

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



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Next Scheduled Review Date: March 2023