancy Loss (Line 16).

- 1) **Click** on or **Tab** to the cell beside **“Projected Market Vacancy Loss”** (Line 16). Enter the anticipated annual vacancy loss from your market units for the budget year. If you anticipate that you will be above your market target throughout the year, enter zero.
- 2) Next, press **Enter** or **Tab** to the cell beside **“Interest Income”** (Line 18). Enter your estimated amount of interest income for the budget year. This should include interest from bank accounts and/or income on investments not held in capital reserve accounts (shelter only).
- 3) Next, press **Enter** or **Tab** to the cell beside **“Non-Rental Revenue”** (Line 19). Enter your estimated amount of revenue from parking and laundry, etc. for the budget year. This includes all revenue, excluding rents, and investment income, directly attributable to, and earned from the assets of the shelter component. It does not include revenue from non-housing programs or activities, gifts, donations, fundraising revenue and bequests or net non-shelter revenue which is to be recorded on Line 20.
- 4) Next, press **Enter** or **Tab** to the cell beside **“Other Revenue”** (Blank Space). Select from the drop down list in the cell provided the type of other revenue you expect to earn in the budget year. Next, press **Enter** or **Tab** to Line 20. Enter your estimated amount of other income for the budget year. This includes gifts and donations, non-shelter revenue (net), and net sector support revenue, which is the net excess or deficiency of sector support levies charged, less amortization of the portion of the mortgage loan related to the Sector Support Cost (for Co-operatives only).

Illustration

Section IV - ESTIMATED OPERATING REVENUE			
Gross Market Revenue	Line 1 (A x C x 12) + Line 2 (A x C x 12) ... + Line 10 (A x C x 12)	15	\$ 157,200
Less: Projected Market Vacancy Loss		16	
Net Market Revenue	Line 15 - Line 16	17	\$ 157,200
Interest Income		18	\$ 5,000
Non-Rental Revenue		19	\$ 2,500
Other Revenue (specify) <u>Gift and donations</u>		20	\$ 500

4.5 Section V – ESTIMATED OPERATING COSTS

This section provides information regarding the estimated expenses of the shelter component of the portfolio for the budget year.

A list is provided as a guide for categorizing shelter expenses. It is not an exhaustive listing of possible expenses but an illustration of the types of expenses to be included in each grouping. The HST expense should be reported with the related cost while recoveries would offset that same cost.

- 1) **Click** on or **Tab** to the cell beside each of the items that make up “**Group Administration & Maintenance (GAM)**” (Line 21). Enter the estimated expenses for each item under Administration and Maintenance for the budget year.

The following **Administration** items should be included under **Administration**, if applicable.

- a. Salaries, wages and benefits: all shelter payroll costs other than those for repairs and maintenance.
- b. Management fees: charged by external management companies for management services.
- c. Materials and Services: communication costs such as answering service, pager rental, newsletter production, advertising for vacancies, personnel or tenders, telephone line charges and telephone equipment rentals. Computer equipment leases, computer software and supplies, bank charges and interest as well as periodicals, publications.
- d. Office and general costs: postage, printing, stationery, supplies, office supplies, office rent and meeting room rental, equipment rental, corporate memberships, courier and delivery.
- e. Professional services: audit fees, consulting fees, legal fees, collection fees, accounting and bookkeeping fees.
- f. Staff training and education.
- g. Other: administration costs such as car allowances, travel expenses, conference fees, ONPHA dues and fees, Board of Directors and tenant/member education.

The following **Maintenance** items should be included under **Maintenance Materials and Services**, if applicable.

- h. Maintenance salaries, wages and benefits (labour costs).
- i. Salaries, wages and benefits: personnel costs for repairs and maintenance functions, including living or accommodations allowances.
- j. Building and equipment (maintenance): building repair (concrete, asphalt, and masonry), railings (balcony railings, privacy screens), floor repairs and refinishing, locking systems, roof repairs, roof anchor inspections, walls and ceilings.
- k. Equipment repairs: appliances, garage doors, laundry equipment, signs, television, and vehicle maintenance (including insurance).
- l. Contract Services: carpet and drapery cleaning, duct cleaning, garage cleaning, janitorial services, pest control, window washing.
- m. Purchases: fasteners, screws, tape, clamps, garbage bags, first aid kits, hardware, drywall, masonry materials, health and safety clothing and equipment, janitorial cleaning materials and equipment, keys and locks, light bulbs, lumber and carpenter's materials, small tools.
- n. Energy conservation.
- o. Elevators: contract inspection and maintenance, dedicated telephone line charges and monitoring, licenses, fees and repairs.
- p. Electrical Systems: inspections and testing, including thermo graphic scanning repairs and maintenance of automatic door closers, electrical heating,

emergency lighting, exterior lights, fixtures, generators, interior lighting, parking ramp heaters and wiring, supplies of batteries, fuses, cover plates, light fixtures, outlets, switches, timers and photocells.

- q. Heating, air conditioning, ventilation and plumbing (systems service and repairs, including service contracts): fan coils, filter replacement, chillers, incremental units, motors and controls, piping and air circulation systems, boilers, exhaust systems, heat pumps, humidifiers, zone valves, pumps, furnace cleaning, domestic hot water heaters, circulation pumps, valves, drains, fixtures and fittings, piping insulation, duct insulation, fan belts, motors and controls, heat exchangers, pressure regulators, septic and sprinkler systems, water treatment equipment.
 - r. Grounds (equipment purchases and repairs and services): edgers, hedge trimmers, lawn mowers, small tools, shovels, rakes, trimmers, snow blowers, tractors (repairs only) watering devices, catch basin cleaning, garden and lawn care including planting, weeding, soil enhancement, cutting, resodding, aerating, thatching, fertilizing, herbicide and pesticide treatment, tree pruning, removal, replacement and treatment. Also included is the maintenance of fences, flags and flag poles, playground and recreation equipment, fuel for equipment, salt, sand, top soil, plants and plant care products. Snow removal and grounds contracts are also reported here.
 - s. Painting (labour and material costs): cyclical painting of units, common areas, building exterior, including move-out and touch-up painting including, brushes, rollers, caulking, cleaning materials, paint, protective sheeting.
 - t. Waste Removal: contract costs for waste removal, dumping fees, cartage costs, rental or purchase of bulk lift containers as well as repairs to bulk lift containers, garbage bins and shuts, garbage compactors.
 - u. Security: contracts for security guards, purchase of fire extinguishers and fire protection systems, camera and intercom system repairs, smoke and heat detectors as well as security tenants and on-call committees.
 - v. Other: equipment rentals and water heater rentals, etc.
- 2) **Click** on or **Tab** to the cell beside **“Electricity”** (Line 22). Enter the estimated electricity expense for the budget year. This includes amounts for vacant units and common areas.
 - 3) **Click** on or **Tab** to the cell beside **“Fuel”** (Line 23). Enter the estimated natural gas expense for the budget year. This includes amounts for vacant units and common areas.
 - 4) **Click** on or **Tab** to the cell beside **“Water and Sewage”** (Line 24). Enter the estimated water expense for the budget year. This includes amounts for vacant units and common areas.
 - 5) **Click** on or **Tab** to the cell beside **“Insurance”** (Line 25). Enter the estimated insurance expense for all insurance policies, including fidelity bonding (exclude vehicle insurance) for the budget year.
 - 6) **Click** on or **Tab** to the cell beside **“Bad Debts”** (Line 26). Enter the estimated cost of rent charged to tenants or members which are no longer considered collectible for the budget year.
 - 7) **Click** on or **Tab** to the cell beside **“Transfer to Capital Reserve Fund”** (Line 27). The Capital Reserve Mandatory Allocation is calculated by indexing the prior year benchmark/indexed benchmark by the appropriate index as determined by the Ministry of Municipal Affairs and Housing (MMAH). All indices will be released annually to Housing Providers by way of a Housing Division Notice (HDN).

- 8) **Click** on or **Tab** to the cell beside **“Municipal Taxes”** (Line 28). Enter the estimated cost of municipal taxes to be levied in the budget year. Property taxes will be passed through as a portion of the subsidy to the housing provider. This estimate should be based on the actual property tax payment from the previous year and indexed to account for any projected property tax rate increase.

- 9) **Click** on or **Tab** to the cell beside **“Mortgage Interest & Amortization”** (Line 29). Enter the estimated cost of mortgage payments to be made in the budget year, excluding sector and non-shelter portions.

Remember to **Save** your work.

Click on the Page 2 tab to move into the next worksheet.

Illustration

Corporation Name: ABC Housing Provider		Budget Year End:			
Section V - ESTIMATED OPERATING COSTS		Request Form - Page 1a			
	Approved 2012	Prior Year Budget 2014	Budget Year 2015 (Submitted)	Budget Year 2015 (Approved)	Percentage Change
Administration					
Salaries, Wages, and Benefits	35,000	30,000			#DIV/0!
Management Fees	40,000	35,000			#DIV/0!
Materials and services	9,000	8,000			#DIV/0!
Other					#DIV/0!
Total	84,000	73,000	-	-	#DIV/0!
Maintenance Materials and Services					
Maintenance, Salaries, Wages, and Benefits					#DIV/0!
Building and Equipment	8,000	5,500			#DIV/0!
Elevators	3,300	3,000			#DIV/0!
Electrical Systems	6,500	5,500			#DIV/0!
Heating, Air, Ventilation, and Plumbing	15,500	11,000			#DIV/0!
Grounds	8,500	6,600			#DIV/0!
Painting	5,000	5,000			#DIV/0!
Waste Removal	3,000	4,000			#DIV/0!
Security					#DIV/0!
Other					#DIV/0!
Total	49,800	40,600	-	-	#DIV/0!
Total Group Administration and Maintenance	133,800	113,600	21	-	#DIV/0!
Utilities					
Electricity	52,000	65,000	22		#DIV/0!
Fuel	25,000	40,000	23		#DIV/0!
Water and Sewage	33,000	41,000	24		#DIV/0!
Total	110,000	146,000		-	#DIV/0!
Insurance	12,000	15,000	25		#DIV/0!
Bad Debts	5,000	500	26		#DIV/0!
Transfer to Capital Reserve Fund	30,000	32,000	27		#DIV/0!
TOTAL OPERATING COSTS	290,800	307,100		-	#DIV/0!
Municipal Taxes	30,000	36,000	28		#DIV/0!
Mortgage Interest & Amortization - Shelter Portion Only	65,000	65,000	29		#DIV/0!
TOTAL ELIGIBLE EXPENSES - SHELTER	385,800	408,100		-	#DIV/0!

4.6 Section VI – CAPITAL RESERVE

The Housing Division requires all Housing Providers receiving subsidy under the *Housing Services Act, 2011* to prepare and submit a capital budget as part of their annual request for subsidy. All housing projects have undergone a Building Condition Assessment (BCA) as of January 2010 and each Housing Provider has been provided with a copy of their corresponding BCA report. This report is a necessary resource when determining capital projects to undertake for the year. Please consult the BCA report prior to filling out the capital budget. A capital budget should be presented at a Board meeting along with the annual operating budget for approval.

The capital budget is reviewed, compared with the BCA, and given final approval by the Technical Support Officer. It is possible for this approval date to be different from the approval date of the annual subsidy advance. Approval of the capital budget by the Housing Division will authorize the Board to spend the funds for capital expenditures for the purposes and from the sources specified, to a maximum of the total expenditures in the budget. All capital expenditures will be reviewed on an annual basis as part of the AIR reconciliation process. Under section 98 of O.Reg 367/01, the Housing Division is the final authority and reserves the right to approve or deny any capital reserve expenditure(s).

This section shows the proposed source of funds and estimated cost of capital expenses for the budget year.

- 1) **Click** on or **Tab** to the cells under “**Estimated Balance, Beginning of Year**”. Enter the estimated balance of each capital reserve investment specified in the space provided (Line 30 to 34). The total of all investments is calculated automatically (Line 35).
- 2) **Click** on or **Tab** to the cells under “**Revenue**”. The “**Mandatory Transfer from Operations**” (Line 36) is populated automatically from Line 27 of Page 1. Enter the estimated amount of investment interest you expect to earn on capital reserve fund investments held during the year (Line 37) and other repayments or additional funding to be provided by the City of London (Line 38).

The total estimated capital reserve revenue (Line 39) and Working Capital (Line 40) are calculated automatically.

- 3) **Click** on or **Tab** to the cells under “**Eligible Expenditures**”. Select the type of eligible expenditure, click on the corresponding cell under “**Description (required)**”. Enter a brief description regarding the capital project.
- 4) **Click** on or **Tab** to the next cell under “**Quantity**”, enter the number of capital items. If a quantity is not applicable, type “N/A” or leave blank.
- 5) **Click** on or **Tab** to the next cell under “**In accordance with BCA?**” Select “Yes” or “No” from the drop down list to indicate whether or not the capital project or item is found in the BCA report under the same budget year.
- 6) **Click** on or **Tab** to the last cell (Lines 41 to 83) and enter the estimated cost of the planned capital project or capital item(s). The “**Subtotal**” amounts (Line 50, 57, 70 and 83) are populated automatically with the sum of each eligible expenditure category. See appendix A for a list of eligible capital expenditures which has been developed to provide guidance for Housing Providers in determining Capital Reserve Fund expenditures. The list is not a definitive or comprehensive listing but an illustration of the treatment of the various types of expenditures.
- 7) **Click** on the Page 3 tab to move into the next worksheet. This page is a continuation of Page 2 and contains further expenditure categories. Continue to enter the required information in the space provided (Line 84 to 129). The “**Subtotal**” amounts (Line 89, 105, 115, 121, 124 and 129) populate automatically.

The grand total of all eligible expenditures (Line 130) and estimated balance of your capital reserve fund (Line 131) are calculated automatically. If you have a negative balance in your capital reserve fund, you need to look at your capital replacement needs carefully and prepare a capital reserve plan in order to know how much money is needed in your capital reserve fund, the right amount of money to add to the reserve fund each year, and how soon you will need the money. You should also contact the Technical Support Officer at the Housing Division for support.

A capital reserve plan can help you budget for the future with less chance of having unexpected replacement costs by ensuring that replacements are made at the right time and are affordable. It can also guide investment decisions, allowing you to get the best return on your investments, and still have sufficient funds available when they are needed.

Remember to **Save** your work.

Illustration

The Corporation of City of London Planning and Development - Housing Division		Subsidy Estimation Request Form - Page 2			
Corporation Name:					
Budget Year End:					
Section VI - CAPITAL RESERVE					
Estimated Balance, Beginning of Year					
Cash		30			
Investment A (Specify)	<u>Short-Term Bond Fund</u>	31	\$ 25,000		
Investment B (Specify)	<u>Bond Fund</u>	32	\$ 100,000		
Investment C (Specify)	<u>Canadian Money Market Fund</u>	33	\$ 50,000		
Investment D (Specify)	<u>Canadian Equity Fund</u>	34	\$ 200,000		
Total	Total sum of Lines 30 to 34	35	\$ 375,000		
Revenue					
Mandatory Transfer from Operations		From Line 27	36		
Investment Income		37	\$ 18,000		
Other (Repayments, Additional Service Manager Funding)		38	\$ 10,000		
Total	Total sum of Lines 36 to 38	39	\$ 28,000		
Total Working Capital	Line 35 + Line 39	40	\$ 403,000		
Eligible Expenditures	Type	Description Required	Quantity	Per BCA?	
Sitework	<u>Driveways/Parking Lots</u>				41
	<u>Sidewalks/Walkways</u>				42
	<u>Fencing, Handrails, Exterior Stairs</u>	<u>Wood privacy dividers (160 meters)</u>	N/A	Yes	43
	<u>Playground Equipment</u>	<u>Playground on south side of building</u>	1	Yes	44
	<u>Retaining Walls</u>				45
	<u>Surface Drainage</u>				46
	<u>Plantings and Landscaping</u>				47
	<u>Service Buildings</u>				48
	<u>Other</u>				49
	Subtotal				50

5.0 Printing the sheets

The pages have defined print areas; therefore Excel will only print the pages on 8.5 x 11 unless a specific selection is made.

6.0 Submitting your Subsidy Estimation Request Form

This form is to be used by all mixed and 100% RGI Provincial Reformed, Private Non-Profit Housing Corporations and Co-operative Housing Corporations under the administration of the City of London Housing Division as per Section 11 of O. Reg. 367/11.

Housing Providers **must submit this form 90 days before the beginning of each fiscal year** to the City of London Housing Division.

Further help and advice

The Housing Division has technical support available to you as you work with this Spreadsheet. If you need help or advice, call the Housing Division main office or the Financial Analyst assigned to your portfolio.

**City of London Housing Division
P.O. Box 5035
267 Dundas Street, 3rd Floor
London, Ontario
N6A 4L9**

**Main Line: 519.661.5900
Fax: 519.661.5804
www.housing.london.ca**

7.0 APPENDIX A – Capital Item List

Category: Sitework

Driveways
 Parking lots
 Sidewalks
 Fencing
 Swimming pool
 Playground – equipment
 Retaining walls
 Garbage area and structure
 Handrails
 Storage buildings
 Maintenance buildings
 Drainage away from building
 General landscaping

Category: Structure

Columns
 Parapets
 Foundation walls
 Shear walls
 Floor slabs

Category: Building Interior

Ceilings – common areas
 Ceilings – service areas
 Ceilings – units
 Walls – common areas
 Walls – service areas
 Walls – units
 Floors – common areas
 Floors – service areas
 Floors – units
 Stairs
 Stairway handrails
 Interior doors – common areas
 Interior doors – service areas
 Interior doors – units
 Lighting fixtures – common areas
 Lighting fixtures – service areas
 Lighting fixtures – units
 Plumbing fixtures – common areas
 Plumbing fixtures – service areas
 Plumbing fixtures – units
 Tub, toilet, sink
 Appliances – refrigerators
 Appliances – stoves
 Appliances – washers
 Appliances – dryers
 Appliance – other
 Cabinetry
 Countertops
 Corridor handrails
 Storage lockers

Category: Mechanical Systems

Heating system – common areas
 Heating system – units
 Air make-up system
 Exhaust system – bathroom
 Exhaust system – kitchen
 Exhaust system – centralized
 Well water supply
 Holding tank
 Domestic water supply and distribution
 Domestic water shut-off valves and mains
 Domestic water – risers
 Domestic water – units
 Domestic water – hot water tanks
 Supply – hot water heating system
 Domestic water recirculating system
 Domestic water treatment system
 Sanitary waste removal system
 Septic system
 Storm water including roof drains
 Garbage collection and compactor

Category: Building Exterior

Roofing systems
 Eaves troughs
 Soffit and fascia
 Caulking
 Exterior walls
 Canopies
 Balcony decks
 Balcony railings
 Windows
 Doors
 Flashing

Category: Electrical Systems

Distribution panel – main
 Distribution panel – intermediate
 Distribution panel – unit
 Transformer
 Door magnets
 Exterior lighting system
 Security door system
 Security surveillance
 Voice communication

Category: Parking Garages

Garage ramp – enclosures
 Garage ramp – entrance/exit
 Garage ramp – interior
 Garage slab – roof
 Garage floors – suspended
 Garage floors – slab on grade
 Garage – walls
 Garage – columns
 Waterproofing – roof
 Waterproofing – stairwell enclosures
 Stairs
 Drainage system trenches and drains
 Lighting system
 Ventilation system
 Heating system – space heating
 Heating system – ramp slab
 Fire suppression – sprinklers
 Fire extinguishers
 Fire hoses
 Security system
 Overhead doors
 Exterior doors
 Interior doors
 Interior service areas
 Interior guardrails

Category: Safety Features

Fire alarm – panel
 Fire alarm system – heat detectors
 Fire alarm system – smoke detectors
 Fire alarm system – pull stations
 Fire alarm system – bell
 Fire hydrants
 Fire alarm – sprinkler system
 Fire department – connections and standpipes
 Fire extinguishers
 Fire hoses
 Emergency lighting
 Emergency generator

Category: Regulated Changes

Regulatory or legislated requirements for changes that apply to existing buildings and where the authority having jurisdiction requires replacement or upgrading within a definite period of time.