

# Homelessness Partnering Strategy (HPS) Request for Proposals

## **NOTICE OF FUNDING OPPORTUNITY**

UWP is issuing a call for proposals to apply for funds available through HPS over a two year period from April 1, 2015 until March 31, 2017. Applicant organizations are eligible to apply for up to \$112,000 per year for a total of \$224,000 over the funding period.

To be considered for funding, proposals must align with the objectives established by the current HPS Community Plan for Peterborough Area, the Peterborough 10 year Housing and Homelessness Plan, and the other terms and conditions as outlined within this Request for Proposal document. As per the Canada Revenue Agency guidelines to which United Way is obligated, funds will provided only to Registered Charities. Projects by non-charitable organizations are eligible for consideration, provided that they are sponsored by a registered charity.

Thanks to 70 years of donor support, United Way Peterborough & District (UWP) has a proud history of working with local human and social service agencies to transform our community. Working with our donors and our community, UWP seeks to change social conditions to create opportunities for a better life for individuals, families, and communities by making our community a better place to live for everyone. In our efforts to support our community to move from poverty to possibility, UWP became the Community Entity for the Homelessness Partnering Strategy (HPS) in 2007.

## **PROCESS AND TIMELINES**

All proposals, that are complete and submitted on time, will be evaluated by the HPS Community Advisory Board (CAB). Proposals will be scored using a standard set of scoring tools assessing the proposals alignment to the objective, outcomes and deliverables identified in this Request for Proposal document. Recommendations for funding from the Community Advisory Board are approved by United Way's Agency & Community Services Committee with final approval by the United Way Board of Directors.

RFP Details Released to Community	October 6, 2014
<b>➔ Proposal Deadline</b>	<b>October 31, 2014 (4pm)</b>
CAB Review of Proposal	2 <sup>nd</sup> week of Nov
Notification of Funding Decision	Late Nov/Early Dec

## **Evaluation Criteria**

Proposals received will be scored based on the following criteria.

Criteria	Scoring Grid
A. Organizational Experience & Capacity	
B. Project Need, Rationale & Design	
a. Alignment to Community Plan Priorities	5 = Exceeds Standard
b. Alignment to HPS Objectives & Priorities	3 = Meets Standard
C. Project Evaluation Methodology & Alignment to Outcomes	1 = Below Standard
D. Community Collaboration & Coordination	0 = Does not meet criteria
E. Financial Stability & Oversight	
F. Project Sustainability	

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## **Submission Requirements**

Organizations submitting a proposal are required to review the project guidelines and expectations. Proposal submissions should be 10 pages in length. Proposals should be in Arial Font size 12 and single spaced. All completed **submissions are to be emailed to [impact@uwpeterborough.ca](mailto:impact@uwpeterborough.ca) before 4:00pm on October 31, 2014.**

### **Complete Submissions will include the following:**

#### **Organizational Experience and Capacity**

- Provide a brief history of your organization and a high-level overview of your programs and services.
- Describe the expertise of the organization in delivering on its mission and achieving organizational excellence.
- Provide an overview of the governance and board leadership practices used by the organization.
- Describe the organization's relevant experience with the proposed activities and the results achieved.
- Describe the organization's experience managing similar projects to that described in the proposal.

#### **Project Need, Rationale & Design**

- Provide a rationale for the proposed project, including reference to needs assessments or other studies.
- Describe how the proposed project will address homelessness within our community and the objectives described in this RFP document.
- Describe the alignment between the project deliverables, community need and the priorities and outcomes from the Peterborough & Area Community Plan.
- Demonstrate the alignment with the objectives of the Homelessness Partnering Strategy funding initiative.
- Provide a project implementation plan that clearly describes the project activities and includes a timeframe for implementation and delivery.

#### **Project Evaluation Methodology & Alignment to Outcomes**

- Provide an evaluation plan which detail the points in time that outcome results will be collected and indicate what tools will be used to track those results.
- Provide a completed logic model for the project aligning with the outcomes identified by the Peterborough & Area Community Plan.

#### **Community Collaboration & Coordination**

- Collaboration between service providers is expected for the delivery of funded projects.
- Identify how the project is coordinated with existing community strategies or initiatives addressing homelessness in our community.
- Provide details of the collaborations required for project delivery and how partners will implement a shared-delivery model must be included.

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- Include letters of support from project partners detailing what services the partner will provide
  
- **Financial Stability & Oversight**
  - Provide a detailed project budget overview for the two year funding period from April 1, 2015 until March 31, 2017.
  - Describe the budgeting and financial management processes used by the organization.
  - Detail how projected expenditures relate to project success and the reasonableness of the cost given the identified community priorities and projected outcomes.
  - Describe why HPS funding is necessary and the specific role that HPS funding will play in the organization's success in meeting selected priorities and outcomes.
  - Provide a rationale for the level of funding requested and its relation to the project activities.
  
- **Project Sustainability**
  - Address the sustainability of the proposed project activities at the completion of the HPS funding.
  - Describe how the project will be blended back into existing organizational structures or evolve the applicant's organization's practices and programs.

**Questions Regarding this RFP should be directed to:**

Lisa Smith  
Director, Community Impact  
(705) 742-8839  
impact@uwpeterborough.ca

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## **HOMELESSNESS PARTNERING STRATEGY (HPS): PROGRAM GUIDELINES**

### ***HPS PROGRAM OVERVIEW***

The Homelessness Partnering Strategy (HPS) is a unique community-based program aimed at preventing and reducing homelessness. It provides direct funding to communities across Canada to support their efforts in addressing local needs and specific homelessness priorities. Since its inception, the HPS has been encouraging communities to adopt a more mature approach to homelessness and supported them to shift away from a focus on emergency responses towards longer-term solutions.

The HPS funds local priorities identified by communities through a comprehensive community planning process involving officials from all levels of government, community stakeholders, and the private and voluntary sectors. This approach provides communities with the flexibility to invest in proven approaches that reduce homelessness at the local level.

Recognizing that homelessness is a shared responsibility, the HPS works to enhance partnerships to find longer-term solutions to homelessness, strengthen community capacity and build sustainability. It supports research and knowledge sharing to foster a better understanding of homelessness, and it collects and promotes promising practices to help communities design the most effective responses.

The HPS also recognizes that stable housing is a basic requirement for improving health, parenting, education, and employment. The HPS supports community initiatives that use a housing-first approach, and it emphasizes transitional and supportive housing to help individuals and families move to greater autonomy and self-sufficiency.

By stabilizing the lives of homeless and at-risk individuals, the HPS contributes to the mission of Employment and Social Development Canada to build a stronger and more competitive Canada, to support Canadians in making choices that help them live productive and rewarding lives and to improve Canadians' quality of life.

### **HPS PRIORITIES AND OUTCOMES**

To qualify for funding, projects must clearly demonstrate an alignment with the following objectives, outcomes, and results as identified by the Community Plan for the Peterborough Area.

#### ***HPS Community Plan Priority – Peterborough Area***

To improve the self-sufficiency of homeless individuals and families and those at imminent risk of homelessness through individualized Services. Ninety (90) percent of the HPS funding available will be directed towards this community plan priority.

Eligible Client Service Activities should include:

1. Housing Placement Services
2. Connecting Clients to Income Supports
3. Culturally Relevant Responses to Aboriginal Clients

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4. Housing Loss Prevention for Individuals and Families at Imminent Risk of Homelessness
5. Referral to appropriate Resources

Additional Eligible Client Services Activities should also consider:

1. Coordination of a Case Management Team.
2. Peer support.
3. Working with clients to set goals.
4. Identifying a strategy for reaching client goals.
5. Connecting clients to services needed to reach the clients goals.
6. Support services to improve self-sufficiency of chronically or episodically homeless individuals and families through a housing first approach focusing on delivery individualized services.

### ***HPS Community Plan Priority – Peterborough Area***

To ensure the coordination of resources and leveraging. Ten (10) percent of the HPS funding available will be directed towards this community plan priority.

Eligible Client Service Activities should include:

1. Identifying and improving services such as staff training on activities and functions in support of a systems approach to homelessness
2. Working with the housing sector to identify opportunities for and barriers to permanent housing, such as establishing landlord relationships and mapping of current assets, in establishing support of a broader systemic approach to addressing homelessness.

### **OUTCOMES AND RESULTS REQUIRED OF FUNDED PROJECTS**

#### ***Expected Outcomes***

HPS has identified a series of outcomes that assists the program in meeting its objective of preventing and reducing homelessness in Canada. The expected outcomes of the HPS are:

- Community-level homelessness priorities are addressed;
- Partners are engaged to maximize and coordinate collective efforts; and
- Enhanced understanding of homelessness at the local and national level.

#### ***Key Performance Measures***

HPS has further identified key performance measures to track the relevance, effectiveness and efficiency of funded projects. Some key performance measures include but are not limited to:

- Decrease in the estimated number of shelter users who are chronically homeless;
- Decrease in the estimated number of shelter users who are episodically homeless;
- Decrease in length of shelter stay;
- Percentage of individuals placed in housing through a Housing First intervention that maintain housing; and
- Amount invested by external partners for every dollar invested by the HPS.

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## Program Logic Model Template

Program Name					
Inputs List resources used or required by the program.	Activities List the services and activities offered by the program.	Outputs Describe the volume of work accomplished by your activities.		Outcomes (See Community Plan Information) Describe the change in client behaviour or status as a result of your program.	Indicator/Target Results (See Community Plan information)  Describe the ongoing results for the two indicators which measure your outcome
		#	Unit of Service		