

# **Addendum B to the Community Homelessness Prevention Initiative Program Guidelines**

## **Ministry of Municipal Affairs and Housing Program Guidelines – Social Services Relief Fund Phase 2**

### **1 Introduction**

The housing and homelessness sectors in Ontario have had to alter the ways in which they provide services to vulnerable populations due to the COVID-19 outbreak. The Social Services Relief Fund (SSRF) Phase 2 will provide \$362 million in provincial and federal funding (federal funding through the Safe Restart Agreement) to help a diverse range of vulnerable people, create longer-term housing solutions for people in need, and ensure that the housing and homelessness sector has the tools and support that they need to safely and successfully transition to recovery.

SSRF Phase 2 builds on the province's initial \$200 million investment under the Social Services Relief Fund announced on March 23, 2020. The initial SSRF was a shared initiative between the Ministry of Municipal Affairs and Housing (MMAH) and the Ministry of Children, Community and Social Services (MCCSS), with funding provided under two streams:

1. \$148 million in block funding provided to Service Managers and Indigenous Program Administrators to support municipalities and organizations that administer social services in their response to the COVID-19 outbreak (administered by MMAH); and
2. \$52 million to individuals in financial crisis with no access to other supports, and those currently on social assistance requiring additional resources (administered by the MCCSS and delivery partners).

The initial SSRF was intended to support a range of vulnerable populations, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, and others who require social services support as well as those experiencing homelessness.

Phase 2 brings the total SSRF investment for Service Managers and Indigenous Program Administrators to \$510 million (i.e., \$148 million in initial SSRF funding announced on March 23, 2020, \$150 million in SSRF funding announced on July 2, 2020, and \$212 million in additional SSRF funding announced on August 12, 2020).

SSRF Phase 2 builds on the support being delivered as part of the COVID-19 Action Plan to Protect Vulnerable Ontarians and will help Ontario safely restart its economy and become more resilient to future waves of COVID-19, which are key priorities of the federal funding under the Safe Restart Agreement.

The objectives for SSRF Phase 2 as are follows:

1. **Mitigate ongoing risk for vulnerable people, especially in congregate care settings:**
  - Where appropriate, support changes to the physical design of congregate spaces, permit physical distancing and other modifications based on public health guidance; and
  - Provide ongoing services and supports to address immediate pandemic needs of vulnerable people.
2. **Encourage longer-term housing-based solutions to homelessness post-COVID-19:**
  - Service Managers and Indigenous Program Administrators are encouraged to use funding in ways that create longer-term housing solutions, move towards client service models that are innovative, and support client and organizational readiness for potential future outbreaks or emergencies.
3. **Enhance rent assistance provided to households in rent arrears due to COVID-19:**
  - Service Managers and Indigenous Program Administrators are encouraged to consider using funding to support renter households who may be in rental arrears and at a high risk of becoming homeless.

MMAH will again be administering this investment to Service Managers through distinct components of the existing Community Homelessness Prevention Initiative (CHPI) Service Agreement.

## 1.1 Allocations

For SSRF Phase 2, all Service Managers will be provided with an initial planning allocation.

Prior to funds being flowed and allocations confirmed, Service Managers will be required to submit a business case to demonstrate how their initial planning allocations will be used to meet the objectives of the program.

The \$362 million in new funding is being allocated to Service Managers and Indigenous Program Administrators as follows:

- Five per cent for Indigenous Program Administrators:
- Remaining funds will be distributed to Service Managers.

Approximately 30 per cent of the funding set aside for Service Managers will be held back, to be allocated after the third quarter of the 2020-21 fiscal year. The ministry will determine how to allocate these funds based on how the public health situation unfolds in the coming months and interim reporting from Service Managers.

SSRF Phase 2 funding is in addition to Service Managers' base CHPI funding. It is also in addition to funding provided under the Temporary Pandemic Pay Program and SSRF Phase 1.

This funding investment may be used to offset eligible costs incurred on or after July 2, 2020.

## 1.2 Reallocation

MMAH reserves the right to reallocate funding at its sole discretion based on: a review and evaluation of business cases, consideration of COVID-19 related needs and emerging public health emergencies across the province, and/or the Service Manager's or Indigenous Program Administrator's progress towards use of the SSRF Phase 2 allocations.

## 1.3 Business Case Submission

As mentioned above, Service Managers will be required to submit a business case to demonstrate how their initial planning allocations would be used.

The purpose of the business case process is as follows:

1. To assess proposed uses of SSRF Phase 2 funding, in terms of eligibility under these Program Guidelines and alignment with local needs in their respective communities; and
2. To help ensure that program delivery planning fulfills specific criteria and reflects consideration of intersecting service systems and issues.

The Business Case Template which includes the business case criteria is attached as Schedule "B". **The deadline to submit business cases to MMAH through the Transfer Payment Ontario (TPON) system is September 11, 2020.**

MMAH will review and approve all or part of each business case with assistance from partner ministries, taking into consideration matters including community needs and spending forecasts, as well as to assess the proposed value for money. MMAH may

seek clarification and/or additional information from the Service Managers during the review process.

The following ministries will take part in an inter-ministerial working group to review the business cases along with MMAH:

- Ministry of the Attorney General (MAG); Ministry of Government and Consumer Services (MGCS); Ministry of the Solicitor General (SOLGEN); Ministry of Children, Community, and Social Services (MCCSS); Ministry of Health (MOH); Ministry of Indigenous Affairs (IAO); and Infrastructure Ontario (IO).

The business cases should aim to demonstrate how SSRF Phase 2 funding will be used to respond to local needs related to COVID-19 and include details on how the plan addresses the following criteria:

- Supports public health guidance and promotes resiliency in the event of future outbreak waves;
- Meets the short-term critical and diverse needs of various communities (e.g., Indigenous communities, clients discharged from correctional facilities, youth, seniors, those at risk of homelessness who require rent assistance and other vulnerable population groups);
- Aligns with broader service systems (e.g., emergency shelters and unsheltered needs such as encampments; supportive and transitional housing; discharge planning from correctional facilities to avoid homelessness; Violence Against Women and victim services systems);
- Aligns with the communities' long-term housing and homelessness goals, including building resiliency within their system to advance permanent housing solutions to homelessness or those at risk of homelessness;
- Supports renter households (e.g., rental assistance), who may be in rental arrears and at a high risk of becoming homeless; and
- Considers uptake of initial SSRF funding.

Service Managers are encouraged to use a variety of information sources in completing their business cases, such as: independent research; Council and Board reports; strategic planning documents; media reports; anticipated cashflow requirements; and COVID-19 data, guidelines, and enforcement requirements issued from local public health units, as appropriate.

## **1.4 Program Administration and Flexibility**

Service Managers will determine local needs and distribute the funding consistent with approved business cases, ensuring people are receiving the support they need.

There will be no requirement for a minimum or maximum amount of capital and/or operating expenses – Service Managers are best placed to determine local needs and will be provided the flexibility to determine these amounts in their business case.

However, no changes can be made between capital and operating components after January 31, 2021, except under exceptional circumstances.

## **1.5 Administration Fees**

Service Managers will be permitted to use up to three (3) per cent of their approved funding allocation for administration costs.

Program administration costs may include costs for staff involved in the planning and administration of the program. It is expected that Service Managers will ensure that program administration funds are used efficiently.

Please note that costs for staff who directly deliver services to clients are not considered administration costs under the Program Guidelines. These costs are instead considered as eligible program operating costs and may be reported as such.

## **1.6 Accountability and Reporting**

To help inform allocation of the “hold back”, Service Managers are required to submit an interim report by December 15, 2020 on use of SSRF Phase 2 funds and projected spending.

As part of the quarterly reporting requirements, Service Managers will be required to report actual expenditures for the previous financial quarter and revised projections for subsequent quarters by the relevant spending category by January 31, 2020.

In addition, for year-end reports, Service Managers will be required to report on the data collected on specific performance indicators.

Reporting under the SSRF Phase 2 will be separate from the reporting on base CHPI funding, as well as the initial SSRF funding and Temporary Pandemic Pay.

MMAH reserves the right to request additional reporting as required.

## **1.7 Audits and Reviews**

The Service Manager shall support MMAH in exercising its rights to audit and inspect the Service Manager to ensure program funding is used in compliance with these Program Guidelines as is set out in section 17 of the Service Manager’s CHPI Transfer Payment Agreement, with the necessary changes.

## 2 Operating Funding

### 2.1 Objectives

The intention of SSRF Phase 2 operating funding is to continue to help a diverse range of vulnerable people to meet short-term critical needs, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, or others who require social services support as well as those that are experiencing homelessness.

### 2.2 Eligible Use of Funding

All eligible operating expenses under the initial SSRF funding will be maintained under SSRF Phase 2. A wide variety of services and supports are eligible for funding.

Service Managers are required to consider the use of operating funding for rental assistance to support renter households who may be in rental arrears and at a high risk of becoming homeless, and to describe how they intend to support this in their business case.

Eligible operating expenses refer to the use of funding in any of the four service categories under CHPI: Emergency Shelter Solutions, Housing and Related Supports, Other Services and Supports and Homelessness Prevention.

The eligible operating expenses include but are not limited to:

- Building homeless shelter capacity;
- Use of motels or hotels as isolation centres or to support social distancing;
- Rental assistance such as funding for rent arrears and short-term housing allowances;
- Transportation costs;
- Food and supplies;
- Enhanced cleaning services;
- Non-medical staffing requirements (e.g., enhanced outreach services);
- Personal protective equipment; and
- Minor retrofits, alterations and repairs under \$50,000 that do not extend the useful life of pre-existing buildings or assets.

More broadly, this funding could also be used towards initiatives delivered through local service agencies like:

- Rent bank and emergency energy funds;
- Food banks and grocery gift cards;
- Community outreach to support vulnerable populations in self-isolation;

- Transportation for low-income individuals to get to and from medical appointments; and
- Funding administration needs, including staffing.

In the event of uncertainty regarding the eligibility of a specific expense, Service Managers are encouraged to contact MMAH staff to seek clarification. For contact information, please see the “MMAH Staff Contacts” section.

## **2.3 Operating Payments and Reporting**

Following the approval of SSRF Phase 2 business cases, MMAH will provide an initial payment of up to 75 per cent of operating funding to Service Managers based on projections in their approved business cases.

A subsequent operating payment will be made following the submission and approval of the Interim Report and attestation.

Service Managers will be required to report on the data collected on specific performance indicators in year-end reports. For the operating component, the year-end report will capture information according to the requirements in the existing program agreement (e.g., by service category). Additionally, given the SSRF objectives, year-end reports will require information on the number of vulnerable households assisted by vulnerable population group.

MMAH reserves the right to request additional reporting as required.

## **2.4 Return of Funding**

All eligible operating expenses must be spent by March 31, 2021.

All funding provided under the operating component that is not spent by March 31, 2021 or that is not used for an eligible expense under these Program Guidelines shall be returned to MMAH on demand.

All remedies under these Program Guidelines shall survive any termination or expiry of the Program.

## **3 Capital Funding**

### **3.1 Objectives**

Under SSRF Phase 2, capital costs will be permitted as a new area of eligible expenses. Capital funding would enable the acquisition of new, or modifications to existing facilities such as emergency shelters, supportive housing, transitional housing, and related facilities.

The objectives under this component, which includes the attached Schedule “A”, are:

- To provide longer-term housing-based solutions to homelessness post-COVID-19 outbreak;
- To better address need and to encourage movement toward client service models that are innovative, and seek to support client and organizational readiness in preparation for potential future outbreaks or emergencies; and
- To change the physical design of congregate care settings such as emergency shelters, to permit elements such as physical distancing and self-contained bedrooms and washrooms.

### **3.2 Eligible Use of Funding**

There are two components of major capital funding:

- New Facilities; and
- Retrofits and Upgrades.

Eligible uses of funding under the two components include:

- Major retrofits and upgrades to an existing Service Manager-administered emergency shelter, over-flow shelter, and/or congregate living space to help ensure shelter spaces adhere to public health directives (e.g., additions to an existing facility to allow minimum spacing of beds; self-contained bedrooms and washrooms) and support independent units aligned with more permanent forms of housing where possible;
- Purchase of a hotel, motel or other facility that would be converted/upgraded to provide longer-term housing solutions; and
- Retrofit of existing Service Manager-administered transitional or supportive housing facility, and/or creating new innovative models of transitional and supportive housing.

Other eligible costs may include labour, applicable taxes, building permits, legal fees, certificates, appraisal fees, inspection fees, drawing and specification and any other costs that the Service Manager deems reasonable and that are agreed to by MMAH.

Ongoing operating costs associated with capital projects will be the responsibility of Service Managers.

For-profit proponents may be eligible under the Retrofits and Upgrades component, however for-profit proponents are not eligible under the Capital Funding – New Facilities component.

### **3.3 Funding Commitment**

Funding under the capital component must be committed by January 31, 2021 and must be spent by December 31, 2021. Details on commitment and spending requirements are provided under each capital component section.

Any funding remaining to be committed after January 31, 2021 may be reallocated to another Service Manager or Indigenous Program Administrator.

### **3.4 Return of Funding**

All funding provided under the capital component that is not spent by December 31, 2021 or that is not used for an eligible capital expense under these Guidelines shall be returned to MMAH on demand. All remedies under these Program Guidelines shall survive any termination or expiry of the Program and/or funding for a project.

## **3.5 Capital Funding – New Facilities**

### **3.5.1 General Eligible Activities and Costs**

Eligible projects must be one of the following:

- Acquisition and, where required, rehabilitation of existing buildings to meet program objectives;
- Conversion of an existing property to create transitional housing or permanent supportive housing and/or expanding an existing facility;
- Expansion or enhancement of a construction project in-progress to increase capacity; or
- Modular housing\*.

New conventional construction projects not currently under construction are not anticipated to be eligible given the timelines of SSRF Phase 2. However, these and other projects may be considered with supporting documentation, at the discretion of MMAH.

\*For additional clarity, modular housing is typically considered a faster construction option than conventional, new construction methods. Self-contained permanent housing units are prefabricated in a factory and then transported to the site and assembled. This option may also require the on-site construction of such things as, for example, common space, elevators, laundry, HVAC, electrical, plumbing, sewage, etc. Supportive housing services may also be provided in modular housing.

### **3.5.2 Project Submission Process**

Service Managers will solicit proposals and select projects through appropriate procurement processes to recommend to MMAH for funding approval within their allocations.

Recommended projects shall:

- Be approved by council and/or board;
- Be able to sign a Contribution Agreement along with an Agreement of Purchase and Sale (acquisition projects) or registration of mortgage security or an alternate form of security (modular housing projects) no later than January 31, 2021;
- In the case of acquisition projects, have a closing date on or before March 31, 2021;
- Commence construction, acquisition, rehabilitation and/or conversion within ninety (90) days of the date of commitment;
- Be completed by December 31, 2021;
- Meet the current Ontario Building Code, public health, and other applicable requirements;
- Include information on how the on-going operating financial requirements for the project will be met; and
- Address local housing/homelessness needs.

All projects must be submitted through the TPON system along with additional project background information such as information contained in Council/board reports. Service Managers should demonstrate a plan on how the on-going operating financial requirements for the project will be met (e.g., alternate sources of funding).

### **3.5.3 Project Approval Process**

Project approval will be based on alignment with the approved business case, consideration of the information submitted to MMAH and the ability to meet the program's eligibility criteria.

Once approved, a project will receive a Conditional Letter of Commitment from MMAH, which confirms MMAH approval and outlines the steps to take prior to signing a Contribution Agreement.

The Contribution Agreement shall describe legal obligations and reporting requirements for the project. All Service Managers are required to enter into Contribution Agreements directly with proponents and shall require the forgivable loan to be secured through a mortgage or alternate form of security.

The deadline to commit funding – i.e., execute Contribution Agreements and submit executed Agreements of Purchase and Sale (for acquisition projects), registration of mortgage security or an alternate form of security (for modular housing projects) – will be January 31, 2021, to allow time for reprofiling between operating and capital funding, or reallocation of funds if necessary.

MMAH reserves the right to return a project application for revision and resubmission if it is not consistent with the Program Guidelines.

### **3.5.4 Funding**

Funding under the Capital Funding – New Facilities component must be provided as a secured forgivable capital loan.

Service Managers are required to perform their due diligence to ensure that a project is financially viable from a construction cost and on-going operating perspective, and the program expenditures represent a prudent and best value use of public dollars.

### **3.5.5 Payment Process**

MMAH will advance funding directly to Service Managers, who will be responsible for making project payments to housing proponents.

Service Managers will advance funds to proponents based on the completion of milestones and compliance with the program requirements.

Funding for acquisition, rehabilitation and/or modular housing will be advanced to Service Managers based on the following instalments:

1. Up to 90 per cent following signing of the Contribution Agreement and,
  - a. submission of Agreement of Purchase and Sale for acquisition projects (funding will be advanced within 15 business days of the closing date); or,
  - b. registration of mortgage security or an alternate form of security (modular housing projects) that is acceptable to the ministry.
2. Remaining funding upon confirmation of completion no later than December 31, 2021.

Up to 100 per cent of the funding may be provided, if required, to finance the purchase. If the capital funding provided under the SSRF Phase 2 is insufficient to cover the cost

of the acquisition of the building and/or any rehabilitation work required, the Service Manager must demonstrate the additional funding sources being accessed to complete the project.

Funding for conversion and other projects will be based on the following instalments:

1. 50 per cent at signing of the Contribution Agreement and submission of mortgage security registration or alternate form of security that is acceptable to the ministry;
2. 40 per cent at confirmation of 50 per cent construction completion; and
3. Remaining upon confirmation of completion no later than December 31, 2021.

### 3.5.6 Reporting

Service Managers must complete a Project Information Form through the TPON System supplemented by regular milestone updates in TPON, along with detailed construction/acquisition/rehabilitation progress reports to MMAH contacts describing project progress and potential issues of concern that might delay or jeopardize the project.

Service Managers must also submit signed project checklists and documentation in the TPON System as follows:

- For acquisition projects, registration of mortgage security or an alternate form of security;
- Confirmation of Project Start (for conversion and other projects);
- Confirmation of Project Completion; and
- An Audited Financial Statement for the project within six months following project completion initial occupancy date, or such additional time acceptable to MMAH.

Project Information Forms will require Service Managers to report on the following information for performance indicators:

- Number of **new** facilities/housing (and number of units) created (i.e. acquisition, conversions, modular units) by type of housing; and
- Vulnerable population group(s) targeted for the housing project.

Housing Type	# facilities	# units
Transitional housing		
Supportive housing		
Permanent, long-term housing		
Other		

Service Managers must confirm that projects funded under the Capital Funding – New Facilities component continue to be used for their intended purpose, or for longer-term housing solutions, for a minimum period of 10 years following completion.

During the minimum 10 year intended use period, proponents may not, without MMAH's consent, dispose of assets acquired with Funds under these Program Guidelines. However, new facilities acquired by the Service Manager under this component may be sold prior to the expiry of the minimum 10-year the intended-use period, so long as the Service Manager is of the view that the facility is no longer needed for its intended use, and ensures that all proceeds are reinvested into the housing and homelessness sector. For details, please see Schedule "A".

## **3.6 Capital Funding – Retrofits and Upgrades**

### **3.6.1 General Eligible Activities and Costs**

Major eligible retrofits and upgrades over \$50,000 may include the following activities:

- Renovation, retrofitting and upgrading of existing emergency shelters, transitional housing, and permanent supportive housing facilities to meet building code standards and public health requirements (e.g., building self-contained bedrooms, adding walls/partitions, washrooms); and
- Costs for professional services associated with the activities noted above.

Other activities may be considered, with supporting documentation, at the sole discretion of MMAH.

Work must commence within 90 days of the date of the funding agreement and completed by December 31, 2021. Copies of all financial invoices must be kept for reporting and audit purposes.

### **3.6.2 Project Submission and Approval Process**

The Service Manager is responsible for selecting all eligible projects, monitoring progress, completion of projects, quality of work, and for advancing funds.

Once an eligible project has been approved by the Service Manager, a completed Project Information Form along with an executed loan agreement and promissory note securing the funding must be entered and submitted in the TPON System for ministry review and approval to commit the funding.

MMAH reserves the right to return a project application for revision and resubmission if it is not consistent with the Program Guidelines.

### **3.6.3 Funding**

Funding must be provided to proponents in the form of a forgivable loan based on the cost of the work items approved by the Service Manager. Loans are to be secured by a mortgage registered on title upon project completion.

### **3.6.4 Payment Process**

Funding will be advanced to Service Managers and based on the following instalments:

1. 50 per cent when a completed Project Information Form along with an executed loan agreement between the Service Manager and proponent, and signed promissory note are submitted and approved by MMAH in TPON;
2. 40 per cent at confirmation of 50 per cent project completion; and
3. 10 per cent at confirmation of final project completion and mortgage registered on title.

MMAH may consider a higher upfront payment based on local need with supporting documentation.

Service Managers must ensure project status is updated and documents are posted in TPON on an on-going basis. Retrofit and Upgrade activities must start within 90 days of the date of the funding agreement.

Service Managers are responsible for project selection and approval, monitoring progress and completion of projects, quality of work, and for the advancement of funds. Retrofit and Upgrade activities must be completed by December 31, 2021.

### **3.6.5 Reporting**

Service Managers are required to report quarterly to MMAH on the status of each project during its retrofit and upgrade activities. Service Managers must regularly update progress on project activities and payments to proponents through the TPON system. Confirmation of construction start and completion for each project must be submitted in TPON.

Project Information Forms will require Service Managers to report on the following information for performance indicators:

- Number of facilities (and number of units) **upgraded/retrofitted** (i.e., physical changes made to facilities in response to the COVID-19 outbreak, such as adding walls) to permit physical distancing, by type of housing; and
- Vulnerable population group(s) targeted for the housing project.

<b>Housing Type</b>	<b># facilities</b>	<b># units</b>
Emergency shelter		
Transitional housing		
Supportive housing		
Permanent, long-term housing		
Other		

Service Managers are required to confirm that projects continue to be used for its intended purposes, or for longer-term housing solutions, for a minimum period of five years following completion of upgrade/retrofit projects.

## 4 Important Dates

SSRF Phase 2 will be delivered according to the following timelines:

<b>Activity</b>	<b>Date</b>
Deadline to submit business cases to MMAH	September 11, 2020
Inter-ministerial working group reviews business cases	September 2020
Business cases are approved and initial operating payments are issued	October 2020
Interim Report due	December 15, 2020
Third Quarter Report due	January 31, 2021
Deadline to commit capital funding	January 31, 2021
Deadline to spend operating funding	March 31, 2021
SSRF Year End Report and Final Attestation due	May 31, 2021
Deadline to complete capital projects	December 31, 2021

## 5 MMAH Staff Contacts

Questions regarding SSRF Phase 2 may be directed to the respective MMAH Municipal Services Office (MSO) or Housing Programs Branch staff contact, as noted below:

Region & Contact	Contact Information
Toronto and Indigenous Program Administrators: Bailey Anderson <ul style="list-style-type: none"> <li>Serving Toronto, Ontario Aboriginal Housing Services and Miziwe Biik Development Corporation</li> </ul>	<a href="mailto:Bailey.Anderson@ontario.ca">Bailey.Anderson@ontario.ca</a>
MSO Central: Ian Russell <ul style="list-style-type: none"> <li>Serving Durham, Halton, Hamilton, Muskoka, Niagara, Peel, Simcoe, and York</li> </ul>	<a href="mailto:Ian.Russell@ontario.ca">Ian.Russell@ontario.ca</a>
MSO Eastern: Mila Kolokolnikova <ul style="list-style-type: none"> <li>Serving Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, and Renfrew</li> </ul>	<a href="mailto:Mila.Kolokolnikova@ontario.ca">Mila.Kolokolnikova@ontario.ca</a>
MSO Western: Tony Brutto <ul style="list-style-type: none"> <li>Serving Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, and Windsor</li> </ul>	<a href="mailto:Tony.Brutto@ontario.ca">Tony.Brutto@ontario.ca</a>
MSO Northeastern: Cindy Couillard <ul style="list-style-type: none"> <li>Serving Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, and Timiskaming</li> </ul>	<a href="mailto:Cindy.Couillard@ontario.ca">Cindy.Couillard@ontario.ca</a>
MSO Northwestern: Andrew Carr <ul style="list-style-type: none"> <li>Serving Kenora, Rainy River, and Thunder Bay</li> </ul>	<a href="mailto:Andrew.Carr@ontario.ca">Andrew.Carr@ontario.ca</a>

**SCHEDULE “A”  
CAPITAL COMPONENT**

1. **Interpretation.**

- (1) In this Schedule “A”, capitalized terms have the meaning given to them herein and the following terms shall have the following meanings:

“**Intended Use**” means the intended use of the Project once it is complete, as set out in the Project Information Form for the Project;

“**Intended Use Period**” means the minimum ten (10) year period following the date of the Project completion for new facilities or conversion Projects;

“**Capital Component**” means the Capital Component under the Program Guidelines and this Schedule “A”;

“**Conditional Letter of Commitment**” means a letter issued by the Minister of Municipal Affairs and Housing confirming approval of a Project under the Capital Component subject to conditions;

“**Contribution Agreement**” means an agreement entered into by the Recipient and a Proponent for the construction, acquisition and/or rehabilitation of, or the conversion of a property into a Project and which shall set out the terms for a forgivable loan, including mortgage security;

“**Development Activities**” means those activities which are normally undertaken for the development, construction, rehabilitation or conversion of buildings for residential purposes, including the acquisition of property;

“**Permitted Encumbrances**” means (i) the construction, acquisition, rehabilitation and/or conversion financing in respect of the Project approved by the Recipient, (ii) if the Project is to be added to, or part of, a building with an existing mortgage, the existing mortgage on the building up to the amount owing under it prior to putting the construction, acquisition, rehabilitation and/or conversion financing in place (iii) any necessary easements for the supply of domestic utility or telecommunications services to the Project or adjacent properties, (iv) any necessary easements for drainage, storm or sanitary sewers, public utility lines, or other services which do not materially affect the use of the property as residential dwellings; (v) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, and (vi) any registered restrictions that run with the land providing such are complied with;

“**Program**” means the Social Services Relief Fund Phase 2 Program set out in the Program Guidelines, including this Schedule “A”;

**“Program Guidelines”** means the Guidelines for the Program forming part of the Recipient’s TPA;

**“Project”** means the construction, acquisition, and/or rehabilitation of, or the conversion of a property into, a facility contemplated by the Program Guidelines, or the resulting facility as the context may require;

**“Project Information Form”** means the project information form submitted by the Recipient to the Province for consideration of the construction, acquisition, and/or rehabilitation of, or the conversion of a property into, a Project;

**“Proponent”** means a Proponent selected by the Recipient to carry out a Project;

**“Recipient”** means the Service Manager, as applicable; and

**“TPA”** means the Recipient’s Transfer Payment Agreement for Community Homelessness Prevention Initiative, as applicable.

- (2) In the event of a conflict or inconsistency between the provisions of this Schedule and the provisions of an Appendix, the provisions of this Schedule shall prevail.
  - (3) All references in this Schedule to section numbers are references to sections of this Schedule unless stated otherwise.
  - (4) This Schedule does not apply with respect to the Retrofit and Upgrade portion of the Capital Component included in the Program Guidelines.
2. **Proposed Projects.** The Recipient shall submit to the Province a Project Information Form for each Project that it would like funded. The Project Information Form must be approved by the Recipient’s council, through delegated authority or by the Board, as applicable. The Recipient shall update the Project Information Form in accordance with the Program Guidelines, in the event of a project milestone being achieved and/or in the event of any proposed change.
  3. **Project Eligibility.** Each Project must comply with the project eligibility requirements set out in the Program Guidelines, including the following:
    - (a) all acquisitions/purchases must be procured in accordance with procurement policies adopted and maintained under the Municipal Act, 2001;
    - (b) the Project must have all required municipal approvals such as zoning, minor variances, land severances, or site plan approvals in place to permit the proposed development, or be well advanced in the planning approvals process;

- (c) the Project must be financially viable from a construction and operating cost perspective based on Recipient confirmation;
  - (d) the Project must meet current Ontario Building Code requirements;
  - (e) the completed Project must comply with the Program Guidelines; and
  - (f) the Recipient must have a plan in place to ensure that the Project will be used for its Intended Use for the entire Intended Use Period.
4. **Conditional Letter of Commitment.** If the Province approves the Project, the Province shall advise the Recipient of the approval and provide the Recipient with a Conditional Letter of Commitment.
5. **Changes.** The Recipient shall advise and request approval from the Province for any changes to the Project(s) which may affect how the Project will be used.
6. **Contribution Agreement.** Following the approval of each Project by the Province, the Recipient shall, where a Proponent other than the Recipient will own the Project, arrange for an appropriate form of Contribution Agreement with the Proponent to be executed.
7. **Funding Conditions.**
- (1) Before the Recipient enters into a Contribution Agreement with a Proponent for an approved Project, the Recipient shall:
- (a) ensure that the Proponent has disclosed all of its creditors, debt and the proposed construction, acquisition, rehabilitation and/or conversion costs in full; and
  - (b) confirm to the Province the source and availability of adequate ongoing funding for any acquisition of property or Development Activities for the Project and the support services that will be made available to the public through the Project once complete.
- (2) The Recipient shall ensure that the Contribution Agreement with each Proponent requires the Proponent to comply with the requirements of the Capital Component, and, if the Project involves Development Activities, includes obligations to:
- (a) complete the construction of the approved Project within construction budgets and financing approved by the Recipient and required timelines;
  - (b) ensure that until construction of the approved Project is complete (i) all claims for lien registered against the Project(s) are promptly vacated, (ii) the Proponent does not incur any additional construction financing, capital

or operating debt related to the Project without the Recipient's consent (iii) the Project(s) are not encumbered by any registered encumbrances other than Permitted Encumbrances, (iv) the Proponent remains in good standing under the Permitted Encumbrances and (v) any work orders issued against the Project(s) by any governmental entity, agency or official are addressed to the satisfaction of the Recipient;

- (c) obtain all the insurance the a reasonably prudent person carrying out the Project would obtain, including at least \$2,000,000 in commercial general liability insurance, and all other the insurance required by the main body of the TPA read as if it applied to the Proponent and/or the Proponent's Project, and including:
- (i) Builder's Risk Insurance (property insurance) for the full replacement value of the completed construction projects, including a negotiated sub-limit for earthquake and flood. The policy must include the following:
    - 1. replacement cost value;
    - 2. stated amount of co-insurance;
    - 3. waiver of subrogation; and
    - 4. loss payable in favour of the Recipient and the Indemnified Parties.
  - (ii) Boiler and Machinery Insurance (including pressure objects, machinery objects and service supply objects) on a comprehensive basis. The policy must include the following:
    - 1. repair and/or replacement value;
    - 2. stated amount co-insurance;
    - 3. waiver of subrogation; and
    - 4. loss payable in favour of the Recipient and the Indemnified Parties.
  - (iii) Wrap Up Liability Insurance for Third Party Bodily Injury, Personal Injury and Property Damage to an inclusive limit per occurrence and products and completed operations aggregate that a reasonably prudent person undertaking such a Project would obtain. The insurance shall be in the joint names of the Recipient, the Indemnified Parties, all other contractors, sub-contractors, suppliers and/or tradesmen while working on the site, engineers, architects, consultants or other person which the Recipient may

require to be added as insured parties. The policy must include the following:

1. premises and operations;
2. owner's and contractor's protective liability;
3. broad form products and completed operations liability;
4. cross liability;
5. blanket written and oral contractual liability;
6. all risks tenant's legal liability;
7. hoist liability;
8. firefighting and forest fire fighting expense liability;
9. employer's liability and voluntary compensation;
10. non-owned automobile liability;
11. directors, officers, employees, shareholders, the Recipient and the Indemnified Parties added as insureds and/or additional insureds;
12. shoring, blasting, excavating, under-pinning, demolition, pile driving and caisson work, work below and above ground surface, work below and above water, tunnelling and grading and similar operations associated with construction work, as applicable;
13. sudden and accidental pollution liability with a discovery provision of not less than one hundred and twenty (120) hours and a subsequent reporting provision of not less than one hundred and twenty (120) hours; and
14. thirty (30) days written notice of cancellation.

(iv) Valid coverage and clearance certificates of coverage under the *Workplace Safety and Insurance Act, 1997*, S.O. 1997, c. 16, Schedule A ("WSIA") for all persons working on the Project(s);

- (d) provide to the Recipient valid insurance and WSIA certificates evidencing the above coverage;
- (e) use its property insurance proceeds to repair or rebuild the Project(s) in the event of damage to all or part of them;
- (f) require the Proponent to use the Funds provided for the Project only for eligible expenses in connection with the Project and use the Project for its Intended Use for the entire Intended Use Period;
- (g) refund to the Recipient any misused funds; and
- (h) provide the reports and other things to the Recipient needed to enable the Recipient to comply with requirements of the Program Guidelines and this Schedule "A", including the reporting requirements.

- (3) The Recipient agrees that, where it is to be the owner of a Project, the provisions of subsection 7(2) apply to it with the necessary changes.
- (4) The Recipient shall ensure that each Contribution Agreement contains provisions to the effect that,
  - (a) the payment of funds is subject to the necessary appropriations from the Provincial Legislature and the Province shall have no liability to the Recipient or the Proponent in case there are insufficient appropriations for the payments, or in case the total appropriations available for the Province's undertakings are insufficient for all of the Province's undertakings; and
  - (b) the provision by the Recipient of Funds to the Proponent in respect of its Project(s) is subject to the terms and conditions for funding under the Program Guidelines, including this Schedule A".
8. **Payments.** Funds shall be paid in accordance with the Program Guidelines.
9. **Acknowledgement.** The Recipient acknowledges that the requirements in this Schedule "A" relating to the Project(s) are not all that is required, advisable and/or prudent in connection with their construction.
10. **Contribution Agreement Deadline.** No Contribution Agreement under this Schedule can be signed after January 31, 2021, or such earlier or later date as may be determined by the Province and communicated by the Province to the Recipient by Notice.
11. **Monitoring.** The Recipient shall monitor the construction of all Projects which have received a funding allocation to determine whether the Proponents carry out all Development Activities in such manner and within such time periods as are set out in the Contributions Agreement and the Program Guidelines, including this Schedule "A".
12. **Construction, Acquisition, Rehabilitation and/or Conversion Budget and Financing.** The Recipient shall ensure that any property for an approved Project is acquired and that approved Project(s) are constructed by Proponents(s) within construction, acquisition, rehabilitation and/or conversion budgets and financing approved by the Recipient.
13. **Construction Start.** The Recipient shall use its best efforts to ensure that construction for each approved Project commences within the timelines contemplated by the Program Guidelines unless such period is extended by the Province. Despite anything to the contrary in this Agreement, if construction for an approved Project has not commenced within those timelines or the end of the

extended period, whichever is applicable, the Recipient or the Province may cancel the Funds for the Project.

14. **Construction, Acquisition, Rehabilitation and/or Conversion Completion.** Construction, acquisition, rehabilitation and/or conversion for each approved Project must be completed by December 31, 2021. Despite anything to the contrary in this Agreement, if construction for an approved Project is not completed by that date, the Province may cancel the Funds for the Project.
15. **Confirmation of Construction Start.** The Recipient shall provide the Province with a completed Confirmation of Construction Start at the start of construction of each Project, within ten (10) days of the start of construction of the Project.
16. **Proof of Completion.** The Recipient shall provide the Province with proof that that the Project is complete and may be used for its Intended Use.
17. **Enforcing Contribution Agreement.** The Recipient shall, after consultation with and if required by the Province, use its best efforts to enforce the terms of all Contribution Agreements and Security.
18. **Notices.** The Recipient shall immediately inform the Province in writing of the following matters as soon as it becomes aware of them:
  - (a) a request by a Proponent to transfer responsibility for an approved Project to another entity;
  - (b) any failure by the Proponent to carry out Development Activities which threatens the completion of an approved Project;
  - (c) if the construction, acquisition, rehabilitation and/or conversion of an approved Project has not commenced within ninety (90) days of the date of the Commitment for the Project;
  - (d) any substantial breach by the Proponent of its Contribution Agreement with the Recipient;
  - (e) the Proponent becoming bankrupt or insolvent or taking the benefit of any act now or hereafter in force for bankrupt or insolvent debtors or filing any proposal or making any assignment for the benefit of creditors or any arrangement or compromise;
  - (f) the appointment of a receiver or a receiver and manager for all or a portion of an approved Project;
  - (g) the taking of any steps or any action or the institution of any proceedings by a Proponent or by any other party, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Proponent or its assets;

- (h) if the construction, acquisition, rehabilitation and/or conversion, repair and/or upgrade activity has not been or is not likely to be completed by December 31, 2021; and
  - (i) any significant changes to a Proponent's business structure.
19. **Intended Use.** The Recipient shall ensure that each completed Project is used for its Intended Use for the entire Intended Use Period.
20. **Disposition of Acquired Facilities.** For Projects acquired by the Recipient for the purposes of the Program, the Recipient may dispose of the Project after the expiry of the Intended Use Period, or at an earlier date if the Recipient is of the view that the Project is no longer needed for its Intended Use, provided that the Recipient has complied with the Program Guidelines, including this Schedule "A," and the Recipient reinvests the proceeds of disposition, if any, in the housing and homelessness sector.
20. **Additional Events of Default.**
- (1) If,
    - (a) a Proponent does not complete construction, acquisition, rehabilitation and/or conversion of an approved Project;
    - (b) a Proponent ceases to use the Project for its Intended Use during the Intended Us Period;
    - (c) a Proponent uses the Funds provided to it by the Recipient for a purpose other than that contemplated by the Project Information Form; or
    - (d) one of the events referred to in section 18 has occurred in relation to a Proponent,

the Province may suspend, reduce or cease funding in relation to the Project, shall have no obligation to provide any further Funds in respect of that Proponent and shall have no liability for any consequential or other damages and/or liability incurred by the Recipient or the Proponent as a result of the suspension, reduction and/or cessation of funding.
  - (2) For greater certainty, the above rights are in addition to any other rights the Province may have under the TPA and any other rights the Province may have at law.
21. **Component Availability.** Subject to the termination rights in the TPA, the Capital Component is available from the Effective Date until, and shall expire on, December 31, 2021 (plus the Intended Use Period). All remedies herein shall indefinitely survive any termination or expiry of the Capital Component

## SCHEDULE "B"

### **SSRF Phase 2 Business Case Template – Service Managers**

#### **Table of Contents**

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4. Description of Evaluation Ratings for Questions	Pages 5-6
5. Business Case Questions	Pages 6-16

## **Introduction**

Thank you for your interest in participating in the Social Services Relief Fund (SSRF) Phase 2 initiative. As noted in the initial planning allocation letter from The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Service Managers are required to submit a business case to the Ministry of Municipal Affairs and Housing (MMAH) prior to funding being flowed.

The purpose of the business case process is as follows:

1. To assess Service Managers' proposed uses of SSRF Phase 2 funding, in terms of eligibility under Program Guidelines, and alignment with local needs in their respective communities; and
2. To ensure that Service Managers' program delivery planning fulfills specific criteria and reflects consideration of intersecting service systems and issues (see Questions on pages 6-16).

Please submit your completed business case to MMAH by **September 11, 2020 at 5:00 p.m.** Business cases must be submitted through the Transfer Payment Ontario (TPON) system.

Please note, MMAH is not prescribing a specific level of authority to approve business cases. Service Managers should follow their respective organization's approval process to approve the business case, prior to submitting it to the Ministry. Please also note that Service Manager approval does not guarantee that the business case will be satisfactory to meet the objectives for additional funding.

The level of detail required in responding to each question should be scaled against the types of activities being proposed. For example, fewer details would be needed to propose operating expenses being used to expand existing services for vulnerable people, in comparison to a new and large-scale capital expense (e.g., acquisition or modular housing) being proposed.

MMAH staff will review all business cases received by the deadline with colleagues from the following ministries: Attorney General (MAG); Government and Consumer Services (MGCS); Solicitor General (SOLGEN); Children, Community, and Social Services (MCCSS); Health (MOH); Indigenous Affairs (IAO); and Infrastructure Ontario (IO).

This inter-ministerial approach aims to encourage a diversity of perspectives when reviewing submissions, and to ensure that business cases are consistent with key areas of focus across the health, housing and homelessness, and social services sectors. For more information about the Key Areas of Consideration, please see pages 3-4.

It is anticipated that every Service Manager will be notified of the final decision regarding their business case by early October 2020, with initial funding anticipated to flow shortly thereafter.

Initial planning allocations for SSRF Phase 2 funding are subject to business case review. MMAH reserves the right to adjust allocations based on: the business cases received; Service Managers' progress in using their SSRF Phase 2 allocation; and to ensure that SSRF Phase 2 funding aligns with ongoing COVID-19 related needs, and the potential for emerging or new public health emergencies across Ontario.

To ensure SSRF Phase 2 funding is targeted to where it is needed most, MMAH will hold back a portion of the total SSRF Phase 2 funding from funding allocations, and will determine how to allocate it in the coming months based on public health needs.

Service Managers should consider the objectives and performance indicators as outlined in the Program Guidelines when completing their business case.

SSRF Phase 2 will include an operating component and two new capital components. Please refer to the SSRF Phase 2 Program Guidelines for details on eligible uses of funding and the project approval process.

### **Key Areas of Consideration for Business Case Submissions**

As noted above, business cases will be reviewed by staff from several provincial ministries, who will examine submissions to ensure that they consider key areas of focus for the health, housing and homelessness, and social services sectors. These key areas are as follows:

- Providing assistance to vulnerable members of communities across the province, including: people who are homeless or at-risk of becoming homeless; low-income households; social assistance recipients; people without jobs; households who depend on housing supports to maintain stable housing; people whose financial situation is precarious due to the COVID-19 crisis; people who live in community and supportive housing; and people who depend on social services to meet their basic needs.
  - Some populations, such as racialized communities, youth, seniors, survivors of domestic violence and human trafficking and LGBT2SQ, may be particularly vulnerable and therefore may warrant special consideration in the development of business cases.
  - For more information about vulnerable populations, please see Ontario's *COVID-19 Action Plan for Vulnerable People* available at: <https://www.ontario.ca/page/covid-19-action-plan-protecting-vulnerable-ontarians>.

- Assisting social service providers (e.g., Violence Against Women (VAW) services) with accommodation and support services, which are presently at capacity due to physical distancing requirements (this is resulting in vulnerable populations turning to local housing and homelessness systems).
- Promoting the re-design of congregate care settings such as emergency shelters, to move away from traditional approaches (e.g., bunk beds, shared common areas, close spacing) towards more permanent/independent housing solutions that better allow for physical distancing and other measures to protect the safety and well-being of residents and staff. Capital projects such as acquisition, conversion, and modular home developments are in scope for this funding. For more information, please refer to the Program Guidelines.
- Promoting cost effectiveness of service delivery in congregate care settings (e.g., renting space versus owning a building in order to provide services and supports, or vice versa, as well as the cost effectiveness of permanent housing versus emergency shelters).
- Supporting the housing needs of individuals released into the community from provincial institutions (e.g., health institutions, correctional facilities, and the child welfare system), where some individuals may be at risk of entering into homelessness.
- Supporting renter households (e.g., rental assistance), who may be in rental arrears and at a high risk of becoming homeless.
- Providing culturally responsive and appropriate housing and homelessness supports to Indigenous people.
  - Indigenous populations are over-represented among those experiencing homelessness and are more likely to experience health conditions that may increase vulnerability to COVID-19, particularly in high-risk congregate care settings such as emergency shelters.
  - There is also a significant demand for Indigenous safe spaces for temporary housing, testing, self-isolation, and recovery from COVID-19, including within rural and urban settings.

## **MMAH Contacts**

If you have any questions regarding the completion of this business case, please contact your respective MMAH Municipal Services Office (MSO) or Housing Programs Branch staff contact, as noted below:

Toronto and Indigenous Partners: <b>Bailey Anderson</b>	<a href="mailto:Bailey.Anderson@ontario.ca">Bailey.Anderson@ontario.ca</a>
MSO Central: <b>Ian Russell</b> <ul style="list-style-type: none"><li>Serving: Durham, Halton, Hamilton, Muskoka, Niagara, Peel, Simcoe, and York</li></ul>	<a href="mailto:Ian.Russell@ontario.ca">Ian.Russell@ontario.ca</a>
MSO Western: <b>Tony Brutto</b> <ul style="list-style-type: none"><li>Serving: Brantford, Bruce, Chatham-Kent, Dufferin, Grey, Huron, Lambton, London, Norfolk, Oxford, St. Thomas, Stratford, Waterloo, Wellington, and Windsor</li></ul>	<a href="mailto:Tony.Brutto@ontario.ca">Tony.Brutto@ontario.ca</a>
MSO Northeastern: <b>Cindy Couillard</b> <ul style="list-style-type: none"><li>Serving: Algoma, Cochrane, Greater Sudbury, Manitoulin-Sudbury, Nipissing, Parry Sound, Sault Ste. Marie, and Timiskaming</li></ul>	<a href="mailto:Cindy.Couillard@ontario.ca">Cindy.Couillard@ontario.ca</a>
MSO Northwestern: <b>Andrew Carr</b> <ul style="list-style-type: none"><li>Serving: Kenora, Rainy River, and Thunder Bay</li></ul>	<a href="mailto:Andrew.Carr@ontario.ca">Andrew.Carr@ontario.ca</a>
MSO Eastern: <b>Mila Kolokolnikova</b> <ul style="list-style-type: none"><li>Serving: Cornwall, Hastings, Kawartha Lakes, Kingston, Lanark, Leeds and Grenville, Lennox and Addington, Northumberland, Ottawa, Peterborough, Prescott and Russell, and Renfrew</li></ul>	<a href="mailto:Mila.Kolokolnikova@ontario.ca">Mila.Kolokolnikova@ontario.ca</a>

## **Description of Evaluation Ratings for Questions**

In the event of significant changes to the public health environment, the Ministry reserves the right to revise allocations in order to address emergency/critical situations.

Responses will be evaluated using a qualitative approach, in order to confirm initial planning allocations, and will rate submissions as “satisfactory”, “needs more detail”, or “unsatisfactory”.

### **Satisfactory:**

Responses fully address the information requested in each question, and clearly demonstrate a link to the “Key Areas of Consideration for Business Case Submissions” criteria. Evidence is also provided to reinforce each response (e.g., reference to a source document). Evaluators have few or no follow-up questions for the Service Manager. The end result of a satisfactory business case is to seek clarification on a few

questions during the review process, if applicable, confirmation of the initial planning allocation, and flowing of funds as originally communicated in the Minister's allocation letter.

**Needs More Detail:**

Responses partially address the information requested in each question, and partially demonstrate a link to the "Key Areas of Consideration for Business Case Submissions". Some evidence is provided to reinforce each response (e.g., reference to a source document), however not a complete amount. Evaluators have some follow-up questions for the Service Manager. The end result of a business case which needs more detail is to seek more information and clarification during the review process from the Service Manager prior to flowing funds as originally communicated in the Minister's allocation letter.

**Unsatisfactory:**

Responses do not satisfactorily address the information requested in each question, and do not demonstrate a compelling link to the "Key Areas of Consideration for Business Case Submissions". Little to no evidence is provided to reinforce each response (e.g., reference to a source document). Evaluators have a significant number of follow-up questions for the Service Manager. The end result of an unsatisfactory business case is to seek more information and clarification during the review process from the Service Manager and consider adjusting the initial planning allocation.

**Business Case Questions**

In responding to the questions below, Service Managers encouraged to make references to:

- Independent research;
- Council and Board reports;
- Strategic planning documents;
- Media reports;
- Anticipated cashflow requirements; and
- COVID-19 data, guidelines, and enforcement requirements issued from local public health units, as appropriate

Please be clear and concise in your responses in the business case in order to minimize the amount of follow-up required. If more space is required, a separate document may be submitted as an appendix to the business case submission. The level of detail required in responding to each question will depend on the type and scale of activities being proposed. For example, fewer details would be needed to propose operating expenses being used to expand existing services for vulnerable people, in comparison to a new and/or large-scale capital expense (e.g., acquisition and modular housing) being proposed.

<b>Service Manager:</b>	
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<b>Initial Planning Allocation (as indicated in the allocation letter):</b>	\$
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<p><b>Question 1</b></p> <p>a) Please describe the current COVID-19 experience in your Service Manager area from March 2020 to present (e.g., number of confirmed cases; related deaths; urgent public health emergencies; impacts on the economy and social service capacity). Elaborate on any leading and innovative practices to address COVID-19, and any challenges and risks your area has experienced. Please include statistics that show the change in services between pre- and post-COVID-19, to help reviewers understand the impact of COVID-19 in your community.</p> <p>b) Will your SSRF Phase 2 initial planning allocation be sufficient to meet the level of need in your community? How is the level of need in your community being determined?</p> <p><b>Note:</b> The intent of this question is to better understand the needs and challenges in your communities. This response will <u>not</u> impact the overall assessment of your business case.</p>
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<p><b>Question 1 a) Response:</b></p>
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<p><b>Question 1 b) Response:</b></p>
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**Question 2**

Has your initial SSRF funding already been fully spent? If the answer is no, please provide a rationale. Will your initial SSRF funding plan change with the additional funding provided? Please elaborate.

**Question 2 Response:****Question 3**

- a) Have your local priorities shifted due to the COVID-19 pandemic? Please explain. Have your planned investments under other affordable housing, supportive housing, and homelessness programs (e.g., the Ontario Priorities Housing Initiative (OPHI); the Canada-Ontario Community Housing Initiative (COCHI); and the Community Homelessness Prevention Initiative (CHPI)) been diverted due to COVID-19 related pressures? If so, please describe the fiscal impact of these changes and what activities/initiatives have been deferred as a result.
- b) Please describe how your SSRF Phase 2 funding would be used in accordance with your long-term housing and homelessness goals, and in the context of the following documents: local COVID-19 recovery plans and housing strategies; Investment Plans under other affordable housing, supportive housing, and homelessness programs; and your updated Housing and Homelessness Plan.

**Question 3 a) Response:**

**Question 3 b) Response:**

**Question 4**

Please describe how your SSRF Phase 2 funding would be used to promote resiliency in your local housing and homelessness system in the event of future pandemic waves (e.g., advancing permanent housing solutions to homelessness), and how you will adhere to public health guidance, as well as municipal COVID-19 recovery strategies and plans.

**Question 4 Response:**

**Question 5**

Please describe how your operating and capital funding would be used to benefit the broader service systems in your community (e.g., emergency shelters and unsheltered needs such as encampments; supportive and transitional housing; discharge planning from correctional facilities to avoid homelessness; social assistance; Violence Against Women and victim services systems).

**Question 5 Response:**

**Question 6**

Please describe how your SSRF Phase 2 funding would be used to meet the critical and diverse needs of clients in your communities (including Indigenous communities, clients discharged from correctional facilities, youth, seniors, and other vulnerable population groups). For more information about vulnerable population groups, please see pages 3-4.

**Question 6 Response:**

**Question 7**

Please provide the following information:

- How is your initial planning allocation anticipated to be used in each fiscal quarter (Q2 to Q4 in 2020-21). Please indicate your anticipated cashflow for operating expenses and capital commitments in the chart below.
- **Note:** Operating cash flow will be advanced based on need up to 75% of your operating allocation for your first payment;
- The anticipated number of households to be assisted;
- The anticipated number of capital spaces/facilities to be created/retrofitted;

- The anticipated activities/services for which your SSRF Phase 2 funding would be used (operating and capital funding);
- Steps taken to ensure that operating funding will be spent by **March 31, 2021**, and capital funding committed by **January 31, 2021** (completion by **December 31, 2021**); and;
- Risks, mitigation strategies, and steps taken to address capacity challenges.

**Question 7 Response:**

**Projected Cashflow and Commitments Q2 to Q4 (2020-21)**

Activity	Quarter 2	Quarter 3	Quarter 4	Total	Number of Households Assisted	Number of units created/renovated
<b>Emergency Shelter Solutions</b> (e.g., operating funding used for shelters, motels/hotels)	\$	\$	\$	\$	#	N/A
<b>Housing with Related Supports</b> (e.g., operating funding used for housing allowances)	\$	\$	\$	\$	#	N/A
<b>Services and Supports</b> (e.g., operating funding used for food security, cleaning, personal protective equipment, transportation)	\$	\$	\$	\$	#	N/A
<b>Homelessness Prevention</b> (e.g., operating funding for landlord outreach and mediation, shelter diversion programs) <u>Do not</u> include funds for emergency financial assistance in the form of payment of rental arrears or rent banks here; indicate below.*	\$	\$	\$	\$	#	N/A
<b>*Homelessness Prevention – Rent relief</b> (e.g., operating	\$	\$	\$	\$	#	N/A

funding for short-term rent relief or rent bank initiatives)						
<b>Capital Component – New Facilities</b> (e.g., acquisition, conversion, modular housing)	\$	\$	\$	\$	#	#

<b>Capital Component – Upgrades to existing facilities</b> (e.g., renovations of existing facilities)	\$	\$	\$	\$	#	#
<b>Administration Fees</b> (up to 3% of total allocation)	\$	\$	\$	\$	N/A	N/A
<b>Total</b>	\$	\$	\$	\$	#	#

**Question 8**

- a) Rental assistance is an eligible operating expense under CHPI and the initial \$148 million in SSRF funding. Please describe how renters at risk of becoming homeless due to rent arrears have been assisted through these existing programs.
- b) With the lifting of the moratorium on evictions, what is the projected need for rent assistance that you anticipate in your service area? How will you mitigate the risk of an increase in homelessness related to a potential increase in eviction applications due to rental arrears?

**Question 8 a) Response:**

**Please indicate the following:**

- **Funding amount(s) allocated to assist renter households at risk of homelessness under existing programs (e.g., CHPI)**
- **Number of households supported this fiscal year under existing programs.**

**Question 8 b) Response:**

**Please indicate the following:**

- **How much SSRF Phase 2 funding will be allocated towards assisting renter households at risk of becoming homeless?**
- **How many households do you estimate will be assisted given the potential rent arrears that may have accumulated in your service area?**

**Question 9**

**Please complete this section if proposing funding under the Capital Component. Please provide your best projected information below.**

**Note: Capital projects are subject to final approval through the Project Information Form in TPON.**

Please outline why your capital project(s) would be the best use of funds (e.g., availability of facility space in your community; rationale for renting versus owning a space to provide services; renovate/update, re-design, and new spacing within existing or new facilities to meet local public health requirements), and how program objectives will be met (e.g., assisting vulnerable people with long-term housing solutions).

Please outline the following for each proposed project:

- Specify the Capital Component
- When proposed capital projects will be committed (refer to Program Guidelines for key dates)
- Estimated timing for construction start/renovation work, and completion (refer to Program Guidelines for key dates)
- Proposed funding amount and number of units created/ renovated per proposed capital project
- How ongoing operating costs related to the capital project(s) will be addressed, and note if you are working with partners regarding obtaining and/or developing facility space (e.g., Infrastructure Ontario; interested proponents; local service agencies)

- Explain if any other sources of funding will be used for your capital project(s), to address full project costs

**Question 9 Response:**

**Question 10**

Please outline how funding will be delivered in a quick and timely manner (e.g., leveraging existing community partnerships; strengthening outreach activities; adding funds to an existing service; stacking with other funding opportunities; streamlining client intake and assessment; and taking lessons learned from other funding initiatives into consideration, such as temporary pandemic pay).

**Question 10 Response:**

**Question 11**

Please describe your contingency plan if your proposed capital project(s) cannot be funded by the Ministry or completed once approved. Please outline how funds could be redirected promptly to an alternative capital project (if applicable), or eligible operating expenses within the fiscal year.

**Question 11 Response:****Question 12**

If additional funding were to become available in the future (i.e., reallocations of funds, or the allocation of holdback funding), what other initiatives/projects would you undertake to address immediate pandemic needs and long-term housing-based solutions to homelessness post-COVID-19? Please provide a detailed description on how you could potentially use additional funds and deliver in an expedited manner.

**Question 12 Response:**

**Additional Information**

If you would like to provide any additional information, please do so here.

**Additional Information Response:**