

Fredericton Housing First Fund

Request for Proposals

Permanent Supportive Housing for moderate to high acuity Housing First Clients

First round of applications (Dec. 20, 2017 – March 31, 2018)

up to 8 units



Fredericton Housing First Fund

1. General Information

Background

The Fredericton Housing First Fund (FHFF), a joint initiative of United Way of Central New Brunswick and Fredericton Community Foundation, was created as a direct support to [The Road Home: A Plan to End Homelessness in Fredericton](#).

The goal of the Fredericton Housing First Fund is to enable the creation of 40 Permanent Supportive Housing (PSH) 'units' in Fredericton in our efforts to build a fully functioning Housing First system.

Disbursements will be made in the amount of \$25,000 per approved unit with \$10,692 remaining in endowment to assist with ongoing maintenance cost of the unit. Please note, annual disbursements from the endowment will be contingent upon the unit's use as PSH for Housing First purposes.

Overview of Important Terms and Principles

Permanent Supportive Housing (PSH) is a long term supportive housing model, without a length of stay limit. Alongside financial assistance for housing through rental subsidies, clients are offered access to a range of support services, although participation is not always required. Although no time limit is implemented, PSH programs still strive to improve clients' housing stability, recovery and self-sufficiency long-term.

Permanent supportive housing activities may include case management; peer counseling; health and wellness support; linkage and referral to substance abuse treatment and mental health treatment; assistance with obtaining, maintaining or upgrading employment; improving self-sufficiency; and other services related to helping clients maintain housing on a long-term basis. Proponents must demonstrate the capacity to serve individuals with medical and/or physical disabilities, as well as mental health and addictions. A diverse team of professionals should be accessible to clients to meet complex needs.

PSH is one option to house chronically homeless individuals with high acuity. Usually, PSH units are located in one home or building. It could include rooms in an individual house or several or all units of a building.

Visit The Homeless Hub for further readings on [Permanent Supportive Housing](#).

Housing First (HF) is a recovery-oriented approach to homelessness that involves moving people who experience homelessness into independent and permanent housing as quickly as possible, with no preconditions, and then providing them with additional services and supports as needed. The federal Homeless Partnering Strategy summarizes the key principles of Housing First as follows:

1. **Rapid housing placement with supports:** This involves helping service participants locate and secure accommodation as rapidly as possible and assisting them with moving-in.
2. **Offering service participants a reasonable choice:** Service participants must be given a reasonable choice in terms of housing options as well as the services they wish to access.
3. **Separating housing provision from treatment services:** Acceptance of treatment, following treatment, or compliance with services is not a requirement for housing tenure, but service participants are willing to monthly visits.
4. **Providing tenancy rights and responsibilities:** Service participants are required to contribute a portion of their income towards rent.
5. **Integrating housing into the community** to encourage service participant recovery.
6. **Recovery-based and promoting self-sufficiency:** The focus is on capabilities of the person, based on self-determined goals, which may include employment, education and participation in the community.

In Housing First, clients do not have to meet specific conditions to be ready for housing, nor are they required to participate in support services to continue to be housed. Recognizing the complexity of the homeless population, the purpose of this approach is to meet clients where they are and reduce harms associated with risky behaviours that pose as barriers to ending homelessness. The primary goal of Housing First is to support individuals in their housing so they can achieve stability, improve their quality of life and eventually get to the point where they can successfully exit the program.

The target population for the Housing First approach under Employment and Social Development Canada's Homelessness Partnering Strategy (HPS) is individuals who are chronically and episodically homeless. HPS has defined these populations as follows:

- **Chronically homeless** refers to individuals, often with disabling conditions (e.g. chronic physical or mental illness, substance abuse problems), who are currently homeless and have been homeless for six months or more in the past year (i.e., have spent more than 180 cumulative nights in a shelter or place not fit for human habitation).
- **Episodically homeless** refers to individuals, often with disabling conditions, who are currently homeless and have experienced three or more episodes of homelessness in the past year (of note, episodes are defined as periods when a person would be in a shelter or place not fit for human habitation, and after at least 30 days, would be back in the shelter or inhabitable location).

The definitions of chronically and episodically homeless individuals include all sub-populations, such as Veterans and/or Aboriginals. The definitions also include individuals exiting institutions (e.g. child welfare system, mental health facilities, hospitals, and correctional institutions) who have a history of chronic and episodic homelessness and cannot identify a fixed address upon their release.

2. Proposal Format and Content

Proposals must include:

1. Organization and contact person
2. Organization's background and experience
3. Project description
4. Service Plan
5. Financial Plan/Budget
6. References: Letters (2 minimum) of Support
7. Proof of Charitable status

Project Description must include:

- a. Proposed location of project –Project **must** fall within zones identified in [Site Selection Criteria](#) document prepared by the Form Working Group of the [Mayor's Task Force on Homelessness](#). Exceptions may apply if there are changes in location of amenities outlined in the document.
- b. Project **must** use a clearly defined tenant screening and selection process that includes use of the Service Prioritization Assistance Decision Tool (SPDAT) to ensure units will serve moderate to high acuity people escaping long-term persistent homelessness. All tenants must have a minimum SPDAT score of 40 upon entry into housing. Tenants must be prioritized by [Supportive Housing Network](#). Exceptions may apply if there are changes in common intake and assessment (triage) model adopted by community under our Plan to End Homelessness.
- c. Types and number of units. Please note that projects must include no less than 3 units and no more than 10 units/development.
- d. Proposed rental rate for each type of unit proposed
- e. Detailed description of how build will include opportunities for common space. Note: all projects over 3 units must include common space as part of design and build
- f. Detailed timeline to project completion

Service Plan must include:

- a. The service plan must be designed to meet the needs of the eligible population to be served and ensure access by the tenants to the non-clinical and clinical services they need to achieve and retain permanent housing, increase their skills and/or income, and achieve greater self-determination. There must be a written service plan, which is to be updated at least semi-annually.

- b. Outreach and engagement is a fundamental component of services in supportive housing, and it required that the awarded agency will continue to engage with tenants post move-in as an ongoing part of service delivery.
- c. The service approach must incorporate the essential components, core competencies and values described below in the Key Principles of the Service Plan. Essential components of services to be provided:
 - i. Focused on the strengths and needs of each individual client;
 - ii. Help clients identify goals and needs, to develop plans to achieve their goals and objectives, and to gain access to appropriate community-based services, including, but not limited to, clinical services, employment and education, natural supports (family, peers, faith communities, etc.), and general community resources; and
 - iii. Available where and when needed by the client. Clients must be able to access case management services where they live (meaning that case management services come to the client) and at hours that work for the client.
- d. Values of services to be provided:
 - i. Committed to maximizing client choices and options;
 - ii. Focused on client's strengths, gifts and potential contributions;
 - iii. Guided by an expectation of hope and recovery; and
 - iv. Recognizes the importance and value of employment and work.
- e. Competencies of the service design:
 - i. Provides for adequate linkages to the treatment system, particularly in regard to relapse prevention and relapse management;
 - ii. Flexible and responsive service approach that recognizes, and can adapt to, an episodic pattern of service demands; and
 - iii. Service team is internally coordinated with clear lines of communication, supervision and accountability.
- f. Core competencies of service team:
 - i. Skilled in on-going outreach and engagement of clients;
 - ii. Experienced with development of life skills that supports the client's ability to succeed in permanent housing;
 - iii. Knowledgeable about community resources and the means of accessing them; and
 - iv. Possesses the attitudes, knowledge, and skills necessary to work effectively with the population to be served by the housing.

Financial Plan/Budget must include:

- a. Provide overview of costs for the proposed project, detailed breakdown of costs, description of proposed revenue sources required for completion of project, and information related to the readiness of project to proceed.
- b. Explain how you propose to maximize or leverage existing or committed funding by pairing with the funding sources in this RFP.

3. Review and Selection Process

The Housing First Fund Allocation Committee (HHFAC) is a special committee convened by United Way of Central NB to make Fund disbursement recommendations. HHFAC is comprised of CAGH, government, and community members that will direct the Fredericton Community Foundation as to where the funds will be disbursed for creation of units and provision of services.

Process/Assessment of Applications

The Committee will seek proposals from charities for the development of affordable housing units for chronically and episodically homeless individuals in Fredericton, New Brunswick. Projects must demonstrate that they will be developed based on Housing First principles and that deliver permanent supportive housing (PSH).

The primary intent of this Request for Proposals (RFP) is to select and contract with qualified organization(s) demonstrating competencies in housing development and best practices in resident outcomes for chronically/episodically homeless individuals, to ensure health and safety of residents, and demonstrating efficient and responsible use of funds.

There will be an open call for proposals twice a year until all units are allocated. These calls will run annually from January 1st to February 28th and from June 1st to July 31st. Applications will be accepted at any point during this time period and will be reviewed upon a first come, first serve basis.

Successful applicants will be presented with a Conditional Grant Agreement which will establish that the release of funds will be contingent upon confirmation of the following:

1. Written confirmation of funds equal to or greater than the total sum of the Housing First Fund grant; these funds must be from:
 - a. Another charitable source, or
 - b. Government of Canada grant or forgivable loan, or
 - c. Government of New Brunswick grant or forgivable loan
 - d. In-kind contribution of landMortgage agreements will not be counted as funds matching.

2. Confirmation of land within prescribed zones

Please submit 1 electronic copy of application to jeff@unitedwaycentral.com and 6 double sided printed copies to:

United Way of Central NB
1A - 385 Wilsey Rd.
Fredericton, NB, E3B 5N6