



Homelessness Partnering Strategy

PEI Community Advisory Board on Homelessness
Serving the Designated Communities of Charlottetown & Summerside

CALL FOR PROPOSALS

CFP Release:	January 5 th , 2018
DEADLINE for submissions:	February 3rd, 2018
AWARD:	March 2018

Funding of this initiative has been provided through the
Government of Canada's National Homelessness Partnering Strategy

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1. HOMELESSNESS PARTNERING STRATEGY

The Homelessness Partnering Strategy (HPS) is aimed at the prevention and reduction of homelessness in Canada. Supporting a 'housing -first: approach, the HPS seeks to prevent and reduce homelessness by helping to establish the structures and supports needed to move homeless individuals and at-risk individuals towards self-sufficiency and full participation in Canadian society" (overall goal).

The Homelessness Partnering Strategy will assist communities in their efforts to link housing and support services to the needs of clients experiencing, or at imminent risk, of homelessness.

The five pillars (objectives) of HPS are:

- a) Preventing and reducing homelessness;
- b) Ensuring tangible and direct response to client needs and measurable outcomes for clients;
- c) Engaging provincial/territorial/other government departments and communities;
- d) Supporting preventative and longer-term housing solutions; and
- e) Strengthening accountability and measurement.

For more information on the HPS please access the federal government website at www.homelessness.gc.ca

2. COMMUNITY ENTITY AND COMMUNITY ADVISORY BOARD

The John Howard Society of Prince Edward Island is acting as the Community Entity responsible for the administration of HPS in the Cities of Charlottetown and Summerside.

A Community Advisory Board (CAB) , representing a variety of agencies and organizations in the Cities of Charlottetown and Summerside having direct involvement and/or interest in preventing and reducing homelessness approves projects to be funded through HPS and acts as in an overall advisory capacity.

3. HPS FUNDING in SUMMARY

In 2014, The CAB issued a public call for Expressions of Interest and a subsequent Call for Proposals. As a result, the PEI HPS program currently supports the delivery of the 'My Place' Housing First Program administered through the Canadian Mental Health Association.

Proposals will be accepted for short term, project specific funding within the Designated Communities of Charlottetown or Summerside that will not exceed March 31, 2019.

4. ELIGIBLE PROJECT ACTIVITIES

Project activities must fall within the scope of eligible activities:

- Addressing the needs of individuals who are homeless or at imminent risk of homelessness
- Construction or renovations
- Research & Data Collection

5. PROPOSAL REQUIREMENTS

The following information **must** be provided with each proposal submission in order to be further considered for funding under the Homeless Partnering Strategy:

OBJECTIVE - Statements of the results or outcomes the organization hopes to achieve by **March 31, 2019**, if applicable.

OUTCOMES - Benefits that a program intends to produced for individuals, groups or populations during or after their participation in program activities.

In addition:

- Name of organization, address, telephone, and fax number;
- Contact person, telephone number and email address (if available);
- Sponsor background information and description of the sponsor's ability to manage project;
- An executive summary of the proposal which clearly identifies priority area(s) project is addressing and rationale (evident/data to support identified need)
- Project goals and objectives (see Appendix I for definition);
- Anticipated outcomes/results (see Appendix I for definition);
- An operational plan and description of project activities including start/end dates;
- All Proposals submitted for consideration must clearly identify how they will operate within the boundaries of the two DCs.
- Identification on how activities and outcomes will meet HPS overall goal and objectives (5 pillars)
- Identification of at-risk and homeless populations and sub-populations to be targeted (see Appendix I for definitions).
- Project milestones with applicable dates including timeframe to complete project (**project must be completed on or before March 31, 2019**);
- Evaluation framework and monitoring procedures; **All project must submit HPS Monthly Claim and Activity Reports.**
- A list of all partner organizations and description of their involvement;
- A description of how activities will be sustained should the proposed activities not be completed by **March 31, 2019** and if there are ongoing costs associated with these activities;
- The source and amounts of funding from partners with written confirmation from each one;
- Project budget by cost category; TEMPLATE ATTACHED
- A description of financial accounting practices;
- Details with respect to all salaried positions, including job descriptions, pay levels, lengths of terms, and hours of work and description of proposed hiring process including who will be involved, criteria and process to be used. The wages for project staff should reflect the local prevailing rate for similar positions;
- Any letters of support;
- Confirmation of ongoing financial sustainability beyond the funding period if applicable

6. ELIGIBLE COSTS

1. Where approved in the Statement of Work for a Project, a direct labour cost may be claimed for the work performed. The payroll rate acceptable for personnel performing the work will not exceed the prevailing rate in the same or most similar category or industry.
2. Direct materials that are consumed in carrying out the Project are eligible costs. All materials purchased directly will be charged at the net laid price, less any CRA rebate for HST
3. travel costs
4. communication costs
5. the costs of goods or services contracted out to a qualified contractor, researcher or consultant
6. the cost of leasing office, research or operating space directly related to project activities
7. the cost of purchasing or renting office equipment, including computers
8. accounting and legal costs directly related to project activities
9. overhead costs, having being incurred during the project for the conduct of the project that are measured and identified as directly applicable to the project. Overhead costs may include costs of general nature as power, heat, light, operation and maintenance of general assets and facilities, supplies,
10. architectural costs for building, buying, renovating or making additions to shelter space, supportive or transitional housing
11. the costs of purchasing, renovating or expanding buildings for use as shelters or transitional and supportive housing
12. training costs for enhancing the skills of the staff of the Third Party
13. costs of supporting clients.
14. Cost of office supplies and materials

7. INELIGIBLE COSTS

The following costs are **not** eligible costs:

- 1) entertainment expenses
- 2) donations
- 3) fines and penalties
- 4) membership fees for clubs
- 5) expenses related to affordable housing with the exception of rent subsidies

8. GENERAL CONDITIONS

The following conditions apply to this Call for Proposals:

- The John Howard Society of PEI and the Community Advisory Board (CAB) on Homelessness has the absolute discretion to accept or reject any submission or any portion of item thereof.

- The John Howard Society of PEI and CAB reserves the right to request clarification from any or all organizations submitting a funding proposal.
- Organizations, submitting a funding proposal acknowledge and agree that the John Howard Society of PEI and CAB **will not** be responsible for any costs, expenses, damages or liabilities by any organization as a result of, or arising out of, submitting a funding proposal; requesting clarification, the communication of any information contained in a funding proposal to any party, including the public, or due to the John Howard Society of PEI and CAB acceptance of one or none of the submissions received as a result of this funding proposal.
- The John Howard Society of PEI and CAB make no representations or warranties concerning the completeness or accuracy of the information contained in this package. Organizations must remain responsible for satisfying, themselves as to the completeness and accuracy of all information.
- Information submitted by organizations may only be released with the agreement of the organization if properly requested, and if the information is not exempt from disclosure from any Act.

9. INVITATION TO SUBMIT FULL PROPOSAL

Please ensure that the section entitled “HPS Proposal” is properly addressed as this section is most important. **THE DEADLINE FOR SUBMISSIONS IS FRIDAY, FEBRUARY, 2ND**

If you have any questions concerning the proposal process, please contact Wendi James Poirier, HPS Coordinator at 902-367-3356 or by email at hpscoordinator@eastlink.ca

Proposals must be marked confidential and submitted by email in PDF format to:
hpscoordinator@eastlink.ca

Any questions may be directed to the Coordinator at (902) 367-3356 or by email at hpscoordinator@eastlink.ca

Late or misdirected submissions will not be accepted.

Applicants should be aware that proposals may be reviewed by members of the Community Advisory Board and various federal, provincial, and municipal officials serving on the committee. Information submitted will be treated as confidential to HPS funding and programming process.

APPENDIX I

Definitions

At-risk and homeless populations and sub-populations:

At risk population

- This population is made up of individuals or families who are at imminent risk of eviction from their current housing, who pay too high a proportion of their income for housing or who live in unacceptable housing or housing circumstances. Also included are those who will be discharged from the criminal justice system, those who are leaving a health facility after an extended stay, as well as youth exiting the child welfare system, and who do not have suitable housing in place prior to discharge.

Hidden homeless population

- This population includes individuals or families living in locations not intended for human habitation (e.g. abandoned buildings) and/or continuously moving among temporary housing arrangements provided by strangers, friends or family.

Living on the street population

- This population includes individuals or families who, because of lack of secured housing, live on the street. They also include the sub-population chronically living on the street, which live on the street longer or on a continual basis compared to the rest of this homeless population.

Short term or crisis sheltered population

- This population refers to individuals or families staying temporarily in emergency and/or transitional housing. This category also includes the episodically sheltered population who are individuals or families who access shelters multiple times through the year, seeking assistance, but who are not necessarily able or ready to the long-term connections necessary to moving to housing stability.

Supportive housed population

- This population refers to individuals or families with secured supportive housing, who may not have the necessary resources to live without some type of support and therefore be at risk of homelessness.

Activity related project costs	
1. Direct labour costs/wages including MERC	
2. Training costs (staff)	
3. Direct materials costs	
4. Travel costs (mileage)	
5. Insurance (liability)	
6. Communication costs (telephone, internet)	
7. Overhead costs including lights, heat, supplies, printing	
8. Costs of goods or services contracted out	
9. Costs of leasing office or operating space	
10. Costs of purchasing or renting office equipment, including computers	
11. Accounting & legal costs	
12. Architectural costs	
13. Costs of building, buying, renovating or making additions to shelter space, supportive or transitional housing	
14. Other pre-approved costs (specify)	
15. Subtotal (1 to14)	
Total project budget \$	

Please include additional information to support the category costs, i.e. Construction estimates, programming outline & costs, staffing, etc.