

Toronto Community Housing



Tenant Funds Distribution Policy and Procedures

Item 7A

June 9, 2022

Tenant Services Committee (“TSC”)

Report: TSC:2022-25

To: Tenant Services Committee (“TSC”)

From: Chief Operating Officer (Acting)

Date: May 9, 2022

PURPOSE:

This Report provides TSC with information on how tenants will request funds to support engagement and the processes developed to ensure funds are disbursed to tenants with appropriate controls and accountability measures in place.

RECOMMENDATIONS:

It is recommended the TSC:

1. receive the following documents for its information:
 - a. The Tenant Action Funds Policy as set out in Attachment 1 to this Report;
 - b. The Tenant Action Funds Procedures as set out in Attachment 2 to this Report;
 - c. The Confronting Anti-Black Racism Centre Community Funds Procedure as set out in Attachment 3 to this Report;
 - d. The Tenant Action Funds application guide as set out in Attachment 4 to this Report;

- e. The Confronting Anti-Black Racism Centre Funds application toolkit as set out in Attachment 5 to this Report;
 - f. The Tenant Action Funds Verification Checklist as set out in Attachment 6 to this Report;
 - g. The Tenant Action Funds Approved Funding List (2021) as set out in Attachment 7 to this report;
 - h. The Confronting Anti-Black Racism Centre Community Funds verification checklist as set out in Attachment 8 to this Report; and
 - i. The Process Flow maps for controls and oversight as set out in Attachment 9 and 10 to this Report; and
2. Authorize the appropriate staff to take the necessary actions to give effect to the recommendations in this Report.

BIFAC AND BOARD OF DIRECTORS

This report was received and approved by the BIFAC on April 8, 2022. The Board of Directors (“the Board”) also approved the Tenant Funds Distribution Policy in principle on April 25, 2022 with direction for the report to be brought to the TSC for further consultation with TCHC tenants and report back to the Board in relation to any further Policy improvements that might be made.

REASONS FOR RECOMMENDATIONS:

Tenant Action Funds are currently the only distribution channel available to TCHC to support community development and programming. In order to ensure that the distribution of Tenant Action Funds occurs in a manner that supports community development and provides appropriate operational and procedural controls, a Tenant Funds Distribution Policy and associated Procedures have been developed for the Board's consideration. With current pandemic restrictions lifting, there is a pressing need to support social recovery by re-establishing community development networks within TCHC communities. Further, the funds which were approved as a part of the Confronting Anti-Black Racism (“CABR”) strategy budget, act as a mechanism to support the achievement of the CABR strategy outcomes.

Background

In early 2020, TCHC paused the Participatory Budgeting (“PB”) program to allow for a comprehensive review and develop a new accountability framework to enhance procedural controls applicable to the program. The review is in process and will be reported through the Tenant Services Committee and to the Board of Directors.

Commencing in 2019, a program governing the distribution of Tenant Action Funds operated separately from the PB program, focusing on addressing tenant-identified priorities through the Community Action Plans. The distribution of funds under the Tenant Actions Funds Program provides socio-economic opportunities for TCHC tenants and communities to build local leadership capacity when addressing everyday needs and priorities.

Although the distribution of Tenant Action Funds was available to TCHC communities in 2021, limited funds were disbursed. With the lifting of public health measures implemented as part of Ontario's COVID-19 response measures, tenants are more substantially engaging in restarting in-person programming to support community development initiatives, which were identified through the CABR tenant consultations as detrimental to the success of the strategy and its impact on communities. In order to address local tenant priorities and CABR strategy objectives, while maintaining financial oversight and controls, TCHC has built a policy that will govern the distribution of TCHC funding to tenants. The policy outlines specific procedures to ensure control mechanisms, transparency, and value for money are in place to ensure financial accountability. The Tenant Funds Distribution Policy will cover the following programs:

- Tenant Action Funds; and
- CABR Centre Community Funds.

The Tenant Action Funds and the CABR Centre Community Funds allow TCHC tenants to actively participate in decision-making and champion activities, programs, and initiatives that advance their communities' upward growth and development.

While it should be noted that the Tenant Funds Distribution Policy is not Participatory Budgeting, it does provide a mechanism to allow tenants to access funds to support community development initiatives. The TAF and CABR Programs require adequate mechanisms and controls to ensure accountability, fairness and transparency.

Program Development

The Tenant Funds Distribution Policy applies to all TCHC tenants, tenant groups, and staff members. The distribution of funds governed by this policy are the cornerstone to providing tenants with the appropriate tools to enhance wellbeing within their communities. The policy governs those activities that can be funded under the two programs and how funds will be distributed to tenants.

TCHC developed a multidisciplinary team of leaders across multiple divisions, including Finance, Internal Audit, and Operations. This interdisciplinary team worked through the Policy and developed an accountability framework that provides comprehensive oversight, controls, auditing, and a centralized reconciliation function. The final draft was created and approved by all team members and was forwarded to Executive Leadership for review.

Program Delivery

The funds under this policy will be distributed through the following programs:

1. *Tenant Action Funds*

Tenant Action Funds were established in 2019 to replace the Tenant Council and Use of Space funds. The program has a total annual budget of \$250,000 and provides tenants and tenant groups with financial resources to fund projects and initiatives that respond to local tenant-identified priorities as part of the Tenant Engagement System. The funding limit per project is **\$1000**. Tenants and tenant groups can apply for funds once a month throughout the year. Examples of projects that these funds can support are:

- Community gardens;
- Yoga programming; and
- Breakfast programs.

2. *CABR Community Funds*

CABR Community Funds are available to tenants and tenant groups to support projects and initiatives that respond to the Confronting Anti-Black Racism Strategy's Eight-Point Plan. The CABR Community Funds program has a 2022 budget of \$50,000. These funds provide foundational investments in projects that will address some of the

disparities that impact Black tenants as outlined in the CABR strategy. The funds will also contribute to furthering the objectives of the eight-point plan in the CABR strategy. The funding limit is \$5000 per project from an overall budget of \$50,000. Black tenants and tenant groups can apply for funds once per year. Examples of projects that these funds can support are:

- Mental health programs for children, families and youth;
- Tutoring for children and youth;
- African drumming workshops; and
- Coaching for graduation and planning for post-secondary.

Controls & Oversight

The following provides an overview of the system of controls that have been put in place for both the Tenant Action and CABR Community Funds. Each respective incentive is supported by a program team that reviews applications, ensures alignment with the program mandate, and issues approvals of disbursement when appropriate.

Tenant Action Funds

1. The Tenant Participation Coordinator ("TPC") will review the applications to ensure that:
 - a) the tenant applicant's personal information, project details and eight (8) signatures from tenants are included and that no more than two (2) signatures from the same household are listed;
 - b) the project demonstrates how the application addresses tenant priorities; and
 - c) The tenant applicant's signature is included on the last page (handwritten or e-signed).
2. When the TPC confirms that the application is complete, the TPC forwards the application to the Tenant Action Funds Table for its consideration (Please see Attachment 4 for details on application requirements and process);
3. Tenant Action Funds Table (the "TAF Table") receives the project application from the TPC;
4. On a monthly cycle, the TAF Table considers the project applications submitted against the TAF application Guidelines and, upon confirming

that the project is consistent with the TAF Guidelines, approves the project. In the event of that the TAF Table is required to decide between the approval of multiple applications, decisions will be based on an assessment of the manner in which the application identifies goals that are to be achieved through the implementation of the proposed project and the degree to which the application identifies objective benefits to the affected community, from the implementation of the project (Please see Attachment 4 for details on application forms, requirements and process);

5. The TPC will check if the approved project items can be purchased from vendors on TCHC's existing list of approved vendors. In the event that such items are not available from existing TCHC approved vendors, TCHC may facilitate their purchase in accordance with its Procurement Policies and Procedures, as they may exist from time to time;
6. The Manager of Community Safety and Support ("Manager CSS") will approve the request for purchase based on their review of the approved application from the tenant, its adherence to the TAF application guidelines (each project budget limit, and compliance to meeting Community Action Plan objectives and in accordance with the Procurement Policy) before the TPC processes the purchase;
7. Once the items have been ordered Local Community Services Coordinator ("CSC") will meet with the vendor and tenant applicant on-site and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
8. The Local CSC will appropriately document the delivery of any goods or services delivered in accordance with an approved project as identified through this attendance and will retain such documentation, including the original tenant application form, the approved TAF table signatures, the order form documentation and signed invoices. (Please see attachment 6 TAF Verification Checklist for more details) in systems established by TCHC to record service delivery related to the program;
9. The TPC will process the invoice for the Manager CSS to review (to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the CSC's

confirmation that the required goods and/or services have been provided in accordance with the approved project application) approve (if appropriate) and consolidate with invoices related to other approved projects;

10. Consolidated Invoices are sent, by the Manager CSS, to the Manager, Tenant Engagement System ("Manager, TES") to review and to ensure that the consolidated packages are in accordance with the procedure.
11. Manager, TES reviews the consolidated TAF invoices to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the CSC's confirmation that the required goods and/or services have been provided in accordance with the approved project application and that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget. In the event that the Manager, TES confirms that the invoice reflects these requirements, the Manager TES approves the invoices and forwards them to Finance;
12. Finance will develop a monthly reconciliation report to confirm that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget;
13. Manager, TES uses the monthly Report when considering future consolidated invoice packages and to track total funds disbursed and processes new applications based on budget.

CABR Community Funds

1. Tenant Training Facilitators (TTF) will review the applications to ensure that:
 - a) the tenant applicant's personal information, project details and eight (8) signatures from tenants are included and that no more than two (2) signatures from the same household are listed;
 - b) the project demonstrates how the application addresses tenant priorities; and
 - c) The tenant applicant's signature is included on the last page (hand written or e-signed).
2. When the TTF confirms that the application is complete, the TTF forwards the application to the CABR Centre Community Funds Table;

3. The CABR Centre Community Funds Table receives the project application submitted by a TTF;
4. The CABR Centre Community Funds Table considers the project application against the CABR Centre Community Funds application toolkit (Attachment 5) and, upon confirming that the project is consistent with the CABR Centre Community Funds application toolkit, the projects' ability to address priorities in the eight point plan, approves the project. In the event of that the CABR Centre Community Funds Table is required to decide between the approval of multiple applications, decisions will be based on an assessment of the manner in which the application identifies the manner in which it will address priorities in the eight point plan and the degree to which the application identifies objective benefits to the affected community, from the implementation of the project;
5. TCHC Clerk in the CABR Centre will check if the approved project items can be purchased from vendors on the approved vendor list. In the event that such items are not available from existing TCHC approved vendors, TCHC may facilitate their purchase in accordance with its Procurement Policies and Procedures, as they may exist from time to time;
6. Manager, Centre, will approve the request for purchase based on reviewing the approved application from the tenant, adhering to the CABR Centre Community Fund application guidelines (each project budget limit, and compliance to meeting Eight Point Plan objectives and in accordance with the Procurement Policy) before the Clerk processes the purchase;
7. Once the items have been ordered, the Tenant Training Facilitator (TTF) will meet with the vendor and tenant applicant on-site and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
8. The TTF will appropriately document the delivery of any goods or services delivered in accordance with an approved project as identified through this attendance and will retain such documentation, including the original tenant application form, the approved the CABR Centre Community Funds Table signatures, the order form documentation and signed invoices. (Please see Attachment 8 for the CABR Centre

- Community Funds verification checklist), in systems established by TCHC to record service delivery related to the program;
9. Following approval by the TTF, the Clerk will process the invoice for the Manager, Centre to review to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the TTF's confirmation that the required goods and/or services have been provided in accordance with the approved project application, approve (if appropriate) and consolidate with invoices related to other approved projects;
 10. Consolidated invoices are sent, by the Manager, Centre, to the Director, Centre to review and to ensure that the consolidated packages are in accordance with the procedure.
 11. Director, Centre reviews the consolidated CABR Community fund invoices to ensure that the submitted invoice references goods and/or services that are consistent with the approved project, is provided by the approved vendor at the approved price and that the invoice reflects the TTF's confirmation that the required goods and/or services have been provided in accordance with the approved project application and that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget. In the event that the Director, Centre confirms that the invoice reflects these requirements, the Director, Centre approves the invoices and forwards them to Finance;
 12. Finance will develop a monthly reconciliation report to confirm that the total value of the submitted invoices, from all projects, falls within the scope of the overall program budget;
 13. Director, CABR uses the monthly Report when considering future consolidated invoice packages and to track total funds disbursed a based on budget.

The attachment materials (Attachment 9 and 10) highlight the approval processes flows and their controls established to ensure the responsible and transparent disbursement of funds.

NEXT STEPS:

A plan will be rolled out for staff, both at corporate and regional levels, who will be trained on the implementation of the Tenant Funds Distribution policy. This will include a comprehensive communication strategy and training materials to implement the processes, controls and delivery model as stated in this Report. While staff believe that the oversight and control processes established in this policy provide rigorous and responsible oversight, the program delivery plan is adaptive to further enhancements resulting from the outcomes of the PB review currently in progress.

IMPLICATIONS AND RISKS:

Failure to implement these programs may result in the following:

- Financial loss to TCHC arising from a lack of appropriate operational and procedural controls to ensure transparency and value for money are in place to ensure financial accountability in connection with the expenditure of public funds;
- Reputational risk to TCHC, impacting the tenant engagement system, where tenants rely on achieving the objectives of the Community Action Plans, and the CABR strategy; and
- Further isolation of individuals who rely on their participation in these programs as part of their social networking and wellbeing.

SIGNATURE:

“Nadia Gouveia”

Nadia Gouveia
Chief Operating Officer (Acting)

ATTACHMENTS:

1. Tenant Funds Transfer Policy
2. Tenant Action Funds Procedures
3. Confronting Anti-Black Racism Centre Community Funds Procedure
4. Tenant Action Funds Application Guide
5. Confronting Anti-Black Racism Centre Funds Application Toolkit
6. Tenant Action Funds Verification Checklist
7. Tenant Action Funds Approved Funding List (2021)

8. Confronting Anti-Black Racism Centre Community Funds Verification Checklist
9. Tenant Action Funds Process Flow
10. Confronting Anti-Black Racism Centre Community Funds Process Flow

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Tenant Funds Distribution Policy

Policy Owner: Operations
Approval: Board
First Approved: New
Effective Date: March x, 2022

Policy Statement

The Tenant Funds Distribution Policy governs the manner in which Toronto Community Housing (TCHC) funds for community improvements are allocated, while ensuring the appropriate controls are implemented for oversight and accountability. Tenants can apply for funds for the following two programs:

- Tenant Action Funds (TAF)
- CABR Centre Community Funds

This Policy:

- Supports projects and initiatives that will respond to tenant-identified priorities.
- Establishes eligibility criteria for the sorts of initiatives covered by the funds.

Scope

This Policy applies to all TCHC tenants, tenant groups and staff. It provides an overview of activities can be funded under the two programs and how the funds will be disbursed to tenants.

This policy does not apply to:



- Tenants requiring expense reimbursement as part of their initiatives. Please see the Tenant Expense Guidelines for more details.
- Agencies are excluded from submitting funding requests.
- Projects and events that are part of the Regional Operations' tenant engagement work.

Values

- **Transparency** – TCHC will clearly communicate fund criteria, application process, and decisions in accordance with the policy and procedures.
- **Equity** – TCHC will be consistent and fair in the support, communication and administration of tenant applications, assessment and decisions associated with this Policy.
- **Respect** – TCHC will provide respectful, professional and courteous service to tenants through the application process including acknowledgement and clear communication.
- **Accountability** – TCHC will establish appropriate procedures and tools for the operation of this Policy, and will monitor compliance with established service levels on an on-going basis.
- **Accessibility** – TCHC will continue to provide accessible service and meet its duty to accommodate under the Ontario *Human Rights Code*, and the standards set out in the *Accessibility for Ontarians with Disabilities Act*.

Definitions

Agency: In this Policy, an agency is an incorporated not-for-profit organization, a registered charity with the Canada Revenue Agency, a healthcare service provider as defined by the Regulated Health Professions Act, 1991, SO 1991, c 18, a City of Toronto department or subsidiary.

CABR (Confronting Anti Black Racism): In 2020, TCHC established a Confronting Anti-Black Racism (CABR) Strategy team to develop a company-wide confronting anti-Black racism strategy. The strategy aims to identify systemic barriers, provide recommendations to address anti-Black racism issues



embedded in TCHC policies, programs, and service delivery, and help create a diverse, inclusive, and equitable environment for tenants and staff.

CABR Centre Community Funds: Funds set aside by TCHC for tenant projects that address priorities identified in TCHC's Confronting Anti-Black Racism (CABR) Strategy.

CABR Centre Community Funds Table: Members of the Centre Community Funds Table include Centre staff and tenants from the Tenant-Staff Oversight and Advisory Board. The Centre Community Funds Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to priorities identified in the TCHC's CABR Strategy.

Tenant: A person who, pursuant to a residential lease agreement with TCHC or a TCHC-approved sub-landlord, lives in a TCHC building.

Tenant Group: A formal or informal group of tenants who gather to advocate on behalf of tenants and/or organize activities to support and/or engage tenants within the community.

Tenant Action Funds (TAF): Funds set aside by TCHC for the purpose of addressing tenant-identified priorities.

Tenant Action Funds (TAF) Table: Members of the TAF Table consist of TCHC Regional Managers and TCHC tenants over the age of 16 from all across Toronto. The TAF Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to tenant-identified priorities.

Tenant-Staff Oversight and Advisory Board: Members of the Advisory Board consist of Black tenants from across Toronto who applied to be on the advisory board and TCHC staff who are not Centre Staff. The Tenant & Staff Advisory Board is external to the Centre to ensure the advancement of the Eight-Point Plan. Tenants from the Tenant-Staff Oversight and Advisory Board and staff at the Centre will assess applications for the CABR Centre Community Funds. For the purpose of this process this combination of Centre staff and tenants will be referred to as the CABR Centre Community Funds Table.

Standards

TAF initiatives must address tenant-identified priorities.

The CABR Centre Community Funds initiatives must further TCHC's CABR Strategy and Eight-Point Plan.



TCHC staff will ensure that they make themselves available to tenants and tenant applicant groups through the application process to provide support as required in completing the application forms.

Policy Details

Funds will be allocated to initiatives that assist tenants and tenant groups to respond to tenant-identified priorities in their local communities.

Use of tenant funds cannot personally benefit an applicant through the form of pay, a stipend, honorarium, wage, or purchase of goods and services or any other items that are deemed to be or can be perceived to be a conflict of interest.

Tenant Action Funds (TAF)

The purpose of TAF is to set aside funds for tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities. The maximum allocation per request is \$1,000 per initiative.

Eligibility criteria for TAF

TCHC tenants and tenant groups can request funds for initiatives that will respond to tenant-identified priorities. Such initiatives include but are not limited to: Tenant-led activities and activities that enhances tenant participation in their communities.

Allocation and Decision making for TAF

The TAF Table is responsible for reviewing and approving requests made by tenants and tenant groups. Applications are scored in accordance with TAF guidelines described in the application package. Decisions made by the TAF Table are final.

Centre Community Funds

The Centre has a fund for tenant engagement initiatives for tenant projects that align with the CABR Strategy and its Eight-Point Plan. The maximum allocation per request is \$5,000 per initiative.

Eligibility criteria for the CABR Centre Community Funds

CABR Centre Community Funds are intended to provide funding for tenant projects that align with the CABR Strategy and its Eight-Point Plan. Such



initiatives include but are not limited to: Community programs, events and workshops.

Allocation and Decision making for the CABR Centre Community Funds

Members of the CABR Centre's Tenant-Staff Oversight and Advisory Board will review and approve requests made by tenants and tenant groups. Applications are scored in accordance to the CABR Centre Community Funds guidelines described in the application package. Decisions made by the Advisory Board are final.

Compliance and Monitoring

The local engagement Community Service Coordinator and Tenant Training Facilitator will ensure transparent record keeping inventories of all applications, decisions, and delivery of goods and reconciliation of funds provided to the projects.

Operations will ensure spending by those requesting TAF funds align with TCHC policies, procedures and guidelines.

The Centre will ensure spending by those requesting Centre funds align with TCHC policies, procedures and guidelines.

The Finance Division will review the annual reconciliation and will conduct random audits of the submissions to ascertain compliance with this policy.

Related Policies and Procedures

- Tenant Action Funds Procedure
- CABR Community Funds Procedure
- Expense Reimbursement Policy
- Tenant Expense Guidelines
- Human Rights, Harassment and Fair Access Policy

Commencement and Review



Revision	Date	Description of Changes	Approval Level
First Approval	March 2022	New	Board

Next Scheduled Review Date: March 2023



Tenant Action Funds Procedure

Procedure Owner:	Operations
Approval:	ELT
First Approved:	New
Effective Date:	March x, 2022

Purpose

The Tenant Action Funds (TAF) are resources available to tenants and tenant groups to fund projects and initiatives that respond to tenant-identified priorities.

The *Tenant Actions Fund Procedures* are intended to help tenants and staff adhere to the Toronto Community Housing's *Tenant Funds Distribution Policy*. The Procedures will outline the steps involving the application process, internal review and decision making process of the Tenant Action Funds.

Scope

In Scope

The Procedures and associated policy apply to all Toronto Community Housing (TCHC) tenants and staff. Tenants can request resources for projects and initiatives that will respond to tenant-identified priorities.

Out of Scope

- Tenants requiring expense reimbursement as part of their initiatives.
- Members of the Tenant Action Fund Tables cannot submit funding requests however members of their community may apply.
- Agencies are excluded from submitting funding requests.



Definitions

Agency: In this Policy, an agency is an incorporated not-for-profit organization, a registered charity with the Canada Revenue Agency, a healthcare service provider as defined by the Regulated Health Professions Act, 1991, SO 1991, c 18, a City of Toronto department or subsidiary

Tenant: A person who, pursuant to a residential lease agreement with Toronto Community Housing or a Toronto Community Housing-approved sub-landlord, lives in a Toronto Community Housing building.

Tenant Action Funds (TAF) Table: Members of the TAF Table consist of TCHC Regional Managers and TCHC tenants over the age of 16 from all across the city. The TAF Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to tenant-identified priorities.

Tenant Action Funds (TAF): Funds set aside by Toronto Community Housing for the purpose of addressing tenant-identified priorities.

Procedure Details

A. Application Procedure

Step 1: Get a Tenant Actions Funds application form

Tenant applicants can get the forms from:

- Their local engagement Community Services Coordinator (CSC). If tenant applicants are unsure who their CSC is they can call Client Care Centre at 416-981-5500 to get in touch.
- Online at torontohousing.ca/TAF
- By sending an email to taf@torontohousing.ca

Step 2: Complete the Tenant Actions Funds application form

If tenant applicants require assistance or have questions when completing the form, they can contact their local engagement CSC for support.

The application form contains six sections. All parts (from A to F) must be completed before submission. A minimum of eight tenant signatures from the tenant's building/townhouse committee are required. No more than two



signatures from the same household will be accepted. If tenant applicants need help completing the form, they can get in touch with their local engagement CSC.

The below contains examples of eligible and ineligible expenses for which funding can be requested:

Eligible Expenses	Ineligible Expenses
Volunteer recognition (certificate, plaque etc.)	Alcohol, gifts
Supplies for virtual training and clubs (e.g. headphones)	Fundraising activities/events, donations to charitable causes
Virtual workshops (e.g. webinar)	Consultants
Printing supplies for event promotion (toner, paper, etc.)	Honorariums
Meeting materials and supplies (e.g. pens, pencils, chart paper, markers)	Items for personal use
Sporting equipment (e.g. basketball, team t-shirts, trophy, yoga mats etc.)	Indoor fitness equipment
Outdoor recreation (e.g. tent, outdoor chairs, BBQ grill)	Travel outside of the City of Toronto
Speaker equipment (e.g. microphone, projectors)	Activities related to political purposes
Food/refreshments for meetings (e.g. catering)	TTC monthly passes
Program facilitators (e.g. food handling training, conflict resolution facilitator, etc.)	Salaries and hourly wages and income generating activities for group members, mentors
Art supplies (supplies for art classes)	Costs to maintain activities beyond funding term
Gardening supplies (soil, seeds, flowers, tools- shears, pruners, gloves)	Professional landscaper



**All purchased items will remain the property of Toronto Community Housing and made accessible to tenants. The Manager of Community Safety and Support will keep track of an inventory and ensure funding is not approved for previously purchased items that are available, in stock for use and in working condition.*

Step 3: Submit the Tenant Actions Funds application form:

Tenant applicants can submit the completed form to:

- Their local engagement CSC or
- taf@torontohousing.ca

Submission Deadlines: Applications are due at the end of each month for the following month's review. Example: for May review, applications must be submitted by April 30th. The final deadline for the calendar year to submit an application will be on October 31st for a November review.

Internal Review and Decision Making Process

Step 4: Once the Tenant Actions Funds application form is submitted, Tenant Participation Coordinators (TPC) will review the applications to ensure completion.

The TPC must ensure:

- Tenant applicant's personal information is included, project details are completed, and eight signatures from tenants (hand written or e-signed) are included. TPC will verify against HoMES that no more than two signatures from the same household are listed.
- The project demonstrates how the application addresses tenant priorities
- Tenant applicant's signature is included on the last page (hand written or e-signed)

If application is **incomplete**:

- The local engagement CSC will work with tenant applicants to complete the application.

If application is **complete** the TPC will:



- Remove pages containing confidential tenant information including names, addresses, contact information, signatures before sending the package to TAF Table
- Create a distinct Tenant Action Fund Application number for each application
- The first 6 digits of the application number are the key identifiers of each TAF application. The TAF Application Sequence number is as follows:

TAF – (Program)
E – (Region Letter: i.e. East)
01 - (application # by year)
10 (Approval Month i.e. October)
05 (Approval Day)
22 – (Approval Year)
1 (Invoice #)

Result: TAF-E-01-100522-1

- If an application has more than one invoice, the TPC will update the application number to reflect the number of invoices being submitted. The updated application number will only change on the invoice, the remaining sequence will remain the same on the rest of the package.
- If a second invoice is being submitted the application number on the invoice should be TAF-E-01-100522-**2**
- TPC will create a package and send to TAF Table Membership a week before the TAF Table meeting. The TAF Table meeting is held on the third Wednesday of the month from 6 to 8pm to review and approve TAF applications.

Step 5: Application Approval

- The Tenant Action Funds (TAF) Table will score application in accordance to TAF guidelines described in the TAF Application Guide using the Tenant Action Fund Application Decision form and sign off on approved applications. The TAF decision form will include the TAF Application number, signature from TAF panel members, and signature from Manager of Community Safety and Support



- If the TAF Table has multiple applications to approve, the decision will be based on an assessment on whether:
 - the proposed project will meet the applicant's goals; and
 - the application has accurately identified the benefits of the proposed project for their local community
-
- A maximum of \$1,000 can be approved per initiative.
- Tenant applicants will be sent a letter with their application status within two weeks after the review meeting date.
- If the application is approved, the local engagement CSC will contact the tenant applicant to discuss next steps.
- All decisions made by the TAF Table are final.
- Feedback for unsuccessful applications will be provided upon request.
- Applications that were not approved may be resubmitted with the appropriate changes made or recommended additional information to the local engagement CSC to be reviewed at the following monthly review meeting.

Step 6: Ordering and receiving of TAF Items

- The TPC to check if items requested can be supplied by an approved vendor in HoMES before purchasing goods. If businesses are not a TCHC vendor, the TPC will conduct research on vendors that may provide the product or service and ensure adherence to the Procurement Policy. The TPC will then initiate the vendor set up process and ensure the process is complete before purchasing goods.
- The Manager of Community Safety and Support will sign off on all requests for purchase before they are processed. The Manager will use the TAF Application Guide and Procurement Policy as the basis for approving purchases
- The TPC will order items on the HoMES system using the approved vendor list.
- Purchases must remain in the limits of the approved amount (\$1000). The TPC must charge the orders to GL Code: ABRER 590-555100



- Local engagement CSCs will meet with the vendor and tenant applicant onsite and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
- The CSC must print and sign their name on the invoice once items are received.
- The CSC will retain such documentation, including serial number for the items, in systems established by TCHC to control program inventory.
- The CSC will provide the TPC with the original signed invoice for consolidation.

Step 7: Project Implementation

- Once the project is approved and TAF items are received onsite, the CSC will work with the tenant to help them plan their project, and assist tenant leaders with successful coordination and delivery of the project.

Step 8: Verification and Reporting

- The TPC will send TAF item invoices to the Manager of Community Safety and Support for verification, approval and consolidation.
- The TPC will send a completed package (Appendix A) containing a completed TAF Application Form, TAF Decision Form, original TAF item invoices along with a completed expense report form to Manager, Tenant Engagement System for review each month.
- The Manager, Tenant Engagement System will review the consolidated monthly report and submit it to Finance for reconciliation and disbursement within three business days of receipt of the completed package.
- Finance will authorize and submit payments to vendors within two weeks of receiving the package. Any errors or issues in the package may result in a delay of payments.
- Finance will provide the Manager, Tenant Engagement System with a monthly report on funds disbursed.



- The Manager, Tenant Engagement System will use the monthly report to track total funds disbursed and process new applications based on budget.

***Please see Appendix A for a blank copy of a completed package*

B. Roles and Responsibilities

- Finance: Responsible for the processing of expense disbursements to vendors.
- Operations: Responsible for ensuring that only allowable expenses are approved and for providing necessary documentation to Finance to allow for vendor payment including original receipts, invoices and supporting documentation.

Compliance and Monitoring

- TAF items excluding one-time use items will contain a scannable barcode to track items and ensure they remain for use in the community. Note: Barcode tracking is not yet available and will be discussed with IT for implementation.
- A sign-in and sign-out system will be required for local engagement CSCs and tenant leaders who access the storage room to use TAF items.
- Local engagement CSCs will conduct inventory audits semi-annually and report back to the Manager of Community Safety and Support.
- The Manager of Community Safety and Support will send the audit report to the Manager, Tenant Engagement System who will report back to the Board on tracking metrics annually.
- The Manager of Community Safety and Support will submit an incident report for any items reported missing. Note: Incident reporting is not yet available and will be developed for the purpose of locating missing items.

Tenants found using Tenant Funds items for personal use will be ineligible to apply for future TAF funding and will be notified in writing. The Manager of Community Safety and Support will compile a list of ineligible tenants



and reference the list before sending any new applications to the TAF Table.

Other Related Policies and Procedures

- Tenant Funds Distribution Policy
- CABR Centre Community Funds Procedures
- Procurement Policy

Commencement and Review

Revision	Date	Description of changes	Approval
First approval:	March/2022	New	ELT

Next Scheduled Review Date: March 2023



CABR Centre Community Funds Procedure

Procedure Owner: The Centre
Approval: ELT
First Approved: New
Effective Date: March x, 2022

Purpose

The CABR Centre Community Funds are resources available to tenants and tenant groups to fund projects and initiatives that respond to the CABR Strategy's Eight-Point Plan. Engagement with Black tenants, tenant groups and communities is essential to the success of the CABR Strategy Eight-Point Plan.

The CABR *Centre Community Fund Procedures* are intended to help tenants and staff adhere to the Toronto Community Housing's *Tenant Funds Distribution Policy*. The Procedures will outline the steps involving the application process, internal review and decision making process of the CABR Centre Community Funds.

Scope

In Scope

The Procedures and associated policy apply to all Toronto Community Housing (TCHC) tenants and staff. Tenants can request resources for projects and initiatives that will respond to tenant-identified priorities in alignment with the CABR Strategy.

Out of Scope

- Tenants requiring expense reimbursement as part of their initiatives.



- Members of the Tenant-Staff Oversight and Advisory Board cannot submit funding requests however members of their community may apply.
- Agencies are excluded from submitting funding requests.

Definitions

Agency: In this Policy, an agency is an incorporated not-for-profit organization, a registered charity with the Canada Revenue Agency, a healthcare service provider as defined by the Regulated Health Professions Act, 1991, SO 1991, c 18, a City of Toronto department or subsidiary

CABR: In 2020, Toronto Community Housing established a Confronting Anti-Black (CABR) Strategy team to develop a company-wide confronting anti-Black racism strategy. The strategy aims to identify systemic barriers, provide recommendations to address anti-Black racism issues embedded in TCHC policies, programs, and service delivery, and help create a diverse, inclusive, and equitable environment for tenants and staff.

CABR Centre Community Funds: Funds set aside by Toronto Community Housing for the purpose of addressing tenant-identified priorities

CABR Centre Community Funds Table: Members of the CABR Centre Community Funds Table include CABR Centre staff and tenants from the Tenant-Staff Oversight and Advisory Board. The CABR Centre Community Funds Table is responsible for reviewing tenant funding requests for community projects and initiatives that respond to tenant-identified priorities.

Tenant: A person who, pursuant to a residential lease agreement with Toronto Community Housing or a Toronto Community Housing-approved sub-landlord, lives in a Toronto Community Housing building.

Tenant-Staff Oversight and Advisory Board: Consists of Black tenants from across the City who applied to be on the committee and TCHC staff who are not Centre Staff. The Tenant & Staff Advisory Committee is external to the Centre to ensure the advancement of the Eight-Point Plan. Tenants from the Tenant-Staff Oversight and Advisory Board and staff at the Centre will assess applications for the CABR Centre Community Funds.



For the purpose of this process this combination of Centre staff and tenants will be referred to as the CABR Centre Community Funds Table.

Procedure Details

A. Application Procedure

Step 1: Get a CABR Centre Community Funds application form

Tenant applicants can get the forms from:

- The Tenant Training Facilitator (TTF). If tenant applicants are unsure how to contact the TTF they can call Client Care Centre at 416-981-5500 to get in touch.
- Online at <https://www.torontohousing.ca/residents/getting-involved/cabr/Pages/centre-community-funds.aspx>
- By sending an email to cabr@torontohousing.ca

Step 2: Complete the CABR Centre Community Funds application form

If tenant applicants require assistance or have questions when completing the form, they can contact the TTF for support.

The application form contains six sections. All parts (from A to F) must be completed before submission. A minimum of eight tenant signatures from the tenant's building/townhouse committee are required. No more than two signatures from the same household will be accepted. If tenant applicants need help completing the form, they can get in touch with the TTF.

The below contains examples of eligible and ineligible expenses for which funding can be requested:

Eligible Expenses	Ineligible Expenses
Volunteer recognition (certificate, plaque etc.)	Alcohol, gifts
Supplies for virtual training and clubs (e.g. headphones)	Fundraising activities/events, donations to charitable causes
Virtual workshops (e.g. webinar)	Consultants



Eligible Expenses	Ineligible Expenses
Printing supplies for event promotion (toner, paper, etc.)	Honorariums
Meeting materials and supplies (e.g. pens, pencils, chart paper, markers)	Items for personal use
Sporting equipment (e.g. basketball, team t-shirts, trophy, yoga mats etc.)	Indoor fitness equipment
Outdoor recreation (e.g. tent, outdoor chairs, BBQ grill)	Travel outside of the City of Toronto
Speaker equipment (e.g. microphone, projectors)	Activities related to political purposes
Food/refreshments for meetings (e.g. catering)	TTC monthly passes
Program facilitators (e.g. food handling training, conflict resolution facilitator, etc.)	Salaries and hourly wages and income generating activities for group members, mentors
Art supplies (supplies for art classes)	Costs to maintain activities beyond funding term
Gardening supplies (soil, seeds, flowers, tools- shears, pruners, gloves)	Professional landscaper

**All purchased items will remain the property of Toronto Community Housing and made accessible to tenants. The Manager of the Centre will keep track of inventory and ensure funding is not approved for previously purchased items that are available, in stock for use and in working condition.*

Step 3: Submit the CABR Centre Community Funds application form:

Tenant applicants can submit the completed form to:

- The Tenant Training Facilitator (TTF)
- cabr@torontohousing.ca



Submission Deadline: Applications are due between September and November with a release of funding beginning in the spring the following calendar year.

Internal Review and Decision Making Process

Step 4: Once the CABR Centre Community Funds application form is submitted, Tenant Training Facilitators (TTF) will review the applications to ensure completion.

The TTF must ensure:

- Tenant applicant's personal information is included, project details are completed, eight signatures from tenants (hand written or e-signed) are included. TTF will verify against HoMES that no more than two signatures from the same household are listed.
- The project demonstrates how the application addresses tenant priorities identified in the CABR strategy
- Tenant applicant's signature is included on the last page (hand written or e-signed)

If application is **incomplete**:

- The TTF will work with tenant applicants to complete the application.

If application is **complete**, the TTF will:

- Remove pages containing confidential tenant information including names, addresses, contact information, signatures before sending the package to CABR Centre Community Funds review table
- Create a distinct CABR Centre Community Funds Application number for each application
- The first 6 digits of the application number are the key identifiers of each Centre application. The CABR Centre Application Sequence number is as follows:

CF – Centre Funds (Program)

E – (Region Letter: i.e. East)

01 - (application # by year)

10 (Approval Month i.e. October)

05 (Approval Day)

22 – (Approval Year)



1 (Invoice #)

Result: **CF-E-01**-100522-1

- If an application has more than one invoice, the TTF will update the application number to reflect the number of invoices being submitted. The updated application number will only change on the invoice, the remaining sequence will remain the same on the rest of the package.
- If a second invoice is being submitted the application number on the invoice should be CF-E-01-100522-2
- TTF will create a package and send to the CABR Centre Community Funds Table a week before the review meeting which will be scheduled in the spring.

Step 5: Application Approval

- The CABR Centre Community Funds Table will score application in accordance to CABR Centre Community Funds guidelines described in the CABR Centre Community Funds Application Toolkit using the Centre Community Funds Application Assessment Worksheet and sign off on approved applications. The CABR Centre Community Funds' Application Assessment Worksheet will include the CABR Centre Application number, signature from the Centre panel members, and signature from the Centre's Manager
- If the CABR Centre Community Funds Table has multiple applications to approve, the decision will be based on an assessment on whether:
 - the proposed project will meet the applicant's goals; and
 - the application has accurately identified the benefits of the proposed project for their local community
- A maximum of \$5,000 can be approved per initiative.
- Tenant applicants will be sent a letter with their application status within two weeks after the review meeting date.
- If the application is approved, the Tenant Training Facilitators (TTF) will contact tenant applicant to discuss next steps.
- All decisions made by the CABR Centre Community Funds Table are final.



- Feedback for unsuccessful applications will be provided upon request.
- Applications that were not approved may be resubmitted to the TTF with the appropriate changes made or recommended additional information before the September deadline for the following annual review meeting.

Step 6: Ordering and receiving of CABR Centre Community Funds Items

- The Clerk to check if items requested can be supplied by an approved vendor in HoMES before purchasing goods. If businesses are not a TCHC vendor, the Clerk will conduct research on vendors that may provide the product or service and ensure adherence to the Procurement Policy. The Clerk will then initiate the vendor set up process and ensure the process is complete before purchasing goods.
- The Centre Manager will sign off on all requests for purchase before they are processed. The Manager will use the Centre Community Funds Application Toolkit and Procurement Policy as the basis for approving purchases.
- The Clerk will order items on the HoMES system using the approved vendor list.
- Purchases must remain in the limits of the approved amount (\$5,000). The TTF must charge the orders to GL Code: TCB 590-555100
- The TTF will meet with the vendor and tenant applicant onsite and, upon confirming that the required goods and/or services have been provided in accordance with the approved project application, will approve the invoice for payment;
- The TTF must print and sign their name on the invoice once items are received.
- The TTF will retain such documentation, including serial number for the items, in systems established by TCHC to control program inventory.
- The TTF will provide the Clerk with the original signed invoice for consolidation.



Step 7: Project Implementation

- Once the project is approved and CABR Centre Community Funds items are received onsite, the TTF will work with the tenant to help them plan their project, and assist tenant leaders with successful coordination and delivery of the project.

Step 8: Verification and Reporting

- The Clerk will send a completed package (Appendix A) containing a completed CABR Centre Community Fund Application Form, CABR Centre Community Funds Application Assessment Worksheet, original CABR Centre Community Funds invoices along with a completed expense report form to the Centre Manager for review each month for verification, approval and consolidation
- The Centre Manager will review the consolidated monthly report and submit it to Finance for reconciliation and disbursement within three business days of receipt of the completed package.
- Finance will authorize and submit payments to vendors within two weeks of receiving the package. Any errors or issues in the package may result in a delay of payments.
- Finance will provide the Centre Manager with a monthly report on funds disbursed.
- The Centre Manager will use the monthly report to track total funds disbursed and process new applications based on budget constraints.

***Please see Appendix A for a blank copy of a completed package*

B. Roles and Responsibilities

- Finance: Responsible for the processing of expense disbursements to vendors.
- Centre for Advancing the Interests of Black People: It is the responsibility of the Centre Manager to make sure that only allowable expenses are approved and for providing necessary documentation to Finance to allow for vendor payment including original receipts, invoices and supporting documentation.



Compliance and Monitoring

- CABR Centre items excluding one-time use items will contain a scannable barcode to track items and ensure they remain for use in the community. Note: Barcode tracking is not yet available and will be discussed with IT for implementation.
- A sign-in and sign-out system will be required for TTF and tenant leaders who access the storage room to use CABR Centre items.
- The TTF will conduct inventory audits semi-annually and report back to the Centre Manager.
- The Director of the Centre will review the audit report and will report back to the Board on tracking metrics annually.
- The Centre Manager will submit an incident report for any items reported missing. Note: Incident reporting is not yet available and will be developed in the future for the purpose of locating missing items.

Tenants found using Tenant Funds items for personal use will be ineligible to apply for future CABR Centre Community Funds funding and will be notified in writing. The Manager of Community Safety and Support will maintain the list of ineligible tenants, which the Centre Manager will access and reference before sending any new applications to the CABR Centre Community Funds Table.

Other Related Policies and Procedures

- Tenant Funds Distribution Policy
- Tenant Action Funds Procedure
- Procurement Policy

Commencement and Review

Revision	Date	Description of changes	Approval
First approval:	March/2022	New	ELT



Revision	Date	Description of changes	Approval

Next Scheduled Review Date: March 2023



Tenant Action Funds Application Guide



To request this document in an accessible format or for a translated version, please contact help@torontohousing.ca or call 416-981-5500.

Table of contents

Introduction	4
Background	5
FAQs	6
Application process	7
Eligible and ineligible expenses	9



**Addressing tenant
priorities to build
vibrant communities**

Introduction

Hi.

If you are reading this, you are someone who has an idea for a project or initiatives to address your community priorities and committed to bringing change to your community.

This package includes all the information you will need to apply for Tenant Action Funds and turn your idea into action.



Background

Tenants and staff have worked together over the past several years to develop a refreshed Tenant Engagement System that encourages and empowers more Toronto Community Housing tenants to get involved in local decision-making in their community.

Following extensive consultations with tenants in 2018 and 2019, Toronto Community Housing's Board of Directors approved the refreshed Tenant Engagement System and implementation plan on July 19, 2019. The foundation of the Tenant Engagement System is the needs and priorities identified by tenants through a priority setting process. Tenant priorities inform the focus of all structures in the Tenant Engagement System.

To ensure tenants continue to access resources until the new Tenant Engagement System was implemented, we established four Interim Funding Tables (one in each region and one for the seniors portfolio) in September 2019 to help distribute Tenant Action Funds to tenants or tenant groups. The established groups were made up of representatives from across the TCHC portfolio, who were selected through an application and interview process. Members of the Interim Funding Tables reviewed and approved requests by tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities. The interim process helped us inform a new way of distributing and allocating funds to communities.

What you need to know

What are tenant action funds?

Resources available to tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities.

Who approves Tenant Action Funds applications?

Members of the Tenant Action Fund Tables review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to tenant-identified priorities.

Who can apply for tenant actions funds?

All Toronto Community Housing tenants can request resources for projects and initiatives that will respond to tenant identified priorities. Members of the Tenant Action Fund Tables cannot submit funding requests for initiatives in their community, but members of their community can apply for the Tenant Action Funds. When there are funding requests from their building or townhouse, the member cannot participate in the assessment of those applications. All applicants must balance previously allocated funds before seeking additional resources. Any tenant found to be misappropriating funds will be ineligible to apply for future resources.

What is the maximum dollar amount that can be allocated to the project or initiative submitted through the Tenant Action Funds?

A maximum of \$1000 can be allocated to the project or initiative.

What are the submission deadlines?

Tenant Action Funds are due at the end of each month for the following months review. The final deadline to submit an application for 2021 is October 31 for November review.

How to get an application form?

- from your local engagement Community Services Coordinator*
- online at torontohousing.ca/TAF
- by sending an email to taf@torontohousing.ca


*If you are unsure who your Community Services Coordinator is, you can call the Client Care Centre at 416-981-5500 and an agent will connect you to the right person.

Process overview

Application submission

Step	Description
	Step one: Connect with your Engagement Community Services Coordinator to discuss your idea.
	Step two: Complete an application form. If you need help completing the form, your Engagement Community Services Coordinator is available to help you with the application process.
	Step three: Submit application form to <ul style="list-style-type: none"> local Engagement Community Services Coordinator taf@torontohousing.ca.

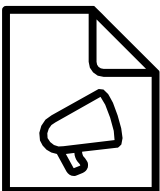

Review and decision

Step	Description
	Step four: The Tenant Action Fund Table will review your application form. Staff will reach out to you if there are any questions about the application or clarifications on the application are required. Staff will also let you know when your application will be reviewed and may call you on the day of if there are any questions members of the table may have.



Step five: You will receive a letter with the status of your application within two weeks after the review meeting date. If your application is approved, your engagement Community Services Coordinator will contact you to discuss next steps.

Processing applications and report back

Step	Description
	<p>Step six: All decisions made by the Tenant Action Fund Table are final. Feedback for rejected applications will be provided upon request. All applications that were not approved can be resubmitted with any appropriate changes or additional information recommended.</p>
	<p>Step seven: When the project is done, all applicants are expected to submit a project completion form. If a cheque was issued, applicants will have to include an expense report form, original sale receipts and any unused funds.</p> <p>If you need help finishing your project completion form or reconciling allocated funds, you can contact your engagement Community Services Coordinator.</p>

Eligible and ineligible expenses

Don't know which items you can apply for? Here is a chart to help guide you. Please note that these lists do not include everything that is eligible or ineligible.

Eligible expenses Items you can get with the funding	Ineligible Expenses Items you are unable to get with funding
Volunteer recognition	Personal use
Supplies for virtual training and clubs	Honorariums
Virtual workshops	Alcohol, gifts and prizes
Printing supplies (i.e.: toner, paper)	Fundraising activities/events, donations to charitable causes
Materials and supplies	Consultants
Sporting equipment	Costs to maintain activities beyond the funding term
Media equipment* (i.e.: speaker system)	Salaries and hourly wages and income-generating activities for staff, group members and/or mentors
Furniture and accessories (indoor and outdoor)*	TTC monthly passes
Recreation and amusement* (outdoor)	Travel outside of the City of Toronto
Art supplies (i.e.: supplies for at home art classes)	Activities related to religious and/or political purposes

*Purchased items will be owned by Toronto Community Housing and will be made accessible to tenants for other uses. A plan for storing these items and making them available to tenants is required.

All purchases and programming/activities must comply with public health guidelines and TCHC policies for the control and prevention of COVID-19.

Get in touch



torontohousing.ca/TAF



taf@torontohousing.ca



@TOhousing



@torontohousing



#YourcommunityYoursay



416-981-4435

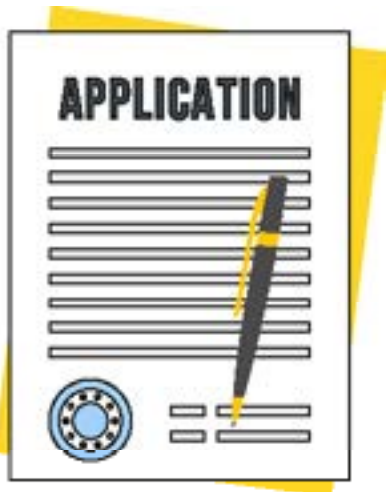


@TorontoCommunityHousing



@TorontoCommunityHousing

Tenant Action Funds application form



Tenant Action Funds application form

Application number (For Toronto Community Housing use only): <hr/>

Part A : Applicant information

Type of application

Tenant

Tenant group

Applicant name (if it is a tenant group, list all the members):

Address: _____

Region: Central East Seniors West

Email (if it is a tenant group, list the primary contact):

Phone number (if it is a tenant group, list the primary contact):

Would you like to be added to our Tenant Engagement System email distribution list?

Yes

No

The personal information requested in this form is collected under the authority of s. 28(2) the Municipal Freedom of Information and Protect of Privacy Act. The information will be used for Tenant Engagement System Refresh purposes. If you have any questions about the collection of this information, please contact the Information Specialist, 931 Yonge Street, Toronto, ON, M4W 2H2, 416-981-5500.

Tenant Action Funds application form

Part B : Community support

List a minimum of eight tenants from your building/townhouse committee that support your application. No more than two signatures from the same household will be accepted.

#	Tenant name	Address	Phone number or email	Signature
1				
2				
3				
4				
5				
6				
7				
8				

Tenant Action Funds application form

Application number (For Toronto Community Housing use only):

Part C : Project information

Project name: _____

Expected start date: _____

Expected end date: _____

Project type:

Single event/activity

Multiple events/activities

1. What do you hope this project will accomplish?

Connect tenants to services and opportunities

Develop partnerships and networks to deliver local programs and services that will improve social conditions and promote safer communities

Increase tenant participation in activities that influence tenants' quality of life.

Describe the project and why are you proposing it. Please specify in the box below or attach your document.

Tenant Action Funds application form

Tenant Action Funds application form

2. Which local community priority relates to your project? Check all that apply.

Capital investment

Maintenance

Communications

Pest control

Community building activities

Safety and security

Community programs

Waste management and recycling

Community space

Other: _____

Employment training

3. Who will benefit from this project? Select your target population.

Children

Seniors

Youth

Families

Adults

Community

Other: _____

Please describe how this project will benefit the community. Provide details in the box below or attach your documents.

Tenant Action Funds application form

Tenant Action Funds application form

4. How many tenants do you expect to participate?

5. How do you plan to report back on the success of your project? Check all that apply.

Photos

Feedback from participants

Short video

Attendance sign-in sheets

Other: _____

Tenant Action Funds application form

What does success for your project look like? Please provide details below or attach your documents.

Tenant Action Funds application form

Part F: Declaration

Check off each box to acknowledge that consideration has been given

Resources requested will only be used for eligible expenses listed and solely for the purpose of the project. Resources will not be utilized for personal use.

All funds will be reconciled by submitting original itemized sales receipts along with a completed expense report form and any unused funds within 14 days of project completion. Expenses cannot be incurred before the date an application is approved.

Funded applicants are responsible for both the use and reconciliation of funds.

All successful applicants will submit a brief summary report once the project is completed. The summary includes highlights and challenges of the project, how many tenants participated in the project and/or tenants testimonials. Any photos or video provided must have tenants' consent. A project template will be provided.

All funded applicants must reconcile funds before seeking further resources. Funded applicants will not receive further resources if funds are misused or unreconciled.

All decisions made by the Tenant Action Funds Table are final. Feedback for rejected applications will be provided upon request. Tenants are allowed to resubmit rejected applications.

All sections A to E of application form are completed.

Applicant signature (if it is a tenant group, use primary contact's signature):

Applicant name (if it is a tenant group, use primary contact's name):

Date:

Get in touch



torontohousing.ca/TAF



taf@torontohousing.ca



@TOhousing



@torontohousing



YourcommunityYoursay



416-981-4435



@TorontoCommunityHousing



@TorontoCommunityHousing



To request this document in an accessible format or for a translated version, please contact help@torontohousing.ca or call **416-981-5500**.

Tenant Action Fund Application Decision



Toronto Community Housing

Tenant Action Fund Application number: _____

Application score: _____

Decision: Approved Partially Approved Not approved

Part A: Panel Decision

Panel member name	Signature	Date

Part B: Toronto Community Housing approval

Staff name	Role	Signature	Date
Total amount approved			
Budget code			
How resources will be allocated	<input type="checkbox"/> TCHC purchase <input type="checkbox"/> Tenant reimbursement <input type="checkbox"/> Cash advance		



Centre Community Funds application toolkit

October 2021

All the information you will need to apply for the Centre Community Funds.

Table of contents

Introduction	3
Background	4
Frequently asked questions	5
Process overview	6
Eligible and ineligible expenses	8
Get in touch	10



Committed to confronting anti-Black racism by investing in tenant priorities, creating new opportunities and removing systemic barriers.

Introduction

Hi.

If you are reading this, you are someone who has an idea for a project or initiatives to address your community priorities and committed to bringing change to your community.

This package includes all the information you will need to apply for Centre Community Funds application form and turn your idea into action.



Background

The Confronting Anti-Black Racism (CABR) Strategy was created following input and extensive consultations from over 700 Tenants and staff in 2020 and 2021. Toronto Community Housing's (TCHC) Board of Directors approved the CABR Strategy, the Centre for Advancing the Interests of Black People ("The Centre") and the CABR Action Plan in 2021.

As part of the CABR Strategy, the Centre is responsible for implementing an eight-point plan that places TCHC's focus on eight major outcomes for both tenants and staff:

1. Decent and fair housing
2. Meaningful economic investment
3. Healthy children, youth and families
4. Access to culturally responsive health and mental health services
5. Community-centered safety
6. Divesting from police culture
7. Uplifting social support networks
8. Addressing anti-Black racism and cultural redress

Engagement with Black tenants, tenant groups and communities is essential to the success of the eight-point plan. The Centre aims to make sure tenants can access resources to forward the objectives of the CABR Strategy. In collaboration with the Centre's Tenant-Staff Oversight and Advisory Board and the Tenant Action Fund Interim Funding Tables, we will distribute Centre Community Funds to tenants or tenant groups.

Members of the Interim Funding Tables and the Tenant-Staff Oversight and Advisory Board will review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to the eight-point plan.

Frequently asked questions

What are Centre Community Funds?

The Centre Community funds are resources available to tenants and tenant groups to fund projects and initiatives that respond to the CABR Strategy's Eight-Point Plan.

Who approves Centre Community Funds applications?

Members of the Centre's Tenant-Staff Oversight and Advisory Board and the Tenant Action Fund Tables review and approve requests by tenants and tenant groups to fund projects and initiatives that will respond to the CABR Strategy's Eight-Point Plan.

Who can apply for tenant actions funds?

All Toronto Community Housing tenants can request resources for projects and initiatives to respond to the CABR Strategy's eight-point plan. When there are funding requests from their building or townhouse, the member of the Tenant Action Fund or the Tenant-Staff Oversight and Advisory Board cannot participate in the assessment of those applications. Any tenant found to be misappropriating funds will be ineligible to apply for future resources.

What is the maximum amount a project or initiative can receive through the Centre Community Funds?

A maximum of \$5000 can be allocated towards a project or initiative.

What is the submission deadline for 2021?



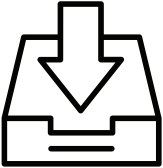
Centre Community Funds are due on November 26, 2021.

Where can get an application form?



- Download the application online at torontohousing.ca/CABR
- Send an email to CABR@torontohousing.ca

Process overview

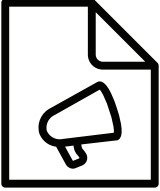

Application submission

Step	Description
	Step one: Connect with the Centre team to discuss your idea or initiative. You can reach out to the team by emailing CABR@torontohousing.ca .
	Step two: Complete the application form. If you need help completing the form, contact the Centre team. If you are unsure how to reach out to the Centre, you can call the Client Care Centre at 416-981-5500 and a call centre agent will connect you to the right person.
	Step three: Submit form to CABR@torontohousing.ca .

Review and decision

Step	Description
	Step four: The Centre Community Funds group will review your application form. Staff will reach out to you to let you know when your application will be reviewed and let you know if there are any questions about the application or clarifications on the application are required.
	Step five: You will receive a phone call or email with the status of your application within two weeks after the review meeting date. If your application is approved, a Centre staff member will contact you to discuss next steps.

Processing applications and report back

Step	Description
	<p>Step six: All decisions made by the Centre Community Funds group are final. Feedback for rejected applications will be provided upon request.</p>
	<p>Step seven: Upon project completion, all applicants are expected to submit a project completion form and in the circumstance a cheque was issued, an expense report form, original itemized sale receipts and any unused funds.</p> <p>If you need help, completing your project completion form or reconciling allocated funds, you can contact a Centre staff.</p>

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. Go to **page eight** for more information about eligible and ineligible expenses.

Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

Eligible expenses	Ineligible Expenses
Items you can get with the funding	Items you are unable to get with funding
Volunteer recognition	Personal use
Food for participants and volunteers	Honorariums
Training	Alcohol
Printing	Fundraising activities/events, donations to charitable causes
Materials and supplies	Ongoing projects/programs
Sporting equipment*	Costs to maintain activities beyond the funding term
Media equipment*	Salaries and hourly wages and income-generating activities for staff, group members and/or mentors
Furniture and accessories (indoor and outdoor)*	TTC monthly passes
Recreation and amusement *	Travel outside of the City of Toronto
Art supplies*	Activities related to religious and/or political purposes

Eligible and ineligible expenses

Tenants will have the opportunity to apply for expenses through the Centre Community Funds. **Don't know which items you can apply for?** Here is a chart to help guide you.

Eligible expenses	Ineligible Expenses
Items you can get with the funding	Items you are unable to get with funding
Kitchen/ household items*	Items not listed in your submitted budget
Gardening supplies and accessories*	Membership fees
Toronto Transit Commission (TTC) tokens, or mileage reimbursement with details for transportation of materials/ equipment to an event site	Conferences
Liability insurance if not covered by corporate insurance	Consultations
Permit for initiative (if applicable)	
Motivational speakers/entertainment	

*Purchased items will be owned by Toronto Community Housing and will be made accessible to the members of the public for other uses. A plan for storing these items and making them available to tenants is required. All purchases and programming/activities must comply with public health guidelines and TCHC policies to prevent the spread of COVID-19.

Get in touch



torontohousing.ca/CABR



#YourcommunityYoursay



CABR@torontohousing.ca



416-558-3490



@TOhousing



@TorontoCommunityHousing



@torontohousing



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Centre Community Funds application form

October 2021



Centre Community Funds application form

Application number (For Toronto Community Housing use only):

Part A : Applicant information

Type of application

Tenant

Tenant group

Applicant name (if it is a tenant group, list all the members):

Address:

Region:

Central

East

Seniors

West

Email (if it is a tenant group, list the primary contact):

Phone number (if it is a tenant group, list the primary contact):

The personal information requested in this form is collected under the authority of s. 28(2) the *Municipal Freedom of Information and Protect of Privacy Act*. The information will be used for Tenant Engagement System Refresh purposes. If you have any questions about the collection of this information, please contact the Information Specialist, 931 Yonge Street, Toronto, ON, M4W 2H2, 416-981-5500.

Centre Community Funds application form

Part B : Community support

List a minimum of eight tenants from your building/townhouse committee that support your application. No more than two signatures from the same household will be accepted.

#	Tenant name	Address	Phone number or email	Signature
1				
2				
3				
4				
5				
6				
7				
8				

Centre Community Funds application form

Part C : Project information

Project name: _____

Expected start date: _____

Expected end date: _____

Project type:

Single event/activity

Multiple events/activities

1. What do you hope this project will accomplish?

Connect tenants to services and opportunities

Develop partnerships and networks to deliver local programs and services that will improve social conditions and promote safer communities

Increase tenant participation in activities that influence tenants' quality of life

Describe the project and why are you proposing it. Please specify in the box below or attach your document.

Centre Community Funds application form

Centre Community Funds application form

2. Which areas of the CABR Strategy's eight-point plan relates to your project? Check all that apply.

Decent and fair housing

Community centered safety

Meaningful economic investment

Divesting from police culture

Healthy children, youth and families

Uplifting social support networks

Access to culturally responsive health and mental health services

Addressing anti-Black racism and cultural redress

3. Who will benefit from this project? Select your target population.

Children

Seniors

Persons with disabilities

Youth

Families

Adults

Community

LGBTQ2S

Other: _____

Please describe how this project will benefit the community and address anti-Black racism. Provide details in the box below or attach your documents.

Centre Community Funds application form

Centre Community Funds application form

4. How many tenants do you expect to participate?

5. How do you plan to report back on the success of your project? Check all that apply.

Photos

Feedback from participants

Short video

Attendance sign-in sheets

Report

Other: _____

Centre Community Funds application form

What does success for your project look like? Please provide details below or attach your documents.

Centre Community Funds application form

Part F: Declaration

Check off each box to acknowledge that consideration has been given

Resources requested will only be used for eligible expenses listed and solely for the purpose of the project. Resources will not be utilized for personal use.

All funds will be reconciled by submitting original itemized sales receipts along with a completed expense report form and any unused funds within 14 days of project completion. Expenses cannot be incurred before the date an application is approved.

Funded applicants are responsible for both the use and reconciliation of funds.

All successful applicants will submit a brief summary report once the project is completed. The summary includes highlights and challenges of the project, how many tenants participated in the project and/or tenants testimonials. Any photos or video provided must have tenants' consent. A project template will be provided.

All funded applicants must reconcile funds before seeking further resources. Funded applicants will not receive further resources if funds are misused or unreconciled.

All decisions made by the Centre for Advancing the Interest of Black People (the Centre) are final. Feedback for rejected applications will be provided upon request. Tenants are allowed to resubmit rejected applications.

All sections A to E of application form are completed.

Applicant signature (if it is a tenant group, use primary contact's signature):

Applicant name (if it is a tenant group, use primary contact's name):

Date: _____

Get in touch



torontohousing.ca/CABR



#YourcommunityYoursay



CABR@torontohousing.ca



416-558-3490



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Centre Community Funds Application Assessment Worksheet

Application Number:
Panel information
Review Date:

Part A: Panel Decision

Panel Member Name	Signature	Date

Part B: Toronto Community Housing Approval

Staff Name	Role	Signature	Date
Total Amount Approved			
Budget Code			

Score 1 to 5: 1 = No 2 = A bit 3 = Somewhat 4 = Mostly 5 = Yes		
Criteria	What to look for	Score
Is it clear what the project intends to accomplish?	<ul style="list-style-type: none"> The need for the project is clearly identified. The project objectives are concrete, realistic and achievable. 	/5
Are expected outcomes and potential longer term impacts clearly identified?	<ul style="list-style-type: none"> The project will address the priorities identified in the CABR Strategy The project clearly explains how the community issues or needs will be addressed/ how communities will benefit from this project. The activities will bring more tenants together (both in the planning and in the implementation of the project) 	/5
Is it clear what success looks like for the project?	<ul style="list-style-type: none"> There is an evaluation plan that includes concrete indicators of success (metrics) and how information to demonstrate success will be collected (data collection) The project proposal explains what success looks like for the project The project proposal identifies how project success will be reported back 	/5



Centre Community Funds Application Assessment Worksheet

<p>Are resources clearly identified?</p>	<ul style="list-style-type: none"> • There are key partners and stakeholders supporting this project. • Community services and assets are involved to maximize impact and minimize duplication. • Additional resources required from Toronto Community Housing are clearly identified 	<p>/5</p>
<p>Total rating</p>	<p>/20</p>	

Comments:

Questions:



Centre Community Funds Application Assessment Worksheet
Recommendation:

Tenant Action Funds Checklist

Manager, Tenant Engagement System to submit package to Finance. The TAF package must include:

Tenant Action Funds Checklist

Tenant Action Funds Application Form

- All sections completed
- Application Number
 - TAF** (Program)
 - E** (Region Letter: i.e. East)
 - 01** (application # by year)
 - 10** (Approval Month i.e. October)
 - 05** (Approval Day)
 - 22** (Approval Year)
 - 1** (Invoice #)
 - Result: TAFE01-100522-1**
- 8 tenant signatures supporting the project (page 3)
- Tenant applicant signature, name, date (page 12)
- Page 11- Part E: Resources. The total amount requested must not exceed \$1,000

Tenant Action Fund Application Decision Form

- All sections completed
- Application Number inputted
- Decision must be "Approved"
- Part A- Includes Panel member name, signature and date
- Part B: TCHC Approval – signed by Manager of Community Safety and Support

Completed Expense Report Form

- Email sent out to TAF Panel members which includes: TAF Panel Review Date, Application Number, Application Name, Final Application Score (xx/100), Final Amount Approved, Final Decision From TAF Table (Approved)
- TAF Panel Members to respond back to email writing "APPROVED"

Original Vendor Invoices

- Contains invoice number, vendor information, billing address, shipping address, cost breakdown
- Signed by Manager of Community Safety and Support (hand written or Adobe signature), write application number, account number - GL Code: ABRER 590-555100

Manager- TES Name

Manager - TES Signature

Date

**ATTACHMENT 7. 2021 TENANT ACTION FUNDS (TAF) IMPLEMENTATION
 APPLICATION AND APPROVAL LIST (TCH AND SENIORS HOUSING)**

This report provides the breakdown TAF application received and approved in 2021. The lists are organized by region (east, west, central and Seniors Housing)

EAST REGION

Application Number	Applicant address	Date received	Application received from	Application approved?	Funding amount requested (\$)	Funding amount approved (\$)	Review date	How are resources provided?
04-2021-3	10 Gleneverest	Tuesday, April 27, 2021	CSC	Yes	1,000.00	1,000.00	Wednesday, May 19, 2021	Directly by TCHC
04-2021-2	90 Parma Court, #101	Friday, April 30, 2021	CSC	Yes	650	650	Wednesday, May 19, 2021	Directly by TCHC
04-2021-4	35 Wukunda Pl	Friday, April 30, 2021	CSC	Yes	400	1000	Wednesday, May 19, 2021	Funds not used; Client requested cash advance)
04-2021-5	444 Lumsden	Friday, April 30, 2021	CSC	Yes	400	400	Wednesday, May 19, 2021	Funds not used; Client requested cash advance)
04-2021-1	3479 St. Clair Ave. E.	Friday, April 30, 2021	CSC	Yes	360.5	360.5	Wednesday, May 19, 2021	Directly by TCHC
04-2021-6	15 Canlish Road Unit 30	Friday, April 30, 2021	CSC	Yes	787	787	Wednesday, May 19, 2021	Directly by TCHC
05-2021-01	251 Roywood	Monday, May 31, 2021	CSC	Yes	1,000	1,000.00	Wednesday, June 16, 2021	Funds not used; Client requested cash advance
05-2021-02	4301 Kingston Rd	Monday, May 31, 2021	CSC	Yes	950	950	Wednesday, June 16, 2021	Directly by TCHC
05-2021-03	199 Glendower Circuit	Thursday, April 29, 2021	CSC	Yes	1,000	1,000.00	Wednesday, June 16, 2021	Directly by TCHC

05-2021-04	2180 Ellesmere Road	Monday, May 31, 2021	CSC	Yes	950	950	Wednesday, June 16, 2021	N/A
06-2021-01	98 Elmer	Wednesday, June 23, 2021	CSC	Yes	959.81	959.81	Wednesday, July 28, 2021	Directly by TCHC
06-2021-02	30-15 Canlish Road	Monday, July 5, 2021	Suzanna Charles	Yes	1,000	1,000.00	Wednesday, July 28, 2021	Funds not used; Client requested cash advance
06-2021-03	3939-3947 Lawrence Ave East	Thursday, July 1, 2021	CSC	Yes	1,000	1,000.00	Wednesday, July 28, 2021	Directly by TCHC
06-2021-04	4110 Lawrence Ave	Wednesday, July 7, 2021	CSC	Yes	1,000	1,000.00	Wednesday, July 28, 2021	Directly by TCHC
07-2021-01	6 Field Sparroway	Saturday, July 31, 2021	CSC	Yes	1,000	1,000.00	Wednesday, August 11, 2021	Directly by TCHC
07-2021-02	415 Willowdale Ave unit 1212	Saturday, July 31, 2021	CSC	Yes	1,000	1,000.00	Wednesday, August 11, 2021	Directly by TCHC
07-2021-03	3190 Kingston Road	Saturday, July 31, 2021	CSC	Yes	1,000	1,000.00	Wednesday, August 11, 2021	Directly by TCHC
07-2021-04	331 Kingston Rd	Saturday, July 31, 2021	CSC	Yes	1,000	1,000.00	Wednesday, August 11, 2021	Directly by TCHC
07-2021-05	251 Roywood	Saturday, July 31, 2021	CSC	Yes	1,000	1,000.00	Wednesday, August 11, 2021	Directly by TCHC
08-2021-01	320 Kingston Road	Wednesday, June 23, 2021	CSC	Yes	1,000	1,000.00	Thursday, September 23, 2021	Directly by TCHC
10-2021-01	3945 Lawrence Ave E Building 2	Monday, October 4, 2021	CSC	Yes	1,000	1,000.00	Thursday, November 25, 2021	Directly by TCHC
10-2021-02	253 Roywood Dr unit 510 North York On M3A 2E9	Monday, October 4, 2021	CSC	Yes	1,000	1,000.00	Thursday, November 25, 2021	Directly by TCHC
10-2021-04	320 Kingston Rd	Thursday, October 7, 2021	CSC	Yes	1,000	1,000	Thursday, November 25, 2021	Directly by TCHC
10-2021-05	320 Kingston Rd	Saturday, September 4, 2021	CSC	Yes	1,000	1,000	Thursday, November 25, 2021	Directly by TCHC
					\$19,057.31	\$19,057.31		

WEST REGION

Application Number	Applicant address	Date received	Application received from	Application approved?	Funding amount requested	Funding amount approved	Review date	How are resources provided?
W0430-1	710 Trethewey #	Friday, April 30, 2021	TAF email	Yes	\$975.00	\$975.00	Wednesday, May 19, 2021	Directly by TCHC
W0430-2	1286 Wilson Ave #608	Friday, April 30, 2021	TAF email	Yes	\$1,000.00	\$1,000.00	Wednesday, May 19, 2021	Directly by TCHC
W0430-3*	10 Humberline Place #208	Friday, April 30, 2021	TAF email	Yes	\$1,000.00	\$1,000.00	Wednesday, May 19, 2021	Directly by TCHC
W0430-4	30 Falstaff Ave #612	Friday, April 30, 2021	TAF email	Yes	\$1,000.00	\$1,000.00	Wednesday, May 19, 2021	Directly by TCHC
W0430-5	1570 Jane St. #503	Friday, April 30, 2021	TAF email	Yes	\$677.30	\$677.30	Wednesday, May 19, 2021	Directly by TCHC
W0503-6	720 Trethewey Drive #705	Monday, May 3, 2021	TAF email	Yes	\$1,000.00	\$1,000.00	Wednesday, June 16, 2021	Directly by TCHC
W0531-7	44 Willowridge	Monday, May 31, 2021	TAF email	Yes	\$1,000.00	\$1,000.00	Wednesday, June 16, 2021	Directly by TCHC
W0601-8	2765 Islington Ave	Tuesday, June 1, 2021	TAF email	Yes	\$1,000.00	\$1,000.00	Wednesday, June 16, 2021	Directly by TCHC
W0731-09	7 Capri	Saturday, July 31, 2021	TAF email	Yes	\$945.00	\$945.00	Wednesday, August 18, 2021	Directly by TCHC
W0731-10	2999 Jane St	Saturday, July 31, 2021	CSC	Yes	\$400.00	\$400.00	Thursday, August 19, 2021	Directly by TCHC
W1027-11	495 Wilson Ave	Sunday, October 31, 2021	CSC	Yes	\$1,000.00	\$1,000.00	Wednesday, November 17, 2021	Directly by TCHC
					\$9,997.30	\$9,997.30		

CENTRAL REGION

Application Number	Applicant address	Date received	Application received from	Application approved?	Funding amount requested (\$)	Funding amount approved (\$)	Review date	How are resources provided?
OIJ042021	108 -1 Church Street Toronto ON M5E 1Y6	Friday, April 30, 2021	TAF email	YES	1,000.00	1,000.00	Tuesday, May 18, 2021	Directly by TCHC
OUL042021-1	201 - 320 Kingston Road Toronto ON M4L 1T7	Friday, April 30, 2021	TAF email	YES	1,000.00	1,000.00	Tuesday, May 18, 2021	Directly by TCHC
OUL042021-2	12 Broadway Ave Toronto Ont M4P 3G9	Friday, April 30, 2021	CSC	YES	1,000.00	1,000.00	Tuesday, May 18, 2021	Directly by TCHC
OUL052021	7 Jones Avenue, Toronto, ON, M4M 2Z7	Monday, May 31, 2021	TAF email	YES	1,000.00	1,000.00	Tuesday, June 15, 2021	Directly by TCHC
OUA052021	801 Mount Pleasant Road, Toronto, ON M4P 2Z4	Tuesday, June 1, 2021	CSC	YES	1,000.00	1,000.00	Tuesday, June 15, 2021	Directly by TCHC
OIJ062021-1	238 Simcoe Street, Toronto, ON M5T 3B9	Saturday, June 26, 2021	CSC	YES	450.00	450.00	Monday, July 19, 2021	Directly by TCHC
OIJ062021-2	102-190 John Street Toronto, Toronto, ON M5T 3E5	Thursday, June 24, 2021	TPC	YES	1,000.00	1,000.00	Monday, July 19, 2021	Directly by TCHC
OJK062021-1	92 Carlton Street, Toronto, ON M5B 1M3	Friday, June 25, 2021	TAF email	YES	875.00	875.00	Monday, July 19, 2021	Directly by TCHC
OIJ072021-1	22 McCaul street Apt#616 Toronto, ON M5T 1V7	Monday, July 26, 2021	TPC	YES	1,000.00	1,000.00	Tuesday, August 17, 2021	Directly by TCHC
OUL072021	436 Leslie Street Toronto, ON M4M 3K1	Thursday, July 29, 2021	TAF email	YES	1,000.00	1,000.00	Tuesday, August 17, 2021	Directly by TCHC
OIJ092021	127 St. Patrick St #1206 Toronto ON M5T 3C1	Friday, October 1, 2021	TPC	YES	750.00	750.00	Tuesday, October 19, 2021	Directly by TCHC
OIX102021	250 Davenport Rd, Toronto, ON M5R 1J8	Friday, October 29, 2021	CSC	YES	1,000.00	1,000.00	Tuesday, November 9, 2021	Directly by TCHC

OUL102021	57 Munro Street, Toronto, ON, M4M 2S7	Friday, October 29, 2021	CSC	YES	1,000.00	1,000.00	Tuesday, November 9, 2021	Directly by TCHC
OUL102021-2	22 O'Hara Ave, Toronto, ON M6K 2P8	Friday, October 29, 2021	CSC	YES	345.00	345.00	Tuesday, November 9, 2021	Directly by TCHC
OIJ102021-3	470 Melita Crescent, Toronto, ON M6G 3Y1	Friday, October 29, 2021	CSC	YES	710.00	710.00	Tuesday, November 9, 2021	Directly by TCHC
OIJ102021	22 McCaul street Apt#616 Toronto, ON M5T 1V7	Friday, October 29, 2021	TPC	YES	908.00	908.00	Tuesday, November 9, 2021	Directly by TCHC
OUL102021-3	15A Gwynne Ave, Toronto, ON M6K 2C2	Sunday, October 31, 2021	CSC	YES	999.00	999.00	Tuesday, November 9, 2021	Directly by TCHC
OUL102021-4	63 Munro street unit 1, Toronto, ON M4M 2S7	Sunday, October 31, 2021	CSC	YES	1,000.00	1,000.00	Tuesday, November 9, 2021	Directly by TCHC
OUM102021	220 Oak Street, unit 1611, Toronto, ON M5A 2E1	Sunday, October 31, 2021	TAF email	YES	1,000.00	1,000.00	Tuesday, November 9, 2021	Directly by TCHC
OUK102021	200 Wellesley Street East, Toronto M4X 1G3	Sunday, October 31, 2021	TAF email	YES	1,000.00	1,000.00	Tuesday, November 9, 2021	Directly by TCHC
					\$18,037.00	\$18,037.00		

SENIORS HOUSING UNITS (SHU)

Application Number	Applicant address	Application Date received	Application received from	Application approved?	Funding amount requested (\$)	Funding amount approved (\$)	Review date	How are resources provided?
OUB0121-01	612-130 Vaughan Rd (West)	Wednesday, April 28, 2021	CSC	Partial	1,000.00	880	May, 2021	Directly by TCHC
OUN0121-01	1420 Victoria Park Ave	Monday, April 26, 2021	TAF email	Partial	360	250	May, 2021	Directly by TCHC
OUN0121-02	10 Deauville Lane (east)	Friday, April 30, 2021	CSC	Yes	300	300	May, 2021	Directly by TCHC
OUN0121-03	9 Haldon Ave (East)	Friday, April 30, 2021	CSC	Yes	700	700	May, 2021	Directly by TCHC
OUA0121-01	71 Merton St (Central)	Tuesday, April 20, 2021	CSC	Partial	515.25	402.25	May, 2021	Directly by TCHC
OUA0121-02	71 Merton St (Central)	Friday, May 28, 2021	TAF email	Yes	733.11	733.11	June, 2021	Directly by TCHC
OUA0121-03	1315 Neilson Rd. (east)	Monday, May 24, 2021	TAF email	Yes	1,000.00	1,000.00	June, 2021	Directly by TCHC
OUN0121-04	2287 Gerrard St East (Central)	Monday, May 31, 2021	SSC	Yes	588.58	588.58	June, 2021	Directly by TCHC
OUA0121-04	2008 Pharmacy Rd. (East)	Monday, May 31, 2021	TAF email	Yes	1,000.00	1,000.00	June, 2021	N/A
SEN0121-05	4455 Bathurst Street (West)	Wednesday, June 30, 2021	CSC	Yes	1,000.00	1,000.00	July, 2021	Directly by TCHC
SEN0121-06	50 Norway (Central)	Wednesday, June 23, 2021	CSC	Partial	1,054.95	969.97	July, 2021	N/A
SEN0121-07	266 Donlands Avenue (East)	Saturday, July 31, 2021	CSC	No	1,000	0	N/A	N/A
					\$9,251.89	\$7,823.91		

Centre Community Funds Checklist

Centre Manager to submit package to Finance. The Centre Community Funds package must include:

Centre Community Funds Checklist

Centre Community Funds Application Form

- All sections completed
- Application Number
 - CF-** Centre Funds (Program)
 - E** (Region Letter: i.e. East)
 - 01** (application # by year)
 - 10** (Approval Month i.e. October)
 - 05** (Approval Day)
 - 22** (Approval Year)
 - 1** (Invoice #)
- Result: CF-E-01-100522-1**
- 8 tenant signatures supporting the project (page 3)
- Tenant applicant signature, name, date (page 12)
- Page 11- Part E: Resources. The total amount requested must not exceed \$5,000

Centre Community Funds Application Assessment Worksheet

- All sections completed
- Application Number inputted
- Decision must be "Approved"
- Part A- Includes Panel member name, signature and date
- Part B: TCHC Approval – signed by Centre Manager

Completed Expense Report Form

- Email sent out to Centre Community Funds Panel members which includes: Centre Community Funds Panel Review Date, Application Number, Application Name, Final Application Score (xx/100), Final Amount Approved, Final Decision From Centre Community Funds Table (Approved)
- Centre Community Funds Panel Members to respond back to email writing "APPROVED"

Original Vendor Invoices

- Contains invoice number, vendor information, billing address, shipping address, cost breakdown
- Signed by Centre Manager (hand written or Adobe signature), write application number, account number - GL Code: TCB 590-555100

Centre Manager Name

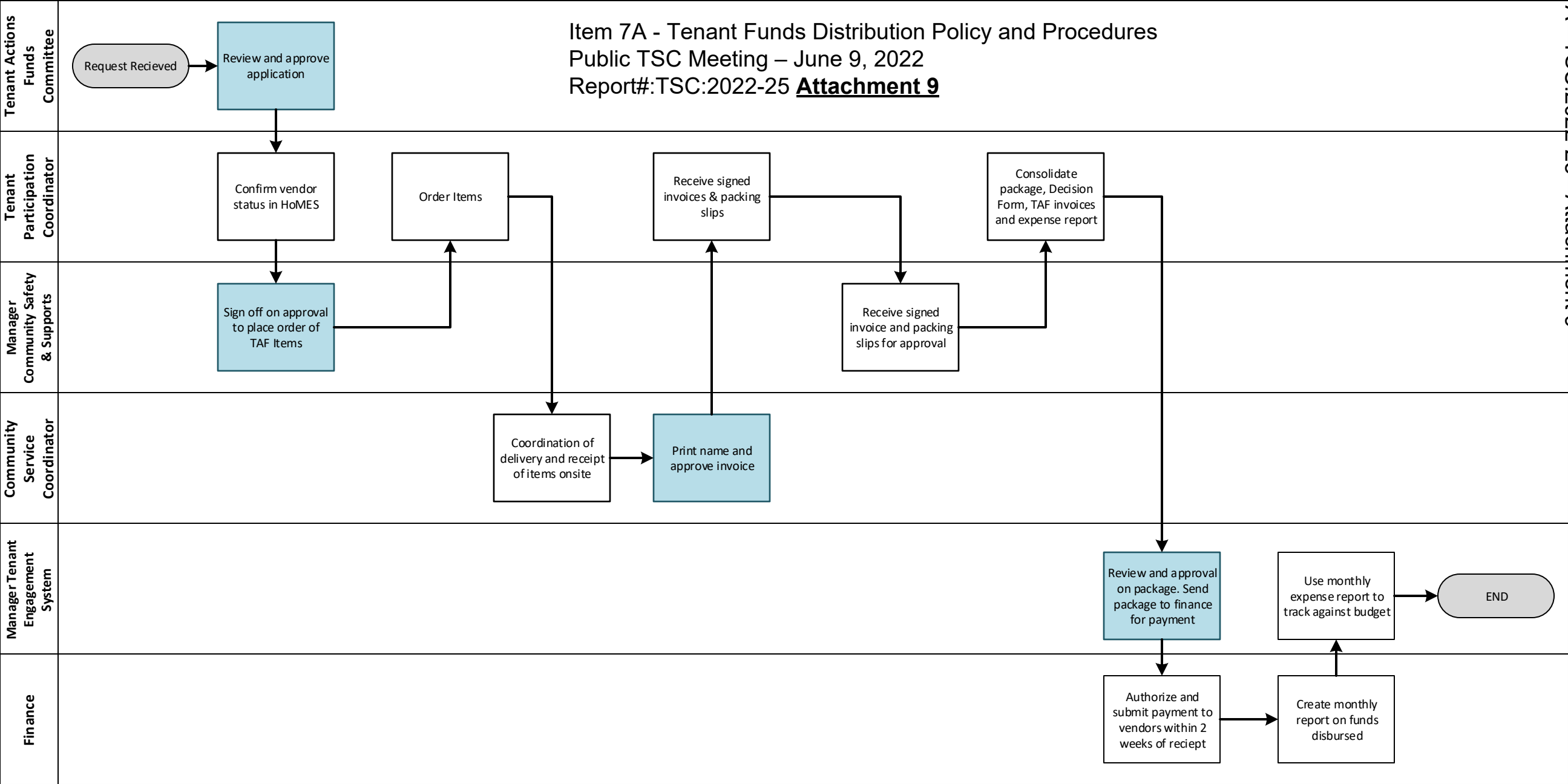
Centre Manager Signature

Date

Tenant Action Funds (TAF) Process Map

Item 7A - TSC:2022-25 - Attachment 9

Item 7A - Tenant Funds Distribution Policy and Procedures
 Public TSC Meeting – June 9, 2022
 Report#:TSC:2022-25 **Attachment 9**



CABR (Confronting Anti-Black Racism) Community Funds – Process Map

Item 7A - TSC:2022-25 - Attachment 10

