Community Health Capital Programs Toolkit and Checkpoint Roadmap for Lead Organizations

For Ministry-funded Capital Projects

Before you begin...
» Identify Capital Need
» Consult Community Health Capital Programs Policy and associated documents
» Determine Eligibility
» Envision Service Model (work with Endorsing Organization to find suitable Partner Organizations, where applicable)

The Community Toolkit Instruction Guide is available to aid the completion of the worksheets specified.

Stage 1: Application

» Obtain Community Toolkit from **Endorsing Organization (EO)**

» On **Part I - Application Form** worksheet, complete Sections:
☐ 1: General Information, Endorsing Organization, Proposed Project, Program Eligibility Criteria
☐ 2: Program and Service Elements (if applicable)
☐ 3: Partner Organization Information
☐ 4: Impact of Proposed Project On Non-Project Organizations
☐ 5: Infrastructure Elements of Proposed Project (if applicable)

» E-mail completed Excel workbook to EO

EO Application Review
If endorsed, the EO will submit to the ministry:
• Completed Part I: Application Form (Sections 1-6)
• Signed Letter of Endorsement

Ministry Application Review
The ministry will:
• Complete Part I: Application Form Section 7
• Determine funding eligibility

Checkpoint I: Approval of Planning Grant

Planning Grant provided to proceed to Stage 2

Stage 2: Business Case

» Attend Planning Meeting with EO and Ministry

» Complete following worksheet in Community Toolkit:
☐ **BC_1_Programs & Services**

» E-mail completed Excel workbook to EO

EO Confirmation of Programs and Services
EO will:
• Review each Program and Service (P&S) for inclusion in project and make amendments, where necessary
• Complete EO Review sections of BC_1 and send to the ministry a final version containing endorsed P&S only

Ministry Review for Space Funding
The ministry will:
• Review P&S composition to determine space funding eligibility
• Work with Lead Organization to amend partnership list, when potential Partner Organizations identified are not eligible for ministry funded space and there is no other source of capital for that space
• Complete Ministry Review sections of BC_1
• Unlock BC_2 to BC_6 sheets required for completion

Checkpoint II: Approval of Programs/ Services Composition and Space Eligibility

Finalization of end-state service model

» Complete applicable worksheets in Community Toolkit:
☐ **BC_2_Detailed FTE Data**
☐ **BC_3_Care Team Model**
☐ **BC_4_Services Model**
☐ **BC_5_Exam Room Calendar**
☐ **BC_6_Space Requests**

» E-mail completed Excel workbook to ministry with copy to EO

» Work with EO to resolve any anticipated increases in operating costs and amend Space Requests based on ministry decisions
• The EO will endorse the space request and confirm the ability of Lead/Partner Organizations to manage their costs OR work with the Lead Organization to reduce the space requested to the amount that can be financially managed prior to endorsement.

Ministry Review of Space Request
The ministry will:
• Ensure that all known/anticipated operational cost impacts have been identified (i.e., lease, local share plan, Own Funds) and that the endorsement includes an acceptable management plan for project and operational costs
• Unlock Site Search sheets

EO Initial Review
EO will:
• Review BC_2 through BC_6 to ensure accuracy

Ministry Review
Ministry will:
• Review BC_2 to BC_6 and complete columns Y, Z, AA & AB on BC_6 to determine approved spaces
• Return completed Community Toolkit to Lead Organization to amend space requests

Checkpoint III: Approval of Space Requests

Required space for project identified

*Projects related to existing space without the need for expansion will proceed to Costing and bypass Checkpoint IV

Stage 2: Business Case (continued)

» Complete the appropriate worksheets in the Community Toolkit:
- ❑ **(Lease/Purchase/Current) Site Survey** (for each site surveyed) to populate **BC_7_Site Search**

EO will assist Lead Organization in defining a geographic search area and confirm the Lead Organization's ability to manage operational costs (lease costs) for leased land and any Own Funds portion of the project.

» E-mail completed Excel workbook to ministry contact, with a copy to EO

Ministry Review
The ministry will:
- Review and approve the recommended site OR select another site surveyed for approval or expand the search area
- Record decision in Ministry Review section of BC_7
- Unlock BC_8 for completion

Checkpoint IV: Approval of Site

Selection and approval of site for project

Lease site search options must be exhausted before approval to engage in purchase site options will be considered.

» Complete the following worksheet in the Community Toolkit:
- ❑ **BC_8: Cost Estimate** (**Lease, Purchase,** or **Current Site** worksheet, depending on type of site approved)

» E-mail completed Excel workbook to ministry and EO for review

EO Review
EO will:
- Review Cost Estimate to determine whether the Lead (and Partner, if applicable) Organization(s) can fund their share of the capital costs
- Determine whether to endorse the Business Case
- Provide a formal Letter of Endorsement to the ministry

Ministry Review
The ministry will:
- Review BC_8 and LoE
- Complete Checkpoint V section
- Determine whether to approve Business Case and communicate decision through a formal letter

Checkpoint V: Approval of Business Case

Project proposal eligible for Implementation Grant

Once the Business Case is approved, the proposed project becomes eligible for a capital Implementation Grant. The amount of the Grant is determined by the approved final cost of the project estimated in the Business Case. Timing of the Implementation grant is dependent upon funding availability.

Checkpoint VI: Approval of Implementation Grant

Implementation Grant provided to proceed to Stage 3

Stage 3: Planning, Tender, and Award of Contract

» Attend Planning Meeting to define contract and technical review requirements
» Develop design plans that correspond with approved Business Case scope and cost
» Complete Community Toolkit worksheet:
- ❑ **BC_9: Furnishings and Equipment**
» Develop tender package according to approved plans within funding allocation

» Submit tender documents for ministry review

Ministry Review
The ministry will:
- Review and approve Tender Package
- Provide formal approval to Tender the Contract

Checkpoint VII: Approval to Tender

Formal approval to tender the contract

» Tender project and select successful bidder in accordance with requirements as defined by the funding ministry
» Update Project Costs (Final Estimate of Costs)
Ministry will monitor the tender process in accordance with requirements.

Checkpoint VIII: Approval of Award of Contract

Project costs finalized; Formal approval to award contract

Stage 4: Implementation and Settlement

Project Construction:
» Ensure project remains on schedule and within approved scope and cost
The ministry will monitor progress and fund construction based on projected and actual progress within each fiscal year, and review requests for change in scope.

Project Completion and Settlement:
» Fulfill information requirements as defined by the ministry
The ministry will administrate the Settlement process.

Checkpoint IX: Approval of Settlement

Project complete; Settlement finalized and approved (payment or recovery)