



## **Expression of Interest**

### **Homelessness Prevention Program (HPP)**

Prince Edward-Lennox & Addington Social Services (PELASS), as the Service Manager (CMSM) for the Counties of Prince Edward and Lennox & Addington, is accepting Expressions of Interest (EOI) from qualified and experienced organizations that are seeking financial assistance for programs and services that aim to prevent, address and reduce homelessness within the Counties of Prince Edward and Lennox & Addington

The requirements for responses to this EOI are described in this document. Submissions by email, mail or in person, from qualified organizations, will be received by the undersigned no later than 12:00 p.m. EST on August 21, 2023

All submissions should be marked "Confidential" and submitted to:

Prince Edward-Lennox & Addington Social Services  
95 Advance Avenue, Napanee, Ontario K7R 3Y5  
Attention: Scott Robertson  
Email: [srobertson@lennox-addington.on.ca](mailto:srobertson@lennox-addington.on.ca)

Closing Date: August 21, 2023  
Closing Time: 12:00 p.m. EST

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## Program Overview

The County of Lennox & Addington, as the Consolidated Municipal Services Manager for the Counties of Prince Edward and Lennox & Addington, provides Social Assistance, Children's Services and Housing Services through its Prince Edward-Lennox & Addington Social Services (PELASS) Department. Through its Housing Services division, PELASS is responsible for planning and managing a broad range of housing services across the two counties.

**All HPP funding must be allocated by PELASS by March 31, 2024**

## Eligible Use of Funding

Proponents can submit an Expression of Interest that aligns with the eligible uses of funding as identified in the Homelessness Prevention Program Guidelines, towards the following Service Categories:

- Supportive Housing;
- Community Outreach and Support Services;
- Housing Assistance;
- Emergency Shelter Solutions

## Project/Initiative Timelines

Funding through the HPP will support expenses up to March 31, 2024. Agencies will be required to sign a Memorandum of Understanding upon selection that clarifies program objectives, funding timelines, reporting requirements and other applicable information. Successful projects and initiatives will be determined by PELASS Committee in September 2023.

## Requirements of EOI

Submitted Expressions of Interest should include:

- The name of the Organization/Agency and key contact information (phone number, fax number, mailing and e-mail addresses);
- Description of the proposed project/initiative, including but not limited to, geographical area served, target populations, key activities, and anticipated outcomes of the project/initiative;
- Projected number of people that will receive assistance
- Description of the organization/agency and ability to carry out the project/initiative;
- Project/initiative costs and amount requested. If applicable, include contributions to the project/initiative from other sources including the applying organization/agency;
- Description of how the organization/agency organization may work with other service providers to enhance quality and effectiveness of the project/initiative;

- Identification of how the project/initiative will address the goals of the program guidelines;
- Description of the readiness of the organization/agency to conduct the work necessary for the project/initiative; and
- A copy of projected timelines for the project/initiative.

## Evaluation

All applications submitted through an Expression of Interest will be evaluated by a PELASS staff working group. Evaluation will be based on project/initiative readiness, cost, and ability to meet program objectives.

All information contained within this application for funding, whether provided by PELASS or the applicant, is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, and, as such, is public information and may be disclosed to third parties upon request.

Incomplete applications will not be considered for evaluation. PELASS reserves the right to request more information from applicants after the application has been submitted.

## Submission Details

Submissions by email, mail or in person, from qualified organizations, will be received and accepted by PELASS no later than August 21, 2023 at 12:00pm EST. Late applications will not be accepted.

### **Submissions must be delivered to:**

Scott Robertson, Manager, Social Services  
Prince Edward-Lennox & Addington Social Services  
County of Lennox & Addington  
95 Advance Avenue, Napanee, Ontario K7R 3Y5  
Email: [srobertson@lennox-addington.on.ca](mailto:srobertson@lennox-addington.on.ca)

All submissions become the sole property of, and are subject to verification by PELASS. PELASS assumes no responsibility for entries lost, stolen, delayed, damaged or misdirected, or for the failure, interruption or delay of any communication to be received, for any reason. PELASS is not responsible for any costs incurred in preparation and delivery of the EOI.

PELASS reserves the right, at its sole discretion and without prior notice, to amend, cancel, close, suspend or reinstate this call for proposals at any time, and for any reason whatsoever.



## Homelessness Prevention Program (HPP) Eligibility Guidelines

### Supportive Housing

Supportive housing combines long-term housing assistance (e.g., rent supplements, housing allowances) with individualized, flexible, and ongoing support services (e.g., counselling, life skills training, activities of daily living, behaviour supports) to enable people to live as independently as possible in their community.

Supportive housing may be place-based (situated in one building or location) or in scattered sites where supports are delivered through home visits, in the community or via phone/virtually. As well, supportive housing may include congregate living arrangements or may be available through a self-contained unit. For further clarity, this could exist within the context of social housing and other forms of government-assisted housing (e.g., rent supplements, housing allowances).

For the purposes of HPP, supportive housing also includes:

- Transitional housing, which is typically considered as an intermediate step between emergency shelter and permanent housing and has limits on how long an individual or family can stay (generally up to four years). It is intended to offer a supportive living environment for its residents, including offering them structure, supervision, support (for addictions and mental health, for instance), and life skills to become more independent.
- Residential Services Homes, i.e., housing in which the Residential Services Homes Standards Framework applies. Residential Services Homes include long-term housing facilities that were previously funded under the former Domiciliary Hostel Program, or housing where the housing provider delivers both long-term housing and on-site daily supports and services to its tenants. Examples of on-site daily supports and services may include providing tenants with meals, laundry and cleaning services, and assistance with personal care and medication.

#### Eligible Expenses

- **Housing Assistance for People In Supportive Housing**
  - Ongoing / long-term housing assistance including rent supplements and housing allowances provided as part of supportive housing.
- **Support Services for People in Supportive Housing E.g.:**
  - Mental health and addictions (MHA) supports:

- Activities could include assessment, support, treatment, withdrawal and counselling services; case management and navigation; delivery of harm reduction activities; prevention, interventions and recovery related supports.
- Other health-related supports not covered under MHA supports.
  - Activities could include community nursing; community paramedicine; assistance with medication; and wellness/health promotion activities and education.
- Life skills development and daily living supports:
  - Activities could include life skills development such as budgeting; assistance with personal care; daily living supports such as housekeeping, laundry, cooking and shopping; and assistance to access
  - Education, training, employment or income support.
- Culturally-relevant supports for Indigenous people:
  - Activities could include traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community; and supports to access traditional or culturally sensitive healing services (e.g., healing circles, sweat lodges ceremonies, access to traditional medicines).
- Other supports not included above for people in supportive housing.
  - For example, costs to reduce the potential for infection and transmission in congregate supportive housing settings, such as the purchase of Personal Protective Equipment.
- **Minor Retrofits Or Upgrades To Existing Supportive Housing Facilities**
  - with a total funding request of up to \$50,000
- **Residential Services Homes**
  - Costs associated with providing housing in Residential Services Homes.
  - Necessary basic needs (e.g., food, clothing, blankets, hygiene items, and other essentials).
  - On-site daily supports and services (e.g., meals, laundry and cleaning services, and assistance with personal care and medication).
  - Costs to reduce the potential for infection and transmission of contagious illnesses among residents and staff of Residential Services Homes (e.g., personal protective equipment).

## Community Outreach and Support Services

This service category refers to operating supports and services provided outside to individuals not in supportive housing (i.e., the services are short-term/emergency supports or are ongoing but not linked to a person receiving long-term housing assistance). Services provided on an ongoing basis to a person receiving long-term housing assistance should be expensed under the supportive housing service category.

<b>Eligible Expenses</b>
<ul style="list-style-type: none"><li>• <b>Case Management and Outreach</b><ul style="list-style-type: none"><li>○ For example, outreach to people experiencing homelessness, which may include: wellness checks; clothing and blankets; hygiene items; referrals to community agencies and other supports.</li><li>○ Costs associated with other important case management and individualized planning processes, such as pre-discharge planning from provincial institutions (e.g., hospitals and correctional facilities) and development of support service plans.</li></ul></li><li>• <b>By-Name List Related Activities</b><ul style="list-style-type: none"><li>○ Costs associated with engaging clients from the By-Name List including assessments, case management, navigation, referrals, assistance to access support service, and development of support service plans.</li><li>○ Costs associated with maintaining a By-Name List to meet provincial requirements (e.g., staffing, data management, and training).</li></ul></li><li>• <b>Food Security</b><ul style="list-style-type: none"><li>○ For example, food banks, grocery vouchers, food assistance.</li></ul></li><li>• <b>Employment, Education, Training Supports E.g.:</b><ul style="list-style-type: none"><li>○ Services directed towards individuals and families to help them access income benefits.</li><li>○ Pre- and post-employment services that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.</li><li>○ Services to support essential skills development; and services to connect individuals and families to education and training programs.</li></ul></li><li>• <b>Mental Health And Addiction (MHA) Supports For Individuals Not In Supportive Housing</b><ul style="list-style-type: none"><li>○ For example, support, treatment, withdrawal and counselling services; case management and navigation; delivery of harm reduction activities; prevention, interventions, and recovery.</li></ul></li></ul>

- **Other Health-Related Supports Not Included Under MHA Supports For Individuals Not In Supportive Housing:**

- For example, community nursing; community paramedicine, assistance with medication; and wellness/health promotion activities and education.

- **Life Skills Development And Daily Living Supports In The Community:**

- For example, life skills development such as budgeting; assistance with personal care; daily living supports such as housekeeping, laundry, cooking and shopping; and assistance to access education, training, employment or income support.

- **Culturally-Relevant Supports For Indigenous People**

- For example, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community; and supports to access traditional or culturally sensitive healing services (healing circles, sweat lodges ceremonies, access to traditional medicines)

## Housing Assistance

This service category covers the use of operating funding to support people in obtaining and retaining housing, including both financial and non-financial housing assistance. This kind of assistance is an important tool in preventing and addressing homelessness.

Please note that long-term financial housing assistance for people receiving ongoing support services should generally be expensed as part of the supportive housing service category

### Eligible Expenses

- **Short-Term / Emergency Financial Assistance:**

- This could include assistance with rent arrears (e.g. rent banks), utilities arrears, time limited rental assistance (e.g. rapid rehousing; emergency housing assistance), and emergency repairs to housing units.
- Financial assistance to set up a housing unit. This includes: first/last months' rent, moving costs, costs for start-up items such as furniture, household products and housewares.

- **Long-Term Housing Assistance:**

- Housing allowances or rent supplements intended to be ongoing (e.g., lasting for year or more) not provided as part of supportive housing, transitional housing or Residential Services Homes.

- **Non-Financial Assistance:**

- Activities could include housing help, eviction supports, legal supports to avert eviction, budgeting assistance, shelter diversion, hoarding assistance, and landlord-tenant assistance.



## Emergency Shelter Solutions

Emergency shelter solutions include services and supports that provide immediate relief or protect households / people who are experiencing homelessness. Operating funding under the Emergency Shelter Solutions service category may be used to support the operating costs of providing shelter, services, and basic needs in emergency shelter facilities.

Emergency shelters may target specific sub-populations, including women, families, youth or Indigenous persons. These shelters typically have minimal eligibility criteria, may offer shared sleeping facilities and amenities, and may expect clients to leave in the morning. They may offer food, clothing or other services. This would include hotel and motel stays, for example where no emergency shelters exist or in overflow situations.

<b>Eligible Expenses</b>
<ul style="list-style-type: none"><li>• <b>Services related to the provision of emergency shelter beds</b><ul style="list-style-type: none"><li>○ Includes beds provided in hotels/motels and vouchers for hotels/motels</li></ul></li><li>• <b>Necessary Basic Needs:</b><ul style="list-style-type: none"><li>○ This includes food, clothing, blankets, hygiene items, diapers, and other essentials</li></ul></li><li>• <b>Services offered within the emergency shelter or by shelter employees:</b><ul style="list-style-type: none"><li>○ This includes housing search assistance, children within the shelter, nursing, transportation for shelter residents, and outreach to former shelter residents</li></ul></li><li>• <b>Costs to reduce the potential for infection and transmission among shelter residents and those who work with them:</b><ul style="list-style-type: none"><li>○ This includes purchase of Personal Protective Equipment</li></ul></li><li>• <b>Minor retrofits or upgrades to existing emergency shelters:</b> with a total funding request of less than \$50,000</li></ul>