

## Instructions

This section provides information on how to complete and submit your application. Users of this application may also hover their cursor over any heading to learn more about the requirements.

### How To Complete The Application

Service Managers are invited to respond to the Expression of Interest by completing this application form and ensuring mandatory criteria have been met.

When completing Section G2 of this application, Service Managers should provide all the required information as set out on pages 5 to 11 of the Expression of Interest document ("Components of the Proposal").

Service Managers may attach a separate document if additional space is required to fully respond to the questions. Documents may also be attached to support or supplement responses.

Upon review, the Ministry of Housing ("the Ministry"), along with partner ministries, will evaluate the submitted proposals and identify successful Service Managers to participate in the program. Funding will be allocated to these Service Managers, who must sign a Transfer Payment Agreement with the Ministry prior to receiving funding.

Due to program budget, the Ministry cannot guarantee funding to all Service Managers that submit an application, nor allocate the full funding amount requested by Service Managers through the Expression of Interest.

Please refer to the Home For Good (HFG) Program Guidelines, which contain important information that will assist you in the completion of this application.

### Attachment, Requirements Checklist

- HFG Proposed Budget Template
- Other

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## Section A - Organization Information

This section displays general information about your organization submitted during the Grants Ontario enrolment process. To make a change to this information, please submit an Assistance Request through the Grants Ontario System. Once the change has been made, all future reports will include the updated information.

1. Organization Name: Manitoulin-Sudbury DSSAB-AIMS		2. Organization Legal Name: District of Manitoulin/Sudbury Social Services Administration Board	
3. Web Site URL:  			
4. Type of Legal Entity: Municipality		5. Year Established:  	6. Date Incorporated:  
7. Corporation Registration Number:  		8. Date of last AGM:  	9. Date of Next AGM:  
10. Organization Mandate:    			

## Section F - Application Contact information

This is the person who will be the sole contact responsible for all communication with the Ministry in regard to this application.

1. * Salutation: Mrs.	2. * First Name: Donna	3. * Last Name: Stewart	4. * Title: Director of Integrated Soc
5. * Phone Number (Work): (705) 222-0499		6. Phone Number (Mobile): (705) 669-7935	7. Fax Number: (705) 862-7805
8. * Email Address: donna.stewart@msdsb.net			

## Section G2 - Additional Questions

1. OVERVIEW: Please provide the required information set out in section 1 (pages 6 to 7) of the Expression of Interest document. (maximum 4,900 characters)

Part #1: Addition of Transitional Community Support Worker (TCSW) to service Manitoulin Island area

The proposal is based on a pilot undertaken by Manitoulin-Sudbury DSB in Partnership with CMHA in 2016. The original pilot project intent was to support individuals in Social Housing maintain their tenancies by providing support in areas that could result in homelessness. The key areas of focus were to; reduce the number of evictions, reduce the number of resident

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complaints, reduce Paramedic Services calls, reduce unit turnover, reduce episodes of hoarding, infestations, increase referrals to support services, employment supports, and education. The initial goal was to identify residents who may require additional supports to maintain a successful tenancy and avoid homelessness. Over the period of the initial pilot, the program has evolved to further meet the needs of the residents, as it was identified that many residents had multiple needs to be addressed. However, the Geography of the Service Manager meant that in order to best serve the residents, the service area originally intended needed to be reduced as the travelling time took away from the ability of the support worker to provide effective servicing of a clientele that was often fearful of the help being offered. Hence, now that the Pilot has completed, and the results viewed, addition of a 2nd TCSW on Manitoulin Island in collaboration with Indigenous Partners would support the Indigenous Population of Off-Reserve tenants housed in this area, while maintaining important cultural competencies required to serve this resident population.

The addition of a support worker in this capacity will support all 4 priority target groups as well as persons with developmental disabilities, youth, and persons with mental health issues.

Additionally, the program will morph as needed to ensure that resident needs are being met by partnering with local Police Services, Community Mobilization Teams, and Community Provider Networks to reduce Homelessness in our Communities.

## Part # 2: Rent Supplements

Rent supplements are a form of housing assistance for rental accommodation in various non-profits, co-operatives, social housing and privately owned buildings. They involve a contract between service managers and the tenant. Tenants pay their rent directly to the landlord. Rent supplements work to push back against stigma, allowing for those who need assistance with housing due to lack of income are not discriminated against in their housing options.

## 2. BUSINESS CASE (RATIONALE AND EXISTING EVIDENCE): Please provide the required information set out in section 2 (page 7) of the Expression of Interest document. (maximum 4,900 characters)

### Part # 1: TCSW - Proposal - Manitoulin Island

The DSB has 5 SH buildings in 4 locations on Manitoulin Island that house 92 residents. This is approximately 1/3 of the entire DSB portfolio of 288 units directly managed. We are having weekly Community Paramedicine Workshops currently in 2 locations on Manitoulin Island, which has proven to be very effective in reducing the number of Emergency calls for service in a short period of time. Further, it has been noted that having these workshops has brought out residents that were formerly considered shut-ins, and also has facilitated with relationship building for harder to reach tenants for the TCSW through the more open and safe environment.

The TCSW Program in Lacloche has resulted in 191 referrals to community agencies, and has provided supports to 43 residents. Another 125 tenants were supported through brief services (not on case-load). The majority of Individuals required support in 2 or more areas, which speaks to the complexity of issues and challenges faced by our residents.

Our data supports the based on the Case participant surveys, in the 3 months prior to participation in the program vs the 1st 3 months of receiving support, there was a 75% decrease in episodes leading to risk of homelessness.

### Part # 2: Rent Supplements

The DSB currently administers a program called Direct Shelter Subsidy (portable housing benefit) however these rental supplements would be in conjunction with the NE\_LHIN and CMHA. Should this proposal to fund 4 rent supplements be approved by the Ministry of Housing, the NE\_LHIN has also agreed to provide 4 additional rental supplements.

## 3. ORGANIZATIONAL CAPACITY: Please provide the required information set out in section 3 (page 7) of the Expression of Interest document. (maximum 4,900 characters)

### Part # 1: TCSW - Proposal - Manitoulin Island

The current capacity of the Manitoulin-Sudbury DSB cannot fill this position with current employee compliment. The SMgr intends to partner with CMHA and local Indigenous Organizations to hire this position using local persons where ever possible should they meet the criteria of the position.

In order for this position to be effective, Cultural Competancies are needed as well as the mental health and addictions support. The proponent will need to be trained in all Manitoulin-Sudbury DSB assistance programs available to individuals that

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could assist in situations where homelessness could result, as well as community based programming intended to support individuals to become and remained housed.

**Part # 2: Rent Supplements**

A rental supplement benefit would be linked to the people living in the household, not to the specific housing unit itself. This means that people receiving this benefit will have more flexibility and choices.

4. PARTNERSHIPS AND COLLABORATION: Please provide the required information set out in section 4 (page 8) of the Expression of Interest document. (maximum 4,900 characters)

**Part # 1: TCSW - Proposal - Manitoulin Island**

The addition of a TCSW worker on Manitoulin Island will prosper with strong collaboration with Indigenous Community Partners including but not limited to KTEI, Noojmowin Teg Health Centre, Anishinabe Spiritual Centre. Additionally, the partnership with CMHA and the NE\_LHIN in this position will prove invaluable to providing the mental health and addictions supports required to sustain successful tenancies.

Additional opportunities for residents to have community fostering events are also being considered and explored in key areas involving socialization. This initiative is being explored with local artists to provide time in kind for artistic impression, cultural cooking, and the like.

**Part # 2: Rent Supplements**

The rental supplements would be established in conjunction with the NE\_LHIN as they will provide an additional 4 units if this funding proposal gets approved. They will also contribute the other .5 FTE for the support services salary matching what this proposal is putting forth. The Canadian Mental Health Association has agreed to partner in this initiative which is a key to the success of the supports.

The Espanola Health and Community Services Planning Network strongly encourages this proposal as the current Transitional Community Support Worker Pilot Project in Espanola has proven very successful for the LaCloche community. They are advocates of the program's possible expansion to another area of the geography, Manitoulin Island. They are also advocates for the DSB's direct shelter subsidy program which keeps people housed in their current accommodations, making it affordable for one to live in while staying in the same community as their family supports, employment and education for their children.

The NE\_LHIN and CMHA are also very supportive of an expansion of the current partnerships which only benefit the community and the members we all serve.

5. PROJECT DELIVERY PLAN AND BUDGET: Please provide the required information set out in section 5 (pages 9 to 10) of the Expression of Interest document. Please also attach the required budget template. (maximum 4,900 characters)

**Part # 1: TCSW - Proposal - Manitoulin Island**

The Manitoulin-Sudbury DSB has set a budget of \$100,000 for year 1 (2017-2018) and \$104,000 for year 2 (assume 4% increase in costs/wages).

At a rate of \$25/hour for 35 hours per week = \$45,560 direct wages

Travel costs at 500 km/week @\$.52/km x 52=\$13,520

Equipment costs (laptop, phone, wifi, printer, office supplies) \$5,000

Employer share of deductions ~ \$8,200

Insurance/WSIB ~ \$4,720

Employee Expenses ~ \$3,000

Administration Costs@ 5% = \$5,000

Training costs=\$15,000

**Part # 2: Rent Supplements**

4 Units - \$400/person/month which totals \$19,200/year

0.5 FTE - \$42,000/year

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TOTAL budget for both projects:  
 2017-18: \$161,200  
 2018-19: \$165,200

6. CAPITAL PROJECT DETAILS (OPTIONAL): If applicable, please provide the required information set out in section 6 (pages 10 to 11) of the Expression of Interest document. (maximum 4,900 characters)

No capital proposal being submitted at this time due to a very short turn around time.

## Section I - Performance Measures

There are set performance measures for all projects in this grant category. The target number or "Goal" is all that is required. In addition your project may have specific performance measures, these may be added to the blank areas of the chart.

Ministry Provided Performance Metrics				
		1. Metric	2. Description	3. * Goal
	1	Improved access to housing assistance (2017-18)	Projected number of individuals to receive housing assistance under HFG in 2017-18	24
	2	Improved access to supports (2017-18)	Projected number of individuals to receive support services under HFG in 2017-18	34
	3	Improved access to housing assistance (2018-19)	Projected number of individuals to receive housing assistance under HFG in 2018-19	29
	4	Improved access to supports (2018-19)	Projected number of individuals to receive support services under HFG in 2018-19	44

4. Comments (maximum 4,900 characters)

Given the length of time required to foster good relations with persons in Lacloche, it is anticipated that it will take equal if not more time for good relationship building on Manitoulin Island. We are hopeful that as the new position evolves, the numbers will exceed the prior year.

These numbers include the rent supplement support to 8 units.

Client Provided Performance Metrics					
		1. Metric	2. Description	3. Goal	
X	1	Increased Resident Satisfaction	Retention of Tenancies/Reduction of Homelessness	28	+

4. Comments (maximum 4,900 characters)

To reduce the possibility of Homelessness by reducing the number of evictions, reducing the number of resident complaints, reducing Paramedic Services calls, reduce unit turnover, reducing episodes of hoarding, infestations, and increasing referrals to support services, employment supports, and education. With the appropriate supports in place, residents will be better equipped to maintain there housing thereby reducing episodes of homelessness in our catchment.

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## Section Z - Declaration / Signing

Applicants are expected to comply with the *Ontario Human Rights Code* (the “Code”) and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry.

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31* (<http://www.ipc.on.ca/index.asp?navid=73>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

### Declaration

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the applicant understands that it is expected to comply with the *Ontario Human Rights Code* and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the *Freedom of Information and Protection of Privacy Act*;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

### Additional Signing Authority:

Salutation: Mr.	First Name: Fern	Last Name: Dominelli	Title: Chief Administration Officer
Phone Number (Work): (705) 222-7777	Phone Number (Mobile): (705) 665-2944	Email Address: fern.dominelli@msdsb.net	

Fern Dominelli

Signature

May 08, 2017

Date/Time Field

**Home For Good (HFG)**  
**Proposed Budget Template for Submission to EOI (2017)**  
**Manitoulin-Sudbury District Services Board**

**YEAR 1 (2017-18): Operating Component**

Activity	Quarter 1 Apr - Jun \$	Quarter 2 Jul - Sep \$	Quarter 3 Oct - Dec \$	Quarter 4 Jan - Mar \$	2017-18 TOTAL - Projected \$	Projected # of Households Assisted #
Rent Supplements with Supportive Services (Part 2)		20,400.00	20,400.00	20,400.00	61,200.00	58
Transitional Community Support Worker (Part 1)		41,000.00	28,000.00	26,000.00	95,000.00	
Program Administration		1,666.67	1,666.67	1,666.67	5,000.00	
<b>Total</b>	0.00	63,066.67	50,066.67	48,066.67	161,200.00	

**YEAR 2 (2018-19): Operating Component**

Activity	Quarter 1 Apr - Jun \$	Quarter 2 Jul - Sep \$	Quarter 3 Oct - Dec \$	Quarter 4 Jan - Mar \$	2018-19 TOTAL - Projected \$	Projected # of Households Assisted #
Rent Supplements with Supportive Services (Part 2)	15,300.00	15,300.00	15,300.00	15,300.00	61,200.00	73
Transitional Community Support Worker (Part 1)	24,750.00	24,750.00	24,750.00	24,750.00	99,000.00	
Program Administration	1,250.00	1,250.00	1,250.00	1,250.00	5,000.00	
<b>Total</b>	41,300.00	41,300.00	41,300.00	41,300.00	165,200.00	

**Optional: Capital Component**

Projected date of project start	Total units created #	Total cost of units \$	Type of development (new , acq/rehab, etc.)	Estimated date of completion / occupancy

Prepared By:

Donna Stewart

Service Manager:

Manitoulin-  
Sudbury District  
Services Board

Date:

8-May-17