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# **PARTNER FACILITY RENEWAL 2023-24**

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## **Program and Application Guide**

**MINISTRY OF CHILDREN, COMMUNITY AND SOCIAL  
SERVICES**

## Table of Contents

1. PROGRAM OVERVIEW .....	2
2. USING TRANSFER PAYMENT ONTARIO .....	2
3. DEADLINES AND REQUIRED DOCUMENTS .....	3
4. APPLICATION INSTRUCTIONS – OVERVIEW .....	3
5. ACCESSING THE APPLICATION FORM.....	3
6. COMPLETING THE FORM.....	6
Organization Address and Contact Information .....	6
Site and Program Information .....	6
Site Contact Information .....	7
Project Related Information .....	8
Project Assessment Questions .....	8
Declaration and Signing.....	14
7. APPLICATION SUBMISSION INSTRUCTIONS .....	15
Application Validation .....	15
Uploading an Application .....	15
Uploading Supporting Documentation .....	17
APPENDIX A: ELIGIBLE AND INELGIBLE PROJECTS.....	19
APPENDIX B: HELPFUL HINTS CHECKLIST .....	22

## 1. PROGRAM OVERVIEW

### Partner Facility Renewal Program

The Partner Facility Renewal (PFR) program supports the government's priority of developing modernized infrastructure through investment in sustaining, enhancing and transforming the service delivery system for ministry-funded programs and services through TP agencies. The PFR program helps TP agencies pay for repairs and important renovations to keep their buildings safe and secure for clients.

For additional information on the Partner Facility Renewal Program please visit the [“Available funding opportunities from the Ontario Government”](#).

## 2. USING TRANSFER PAYMENT ONTARIO

The ministry manages the Partner Facility Renewal Application process by leveraging the province's **Transfer Payment Ontario System (TPON)**. This online solution provides a one-stop portal for TP agencies to download and submit application forms, submit report backs and monitor the status of their applications.

To use TPON, you will need a device with internet access and a web browser – to ensure a smooth experience we recommend using the latest version of Google Chrome. In addition, please make sure that you have the most up to date version of **Adobe Reader DC** (PDF) installed on your computer. For further information regarding Adobe Reader versions, please visit the [Transfer Payment Ontario login page](#).

For more information on how to Access TPON, please visit [‘Get funding from the Ontario Government’](#).

### Support for Applicants

If you have any questions, please do not hesitate to:

- Contact the Transfer Payment Ontario Customer Service Team via telephone at 1-855-216-3090 Monday to Friday 8:30 a.m. to 5:00 p.m. or via email at [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca) for technical support relating to TPCR registration and using the TPON System or;
- Contact your ministry representative for any program-specific inquiries.

### 3. DEADLINES AND REQUIRED DOCUMENTS

#### Application Deadlines

Applications, including supporting materials must be submitted through the TPON System by visiting the [Transfer Payment Ontario Portal](#). All applications and supporting materials must be submitted as per deadlines on the MCCSS Transfer Payment Ontario Partner Facility Renewal Program portal page.

A complete application consists of the following:

- 1) All questions in the online TPON Application form are completed as per guidelines provided;
- 2) The online application form is digitally signed by an employee of the TP agency with signing authority;
- 3) Additional documentation to support the associated cost (for example, quotes) or urgency (for example, engineer's report, business case, violation notices, etc.) of the project. **Note:** These attachments are mandatory for projects where 'timing' has been selected as "Immediate" or "Immediate Violation Received".

### 4. APPLICATION INSTRUCTIONS – OVERVIEW

Submissions that provide incomplete or inaccurate information may not have their minor capital requests prioritized.

Required fields have been clearly indicated on the Minor Capital Project application form. Additional fields may be marked as required based on your responses to some questions. You will not be allowed to complete a submission until all required fields have been completed. All other fields are not necessarily required; however, it is important to complete as many of such fields possible with verifiable accuracy.

The project application forms are protected with various data validation rules to prevent changes to formatting. This ensures that the most accurate data is provided.

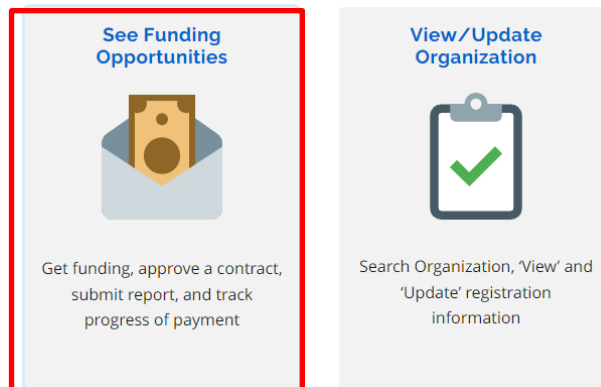
### 5. ACCESSING THE APPLICATION FORM

To access the PFR application, you must first log in to Transfer Payment Ontario. You may access the TPON system using either your ONE-Key or GO Secure credentials.

**Note:** The ministry suggests all applicants to access the system using the ONE-Key login.

**Note:** If you are unable to access the application form, please visit “[Available funding opportunities from the Ontario Government](#)” page to confirm eligibility for the PFR program. If you have any additional questions, please contact your ministry representative.

After successfully logging in to the system using your ONE-key credentials, please select “**See Funding Opportunities**”.



Transfer Payment Ontario will automatically redirect you to the “**See Funding Opportunities**” page. Click on your organization name hyperlink to proceed.



## See Funding Opportunities

### Transfer Payment Services

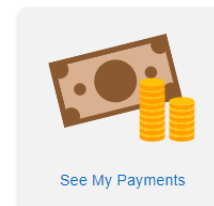
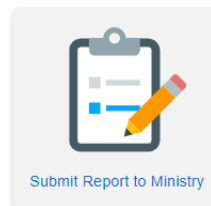
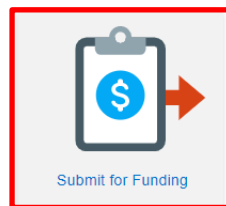
Click on the organization name to proceed to Transfer Payment Ontario.

Organization Legal Name	Operating Name:	TP Service	Access Type
<a href="#">Test Agency</a>	Test Agency	Transfer Payment Ontario	Standard Access

Please click **“Submit for Funding”** under **“I am looking to”** and select the PFR program card to access the PFR application.



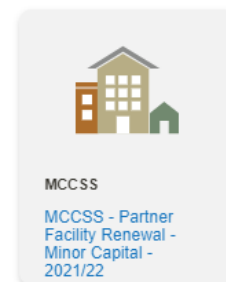
I am looking to:



## Submit for Funding

Invitational Programs for my Organization

Open Programs



## 6. COMPLETING THE FORM

### Organization Address and Contact Information

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This information is prepopulated based on information submitted during the Transfer Payment Ontario enrolment process:

#### Organization Information

- Organization Name
- Organization Legal Name

#### Organization Address Information

- Business Address
- Mailing Address

#### Organization Contact Information

- Organization Contact

Before continuing with the application process, please ensure this information is current and accurate. Guidelines to update organizational information for this section can be found [here](#).

### Site and Program Information

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Each application form allows multiple projects to be submitted for the same site. Please refer to the project information section on how to submit multiple projects per application. **Important: Please submit only one application per site.**

The site address is NOT pre-populated and should reflect the location (site) where the projects will be completed.

#### *Site region*

The region/corporate office selected refers to the ministry office from with which the site has a funding relationship. It is not the physical location region of the site.

#### *Programs Offered on Site*

Often sites deliver multiple programs or activities. The program that receives the most ministry funding at the site level is considered the **primary program**.

Site Address	
Unit Number Unit 1	
Street Address 1: 123 John Street	Street Address 2:
City/Town: Toronto	Province: ON <input type="text"/>
Postal Code: M8Z9U1	Country: Canada
Site Region: Toronto <input type="text"/>	
Please indicate the primary program offered on site: Child Welfare <input type="text"/>	

## Site Contact Information

- Site contact information is not pre-populated. You must manually update this section.
- At least one contact must be identified as the **primary contact** and **signing authority** (see screenshot below). The primary contact and signing authority may be the same individual or two separate individuals.
- The primary contact will receive e-mail notifications at various stages of the application process for example, confirmation of application submissions, report back reminders, etc.

**IMPORTANT: Applicants are strongly encouraged to provide a secondary contact.**

Primary: <input checked="" type="checkbox"/>	
First Name: * John	Last Name: * Howard
Title: * Executive Director	Primary Phone Number: * (909) 737-4158
Secondary Phone Number:	Email Address * john.howard@email.com
Signing Authority <input checked="" type="checkbox"/>	



## Project Related Information

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### *Form of ownership at the site level*

Please indicate the form of ownership at the site level. If the site is rented, select Leased.

### *Repairs*

Rental/Lease agreements will need to be consulted to determine the agency's responsibility for repairs for the leased/rented property. If these agreements are not on file, they should be available on request from the property owner or Property Management Company. Specific lease terms may require the agency to make structural repairs (including but not limited to foundation repairs, roof repairs, exterior doors/windows, etc.).

### *Year of Construction*

This is the year of construction of the building. For rented properties, you can use estimated time if the information is not readily available.

## Project Assessment Questions

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Most questions in this section are mandatory. The purpose of this section is to obtain project information that will be used by the ministry to assess the project for approval. Please refer to **Appendix A** of this guide for a sample of projects that are eligible and ineligible for funding under the Partner Facility Renewal program.

**IMPORTANT:** You may apply for multiple projects per site by clicking the "Add" button. You must answer the project assessment questions for each project. **Please submit only one application per site.**

Project Assessment Questions	Add	Remove
4. Category of Minor capital request *		
Electrical		▼
5. Project Name (Item Name) *		
Distribution Systems & Panels		▼

### *Category of Minor Capital Request & Project Name (Item Name)*

Please see below for the combinations of Minor Capital Requests and Project Name (Item Name) for questions 1 and 2 of this section. Select the category and project name which best reflects the project that funding is being requested for.

<b>Category of Minor Capital Request</b>	<b>Project Name (Item Name)</b>
Building Exterior	Cladding System Entrances & Doors Exterior Sealants & Caulking Foundation Wall Other Building Exterior Parapets & Canopies Platforms & Loading Docks Windows including frames
Building Interior	Ceiling Flooring Internal Partitions & Doors Other Building Interior Presence of Mould Wall Finish (Paint, Trim, etc.) Washroom Fixtures/Accessories
Electrical	Auto Lighting Control System Building Mount Exterior Lights Distribution Systems & Panels Emergency Generator/Source Interior Lighting Main Transformers Primary Feed & Main Switchgear Step-down Transformers
Fire Protection & Life Safety	Automatic Door Closers Emergency Lighting & Exit Sign Fire Alarm & Voice Communication System Fire Extinguishers Fire Pumps Fire Separations Fire/Emergency Plans Other Security System Smoke, Heat and CO Detectors Sprinkler/Standpipe System Water Reservoir
Hazardous Materials	Asbestos Other Hazardous Materials PCBs

<b>Category of Minor Capital Request</b>	<b>Project Name (Item Name)</b>
Mechanical and HVAC	Building, Automation System Ductwork Heating, Ventilating & AC Other Mechanical and HVAC Vertical Transportation Device
Municipal Utilities and Services	Gas Utility Hydro Utility Other Municipal Utility Sanitary Supply Storm Sewer Water Supply
Plumbing	Domestic water distribution Other (Pool, Fountain, etc.) Plumbing fixtures Rainwater drainage Sanitary waste
Private Sanitary Sewage System	Adequacy of System Capacity On-Site Sewage Treatment Plant Other Sanitary Sewage System Pump Station(s) Septic Tank(s) Septic/Absorption Bed & Piping Sewage Lagoon(s) Sewage Mound(s)
Roof	Chimneys/ Boiler Stacks Flashing Other Roof Roof Assembly & Waterproofing Roof Drainage Roof venting Skylights & Roof Openings
Site Finishes	Exterior Light Standards Fences & Gates Landscaping & Picnic Facility Other Site Finishes Parking Lot Pavement & Curbing Pathways & Exterior stairs Retaining walls Roadways Pavement & Curbing Signage

<b>Category of Minor Capital Request</b>	<b>Project Name (Item Name)</b>
	Site Drainage
Structural	Building Superstructure Interior Stairs Other Structural Roof Construction – <i>this area does not apply to new shingles or taring, but rather structural failures.</i> Substructure (Foundation)
Water Supply	Adequacy of System Capacity Exterior Piping to Main Bldg Other Water Supply Water Filtration & Treatment Well Boreholes Wellhouse/ Pumphouse Structure

*Project Description (Item Description)*

- Project descriptions should explain the need and nature of the project while providing sufficient detail of the scope. Please start with a verb and be specific with the scope of the project.
  - **For example:** Project Description: “Doors” does not adequately describe the project for funding consideration. A reasonable description would be “Replace 3 broken doors for safety and security of clients.” The scope and nature of the project is now clear.
- The project description should be brief and broken down to a meaningful level.

**IMPORTANT:** Projects with inter-connected components should be submitted as a single project. Please select the largest component cost driver to reflect the 'Category of Minor Capital Request' and 'Project Name' fields. The description field should be used to provide additional project scope and cost details.

**Example 1: A basement renovation with the following components:**

- \$5,000 to retrofit drainage systems;
- \$3,000 to replace flooring and;
- \$2,000 for mould removal.

**Project Category:** Plumbing

**Project Name:** Rainwater drainage

**Project Description:** Renovate basement as a result of rainwater damage, with a total estimated cost of \$10,000. The cost includes retrofit of drainage systems (\$5,000), replacing flooring with new carpet (\$3,000) and mould removal (\$2,000).

**Example 2: A bathroom requires renovation to meet a client's needs with the following components**

- \$1,000 to replace a standard bathtub with an accessible bathtub\*;
- \$5,000 to adjust the structural layout to be more accommodating and;
- \$2,000 for plumbing.

**Project Category:** Building Interior

**Project Name:** Other Building Interior

**Project Description:** Renovate bathroom to meet client needs, with a total estimated cost of \$8,000. The cost includes the replacement of a bathtub (\$1,000)\*, changes to the structural layout (\$5,000) and plumbing requirements (\$2,000).

**\*Note:** FF&E (furniture, fixtures, and equipment) are not eligible minor capital costs. In the above example new fixtures such as faucets, toilets, standard bathtubs and lights should not be included in the cost of the application.

*Estimated Net of HST Rebate Cost of the Project*

- Cost estimates are net of recoveries and rebates (net of HST rebate). The formula is the total Pre-tax cost of the project (#7a) plus the Non-Refundable HST Amount (#7b). Please refer to the [HST Rebate Calculator](#) as part of the attachments in Step 1 of the application process.

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7a. Pre-tax cost of the project \*

\$5,000.00

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7b. Non-Refundable HST Amount (Please use rebate Calculator) \*

\$197.00

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7c. Estimated net of HST rebate cost of the project

\$5,197.00

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- Quotes from qualified companies are the ideal method of estimating costs for each project. Quotes are not a requirement to be considered for funding, but projects that have recent quotes (no older than 18 months) from companies qualified to complete the project, will be prioritized above those that do not.
  - The lowest cost option that best meets the needs of the site should be selected. For example, for a roof replacement project, asphalt shingles are preferred to tile shingles (lower cost). For cases in which a higher cost option is selected, a business case must accompany the request.
- Obtaining 3 quotes from 3 qualified vendors is considered best practice based on the Broader Public Sector (BPS) Procurement Directive. For BPS guidelines please click [here](#).

### *Enhancing Program Delivery*

When requesting funding for a project that will enhance services or increase capacity, include a brief note to quantify the enhancement (e.g., Renovations that add 2 beds to capacity / renovations that facilitate delivery of ministry services to an additional 50 people annually).

### *Timing - When does this project need to be completed?*

The form allows 5 options with regards to timing:

- **Immediate – violation notice received.** This is only to be used if the site has received an order/violation notice for health and safety, fire code, building code, contractual or any other applicable municipal or provincial by-law. This category cannot be used in anticipation of an order. **Note:** A copy of the violation notice, and an associated quote must be submitted as part of step 3 (submission attachments) of the application process if this is selected.
- **Immediate.** This applies to unexpected repairs or replacements that severely inhibit the delivery of services at the site and must be attended to urgently. **Note:** Projects selected under this category, if not supported by appropriate documentation, will be reprioritized at the discretion of the ministry. An agency must submit the following attachments as part of step 3 (submission attachments) of the application process to support this timing category:
  - A report from a contractor/engineer that the repair is required immediately.
  - A business case that not completing the project presents an immediate risk to health and safety and/or poses a clear risk of the facility being closed and impacting program delivery.

- **Current year.** This applies to repairs or replacements that are either unexpected or expected but remain outstanding. Any item that does not cause a pressing concern to the occupants of the building or the delivery of the program should be categorized under “current year.”
- **Medium Term (1-2 years).** This is used to indicate that the expected life of a building component is coming to an end but is currently functioning. However, it will require significant repair/replacement over the next few years.
- **Long Term planning (2+yrs).** This anticipates there is an element of the building that will require repair or replacement in the years ahead.

*Residential or live in services on site*

- If the site offers residential services for more than 10 clients (i.e., has 10 or more beds), you may select yes as a response.

*Direct Accommodation of more than one client:*

- The purpose of this question is to identify whether the requested project assists with specific client needs. Examples of such infrastructure projects include renovating a unit with attached bathroom or change windows to increase safety for the clients.

*Service to Indigenous community/person:*

- The purpose of this question is to identify whether the requested project supports Indigenous communities or persons living on or off reserve.

*Accessibility for Ontarians with Disabilities Act (AODA)*

- The purpose of this question is to identify whether the requested project assists the site to become AODA compliant or maintain compliance. Examples of AODA infrastructure projects include altering the design of buildings such as stairs, doorways, hallways and room layouts to be more accessible.
- The Accessibility for Ontarians with Disabilities Act (AODA) aims to identify, remove and prevent barriers for people with disabilities in key areas of everyday life. The standard applies to both private and public sector organizations across Ontario. **Note:** The TP agency is ultimately responsible for AODA compliance.

## Declaration and Signing

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By completing this section, the Executive Director (or equivalent) affirms that;

- The information is complete, accurate and up to date;

- The site is currently being used to deliver ministry programs (has a direct funding relationship with MCCSS); and
- That all minor capital requests are required to facilitate programs funded by MCCSS.

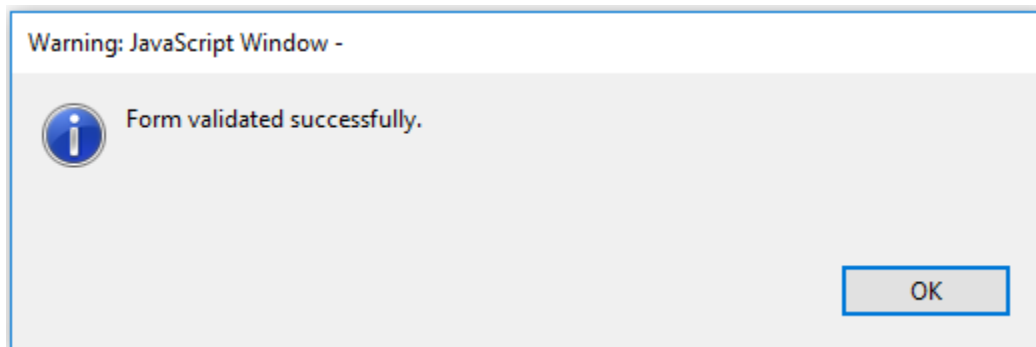
## 7. APPLICATION SUBMISSION INSTRUCTIONS

### Application Validation

Once an application form has been completed, click the “Validate” button on the top right-hand corner of any page. This will ensure that all mandatory fields have been filled out. The TPON system will not accept the submission of an application form with blank mandatory fields.



The following notification indicates that the application form has been successfully validated. **Note:** Please save the application form on your device prior to uploading (Suggested file naming convention: Case# - Site Address - Project Type).




### Uploading an Application


To submit an application, please login to the [Transfer Payment Ontario portal](#). After logging in (please see section 6 for assistance), click “**See My Funding History**” under “**I am looking to:**”.




 I am looking to:




Submit for Funding



Submit Report to Ministry



See My Funding History



See My Repayments

This action will display your organization’s cases (applications). From this listing, click on the Case # for the form that you are planning to submit. TPON will then redirect you to the ‘Submit for Funding’ window (shown below).

## See My Funding History

Cases from my organization in Draft, Submitted, Active or Closed statuses.


### My Organization's Cases

New	Case #	Program	Status	Opened ▲▼	Closed
	2019-09-1-1378528729	MCCSS – P...	Draft	9/11/2019 1...	

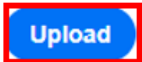

From the ‘Submit for Funding’ window for the selected application, click on Step 2, ‘**Complete Form**’. Click on ‘**Upload Form**’ to begin the application upload process.



You will be prompted to attach the completed application form. Click on the **pick box** indicated below to attach the application file. Once you select the file, click the **'Upload'** button. After the file has finished uploading, click **'Next'** to proceed with the application process.

File Name:★  

Comments:

Click on pick box to upload

### Uploading Supporting Documentation

After uploading your application form, you will be asked to attach any **supporting documents (Step 3)**. Please upload documents to support the associated cost (for example, quotes) or urgency (for example, engineer's report, business case, violation notices, etc.) of the project. These documents assist the ministry to better evaluate such project requests. Under the Funding Attachments section, select 'New' to upload additional application attachments.

**Note:** These attachments are mandatory for projects where 'timing' has been selected as "Immediate" or "Immediate Violation Received".



Click **'Next'** once all additional attachments have been uploaded.

### Step 3 - Attach Supporting Documents

#### Upload Supporting Attachments

Below is a list of all attachments that have been uploaded to support your submission, including the form completed in Step 2. Please refer to the **Review Supporting Attachments** table on this page for a list of additional documents to support your submission. You can upload additional documents by clicking the **New** button (+ New) or by **dragging and dropping** the file into the table below. You will need to select **Attachment Type** from the drop down list after uploading each file.

If the **Review Supporting Attachments** table does not appear on this page, no additional documents are required and you may move onto Step 4.

File Name	Attachment Type

After you successfully upload additional supporting documentation, you will be prompted to confirm submission of your application and supporting documentation. Click 'Complete Submission' to continue.

## Step 4 - Confirm Submission

This is the final step in the submission process. Once you've clicked the **Complete Submission** button, you won't be able to make any further changes to the form uploaded in [Step 2](#) without contacting the Transfer Payment Ontario Client Care team for assistance. If necessary, you can still upload additional supporting documents after submitting.

**Complete Submission**

**Note:** Once an application is submitted, you will not be able to make any further changes to the application form. However, applicants can submit attachments after initial submission.

TPON will display the following message once an application has been successfully submitted:



### Submit for Funding

Congratulations! Your application has been successfully submitted. Provided you've given us a working email address, you will receive a confirmation message shortly. Please be sure to check your Spam/Junk folder as well for this confirmation message.

[Back to Home](#)

## APPENDIX A: ELIGIBLE AND INELIGIBLE PROJECTS

### *What's eligible; what's not?*

<b>Eligible</b>	<b>Not Eligible</b>
<p><b><i>Building Exterior</i></b></p> <ul style="list-style-type: none"> <li>• Repair/replacement of exterior cladding (brick repointing, siding, etc).</li> <li>• Repair/replace exterior doors, windows, sealants, etc.</li> <li>• Building entrance modifications (such as widened doorways, railings and ramps)</li> </ul>	<p><b><i>Building Exterior</i></b></p> <ul style="list-style-type: none"> <li>• Cleaning of eaves or other regular exterior maintenance.</li> <li>• Snow blowers, lawnmowers</li> <li>• Window coverings</li> </ul>
<p><b><i>Building Interior</i></b></p> <ul style="list-style-type: none"> <li>• Interior finishes including: replacing or repairing flooring, tiles, etc.</li> <li>• Minor conversion of space to achieve program enhancements (e.g., converting basement storage into program office or bedroom).</li> <li>• Add/repair/replace speciality items to make the building more accessible for program clients, (e.g., grab bars in washrooms, ceiling track lift systems, signage, ramps, platform lift, etc.).</li> </ul>	<p><b><i>Building Interior</i></b></p> <ul style="list-style-type: none"> <li>• Regular cleaning, such as duct cleaning, carpet cleaning, etc.</li> <li>• Garages detached from the main building.</li> </ul> <p><b><i>Furniture</i></b></p> <ul style="list-style-type: none"> <li>• Office equipment, such as: desks, tables, chairs, etc.</li> <li>• Beds, sofas, dressers, etc.</li> </ul>
<p><b><i>Electrical</i></b></p> <ul style="list-style-type: none"> <li>• Repair/replace electrical panels, boards and subsystems.</li> <li>• Repair/replace wiring and power distribution systems.</li> </ul>	<p><b><i>Electrical</i></b></p> <ul style="list-style-type: none"> <li>• Any appliances</li> <li>• Lighting fixtures – light sockets and wiring can be replaced, however, fixtures would not be eligible.</li> <li>• Computers, computer systems</li> <li>• Telephones, telephone systems</li> </ul>
<p><b><i>Fire Protection &amp; Life Safety</i></b></p> <ul style="list-style-type: none"> <li>• Repair/replace annunciator panels.</li> <li>• Repair/replace detection devices and emergency fixtures.</li> <li>• Repair/replace signal devices.</li> <li>• Implement changes to the building as required by legislation:</li> <li>• Ontario Fire Code orders</li> <li>• Ontario Building Code orders</li> <li>• Public Health orders</li> </ul> <p><b><i>Program-specific security features:</i></b></p>	<p><b><i>Fire Protection &amp; Life Safety</i></b></p> <ul style="list-style-type: none"> <li>• Defibrillators, fire extinguishers</li> <li>• Staff training</li> <li>• Annual inspections, maintenance or monitoring.</li> </ul>

<b>Eligible</b>	<b>Not Eligible</b>
<ul style="list-style-type: none"> <li>• Shatter proof glass</li> <li>• Security cameras and security systems where these have been identified as critical program requirements and sanctioned by the Ministry (i.e., Violence Against Women shelters and Youth Justice Services buildings)</li> <li>• Security fencing/gates</li> </ul>	
<p><b>Hazardous Materials</b></p> <ul style="list-style-type: none"> <li>• Asbestos remediation</li> <li>• Other hazardous materials on site requiring treatment or abatement</li> </ul>	<p><b>Hazardous Materials</b></p> <ul style="list-style-type: none"> <li>• Annual inspections or maintenance</li> </ul>
<p><b>Mechanical and HVAC</b></p> <ul style="list-style-type: none"> <li>• Repair/replace boilers, HVAC, ventilation and cooling systems.</li> <li>• Repair/replace hot water heater.</li> </ul>	<p><b>Mechanical and HVAC</b></p> <ul style="list-style-type: none"> <li>• Regular maintenance to a HVAC unit, elevator or other building system requiring regular upkeep.</li> </ul>
<p><b>Municipal Utilities and Services</b></p> <ul style="list-style-type: none"> <li>• Gas line repairs not covered by the municipality</li> <li>• Sewer connections not covered by the municipality</li> </ul>	<p><b>Municipal Utilities and Services</b></p> <ul style="list-style-type: none"> <li>• Phone, water, gas, electrical consumption bills</li> </ul>
<p><b>Plumbing</b></p> <ul style="list-style-type: none"> <li>• Sump pump repair/replacement</li> <li>• Rainwater drainage</li> <li>• Pipeline replacements and reconfigurations</li> </ul>	<p><b>Plumbing</b></p> <ul style="list-style-type: none"> <li>• Fixtures such as sinks and toilets</li> </ul>
<p><b>Private Sanitary Sewage System</b></p> <ul style="list-style-type: none"> <li>• Repair/replace septic systems (including septic tanks and piping)</li> </ul>	<p><b>Private Sanitary Sewage System</b></p> <ul style="list-style-type: none"> <li>• Septic tank pumping/maintenance</li> </ul>
<p><b>Roof</b></p> <ul style="list-style-type: none"> <li>• Repair/replace roof</li> <li>• Roof waterproofing and drainage</li> <li>• Roof venting</li> </ul>	<p><b>Roof</b></p> <ul style="list-style-type: none"> <li>• Cleaning of eaves troughs</li> </ul>
<p><b>Site Finishes</b></p> <ul style="list-style-type: none"> <li>• Repair/replace parking areas, driveways.</li> <li>• Repair/replace walkways.</li> <li>• Site re-grading.</li> </ul>	<p><b>Site Finishes</b></p> <ul style="list-style-type: none"> <li>• Aesthetic landscaping</li> <li>• Tree removal</li> <li>• Outdoor playgrounds</li> <li>• Decks and patios, except where necessary for fire exits.</li> </ul>

Eligible	Not Eligible
	<ul style="list-style-type: none"> <li>Storage sheds</li> </ul>
<p><b>Structural</b></p> <ul style="list-style-type: none"> <li>Repair foundation (substructure)</li> <li>Repair/replace floors/walls (superstructure)</li> <li>Repair/replace stairs</li> </ul>	<p><b>Structural</b></p> <p><u>Major capital projects</u></p> <ul style="list-style-type: none"> <li>The creation of a new real (capital) asset through purchase or new construction</li> <li>Additions to or major renovations of an existing real (capital) asset that significantly increases its service delivery capacity, impacts operating costs and/or increases fair market value.</li> </ul>
<p><b>Water Supply</b></p> <ul style="list-style-type: none"> <li>Repair/replace wells</li> <li>Water filtration and treatment</li> </ul>	<p><b>Water Supply</b></p> <ul style="list-style-type: none"> <li>Filtration system maintenance</li> <li>Water coolers or bottled water supplies</li> </ul>

## APPENDIX B: HELPFUL HINTS CHECKLIST

- ❑ Before filling out the application, please review this entire document. It may be useful to have a copy of this document to refer to while completing the application.
- ❑ Before continuing with the application process, please ensure organizational information is current and accurate. Guidelines to update organizational information for this section can be found [here](#).
- ❑ Some suggestions for organizations with a high volume of funding requests include:
  - Saving the application files on to a specific folder on your device. This will enable you to work offline and share the form across your organization.
  - Using custom file naming conventions: Case# - Site Address
  - Using a spreadsheet to track individual projects requested in each application and their status. This will also allow you to refer to any project approved by ministry from the application.

Case #	Project Name	Site Address	Project Type /Description	Project Cost	Approval Status

- ❑ *All projects should be broken down to a meaningful level* – interconnected component projects should be submitted as a single project.
- ❑ Project requests should be for minor capital requests only. Do not include projects involving building or program expansion on this application. For projects involving building or program expansion, please contact your ministry representative to discuss the major capital funding request process.
- ❑ Where available, you should upload documents to support the associated cost (for example, quotes) or urgency (for example, engineer’s report, business case, violation notices, etc.) related to the project.
  - ***These attachments are mandatory for projects where ‘timing’ has been selected as “Immediate” or “Immediate Violation Received”.***