



CITY OF KINGSTON
**INFORMATION REPORT TO HOUSING AND
HOMELESSNESS ADVISORY COMMITTEE**

Report No.: HHC-12-010

TO: Chair, Housing & Homelessness Advisory Committee
FROM: Lanie Hurdle, Commissioner, Community Services
RESOURCE STAFF: Sheldon Laidman, Director, Housing Department
DATE OF MEETING: March 8, 2012
SUBJECT: Request for Proposal for Consolidated Homelessness
Prevention Program (CHPP) Evaluation and Selection Process

EXECUTIVE SUMMARY:

At the February 16th meeting, members of the Housing and Homelessness Advisory Committee requested clarification on the evaluation and selection process for the award of contracts through a Request for Proposal (RFP) which is being recommended to allocate the Consolidated Homelessness Prevention Program (CHPP) funding.

This report provides further information on the RFP process and evaluation criteria for the allocation of funding under the CHPP.

RECOMMENDATION:

This report is for information only.

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AUTHORIZING SIGNATURES:

<hr/> Lanie Hurdle, Commissioner, Community Services
<hr/> Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

On February 16th, staff submitted report HHC-12-005 to authorize the issuance of a Request for Proposal (RFP) for the allocation of annual Consolidated Homelessness Prevention Program (CHPP) and Housing/Homelessness Strategy Funding (HHSF) for the period from 2013-15. This funding is to be allocated for homelessness programs and services that meet the Consolidated Homelessness Prevention Program goals and locally identified priorities.

The following goals must be met by any agency receiving funding and are mandated by the Ministry of Community & Social Services (MCSS) under this provincially funded program:

- To improve access to service and connect households that are homeless with the system of community services;
- To support households experiencing homelessness to obtain and keep longer-term housing;
- To assist households at risk of homelessness to retain their housing.

Report HHC-12-005 listed services which have been identified as priorities by community agencies and clients through community consultations and reviews. Based upon this consultation and review process, the following "Local Priorities" will be targeted and will be evaluated on meeting the outcomes of the program without duplicating services:

- A housing help centre
- Drop-in centres with life skills programming and appropriate hours of operation to cover gaps in current community services
- Eviction prevention services
- Support services and life skills for women and men in conflict with the law
- Rent deposit assistance program
- Rural services (case management and financial assistance banks)
- Support services for youth
- Support services for those already housed
- Transportation
- Intensive case management

City staff are presently working with United Way to organize an inter-agency homeless service provider committee to provide opportunities for more interaction of agencies assisting this client group. Award of funding under this RFP will be contingent upon regular participation on this committee for information sharing and better coordination of services. This will also assist these agencies in their ability to make referrals to other agencies thereby providing better customer service.

Items to be included in RFP submissions which will be used for the evaluation of proposals:

- Price and related costs (itemized and detailed)
- Financial Viability – i.e. budget, audited financial statements;
- Demonstration proposal meets goals of CHHP Program
- Demonstration proposal meets goals of identified Local Priorities

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- Demonstration of ability to serve or accommodate rural clients accessing services in the City or County;
- Demonstrated experience in working with the client group and the documented need for the proposed service;
- Demonstration of ability to meet changing demands throughout the 3 year term.
- Demonstrated evaluation that service is not duplicating that which is already being offered elsewhere by another service provider or, if it is, demonstration that additional services are justified
- Quantitative client outcome measurement for past service of this nature;
- Percentage of total costs proposed to be allocated to Direct Service Delivery

As part of the evaluation process, City staff intend to conduct a site visit to all agencies which submit funding proposals. These reviews may include management, front line staff and client interviews and questionnaires. Allocation of funding will take into consideration the results of these site visits which will include a review of staffing, statistical reporting, budgeting, programming and Board governance. The intention of this review is to ensure that the service provider can indeed competently and efficiently provide the service they are proposing to offer.

Agencies eligible for the HHSF will need to meet all of the same criteria for the CHHP program RFP except for the CHHP program goals.

City staff will meet with homeless service providers in the community prior to the release of the RFP to discuss the expectations and evaluation process. The needs of individuals who are homeless or at risk of homelessness are very complex and varied. This RFP will give agencies and the community an opportunity to review current services and embrace the opportunity to provide more comprehensive service to this client group.

EXTERNAL CONSULTATION:

Susan Beckel, Deputy Clerk, County of Frontenac

EXISTING POLICY/BY LAW:

None

NOTICE PROVISIONS:

No notice requirements

ACCESSIBILITY CONSIDERATIONS:

This report is available in alternative formats upon request.

FINANCIAL CONSIDERATIONS:

CHPP funding is annualized 100% provincial funding and there will be no impact on the 2013 municipal operating budget. The \$150,000 HHSF funding is included in the City's annual operating budget.

CONTACTS:

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OTHER CITY OF KINGSTON STAFF CONSULTED:

Sheldon Laidman, Director, Housing Department

Lee Campbell, Acting Housing Manager, Housing Department

Katie Clarke, Manager of Program Delivery, Community and Family Services Department

EXHIBITS ATTACHED:

N/A