



Hobart City Deal: Improving Social Outcomes

Designated Use Annual Report

In line with Part E 14.10 of the Grant Funding Agreement, Grantees must submit a Designated Use Report to the Department of Social Services (the department). A report must be submitted annually, for the duration of the Designated Use Period (30 years).

The date the Designated Use Period commenced is the date the Grantee achieved Practical Completion of the Works. Reporting is from 31 August – 30 August the following year.

Failure to follow the Designated Use requirements can result in the department seeking corrective action.

Definitions

Designated Use is the delivery of housing to eligible tenants identified on the Tasmanian Housing Register as a priority applicant (or equivalent) or tenants with a disability, in accordance with the Guidelines; and limiting any rent charged to tenants to a maximum of 80 per cent of the market rent for the relevant dwelling.

Designated Use Period is the duration the Grantee is required to report on. The designated use period is the date the project achieves Practical Completion of the Works and expires 30 years after that date. The Designated Use Period is specific to each site delivered under the funding agreement.

Reporting Period is the previous financial year for each year of the Designated Use Period.

Please refer to Part A – Defined terms and interpretation - of the Capital Grants Funding Agreement for more definitions.



All templates must be complete and returned to DSSCapital@dss.gov.au by 30 September each year.

Details of Provider/Project

Provider Name	
Project Name	
GPS Agreement ID	
Designated Use Period Commencement Date	
Reporting Period (financial year)	
Submission Date:	

During the reporting period, did the property/properties meet Designated Use criteria under the Grant Agreement?

- Yes
- No

If you have ticked no, please explain why and attach any relevant evidence. If you require more space, please attach a separate document.

Schedule 1 Clause 2.1(b) of the Capital Works Funding Agreement states that ‘the participant must maintain and publish a policy related to supporting their tenants in maintaining their tenancy’.

Please **attach or** provide the **link** to your published policy here: _____



Reporting Information (Optional)

Please note it is not an obligation of the Capital Works Funding Agreement to provide the department with the information sought below. However, the department would appreciate this information to help inform future program and policy development.

1. Was there any turnover of tenants during the reporting period?

Yes - More than one Family/Person tenanted the dwelling throughout the FY

If you have ticked yes, please provide occupancy period of each tenant

Family/Person	Tenancy period mm/yyyy
Add new row for each Family/Person	

No - one Family/Person tenanted the dwelling the entire FY

2. Tenant Demographics (Optional) Number of people assisted in the Reporting Period

Please note it is not an obligation of the Capital Works Funding Agreement to provide the department with the information sought below. However, the department would appreciate this information to help inform future program and policy development.

Tenant Demographics	Age: Under 18	Age: 18 - 25	Age: 26 - 40	Age: 41-65	Age: 65 and over
Aboriginal and/or Torres Strait Islander					
Culturally and Linguistically Diverse (CALD)					
Persons with Disability					
Total Overall					



Declaration

This Declaration must be signed by a CEO, or another person who is suitably authorised within the Grantee’s organisation to execute documents and legally bind the Grantee by their execution.

I confirm that:

- I am a person authorised by the Participant to execute documents and legally bind the participant by their execution.
- All information in this annual report is true and is not misleading by reason of any material misstatements or omissions.

I acknowledge:

- That a change to the use of the Property and/or dwellings during the Designated Use Period may be regarded as a breach of the Capital Works Funding Agreement, and the grant funding may consequently be required to be repaid to the Commonwealth (Clause 10.2 of the Capital Works Funding Agreement refers).
- That under section 137.1 of the schedule to the *Criminal Code Act 1995* it is an offence to provide false or misleading information to the Commonwealth.
- That during the Designated Use Period, compliance with all relevant laws, including Capital Works Funding Agreement, has been maintained.

Name	
Position Title:	
Signature	
Date	