

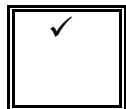
Communiqué

Issue

May 2, 2019

2019-02

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:

2019 Municipal Capital Grant Funding Program

The City of Hamilton, as legislated Service Manager, administers and funds social housing units in apartments, townhomes and houses across the city.

For 2019, City of Hamilton approved \$500,000 capital funding for social housing. The \$500,000 block funding is directed towards repairs towards buildings to positively effect units in the social housing portfolio.

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

Alternatively, you may contact your assigned Housing Administration Officer.

All applications must include estimated costs and / or quotes.

Call for Application Process	Dates
Call for Applications released	May 2, 2019
Call for Applications submission	May 24, 2019 @ 4:30 p.m.
Approval/non-approval notification to applicants (via email)	June 1, 2019



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 and or via electronically in a PDF version to michelle.attard@hamilton.ca.

All applications must be submitted by My 24, 2019 by 4:30 p.m.

Please submit all applications with the Subject Line reading:

“2019 Municipal Capital Grant Funding Program, 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

Or electronically to:

Michelle.Attard@hamilton.ca



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
MUNICIPAL CAPITAL GRANT PROJECT
CALL FOR APPLICATIONS
GUIDELINES and APPLICATION PACKAGE

May 2019

* * *

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

All applications must be submitted by **Friday May 24, 2019** by 4:30 p.m.

Please submit all applications with the Subject Line reading:

“2019 Municipal Capital Grant Project, Provider Name, Address of Proposed Repair”

In person to:

Attn: Michelle Attard
Emergency & Community Services Department – Housing Services Division
350 King Street West, Suite 110
Hamilton, Ontario
L8N3Y3

Section 1 – Background, Conditions and Process Overview

2019 Municipal Capital Grant Program Call for Applications

Background

The City of Hamilton, as legislated Service Manager, administers and funds social housing units in apartments, townhomes and houses across the city.

Social housing providers as defined under the Housing Services Act, 2011 provide affordable and subsidized rental housing units in a state of good repair to low and moderate income households in Hamilton.

Social housing tenants include low-income singles, families, seniors, youth, newcomers, persons with disabilities and some of the most vulnerable residents of our city. These residents depend on this housing for security, stability, and quality of life.

The City of Hamilton approved 2019 funding for social housing capital repairs of \$500,000, with certain conditions for prioritizing funding allocations. These conditions are set out below.

The funding is being referred to as the 2019 Municipal Capital Grant Program.

Conditions

To be deemed eligible for funding under the 2019 Municipal Capital Grant Program, repairs must meet one of the following eligibility conditions:

- a) Repair will have a positive effect on the entire building;
- b) Repair will have a positive effect on energy savings; and
- c) Repair will address a serious health and safety issue.

Additional conditions include:

1. 2019 Municipal Capital Grant Program (MCGP) funding is limited and will be allocated on a priority basis through a competitive process.
2. Applications will not be accepted for work that has already been completed or is underway. Applications will only be accepted for work that has not been commenced.
3. Work must commence or materials must be supplied by August 1, 2019, or within the time provided in the Contract Documents, and substantially complete that work by August 31, 2020 or within a reasonable time thereafter as stipulated by the City.

4. Funding is capped at \$75,000 per unit. Applications for funding related to repairs exceeding \$75,000 per unit must identify a source of available funding for the amount in excess of \$75,000.
5. Successful applicants will be required to enter into funding agreements with the City that, among other things, will require a commitment to maintain either the rent-geared-to-income or low-end-of-market nature of the units for a minimum period of 5 years following completion of repair.
6. Evaluation and scoring will include additional considerations such as:
 - a) Impact of repair on reserves and operating budgets;
 - b) Anticipated timelines;
 - c) Scope of work and reasonableness;
 - d) Efforts made to mitigate the situation, and;
 - e) Other considerations (e.g. building serves a unique population, provider has invested significantly in other parts of the building, etc.).

Process Overview

1. Provider prepares and submits an application (on the form provided) when seeking an allocation from the MCGP.
2. One application must be submitted for each proposed repair. If multiple repairs are quoted together, one application is acceptable.
3. Provider must follow their own procurement and purchasing policies, if applicable.
4. Every Application shall:
 - Be submitted on the MCGP application form in its entirety
 - Can be submitted in a separate form / document
 - Be legible
 - Be completed in ink (printed or typed)
 - Be completed in English
 - Be submitted in a sealed envelope and clearly marked with the title "2019 Municipal Capital Funding Program" or emailed in a PDF to Michelle. attard@hamilton.ca
 - Be delivered only to the Housing Services Division office at 350 King St E
 - Include all required information that supports the application

It is the Housing Provider's responsibility to submit a complete Application in accordance with the **2019 MCGP criteria**. **Submissions can be emailed to michelle.attard@hamilton.ca.**

5. Applications are to be received no later than **May 24, 2019 at 4:30 p.m.** Applications received on-time will be deemed “Primary Applications”.
6. Previous applications from prior funding programs can be used / resubmitted. Inform Michelle Attard as to what application funding program is going to be resubmitted via email at michelle.attard@hamilton.ca.
7. 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.” Secondary Applications will be reviewed in the order in which they are received.
8. Incomplete applications will not be considered for an initial funding allocation and will be returned. They may be resubmitted as “Secondary Applications”.
9. Supporting documentation must be attached – for example, copies of a technical audit, energy audits, legal opinions or letters and reports received from professionals.
10. Applications will be evaluated by a team comprised of:
 - Housing Administration Officers; and
 - Sr. Project Manager
11. Proposed repairs will be evaluated and scored using the template attached and funding will be allocated accordingly up to \$75,000 per unit.
12. Housing Providers will be notified of decisions beginning **Friday June 1, 2019, via email.**
13. Housing Providers with successful applications shall:
 - Enter into a Funding Agreement with the City of Hamilton;
 - Provide confirmation of insurance, at its own expense, acceptable to the City, against loss or damage, to cover the full insurable value of the building, work and materials at the subject property;
 - Comply with all laws, regulations and amendments thereto, including compliance with the *Construction Lien Act* to maintain necessary holdbacks;
 - Agree to maintain the rent-geared-to-income or low-end-end-of-market nature of the building or of the section of the building for which financial assistance was granted, for a period of at least 5 years from the last 2019 MCGP payment.
14. The City reserves the right to approve partial capital repairs funding requests.

15. The City reserves the absolute right, as it sees fit to revise and reissue the Call for Applications or to cancel the Call for Applications.

And in no such case shall any person have any legal claim or recourse against the City and the City's representatives on any ground whatsoever. The exercise of a right by the City shall not preclude the exercise by the City of any other right.

When evaluating applications, the City will consider its best interests and may exercise reasonable commercial judgement which may result in the denial of a funding application, notwithstanding the application may have otherwise been successful.

Section 2 - Application

Housing Provider Information	
Name of Social Housing Provider:	
Address for Service:	
Name of Contact regarding Application:	
Phone:	Email:
Project Information	
Funding Program Type:	
If Federal, when is the end of the federal operating agreement?	
Address(es) of Project:	
Ward:	
Type of Units: (apartment, row/townhouse, single/semi detached)	
Age of Project:	
Number of Units at Project:	

Identify the Situation

1. Check all that apply:

- a) Repair will have a positive effect on the entire building;
- b) Repair will have a positive effect on energy savings;
- c) Repair will address a serious health and safety issue.

2. Please describe the repair proposed (provide diagrams, photos and drawings if available).

3. Is there a Municipal Work Order or Office of the Fire Marshal Order? If so, please indicate date and provide copies.

4. Please highlight and cost savings or energy savings related to the repair. Do you have any energy related documents to support the savings, i.e. energy audit.

5. What is the estimated cost of the repair? (Please provide quotes/estimates)
6. Describe the timelines associated with the repair. What are the anticipated start and completion dates? Describe any possible delays.
8. Describe any other information you would like considered. This might include a description of other capital repairs and investments into the building or units or a description of the unique population served.

Alternatives for Consideration

Describe any possible alternatives to the proposed repair. For example, explain:

- if there are less expensive options and the reason that is not being proposed;
- can the project could be completed at one time or phased in;
- are there any other repairs that are scheduled or not part of this request that can be leveraged to achieve cost efficiencies;

Any other information you deem relevant.

Option 1:

Option 2:

Financial Analysis

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

1.	Estimated cost including all professional fee and contingency costs	
2.	Funds available for the project - replacement reserves - surpluses - escrow account (if any) - future energy savings - other	
3.	Total Funds requested	