

Fort McKay Métis Community Association

Housing First

2018-19 Community Plan on Homelessness Grant Analysis

CIP Grant Summary:

April 1, 2015 - March 31, 2016	April 1, 2016 - March 31, 2017	April 1, 2017 - March 31, 2018	April 1, 2018 - March 31, 2019 Request	April 1, 2018 - March 31, 2019 Recommended by HISC	Difference of Recommended vs. Requested
-	-	-	520,752	-	(520,752)

Program Reporting Required:

N/A

Financial Reporting Required:

N/A

Notes:

This program does not align with the Regional Municipality of Wood Buffalo 10 Year Plan to End Homelessness 2010-2020 (also referred to as the Community Plan on Homelessness or CPH), which seeks to provide permanent (not transitional) housing, have no pre-determined conditions for housing, and offer clients housing choices.

It is also not eligible for provincial funding because it is offered outside the Urban Service Area. While some programs in the rural areas may be eligible for funding through the Government of Canada (Ministry of Employment and Social Development) Homelessness Partnering Strategy (HPS), this particular one does not fall within the federal guidelines. Financial subsidies for rent supplements are provided by the Province of Alberta, which means that a large portion of this proposal is not eligible for federal funding.

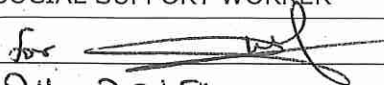
**HISC: Homelessness Initiatives Strategic Committee, which is made up of representatives from the United Way, local community agencies and the federal and provincial governments. Its mandate is to act as a steward of the 10 Year Plan to End Homelessness and make funding recommendations to Council. Its role is a federal funding requirement.*

Budget Line Description	2018-19 Grant Request	2018-19 HISC Recommended
Staff Costs	86,250	-
Overhead Costs	38,861	-
Start-Up Costs	24,300	-
Client Need Costs	256,500	-
Rent Supplement	67,500	-
Subtotal	473,411	-
Administrative Costs	47,341	-
Total Costs	\$ 520,751.62	\$ -

APPENDIX C – SUBMISSION FORM

Proponent Information:

Company Name: FORT MCKAY METIS COMMUNITY	
Street Address: P.O. BOX 5000	
City/Hamlet: FORT MCMURRAY	
Province: ALBERTA	
Postal Code: T9H 3G4	Fax: 1-866-721-8907
Telephone: 780-828-4401	Email: socialwork@fortmckaymetis.com
Society / Business Registration #: 813402682RC0001	GST#: NA

Proponent's Name: MELANIE HEROUX
Proponent's Position: SOCIAL SUPPORT WORKER
Proponent's Signature: 
Date: January 24, 2018

Contact for Additional Information:	Name: EDDISON LEE-JOHNSON
	Position: EXECUTIVE DIRECTOR
	Telephone: 780-370-1562
	E-Mail: elj@mckaymetis.com

The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Facilities & Investment, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.

- ☒ I acknowledge that the above company does have a valid RMWB Business License or Alberta Professional License/Permit to Practice.
- ☐ I acknowledge that the above company does **NOT** have a RMWB Business License and understands the procedure in obtaining a valid license that must accompany the signed award letter.

The awarded vendor **MUST** provide a copy of their Regional Municipality of Wood Buffalo Business License with the signed award letter.

All related information on obtaining a Business License can be found here:

<http://www.rmwb.ca/Municipal-Services/E-Permitting/LicensesPermits/Business-Licensing.htm>

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the Municipality and the selected proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined this RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the rates set out in the Budget Form and has provided a list of any subcontractors to be used to complete the proposed contract.

4. Mandatory Forms

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form (Appendix C)	Umt
Budget Form (Appendix D)	Umt
Reference Form (Appendix E)	Umt
Application Form (Appendix G)	Umt
Proof of Automobile Insurance	Umt
Proof of Liability Insurance	Umt
Proof of WCB	Umt
Copy of the Memorandum and Articles of Association as registered under the Companies Act of Alberta or Societies Act of Alberta	Umt
Proof of current registration status	Umt

Notice to proponents: There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

4. Non-binding Price Estimates

The proponent has submitted its rates in accordance with the instructions in this RFP and in the Budget Form set out in Appendix D. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by the Municipality prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received

all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word "None" on the following line: none. Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

7. Conflict of Interest

For the purposes of this section, the term "Conflict of Interest" means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Municipality in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including, but not limited to, the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponent to read the below statements and check the appropriate box.

- ☒ The proponent declares that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in this RFP.
- ☐ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in this RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of the Municipality and have ceased that employment within twelve (12) months prior to the Submission deadline:


Name of Individual:
Job Classification:
Department:
Last Date of Employment with the Municipality:
Name of Last Supervisor:
Brief Description of Individual's Job Functions:
Brief Description of Nature of Individual's Participation in the Preparation of the Proposal:

(Repeat above for each identified individual)

The proponent agrees that, upon request, the proponent must provide the Municipality with additional information about each individual identified above in the form prescribed by the Municipality.

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Municipality to the Municipality's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.



 Signature of Witness



 Signature of Proponent Representative

Eddison Lee-Johnson

 Name of Witness

Melanie Heroux

 Name

Social Support Worker

 Title

January 23, 2018

 Date

I have the authority to bind the proponent.

APPENDIX D – BUDGET FORM

Detailed Operational Budget

Please note:

- If approved, contracts cannot be issued until Council has approved the total allocation
- Consider that this is a **12 month project** when preparing the budgets
- Funding allocation ends March 31, 2019

ITEM	CALCULATION BREAKDOWN	AMOUNT (12 months)
Staff Costs (list position name / title)		
FOIP s.17(1)		75,000.00
	Total Salary	\$ 75,000.00
	MERCs (15% of Total Salary)	11,250.00
	Total Staff Costs	\$ 86,250.00
Overhead Costs		
Office leasing	provided in kind FMMC	12,000.00
Cell phone	monthly cell phone \$85	1,020.00
Travel / Mileage	960km/week@.45	22,464.00
Vehicle insurance	\$81.63/ month	976.56
Maintenance	bimonthly maintenance \$200/ month	2,400.00
	Total Overhead Costs	\$ 38,860.56
Start Up-Costs		
Office Equipment:	Printer	400.00
Laptop	desk top computer	1,500.00
Desk	provided in kind FMMC	400.00
Supplies	provided in kind FMMC	2,000.00
Training (Staff development)	training align with housing first	20,000.00
	Total Start Up-Costs	\$ 24,300.00
Client Need Costs		
Security deposit	15 clients	22,500.00
Food hamper (Food Bank)	15 clients @100/month	18,000.00

ITEM	CALCULATION BREAKDOWN	AMOUNT (12 months)
Furniture start up	15 clients	75,000.00
Rental / utility arrears	15 client @ 3x assistant/ year	67,500.00
Tenant insurance	15 client	13,500.00
Client needs	care package	10,000.00
Programming	lifeskills, employment readiness, grief/los	50,000.00
Total Client Need Costs		\$ 256,500.00
Rent Supplement		
Rent supplement	15 clients	67,500.00
Total Rent Supplement Costs		\$ 67,500.00
Total Staff/Overhead/Start-up/Client Needs/Rent Supplement Costs		\$ 473,410.56
<i>Administrative Costs (10% of Total)</i>		47,341.06
TOTAL COSTS		\$ 520,751.62
Total Requested from RMWB:		\$ 420,751.62

APPENDIX E – REFERENCE FORM

Each proponent is requested to provide three (3) references from clients who have obtained similar services to those requested in this RFP from the proponent in the last **Five (5)** years.

Reference #1

Company Name:	FOIP s.17(1)
Company Address:	Fort McKay, Alberta
Contact Name:	
Contact Telephone Number:	FOIP s.17(1)
Date Work Undertaken:	
Nature of Assignment:	FOIP s.17(1) was a client who came to the program homeless and unemployed. FOIP s.17(1) worked hard to overcome barriers to achieve employment and a home of her own through Fort McKay Metis Community housing.

Reference #2

Company Name:	FOIP s.17(1)
Company Address:	Fort McMurray, Alberta
Contact Name:	
Contact Telephone Number:	FOIP s.17(1)
Date Work Undertaken:	
Nature of Assignment:	FOIP s.17(1) is a client who came to the program homeless and unemployed. FOIP s.17(1) worked hard to overcome barriers to achieve employment and to secure safe and affordable housing in Fort McMurray.

Reference #3

Company Name:	FOIP s.17(1)
Company Address:	Fort McKay, Alberta
Contact Name:	
Contact Telephone Number:	FOIP s.17(1)
Date Work Undertaken:	
Nature of Assignment:	FOIP s.17(1) was a client who came to the program homeless and unemployed. FOIP s.17(1) worked hard to overcome barriers to achieve employment and a home of her own through Fort McKay Metis Community housing.

APPENDIX G – APPLICATION FORM

2018 - 2019 COMMUNITY PLAN ON HOMELESSNESS FUNDING


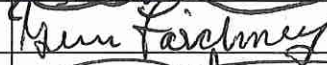

Heading Home: The Right Thing to Do / 10 Year Plan to End Homelessness 2010 - 2020

SECTION 1: Applicant Information

Organization Name: Fort McKay Metis Community		
Mailing Address		
Street Address / PO Box: 5000		
City/Hamlet: Fort McMurray	Province: Alberta	Postal Code: T9H 3G4
Location Address:		
(If different than mailing)		
Phone Number: 780-799-3866		Email Address: awenose@msn.com

Main Contact	Melanie Heroux	Title: Social Support Worker
Name:		
Email Address: socialwork@fortmckaymetis.co Phone Number: 780799-3866		

Is your organization registered as a not-for-profit society or corporation?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Registration #: 813402682RC0001
Act Registered Under:	<input checked="" type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Companies Act (Alberta) <input type="checkbox"/> Canada Not for Profit Corporations Act		

Legal signing Officers for Contract / Cheque Purposes (According to letters patent or other incorporating documents)		
Name	Title	Specimen Signature
Ronald Quintal	President	
Glen Faichney	Vice President	
Eddison Lee-Johnson	Executive Director	
Please provide signature specimens in the space provided.		
How many of the above signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal agreement? 3		
Which signatures (according to your letters patent or other incorporating documents), are required to bind your organization into a legal argument? Ronald Quintal Glen Faichney and Eddison Lee-Johnson		

SECTION 2: Organizational Information

Please answer the following questions in 500 words or less:

- How long has your organization been providing services specific to the homeless population?
- Is serving the homeless population part of your organization's vision and mandate?
- Please provide the organization's vision.
- Please list the programs you currently run specifically for the homeless population.

Fort McKay Metis Community (FMMCA) has been providing service since November 2015 to the homeless and those at risk of becoming homeless. A phased approach has been used in a program called Peoples First Program. "Empowering the Vulnerable Sector. Providing service to those at risk and those who are homeless is in direct alignment with the Fort McKay Metis Community Vision and Mandate.

Fort McKay Metis Community Vision

The hamlet of Fort McKay is a sustainable community where residents live, work, and play. our cultural heritage is highly respected and celebrated by all. the natural environment is integral to our lifestyle and residents enjoy the rivers, trails and forests which are part of our everyday living. the physical and social infrastructure supports a healthy community. our local economy is strong and sustained by a vibrant town centre.

Fort McKay Metis Community Mandate

Fort McKay Metis Community Association is a society pursuant to Alberta's Society Act, established by the Fort McKay Metis Community members to preserve and promote the sustainable, cultural, economic, educational, political and social development of the people of Fort McKay Metis Community Association.

Fort McKay is currently operating the Empowering Vulnerable Sector Program that offers a wide range of support services. Empowering Vulnerable Sector program reaches out to 20% of the Fort McKay Metis Community Members and 4% of non Metis Members. The Fort McKay Metis Community does not discriminate the eligibility of access to programming. The Fort McKay Metis Community is willing to offer support services to those who are in need and requesting access to services available in the Fort McKay Metis Community.

The support services are as follows:

- support services to help clients access and understand the tools available to them to utilize to no longer be at risk of homelessness and/or end homelessness
- assist with family reintegration to youth and members who no longer live in the community but want to maintain community and family connections
- offer stability through job readiness programs and support services to educate clients on finding and maintaining employment
- help clients network with service providers to address personal challenges such as addictions, mental health, domestic violence and any other barriers they may be facing
- assist client build self-esteem through helping youth and adults deal with stressors related to psychological, economical, and personal challenges
- support and encourage independent living by providing referrals to counselling sessions
- support and encourage independent living by providing basic life skills, pre-employment and job training opportunities
- support and encourage independent living by providing rehabilitation of addictions after care support.

SECTION 3: Priorities Being Addressed

Which of the following priorities of the Regional Municipality of Wood Buffalo's 10 Year Plan to End Homelessness will this project address?

(Please check all that apply)

- ☒ Education
- ☒ Change Management
- ☒ Prevention
- ☒ Re-housing
- ☒ Provision of Supports

Give additional information on how this project will address the selected priorities, in 300 words or less:

This project, "Empowering Vulnerable Sector (Ending Homelessness) Program". aims to use the housing first approach to ending homelessness and a holistic approach to case management that is sustainable and result-based-oriented. The program aims to provide intervention and change management skills to 15 clients (12 homeless and 3 at-risk of becoming homeless), by providing life skills programming, grief and loss programming, opportunities to reconnect with their community, family and culture through community celebrations and events, cultural events and traditional healing ceremonies. Also, interested Clients will be given opportunity to participate in training and educational sessions that will provide them with tickets and experience needed to obtain employment. Further to employment opportunities, clients will be given a job shadowing/ placement experience in a field of their interest with the FMMCA Groups of Companies, which assures them of growth and in-service training in the company. With the education and training there is opportunity to be gainfully employed in client's choice of work or employer. Clients who are homeless will be given immediate priority to secure housing through the Fort McKay Metis Transitional Housing program. Upon completion of this project, clients will be given assistance to apply for housing outside of the community that suits the clients employment and family needs, if they choose to do so. Clients will be given support services by the FMMCA Coordinator of this project and direct to access services and resources provided by partnership agencies in Fort McMurray and Alberta duration the implementation of this project.

At the end of the project, clients will become actively contributing members of the community and those seeking employment will be gainfully employed. Also, Clients would have reintegrated into the community and have built a positive support network of family and friends and have obtained the following; life skills, personal responsibility, self care utilizing the holistic model, coping skills for grief, trauma and stress, parenting skills, emotional management, healthy relationship building, time management, financial management, job skills training, resume writing, self-esteem/self actualization, job shadowing/ placement, employment, home maintenance and reconnecting with community and family members.

FMMCA looks forward to working with the RMWB, Provincial and Federal governments to end homelessness in the region.

SECTION 4: Proposed Activity / Project Timeline

Please describe the Project (e.g. Briefly describe what you intend to do in this project):

- *How does your project align with the Regional Municipality of Wood Buffalo's 10 Year Plan to End Homelessness?*

- *Elements of this section may be utilized in Schedule A of your contract. Please be specific.*

In addition, please attach an up-to-date project logic model.

The Empowering Vulnerable Sector (Ending Homelessness) Project will be implemented using the following schedule of activities and milestones. A Logic Model is attached to the proposal.

April 1, 2018- June 30, 2018- Conduct client intake utilizing templates and data programs designated for the project, complete all partnership agreements for duration of project, Develop and coordinate client care plans and schedules with partnered service providers. Meet any client and program reporting demands, submit invoices and receipts in timely manner.

July 1, 2018- September 30, 2018- Continue client care and schedules, begin life skills and preemployment programs, begin client job shadowing/placement, secure employment opportunities, secure client training and schooling, ongoing client care supports, ongoing client service providers programming. meet any client and program reporting demands, submit invoices and receipts in timely manner.

October 1, 2018- December 31, 2018- Continue support for client job shadowing/ placement education and training. Begin reintegration into their community with support and partnership support programming. Meet any client and program reporting demands, submit invoices and receipts in timely manner.

January 1, 2019- March 31, 2019- client reintegration living on own with little to no support, after care and client one on one as needed, minimal partnership programming support, complete client discharge from program. Meet any client and program reporting demands, submit invoices and receipts in timely manner.

SECTION 5: Applicant's Background, Mandate and Expertise

In 500 words or less, how does this project relate to and align with your organizational vision and mandate?

Fort McKay Metis Community Vision

The hamlet of Fort McKay is a sustainable community where residents live, work, and play. our cultural heritage is highly respected and celebrated by all. the natural environment is integral to our lifestyle and residents enjoy the rivers, trails and forests which are part of our everyday living. the physical and social infrastructure supports a healthy community. our local economy is strong and sustained by a vibrant town centre.

Fort McKay Metis Community Mandate

Fort McKay Metis Community Association is a society pursuant to Alberta's Society Act, established by the Fort McKay Metis Community members to preserve and promote the sustainable, cultural, economic, educational, political and social development of the people of Fort McKay Metis Community Association.

This project aligns with the Fort McKay Metis Community vision and mandate by providing full opportunity to

- Engage in community cultural events. FMMCA believes that culture is a vibrant part of ones existence and that cultural wellbeing supports one's holistic development.
- Learn new life-skills, coping skills and job training. providing these to interested clients that are homeless or at risk of homeless has proven over the last three years that it helps to educate and equip people that are vulnerable to becoming self actualized, independent, integrate in the community smoothly and help them manage the triggers of homelessness.
- Take opportunity of pre-employment programs that will lead to self sufficiency and potential full time employment. one of the triggers of homelessness is loss of job or inability to secure a job because of lack of skills or required certification. We proud ourselves to have identified and integrated pre-employment program, which is a testament in our work with FOIP s.17(1) (See page 66 of 78, Appendix E- Reference Form)
- Clients we have worked with have demonstrated high self esteem after graduating from the project we have implemented since 2015. other positives include:
 - i. they have become self aware to take an active role in personal life choices and behaviors
 - ii. make use of the opportunities to train and become employable
 - iii. become active contributing members of their family, community and Municipality.

SECTION 6: Past Projects with Housing Related Activities and Related Outcomes

Have you previously been **unsuccessful** in implementing a program for the homeless population? If so, please explain:

No

The current program has proven to be successful in such ways as housing clients and clients maintaining employment. For the clients who are not employed working on sobriety has been a priority and aiming for success with the help of treatment programs, one on one treatment programs with addiction worker in the community.

SECTION 7: Community Partnerships

Please list community partners and indicate how they will support **this project**.

Include their letter(s) of support.

Waypoints- Support, information and referrals to people affected by family violence.
Community awareness of family violence.
To connect people affected by family violence to community resources.
Providing assistance and advocacy to clients who have experienced difficulties accessing community services.
Connecting rural communities with resources and supports surrounding family violence.

Fort McKay Group of Companies- provide job shadowing opportunities and job placement. Possibly provide gainful employment to successful clients.

Fort McKay Metis Community Association President- Encourages and supports the project in the community.

SECTION 8: Sustainability and Viability

A. Is this project currently operating?

This project has not started.

B. Will this project be ongoing?

Yes, for as long as there are homeless clients that are needing services.

C. Are there other sources of funding supporting this project? If so, list:

No other sources of funding at this time.

D. If approved, how will funding be sustained after the contract end date?

Upon approval, funding will be determined to reapply and/or seek else where based on the client needs and success of program.

E. Do you agree to use the Provincial data system provided to track data from your program?

Yes, the project coordinator agrees to use the Provincial data system and any other documentation required for the project reporting.

FORT MCKAY METIS COMMUNITY ASSOCIATION

Empowering Vulnerable Sector (Ending Homelessness) Project"

LOGIC MODEL

