

## **REQUEST FOR PROPOSALS – Coordinated Housing Access System COMMUNITY LEAD**

### **Thunder Bay Indigenous Friendship Centre (TBIFC)**

Thunder Bay Indigenous Community Entity for Reaching Home: Canada's Homelessness Strategy

In partnership with: Lakehead Social Planning Council (LSPC) – Reaching Home Designated Community Entity; Thunder Bay Housing and Homelessness Coalition (TBHHC) – Reaching Home Designated Community Advisory Board and Thunder Bay Urban Aboriginal Advisory Committee (UAAC) – Reaching Home Indigenous Community Advisory Board,

**Is currently accepting funding applications from agencies for a Coordinated Housing Access System COMMUNITY LEAD, to support the design and implementation of a Coordinated Access System in Thunder Bay.**

A Coordinated Housing Access System streamlines entry into housing services for vulnerable people experiencing homelessness, prioritizing and matching them to appropriate, stable housing services.

The agency applying to be COMMUNITY LEAD will be coordinating a Coordinated Housing Access System in Thunder Bay, working with the Coordinated Housing Access Table (CHAT) to develop and implement the system.

### Who Can Apply

Primary Members of the Thunder Bay Coordinated Housing Access Table (CHAT), not including LSPC and TBIFC. Note: If an agency is applying to be both Community Lead and Data Lead, two separate proposals must be submitted.

### Time Frame

July 2, 2019 to March 31, 2022, with a potential for renewal to March 31, 2024.

### Funding Amount

Maximum of \$80,000 for year 1, ends March 31, 2020; \$74,000 for year 2; \$74,000 for year 3.

Deadline for Submissions is Thursday, May 23, 2019 at 4:00 p.m. Eastern Standard Time  
Proposals submitted after this deadline will not be considered.

Submit application to:

Thunder Bay Indigenous Friendship Centre

Attention: Charlene Baglien

401 N Cumberland St.

Thunder Bay, ON P7A 4P7

E-mail: [charlene.baglien@tbifc.ca](mailto:charlene.baglien@tbifc.ca)

## Background

In Thunder Bay a Coordinated Housing Access Table (CHAT) has been formed, and an agreement signed between CHAT primary members to work together to develop and implement a coordinated housing access system to reduce homelessness. Work has been steadily progressing on the design of the system through monthly CHAT meetings, co-chaired by The District of Thunder Bay Social Services Administration Board and Alpha Court. To accelerate implementation of a coordinated housing access system in Thunder Bay, community capacity needs to be increased with more resources dedicated to the building of a coordinated housing access system.

Reaching Home: Canada's Homelessness Strategy, is a program aimed at preventing and reducing homelessness across Canada. Through Reaching Home, the federal government has reinforced its community-based approach, delivering Community Capacity and Innovation (CCI) funds for projects supporting the design and implementation of a coordinated access system for reducing homelessness. Projects must fully meet Reaching Home minimum requirements for Coordinated Access.

Deliverables for the COMMUNITY LEAD AGENCY are as follows:

- Coordination of a coordinated housing access system in Thunder Bay, supporting the CHAT Co-chairs and member agencies to develop and implement a system that meets minimum Reaching Home requirements for: coverage, a governance operating model, access, assessment of vulnerability, prioritization for placement into housing, matching and referral to appropriate housing and housing supports, and outcomes reporting on reducing homelessness.
- Development and articulation of recommendations on policies and procedures for CHAT, including standardized protocols for entry into the coordinated housing access system, a fair and consistent intake and assessment process, training needs, prioritization that reflects Reaching Home and community priorities for reducing homelessness, matching to appropriate housing services, follow-up on referrals and reporting on outcomes.
- Coordination of CHAT entry points, collecting information on intakes and assessments, initially using EXCEL spreadsheets, and then on HIFIS (Homeless Individuals and Families Information System), for entry into the coordinated housing access system and By Name List, working with the DATA LEAD AGENCY.
- Coordination of the By-Name List of people experiencing homelessness, working with CHAT entry points, housing service providers and the DATA LEAD AGENCY on entrances into (inflow) and exits from (outflow) a coordinated housing access system, making recommendations to CHAT on the prioritizing and matching of people to vacancies in housing and housing supports, and following up on referrals with service providers, monitoring progress on housing stability.

- Completion of the inventory of housing and housing services in Thunder Bay, including eligibility requirements for accessing services, with housing service providers to assist with prioritizing and matching individuals and families to housing service vacancies.
- Provision of information to Reaching Home Community Entities towards completion of an annual Coordinated Access Self-Assessment on progress made towards implementing the minimum requirements for a coordinated housing access system in Thunder Bay.
- Provision of information to Reaching Home Community Entities and Community Advisory Boards, in collaboration with the AGENCY DATA LEAD, on annual performance outputs on reducing homelessness and demographic breakdown for priority populations (required after coordinated access system has been in operation for one year).
- Evaluation of the coordinated housing access system, making recommendations to CHAT for improvements, recognizing that implementing system change is a dynamic process.

#### Requirements of Proposals

- Ensure that project objectives and activities are aligned with the objectives of Reaching Home and support the goals of a Coordinated Access System for people experiencing homelessness.
- Describe the activities to be undertaken and identify the expected and measurable deliverables within a specified timeframe, through the submission of a work plan.
- Submit a budget of expenditures to be incurred for each fiscal year of the project:  
Year One- July 1, 2019 to March 31, 2020  
Year Two- April 1, 2020 to March 31, 2021  
Year Three- April 1, 2021 to March 31, 2022  
Administration cannot exceed 15% of the budget.

#### Criteria for Assessing Proposals

- The goals and deliverables are clear and achievable.
- The quality of the work plan, including timelines, showing an understanding of the scope of the work.
- The quality of the budget, showing an understanding of the dedicated human resources, as well as other resources, needed to achieve the deliverables.
- Demonstrate a willingness to increase knowledge and skills through participation in training opportunities on coordinated access systems for reducing homelessness.

- Demonstrate experience in collective impact, building community partnerships, working as a team and coordinating services to better serve vulnerable people.
- Demonstrate experience working with people who are homeless, or at risk of homelessness, using a Housing First philosophy and a client choice, culturally competent, harm reduction approach to reducing homelessness.

### Selection Process

Applications will be reviewed by Reaching Home Community Entities and Chairs of Community Advisory Boards from both Designated and Indigenous funding streams in Thunder Bay. The name of the recommended successful applicant will be brought to the Community Advisory Boards for approval. Those in a conflict of interest will excuse themselves from the decision.

### Agreements

There will be a written “sub-project” agreement between the Indian Youth Friendship Society (legal name) and the successful applicant, which identifies the conditions of the contribution, the expected results to be achieved, the obligations of the parties involved, the total amount of funding and the conditions for payment, including a payment schedule.

Any agreement that may result from this Request for Proposals does not constitute a service to Canada or to the Thunder Bay Indigenous Friendship Centre.

The Thunder Bay Indigenous Friendship Centre cannot guarantee funding for the recipient beyond 2022, although there is the potential to renew agreements to 2024.

### Submission

Please provide the following information with your application:

1. Name of Applying Organization
2. Contact Person
3. Address
4. Phone/ Fax
5. E-mail address
6. Charitable Registration Number or Business Number
7. Application should be no more than 5 pages in length, plus supporting documents, and be submitted in paper format.
8. Six copies of applications and supporting documents are required.
9. One electronic copy is to be submitted to [charlene.baglien@tbifc.ca](mailto:charlene.baglien@tbifc.ca)

Thank you for your commitment to reducing homelessness in Thunder Bay.