

## **Use of the CHPI Funding Application Form (the clarifications below are a part of this form)**

**1. Mandatory use:** Use of this application form is mandatory for any applicant for the use of CHPI program funding which was not funded in the previous funding year.

Any organization currently administering a program or programs with CHPI funding does not need to reapply for funding, but should understand that this does not imply that the program they are administering will automatically be refunded, or refunded at the same level as previously.

**2. One application per program:** Please provide a separate application for each different program for which funding is requested.

**3. Encouragement:** Use of this form is not meant to discourage any organization from applying for CHPI funding. The City is willing to provide support to any potential applicant in the process of their completing the application form.

The City's goal is that all potential proposals which could be of value in addressing homelessness and which are consistent with the application requirements be received and in a form enabling their evaluation. To that end we welcome inquiries from any potential applicants.

**4. Deadline:** The deadline for applications which is set out in the application form below is based on the need for formal decision making to take place (including City Council and the Ministry) and for formal agreements to be created and signed before the beginning of the Ministry's 2020-2021 fiscal year. Proposals which are received after the application deadline may still be considered for CHPI funding for situations where a funded program is terminated or suspended, or where a funded program clearly does not require the full amount of funding originally intended for the program.

**5. Existing CHPI-funded programs:** Any organization wishing to change the amount of CHPI funding for a program which they have been delivering, or wishing to significantly amend the program they are delivering, or wishing to enhance the program they are delivering, must submit an CHPI funding application form but may not be required to complete the application form in full.

**6. Electronic Copy:** Other than as noted in 4 above, all applicants are required to fully complete an electronic version of the application form and submit their signed copy or before the due date for applications. The application should be forwarded as a PDF copy once completed and signed.

(The text boxes in the form can be expanded and contracted to fit the content of your answer. The size of the text boxes on the application form provided is meant to be suggestive but in no way prescriptive of the amount of content.)

# Guidelines and Application

## City of St. Thomas Community Homelessness Prevention Initiative 2020-2021

### Background

The Ministry of Municipal Affairs and Housing (“MMAH” or “the Ministry”) annually allocates Community Homelessness Prevention Initiative (CHPI) funding to the City of St. Thomas (“the City”) under the City’s legislated role as the “service manager” for St. Thomas and the County of Elgin. CHPI funds are to be used for funding and administering local programs enabling

- a) people experiencing homelessness obtain and retain housing; and,
- b) people at risk of homelessness to remain housed.

The Ministry provides detailed guidelines to service managers with respect to how CHPI funding may be allocated and requires that the City report to them on outcomes achieved with the use of CHPI funding.

The Ministry’s allocation of CHPI funds to the City for period of April 1, 2020 to March 31, 2021 is \$1,458,954

### CHPI Service Categories

Applications to the City for CHPI funding must fit within at least one of the following service categories:

- 1. Emergency Shelter Solutions:** includes services and supports that provide relief or protect households/people who are homeless or are in imminent risk of homelessness.
- 2. Housing with Related Supports:** includes providing operating funding for long-term and transitional housing, as well as supports related to delivery of that housing.
- 3. Other Services and Supports:** includes various services and supports provided to assist vulnerable or at risk clients with immediate relief or support in obtaining housing (e.g. case management, securing and retaining housing/shelter, food banks, etc.).
- 4. Homelessness Prevention:** includes services that assist households at risk of homelessness retain their housing.

A list of the sorts of projects which fit within each of the service categories from the service manager guidelines for CHPI is appended to this application for the purpose of illustration.

### Fundamental Principles

The City of St. Thomas requires that CHPI project proposals must embody the following principles:

**1. Person Centered:** Projects must be designed to ensure that the client is at the centre of decisions which relate to their life. This involves processes careful listening, thinking together, coaching, sharing ideas, and seeking feedback.

**2. Partnership Based:** Project proponents must be committed to working in close collaboration with the City of St. Thomas and with other agencies in the community which participate in the homeless serving system. Proponents must be willing to participate in local committees and working groups which are a part of the homelessness serving system.

**3. Locally Informed and Appropriate to Local Needs:** Projects must be designed based on the best available evidence of local needs, including the Homelessness Enumeration study, the St. Thomas-Elgin Affordable Housing Strategy, and any additional data which the proponent may be able to provide. Projects must also be consistent with the City of St. Thomas 10 Year Housing and Homelessness Plan. Project proposals which address existing gaps in services which have been identified by the Housing and Homelessness Action Group would be particularly welcomed.

**4. Inclusive:** Although project proposals may be designed to primarily serve a particular target population with specific needs proponents must also recognize the rights of all persons to equal treatment and protection from discriminatory practices.

**5. Outcome focused:** Program proposals must be designed around the achievement of measureable long term outcomes and must identify the specific outcomes which they are intended to achieve.

**6. Fiscally Responsible:** Projects must achieve their intended outcomes with due regard for economy, efficiency and effectiveness.

### **Target Groups and Subpopulations of the Homeless**

The Ministry has identified persons experiencing chronic homelessness, homeless youth, and homeless indigenous persons as priorities in addressing homelessness, so project proposals addressing any one of those populations are particularly welcome.

The City would particularly welcome proposals addressing the needs of individuals exiting from institutions (e.g., hospital, prison, ...) into homelessness.

The City would particularly welcome evidence-based proposals for programs which are designed to best serve the needs of particular subpopulations of the homeless or those at risk of homelessness. (Examples of such subpopulations would be persons with addictions, women, seniors, etc.)

## Section 1 Project Description

Please describe your proposed project and include as a part of your description answers to the following questions:

(a) Is your proposed program an enhancement of an existing program, or does it provide a service which does not currently exist? If the program is an enhancement of an existing program explain why this enhancement would be beneficial.

(b) Who will be served by your proposed program?

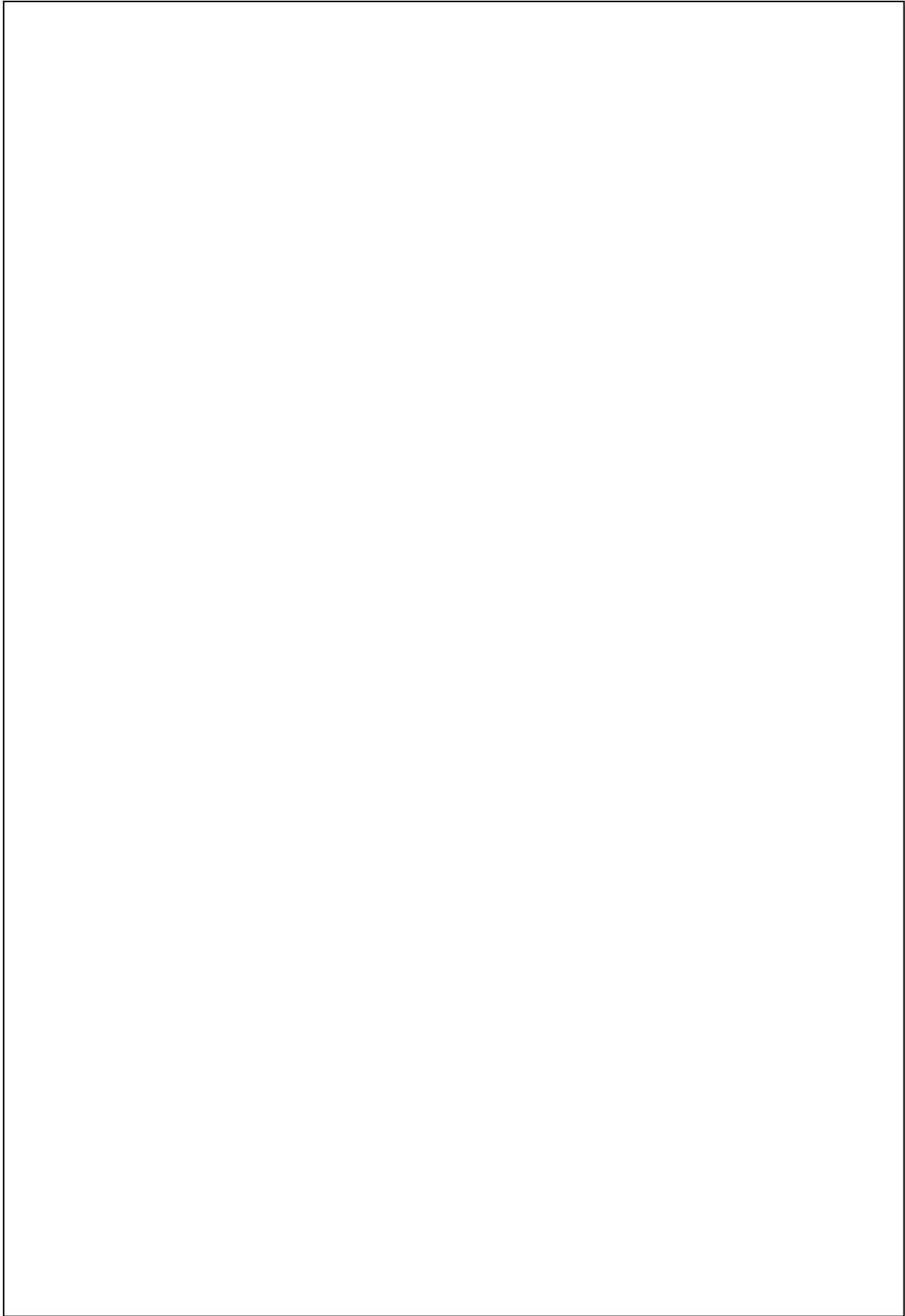
(c) What unmet needs does your proposed program address?

(d) What specific measurable outcomes would your project seek to achieve?

(e) What geographical region within the County of Elgin and the City of St. Thomas will the program serve?

(f) What would be the start date and end date (if applicable) of your proposed project?

*Please use as much space as you feel is necessary.*



## 2.0 Principles

Please describe how your proposed program is consistent with each of the Fundamental Principles listed on page 1 and 2 of the application form.

### 3.0 Capacity

Please describe your organization's capacity to manage, deliver and promote the program.

### 4.0 Financial

Total amount being requested from CHPI funds for this project:                    \$ \_\_\_\_\_  
(to be broken down further on the following page)

Is your organization making any financial contribution to the program?

Yes \_\_\_\_\_ No \_\_\_\_\_

Describe your organization's financial contribution (if applicable)

Is funding being received from other sources for this program?

Yes \_\_\_\_ No \_\_\_\_

Please identify the funder; describe the amount and nature of additional funding (if applicable).

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Please complete the budget form below. The net cost amount should match the amount requested above.

Project management and admin	
Delivery of program/services (staff costs)	
Other program-related expense	
Other program-related expense	
Organizational contribution (enter as a negative)	
Third party contribution(s) (enter as a negative)	
<b>Net cost for program delivery</b>	

Please note that the line item amounts and the amount requested may be subject to negotiation and change by mutual agreement between the proponent and the City of St. Thomas.

### 5.0 Other Information

Please provide any other information or details on your project which you feel would be relevant to a decision to fund it

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## Declaration

I hereby declare that all information provided in this application is accurate.

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(Signature)

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(Date)

Name

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Position

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Organization

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Address

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Applicant contact information to discuss proposal

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Name

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Contact info

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Applications are due no later than **Friday, November 22, 2019** by email or hard copy. Only signed applications will be accepted.

Applications sent by email should be sent to [rwest@stthomas.ca](mailto:rwest@stthomas.ca).

Applications in hard copy form must be submitted to:

Housing Services, St. Thomas-Elgin Social Services  
423 Talbot Street,  
St. Thomas, N5P 1C1

Attn: Ralph West, Housing Services Administrator