

Family Shelter / Transitional Housing: Call for Applications 2023

Hamilton's Homeless-Serving System



Hamilton

October 2023

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GENERAL INFORMATION

Deadline

All proposals must be submitted **electronically** no later than **11:59 PM EST, October 20, 2023** to homeless.policy@hamilton.ca.

Proposals shall be submitted in pdf file format, clearly indicating in the subject line the project title:

[Intervention Project Title]– Family Emergency Shelter CFA

The proposal is required to contain a complete Family Shelter Application Form and a completed Budget Template with sufficient detail to form the basis of a contractual agreement. It is the applicant’s responsibility to ensure submissions are complete and that no information is missing. Incomplete submissions will be scored based on the information included.

Proposals arriving after **11:59 PM EST** time on **October 20, 2023** will be automatically rejected. There will be no extension to the deadline for the submission of proposals.

A courtesy email will be sent to the contact named to notify receipt of each proposal. If a proponent does not receive a confirmation email, the City of Hamilton has not received their proposal.

Communications

Questions or requests must be written and forwarded to homeless.policy@hamilton.ca. All inquiries related to this Call for Applications shall be directed to the general mailbox: homeless.policy@hamilton.ca. If your inquiry is urgent, please contact 905-546-2424 ext. 4666 for additional support.

Inquiries shall be made no later than **October 18, 2023**. The City of Hamilton reserves the right not to respond to inquiries made after the deadline for questions. Questions will be responded to by 4:00 PM **October 19, 2023**.

Proponents finding discrepancies or omissions in the CFA documents, or having doubts as to the meaning or intent of any provision, shall immediately notify the City of Hamilton by email, homeless.policy@hamilton.ca. If the City of Hamilton determines that an amendment is required to this RFP, the addendum will be issued.

No verbal conversation will affect or modify the terms of this CFA or shall be relied upon by any proponent. Information obtained from any person or source other than this CFA or the City of Hamilton website may not be relied upon.

Important Dates

Call for Applications Issued	October 6, 2023
Deadline for Questions	October 18, 2023
Deadline for Proposals	October 20, 2023
Notification of Conditional Approval	November 3, 2023
Report to Emergency & Community Services Committee	December 7, 2023
Report to City Council for Approval	December 13, 2023

The City of Hamilton reserves the right to change these dates as needed.

BACKGROUND

The number of families experiencing homelessness in the City of Hamilton has been consistently high since the start of the Covid-19 pandemic, far exceeding existing family shelter space and costly hotel overflow. Insufficient space and staffing resources lead to prolonged family homelessness, families in need being turned away, and staff burnout within the already strained shelter system. Innovative and cost-effective solutions are required to create additional capacity within the family shelter system.

On September 13, 2023 Hamilton's City Council directed staff to conduct an immediate Call for Applications to identify innovative and cost-effective solutions from the community to address the issue of family homelessness, including the creation of new emergency shelter or transitional housing spaces for families, and/or provision of services and supports to address root causes of family homelessness and/or create flow through the system to permanent housing.

CFA DETAILS

Scope of Requirements

This Call for Applications invites proponents to submit proposals to:

- (i) Serve up to an additional 50 families for a total of 200 spaces in emergency shelter or transitional housing through March 31, 2025.
- (ii) Provide services and supports that address root causes, complexity of need, and create flow through the shelter system to permanent housing.

Applications may be considered as a temporary time limited emergency solution, or as an annualized program

Eligible Costs

Housing-Focused Shelter Solutions

Emergency shelter solutions include services and supports that provide relief or protect households/people who are experiencing homelessness.

Emergency shelter solutions are expected to operate from a Housing First and people-centred approach in line with Hamilton Emergency Shelter Standards and Coordinated Access Guidelines. It is also expected that there will be an eventual shift from reliance on emergency shelter solutions to preventative services and permanent housing.

Shelter Solutions could include, but are not limited to:

- a 'safe' family unit offered in a variety of settings (e.g., emergency shelters, hotels, transitional housing)
- necessary basic needs (e.g., food, clothing, blankets, hygiene items, school and nursery supplies, other essentials)
- support services (transportation from street to shelter, outreach services, assistance with securing ID, income supports, housing applications, access to education, access to employment).

Administration Costs

Administration costs must not exceed 10% of the budget.

Services NOT Eligible

The following services / activities are not eligible to be funded:

- capital expenditures, which include:
 - new construction and/or conversions of buildings
 - major repairs and renovations
 - retrofits
 - buying land
 - purchasing buildings
 - the construction, repair, and renovation of new and existing social and affordable housing and emergency shelters
 - ongoing housing allowances and rent supplements

- services that do not directly support people who are experiencing homeless or at risk of homelessness.

Funding Available

Successful proposals to the CFA will be recommended to Hamilton City Council. Funding is conditional on approval by City Council. The term of the contract is contingent upon available funding, which is subject to a change based on government commitments.

Agreements will extend through March 2025, with annual reviews and renewals at the discretion of the City of Hamilton.

Note that funds directed through the CFA process prioritize shelter operations and will not be allocated to any capital projects.

The City of Hamilton reserves the right to reasonably divide services and enter into one or more Agreements with one or more proponents having regard for the CFA and the basis of proposals. The City also reserves the right to award less funding than requested through a negotiation process with the proponent. Should terms not be agreed upon, the City reserves the right to not enter into an agreement despite a successful submission.

Partnership and Matching Funding

Applicants are encouraged to pursue supplementary matching of funding through other sources (e.g. other governments, foundations, or private donations). These matching sources can include in-kind contributions, such as staff secondments or partnerships to add service value to the program. Proposals that leverage existing community resources and funds are preferred.

Performance Management & Reporting

Applicants must consider how their project contributes to overall system outputs and outcomes targets. Key performance indicators will be finalized during the contract negotiations.

Successful project(s) will be required to complete and submit monthly data reports, either through a Data Collection Tool or through HIFIS reporting, as directed by City staff.

Therefore, successful project(s) must:

- Fully utilize the Homeless Individuals and Families Information System (HIFIS) and City of Hamilton monitoring and required reporting;
- Participate in systems planning initiatives outlined in the Hamilton's Systems Planning Framework to coordinate activities as requested by the City of Hamilton (including HMIS Super User group, HMIS planning, and Coordinated Access planning and meetings); and,
- Have capacity to deliver services to clients on the first day of service contract commencement date.

Evaluation

An internal evaluation committee will review all proposals to determine the proponent(s) best suited to deliver services and supports outlined in the CFA application form. All criteria considered will be applied evenly and fairly to all proposals.

REFERENCE DOCUMENTS

Coming Together to End Homelessness: Hamilton's Systems Planning Framework:
<https://www.hamilton.ca/city-initiatives/strategies-actions/homelessness-systems-planning>

Hamilton's Coordinated Access Process Guidelines
<https://www.hamilton.ca/sites/default/files/2023-05/homeless-coordinated-access-guidelines-2022.pdf>

Hamilton's Emergency Shelter Standards
<https://pub-hamilton.escribemeetings.com/filestream.ashx?DocumentId=378805>

Truth and Reconciliation Commission of Canada: Calls To Action
http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf

United Nations Declaration on the Rights of Indigenous Peoples:
<https://www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html>

Hamilton's 10-Year Housing & Homelessness Action Plan: <https://www.hamilton.ca/city-initiatives/strategies-actions/housing-homelessness-action-plan>