

SECTION II: SHORT-TERM SHELTER FOR ASYLUM SEEKERS

PREAMBLE

The Name of Agency is providing short-term shelter for asylum seekers to Canada who arrive in the City of Winnipeg. Manitoba Housing has agreed to provide the Name of Agency with funding to help offset the costs of sheltering asylum seekers, who are not being funded by any other party, including room and board. The Name of Agency has agreed to be accountable for the monies provided by Manitoba Housing to provide asylum seekers with short-term shelter and to use the monies for the purposes intended as laid out in Section II of Schedule "A".

1.0 SERVICE GOAL

The service goal of the Service Provider is:

- (a) To provide meals as well as safe, clean, secure and respectful short-term accommodations for asylum seekers.

2.0 SERVICE ACTIVITIES

The goal is realized through the following activities:

- (a) Providing clean and safe sleeping accommodations for asylum seekers; and
- (b) Providing up to 3 meals per day to asylum seekers staying in the accommodations.

3.0 SERVICE OUTCOME

The expected outcome is:

- (a) The basic needs of each asylum seeker staying at short-term shelter are met.

4.0 REPORTING REQUIREMENTS

The Name of Agency will utilize the Homeless Individual and Family Information System (HIFIS) to track information about asylum seekers served under Section II of this Schedule as outlined below and will retain this information, subject to a Manitoba Housing audit as required.

Required data to be retained will be:

- i. Names of asylum seekers
- ii. Referral sources for asylum seekers
- iii. Date of entry into Canada
- iv. Length of stay at Name of Agency

The Name of Agency will provide notification to the **Department of Families** and to the **Manitoba Housing** of on a weekly basis, or when requested:

- i. The number of sleeping accommodations available for asylum seekers
- ii. The Unique Claimant Identification (UCI) of asylum seekers

Notification is to be sent by email to:

- (a) **Department of Families** at: essdutyofficer@gov.mb.ca
- (b) **Manitoba Housing** at: MHRCAgencyServices@gov.mb.ca

1.0 SERVICE FUNDING

- (a) **Upon confirmation of available funding by the Manitoba Legislature, through the Provincial Budgeting process**, Manitoba Housing will provide the Name of Agency with funding in **2018/2019** for up to 40 asylum seekers who are not being funded by any other party, per day at \$XX per day (up to \$XX).
- (b) This funding will be made available in monthly payments payable by Manitoba Housing within 30 days of receiving monthly invoices from the Name of Agency indicating the number of asylum seekers being provided room and board for the given month.

Invoices are to be sent to:

Agency Services
Manitoba Housing Renewal Corporation
6th Floor – 352 Donald Street
Winnipeg, Manitoba
R3B 2H8
Fax: (204) 943-8898
Email: mhrcagencyServices@gov.mb.ca

- (c) Manitoba Housing may terminate Section II of Schedule A upon 10 days notice at the sole discretion of Manitoba Housing.

SCHEDULE A: SERVICE ADMINISTRATION

The Service Provider agrees to provide the following administrative services related to the delivery of Section I and Section II of this Schedule A:

- (a) The financial administration of the Services outlined in Section I and Section II;
- (b) The policy administration of the Services outlined in Section I and Section II, including the provision of policy manuals, guidelines, and instructions to staff consistent with the service principles and practices outlined by Manitoba Housing;

- (c) The preparation of policy manuals, guidelines and instructions to staff that are consistent with the confidentiality of information and protection of personal information requirements as outlined in Appendix "2";
- (d) The management of the Services outlined in Section I and Section II in accordance with Manitoba's written policy concerning Criminal Record Checks;
- (e) The management of the Services outlined in Section I in adherence to the guidelines and standards outlined in the *Emergency Homeless Shelter Standards*;
- (f) The management of the Services outlined in Section I and Section II in accordance with sound corporate business and financial practices;
- (g) The preparation and provision of reports and financial statements in accordance with Manitoba Housing's financial reporting requirements;
- (h) The incorporation of continuous quality improvement strategies into the operations, ensuring ongoing compliance with provincial legislation and standards, where applicable;
- (i) The provision of competent and trained personnel; and
- (j) Collaboration with Manitoba Housing to jointly develop and implement procedures and administrative measures to improve communication and information sharing.

IN WITNESS WHEREOF this Schedule "A" has been executed by duly authorized signing officers for Manitoba Housing and by the duly authorized representative(s) of the Service Provider on the dates noted below.

FOR THE MANITOBA HOUSING AND RENEWAL CORPORATION

Per:

Name:

Office Held:

Date:

Per:

Name:

Office Held:

Date:

FOR THE SERVICE PROVIDER

Name:

Office Held:

I have authority to bind the Service Provider.

Date: _____

Name:

Office Held:

I have authority to bind the Service Provider.

Date: _____