

## REQUEST FOR PROPOSALS – Coordinated Housing Access System DATA LEAD

### Lakehead Social Planning Council (LSPC)

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

In partnership with: Thunder Bay Indigenous Friendship Centre (TBIFC) - Thunder Bay Indigenous Community Entity for Reaching Home; Thunder Bay Housing and Homelessness Coalition (TBHHC) - Designated Community Advisory Board for Reaching Home and Thunder Bay Urban Aboriginal Advisory Committee (UAAC) - Indigenous Community Advisory Board for Reaching Home

**Is currently accepting funding applications from agencies for a Coordinated Housing Access System DATA LEAD, to support the design and implementation of a Coordinated Housing 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 DATA LEAD will be supporting a Coordinated Housing Access System in Thunder Bay with data collection using HIFIS - Homeless Individuals and Families Information System - and with data provision and analysis.

### 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 \$70,000 for year 1 (ends March 31, 2020); \$70,000 for year 2; \$70,000 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:

Lakehead Social Planning Council

Attention: Bonnie Krysovaty

17-125 Syndicate Ave S

Thunder Bay, ON P7E 6H6

E-mail: [bkrysovaty@lspc.ca](mailto:bkrysovaty@lspc.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 DATA LEAD AGENCY are as follows:

- HIFIS coordination and implementation to support a Coordinated Housing Access System.
- Development of privacy tools, i.e. data management protocols, data sharing agreements, consent forms, for coordinated housing access and HIFIS implementation, with the COMMUNITY LEAD AGENCY and the Coordinated Housing Access Table (CHAT).
- Technical assistance, including onboarding HIFIS and HIFIS updates at CHAT entry points, training of CHAT service providers on data entry, and establishing policies and protocols regarding data entry, management and access rights.
- Implementation and maintenance of the By-Name List of people experiencing homelessness on HIFIS, tracking entrances into (inflow) and exits from (outflow) a coordinated housing access system, using HIFIS to assist with prioritizing and matching people to housing vacancies and monitoring housing stability, working with the COMMUNITY LEAD AGENCY and CHAT.
- Provision of anonymized coordinated access data from HIFIS to Community Entities for Reaching Home Community Progress Reports on reducing homelessness. Community Progress Reports inform Community Advisory Boards on progress meeting community priorities, and identify gaps in housing services. (Data for the Community Progress Report is due one year after a coordinated housing access system is operational.)
- Participation in the Canadian Alliance to End Homelessness Built for Zero campaign, and Built for Zero training opportunities on data management to count down to functional zero.
- Participation in Reaching Home training opportunities for HIFIS and the coordinated access system component of HIFIS, working with Service Canada's HIFIS support services.

- Provision of anonymized data fields from HIFIS to Employment and Social Development Canada to contribute to national statistics on reducing homelessness.
- Evaluation of the data management system for coordinated housing access, making recommendations for improvements, in recognition 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.
- Access to HIFIS server and HIFIS Administrator.
- Demonstrate ability to use data and outcomes-based evidence to evaluate and make improvements to systems built to reduce 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 Lakehead Social Planning Council 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 Lakehead Social Planning Council.

The Lakehead Social Planning Council 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 [bkrysowaty@lspc.ca](mailto:bkrysowaty@lspc.ca)

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