# SCHEDULE A

## 1. Summary information

Table 1: Summary information about this agreement

|  |  |
| --- | --- |
| Agreement number | xx |
| Agreement Commencement Date | April 1, 2014 |
| Funding stream | Federal Homelessness Partnering Strategy |
| Recipient name | xx |
| Notification Information | Name of Executive Director  Address  Email |
| Principal contact | Name:  Title:  Phone:  Email: |
| Required CGL insurance limits, inclusive per occurrence | $X million |
| City’s Notification Information | City manager … |
| City’s Principal Contact | Name:  Title: Program Coordinator  Phone:  Email: |
| Title of funded program or program component | xx |
| Type of program | xx |
| Location of the program | xx |
| Funding amount in fiscal year 2014-5 | $xx |

## 2. Recipient information

Table - Recipient information

|  |  |
| --- | --- |
| **Corporate name and Address** | XX |
| **Corporation Number:** | XX |
| **Corporation Type:** | Eg. Federal Corp Non-Share |

## 3. Annual maximum amount of funding

The City shall pay the Recipient the eligible costs under this Agreement up to the maximum amount shown in Table 3 for the activities funded under the terms of this Agreement (“**Eligible Program Costs**”). The breakdown of the Eligible Program Costs for this Agreement are listed and described in Table 7. In Year 2 onwards, the maximum amount will be determined by the City, which will advise the Recipient, in writing, of the amount within one month following the finalizing of the City Budget for that year.

Table - Annual maximum funding amount

|  |
| --- |
| April 1, 2014 to March 31, 2015 |
| **$XX** |

## 4. Description of Program(s)

The Recipient shall use the funding which is the subject of this Agreement to provide the Program(s) described below in Table 4.

Table – Service description and client description

|  |
| --- |
| **Service Description** |
| XX |
| **Client description** |
| XX |

## 5. Activities and service targets

Table 5 displays the City’s expectations of the Recipient during the term of this Agreement as they relate to activities and service targets under the Programs.

Table - Activities and service targets

|  |
| --- |
| Required Activities:  XX  **3. Collaboration**   1. Collaborate with other community agencies, police and stakeholders to share information, problem solve, identify emerging issues, analyze data and coordinate services 2. Much of the above will be done through the Street Outreach Network 3. Participate in Street Outreach Network activities, including regular attendance at monthly meetings 4. Participate in Street Outreach Managers Network Meetings 5. Participate in Housing Search and Stabilization Network, including regular attendance at scheduled meetings.   **4. Reporting**   1. Submit accurate and complete financial and data reports to the City as scheduled in Milestone Table 6, including narrative information 2. Respond to periodic requests for information on emerging trends, client issues, etc. 3. Report barriers to service to the City as soon as evident 4. Report to the City any disruptions in services funded by this Agreement as they occur.   **5. Continuous Service**  This service will be provided during regularly scheduled hours, including a minimal level of service during sick days and vacations of program staff. In order to engage the primary target population, hours of service may involve early morning and evening hours. |
| Service Targets:  XX |

## 6. Documentation requirements and payment schedule

1. The amount of funding shall be paid in accordance with Table 6, which outlines this Agreement’s milestones, i.e. the deliverables required by the City from the Recipient, and the amounts of the anticipated advance payments.
2. The City reserves the right to pay less than the amount of any payment amount shown on the Milestones Table if the Recipient’s previous statement of actual eligible expenses indicates that program expenses have been lower than anticipated in the budget shown in Table 7
3. The City shall pay the Recipient the actual eligible expenses for the activities described in this Agreement, up to the maximum amount shown in Table 3. Funds shall not be released unless the specified conditions listed in Table 6 have occurred to the satisfaction of the City.
4. Upon written consent from the City, amounts not spent in one financial reporting period may be carried forward to other periods within the same funding year.. The City shall not unreasonably disallow the carrying forward of funds within a funding year.
5. Unless otherwise agreed to, in writing, by both parties, the Recipient shall use the funds provided under this Agreement solely for the Programs. Therefore, if the actual costs of the described activities are less than the amount stated in this Agreement, the Recipient shall be reimbursed by the City for only the expenses incurred for the Program.
6. If the actual costs of the program exceed the contracted amount, these excess costs must be borne by the Recipient. The Recipient shall not submit a statement of actual eligible expenses that includes any amounts exceeding the total contracted amount.
7. The Recipient shall notify the City of any overpayments, unexpended balances, and disallowed expenses and shall repay these to the City, upon request.
8. The Recipient shall submit periodic statements of actual eligible expenses to the City based on Table 6 and shall provide sufficient details of the services rendered.
9. Payments made under this Agreement that are subsequently disallowed shall be paid back to the City. Until these funds are paid, they shall be debts due to the City.
10. The deliverables required by the City to administer this Agreement, and payments to be made upon receipt of the applicable deliverables are detailed in Table 6.
11. Definitions, for the purposes of the Milestones Table:
    * 1. **“Stats” refers to the Services Statistics Report** **Form** provided by the City to be completed and submitted quarterly by the Recipient. This form will require statistical information relating to the funders’ service data, and certain narrative information. The City shall advise the Recipient from time to time of the types of data and information to be collected by the Recipient and submitted to the City.
      2. **“SAEE” refers to the statement of actual eligible expenses** which is a financial statement of the actual eligible expenses incurred by the Recipient during each year of the Agreement, submitted quarterly in a format prescribed by the City, which includes the line-by-line Table 6 budget, the cumulative line-by-line expenses for each quarter of the current year, and a column for accumulated expenses to date. On October 15th of each year, the SAEE must also include a column showing the projected expenses for each line, to the end of the current funding year (end of December). Any expenses exceeding the maximum funding amount will not be reimbursed. Each submitted SAEE must show any relevant explanatory notes related to the current period and previous periods.

Table - Milestones Table

| **DATE** | **MILESTONES REQUIRED BEFORE EACH PAYMENT** | **Amount**  **$** |  | **Year 1** |
| --- | --- | --- | --- | --- |
| March 31, 2014 | 1. This Agreement is signed between the Recipient and the City. 2. A true copy of a Directors’ Resolution has been provided, showing the Directors of the non-profit corporation are in favour of receiving this funding to operate this program. 3. Proof of adequate Commercial General Liability insurance 4. Proof that corporation is exempt from WSIB or is in good standing with WSIB |  |  | 1.  2.  3.  4. |
| April 1 | 1. Advance payment from the City (Approx. 1/3 of the annual amount), subject to adjustments | $XXX |  | 5. Any hold issued on pre-set payment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If so, hold was released on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| April 15 | The Recipient submits the following, to the satisfaction of the City:  **Unless the requirement is waived by the City, the Recipient shall provide the following, to the satisfaction of the City:**   1. Confirmation as to the current number of members of the Recipient organization, or that the corporation’s structure does not include membership. 2. A copy of the corporation’s current organizational chart. |  |  | 6.  7. |
| July 15 | Recipient submits, for each Program, the following, to the satisfaction of the City:   1. SAEE for April/May/June 2. Stats for April/May/June |  |  | 8.  9. |
| July. 26 | 1. Advance payment from the City (Approx. 1/4 of the annual amount), subject to adjustments | $XXX |  | 17. Any hold issued on pre-set payment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If so, hold was released on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Oct. 15 | Recipient submits, for each Program, the following, to the satisfaction of the City:   1. SAEE for July/Aug/Sept 2. Stats for July/Aug/Sept   **Unless the requirement is waived by the City, the Recipient shall provide the following, to the satisfaction of the City:**   1. The Recipient’s audited financial statement for the previous year. 2. A list of the corporation’s Directors and their titles on the Board 3. Proof of the corporation’s ongoing status as a corporate entity in good standing. 4. A copy of the properly signed minutes of the most recent Annual General Meeting. |  |  | 11.  12.  13.  14.  15.  16. |
| Oct. 26 | 1. Advance payment from the City, subject to adjustments. | $XXX |  | 17. Any hold issued on pre-set payment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If so, hold was released on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Jan.15 | Recipient submits the following, to the satisfaction of the City:   1. SAEE for Oct/Nov/Dec of previous year, and projecting expenses to the end of March 2015 2. Stats for Oct/Nov/Dec of previous year |  |  |  |
| Jan 26 | 1. Advance payment from the City, subject to adjustments |  |  |  |
| April 2 | 1. SAEE for Jan, Feb & March 2. Stats for Jan, Feb & March |  |  |  |
|  | **Maximum funding amount:** (agrees with total of Table 3) | **$ XXX** |  |  |

## 7. Budget and eligible costs

The costs set out in Table 7 are Eligible Program Costs for the purposes of this Agreement. Regarding Year 2 onwards, once the City has determined the maximum amount for this Agreement for each coming year, the City and the recipient will agree, in writing, to updated amounts for Table 7.

Table – Budget - Eligible Costs for the Program(s)

|  |  |
| --- | --- |
| **Eligible Costs:** | **Year 1** |
| Salaries, Wages, and Benefits of staff providing the service to clients  # of FTEs being paid with this amount: \_\_\_\_\_\_.\* | xx |
| Program Expenses | xx |
| Administrative Costs (Maximum 15% of overall budget) | xx |
| **Total** | **xx** |

\*Quarterly reports of spending must name the individuals being paid and the percentage of their salary and benefits being paid out of this budget line (e.g. 100%)

**GENERAL CONDITIONS**

1. Costs are Eligible Program Costs only if they are:

(a) directly related to and required for the delivery of the Program; and

(b) reasonable, in the opinion of the City.

2. Costs of all goods and services acquired from businesses that are, in the opinion of the City, related to, or associated or affiliated with, the Recipient, shall be valued at the cost to 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 City shall be provided with access to the relevant records of the supplying entity for the purpose of verifying the amount of the cost claimed by the Recipient, and the City is not obliged to consider the eligibility of any such cost unless access to such records is provided, if requested.

3. Only those costs with respect to which the Recipient has incurred an obligation during the financial period and received goods and services by the end of the financial period are Eligible Program Costs. No costs incurred by the Recipient prior to or following the financial period are Eligible Program Costs.

4. The portion of the cost of any goods and services purchased by the Recipient for which the Recipient may claim a GST/HST input tax credit or rebate is excluded from Eligible Program Costs and not eligible for reimbursement. The Recipient shall, as far as reasonable and practical, take advantage of any GST/HST rebates or input tax credits that may be available to it.

**CATEGORIES OF ELIGIBLE PROGRAM COSTS**

1. Where approved as set out above in Table 7, a direct labour cost may be claimed for the work performed. The payroll rate acceptable for personnel performing the work will not exceed the prevailing rate in the same or most similar category or industry.
2. The Recipient may claim only that time spent directly on the delivery of the Program, excluding indirect time, non-Program related time, holidays, vacation, paid sickness, etc.
3. The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g. overtime), shift differentials and any reimbursements or benefits conferred in lieu of salaries or wages except as noted in the next paragraph.
4. Fringe benefits (dental plan, life insurance, disability insurance, etc.) are ineligible. An allowance of up to 20% of direct labour costs may be claimed instead.
5. Direct materials, sourced internally or externally that are consumed in carrying out the Program are Eligible Program Costs.

10. All materials purchased directly for the Program will be charged at the net laid down price, after deducting all trade discounts and similar items. Materials issued from the Recipient’s general stocks will be charged to the Program in accordance with the method used consistently by the Recipient in pricing material inventories.

**Other Categories of Eligible Program Costs**

1. Eligible are costs which are specifically identified as having been incurred in the performance of the Program. In general, these could include but are not limited to, the following categories of costs:
   1. travel costs;
   2. communication costs;
   3. the costs of goods or services contracted out to a qualified contractor, researcher or consultant;
   4. the cost of leasing office, research or operating space directly related to the Program;
   5. the purchasing or renting office equipment, including computers;
   6. accounting and legal costs directly related to the Program activities;
   7. overhead costs, being those costs which, though necessarily having been incurred during the Program for the conduct of the third party’s business in general, cannot be identified and measured as directly applicable to the Program. Overhead costs may include, but are not necessarily restricted to such items as costs of a general nature such as power, heat, light, operation and maintenance of general assets and facilities, supplies, printing, publishing, distribution, promotion, advertising;
   8. architectural costs for building, buying, renovating or making additions to shelter space, supportive or transitional housing;
   9. training costs for enhancing the skills of the staff of the third party; and/or
   10. costs of supporting clients.

**INELIGIBLE PROGRAM COSTS**

12. The following costs are not Eligible Program Costs:

1. entertainment expenses;
2. donations;
3. fines and penalties;
4. membership fees for clubs;
5. costs of constructing, buying, or renovating of buildings for use as permanent housing for homeless people;
6. expenses related to affordable housing; and/or
7. expenses related to social housing.