

Service Manager Requirements to Receive HPP Funding

Delivery of service and supports are to be aligned with 3 key outcomes:

- 1) Prevent Homelessness
- 2) Address Homelessness
- 3) (New) Reduce Chronic homelessness

Service Manager Responsibilities
Transfer Payment Agreement (TPA) - Service Managers are required to enter into a new Transfer Payment Agreement (TPA) with MMAH in order to participate in the HPPP and to receive the allocated funding. The TPA outlines the roles, responsibilities, and accountability requirements of the program.
Investment Plans - Service Managers are required to submit an annual HPP Investment Plan for ministry approval outlining how the Service Managers plan to allocate funding among the different service categories and how this is intended to contribute to the objectives of the program. Investment Plans will be due to the ministry every April 15 th .
Engaging in planning activities related to program delivery, which may include assessing service needs, identifying partners, and developing planning processes
Delivering services and administering the program in accordance with program guidelines and the TPA
Creating, entering into, and monitoring service contracts with service providers as appropriate
Soliciting and reviewing capital project proposals and submit to the Ministry for funding approval, Monitoring capital project progress and affordability requirements
Complying with the requirements in the TPA and program guidelines
Quarterly Reporting - Service Managers must report back on progress on a quarterly basis through the Transfer Payment Ontario (TPON) system. Quarterly updates must provide a forecast reflective of any variances from the initial plan and a detailed variance explanation if applicable.
All Service Managers are required to maintain a By-Name List that meets the provincial requirements. The ministry intends to release new By-Name List requirements that will build on the current requirements.
Service managers are to implement and compile Performance Indicators to track progress on the achievement of the HPP outcomes