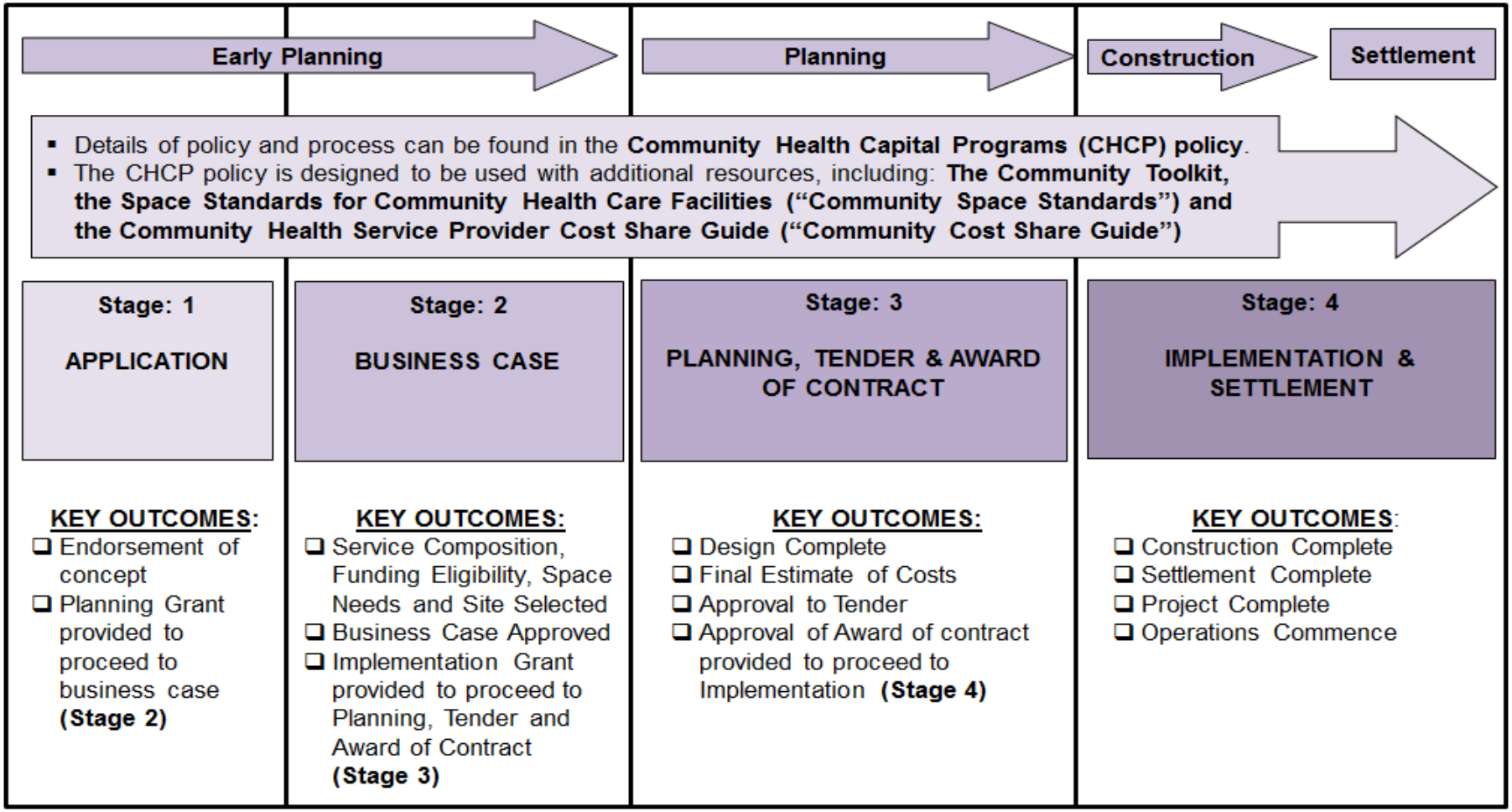
Overview of the Community Health Capital Planning Stages

The Health Capital Division Vision: *We build quality facilities that support the delivery of excellent healthcare to the people of Ontario.*



Additional Training

If you have completed the eLearning module and would like to access additional training related to health capital projects, please email the Health Capital Investment Branch at: HealthCapitalInvestmentBranch@Ontario.ca with the subject line "**HCIB Training**."

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Summary of the Community Health Capital Planning Stages

Stage	Overview	HSP & Consultant Team	LHIN/ EO	Ministry
STAGE 1 APPLICATION	• Stage 1 is the 'concept' stage and first step in submitting a request for a community capital project, for endorsement and approvals. • The completed application describes the program and service need(s) for the proposed project, scope, and the partner organizations who will be involved in the end-state service model. • Successful completion of this step results in a formal Letter of Endorsement and eligibility for ministry funded capital Planning Grant.	✓	✓	✓
STAGE 2 BUSINESS CASE	• Stage 2 commences when a ministry decision has been made to provide a Planning Grant to support the development of a Business Case through the use of the Community Toolkit. • The Business Case establishes end-state service model composition, eligibility of organizations for ministry funded space, the amount of space required, the cost share distribution of the space approved, the site from which service will be delivered, and the cost of the project. • Successful completion of this step results in a formal Letter of Endorsement and eligibility for ministry funded capital Implementation Grant.	✓	✓	✓
STAGE 3 PLANNING, TENDER AND AWARD OF CONTRACT	• Once an Implementation Grant has been provided, the ministry will organize a Project Planning meeting with the Lead Organization, Endorsing Organization and Partners (as appropriate) to define the Technical Review requirements for the design of the project, and for the review of the Tender package. • Successful completion of this step results in approval of the plans, a formal letter of approval to Tender and formal approval to Award the Contract.	✓	✓	✓
STAGE 4 IMPLEMENTATION AND SETTLEMENT	• Once the contract is awarded, construction commences. Funding of construction will be managed in accordance with TPAD. Certificates of Progress will be obtained to confirm funding aligns with progress. • Once the project is completed, the Settlement process will begin. • Funding during construction and settlement of the project will be managed by the Branch managing the funding approvals for the project.	✓		✓

LEGEND:
EO: Endorsing Organization
HSP: Health Service Provider
TPAD: Transfer Payment Accountability Directive

For more detailed information please see the Community Health Capital Programs policy, the Space Standards for Community Health Care Facilities and the Community Health Service Provider Cost Share Guide.

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