



# 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](http://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](http://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](mailto: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!

