

From: Lawrence, Shannon
To: [Richardson, Dr. Elizabeth](#)
Cc: [Gee, Elaine](#); [Fernandes, Krislyn](#); [Boyd, Susan](#)
Subject: COVID-19 Support for People and Jobs Funds 20-21
Date: September 11, 2020 10:22:15 AM
Attachments: [COVID_EmergencyFunding_Report_CommunityMHA_2020-21_AUG_Final.xlsx](#)
[COVID19_MHA_20-21_round_2_COH.PDF](#)
Importance: High

Good morning,

Attached please find the letter and reporting template regarding Funding to Support One-time Mental Health & Addictions Services due to COVID-19 and its Related Impacts – Round 2 Support for People and Jobs Funds.

Please note that there are two separate reporting templates to be submitted for MHA COVID19 funding/expenses in 2020/21 and they are not to be combined into one reporting template.

Should you have any questions, please contact Doris Downie, Advisor, Funding at doris.downie@lhins.on.ca.

Thank you,

Shannon Lawrence
Funding Advisor
Hamilton Niagara Haldimand Brant Local Health Integration Network
211 Pritchard Rd, Unit 1
Hamilton, ON, L8J 0G5

Tel: 905-523-0886 x4227
shannon.lawrence@lhins.on.ca
www.hnhblhin.on.ca

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Hamilton Niagara Haldimand Brant **LHIN** | **RLISS** de Hamilton Niagara Haldimand Brant

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September 10, 2020

Dr. Elizabeth Richardson
Medical Officer of Health
City of Hamilton
110 King Street West 2nd Floor, Main Reception
Hamilton ON L8P 4S6

Dear Dr. Richardson:

Re: Funding to Support One-time Critical Mental Health & Addictions Services due to COVID-19 and its Related Impacts (Round 2 - Support for People and Jobs Funds)

The Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) is writing to advise City of Hamilton (COH) that it was approved to receive up to an additional \$25,524 one-time funding in 2020-21 to support one-time critical mental health and addictions services due to COVID-19 and its related impacts. These funds will support the sector in preparing for a second wave of COVID-19 and/or a recovery phase. Details of the funding, including applicable terms and conditions are set out in Schedule A.

In accordance with the *Local Health System Integration Act, 2006* the LHIN hereby gives notice that, subject to COH's agreement, it proposes to amend the Multi-sector Service Accountability Agreement (MSAA) between the HNHB LHIN and COH to reflect the additional funding and conditions with effect as of the date of this letter.

Please be advised that if your agency is fulfilling a sponsoring or lead agency role, you are accountable to the LHIN for the deliverables, funding and reporting. This approval is conditional on organizations submitting financial and performance reports to the LHIN on a prescribed schedule as described in the attached Schedule A.

COH is required to maintain financial records for this allocation. Unspent funds, and funds not used for the intended and approved purposes, are subject to recovery.

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Dr. Elizabeth Richardson

It is also essential that you manage costs within your approved budget.

Please indicate COH's acceptance of the proposed funding, the conditions on which it is provided, and COH's agreement to the amendment of the MSAA by signing below and returning one scanned copy of this letter by end of business day on September 25, 2020 to shannon.lawrence@lhins.on.ca. Please return the original signed let to the attention of Shannon Lawrence, Funding Advisor, HNHB LHIN, 211 Pritchard Rd., Unit 1, Hamilton ON, L8J 0G5.

The HSP and the LHIN agree that the HSP's acceptance of the Funding as set out in this letter shall be by electronic signatures.

Should you have any questions regarding the information provided in the letter, please contact Doris Downie, Advisor, Funding at doris.downie@lhins.on.ca.

Thank you for your assistance as we collectively work to support the needs of Ontarians with mental health and addictions problems during this challenging time.

Sincerely,



Cindy Ward
VP Resource Stewardship & CFO
Ontario Health (West)

Att: Schedule A
Reporting Template

c: Elaine Gee, Business Administrator, COH
Kelly Cimek, Director, Planning, Ontario Health (West)
Doris Downie, Advisor, Funding, HNHB LHIN

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Dr. Elizabeth Richardson

I agree to the terms and conditions in this letter dated September 10, 2020 regarding Funding to Support One-time Critical Mental Health & Addictions Services due to COVID-19 and its Related Impacts (Round 2 - Support for People and Jobs Funds).

AGREED TO AND ACCEPTED BY

City of Hamilton

By:

Elizabeth Richardson

Medical Officer of Health

Signature

Date

I have authority to bind City of Hamilton

Dr. Elizabeth Richardson**Schedule A**1. **Total One-Time Funding:** \$25,524 (Funding)2. **Funding Details:**

The LHIN is providing one-time funding as below to support emergency Mental Health and Addictions (MHA) needs. Funding is valid from April 1, 2020 to March 31, 2021 however it is expected in general activities will occur between August 1, 2020 – March 31, 2021 given previous emergency investments.

Category	Description	*TPBE	Funding
Staffing Costs	0.2 FTE social worker for 6 months and 0.4 FTE for 4 months	Mental Health/Addictions	\$25,524
Total			\$25,524

* Please provide breakdown of funds by TPBE in reporting template.

3. **Specific Terms and Conditions Applicable to the Funding:**

City of Hamilton agrees that it will:

- (a) use the funding to support costs as in number two above and for no other purpose. This funding cannot be diverted to fund increases in employee compensation.

Dr. Elizabeth Richardson

- (b) not use surplus funds for any other program without prior written consent from the HNHB LHIN. Unspent funds, and funds not used for the intended and approved purposes, are subject to recovery. If your agency no longer requires the funding for the purposes indicated in the this funding letter and would like to redirect the funding to other COVID-19 related expenses, please contact the LHIN to discuss the options.
- (c) spend all funds by March 31, 2021.

4. Financial and Statistical Performance and Reporting:

- a) Financial and statistical Quarterly Reporting will be reported in SRI under the TPBE(s) as in number two above.
- b) Please include the funding, expenses and statistical updates in the Budget Adjustment columns on both the financial and activity pages in the appropriate functional centre effective Quarter 2.
- c) Supplemental financial reporting using the attached template is required. Reporting periods are as follows:

Reporting Period	Due Date
April 1 - November 30, 2020	December 4, 2020
December 1 – 31, 2020	January 6, 2021
January 1 – 31, 2021	February 3, 2021
February 1 – 28, 2021	March 3, 2021
March 1 – 31, 2021	April 5, 2021

- d) The reporting template is to be submitted to hnhb.reporting@lhins.on.ca.

Should you have any questions related to these templates, please contact Doris Downie, Advisor, Funding at doris.downie@lhins.on.ca.