

Case Number #: 2017-01-1-539086687

Introduction

SMs are required to develop and submit an annual Investment Plan that will outline how their CHPI funding allocations will be used each year.

The province has established two key program outcomes that will measure performance and ensure accountability:

1. People experiencing homelessness obtain and retain housing; and,
2. People at risk of homelessness remain housed.

SMs are required to deliver services that will address both program outcomes.

The 2017-18 CHPI Investment Plan

The 2017-18 CHPI Investment Plan covers the period between April 1, 2017 and March 31, 2018. Completed Investment Plans must be approved by Council or by a delegated SM authority and submitted to the Ministry of Housing each year. SMs should consult the new CHPI Program Guidelines that were released in January 2017 for updates on program requirements. The 2017-18 CHPI Investment Plan is comprised of two documents that must be uploaded into Grants Ontario. Signature for the Investment Plan is required on page 3 of Section B.

The Projected Use of Funds, Activities and Signatures: Sections A and B

- Section A: an accurate forecast of expenditures for the fiscal year by service category for each quarter; and
- Section B: a checklist of planned services and activities in accordance with the new CHPI Program Guidelines and signatures.

The Proposed Plan: Sections C, D, E, F, and G

- Section C: name and Service Manager area;
- Section D: Planning activities, including alignment with local Housing and Homelessness Plans, shifting local needs or priorities, how SMs will work toward province's goal of reducing reliance on emergency solutions and ending chronic homelessness by 2015, client groups to be assisted, and how SMs will address two program outcomes, and the status of risk management planning;
- Section E: the use of CHPI funding in four service categories, including services and activities, innovative approaches, best practices, plans for enumeration and administration; and
- Section F: Business Cases for Housing Allowances or Minor Home Repairs (if applicable) and the Standards Framework for Housing with Related Supports (if applicable)

Please upload both documents, including a PDF copy of this signed document to GOS.

Case Number #: 2017-01-1-539086687

SMs are encouraged to consult with ministry representatives in developing their Investment Plans. Incomplete Investment Plans may be returned to SMs and cause delays in Ministry approvals and the release of funds.

Program Administration and Enumeration Activities

SMs must identify the amount of CHPI funding used for program administration in their Investment Plans for 2017-18. SMs that elect to use CHPI funding for homeless enumeration can use up to 15 per cent of their total CHPI allocation for program administration and enumeration costs combined. SMs that elect not to use their CHPI funding for enumeration can only use up to 10 per cent of their allocation for program administration. Further, SMs cannot exceed 10 per cent on program administration costs, regardless of how much was spent on enumeration. Please refer to the Program Guidelines for what activities are eligible as program administration and enumeration costs.

Business Cases to Use CHPI Funds for Housing Allowances or Minor Home Repairs

SMs that have utilized all funds for housing allowances or minor home repairs and would like to use CHPI funds for these activities are required to submit a business case to the ministry for approval. Please refer to the CHPI Program Guidelines for details and parameters on what should be included in the business case/rationale. These requests must be submitted each fiscal year as required.

Standards Framework for Housing with Related Supports

SMs that elect to fund housing under the Housing with Related Supports category that is covered by the new Standards Framework are required to identify this housing in their Proposed Plan and attach/upload a copy of their local standards with the Investment Plan. Please refer to the CHPI program guidelines for more information on the standards framework.

Reporting Deadlines

Please see below for reporting deadlines and descriptions.

Report Type	Due Date	Report Description
IP-Initial	02/15/2017	Initial Investment Plan
IP-Mid-Year	10/31/2017	CHPI Mid-Year Report
IP-Quarter 3	01/31/2018	CHPI Quarter 3 Report
IP-Year End	04/30/2018	CHPI Year End Report

Case Number #: 2017-01-1-539086687

Section A - Proposed Plan**Please complete Sections 1 and 2 of the Proposed Plan**

1. Organization: Manitoulin-Sudbury DSSAB-AIMS
2. First Name of Contact: Donna
3. Last Name of Contact: Stewart
4. Title of Contact: Mrs.
5. Contact Email: donna.stewart@msdsb.net
6. Contact Work Telephone Number: (705) 222-0499
Section 1

Briefly describe how you intend to use your CHPI allocation to address various housing and homelessness-related needs of your Service Manager area.

Please include the following:

If you plan to use a portion of your CHPI program administration allotment for homeless enumeration, what is the total amount of CHPI funding that you plan to use for homeless enumeration?

Yes, unknown at this time.

Section 2

1. *Will you be making changes to the services and activities funded under the CHPI from the previous year?

 Yes No

Case Number #: 2017-01-1-539086687

*Please identify the types of services and activities that you will be funding under CHPI for 2017-18.
Please check all that apply.

- Case Management
- Drop-in Centres
- Emergency Shelters
- Energy Arrears Assistance
- First/Last Month's Rent
- Food Banks
- Former Domiciliary Hostels**
- Furniture
- Hoarding Assistance
- Household Items
- Housing Allowances*
- Housing Stability Program
- Housing Support Worker
- Minor Home Repairs*
- Motel Stays
- Moving Costs
- Pilot Projects/Programs
- Rental Arrears Assistance
- Street Outreach
- Supportive Housing
- Supports rel. to Medical Needs
- Transitional Housing
- Transportation
- Utility Deposits

*Please note that a business case/rationale or previous Ministry approval of a business case/rationale is required to use CHPI funds for housing allowances and/or minor home repairs.

**Please note that Service Managers must attach a copy of their local standards if planning to use CHPI funds for housing covered under the new Standards Framework for the Housing with Related Supports Service Category.

Case Number #: 2017-01-1-539086687

Section B - Projected Use of CHPI Funding

Complete the following table to indicate how much of your 2017-18 CHPI allocation you plan to use under the following four service categories in each quarter:

1. Emergency Shelter Solutions
2. Housing with Related Supports
3. Services and Supports
4. Homelessness Prevention

Please refer to the CHPI Program Guidelines for examples of activities that may be provided under each service category.

Please also include the amount of funding to be used to administer the program. Service Managers may use up to 15% of their annual allocation for administration costs.

Please provide your best quarterly estimates when completing the following table.

PROJECTED USE OF CHPI FUNDING BY QUARTER

Total Planned CHPI Allocation for 2017-18 *					\$471,920
Service Categories	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL CHPI
	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	
Emergency Shelter Solutions	\$5,000	\$0	\$40,000	\$40,000	\$85,000
Housing with Related Supports	\$55,000	\$61,420	\$70,000	\$70,000	\$256,420
Services and Supports	\$3,000	\$2,500	\$3,000	\$2,000	\$10,500
Homelessness Prevention	\$25,000	\$20,000	\$30,000	\$45,000	\$120,000
Program Administration	\$0	\$0	\$0	\$0	\$0
Total	\$88,000	\$83,920	\$143,000	\$157,000	\$471,920
Variance					\$0

*Contingent on provincial budget approvals

Case Number #: 2017-01-1-539086687

I confirm that the 2017-18 Investment Plan has been accurately prepared in accordance with the instructions as provided by the Ministry of Municipal Affairs and Housing with approvals by Council or by a delegated Service Manager authority.

Prepared By (Name and Title): Donna Stewart - Director of Integrated S	Signature:	Date: 02/27/2017
Approved By (Delegated Service Manager Authority): Fern Dominelli - CAO	Signature:	Date: 02/27/2017

Section C – Service Manager Area

Service Manager Area	Manitoulin-Sudbury District Social Services Administration Board
----------------------	--

Section D - Planning

1. Please describe how the services and activities that you will be funding under CHPI in 2017-18 are aligned with your Housing and Homelessness Plan.

1 - Keeping seniors in their own homes; 2 - Established and continue to build on partnerships with motels/hotels in the various communities; 3 - Direct Shelter Subsidy which helps recipients (from our Social Housing waitlist) maintain their current accommodations without 'dipping into' their basic needs; 4 - Referrals to community agencies as well as our own 'in-house' Employment Ontario Program do help clients with required supports when necessary; 4 - Closely monitor and track the use of Healthy Communities Fund to determine the number of individuals and families applying for these benefits; 5 - Partnership with Canadian Mental Health Association to provide on-site supports to prevent homelessness; 6 - Homelessness Enumeration

2. Please describe any shift in local needs or priorities in 2017-18 for CHPI funded programs.

1 - Providing Direct Shelter Subsidy to more eligible families from our social housing wait list where we do not have social housing units available
2 - Homelessness Enumeration

3. Please describe how you will be shifting your housing and homelessness service system from a reliance on emergency responses to prevention and permanent housing with your CHPI funds.

Clients receiving Direct Shelter Subsidy will be able to pay for their full accommodation costs without using any of their 'food monies' therefore will not require emergency funding via CHPI for rental/hydro/gas arrears.

4. Please describe the changes you plan to make in this fiscal year to work toward the province's goal of ending chronic homelessness by 2025.

1 - Homelessness Enumeration
2 - Expansion of the Direct Shelter Subsidy Allowance which provides clients with a top up allowing them to pay their full accommodation costs without having to use any of their food allowance to pay for same.
3 - Expansion of the Transitional Community Support Worker who provides on-site support to prevent homelessness

5. Please indicate the client groups you are planning to assist. Please check all that apply.

- Women
- Men
- Households with children (under 16)
- Youth (16 to 25)
- Indigenous Peoples, including First Nations, Inuit, Métis
- LGBTQ2S (lesbian, gay, bisexual, transgender, queer, two-spirit)
- Seniors (65+)
- Veterans
- Survivors of family violence
- Recent immigrants
- Refugees
- Racialized people
- People who are chronically homeless
- People who are transitioning from provincially-funded institutions (e.g. hospitals, correctional facilities)
- People with mental health challenges
- People with addictions
- People receiving government income support (e.g. Ontario Works, Ontario Disability Support Program, Old Age Security, Guaranteed Income Supplement, Canada Pension Plan)
- Other client group (please specify):

6. Please describe how you will address the needs of the four provincial priority groups with CHPI funds (youth, people transitioning from provincial institutions, people who are chronically homeless and Indigenous Peoples.)

All client groups (youth, people transitioning from provincial institutions, people who are chronically homeless and Indigenous Peoples) that live within the Manitoulin-Sudbury DSB's catchment area will be eligible for the CHPI funding. We continue to advertise this program with all of the community partners in the district as well as various Manitoulin-Sudbury DSB networks (Best Start Network, Espanola Community Provider Network, Sudbury East Community Provider Network, Local Service Provider Networks within the child care sector ect ...)

We share office space with Probation therefore would ensure that they are aware of CHPI.

7. Please describe the types of services and activities you will be funding under CHPI to achieve Outcome 1: People experiencing homelessness obtain and retain housing.

All services and activities mentioned above in the following four services categories:

- 1 - Emergency Shelter Solutions
- 2 - Housing with Related Supports
- 3 - Other Services and Supports
- 4 - Homelessness Prevention

8. Please describe the types of services and activities you will be funding under CHPI to achieve Outcome 2: People at risk of homelessness remain housed.

All services and activities mentioned above in the following three services categories:

- 1 - Housing with Related Supports
- 2 - Other Services and Supports
- 3 - Homelessness Prevention

9. Do you have a written 2017-18 Risk Management Plan for CHPI?

Yes No

Comments:

10. If you do not have a written 2017-18 Risk Management Plan for CHPI, are you planning to develop one?

- Yes No N/A we already have a Risk Management plan

Comments

Section E – Use of CHPI Funds

Emergency Shelter Solutions

1. A) Please describe the types of **services and activities** you plan to fund under the **Emergency Shelter Solutions** service category in 2017-18.

Local non-profit community organizations can access the Manitoulin-Sudbury DSB's emergency shelter solutions under the HCF funding to assist individuals with emergency food and shelter costs.

Emergency Shelter Solutions could include, but are not limited to:

- A 'safe' bed offered in a variety of settings (e.g., emergency shelters and hotels);
- Necessary basic needs (e.g., food, clothing, blankets, hygiene items and other essentials) and
- Support services (transportation from street to shelter, outreach services, assistance with securing shelter).

B) Please describe the **innovative approaches** you plan to fund under the **Emergency Shelter Solutions** service category in 2017-18.

Food Baskets at Christmas time.

C) Please describe the **evidence-based practices** you plan to fund under the **Emergency Shelter Solutions** service category in 2017-18.

In order for local non-profit community organizations to access the Manitoulin-Sudbury DSB's emergency shelter solutions under the HCF funding they are required to submit a business case indicating how they will assist individuals with emergency food and shelter costs and how much money they are requesting. Keeping these statistics helps staff recognize high areas of need and areas where the need isn't so high in comparison to previous years.

Housing with Related Supports

2. A) Please describe the **types of services and activities** you plan to fund under the **Housing with Related Supports** service category in 2017-18.

Housing support services could include, but are not limited to:

- Housing allowance, supplement or Direct Shelter Subsidy Program
- Assistance with obtaining long-term or transitional housing; and
- Household set-up assistance (e.g., transportation, furniture, moving costs, provision of first/last month rent, utility deposits and hook-up fees, storage costs if other means are unavailable).

B) Please describe the **innovative approaches** you plan fund under the **Housing with Related Supports** service category in 2017-18.

Clients receiving the Housing Allowance (Direct Shelter Subsidy - DSS) will be required to apply for Social Housing at which time they will be assessed for this portable housing benefit. If they are eligible for DSS, they will receive the allowance and be removed from the Social Housing waiting and deemed as 'housed'. They will also not be eligible for rental/hydro/gas arrears as their full shelter costs will be covered via this program.

C) Please describe the **evidence-based practices** you plan to fund under the **Housing with Related Supports** service category in 2017-18.

Less persons requiring 'homelessness prevention' as a result of their full shelter costs being covered.

Services and Supports

3. A) Please describe the **types of services and activities** you plan to fund under the **Services and Supports** service category in 2017-18.

Other services and supports related to community inclusion and increased independence for clients receiving housing supports could include, but are not limited to:

- Employment supports, placement and training;
- Education, learning and leadership opportunities;
- Family re-unification;
- Relocation for victims of family violence;
- Peer support;
- Relocation due to uninhabitable premises; and
- Furniture replacement due to pest infestation, fire, flood or uncontrollable damage.

- B) Please describe **innovative approaches** you plan to fund under the **Services and Supports** service category in 2017-18.

Providing funding to promote and increase independence for clients.

An action plan developed between the Case Manager and the client will help ensure that their current situation doesn't happen again.

We have partnered with the Canadian Mental Health Association in developing a Transitional Community Support Worker position (into our one year pilot) to help in keeping tenants housed and provide them with support services.

- C) Please describe the **evidence-based practices** you plan to fund under the **Services and Supports** service category in 2017-18.

More people getting employment which will result in clients being able to pay for their own shelter/food costs.

Support the Transitional Community Support Worker.

Homelessness Prevention

4. A) Please describe the **types of services and activities** you plan to fund under the **Homelessness Prevention** service category in 2017-18.

Homelessness prevention services could include, but are not limited to:

- Financial assistance for emergency needs, rental or utilities arrears (or to prevent arrears on emergency basis);
- Short term payment of rent to prevent eviction if no other assistance is available;
- Assistance to secure and retain housing (e.g. re-housing); and
- Provision of basic necessities like food.

- B) Please describe the **innovative approaches** you plan to fund under the **Homelessness Prevention** service category 2017-18.

We will continue to work with LEAP, and all hydro companies within the District to ensure that clients are not disconnected without proper notification.
Also, ensure that clients, where necessary, be put on Pay Direct with the utility company.
An action plan developed between the Case Manager and the client will help ensure that their current situation doesn't happen again.
We will promote the Home Weatherization Program that is designed to make someone's home more energy efficient and cut energy bills.
Staff will continue to ensure clients have applied for the Ontario Energy Support Program for their hydro rebate.

- C) Please describe the **evidence-based practices** you plan to fund under the **Homelessness Prevention** service category in 2017-18.

Clients living beyond their means can apply for Social Housing.
Advocate the Home Weatherization Program.
OESP Applications will continue.

5. Are the homeless enumeration activities that will be funded under CHPI eligible as per the CHPI Program Guidelines?

Yes No

6. Please provide a brief description of the homeless enumeration activities that will be funded under CHPI.

To be determined.

Section F – Standards and Business Cases

1. Will you be using CHPI funds in 2017-18 for Housing Allowances?

Yes No

Note: If you plan to use CHPI funds for Housing Allowances this fiscal year, please complete and submit a Business Case for Use of CHPI Funds for Housing Allowances with your Investment Plan submission. The template can be found in Grants Ontario. SMs who have received approval in prior years are required to submit a Business Case each year.

2. Will you be using CHPI funds in 2017-18 for Minor Home Repairs?

Yes No

Note: If you plan to use CHPI funds for Minor Home Repairs this fiscal year, please complete and submit a Business Case for Use of CHPI Funds for Minor Home Repairs with your Investment Plan submission. The template can be found in Grants Ontario. SMs who have received approval in prior years are required to submit a Business Case each year.

3. Will you be using CHPI funds for housing covered under the Standards Framework for the Housing with Related Supports category (e.g. housing formerly known as domiciliary hostels)? If yes, please attach a copy of your local standards via Grants Ontario.

Yes No

4. Did you make significant changes to your Standards? If yes, please provide a brief summary of the changes.

Yes No N/A - we do not use CHPI funds for
Housing with Related Supports

Comments

Section A – Service Manager Area

Service Manager Area

Manitoulin-Sudbury District Services Board

Section B – Business Case

CHPI funds can be used for minor home repairs. To ensure that these activities are consistent with the CHPI Program Guidelines and overall policy framework for CHPI, a rationale for using CHPI funds for such activities needs to be provided. This rationale, or the business case, must answer the following:

1. Please provide the amount of funding that will be dedicated to the activity.

\$20,000

2. Explain why the repairs can be considered minor in nature.

Home repairs will be minor in nature, necessary to maintain the safety of the home and the health of its residents and be regarded as an emergency.

Home repairs must be required to prevent a household from becoming homeless, thus responding to the outcome of assisting households at risk of becoming homeless retain their housing.

3. Description of the clients assisted. Your description should include:

- Details as to why the home repairs can be regarded as arising out of an emergency and necessary to maintain the safety of the home and the health of residents
- How the clients assisted were prevented from being rendered homeless

The home repair would be seen as an emergency repair if for example their oil for their propane tank is being delivered and upon delivery it was noted that the tank is deemed to be unfit. A new tank would then be required to ensure the family continues to have heat during the winter months and prevented from being homeless.

Another example would be a furnace repair.

Emergency home repairs are intended to assist individuals to stay in their homes while repairs are being completed as opposed to a lengthy hostel stay which can be more expensive.

For example, a single mother with 3 children would cost \$40/person/day (\$160/day) to stay in a hostel for a few days (\$160/day for 4 days = \$640) until the repair to her furnace is done vs repairs of the furnace totalling \$300.

4. Provide details of other available sources of funding explored to meet the repair costs and why these funds could not be accessible.

Staff will also explore and exhaust all other funding sources available for home repairs prior to using HCF funding for minor home repairs. Other funding sources may include but are not limited to Ontario Renovates, Home and Vehicle Modification Program, the Healthy Homes Tax Credit and Ontario Disaster Relief Assistance Program (ODRAP), the Home Winterization Program, Ontario Electricity Support Program.

5. Provide any other information / details that you think will assist the ministry in considering the business case.

N/A

Section A – Service Manager Area

Service Manager Area

Manitoulin-Sudbury District Services Board

Section B – Business Case

CHPI funds can be used for housing allowances. To ensure that these activities are consistent with the CHPI Program Guidelines and overall policy framework for the CHPI, a rationale for using the CHPI funds for such activities needs to be provided. This rationale, or the business case, must answer the following:

1. Please provide the amount of funding that will be dedicated to the activity.

\$147,620

2. Housing allowance are intended to be short-term and must reflect a reasonable period of time that is needed to stabilize a client who is homeless or at risk of homelessness. Please specify the time period for which the housing allowance will be given.

The timeline for eligibility for a Housing Allowance will be based on individual circumstances of the applicant in order to stabilize their life and find employment. They may require upgrading or post secondary which could take from 2 - 5 years.

3. Will the housing allowance be used to assist any in-situ tenants who are already housed and not at risk?

Yes No

4. Will the housing allowance be used to assist a client in receipt of a rent-geared-to-income (RGI) rent subsidy or a client living in rental accommodations geared to income?

Yes No

5. Provide details of the other sources of funding available for housing allowance programs that were explored and why these funds could not be accessed.

In reference to # 3, in-situ tenants would be those on the DSB's social housing wait list.

In reference to # 4, this would apply to the tenants in the DSB's social housing buildings, however may have been offered an affordable or market rent unit as opposed to an RGI unit, based on what is available.

6. Any other information / details that you think will assist the ministry in considering the business case.

See local Policy - Direct Shelter Subsidy Program

http://www.msdsb.net/images/OW/policies/10.3_Direct_Shelter_Subsidy.pdf

We are also looking to establish a policy that would assist low income seniors (with no assets aside from owning their own home) with a housing allowance to keep them in their homes (using Municipal dollars).

7. Describe how the housing allowances will assist someone with obtaining or retaining a home or prevent the individual from being evicted from a home.

The housing allowance will allow the clients to pay their full accommodation costs without having to 'dip into' their basic needs or food monies to pay their shelter costs. This will allow them to work on their plan towards financial independence whether that be through education, skills training or job searching.

8. Describe the client group that will be assisted with the housing allowance.

This program is directed to social assistance recipients and low income families who are in the DSB housing waiting list.

We are looking to establish a policy that would assisting seniors with a housing allowance to keep them in their homes (utilizing municipal dollars).