

Program Instructions



Please note if your program is not checked, this Program Instruction is not applicable to your project(s)

- Public Housing
- Provincial Reform Housing Programs
- Municipal Non-Profit Housing Programs
- Federal Unilateral Housing Programs
- Rent Supplement - Commercial
- Rent Supplement - OCHAP & CSHP
- Rent Supplement Homelessness

Subject **Annual Capital Plans**

Authority Operating Agreement

Effective Date Immediately

Background Under the terms of their Operating Agreements, federal providers are required to obtain Regional approval for capital expenses. Providers currently submit approval requests to the Region prior to each expenditure.
In order to streamline and simplify the process, Regional staff have developed an Annual Capital Plan approach for housing providers. This will eliminate the need for providers to request Regional approval for individual expenditures.

What You Need To Do Complete the attached Housing Provider Annual Capital Plan form, obtain approval from the Board of Directors and submit it to the Region at the same time as your budget submission. Once your plan is approved by the Region, you can spend in accordance with your plan without further Regional approvals.

If your expenditures are in excess of the amount approved, or if you need to do additional work that is not included in your plan, you will need to complete the Capital Plan Update form, which is also attached. This form should be submitted to the Region as soon as it is approved by the Board.

If you would like to have electronic copies of the Housing Provider Annual Capital Plan or the Capital Plan Update, please request them from your Program Co-ordinator.

Please contact your Program Co-ordinator if you have any questions.

Sylvia Patterson
Director
Housing Services Branch
Community and Health Services Department