

## **“Ready-to-Build” Housing Projects Service Managers/Indigenous Program Administrators Business Case**

### **Introduction**

The Ministry of Municipal Affairs and Housing recognizes the potential to accelerate the completion of affordable and supportive housing projects in advanced construction stages through additional funding.

As a Service Manager, you are expected to work with the municipalities and non-profit organizations in your service area to identify such projects and submit them through the business case process for consideration of the Ministry’s funding approval.

The Ministry is also reaching out to heads of council for all municipalities and encouraged them to work with their Service Managers to identify projects proposals for potential funding. The Ministry expects that all municipally endorsed proposals shared with Service Managers will be forwarded to the Ministry for its consideration. There is no restriction on the number of business cases that you can submit to the Ministry for funding consideration.

The Ministry will evaluate business cases based on established criteria and prioritize projects that are aligned with provincial goals.

### **Key Requirements**

- Projects must broadly align with the National Housing Strategy (NHS) program requirements, including affordability and rent criteria, contributing to the rent-assisted unit expansion target.
- Projects should be “ready-to-build”, or under construction but are in need of targeted additional funding to advance to completion.
- Submissions must follow the business case template to provide all necessary details for evaluation.

### **Submission Guidelines**

- Attach your business cases to your COCHI-OPHI Investment Plan (IP) 2024-25 in the Transfer Payment Ontario (TPON) system under the attachment type “Priority Projects for Municipalities Business Case.”
- Submit business cases by **January 10, 2025, at 5:00 p.m.**

## MMAH Contacts for Questions

If you have any questions regarding the completion of this business case, please contact your respective MMAH Municipal Services Office (MSO) or Housing Programs Branch staff contact, as noted below:

City of Toronto: <b>Melissa Doyle</b>	<a href="mailto:Melissa.Doyle@ontario.ca">Melissa.Doyle@ontario.ca</a>
Indigenous Program Administrators (IPAs): <b>Kathy McLachlan</b>	<a href="mailto:Kathy.McLachlan@ontario.ca">Kathy.McLachlan@ontario.ca</a>
MSO Central: <b>Luigi Di Palma</b> <ul style="list-style-type: none"> <li>Serving: Durham, Halton, Hamilton, Muskoka, Niagara, Peel, Simcoe, and York</li> </ul>	<a href="mailto:Luigi.Dipalma@ontario.ca">Luigi.Dipalma@ontario.ca</a>
MSO Western: <b>Cynthia Cabral</b> <ul style="list-style-type: none"> <li>Serving: Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, and Windsor</li> </ul>	<a href="mailto:Cynthia.Cabral@ontario.ca">Cynthia.Cabral@ontario.ca</a>
MSO Northeastern: <b>Cindy Couillard</b> <ul style="list-style-type: none"> <li>Serving: Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, and Timiskaming</li> </ul>	<a href="mailto:Cindy.Couillard@ontario.ca">Cindy.Couillard@ontario.ca</a>
MSO Northwestern: <b>Jessica Vail</b> <ul style="list-style-type: none"> <li>Serving: Kenora, Rainy River, and Thunder Bay</li> </ul>	<a href="mailto:Jessica.Vail@ontario.ca">Jessica.Vail@ontario.ca</a>
MSO Eastern: <b>Mila Kolokolnikova</b> <ul style="list-style-type: none"> <li>Serving: Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, and Renfrew</li> </ul>	<a href="mailto:Mila.Kolokolnikova@ontario.ca">Mila.Kolokolnikova@ontario.ca</a>

## Business Case Questions

Please ensure that the project business case is clear and concise to minimize the need for follow-ups. The business case can be completed by the Service Manager, municipality, or proponent, but it must be submitted to the Ministry by the Service Manager.

<p><b>1. Provide a concise overview of the project, including:</b></p> <ul style="list-style-type: none"><li>a. <b>Project name/location:</b></li><li>b. <b>Project proponent:</b></li><li>c. <b>Proponent type:</b><ul style="list-style-type: none"><li><input type="checkbox"/> Charitable Corporation</li><li><input type="checkbox"/> Co-operative</li><li><input type="checkbox"/> Municipal Non-Profit</li><li><input type="checkbox"/> Municipality</li><li><input type="checkbox"/> Private For-Profit</li><li><input type="checkbox"/> Private Non-Profit</li><li><input type="checkbox"/> Other</li></ul></li><li>d. <b>A detailed description of the building and any innovative or special features or amenities</b></li><li>e. <b>The number of units (both market &amp; affordable)</b></li><li>f. <b>Target client groups, including any priority populations such as individuals experiencing homelessness or those on social assistance.</b></li></ul>
<p><b>2. Explain the criteria and process used to select this project for submission. Ensure you include:</b></p> <ul style="list-style-type: none"><li>a. <b>How the project addresses the “Last Mile” funding criteria for timeliness and viability.</b></li><li>b. <b>Alignment with provincial priorities such as value for money, geographic considerations, and innovative construction methods.</b></li></ul>
<p><b>3. Identify the specific community needs you are addressing with this proposed project. Provide evidence or data supporting needs, including the demand for affordable housing and alignment with local and regional housing strategies.</b></p>

<b>4. Provide a summary on the project proponent's experience and background. If applicable, include details about partnerships with other organizations including the nature and structure of these partnerships.</b>

Construction Readiness			
Milestone	N/A	Complete	(Estimated) Completion Date
If this project will be built on existing Social Housing lands, SM consent is required.	<input type="checkbox"/>	<input type="checkbox"/>	
Contribution Agreement Signed	<input type="checkbox"/>	<input type="checkbox"/>	
Council/Board Approval	<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan Approval	<input type="checkbox"/>	<input type="checkbox"/>	
Site Access	<input type="checkbox"/>	<input type="checkbox"/>	
First available Building Permit (i.e. staged permits: excavation, foundation etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Start	<input type="checkbox"/>	<input type="checkbox"/>	
Structural Framing or 50% Completion	<input type="checkbox"/>	<input type="checkbox"/>	
Confirmation of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>	

Financial	
Item	Value (\$)
<b>Project Cost (for all Units)</b>	
Land Costs	
Construction or Hard Costs (labour, construction materials, equipment, etc.)	
Soft Costs (legal, architecture, engineering, insurance, taxes, fees, etc.)	
Total Project Costs for all Units (A)	<b>\$</b>
Total Number of Units for Project (B)	
Cost per Unit ( A/B)	\$
Number of Affordable Units for Funding Request ( C)	
<b>Project Financing (for all Units)</b>	
Other Funding Sources (Specify Source and if Funding is Secured): (Add additional rows, as needed)	
[Specify Source and if Funding is Secured]	\$

Program Funding Request (D)	
Total Project Financing (E)	\$
Program Funding per Affordable Housing Unit ( D/C)	\$

**Units and Rents information (click on the embedded Excel document to provide the information).**



UNIT & RENT  
INFORMATION

<b>5. Describe the measures taken to ensure the project costs are reasonable and align with comparable projects in the area?</b>
<b>6. Can the project be scaled down to proceed with a reduced funding amount? If yes, provide specifics on how this would be implemented.</b>
<b>7. Estimate the annual operating costs for the project and outline how these costs will be managed or funded over the long-term.</b>
<b>8. Will the project include support services to tenants? If yes, detail the support services offered and specify the sources of funding for these support services.</b>
<b>9. Use this section to include any additional information or context that would support the evaluation of your business case.</b>

**Signature:**

**Service Manager:**

**Date:**