

Shelter Enhancement Fund Information guidelines 2016-2017



NORTHWEST TERRITORIES
HOUSING CORPORATION

3.21.16

Shelter Enhancement Fund Criteria and Guidelines 2016-17

INTRODUCTION

The goal of the NWT Shelter Enhancement Program (SEF) is to provide NWT communities with funding to repair rehabilitate and improve existing shelters. This total amount of this fund is \$100,000 each year.

- Community organizations can apply for and receive single year funding.
- Organizations that have been approved for funding are required to report projects outcomes annually.
- All eligible applications from shelter organizations will be considered through a rolling submission basis by the Northwest Territories Housing Corporation (NWTHC).

CONTEXT:

As funding is limited to capital assistance, groups must obtain the assurance of operating assistance for emergency shelters.

Eligible repairs/work requires that funding:

- brings existing facilities or second stage housing up to health and safety standards
- permit accessibility for disabled occupants
- upgrades existing facilities to energy efficient resources
- ensures appropriate security features for occupants and for shelter staff
- provides additional space for programing, tenants or staff
- provides adequate and safe program and play areas for children
- Emergency repairs to shelters

ASSISTANCE AVAILABLE

The assistance is in the form of a fully forgivable loan which does not have to be repaid provided the owner adheres to the conditions of the funding agreement.

- **Renovation:** Funding for renovation varies with the number of existing units/bed-units within the project and its location.

ELIGIBILITY OF APPLICANTS

Funding from the Shelter Enhancement Fund is available to community organizations such as:

- Non-government organizations* (NGOs)
- Community governments
- Aboriginal Governments

Partnerships of these groups will also be considered

*Non-Government Organizations must be up to date with Corporate Registries.

HOW TO APPLY

Organizations fill out an application form. Electronic application forms are available on the NWT HC website.

If requested, the NWT HC's Homelessness Coordinator will provide support to applicants in developing their project, and answer questions about the Shelter Enhancement Fund.

You can send your application by fax, mail, e-mail or deliver it in person. You must submit your application to the NWT Housing Corporation at:

Shelter Enhancement Fund

Northwest Territories Housing Corporation

Phone: 867-767- 9080 ext.85463 Fax: 867-873-9426

E-mail: NWT HC_Homelessness_Coordinator@gov.nt.ca

If you have submitted an application and have not received confirmation that it was received, please contact the Homelessness Coordinator to make sure your application has been received.

EVALUATION AND ASSESSMENT

The NWT HC will assess applications according to the following criteria:

Projects will be scored based on:

- Demonstration that the project has been designed around the needs of the shelter staff & clients.
- Project is reasonable in the repairs and improvements.
- There are certified contractor and tradesmen providing quotes for labor and services.
- Project partners have been included in planning.
- Consultations with the organizations providing the materials, labor and building costs have been completed and a quote is forthcoming or present with the application.
- Projects have been identified as a necessary upgrade, repair or improvement.
- The cost for the project is related to number of tenants accessing services annually.
- Ability and knowledge from the project team members to achieve stated objectives in relation to the design and content of the project.

Direct Material Costs and Other Direct Costs:

- purchase of materials and supplies to complete the repair, renovation, upgrade or improvement
- labor costs

Administration Costs: costs related to administering the project such as the production of reports and claims, and the holding of meetings. Administration costs will not exceed 10% of the total project funding from the 2015-2016 Shelter Enhancement Fund.

NON-ELIGIBLE COSTS

Costs other than those allowed in ELIGIBLE COSTS section are ineligible unless specifically approved in writing by the President of the NWT HC prior to the time the costs are incurred.

The following are considered non-eligible costs:

- (a) provision of permanent housing for individuals;
- (b) accounting and consulting fees in connection with financial reorganization, security issues, obtaining licenses, and prosecution of claims against the Minister;
- (c) losses on investments, bad debts, and expenses for the collection thereof
- (d) losses on other agreements;
- (e) federal and provincial incomes taxes and property taxes or lease fees;
- (f) provisions for contingencies;
- (g) fines and penalties;
- (h) depreciation of facilities;
- (i) travel expenses;
- (j) unreasonable compensation for project managers, officers and employees;
- (k) hospitality and entertainment expenses unless prior approved by the Minister;
- (l) donations made to third parties or individuals;
- (m) dues and other memberships;
- (n) fees extraordinary or abnormal for professional advice in regard to administrative or accounting matters;
- (o) insurance deductibles;
- (p) in-kind costs;
- (q) cost of preparing the funding proposal;

REPORTING REQUIREMENTS

Annual reporting is required will be outlined in a contribution agreement. However, all community organizations that receive funding under this policy will be required:

- i. To adhere to accounting procedures, providing the NWT HC with the necessary financial statements.
- ii. To provide the NWT HC with updates pertaining to project development and outcome.
- iii. To submit evidence of successful performance through measures, goal achievement, and dollars spent in achieving results, as outlined in their respective contribution agreement(s). For organizations providing programming/ services to more than one community a separate budget should be submitted for each.
- iv. To provide highlights of major reviews and evaluations.
- v. The organization must return any uncommitted funds to the NWT HC within the first month of the next fiscal year or in the case of a multi-funded project the amount will be deducted from the first ongoing contribution payment(s) in the new fiscal year.
- vi. Organizations not in compliance with annual reporting requirements will not be eligible for funding in subsequent years.

ENTERING INTO FUNDING AGREEMENTS

The selection process will be finalized when successful applicants have entered into contribution agreements with the NWT Housing Corporation. The contribution agreement will contain the entire agreement between the parties. There is no obligation on any of the parties until the contribution agreement is signed by the President and CEO of the NWT HC and the applicant's authorized representative.

APPLICATION CHECKLIST

Please ensure that all sections of the application are complete and that all supporting documents are attached.

- Information on all funding sources.
- All questions of the application form have been completed including the list of supporting groups/organizations and how partnerships with them will be utilized.
- Providing information on proposed actions and a complete budget with detailed accounts for all expenses associated with the project including other sources of funding and/or in kind contributions.
- Scope of work (if applicable)
- Schedule (if applicable)
- Copy of Organizations Liability Insurance

FOR MORE INFORMATION

If you have any questions about the Shelter Enhancement Fund or would like proposal development support, please contact:

Shelter Enhancement Fund
Northwest Territories Housing Corporation
P.O. Box 2100 - 5102 50 Avenue
Yellowknife, NT X1A 2P6
Phone: 867-767- 9080 ext.85463 Fax: 867-873-9426
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