

Background

The Ministry of Municipal Affairs and Housing (MMAH or the Ministry) provides Community Homelessness Prevention Initiative (CHPI) funding for homelessness prevention programs. Lanark County (the County), has utilized the CHPI fund to create the Housing Options Program (HOP) and fund Domiciliary Hostels to meet the needs of persons who are homeless or at risk of becoming homeless. HOP provides moving start-up costs, rental and utility arrears, hoarding/bed bug clean-up expenses, and other emergency costs. The County is requesting proposals for additional programs to assist in meeting CHPI program outcomes in 2019.

CHPI Outcomes

The two key program outcomes for CHPI, which will measure performance and ensure accountability, are:

- a) People experiencing homelessness obtain and retain housing; and,
- b) People at risk of homelessness remain housed.

Vision and Principles

A better coordinated and integrated service delivery system that is people-centered, outcome focused and reflects a Housing First approach to prevent, reduce and address homelessness in the County.

1. **Housing First:** A Housing First approach is based on the principle that people are better able to move forward with their lives if they are housed first. Housing is linked to flexible, appropriate support services using a people-centered approach to people's needs.
2. **People Centered:** A people-centered approach focuses on positive results for individuals and families who are homeless or at risk of homelessness.
3. **Partnership Based:** Housing and homelessness related services require strong partnerships between the government, housing providers, community support services and the people who require housing - and homelessness - related supports to build healthy, sustainable and inclusive neighbourhoods.
4. **Locally Driven:** Housing related services and programs must be locally relevant and based on peoples' needs.
5. **Inclusive:** All persons have the right to equal treatment and protection from discriminatory practices.
6. **Fiscally Responsible:** Local initiatives funded under CHPI will meet the intended purpose and outcomes of the program with due regard for economy, efficiency and effectiveness.
7. **Outcome Focused:** All initiatives designed under this program should be created with the outcomes for the person in need of services in mind and should be informed by the principles of Housing First, people-centered, and inclusive, while being monitored and evaluated to prevent, address and reduce homelessness.

Lanark County Housing Priorities & Target Groups

Lanark County's 2018 Housing Study identifies four housing gaps and priorities:

1. There is a need to improve access to affordable housing for low income individuals and families.
2. There is a need to improve housing options across the housing spectrum.
3. There is a need for additional supportive services partnered with permanent housing.
4. There is a need to improve coordination and collaboration among stakeholders and educate the community on affordable housing needs and demands in the community.

Lanark County continually strives to develop an inclusive community profile of housing needs and assets, especially regarding these target groups; people with disabilities, victims of domestic violence, aboriginal people living off reserve, seniors, youth, low-income households and others who may have increased vulnerability or face marginalization.

Services Not Eligible for this Funding

- Capital expenditures, which include: New construction and/or conversions of buildings; repair and renovations; retrofits; buying land; and purchasing buildings.
- The construction, repair and renovation of new and existing social and affordable housing.
- Services that do not directly support people who are homeless or at risk of homelessness.
- Duplication of services (providing a service/support that is already provided in the community).

Service Categories for Funding Applications

Projects submitted for funding must fit within at least one of the following service categories:

1. **Emergency Shelter Solutions:** includes services and supports that provide relief or protect households/people who are homeless or are in imminent risk of homelessness.
2. **Housing with Related Supports:** includes providing operating funding for long-term and transitional housing, as well as supports related to delivery of that housing.
3. **Other Services and Supports:** includes various services and supports provided to assist vulnerable or at risk clients with immediate relief or support in obtaining housing (e.g. case management, securing and retaining housing/shelter, food banks, etc.).
4. **Housing Prevention:** includes services that assist households at risk of homelessness retain their housing.

Mandatory Program Criteria

1. Funding must not replace or supplement current operational budgets.
2. Funding may only support new or enhance existing programs for preventing and addressing homelessness.
3. Clientele accessing programs provided by the grant fund must be low-income households within Lanark County, whose income does not exceed established income limits (see below figure).
4. A maximum of 10% of the funding received may be used towards administration costs, which includes: advertising, phone, utilities, rent, computer, supplies, etc.
5. The application must identify how the project/proposal will meet the program objectives that are to assist single persons and families, including social assistance recipients, to obtain and retain housing, and/or support those at risk of homelessness remain housed.
6. The project must fall within one of the four service categories identified (Emergency Shelter Solutions Housing with Related Supports, Other Services and Supports, Homelessness prevention).
7. All applications must incorporate the CHPI vision and principles into service delivery and address one of the CHPI outcomes.
8. All applicants must complete the Budget on page 8.
9. All monies granted to a project must be exhausted by March 31st, 2021.
10. All approved programs must enter into a Memorandum of Understanding with Lanark County and complete and provide all required Service/Financial Reports according to the report schedule at the conclusion of the project, and as requested.
11. All applications must address at least one of Lanark County’s housing priorities and target groups.
12. Applications must demonstrate how the project will be sustained after the one-time grant funding has been exhausted, or how to mitigate the impact of the conclusion of the program funding.
13. Applications will only be accepted from non-profit, publicly funded or charitable agencies/programs.
14. The CHPI one-time grant funding may only be used for the project that is approved.
15. Applicants must provide verification of liability insurance, minimum of \$2,000,000 or be willing to sign a hold harmless agreement removing Lanark County from all liabilities.

Gross Household Income Limits for Lanark County

1 Person: \$31,000	2 Persons: \$38,000	3-4 Persons: \$43,500	5+ Persons: \$54,000
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Applications should be submitted to Sandy Grey, Housing Services Manager by email or hardcopy at:

Lanark County, Housing Services 52 Abbott St N, Unit 4 , Smiths Falls, ON K7A 1W3 Attn: Sandy Grey	For questions about the application or for further information, please contact Sandy Grey, Housing Services Manager at, 613-267-4200 ext. 2401 or sgrey@lanarkcounty.ca
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Applications for CHPI grant must be received by Monday, February 11th, 2019 at 10:00am.

Evaluation

1. Applications will be reviewed by an Evaluation Committee consisting of the Director of Social Services, Housing Services Manager, Housing Supports Supervisor and Financial Analyst. Final approval for the CHPI Grant funding will come from Lanark County Council.
2. Any approval of a proposal for funding will not be binding until a legally enforceable funding agreement has been negotiated and executed by both your organization and the County.
3. All information contained within this application for funding, whether provided by the County or the applicant, is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M. 56, and, as such, is public information and may be disclosed to third parties upon request.
4. All mandatory program criteria must be met, incomplete applications will not be considered for evaluation.
5. Applications that meet the mandatory criteria will be evaluated and scored. Only material present within the application will be considered.
6. As part of the evaluation, Lanark County reserves the right to request an in-person interview with applicants should they feel it be necessary.
7. Verification of liability insurance is attached or willing to sign a hold harmless agreement.
8. **Letters of References:** Please attach two letters of reference, from two individuals who are familiar with your organization’s services, to your program application.
9. Lanark County reserves the right to request more information from applicants after the application has been submitted.
10. Proponents will be scored on the basis of how well their response meets the criteria specified. The relative weight of each requirement to all other requirements is shown in the final column entitled “Weight”, of the below table. The scoring criteria for each requirement are listed below.
 - **Excellent Response (4):** A highly comprehensive, excellent response. In addition, the response may proactively cover areas not originally addressed within the program requirements and/or include additional information and recommendations that would prove both valuable and beneficial.
 - **Satisfactory Response (3):** A fair response that demonstrates the ability to address the program requirements and basic knowledge of the subject matter.
 - **Limited Response (2):** A limited response that does not address all the program requirements and knowledge of the subject matter does not meet the basic requirements.
 - **Inadequate Response (1):** An inadequate response containing little detail, structure or insufficient knowledge of the subject matter.
 - **Zero Response (0):** A response where the Proponent has not demonstrated knowledge of the subject matter or where no information has been provided.

Section	Category	Weight
1.0	Agency/Organization Description	20%
2.0	Proposal Request/Description	35%
3.0	CHPI Vision Principles and Outcomes	15%
4.0	Capacity	10%
5.0	Financial	20%

1.0 Agency/Organization Description – Weighted Score: 20%

Organization Name: _____

Contact Person: _____
Name Title

Address: _____

Phone Number: _____ **Fax Number:** _____

Email Address: _____

Length of time you have been established: _____

Briefly describe your organizations mission and mandate.

Describe your clients. Who takes part in your organizations activities/programs or who do you serve?

Describe previous program(s) you have conducted for vulnerable populations, such as low income/social assistance and homeless clientele, and describe your success.

2.0 Proposal/Request Description – Weighted Score: 35%

- a. What is the proposed program’s objective? What needs does your program aim to address?
- b. What is the project? Does it address one of Lanark County’s priorities?
- c. How will this program support one (or multiple) of Lanark County’s target groups, as defined on page 1?
- d. What is the geographical area that the project will serve?
- e. Time frame (start/end dates).
- f. Describe if this program enhances an existing service/support is an expansion of service/supports or is a new service or support. If there are similar programs/services that already exist in the community, please explain how this program will differ in order to avoid duplication or fit within the already existing programs/services?

Description of Proposal/Request:

3.0 CHPI Vision, Principles and Outcomes – Weighted Score: 15%

Describe how your agency will be using partnerships between government, housing providers, community support services and the people who require housing and homelessness related supports to meet the project goals.

Describe how the project meets one or both of the CHPI outcomes.

Describe how the project will fulfill the CHPI vision/principles in service delivery

Describe how this project will be promoted within Lanark County.

4.0 Capacity – Weighted Score: 10%

Describe your organization’s capacity to manage and deliver the proposed program. Please include:

- Management time and resources available for adequate supervision;
- Adequate capacity to ensure compliance with statistical and financial reporting requirements; and
- Adequate space and equipment (if necessary).

5.0 Financial – Weighted Score: 20%

Total amount being requested from the 2019 CHPI Grant to fund this project: \$_____

Additional Funding

Is the organization making any financial contribution to the program? Yes No

Describe the organization’s financial contribution (if applicable).

Is funding being received from other sources for this program? Yes No

Identify the funder; describe the amount and nature of additional funding (if applicable).

This funding must be spent by March 31st, 2021. Describe how the program will be sustained after the 2019 CHPI Grant has been exhausted, or how the impact of program conclusion will be mitigated?

Identify which of the four CHPI funding service categories your project meets (Emergency Shelter Solutions, Homelessness Prevention, Services and Support and Housing with Related Supports).

Complete the budget below for the project. The amount in the budget total should equal the amount you have requested on page 7. Lanark County reserves the right to increase or decrease requested amounts at time of project negotiation and approval.

Budget	
Expenditures	Budgeted Amount \$
Administration (max of 10% - office supplies, rent, utilities, phone, advertising, technology, etc.)	
Service / Program Cost	
Other (please specify):	
Other (please specify):	
Total Expenditures:	

6.0 Other Information

Please provide any other information or details on your project:

7.0 Declaration

I hereby declare that all information provided in this application is accurate. I understand that if I am unable to provide verification of \$2,000,000 liability insurance for my agency/organization, I am willing to sign a hold harmless agreement removing Lanark County from all liabilities.

Dated at: _____ this _____ day of _____

Contact Person for this Proposal: _____

Telephone No.: _____ Fax #: _____

Email Address: _____

Organization: _____
(Name)

Street Address or Postal Box Number)

(City, Province and Postal Code)

Signature: _____

Print Name: _____

Applications are due no later than Monday, February 11th, 2019 by email or hard copy.

Only signed applications will be accepted. Late applications will not be accepted. Attach 2 letters of reference.

Lanark County reserves the right to check additional references and sources to those supplied by the Proponent.

Applications must be submitted to:

Lanark County, Housing Services, 52 Abbott St N, Unit 4, Smiths Falls, ON K7A 1W3

Attn: Sandy Grey, Housing Services Manager

Telephone: 613.267.4200 ext. 2401

Toll Free: 1.888.952.6275

Email: sgrey@lanarkcounty.ca