

SECTION 5.0

SUBMISSION REQUIREMENTS

5.1. BUSINESS CASE SUMMARY AND SIGNOFF SHEET

List all of the capital repairs identified in your submission, including estimated costs and proposed timelines (commencement and completion dates), in order of priority (highest to lowest):

#	Type of Capital Repair	Total Estimated Costs	Associated Timelines	
			Commencement	Completion
1				
2				
3				
4				
5				

I/We hereby submit our Business Case for consideration under the terms, conditions and provisions outlined in this RFBC.

I/We, the undersigned, acknowledge that I/We have received Addendum/Addenda Numbers 1 to ____ inclusive, and that all changes specified therein have been included in the Submission Requirements.

SIGNED SEALED AND DELIVERED in the presence of:

Authorized Signing Authority: (Must be signed off by two Board Members with authority to bind the corporation)	
Print Name:	Print Name:
Position or Title:	Position or Title:
Signature:	Signature:
Date:	Date:

I/We have the authority to bind the corporation.

5.2. BUSINESS CASE

Please provide all of the information requested below. You must complete this form for each capital repair request and include all supporting documentation. Be sure to include financial considerations and proposed commencement and completion of work dates for each capital repair request. If the repair has an impact on tenants/members, please include details on how tenants/members will be kept informed of the capital work, and if necessary, include a tenant/member relocation and placement plan.

5.2.1 HOUSING PROVIDER INFORMATION

Housing Provider: _____ **Total Number of Units:** _____
Project Address: _____ **Number of Units Affected:** _____
_____ **Number of Buildings:** _____
_____ **Number of Buildings Affected:** _____

Provider Type: Non-Profit Co-operative

Client Type: Seniors Families Singles Supportive Aboriginal
Other (list) _____

Building Type: High-rise Low-rise Townhouse Semi-detached
Single detached Other (list) _____

Age of building(s) requiring capital repairs: _____

Any outstanding municipal/regional work-orders or Fire Code Violations? YES NO
If yes, include a copy with your submission.

5.2.2 CAPITAL REPAIR INFORMATION

a. General Description _____

Estimated Cost: \$ _____ Funds Requested: \$ _____

b. Classification

- emergency / health and safety
- replace aging systems (mechanical, electrical, structural)
- renewal of housing stock (retrofit)
- energy efficiency
- other, specify _____

c. Proposed Commencement Date _____

d. Proposed Completion Date _____

