

**On-Reserve Housing Immediate Needs
Housing Management Subsidy - Ontario Region
Funding Guidelines – 2024/2025**

SECTION 1 – INTRODUCTION

Indigenous Services Canada (ISC), Ontario Region, is proud to announce the renewal of the Housing Management Subsidy for the 2024/2025 Fiscal Year. This funding opportunity aims to assist First Nation communities in addressing their capacity needs for additional housing and/or maintenance staff.

SECTION 2 – ELIGIBILITY

All First Nation communities in Ontario may access this funding based on their community's need to study, design, build, and maintain quality homes for their members living On-Reserve. First Nations may also pool their allocation and aggregate service delivery at the Tribal Council level.

The eligible First Nation or its respective Tribal Council will be required to develop a work plan and measure success through periodic reviews.

SECTION 3 – ELIGIBLE EXPENSES

ISC will consider the following eligible expenses for reimbursement:

- a) Housing Manager and/or Housing Assistant salaries, benefits, and other remuneration for additional housing management support. Funding is not intended for the reimbursement of existing staff salaries but may be used to extend the employment of housing staff hired with the previous year's Housing Management Subsidy;
- b) Training for new and existing housing management staff;
- c) Expenses related to recruitment, training, and retention of qualified Housing Managers;
- d) Professional certification or maintenance of such certifications relevant to the position;
- e) Purchase of office equipment for new staff;
- f) Purchase and maintenance of housing management software;
- g) Project management support.

SECTION 4 - ELIGIBLE ACTIVITIES

Housing activities delivered or coordinated by qualified staff in one of the areas below will be supported by this funding:

4.1 – Governance and Delivery

This section focuses on the establishment and implementation of a community housing program aimed at meeting the housing needs of members. Tasks may involve:

- Policy development and administration;
- Developing and maintaining construction standards, housing plans, and housing committees;
- Coordinating housing delivery across all program areas, including First Nation Child and Family Services Housing;
- Other pertinent activities aimed at effectively studying, designing, building, and managing housing for members.

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4.2 – Funding and Finance

Building and maintaining financial instruments, systems, and processes to adequately support the housing needs, priorities, and aspirations of the community along the housing continuum. This may include:

- Accessing funds through various government funding programs;
- Revenue generation through rental collection, occupancy fees, and other revenue generating instruments;
- Leverage financing through financial institutions and/or private-public-partnerships and other mechanisms;
- Homeownership, including subsidized housing options and rent-to-own programs;
- Revolving loan funds;
- Other mechanisms, such as partnerships with Habitat for Humanity and other organizations.

4.3 – Skills and Capacity

Enhance skills and capacity to effectively design and manage community housing programs and the related infrastructure. This may include:

- Training and mentoring for housing personnel and leadership;
- Project management training;
- Obtaining and maintaining professional certifications for housing personnel;
- Tenant training and homeowner orientation.

4.4 – Information Sessions

Develop and disseminate information related to housing programs and services, maintenance of homes, and other tenant incentives. This may include

- Community engagement;
- Information sessions;
- Trade presentations on new technologies, products and services;
- Information sharing from service organizations such as child and family services, fire departments, utility service providers, etc.

SECTION 5 - FUNDING DURATION

Funding support is renewable for the next three years until 2026/2027 based on a work plan. Funding is subject to renewal based on the achievement of work goals in the prior year and a final report summarizing the outcomes for each year.

SECTION 6 – CONTACT INFORMATION

Inquiries about the Housing Management Subsidy guidelines can be directed to Siva Appiah, Senior Housing Officer at Siva.Appiah@sac-isc.gc.ca or Tracy Roblin, Capital Management Officer (Housing), at Tracy.Roblin@sac-isc.gc.ca.

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SECTION 7 – SUBMISSION INSTRUCTIONS

- All First Nations may submit their application (attached Workplan and budget breakdown) for twelve months in 2024/2025. Staff funded through Housing Management Subsidy in 2023/2024 may continue their employment in 2024/2025 without a break in service. Funding requests to ISC may include salaries and benefits for the full twelve months;
- If the Tribal Council is applying for the funding (as an aggregate of various First Nations), each First Nation must provide a “Letter of Authorization” or “Band Council Resolution” agreeing to flow the funding to the Tribal Council directly;
- All applications must be submitted to:
housing.applications.habitation@sac-isc.gc.ca
- Please use the following as the email subject line:
- **Housing Management Subsidy 2024/2025 - First Nation Name – FN ##**
- An automated e-mail acknowledgement will be sent to you for each submission. Please keep this acknowledgment for future reference. If you do not receive a confirmation email within 24 hours, your application may not be submitted successfully. Please double check your “junk” folder to determine if your confirmation email was redirected there. Please contact Siva Appiah or Tracy Roblin if you did **not** receive your confirmation email.

SECTION 8 – ASSISTANCE TO COMPLETE THE WORK Plan AND BUDGET

- First Nations requiring assistance to complete the work plan and/or budget may contact the ISC Housing Team members for assistance. Virtual appointments will be available with a Housing Officer;
- First Nations may also work with their Tribal Councils to complete the application.

SECTION 9 - APPLICATION DEADLINE

- Applications will be accepted continuously and considered for approval based on funding availability;
- Applicants who wish to access the full twelve-month allocation in the 2024/2025 fiscal year are encouraged to submit their application **no later than May 20, 2024**;
- Late applications received after 5:00 pm EST on May 15, 2024, will be considered on a first-come basis (only if funds remain available) and may be pro-rated based on months remaining between the application date and March 31, 2025;
- Late applications may also be considered for future year allocations.

Attachments:

1. Workplan template to identify the activities
2. Budget Template