

2014/2015 Affordable Supportive Living Initiative Grant Application Process

Issued: October 22, 2014

Closing date and time: Friday, December 19, 2014, 4:30 p.m.

Affordable Supportive Living Initiative (ASLI) Introduction

The Alberta government is helping to develop new continuing care spaces in areas in the province for accommodation and services for individuals requiring higher levels of care. Alberta Seniors is currently accepting grant applications for the development of projects that will support 1,500 Long-Term Care (LTC) and Affordable Supportive Living spaces with a priority to applicants who are able to provide alternative accommodations to continuing care clients currently in acute care facilities in a timely manner.

Applicants are permitted to propose capacity in all areas of Alberta where there is a demonstrated need. Priority communities include 300 LTC spaces in Edmonton (80), Red Deer (120) and Calgary (100).

ASLI funding is available to not-for-profit organizations, Métis settlements, housing management bodies, local housing authorities, faith-based organizations, community groups, municipalities and private sector organizations.

Applicants may submit applications for grant funding support to design, construct, substantially finance and operate a development consisting of LTC/Supportive Living units. The expectation is these units will be utilized for Designated Supportive Living (DSL) levels SL3, SL4, SL4D (Dementia) and LTC clients with a Master Services Agreement with Alberta Health Services (AHS).

The deadline for the submission of 2014/2015 ASLI grant applications is:

Friday, December 19, 2014 by 4:30 p.m.

The grant applications will be reviewed and ranked by an evaluation team and must meet established program criteria while having a competitive grant funding request. Priority will be given to those who can start the development process within six (6) months. Recommendations will be provided to the Minister, who will have final approval.

Please review all the documentation provided on the website as it contains more detailed information regarding the process and some details have changed from previous years.

Article I. Definitions

Section 1.0 Unless otherwise specified in this Grant Application Process, capitalized words and phrases have the meaning set out below:

- a) “Affordable Supportive Living” means supportive living units that are maintained at or below the Established Accommodation Charge.
- b) “Agreement” means the form agreement attached as Article VI to be entered into between Alberta Seniors and the selected Applicant, as may be modified by Alberta Seniors.
- c) “ASLI Contact” means the person identified in Article II, Section 2.05d of this Grant Application Process designated by Alberta Seniors for communications and ongoing contact between the Applicant and Alberta Seniors in matters relating to this Grant Application Process.
- d) “Alberta Seniors” means Her Majesty the Queen in Right of Alberta as represented by the Minister of Seniors.
- e) “Alberta Health Services” or “AHS” means the regional health authority created pursuant to the Regional Health Authorities Act of Alberta.
- f) “Applicant” means an entity that submits a Grant Application in response to this Grant Application Process.
- g) “Business Case” means the excel spreadsheet to be completed by the Applicant and submitted as part of its Grant Application.
- h) “Commercial Capacity” means that portion of the Facility allocated to retail and office space which may include community services space.
- i) “Complementary Capacity” means that portion of the Facility allocated to the Ineligible Units and the common space and service area accompanying their development.
- j) “Core Capacity” means that portion of the Facility allocated to the provision of Eligible Units and the common space and service area accompanying their development and any areas for Funded Special Programs.
- k) “Designated Supportive Living” or “DSL” means supportive living spaces operated or contracted by AHS. DSL settings are a community-based living option where 24-hour on-site (scheduled and unscheduled) personal care and support services are provided by Health Care Aides. In some DSL settings, personal care and support services are provided by 24-hour on-site Licensed Practical Nurses and Health Care Aides.
- l) “Eligible Units” means those residential units that meet the requirements specified in this Grant Application Process and for which the Applicant is seeking grant funding; Eligible Units and their accompanying common and service area make up the Core Capacity of the Facility.
- m) “Established Accommodation Charge or Rate” means the accommodation charge for a private unit that does not exceed the basic room rate for private accommodation for a LTC facility as established from time to time by the Province, as defined by the *Nursing Homes Operation Regulation*, A.R. 258/1985, and includes the Service Requirements detailed in Schedule B of the Agreement.

- n) “Evaluation Team” means the individuals selected by Alberta Seniors to evaluate the Grant Applications.
- o) “Facility” means, collectively, the Core Capacity, the Complementary Capacity and the Commercial Capacity.
- p) “Facility Based Respite Services” means sites in LTC and supportive living where the client may stay overnight for a few days or a few weeks to provide the caregiver a break from the caregiving role.
- q) “Funded Special Programs” means programs that are funded separately and not by the AHS “Patient/Care-Based Funding” model (i.e., young brain injured, palliative, bariatric, etc.).
- r) “Grant Application” or “response” or “submission” means all of the documentation submitted by the Applicant in response to this Grant Application Process, which has been accepted by Alberta Seniors.
- s) “Grant Application Process” means this Grant Application Process for the 2014/2015 ASLI program and any updates made thereto.
- t) “Higher Levels of Care” means, collectively, the equivalent care to that currently provided to residents assessed as requiring LTC, SL4 or SL4D.
- u) “Ineligible Units” means those residential units that are to be developed in addition to the Eligible Units as part of the proposed Facility, but for which no grant funding is provided; Ineligible Units and the common space and service area accompanying their development make up the Complementary Capacity of the Facility.
- v) “Long-Term Care” means the units in the Core Capacity which meet the standards, conditions and requirements of both Alberta Health and AHS equivalent to nursing home. LTC units operate under the *Nursing Homes Act*. A LTC Facility is a purpose-built congregate care option for individuals with complex, unpredictable medical needs who require 24-hour on-site Registered Nurse assessment and/or treatment. In addition, professional services may be provided by Licensed Practical Nurses and 24-hour on-site unscheduled and scheduled personal care and support are provided by Health Care Aides. Case management, Registered Nursing, Rehabilitation Therapy and other consultative services are provided on-site. LTC facilities include “nursing homes” under the *Nursing Homes Act* and “auxiliary hospitals” under the *Hospitals Act*.
- w) “Mandatory Requirements” means the criteria described as the mandatory requirements in Article V.
- x) “Master Services Agreement” means the operating agreement to be entered into between AHS and the Facility operator for the provision of health care services.
- y) “Palliative Care” means care used in conjunction with curative treatments, often, but not always, during the last months or days of life. Hospice care, on the other hand, usually refers to the last months of life and brings with it an association with the place of care as a specialized facility. End-of-life care more accurately reflects the emphasis on the last days and hours of life.
- z) “Patient/Care-Based Funding” or “PCBF” means the new funding model for LTC facilities, based on overall client needs as assessed by a standardized, comprehensive assessment tool. Previously known as activity based funding, this model measures the care needs of client in each LTC facility,

and provides equitable funding to compensate operators that provide care to clients with higher levels of care needs.

- aa) “Project” means the design, planning, acquisition, construction, installation and commissioning of the proposed Core Capacity.
- bb) “Rated Criteria” means the criteria described in Article V.
- cc) “Service Requirements” mean the services required to be provided to residents and clients as described in Schedule B of the Agreement in Article VI.
- dd) “Supportive Living” means a home-like congregate care setting where individuals can maintain control over their lives while receiving the support they need. The building is specifically designed with common areas and features to all individuals to “age in place”. Building features also include private space and a safe, secure and barrier-free environment. Supportive living promotes individuals’ independence and aging in place through the provision of services such as 24-hour safety and security, meals, housekeeping, laundry and life-enrichment activities. Publicly-funded personal care and health services are provided to supportive living clients based on their assessed unmet needs. Individuals may also obtain privately funded services.

Article II. Agreement and Application

Section 2.01 The Grant Agreement

In order to receive grant funding, the selected Applicant will be required to enter into the Agreement, the form of which is available in Article VI.

- a) Alberta Seniors reserves the right to modify the terms of the Agreement as may be needed to capture the nature of the Applicant’s business structure (e.g. partnerships, consortia) to ensure accountability for the grant funding.
- b) The Agreement will be for a term of thirty (30) years, dating from the receipt of the Facility’s Occupancy Permit.
- c) Selection of an Applicant does not bind Alberta Seniors or the Applicant to enter into the Agreement or to provide any funding to an Applicant.

Section 2.02 Grant Application Process

- a) General Information and Instructions:
 - i) **Issue Date of Grant Application Process** **Wednesday, October 22, 2014**
 - ii) **Grant Application Submission Deadline** **Friday, December 19, 2014 by 4:30 p.m.**
 - iii) **Selection Date of Successful Applicant(s)** **Week of January 25, 2015**
- b) The above dates are provided for information only and are subject to change at the sole discretion of Alberta Seniors.

- c) Applicants must use the form of application as posted on the website or a similar representation of the one provided. Applicants are discouraged from including extraneous material in their application as material not requested will not be evaluated.
- d) It is the Applicant's responsibility to comply with the requirements of this Grant Application Process. Alberta Seniors may disqualify and not consider any submissions from an Applicant that do not comply with the requirements of this Grant Application Process.
- e) Applicants must be legal entities, for example: not-for-profit organizations; Métis settlements; housing management bodies; faith-based organizations; municipalities and private corporations. A private household wishing to develop a Project to house themselves or a family member with a disability is not eligible to submit an application.
- f) Applicants to Review Grant Application Process:
 - i) Alberta Seniors does not make any representation, warranty or guarantee as to the accuracy of the information contained in this Grant Application Process or issued by way of update.
 - ii) It is the Applicant's responsibility to avail itself of all the necessary information to prepare an application in response to this Grant Application Process.
 - iii) If Alberta Seniors, for any reason, determines that it is necessary to provide additional information relating to this Grant Application Process, such information will be communicated to all Applicants by updates through the website at: www.health.alberta.ca. Each update shall form an integral part of this Grant Application Process.
 - iv) Applicants are responsible for obtaining all updates issued by Alberta Seniors.

Section 2.03 Extension of Grant Application Submission Deadline

Alberta Seniors may extend the Grant Application Submission Deadline by update.

Section 2.04 Applicant Communication or Questions after Issuance of Grant Application Process

- a) Unless otherwise advised by Alberta Seniors, all questions and any form of communication between the Applicant and Alberta Seniors in relation to this Grant Application Process must be submitted in writing to the ASLI Contact. All questions and responses will be documented.
 - i) Questions or concerns must be communicated in writing to the ASLI Contact at least five (5) business days prior to the Grant Application Submission Deadline. Questions received after this time will be answered if time permits.
 - ii) Verbal responses to enquiries are not binding on any party.
- b) Alberta Seniors intends to disseminate all questions and their corresponding responses to all Applicants. If an Applicant considers a question to be confidential and requests that the question and the response not be disseminated to all Applicants, then the Applicant must provide an explanation as to why confidentiality is being requested. Questions and responses will be treated as confidential only in exceptional circumstances.
- c) If Alberta Seniors considers that the question and its corresponding response ought to be kept confidential, it will direct the response only to the Applicant that has asked the confidential

question, and not to the other Applicants. If Alberta Seniors determines that the question and the response ought not to be kept confidential, it will advise the Applicant and the Applicant will have the opportunity to withdraw the question.

- d) The Applicant has the responsibility to notify Alberta Seniors, in writing, of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this Grant Application Process as it is discovered, and to request any instruction, decision, or direction required to prepare the Grant Application.

Section 2.05 Submission of Grant Applications

The Grant Application package must contain:

- a) One (1) original signed copy of the Grant Application submission page (the cover page of the Grant Application).
- b) One (1) copy of the completed Grant Application, in the form and order set out in the Application. The Grant Applicant must include the following with the completed Grant Application:
 - a. Plans of the proposed Facility—Plans must be on 11” x 17” pages in a readable format showing the proposed layout of the Facility, a sample of room(s) design, and the front elevation of the Facility.
 - b. One (1) electronic copy of the Grant Application on CD or USB flash drive.
 - i) This electronic copy, when provided, will not be accepted in place of the required hardcopy version. If there are any conflicts, discrepancies, errors or omissions between the electronic and hardcopy versions of the Grant Application, the hardcopy version will take precedence and govern.
 - ii) The CD or USB flash drive should have one (1) folder that contains the Grant Application (in the format provided), the Business Case (in the Excel format provided), and the plans for the Facility (PDF format).
- c) The Grant Application package must be marked—

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and include the full legal name and return address of the Applicant.
- d) Grant Application packages must be received by Alberta Seniors at the following address by Friday, December 19, 2014 by 4:30 p.m. Ralph Hubele is the designated ASLI Contact.

Ralph Hubele, Manager, Health and Housing Initiatives
Alberta Seniors
4th Floor, Standard Life Building
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

The postal code is to help in identifying the building only. Grant Applicants are responsible to instruct courier or delivery personnel to deliver Grant Applications to the exact address and floor location specified above before the Grant Application Submission Deadline. Grant Applicants are responsible for late deliveries.

- e) Grant Application packages submitted in any other manner or received after the deadline will be disqualified. For greater certainty, Grant Application packages cannot be faxed or emailed to the ASLI Contact.
- f) Applicant should be aware that Canada Post only delivers Government of Alberta mail with Edmonton addresses to the main Canada Post depot in Edmonton. The Government of Alberta then picks up the mail and distributes it in accordance with the address label. Applicants should consider the above when choosing the method of delivery for their Grant Application, as it is the Applicant's responsibility to ensure its Grant Application is received before the closing date and time at the location specified in this Grant Application Process.

Section 2.06 Withdrawal, Amendment or Change to Grant Applications

- a) At any time prior to or after the deadline, an Applicant may withdraw a Grant Application.
- b) If an Applicant wishes to amend its Grant Application, the Grant Applicant must withdraw the Grant Application, amend the Grant Application as desired, and re-submit the Grant Application package in the manner set out above by the deadline.
- c) Alberta Seniors may seek clarification and supplementary information from Applicants after the deadline. Any response received by Alberta Seniors from an Applicant, if accepted by Alberta Seniors, shall form a part of that Applicant's Grant Application.

Section 2.07 Grant Application Ownership

Grant Application packages received by Alberta Seniors by the deadline shall become the property of Alberta Seniors and shall not be returned to the Applicant.

Section 2.08 Selection of Applicant

- a) Notice of selection by Alberta Seniors to the selected Applicant shall be in writing.
- b) Unsuccessful Applicants will be notified in writing. If requested in writing by an unsuccessful Applicant, Alberta Seniors will provide a debriefing of Alberta Seniors' evaluation of that Applicant's Grant Application.

Section 2.09 Prohibited Communications

- a) All communications with respect to the Grant Application Process must be directed to the ASLI Contact only.
- b) Any communications by the Applicant about this Grant Application Process shall not be directed to any other person employed by or representing Alberta Seniors and any member of the Government of Alberta. Any such communications may result in the disqualification of the Applicant.

Section 2.10 Applicant Not to Communicate with Media

Successful Applicants will not make any public announcement or issue any press release relating to the Project except with prior approval of Alberta Seniors as to the contents and timing of the announcement or press release.

Article III. Additional Terms

Section 3.01 General

- a) The Applicant acknowledges that by submitting a Grant Application Alberta Seniors may:
 - i) make public the names of any or all selected Applicants and the nature and locations of the Projects;
 - ii) verify with any Applicant or with a third party any information set out in a Grant Application. Alberta Seniors shall have no duty or obligation to verify or investigate any information it may receive, regardless of the source or nature of the information;
 - iii) check references other than those provided by any Applicant;
 - iv) disqualify any Applicant whose Grant Application contains misrepresentations or any other inaccurate or misleading information or fails to comply with the terms and conditions of this Grant Application Process; and
 - v) cancel this Grant Application Process at any stage.
- b) In the event that Alberta Seniors and a selected Applicant are unable to conclude the Agreement within a reasonable period of time Alberta Seniors may:
 - i) extend the period for entering into the Agreement; or
 - ii) terminate the Grant Application Process with respect to that Applicant and select another Applicant to enter into the Agreement; or
 - iii) terminate this Grant Application Process with respect to Projects at the identified location.
- c) Alberta Seniors may also cancel its decision to enter into an Agreement with a selected Applicant where a change in ownership of the selected Applicant has occurred from the Grant Application Process Closing Time, which has not been consented to by Alberta Seniors, or any other material change has occurred with respect to the selected Applicant's Grant Application.
- d) Alberta Seniors may also cancel its decision to enter into an Agreement with a selected Applicant where there is insufficient appropriation of monies by the Legislature to provide the grant funding.

Section 3.02 Conflict of Interest

As part of the Grant Application, Applicants must fully disclose in writing the circumstances of any actual, possible or perceived conflict of interest in relation to the Applicant, all Applicant team members or any employee, sub-contractor or agent, if the Applicant were to be selected.

Alberta Seniors shall review any submissions by Applicants under this provision and may reject any Grant Application where, in the opinion of Alberta Seniors, the Applicant, any Applicant team member,

employee, sub-contractor or agent is, could be, or could be perceived to be in a conflict of interest if the Applicant were to be selected. Notwithstanding the foregoing, Alberta Seniors may choose not to reject an Applicant if a resolution to a conflict of interest is identified by the Applicant and deemed acceptable by Alberta Seniors, or if the conflict of interest is deemed not material by Alberta Seniors.

Section 3.03 *Freedom of Information and Protection of Privacy Act (FOIP Act)*

- a) The purpose of collecting personal information for this Grant Application Process is to enable Alberta Seniors to ensure the accuracy and reliability of the information, to evaluate the Grant Application, and for other related program purposes of Alberta Seniors. Authority for this collection is the *Government Organization Act* (Alberta), as amended from time to time and section 33 (c) of FOIP. The Applicant may contact the ASLI Contact regarding any questions about collection of personal information in this Grant Application Process.
- b) The Applicant consents, and has obtained the written consent from any individuals identified in the Grant Application, to the use of their personal information in the Grant Application by Alberta Seniors, Alberta Seniors' employees, subcontractors and agents, to enable Alberta Seniors to evaluate the Grant Application and for other program purposes of Alberta Seniors. The Applicant must provide those written consents within two (2) business days of a request by Alberta Seniors to do so.
- c) Applicants acknowledge that:
 - i) the FOIP Act applies to all information and records relating to, or obtained, generated, created, collected or provided under, this Grant Application Process and which are in the custody or under the control of Alberta Seniors. The FOIP Act allows any person a right of access to records in Alberta Seniors' custody or control, subject to limited and specific exceptions as set out in the FOIP Act; and
 - ii) an Applicant, if it considers portions of its Grant Application to be confidential, shall identify those parts of its Grant Application to Alberta Seniors considered to be confidential and what harm could reasonably be expected from disclosure. Alberta Seniors does not warrant that this identification will preclude disclosure under the FOIP Act.

Section 3.04 Applicant's Costs

Alberta Seniors is not responsible to pay any costs or expenses of any Applicant or to reimburse or compensate an Applicant under any circumstances, regardless of the outcome of the Grant Application Process.

Section 3.05 Compliance with Applicable Laws

Selected Applicants will be required to comply with all applicable municipal, provincial and federal laws in its performance of the Project.

Article IV. Architectural Design Requirements

The grant applicant will provide accommodation that meets or exceeds legislated requirements including Alberta Building Codes, Fire Safety Codes, Land Use (zoning) Bylaws, all as established by the local

building authority and the Province of Alberta. The project may also be required to meet design requirements specifically stipulated by AHS for special populations.

The selected Applicant shall acquire all of the permits, licenses, approvals by authorities, property easements and lands required to implement the Project.

To assist grant applicants, the following design elements have been extracted from the *Design Guidelines for Continuing Care Facilities in Alberta (Draft 2014)*. The Review Committee will look for the inclusion of these elements in applications when they are being considered for grant funding approvals.

Note: The grant applicant will also be expected to be knowledgeable and apply to the greatest extent possible the best practices as identified in the *Design Guidelines for Continuing Care Facilities in Alberta (Draft 2014)*. The practices demonstrate efforts to incorporate features that maximize resident privacy, accessibility, personal choice, and resident control over their environment. The applicant will also be directed to utilize the *Technical Design Requirements for Health Care Facilities, (The Blue Book)* to assist in planning new facilities and renovating existing ones.

4.01 General Building Requirements

The building will be designed and built to a Group B Division 2 (B2) Occupancy Classification as defined in the Alberta Building Code, and meet the Infection Prevention and Control requirements in Appendix 3 of the *Design Guidelines for Continuing Care Facilities in Alberta (Draft 2014)*.

- a) A minimum total building size must be equivalent to 81 square metres (872 square feet) for every resident unit in the building (81 square metres includes the 32.5 square metres per resident unit).
- b) A minimum of barrier-free design throughout resident accessible areas. Compliance with the requirements of the latest Barrier Free Design Guide, of the Safety Codes Council.
- c) Convenient access to outdoor space appropriate to resident needs and in a location that is easily accessible by residents, easily observable by staff, and of sufficient size to accommodate various resident outdoor activities.
- d) It is expected that dementia residents will be located on the ground-floor of facilities to maximize access to outdoor space(s) and to facilitate their evacuation.
- e) The preferred configuration for offering residential rooms is in resident houses [up to a maximum of eighteen (18) residents per house] rather than through larger agglomerations of resident units. The house design will reflect self-contained, home-style settings where personal care and most activities of daily living (e.g., dining, socializing) can occur within the house.
- f) A house will include resident bedrooms, a lounge, multi-use activity room, dining room, and support service areas all dedicated to support the functions of a specific house.

4.02 Resident Rooms

- a) Resident room sizes that average 32.5 square metres. This will permit residents to move within the room with assistance of a walker or wheelchair. It will allow a bed area that has access on three (3) sides and an unobstructed turning radius of a wheelchair on at least two (2) sides [one (1) being the foot of the bed].
- b) Access door with clear width of 900 mm [thirty-six (36.0) inches]. A double action swing hinged door and privacy hardware that can be unlocked from the outside in case of an emergency may be considered.
- c) Private room accommodation with access to an ensuite: private, accessible, three (3) piece bathroom. Some semi-private room accommodation for couples will be permitted.
- d) Kitchenettes are to be provided in resident rooms for supportive living. The kitchenette will provide a sink, cupboard space, and room for a barrier free microwave and mini-fridge. Appropriate plumbing and electrical outlets for kitchenettes should be included in LTC units. Provisions should be made to disable the kitchenette depending on the resident's level of functioning.
- e) Each bedroom should have an enclosed storage space of a minimum of one (1) square metre (10.76 square feet); one (1) component of the storage should be lockable.
- f) The operator will make available, at no cost to the resident, a conventional bed and mattress for supportive living or a hospital bed for LTC, as well as other furniture including chair(s), dresser, and night stand, if the resident chooses not to provide their own furnishings.
- g) All bedrooms should be designed and constructed to accommodate access for mobile lifting devices or ceiling lifting devices. The number and type of lifts are to be based on operator experience and discussions with AHS.

4.03 Resident Bathroom

A three (3) piece, wheelchair accessible bathroom within each resident room is required. Each bathroom will be equipped with a toilet, sink and provision for bathing (either a handicapped accessible bathtub or shower with no threshold). Each resident bathroom must include the following:

- a) A wheelchair accessible turning space of 1500 mm [five (5) feet] in diameter, and appropriate space for door swing.
- b) Access door with clear width of 900 mm [thirty-six (36.0) inches]. A double action swing hinged door and privacy hardware that can be unlocked from the outside in case of an emergency may be considered.
- c) Non-skid surfaces on floors.
- d) Grab bars installed for toilet, bathtub, and shower transfers in accordance with the Barrier Free Design Guide.

- e) Shower stall should not have pre-molded seating or a lip that impedes movement in and out of the shower.
- f) Adequate vanity space and shelving for storage of personal items.
- g) Lever faucets and a hand-held shower fixture on a robust vertical rail.
- h) At a minimum, allowance for one (1) sided transfer onto toilet.
- i) Availability of toilets that can be adapted to address the specific needs of a resident having a minimum height of 407 mm to 457 mm [sixteen (16) inches to eighteen (18) inches].

4.04 Laundry Facilities

- a) Adequate laundry facilities for residents, or their families, for the residents' personal laundry.
- b) Adequate linen laundry facilities. If contractual services are used, provide an area for clean linens and for soiled linen waiting pickup.

4.05 Common Bathing Areas

A common bathing room will include the following features:

- a) Therapeutic tub with automated temperature control and appropriate lifting device.
- b) Hand sink and handicapped toilet (designed for privacy).
- c) Storage for towels.

4.06 Cart/Equipment Cleaning Room

A designated space for cleaning and disinfecting of reusable equipment, carts, wheelchairs and mechanical lifts.

4.07 Soiled Utility Room

Provision of a soiled utility room. Each room shall have two (2) sinks [one (1) for cleaning contaminated equipment, and one (1) for hand hygiene].

4.08 Clean Linen Storage

Each resident house shall contain a clean linens storage area for linens and linen cart.

4.09 Environmental Requirements

- a) Each facility shall incorporate features and finishes that optimize sensory functions and facilitate mobility, including ambulation and self-propulsion. Provide features that help residents find their way in the building.
- b) Lighting levels throughout residential areas of the facility should be at a minimum 210 lumens and avoid uneven lighting levels in residential areas.
- c) Public elevators must be provided for multi-storey living facilities. Elevator car/cab size must accommodate stretcher or gurney. In multi-storey settings, two (2) elevator cabs are required in the event one (1) of the elevators becomes inoperable.

4.10 Additional Capacity

The selected Applicant may also develop and deliver Complementary and Commercial Capacity and services which, in combination with the Core Capacity, will combine to create a community of care.

The selected Applicant will be solely responsible for the costs of designing, constructing, financing and operating any Complementary Capacity and Commercial Capacity.

4.11 Core Capacity

Facilities should deliver services that respond appropriately to the care needs of an increasingly complex and frail clientele (physically and/or cognitively). It is essential that the Facility in which care services are provided is functionally appropriate to accommodate clients requiring Higher Levels of Care and that the Facility's care philosophy, services and programming are aligned and reflect the increased care needs.

Eligible Units will be subject to a Master Services Agreement with AHS and are expected to be used for clients assessed by AHS as requiring Higher Levels of Care. However, it is desirable that Projects demonstrate flexibility to provide accommodation that will allow residents to age in place.

4.12 Complementary Capacity

Proposed Complementary Capacity should reflect market needs, preferences and trends and provides a range of affordability for individuals with varying means.

4.13 Commercial Capacity

Proposed Commercial Capacity should foster a sense of community by creating additional opportunities for resident interaction; enhance resident satisfaction and enjoyment of their environment by providing convenient access to site appropriate products and services; and provide services which support and benefit residents, staff, visitors and the surrounding community.

The Commercial Capacity should be compatible with the surrounding community. The Commercial Capacity should not be an enterprise which generates high traffic or parking requirements and hours of business should be consistent with the normal expectations of a quiet residential area.

4.14 Standards and Licensing

The Applicant will be responsible to ensure that Facilities comply with all the relevant standards, licensing legislation and regulations, as may be amended from time to time, including, but not limited to:

The Nursing Homes Act and Regulations, found at:

www.qp.alberta.ca/1266.cfm?page=N07.cfm&leg_type=Acts&isbncln=0779705394

Supportive Living Accommodation Licensing Act, found at:

www.qp.alberta.ca/570.cfm?frm_isbn=9780779748266&search_by=link

The Supportive Living Accommodation Standards (April 2010), found at:

<http://www.health.alberta.ca/services/supportive-living-ASLI-grants.html>

Article V. Evaluation of Grant Applications

The evaluation of Grant Applications will be conducted by Alberta Seniors in stages, as described below. A Grant Application must meet the requirements of each stage to proceed to the next stage.

All Grant Applications submitted will be divided by the locations/zones. The Grant Applications for each location will be evaluated and ranked as a group.

5.01 Stages of Grant Application Evaluation

- a) Stage I, Mandatory Requirements: Stage I will consist of a review by Alberta Seniors to determine which Grant Applications comply with all of the Mandatory Requirements. **Applications failing to meet all Mandatory Requirements will not be recommended for approval.**

The Mandatory Requirements are as follows:

- GROUP B DIVISION 2 (B2) OCCUPANCY CLASSIFICATION.
- MINIMUM ROOM SIZE AND BARRIER FREE DESIGN GUIDE.
- PROVISION OF ASSISTED DEVICES.
- COMPLETION OF BUSINESS CASE.
- LAND: Applicants must provide evidence of an offer to purchase, ownership, or long-term lease agreement [thirty-two (32) years] on a site for the project.
- IDENTITY OF CARE PROVIDER: The Applicant must identify a partnership with a care provider.
- AFFORDABILITY.
- COMPLIANCE WITH ACCOMMODATION STANDARDS.

- b) Stage II, Rated Criteria: In Stage II, the Applications will be ranked on the basis of the Rated Criteria listed in the table below. Applications that meet or exceed the total minimum required points for each Rated Criterion will be considered for final selection.

CRITERIA	WEIGHTING
Facility Design and Project Readiness for Construction	30%
Operator Qualifications and Enhanced Services, including the ability of the operator to meet Cultural and Spiritual Needs of the Resident	30%
Financial Feasibility and Sustainability of the Project, including grant-cost-per-unit	20%
Meeting demonstrated need for Long-Term Care and Supportive Living	20%
Total	100% of points available

- c) Stage III, Final Selection: The Evaluation Team will review and rank the Grant Applications for each location/zone being evaluated (based on Stage I and Stage II), and will make a recommendation to the Minister based on the Grant Applications meeting the established program criteria. The Minister will have final approval.

Article VI. 2014/2015 Grant Funding Agreement (Sample)

AFFORDABLE SUPPORTIVE LIVING INITIATIVE GRANT FUNDING AGREEMENT

Between:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
as represented by the Minister of Seniors
(the "Province")

- and -

NAME OF RECIPIENT
(the "Recipient")

BACKGROUND

- (a) The Recipient has applied for funding for a project under the Affordable Supportive Living Initiative for the sole purpose of advancing Affordable Supportive Living.
- (b) The Province is empowered, pursuant to the ***Seniors Grants Regulation, A.R. 146/2002*** (the "Grants Regulation"), as amended from time to time, to make grants to any person or organization in respect of any matter that is under the Province's administration and to enter into agreements with respect to such grants.
- (c) The Recipient has applied for grant funding for the purpose of advancing Affordable Supportive Living in the community as described in their application which is attached as Schedule A to this Agreement.
- (d) Having examined the Recipient's application, the Province is prepared to provide financial assistance to the Recipient in the form of a grant, subject to the terms and conditions herein.

Therefore, in consideration of the terms and conditions set out in this Agreement, the Province and the Recipient agrees as follows:

DEFINITIONS

1. Definitions:
 - (a) "Affordable Supportive Living" means accommodation that complies with the ***Supportive Living Accommodation Licensing Act*** and is provided at or below the Established Accommodation Charge including all of the Service Requirements.

- (b) “Approved Project” means the Supportive Living project proposed by the Recipient, for which an application has been approved by the Province, as detailed in Schedule A attached to and forming part of this Agreement.
- (c) “Audited Financial Statement” means an audited financial statement from an accountant independent of the Recipient with a Chartered Accountant, Certified General Accountant or Certified Management Accountant designation in good standing.
- (d) “Capital Costs” means the costs, or forgiveness of the costs, to acquire, construct or renovate a capital asset, including material, labour, land, servicing and soft costs, and any costs required to bring a site building or unit into compliance with all applicable codes and legislation, including environmental legislation.
- (e) “Certificate of Substantial Performance” means a Certificate of Substantial Performance as defined in the ***Builders’ Lien Act, R.S.A. 2000, c. B-7***, as amended from time to time.
- (f) “Construction Progress Report” means a report, an example of which is provided in Schedule C that provides evidence that the Approved Project is at a certain stage of completion and includes an accounting of all project funds spent to date. For most Approved Projects, this report will be signed by the project architect or engineer. However, for smaller projects not utilizing such contractors, this report can be signed by an official of the Recipient, as determined by the Province.
- (g) “Contractor” means a contractor hired by the Recipient to carry out construction of the Approved Project.
- (h) “Effective Date” means the date this Agreement has been signed by both the Province and Recipient.
- (i) “Established Accommodation Charge or Rate” means the accommodation charge for a private unit that does not exceed the basic room rate for private accommodation for a long-term care facility as established from time to time by the Province, as defined by the ***Nursing Homes Operation Regulation, A.R. 258/1985***, and includes the Service Requirements detailed in Schedule B.
- (j) “Grant” or “unused portion of the Grant” means grant funds paid by the Province to the Recipient under this Agreement and includes any earned income, including interest, on the grant that may be realized by the Recipient as a result of holding or investing any or the entire Grant in an interest-bearing account or security.

- (k) "Occupancy Permit" means the written permission granted by the municipality allowing a building to be occupied after construction, alteration, or a change in occupancy of the building.
- (l) "Service Requirements" means services included in the Established Accommodation Charge for accommodation that include meals, housekeeping, linen and towel laundry, life enrichment, safety and security, transportation, referral and assistance services, as detailed in Schedule B, attached to and forming part of this Agreement.
- (m) "Supportive Living" means an approach for providing services within a housing environment. It provides a home-like setting where people can maintain control over their lives while also receiving the support they need. The building is specifically designed with common areas and features to allow individuals to age in place. Building features include private space and a safe, secure and barrier-free environment. Supportive living promotes residents' independence and aging in place through the provision of services such as 24-hour monitoring, emergency response, security, meals, housekeeping, and life enrichment activities. Publicly funded personal care and health services are provided to supportive living residents based on their assessed, unmet needs.

EFFECTIVE DATE AND TERM

- 2. The term of this Agreement is from the Effective Date until thirty (30) years from date of issuance of the Occupancy Permit (the "Term"), which shall be attached to and form part of this Agreement as Schedule D, once issued, unless an extension is agreed to in writing by the Province and the Recipient.

GRANT

- 3. The Province shall pay to the Recipient a grant in the sum of [REDACTED] CANADIAN dollars (\$ [REDACTED] CAD) (the "Grant") subject to the conditions contained in this Agreement.
- 4. The Province shall pay the Grant to the Recipient as follows:
 - 4.1 Fifty (50) percent of the Grant will be advanced following the Effective Date and once evidence of land ownership or a long-term lease [minimum thirty-two (32) years], a copy of the Development Permit, and a signed operating agreement with Alberta Health Services are provided;
 - 4.2 An additional forty (40) percent of the Grant will be advanced upon receipt of a signed Construction Progress Report showing that the Approved Project is at least fifty (50) percent complete.
 - 4.3 The remaining ten (10) percent of the Grant will be advanced upon receipt of the Occupancy Permit.

5. The Recipient is limited to receiving Grant funding for the Approved Project from the Province in the amount set out in section 3.
6. Upon receipt of the Grant from the Province, the Recipient will deposit the Grant into a separate interest bearing account with a branch of a financial institution licensed and doing business in Alberta. The Recipient shall use this account as a depository for all monies related to the Approved Project and shall issue all Approved Project related cheques there from.

GRANT USE

7. The Recipient shall only use the Grant for the Approved Project, as set out in Schedule A, to construct Supportive Living units, and will comply with the conditions of the Grant, including but not limited to the following:
 - 7.1 If:
 - (a) the Recipient does not comply with any conditions of the Grant, or
 - (b) any of the information provided by the Recipient to obtain the Grant is determined by the Province to be false, misleading or inaccurate,the Recipient is required, to repay to the Province all or part of the Grant. The amount of repayment is left to the discretion of the Province and will be paid by the Recipient within ten (10) days of notice by the Province.
 - 7.2 Money that the Province requires to be repaid under this Agreement constitutes a debt due to the Province and is recoverable in an action in debt against the Recipient.
 - 7.3 Correspondence signed by the Province stating that a Grant was made under this Agreement and that the Province has required repayment of the money in accordance with this section is prima facie proof of the debt due by the Recipient of the Grant to the Province.
8. The Recipient acknowledges that they will be liable for the full amount of the Grant and will be bound to the terms of this Agreement, notwithstanding the Recipient's payment of Grant funds to a third party and the subsequent use of any Grant funds by that third party.
9. The Recipient acknowledges that the Province may require that the Recipient permit a representative of the Province or the Auditor General of Alberta, or both, to examine any books or records considered necessary to determine whether the Grant or any portion of it was or is being used properly.

PROVINCE'S REPRESENTATIVE

10. The Province designates the Director, Supportive Living Capital Programs and Support Services, as the Province's representative for the administration of this Agreement except for sections 7, 14, 20, and 31.

APPROVED PROJECT

11. The Recipient has applied for Grant funding for the sole purpose of providing Affordable Supportive Living, in the Approved Project known as [REDACTED] located on lands described as:

Plan: [REDACTED]
Block: [REDACTED]
Lot: [REDACTED]
[REDACTED], Alberta

- 11.1 The Recipient shall provide to the Province any changes to the legal description of the Approved Project as described in section 11 as a result of legal subdivision to those lands and those changes will be acknowledged through an amendment to this Agreement.
12. The Recipient will ensure that the Affordable Supportive Living provided by the Recipient at the Approved Project will charge no more than the Established Accommodation Charge and will include all Service Requirements under the Established Accommodation Charge (Schedule B).
13. Every Approved Project shall be used for Affordable Supportive Living purposes for a period of at least thirty (30) years continuously from the date of issuance of the Occupancy Permit as outlined in Schedule D.
14. The Recipient acknowledges that it is a condition of the Grant provided under this Agreement that the Recipient maintains ownership and control of the Approved Project during the Term. If the Recipient anticipates assigning or transferring any portion of the ownership of the Approved Project, or will otherwise lose ownership or control of the Approved Project during the Term, the Recipient must notify the Province immediately and receive approval. Should such an event occur, the Province may require the Recipient to repay all or a portion of the Grant within ten (10) days or as otherwise specified by the Province.
15. The Recipient must comply with all accommodation standards licensing requirements as specified in the **Supportive Living Accommodation Licensing Act**.

RECIPIENT'S OBLIGATIONS FOR CONSTRUCTION AND OPERATION

16. The Recipient shall acquire all of the permits, licenses, approvals by authorities, property easements and lands required to implement the Approved Project.
17. The Recipient shall endeavor to start construction of the Approved Project within six (6) months of the Effective Date of this Agreement.
 - 17.1 The Approved Project must be completed no later than two (2) years from the Effective Date of the Agreement, unless extended in writing by the Province. The Province may demand that the Grant be returned if there is insufficient evidence of the Approved Project progressing in accordance with a schedule that meets the required timeline.
18. The Recipient shall construct the Approved Project at its sole risk in a proper and workmanlike manner, complete in all respects in accordance with the plans and specifications for the Approved Project and pay all costs and expenses relating thereto.
19. The Recipient shall retain the services of qualified designers and contractors to ensure the design and construction will conform to current building codes and construction practices.

BREACH OF AGREEMENT

20. Upon breach of any term of this Agreement, the Province may demand that the Recipient repay all or a portion of the Grant. The Province shall confirm such breach in writing to the Recipient.

WAIVER OF BREACH

21. A waiver of any breach of a provision by the Province shall not be binding upon the Recipient unless the waiver is in writing and the waiver shall not affect the Province's rights with respect to any other or future breach by the Recipient.

RECIPIENT'S REPORTING REQUIREMENTS

22. The Recipient must allow the Province and the Province's agents, including but not limited to, the Auditor General of Alberta and representatives of the Province, access to the Approved Project site, any architectural and/or engineering drawings or documents, financial accounts related to expenditures claimed under this agreement, and other such project related documents as deemed necessary by the Province.

INSURANCE AND WORKERS' COMPENSATION

23. The Recipient shall include the insurance requirements set out in Schedule F in any agreement with a Contractor for any construction on the Approved Project. If the Recipient is carrying out the construction on the Approved Project, the Recipient shall ensure it maintains and complies with the insurance requirements set out in Schedule F and provide proof of insurance to the Province as set out in this Agreement.
24. The Recipient shall require of a Contractor, prior to a Contractor commencing any construction on the Approved Project, to provide to the Recipient proof of appropriate insurance coverage as set out in Schedule F.
25. The Recipient shall require that a Contractor's insurance coverage be maintained throughout the performance of construction on the Approved Project and the Recipient, upon request by the Province, shall provide proof of such Contractor's insurance to the Province.
26. The Recipient shall also require a Contractor to maintain workers' compensation coverage in accordance with the requirements of the **Workers' Compensation Act (Alberta)**, as amended from time to time, if required, and the Recipient, upon request by the Province, shall provide proof of such coverage.

WORKERS' COMPENSATION COVERAGE

27. The Recipient shall maintain Workers' Compensation coverage in accordance with the requirements of the **Workers' Compensation Act (Alberta)** as amended from time to time, if required. The Recipient shall provide evidence of compliance with the **Workers' Compensation Act (Alberta)**.

HOLD HARMLESS

28. The Recipient shall indemnify and hold harmless the Province from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Recipient is legally responsible, including those arising out of negligence or willful acts by the Recipient or the Recipient's employees or agents including, but not limited to, all environmental claims. This hold harmless clause shall survive this Agreement.

COMMUNICATION PROTOCOL

29. The Recipient agrees that the Government of Alberta shall be recognized on all signage, printed or other material for funding received from the Province, in a form prescribed by the Province.
30. The Recipient agrees to invite the Minister to any official events such as groundbreaking and opening ceremonies, plaque unveiling or any similar events to

which the public may be invited. The Province will provide the protocol guidelines for official events.

30.1 The Recipient shall provide the Province with at least eight (8) weeks' notice of any ground breaking or opening ceremony.

NO TRANSFER OR ASSIGNMENT

31. The Recipient may not transfer or assign this Agreement without the prior express written consent of the Province.

AMENDMENTS IN WRITING

32. This Agreement may not be amended except in writing.

CONFIDENTIALITY

33. The Recipient agrees that all communications between the Province, its employees, agents or assigns, and the Recipient which occur during the Term of this Agreement or any extension thereof, and all such communications made with respect to this Agreement prior to entering into this Agreement, shall be treated as confidential both during and following the Term of this Agreement, and the Recipient shall obtain the prior written approval of the Province before divulging such communications or any other data or information obtained from the Province, its employees, agents or assigns during the Term of this Agreement or any extension thereof.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

34. Notwithstanding section 33 above, the Recipient acknowledges and agrees that the Province is a public body and must comply with the ***Freedom of Information and Protection of Privacy Act, R.S.A 2000, c. F-25*** (the "FOIP Act"). The Province is not able to guarantee confidentiality of any document submitted to it. All documents submitted to the Province, including those marked "confidential" become the property of the Province and will be subject to the privacy and disclosure provisions of the FOIP Act. The FOIP Act allows any person a right to access records in the custody or control of a public body subject to limited and specific exceptions.

GENERAL TERMS

35. This Agreement constitutes the entire agreement between the parties and no understandings, representations or agreements, oral or otherwise, exist between the parties with respect to the subject matter of this Agreement, except as expressly set out in this Agreement.

36. This Agreement will enure to the benefit of, and be binding upon, the Province and its assigns and the Recipient, and its successors and permitted assigns.
37. Any notices or reports that are to be delivered may be delivered by registered mail or by fax transmission as follows:

To the Province: Alberta Seniors
c/o ASLI
Address: 4th Floor, Standard Life Building
10405 Jasper Avenue
Edmonton, Alberta
T5J 4R7
Fax: 780-422-1515

To the Recipient:
Address:



Fax:

and, if by mail, shall be deemed to be received by the party on the third business day following the day of such mailing or if by fax transmission on the date of receipt. Either party may change its address for service upon advance written notice of change.

38. Each party warrants that it has the authority to enter into this Agreement and that the Agreement does not contravene any law or regulation or agreement binding or affecting either party.
39. Time shall be of the essence in all respects of this Agreement.
40. This Agreement is not intended to and does not:
- (a) constitute either party as the agent of any other for any purpose, or otherwise create any relationship of agency;
 - (b) constitute or create any joint venture; or
 - (c) constitute or create any partnership,

and neither party shall allege or assert for any purpose that this Agreement constitutes or creates a relationship of agency, joint venture or partnership.

41. Schedule A, Schedule B, Schedule C, Schedule D, Schedule E, and Schedule F, which are attached, are part of this Agreement.

42. This Agreement shall be governed in accordance with the laws of Alberta, and the courts of the Province of Alberta shall have exclusive jurisdiction with respect to all matters relating to or arising out of this Agreement.

NAME OF RECIPIENT

Authorized Signature

Date

Print Name and Title

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
as represented by the Minister of Seniors

Ernie Hui
Deputy Minister

Date

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SCHEDULE A

**(DATE) DETAILED PROJECT PROPOSAL APPLICATION FOR THE
2014/2015 AFFORDABLE SUPPORTIVE LIVING INITIATIVE**

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SCHEDULE B

SERVICE REQUIREMENTS

Recipients must provide the following Service Requirements for residents, and they must be included within the Established Accommodation Charge:

Meals	means three meals per day plus snacks approved by a dietitian in accordance with the <i>Canada's Food Guide to Healthy Eating</i> . <i>Dinner</i> means a hot meal (excluding breakfast) that can be served either around noon or in the late afternoon or early evening. Where required this can include but is not limited to, nutritional supplements, diabetic diets, liquid diets.
Housekeeping	means on a weekly basis, the regular cleaning of residents' rooms and common areas that includes vacuuming; dusting; kitchen, dining room and bathroom cleaning and disinfecting. This would include hygiene and control of infections, with additional services as required.
Linen and Towel Laundry	means the regular laundering of linens and towels, either owned by the facility, tenant or a laundry service, for the exclusive use of the residents. <i>Linens</i> include bed sheets and pillowcases. <i>Towels</i> include bath towels, hand towels and face cloths. This will involve a weekly linen and towel exchange, the option of personal laundry, and additional services as required.
Life Enrichment	means regular activities or services that enhance the physical, emotional, social, spiritual, intellectual and cultural preferences and needs of the residents.
Safety and Security	means at least one trained and appropriate employee working on-site and on duty 24 hours per day, 7 days per week. <i>Trained and appropriate</i> means an employee trained in the use of emergency and security equipment. <i>On-site</i> means in the Approved Project or in close proximity to the Approved Project. Some forms of electronic monitoring which achieve equivalent results may be considered as 24-hour monitoring.
Transportation	means including the provision of unscheduled service to attend to medical and dental appointments, shopping, banking, etc.
Referral/Assistance	means services provided by the housing operator on behalf of the resident, such as guidance, advocacy, advisory services, referral to health professions, coordination and provision of space for health professionals, medication assistance, and assistance with forms, etc.

SCHEDULE C

CONSTRUCTION PROGRESS REPORT

The following information is provided as a guideline for reporting. Other formats may be accepted by the Province provided the information requirements, as described here, have been met.

Recipient's Name:
Recipient's Address:

INVOICE ID:
DATE:
TERMS:

Please Remit To:

Attention:

Contract ID:
Application #:
Project Name:

Description	Contract Amount	Percent Complete	Completed to Date	Less Previous Billings	Total This Invoice
	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
bonding and insurance					
site layout and survey					
demolition					
clean up					
cold weather					
watchman					
landscaping					
excavation					
painting					
SUBTOTAL BASE CONTRACT	\$0.00		\$0.00	\$0.00	\$0.00
CHANGE ORDERS TO BASE CONTRACT					
CO#					
CO#					
CO#					
SUBTOTAL CHANGE ORDERS					

TOTAL CONTRACT					
				Invoice sub-total:	
				Holdback	
				GST	
				Amount Due this Invoice	

CONTRACT SUMMARY

	Current Contract	Total Billed	Total Holdback Held	Total Holdback Billed	Holdback Balance

SCHEDULE D

CERTIFICATE OF SUBSTANTIAL PERFORMANCE AND OCCUPANCY PERMIT

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SCHEDULE E

**AUDITED FINANCIAL STATEMENT OF FINAL CAPITAL COSTS
REQUIREMENTS**

The following information is provided as a guideline for reporting. Other formats may be accepted by the Province provided the information requirements, as described here, have been met.

The Audited Financial Statement of Final Capital Costs shall be for the whole supportive living project, not just the portion pertaining to the Grant.

The Audited Financial Statement of Final Capital Costs shall generally follow the budget outlined in the application for funding.

Example:

Item	Budget	Eligible Costs (1)	Ineligible Costs (2)	Total Costs	Variance	Variance Explanation (3)
Land						
Acquisition	\$	\$	\$	\$	\$	
Appraisal/Legal Fees	\$	\$	\$	\$	\$	
Demolition	\$	\$	\$	\$	\$	
Environmental	\$	\$	\$	\$	\$	
Local Improvements during construction	\$	\$	\$	\$	\$	
Property Tax during construction	\$	\$	\$	\$	\$	
Survey/Title/Recording Fees	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Total Land Costs	\$	\$	\$	\$	\$	
Building(s)						
Construction Contract/Services	\$	\$	\$	\$	\$	
Renovation	\$	\$	\$	\$	\$	
Appliances/Equipment/Furniture	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Total Building(s) Costs	\$	\$	\$	\$	\$	
Site Improvements						
On-Site Servicing	\$	\$	\$	\$	\$	
Landscaping	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Total Site Improvements Costs	\$	\$	\$	\$	\$	

Item	Budget	Eligible Costs (1)	Ineligible Costs (2)	Total Costs	Variance	Variance Explanation (3)
Administration						
Architects Fees	\$	\$	\$	\$	\$	
Audit/Legal Fees	\$	\$	\$	\$	\$	
Recipient/Inspection Fees	\$	\$	\$	\$	\$	
Contingency	\$	\$	\$	\$	\$	
Interest Incurred During Construction	\$	\$	\$	\$	\$	
Marketing and Rent Up	\$	\$	\$	\$	\$	
Market Rental Appraisal	\$	\$	\$	\$	\$	
Municipal Fees	\$	\$	\$	\$	\$	
Signage/Grand Opening	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Other (Specify) (4)	\$	\$	\$	\$	\$	
Total Administration Costs	\$	\$	\$	\$	\$	
Subtotal	\$	\$	\$	\$	\$	
Total GST	\$	\$	\$	\$	\$	
Less GST Rebate, if applicable (Specify Percentage %)	\$	\$	\$	\$	\$	
Net GST Paid	\$	\$	\$	\$	\$	
Total Estimated Capital Cost	\$	\$	\$	\$	\$	

- (1) "Eligible Costs" are only costs associated with the Capital Funding Initiative.
- (2) If applicable.
- (3) Any variances between the budget amounts stated in the application for funding and actual amounts in the Audited Financial Statement of Final Capital Costs that exceed 10 percent.
- (4) Items such as "Other" costs, as well as in "Other" grant amounts, etc., shall be fully explained.

Name(s) of Permanent Lender(s) or Other Funding Source(s)	√	Amount of Funds	Interest Rate	Term / Amortization	Annual Debt Service
		\$	%		\$
		\$	%		\$
		\$	%		\$
		\$	%		\$
Other Alberta Government Department/Agency		\$			
Other Federal Government Department/Agency		\$			
Municipal Fee Rebate/Reduction		\$			
Other (Specify)		\$			
Other (Specify)		\$			
Donations		\$			
Cash (Fundraising)		\$			
Land/Building		\$			
Furniture/Equipment		\$			
Gifts-in-Kind		\$			
Subtotal		\$			\$
2014/2015 Affordable Supportive Living Initiative Grant (include all interest earned on grant funds)	√	\$			
Total Permanent Financing Sources[#]		\$			\$

√ Check if funding applies to Eligible Costs.
 Indicate with an asterisk (*) enforceable financing commitments.
[#] Should equal Total Capital Cost of project above.

SCHEDULE F

INSURANCE REQUIREMENTS

1. General Liability, in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury, and property damage including loss of use thereof. Such insurance shall include, but not be limited to:
 - Owner's and Contractor's Protective Liability;
 - Personal Injury Liability;
 - Broad Form Property Damage Endorsement;
 - Products and Completed Operations;

and where such further risk exists:

 - Blasting, Pile driving, Caisson Work and Tunnelling coverages;
 - Elevator and Hoist Liability;
 - Operation of Attached Machinery; and
 - Sudden and accidental pollution cover.
2. Course of Construction insurance in the form of an "all risks" builder's risk policy or installation floater. Such policy shall insure the Approved Project to the total of the full value of the contract price and the full value, as stated, of materials, which are specified to be provided by the Recipient for incorporation into the Approved Project. The policy shall extend to cover at any other location and while in transit. Such insurance shall be in the joint names of the construction manager (if any), the Contractor, the Recipient, the subcontractors, and all others having an insurable interest in the Approved Project, and shall continue until substantial completion of the Approved Project.
3. The Contractor shall provide the Recipient with acceptable evidence of all required insurance prior to performing any work on the Approved Project and shall promptly provide the Recipient with a certified true copy of each policy upon the Recipient's request.
4. All required insurance shall be endorsed to provide the Recipient with thirty (30) days advance written notice of cancellation or material change restricting coverage.
5. The Contractor shall require and ensure that each of its subcontractors provide evidence of comparable liability insurance to that set out in section 1 above. Liability insurance requirements may be met through a wrap-up form of coverage, but this is not mandatory.