

CANADA HOUSING INFRASTRUCTURE FUND

NWT PROGRAM GUIDE FOR COMMUNITY GOVERNMENTS

Government of
Northwest Territories

Materials in the Canada Housing Infrastructure Fund – NWT Program Guide for Community Governments booklet are for general guidance purposes. Should discrepancies occur between the guide and program requirements as stated in the Canada - Northwest Territories Agreement for the Canada Housing Infrastructure Fund (the Agreement), the Agreement prevails.

For more information please see:
https://housing-infrastructure.canada.ca/housing-logement/chif-fcil/index-eng.html

TABLE OF CONTENTS

Canada Housing Infrastructure Funding Program Overview 4
NWT CHIF Program Categories 5
Project Expectations 6
Application and Selection Process 7
Application Guide 9

CANADA HOUSING INFRASTRUCTURE FUNDING PROGRAM OVERVIEW

Increasing housing supply and accommodating community growth requires adequate water, wastewater and solid waste infrastructure to continue delivering essential services to people living in Canada. The Canada Housing Infrastructure Fund (CHIF) aims to support the creation of new homes and increase densification by accelerating the construction and upgrading of housing-enabling infrastructure:

- drinking water,
- wastewater,
- stormwater, and
- solid waste infrastructure.

Funding under the NWT CHIF Program will be available to community governments from 2025 to 2034. Projects under the NWT CHIF Program are expected to meet the following criteria:

- Projects must directly enable new housing supply or preserve existing capacity.
- Projects are required to support public infrastructure.
- Projects must demonstrate that the investment in infrastructure will remove barriers to enabling housing supply in the short term.
- Projects must be at least $1 million in total eligible costs.
- Applications should demonstrate a high level of project readiness - projects must be substantially completed by September 2031.

This guide provides an overview of the information required for submission of projects under the NWT CHIF Program and represents the information required for a typical project application. Additional information may be requested as needed.

NWT community governments interested in accessing the CHIF funding will be required to complete, sign and submit the application provided, including additional documentation to support the proposed project review and approval process.

NWT CHIF PROGRAM CATEGORIES

Eligible projects can be both planning or capital improvements that provide the drinking water, wastewater, and stormwater systems required to support community growth, preserve existing capacity or increase reliability and access to drinking water, or implement waste diversion initiatives to reduce landfill use.

Planning projects primarily consist of studies, plans or design work. For a planning project to be eligible for funding, it must support a future capital project that would be considered eligible under CHIF and align with its objectives.

Capital infrastructure projects include new construction, rehabilitation or expansion projects that result in tangible infrastructure, including hybrid and natural infrastructure, for the following systems:

- **Drinking water systems,** including drinking water treatment facilities, storage assets, pump houses, local and transmission pipes, and natural infrastructure;
    - Examples: A project that increases the treatment capacity of a water treatment plant to accommodate population increases or a project that reduces water losses (leakage) in a drinking water network which reduces total water use and frees up capacity at the water treatment plant to accommodate community growth.
- **Wastewater systems,** including lagoon systems, lift stations, sanitary force mains and sewer pipes, combined sewer pipes and natural infrastructure;
    - Examples: A project that expands sewer pipes to accommodate community growth; or a project increasing the treatment capacity of a lagoon to accommodate housing densification efforts.
- **Stormwater systems,** including stormwater drainage pump stations, management facilities, pipes and natural infrastructure;
    - Example: A project that increases stormwater capacity or would result in less stormwater entering the water network.
- **Solid waste management systems,** including landfills and organic waste processing.
    - Example: A waste diversion project that diverts organic waste (e.g. food or yard waste) away from a landfill. This would increase the lifespan of the landfill to process waste.

PROJECT EXPECTATIONS

- Projects must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable building codes and bylaws.
- If applicable, the project will have to meet all duty to consult obligations.
- If applicable, the project will have to meet all environmental assessment requirements.
- If applicable, the project will have to meet all regulatory requirements.
- If applicable, the project will have to complete a greenhouse gas emissions assessment and implement measures to reduce greenhouse gas emissions.
- If applicable, the project will have to identify climate hazards and implement hazard mitigation measures.
- Project contracts must be awarded in a way that is fair, transparent, competitive and consistent with value-for-money principles, or in a manner otherwise acceptable to Canada.
- No expenditures are eligible for reimbursement unless they are incurred after project approval is in place.
- Once projects are approved, recipients will be required to follow a communications protocol established through its contribution agreement with the GNWT.
- Once projects are approved and a contribution agreement has been signed, communities will be expected to cover project costs and then submit claims for reimbursement, based on approved allocations.
- Projects should be substantially completed by September 30, 2031.

APPLICATION AND SELECTION PROCESS

APPLICATION PLANNING

Community Governments are encouraged to consult with their regional Manager of Community Infrastructure Planning or Regional Superintendent:

South Slave Region	Bobby Bourque Gavin Olvera	(867) 872-6527 (867) 872-6530
Deh Cho Region	Melinda Lenoir	(867) 695-7220
North Slave Region	Tara Naugler David MacMillan	(867) 767-9167 ext. 21130 (867) 767-9167 ext. 21132
Sahtu Region	Christina Gaudet Daminder Singh	(867) 587-7105 (867) 587-7104
Beaufort Delta Region	Dana Moran Bailey Simpson	(867) 678-8045 ext. 21650 (867) 767-9167, ext. 21136

CAPITAL PLAN REQUIREMENT

Projects must be identified in the current community capital plan and the Council approved capital plan must be submitted with the application.

APPLICATION SUBMISSION AND REVIEW

Applications will be reviewed by the Manager of Capital Infrastructure Planning for completeness and eligibility prior to the application deadline and submission to the Project Evaluation Panel. Applications deemed incomplete will not be reviewed.

EVALUATION PROCESS

A Project Evaluation Panel will review all complete applications and submit a recommendation list to Housing, Infrastructure and Communities Canada for final approval.

PROJECT SELECTION CRITERIA

Selection will consider the following factors to ensure suitable projects are chosen:

- Ability of recipient to cash flow project
- Alignment with program outcomes
- Municipal capital needs
- Land tenure status
- Ability to meet program deadline (Projects should be substantially completed by September 30, 2031)

CONTRIBUTION AGREEMENT

Once a project is approved for funding, a Contribution Agreement (CA) must be signed by the applicant and the Government of Northwest Territories. Both parties must sign the CA before the first payment can be processed.

PROJECT COMPLETION AND COMPLIANCE

Projects must be completed per terms of the CA. Any purchases made or activities started before the effective date indicated in the terms of the CA will not be eligible for funding. Recipients must communicate any changes to project plans and timelines to the GNWT for approval.

APPLICATION GUIDE

PROJECT INFORMATION:

Project Title - A concise description of the asset, the work to be completed and location of the project.

For example:

- *Upgrade the main water line to the wastewater facility in Fort Simpson*
- *Water Treatment Plant Upgrade in Nahanni Butte*

Project Description and Objectives – A brief description of the main objectives of the project.

- the description should be concise but there must be enough detail that a reader who is not familiar with the project gets a clear picture of the project.
- identify how the project will meet the relevant housing outcomes.
- describe all major quantifiable components (eg. Length of pipe, volume of wastewater, area of landfill)
- the nature of the project:
  - planning (e.g. study, plan, design, etc.) and/or
  - capital (e.g. new construction, rehabilitation, upgrade, expansion, decommissioning, etc.).

Project Scope and Expected Outcomes – Detail the major quantifiable components, approximate outputs, and main expected outcomes of the project, and clearly define how they will be achieved by the project. Identify the communities and populations that will directly benefit from the project.

For example:

- the project will expand the community's water distribution by 2 kilometres.
- The project will directly benefit 300 people in the community of Fort Providence.

PROJECT LOCATION, PLANNING, AND CONSTRUCTION DATES:

KML File – A file format used to display the geographical location of the project. All applications must include this file. **MACA staff can assist with creating this file.**

Forecasted planning and construction Dates – Forecasted planning and construction dates need to be as accurate and realistic as possible.

Permit Status – State which of the following describes the permits relevant to the project:

- permits received,

- permit applications are underway,
- no permits – requirements have not yet been identified,
- no permits – permit applications have been rejected or delayed, or
- not applicable.

PROJECT FINANCIALS AND SUPPLEMENTARY INFORMATION:

Government of Canada funding can be up to a maximum of 75% of total eligible costs. The remaining 25% of eligible costs and all ineligible cost must be funded by other funding sources, such as the Community Public Infrastructure (CPI) Fund, property taxes, or borrowing. Indigenous recipients may inquire on the use of other federal funding.

Budget Details – Provide estimates of total costs for each category and specify the portions eligible and ineligible for funding in accordance with the eligible costs list.

Soft Costs – Expenses not directly related to physical construction, such as architectural, engineering, consulting and permitting.

Capital Costs – Direct and necessary expenditures for successful implementation of the approved project, such as materials, labour, equipment and land development.

In-Kind Costs – In-kind costs, such as donated goods, services, or volunteer time, are generally ineligible costs, but should be identified in the project budget.

Contingency – The amount budgeted for unforeseen or emergency expenditures. Select the appropriate percentage based on the project budget's class estimate:

- Class A: estimates made after bids for a project have been received, evaluated, verified, and a contract has been awarded. Contingency within 5% to 10% of Total Project Costs.
- Class B: estimates made at the "Detailed Design" stage, when the project is ready for tendering. Contingency within 10% to 15% of Total Project Costs.
- Class C: estimates at the "Preliminary Design" stage, and may be referred to as pre-tendering estimates. Contingency within 15% to 20% of Total Project Costs.
- Class D: estimates at the "Conceptual Design" stage. Contingency within 20% to 30% of Total Project Costs.

Funding Contributors – Identify any funding requested or received from various contributors. Specify whether other contributors are provincial or territorial contributions, in-kind contributions, other federal contributions, ultimate recipient, or other contributions. State whether they have been approved and provide supporting documentation.

Project Cashflow – Provide a breakdown of the program contribution costs for each fiscal year of the project.

Non-Competitive Procurement – Identify and describe any non-competitive contracts (contracts entered into without soliciting bids) that are to be used towards eligible costs of the project that exceed the following thresholds:

- A non-competitive contract over $40,000 for construction or goods
- A non-competitive contract over $100,000 for services

HOUSING

Housing and Infrastructure Needs – Provide information about the community's housing need, using the following as a guide:

- Availability of housing supply
- Lack of affordable, adequate and suitable housing supply
- Recent trends in rental vacancy rates
- Growth in prices/rents due to increased demand
- Population growth (including interregional migration, interprovincial migration, international migration)
- Aging of current housing stock
- If your community has already completed a Housing Needs Assessment you may reference this and include it with your submission.

Housing Need – Provide information on the number of affordable housing units in the community and an estimate of housing units that will benefit from the project. **Statistics can be found at the NWT Bureau of Statistics or MACA staff can assist with estimates.**

OTHER FEDERAL REQUIREMENTS:

Greenhouse Gas Mitigation Measures – Identify specific mitigation measures for greenhouse gas emissions (e.g., solar panels, biogas recovery, heat pumps, etc.).

Resiliency – Identify if the project site is currently, or may be in the future, subject to any of the four listed climate hazards of: floods, wildfires, extreme heat or permafrost thaw.

ASSET IDENTIFICATION:

Nature of Work – Identify whether the nature of the work on the asset is a new build, rehabilitation, or expansion.

Asset Category and Type– Identify the type of asset and whether the project targets drinking water, wastewater, stormwater, or solid waste.

Asset Specific Requirements –Projects involving wastewater treatment plants, landfills and anaerobic lagoons may need to complete a Greenhouse Gas questionnaire prior to final approval.

PROJECT RISKS:

Risk – Describe risk factors that might cause the project to be completed past the deadline or overbudget.

Examples may include: labour and supply chain issues, extreme weather events, unforeseen geological conditions, communication challenges, and late-stage design changes. Provide details on what measures are being put in place to prevent these events from happening, and/or ways that you plan to keep the project on time and on budget after they occur. **MACA staff can assist with identifying risks and potential mitigations for these risks.**

ENVIRONMENTAL ASSESSMENT AND INDIGENOUS CONSULTATION:

Asset Types and Activities – In this section, review the list of asset types and activities and select all that apply.