

**COMMUNITY  
INFRASTRUCTURE  
RENEWAL FUND  
GUIDELINES FOR  
2016-2017**

**Ministry of Health and Long-Term Care**

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## Introduction

Community Health Service Providers (HSPs) are responsible for planning infrastructure renewal activities to ensure that their facilities are in a good state of repair. Recognizing the need for the renewal of community health care infrastructure, the Ministry of Health and Long-Term Care (“the ministry”) created the Community Infrastructure Renewal Fund (CIRF) program. This program is intended to assist eligible HSPs in addressing renewal needs on a priority basis.

For 2016-17, the ministry is rolling out the CIRF Program as a Pilot Project to LHINs based on the results of the Community Asset Inventory Survey. As part of this pilot project, the ministry is asking LHINs to assess HSPs that may be eligible for CIRF funding based on urgent/emergent infrastructure needs.

CIRF provides funding for ongoing repair and renewal needs of agencies meeting specific criteria relating to asset ownership and lease length, based on an assessment of asset condition.

The following HSPs are included in the CIRF LHIN Program Pilot Project for 2016-17\*:

- Community-Based Mental Health Programs\*\*;
- Community-Based Substance Abuse (Addiction) Programs (including Residential Treatment and Residential Supportive Treatment)\*\*; and
- Community Health Centres (CHCs).

The criteria for eligibility for additional HSPs through the Community Health Capital Programs Policy is outlined in Appendix A.

\*Note 1: excludes hospital owned sites, which are eligible for the Health Infrastructure Renewal Fund.

\*\*Note 2: excludes other Supportive Housing Programs (such as Dedicated Supportive Housing, Rent Supplement Initiatives, Homes for Special Care, Habitat Services Toronto, etc.).

HSPs must use CIRF funds in the fiscal year the funding is provided towards approved Eligible CIRF projects. HSPs are not permitted to carry unspent funds forward. The ministry will recover any unspent funds in accordance with the terms of the CIRF Agreement.

## How CIRF Works in 2016-17

1. The ministry provides LHINs with a list of eligible HSPs derived from the CIRF Survey, along with notional allocations.
2. The LHINs will:
  - (a) direct eligible HSPs with urgent/emergent infrastructure needs to:
    - (i) complete a CIRF Application Form for any capital projects that fall within the Eligible CIRF project parameters as set out in the Eligible CIRF project section;
    - (ii) submit the CIRF Application Form by email to the LHIN contact (see Appendix “B” for the list of LHIN contacts).
  - (b) identify any other eligible HSP not included in the project list provided.
  - (c) review the HSP’s completed CIRF Application Form to ensure that the project meets the eligibility criteria for an Eligible CIRF project and recommend the funding necessary to complete the project.
3. Based on the LHIN review of the CIRF Application in their service area, the LHIN will:
  - (a) submit to the ministry’s Health Capital Investment Branch (HCIB) all endorsed CIRF Application Forms; and
  - (b) provide all documents to the HCIB of the ministry via email to [HealthCapitalInvestmentBranch@ontario.ca](mailto:HealthCapitalInvestmentBranch@ontario.ca) with the subject line “[HSP Name] CIRF Project Submission”.
4. The ministry:
  - (a) will review all endorsed CIRF funding request submissions to ensure that it is an Eligible CIRF project;
  - (b) may approve or reject the CIRF Application Form;
  - (c) advise LHINs and HSPs of the amount of their CIRF grant amount and require the HSP to enter into a CIRF Funding Agreement.
5. The HSPs will send their signed CIRF Agreements to the following HCIB email address: [HealthCapitalInvestmentBranch@ontario.ca](mailto:HealthCapitalInvestmentBranch@ontario.ca) with the subject line “[HSP Name] CIRF Agreement”.
6. Upon receiving the signed CIRF Agreement from the HSP, the ministry will sign two copies of the CIRF Agreement and provide one fully executed copy to the HSP. Subsequently, the ministry will provide the grants to the HSP.

7. HSPs will:
  - (a) begin any ministry approved CIRF project once the ministry advises them of the amount of their CIRF grant;
  - (b) utilize funding approved for the fiscal year by March 31, 2017; and
  - (c) submit a Settlement Report by June 30, 2017.

### **Eligible CIRF Projects**

CIRF funding is available to the above-referenced eligible community sector HSPs that:

- Own their physical site/asset (i.e., facility and/or land); or
- Have signed leases prior to the implementation of the CIRF program, and where the terms of the lease make the organization responsible for repair and/or replacement of land and/or building components (“capital lease”), and the length of the lease meets the ministry’s minimum requirement of 24 months.

Projects at these sites must meet the following criteria:

1. Be a minor infrastructure renewal project (see list in Appendix C).
2. Can be completed by March 31, 2017.
3. Is not part of an existing approved project that is funded by the ministry.
4. Is a tangible Asset or capital leased Asset that will have a useful life extending beyond one year and is intended to be used on a continual basis.
5. Extends the useful life of the Asset or improves the HSP’s facility’s quality or functionality.
6. Is capitalizable.
7. Costs between \$5,000 and \$1M, inclusive.
8. Addresses an infrastructure need only and not programs and services.
9. Does not require an increase to an HSP’s operating budget; and
10. Is not an expansion, addition or modification for new programs.

## **Ineligible CIRF Costs**

A cost will be ineligible if the project is:

1. An infrastructure project to accommodate expansion, addition or modifications to programs or services or relocation; or
2. An infrastructure project for non-HSP purposes.

See Appendix “C” for a list of examples of Eligible and Ineligible Projects.

## **Settlement**

In accordance with the CIRF Agreement for each contract year, the HSP is required to submit a Settlement Report and relevant invoices to the ministry by June 30, 2017. The ministry will use the Settlement Report and relevant invoices to reconcile the funding.

If a HSP is not able to spend their 2016-17 CIRF grants by March 31, 2017, the balance will be recovered by the ministry as part of the settlement process in accordance with the CIRF Agreement.

Please note, failure to comply with the terms and conditions of the CIRF Agreement will constitute an Event of Default and the Ministry may take Corrective Action, including recovery of Ministry funds.

## **Contact Information**

To ask program-related questions, HSPs should contact their LHIN CIRF contact identified in Appendix “B”.

## **CIRF Information Available**

CIRF information will be available all LHIN websites.

The general LHIN site, to which each LHIN website is linked, can be accessed at: <http://www.lhins.on.ca/>

## Appendix A: Eligibility Criteria for Additional Lead Health Service Provider Organizations and Sectors

As part of the Community Health Capital Programs Policy (CHCP), there may be additional community sectors or organizations not specifically named on page 3 which could become eligible for capital funding, provided they meet the following criteria:

- **Service and Organization Types:** The organization type(s) within the sector are not-for-profit, unincorporated, or incorporated providers of the direct service delivery of health care services in the community in Ontario.
- **Operational Funding:** There is an ongoing funding relationship with the sector and the ministry and/or its agencies providing a minimum of 50% of the operational budget of the HSP organization in that sector that is to receive capital funding.
- **Operational Oversight:** The ministry has a clearly defined accountability structure in place for oversight of the sector and its HSPs (e.g., accountability agreements) to ensure appropriate HSP oversight and operational model review; and
- **Endorsement:** The area within the ministry that is responsible for providing operational funding and/or oversight responsibilities agrees to fulfil the role of Endorsing Organization in the capital process. (e.g., the role that the LHINs/Health Capital Investment Branch (HCIB) plays for CHCs and MH&A organizations)

## Appendix B: HSPs Primary LHIN Contact Information

LHIN	Main Contact Name	Email	Phone	Title
Central	Edin Wong	<a href="mailto:Edin.Wong@lhins.on.ca">Edin.Wong@lhins.on.ca</a>	905-948-1872 ext. 209	Senior Business Analyst, Performance, Contracts & Allocation
Central East (CE)	Ritva Gallant	<a href="mailto:Ritva.Gallant@lhins.on.ca">Ritva.Gallant@lhins.on.ca</a>	905-427-5497	Director, Finance & Risk Management
Central West (CW)	Mark Edmonds	<a href="mailto:Mark.Edmonds@lhins.on.ca">Mark.Edmonds@lhins.on.ca</a>	(905) 452-6974	Senior Director, Health System Integration
Champlain	Colleen Taylor	<a href="mailto:Colleen.Taylor@lhins.on.ca">Colleen.Taylor@lhins.on.ca</a>	613-747-3223	Senior Accountability Specialist
Erie St. Clair (ESC)	Sandra Lariviere	<a href="mailto:Sandra.Lariviere@lhins.on.ca">Sandra.Lariviere@lhins.on.ca</a>	519-784-6290	Health System Design Manager
Hamilton Niagara Haldimand Brant (HNHB)	Doris Downie	<a href="mailto:Doris.Downie@lhins.on.ca">Doris.Downie@lhins.on.ca</a>	(905) 945-4930 ext. 4221	Advisor, Finance
Mississauga Halton (MH)	Susan Swartzack	<a href="mailto:Susan.Swartzack@lhins.on.ca">Susan.Swartzack@lhins.on.ca</a>	905-337-7131, ext. 235	Executive Lead, Health System Development
North Simcoe Muskoka (NSM)	Ligaya Byrch	<a href="mailto:Ligaya.Byrch@lhins.on.ca">Ligaya.Byrch@lhins.on.ca</a>	705-326-7750 Extension: 230	Senior Manager
North East (NE)	Jason Kauffeldt	<a href="mailto:Jason.Kauffeldt@lhins.on.ca">Jason.Kauffeldt@lhins.on.ca</a>	(705) 840-1077	Finance and Performance Analyst
North West (NW)	Kevin Holder	<a href="mailto:Kevin.Holder@lhins.on.ca">Kevin.Holder@lhins.on.ca</a>	807- 548-5590	Senior Consultant, Funding, Performance & Contract Management
South East (SE)	Benedict Menachery	<a href="mailto:Benedict.Menachery@lhins.on.ca">Benedict.Menachery@lhins.on.ca</a>	613-967-0196 Ext. 2226	Planning and Integration Consultant
South West (SW)	Mark Brintnell	<a href="mailto:Mark.Brintnell@lhins.on.ca">Mark.Brintnell@lhins.on.ca</a>	519.640.2577	Senior Director, Performance and Accountability
Toronto Central (TC)	Alvin Cheng	<a href="mailto:Alvin.Cheng@lhins.on.ca">Alvin.Cheng@lhins.on.ca</a>	416- 929-3290	Senior Director, Performance Measurement & Information Management
Waterloo Wellington (WW)	Michelle Innocente	<a href="mailto:Michelle.Innocente@LHINS.ON.CA">Michelle.Innocente@LHINS.ON.CA</a>	519-650-4472	Senior Planner

## Appendix C: Examples of Eligible and Ineligible CIRF Projects

The following list of projects is not intended to be exhaustive. Its purpose is to assist HSPs to identify eligible CIRF projects.

### **Examples of Eligible CIRF Projects**

<ul style="list-style-type: none"><li>• Mold remediation</li><li>• Inserting view panels in existing doors</li><li>• Addressing barrier-free requirements (i.e., at entrance/exit points, washrooms)</li><li>• Sidewalk replacement</li><li>• Installing sprinklers in sections of building</li><li>• Addressing penetration to fire separations</li><li>• Removing contaminated soil</li><li>• Replacing roof/roof sections</li><li>• Replacing pumps</li><li>• Replacing windows</li><li>• Replacing flooring</li><li>• Replacing AHU (Air Handling Unit)</li><li>• Replacing cooling tower</li><li>• Replacing transfer switch gear for emergency power</li><li>• Restoring exterior cladding (i.e., tuck/stone-pointing)</li></ul>	<ul style="list-style-type: none"><li>• Installing protective glass partitions</li><li>• Addressing hazardous materials</li><li>• Installing, for security purposes, closed circuit television systems</li><li>• Installing infection control barriers</li><li>• Removing asbestos</li><li>• Replacing/removing underground tank(s)</li><li>• Addressing egress from buildings</li><li>• Upgrading fire alarm system</li><li>• Replacing/upgrading chiller</li><li>• Replacing boiler(s)</li><li>• Replacing HVAC (rooftop) unit</li><li>• Upgrading elevator(s)</li><li>• Replacing emergency generator(s)</li><li>• Upgrading electrical distribution and/or supply</li></ul>
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## Appendix C: Examples of Eligible and Ineligible CIRF Projects

The following are examples of projects which are not eligible under the CIRF program and CIRF grants cannot be used.

### **Examples of Ineligible CIRF Projects**

<ul style="list-style-type: none"><li>• Salaries, wages and benefits for HSP staff</li><li>• Patching roof/flooring systems</li><li>• Replacing hardware</li><li>• Duct cleaning</li><li>• Painting walls, ceilings, etc.</li><li>• Repairing leaks to windows/skylights</li><li>• Replacing lights</li><li>• Treating/Testing water quality/medical gases</li><li>• Installing valves</li><li>• Furnishings</li><li>• Gardens, works of art, and decorations</li><li>• Any regular maintenance work</li><li>• Conducting planning and/or feasibility studies of any kind</li><li>• Consulting fees for:<ul style="list-style-type: none"><li>○ equipment</li><li>○ interior design and/or colours</li><li>○ landscape architecture</li><li>○ traffic</li><li>○ kitchen/dietary issues</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Financing charges and/or campaign costs associated with fundraising</li><li>• Infrastructure issues for revenue generating areas (e.g., parking lots/garages, gift shops, etc.)</li><li>• Purchasing/Installing:<ul style="list-style-type: none"><li>○ Medical equipment</li><li>○ Information technology</li><li>○ Communications technology</li></ul></li><li>• Paging/telephone replacements or upgrades except when integrated with a fire alarm system</li></ul>
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## Appendix D: Glossary

### **Asset**

An Asset is a free-standing structure, a portion of a structure, or any part of facility infrastructure that is distinguishable from its surroundings by date of construction, construction type, and/or the Systems that comprise it.

### **Capital Assets**

Capital Assets are non-financial Assets that have physical substance that are purchased, constructed, developed or otherwise acquired. Capital Assets have useful lives extending beyond one year.

### **CIRF**

Community Infrastructure Renewal Fund.

### **CIRF Guidelines**

The CIRF Guidelines are the guidelines established by the Ministry of Health and Long-Term Care for CIRF Grants and are located at <http://www.lhins.on.ca>.

### **CIRF Grant**

A CIRF Grant is funding the ministry agrees to provide to a HSP to assist it with the costs of renewing infrastructure.

### **Maintenance**

Is work that results in the retention of the pre-determined service potential of a capital Asset for a given useful life. Costs incurred that do not prolong an Asset's economic life nor improve its efficiency are not considered capital expenditures. Maintenance expenditures are operating expenditures and should not be included as part of capital expenditures.

### **Renewal**

Renewal refers to work done to extend an Asset's useful life or improve its functionality. Renewal of an Asset can appreciably prolong its period of usefulness or enhance its service potential. Service potential may be enhanced when there is an increase in the previously assessed physical output or service capacity such that associated operating costs are lowered, the useful life of the Asset is extended, and the quality of the output is improved. It includes upgrades that increase the service potential of an Asset (and may or may not increase the remaining useful life of the Asset). This type of expenditure should be reported as a capital expenditure.

### **System**

A System is an assembly, finish, fixture, piece of equipment, or other component that makes up an Asset.

### **Useful life**

Useful life is defined as the estimated finite period over which a capital Asset is expected to be used. The actual life of a capital Asset may extend beyond its useful life due to good maintenance or under-utilization.