



Durham Community Housing Repair Program (DCHRP) – Program and Application Guidelines

Call for Applications

The Region is accepting applications from Community Housing Providers that have a VII.1 Agreement or operate under Part VII of the Housing Services Act, 2011 for the Durham Community Housing Repair Program (DCHRP), which supports capital repairs essential to maintaining the long-term sustainability of Durham Region’s community housing stock.

Applications must be submitted by 4:30 p.m. on August 28th, 2026.

Contents

Call for Applications	1
General Program Overview	3
Funding	4
Eligibility Criteria	4
Applicant Eligibility	4
Project Eligibility	5
Ineligible Projects	6
Program Requirements	6
Mandatory Participation Requirements	6
Affordability Requirements	6
Project Requirements	7
Application	7
Submission Checklist.....	7
Application Timeline.....	8
Review and Approval Process	8
Successful Applicants	8
Funding Agreement and Timelines	8
Funding and Reporting Process	9
Reconciliation Process.....	10

Non-Compliance	10
Contact.....	11

General Program Overview

The Durham Community Housing Repair Program (DCHRP) provides funding for Community Housing Providers' capital repair needs in the form of a forgivable loan. Funds are not repayable provided the provider complies with all requirements outlined in the funding agreement. All agreements require the provider to continue operating as a community housing or Part VII.1 housing project under the Housing Services Act (HSA) for a minimum of ten (10) years. The program supports non-cosmetic repairs that enable the long-term viability of community housing stock.

In 2024, with the support of Regional Council, Housing Services commissioned the 10-Year Housing and Homelessness Service and Financing Strategy. The results included new investment in community housing by way of a Regionally funded capital repair program that would be responsive to local needs. In addition, the 10-Year Housing and Homelessness Plan 2025-2035 identified repairs and maintenance of the existing community housing stock as one of the key housing needs to be addressed by the Plan.

Community housing supports the needs of low-income households in Durham Region and is the only housing affordable for residents in the lowest income deciles. It is integral to creating strong and vibrant neighbourhoods. Strategic investment to support the continued viability of the community housing stock will ensure the long-term sustainability of affordable housing for future generations. Regional Council has committed through the adoption of the 10-Year Housing and Homelessness Service and Financing Strategy to incremental annual investment for this purpose.

The Region is accepting applications for capital repair funding that best satisfies the terms and conditions of the DCHRP Program Guidelines.

The Region is most interested in applications that demonstrate the following Guiding Principles:

- **Financially Sound:** Projects that best leverage the available financial assistance under the DCHRP program and, where possible, their own capital reserves.
- **Quality and Safety:** The program will prioritize repairs that enhance the physical safety and integrity of the building, including measures that protect occupants and property, but excluding electronic surveillance systems or security technology. Work completed under the program will be of quality and meet all required safety standards.
- **Accessibility:** The program will prioritize capital projects that incorporate solutions that are accessible, if applicable.
- **Transparency and Communication:** The program will require ongoing and transparent communication to the Region on timeline, milestones, and other requirements as well communication to the residents about the scope, timeline, and progress of the repair project(s).
- **Sustainability:** The program welcomes and encourages the inclusion of sustainable practices and materials, such as those that enhance energy efficiency and reduce environmental impact, these elements are considered a value-added feature rather than a requirement and inclusion of them will not impact scoring.

Funding

Annual program funding is subject to Regional budget processes and Regional Council approval.

The DCHRP will offer two funding streams. The Proactive Projects Funding Stream is intended to support required planned capital repair projects. The Urgent Response Emergency Repairs Funding Stream is intended for unplanned emergency repairs that occur outside the timelines of the Proactive Projects Funding Stream. Both streams require the same information, and all criteria outlined in these guidelines apply to each.

DCHRP funding will be advanced to successful applicants as a forgivable loan, registered on title, to support a portion of the pro-rated share of eligible capital repair costs. Funds are not repayable provided Housing Providers comply with affordability requirements and community housing program obligations throughout the affordability period, as set out in this guide.

Applicants are expected to contribute toward the project based on their financial capacity, including available reserves. The level of contribution will be assessed on a case-by-case basis to ensure fairness and sustainability, while encouraging meaningful participation from all providers.

To support program implementation and reduce barriers to participation, the provider contribution requirement will be waived in year one. Effective year two onwards, this requirement will be introduced and the methodology for determining the amount will be shared.

Funds will only be available to Housing Providers up to the approved amount for the approved scope of work identified in the funding agreement. Any costs exceeding the approved amount or for work not identified in the executed funding agreement will not be covered by the Region and will exclusively be paid for by the Housing Provider.

Proposals submitted through this application will be evaluated by the review panel which consists of Region of Durham staff. Approval is expected to be communicated up to eight (8) weeks after the closing of applications, after which time, all applicants will be advised of the outcome.

Eligibility Criteria

Applicant Eligibility

The program is open to Community Housing Providers that have an active agreement with the Region of Durham, including:

- Designated housing projects under Part VII of the Housing Services Act, 2011;
- Designated housing project with a Service Agreement under Part VII.1 of the Housing Services Act, 2011; or
- Federal non-profit providers with an EOA rent supplement agreement who are still listed in the HSA.

To be eligible for the program, Housing Providers must be in good standing including:

- Completed their Annual Information Return (AIR)
- Completed their required rent-geared-to-income (RGI) or rent-geared-to-income – maximum shelter portion (RGI-MSP) reviews (if applicable)
- Compliant with Operational Reviews
- Compliant with all other existing community housing program obligations, including continued use of the Region's DASH wait list to fill subsidized units in accordance with their applicable operating agreement.
- Compliance with Part VII, VII.1, or any other service agreement, including required RGI targets if applicable.
- Demonstrated ability to responsibly manage funding.

Applicants must also meet all other program eligibility as outlined in Project Eligibility and Mandatory Participation Requirements sections below.

Project Eligibility

To be eligible for funding the project in question must meet the following criteria:

- Be identified in the most recent BCA or annual inspection as a priority and/or in poor condition¹ or be a high-cost unit turnover related to health and safety concerns such as structural or embedded mould, serious damage, or the presence of biohazards².
- Be partially funded through capital reserve or financed by the provider*

*To support program implementation and reduce barriers to participation, the provider contribution requirement will be waived in year one. Effective year two onwards, this requirement will be introduced and the methodology for determining the amount will be shared.

- Be integral to site sustainability (non-cosmetic). Repairs are required to:
 - Address a health and safety or regulatory standard, and/or
 - Prevent deterioration of the asset, and/or
 - Address building elements that have reached the end of their useful life and bulk replacement is more cost effective than replacing individual components as they fail

Projects outside of the BCA must be supported by documentation including but not limited to impact assessment, feasibility assessment, and/or supporting evidence such as expert opinion,

¹ Projects outside the BCA may be approved on a case-by-case basis, in consideration of the projects potential impact on health and safety, legal issues, and impact on the community.

² High-cost unit turnover refers to repairs required in a vacant unit where the extent and cost exceed standard turnover work as a result of health and safety-related conditions, including mould, significant damage, or biohazards, and does not include routine lifecycle or cosmetic repairs.

data, or research. These projects will be reviewed by Housing Services to determine eligibility to proceed to the evaluation stage.

Ineligible Projects

Projects that are not eligible include, but are not limited to:

- Cosmetic repairs or upgrades
- Routine unit turnover/damages repairs
- Playground equipment
- Operations and maintenance items
- Remediation work (i.e. asbestos abatement, surface mould remediation, etc.) that is not directly required to complete the eligible capital repair project identified in the application
- Building system upgrades beyond end-of-life replacement
- Technological or security system upgrades
- Amenity improvements, furnishings, or non-fixed equipment
- New construction, additions, or building expansions

If you are unsure if your project meets the program requirements, please reach out to CHAdmin@durham.ca.

Program Requirements

Mandatory Participation Requirements

Applicants must agree to and participate in the following:

- Regional Building Condition Assessment (BCA) schedule.
 - Includes building reviews completed by Housing Services as follow up activities to the BCA schedule.
- Reporting on project progress.
- Projects with an estimated cost of \$40,000 or more must hire a consultant. Projects under \$40,000 may also require a consultant if they involve a high level of technical complexity.
- Consent to disclosure and reporting to regional bodies including but not limited to Health and Social Services Committee, Regional Council, and Regional Committee of the Whole.

Affordability Requirements

Successful Applicants that receive DCHRP funding must remain affordable for a ten-year period after the completion of the funded capital repair work. For the purposes of this program, affordability is defined by the Housing Provider continuing to operate the project as social housing or as a Part VII.1 housing project under the Housing Services Act, 2011 throughout the affordability period. This requirement applies regardless of the status or expiry of any operating agreements, mortgage obligations, or other agreements between the Region and the Housing Provider.

During the ten-year affordability period Housing Providers are required to maintain their current rent-geared-to-income (RGI) Service Level Standard Target established for the project unless otherwise adjusted by mutual agreement between the Region and the Housing Provider.

Project Requirements

Applicants must provide a clear and realistic estimate of total project costs at the time of application. This includes submitting:

- At least one recent repair/replacement quote; and
- A breakdown of any associated consultant costs, if applicable.

Applicants can use the Consultant Decision Making Tool to assist them in determining if a consultant may be required for their project. Applicants may also wish to contact Housing Services to determine if their project would benefit from a consultant.

The Region reserves the right, upon review of an application, to require the use of a consultant if they are of the opinion that the project scope requires one.

All contractors must be appropriately licensed, insured, and qualified to complete the work and must provide documentation of a warranty in accordance with industry standards.

Application

The application for DCHRP can be completed online through the Optimy platform. Supporting documentation will also be uploaded through this platform.

Housing Providers may submit more than one application. If submitting for more than one project, then each project must be submitted as a separate application.

If you require the application in alternative format, please contact CHAdmin@durham.ca for assistance.

Submission Checklist

Incomplete applications will not be considered by the panel. An application will not be considered to be complete until all of the following requirements are submitted:

- ☐ Completed Application Form including supplemental documents as noted (online)
- ☐ Project Quotes, including consultation costs where applicable (minimum of one quote)
- ☐ Most recent BCA Submitted and/or on file

All applications and related supplemental documents must be submitted through the online application on the Optimy platform. A link will be shared with providers.

Application Timeline

Applications for the Proactive Projects Funding Stream will open **June 29th, 2026** and remain open for 8 weeks.

Applications for the Urgent Response Emergency Repairs Funding Stream will open on the same date and will remain open until available funding for the current fiscal year is fully allocated.

Please note that funding availability is reset at the start of each new fiscal year.

Applications will be considered by the panel, and final decisions on all applications are generally expected to be communicated up to eight (8) weeks after the closing of applications. This timeline is subject to change based on application volume and complexity.

Review and Approval Process

Once the application period has closed, the panel will review applications submitted during the application period.

Only complete applications will be evaluated. All eligible submissions will be scored based on the established evaluation criteria. Funding recommendations will be made for the highest-scoring applications, subject to the availability of Program funds.

The panel will endeavour to complete the evaluations in an eight-week period. This may be adjusted based on the number and complexity of applications received during the application period. Changes to the standard timelines will be communicated to Applicants.

Notification of outcomes will be sent to all Applicants via email.

Successful Applicants

Successful applicants will be contacted and invited to enter into the required funding agreement with the Region, which outlines the terms and conditions of funding.

An approval letter for DCHRP funding will be sent which will outline all the details of the approval. The funding agreement will be attached for execution by an individual who has authorization to bind the organization.

Funding Agreement and Timelines

Successful applicants will enter into a Funding Agreement (Appendix A) with the Region of Durham for the payment of DCHRP funding for the completion of capital repairs for the community housing site, in accordance with the application.

The Funding Agreement must be fully executed no later than December 15, 2026.

Following execution of a funding agreement, housing providers must comply with their own procurement policies and/or by-laws when obtaining quotes and approvals. Where a consultant

is engaged, the consultant must follow the applicable procurement requirements as part of the competitive process. This program does not replace or override any internal policies or by-laws, which continue to apply in addition to the program guidelines.

Projects approved for DCHRP funding must commence work within 120 days of the Funding Agreement's effective date and be completed within 24 months of the Funding Agreement's effective date. For the purposes of this program, commencement of work is defined as initiating the procurement process for a consultant or initiating the procurement for the approved capital repair work, whichever applies. Where both scenarios apply the earlier of the two shall be the commencement date.

Costs incurred, contracts executed, or physical work started before the Funding Agreement is fully executed may be eligible for reimbursement only if approved in writing by the Region. To be considered, the costs, contracts, or work must relate to the current calendar year.

Funding and Reporting Process

Funding for the approved project(s) will be issued during the duration of the project through the payment request process. Payments will be processed upon submission of the required payment request form and invoice verification of actual expenses. The payment request form can be submitted as needed throughout the project's lifecycle.

Where HST is included in eligible project costs, funding reimbursement will be issued based on the approved pro-rated share of eligible costs, inclusive of 50% of HST.

Where reimbursement exceeds the Housing Provider's actual eligible HST cost, including as a result of HST rebates or adjustments, the excess amount shall not be retained for project use. Any excess funding resulting from HST rebates or adjustments shall be transferred to the Housing Provider's capital reserves and confirmed through the reconciliation process.

Ten percent (10%) of the total funding allocation will be withheld until the project has undergone a final inspection and received approval.

Any errors or omissions with respect to funding issued to the Housing Provider must be reconciled within 60 days of receipt of the payment by the Housing Provider.

Program participants will be required to report a minimum of three times during the duration of their project; construction commencement, halfway completion, and work completion date. Additional information/check-ins may be requested at the discretion of the Region. Reporting shall be done by completing the required Project Progress Form.

At any point during the project lifecycle, housing providers must promptly notify the Region of any construction delays or changes to the proposed project completion date. Reporting shall be completed in addition to any reporting required as part of the Housing Provider's requirements under the HSA or any other service agreements already in place with the Region.

Prior to and during the capital repair work, program participants are required to maintain up to date records on all aspects of their project including invoices, project costs, and funding balance.

Once work on the project has been deemed completed, program participants must submit a Reconciliation Statement of Costs (included in the funding agreement) within 90 days. The Region will complete a formalized final inspection of all work before approving the final payment of funds.

Post project completion, during the 'affordability period' outlined in section 5 of the Funding Agreement, Housing Providers are required to ensure continued eligibility and compliance with the Program. Housing Providers will be required to:

- Continue to comply with all reporting requirements under Service Agreements
- Provide written notice to the Region of Housing Provider's non-compliance with any environmental laws or any release of a contaminant from the property.
- Comply with inspections, audits, and reviews by the Region or delegate of all books and records related to the funding agreement.

Reconciliation Process

A financial reconciliation process will occur on an ongoing basis throughout the project(s) to review and confirm eligible costs.

The payment request and the supporting documents will be reviewed by the Region, and program participants will be required to work with the Region to complete the ongoing reconciliation of project costs.

The final reconciliation will be completed by the Region at the time the project has undergone a final inspection and received approval. This reconciliation is done to confirm and issue the ten percent (10%) of the total funding allocation holdback.

In addition to the final project reconciliation, ongoing monitoring by the Region will continue through the normal reporting channels (i.e. AIRs, SMAIR, Operational Reviews, etc.) to ensure ongoing compliance during the post-project affordability period.

Non-Compliance

If a program participant is found to be in non-compliance of the funding commitments at any time during program participation, including during the affordability period, the Region will introduce remedies under the Housing Services Act, 2011, Part VII.1 agreements, or those available within the funding agreement of this program.

Funds would be repayable to the Region if any conditions of the forgivable loan funding agreement are not met.

Additionally, during the term of the funding agreement, the Housing Provider must repay the funds to the Region if one of the following apply:

- The project that is the subject of the Housing Provider's application ceases to be a designated housing project by entering into an exit agreement pursuant to either Part VII or Part VII.1 of the Housing Services Act, 2011 prior to the required 10 years; or
- The Housing Provider breaches the terms of their Part VII, Part VII.1, or operating agreement; or
- Breaches the terms of their funding agreement under this program.

Contact

Housing Providers are encouraged to contact the Community Housing Administration team at CHAdmin@durham.ca with any questions about the program or its processes.

The Region is committed to continuous improvement and will regularly evaluate and refine the program to better meet the needs of Housing Providers and the broader community housing sector. Feedback and suggestions for improvement are always welcomed and appreciated.