



Lu'ma Native BCH Housing Society  
(Translated from Salish as: New Beginnings)

## CALL FOR PROPOSALS

### FOR HOMELESSNESS PARTNERING STRATEGY SOCIAL INFRASTRUCTURE FUNDS (SIF)

APRIL 1, 2018- MARCH 31, 2019

### **FOR NON-HOUSING FIRST DEDICATED FUNDING**

## APPLICATION GUIDE

All projects must be completed on or before March 31, 2019.

**A sustainability plan or exit strategy is required.**

*The community entity, Lu'ma Native BCH Housing Society confirms that it is under no obligation to make a funding recommendation for any or all proposals submitted pursuant to this CFP.*

**The deadline for submissions is Wednesday October 4, 2017, 2:00 p.m.**

**Incomplete application package and late submission will not be considered.**

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CALL FOR PROPOSALS  
HOMELESSNESS PARTNERING STRATEGY  
2018-2019 NON-HOUSING FIRST SUPPORT SERVICES FUNDING

## Section 1: Introduction

The community entity (CE), Lu'ma Native BCH Housing Society invites submissions in response to this Call for Proposals (CFP) for Homelessness Partnering Strategy (HPS) to meet the priorities set out in the Aboriginal Homelessness Steering Committee 2014/2019 Community Plan, *Summer 2016*, as identified below.

### **The Homelessness Partnering Strategy (HPS) and Objectives: Aboriginal Homelessness Objective(s)**

The HPS aims to prevent and reduce homelessness across Canada. From 2014 - 2019 HPS will support projects aimed at reducing homelessness, primarily through the Housing First approach, and includes projects aimed at preventing individuals and families at imminent risk from becoming homeless.

Aboriginal Homelessness funding is used for projects delivered primarily by Aboriginal service providers across Canada to address the specific needs of the off-reserve homeless Aboriginal population. It includes activities that promote inclusion within the Aboriginal community and that are congruent with Aboriginal identity and practices to ensure services are integrated and culturally-appropriate. Activities in designated and rural and remote communities are eligible for funding under the Aboriginal Homelessness funding stream, provided the project meets the funding stream requirements, as identified in the program directives and guidelines

This guide outlines the information required to complete the Support Services **Application for 2018-2019 HPS Non-Housing First Dedicated Funding.**

Notification of the CFP has been distributed by email to individuals and organizations in Metro Vancouver identified as being involved in the provision of services and facilities to homeless and at imminent risk from becoming homeless populations in the region. It is recognized that although many organizations will receive this CFP, the distribution list may not encompass all providers or services to the homeless in the region.

This CFP applies to submissions for projects to be completed by **March 31, 2019**

Submissions for HPS Aboriginal Homelessness Non-Housing First funding stream in Metro Vancouver will be considered only through the CFP process. Proposals will be reviewed by the Community Advisory Board (CAB) the Aboriginal Homelessness Steering Committee (AHSC) and recommendations made for funding to Lu'ma Native BCH Housing Society (CE). Lu'ma Native BCH

Housing Society will in turn conduct a due diligence review of submissions. The submissions review process is explained on page 11 of this document. The successful applicants will be required to participate in data collection exercise initiated by LU’MA BCH and/or Canada for tracking Non-Housing first clients.

## **Section 2: Summary of Non-Housing First Call for Proposals**

### **1.0 2018-2019 Funding Priorities**

- To improve the self-sufficiency of homeless individuals and families and those at risk of imminent risk of homelessness through individualized services

### **2.0 Eligible Activities under this priority**

- Support Services
- Community Coordination of resources and leveraging
- Data collection and use

### **3.0 Beneficiaries of Activities under this priority**

Homeless individuals and families and those at imminent risk of homelessness (outside of Housing First Programs)

### **4.0 Eligible Project Period**

April 1, 2018 – March 31, 2019

### **5.0 Maximum funding available to support Non Housing First projects:**

- |  |                     |
|--|---------------------|
| • Support Services                                   | <b>\$742,652.00</b> |
| • Coordination of Community Resources and Leveraging | <b>\$82,517.00</b>  |
| • Data Collection and Use                            | <b>\$82,517.00</b>  |

## **Section 3: Application Criteria**

### **Application Criteria for Eligible Projects/Activities for Non-Housing First Support Services Priority**

- i. The submission must outline all the activities to achieve the outcomes under Non-Housing First Funding Stream
- ii. Funding activity must be complete on or before March 31, 2019
- iii. Homeless individuals and families and those at imminent risk of homelessness are the target populations for Non-Housing First funding

- iv. The applicant must demonstrate that with the requested HPS contribution, the project has 100% operational funding in place. Unless you are a private individual, attach a copy of your organization’s most recent auditor’s statement, or if an audit is not completed or required by applicant, most recent fiscal year’s balance sheet and revenue and expense statement (this is required to verify existing financial capability)
- v. Matching contributions: HPS funds are **not** intended as **core funding** for any program or organization. Applications that have matching in-kind and/or cash contribution will have priority for funding consideration. If applicable, the applicant must provide written confirmation from funding partners confirming the nature and dollar value of their financial or in-kind support.
- vi. If your organization has adopted terms of reference, a vision or mission statement, or is a registered Society or business, attach a copy of your documentation stating the purposes and objectives of your organization, including copies of your incorporation documents.
- vii. If your proposal involves hiring, attach a job description for each position, detailing tasks, reporting requirements, hours, remuneration including MERC's and benefits, and qualifications. If applicable, a union concurrence letter must be provided
- viii. The applicant must complete the attached sustainability plan and/or exit strategy. “Stacking” is not permitted: HPS funds may not be proposed for, or invested in, activities that are already funded by another funding source, otherwise referred to as “stacking” – see Section 6.0 of the HPS Terms and Conditions at <https://www.canada.ca/en/employment-social-development/services/funding/homeless/homeless-terms-conditions.html>
- ix. Funds owing to Canada: For applicants, any debt owing to Canada must be disclosed
- x. **No organization shall be funded unless the organization demonstrates that it applies sound financial management practices and respects the highest level of integrity**

## 1.0 Eligible Applicants

Aboriginal not-for-profit organizations are eligible to receive Non-Housing First support services funding. Aboriginal for-profit enterprises are eligible for funding provided that the nature and intent of the activity is non-commercial and fits within the HPS Terms and Conditions. If you are representing a coalition, letters from your partners describing and confirming their involvement must be attached. Please note only one organization may submit on behalf of a coalition group.

These terms and conditions can be found at

<https://www.canada.ca/en/employment-social-development/services/funding/homeless/homeless-terms-conditions.html>

## 2.0 Eligible Geographic Area

To be eligible for funding through the HPS, the project must occur in one or all of the following communities in Metro Vancouver; Village of Anmore, Village of Belcarra, Bowen Island Municipality, City of Burnaby, City of Coquitlam, City of Delta, City of Langley, Township of

Langley, Village of Lions Bay, City of Maple Ridge, City of New Westminster, City of North Vancouver, District of North Vancouver, City of Pitt Meadows, City of Port Coquitlam, City of Port Moody, City of Richmond, City of Surrey, Tsawwassen, City of Vancouver, District of West Vancouver and City of White Rock.

### **3.0 HPS Eligible Activities for Non-Housing First Support Services Priority**

The Non-Housing First (NHF) support services activity area includes the following activities that can be funded by HPS; however, do not count towards investments to meet the Housing First investment targets: Please note the involvement, and inclusion of elders in programs and services is considered an eligible activity. Example: Elders as part of an ICM or Case Management team.

#### **Support services**

To improve the self-sufficiency of homeless individuals and families and those at imminent risk of homelessness through individualized services. Communities are required to do their due diligence to ensure that HPS funding is used to fill gaps and not used to fund activities that could be covered through other provincial/territorial and municipal programs and services.

Activities include:

- Housing placement (outside of Housing First)
- Connecting clients to income supports
- Pre-employment support, and bridging to the labour market
- Life skills development (e.g. budgeting, cooking)
- Supports to improve clients' social integration
- Culturally relevant responses to help Aboriginal clients
- Connecting clients to education and supporting success
- Liaise and refer to appropriate resources
- Housing loss prevention (only for individuals and families at imminent risk of homelessness)
- Basic or urgent needs services

#### **Coordination of resources**

To ensure coordination of resources and leveraging of services and resources, including:

- determining a model in support of a broader systematic approach to addressing homelessness;
- identifying, integrating and improving services (including staff training on activities and functions in support of a broader systematic approach to addressing homelessness);
- partnership development in support of a broader systematic approach to addressing homelessness; or

- working with the housing sector to identify opportunities for and barriers to permanent housing (e.g. establishing landlord relationships, mapping of current available assets) in support of a broader systematic approach to addressing homelessness
- consultation, coordination, planning, and assessment (e.g. community planning) can also be included as eligible activities

## **Data Collection and Use**

To improve data collection and use, including:

- Collection of data to demonstrate accountability, support decision-making, and inform of the homelessness situation;
- Activities intended to build partnerships for data collection and analysis;
- Gathering, sharing, and disseminating information with the Community Advisory Board (CAB), CE, and other interested parties about:
  - the size and composition of the homeless and imminently at-risk populations, including how the size and/or composition are changing over time;
  - the progress made in preventing and reducing homelessness;
  - the tracking and monitoring of activities; and
  - the relevant information needed to make better informed decisions
- Technical support for data collection, analysis, and management;
- Purchase of equipment to collect and compile data (e.g., computer, server); and
- Hire a local Data Coordinator to perform analysis and report development only where there is not already a NHIS-funded Community Coordinator at the local or provincial level performing these duties.)

## **4.0 Expected Outcomes**

The HPS has an evergreen Performance Measurement Strategy, which includes a series of outcomes that assists the program in meeting its objective of preventing and reducing homelessness in Canada. Progress toward meeting the program’s objective is measured through a series of measures as set out in the Performance Measurement Strategy.

The expected outcomes of the HPS are:

- Community-level homelessness priorities are addressed;
- Partners are engaged to maximize and coordinate collective efforts; and
- Enhanced understanding of homelessness at the local and national level.

### **Key Performance Measures**

Key performance measures are used to measure relevance, effectiveness and efficiency of programming, and to support progress monitoring, reporting by management and evaluation. Key performance measures include:

- Positive Social & Economic Outcomes, such as income, employment, education and job skills training
- Percentage of individuals placed in housing through a Non-Housing First intervention that maintain housing; and
- Amount invested by external partners for every dollar invested by the HPS.

**Please note that 3-month and 6-month follow-up reporting are mandatory for projects providing Housing Loss Prevention and Housing Placement Support Services.**

The key performance measures listed above are a sample of a more comprehensive set of indicators that have been developed. These indicators may be modified over time to ensure that can adequately measure the program outcomes and successes.

The full Terms and Conditions for the HPS 2014-2019 can be found at <http://www.esdc.gc.ca/eng/communities/homelessness/funding/terms.shtml>

## **5.0 Eligible Costs/Expenditures**

Project costs in whole or in part that are eligible for Non-Housing First Funding Stream under HPS include:

Eligible expenditures are those considered necessary to support the purpose of the Non-HF project.

Eligible expenditures include the following:

- Overhead costs, including costs related to central administrative functions of the recipient organization that are drawn upon to support agreement activities (such as shared postage, telephones, IT maintenance and head office support);
- Costs of materials and supplies;
- Wages and mandatory employment related costs (MERCs);
- Staff training and professional development costs;
- Honoraria;
- Printing and communication costs;
- Professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors;
- Participant costs;
- Other costs necessary to support the purpose of the funding, as approved by ESDC.

Specific requirements with regards to the eligible expenditure categories listed above are included in program directives and guidelines, as set by ESDC.

No commitments of any type or expenditures should be undertaken with respect to the HPS portion

of a project unless the project has been recommended by AHSC, and approved for the Contribution Agreement by Lu'ma Native BCH Housing Society. No expenditures shall be eligible until the agreement has been completed and signed. **Any expenditure incurred prior to the agreement to start date in the Contribution Agreement will be the applicant's sole responsibility and not eligible for reimbursement.**

Only expenditures made before March 31, 2019 are eligible for HPS funding. In addition, any proposal costs incurred prior to the contract start date defined in a LU'MA NATIVE BCH Contribution Agreement and the portion of any proposal cost for which you have already received funding or are eligible to receive funding from another source are ineligible for HPS funding.

### **Stacking limit**

Where possible and appropriate, the costs of an eligible activity will be shared with the recipient and/or the government and/or the private sector. However, where the sharing of costs with the recipient and private sector is not feasible, total government funding (federal, provincial/territorial and municipal funding for the same eligible expenditures) must not exceed 100% of eligible expenditures.

## **6.0 HPS Funding & Community Contributions**

The project should have long-term partnerships in place. Other eligible contributing partners could include provincial and local governments, local health authorities, and private foundations or corporations. **Letters confirming the nature and amount of each partnership are required if in place, along with the full name and contact information for your primary funding partner.**

### **8.0 CFP packages may be obtained from the following**

Linda LaVallee Project Coordinator & Planning Consultant email: lava@lnhs.ca
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### **Closing Date for Applications**

- The deadline for receipt of submissions is **Wednesday October 4, 2017 2:00 p.m.**

### **CFP Submission**

- A complete application, budget and project narrative with Sustainability checklist and plan must be received **via email** at [homelessness@lnhs.ca](mailto:homelessness@lnhs.ca) **on or before the due date of Wednesday October 4, 2017 not later than 2:00 pm timestamped by Lu'ma server.**

All inquiries related to this CFP are to be directed in writing to Linda LaVallee [lava@lnhs.ca](mailto:lava@lnhs.ca). Information obtained from any other source is not official and may be inaccurate.

Please complete the application as requested. **Handwritten submissions will not be accepted.** Elaborate art work, corporate brochures and lengthy narratives are discouraged.

***An email receipt will be sent upon receipt of submission. It is the sole responsibility of the applicant to ensure that its CFP submission is received as indicated, by the stipulated time. CFP submissions received after the stipulated time, will not be accepted and will not be considered.***

## **SECTION 4: PROPOSAL EVALUATION**

### **1.0 How will Submissions be evaluated?**

Submissions for the Homelessness Partnering Strategy Non-HF Project will be reviewed, evaluated and recommended by AHSC Review Committee. The review process will be divided into two steps: one to determine whether the submission is eligible for Non-HF Project, and two, to evaluate eligible submissions.

#### **1.1 Determining Basic Eligibility**

Submissions will be evaluated to determine whether they meet the application criteria per Section 3.0

#### **1.2 Proposal Analysis - Evaluation Criteria**

Once basic eligibility - is established, the submissions will be evaluated in each of the following areas;

- i.** **Proposal Quality:** What is the overall quality and soundness of the proposal? How well does it advance the objectives of HPS and the HPS/AHSC Community Plan? Special consideration will be given to proposals utilizing alternative methods to addressing Aboriginal homelessness.
- ii.** **Applicant Group:** What is the capacity of the applicant and the people involved in implementation or service delivery in terms of experience, abilities, resources and relationship with key agencies? Can the applicant demonstrate it has sound financial practices and organizational stability to ensure the proposal will be successfully implemented within the given timeline?
- iii.** **Meets Community Plan Priorities:** Does the submission demonstrate need for the project or activity using existing data, research and letters of support, or show involvement of community in development and planning? Have agencies collaborated and coordinated to provide a project or activity for the homeless? Does the project demonstrate linkages to other agencies for the provision of

services? To what extent does the project contribute to a distribution of services throughout Metro Vancouver? To what extent does the project attempt to fill remaining gaps in service?

- iv. Measurable and Achievable Outcomes: Does the proposed project or activity have measurable and achievable benefits or outcomes to meet the needs of the chronically and episodically homeless population and/or the at imminent-risk homeless population? What will be the impact in the short-term and in the longer-term? What is the impact in terms of achieving stable housing? Please refer to HPS Expected Outcome in Section 2
- v. Financial Feasibility: Are the budget and related activities realistic for the project as described based on Labour Market Information, value for money and fair market value Does the project provide good value with respect to the HPS contribution (e.g. makes use of other funding sources and/or operated in a cost-effective manner)? Will they utilize all the HPS contributions within the proposed timeframe? Does the proposed project or activity avoid unnecessary duplication of services?
- vi. Location: Is the location of the project or service appropriate for intended clientele?
- vii. Evaluation: What evaluation and monitoring processes will be put in place to measure performance of the project?
- viii. Community Contribution: Does the proposed project or activity leverage other funding, including but not restricted to utilization of existing funding and in-kind contributions (e.g. partnerships)? Have funding partners been identified and confirmed with a letter of commitment from each funding partner provided?
- ix. Sustainability: How will proposed projects or activities be sustained when the HPS contribution agreement ends?
  - Is there an expectation that the project will be fully sustained; are certain actions required to sustain the project and are there timelines associated with these actions?
  - Does the sustainability action plan address the capacity of the organization?
  - What partnerships are in place and additional partners are required to sustain the project?
  - What confirmed funding sources are in place?
  - What additional funding sources are required to sustain the project?
  - What steps will be taken to confirm the required funding sources and what are the expected timelines for confirmation?

**If sustainability is not expected to be achieved, then a detailed exit strategy is required.** Applicants must indicate whether there will be a scale down or a reduction of services, the impact of such a reduction on clients, investments and the community at large, and how clients and the community will be advised of the planned scale down or reduction of services. The exit strategy should include specific timelines and an explanation of the involvement of other community partners in the exit strategy, if applicable.

## **2.0 Submission Review Process**

Each submission will be reviewed by the CAB according to the evaluation criteria listed in Section 3 and 4.1. This review will take into account available Non-HF Project funding. Submissions may be subject to negotiation. Submissions that are recommended by the CAB will be forwarded to the CE, LU'MA for their due diligence review. In direct consultation with LU'MA, applicants will be requested to verify all application information, and to determine the eligible project or activity, eligible project costs, performance measurements, and funding mechanisms needed to complete a Funding Agreement. In all cases, applicants will be advised by the CAB, AHSC whether their submission was recommended for funding or not.

LU'MA will be responsible for ongoing monitoring of projects and activities receiving HPS funding.

## **SECTION 5: ADMINISTRATION**

### **1.0 Interpretation of Documents**

All inquiries related to submissions of proposals for funding are to be directed to Linda LaVallee lava@lnhs.ca. Information obtained from any other source is not official and may be inaccurate.

If an applicant is in doubt of any part of the specifications or other documents, or finds omissions or discrepancies, a request for interpretation or correction may be submitted. If deemed necessary by LU'MA, an addendum will be issued to all applicants.

### **2.0 Submissions of CFP Application**

*No oral, faxed, or paper proposals will be considered.* Applicants can only submit as per the above noted method.

### **3.0 Evaluation**

Submissions for Homelessness Partnering Strategy funding will be evaluated by members of the Community Advisory Board as per Section 4, 1.0

### **4.0 Changes to Submissions**

The applicant shall not change the submission after the closing date.

## **5.0 Ownership of Submissions**

The current Call for Proposals is being issued by the Community Entity as the contract holder with Service Canada (as the AHSC is not a legal entity), all responses to the CFP becomes the property of the Community Entity and the submitting agency.

## **6.0 Applicant’s Expenses**

Applicants are responsible for all expenses in preparing a submission.

**LU’MA in its sole discretion reserves the rights to modify the terms of the CFP at any time.**

## **7.0 Joint Submissions**

Joint submissions, partnerships and coalitions are encouraged, including a joint submission by two applicants or more having no formal corporate links. In this case, one applicant must be prepared to take legal responsibility for the relationship with LU’MA as set out in a contribution agreement. This must be defined in the CFP submission. MOU’s are encouraged and recommended for joint submissions clearly outlining each organizations role and responsibility under the proposed project.

## **8.0 Acceptance of Terms**

All terms and conditions of this CFP are assumed to be accepted by the applicant and incorporated in its submission.

## **9.0 Confidentiality and Security**

The following conditions apply:

- this document, or any portion thereof, may not be used for any purpose other than for CFP submissions;
- the applicant must agree not to divulge or release any information that has been given or provided on a confidential basis.
- it is the policy of the AHSC and LU’MA NATIVE BCH (“these bodies”) to maintain confidentiality with respect to all confidential information related to the CFP submissions, but these bodies are subject to the Freedom of Information and Privacy Act. If the applicant considers that any of its information is confidential, the applicant shall identify the confidential information and advise these bodies in its submission.

## **10.0 Negotiation**

Subsequent to the submission of CFP applications, interviews and negotiations may be conducted by the CE. There shall be no obligation by the CE to receive further written information from any applicant or to disclose the nature of any submission received.

## **11.0 Conflict of Interest**

An applicant has a conflict of interest when his/her business or personal interests are in actual or

potential conflict with the duties which he/she has agreed to perform under this application. If the applicant is in conflict of interest, the applicant shall identify and declare in its submission.

### **12.0 Licensing/ Compliance With Laws**

The Applicant shall carry out the Project in compliance with all applicable federal, provincial and municipal, by-laws and regulations, including any environmental legislation. The Applicant shall obtain prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

### **13.0 Financial Management Practices**

An applicant shall not be funded unless the organization demonstrates that it applies sound financial management practices and respects the highest level of integrity.

An applicant shall not be funded if 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 3 years concludes to irregularities in the organization's financial management practices or raises integrity issues.

These restrictions do not apply if an organization demonstrates that the irregularities and issues have been resolved and that measures have been diligently put in place to prevent reoccurrence.

## **SECTION 6: PROPOSAL FORMAT**

### **1.0 What to Submit?**

Please ensure that your submission package includes one (1) signed scanned original of the following:

- ✓ Completed Application form; The Application Form must be fully completed and signed by the legal signatory(ies).
- ✓ Appendix A: Work Plan with Sustainability Plan or Exit Strategy
- ✓ Appendix B: Project Budget Detail
- ✓ Appendix C: Submission Checklist (please mark (✓) the documents submitted.
- ✓ Appendix D: MOU Template
- ✓ Supporting Documents

**NOTE:** Successful applicants may be required to provide additional information, documentation and clarification as requested

**NOTE:** Existing organizations under contract with Lu'ma Native BCH Housing Society, under the HPS funding stream, are not required to submit the following:

- Certificate of Incorporation
- Board of Directors

- *Organization mandate, mission, vision*
- *Audit documents and or financial statements*

## **2.0 How to complete the Proposal?**

### **The Application has four parts:**

- Part 1 – Organization
- Part 2 – Project Identification
- Part 3 – Funding
- Part 4 – Declaration

In order for an application to be considered complete, it must be accompanied by all required documents as specified by the Program to which your organization is applying.

However, there is flexibility in the Application for situations where the information requested may not apply to all organizations or may be best provided through some other means. You may leave a section blank only where the following terms are present:

- “if applicable”;
- “if different”.

Please Note: All items marked with an asterisk (\*) in the Application form are mandatory unless otherwise specified.

### **PART 1- ORGANIZATION**

#### *Organization Identification:*

LU<sup>3</sup>MA uses the information you provide in this section to establish your organization’s identity.

#### *Financial Management Information:*

Please identify who is eligible to sign on behalf of your organization.

Specimen signatures will be used to determine whether legal agreement and expense claims, provided by the organization are binding.

#### *Accounting Practice & Insurance:*

The purpose of this section is to measure the systems you have in place to manage funds, how your organization manages its debts, if the organization’s insurance is in good standing; and to ensure no conflict of interest will arise as a result of receiving HPS funding. If the organization is unionized, the application must show union concurrence with the proposed project.

## **PART 2 – PROJECT IDENTIFICATION**

Project name should be different from that of your organization

The planned start and end dates of your project: April 1, 2018 – March 31, 2019

Please note that activities cannot begin before your project is approved and an agreement has been signed by both the recipient and LU’MA.

You should not assume any commitment on the part of LU’MA until funding has been approved and a formal agreement has been signed by a representative of LU’MA. LU’MA will notify you in writing of the outcome of the review of your application.

*Does the proposed project fit with your organization’s other activities?*

Please describe how the project relates to the ongoing work of your organization. You may wish to highlight how past achievements and current activities and/or projects are related to your proposed project. This information helps LU’MA to determine the extent to which your organization is able to undertake the proposed project and to achieve the expected results.

*Will any other organizations, networks, or partners be involved in carrying out the project?*

If relevant, please describe the other group(s) or individual(s) as well as the role(s) and expertise they will bring to the project. This information will help LU’MA to assess the support base for your project.

**Part 2.1:** Please provide details in Appendix A – The Work Plan Template which must be included as part of the application

**Appendix A** –Please use this section to complete questions from Part 2.1 of the application which identifies eligible activities

**1. Project description** - LU'MA uses the information you provide in this section as part of the assessment in determining whether or not your proposed project is eligible for funding.

- Please describe the degree to which proposed activities support program objectives to reduce and prevent homelessness and program priorities;
- The need for proposed activities

**Example:**

**Insufficient detail:** *The project will fund staff salaries and wages in support of the Program*

**Well detailed:** *The project will fund staff salaries and wages in support of the Program that will provide direct client supports and intervention to at imminent risk of homeless male youth such as housing placement services, life skills training, and employment development services at downtown eastside with the goal of increasing economic and social integration and providing increased access to services or programs*

**2. Project Activities Summary** - including milestones

Please refer to the Application Form Part 2.2 for the activity(ies) selected. Activities are the specific tasks carried out by the project to meet the objectives. Milestones mark the anticipated date of completed activities and achieved results. Your description of project activities should indicate what tasks will be undertaken during the duration of the project in order to attain the stated objectives.

This information will assist in completing the Work Plan section of Appendix A

**Example:**

*This project serves those who are at imminent risk of homelessness. It assists clients with finding housing and connects clients to housing resources, such as furniture, small appliances and damage deposits through referrals to other organizations. It also helps clients keep their housing by providing landlord-tenant mediation and linking people with resources such as income security, education, income and job training.*

**3. Project objectives** - The objectives describe what the project intends to accomplish and provide the context in which progress can be monitored and success can be measured. Objectives are specific, measurable, attainable, relevant and time-based.

Project objectives should (but are not limited to):

- Be consistent with the funding program's objectives;
- Identify a specific outcome(s) that the project is designed to accomplish
- Ensure that these outcome(s) are measurable;

- Identify who will benefit from the project; and
- Show how meeting the project objectives will help to achieve the identified outcomes.

#### **4. Work Plan**

*4.1 Timelines-* Please mark the anticipated date of completed activities.

*4.2 Identified Eligible Activities-* Please describe, in **full detail**, the proposed project activities. Project activities are the steps that will be taken to meet the objectives of the project. Activities should be specific, measurable, realistic and relevant to the project objectives and demonstrate how the project outcome(s) will be achieved.

Your project should be broken down into various steps (milestones) that reliably show your expected progress and plans to complete the project on time and within budget.

Please include details about how the project will be delivered.

There should be a clear link between the project activities and the project costs outlined in the project budget. The information you provide here will have a significant bearing on the assessment of your project and of your organization's ability to undertake the project successfully.

*4.3 Outcomes/ Expected Results:* must be clearly linked to the project objectives and be specific, concrete and measurable.

*4.4 Indicators/ Milestone:* A performance measurement developed by your organization to measure the success of your project in achieving your overall objectives, including the impact of funding from other partners.

The indicators are used to measure relevance, effectiveness and efficiency of programming, and to support progress monitoring, reporting and evaluation. The successful applicant will be required to use data tracking software (in partnership with HIFIS).

The following are helpful guidelines in writing project expected results, outcomes and indicators:

- Identify the specific change the project is designed to accomplish.
- Ensure that these changes are measurable
- Be clear and concise;
- Be realistic and achievable, given individual and organizational constraints, timeframes, and resources available; and
- HPS/AHSC Community Plan Priorities (*Updated Summer 2016*)

**Example:**

*To assist (provide an expected number) homeless or at imminent risk of being homeless clients access permanent housing and receive wrap-around supports through individualized services*

*# of clients will increase their income or income stability, # of clients participate in a local drumming circle.*

**5. Sustainability Action Plan or Exit Strategy (Requirement)**

Under the HPS, sustainability refers to maintaining the community process, activities and projects initiated under the HPS beyond March 31, 2019.

You are required to prepare either a sustainability action plan or exit strategy. A description of a sustainability action plan and exit strategy is found below.

5.1 A **sustainability action plan** must include the following three elements:

a. **Capacity of Organization:**

- What partnerships are in place and what additional partners are required to sustain the project?
- What confirmed funding sources are in place and what additional funding sources are required to sustain the project? What steps will be taken to confirm the required funding sources?
- Are there developments occurring at the community level that will have a positive impact on your project? If so, provide details on how sustainability at the community level will affect the sustainability of your project.

b. **Level of Services:**

- Is the sustainability action plan designed to sustain the proposed level of activity? If not, what level of service (reduction in staff, reduction of outreach) will be maintained?
- How will the reduction in service impact/effect individual organizations served by the project and community at large? (i.e. will a new gap be created?)
- Where a reduction of service or sustainability of proposed level of service is not achievable, an exit strategy is required. (Exit strategy discussed below)

c. **Time Lines:**

- Specific timelines must be included with all activities included in the sustainability action plan.

5.2 If you propose an **exit strategy** for your project, the following elements need to be included:

- A description of what is expected to happen to the organization as a result of the exit strategy and loss of service
- A description of what impact on investments will occur as a result of the exit strategy and what will be the impact on the community at large (i.e. will a new gap be created?)
- What are the specific timelines for the implementation of the exit strategy?

**Part 2.2:** Identify the percentage (%) of the proposed service activities that align with the eligible activities listed. The total percentage allocated has to be 100%

**PART 3 – FUNDING:** Please provide details in Appendix B – Budget Detail Template which must be included as part of the application

#### **Part A – Anticipated Sources of Contribution**

It's encouraged that the applicants seek cash and/or in-kind contributions for their proposed project from other sources of funding. Each program has a “stacking limit”, that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for any one project or initiative. Contributions to the project cannot exceed 100% of eligible expenditures.

LU'MA uses the information provided in this section to verify that your funding request conforms to any stacking limit or requirement for funding from other sources.

“Other sources of funding” includes any source of funding (including from your organization) other than the program to which you are applying for funding.

**Please note:** Only contributions (cash and/or in-kind) that will be received by the recipient should be included on the Budget Detail Template as “Other sources of funding”.

*Source Name:* Please include the name of the organization that will contribute funds and/or in-kind contributions to this project. LU'MA should be listed as the first source name and any other sources listed below.

*Source Type:* Use the following list to identify the type of anticipated funding partner:

1. Crown Corporation

2. Federal Department or Agency
3. Foreign Governments
4. Not-for-Profit
5. Private Sector
6. Provincial/Territorial Government
7. Regional or Municipal Government
8. Sponsor/Organization/Recipient
9. Union
10. Other (please specify)

*Cash:* Please include the amount of funding that will be provided.

*In-kind (\$ value):* In-kind contributions are non-monetary goods or services that may be contributed to the project by your organization or other organizations or partners for which your organization will **not** be requesting re-imbursement. In-kind support may include donated equipment, services or facilities necessary for the proposed project that would otherwise have to be purchased.

To be considered valid, in-kind contributions should contribute to the success of the project, and their monetary equivalent estimated at fair market value.

*Confirmed Cash and In-Kind:* Cash and In-kind contributions should be committed to in writing by the contributing party. Please check (x) if this has been confirmed.

Letter confirming the nature and amount of each partnership are required, along with the full name and contact information for your primary funding partner.

### **Part B - Project Budget detail (Appendix B)**

Prepare your expenditure plan using the cost categories in Appendix B. This form must be included as part of the application form which identifies eligible costs/expenditures. All costs should be for reasonable amounts and related to the proposed activities. Please note the budget is organized according to two main categories and the total organizational infrastructure cost has to be within 15% of the total budget value.

When listing the budget, please itemize costs into the appropriate category. - Please note the text in red italics provides further clarification on some cost categories as they relate to HPS.

LU<sup>3</sup>MA uses the information provided in this section to assess the overall cost of the proposed project, as well as the general nature of the budget to be covered by all anticipated sources of funding.

Please provide the total planned budget. Please note the CE will be using current Labour Market Information, value for money and fair market considerations when assessing project costs. Travel rates are based on Treasury Board guidelines.

#### **PART 4 – DECLARATION**

Please ensure that your application is signed by an official, authorized representative of your organization. People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization (chief executive officer, executive director, chiefs of finance or human resources).

The Application for Funding must be signed in accordance with the organization's statutes, by-laws or other constituting documents. For example, the president and the chief financial officer may be required to sign all outgoing documents.