



Year End Reporting for Federal Housing Providers

- Welcome & Introductions
- Building and Modified Unit Profile
- Annual Information Return (AIR)
- Best Practices
- Financial Planning
- Capital Asset Management

Building & Unit Profile

- NRH Notice 08-08 Housing Provider Building and Modified Unit Profiles
- Questionnaire about how Federal Housing Providers wish to be seen on the NRH website www.nrh.ca



Updated Year-End Reporting Requirements and the Annual Information Return (AIR)

- Documents no longer required for submission
- Year-End Reporting Requirements
- Where/how to find/save the AIR
- Getting to know the AIR and Hands-on AIR
- Ongoing and available assistance with the AIR

No longer need to submit

- The Corporate Profile Report
- Board member list
- Auditor's confirmation on the RGI process
- Annual Project Data Report
- Auditor's confirmation on Native Ancestry

Year End Reporting Requirements

Beginning immediately (2008 year starts)

- Audited Financial Statements
- Annual Information Return (AIR)
- Auditor's Management Letter or confirmation that one was not issued
- Accountant's Report & Appendix A
- 5 year Capital Plan
- Section 27's only Declaration on Eligible Income Limits

The Annual Information Return (AIR)

- Where to find on www.nrh.ca
- How to download the file and save to your hard drive on your computer
- Getting to know the AIR

Hands on AIR

- Sample set of financial statements with schedules
- Filling out the AIR – Group Exercise
- Checking our work using Excel

Assistance with the AIR

- Help is only a phone call or an e-mail away!

Jennifer Yarnell, Housing Program Accountant

905-984-6900 ext. 3944

Jennifer.yarnell@niagararegion.ca

Break



Housing Provider Best Practices

- Jayne Dodds, Ridgeway Lions – Unit and Common Area Inspection Procedure and Forms
- Joan Packham, Legion Villa – Policy Manual and Audit Committee Procedure and Forms

Financial Planning

- Long Term
 - BCA/RFS
 - Investment strategy
 - Viable at end of agreement?

- Short Term (next 5 years)
 - Annual budget cycle operating & capital
 - 5 Year Capital Plan

Financial Planning

- Activity
 - Planning Cycle – 4 quarters
 - **Pink** ovals – report activities & analysis
 - **Blue** squares – activities
 - **Orange** stars – reports/drawings/warranties

- Post – Report back key learning's



Capital Asset Management

- Capital Reserve Funding
- Year-End Surplus
- Building Condition Assessments & 5-Year Capital Plans
- Best Practices
- Energy Efficiency Resources
- NEW* Capital Repair Program

Capital Reserve Funding

- 20 Federal providers (22 properties – avg. age 24; 909 units)
- Total Reserves \$6,683,955
- Average Reserves per unit \$7,353
- Total Contributions \$528,177
- Average Contribution per unit \$581
- Annual Contributions not adequate for some Housing Providers
- Negative Balance: 3 by 2011; 7 more by 2016
- Requires a 140% increase (\$831 / unit / year)

Results of Capital Reserve Study, The Stonewell Group Inc., November 2006

Year-End Surplus

- Allowed Subsidy Surplus Funds of \$500/unit with remaining returned to NRH
- If OCHAP units – return all surplus funds to NRH
- If CSHP units – all surplus funds retained by provider
- NRH looking at establishing criteria to allow for the retention of surplus funds

BCAs & 5-Year Capital Plans

- Snapshot in time
- Living/working document
- Estimated cost to repair or replace building elements
- The year repair or replacement occurs
- Projected capital costs for a set period of time (25, 30, 35 years)
- Required to submit 5-year Capital Plan to NRH at year-end
- BCA is the basis for establishing 5-year Capital Plan

Best Practices

- Review, revise and update your BCA and 5-year capital plan in context of budget cycle
- Quick Fixes:
 - Lighting
 - Heating
 - Water and Water Heating
- Major Fixes:
 - Replace appliances with Energy Star models
 - Electric to gas (heating, dryers, hot water heaters, make-up air units)
 - Low-flow toilets
 - Research available program incentives or loans



Energy Efficiency Resources

- *Social Housing Services Corporation (SHSC)*
<http://www.shscorp.ca>
- *Ontario Power Authority*
<http://business.everykilowattcounts.com/com/programs-incentives-rebates.php?pir=ERIP>
- *Ministry of Energy* <http://www.energy.gov.on.ca>
- *The Office of Energy Efficiency* <http://oee.nrcan.gc.ca>

Capital Repair Program

- 2008 Provincial Budget, \$100M in capital repair funding for social housing units
- Niagara Region received \$3.1M in June, 2008
- To respond to urgent capital repair needs, including energy efficiency improvements
- To address capital repairs that reduce operating costs and/or are essential to maintaining project viability and longevity
- To improve accessibility to assist seniors

Capital Repair Program

Who Can Apply?

- All 67 housing providers (federal and provincial reform) are eligible to apply for funding under the program.

What Types of Repairs are Eligible?

- Emergency / Health and Safety
- Replacing Aging Systems
- Renewal of Housing Stock
- Energy Conservation
- Other



Capital Repair Program

Oct. 20, 2008 - Release of RFBC

Dec. 19, 2008 @ 4:00 PM - Closing date

January, 2009 - Interviews and/or phone calls

February, 2009 - Board Approval of CFC
Recommendations

Wrap up

- AIR
- Best Practices
- Financial Planning
- Capital Asset Management

- Complete the Evaluation Form
- Building & Unit Profile sheets – Survey

- You have the experience and knowledge.
- If you need help just ask!

