

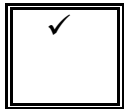
Communiqué

Issue

September 9, 2019

2019-07

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* (inclusive of *CityHousing Hamilton*)

SUBJECT:

2019 COCHI Repair Stream – Year 1 (April 2019 – March 31, 2020)

In April 2019, the Province of Ontario announced the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) as part of Ontario's Community Housing Renewal strategy which will provide a total of \$16.17 million over three years in Federal and Provincial funding to Hamilton to support a number of housing programs including repair of affordable housing, rental subsidies and development of affordable units.

COCHI aims at protecting affordability for households in social housing, supporting the repair and renewal of existing social housing supply and to expand the supply of community housing. While, OPHI is to address local housing priorities including affordability, repair and new construction.

For the 1st year of the program (April 2019 – March 31, 2020), the City has allocated \$920,000 for social housing capital repairs with certain conditions for prioritizing funding allocations. These conditions are set out below.

COCHI - Repair Stream, repairs must meet one of the following eligibility conditions:

- Repair will increase the lifecycle for the entire building;
- Repair will have a positive effect on energy savings; and
- Repair will address a serious health and safety issues;

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	September 9, 2019
Provider Day – CFA Questions and Answer Period	September 13, 2019
Call for Applications submission	October 11, 2019 @ 4:30 p.m.
Approval/non-approval notification to applicants (via email)	October 18, 2019

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 October 11, 2019 by 4:30 p.m.

Please submit all applications with the Subject Line reading:

“2019 COCHI Repair Stream, 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:

Michele.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

2019 COCHI REPAIR

CALL FOR APPLICATIONS

GUIDELINES and APPLICATION PACKAGE

SEPTEMBER 2019

* * *

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

All applications must be submitted by **October 11, 2019** by 4:30 p.m.

Please submit all applications with the Subject Line reading:

“2019 COCHI REPAIR, Provider Name, Address of Proposed Repair”

In person to:

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

**2019 Canada-Ontario Community Housing Initiative (Repair Stream)
Call for Applications**

Background

In April 2019, the Province of Ontario announced the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) as part of Ontario's Community Housing Renewal strategy which will provide a total of \$16.17 million over three years in Federal and Provincial funding to Hamilton to support a number of housing programs including repair of affordable housing, rental subsidies and development of affordable units.

COCHI aims at protecting affordability for households in social housing, supporting the repair and renewal of existing social housing supply and to expand the supply of community housing. While, OPHI is to address local housing priorities including affordability, repair and new construction.

As part of planning for the utilization of OPHI and COCHI funding, City of Hamilton Staff completed a stakeholder consultation on July 24, 2019 which was attended by community housing providers and key stakeholders in the housing sector. Capital repairs was among the key priorities for the utilization of this funding. For the 1st year of the program (April 2019 – March 31, 2020), the City has allocated \$920,000 for social housing capital repairs with certain conditions for prioritizing funding allocations. These conditions are set out below.

The funding is being referred to as the 2019 COCHI - Repair Stream:

Conditions

To be deemed eligible for funding under the 2019 COCHI - Repair Stream, repairs must meet one of the following eligibility conditions:

- a) Repair will increase the lifecycle for the entire building;
- b) Repair will have a positive effect on energy savings; and
- c) Repair will address a serious health and safety issues;

Additional conditions include:

1. 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, rent supplement subsidies or low-end-of-market nature of the units for a minimum period of 10 years following completion of repair.

2. 2019 COCHI - Repair Stream funding is limited and will be allocated on a priority basis through a competitive process.
3. Applications will not be accepted for work that has already been completed.
4. Work must commence, or materials must be supplied by November 1, 2019, or within the time provided in the Contract Documents, and substantially complete that work by October 31, 2020 or within a reasonable time thereafter as stipulated by the City.
5. Funding is capped at \$150,000 per application.
6. Evaluation and scoring will include additional considerations such as:
 - a) Provider at or nearing End of Operating / Mortgages;
 - b) Providers under Urban Native Housing umbrella;
 - c) Impact of repair on reserves and operating budgets;
 - d) Repairs made to RGI units with expiring operating agreements/mortgages;
 - e) Anticipated timelines;
 - f) Scope of work and reasonableness;
 - g) Efforts made to mitigate the situation, and;
 - h) 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 2019 COCHI funding program.
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 COCHI application form in its entirety
 - Be legible
 - Be completed in ink (printed or typed)
 - Be completed in English
 - Be submitted via two methods:

- i. Delivered in a sealed envelope and clearly marked with the title “2019 COCHI funding program” to the Housing Services Division at 350 King St. E, Suite 110; or
 - ii. Emailed in a PDF to michele.attard@hamilton.ca
- Include all required information that supports the application
5. Applications are to be received no later than **October 11, 2019 at 4:30 p.m.** Applications received on-time will be deemed “Primary Applications”.
6. 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.
7. Incomplete applications will not be considered for an initial funding allocation and will be returned. They may be resubmitted as “Secondary Applications”.
8. Supporting documentation must be attached – for example, copies of a technical audit, energy audits, building conditions assessment, capital repair plans, legal opinions or letters and reports received from professionals.
9. Application should be supported by a Board of Directors resolution supporting the submission of the application for capital repairs
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 \$150,000.
12. Housing Providers will be notified of decisions beginning **Friday October 18, 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 COCHI 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	

<p>Funding Program Type:</p> <p>If Federal, when is the end of the federal operating agreement?</p>
<p>Address(es) of Project:</p>
<p>Ward:</p>
<p>Type of Units: (apartment, row/townhouse, single/semi detached)</p>
<p>Age of Project:</p>
<p>Number of Units at Project:</p>
<p>Urban Native Housing: Yes or No – Please circle</p>

Identify the Situation
<p>1. Check all that apply:</p> <p>a) <input type="checkbox"/> Repair will increase the lifecycle for the entire building;</p> <p>b) <input type="checkbox"/> Repair will have a positive effect on energy savings;</p> <p>c) <input type="checkbox"/> Repair will address a serious health and safety issue;</p> <p>d) <input type="checkbox"/> Housing Provider is currently End of Agreement / Operating;</p> <p>e) <input type="checkbox"/> Housing Provider is considered Urban Native Housing.</p>

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	

2019 COCHI REPAIR - Evaluation Criteria & Scoring

Criteria	Explanation	Scoring	Score	Notes
Eligibility				
End of Operating Agreement / Mortgage (EOA/M)	These are the priorities identified as a priority in the approval for funding.	Is the Provider currently EOA/M (20 pts)		
Nearing EOA/M – Within 3 years		Is the Provider within 3 years of EOA/M (10pts)		
Healthy & Safety		Work order – 10 pt		
		Immediate health impact (e.g. life safety) – 3pts Non-life threatening health & safety impact – 1pt		
Urban Native Housing	Is the provider considered Urban Native Housing? (5 pts)			
Total			/45	
Impact				

Criteria	Explanation	Scoring	Score	Notes
Impact on Provider's operations	How does the repair impact the operational bottom line?	Does repair decrease operating cost? I.e. energy related repairs (10 pts)		
Building Conditions Assessment / Capital Repair Plan	How does this repair decrease the capital repair backlog?	Is the repair connected to the BCA / Capital Backlog Plan (10 pts)		
Timeline	How soon is this work reasonably likely to be completed?	Can be Completed by October 31, 2020 (10 pts)		
Affordability	Will the units be maintained as a Rent-gearred-to-income unit for at least 5 years?	Does the building have RGI Units? (10 pts)		
	Will the units be maintained as low-end-of-market for at least 5 years? (not RGI)	Is the housing provider willing to maintain units as low-end of market for at least 5 years (5 pt)		
Total			/45	
Additional Considerations				
Scope of Work	Is the cost of the repair reasonable in relation to the scope of work and industry standards?	5 pts		

Criteria	Explanation	Scoring	Score	Notes
Cost	Is the cost of project less then \$150,000?	5 pts		
Efforts to mitigate	What efforts has the provider taken to fix or mitigate the issue to date?	5 pts		
Total			/15	
Overall Scoring			/105	