

**Community Housing Program
2008-09
Application Form
for
Stage Two of Funding Round**



1. Introduction

The Community Housing Program (CHP) is a tied funding program under the Commonwealth/State Housing Agreement (CSHA) 2003-08. Funding is provided by the Australian Government Department of Family and Community Services and in Tasmania is administered by Housing Tasmania within the Department of Health and Human Services.

For the 2008-09 financial year, applications for CHP capital funding are being sought from community organisations for the acquisition of additional community housing dwellings through: purchase, construction, extension, upgrade or renovation of existing dwellings; and the provision of accommodation for residential support workers, where this contributes to improved housing outcomes for tenants.

2. Contacts

For detailed information about eligibility for CHP and funding priorities for 2008-09, refer to the *Community Housing Program 2008-09 Guidelines for Organisations Submitting Proposals*.

For further information and general advice on the CHP Funding Round please contact:

Contact: Carolan Hands
Address: 4th Floor, 99 Bathurst Street, Hobart
Telephone: (03) 6233 4878
Email: carolan.hands@dhhs.tas.gov.au

Assessment

Applications for Stage Two of the 2008-09 CHP funding round received by the closing date will be assessed by the Department's Assessment Panel against the assessment criteria outlined on page 3.

The Assessment Panel will make recommendations for funding to the Minister for Human Services.

The Minister is responsible for approving proposals funded under CHP.

Organisation details

Full legal name of organisation:

Name of service (if different from above):

Amount of CHP Funding requested in this application (*more detail required on p19*)

\$	
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Contact information

Postal Address:	
Main Office Address:	
Telephone Number:	
Facsimile Number:	
Email Address:	

3. About this Application Form

The information sought in the Stage Two Application Form is designed to enable organisations to address the assessment criteria against which all proposals will be assessed. Please address all sections as appropriate to your proposal.

In order to receive CHP funding organisations must meet the requirements as per the CHP 2008-09 Guidelines and must agree to comply with the terms and conditions of funding. The Stage Two Application Form seeks to identify how well proposals address the assessment criteria which are as follows:

- Appropriate documentation has been provided
- Policies and procedures are consistent with the Community Housing Program
- Need and support for the housing is demonstrated
- Organisational capacity to manage the housing is demonstrated
- The proposal outline and budget are consistent with funding requirements
- Sustainability and viability of the proposed housing model is demonstrated
- Innovative aspects of the housing proposal
- The housing offers value for money

Where appropriate, the information provided must be consistent with the *Residential Tenancy Act 1997* and also the National Community Housing Standards.

PLEASE ADDRESS ALL OF THE REQUIRED SECTIONS.

For administration purposes, organisations are required to **lodge six (6) copies of the *Application Form for Stage Two* form, plus the original form.**

Closing date for Stage Two applications:

Stage Two applications should be lodged by **2pm on Friday 30 January 2009** and forwarded to:

**Housing Tasmania Tender Box
Level 4
Housing Tasmania
GPO BOX 125
HOBART TAS 7001**

Applications may be hand delivered by the above date and time to:

Tender Box
4th Floor
99 Bathurst Street
Hobart

Please note that late applications may not be considered for assessment unless approved by the Assessment Panel.

Section 1: Policies and Procedures

Section 1 seeks documentation on different aspects of housing management. Where no formal documents exist please adequately describe current practice and any work on documentation that may be in progress. Attach documents as appropriate and note the attachments in the relevant spaces provided.

PLEASE NOTE that minimum requirements are provision of the tenancy agreement; and policies on tenant eligibility, tenant selection, rent setting, measures to maximise rental income, and tenant rights and participation.

1.1 TENANCY MANAGEMENT

Tenancy management must be consistent with the *Residential Tenancy Act 1997*. Please address items under the following headings:

Tenant selection

Eligibility for housing, target group/s, tenant selection, management of demand e.g. waiting lists; allocation of properties and management of refusals.

Establishing and maintaining tenancies

Residential tenancy agreement; security deposits; condition reports; rent setting; rent collection; tenants' rights and responsibilities. (See Rent Setting Guidelines and Rent Setting Tool in the CHP Information Kit.)

Responding to the changing needs of tenants

Maintaining successful tenancies; managing relationship breakdown or domestic violence; neighbourhood disputes; disability modifications; managing under-performing stock; mutual exchanges of stock.

Rent Setting Policy

Rent setting policy; how is the rent set; how do you use Commonwealth Rent Assistance?

Terminations and evictions

Voluntary and forced terminations; abandoned tenancies; feedback from tenants upon termination.

Tenant rights and participation

Fair and non-discriminatory treatment of tenants; confidentiality and privacy; tenant participation; tenant consultation processes; barriers to participation; grievance procedures; conflict resolution; and for co-operatives, member selection and skill development.

1.2 PROPERTY MANAGEMENT

Describe how the organisation proposes to manage the properties. This should be consistent with the *Residential Tenancy Act 1997* and may include information under the headings below. Please attach copies of any relevant documents. Where no formal documentation exists describe current practices and any work that may be in progress.

Responsive maintenance and repairs

Timeframes for repairs; fair and equitable allocation of maintenance funds; prioritisation of budgets; procedures for repairs; tenant rights and responsibilities; vacated properties; assessment and approval processes for initiating repairs; documentation and monitoring of repairs; property inspection schedules; selection of contractors; tenant satisfaction with repairs.

Planned cyclical maintenance and upgrades

Asset management plan linked to financial planning; processes that balance tenant needs and desires with value for money; transparent contracting.

Acquiring and developing stock

Strategies for the acquisition, disposal and development of stock; efficient use of stock; assessing need to turn over stock; basic design principles; project briefs; assessment of feasibility; tenant involvement in decision making; transparent selection of consultants.

Developing income streams for acquiring new stock

This could involve a description of work undertaken by the organisation to develop new income streams to increase the portfolio of stock, taking into account over all costs and relative benefits to the organisation and its constituents.

Section 2: Demonstration of Need

2.1 PROJECT INITIATION

Please outline how the proposal was initiated including any community development processes that have formed the basis for the proposal. It is expected that community development will have been integral to the development of the proposal.

2.2 CONSULTATION WITH STAKEHOLDERS

Were there any community consultations, consultations with stakeholders or locally based surveys undertaken to identify the need and support for the housing? If so, please describe and outline the main findings.

2.3 SUPPORTING INFORMATION

Please provide statistical and other information about the target group, including population statistics, service information, waiting list information and information about the effectiveness of similar models elsewhere.

2.4 HOUSING AND SUPPORT NEEDS OF TENANTS

Describe how the proposal would address the needs of the priority target group. This might include information about the type of support that would be available either directly from the organisation or from other sources, as appropriate.

2.5 COMMUNITY AND SUPPORT LINKAGES

Describe how the organisation has either established or plans to establish linkages between the housing and the wider community. This may include but is not limited to items under the following headings:

Community linkages

Support from community groups or other organisations, including those that have agreed to partner with the organisation to provide the housing. This might include a description of the kind of support that has been pledged; and supporting letters from relevant individuals or organisations.

Access to appropriate support for tenants

How tenants would access support e.g. the services available, informal networks with support providers, referral processes, assessment of support needs versus availability of support.

Community capacity building

How the organisation contributes to community capacity building e.g. policies and strategies that reflect a commitment to: building sustainable communities; collaborative working relationships; maximising the available resources; fostering a sense of community ownership and information sharing.

Housing information, advice and referral systems

Systems to guide the provision of services, staff knowledge of services, assessment and referral mechanisms for meeting tenants' housing and support needs.

2.6 RECURRENT FUNDING

This relates to recurrent funding that is required for the provision of the proposed housing model rather than recurrent funding for your organisation. For example, an on-site carer to provide support to residents to maintain and/or obtain independent living skills.

If the proposal requires recurrent funding from another funding body, please provide details of the arrangements and attach a letter of support from an appropriate representative of the funding body, indicating that the funding is available, the relevant timeframes and how the housing proposal relates to the strategic priorities of the funding body.

Section 3: Organisational Capacity

Section 3 seeks information about the organisation's capacity to manage the proposed housing.

3.1 MANAGEMENT SYSTEMS

Describe the systems the organisation has in place to support the management of the housing, as applicable. This includes but is not limited to:

Financial systems

Systems to guide financial management, viability and probity, cash flow projections, appropriate audited reports, processes to ensure that funds are not mismanaged.

Administrative systems

Management of tenancy files, asset register, use of vehicles, comprehensive insurances, management of electronic and hard copy correspondence, filing systems, register of equipment, storage of keys, management of computer files.

Information systems

Data collection to support planning and management.

Office environment

Disability access, fire safety, security.

3.2 SKILLS AND EXPERIENCE AS A PROPERTY MANAGER

Please outline any qualifications, skills and experience within the organisation relevant to managing social housing properties; including for the construction, development, and maintenance and upgrading of properties.

3.3 SKILLS AND EXPERIENCE AS A TENANCY MANAGER

Please outline the organisation's qualifications, skills and experience within the organisation relevant to the management of social housing tenancies; including managing the relationship with tenants, rent collection, responding to and addressing maintenance issues.

3.4 GOVERNANCE AND ORGANISATIONAL MANAGEMENT

Describe how the organisation would be accountable to tenants, staff, board/management committees, relevant community groups, the broader community, funding authorities and other regulatory bodies. It may include but it is not limited to items under the following headings:

Selection of office bearers

Establishing and maintaining governing bodies e.g. systems for nomination and selection of the committee or board of management which is transparent and provides for an appropriate skills base, induction, identification of training needs and ongoing education.

Governance structure

Documented organisational purpose, goals, rights and responsibilities, decision making, conflict resolution; managing conflicts of interest, managing the organisation, access to information required for sound decision making, allocation and monitoring of roles and functions; reporting to relevant regulatory bodies and appeals processes.

Planning and development

Annual planning, business and strategic planning, use of social indicators to assist in planning, improvements made as a result of planning.

Review processes

Service improvement and review of progress against planning, policy and review cycles.

3.5 HUMAN RESOURCE MANAGEMENT

Describe how the organisation manages people within the organisation; including how staff are selected, supervised, trained and given access to professional development opportunities. It may include but is not limited to:

Recruitment

Staff recruitment, selection and appointment e.g. equal employment principles, conflict of interest, development of position descriptions, and review of positions.

Supervision

Staff supervision, training and development of staff e.g. performance review, training needs assessment, training budget, supervision framework and staff orientation.

Employment systems

Documented employment conditions, management of personnel records.

Workplace health and safety

Risk management planning, hazard identification.

Management of volunteers

Documented system regarding use, supervision, roles and functions of volunteers.

Section 4: Proposal outline and budget

Section 4 seeks a detailed description of the proposal, including the capital budget, organisation contribution, establishment costs and project timeframe and implementation plan. If documentation is available, such as titles, sitemaps or sketch plans, please attach as appropriate.

4.1 PROJECT OUTLINE

Please provide a full project description describing the proposed housing that is to be funded including but not limited to: Target group; property type; number and size of bedrooms; residents amenities; location; type of construction; disability access; live in facilities for staff/children (if relevant); special features;

4.2 CAPITAL BUDGET

Please detail the total anticipated capital costs of the proposed project. Costs should clearly identify a GST component where this is incurred.

GUIDE

As a guide to help you fill out the following table, some examples are listed:

Purchase/construction costs:

Includes purchase of dwelling; cost of building the dwelling; cost of land; include per centage of project management costs

Site development costs:

Includes electrical layouts; heating; lighting; security; fire detection; external storage; site security; fencing; gates, landscaping

Disability issues costs:

Includes access and egress including appropriate driveway and parking; circulation spaces; furniture heights for benches/sinks in kitchen, bathroom and laundry; grab rails

Establishment costs:

Includes solicitor's fees; stamp duty; transfer costs (if applicable); removal costs (if applicable); white goods ie stove, washing machine, fridge

Source of funds:

Please advise if the source of funds is CHP, a loan, organisation's own resources or "in kind"

It should be noted that the CHP Guidelines require that organisations 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, donations, volunteer labour, land etc. *(These costs should be placed in the column titled "source of funds if applicable")*. Please include any contingency costs associated with the proposal.

Organisations who are able to make more than a 20% contribution thereby establishing their financial commitment to the proposal may be given preference.

Capital expenditure items	Amount \$ (incl GST)	Source of funds
Purchase/ construction costs	\$	
Site development costs	\$	
Disability issues costs <i>(if not included in the construction costs and if appropriate)</i>	\$	
Establishment costs	\$	
TOTAL CAPITAL COST OF PROPOSAL	\$	N/A
TOTAL AMOUNT OF CHP REQUEST	\$	N/A

Please outline how your organisation intends to fund the difference between the total capital costs of the proposal and the CHP funding request.

4.3 PROJECT IMPLEMENTATION PLAN

Please describe how the organisation would manage implementation of the proposed project. This might include but is not limited to description of: project sponsorship; steering committee; project manager; project team; reporting; and governance structure. This section should also include information regarding Local Government planning requirements and how your organisation has made progress towards any Council requirements (eg rezoning of land etc) so to reduce time delays in project implementation.

4.4 PROJECT TIMEFRAMES

Please indicate how long the project would take to complete, including commencement and completion timeframe or dates, and other project milestones and timeframes.

Project milestones	Timeframes

Section 5: Sustainability and viability of the Proposal

5.1 STAKEHOLDER ANALYSIS

Please identify the key stakeholder groups, rate against LOW – MODERATE – HIGH indicators under the headings “level of influence” and “level of support” and describe stakeholder management strategies.

Stakeholder	Level of influence	Level of support	Management strategies

5.2 OPERATING BUDGET

Please provide a detailed operating budget for the ongoing management of the proposal. It is important to indicate how rental and other income will be used to meet operating costs such as: administration and salaries (if applicable); rates; insurance; tenancy management; and maintenance, including cyclical maintenance.

Item	Source	Income	Expenditure
Establishment costs (if necessary)			
Income			
Rent receipts (- bad debts/ vacancies)			
Other income			
Outgoings			
Salaries and oncosts			
Tenancy/support management			
Repairs			
Upgrading			
Insurance			
Rates and taxes			
Sundry debtors			
Management and administration			
Borrowings and interest			
Future liabilities			
Other			
TOTAL		\$	\$
Surplus/ (Deficit)			

5.3 RISK ANALYSIS

Using the key below the templates on the following pages identify the level of risk and the strategies for managing or minimising risk and who is responsible for this task. Use as many risk tables as required. The analysis may include risks to:

- project sponsorship and management;
- policy, legislation eg Local Government planning regulations;
- individuals and communities;
- managers and staff;
- infrastructure eg business processes and technology;
- finances and budget;
- industrial relations;
- asset management;
- economic and commercial interests;
- other.

	Consequences of risk (impact)				
Likelihood of risk	EXTREME	VERY HIGH	MEDIUM	LOW	NEGLIGIBLE
ALMOST CERTAIN	severe	severe	high	major	significant
LIKELY	severe	high	major	significant	moderate
MODERATE	high	major	significant	moderate	low
UNLIKELY	major	significant	moderate	low	trivial
RARE	significant	moderate	low	trivial	trivial

Severe risk	Must be managed by senior management with a detailed plan.
High risk	Detailed research and management planning required at senior levels.
Major risk	Senior management attention is needed.
Significant risk	Management responsibility must be specified.
Moderate risk	Manage by specific monitoring or response procedures.
Low risk	Manage by routine procedures.
Trivial risk	Unlikely to need specific application of resources.

Risk					
Likelihood:		Consequences:		Risk Category:	
Responsibility					
Strategies					

Risk					
Likelihood:		Consequences:		Risk Category:	
Responsibility					
Strategies					

Risk					
Likelihood:		Consequences:		Risk Category:	
Responsibility					
Strategies					

Note: Please complete as many tables as required, as attachments if necessary.

Section 6: Innovative Aspects of the Proposal

6.1 HEALTH AND WELL BEING OF TENANTS

Describe how the proposed housing would contribute to improving the health and wellbeing of tenants, giving consideration to factors such as: design, amenity and preferred location; community standards for independent accommodation; compliance with local planning regulations and national building codes; and appropriateness of the housing for the target group.

6.2 ENVIRONMENTAL SUSTAINABILITY

Describe the environmentally sustainable features of the housing that would directly benefit the tenants and/or your organisation.

6.3 LINKS TO TRAINING AND EMPLOYMENT

Describe how tenants would be linked to training and employment opportunities.

6.4 CONTRIBUTION OF THE PROPOSAL TO THE AFFORDABLE HOUSING SECTOR

Describe how the proposal would contribute to providing alternative affordable housing options for low to moderate income households (or those eligible for public housing).

6.5 GAPS IN SOCIAL HOUSING PROVISION

Describe how the proposal would offer affordable housing to the target group that cannot be met elsewhere in the proposed location.

6.6 OTHER INNOVATIVE ASPECTS OF THE PROPOSAL

Describe other, if any, innovative aspects of the proposal.

Section 7: Value for Money

7.1 VALUE FOR MONEY

Description on whether the project cost effectively delivers appropriate property amenity and quality of service that contributes to the health and well being of tenants.

Section 8: Certification

This application should be signed by two people who are legally empowered to give assurances and enter into contracts and commitments on behalf of the organisation.

In the event that the second round application is successful, the organisation shall agree to sign any relevant agreements and/or documents as required by Housing Tasmania, Department of Health and Human Services within 3 months of notification, including but not limited to:

- Funding Agreement and Mortgage;
- Lease Agreements;
- Service Agreement; and
- an appropriate legally binding instrument for securing Housing Tasmania's interest in the funded project.

Authorisation

The information given in this application form is complete and correct. I agree on behalf of the organisation to the terms and conditions held therein.

Name:

.....

Position in Organisation:

.....

Signature:

..... **Date:**/...../.....

The information given in this application form is complete and correct. I agree on behalf of the organisation to the terms and conditions held therein.

Name:

.....

Position in Organisation:

.....

Signature:

..... **Date:**/...../.....

Section 9: Application feedback

Please provide feedback on the CHP Funding Application form and Information Kit.

1. Were you provided with sufficient information to enable you to complete an application?

Yes

No

If no, what additional information did you require?

2. What were your views of the information sought in the Application?

3. Could you suggest ways of improving how information is sought in the Application?

4. Do you have any other feedback or suggestions regarding the application process that you would like to provide to Housing Tasmania?

Thank you for your feedback.