



# **HOUSING SUPPORT PROGRAM (HSP)**

## **Governance & Capacity Application**

### **BC Region**

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## GETTING STARTED

### Overview

This application must be used to apply for Housing Support Program (HSP) Governance & Capacity Program funds. Examples of common activities under HSP Governance & Capacity include but are not limited to:

#### Housing Policy Creation

- Create a housing policy to address: wait list eligibility, rental/loan arrears, default and eviction records, tenancy agreements, housing design criteria in addition to codes, etc.
- Establish leadership and membership endorsement of housing policies/plan
- Establish clear roles and responsibilities for Chief and Council, Housing Committee/Staff, Tenants, and any third parties involved in the proposed housing project (contractors, inspectors, etc.). Often job descriptions of positions are developed
- Outline the organizational structure required to achieve objectives
- Establish a communication strategy for ensuring effective collaboration among parties
- Establish a Maintenance and Inspection Plan
- Create housing policies that compliment Shelter Compliance Policy (e.g. create separate accounts for band owned and private owned rentals collecting Income Assistance Shelter Allowance; create default notice and eviction policies)
- Establish a succession plan for the Housing Staff/Committee
- Establish support for community development and wellness objectives
- Set up the administration of separate Financial Accounts

#### Housing Plan Creation

- Outline the current housing situation, including current needs, future needs, and potential ways of securing long-term commitment of funds (includes the method of how this information was gathered: needs assessments, surveys, etc.)
- Identify why the proposed project is needed and what issues/challenges will be addressed (e.g. overcrowding issues and related health and safety problems).
- Establish how the project contributes to the First Nation's community vision
- Establish the type of housing required, home ownership, and land tenure
- Establish the environmental requirements and relevant permits
- Establish a list of measurable objectives (with timelines and who will be involved) that are consistent with identified needs
- Identify potential training opportunities for leadership, administration, and tenants
- Provide an overview of financing, justification of the priority, allocation, and expected outcome (review of existing and forecasted asset management finances/cash flows)
- Establish sources of funds and costs of housing construction, renovations, and maintenance plans
- Establish a plan of when and how progress reporting will occur among all parties involved
- Establish key performance indicators
- Establish support for community development and wellness objectives

#### Training

- Capacity development training/courses



## Overview (cont'd)

All approvals are subject to available Indigenous Services Canada (ISC) funding and scope of project. Approved projects may be subject to program review.

Reporting frequency will be determined on a case by case basis by complexity and risks associated with the proposed project. All projects will be required to provide reports including a summary of actual expenditures and deliverables/milestones achieved pursuant to the approved plan.

The applicant must attach a Band Council Resolution (BCR) confirming: project deliverables, First Nation's contribution to the total project cost, and all other sources of funding.

**Completed applications must be sent to:** [aadnc.housingbc-logementcb.aandc@canada.ca](mailto:aadnc.housingbc-logementcb.aandc@canada.ca)

Refer to **ANNEX – Governance & Capacity Criteria and Eligibility** for further details as well as eligible activities and ISC funding levels to complete the application.



## Governance & Capacity Application Checklist

<input type="checkbox"/>	Completed Application
<input type="checkbox"/>	Loan Commitment Letter from Bank (if applicable)
<input type="checkbox"/>	Band Council Resolution (BCR) confirming: <ul style="list-style-type: none"><li>• Project deliverables</li><li>• First Nation's contribution to total project cost</li><li>• All other sources of funding</li></ul>

Completed application must be sent to: [aadnc.housingbc-logementcb.aandc@canada.ca](mailto:aadnc.housingbc-logementcb.aandc@canada.ca)



# GOVERNANCE & CAPACITY APPLICATION

Project Overview			
Applicant Information			
First Nation Name			First Nation Band Number
Mailing Address			
City/Town	Province or Territory	Postal Code	
Telephone Number	Extension	Email	
PROJECT LEAD CONTACT			
Name		Provide Secondary Name and Contact Info (if applicable)	
Title/Position			
Telephone Number	Extension	Email	
Project Description (Summarize scope of work, activities, roles and responsibilities, etc.)			
Total Project Cost:		Total ISC Funding Requested:	
Project Start Date:		Project End Date:	
Click here to enter a date.		Click here to enter a date.	
Project Description:			



## Project Description (cont'd)

Expected Outcomes and Criteria for Measurement of Success:

Other Considerations (e.g. increased capacity; training and employment of community members; innovative features):



### Source and Use of Funding

Project Details		Sources of Funding						
<b>Housing Policy Creation</b>								
Project Details	ISC Funding \$	First Nation Contribution \$	Individual Contribution \$	Financing/Loans \$	Other Funding \$	In-kind Contribution \$	Total Cost \$	Provide Details of Funding
<b>Housing Plan Creation</b>								
Project Details	ISC Funding \$	First Nation Contribution \$	Individual Contribution \$	Financing/Loans \$	Other Funding \$	In-kind Contribution \$	Total Cost \$	Provide Details of Funding
<b>Training</b>								
Project Details	ISC Funding \$	First Nation Contribution \$	Individual Contribution \$	Financing/Loans \$	Other Funding \$	In-kind Contribution \$	Total Cost \$	Provide Details of Funding
<b>TOTALS</b>								

Refer to **ANNEX – Governance & Capacity Criteria and Eligibility** for further details as well as eligible activities and ISC funding levels to complete the application





## ISC Funding Cash Flow Projections

<b>Month</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Quarter 1</b> (April – June)			
<b>Quarter 2</b> (July - September)			
<b>Quarter 3</b> (October – December)			
<b>Quarter 4</b> (January – March)			
<b>TOTAL</b>			



## Declaration

The information provided is accurate to the best of my knowledge.

I confirm that I have delegated authority to sign on behalf of the First Nation.

\_\_\_\_\_ First Nation(s)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (DD/MM/YYYY)



## ANNEX

### Governance & Capacity Criteria and Eligibility

<b>FUNDING</b>	<ul style="list-style-type: none"> <li>• ISC funding not to exceed 80% of total project cost</li> <li>• First Nation contribution must be at least 20% of total project cost of which 50% can be in-kind</li> </ul>
<b>ELIGIBLE RECIPIENT CRITERIA</b>	<ul style="list-style-type: none"> <li>• Eligible recipients to remain consistent with Capital Program policies and Treasury Board requirements</li> <li>• Block funded First Nations' eligibility is subject to BC Region ISC's "Access to Additional Capital Guidelines for Block-Funded Recipients"</li> <li>• Self-Government/Treaty First Nation/10 year Grants' eligibility is subject to the terms of their Fiscal Financial Agreements</li> </ul>
<b>ELIGIBLE ACTIVITIES FOR ISC FUNDING</b>	<ul style="list-style-type: none"> <li>• Eligible activities may include: <ul style="list-style-type: none"> <li>• <b>Housing Policy Creation:</b> <ul style="list-style-type: none"> <li>• Create a housing policy to address: wait list eligibility, rental/loan arrears, default and eviction records, tenancy agreements, housing design criteria in addition to codes, etc.</li> <li>• Establish leadership and membership endorsement of housing policies/plan</li> <li>• Establish clear roles and responsibilities for Chief and Council, Housing Committee/Staff, Tenants, and any third parties involved in the proposed housing project (contractors, inspectors, etc.). Often job descriptions of positions are developed</li> <li>• Outline the organizational structure required to achieve objectives</li> <li>• Establish a communication strategy for ensuring effective collaboration among parties</li> <li>• Establish a Maintenance and Inspection Plan</li> <li>• Create housing policies that compliment Shelter Compliance Policy (e.g. create separate accounts for band owned and private owned rentals collecting Income Assistance Shelter Allowance; create default notice and eviction policies)</li> <li>• Establish a succession plan for the Housing Staff/Committee</li> <li>• Establish support for community development and wellness objectives</li> <li>• Set up the administration of separate Financial Accounts</li> </ul> </li> <li>• <b>Housing Plan Creation</b> <ul style="list-style-type: none"> <li>• Outline the current housing situation, including current needs, future needs, and potential ways of securing long-term commitment of funds (includes the method of how this information was gathered: needs assessments, surveys, etc.)</li> <li>• Identify why the proposed project is needed and what issues/challenges will be addressed (e.g. overcrowding issues and related health and safety problems).</li> <li>• Establish how the project contributes to the First Nation's community vision</li> <li>• Establish the type of housing required, home ownership, and land tenure</li> </ul> </li> </ul> </li> </ul>

### Governance & Capacity Criteria and Eligibility (cont'd)



<p><b>ELIGIBLE ACTIVITIES FOR ISC FUNDING (cont'd)</b></p>	<ul style="list-style-type: none"> <li>• Establish the environmental requirements and relevant permits</li> <li>• Establish a list of measurable objectives (with timelines and who will be involved) that are consistent with identified needs</li> <li>• Identify potential training opportunities for leadership, administration, and tenants</li> <li>• Provide an overview of financing, justification of the priority, allocation, and expected outcome (review of existing and forecasted asset management finances/cash flows)</li> <li>• Establish sources of funds and costs of housing construction, renovations, and maintenance plans</li> <li>• Establish a plan of when and how progress reporting will occur among all parties involved</li> <li>• Establish key performance indicators</li> <li>• Establish support for community development and wellness objectives</li> <li>• <b>Training:</b> <ul style="list-style-type: none"> <li>• Capacity development training/courses</li> </ul> </li> <li>• Special initiatives assessed on a case by case basis such as: the creation of aggregated First Nations housing policies and plans; the creation of band administered revolving loans; or other</li> </ul>
<p><b>INELIGIBLE ACTIVITIES FOR ISC FUNDING</b></p>	<ul style="list-style-type: none"> <li>• Labor/trades training</li> <li>• Accreditation/curriculum courses</li> </ul>
<p><b>ISC REPORTING</b></p>	<p><b><u>Annual Progress Report(s)</u></b> – Annual progress reports are required for multi-year initiatives. These reports must provide a status of the activities/deliverables in the approved work plan. A summary of financial expenses must accompany the annual progress report(s). Other reporting periods (e.g. bi-monthly, quarterly) may be required per ISC assessment.</p> <p><b><u>Completion Report</u></b> – Confirms project is complete</p> <ul style="list-style-type: none"> <li>• The following documentation must be submitted with the completion report: <ul style="list-style-type: none"> <li>• Summary of financial expenses</li> </ul> </li> </ul>



## Band Council Resolution Sample Text

The applicant must attach a Band Council Resolution (BCR) confirming:

- Project deliverables,
- First Nation's contribution to the total project cost, and;
- All other sources of funding.

The BCR sample text provided below must be included in the First Nation's BCR:

1. The First Nation is seeking funding approval from Indigenous Services Canada (ISC) as part of the Housing Support Program (HSP) Governance & Capacity program to complete:
  - Housing Policy
  - Housing Plan
  - Training
2. The First Nation is requesting \$\_\_\_\_\_ ISC funding.
3. The First Nation confirms the following funding/financing is secured:
  - \$\_\_\_\_\_ total in First Nation contributions
  - \$\_\_\_\_\_ total in individual contributions,
  - \$\_\_\_\_\_ total in financing/loans,
  - \$\_\_\_\_\_ total in other funding, and;
  - \$\_\_\_\_\_ total in in-kind contributions
4. The First Nation confirms any cost overruns that exceed the approved ISC funding are the responsibility of the First Nation.
5. The First Nation commits to complete the project(s) by DD/MM/YYYY.