# HPS SMALL CAPITAL FUNDING ALLOCATION PROCESS, February 2015

**Issued by: the Housing Services Branch, City of Ottawa**

*Disponible en Français* [*Cliquez ici*](http://www.homelessnessccbtraining.ca/RFO)

**Funding source:**  the Federal Homelessness Partnering Strategy (HPS)

**Purpose of the funding**: to help agencies acquire needed equipment, supplies and furnishings for homelessness programs. before March 31, 2015

**Submission deadline:** See Section 1, Table 1

**Submission instructions**: See Section 3 (b) of this document.

**Contact person for this process:** Joan McGirr, email: Joan.McGirr@Ottawa.ca

**Documents related to this process:**

The following documents may be found at this [web site](http://www.homelessnessccbtraining.ca/RFO): <http://www.homelessnessccbtraining.ca/RFO>

1. HPS Small Capital Process, February 2015

A - Agency Info - Small Capital Process, February 2015

B - Purchases -Small Capital Process, February 2015

Sample funding agreement

Contents

[HPS SMALL CAPITAL FUNDING ALLOCATION PROCESS, February 2015 1](#_Toc410994283)

[PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS 3](#_Toc410994284)

[1 (a) Timelines of this funding process 3](#_Toc410994285)

[1 (b) Inquiries about this funding process 3](#_Toc410994286)

[1 (c) Available Funding 3](#_Toc410994287)

[1 (d) Priority Types 3](#_Toc410994288)

[PART TWO: ELIGIBILITY FOR FUNDING – Mandatory Requirements 4](#_Toc410994289)

[2 (a) Eligibility Criteria for Applicant Agencies 4](#_Toc410994290)

[2 (b) Eligibility Criteria for proposed projects 6](#_Toc410994291)

[2 (c) Eligibility Criteria for Applications 6](#_Toc410994292)

[2 (d) Ineligible Project Costs 6](#_Toc410994293)

[PART THREE: HOW TO APPLY 7](#_Toc410994294)

[3 (a) Steps to compile the Application and the Agency Documents 7](#_Toc410994295)

[3 (b) Submitting the Application and Agency Documents 8](#_Toc410994296)

[3 (c) Deadlin e for Submissions 9](#_Toc410994297)

[PART FOUR: ASSESSMENT OF APPLICATIONS 9](#_Toc410994298)

[4 (a) Stage One – Screening for Mandatory Requirements 9](#_Toc410994299)

[4 (b) Stage Two – Confirming the Priority Types 9](#_Toc410994300)

[4 (c) Stage Three: Scoring the Eligible Applications 9](#_Toc410994301)

[4 (d) Decision-Making 10](#_Toc410994302)

[4 (e) Notifications of funding decisions: 10](#_Toc410994303)

[PART FIVE: OBTAINING PRICE QUOTES 10](#_Toc410994304)

[5 (a) Choosing the vendor or contractor: 11](#_Toc410994305)

[5 (b) Submitting price quotes: 11](#_Toc410994306)

[PART SIX: FUNDING CONTRACTS - PROCESS AND REQUIREMENTS 11](#_Toc410994307)

[6 (a) Information about the funding commitment 11](#_Toc410994308)

[6 (c) Format of the funding agreement 12](#_Toc410994309)

## PART ONE: KEY INFORMATION ABOUT THIS FUNDING PROCESS

### 1 (a) Timelines of this funding process

Table - Timelines

| Dates | Activities |
| --- | --- |
| February 6, 2015 | Funding process is released |
| Thursday, Feb 19, 2015 | **Deadline for submission** of all applications. |
| Until late March | Allocation decisions made by the City  |
| February and March | Applicants advised of results |

### 1 (b) Inquiries about this funding process

All inquiries regarding this funding process **must** be directed, by email, to Joan.McGirr@ottawa.ca.

### 1 (c) Available Funding

The City of Ottawa is inviting funding applications from local non-profit agencies that operate sustainable , existing programs which focus specifically on serving individuals and families who are experiencing homelessness or are at risk of homelessness. The available funding comes from the federal Homelessness Partnering Strategy (HPS) and is administered by the City of Ottawa’s Housing Services Branch.

The total amount of funding available is approximately $100,000.

Funding will be available for projects that can be completed between February 18th and March 31st, 2015.

**Note that this funding cannot be used to reimburse agencies for the following costs:**

* the purchase price of any goods either ordered before the funding agreement has been signed or **delivered after March 31st,** 2015

### 1 (d) Priority Types

Funding is available to help agencies acquire needed equipment, supplies and furnishings for homelessness programs.

Agencies may request funding for any number of projects. There is no specific lower or upper limit on the amount of funding for which agencies may apply regarding any project.

The table below identifies the Priority Types for this process. The City will givepriority to projects deemed to be the most urgently needed and most important to the service system.

Applicants **must** assign each proposed project to an appropriate priority type; however the City reserves the right to reassign projects to a different priority type, at its discretion.

Table - Priority Types

| Number | Description |
| --- | --- |
| Priority Type 1: | Security, safety and healthTo protect the security, safety and/or health of clients and staff (e.g. panic buttons) |
| Priority Type 2: | Purchases to be used by clientsItems necessary for the effective delivery of services (e.g. furniture, equipment and program supplies that clients will use at the program, or to increase their success in the program. (Not furnishings or equipment for clients’ homes) |
| Priority Type 3: | Purchases to be used by program staff To be used by staff in the delivery and administration of the program (e.g. communication devices, computers, furnishings and equipment)  |

## PART TWO: ELIGIBILITY FOR FUNDING – Mandatory Requirements

For an application to be considered for a funding award under this process, the eligibility criteria **must** be met in the sole opinion of the City. The City will notify applicants whose application has been deemed ineligible

The form “A - Agency Info” requires applicants to confirm that they and all proposed projects meet the following eligibility criteria as set out in the sections below. (**NOTE: agencies that applied to the City’s recent Request for Offers for homelessness services have already submitted form “A – Agency Info.” For this process they are only required to submit the less detailed form “A.1 – Application Summary”.**

### 2 (a) Eligibility Criteria for Applicant Agencies

The applicant agency **must:**

1. Be an incorporated non-profit service-provider agency with a recent audited financial statement
2. Currently provide services in Ottawa and have an office in Ottawa
3. Have extensive experience and knowledge in operating government-funded programs that focus on helping individuals and/or families who are experiencing homelessness to become stably housed, or helping those who are at imminent risk of homelessness to maintain their housing
4. Be financially sustainable to at least March 31st, 2017.
5. Currently employ paid staff in the direct delivery of one or more existing programs focused on providing at least one of the following services:
	1. Prevention of imminent homelessness
	2. Housing search and stabilization for people who are experiencing homelessness or who are at imminent risk of homelessness
	3. Housing supports to people who are at high risk of homelessness
	4. Emergency shelter, street outreach or a drop-in program specifically designed for people who are homeless, at high risk of homelessness, or have a history of chronic homelessness
6. Comply with Ontario Human Rights legislation
7. Have a demonstrated history of accountability in meeting the terms and conditions of previous funding allocations from the City of Ottawa and/or other government funders
8. Have clearly demonstrated commitment to actively and effectively collaborating as a partner in Ottawa’s homelessness services system
9. Not be in receipt of a Notice of Breach of any existing contracts with the City of Ottawa that have not been rectified to the City’s satisfaction by the deadline for application submissions
10. Demonstrate reasonableness in the amount of its unrestricted reserves
11. Is not a prescribed Social Housing provider or housing co-operative under the administration of the City of Ottawa, as Service Manager, unless the improvements are to be made to a space where an eligible organization provides services on the social housing provider’s premises, and the improvements are for the benefit of the eligible service organization
12. Has shown a financial need for this funding – i.e. the agency cannot fund this work out of its regular revenue sources and it would not be prudent to use the agency’s own financial reserves to pay for this expense
13. Not have been subject to a review, audit or investigation conducted by the federal government, the government of a province or a public body created under the law of a province in the previous three years that concludes there were irregularities in the organization’s financial management practices or raises integrity issues, unless the irregularities and issues have been resolved and measures have been diligently put in place to prevent reoccurrence.

### 2 (b) Eligibility Criteria for proposed projects

Proposed projects for small capital funding **must** meet the following eligibility criteria:

1. The purchased items will be used for a program in which support services are provided primarily to people who are either experiencing homelessness or are at risk of homelessness.
2. The purchased items or infrastructure improvements will be used for at least one of the following purposes:
	1. To protect the security, safety and/or health of clients and staff (e.g. panic buttons, fire escape)
	2. To be used by clients, relevant to the program (e.g. furniture, equipment and program supplies that clients will use at the program)
	3. To be used by the program’s staff (e.g. for purchasing communication devices, computers, furnishings and equipment)
	4. For repairs or improvements to the building (e.g. painting)

### 2 (c) Eligibility Criteria for Applications

Applications **must:**

1. Be complete, providing all required information and documentation
2. Be submitted in the prescribed format
3. Be received at the appropriate location prior to the deadline
4. Provide all information requested in the form, or a reason for not providing it that is acceptable to the City

### 2 (d) Ineligible Project Costs

Funds awarded under this process **may not be used** in the following ways:

1. Software development, or the purchase of hardware that would duplicate functions of, or perform similar functions to, or result in an inability to participate in, the National Homelessness Information System (HIFIS) for the collection and management of homelessness data
2. To pay for ongoing costs such as support services for clients or the operation of a facility
3. To replace or duplicate funding from another source
4. To pay a pre-existing debt or any expenses incurred or work done prior to signing the funding agreement or after March 31st, 2015, or for purchased goods that are **delivered or received** by the agencyafter March 3st1, 2015
5. For any costs associated with the development of this application

## PART THREE: HOW TO APPLY

### 3 (a) Steps to compile the Application and the Agency Documents

1. The application forms provide a format for responding to the eligibility requirements and the evaluation criteria. The application is to be submitted according to the specific instructions contained in the form. If, for any reason, the City requires additional detail or clarification, staff will contact the applicant.
2. Complete the required application forms.

**Table 4 - Application Forms**

| **Name of Form** | **Instructions** |
| --- | --- |
| Either complete “A.1 Application Summary” or “A - Agency Info | Agencies that participated in the RFO for homelessness services should complete form “A.1”, **NOT** form “A-Agency Info” |
| B - Project Description – Feb. 2015 | Complete one form listing **all** the proposed purchases |
|  |  |

1. Gather **supporting documents** such as those listed below. On each supporting document, show which **project number** it relates to.
	* Price quotations or estimates
	* Photos
	* Other, as appropriate
2. List each document either in the form called “A.1 Application Summary” or “A - Agency Info”, in the “Documentation Checklist for Submissions”.
3. Compile all completed forms into the “application”.
4. **Applications -** submit the following:
	1. **One** signed **hard copy** of the application (**no** additional photocopies).
	2. An email or memory stick containing the application in an electronic format in which the documents are named and numbered clearly to facilitate the translator’s work
5. Gather the required “agency documents” listed in “Form A - Agency Information Form”.  **If the agency submitted these documents for the Homelessness Services Request for Offers in December 2014, it should not submit them again.**
6. Prepare the “agency documents” for submission either electronically as a PDF or **one** hard copy of each. **Do not attach these “agency documents” to the stapled or bound “application” and do not submit multiple copies of them.**

### 3 (b) Submitting the Application and Agency Documents

Each application has **an electronic** component and **a hard copy** component, and **both** **must** be submitted by the deadline.

#### (i) Electronic

Submit the required electronic documents either on a memory stick or by email to Sebastien.Momy@ottawa.ca

#### (ii) Hard Copy

##### By Courier:

Attention: Sébastien Momy

Program Administrative Clerk

100 Constellation Dr. 8th floor East

Ottawa, ON K2G 6J8

##### In Person:

The RFO can be delivered in person at the Rent Supplement reception counter between 8:30am and 4:30pm, 100 Constellation Dr. 8th floor West, Ottawa, ON K2G 6J8. Please ensure that it is addressed to the attention of Sébastien Momy.

### 3 (c) Deadlin e for Submissions

See Section 1, Table 1 of this document.

## PART FOUR: ASSESSMENT OF APPLICATIONS

### 4 (a) Stage One – Screening for Mandatory Requirements

The applications will be screened to determine whether the applicant, the proposed project(s) and the application comply with all of the eligibility criteria contained in this document, in section “PART TWO: ELIGIBILITY FOR FUNDING”.

### 4 (b) Stage Two – Confirming the Priority Types

Staff will determine whether each of the proposed projects has been assigned to the most appropriate Priority Type (see above, Sections 1(d), Table 3) and reassign them if necessary. Having the projects correctly assigned will facilitate the decision-making process as priority will be given to projects deemed to be the most urgent and important to the service system.

### 4 (c) Stage Three: Scoring the Eligible Applications

The applications will be assessed by staff of the Housing Services Branch according to the evaluation criteria set out in the table below.

City staff will base their assessment on the content of the application packages, and on their own knowledge of the service system and the applicant agencies.

Applications must achieve an overall score of 70 out of 100 points in order to remain in the competition.

Table 5 - Scoring Criteria

| **Scoring Criteria** | **Maximum Points** |
| --- | --- |
| 1. **The applicant agency provides effective services:** The organization has demonstrated that it consistently provides effective services to individuals and/or families who are experiencing homelessness or at risk of homelessness.
 | 15 |
| 1. **The agency has demonstrated effective collaboration:** The organization has demonstrated commitment in working collaboratively and effectively with other organizations as part of the service system for people experiencing homelessness and those at risk of homelessness.
 | 15 |
| 1. **The proposed project fits the agency’s mandate:** The proposed expense is for a project that fits well with the organization’s primary services to people experiencing homelessness and/or those at risk of homelessness.
 | 15 |
| 1. **The project addresses an urgent or important need in the homelessness service system:** The project would maintain or enhance an important aspect of the homelessness service system’s capacity. The likely consequences of not resolving this issue or meeting this need would include an adverse effect on the amount, range or quality of needed social services for people who are homeless or at risk of homelessness.
 | 15 |
| 1. The project provides a practical, appropriate solution to an urgent or important issue:
 | 30 |
| 1. The project **demonstrates good value:** The proposed cost of the project provides reasonable value, i.e. benefit for the cost.
 | 10 |
| **Total Possible Points:** | **100** |

### 4 (d) Decision-Making

City staff will review and score the projects. Within each of the funding categories, projects will be ranked, first, on level of urgency and secondly, on which project will provide the most benefit to the current homelessness services system with reference to the stated scoring criteria. The projects’ relative priority will be weighed so the most essential small capital projects will be selected, within the available funding.

The City reserves the following rights:

* To allocate any amount, none, or all of the available funding to any of the funding categories
* To fund any of the proposed projects that meet the eligibility criteria
* Not to fund any particular proposed project or any part of any proposed project
* To award no funding
* Before or after deciding whether to award funding, to invite an applicant to adjust its application in order to fit within available resources or for any other purpose. In this situation, the applicant would have the right to withdraw its application if it is unable to accept the requested changes.

### 4 (e) Notifications of funding decisions:

The City will contact applicants by late February 2015 with the funding decisions

## PART FIVE: OBTAINING PRICE QUOTES

The following information applies to all categories of funding applications:

### 5 (a) Choosing the vendor or contractor:

Applicants that have already determined which vendor they would use should refer to that vendor’s price in the proposed budget. The application form asks applicants to discuss the quote(s) they have received, their purchasing options, and the factors that affected or will affect the final selection.

Agencies are not required to select the lowest-price option, as long as a rationale for choosing a higher bid is provided.

### 5 (b) Submitting price quotes:

Agencies that are awarded funding **must** adhere to their agency’s standard purchasing practices in determining the number of quotes to obtain and in making final purchasing decisions. For some matters, some agencies will aready have a preferred vendor.

For inclusion in the application, it is sufficient to submit only one quote for each project, if the preferred choice has already been identified, in one of the following formats:

* a print-out of a product description and its price from the Internet
* an emailed or written quote from a contractor, also confirming that the work can be completed between February 15th and March 3st, 2015.

Provide either hard copy or a PDF of the the quote.

## PART SIX: FUNDING CONTRACTS - PROCESS AND REQUIREMENTS

The following paragraphs provide some information about the creation of a funding agreement between the City and agencies that will receive funding through this process, and about the City’s requirements for documentation. These requirements only come into effect after the funding has been awarded.

### 6 (a) Information about the funding commitment

1. The City is under no obligation to pay for services based solely upon announcement of a funding allocation made under this process. The City’s obligations will be based upon a legally binding contract negotiated between the City and a Service Provider.
2. Expenses the agency incurs before the contract has been signed, or after the contract’s expiration, cannot be reimbursed.
3. Contracts resulting from funding awards made under this process do not provide a “grant” or “block” amount of total funding. Rather, the funding amount or “contribution” is the maximum amount that will be paid to reimburse an agency for actual, eligible, documented expenses incurred during the period when the contract is in force, in accordance with a budget contained in the contract that shows maximum amounts for each eligible category of expense.
4. Applicants will be liable for any costs above the maximum funding amount allocated for the project and contained in the contract. Also, applicants **must** assume the ongoing costs of maintaining the equipment or building improvements.
5. If additional funding becomes available, the City reserves the right to award subsequent phases of a funded project to a successful applicant as negotiated between the applicant and the City at that time, without issuing an additional open call for applications.
6. A “Sample funding agreement” may be viewed on the web site for this funding process.

### 6 (c) Format of the funding agreement

Once the City offers funding to an applicant, one of the following documents **must** be signed by both parties:

(i) If the agency currently has a funding agreement with the city, an Addendum to that agreement will be entered into.

(ii) If not, a new funding agreement **must** be signed. A sample funding contract is available on the web site for this funding process.