

DEPARTMENT OF HUMAN SERVICES

OFFICE OF HOUSING

HOUSING ESTABLISHMENT FUND

GUIDELINES AND CONDITIONS OF FUNDING

**(Revised)
DECEMBER 1998**

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GLOSSARY

CHARMS	Community Housing Agency Reporting and Management System
DHS	Department of Human Services
DoH	Director of Housing
DSS	Department of Social Security
HEF	Housing Establishment Fund
OOH	Office of Housing
RTA	Residential Tenancies Act 1997
RTBA	Residential Tenancies Bond Authority
THM	Transitional Housing Managers
SAAP	Supported Accommodation Assistance Program

DEFINITIONS

DIRECTOR OF HOUSING	A statutory body existing under the Housing Act 1983. Responsible for all public, community and home finance programs operated by the Office of Housing, which is a division of the Department of Human Services.
COMMUNITY HOUSING	The group within the Office of Housing responsible for the administration of Housing Establishment Fund.

1 INTRODUCTION

- 1.1 Housing Establishment Fund (HEF) is a Victorian government initiative to provide financial assistance to households in housing crisis and seeks to respond to a range of emergency situations and diverse housing circumstances. The program aims to improve access to private rental, housing for homeless people and minimise homelessness by assisting eligible tenants to remain in private rental.
- 1.2 The program is administered by Office of Housing (OOH) funded Transitional Housing Managers (THMs) and community agencies who provide direct assistance to individuals and families in housing crisis.
- 1.3 THMs are the primary distributor of HEF monies throughout the state supplemented by smaller allocations of funds to other local agencies. These agencies must continue to demonstrate high standards of probity and accountability, ability to manage funds, provide a service which complements the THMs, is accessible to clients and meets local service needs.
- 1.4 HEF provides immediate financial assistance to households by increasing their purchasing power to access private rental or to intervene where private tenancies are at risk due to rental arrears.

2 AIMS OF THE PROGRAM

- 2.1 The aims of the program are:
 - To provide clients with direct assistance in accessing private rental housing and securing private tenancies at risk.
 - To assist clients to access overnight or emergency accommodation where no other option is available.

3 OBJECTIVES OF THE PROGRAM

- 3.1 The Program aims to achieve the following objectives:
 - To support a reduction in homelessness by assisting households in housing crisis to secure or maintain private rental housing;
 - To target resources to those households in greatest housing need;
 - To complement other services to households in housing crisis;
 - To increase understanding of the extent and nature of housing crisis through a comprehensive data collection system.

4. PROGRAM FUNDING

4.1 Funds are paid by two six monthly advance instalments for the following periods:

- July - December payable in July
- January - June payable in January

4.2 The funding is approved for the payment of grants or bond loans as specified in these guidelines.

4.3 Allocations are primarily distributed on a regional needs basis subject to overall availability of funds. The Office of Housing needs model is used to determine regional needs.

4.4 Funding is not available through this program to cover administration or staffing costs.

5 ELIGIBILITY CRITERIA

5.1 It is the objective of the Office of Housing (OOH) to target resources to those most in need. In line with this objective, eligibility for HEF will be assessed against the Public Housing income and asset eligibility criteria.

5.2 Only in exceptional circumstances may a HEF agency provide discretionary assistance to applicants who do not meet the eligibility criteria but have significant or extreme housing circumstances. This discretion will fall within the HEF provider's overall limits for discretionary assistance. See section 10.

5.3 The HEF provider will document the reason and level of discretionary assistance and provide documentation to the Department as detailed in the reporting requirements.

6. INCOME & ASSET ELIGIBILITY POLICY

6.1 Income eligibility requirements

6.1.1 Income eligibility for HEF is determined by:

6.1.2 **Singles (including singles sharing) without dependants** - the receipt of at least one dollar of:

- Centrelink pension/allowance;
- Austudy;
- Veterans Affairs Service Pension or
- proof of income at or below \$286 per week

6.1.3 **Couples * without dependants** - the receipt of at least one dollar of:

- Centrelink pension/allowance;
- Austudy;
- Veterans' Affairs Service Pension.

* Only one member of a couple needs to be receiving these incomes for both to be eligible.

6.1.4 **Families (1 or 2 parents) with dependent children:**

- receipt of at least \$1 more than the minimum Family Allowance (formerly Family Payment)

6.1.5 Family Allowance can incorporate the following allowances:

• Minimum Family Allowance	\$23.40 per fortnight per child
• Large Family Supplement	\$7.70 per fortnight for the 4 th child and each subsequent child
• Family Tax Initiative	A: \$7.70 per fortnight B: \$19.20 per fortnight
• Multiple Birth Allowance	Triplets \$93.70 per fortnight, quadruplets or more \$125 per fortnight

The above allowances do not indicate eligibility for HEF. If any of these payments are received, the rate of payment received must be subtracted from the total Family Allowance. Where income remains this is the additional Family Allowance which indicates eligibility for HEF.

6.1.6 Receipt of only Department of Veterans' Affairs War Disability Pension or War Widow's Pension does not meet eligibility requirements. To be eligible applicants would also need to be in receipt of at least \$1 of Department of Veterans' Affairs Service Pension or Centrelink pension/ allowance, or Austudy.

6.2 Determining Eligibility

- 6.2.1 In order to meet HEF income eligibility requirements applicants will be required to provide a Centrelink, Austudy or Veterans' Affairs income statement or bank statement. The documentation should detail receipt of at least one dollar of Centrelink pension/allowance, Austudy payment, Veterans Affairs' Service Pension or more than the minimum rate of Centrelink Family Allowance or proof of income at or below \$286 per week.
- 6.2.2 It is anticipated that the majority of applicants for HEF will be in receipt of a full or part Centrelink income and will have the necessary documentation to demonstrate eligibility for HEF.
- 6.2.3 It is possible, however, there may be some applicants who are eligible for a part Centrelink income (and therefore eligible for rent assistance) but who have chosen not to claim their entitlement. Applicants who do not present with the relevant Centrelink documentation will be required to obtain verification from Centrelink regarding their entitlement to a part pension, allowance or more than the minimum rate of Family Allowance in order to determine eligibility under this criteria.
- 6.2.4 If an applicant is only receiving Family Allowance, this payment must be broken down into its respective components to determine receipt of more than the minimum rate of Family Allowance. The applicant can obtain this information from Centrelink.

6.3 Asset Eligibility

- 6.3.1 The household asset eligibility limit for HEF is \$30,000. A discretionary asset eligibility limit of \$60,000 can be applied for households requiring major property disability modifications.
- 6.3.2 Applicants applying for entitlement to the discretionary asset limit are required to submit documentation from an appropriate professional (eg. Occupational Therapist) outlining the disability modifications they require. Further guidance on the application of this discretion can be obtained from the Department's Regional Project Officers.
- 6.3.3 Assessable assets include the capital value of assets or equity in:
- cash holdings;
 - mobile homes;
 - net fixed assets of a business;
 - recreation vehicles eg caravans, boats etc.;
 - savings
 - shares in estates and businesses
 - stock market bonds and investments
 - the value of any interest or equity in land;
 - the value of interest or equity in real estate in Victoria that can be realised. (Real estate refers to house, flats and units.)

7. HEF PRODUCTS

7.1 The primary uses of HEF are full or partial provision of the following:

- Private Rental Bonds;
- Private Rental in advance;
- Private Rental Arrears;

In addition HEF may be used in the following “other” categories:

- Overnight emergency accommodation (where no acceptable alternative option is available);
- Storage costs;
- Removal Expenses;
- Essential furniture where the provision of such is a prerequisite to housing the applicant and no acceptable alternative option is available. This may include bedding, refrigerators or other health related items. The NILS program provides loans to low income clients and details of this program are available from Good Shepherd Youth and Family Services.

7.2 The HEF provider may use no more than 25% of their HEF allocation for assistance in the “other” categories.

7.3 Assistance for private rental bonds will only be permitted in the form of a loan from the Director of Housing. See section 8. The funded HEF provider will not permit HEF assistance to be given that enables a recipient to avoid loan obligations.

7.5 HEF is not available for:

- Material Relief (e.g. food, clothes, personal expenses);
- Household Expenses (e.g. utility costs, property repairs);
- Payment of OOH or Community Housing debts (e.g. rent in advance, arrears or outstanding bonds);
- OOH bond loan top up payments.

8. HEF BONDS

8.1 HEF providers may provide an interest free loan for private rental bonds, where an applicant is ineligible for OOH Bond Assistance. HEF assistance may not be given to top up OOH bond assistance.

8.2 All residential tenancies bonds must be lodged with the Residential Tenancies Bond Authority (RTBA). The Residential Tenancies Act 1997 provides for special arrangements for Director of Housing bonds or bonds provided by an agent of the Director. The Act stipulates that at the end of a tenancy the RTBA will return DoH bonds to the Director or under certain circumstances to the landlord if there is a claim for outstanding rent payments

or property damage. In no circumstances may the RTBA return a DoH funded bond to the tenant.

8.3 HEF providers will make cheques for bond assistance payable to the RTBA. The HEF provider will also include the reference number H999 in the box for DoH reference number in Section 4, of the bond lodgement form (see appendix 1). Blank bond lodgement forms can be obtained from the Compliance & Administration Unit, Community Housing Group, Department of Human Services, 7th Floor, 555 Collins St., Melbourne 3000.

8.4 The procedures set out above are an interim arrangement. In mid 1999 OoH will introduce a HEF rental bond loan recoupment policy. From introduction of the new policy if a rental bond is paid to the landlord a debt will be lodged against the tenant and recovered through the normal OOH debt recovery processes. *Procedures for registration of the loan are currently being developed and it is anticipated implementation will occur before the end of the financial year 1998/99.*

9. ASSISTANCE LIMIT

9.1 Individual assistance provided under HEF is limited per transaction to OOH bond assistance limits as follows:

- \$520 for singles or couples
- \$750 for family with up to 2 children or two singles sharing
- \$840 for family with 3 or 4 children or three singles sharing
- \$1000 for family with five or more children or four or more singles sharing

However, HEF providers may use their discretion to provide assistance above these limits. When assessing individual limits HEF providers will take into consideration the level of assistance needed to resolve the housing crisis and meet the program objectives.

9.2 HEF providers may determine the number of HEF assistances allowable per household per year. HEF providers should keep multiple assistances to a minimum and document the circumstances for providing further assistance.

10 DISCRETIONARY ASSISTANCE

10.1 HEF providers may use no more than 5% or \$500, which ever is the greater, of their HEF allocation for discretionary assistance not specifically permitted in the guidelines on the requirement that:

- the assistance is necessary to secure appropriate rental housing;
- the circumstances are documented to adequately support and monitor the use of discretion;
- the use is not within the responsibility of material aid services or the proposed financial assistance packages available through other services such as Supported Accommodation Assistance Program (SAAP) services and
- the use is not specifically excluded by the guidelines.

10.2 Examples where discretionary assistance may be given:

- additional assistance above the assistance limit;
- assistance to applicants do not meet the eligibility criteria e.g:
 - Clients without an income, who are eligible for centre link payment and meet the asset test;
 - Family violence victims who are marginally ineligible for centre link payment because of wages but meet the asset test;
 - Family violence victims who meet the income eligibility criteria, but fail the asset test because of a share in the family home.

10.3 Where more than 5% of the funds have been expended on discretionary assistance HEF providers will provide supporting information to explain the provision of assistance in this manner.

11 PERFORMANCE STANDARDS

- 11.1 HEF providers will assess and (if eligible) correctly pay all applications for assistance under this program within 48 hours.
- 11.2 HEF providers will be accessible to the public in general between 9.00 am. and 5 pm. or at the times agreed with the Director of Housing.
- 11.3 HEF providers funded for more than one region, will maintain data and financial details for each funded region.
- 11.4 HEF providers will budget the HEF allocation across the whole funding period and include contingency plans for unexpected events.
- 11.5 HEF providers will maintain a computer system with Windows compatible software.
- 11.6 HEF providers will identify and provide supporting documentation to explain expenditure on “other categories” that is over the 25% benchmark in a reporting period
- 11.7 HEF providers will identify and report on all assistance given to clients who fail the OOH income and asset eligibility criteria.
- 11.8 HEF providers will identify and provide supporting documentation to explain expenditure on discretionary assistance that is over the 5% benchmark in a reporting period.
- 11.9 HEF providers will provide complete and timely reports as required in these guidelines.

12 INTER AGENCY PROTOCOLS

- 12.1 The HEF providers (other than THMs) are encouraged to develop inter agency protocols or agreements with HEF providers within their catchment area/ clients, to maximise and provide appropriate responses to households in housing crisis who can be assisted under the HEF program. As a minimum links should be made with the local THM.
- 12.2 The requirements for THMs are specified in the *THM Funding and Service Agreement*. In addition the THMs will develop cross regional protocols with other THMs.
- 12.3 Where applicable the protocols will be documented in a form of written inter agency agreement and address, the following suggested issues:

Client/program processes

- access arrangements for HEF;
- assessment processes;
- referral procedures;
- confidentiality of client information;
- grievance process;

Inter agency processes

- respective roles and responsibilities;
- information and data exchange;
- procedures for resolving inter agency disputes;
- regional networking;
- protocol review.

13. ACCOUNTABILITY REQUIREMENTS FOR NON THMs

The *THM Funding and Service Agreement* specifies general reporting, financial and accountability requirements for Transitional Housing Management HEF providers (THMs). Additional accountability requirements for THMs are contained in section 14 of this document.

The funding for HEF providers, other than THMs, is conditional upon satisfactory compliance with the following monitoring requirements:

13.1 Financial

13.1.1 The HEF provider will keep all funds provided under this program in a separate identified account with a registered financial institution and such funds will at no time be used for any purpose other than those set out herein. Agencies which expend HEF funds outside the guidelines will be liable to repay such to the Director of Housing.

13.1.2 The HEF provider will arrange for two signatories for HEF cheques. One of the signatories must be a Board of Management member. The signatories must be available to meet the time lines specified in the performance standards (section 11). As part of the half yearly reporting process the HEF provider will supply the DoH with the name and contact details of the signatories for the funds. The HEF provider will also advise the DoH in writing of amendments to these details within thirty (30) business days of the change.

13.1.3 Within thirty (30) business days of the conclusion of the funding period, e.g. August and February, the HEF provider will supply six monthly financial reports in respect of each funding instalment. The HEF provider will forward the reports to The Manager, Compliance and Administration Unit, Community Housing Group, Department of Human Services, 7th Floor, 555 Collins St., Melbourne 3000.

13.1.4 Financial Statements will comprise:

- an income and expenditure statement. (A blank copy of the financial report can be obtained from the Compliance and Administration Unit, appendix 2);
- bank reconciliation statement. (A blank copy of a bank reconciliation statement can be obtained from the Compliance and Administration Unit, appendix 3.).
- a statutory declaration (A blank copy of a bank reconciliation statement can be obtained from the Compliance and Administration Unit, appendix 4.).

13.1.5 Within thirty (30) business days of the conclusion of the funding period (mid August and February), the HEF provider will submit a Statutory Declaration (appendix 4) signed by the appropriate office bearer and a person empowered to take Declarations, stating the following:

"I(name) holding the position
of Principal Accounting Officer with
..... (organisation)

certify that the attached information agrees with the records of this organisation, the details of which are true and correct and that the funds have been administered in accordance with the program guidelines."

Signed.....(Principal Accounting Officer)

Date.....

Before.....
(Person empowered to take Declarations)

Date.....

13.1.6 The following persons can witness statutory declarations:

<ul style="list-style-type: none"> • A Justice of the Peace or a Bail Justice • A member of the police force • A senior officer of a Council as defined in the Local Government Act 1989 • A councillor of a municipality • A legally qualified medical practitioner; • A dentist; • A veterinary surgeon; • A pharmacist; • A principal in the (State) teaching service; • The manager of a bank; • A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants; • The secretary of a Building Society; • A minister of religion authorised to celebrate marriages; • A barrister and solicitor of the Supreme Court; • A clerk to a barrister and solicitor; • The Prothonotary or a Deputy Prothonotary of the Supreme Court; • The Registrar or a Deputy Registrar of the County Court; • The sheriff or a deputy sheriff; • A Notary Public; 	<ul style="list-style-type: none"> • The Registrar or Deputy Registrar of the Legal Profession Tribunal • A member or a former member of either House of the Parliament of Victoria; • A member or a former member of either House of the Parliament of the Commonwealth; • A person who holds an office in the public service of Victoria that is prescribed as an office of which the holder may witness statutory declarations; • The Principal Registrar of the Magistrates' Court; • The Registrar or a Deputy Registrar of the Magistrates' Court; • The Registrar of Probates or an Assistant Registrar of Probates; • The Associate to a Judge of the Supreme Court of the County Court; • The Secretary of a Master of the Supreme Court or of the County Court; • A person register as a Patent Attorney under Part XV of the Patents Act 1952 of the Commonwealth; • A fellow of the Institute of Legal Executives (Victoria);
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13.1.7 Within three months of the conclusion of the financial year (end of September), the HEF provider will submit annual audited statements or declarations as outlined in the audit requirements in this document.

13.1.8 The DoH has the right of access to books and records of all HEF providers after giving 48 hours written notice of its intention to do so.

13.2 General

13.2.1 HEF providers will provide details of the Chairperson, Secretary, Treasurer or their equivalent annually in September. HEF providers will advise the DoH in writing of amendments to these details within thirty (30) business days of a change.

13.2.2 Within three months of the conclusion of the financial year (end of September), HEF providers will submit the agency's annual report.

13.3 Data Collection

13.3.1 Within thirty (30) business days of the conclusion of the funding period, e.g. August and February, the HEF provider will provide data on households assisted (appendix 5). This report will also identify discretionary assistance and assistance for "other" categories e.g. overnight accommodation.

13.3.2 The HEF provider will collect the data on an Microsoft compatible spreadsheet and submit a hard copy of the report and corresponding IBM 3½ computer disk to the Community Housing Group. The Community Housing Group will provide a blank template for this purpose. The report and computer disk will be forwarded to The Manager, Compliance & Administration Unit, Community Housing Group, Department of Human Services, 7th Floor, 555 Collins St., Melbourne 3000.

13.3.3 OoH uses Microsoft Excel 7 (Office 95) software. HEF providers using a later version of this software will save the data as Microsoft Excel 7 prior to submission to DoH. For HEF providers with earlier versions of the software OoH will convert the data to Excel 7.

13.3.4 HEF providers will name the data files as follows:

Period End Date	Abbreviated Agency Name	File Extension
e.g. 0699	e.g. WAYSS	e.g. .xls

13.3.5 THMs will provide this data via the Community Housing Agency Reporting and Management System (CHARMS) system. THMs are also required to provide a hard copy of the report.

13.4 Completion Of Data Reports

13.4.1 The data report, Housing Establishment Fund: data on households assisted, is in three parts,

- Discretionary assistance
- Non discretionary assistance
- Financial Summary

13.4.2 In the spreadsheets of Discretionary and Non Discretionary Assistance data will be inserted in the following format:

Field Name	Data
Organisation name	Enter name of HEF Provider
Discretionary / Non discretionary for period .../.../....	Enter the period dates
Funds for period	Numeric field: In the spreadsheet for discretionary assistant enter dollar amount of funds allocated for the current funding period plus brought forward unspent funds. (This data will then be displayed on the financial summary.)
SAAP ID	Alpha field, must be completed in lower case: 2 nd and 3 rd letters of given name 1 st , 2 nd and last letters of surname gender m or f <i>This the same identification system as used by SAAP, it does not however, indicate the applicant is a SAAP client.</i>
Number of household members adults	Numeric field
Number of household members children	Numeric field
Source of major income	Numeric field: Enter code for relevant income type. 00 - No income 01 - Registered/ awaiting benefit 02 - Age pension 03 - Sole Parent Pension 04 - Disability Support Pension 05 - Newstart Allowance 06 - Special Benefit 07 - Sickness Allowance 08 - Partner Allowance 09 - Youth Allowance (Independent Rate) 13 - Community Development Employment 14 - Workcover /Compensation 15 - Maintenance/ Child Support 16 - Wages/ Salary/ Self employed 17 - Spouse/ Partner's Income 18 - Other

OoH eligible Y/N?	Must be completed. If N an entry must be entered in discretionary assistance and supporting documentation supplied, see 13.5.1
Discretion Y/N?	Must be completed. If Y an entry must be entered in discretionary assistance.
Assistance provided	A dollar amount must be entered in at least one of these fields

Office Use:

Field Name	Data
Date paid	Enter date cheque paid
Cheque no	Enter cheque number
Interviewing Officer	Enter member of staff making the HEF assessment

13.4.3 Data in the last three fields of the data collection report is for the use of the agency. HEF providers are not required to supply a hard copy of this page of the report to the DoH.

13.4.4 No data may be entered in the shaded fields or rows.

13.4.5 To insert a new line:

1. Highlight the shaded row
2. Insert row
3. Fill down formats from previous row

13.4.6 In the Financial Summary data will be inserted in the following format:

Field Name	Data
Organisation name	Enter name of HEF Provider
Discretionary / Non discretionary for period .../.../....	Enter the period dates
Funds for period	This is a display of the data entered on the spreadsheet of discretionary assistance

13.4.7 The data collection program calculates the percentage of funds spent on “other” and discretionary assistance and displays it in the financial summary. THMs will calculate the percentage of funds expended on discretionary and “other” assistance. When these percentage are greater than 25% for “other” assistance, 5% for discretionary assistance or were expended on clients who fail the eligibility criteria, HEF providers will supply supporting documentation. *Inclusion in CHARMS will be considered as part of system enhancements.*

13.5 **Discretionary Assistance - Supporting Documentation**

13.5.1 Within thirty (30) business days of the conclusion of the funding period, e.g. August and February, the HEF provider will supply data on the provision of discretionary assistance. This will form part of the data collected on households assisted. The HEF provider will supply supporting documentation when assistance is granted to clients who fail the eligibility criteria and when, in a funding period, the amount granted in discretionary assistance is greater than 5% of the HEF allocation. The supporting documentation should contain a description of the relevant circumstances of each applicant which demonstrates their significant housing circumstances.

13.6 **“Other” Assistance - Supporting Documentation**

13.6.1 Within thirty (30) business days of the conclusion of the funding period, e.g. August and February, HEF providers will provide data on the provision of assistance in the “other” categories. This will form part of the data collected on households assisted. HEF providers will provide supporting documentation when, in a funding period, the assistance granted in the “other” categories (e.g. overnight accommodation) is greater than 25% of their HEF allocation. The supporting documentation should include a brief description of the relevant circumstances of the applicant. It may also include details of unexpected events or demonstrate specific local needs.

13.7 **Annual Administrative Review**

13.7.1 The HEF provider will meet with the Regional Project Officer at least annually to review the administration of the program.

13.7.3 The HEF provider is encouraged to maintain a close working relationship with their Regional Project Officer (RPO) in order to keep the RPO apprised of activities and/ or specific issues in relation to the service. (See contact list appendix 6.)

14 ACCOUNTABILITY REQUIREMENTS FOR THMs

The *THM Funding and Service Agreement* specifies general reporting, financial and accountability requirements for Transitional Housing Management HEF providers (THMs). In addition funding is conditional upon the satisfactory compliance with the following monitoring requirements:

14.1 Financial

At no time will the THM use HEF funds for any purpose other than those set out herein. Agencies which expend HEF funds outside the guidelines will be liable to repay such to the Director of Housing.

14.2 Sub-Contractual Arrangements

In accordance with the *THM Funding and Service Agreement* any sub contractual arrangements must be approved by the Director of Housing.

14.3 Data Collection

14.3.1 Within thirty (30) business days of the conclusion of the funding period, e.g. August and February, the THM will provide data on households assisted via the Community Housing Agency Reporting and Management System (CHARMS) system. THMs are also required to provide a hard copy of the report.

14.3.2 Within thirty (30) business days of the conclusion of the funding period, e.g. August and February, the THM will provide data on households assisted (appendix 5) by any HEF providers sub contracted to them.

14.4 Discretionary Assistance - Supporting Documentation

14.4.1 As for Non THMs

14.5 “Other” Assistance - Supporting Documentation

14.5.1 As for Non THMs

15 GENERAL ACCOUNTABILITIES

15.1 Audit Requirements

15.1.1 Where the funds are \$20,000 or more per annum

15.1.2 Within three months of the conclusion of the financial year (end of September), the HEF provider will forward an audited statement of income and expenditure to The Manager, Compliance & Administration Unit, Community Housing Group, Department of Human Services, 7th Floor, 555 Collins St., Melbourne 3000. The audited statement will include a statement that the funds were spent in accordance with the purpose and conditions for which it was approved.

15.1.3 The HEF provider will appoint an auditor who is a Public Accountant at full time practice and a member of the Australian Society of CPAs or Institute of Chartered Accountants with a practising certificate. The terms of that appointment will include notification to the auditor that the DoH will rely on all work undertaken by the auditor in the course of the provision of audit services to the agency.

15.1.4 The HEF provider will notify the DoH of any intended change of auditor and receive approval of the DoH prior to implementing that change.

15.1.5 Where the HEF provider has established auditing procedures for a period other than the financial year, the DoH must be advised in writing. With the Director's prior approval, audited statements for periods other than the funded period may be submitted.

15.2 Intellectual Property and Data

15.2.1 Copyright of all documents and data in relation to the provision of HEF is vested in the DoH. HEF applicants should be clearly informed of this.

15.3 Privacy Principles

15.3.1 The HEF provider will adhere to the DHS Information Privacy Principles as they refer to documents and data relating to the provision of HEF.

15.4 Unspent Funds

15.4.1 All unspent funds are the property of the DoH. Where HEF providers have under spent the HEF allocation by more than 15% the Department may reduce the next instalment by the amount of the surplus. HEF providers will spend any unspent in accordance with the program guidelines.

15.5 Termination by the Director

15.5.1 The DoH reserves the right to terminate the HEF funding in the event that a HEF provider ceases to receive its main source of funding or fails to comply with these conditions, guidelines and other contractual obligations. In such instances all unspent funds will be returned to the Director of Housing within forty five (45) business days.

15.6 Termination without cause

15.6.1 Either party may terminate this agreement without cause by giving the other party not less than fourteen (14) days notice in writing. In the event that the HEF provider wishes to terminate this agreement written notice must be given to the Director of Housing.

15.7 Reports

15.7.1 The following reports/ information must be provided by the HEF provider (Non THM) six monthly:

- Income and Expenditure Statement
- Details of cheque signatories
- Bank Reconciliation
- Statutory Declaration
- HEF: Data On Households Assisted Reports
- Allocation of funds for discretionary assistance in excess of the program benchmark
- Allocation of funds for “other assistance” in excess of the program benchmark
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15.7.2 The following reports must be provided by the HEF provider annually:

- Auditor’s statement or statutory declaration
- Annual report
- Details of the Board of Management

15.7.3 The following reports/ information relating to HEF must be provided by the THM six monthly:

- Financial statements
- Data reports
- HEF: Data On Households Assisted Reports for sub contractors
- Allocation of funds for discretionary assistance in excess of the program benchmark
- Allocation of funds for “other assistance” in excess of the program benchmark

16 ASSISTANCE IN FINANCIAL PROCEDURES

- 16.1 Assistance is available from the Department to guide HEF providers in establishing financial procedures which will enable them to fulfil Departmental requirements. For further information, contact the Compliance and Administration Unit on (03) 9616 6148

17 FURTHER INFORMATION

- 17.1 For further information about the HEF Program contact the Regional Project Officer (see contact list appendix 4). For further information regarding payment of approved funds contact the Manager, Compliance and Administration Unit, Community Housing Group, 7th Floor, 555 Collins St, Melbourne 3000.

18. APPENDICES

- Bond Lodgement Form - appendix 1
- Income and Expenditure Statement - appendix 2
- Bank Reconciliation Statement - appendix 3
- Statutory Declaration - appendix 4
- HEF: Data On Households Assisted - appendix 5
- Regional Project Officer Contact List - appendix 6