



## **Expression of Interest Social Services Relief Fund – Phase 2**

Prince Edward-Lennox and Addington Social Services (PELASS), as the Consolidated Municipal Services Manager (CMSM) for the Counties of Prince Edward and Lennox and Addington, is accepting Expressions of Interest (EOI) from qualified and experienced organizations to receive financial support related to the development of transitional housing units in the service area.

The requirements for responses to this EOI are described in this document. Submissions by email, mail or in person, from qualified organizations, will be received by the undersigned no later than November 27, 2020.

All submissions should be marked “Confidential” and submitted to:

Prince Edward-Lennox and Addington Social Services  
95 Advance Avenue, Napanee, Ontario K7R 3Y5  
Attention: Connor Dorey  
Email: [cdorey@lennox-addington.on.ca](mailto:cdorey@lennox-addington.on.ca)

Closing Date: November 27, 2020  
Closing Time: 3:00 p.m. EST

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## Program Overview

The County of Lennox and Addington, as the Consolidated Municipal Services Manager for the Counties of Prince Edward and Lennox and Addington, provides Social Assistance, Children's Services and Housing Services through its Prince Edward-Lennox and Addington Social Services (PELASS) Department. Through its Housing Services division, PELASS is responsible for planning and managing a broad range of housing services across the two counties.

In October 2020, the Ministry of Municipal Affairs and Housing (MMAH) confirmed that PELASS had received its full Social Services Relief Fund (SSRF) Phase 2 allocation of \$499,757. In order to be eligible for their funding allocation, CMSMs were required to submit a business case to the MMAH that identified how its allocation would be used. PELASS submitted a business case to the MMAH that identified that the SSRF Phase 2 Funding would be dedicated to capital costs related to providing transitional housing in our service area. Transitional housing has been identified as a priority in the PELASS Housing & Homelessness Plan and the PELASS Housing Revitalization Study. PELASS is accepting an Expression of Interest (EOI) for projects in the counties of Prince Edward and Lennox & Addington that meet the objectives of the SSRF Phase 2 allocation for PELASS from qualified organizations and agencies.

## Eligible Use of Funding

Proponents can submit an Expression of Interest that aligns with the eligible use of funding. Funding can be used towards costs associated to the acquisition of a new facility and/or the modification of an existing facility to provide transitional housing in the service area. The following are key components of eligible use of funding related to this program:

- Acquisition and, where required, rehabilitation of existing buildings to meet program objectives;
- Conversion of an existing property to create transitional housing; or
- Expansion or enhancement of a construction project in-progress to increase capacity to offer transitional housing.

Other activities may be considered, with supporting documentation, at the sole discretion of the CMSM. Individuals are ineligible to receive funding.

## Project Timelines

This Expression of Interest will close on November 27, 2020. Selected projects will be notified before December 11, 2020.

Selected projects must be able to sign a Contribution Agreement along with an Agreement of Purchase and Sale, for acquisition projects, no later than January 15, 2021. In the case of acquisition projects, the property must have a closing date on or before March 31, 2021. Selected projects must commence within 90 days of the date of signing the funding agreement and must be completed by December 31, 2021.



## Requirements of EOI

Submitted Expressions of Interest should include:

- The name of the Organization/Agency and key contact information (phone number, fax number, mailing and e-mail addresses);
- Description of the proposed project, including but not limited to, geographical area served, target populations, key activities, and anticipated outcomes of the project;
- Description of the organization/agency and ability to carry out the project;
- How the project will meet the current Ontario Building Code, public health, and other applicable requirements;
- Potential project costs and amount requested for the project. If applicable, include contributions to the project from your organization/agency;
- Description of how the organization/agency organization may work with other service providers to enhance quality and effectiveness of the project;
- Identification of how the project will address the goals of the program guidelines;
- Description of how the project will be sustained after the SSRF Phase 2 Funds have been exhausted including how ongoing operating costs to the project will be funded;
- Description of the readiness of the organization/agency to conduct the work necessary for the project; and
- A copy of projected timeline for the work to be conducted.

## Evaluation

All applications submitted through an Expression of Interest will be evaluated by a staff working group. Evaluation will be based on project readiness, project cost, ability to meet timelines and ability to meet program objectives.

Any approval of a proposal for funding will not be binding until a legally enforceable funding agreement has been negotiated and executed by both the organization and PELASS.

All information contained within this application for funding, whether provided by PELASS or the applicant, is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M. 56, and, as such, is public information and may be disclosed to third parties upon request.

Mandatory program criteria must be met; incomplete applications will not be considered for evaluation. Applications that meet the mandatory criteria will be evaluated and only material present within the application will be considered.

PELASS reserves the right to request more information from applicants after the application has been submitted.

## Submission Details

Questions related to this EOI must be received by November 20<sup>th</sup> and are to be directed to Connor Dorey, Manager, Social Services. Responses will be provided to all participants.

Submissions by email, mail or in person, from qualified organizations, will be received and accepted by PELASS no later than November 27, 2020 at 3:00pm EST. Late applications will not be accepted.

**Submissions must be delivered to:**  
Connor Dorey, Manager, Social Services  
Prince Edward-Lennox and Addington Social Services  
County of Lennox & Addington  
95 Advance Avenue, Napanee, Ontario K7R 3Y5  
Email: [cdorey@lennox-addington.on.ca](mailto:cdorey@lennox-addington.on.ca)

All submissions become the sole property of, and are subject to verification by PELASS. PELASS assumes no responsibility for entries lost, stolen, delayed, damaged or misdirected, or for the failure, interruption or delay of any communication to be received, for any reason. PELASS is not responsible for any costs incurred in preparation and delivery of the EOI.

PELASS reserves the right, at its sole discretion and without prior notice, to amend, cancel, close, suspend or reinstate this call for proposals at any time, and for any reason whatsoever.

