



	REPORT No.: 2021-51
MEETING DATE: OCTOBER 21, 2021	DATE PREPARED: SEPTEMBER 30, 2021
SUBJECT: EMERGENCY SHELTER FUNDING POLICY REVISION	

RECOMMENDATION

THAT with respect to Report No. 2021-51 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft revised Emergency Shelter Funding Policy as presented;

AND THAT we authorize the Chief Administrative Officer to amend the policy with respect to housekeeping items, as may be required from time to time.

REPORT SUMMARY

To present the Board with the draft revised Emergency Shelter Funding Policy for review and consideration.

BACKGROUND

The current Emergency Shelter Funding Policy (TBDSSAB #HO-02:2) was established in March 2013. With changes in the homelessness system, an update to the existing policy is recommended.

COMMENTS

The intent of the Emergency Shelter Funding Policy is to guide The District of Thunder Bay Social Services Administration Board's (TBDSSAB) funding strategy for emergency shelter provision to assist homeless and transient persons who are in need of emergency shelter services, in a manner that is in accordance with provincial legislation and Service Agreements between TBDSSAB and Emergency Shelter Service Providers and community needs.

Funding for emergency shelters is dedicated from the Community Homelessness Prevention Initiative (CHPI). The Vision Statement of CHPI is "A coordinated and holistic service delivery system that is people-centered, evidence informed and outcomes-based, and reflects a Housing First approach that focuses on homelessness prevention and reduces reliance on emergency services".

A key objective of the CHPI program is to “reduce reliance on emergency shelters and services and increase efforts in homelessness prevention programs”. TBDSSAB will work with Emergency Shelters and the community to address homelessness and shelter use. CHPI funds will be managed to maximize the impact on homelessness and transition individuals into a more stable environment.

TBDSSAB engages with emergency shelter providers through an annual service agreement that shall be guided by this policy and incorporate operational requirements, standards, targets and outcomes.

FINANCIAL IMPLICATIONS



There are no immediate financial implications resulting from this report. Future financial implications will be presented to the Board through the annual Budget process.

CONCLUSION

It is concluded that this report provides a draft revised Emergency Shelter Funding Policy to the Board for consideration.

REFERENCE MATERIALS ATTACHED

- Attachment #1 DRAFT Emergency Shelter Funding Policy
- Attachment #2 Emergency Hostel Funding Policy (TBDSSAB #HO-02:2)

PREPARED BY:	Crystal Simeoni, Manager, Housing Programs The District of Thunder Bay Social Services Administration Board
APPROVED / SIGNATURE:	
	Ken Ranta, Director, Integrated Social Services Division The District of Thunder Bay Social Services Administration Board
SUBMITTED / SIGNATURE:	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

POLICY & PROCEDURES	CATEGORY/SECTION INTEGRATED SOCIAL SERVICES - HOUSING PROGRAMS
	SUBJECT EMERGENCY SHELTER FUNDING

Legislative Authority

Housing Services Act, 2011

Ministry of Municipal Affairs and Housing (MMAH) – CHPI Program Guidelines

Intent of Policy

The intent of this policy is to guide The District of Thunder Bay Social Services Administration Board's (TBDSSAB) funding strategy for emergency shelter provision to assist homeless and transient persons who need emergency shelter services, in a manner that is in accordance with provincial legislation and Service Agreements between TBDSSAB and Emergency Shelter Service Providers and community needs.

Definitions

Approved Emergency Shelter/Provider

An emergency shelter that has entered into a contractual agreement with TBDSSAB to provide emergency shelter to homeless or transient individuals, and that meets all established operational and reporting requirements.

Chronic Shelter User

An individual who accesses emergency shelter space for six months or more in the past year.

Homeless Persons

Individuals who are residents in the District of Thunder Bay but do not live in a conventional dwelling structure, (e.g., a house, mobile home, an apartment, or similar structure) or are precariously housed (e.g., couch surfing).

Housing First

A service approach that focuses on quickly moving people experiencing homelessness into permanent housing and then connecting them to supports and services as needed to stabilize their housing.

CATEGORY/SECTION INTEGRATED SOCIAL SERVICES - HOUSING PROGRAMS	SUBJECT EMERGENCY SHELTER FUNDING
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Service Agreement

A contractual agreement between TBDSSAB as the Service Manager and an Approved Emergency Shelter, which defines the operational, reporting and funding requirements. The Service Agreement will be reviewed on an annual basis, unless otherwise required.

Transient Persons

Homeless individuals who do not reside, nor intend to reside, in the District of Thunder Bay (e.g., an individual who is just passing through).

Policy

As the Service Manager for housing and homelessness programs designated by the Province of Ontario, TBDSSAB is responsible for planning, administering, and delivering a system of coordinated housing and homelessness services that assist individuals and households to improve their housing stability and address or prevent homelessness.

Emergency shelters provide a safe, temporary place where people can stay (without a referral) in times of need while they work to secure transitional or permanent housing. It offers immediate access to shelter when people have no other safe and appropriate place to stay. Emergency shelter services include the provision of lodging, board, and personal needs to a homeless or transient person on a short-term, infrequent basis.

Emergency shelters are not intended to provide long-term sheltering supports to an individual. Short-term episodic sheltering is the primary purpose of the emergency shelter system, while chronic shelter use identifies a need beyond emergency sheltering.

Key elements of an effective emergency shelter system include access, diversion supports, a focus on housing supports, and collection of data to allow for analysis related to coordinated access.

Funding for emergency shelters is dedicated from the Community Homelessness Prevention Initiative (CHPI). The Vision Statement of CHPI is “A coordinated and holistic service delivery system that is people-centered, evidence informed and outcomes-based, and reflects a Housing First approach that focuses on homelessness prevention and reduces reliance on emergency services”.

A key objective of the CHPI program is to “reduce reliance on emergency shelters and services and increase efforts in homelessness prevention programs”. TBDSSAB will work with Approved Emergency Shelters and the community to address homelessness and shelter use. CHPI funds will be managed to maximize the impact on homelessness and transition individuals into a more stable environment.

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To be eligible to be recognized as an approved emergency shelter service provider, any new organization must submit an expression of interest for review by TBDSSAB. Should the initiative warrant further review, a business case outlining the particulars of their service offering and how the needs of the community would be met is required. TBDSSAB would provide parameters for inclusion in a business case. This submission would be reviewed by Administration, with a recommendation of acceptance to be presented to the Board if supported.

There may be opportunities for emergency shelter providers who are not approved for ongoing operational funding to request one-time funding. In these situations, an application or business case would be required and reviewed by Administration. The criteria for approval would be defined by the specific funding available, but the initiative should address objectives in TBDSSAB's 10-year Housing and Homelessness Plan, or other urgent community need.

Funding Model

Base funding and utilization payments for emergency shelter services for transient and homeless individuals will be issued to approved Emergency Shelter Service Providers who are in compliance with their service agreement, provincial legislation and, TBDSSAB policy and procedures.

1. The Base funding amount for approved emergency shelter services shall be 50% of the TBDSSAB budgeted emergency shelter subsidy amount for the fiscal year and shall be based upon the approved number of beds described in the Service Agreement between the TBDSSAB and the Approved Emergency Shelter provider, as a percentage of the overall approved system, and may be amended from time to time, by the TBDSSAB.
2. Utilization funding for approved emergency shelter beds shall be 50% of the TBDSSAB budgeted emergency shelter subsidy amount for the fiscal year and shall be paid based upon actual percentage of occupancy of the total Approved Emergency Shelter System.
3. TBDSSAB will reduce the utilization funding amount for shelter space occupied by individuals considered a chronic shelter user. The reduction will be determined through the Service Agreement and will impact the monthly subsidy amount.
4. TBDSSAB will review annual data reporting for the outcomes identified in the Program Evaluation report included in the annual service agreement and make future funding adjustments to the base funding amount based on the actual outcomes compared to targets.

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INTEGRATED SOCIAL SERVICES - HOUSING PROGRAMS	EMERGENCY SHELTER FUNDING

5. Base and Utilization funding amounts are based upon a fixed total annual amount to be determined as part of the annual TBDSSAB budget approval process. Budgets will be determined based on community need, program options, success of initiatives and other factors that reflect positive outcomes.
6. Authorization to arrange alternative emergency accommodations (e.g., motel) for homeless and transient individuals and families on behalf of TBDSSAB is limited to those designated by agreement to do so.
7. All TBDSSAB funded approved emergency shelter service providers are required to work together in a coordinated system to facilitate the provision of temporary emergency shelter services to homeless individuals in accordance with their services agreements.
8. TBDSSAB policy and procedures, as may be amended from time to time, must be adhered to in the delivery of emergency shelter services and payment of all funding.
9. Annual operational funding surpluses will be recovered by TBDSSAB. In exceptional circumstances, the Director Integrated Social Services may approve that operational surplus funds, up to the total amount of the operational surplus, be carried over to the next fiscal year, or retained by the approved emergency shelter provider. Any request to carry over or retain surplus funds must address an unmet need and be consistent with the 10-year Housing and Homelessness Plan.

Transient Homeless Emergency Assistance (where no emergency shelter exists)

Emergency assistance may be required where, as a result of travel, inclement weather or having no safe space to reside for the night, the health and safety of the transient homeless person(s) may be in jeopardy. This form of emergency assistance is generally provided on a one-time, as required, basis where no established emergency shelter is available.

One night of accommodation at a designated motel or other shelter provider may be authorized to transients and will be paid out of the Community Homelessness Prevention Initiative. TBDSSAB will only reimburse expenses, which have been pre-approved through an existing agreement with community partners.

TBDSSAB #ISS-02:2

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Emergency Shelter Reviews

TBDSSAB will engage in operational reviews of approved emergency shelters on a regular basis, within a timeframe not to exceed 5 years. The review will examine the compliance with the contractual agreement and evaluate outcomes. Further, the review will explore policies, financial reporting, physical conditions, administrative practices, and any other matter that would impact the effective operation of the emergency shelter. Ongoing service agreements will be guided by the outcomes of the operational reviews.

Related Procedures:

Emergency Hostel Services (to be revised following policy approval).

DRAFT

POLICY & PROCEDURES

SECTION

HOUSING & HOMELESSNESS

SUBJECT

EMERGENCY HOSTEL FUNDING

Legislative Authority

Housing Services Act, 2012

Ministry of Municipal Affairs and Housing (MMAH) – CHPI Program Guidelines

Intent of Policy

The intent of this policy is to guide The District of Thunder Bay Social Services Administration Board's (TBDSSAB) funding of Emergency Shelter provision to assist homeless and transient persons who are in need of emergency shelter services, in a manner that is in accordance with provincial legislation and Service Agreements between TBDSSAB and Emergency Shelter Service Providers.

Policy

Emergency Shelter Services means the provision of board, lodging and personal needs to a homeless person on a short-term, infrequent basis. Base funding and Utilization payments for emergency shelter services for transient and homeless individuals will be issued to approved Emergency Shelter Service Providers who are in compliance with their service agreement, provincial legislation and, TBDSSAB policy and procedures.

Standards of Application

1. The Base funding amount for emergency shelter services shall be 70% of the TBDSSAB budgeted amount for the fiscal year and shall be based upon the approved number of beds described in the Service Agreement between the TBDSSAB and the Emergency Shelter provider, and may be amended from time to time, by the TBDSSAB.
2. Utilization funding for emergency shelter beds shall be 30% of the TBDSSAB budgeted amount for the fiscal year and shall be paid based upon actual occupancy up to the maximum permanent bed capacity established within the service agreements.
3. Base and Utilization funding amounts are based upon a fixed annual amount to be determined by TBDSSAB.
4. Emergency shelter beds located in permanent dormitories are to be utilized in both emergency shelters prior to any temporary spaces permitted on an emergency basis in any of the shelters.

TBDSSAB #HO-02:2

SECTION

HOUSING & HOMELESSNESS

SUBJECT

EMERGENCY HOSTEL FUNDING

5. Authorization to arrange alternative emergency accommodations (e.g., motel) for homeless and transient individuals and families on behalf of TBDSSAB is limited to those designated in writing to do so and this must be carried out in accordance with TBDSSAB procedure.
6. The Emergency Shelter Service Providers are required to work together as well as with TBDSSAB to facilitate the provision of emergency shelter services to homeless persons in accordance with their services contracts.
7. TBDSSAB policy and procedures, as may be amended from time to time, must be adhered to in the delivery of emergency shelter services and payment of Base and Utilization funding.
8. Emergency shelter service providers are to be advised in writing of changes in procedure relative to their responsibility in delivery of services.

Related Procedures:

Emergency Hostel Services - PROCEDURE - 010209.doc

Committee Review Dates: N/A
IMPLEMENTATION / BOARD APPROVAL DATE:
March 28, 2013
REVISION DATE(S):

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