



HOUSING-ENABLING WATER SYSTEMS FUND (HEWSF)

Program Guidelines – 2024 Intake

Housing-Enabling Water Systems Fund
Ontario Program Guidelines

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1. Program Overview

The Housing-Enabling Water Systems Fund (HEWSF) is an application-based program. Projects funded through the program will aim to protect communities by investing in the repair, rehabilitation and expansion of core water, wastewater, and stormwater projects to promote growth and enable housing.

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 should meet the following project outcomes:

- Enable growth and housing opportunities.
- Increase access to potable water; and
- Increase treatment and/or management of wastewater and stormwater.

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 water, waste and stormwater infrastructure. Privately-owned drinking water systems (e.g., year-round, non-municipal residential systems) are not eligible for this program.

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 single municipality is allowed to submit only one application. Should 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.**

Joint applications must have a primary applicant submitting the application. The primary applicant must own all or part of the water asset and confirm all co-applicant(s) funding is secured to support the project. If successful, the primary applicant will be required to sign a Transfer Payment Agreement (TPA) with the Province. The primary applicant is 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 7.2 Funding Maximum).

4. Project Conditions

4.1 Overview

The provision of the HEWSF is governed by the Government of Ontario. Transfer Payment Agreements (TPAs) will set out the terms and conditions under which 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 73% (up to \$35 million) with the municipality required to fund all remaining eligible project costs (27%). 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 should enable housing development.
- A project can be any of the following project types: 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 could address existing health and safety issues and/or risks and the construction activities that will be undertaken to address the issue.

(2) Eligible Asset Type:

- Wastewater assets (e.g., lagoon systems, pump stations, lift station, linear assets, treatment plants, storage tanks and collection systems)
- Drinking water assets (e.g., treatment plants, reservoirs, local pipes including the distribution system watermain and the municipal portion of service lines, pump stations)
- Stormwater assets (e.g., management facilities, linear assets including conveyance piping/ditches/culverts)

Note: Projects can include an optimization and/or performance review as part of a capital project on the above asset types. Private hookups of water system to municipal infrastructure would also be eligible.

(3) Ineligible Project Types:

- For this intake, 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;
 - All costs associated with preparing the application are ineligible for funding and should not be included in the scope or financials of the application;
 - Assets that are located on private land (e.g., campgrounds);
 - Operational costs of operating assets; and
 - Flood management control works (including dams and dykes).

Other requirements

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

- a. **Wastewater projects:** must result in wastewater effluent that meets or exceeds the applicable provincial regulatory requirements.
- b. **Drinking water:** water quality following the completion of a drinking water project must meet or exceed applicable provincial regulatory requirements.
- c. **Asset ownership:** Applicants must attest to owning and ensuring the operation of the infrastructure assets put forward for funding.
- d. **Imminent Health and Safety:** consideration will be given to projects that pose an imminent, critical health and safety risk.

- e. **Bundling of eligible asset types:** 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 water and wastewater components. Bundled projects must demonstrate that each component of the project is inter-related and meets eligibility requirements.
- f. **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 and unanticipated shifts in costs during the project such as cost escalations and over-runs. **Applicants will be responsible for any 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, 2024.** This start date could be pre-construction soft costs (i.e., design, planning, engineering, project management, etc.).
- (2) **Project completion:** Projects must be completed by **March 31, 2027.**
- (3) **Housing development:** Projects should 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) **Duty-to-Consult and Environmental Assessment:** Projects cannot start construction or site preparation until the provincial government has confirmed in writing that all Duty-to-Consult (DTC) and Environmental Assessment (EA) requirements have been met. The undertaking of site preparation or construction prior to written confirmation being received from the provincial government confirming that DTC and EA requirements have been met may jeopardize project funding.
- (6) **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 drinking water needs as a priority lifecycle activity within its asset management plan, then the submission of a drinking water 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.

- (7) **Energy standards:** If the project is a building, the project must meet or exceed any applicable energy efficiency standards for buildings outlined in the [Pan-Canadian Framework on Clean Growth and Climate Change](#).
- (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](#).

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 \(TPON\) \(TPON\)](#). 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 HEWSF application form and all supporting documents. **The application form and supporting documents are available through the TPON online portal.** For a complete list of supporting documents please see section 11.

Step 3: The application form and supporting documents must be submitted online through the **Transfer Payment Ontario (TPON)** system by **11:59 p.m. EST on April 19, 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 HEWS@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.

Step 5: Projects will be assessed and evaluated by the Province. If additional clarification is required, the project representative will be contacted and provided with **two business days to submit the required information**.

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 and Environmental Assessment requirements.
- A detailed list of eligible and ineligible expenditures (see Section 7.4 and 7.5 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 **11:59 p.m. EST on April 19, 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 and Environmental Assessment requirements have been met.

- Projects must start no later than **September 30, 2024**, and be completed by **March 31, 2027**. The project start date can represent pre-construction soft costs (i.e., design, engineering, project management, etc.).

6. Assessment Process

6.1 Assessment Criteria

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

1. Technical Merit (Housing and Water)
2. Project Readiness
3. Financial Capacity and Need
4. Critical Public Health and Safety

Priority will be given to those projects that are more advanced in planning and design (e.g., Stage 4 of Environmental Assessment).

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 would be assessed on technical merit factors such as:

A) Housing Impact

- i. Total new housing units enabled (by year) by the municipality as a result of the project.
- ii. Comparison of housing units to remaining gap to achieve housing targets (if applicable).
- iii. Cost per housing unit created.

B) Water Systems

- i. Meets provincial regulatory requirements;
- ii. Environmental impacts, including climate resiliency;
- iii. Current utilization of water/wastewater/stormwater infrastructure capacity;
- iv. If the project is a net new or expansion project.

Criteria 2 – 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;

- Alignment of proposed housing development (enabled by infrastructure funding) with land use planning policies (e.g., conformity with the Provincial Policy Statement Official Plans, zoning, etc.); and
- Status of the proposed housing development (e.g., what proportion of units enabled by the project have proceeded to the Plans of Subdivision and/or Plans of Condominium stage) and expected date of completion of the housing development.

Criteria 3 – Financial Capacity and Need

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., 27%) 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).

Criteria 4 – Criticality of Health and Safety

Projects will be assessed on the criticality of health and safety factors based on a technical assessment criterion used relative to industry standards which engineers at the Ministry of Environment, Conservation and Parks (MECP) will use to review and score projects.

This includes:

- Whether the project is an appropriate solution to address a risk, including considering potential climate change impacts.
- Public health and/or safety issues (including continuity of service) related to water systems within the framework of the standards, policies and requirements of MECP, including but not limited to long-term drinking water and boil water advisories.
- Aspects that may potentially pose a threat to public health and safety, and their critical and imminent levels.
- Risk of meeting or failing to meet applicable standards, policies, as well as an assessment of the urgency of the identified health and safety need.
- Urgency of the need based on the information outlined in the application and technical schedule as well as any supplemental documents submitted with the technical schedule (e.g., for drinking water projects, laboratory results and advisories may be required depending on your responses to the technical schedule).

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	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 applicant 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

Projects must be aligned with and support provincial priorities and outcomes, as set out in provincial land use policy, provincial land use plans, and municipal official plans and supported by policy direction in the Provincial Policy Statement (PPS).

Applicants are required to submit land use planning documents (e.g., Official Plan, Zoning, Draft/Final copy of Plan of Subdivision) as part of their application.

7. Financial Matters

HEWSF 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 7.6](#) for details on milestones and payment). Additional reporting requirements may be included and described through the Transfer Payment Agreement. Successful applicants must have a financing strategy to cover costs up-front and operating costs as well as any potential cost over-runs or escalations experienced on a project. More details on combining funding under this intake with other federal, provincial, and municipal programs can be found in [section 7.3](#) below.

7.1 Cost-Sharing

Successful projects would be cost shared between municipal applicants and the Province. This includes a minimum of 27% of eligible expenditures covered by municipalities, matched at 73% by the Province.

7.2 Funding Maximum

The Province would fund a maximum of 73% (up to \$35 million) of eligible project costs with the municipality required to fund all remaining eligible project costs. This means that total project cost per applicant could equate up to approximately \$48 million, assuming a 73%/27% cost share.

For joint applications, the primary applicant can apply for up to \$35 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 \$105 million (i.e., \$35 million multiplied by three eligible applicants equals \$105 million).

For illustrative purposes only:

Value of Project	Provincial Contribution (73% max)	Municipal Contribution (27% min)
\$5 million	\$3.65 million	\$1.35 million
\$48 million	\$35 million	\$13 million
\$100 million	\$35 million	\$65 million

Note: figures reflect approximate amounts

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

Please note that any project with a provincial contribution of \$20 million or more may be subject to having their [delivery model](#) evaluated by Infrastructure Ontario.

7.3 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 27% 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).

7.4 Eligible Project Costs

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) and/or Environmental Assessment (EA) requirements are fulfilled and communicated to the primary applicant. Costs related to the DTC and Environmental Assessment requirements are eligible under the HEWSF 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, Environmental Assessment and land use 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.

7.5 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 and Environmental Assessment requirements have been met and continue to be met (See Section 8 for DTC and Environmental Assessment);
- Financing and financing charges, debt restructuring, loan interest payments bank fees, and legal fees including those related to easements (e.g. surveys);
- Operational costs of operating assets;
- Costs incurred for cancelled projects;
- Costs of relocating entire communities;

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- 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 Transfer Payment Agreements (TPAs).

7.6 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, conditioned on the project completes each milestone and submits 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 Transfer Payment Agreement. 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	Payment Timeline
Milestone 1:	An executed Transfer Payment Agreement and a Council by-law/	Up to 25% of project Total Eligible Cost (TEC)	Payment may be received between April 1, 2024, and March 31,

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	Board resolution authorizing the applicant's entry into the Agreement. Any other reporting requirements requested by the Ministry.		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 60% of project TEC.	Payment may be received between April 1, 2025, and March 31, 2026
Milestone 3:	Final Report, may include any or all supporting document related to the project lifecycle. Any other reporting requirements requested by the Ministry.	Province's acceptance and approval of Final report– release of the final (up to) 15% of project TEC.	Payment may be received between April 1, 2026, and March 31, 2027

* 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.

8. Duty-to-Consult and Environmental Assessment

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

Projects cannot start construction or site preparation until the provincial government has confirmed in writing that all DTC and Environmental Assessment (EA) 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.

9. Contact Information

For program related inquiries the Housing-Enabling Water Systems Fund team can be reached by email at HEWS@ontario.ca. For inquiries related to the TPON system, please contact TPON at TPONCC@ontario.ca.

10. Outcomes and Indicators

Outcome Description	Indicator	Unit of Measure
Increased/restored drinking water/wastewater/stormwater infrastructure capacity, while the associated public health and safety risk is being addressed.	Extent to which treatment and management facility capacity are being increased (or restored).	Increase in treatment capacity in Cubic meters per day.
	Extent to which conveyance capacity are being increased (or restored) in watermain and sewer infrastructure, in the upgraded and/or new water systems.	Flow Capacity Enhancement in Distribution/Collection Systems (m ³ /day or L/s).
	Increase in stormwater management capacity / and/ or increase in drainage area/ conveyance capacity before HEWSF investment (baseline) and at project conclusion.	Increase in Number of assets, increase in drainage area with stormwater management.
	Increase in treatment capacity of the stormwater facility or wastewater treatment plant (operational and rated capacity) before HEWSF investment and at project conclusion.	Increase in treatment capacity in volume units.
Enhanced Physical condition of the wastewater/ stormwater assets before HEWSF investment (baseline) and at project conclusion.	Asset condition improvement index five-point rating of scale: <ul style="list-style-type: none"> <u>Very poor</u> The asset is unfit for sustained service. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable. <u>Poor</u> 	

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		<p>Increasing potential of affecting service. The asset is approaching end of service life; condition below standard and a large portion of system exhibits significant deterioration.</p> <ul style="list-style-type: none"> • <u>Fair</u> The asset requires attention. The assets show signs of deterioration, and some elements exhibit deficiencies. • <u>Good</u> The asset is adequate. Acceptable, generally within mid stage of expected service life. • <u>Very good</u> Asset is fit for the future. Well maintained, good condition, new or recently rehabilitated.
<p>Support residential growth (e.g., increased housing supply).</p>	<p>How many housing units are being supported/enabled for each project.</p>	<p>Number of existing housing units in the municipality as of January 1, 2024 (baseline).</p> <hr/> <p>Number of potential new housing units enabled by the project (by year).</p> <hr/> <p>Number of new housing units that have started construction as a direct result of the project (by year).</p>
<p>Complement provincial programs, particularly the Building Faster Fund, by providing multi-year funding support for water projects that specifically accommodate housing growth.</p>	<p>Maximizing provincial infrastructure investments in Ontario communities.</p>	<p>Total amount of HEWSF dollars leveraged.</p>

11. Application Package Requirements

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

- ✓ The **HEWSF Application Form** which will provide information about your project proposal. The form also includes a Technical Schedule, Duty to Consult (DTC) Questionnaire, and Asset Management Plan Self-Assessment Questionnaire in the appendices that need to be completed.
 - The applicant may also be required to submit additional supporting documentation to support details included in the Technical Schedule (e.g., lab results, advisory orders). However, evaluation will be assessed based on technical schedule completion.
- ✓ **Project Map** clearly identifying all components in the project description in KML format (Refer to Section 12 “Maps in KML Format” for instructions) and submitted as an attachment through TPON.
- ✓ **Land use planning information** related to proposed housing development (e.g., location, official plan designation and zoning for subject area, status of and information regarding any other land-use planning applications/approvals).

Applicants may also submit the following optional documents alongside the application form if they have conducted these assessments:

- ✓ Environmental Assessment (if applicable)

12. Maps in KML Format

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

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.

A labelled marker or line must be added to show each element of the project you are applying for.

Specifically, for water projects you must:

- Add a marker or draw a line for all locations of work on existing or proposed watermains, standpipes, pumps, and Water Treatment Plants (WTPs).
- Add a marker for each location of all wells that are being worked on as part of the project (you will be required to identify which wells are private vs. public facing)

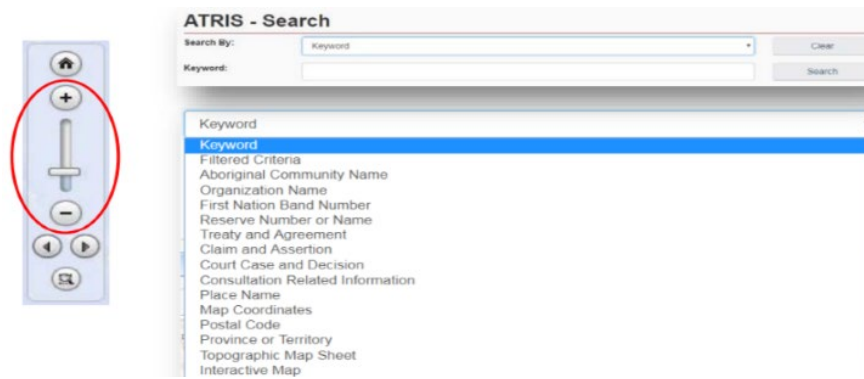
How to Create a KML File

We ask that all proponents provide their project location in one single format as a .KML file. This simple file type, designed specifically for the visualization of geographic data, provides an accurate and detailed representation of the project location. Using a .KML allows a variety of point, polygon, and line data to be represented spatially with detail and consistency. A .KML file can be created easily by anyone using Indigenous and Northern Affairs Canada's (INAC) publicly available Aboriginal & Treaty Rights Information System (ATRIS) web-based application or Google Earth's free desktop application, as well as other geographic software packages like ArcGIS or QGIS. This guide will walk you through the steps to do so using ATRIS or Google Earth.

Using ATRIS:

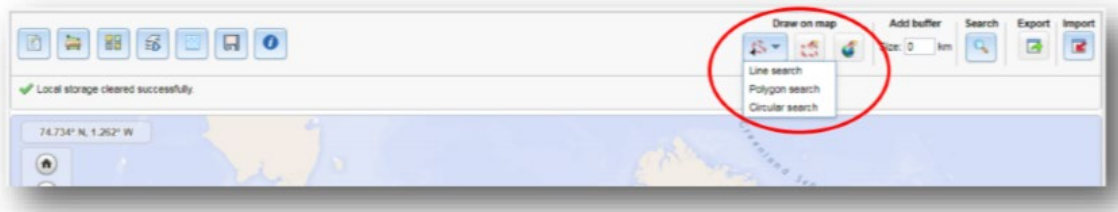
1. Navigate to INAC's publicly available ATRIS web-based application using this link:
http://sidait-atris.aadnc-aandc.gc.ca/atris_online/Content/Search.aspx
2. Navigate to the project location in the map viewer, either by clicking, dragging, and scrolling to zoom, or using the various search options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

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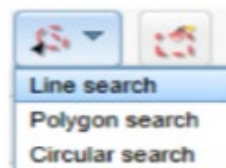
Draw your project on the map in the exact location using the “Draw on map” tools drop down located in the top right of the ATRIS interface. You may draw as many components of varying types (point*, line, polygon) as necessary to be saved as one single .KML file. *ATRIS users will not be able to create 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.

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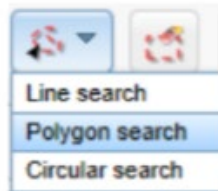
Choose the appropriate drawing tool for the type of component you are drawing:

- 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, sewer lines, railways, pipelines, trails, transmission lines, etc.

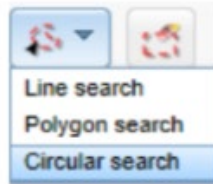


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Polygon search – Click as many times as necessary to create a closed polygon that represents the project feature. Double click to complete. Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.




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. Examples include: wells, outfalls, culverts, etc.

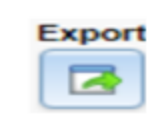


If at any time you wish to erase anything you've drawn, use the following two options:

 Erase by Exent: 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 to INFC.

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:

https://www.aadnc-aandc.gc.ca/eng/1100100014686/1100100014687#sec1_1

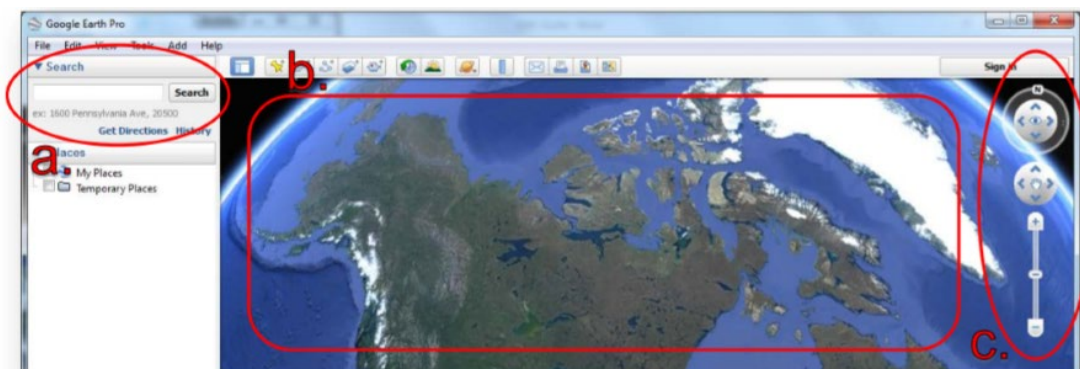
Using Google Earth:

*If you already have Google Earth installed on your system, skip to step 2.

1. If you don't already have Google Earth (free) installed on your system, follow the download instructions at this link: <https://www.google.com/earth/desktop/>

2. Navigate to your project location using one or more of the following options:

- a. Typing an address or coordinates in the search bar
- b. Clicking, dragging, and scrolling in the map viewer
- c. Using the navigation tools



Draw your project on the map in the proper location using the placemark, polygon, and path tools (pictured below). You may draw as many components of varying types (point, line, polygon) as necessary.

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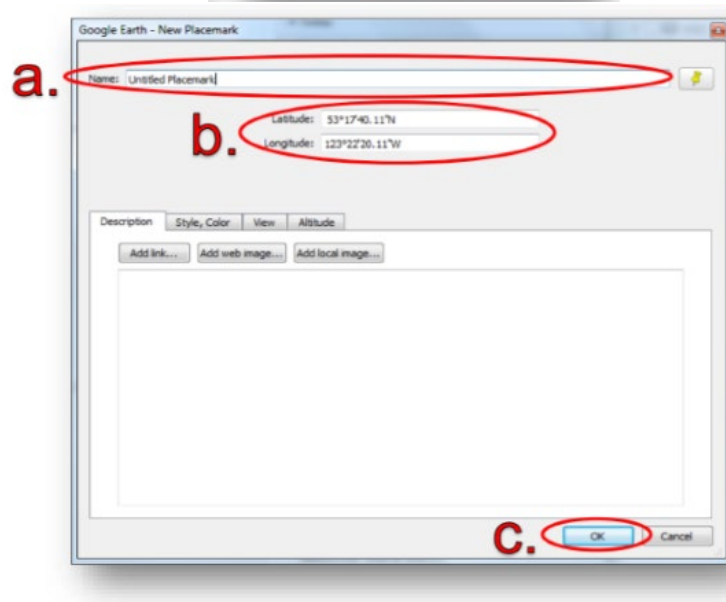


Choose the appropriate drawing tool for the type of component you are drawing:

- a. Placemark: point project components – Examples include: wells, outfalls, culverts, etc.



Clicking this button will add a placemark to the map and bring up a corresponding dialogue box (see below).



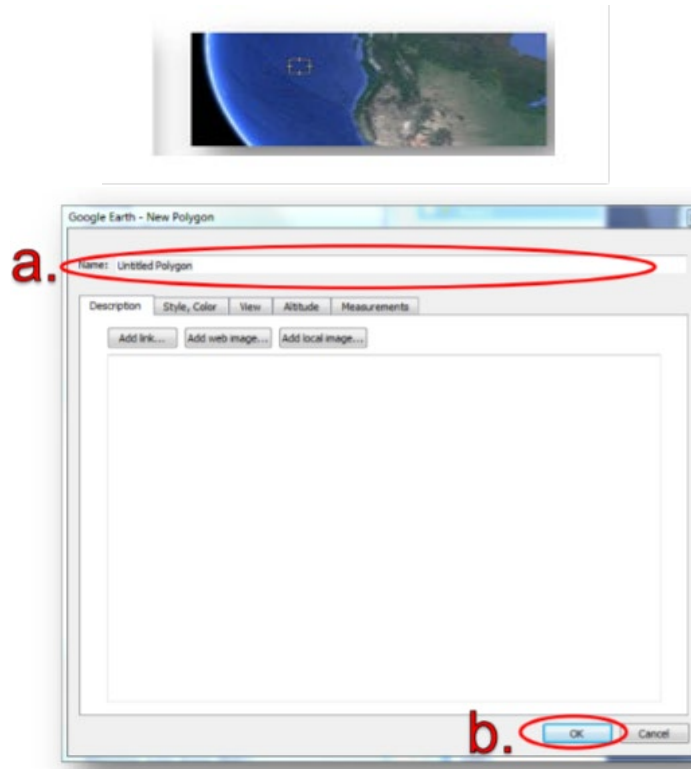
- You can move the placemark by clicking and dragging it to the desired location, or entering the desired latitude and longitude coordinates in the dialogue box (a).
- You can rename the placemark by changing the entry in the 'Name' field of the dialogue box (b).
- Click 'OK' when finished (c).

- b. Polygon: project components that consist of an area of any shape

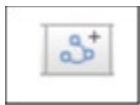
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– Examples include: building footprints, vegetation cuts, sewer/wastewater lagoons, etc.

Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a closed polygon that represents your project feature.



- You can rename the polygon by changing the entry in the 'Name' field of the dialog box (a).
- Click 'OK' when finished (b).



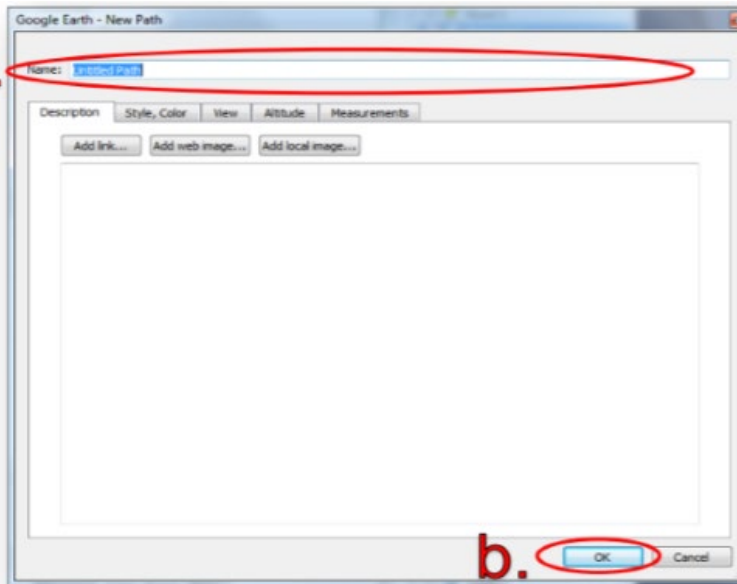
c. Path: linear project components – Examples include: roads, sewer lines, railways, pipelines, trails, transmission lines, etc.

Clicking this button will bring up a dialogue box and a crosshair cursor (see below). Click as many times as necessary to create a line that represents your project feature.

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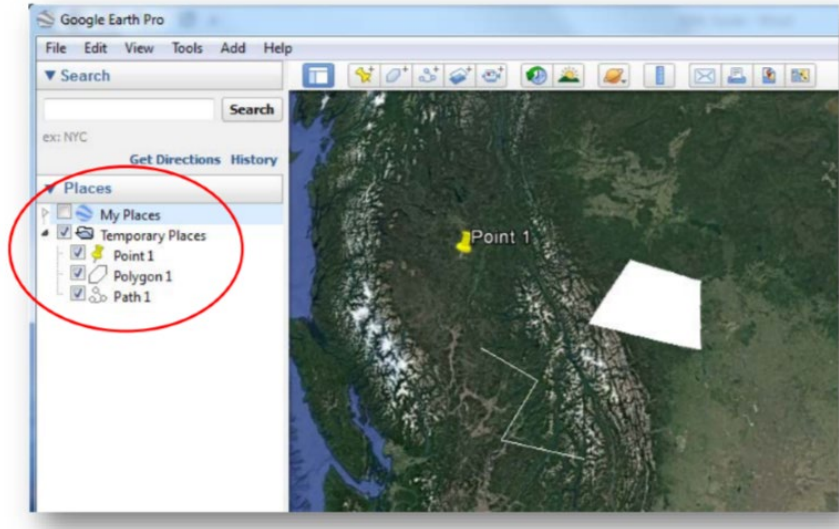
a.



- You can rename the path by changing the entry in the 'Name' field of the dialogue box (a).
- Click 'OK' when finished (b).

All drawn components will appear in the 'Places' sidebar under the 'Temporary Places' folder.

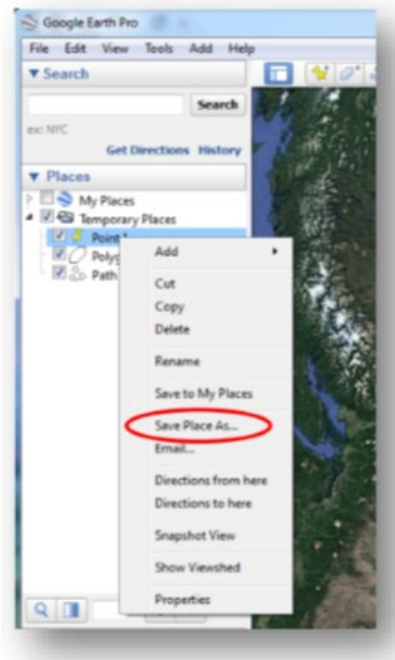
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Export the shapes to .KML to be shared.

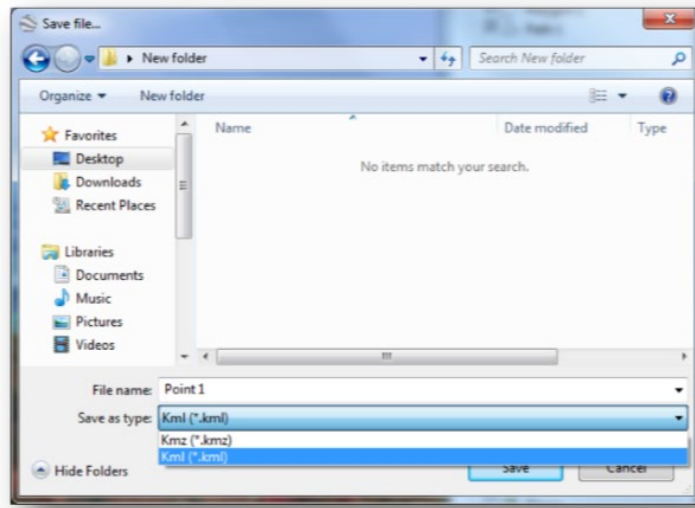
* Warning: If you have multiple shapes, they will need to be exported individually as separate .KML files.

Right click on the component in the 'Places' sidebar and click 'Save Place As...'



Change the file type from .KMZ to .KML using the 'Save as type:' drop down menu.

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Choose the location where you would like to save the file in the file browser. You will need to locate it later on to send it to INFC.



Click 'Save' when you are finished. You are now ready to upload or email the file to INFC.

*Repeat Step 4 for as many project components as you have created if you have more than one.