

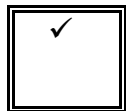
# Communiqué

**Issue**

**April 6, 2018**

**2018-06**

*The Requirements, Recommendations and Guidelines in this Communiqué are applicable to the social housing providers administered by the City of Hamilton.*



Providers Under *Housing Services Act, 2011* (excluding CityHousing Hamilton)

**SUBJECT:**

**2018 Poverty Reduction Fund Year 1 – Call for Applications**

City of Hamilton approved a 10 year Poverty Reduction Fund for social housing capital repairs of \$1 M per year, with the following conditions:

- Allocations are to take place using a competitive and accountable process;
- Allocations are to prioritize repairs that will (i) repairs and regeneration to restore quality and availability; or (ii) fix an existing and serious health & safety issue.
- City Housing Hamilton (CHH) will not be included for this Funding Program

If you would like more information about the Call for Applications, please contact Joshua Van Kampen: [Joshua.VanKampen@hamilton.ca](mailto:Joshua.VanKampen@hamilton.ca) 905.546.2424 ext. 4592.

Alternatively, you may contact your assigned Housing Administration Officer.

All applications must include estimated costs.

| <b>Call for Application Process</b>              | <b>Dates</b>             |
|--|--------------------------|
| Call for Applications released                   | April 6, 2018            |
| Call for Applications submission                 | May 11, 2018 @ 4:30 p.m. |
| Approval/non-approval notification to applicants | May 31, 2018.            |



City of Hamilton  
Housing Services Division  
Healthy and Safe Communities Department  
Adam Sweedland  
Manager – Social Housing

Call for Applications Guide and Application Package and Scoring Template are attached to this Communique. Housing Providers must submit 1 original of all submission forms and attachments enclosed in an envelope. Please ensure section 9 is complete with a list, in order of priority, of all requests included in the submission package with the total estimated costs per request.

**All applications must be submitted by Friday May 11, 2018 by 4:30 p.m.**

Please submit all applications with the Subject Line reading:

“Poverty Reduction Fund – Year 1, Provider Name, Address(s) of Proposed Project(s)”

In person to:

Attn: Michele Attard  
Healthy and Safe Communities Department – Housing Services Division  
350 King Street East, Suite 110  
Hamilton, ON L8N 3Y3



Hamilton

Healthy and Safe Communities, Housing Services Division

Physical Address: 350 King Street East, Unit 110

Phone: 905.546.2424 Fax: 905.546.3271

www.hamilton.ca

**SOCIAL HOUSING ADMINISTRATION  
POVERTY REDUCTION FUND – YEAR 1 (2018)  
CALL FOR APPLICATIONS**

**GUIDELINES**

**April 2018**

\* \* \*

**ALL APPLICANTS SHOULD READ THESE GUIDELINES BEFORE COMPLETING THE  
APPLICATION FORM.**

All applications must be submitted by **Friday May 11, 2018** by 4:30 p.m.

**Please submit all applications with the subject line reading:**

“Poverty Reduction Fund – Year 1, *Provider Name, Address of Proposed Repair*”

**In person to:**

Attn: Michele Attard

Healthy and Safe Communities Department – Housing Services Division

350 King Street East, Suite 110

Hamilton, ON L8N 3Y3

## Section 1 – Process Overview

### Poverty Reduction Fund – Year 1 (2018) Call for Applications Process

#### Background

City of Hamilton approved a 10 year Poverty Reduction Fund for social housing capital repairs of \$1 M per year, with the following conditions:

- Allocations are to take place using a competitive and accountable process;
- Allocations are to prioritize repairs that will (i) repairs and regeneration to restore quality and availability; or (ii) fix an existing and serious health & safety issue.
- City Housing Hamilton (CHH) is will not be included for this Funding Program

The funding is being referred to as the Poverty Reduction Fund.

#### Process Overview

Funding through the Poverty Reduction Fund is limited and will be allocated on a priority basis through a competitive process.

1. Providers prepares and submits an application when seeking an allocation from the Poverty Reduction Fund.
2. Applications can be attached separately, however must contain the information put forth in the application package.
3. Applications are to be received no later than May 11, 2018 at 4:30 p.m. Applications received on time will be deemed “Primary Applications”.
4. Late applications will be accepted but will not be considered for an initial funding allocation unless there are insufficient or ineligible applications received. Late applications will be deemed “Secondary Applications.”
5. Incomplete applications will not be considered for an initial funding allocation. However follow-up questions may take place in an event of an incomplete application to take the project into consideration.
6. Applicable supporting documentation must be attached – for example, copies of a technical audit, legal opinions or letters and reports received from professionals.
7. Applications will be evaluated by a team comprised of:
  - a. Sr. Project Manager; and
  - b. Housing Administration Officers;
8. Proposed repairs will be evaluated and scored using the template attached.

## Section 2 - Application

| <b>Housing Provider and Project Information</b>              |
|--|
| <b>Name of Social Housing Provider:</b>                      |
| <b>Name of Project:</b>                                      |
| <b>Location:</b>   |
| <b>Type of Units:</b> (housing, elevated apartment building) |
| <b>Age of Project:</b>                                       |
| <b>Number of Units:</b>                                      |

| <b>Identify the Situation</b>  |
|--|
| <b>a) Describe the situation (provide diagrams and drawings if available)</b>  |
| <b>b) Is this a health &amp; safety issue? Is there a Municipal Work Order or Office of the Fire Marshal Order? Is it a major capital expenditure? Is it a preventative maintenance problem?</b> |
| <b>c) Describe the events leading up to the situation</b>  |
| <b>d) Reference any technical or legal opinions (with supporting documentation).</b>   |

**e) Describe actions/steps to remedy the situation.**

**f) Describe liability measures (Contractor or manufacturer warranty, insurance coverage, etc.)**

### **Analysis and Solutions**

**Describe possible options to address the situation. For each option explain:**

- Advantages
- Disadvantages
- Estimated cost
- Consequences of inaction or delay and associated costs, if applicable
- Whether the project should be completed at one time or phased in
- How the solution meets the City of Hamilton's objectives of accessibility and environmental sustainability.

**Option 1:**

**Option 2:**

## **Financial Analysis**

Provide a financial analysis for each option. The following table is provided as a reference.

|           | <b><u>Balance of funds available</u></b>                                      | <b><u>Amount</u></b> |
|-----------|---|----------------------|
| 1.        | - replacement reserves<br>- surpluses<br>- escrow account (if any)<br>- other |                      |
|           | <b>Sub-total</b>  |                      |
| 2.        | Estimated cost including all professional fee and contingency costs           |                      |
| 3.        | Funds available for the project   |                      |
| <b>4.</b> | <b>Total Funds required</b>   |                      |

### Funding Evaluation Criteria Review

| Criteria   | Explanation  | Points   | Max Points | Comments |
|--|--|--|------------|----------|
| Impact / Improve / Increase on Units             | The number of units that are directly impacted through the work being proposed.  | 1 Point given for each unit impacted to a maximum of 10 points.  |            |          |
| Anticipated Timelines and Project Prioritization | Can the work be completed with-in the program allotted timelines?  | 2 points given to projects that can be accomplished in project timeline  |            |          |
| Scope of Work and Reasonableness                 | Comparison of a Current Quotation with a Prior Cost for the Same or Similar Supplies/Services to determine reasonableness: | 0-3 – Not reasonable – Prior work/supply/services has been completed at a much higher cost<br>4-6 – In line and reasonable – Prior work/supplies/services has been completed with similar cost<br>7-10 – Above Reasonable - Prior work/supplies/services has been completed at much higher cost. |            |          |
| Affordability                                    | Are these units currently Rent-Geared-To-Income or low end markets?  | 2 points given for RGI Units.<br>0 Points given for Low End Markets units.   |            |          |
| Communication and Accommodations efforts         | What efforts are being made to communicate work and to accommodate tenants affected by the work?                           | 2 points given if there is a communication and accommodations plans  |            |          |