



Hamilton

## Homelessness Partnering Strategy (HPS)

### **APPLICATION GUIDELINES**

**September 2011**

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**ALL APPLICANTS SHOULD READ THESE GUIDELINES BEFORE COMPLETING THE APPLICATION FORM.**

**Deadline:** All applications must be submitted by **Friday October 14<sup>th</sup>, 2011** at 12 noon.

**Please submit all applications to:**

Attn: Michele Attard

Community Services Department – Housing Service Division

Homelessness Partnering Strategy

181 Main Street West, 1<sup>st</sup> Floor Reception (CityHousing Hamilton Office)

Hamilton, Ontario

**Information Session:**

Date: September 26<sup>th</sup>, 2011

Time: 11:00 a.m. – 12:00 p.m.

Location: 55 Hess Street South, 23<sup>rd</sup> Floor Boardroom

**Please Note:**

- This Call for Applications is contingent upon approval from Service Canada
- Copies of these Guidelines and the Application form can be made available upon request

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**1. About the Homelessness Partnering Strategy (HPS)**

**1.1 History of HPS Funding**

<b>Year</b>	<b>Funding Initiatives</b>	<b>Annual Allocation</b>
1999	Supporting Communities Partnership Initiative (SCPI) was launched by the Government of Canada for “strategic investments that address homelessness” in Canadian cities.	N/A
2000-2003	The Region of Hamilton-Wentworth entered into a three-year agreement with Human Resources Development Canada (HRDC) to become the Community Entity as a response to the issues of Homelessness for the federally supported Supporting Communities Partnership Initiatives (SCPI).	\$12,969,722
2003-2006	City of Hamilton entered into a second, three-year agreement (2003 - 2006) with Human Resource Development Canada (HRDC), now named Service Canada, to continue as the Community for the federal program Supporting Communities Partnership Initiative (SCPI).	\$12,969,722
2006-2007	The 2003-2006 Agreement with Service Canada noted above was extended for an additional year (April 1, 2006 to March 31, 2007).  On December 19, 2006, the federal government announced a new Homelessness Partnering Strategy (HPS), which is a 2 year program that will replace SCPI.	\$4,228,254
2007-2009	The Homelessness Partnership Initiative (HPI) is the cornerstone of the Homelessness Partnering Strategy (HPS). The City of Hamilton entered into a two year agreement with Service Canada to serve as the Community Entity (program administrator) for this federal program.	\$8,450,000
2009-2011	Service Canada has committed to renewing HPI funding, under the current Terms and Conditions, for an additional two years. The new Agreement will be effective April 1, 2009, to March 31, 2011. The Homelessness Partnership Initiative (HPI) will not be called the Homelessness Partnering Strategy (HPS)	\$8,450,000
<b>2011-2014</b>	The federal Homelessness Partnering Strategy has been renewed for a period of 3 years.  Service orientated projects funded during the 2009-2011 iteration received a 12 month extension in order for a Call for Application Process to be completed without a break in homelessness services in Hamilton.	\$12,684,762

## **1.2 Overview of the National Homelessness Partnering Strategy**

At a National level, the Homelessness Partnering Strategy (HPS) promotes strategic partnerships and structures, including housing solutions and supports, to assist homeless persons move toward self-sufficiency. The HPS recognizes that a stable living arrangement is a basic requirement for improving health, parenting, education, and employment. As a result, communities are encouraged to develop longer term solutions to address their homelessness-related needs. At a National and local level, Service Canada outlines that HPS will contribute to the achievement of the following objectives and expected results:

- Partners are engaged;
- Communities have means to address homelessness;
- Investments are strategic and aligned;
- Enhanced understanding of homelessness.

## **1.3 Roles and Responsibilities**

### The City of Hamilton's Role

The City of Hamilton is the local administrator of the HPS program. Service Canada refers to this role as being the “Community Entity”. HPS requires that a “Community Entity” administer the program at the local level. The City of Hamilton has served as the Community Entity for HPS since it began.

Administration of the program requires the following activities:

- Consultation with community stakeholders including the Housing & Homelessness Planning Group
- Development of community funding priorities
- Conducting the Call For Applications (CFA) based on those priorities
- Working with an HPS Funding Review Panel to review and recommend projects for funding
- Making final funding decisions and developing agreements with successful projects
- Monitoring projects to ensure that funding is allocated in line with agreements and project milestones are achieved

### Service Canada's Role

As the funder of the HPS program, Service Canada outlines the Terms and Conditions of HPS, provides final approval of Hamilton's HPS Priorities and requests regular reporting on funded projects and outcomes. A Service Canada representative acts as an advisor to both the City of Hamilton, the Housing and Homelessness Planning Group and the HPS Funding Review Panel.

### The “Community Advisory Board (CAB)” Role

The City of Hamilton as administrator for HPS is responsible for putting together a “Community Advisory Board” (CAB). The role of CAB is two fold:

- Provide input and advice to the Community Entity on HPS priority development (process and content)
- Provide recommendations on HPS funding allocation decisions.

Until 2011, both of these roles were performed by one group. Hamilton has now divided these two advisory functions between two groups:

- The Housing and Homelessness Planning Group is providing high level policy and process advice including input into the HPS Priorities
- The HPS Funding Review Panel is reviewing submissions for Calls for Applications and providing the City with funding recommendations.

## **1.4 Hamilton’s HPS Priorities**

The City of Hamilton and local citizens must be confident that HPS funds are allocated to services that will effectively address the issues relating to homelessness as outlined within the HPS Community Plan. All funding decisions are based on the HPS 2012-2014 priorities.

The **three (3) HPS priorities** in Hamilton for 2012-2014 are:

- **Direct and Person-Centred Housing Supports** – People who are homeless or at-risk of becoming homeless are supported to find, attain and maintain safe, affordable and appropriate housing. These supports will be direct, person-centred and based on a housing first philosophy.
- **Partnerships, joint planning, research and evaluation activities to promote solutions to end homelessness** – Supporting key stakeholders in the community to meaningfully plan, innovate, build collaborations and partnerships to end homelessness.
- **Aboriginal Community** – Support the Aboriginal community’s autonomous priorities dealing with individuals who are homeless or at-risk of becoming homeless (please see the Aboriginal Community Plan that can be found at [www.sprc.hamilton.on.ca/Reports.php](http://www.sprc.hamilton.on.ca/Reports.php));

## 2. Call For Application (CFA) Overview

### 2.1 Funding Priorities

This CFA was informed by the findings from various sources including ongoing local community engagement & consultation activities, local research and data analysis as well as broader housing and homelessness research and the HPS Terms and Conditions:

#### Ongoing Local Engagement - The Housing and Homelessness Planning Group

The Housing and Homelessness Planning Group has been meeting since October 2010 to support the development of a Housing and Homelessness Action Plan for Hamilton. Two particular exercises have illuminated key concepts that are integrated into the HPS priority setting – their Core Values and their identification of key priorities for the Action Plan.

#### Local Community Consultation Event June 28th 2011

On June 28, 2011 people were invited to the Freeway Coffee House to provide input on the HPS priorities. Planners, management, front line staff, people who use services and citizens all participated in an open house format where they were encouraged to provide their input in various ways.

#### Local Research and Data Analysis

Local research and data analysis include the results from two reports completed by Paul Dowling Consulting as well as various local research conducted by community partners such as the Social Planning & Research Council. In addition to this, the City of Hamilton has been conducting research in relation to the development of the Housing and Homelessness Action Plan.

#### Broader Housing and Homelessness Research – Quick Scan of Themes

There is a wide body of literature on the issues of housing and homelessness. The most current research demonstrates a shift in homelessness planning from managing homelessness to ending it. Many reports describe the need for a Housing First model (the model centres on the belief that people need safe and stable housing in order to work on the complexities in their lives). However, the Housing First philosophy needs to incorporate or consider the supports necessary to ensure successful housing for everyone. Finally, the current literature on housing and homelessness describes quality housing both as a right and as a core foundation to ensure optimal health.

#### Homelessness Partnering Strategy – Terms and Conditions

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The final key input into priority setting for HPS investment in Hamilton is the set of Terms and Conditions provided by Service Canada for the Homelessness Partnering Strategy. As Community Entity, the City of Hamilton is directed by Service Canada to focus on longer term sustainable solutions locally with a Housing First focus. Additionally, Service Canada encourages the consideration of the unique needs and autonomy of the Aboriginal Communities.

Applications for funding from the Federal Government's Homelessness Partnering Strategy (HPS) are now being accepted by the City of Hamilton, using the accompanying application form. Funding will be allocated in the community to address the priorities listed below.

### **Funding of Up To \$5.7 million is available to meet the following two priorities:**

#### ***PRIORITY #1:***

***Direct and Person-Centred Housing Supports*** – People who are homeless or at-risk of becoming homeless are supported to find, attain and maintain safe, affordable and appropriate housing. These supports will be direct, person-centred and based on a housing first philosophy.

#### Core Principles:

- ***Person-centred.*** People have complex and varied needs related to housing that are informed by their history, their employment, their health, their gender and their cultural identities. The person who is looking for support around housing must direct how that support looks.
- ***Housing First.*** Housing First is the understanding that people need safe and appropriate housing first and foremost. However, it is acknowledged that some people may require supports in order for housing to be successful.
- ***Direct.*** There are many facets of service provision that help people maintain housing. This priority is specific to programs that provide a direct support service to individuals and families. This support service must be one that is required for the successful attainment and/or maintenance of housing.

#### ***PRIORITY #2:***

***Partnerships, joint planning, research and evaluation activities to promote solutions to end homelessness*** – Supporting key stakeholders in the community to meaningfully plan, innovate, build collaborations and partnerships to end homelessness.

#### Core Principles:

- ***Collaborative.*** There is an acknowledgement that partnership and collaboration supports stability and innovation. This priority focuses on stakeholders from sectors being supported to come together and think about the services they

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- provide in an integrated and coordinated way.
- **Capacity Building.** The success of initiatives is built on the ability to understand complex problems and respond to them. It is also critical that community stakeholders can share what works with other services and sectors. It is important to have skilled and dedicated people to support the work of service provision.

Please note that the priority relating to the Aboriginal community is not included in this CFA. Funds for Aboriginal-specific projects are allocated through a separate process run by the Hamilton Executive Directors Aboriginal Coalition. Contact the Social Planning and Research Council of Hamilton for more information regarding the Aboriginal CFA process: Social Planning and Research Council of Hamilton, 162 King William St. Suite 103, Hamilton, ON L8R 3N9 phone- (905) 522-1148

### 2.2 CFA Timeline

CFA PROCESS	DATE(S)
Call for Applications released to public	September 23 <sup>rd</sup> 2011
CFA Information Session – Voluntary	September 26 <sup>th</sup> 2011
Call for Applications submission deadline	October 14 <sup>th</sup> 2011 at 12:00 p.m.
Project Site Visits	November 7 <sup>th</sup> to 18 <sup>th</sup> 2011
Notification to applicants of funding decisions	Week of December 12 <sup>th</sup> 2011

### 2.3 Before you apply: HPS Eligibility Criteria

Ensure your organization and the activities of your project are eligible for funding:

#### Who can apply?

- ✓ Non profit organizations
- ✓ Individuals
- ✓ Municipalities (City of Hamilton)

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- ✓ For profit enterprises (provided that the nature and intent of the activity is non-commercial and fits within the community plan)
- ✓ Research organizations and research institutes
- ✓ Public health and educational institutions
- ✓ A collaborative of two or more organizations that are working together to achieve a common goal. The collaborative must include at least one eligible member. The eligible member normally acts as the lead applicant and accepts responsibility for any approved funding.
- ✓ Applicants must confirm that any person lobbying on behalf of the applicant is registered pursuant of the *Lobbyist Registration Act*.

*\*Please note that the Aboriginal community is not present in this call as their funding allocation is guided by their own Community Plan and CFA process. Contact the Social Planning and Research Council of Hamilton for more information regarding the Aboriginal CFA process: Social Planning and Research Council of Hamilton, 162 King William St. Suite 103, Hamilton, ON L8R 3N9 phone- (905) 522-1148*

### Eligible Activities

- ✓ Provision of direct and person-centred housing supports to support people who are homeless or at-risk of becoming homeless in finding, attaining and maintaining safe, affordable and appropriate housing
- ✓ Partnerships, joint planning, research and evaluation activities to promote solutions to end homelessness

### Eligible Costs

- ✓ Planning and assessment costs
- ✓ Administrative costs
- ✓ Supplies and Equipment
- ✓ Research materials
- ✓ Direct labour costs
- ✓ Direct material costs
- ✓ Interpersonal support and outreach support activities
- ✓ Overhead

*Note: Only small capital costs are eligible and they should not to exceed 10% of total HPS funding requested*

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### Ineligible project costs & activities

- \* Entertainment expenses
- \* Donations
- \* HPS funds cannot be directly disbursed to individuals or families
- \* Fines and penalties
- \* Membership fees for clubs
- \* Expenses related to affordable housing
- \* Expenses related to social housing
- \* Activities taking place on-reserve;
- \* Software or hardware that serves the same purpose(s) as the Homeless Individuals and Families Information System (HIFIS) software.
- \* Rental costs are not eligible unless agency must procure rental property or facilities to conduct project business separate from existing agency space.

### Join Us!

A voluntary information session is being offered. The session will highlight expectations as well as review the application form and evaluation criteria.

Session Date: September 26<sup>th</sup>, 2011

Time: 11:00 a.m. – 12:00 p.m.

Location: 55 Hess Street South, 23<sup>rd</sup> Floor Boardroom

### Ask us!

A City staff member will be happy to speak to you regarding your proposal before you begin to fill out your application form. We will be happy to answer questions you may have about the Call for Applications, budgets, the time frame for a decision, application tips, etc...

Unfortunately due to the expected high volume of applications, staff are not able to review draft applications.

If you have any questions please contact Michele Attard via email at [michele.attard@hamilton.ca](mailto:michele.attard@hamilton.ca) or by phone at (905) 546-2424 x4666

### 3. Completing the Application Form

#### 3.1 Application Basics

- Applications must be submitted on the 2011 Application Form. Applications submitted on any other form will not be accepted.
- A downloadable version of this Application Form is available at <http://www.hamilton.ca/homelessness>
- If you are unable to use a computer to complete this form please print off a copy and print in ink using block letters.
- Do not bind or cover your application in any way, as we need to make additional copies for reviewers. Simply use a clip to hold each copy together.
- Please do not send any additional material such as CD's and videocassettes. We are unable to use or store these types of supplemental materials.

#### 3.2 Important Application Tips & Definitions

*Activities (section B2.5 of application form) - These are what the project staff will be doing on a day to day basis. They are the main steps that will help your organization achieve the desired results. Activities may include researching, planning and/or developing.*

*Budget (section D2 of application form)- Please refer below to section 3.3 of these Guidelines for tips on completing the budget section of the application form*

*Capacity Building-* Increasing the skills, knowledge and resources of individuals, families, service providers and service systems.

*Capital costs (section D2 of application form) - are items purchased that have a value greater than \$1,000 and would have long term value beyond the life of the agreement. Examples include the purchase of buildings, computers, and office furniture. Please note that only small capital costs will be approved under this CFA. Capital requests must not exceed 10% of the total HPS funding request.*

*Collaboration - Exchanging information, altering activities, sharing resources and enhancing each other's capacity for benefit to the community and to achieve a common goal.*

*Collaborative (section A1.13 and A2 of application form) - A collaborative is made up of two or more organizations that jointly submit an application to achieve a common goal where there is mutual benefit, shared decision-making and accountability to each other. To achieve collaborative status is to go beyond simple project partnerships, although project partnerships may be one*

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component. The term collaborative addresses a more group collective, systems approach to planning and service delivery; in order to minimize duplication, identify system gaps and work together to bridge/fill those gaps and help ensure consistency/flexibility of service.

*Collaboration Continuum* - A Collaboration Continuum is the degree that agencies are able to engage in collaborations of different complexities and commitment:



- *Networking* is exchanging information for mutual benefit. This is easy to do; it requires limited time and commitment;
- *Coordinating* is exchanging information and altering program activities for mutual benefit and to achieve a common purpose. Requires more organizational involvement, time and commitment;
- *Partnering* is exchanging information, altering activities and sharing resources for mutual benefit and to achieve a common purpose. Increased organizational commitment, may involve written agreements, shared resources. It can involve human, financial and technical contributions. Requires a substantial amount of time and level of commitment;
- *Collaborating* is exchanging information, altering activities, sharing resources and enhancing each other's capacity for mutual benefit and to achieve a common goal. The qualitative difference to partnering is that organizations and individuals are willing to learn from each other to become better at what they do. Collaborating also means that organizations share risks, responsibilities and rewards. It requires a substantial time commitment, and a very high level of trust.

It is important to understand that each of these strategies can be appropriate for particular circumstances. It can be sufficient for some service providers to only network. In other circumstances, agencies might work on developing more complex linkages to be able to meet the needs of people experiencing homelessness in our community more effectively.

*Data Collection Methods (section C2 of application form)* – Identify the data source (& methods if necessary) that will be used to measure and report on your project targets. As examples, sources may include service use or case management data project staff collect, project evaluations, client surveys or interviews that may be conducted.

*Direct Supports*- There are many facets of service provision that help people maintain housing. This priority is specific to programs that provide a direct

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support service to individuals and families. This support service must be one that is required for the successful attainment and/or maintenance of housing.

*Direct labour costs (section D2 of application form)*- Where approved in the application, a direct labour cost may be claimed for work performed. The pay rate acceptable for personnel performing the work cannot exceed the prevailing rate in the same or most similar category or industry. The Recipient may only claim time spent directly on the Project, this excludes indirect time, non-Project related time, holidays, paid sickness, etc. The pay rate is the actual gross pay rate for each employee (normal pay before deductions). The payroll rate excludes overtime, shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages.

*Direct material costs (section D2 of application form)*- Direct materials, sourced internally or externally, that are consumed in delivering the Project are Eligible Costs. This includes consumable office supplies such as paper, pencils etc.

*Evidence (section B2.3 & B 2.6 of application)*- Evidence comes in many forms including research and evaluation results both local and in other communities, client and community consultations, service use and population data analysis. Emphasis is placed on basing planning and service model decisions on research results, proven best practices and evaluation outcomes. This includes clearly communicating the sources of evidence and how they have influenced the service planning process, practices and determination of outcome success.

*Homeless-* The use of the word homeless refers to:

- *absolute homeless* - living on the street, in an emergency shelter or in a place unfit for human habitation
- *hidden homeless*- marginally, inadequately or temporarily housed such as couch surfing
- *at risk of homelessness*- includes situations such as paying large portions of income on shelter (50% or more), living in unsafe or overcrowded environments

*Housing and Homelessness Action Plan*- A Housing and Homelessness Action Plan is currently being developed under the leadership of the City of Hamilton in partnership with the Housing and Homelessness Planning Group. The Action Plan will be a strategic policy document and work plan functioning to guide policy and program decisions regarding housing and homelessness service and investment in Hamilton.

*Housing First.*- Housing First is the understanding that people need safe and appropriate housing first and foremost. However, it is acknowledged that some people may require supports in order for housing to be successful.

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*HPS Priorities (section B2.1 of application)*- See section 2.1 of these Guidelines for a clear explanation and description of Hamilton's 2012-2014 HPS Priorities.

*Indicators (section C2 of application form)*- Indicators are concrete, specific descriptions of what you will measure that provide an indication of whether the project is being successful at meeting it's outcomes.

*MERC's Benefits (section D2 of application form)*- Mandatory-Employment Related Costs. All employers are required to make deductions for Employment Insurance (EI), Canada Pension Plan (CPP), Vacation Pay at 4%, and Employer Health Tax when applicable (EHT). Reimbursement can only be made for the employer's share of these mandatory costs.

*Non-MERCs Benefits (section D2 of application form)* - Non-MERCs (fringe benefits - dental plan, life insurance, disability insurance, etc.) are eligible costs. The cost of combined MERCs and Non-MERCs is allowed up to 20%

*Objectives (section B2.4 of application form)* - Statements of what the project hopes to achieve in relation to the identified issue the project is trying to address.

*Outcomes (section C of application form)* - Tangible benefits that a program intends to produce for individuals, groups, populations or service systems, during or after the execution of program activities..

*Overhead (section D2 of application form)*– Administrative Wages, Benefits (MERC's\* and non MERC's\*\*), Printing and Communications, utilities, rent and travel.

*Person Centred-* Engaging in an activity or intervention that focuses on the needs and benefits to people (as opposed to the needs and benefits of service providers, service systems or organizations). People have complex and varied needs related to housing that are informed by their history, their employment, their health, their gender and their cultural identities. The person who is looking for support around housing must direct how that support looks.

*References (A4.1 of application)*- The names and contact information of people who can provide some insight into to reliability and strength of an applicant. For the purposes of this CFA, only previous funder references are being requested. If for some reason the applicant cannot produce two previous funder references we will accept alternate references, however and explanation should be provided.

*Start Date & End Date (B1.2 & 1.3 of application)*- Start date is the day the project is scheduled to start and end date is the day the project is scheduled to end. Usually these dates are consistent with the funding timelines of HPS

however it is possible that they may not be if the project is expected to continue past March 31<sup>st</sup> 2014. If the project start and end date are not the same as the HPS funding term (April 1<sup>st</sup> 2012 to March 31<sup>st</sup> 2014, this should be explained in section B2.8 of the application form)

*Targets (section C2 of application form)*- Targets are what you hope your project will achieve by the end of HPS funding (March 31 2014). Targets should be measurable for the most part in a quantitative way, however some targets related to more complex outcomes may require qualitative information to be the indicator of success.

*Unique Individuals*- Counting the number of unique individuals served requires a system of collecting data that can track when someone has been served more than once. “Joe Smith” is a unique individual. Even though he may have received service five times from your project he should only be counted once as a “unique individual”.

### **3.2 Budget Tips**

Section D of the application form requests all pertinent project budget information. Applications must list all expected costs and revenues in Section D of the application form.

Please include all applicable taxes and allow for HST (GST/PST) rebates.

Please make note of all the HPS eligible and ineligible expenses outlined in section 2.3 of these guidelines to ensure you are not included ineligible expenses in your project budget.

Please note that all costs being charged to HPS must be based on actual expenditures incurred and will require back up documentation ( copies of receipts, invoices etc.) at the time of claiming expenses.

#### Direct Labour Costs

Please list and include every staff position you intend to charge to the project. This would include front line staff as well supervision/project management, clerical support and bookkeeping costs etc. Indicate whether positions will be full or part time , include rate of pay as well as hours per week being charged to project and total weeks .

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Note that Mandatory Employment Related Costs (Mercs) may not exceed 14% and that Non Mercs may not exceed 6% and that the percentages being charged to the project must be included .

Direct labour costs may be claimed only for work directly related to project activities. The pay rate is the actual gross pay rate for each employee (before deductions) and excludes overtime . The agency may claim only that time spent directly on the project.

### Overhead Costs

This category may include such things as utilities, janitorial services, internet, telephone costs, communications, training costs for enhancing skills of staff, advertising etc.

Administration: note that an administrative fee of up to 15% of total HPS funding allocation may be claimed by the project **in lieu** of an hourly /salary charge for supervision, reception services , clerical support, bookkeeping etc.

Professional fees (fees paid to an external individual or company for services or support to the project (e.g. auditing, legal fees, evaluation etc.)

Travel costs may include a per kilometre reimbursement and parking costs for use of a private vehicle associated with performing activities of the project.

### Direct Material Costs

Direct materials, sourced internally or externally that are consumed in delivering the Project. (e.g. Office supplies, printing etc)

### Capital Costs

Note that 3 quotes will be required for all Capital Costs of \$1,000.00 or more, prior to expenditure

Note that no more than 10% of total HPS allocation will be available for capital costs

a) Costs associated with the purchase, construction or renovation of facilities .

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For construction or renovation please indicate (and allow for ) if costs include materials ,labour and installation costs.

If applicable, allow for construction management , permit ,environmental assessment and contingency costs

b) This section would also include “capital “ purchases - defined as items that have a value of \$1,000 or more and that have long term value beyond the life of the agreement. ( e.g. Computers, furniture, vehicles etc.) . Please list items and quantity required.

### 4. Submitting Your Application

Deadline for application submissions is **12 pm on October 14<sup>th</sup> 2011**

**Four (4) copies** of your completed application as well as **four (4) copies** of all required attachments must be submitted to:

**Attn: Michele Attard**

Community Services Department – Housing Service Division

Homelessness Partnering Strategy

181 Main Street West, 1<sup>st</sup> Floor Reception (CityHousing Hamilton Office)

Hamilton, Ontario

Submissions faxed or emailed will NOT be accepted

**Applications received after the deadline date & time will not be accepted.**

### 5. Evaluation & Selection of Applications

Once an application is received at the City of Hamilton’s Community Services Department (Housing Services Division) it will go through an extensive review process.

The timeframe on a decision is approximately 60 days from the date of the application deadline (week of December 12<sup>th</sup> 2011).

*Who is involved in the review process?*

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Applications will be reviewed by the HPS Funding Review Panel. The Review Panel has delegated authority to recommend projects to be funded under the Call for Applications to the General Manager of Community Services. The General Manager of Community Services makes the final decision on projects to be funded based on the recommendations from the Funding Review Panel.

*What is the process for reviewing applications?*

### Step 1- City staff receives an application:

- Verifies that the organization and application meet the basic eligibility requirements and the HPS Terms and Conditions
- Ensures that the application has been completed properly and that all necessary information is included
- Notifies the applicant if the application is incomplete
- Closes the file if, within five working days after notification missing information has not been submitted as requested

### Step 2- Application Review by HPS Funding Review Panel

Funding Review Panel members will read through the applications and score them based on a standard scoring tool created by City of Hamilton staff. In evaluating the applications, the review team will be looking for the following criteria:

#### *Application Criteria*

- ✓ Completion of all relevant sections of the application form, providing all the requested information.
- ✓ Demonstration that the proposed project is aligned with Hamilton's 2012-2014 HPS funding priorities as outlined in this CFA (*outlined in section 2.1 of these Guidelines*)
- ✓ Demonstration of linkages with other organizations in the planning, execution and evaluation of the project (usually done through joint funding submissions);
- ✓ Demonstration of need for the proposed project and clear vision of the long term impact the project results could have in Hamilton.
- ✓ Clear description with provision of evidence regarding the project objectives and the issue(s) the project will address
- ✓ Clear description and provision of evidence regarding the activities of the project and how those activities will achieve measurable outcomes

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- ✓ Provision of a reasonable budget of expenditures to be incurred.  
Proposals should not contain excessive or unrelated costs to the project.  
At the same time, the budgets should be adequate to develop, deliver and evaluate the project;
- ✓ Demonstrate that the project is realistic and attainable in terms of timing and resources

### Organization Criteria:

An organization's ability to manage the HPS funding requirements and carry out the project to achieve the desired results is very important when assessing applications. The following will be assessed:

- ✓ A relevant mandate and sound operating practices;
- ✓ Relevant experience to carry out proposed project;
- ✓ An ability to manage and sustain growth that may result from this HPS funding;
- ✓ An appropriate organizational structure and set of skills, including responsiveness to changing community needs and opportunities;
- ✓ A practice of engaging and consulting other community stakeholders;
- ✓ Appropriate financial management policies and practices;
- ✓ Being open to all people who are homeless regardless of race, religion, or ethnicity except where authorized under Ontario Human Rights Legislation.

Please keep in mind that application reviewers may not be familiar with your agency or the service. Applications should be understandable by someone with no background in the area.

The City of Hamilton considers the application to be confidential however, in addition to the above application evaluation process, City Staff may:

- Contact the applicant to request additional information
- Contact external advisors, experts or other organizations involved in the field, other funders and other people or groups who might be affected by the project
- Contact the applicants to arrange a site visit to the proposed project site(s).

## GUIDELINES FOR HOMELESSNESS PARTNERING STRATEGY (HPS) FUNDING –2011

Based on the results of this review process the HPS Review Panel will determine the following for each application:

- Decide if the proposed project is the best use of HPS funding and whether the applicants is the most appropriate group to do the work
- Recommend approval of either the full or a reduced funding allocation or
- Recommend to decline an application
- Provide recommendations to the General Manager of Community Services

### Step 3- Decision by the General Manager of Community Services

The Community Services Department is the Community Entity charged with administering the HPS program. The General Manager of the Community Services department will review recommendations made by the HPS Funding Review Panel and make the final funding decisions.

### Step 4- Communication of decision to applicant

The City of Hamilton makes every effort to contact applicants as soon as possible after the General Manager of Community Services has made the final funding decisions.

- If the application is approved, the applicant will receive a letter of approval
- If the application is declined, the applicant will receive written notification

It is anticipated that notifications will happen the week of December 12<sup>th</sup> -16<sup>th</sup> 2011.

Applicants are encouraged to discuss the reasons for the decline with the City Staff contact who will be able to provide guidance with respect to any future applications.

## **6. Reporting Requirements for HPS Funding**

### Contract

There must be a written agreement between the City of Hamilton and the recipient of HPS funding. The contract will identify the conditions of the funding, the expected results to be achieved, the obligations of the parties involved and the conditions for payment. The duration of an agreement will not start until April 1<sup>st</sup> 2012 and cannot go beyond March 31<sup>st</sup> , 2014. The contract is legally binding and must be signed by someone with the legal authority to bind the organization to the written agreement with the City of Hamilton.

Payments

Payments will be made to recipients based on expenditure claims or advance payments will be made in the case of demonstrated need. Each agreement will specify that Service Canada retains the right to audit the records of the recipients and, if it is determined that the amount paid exceeds the amount payable, the difference will be considered as a debt to the Crown.

Reporting Requirements

All HPS funded projects are required to report on the work for which they are receiving funding. The contract will specify when reports are due. Reports must be submitted using standard HPS forms. The City of Hamilton or Service Canada may request further information at any time.

Keeping in Touch

The primary contact person for HPS funding agreements will be identified in the Letter of Approval. This contact will be able to provide HPS funded agencies with support and guidance throughout the duration of HPS funding contracts. Organizations that receive HPS funding are expected to keep the HPS contact informed of changes that affect their projects.