Regulatory & Compliance Framework for Multi-Tenant (Rooming) Houses

Community-Led Consultation Financial Assistance Application

Thank you for your interest in contributing to the development of the Regulatory and Compliance Framework for Multi-Tenant Houses. To inform the regulation of safe, liveable, well-maintained and affordable multi-tenant houses, the City of Toronto is pleased to make available financial assistance to support non-profit and volunteer community groups in organizing community-led consultation outreach.

The City will provide up to $1,000 per qualifying community organization to assist in delivering community-led consultation and feedback.

The City's goal is that each community-led consultation program engage a minimum of 20 people who are members of equity seeking groups and/or vulnerable populations that might not otherwise participate in the public consultation process, or those who have specific interests in multi-tenant houses.

How to Apply
Please email the completed Application Form by April 30, 2021 to MTHReview@toronto.ca.

If you have any questions, please email MTHReview@toronto.ca or phone Carola Perez-Book, Senior Planner, City of Toronto Planning Division at 416-392-8788.

Review and Evaluation
Funding applications will be evaluated based on the demonstrated need for financial assistance, the ability and capacity of the organizing group(s) to engage and consult with Torontonians who are members of equity-seeking groups and/or vulnerable population in an inclusive, open and welcoming environment, and funding availability. Community groups or organizations representing specific stakeholders, such as residents' associations or student groups, are also eligible.

Members of equity-seeking groups and/or vulnerable populations include Indigenous peoples (First Nations, Inuit and Métis peoples), women, racialized groups, LGBTQ2S communities, persons with disabilities, youth, immigrants and refugees, persons with low income, undocumented individuals and other vulnerable groups (e.g. victims of violence, homeless/under-housed, persons with low literacy, residents in Neighbourhood Improvement Areas).

The City may contact organizations to clarify the contents of the application.

Successful organizations will be required to sign a legal agreement and will receive a copy of the agreement signed by the Chief Planner & Executive Director, City Planning Division.

Eligible Expenses

Eligible expenses include items such as postage, copying and printing materials, TTC fare (e.g., for organizers, volunteers and participants), honoraria, meeting facilitation, reporting costs, translation, staff time and similar expenses. The hourly rate provided to non-profit organizations for staff time will be $50.00 per hour for a maximum of 20 hours. Only non-profit organizations will be eligible for staff time expenses.

Timeline

- Interested organizations are requested to complete and submit this application package by Friday April 30, 2021.
- All applicants will be contacted with the results of the application by Friday May 7, 2021.
- The consultation event is to be held and a report summarizing the feedback of the consultation event is to be submitted to the City by Friday May 21, 2021.

Summary Report

Successful organizations well receive consultation materials from the City Planning Division to guide the consultation process. After completion of your consultation outreach, please submit a summary report of the feedback received during the event no later than Friday May 21, 2021. A summary report template will be made available to successful community organizations.

Payment Process

Successful organizations will have to submit an invoice to the City Planning Division using the organizations' letterhead. Organizations will then be reimbursed 6 to 8 weeks after the summary report and the invoice have been submitted. More information regarding invoicing and payment process will be provided to successful organizations.

Please note the City cannot provide payments in advance of the consultation outreach.

Thank you for your interest in contributing to the Regulatory and Compliance Framework for Multi-Tenant Houses and improving housing outcomes for Torontonians.

A. General Information	
Name of Organization(s) If more than one organization is involved, identify the lead organization.	
Contact Person Name, position, phone number and email	
B. Organization Profile	
This section should provide: • **Mandate** • **Services provided** • **Years in operation** • **Address of head office** • **Other locations (if applicable)** • **Geographic focus of services (if not city-wide)** • **Website** • **Confirmation that the (lead) organization is a non-profit entity. If not, please indicate what kind of organization i.e. residents' association, student group, etc.** If more than one organization is involved, provide the above for each organization. Please attach additional information if needed.	

C. Consultation Plan	
This section should provide a short description of: • **the population group(s) to be consulted and the organization's connection and history with that population group;** • **how the population group(s) to be engaged and consulted represents a group less likely to participate in engagement events;** • **the planned format or structure of the consultation;** • **the location and length of consultation; and,** • **the number of projected participants.** Please attach additional information as needed.	

D. Estimated Budget	
This section should provide a rationale for the need of financial assistance. **A maximum of $1,000 is available per application.** An estimated budget based on staff time and eligible expenses associated with organizing and hosting the consultation and outreach, and submitting the summary report. Please attach additional information as needed. **Please note that in order to be reimbursed, you will be required to provide:** **1) For staff hours - clear documentation from your organization, such as a letter, outlining the number of staff participating, their role in the consultation, dates worked, and hourly rate** **2) For honorarium – clear records regarding name and date given, signature from the person receiving, receipts for purchasing gift cards, etc.** **3) Receipts for any printing/postage, TTC tokens, translation services, etc.**	**Staff Hours:** **Number of hours for staff ______x $_______hourly rate (up to a maximum rate of $50/hour) = $_______** **Eligible expenses:** **1. Postage $_______** **2. Copying and printing materials $_______** **3. TTC fare (e.g., for organizers, volunteers and participants) $_______** **4. Honoraria (up to a maximum of $ 20.00 per person) $_______** **5. Meeting facilitation $_______** **6. Reporting costs $_______** **7. Translation $_______** **8. Other, please specify: $_______** **TOTAL: $______________**