
Community Housing Program 2008-09

Guidelines for Organisations Submitting Proposals



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ABOUT THESE GUIDELINES

These Guidelines detail arrangements for the administration of the Community Housing Program (CHP) funding round for 2008-09. They form part of the CHP Information Kit which will be supplied to organisations wishing to apply under the CHP 2008-09 Funding Round.

The CHP is a tied funding program allocated to State Governments under the Commonwealth State Housing Agreement (CSHA). Housing Tasmania is responsible for administering the CHP and State Ministers are responsible for the approval of CHP funded projects.

In the 2008-09 funding round, there is up to \$1.5m available state-wide for disbursement. It should be noted that to be eligible for funding organisations are required to contribute an amount of at least twenty per cent (20%) of the total proposal cost. Some of these costs can be "in kind" and/or community contributions (for example discounted rates on goods and services, land, donations, volunteer labour etc.).

These Guidelines outline the objectives, strategies, roles, responsibilities, procedures and practices adopted by Housing Tasmania to ensure the efficient management of CHP funding, to facilitate Housing Tasmania purpose, vision and values.

This document is divided into three main sections:

Section 1:

General Information about the Community Housing Program

Section 2:

Community Housing Program 2008-09 Funding Round

Section 3:

Funded Projects under the Community Housing Program 2008-09 Funding Round

Organisations are encouraged to read ALL sections carefully.

INTERPRETATION

In these Guidelines, unless the contrary intention appears:

“Eligible organisations” refers to organisations eligible for, or in receipt of funding which generally includes specified organisations which must be non-profit incorporated bodies that are committed to the provision of community housing in Tasmania. Specific eligibility categories are discussed in more detail in Section 1 of these Guidelines.

The “Minister” refers to the Minister for Human Services, the Minister responsible for the administration of the CHP in Tasmania.

“Program administrators” may include Housing Tasmania within the Department of Health and Human Services or other organisations that are responsible for the management of the CHP, in whole or in part. Organisations approved for this purpose may include government, statutory or other structures established to administer the CHP.

The “Department” refers to the Tasmanian Department of Health and Human Services.

“Housing Tasmania” refers to the Housing business unit within the Human Services group of the Tasmanian Department of Health and Human Services.

A reference to the **“Program”** or to **“CHP”** refers to the Community Housing Program, a tied funding program under the Commonwealth State Housing Agreement (CSHA) 2003-08.

“Information Kit” refers to a package of information prepared by Housing Tasmania for distribution to organisations interested in applying for CHP funding.

“Assessment Panel” refers to the team responsible for assessing the applications and making recommendations to the Minister.

Section 1

General information about the Community Housing Program

This section covers:

- **Key principles**
- **Objectives and strategies**
- **CSHA funding arrangements**
- **Identification and development of CHP priorities and targets**

1. GENERAL INFORMATION ABOUT THE COMMUNITY HOUSING PROGRAM

1.1 Key principles of the Community Housing Program

The Australian and State Governments regard CHP funded housing providers as key players within the social housing system by establishing a viable alternative to private and public rental housing. CHP funded housing or Community Housing aims to provide renters with increased choices, including opportunities to be involved in the management of their own housing.

Community housing organisations have the potential to identify and respond effectively to diverse tenant needs by addressing specific populations or target groups, including those with support needs.

Further, Community Housing has the capacity to draw on finance from alternative sources. This capacity allows for the development of new and innovative models of social housing delivery that can: allow for a greater range of provider partnerships in development, management and ownership of community housing models; provide accommodation for a wider range of income groups; and maximise income streams for enhanced viability and sustainability.

In summary, the key principles of the CHP are:

- The establishment of alternative and increased housing choices for people who rent that include opportunities to be involved in the management of their own housing;
- The establishment of models that target and meet the needs of groups with specific needs in the community; and
- The provision of greater opportunities for innovation in the delivery of alternative models of financing for social housing.

1.2 Objectives and strategies

The **primary objectives** of the CHP are to:

- Develop a viable, sustainable and innovative community housing sector;
- Provide rental accommodation that is appropriate and affordable;
- Provide tenants with choice of location, physical type, management arrangement and security of tenure;
- Provide tenants with an opportunity to maximise control over their housing in a responsive environment; and
- Develop effective partnerships between government, community sector organisations and private providers, which maximise the self-management of the sector within an agreed policy and administrative framework.

The **key strategies** of the CHP are to:

- Expand the supply of affordable and appropriate, long-term rental housing for low and moderate income earners;
- Identify, develop and evaluate models of community housing delivery with which to underpin the expansion of the sector;
- Develop management, technical, legal and financial structures that support the long term expansion of the sector;
- Encourage the development of well managed housing which is innovative, efficient and cost effective, and maximises positive tenant outcomes;
- Encourage the development of well designed energy efficient housing which is safe, well-located and maximises access to existing services and physical infrastructure;
- Encourage partnerships between a range of providers in the development, operation and management of community housing;
- Develop community housing models that can draw on financing from alternative sources in order to optimise growth;
- Encourage the development of coordinated program arrangements with existing Tasmanian community housing initiatives and other Tasmanian programs with which the CHP may interact;
- Promote and facilitate links between housing and appropriate support services for tenants with specific needs;
- Maximise tenant involvement in the development, decision-making and management of community-based housing;
- Encourage organisations to contribute additional resources to the sector; and
- Ensure that assistance under the CHP is directed according to identified need.

1.3 CSHA Funding Arrangements

CHP funds are allocated to all States and Territories through the Commonwealth State Housing Agreement 2003-08 (CSHA) on a per capita basis. The Tasmanian State Government, through Housing Tasmania, is responsible for administration of the Program.

Payments will be made to Tasmania on a basis agreed between the Australian Government and the Tasmanian Government as stipulated in the CSHA.

The CSHA has been extended for six months until 31 December 2008, after which time the new National Affordable Housing Agreement (NAHA) will come into effect. The future of the Community Housing Program is uncertain until such time as the NAHA is signed.

Further information relating to the Commonwealth State Housing Agreement can be located at the following web link:

<http://www.facs.gov.au/internet/facsinternet.nsf/housing/csha.htm>

Section 2

Community Housing Program 2008-2009 Funding Round

This section covers:

- Supporting information supplied to applicants
- Program funding and use
- Organisation contribution requirements
- Project timeframe
- 2008-09 funding round priorities
- Eligibility for funding
- Eligible organisations
- Application process
 - EOI
 - Stage Two
- Stage Two project development
- Assessment of applications
- Forward committing funds

2. COMMUNITY HOUSING PROGRAM 2008-09 FUNDING ROUND

This section contains specific information about the Community Housing Program 2008-09 Funding Round. It outlines supporting information available to applicants, program funding and use, funding round priorities, eligibility criteria, eligible organisations, the application process, contribution requirements, project development and assessment of applications.

2.1 Supporting information available to applicants

A CHP Information Kit will be made available to interested organisations to assist in their application for CHP funds. The Information Kit includes:

- These CHP Guidelines;
- CHP Stage One Expression of Interest Form;
- Sample CHP Funding Agreement and other legal documents; and
- Other relevant Program information including:
 - Rent Setting Guidelines; and
 - A Guide to Asset and Property Management.

Information Sessions will be held across Tasmania to assist applicants with the process.

2.2 Program funding and use

In the 2008-09 Funding Round there is up to \$1.5m available state-wide for disbursement. Organisations may apply for CHP funding either in their own right or in partnership with another organisation through an eligible auspicing body.

2.2.1 Funding use

In 2008-09 funding is to be used primarily for the acquisition of additional community housing, through the purchase, construction, extension, upgrade or renovation of housing, including transaction costs.

2.2.2 Funding for support worker accommodation

The Program may also provide capital assistance to organisations for the purpose of providing residential accommodation for support workers within community housing projects. These facilities must relate directly to the specific needs of tenants, such as the provision of accommodation for a carer in a project housing people with support needs, where the support provided facilitates tenant independence.

2.2.3 Funding exclusions

Funds under this Program shall generally **not** be used for:

- Meeting the administration or recurrent cost of the housing program or general organisation administration costs including subsidies to projects or tenants, except as agreed by the Minister; and
- The payment of non-capital costs such as wages associated with the provision of support services for tenants, except as agreed by the Minister.

2.3 Organisations contribution

Only those organisations able to make a significant contribution towards the capital costs of their proposed project will be considered for funding in the 2008-09 Funding Round.

A significant contribution for the purposes of this round is deemed to mean:

- An amount of at least 20% of the capital costs of proposed project (this could be from own resources or funds sourced through debt financing i.e. a loan)
- 'In kind' contribution/s equivalent to at least 20% of the capital costs of the proposed project (this could be board members or professionals time e.g. legal advice, project management etc.)
- An arrangement that brings the equivalent of at least 20% of the capital costs of the proposed project through a partnership with another organisation (this may be land or property from another party).

Organisations will need to clearly demonstrate their compliance with this requirement in their proposals. Proposals that exceed the minimum contribution may be allocated a higher score against this requirement in the assessment process.

2.4 Project timeframes

Organisations are required to indicate in the application form when they would anticipate commencing and completing their housing project, if approved. If the project is to be staged, project milestones and associated timeframes should be clearly stated.

Organisations will be required to sign the Funding Agreement within three (3) months of indicating an acceptance of offer, wherever possible.

Organisations must expend funds within a predetermined timeframe after the receipt of the grant. If in breach of the Agreement, Housing Tasmania may request the return of funds within six (6) months of any part of the grant being distributed.

2.5 CHP 2008-09 Funding Round priorities

In the 2008-09 Funding Round, priority will be given to project proposals that seek to provide affordable rental **accommodation for older people (55+) in receipt of low to moderate incomes, in rural and remote areas** of Tasmania.¹

2.6 Eligibility for funding

To be eligible to receive CHP funding, organisations must be able to demonstrate:

- They are an eligible organisation and legally constituted or in the process of becoming legally constituted;
- They have in place sound financial and accounting procedures and management practices;
- They have a sound management structure capable of developing and managing housing;
- They have a demonstrated commitment to the objectives of the Program;
- Their proposal reflects current Program priorities;
- They are agreeable to signing Funding Agreements and other legal instruments which stipulate the conditions of funding and which establish Housing Tasmania's interest in funding where appropriate;
- They have a delivery model that is viable, sustainable and appropriate, meets a recognised community need and is consistent with the intent of the CHP;
- They can demonstrate a commitment at a minimum, to progress towards the application of the National Community Housing Standards;
- They can demonstrate a commitment to make a significant contribution to the overall cost of the project.

2.7 Eligible organisations

To be eligible to receive funding, organisations **must** be able to demonstrate that they are an eligible organisation. Organisations (or the auspice organisation) must be one of the following:

- not for profit incorporated organisations;
This may include housing associations; community housing organisations; private housing providers; rental housing cooperatives and any other incorporated body seeking to provide community housing;
- local government bodies;
- bodies seeking to provide community housing that are in the process of becoming legally constituted; or
- other bodies approved by the Minister for Health and Human Services.

¹ For the purposes of this CHP Funding Round, rural is defined as those geographic areas outside Hobart and Launceston.

2.8 Application process

The 2008-09 Funding Round will be conducted as a two staged process. The first stage calls for Expressions of Interest. Those organisations short listed under the first stage will be offered the opportunity to submit a more detailed application under Stage Two.

Stage One – Expression of Interest (EOI)

- Calls for Expressions of Interest (EOI) will be advertised in regional newspapers.
- Regional information sessions will be conducted to assist organisations wishing to apply.
- Interested organisations will be asked to complete an EOI form provided by Housing Tasmania, and additional information which may include but is not limited to:
 - A copy of the organisation's Certificate of Incorporation or details of application for incorporation;
 - A copy of the organisation's constitution;
 - Audited financial statements for the previous three years, if available;
 - A flowchart representing the structure of the organisation; and
 - An outline of partnership arrangements in which the organisation is involved, including for example, letters of support from proposed financiers (where appropriate).
- EOIs will be assessed by the Assessment Panel against the EOI criteria as detailed in the EOI application form. Recommended organisations will be offered the opportunity to submit a further proposal application under Stage Two.
- For administration purposes, organisations are required to **lodge five (6) copies of the *Application Form for Expression of Interest (EOI) form, plus the original form.***

Stage Two – Full submission

Applicants selected by Housing Tasmania to proceed to Stage Two will be invited to submit a *Application Form for Stage Two of Funding Round* form together with appropriate supporting information which may include but is not limited to;

- Details of policies and procedures relevant to tenancy and asset management that are consistent with the National Community Housing Standards and the *Residential Tenancy Act 1997* and the National Community Housing Standards. Copies of policy and procedural documentation may also be requested from organisations;
- Analysis of the housing needs which the applicant intends to meet through the proposal including consultation with stakeholders, how support needs of tenants will be met together with community linkages including community capacity building initiatives;

- Details of tenant rights and the involvement of tenants in the project development process and a copy of the organisation's tenancy agreement where appropriate;
- Details of recurrent project funding secured, including letter/s of support from the funding body as well as details of in-kind support and copies of Certificate of Title and Valuation Report etc;
- Demonstration of organisational capacity including sound management systems, skills and experiences as a property and tenancy manager and governance and organisational management;
- Details of organisational governance and management together with human resource management including recruitment, supervision, employment systems and workplace health and safety management;
- A project proposal which includes capital budget detail should also include quotations. This will allow Housing Tasmania to determine whether costs are realistic and whether the proposal provides value for money;
- Site details where available, including site layout, sketch floor and elevation plans, and photographs of the proposed site, if applicable;
- A project proposal that includes purchase of a property/s should include estimated purchase price, site plans, sketch floor and elevation plans;
- A schedule for project implementation including timeframes and milestones, evidence of the organisation's ability to meet commencement and completion dates and identification of a project manager to oversight and report on the project implementation;
- Evidence of the capacity of the organisation to meet its proposed contribution to the cost of the project (in both capital and recurrent forms as well as in-kind);
- Demonstration of sustainability and viability of the proposal including stakeholder analysis, operating budget or organisation and risk analysis;
- Description on whether the project cost effectively delivers appropriate property amenity and quality of service that contributes to the health and wellbeing of tenants;
- Details of any innovative aspects of the proposal including details of health and wellbeing of tenants, environmental sustainability and the contribution of the proposal to the affordable housing sector;
- Details of the project providing value for money with details of proposed recurrent budget in a form suitable to assess the ongoing financial viability of the project (generally, assessment of proposed budgets will take into account the need to minimise the risk of project cost over runs by allowing for contingency costs); and
- Other information as specified in the funding application.

All projects should demonstrate clear commencement and completion time frames.

Stage Two applications will be subject to a detailed assessment by the Assessment Panel against the Stage Two Assessment Criteria (detailed in the *Application Form for Stage Two of Funding Round* form).

2.9 Stage Two project development

Organisations will be required to demonstrate capacity to project manage under the EOI application with further detail being provided under Stage Two.

Organisations are required to ensure that project management arrangements are adequately and appropriately resourced within their proposal. In addition, organisations will be responsible for any other costs associated with building and site plan approval. Organisations will be required to provide regular progress reports against project milestones to Housing Tasmania.

Funded organisations are encouraged to adopt the Tasmanian Government procurement principles and practices when purchasing goods and services to ensure that they are getting the best possible value for money with the funding allocated to the project.

2.10 Assessment of applications

The Assessment Panel will review and assess funding applications against Program requirements and assessment criteria as detailed in the EOI and the Stage Two application forms. Housing Tasmania will seek intra-Departmental advice where appropriate for example, where recurrent funding is required to sustain the project and to ensure that the project is aligned to the strategic directions of the Department.

Recommendations endorsed by the Executive Director of Housing Tasmania will be presented to the Minister for final approval.

Section 3

Funded projects under the CHP 2008-09 Funding Round

This section covers:

- Role of Housing Tasmania
- General information relating to the Funding Agreement
- Key requirements under the Funding Agreement
- Equity and title arrangements
- Payment of grant funds
- Reporting requirements
- Publicity strategy and media requirements
- Further information

3. FUNDED PROJECTS UNDER THE CHP 2008-09 FUNDING ROUND

Section 3 outlines information for organisations that are approved for funding under the CHP 2008-09 Funding Round. This section is important as it outlines the role of Housing Tasmania, and Housing Tasmania's requirements relating to: the Funding Agreement; project development; payment of grant funds; rent levels; tenant rights, participation and selection; reporting and title arrangements and disposal of properties.

3.1 Role of Housing Tasmania

Housing Tasmania is responsible for the administration of all aspects of CHP, including:

- Assessment of project information supplied by approved organisations;
- Preparation of funding recommendations for approval by the Minister;
- Preparation of letters and feedback to successful and unsuccessful applicants;
- Obtaining administrative approval for projects funded under the Program to proceed;
- Negotiation of legally binding contractual arrangements with approved organisations, including Funding Agreements, Service Agreements and mechanisms for securing Housing Tasmania's interest in funded properties;
- Monitoring of the performance of organisations funded under the Program.

3.2 General information relating to the Funding Agreement

Housing Tasmania shall enter into a contractual agreement with each organisation or auspicing organisation approved for funding by means of a legally binding Funding Agreement with the Director of Housing. The Funding Agreement will clearly describe the project and will ensure that the project is developed and managed in a manner consistent with the terms of the approval. The Funding Agreement will clearly specify as appropriate:

- The approved project;
- The purpose for which the funds are provided and the agreed uses of the dwellings or services provided under the Program;
- The relative contributions of both the Department and the funded organisation. Relative contributions will be calculated on the basis of the initial contribution of both land and capital costs. Land value will be calculated by way of an independent land valuation.

In addition, the Directors interest will be secured by means of a mortgage registered over the title.

The grant will amortise (convert to a non-repayable grant) at the rate of 1/30th per year over a period of 30 years for amounts over \$100 000. For amounts below \$100,000 the grant will convert over a lesser period which will be negotiated with the organisation.

Please note – organisations are liable for the payment of stamp duty on any transaction associated with the Funding Agreement.

Organisations are advised to read the Funding Agreement carefully and to seek their own legal advice before signing.

3.3 Key requirements under the Funding Agreement

Organisations are advised to refer to the Funding Agreement for additional requirements under the Community Housing Program.

3.3.1 Funding accountability

Responsibilities of the funded organisation in relation to financial accountability are clearly outlined in the Funding Agreement and include:

- Provisions for financial reporting; the requirement for repayment of grant funds in the event of a breach of conditions or sale/disposal of the dwelling;
- Draw down payment periods;
- The return of uncommitted or unexpended funds to the Department; and
- The approved usage of any future operational surpluses and proceeds from the sale of properties. Where cost over-runs occur, negotiations will be entered into with the organisation to reduce expenditure on the project and/or to identify alternative sources of funding and resources. It will be the responsibility of the organisation to manage any project cost over-runs.

The Funding Agreement also outlines:

- Responsibilities of the funded organisation in relation to the provision of social housing, maintenance and strategic asset management;
- Tenancy and other data reporting arrangements;
- Project milestones and milestone reporting requirements; and
- Other roles and responsibilities of each signatory.

3.3.2 Organisational changes

Once a Funding Agreement is executed, organisations must inform Housing Tasmania immediately if there is a change of organisation name or ownership, the organisation ceases to exist or threatens to cease, the organisation becomes insolvent or commits an act of bankruptcy, an order is made or a resolution is passed winding up the organisation or the organisation no longer provides housing assistance to people of low to moderate income in Tasmania. Housing Tasmania may immediately terminate the Funding Agreement for these and other reasons as outlined in Section 14 of the Funding Agreement.

3.3.3 Rent levels

Rent levels are to be based on an assessment of the incomes of tenants and:

- Rent will not be more than 30% of tenants' incomes;
- Rent will not exceed market rent.

In establishing rent levels, organisations should seek opportunities for the leverage of alternative financing streams to optimise rental and other income sources.

Eligible organisations with a Public Benevolent Institute (PBI) charitable status need to ensure market rents are capped at less than 75% of the market rent value.

3.3.4 Tenant participation

The level of tenant involvement should be appropriate to each project, and should be maximised. Where appropriate, funded organisations shall:

- Provide opportunities for the involvement of tenants in all decision making processes, including (where prospective tenants have been identified) those relating to project design and development, property maintenance, financial operations, tenant selection and policy development;
- Include provision for tenant representation on the project management committee and encourage all tenants to be involved in the committee;
- Assist tenants to develop appropriate skills to allow them to participate in all aspects of project development and management (if applicable);
- Where practicable, support the development of a tenants' group/organisation for the purpose of providing a forum where tenants can interact, become informed and develop appropriate skills as referred to above;
- Include in their constitution or objectives and rules a statement of the commitment of the organisation to involvement of tenants in the management of the project. A copy of the proposed clause should be provided with the project application. Where this is not practicable, a statement of intent should be submitted;
- Wherever practicable, organisations will provide affordable housing that allows tenants to access and engage in employment and training opportunities; and
- Provide other opportunities for tenant participation as relevant.

3.3.5 Tenant rights

While complying with Tasmanian residential tenancy legislation where appropriate, funded organisations shall also:

- Provide tenants with a Residential Tenancy Agreement that affords tenants rights that are at least equivalent to those outlined in the *Residential Tenancy Act 1997*. A copy of the proposed tenancy agreement should be provided with the project application. Organisations should ensure that tenants understand the tenancy arrangements;
- Develop appropriate grievance and appeal procedures for dealing with conflict between existing or prospective tenants and the organisation; and,
- Develop other mechanisms that support and promote tenant rights as appropriate.

3.3.6 Tenant selection

Assistance provided under this Program will be available to low and moderate income earners (those that meet public housing eligibility) irrespective of race, gender, political affiliation, religious belief, social origin, care of children or other dependents, marital status, disability, or sexual preference, except in cases where funding has been approved to meet specific needs.

Organisations shall select tenants on an equitable basis. Within the specified target group, organisations shall develop a non-discriminatory eligibility policy and selection criteria. Such policy shall be in writing and publicly available.

If funded under the CHP, where a CHP component has formed part of the project the sponsoring organisation should wherever practicable allocate properties to applicants that are assessed as low income or to those that meet general public housing eligibility criteria.

To be eligible for assistance under CHP tenants should broadly meet the following eligibility criteria:

- Public housing income limits which are based on eligibility for a Health Care Card.
- Assets worth no more than the public housing asset limit as determined by Housing Tasmania. Assets counted include cash, savings, bonds, shares and investments, lump sum payments, net fixed assets of a business, superannuation funds that have been realised, and real estate.
- They must not own a residence, although discretion may be applied where the person can not access their residence, for example, in the case of older people with limited life savings or where a property is subject to legal proceedings.

3.3.7 Disposal of properties

If an organisation either owns in its own right or is a tenant-in-common in a dwelling funded by the Program, and that organisation goes out of existence or is wound up, Housing Tasmania will advise relevant stakeholders on the appropriate use of that dwelling subject to the provisions of any security arrangements. As far as practicable and appropriate the dwelling shall be transferred to a similar body, and used for purposes related to the Program. If this is not practicable:

- Current tenants of the funded project shall be given first preference to purchase their dwelling at market value or replacement cost in accordance with the sales provisions of the CSHA. Funds from the disposal of properties purchased under CHP must be reapplied to the Program;

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- The dwelling may be transferred to Housing Tasmania and a replacement dwelling of equivalent value provided for use for purposes consistent with the objectives of the CHP. Where a property is transferred to Housing Tasmania, local government body or a community group no person or an associate of the person transferring the property and gaining materially from that transfer shall become a tenant of that property except in cases approved by the Minister.

3.4 Equity and title arrangements

Title to CHP properties shall normally be held by the funded organisations with Housing Tasmania ensuring the security of their contribution in projects funded under the CHP. This shall be by means of an appropriate legal instrument, legally binding and readily enforceable in Tasmania in which the dwellings are located.

Following consideration by the Director and subject to the agreement of the Minister, title may be held by Housing Tasmania where no reasonable alternative exists and sponsoring organisations enjoy substantial security of tenure (for example, a long term lease).

3.5 Payment of grant funds

The payment of grant funds will be as follows:

- Generally, the project budget is to be managed by the organisation. A Funding Agreement will be executed between Housing Tasmania and the organisation outlining the conditions of the transfer of funds to the organisation.
- Organisations will be required to appoint a Project Manager who will supervise work and ensure that the project is completed in accordance with the terms and conditions of funding. The Project Manager will be responsible for reporting on progress to Housing Tasmania.
- The project must be undertaken to completion within a predetermined time period, as outlined in the Funding Agreement.
- Funding Agreements for construction and upgrade projects managed by the community organisation will provide a schedule that draws down payments for the successful and appropriate completion of project milestones.
- Funding Agreements for purchase, or purchase and upgrade projects managed by the community organisation will generally provide for a one-off capital payment unless otherwise negotiated.
- Housing Tasmania will provide funding progressively on completion of project milestones that is:
 - for purchase of properties, the full purchase price plus settlement adjustments and legal fees will be paid at the time of settlement;
 - for the construction of properties, payment of grant funds will generally be made progressively on receipt of certification from an architect (or other such persons as agreed to in writing by Housing Tasmania) of the satisfactory completion of stages of work; and

- for purchase and upgrade, the portion of the grant to be used for modification may be paid upon receipt of an invoice for work completed and an architect's certification (or other such persons agreed by Housing Tasmania) of the satisfactory completion of the upgrade or by a grant payment.
- Housing Tasmania reserves the right to exercise discretion in the payment of the CHP allocation as per Clause 2 of the Funding Agreement.
- Unspent grant funds may be returned to Housing Tasmania at the completion of the project or end of financial year on receipt of the annual audited financial report that isolates project funds from any other operational funding of the organisation.

3.6 Reporting requirements

3.6.1 Project implementation reporting

Funded organisations will be required to submit to Housing Tasmania regular progress reports according to project milestones on the status (including financial) of the project from execution of the Funding Agreement to project completion.

For each approved project, the organisation shall provide an audited financial statement upon project completion. The financial statement shall clearly show the CHP funding usage including any surplus that has not been expended.

In cases where a long term (that is, in excess of twelve months) project has been approved for funding, an initial report on the progress of the strategy should be submitted to Housing Tasmania within a maximum of six months of notification of approval.

The reporting format will be determined by Housing Tasmania and outlined to funded organisations at the time of project approval. Reporting will be detailed in the Funding Agreement.

3.6.2 Ongoing reporting

Funded organisations are required to provide, at the end of each financial year for the term of the Funding Agreement, a certified audited statement clearly showing the funding amount or revenue streams and expenditure demonstrating that revenue has been collected and expended in accordance with Program Guidelines. This statement shall identify any operational surpluses.

This audit must be undertaken by a qualified accountant who is not a member, officer or employee of the funded organisation and who is:

- Registered as a company auditor under law in force in Tasmania; and
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants.

The reporting requirements of funded organisations will include the provision of data required for policy development and evaluation purposes, including:

- Details of accountability of funds, such as insurance certificates, asset management strategies, and maintenance schedules; and
- Non-identifying tenant/client information for the duration of the reporting timeframe as outlined in the Funding Agreement. This data should include for example, numbers of clients housed and their characteristics.

A guiding principle to determine the extent of data collected will be that the data is required by national collections and/ or useful to both Government and housing providers and does not infringe on the privacy and rights of tenants. Organisations will be advised on the reporting format of the Community Housing Program Annual Funding Agreement Report for non-identifying data collation on signing of the Funding Agreement.

Housing Tasmania will aggregate the data received from funded organisations for Australian Government reporting and will review compliance with State requirements annually.

Overall, organisations should provide information that demonstrates the CHP allocation is being used consistently with the funding intent.

3.7 Publicity strategy and media requirements

Funded organisations are expected to liaise with Housing Tasmania on all issues relating to publicity. Funded organisations must agree to acknowledge the Australian and State Governments in any publicity, announcements, media releases and events that occur throughout the term of the Funding Agreement. This includes but is not restricted to written documents such as brochures and speeches, signage and videos for instance.

FURTHER INFORMATION

A copy of the *Residential Tenancy Act 1997* can be downloaded free from:

<http://www.thelaw.tas.gov.au/index.w3p>

A full copy of the National Community Housing Standards can be downloaded free from:

www.nchf.org.au/downloads/NCHStandardsManual2003.pdf

Details on Tasmanian Government Procurement requirements can be found at:

<http://www.purchasing.tas.gov.au/>