

FOR PROVINCIAL COMMUNITIES KNOWN AS “OTHER URBAN AREAS”

GUIDE FOR 2018-2019 Funding for Capital Initiatives

Call for Proposals (CFP) Due 2:00 p.m. Thursday March 1, 2018

The Community Entity (CE), Lu'ma Native BCH Housing Society is pleased to announce that we are seeking proposals for funding under the Homelessness Partnering Strategy (HPS), for Capital Initiatives.

On December 7, 2016, the Provincial Aboriginal Homelessness Committee (PAHC) Community Advisory Board (CAB) approved to invest in large capital initiatives as per the HPS community plan. The CE is soliciting proposals for funding. The purpose of this CFP is to:

- to preserve or increase the capacity of facilities used to address the needs of people who are homeless or at imminent risk of homelessness.
- Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities
- New construction of transitional or permanent supportive housing, or non-residential facilities,
- Purchase of transitional housing, permanent or permanent supportive housing, and non-residential facilities to create new space of furniture, equipment and/or vehicles.

The contract period will be from **April 1, 2018 to March 31, 2019**. The funding preference will be given to those projects that can demonstrate success as per the HPS Capital sustainability checklist and full investment in the contract period.

Capital project CFP summary:

- Funding objective: To implement the CAB recommended and approved HPS community plan priorities.
- Eligible HPS community plan priority: *“To preserve or increase the capacity of facilities used to address the needs of people who are homeless or at imminent risk of homelessness.”*
- Eligible Communities: Communities referred as “Other Urban Areas”), outside of Metro Vancouver, Victoria, Nanaimo, Duncan, Prince Rupert, Prince George, Kamloops, and Kelowna.
- Intended beneficiaries: Homeless or at imminent risk of homelessness Aboriginal persons
- Eligible Project period: April 1, 2018 to March 31, 2019
- Available funding
 - **April 1, 2018-March 31, 2019: \$105,540.00**

Capital Initiatives:

Program Requirements: Projects must **be completed by March 31, 2019**.

To be eligible for consideration the projects must meet the Capital Investments Directive.

Eligible Activities

The capital costs that can be funded to preserve or increase the capacity of facilities used to address the needs of people who are homeless or at imminent risk of homelessness include:

- Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities, including:
 - Renovating an existing facility for upgrades and to meet building standards.
 - Repurposing an existing property to create transitional housing or permanent supportive housing.
 - Expanding an existing facility.
 - Renovating a property following a transfer under the Surplus Federal Real Property for the Homelessness Initiative (SFRPHI) to create transitional housing and/or permanent supportive housing.
- New construction of transitional or permanent supportive housing, or non-residential facilities, including:
 - Building a facility.
 - Tearing down an existing facility and building a new one.
 - Service space where the Investments in Affordable Housing Initiative (IAH) is building or renovating to create permanent housing.
 - Eligible costs related, professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital costs of the purchase of land or building.
- Purchase of transitional housing, permanent or permanent supportive housing, and non-residential facilities to create new space or units:
 - Eligible costs related, professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital costs of the purchase of land or building.
- Purchase of furniture, equipment and/or vehicles, including:
 - Eligible costs related to other capital costs (e.g. vehicles, tools, equipment, machinery, computers, and furniture).
 - Purchased vehicles must be used exclusively for HPS service delivery.
 - All capital assets must be managed in accordance with ESDC's Disposition of Capital Assets policy.

Applicants must demonstrate they have done the following: linked with the Province or Territory; encouraged leveraging, and ensured sustainability:

- Linking with the Province or Territory: Efforts should be made to link with provincial, territorial or municipal funding. It is important to provide evidence of the need to

purchase, construct, or renovate facilities and that provincial/territorial and municipal partners have been engaged to ensure that the community is best placed to undertake the capital project. This should be demonstrated through the HPS Sustainability Checklist for Applicants of Capital Investment Projects. HPS funds can be used to complement other capital investments made by a province, territory or municipality. However, HPS funding must not duplicate or displace funding from other programs (should be used to fill a gap in these instances).

Provincial Alignment / Concurrence

- Respondents must consult with the designated BC Housing contact to ensure that their proposals are properly aligned with the provincial homelessness capital investments strategy.
- Respondents must obtain a letter of support attesting to alignment of their proposed capital project with the provincial homelessness and capital investments strategy.

Designated BC Housing contact:

- Encouraging leveraging: Where possible, communities are encouraged to ensure that HPS is not the sole funder in capital projects. For capital projects consisting of new construction or purchase of facilities, the community is required to record the in-kind and financial contributions of each capital investment sub-project funded under HPS.
- Ensuring sustainability: Capital projects often represent a significant investment of program funds and provide an asset of enduring value to the community to support their efforts to combat homelessness. Capital projects funded under HPS should lead to new or improved services that will be maintained after project completion. Accordingly, applicants **must** provide a sustainability plan that demonstrates how the service(s) supported by the capital investment will be maintained once HPS funding has ended. Applicants must identify all relevant funding sources for the operation of the facility and/or new services through their application documents.

To be considered for funding sustainability plans **must** include:

- HPS sustainability checklist with 1 page narrative (see example)
- Confirmation of partnerships; partnerships letters required including contact information as CE staff will follow up with partnerships as part of the due diligence process.
- Confirmation of their funding sources for ongoing operations;
- Report if the project will increase the level of services or if they will remain stable; and
- Include a timeline for the completion of their activities.

As part of the application process for a sub-project, capital project applicants must follow the Sustainability Checklist (**Appendix C**) in order to demonstrate that the minimum project

sustainability standards have been addressed. Applicants are required to complete the checklist as part of any proposal to create or expand a facility which could result in increased annual operational costs. The sustainability checklist can also be used to assess sustainability in capital projects that do not incur increased annual operational costs (e.g. equipment purchase or renovations in a facility where no space, beds or units are added or no service is created or expanded).

Sustainability narrative example:

#2 - CAPITAL

Capacity of Organization

X has been actively working for decades to create positive, supportive communities for Aboriginal people, encouraging the celebration and expression of Aboriginal culture and the development of healthy Individuals and families. X's mandate is to provide Y for people of Aboriginal ancestry living on limited incomes.

X currently has Z complexes, comprised of XXX units, located in A and B. The oldest of these projects is located at X Street, which has been open since XXXX.

X has the experience and capacity to successfully redevelop the X project. The Society recently completed a building envelope rehabilitation of our XXX unit complex at Z Street in X, after rehousing the residents in other X projects.

X has a highly experienced Board of Directors and staff complement who have been involved in the construction of new housing complexes and retrofits at our sites and are very familiar with the development and redevelopment process. We have had a long partnership with a development consulting firm with extensive experience in the Lower Mainland and throughout the province.

Partnerships & Funding Sources

Project Specific Partnerships – Capital – X has received funding to pursue the redevelopment of this site from X1 Society in the amounts of \$ and \$\$ and X2 is actively reviewing our application for Proposal Development Funding as a partner with HPS in the rezoning process. X2 is also supporting our request for funding to take the project through the final development stages to the start of construction.

Project Specific Partnerships – Operating – X2 will continue to provide subsidies to the existing XX units that will be redeveloped in this Phase once the redevelopment is completed.

Existing Partnerships – X has established excellent partnerships with other organizations. In the City of Z, X has partnered with the X3 Society to provide outreach, counseling and services to the tenants and community at large. The Society's outreach team is located on-site, in X's building. Our goal is to use this model and develop a partnership to provide similar on-site supports at our complexes in the city of W. X is looking to support healthy future generations by partnering with the X4 Aboriginal program to deliver Services to foster healthy development in children. A strong partnership with the City of W RCMP was developed to ensure the ongoing safety of our tenants. Note: There is no funding this year for the RCMP/Parks and Recreation Youth Program. In addition, we have partnered with X5 who offer powwow dancing lessons, drumming and guitar lessons and teach cultural crafts to the children. Some of the children will be performing at the Talking Stick Festival.

Level of Services

Currently, X serves the local Aboriginal community by providing a gazillion housing units. Each X complex has a Tenant Association, which provides community building and cultural activities for the tenants. These activities include traditional workshops, graduation events, Christmas Dinner and Community Gatherings. X employs a Tenant Relations Coordinator who actively works with individual tenants to evaluate their specific needs and provides direction and assistance to access services required by the individual, including Health Services, various Government Ministries, and, where necessary, treatment facilities.

We realize there is very limited safe, affordable and appropriate rental opportunities in the broader community and endeavor to work with our tenants to ensure their tenancies are successful so they do not become homeless.

Exit Strategy (if applicable) N/A

Capital projects are also subject to monitoring for up to five (5) years **after** the project end-date to ensure recipients are compliant with the terms of their funding agreement with Lu'ma Native BCH Housing Society.

Operating Budget is required as part of the budget submission.

Lu'ma BCH monitors capital investments for emerging issues and may ask for course correction as needed.

Ineligible Activities

- Purchase or construction of new emergency shelters (except under the HPS Rural and Remote Homelessness funding stream and non-designated communities receiving funding under the Aboriginal Homelessness funding stream).
- Construction and renovation of housing units whose funding is covered by the bilateral Investments in Affordable Housing Initiative (IAH) agreement with the Canada Mortgage and Housing Corporation and most Provinces and Territories.
- Affordable or social housing, including:
 - Repairs to social housing units.
 - Renovation of affordable or social housing units.
 - Creation of affordable or social housing units.

It is preferred that these projects:

- Have an effective and measurable evidence-based program design to meet the Aboriginal community priorities
- Demonstrate the organization’s experience and capacity to complete the proposed capital project.
- The narrative should include a strong and clear statement with a list of tasks that need to be carried out for each deliverable

Provision of Evidence-Based Support Services

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:

- Decrease in the estimated number of shelter users who are chronically homeless;
- Decrease in the estimated number of shelter users who are episodically homeless;
- Decrease in length of shelter stay;
- Positive Social & Economic Outcomes, such as income, employment, education and job skills training
- Percentage of individuals placed in housing through a Housing First intervention that maintain housing; and
- Amount invested by external partners for every dollar invested by the HPS.
- Increase integration of clients into the community and a sense of belonging in the Aboriginal Community.
- Increase clients capacity to maintain housing and self-sufficiency

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:

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

Eligibility

Aboriginal not-for-profit organizations are eligible to receive this 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. **(Appendix D)** 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>

Funds Available

The total amount available under this CFP:

- **\$105,540 for the period of April 1, 2018-March 31, 2019.**

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.

Performance Monitoring

The funding recipient will be required to collect and report performance data as required. Performance measures will be provided upon the application is recommended. Monthly financial and narrative progress reports will be required as well.

Eligible Costs/ Expenditures

Example of eligible costs:

- Pre-Development costs (land/building purchase)
- Pre-Development (demolition)
- Pre-Development (service)
- Development costs
- Facility construction/ renovation expansion/ repurposing
- Equipment/ Vehicle/ Furniture purchasing (capital assets)

Things to consider:

1. Review these costs as you deem appropriate, ensuring that negotiation of these costs is transparent and well documented on each agreement;
2. Recommended checklist (all YES answers mean this cost can be considered as an eligible expense):
 - ✓ Is the capital project related costs reasonable (for example, a benchmark of about \$500 for a single bed)
 - ✓ Rationale must clearly outline how the costs link to the successful outcome of the project and must demonstrate the need for this type of cost;

As always, these costs must be monitored and risk managed to ensure they are used only when necessary and integral to the success of the project.

CFP Requirements

In order to be considered for full application your organization must complete the attached

1. Capital Application Form
 - i. 2018-2019 Capital Project Work Plan (**Appendix A**)
 1. Capital Project Description
 2. Expected Outcomes
 3. Capital Project activities and Deliverables
 4. Sustainability plan (narrative)
 - ii. Capital Project Budget Detail Template (**Appendix B**) that includes an Operating Budget
 1. Activity related direct project costs
 2. Administrative Costs.
2. Sustainability Checklist and Plan (**Appendix C**)
3. If you are representing a coalition, letters from your partners describing and confirming their involvement must be attached. (**Appendix D – MOU**)
4. Capital Project Submission Checklist with supporting documents. (**Appendix E**)

NOTE: If there are no changes, existing organizations under contract with Lu'ma Native BCH Housing Society, under the HPS funding stream, are not required to submit the following:

- **Audit documents and or financial statements**
- **Incorporation Certificate**
- **Board of Directors**
- **Organization mandate, mission, vision**

If your application for funding is recommended and approved you will be asked to sign a funding contract. All application information will be verified to determine the eligible project or activity, eligible project costs, performance measurements, and funding mechanisms needed to complete a Funding Agreement.

CFP Submission

A complete application, budget and project narrative with Sustainability checklist and plan must be received via email at homelessness@lnhs.ca on or before the due date of **Thursday March 1, 2018 not later than 2:00 pm timestamped by Lu'ma server.**

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

Reviewing the CFP submissions

The CE is committed to ensuring a fair and transparent process for selecting applicants for this funding opportunity. The CE and Community Advisory Board will review all applications received as of the closing date to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

The CE is under no obligation to move projects through to the next stage of the process or to fund a project at the amount requested or at all.

All applications will be reviewed under the guidance of the PAHC HPS CAB. Projects will then be recommended to the CE for due diligence and contracting. Once due diligence has been completed all applicants will be notified of the outcome of their proposal.

All successful applicants are encouraged to become members of the PAHC.