



**MUNICIPAL HOUSING INFRASTRUCTURE PROGRAM (MHIP):
HOUSING ENABLING CORE SERVICING STREAM (HECS)**

Program Guidelines – 2024 Intake

August 2024

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Municipal Housing Infrastructure Program – Housing Enabling Core Servicing
Ontario Program Guidelines

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1. Program Overview

The Municipal Housing Infrastructure Program (MHIP) - Housing-Enabling Core Servicing Stream (HECS) is an application-based program. Projects funded through the program will invest in the development, repair, rehabilitation and expansion of municipal roads and bridges to promote growth and enable housing for growing and developing communities.

The following guidelines provide an overview of program details and requirements and act as a reference for applicants.

2. Objectives

Eligible projects under this intake must meet the following project outcomes:

- Enable housing opportunities and promote growth; and
- Improve and develop more reliable road and/or bridge assets to support this growth.

This funding intake is a competitive process. Funding approval is not guaranteed.

3. Applicant Eligibility

3.1 Overview

Eligible applicants include all municipalities that own road and bridge assets. Privately-owned assets are not eligible for this program.

Municipalities that have New Deal agreements in place are not eligible (either as a primary or co-applicant).

Indigenous projects are ineligible to apply as standalone projects; however, municipalities may submit projects that benefit Indigenous communities but will not receive additional funding like other joint applications outlined below (see 3.2 Joint Applications).

3.2 Joint Applications

Joint projects between multiple eligible applicants are encouraged. As part of the application assessment, additional consideration will be given to joint projects that optimize housing enabling outcomes. Joint projects are those where each **co-applicant contributes financially** to the project. All applicants and co-applicants must meet the applicant eligibility criteria.

Each municipality is allowed to submit only one application. Municipalities may apply for separate or joint applications. Should a municipality choose to submit a joint application with another

municipality, that submission would be counted as their sole application. In summary, **a municipality cannot submit a joint application in addition to a stand-alone application.**

If project applications support the same housing development area, this must be submitted as a joint application.

Joint applications must have a primary applicant submitting the application. The primary applicant must own all or part of the asset and confirm all co-applicant(s) funding is secured to support the project. If successful, only the primary applicant will be required to sign a Transfer Payment Agreement (TPA) with the Province. The primary applicant is solely responsible for entering into a partnership agreement with the other eligible co-applicant(s) that will be contributing to the project. Funds will only be made available to the primary applicant who signs the TPA with the Province. The primary applicant will be responsible for the financial management of the project, ensuring all requirements in the TPA are satisfied, including regular reporting requirements. The primary applicant will be the main contact for the project for the Province.

For joint applications, an increased funding threshold will be available (see 8.2 Funding Maximum).

4. Project Conditions

4.1 Overview

The provision of the MHIP - HECS is governed by the Government of Ontario. Transfer Payment Agreements (TPAs) will set out the terms and conditions under which the Ministry of Infrastructure ('the Ministry') agrees to provide funds to applicants, and will provide additional details on payment schedules, milestones, reporting, and audit requirements. The Province will fund a maximum of 50% (up to \$20 million) with the municipality required to fund all remaining project costs (50% minimum). TPAs will only be entered into with primary applicants whose projects are approved by the provincial government.

4.2 Project Eligibility

(1) Eligible Project Types:

- A project must include a capital component and may also include pre-construction planning and design work.
- A project must enable housing development (i.e., new housing units that would not be enabled without the project).
- A project can be any of the following project types: new construction; rehabilitation/repair; reconstruction; or expansion.
- Projects must have a clear start and end point.

- Projects can be stand-alone or a component of a larger project.
- Projects must be in the process of or completed the design and planning phase.
- Projects must meet all relevant provincial regulatory requirements.
- The application must include a clearly defined scope of work in order to enable a comprehensive assessment of the project (financial, technical, risk, etc.). For example, an application must clearly identify how it enables housing development, define how it improves or develops more reliable roads and/or bridges and specify any issues/risks and the construction activities that will be undertaken to address the issue. All project work and components should be clearly identified.

(2) Eligible Asset Type:

- Roads; and
- Bridges (bridges include culverts with a span greater than 3 metres).

Eligible projects include any road and bridge asset that will enable new housing units. Applicants may bundle more than one eligible asset type (e.g., a project with both road and bridge components).

(3) Ineligible Project Types:

- Ineligible project types include:
 - Projects that have started construction;
 - Indigenous projects as stand-alone projects (however, municipally led submissions that cross indigenous borders and positively impact indigenous communities will be considered as eligible. These projects are eligible to be submitted through municipal-led applications);
 - Planning and design work as stand-alone projects;
 - Projects that include assets located on private land;
 - Recreational trails and paths (trails that are solely intended for cross-country skiing, mountain biking or the use of motorized snow vehicles or offroad vehicles);
 - Roads within a subdivision unassumed by a municipality; and
 - Trade corridor and industrial roads (except portions that connect communities and maintain and enable housing).

Other requirements

To support your application evaluation, the application must demonstrate how it will meet the intended outcomes of the program. For example:

- Road projects:** will be assessed on technical criteria for improved and/or more reliable road infrastructure that enables housing development.
- Bridge projects:** will be assessed on technical criteria for improved and/or more

reliable bridge infrastructure that enables housing development.

- c. **Asset ownership:** Applicants must attest to owning and ensuring the operation of the infrastructure asset(s) put forward for funding.
- d. **Bundling of eligible asset types:** Within the application, applicants must select only one primary project asset type but may bundle more than one eligible project asset type. For example, a project may have both road and bridge components. Bundled projects must demonstrate that each component of the project is connected to the same housing development area and meets eligibility requirements.
- e. **Milestone-Based Program:** As the program is milestone-based, funds are distributed to applicant after they have provided a report to the government demonstrating that required milestones, as set out in the TPA, have been met. Successful applicants must have a financing strategy in place to cover project costs upfront. **Successful applicants are responsible for any cost escalations or cost over-runs.**

4.3 Project Conditions

Projects must comply with the following conditions to be considered eligible:

- (1) **Project start:** Projects must have a clear start and end date. **The project must start no later than September 30, 2025.** The project start could include pre-construction soft costs (i.e., design, planning, engineering, project management, etc.) or construction (i.e., shovels in the ground). Project soft costs can be retroactive to April 1, 2023. Construction **must not start** prior to project approval and Duty to Consult requirements have been met and communicated by the Province.
- (2) **Project completion:** Projects must be completed by **March 31, 2028.**
- (3) **Housing development:** Projects must enable housing such as an increase in housing units created.
- (4) **Financial sustainability:** Projects should have a financial plan in place to operate the asset(s) and should not be dependent on or seek senior level government support for operational funding as well as any potential cost over-runs or escalations experienced on a project.
- (5) **Land acquisition:** Any land acquisition must occur before an application is submitted.
- (6) **Duty-to-Consult:** Projects cannot start capital work (e.g., construction, site preparation, etc.) until the provincial government has confirmed in writing that all Duty-to-Consult (DTC) requirements have been met. The undertaking of site preparation or construction prior to written confirmation being received from the provincial government confirming that DTC requirements have been met may jeopardize project funding (See Section 9 for DTC).
- (7) **Asset management plans:** Projects should be informed by an applicant's asset management plan (AMP). This means the proposed project was identified based on the plan's prioritized lifecycle activities (e.g., construction, maintenance, renewal, rehabilitation, replacement, etc.) for the applicable asset category. For example, if an

applicant has identified bridge rehabilitation or replacement as a priority lifecycle activity within its asset management plan, then the submission of a bridge project would be appropriate. If a proposed project does not align with the priorities identified within an applicant's asset management plan, a strong rationale must be provided in the application form. Asset management plans should be developed in accordance with the *Asset Management for Municipal Infrastructure* regulation ([O.Reg. 588/17](#)). For more details on AMP requirements please see section 6.2.

- (8) **Accessibility standards:** Projects must meet or exceed the requirements of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant [municipal by-laws](#).
- (9) **Ministry of Transportation (MTO) Highway Corridor Management:** As per [Public Transportation and Highway Improvement Act](#) (O. Reg. 104/97), MTO has the authority to control work within the Permit Control Area of a provincial highway. MTO permit control areas can be viewed through the [Highway Corridor Management System \(HCMS\)](#). MTO's Corridor Management program area reviews applications and submissions for third parties to conduct work along provincial highways and issues permits to allow the work to proceed. Third party proponents, including municipalities and developers, need a permit from MTO to conduct work within or adjacent to provincial highways. Municipalities (and proponents of the development) should be aware of MTO's requirements early in the process through pre-consultation. If any part of the land for which the project or supported housing development is within 400m of a provincial highway, the municipality (or proponent of the development on the municipality's behalf) must arrange a pre-consultation meeting with MTO through the [HCMS](#). If applicable, the pre-consultation number from MTO must be provided in the Technical Schedule of the application.

5. Application Process

5.1 Number of Project Submissions

Each eligible applicant may only submit a maximum of **one project** for this intake. If an eligible applicant participates in a joint application, the joint project will be counted as their single project submission.

5.2 Submissions and Funding Approval Steps

Step 1: Applicants must register or login online through the Province of Ontario's online grant portal, [Transfer Payment Ontario \(TPON\)](#). Step by step support for working with the online grant portal are found [here](#). Full details on the application can be found by following the Submitting for Funding link from the TPON landing page. When filling out the application, please review your organization's contact information carefully. If the program area is unable to contact

a project representative in a timely manner, an application may be deemed incomplete. Only authorized representatives of the applicant organization should be included on the form (consultants should not be named as the point of contact). Authorized representatives typically include an individual that can legally bind the organization (e.g., CAO, treasurer).

Step 2: Applicants must fully complete one MHIP-HECS application form and provide all supporting documents. The application form and supporting documents must be submitted through the TPON online portal. For a complete list of supporting documents please see section 10.

Step 3: The application form and supporting documents must be submitted online through the **Transfer Payment Ontario (TPON)** system by **4:59pm. EST on October 18, 2024**. A scanned application form will not be accepted. **Failure to meet minimum submission requirements will result in the submission being identified as incomplete and will be at risk of not proceeding to the evaluation portion of the application process.**

For technical issues related to the submission of your application form, technical schedule or other supporting documents or if you note any discrepancies in the pre-filled section of the application form, please contact Transfer Payment Ontario Client Care at **416-325-6691** or **1-855-216-3090** or email TPONCC@Ontario.ca for assistance. For all other questions, please contact MHIP@ontario.ca.

Step 4: Once the completed application form has been submitted, an automated acknowledgement of receipt and a file number will be emailed to the primary applicant. **Please ensure this acknowledgement email is received to confirm application was successfully submitted.**

Step 5: Projects will be assessed and evaluated by the Province based on information submitted at the time of application. **Please ensure application is complete.**

Step 6: Notification of project approval.

Step 7: TPA Development. Once a project has been approved, the Province will create a project specific TPA and provide it to the primary applicant for signature. The TPA sets out the terms and conditions of funding including:

- That contracts will be procured through a competitive, value-for-money process.
- That the primary applicant will fulfill all Duty-to-Consult requirements.
- A detailed list of eligible and ineligible expenditures (see Section 8.4 and 8.5 for more details).
- Communication requirements (including project signage).
- Mandatory reporting requirements, including insurance obligations.

5.3 Key Dates

Applications and all supporting documentations must be submitted through TPON by **4:59 p.m. EST on October 18, 2024**.

Note: applications including all supporting documentation will not be accepted after this time and submissions cannot be changed after this deadline. **Failure to meet minimum submission requirements will result in the submission being identified as incomplete and will be at risk of not proceeding to the evaluation portion of the application process. That includes completing each section of the application form within the required timeline.**

Note: Successful applicants cannot start capital work (e.g., site preparation, construction, etc.) on a project until they have been notified by the Province in writing that Duty-to-Consult requirements have been met.

- Projects must start no later than **September 30, 2025**, and be completed by **March 31, 2028**. The project start date can represent pre-construction soft costs (i.e., design, engineering, project management, etc.).

5.4 Project Description

A technical description of the proposed project should provide the Ministry adequate information to understand the scope of the project. Strong project descriptions include but are not limited to:

- Name of municipality;
- Project location (from x road to y road);
- Type of asset;
- Length of project work; and
- List high-level project details/outcomes (sidewalks, bike lanes etc.).

Road Project Description Example

This project will reconstruct approximately 2.5 kilometres of Archibald Road from Exeter Road to approximately 50 metres west of Concession 2 in Murray Township to promote growth and enable housing. The project work will involve rebuilding the road base, shoulder work, adding curbs, gutters, and sidewalks. Bike lanes will be installed in both directions. Street lighting and two bus shelters and benches will also be installed. The project will improve turning radii at all intersections, including a dedicated right turning lane at Morrow Street. All roads will be repaved.

Bridge Project Description Example

This project will replace King Street bridge in the Town of Williamsburg to support increased traffic flow and enable housing. Project work will include the demolition of the current one-lane bridge to be replaced with a 200 metre, two-lane bridge that will include bike lanes and sidewalks. Approximately 50 metres of asphalt will be replaced along both approaches and guide rail installed. Additionally, scour and erosion protection will be installed around bridge abutment and piers.

6. Assessment Process

6.1 Assessment Criteria

Ontario will assess projects primarily in relation to the following assessment criteria:

1. Technical Merit (Roads & Bridges)
2. Housing Impact
3. Project Readiness
4. Financial Capacity

Priority will be given to those projects that are more advanced in planning and design.

Note: Additional consideration will be given to cross-municipal joint projects with highest impact.

Project approval will be assessed and prioritized based on program requirements, applicant eligibility, application completeness, assessment criteria and the overall demand of funds in the program.

Criteria 1 – Technical Merit

Projects will be assessed based on technical merit relative to:

- Eligibility: The work must relate to construction and repairs for road and bridge infrastructure that will support the creation of housing.
- Criticality: The highest priority projects are those which can be demonstrated through traffic impact studies or other means of assessment to be the most critical to facilitating housing development.
- Urgency: Priority will be given to projects that are “shovel ready” (ready to proceed).

Applications must clearly demonstrate how the proposed project will address the provincial outcome of improved capacity and reliability of roads and bridges to enable housing.

- Road Impact
 - i. Improves and/or makes road assets more compatible with the proposed development.
 - ii. Meets provincial regulatory requirements.
 - iii. Current utilization of road infrastructure capacity.
- Bridge Impact:
 - i. Improves and/or makes bridge assets more compatible with the proposed development.
 - ii. Meets provincial regulatory requirements.

- iii. Current utilization of bridge infrastructure capacity.

Criteria 2 – Housing Impact

Projects will be assessed on:

- Total new housing units enabled (by year) as a result of the project.
- Comparison of new housing units enabled as a result of the project by 2031 to the remaining gap to achieve the municipality’s provincially-assigned 2031 housing target (if applicable).
- Cost per housing unit enabled.

Criteria 3 - Project Readiness

Projects would be assessed on readiness factors such as:

- Anticipated project start date;
- Whether the project is in the planning and design phase; and
- Alignment of proposed housing development (enabled by bridge/road infrastructure funding) with land use planning policies (consistency with the Provincial Policy Statement, conformity with Official Plan and zoning by-law.)

Criteria 4 – Financial Capacity

Using data from the Financial Information Return, projects will be assessed on the applicant municipality’s financial capacity to support the municipal contribution (i.e., 50%) of the project. A detailed listing of funding source(s) (e.g., own source revenues, debt, reserves) is to be provided by the applicant municipality. An updated Repayment Limit (ARL) is also to be provided. For more information about the ARL, please see [O. Reg. 403/02](#) (Debt and Financial Obligation Limits).

6.2 Asset Management Plan

The *Asset Management Planning for Municipal Infrastructure* regulation ([O.Reg. 588/17](#)) sets out requirements for undertaking municipal asset management planning. The regulation is being phased in over a 7-year period, from 2018 to 2025), with progressive requirements for municipalities with respect to their asset management plans.

6.2.1 Asset Management Phase-in Schedule

Date	Regulation
July 1, 2019 (complete)	Date for municipalities to have a finalized strategic asset management policy that promotes best practices and links asset management planning with budgeting, operations, maintenance and other municipal planning activities.

July 1, 2022 (complete)	Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2024 (complete)	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.
July 1, 2025	Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

At the time of application, the asset management plan used to inform the proposed project should be developed according to *O.Reg. 588/17*.

As part of project reporting requirements, and to remain eligible for funding, successful applicants will be required to provide a link to their updated, public facing and Council approved asset management plan to municipalassetmanagement@ontario.ca as regulatory milestones are phased in over the life of the project (2024 and 2025).

For more information about municipal asset management planning, as well as tools and supports available to help municipalities develop and improve their plans, please visit the <http://www.ontario.ca/assetmanagement>.

6.3 Provincial Land-Use Planning

The housing enabled by proposed infrastructure projects must be aligned with and support provincial land use planning priorities and outcomes, as set out in provincial land use planning policy, and municipal official plans and zoning by-laws.

Applicants are required to submit a copy of the applicable official plan schedule(s) and zoning by-law map(s) with the anticipated housing development lands clearly delineated, as well as to provide a detailed explanation of how the proposed development aligns with provincial planning priorities and outcomes.

7. Outcomes and Indicators

Outcome Description	Indicator	Unit of Measure
Improved capacity and physical condition of roads to enable housing	Extent to which the road capacity is being increased	<ul style="list-style-type: none"> • Extension of assets (measured in m/km) • Extension of assets (measured in number of assets)
Improved capacity and physical condition of bridges to enable housing	Extent to which the bridge asset capacity is being increased	<ul style="list-style-type: none"> • Extension of assets (measured in m/km) • Extension in assets (measured in number of assets)
Support residential growth (e.g., increased housing supply).	How many housing units are being supported/enabled for each project.	<ul style="list-style-type: none"> • Number of existing housing units in the municipality as of January 1, 2024 (baseline). • Number of potential new housing units enabled by the project (by year). • Number of new housing units that have started construction as a direct result of the project (by year).

8. Financial Matters

MHIP-HECS funds will be disbursed to applicants once mandatory reporting requirements have been fulfilled demonstrating that required milestones, as set out in the TPA, have been satisfactorily met (see [section 8.6](#) for details on milestones and payment). Additional reporting requirements may be included and described through the TPA.

Successful applicants must have a financing strategy for covering costs up-front, operating costs, as well as any potential cost over-runs or escalations experienced on the project. More details on combining funding under this intake with other federal, provincial, and municipal programs can be found in [section 8.3](#) below.

8.1 Cost-Sharing

Successful projects would be cost shared between municipal applicants and the Province. This includes a minimum of 50% of eligible expenditures covered by municipalities, matched by a maximum 50% by the Province.

8.2 Funding Maximum

The Province would fund a maximum of 50% (up to \$20 million) of eligible project costs with the municipality required to fund all remaining project costs, including any cost over-runs or escalations.

For joint applications, the primary applicant can apply for up to \$20 million in provincial contribution on total eligible costs, times the number of applicants. For example, a joint project with three eligible co-applicants can submit a project with a combined provincial contribution of up to \$60 million (i.e., \$20 million multiplied by three eligible applicants equals \$60 million).

For illustrative purposes only:

Total Value of Project	Provincial Contribution (50% max)	Municipal Contribution (50% min)
\$5 million	\$2.5 million	\$2.5 million
\$48 million	\$20 million	\$28 million
\$100 million	\$20 million	\$80 million

Note: figures reflect approximate amounts not considering joint applications.

Total Value of Project	Number of Municipal Partners	Provincial Contribution (50% max)	Municipal Contribution (50% min)
\$5 million	3	\$2.5 million	\$2.5 million
\$48 million	3	\$24 million	\$24 million
\$150 million	3	\$60 million	\$90 million

For projects submitted by an individual municipality that benefit Indigenous communities, the provincial contribution of funding does not increase as these are not considered joint applications.

8.3 Combining Funding from Other Sources (Stacking)

Eligible applicants may combine (i.e., stack) other federal and municipal funding (including development charges revenue) to fund the 50% minimum recipient contribution. Applicants are responsible for determining if federal funding can be used towards the project being submitted to the Province. Provincial stacking will not be permitted, with the exception of funding received from the Building Faster Fund (BFF) and the Ontario Community Infrastructure Fund (OCIF).

8.4 Eligible Project Costs

Eligible project costs are third-party costs such as:

- Site servicing costs related to the asset(s), including utility relocation, land and environmental assessments
- Environmental assessment costs
- Design/engineering costs
- Project management costs
- Materials
- Construction (including costs for sidewalks and active transportation facilities, e.g., bike lanes)
- Contingency costs (25%)

All eligible project costs must be incurred after **April 1, 2023**. Project contracts must be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles in accordance with local procurement by-laws and as prescribed within the Procurement Requirements of Section 271 of the *Municipal Act, 2001, S.O. 2001, Chapter 25*. Construction costs will not be covered until such time that all Duty to Consult (DTC) requirements are fulfilled and communicated to the primary applicant. Costs related to the DTC requirements are eligible under the MHIP-HECS program.

Note: Successful applicants must not start capital work (e.g., site preparation, construction, etc.) on a project until they have been notified in writing by the government that all DTC requirements have been met.

Projects that begin construction prior to receiving written notification that they may proceed, may be deemed ineligible for program disbursement and projects cancelled.

8.5 Ineligible Project Costs

Successful applicants are responsible and must pay for all ineligible project costs as well as any potential cost over-runs or escalations experienced on a project.

The following costs are ineligible for funding:

- All capital costs, including site preparation and construction costs, prior to confirmation in writing from the provincial government that DTC requirements have been met and continue to be met;
- Financing and financing charges, debt restructuring, loan interest payments bank fees, and legal fees including those related to easements (e.g. surveys);
- Any costs associated with preparing the application;
- Operational costs of operating assets;

- Costs incurred for cancelled projects;
- Costs of relocating entire communities;
- Land acquisition;
- Planning costs, if not tied to a capital project (i.e., planning-only project submitted);
- Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the project; real estate fees and related costs;
- Any overhead costs, including salaries and other employment benefits of any employees of the applicant, any direct or indirect operating or administrative costs of applicants, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the applicant's staff, except in accordance with approved incremental costs of employees noted above;
- Any goods and services costs which are received through donations or In-kind;
- Provincial sales tax, goods and services tax, or harmonized sales tax;
- Any costs eligible for rebates;
- Costs associated with operating expenses and regularly scheduled maintenance work; and
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the asset/project.

A more detailed list of eligible and ineligible expenditure categories will be provided in individual project-level TPAs.

8.6 Payments & Reporting

Funding is milestone-based meaning that funds will be disbursed to applicants once a report is submitted to the government demonstrating that required milestones, as set out in the Transfer Payment Agreement (TPA), have been met.

Expenditures for projects will be disbursed, conditional on the project completing each milestone and submitting appropriate reporting requirements which are deemed satisfactory. For illustrative purposes, the following table is intended to be an example of a payment schedule.

Further information on the actual payment schedule and required reporting schedule will be provided in the TPA. Additional reporting requirements may be required as part of ongoing project monitoring that are not outlined above and are not tied to any payment (e.g., project status).

Milestone	Supporting Documentation	Payment Amount
Milestone 1:	An executed Transfer Payment Agreement and a Council by-law/ Board resolution authorizing the applicant's entry into the Agreement. Any other reporting requirements requested by the Ministry.	Up to 25% of project Total Eligible Cost (TEC), payments may start as early as April 2025.
Milestone 2:	Construction Contract Award Report and project progress report, including revised budget forecast. Any other reporting requirements requested by the Ministry.	Up to 25% of project TEC.
Milestone 3:	Project Progress Report and the submission of documentation confirming that at least 85% of TEC has been incurred. Any other reporting requirements requested by the Ministry.	Up to 35% of project TEC.
Milestone 4:	Final Report, may include any or all supporting documents related to the project lifecycle.	Province's acceptance and approval of Final Report – release of the final (up to) 15% of project TEC.

* This schedule is intended to be an example of a payment schedule. Further information on payment schedule and required reporting schedule will be provided in the Transfer Payment Agreement.

9. Duty-to-Consult

As part of the application process for funding, applicants will be required to complete the Duty-to-Consult (DTC) Questionnaire found in the MHIP-HECS Application Form (Appendix B).

Projects must not start capital work (e.g., construction, site preparation, etc.) until the provincial

government has confirmed in writing that all DTC requirements have been met. The Province reserves the right to withhold funding or recover funds utilized for construction-related activities if they began prior to the determination by the Province that DTC requirements having been met.

10. Application Package Requirements

As part of the complete MHIP-HECS application, applicants will be required to submit the following through TPON:

- ✓ The **MHIP-HECS Application Form** which will provide information about your project proposal. The form also includes a Technical Schedule and Duty to Consult (DTC) Questionnaire in the appendices that need to be completed.
- ✓ **Project Map** clearly identifying all components in the project description only in KML format (Refer to Section 12 “Project Maps in KML Format” for instructions).
- ✓ **Land use planning information** related to proposed housing development including a copy of the applicable official plan schedule(s) and zoning by-law map(s) with the anticipated housing development lands clearly identified.
- ✓ **Traffic Impact Study** demonstrating the need for the proposed infrastructure improvements as a result of the anticipated housing development.
- ✓ The applicant may also be required to submit **additional supporting documentation** based on responses provided in Section E and the Technical Schedule of the Application Form. This includes:
 - Environmental Assessment (if applicable)
 - Secondary Plans;
 - Master Infrastructure Plans;
 - Municipal Structure Inspection Form;
 - Engineering Plans;
 - Active Transportation Plans;
 - Design Reports; and/or
 - Photographs.

11. Contact Information

For program-related inquiries, the Municipal Housing Infrastructure Program team can be reached by email at MHIP@ontario.ca. For inquires related to the TPON system, please contact TPON at TPONCC@ontario.ca.

12. Project Maps in KML Format

The provincial government requires a detailed KML file showing exactly where each work site/asset is located. This is not a picture or PDF map of the project location, but a digital spatial representation of the project location produced by a geographic information system.

12.1 What is a KML File

This simple file type, designed specifically for the visualization of geographic data, provides an accurate and detailed representation of the project and asset locations. Using a KML allows a variety of point, polygon, and line data to be represented spatially with detail and consistency.

A KML file identifies project-specific spatial information which will help reviewers understand the nature and location of your project as well as the work that you are proposing to do.

A submitted KML file must include a geometry for each element/asset of the project you are applying for.


Every submitted KML file must include geometries representing the location of the asset on the ground. Geometries can be of three different types:


- **Placemark (point):**
Use placemarks, or points, to represent discrete points on a map (small areas). Examples include: buildings, water towers, hydro poles, bridges, etc.
- **Path (line):**
Use paths, or lines, to represent elongated features over larger distances such as roads, water mains, trails, rivers/streams, etc.
- **Polygon:**
Use polygons to represent two-dimensional shapes that cover larger areas. Examples include parks, lots and concessions, project boundaries and large water bodies such as lakes and ponds.


See the below images for an example of a nicely structured KML file in Google Earth. Note that these images are meant for general reference for KML creation and may not reflect the data the applicant is meant to capture.

▼ **ABC Corp Submission 1 20240730**
Jul 31, 2024


▼  Worksite 1


 Community Centre

 Water Tower - bad condition

 Main Street - to be repaired

 Worksite 1 Boundary

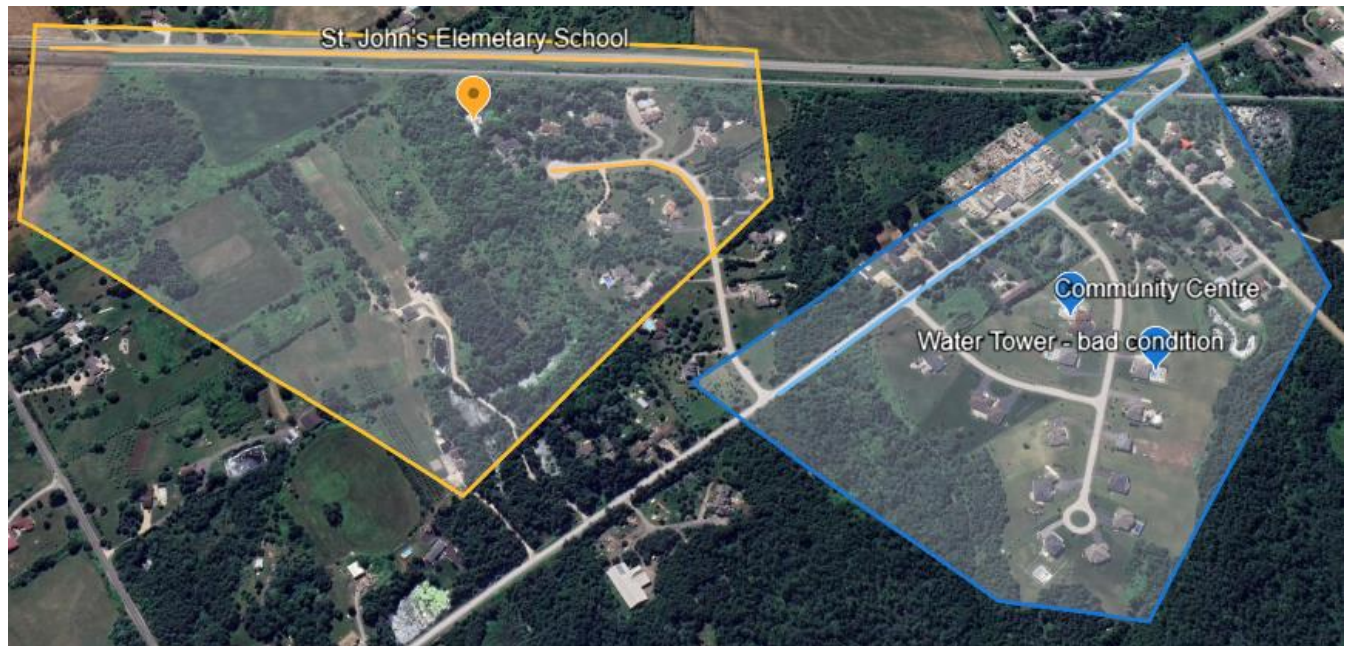
▼  Worksite 2

 St. John's Elemetary School

 Old Forest Road

 Miller Street

 Worksite 2 Boundary



12.2 KML Submission Structure

1) When creating a KML file, the naming convention of the file should include:

- Applicant name
- Name of submission
- Date of submission (yyyymmdd)

An example KML name would be: 'ABC Corp - Submission 1 - 20240730'

2) When adding geometries (placemarks, paths or polygons), each geometry should include:

- Name:

Ensure that each geometry is clearly named with the asset type and key identifying information. For example, the condition of the asset should be included in the name where applicable (and expanded upon in the description – see below). It should be clear to the reviewer what each geometry represents based on the name. Examples:

 - i. A path (line) geometry named 'Main Street – to be repaired'
 - ii. A point bridge geometry named 'Elora Bridge – good condition'
 - iii. A polygon geometry named 'Worksite 1', displaying the boundary of the proposed worksite(s) of the applicant.
- Description (Recommended):

Add a description to the geometry for any additional information that cannot be captured in the name. Every geometry can be edited and a description added.
- Images/Videos (Optional):

Attach an image or video file/URL to a geometry to provide further context to an asset.

3) When editing a KML file, use folders to categorize key information types. Note that you can further subdivide groups of geometries by adding sub folders. In general, there should be a folder for:

- Key application information:

For example, label the folder 'New infrastructure to be built'

You may add sub folders by asset type. For example, a 'Bridges' sub folder, or a 'Assets in Critical Condition' subfolder.

- Supplemental application information:
This may or may not be necessary depending on your application. This could include items like site administration centers.

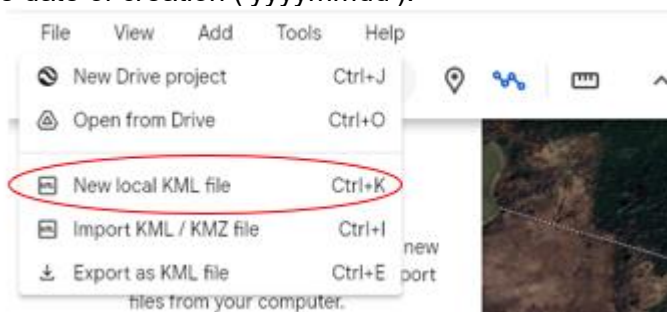
The applicant may choose an alternative folder structure, as long as it clearly identifies intuitive groupings of geometries for the reviewer.

12.3 How to Create a KML File

A KML file can be created easily by anyone using Crown-Indigenous Relations and Northern Affairs Canada's (CIRNAC) publicly available Aboriginal & Treaty Rights Information System (ATRIS) web-based application or Google Earth's free web application, as well as other geographic software packages like ArcGIS or QGIS. This guide will walk you through the steps to do so using Google Earth or ATRIS.

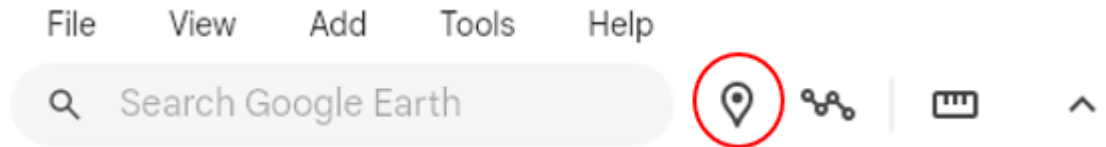
Create a KML File using Google Earth:

1. Open Google Earth.
 - Go to the [Google Earth website](#) and click 'Launch Earth'.
2. Navigate to your area of interest.
 - Use the search bar or manually navigate to the area where you want to create your KML.
3. Create a new KML.
 - In the top left of Google Earth, click 'File', then click 'New local KML file'. This will create a new KML file to add geometries in. Ensure you name the KML file following the conventions in the KML Submissions Structure section, ie. Applicant Name followed by the date of creation ('yyyymmdd').

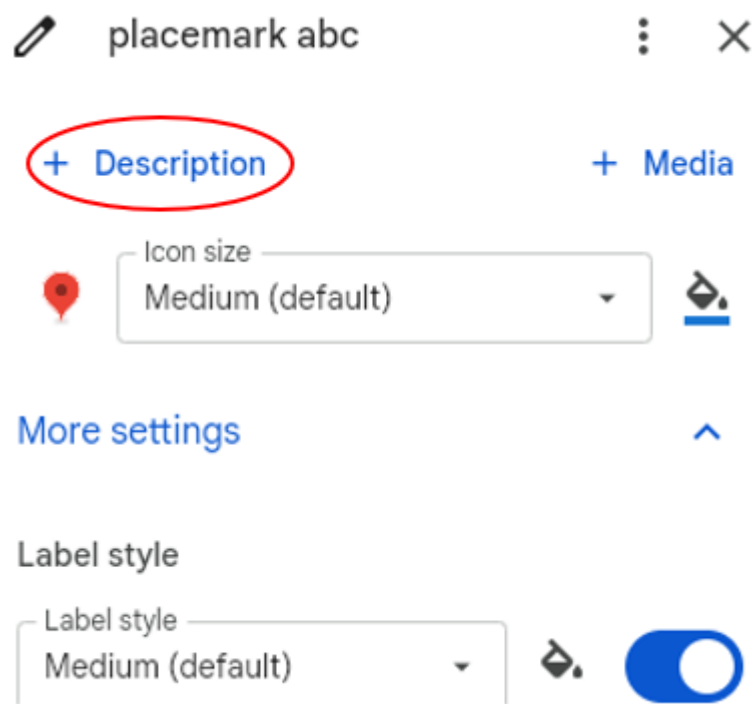


- Note that there is also an option to import existing KML's you've created 'New local KML file'.
4. Draw geometries. There are three types of geometries you can draw; placemarks, paths and polygons. Note that you can edit any geometry after it is created.
 - Add Placemarks (point geometries):

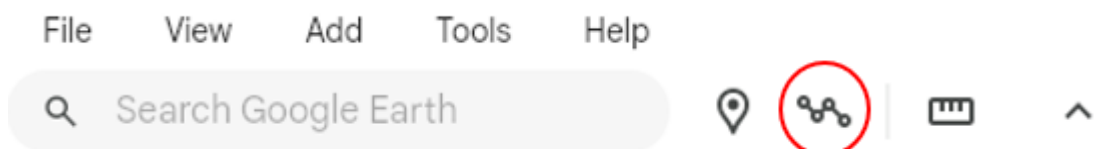
- i. Click on the Placemark button (the pushpin icon) in the toolbar.



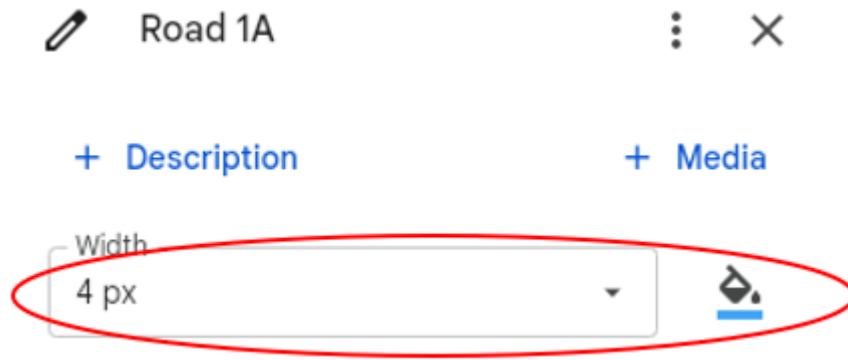
- ii. A new placemark will appear at the center of the view. You can drag it to the exact location you want.
- iii. In the pop-up window that appears, give the placemark a name that properly identifies this feature (see KML Submission Structure section). Add a description to provide further context to the feature.



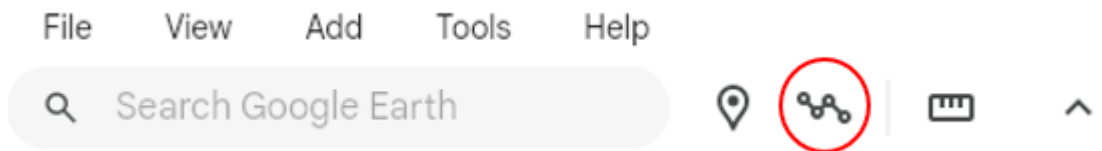
- iv. Optional: click the icon image to change the icon symbol. This helps the viewer to visually differentiate between placemarks. For example, give bridge placemarks that same symbol.
 - v. When done, click OK to save the placemark.
- Add Paths (line geometries):
 - i. Click on the Path button (the lines icon) in the toolbar.



- i. Click on the map to start drawing your path. Each click will add a point to the path.
- ii. Once you finish drawing, give the path a name that properly identifies this feature (see KML Submission Structure section). Add a description to provide further context to the feature.
- iii. Optional: you may adjust the line width and line colour to help visually differentiate different types of lines.



- iv. Click OK to save the path.
- Add Polygons:
 - i. Click on the Path button (the lines icon) in the toolbar.

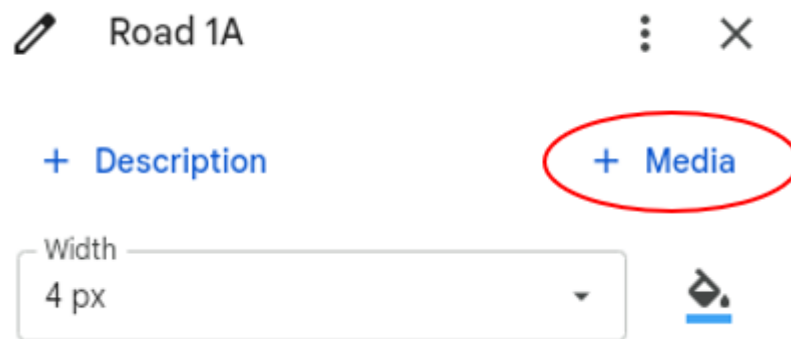


- ii. Click on the map to start drawing your polygon. Each click will add a point to the polygon. Note that this operates identically to creating a path. The only difference is, to make a polygon geometry, you must close the linework by meeting the end of the line with the start of the line. When you hover over the end of the line, you should see 'Close shape' appear. Click to close the line and create a polygon.



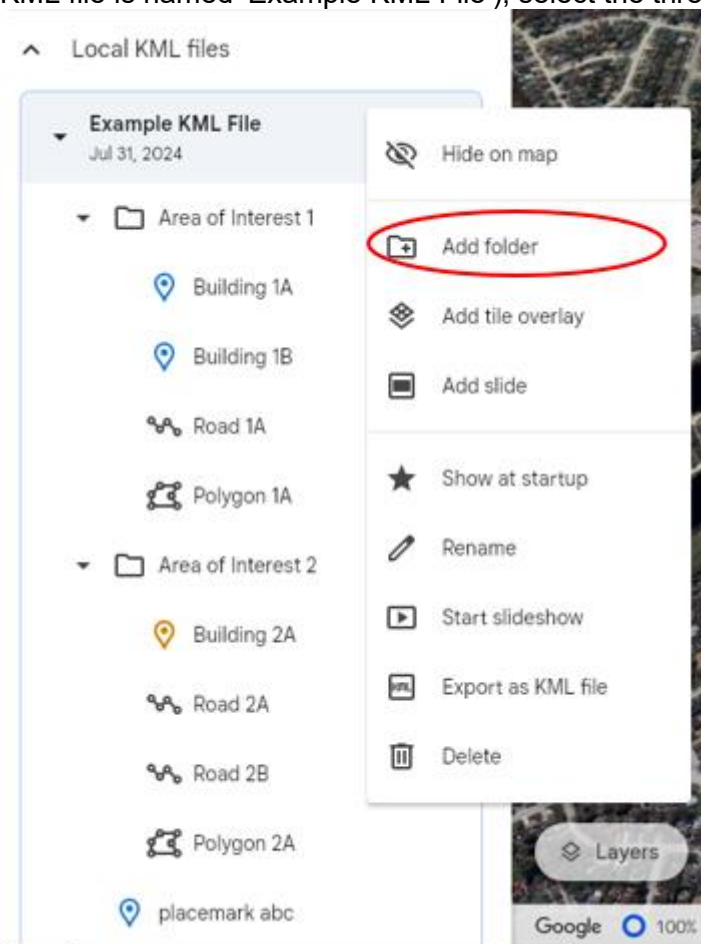
- iii. Once you finish drawing, give the polygon a name that properly identifies this feature (see KML Submission Structure section). Add a description to provide further context to the feature.
- iv. Click OK to save the polygon.
- Note on images:
 - Every geometry can have an image or video attached to it. It is recommended to do so

to provide further context to a geometry. To attach a picture to a geometry, edit the geometry and select 'Media' then 'Upload image file'.



5. Organize your geometries by creating folders:

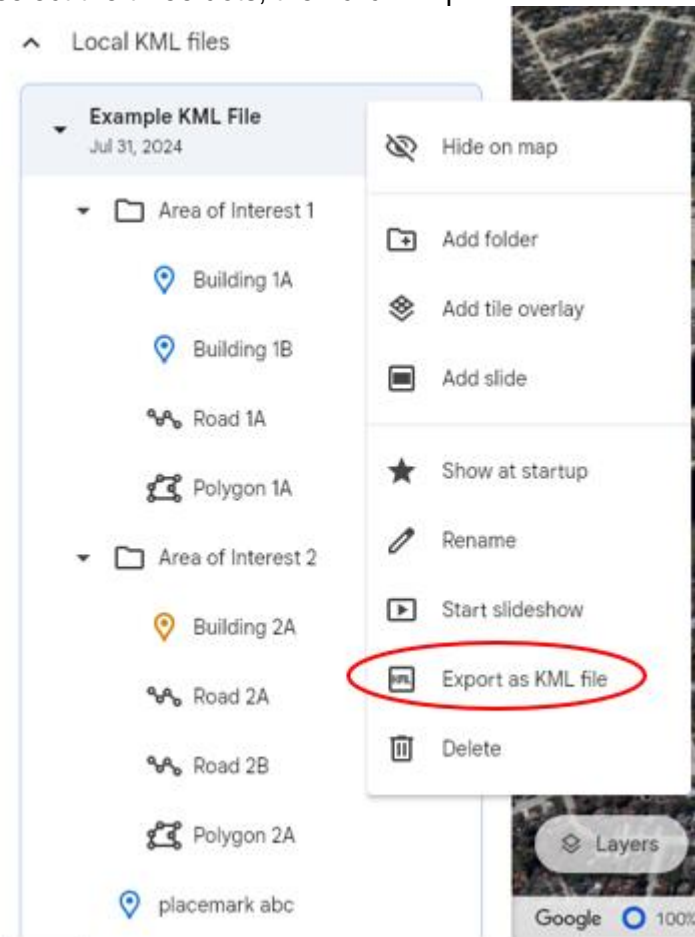
- You can create folders in the KML panel to organize your placemarks, paths, and polygons. To do so, hover over the name of the KML file (in the example below, the KML file is named 'Example KML File'), select the three dots, then click 'Add Folder'.



- Name the folder appropriately. Use intuitive names for grouping like geometries. You can also create nested sub-folders to further categorize the geometries.
- You can easily drag and drop geometries between folders.

6. Export your KML File.

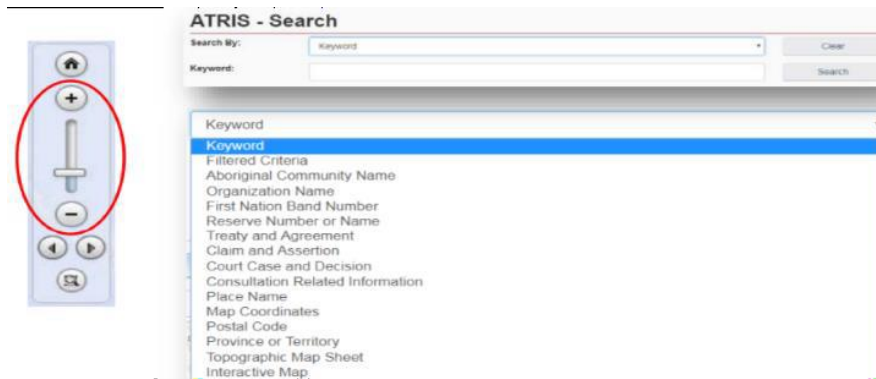
- To export your KML file to your local computer, hover over the name of the KML file, select the three dots, then click 'Export as KML file'.



- The KML file should keep the name you gave it and will save to where your browser downloads.
- You are now ready to submit your finished KML file via email. If you need to, you can import the KML file back into Google Earth and make edits.

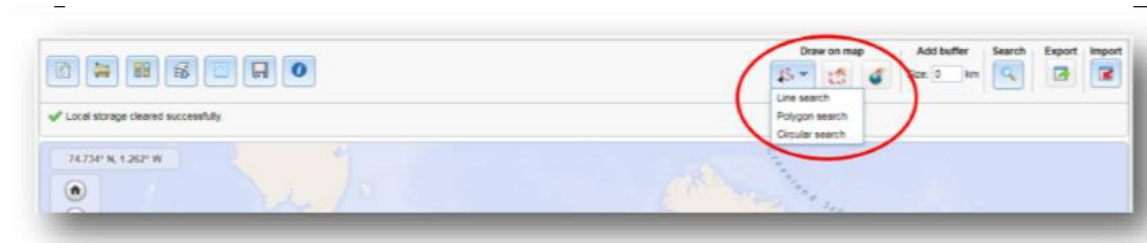
Create a KML File Using ATRIS:

1. Navigate to CIRNAC's publicly available ATRIS web-based application using this link: http://sidait-atris.aadnc-aandc.gc.ca/atris_online/Content/Search.aspx
2. Navigate to the project location in the map viewer, either by clicking, dragging, and scrolling to zoom, or using the various search options available in the 'Search By:' drop down menu.



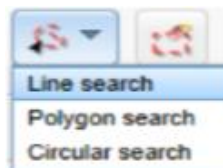
Draw your project on the map in the exact location using the “Draw on map” tools drop down located in the top right of the ATRIS interface. You may draw as many components of varying types (point*, line, polygon) as necessary to be saved as one single KML file. *ATRIS users will not be able to create a geometry “point” in GIS terms, but the “Circular Search” option allows users to create circular polygons able to mimic points in terms of scale.

*ATRIS users will not be able to create a geometry “point” in GIS terms, but the “Circular Search” option allows users to create circular polygons able to mimic points in terms of scale.



Choose the appropriate drawing tool for the type of component you are drawing:

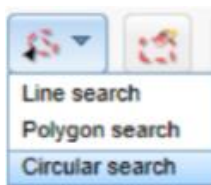
- Line search – Click as many times as necessary to create a line that represents your linear project feature. Double click to complete. Examples include: roads, sidewalks, bike lanes, etc.



- Polygon search – Click as many times as necessary to create a closed polygon that represents the project feature. Double click to complete. Example: intersections.



- Circular search – Click on the map to automatically create a circle. To create a smaller circle similar to a point, zoom in as close as possible on the map before clicking. Alternatively, click and drag, then release to draw a circular project feature yourself. Example: roundabouts.



If at any time you wish to erase anything you've drawn, use the following two options:



Erase by Extent: Click and drag to create a shape around what you want to delete. Anything intersecting the box will be deleted when you release.



Global Erase: This will erase everything on the map. Click OK when prompted to clear the map viewer and start fresh.

3. Once you are satisfied with the drawn representation of your project, click the 'Export' button.



The .KML will download as 'SearchAreas.kml' (unless you have specified otherwise) to the location where your browser saves downloads. The file name can be changed to something that reflects the project name before sending it in with your application.

Once saved, the KML file is ready to be uploaded or sent via email. Should you need any further assistance with ATRIS, please visit the following link to find more information about ATRIS training webinars:

[Aboriginal and Treaty Rights Information System \(rcaanc-cirnac.gc.ca\)](http://rcaanc-cirnac.gc.ca)