

funding agreement

schedule b - eligible costs

File Number	2013-0000
Project Title	Housing first project
Original or Amendment	Original
Funding Facilitator	Tamara Turgeon

Recipient Name:

1.0 GENERAL ELIGIBLE COSTS

- 1.1 Subject to the following conditions, the costs set out in Section 3.7 below are eligible costs for the purposes of this agreement, subject to change only with Homeward Trust's written approval.
- 1.2 Costs are eligible only if they are, in the opinion of Homeward Trust,
 - a) incurred during the Duration of Activity
 - b) directly related to the Project
 - c) reasonable, and
 - d) within the upset limits for each budget category as set out in section 3.7 below.
- 1.3 The cost of any goods or services purchased by the Recipient for which the Recipient may claim reimbursement must fall within the Duration of Activity.
- 1.4 The portion of the cost of any goods or services purchased by the Recipient for which the Recipient may claim a GST input tax credit or rebate may be eligible for reimbursement.
- 1.5 The portion of any cost in respect of which the Recipient has, or is entitled to receive a contribution from another level of government or other source is not eligible for reimbursement.
- 1.6 Any cost categories not specifically listed are subject to the approval of Homeward Trust.
- 1.7 Costs of all goods and services acquired from businesses that are, in the opinion of Homeward Trust, related to or associated or affiliated with the Recipient shall be valued at the cost of the supplying entity. The eligible cost of these acquisitions shall not include any mark up for profit and shall not exceed fair market value. The Recipient and Homeward Trust shall have access to the relevant records of the supplying entity for the purpose of verifying the amount of the cost claimed by the Recipient and Homeward Trust is not obliged to consider the eligibility of any such cost unless access to such records is provided, if requested.

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- 1.8 The Recipient shall complete the Homeward Trust **“Payment Claim and Activity Report Form”** monthly and provide the following supporting documentation with each claim:
- a) copy of general ledger detailing expenses claimed; **or**
 - b) copies of invoices, receipts and payroll summary; and all financial statements of revenue and expense as they relate to this project.
- 1.9 The Recipient shall complete the Homeward Trust **“Exceptional Costs Claim Form”** monthly and submit it with a copy of the general ledger and copies of invoices and / or receipts.

2.0 RENTAL ASSISTANCE COSTS

- 2.1 The Recipient will apply for rental assistance costs on behalf of the housing first program participant using the Rental Assistance Form (form available from Homeward Trust). Cheques will be mailed directly to the Landlord.
- 2.2 A Rental Assistance form will need to be submitted by the 15th of each month for every new participant, or to notify Homeward Trust of changes in the participant’s circumstances, or to cancel rental assistance. If notification is not received in a timely manner then cheques will automatically be issued to the landlord by the 1st of the following month.

3.0 SPECIFIC ELIGIBLE COSTS

- 3.1 **“Personnel”** costs include the following:
- a) Staff Salaries / wages
 - b) MERCs and benefits up to 16%
- 3.2 **“Staff Operating”** costs include the following:
- a) Cell phone
 - b) Mileage (mileage can be claimed at up to 53 cents a kilometre)
 - c) Parking
- 3.3 **“Client Start Up”** The Recipient will only use “Client Start up Costs” for Housing First clients and funds must be utilized and claimed within 90 days of the Client being housed through this program. Client Start Up costs include the following:
- a) Pro-rated rent and/or first month’s rent and damage deposit
 - b) Utility deposit, Utility arrears, Utility hook-ups (including gas, electricity, water and telephone landline)
 - c) Household items (which are not available from the Furniture Bank) and minor personal items e.g. reading glasses, personal hygiene items.
 - d) Start up food
 - e) ETS Bus tickets (non ETS Bus tickets may be eligible under Exceptional Costs and are subject to approval by Homeward Trust).
 - f) ID costs

- g) Housing Unit Insurance
 - h) Re-housing Client Start up costs (moving, cleaning, storage or other re-housing costs must be claimed through Exceptional Costs).
- 3.4 **“Direct Client”** costs include the following:
- a) meetings with community services, out of house meetings with clients, activities , snacks and beverages
 - b) Client Costs after 90 days which include Client Start up categories
- 3.5 **“Administration”** is 15% of the program costs (claimed at an allocated amount) and includes the following:
- a) Facility / office costs
 - b) Liability insurance
 - c) Recruitment
 - d) Accountancy / book-keeping
 - e) IT (including Internet)
- 3.6 **“Exceptional Costs”** must be claimed on the **Exceptional Costs Claim Form** and can include the following:
- a) Bed bug removal
 - b) Eviction costs
 - c) Re-housing costs
 - d) Repairs to occupied unit
 - e) Exceptional Client costs
 - f) Non ETS Bus tickets
- 3.7 Eligible costs are as follows:

	Eligible Costs
Personnel	\$
Staff Operating Costs	
Client Start up Costs	
Direct Client Costs	
Administration	
TOTAL COSTS	

- 3.8 **INELIGIBLE COSTS**
- For greater certainty, the following are **NOT** eligible project / clients costs:
- a) Entertainment expenses for staff
 - b) Donations
 - c) Court / provincial issued fines and penalties

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- d) Membership fees for clubs
- e) Directors' fees or honoraria, and
- f) Management fees (other than those claimed under Administration)
- g) Travel costs to send clients home or to work out of town
- h) Any other cost not associated with setting up a clients home
- i) Client cell phone costs

NOTE: 2.5 % OF GST IS PAID THROUGH THIS AGREEMENT

Initials of Signatories to the Agreement

Recipient Initial	Date	Recipient Initial	Date	HT Initial	Date