

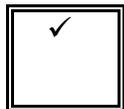
Communiqué

Issue

November 26, 2020

2020-10

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:

2021 Capital Funding Programs

City of Hamilton is offering 3 different funding streams for social housing capital repairs:

- 1) Poverty Reduction Funding
- 2) Municipal Capital Grant Program
- 3) Round 2 of COCHI Capital Repairs

Funding streams are subject to funding approval from various sources.

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.

Call for Application Process	Dates
Call for Applications released	Nov 26, 2020
Call for Applications submission	Jan 8, 2021 @ 4:30 pm (EST).
Approval/non-approval notification to applicants	Jan 22, 2021

Call for Applications Guide and Application Package and Scoring Template are attached to this Communiqué. Housing Providers must submit 1 original of all submission forms and attachments enclosed in an envelope. Please ensure section 9 is complete with a



City of Hamilton
Housing Services Division
Healthy and Safe Communities Department
Brian Kreps
Manager – Social Housing

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 Jan 8 2021 by 4:30 pm EST.

Please submit all applications with the Subject Line reading:

“2021 Capital Project Funding, Provider Name, Address(s) of Proposed Project(s)”

Email to – Preference due to COVID:

Michele Attard – michele.Attard@hamilton.ca

Josh Van Kampen – Joshua.vankampen@hamilton.ca

If needed - 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
CALL FOR APPLICATIONS for 2021 CAPITAL FUNDING PROGRAMS:
1) COCHI – Repair Stream (2nd Round)
2) POVERTY REDUCTION FUND – YEAR 4
3) 2021 MUNICIPAL CAPITAL GRANT PROGRAM**

GUIDELINES

November 2020

* * *

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

All applications must be submitted by **Jan 8 , 2021** by 4:30 p.m.
Please submit all applications with the subject line reading:

“2021 Capital Funding Application –Provider Name, Address of Proposed Repair”

In order to reduce duplication of work, for 2021 City of Hamilton will accept one (1) application for the following funding programs:

- 1) COCHI – Repair Stream (2nd Round)
- 2) POVERTY REDUCTION FUND – 2021
- 3) 2021 MUNICIPAL CAPITAL GRANT PROGRAM

Projects submitted will be evaluated and scored to the best suited funding program for each project.

Projects not selected will be used as potential projects for any future capital funding programs in 2021.

Please see details in the below document for the requirements and guidelines for for the COCHI – Repairs, Poverty Reduction Fund , and 2021 Municipal Capital Grant Program.

Please email to:
Michele.attard@hamilton.ca

COCHI – Repair Stream (2nd Round)

To be deemed eligible for funding under the 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:

- 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.
- COCHI - Repair Stream funding is limited and will be allocated on a priority basis through a competitive process.
- Applications will not be accepted for work that has already been completed.
- Funding is capped at \$150,000 per application, or at Service Manager's discretion.
- Evaluation and scoring will include additional considerations such as:
 - Provider at or nearing End of Operating / Mortgages;
 - Providers under Urban Native Housing umbrella;
 - Impact of repair on reserves and operating budgets;
 - Repairs made to RGI units with expiring operating agreements/mortgages;
 - Anticipated timelines;
 - Scope of work and reasonableness;
 - Efforts made to mitigate the situation, and;
 - Other considerations (e.g. building serves a unique population, provider has invested significantly in other parts of the building, etc.).

Poverty Reduction Fund – 2021

Projects to be deemed eligible for funding under the Poverty Reduction Fund – Year 3 funding program, repairs must meet one of the two conditions:

- Repairs and regeneration to restore quality and availability; or
- Fix an existing and serious health & safety issue.

Other Program Specific Highlights:

- CityHousing Hamilton will not be included for this funding program

2021 Municipal Capital Grant

To be deemed eligible for funding under the 2021 Municipal Capital Grant Program, repairs must meet one of the following eligibility conditions:

- d) Repair will have a positive effect on the entire building;
- e) Repair will have a positive effect on energy savings; or
- f) Repair will address a serious health and safety issue.

Other Program Specific Highlights:

- CityHousing Hamilton will not be included for this funding program,
- Funding is capped at \$100,000 per application, or at Service Manager's discretion.

Additional conditions include:

- Applications will only be accepted for work that has not been commenced.
- 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.
- Evaluation and scoring will include additional considerations such as:
 - Impact of repair on reserves and operating budgets;
 - Anticipated timelines;
 - Scope of work and reasonableness;
 - Efforts made to mitigate the situation, and;
 - Other considerations (e.g. building serves a unique population, provider has invested significantly in other parts of the building, etc.).

- Provider must follow their own procurement and purchasing policies, if applicable.
- 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.
- Supporting documentation must be attached – for example, copies of a technical audit, energy audits, legal opinions or letters and reports received from professionals.
- 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 2020 capital funding payment.
- One application must be submitted for each proposed repair.
- Applications will be evaluated by a team comprised of:
 - a. Housing Administration Officers; and
 - b. Sr. Project Manager
- The City reserves the right to approve partial capital repairs funding requests.
- 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.

Submissions can be emailed to michele.attard@hamilton.ca.

Housing Provider and Project Information
Name of Social Housing Provider:
Name of Project:
Location:
Type of Units: (housing, elevated apartment building)
Age of Project:
Number of Units:

Identify the Situation
a) Describe the proposed project (provide diagrams and drawings if available)
b) Is this a health & 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?
c) Describe the events leading up to the situation
d) Reference any technical or legal opinions (with supporting documentation).

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.

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

Project Prioritization (If multiple projects are submitted)

- 1.
- 2.
- 3
- 4.
- 5.

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				
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	Can be		

Criteria	Explanation	Scoring	Score	Notes
	work reasonably likely to be completed?	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		
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	

Poverty Reduction 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 4-6 – In line and reasonable – Prior work/supplies/services has been completed with similar cost 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. 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		
Building Condition Assessment / Reserve Fund Studies / Capital Plans	Are these works included in a BCA, RFS, or applicant's capital plan?	5 points given if work is included in a BCA / RFS / Capital Plan		

2020 Municipal Capital Grant Project - Evaluation Criteria & Scoring

Criteria	Explanation	Scoring	Score	Notes
Eligibility				
Positively Effected through repairs	These are the priorities identified as a priority in the approval for funding from Council.	Number of units impacted (1 pt each to a maximum of 20 pts)		
Energy Savings		Number of units impacted (1 pt each to a maximum of 20 pts)		
Health & Safety		Work order – 7 pt Immediate health impact (e.g. life safety) – max of 15 pts Non-life threatening health & safety impact – 3pt		
Total		Maximum of 15 pts	/45	
Impact				
Impact on Provider's operations	How does the repair impact the operational bottom line?	If the provider made the repair, would it draw down existing reserves by more than one-third? (5 pt) Does repair decrease operating cost? I.e. energy related repairs (10 pts)		
Timeline	How soon is this work reasonably likely to be completed?	Can be Completed by August 31, 2020 (10 pts)		
Affordability	Will the units be maintained as a	10 pts		

Criteria	Explanation	Scoring	Score	Notes
	Rent-gear-to-income unit for at least 5 years?			
	Will the units be maintained as low-end-of-market for at least 5 years? (not RGI)	5 pt		
Total		Maximum of 15 pts	/40	
Additional Considerations				
Scope of Work	Is the cost of the repair reasonable in relation to the scope of work and industry standards?	Maximum of 5 pts		
Cost	Is the cost of project less than \$75,000?	5 pts		
Efforts to mitigate	What efforts has the provider taken to fix or mitigate the issue to date?	Maximum of 5 pts		
Total		Maximum of 15 pts	/15	