



EXPRESSION OF INTEREST

**Niagara Homelessness Service System Funding
July 2017-March 2020**

Service Priority – Niagara Emergency Energy Fund (NEEF)

DOCUMENT NUMBER 2017-EOI-05

ISSUE DATE: MARCH 16, 2017

CLOSING LOCATION:

**CORPORATE SERVICES DEPARTMENT
PURCHASING SERVICES DIVISION
THE REGIONAL MUNICIPALITY OF NIAGARA
CAMPBELL WEST BUILDING
1815 SIR ISAAC BROCK WAY
THOROLD, ONTARIO, L2V 4T7**

CLOSING DATE: THURSDAY APRIL 13, 2017

2:00 P.M. LOCAL TIME

Late or incomplete submissions will be deemed ineligible

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1 Submission Instructions

1.1 Date and Place for Receiving Submissions

Submissions can be accepted any time before the closing date.

Please provide:

- One (1) MASTER and two (2) duplicate copies that are not stapled; or,
- One (1) MASTER and one (1) electronic copy (eg., CD, Memory Stick)

Submissions must be delivered to:

Lesley Monette, Purchasing Agent

Purchasing Office, Corporate Services Department
Regional Municipality of Niagara - Campbell West
1815 Sir Isaac Brock Way
Thorold, Ontario L2V 4T7

Phone: 905-980-6000 ext. 3315

Email: lesley.monette@niagararegion.ca

CLOSING DATE: Thursday April 13, 2017 2:00 P.M. LOCAL TIME

****Late or incomplete submissions will be deemed ineligible****

1.2 Inquiries

Questions related to this EOI must be received at least five (5) working days prior to closing and are to be directed to Lesley Monette, Purchasing Agent. Contact information is provided on page 1.

Any correspondence about this document must be provided in writing and/or email. Responses will be provided to all participants. Any communications not in writing and/or email will not be considered.

1.3 Confidential Information

Respondents to this EOI acknowledge that the Region is governed by the *Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA")* and the *Personal Health Information Protection Act ("PHIPA")* and agree to adhere to or exceed the standards set in MFIPPA, PHIPA or other relevant Ontario or federal privacy legislation or common law as may be passed or amended from time to time, as if you were agents of the Region as it relates to the confidential and secure treatment of personal (health) information or confidential information of the Region.

Respondents agree that any personal information provided to the Region in their response is collected under the authority of the *Municipal Act, 2001* and shall become property and a record of the Region. Such records may be released pursuant to such Acts. Respondents name at a minimum will be made public on request. In addition, certain response information may be disclosed to Council and accordingly may become part of the public record. All correspondence, documentation and information provided to the Region may be reproduced for the purposes of evaluating EOI submissions. Respondents are advised that as necessary, responses will be disclosed on a confidential basis to advisers retained by the Region to assist the evaluation of the EOI and/or with development of any future RFP.

Respondents should identify any information in their response for which confidentiality is to be maintained by the Region. The Region shall use its best efforts not to disclose any parts of responses marked confidential, but shall not be liable in any manner where information is disclosed by order of the Privacy Commissioner, a court of competent jurisdiction or otherwise as required by law. The Region makes no representations or warranties that the identification of a document as confidential will prevent its release under the provisions of MFIPPA, PHIPA or otherwise under any law. Any information in a response that was not specifically identified as confidential may be treated by the Region as public information. Information regarding the application of MFIPPA and PHIPA is available from the Information and Privacy Analyst of the Regional Clerk's office at Regional Headquarters, Thorold, Ontario.

2 Submission Guidelines

2.1 Background

The Emergency Energy Fund is a program to assist low-income Ontarians, including social assistance recipients with energy-related emergencies.

Niagara Region Community Services will allocate funding to service agencies to deliver the Niagara Emergency Energy Fund (NEEF) based on an Expression of Interest and service demand.

2.2 Funding Focus

The current EOI covers direct NEEF payments issued for clients plus an administration component of 15% of the amount of direct NEEF payments issued.

2.3 Timeframe

Funding allocations for NEEF would align with existing timelines, so that all services would begin July 1, 2017 and end March 31, 2020.

2.4 Definitions

Homeless describes the situation of an individual or family without stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

At risk of homelessness refers to people who are not homeless, but whose current economic and/or housing situation is precarious or does not meet public health and safety standards.

Partnership/Collaboration refers to working with other agencies regularly (can be formal or informal) in order to improve client services and outcomes.

Outcome refers to the changes in the lives of individuals, families, organizations, or the community as a result of the program.

2.5 Eligibility Criteria

To be considered for the EOI, applicants must meet all of the following conditions.

- Be a non-profit organization, health organization, or private sector organization with experience delivering services to people who are homeless or at risk of homelessness
 - For profit enterprises are eligible for funding provided that the nature and intent of the proposed activity is non-commercial and conforms to the guidelines in the EOI
- Be an incorporated agency with a recent Audited Financial Statement
 - Organizations with an income of \$250,000 and over in the most recent fiscal year must submit financial statements that have been audited by a licensed public accountant.
 - If income is less than \$250,000, audited financial statements that have been audited by a licensed public accountant are preferred however; you may submit internally prepared financial statements that include both a statement of revenues and expenses and a balance sheet (statement of assets and liabilities) for the past 12 months.
 - Unincorporated agencies, or incorporated agencies without a recent Audited Financial Statement may apply with a trustee
- Provide the proposed service(s) in one or more municipalities located within the boundaries of Niagara region
- Provide the proposed service(s) to all people who are homeless regardless of race, religion, or ethnicity

The following services/activities are **not** eligible to be funded:

- Capital expenditures, which include:
 - New construction and/or conversions of buildings
 - Repairs and renovations
 - Retrofits
 - Buying land
 - Purchasing buildings
 - The construction, repair, and renovation of new and existing social and affordable housing
- Submissions that do not directly support people who are homeless or at risk of homelessness
- Monies used to repay a pre-existing debt
- Administration costs that exceed 10% of the budget
- Submissions for services/activities that do not fall under a Niagara Regional Council approved service priority

2.6 Overall Scope of Work

The proposed project must:

- Utilize HIFIS for data and case management

2.6.1 Niagara Emergency Energy Fund Scope of Work

The proposed project must:

- Provide eligibility screening for NEEF applicants and administer payments accordingly
- Follow Niagara Region Community Services eligibility requirements for NEEF, as follows:
 - The fund is designed to cover electricity, natural gas, oil and other forms of energy. Funding is limited to payment of arrears, security deposits and reconnection fees.
 - NEEF applicants go through a needs-based application process that assesses income, assets and the nature of the energy emergency.
 - Recipients would be entitled to receive NEEF assistance per utility only once within a 12-month period, except under exceptional circumstances.
 - Emergency assistance from this fund is to be paid directly to the energy provider.
 - The maximum assistance given to a household is the amount required by the energy service provider to have service maintained or reconnected.
 - For a NEEF funding request of \$1500.00 or more, there will be no issuance permitted.

3 Submission Review Process

3.1 Evaluation Scale and Criteria

Compliant submissions will be reviewed.

Any submission with a “No” scoring under Mandatory Requirements will be deemed ineligible and will not be evaluated or considered for funding.

Respondents may be contacted to explain or clarify their submission.

Table 3: Criteria for Submissions – Niagara Emergency Energy Fund

MANDATORY REQUIREMENTS		
Niagara Region’s Homelessness Service Priorities	Service provider indicates they would like to provide NEEF direct payments to clients, understanding that they will receive 15% of the amount of the direct payments as administration and service delivery fees to cover the provision of NEEF.	Yes / No
HIFIS	The service provider will utilize HIFIS for data and case management.	Yes / No
LEAP	Service provider must be a registered LEAP administrator through United Way Simcoe County, and have a partnership agreement with their local Hydro (electricity) provider.	Yes / No

Mandatory Requirements Passed:

Yes Application eligible

No Application ineligible

4 FORM OF SUBMISSION

Eligible submissions **must** include this completed Form of Submission as well as all of the following:

- Submission Summary Document
- Copy of the most recent Audited Financial Statements* (unincorporated agencies, or incorporated agencies without a recent Audited Financial Statement may apply with a trustee)

Note: Successful respondents will be required to submit proof of insurance and Workplace Safety and Insurance Board Clearance in a format acceptable and reasonable to the Region.

We the undersigned, having carefully examined all Sections of this Expression of Interest do hereby affirm the acceptance of the requirements.

COMPANY NAME:	CONTACT NAME: (please print)
(Must Show Correct Legal Company Name)	(Original signatures only; no electronic)
ADDRESS:	SIGNATURE:
	(I/We have the authority to bind the Company)
	TITLE:
	WITNESS NAME:
POSTAL CODE:	SIGNATURE:
TELEPHONE NUMBER:	TITLE:
FAX NUMBER:	DATE:
E-MAIL ADDRESS (Must supply if available):	

* Organizations with income of \$250,000 and over in the most recent fiscal year must submit financial statements that have been audited by a licensed public accountant. If income is less than \$250,000, audited financial statements that have been audited by a licensed public accountant are preferred however; you may submit internally prepared financial statements that include both a statement of revenues and expenses and a balance sheet (statement of assets and liabilities) for the past 12 months.

SUBMISSION SUMMARY DOCUMENT

Name of the Organization:														
Year of Incorporation:														
Charitable Registration #:														
Mailing Address:														
Telephone:														
Executive Director: Email: Phone:														
Contact information for this submission (if different from the Executive Director):														
Period of Time Covered: What is the proposed period of time? (no earlier than July 1, 2017 and no later than March 31, 2020)														
Area Served: What area(s) will benefit from the submission? (check all that apply) <table style="width: 100%; border: none;"><tr><td><input type="checkbox"/> Niagara region (all twelve (12) municipalities)</td><td></td></tr><tr><td><input type="checkbox"/> Fort Erie</td><td><input type="checkbox"/> Port Colborne</td></tr><tr><td><input type="checkbox"/> Grimsby</td><td><input type="checkbox"/> St. Catharines</td></tr><tr><td><input type="checkbox"/> Lincoln</td><td><input type="checkbox"/> Thorold</td></tr><tr><td><input type="checkbox"/> Niagara Falls</td><td><input type="checkbox"/> Wainfleet</td></tr><tr><td><input type="checkbox"/> Niagara-on-the-Lake</td><td><input type="checkbox"/> Welland</td></tr><tr><td><input type="checkbox"/> Pelham</td><td><input type="checkbox"/> West Lincoln</td></tr></table>	<input type="checkbox"/> Niagara region (all twelve (12) municipalities)		<input type="checkbox"/> Fort Erie	<input type="checkbox"/> Port Colborne	<input type="checkbox"/> Grimsby	<input type="checkbox"/> St. Catharines	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Thorold	<input type="checkbox"/> Niagara Falls	<input type="checkbox"/> Wainfleet	<input type="checkbox"/> Niagara-on-the-Lake	<input type="checkbox"/> Welland	<input type="checkbox"/> Pelham	<input type="checkbox"/> West Lincoln
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