



CALL FOR PROPOSALS

REACHING HOME: CANADA'S HOMELESSNESS STRATEGY

APRIL 1, 2020 - MARCH 31, 2024

APPLICATION GUIDE

All projects must be completed on or before March 31, 2024.

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 applications submitted pursuant to this CFP.

The deadline for submissions is Thursday January 16th, 2020, 4:00 p.m.

Incomplete application package and late submission will not be considered.

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CALL FOR PROPOSALS

Reaching Home: Canada's Homelessness Strategy

SECTION 1: INTRODUCTION

The Community Entity (CE), Lu'ma Native BCH Housing Society (LU'MA BCH) invites submissions in response to this Call for Proposals (CFP) for Reaching Home (RH) funding to meet the priorities set out in the 2019-2024 Investment Plan approved by the Provincial Indigenous Homelessness Committee (PIHC) on October 10, 2019.

This guide outlines the information required to complete the **Application for 2020-2024 Reaching Home Funding**.

Reaching Home (RH) and Indigenous Homelessness Objective(s):

The definition of Indigenous Homelessness was defined in 2019 by both the IHSC and PIHC and was adopted for the Reaching Home Directives:

“Indigenous Peoples who are in the state of having no home due to colonization, trauma and/or whose social, cultural, economic, and political conditions place them in poverty. Having no home includes: those who alternate between shelter and unsheltered, living on the street, couch surfing, using emergency shelters, living in unaffordable, inadequate, substandard and unsafe accommodations or living without the security of tenure; anyone regardless of age, released from facilities (such as hospitals, mental health and addiction treatment centers, prisons, transition houses), fleeing unsafe homes as a result of abuse in all its definitions, and any youth transitioning from all forms of care”.

Reaching Home: Canada's Homelessness Strategy is a community-based program aimed at preventing and reducing homelessness across Canada. This program provides funding to urban, Indigenous, rural and remote communities to help them address their local homelessness needs.

In addition to supporting needed services for homeless individuals or those at risk, helping them to transition to self-sufficiency, RH promotes building the capacity of communities through data collection, partnerships, practical and applied research, and innovative initiatives.

Together these efforts support evidence-based decision-making and enable RH investments to be better targeted for greatest impact. This is accomplished by mobilizing partners at the federal, provincial/territorial and community levels, and in the private and voluntary sectors, as well as other stakeholders, to address barriers to well-being faced by those who are homeless or at imminent risk of homelessness.

Reaching Home supports the goals of the National Housing Strategy, in particular, to support the most vulnerable Canadians in maintaining safe, stable and affordable housing and to reduce chronic homelessness nationally by 50% by fiscal year 2027 to 2028.

The internet site and Program Directives can be accessed for additional details regarding the program.

<https://www.canada.ca/en/employment-social-development/programs/homelessness.html>
<https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html>

Notification of the CFP has been distributed by email to individuals and organizations in communities referred as “Other Urban Areas”, outside of Metro Vancouver, Victoria, Nanaimo, Duncan, Prince Rupert, Kamloops, and Kelowna identified as being involved in the provision of services and facilities to homeless and at imminent risk from becoming homeless populations in these regions. 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 regions.

This CFP applies to submissions for projects to be completed by **March 31, 2024**. Submissions for RH Funding in Other Urban Areas will be considered only through the CFP process. Applications will be reviewed by the PIHC Review Committee and recommendations made for funding to the Indigenous CE- LU’MA BCH. LU’MA BCH will in turn conduct a due diligence review of submissions. The submissions review process is explained on page 14 of this document.

SECTION 2: SUMMARY OF CALL FOR PROPOSALS

1.0 2020-2024 Funding Priorities

- A. Housing services
 - Prevention and shelter diversion
 - Client support services
- B. Capital investments

2.0 Beneficiaries of Activities

- ✓ Indigenous chronic homeless
- ✓ Indigenous homeless individuals and families and those at imminent risk of homelessness

3.0 Eligible Project Period

April 1, 2020 – March 31, 2024

4.0 Maximum funding available per fiscal year: **\$527,700.00**

Eligible Activities	Annual Maximum Funding Available				Total
	Year 2020-2021	Year 2021-2022	Year 2022-2023	Year 2023-2024	
A. Housing Services Prevention and Shelter diversion Support Services	\$422,160	\$422,160	\$422,160	\$422,160	\$1,688,640
B. Capital Investments	\$105,540	\$105,540	\$105,540	\$105,540	\$422,160

SECTION 3: CRITERIA FOR ASSESSMENT

Application Criteria for Eligible Projects/Activities for Reaching Home Funding

- i. The submission must outline all the activities to achieve the objectives under Reaching Home Program
- ii. Funding activity must be complete on or before March 31, 2024
- iii. The applicant must demonstrate that with the requested RH 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 complete or required by applicant, most recent fiscal year’s balance sheet and revenue and expense statement (this is required to verify existing financial capability).
- iv. Matching contributions: RH 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.
- v. 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.
- vi. If your Application 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
- vii. The applicant must complete the attached sustainability plan and/or exit strategy.
- viii. “Stacking” is not permitted: 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.
- 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. Additional details regarding the Financial Management Accountability can be accessed at https://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/tbm_133/questpr-eng.asp**

1.0 Eligible Applicants

This funding is used for projects delivered primarily by Indigenous organizations to address the specific needs of the off-reserve homeless Indigenous population

Indigenous not-for-profit organizations are eligible to receive RH Funding. Indigenous for-profit enterprises are eligible for funding provided that the nature and intent of the activity is non-commercial and fits within the RH 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 [Reaching Home: Terms & Conditions](#)

2.0 Eligible Geographic Area

To be eligible for funding through the RH, the project must occur in one of the eligible communities referred as “Other Urban Areas”, outside of Metro Vancouver, Victoria, Nanaimo, Duncan, Prince Rupert, Kamloops, and Kelowna or also addresses the needs of Indigenous Homelessness in communities:

- with populations over five thousand (5000) people; and
- which require special consideration and have previously demonstrated a need consistent with the objectives of the RH, and who are located outside of Vancouver, Victoria, Nanaimo, Duncan, Prince Rupert, Prince George, Kamloops, and Kelowna.

3.0 Eligible Activities for Reaching Home Funding

A. Housing services

Housing Services are those that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe

Eligible activities include:

Housing placement

- Determining an individual’s or family’s preferences and needs for housing and type of supports.
- Securing housing for individuals and families by working with private and public local real estate, landlord associations, home communities (for example, First Nation band, Inuit community, Métis settlement), to identify available housing units.
- Time-limited rental assistance in the context of a rapid rehousing project. While at the discretion of the community to establish parameters for the rental assistance, rapid rehousing usually consists of 3 to 6 months of support.
- Providing landlord-tenant services for an individual or family that was placed into housing, which includes providing landlord mediation and training on roles and responsibilities of tenants and landlords.
- Re-housing (if required).

Emergency Housing Funding

- Within parameters that are established by the community, funding to help cover housing costs in the short term while awaiting access to longer-term housing supports, including the Canadian Housing Benefit or benefits from provincial, territorial or municipal programs.

Housing set-up

- Activities which cover costs associated with setting up a housing unit, including: insurance, damage deposit, first and last months' rent, maintenance (for example, painting), moving, furniture, kitchen, basic groceries and supplies at move-in, etc. Available to all individuals and families, not just those in receipt of rental assistance or Emergency Housing Funding.
 - If a provincial social assistance or other program offers first and last month's rent or damage deposits, this funding should be exhausted first before Reaching Home funding is used for these purposes.

Ineligible activities include:

- Emergency Housing funding while the individual or family is supported by the provincial, territorial or municipal welfare and rent supplement programs; and
- Level of funding provided for Emergency Housing Funding must not exceed amount of financial assistance provided by provincial, territorial or municipal rent supplement programs for

A. Prevention and shelter diversion

Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. This includes supporting individuals and families who are currently housed but at-risk of losing their housing and preventing individuals who are being discharged from public systems (for example, health, corrections, and child welfare) from becoming homeless.

Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system. Shelter diversion programs help individuals and families seeking shelter to explore safe and appropriate alternate housing arrangements and, if necessary, connect them with services and financial assistance to help them find secure housing.

- Shelter diversion is different from other permanent housing-targeted interventions because of the point in time in which the intervention occurs. Shelter diversion focuses on people as they are seeking entry into shelters, while prevention focuses on people at risk of homelessness. However, many of the same initiatives may be employed with shelter diversion as with prevention.

Eligible activities include:

- Discharge planning services for individuals being released from public systems (for example, health, corrections, and child welfare)

- Help obtaining or retaining housing, including shared housing
- Landlord liaison and intervention to prevent eviction and preserve tenancy
- Advice on budgeting, credit counseling and debt consolidation
- Legal advice, advocacy and legal representation in order to avert eviction
- Emergency assistance to help avert eviction (for example, food, clothing, transportation vouchers, cleaning/repair of damage to a rental unit)
- Moving costs; and
- Short-term financial assistance to help avert eviction or loss of housing with rent, rental arrears, and utility deposits or payments.

Ineligible activities include:

- Provision or payment for student housing for students who are not at imminent risk of homelessness; and
- Supports for low-income individuals or families who are not at imminent risk of homelessness.

A. Client support services

Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. They may also include services to support the economic, social and cultural integration of individuals and families.

Basic needs services

Eligible activities include:

- Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.
- Life skills development (for example budgeting cooking).
- Longer-term food programs that are part of another eligible activity (for example, activities that assist with community reintegration).
- Culturally relevant supports for Indigenous people (for example, cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to 3 months).
- Access to traditional foods and medicines.
- Repair or replacement of eyeglasses (if not otherwise covered through medical services).
- Disability supports (for example mobility and other assistive devices if not otherwise covered through medical services).
- Personal identification.

- Access to technology (for example phones, community voice mail, safe apps, computers, etc.) in a community setting (for example in a resource or drop-in centre).
- Bus or public transit tickets related to integration activities (for example, job search/interviews, appointments/reconnecting to family).
- Transportation to home community (mileage eligibility to be determined by community).
- Access to oral care programs (if not covered by a provincial/territorial government).

Ineligible activities include:

- Delivery of basic needs services without any demonstrated outreach or intervention to improve housing stability or social/economic integration as part of the project activities.

Clinical and treatment services

Eligible activities include:

- Brokering and navigating access to clinical, health and treatment services (includes mental health and addictions support) through case management, including through an Intensive Case Management team.
- Partnership development, liaison and integration to bring together services to support the needs of individuals or families or to establish case management teams where none exists
- Delivery of harm reduction activities that seek to reduce risk and connect individuals and families with key health and social services.
 - These activities may include, for instance, storage, distribution and provision of materials and/or supplies (for example, needles), prevention interventions (for example, targeted programming to prevent substance abuse in homeless youth and/or youth at-risk of homelessness; managed alcohol programs, connecting individuals to harm reduction services).
- Professional fees for services provided in support of Indigenous individuals and families (for example services provided by Indigenous Elders or traditional healers). The value of professional fees, gifts or honoraria must be proportional to the service rendered and should not exceed the reasonable and customary amount for each service; and
- Supports to access traditional or culturally sensitive healing services (for example, healing circles, sweat lodges ceremonies, access to traditional medicines) that are not offered through provincial programming. Eligibility is not based on service location (for example, may be local or require travel to a non-local Indigenous community).

Ineligible activities include:

- Providing general health and medical services (for example, doctors, nurses and other medical professional salaries), mental health or addictions support services (for example, counselling, treatment, and hospitalization) that are already provided through provincial/territorial areas of responsibility.

- Health and medical services components of an Assertive Community Treatment team. An ACT team provides access to services that are the responsibility of provinces and territories and cannot be funded under Reaching Home (for example, psychiatrist, doctor, nurse, substance abuse specialist). However, assisting with project coordination of an Assertive Community Treatment team, and linking individuals and families to existing Assertive Community Treatment teams is eligible.

Economic integration services

Eligible activities include:

- **Income assistance:** services directed towards individuals and families to help them access income benefits (for example, provincial/territorial social assistance, child benefits, disability benefits, veterans' allowance, old age security, or employment insurance).
- **Employment assistance:** pre- and post-employment services (for example, job search assistance, interview preparation) that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.
- **Education and Training assistance:** services to support essential skills development (for example, reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning), services to connect individuals and families to education and training programs and services to support the successful participation in these programs (for example, bus passes, clothing or equipment, food and non-alcoholic beverages, internet access for the duration of the program).

Ineligible activities include:

- Employment activities normally delivered by other federal, provincial or territorial labour market programs
- Job wages for individuals participating in an education, training, or pre-employment program
- Salary for a full-time teacher to provide an alternative to provincial or territorial education
- Tuition
- Workplace skills development; and
- Apprenticeship grants

Social and community integration services

Eligible activities include:

- Supports to improve social integration, for example, costs of participation or provision of recreational/sports activities; and
- Indigenous Elder consultation, gathering and preparation of traditional foods. Establishing and maintaining culturally relevant responses and supports to help Indigenous individuals and families (for example, navigation of urban services including to help establish and maintain

culturally relevant support networks within an urban environment; Indigenous language and culture classes).

Ineligible activities include:

- Purchase of alcoholic beverages.

B. Capital investments

Capital investments are intended to increase the capacity or improve the quality of facilities that address the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families.

Eligible activities 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
- Removing asbestos, mold, rodents; and
- Repurposing an existing property to create transitional housing or permanent supportive housing and expanding an existing facility.
- Repairs of damages resulting from housing placements (includes private market housing).
- New construction of transitional or permanent supportive housing, or non-residential facilities (for example, community hubs to include furniture banks, drop-in centres, resource centres, outreach worker spaces, counselling spaces, laundry facilities, food banks), including if applicable tearing down an existing facility to build a new one.
- Purchase of transitional housing, or permanent supportive housing, and non-residential facilities to create new space or units.
- Eligible costs related to professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital costs of the purchase of a land or building.
- Purchase or construction of new emergency shelters using funding from Indigenous, Territorial and Rural and Remote streams.
- Purchase of furniture, appliances, machinery (for example, lawnmower, woodworking tools), electronic equipment and vehicles (for example, to be used for outreach, transportation for furniture banks).

Ineligible activities include:

- Construction and renovation of housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and most provinces/territories.
- Investments in social housing, including
 - Repairs to social housing units
 - Renovation of social housing units; and
 - Creation of social housing units

The applicant must demonstrate they have done the following:

- **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 to ensure that the community is best placed to undertake the capital project. This should be demonstrated through the **Reaching Home Sustainability Checklist for Applicants of Capital Investment Projects**. Reaching Home funds can be used to complement other capital investments made by a province, territory or municipality. However, Reaching Home funding must not duplicate or displace funding from other programs (should be used to fill a gap in these instances).
- **Encouraging leveraging:** where possible, communities are encouraged to ensure that Reaching Home 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 Reaching Home.
- **Ensuring sustainability:** capital projects require a sustainability plan in which organizations must demonstrate their capacity to operate the facility for its intended purpose for a minimum period of up to 5 years after project completion. Applicants must identify all relevant funding sources for the operation of the facility and/or new services through their application documents. As capital projects funded under Reaching Home should lead to new or improved services after their completion, an exit strategy is unacceptable for capital projects.
- In their sustainability plan, organizations must:
 - describe their partnerships;
 - confirm 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.

Requirement: as part of the application process for a sub-project, capital project applicants must complete and submit the **Projected Five-Year Annual Operating Budget** (Appendix B.1) and the **Sustainability Checklist** (Appendix C) in order to demonstrate that the minimum project sustainability standards have been addressed.

- Applicants seeking capital funding under the regionally delivered funding streams (Designated Communities; Rural and Remote Homelessness; Territorial Stream and Indigenous Homelessness Stream) 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 (for example, equipment purchases or renovations in a facility where no space, beds or units are added, or no service is created or expanded).
- Communities are responsible to review the checklist completed by applicants through the solicitation or Applications, as part of the assessment process.

Requirement: as Reaching Home allocations are annual, multi-year projects must be managed (expensed) on a fiscal year basis.

Requirement: applicable to organizations which own a property or have a long-term lease, capital renovation projects may be subject to monitoring for up to 5 years after the project end-date to ensure recipients are compliant with the terms of their funding agreement with LU’MA BCH.

- Service Canada and LU’MA BCH monitors capital investments for emerging issues and may ask for course correction as needed.

4.0 Expected Outcomes

Reaching Home has an evergreen Performance Information Profile, 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 Information Profile.

The expected direct outcomes of Reaching Home are:

- Indigenous homeless individuals and families are connected to more stable housing; and,
- Communities exhibit an integrated homelessness response system.

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:

- Number of placements into more stable housing under the Indigenous Homelessness stream;
- Number of people that started employment; number of people that began education or job training; number of people that increased their income stability;
- Percentage of clients placed into more stable housing and, 12 months later, remained housed or have successfully exited the program;
- Percentage of clients who remain housed three months after having received a direct housing loss prevention intervention;
- Percentage of Indigenous communities that have implemented Coordinated Access; and,
- Estimated number of shelter users who are chronically homeless.

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 they can adequately measure the program outcomes and successes.

5.0 Eligible Costs/Expenditures

Eligible expenditures are those considered necessary to support the purpose of the funding.

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 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;
- Costs associated with conferences and knowledge sharing; and,
- Capital costs:
 - Costs of the purchase of land;
 - Costs of the purchase of a building;
 - Costs of the construction/renovation of a building, including materials, supplies, and labour costs; and,
 - Other capital costs (e.g. vehicles, tools, equipment, machinery, computers, and furniture).

Where the recipient further distributes contribution funding to a third-party organization to carry out project activities, payments from the recipient to the third party to reimburse the latter for the above-listed types of expenditures incurred are also eligible expenditures.

Specific requirements with regards to the eligible expenditure categories listed above, including for expenditures related to capital projects, 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 RH portion of a project unless the project has been recommended by the PIHC and approved for the Contribution Agreement by LU'MA BCH. 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, 2024 are eligible for RH funding. In addition, any proposal costs incurred prior to the contract start date defined in a LU'MA 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 RH funding.

6.0 RH 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.**

7.0 Where to obtain the CFP Package?

CFP Package may be obtained from the following

Linda LaVallee
Director of Homelessness Services for Indigenous
Homelessness Steering Committee
email: CFP@lnhs.ca
or
Please visit LU'MA BCH's website
<http://lnhs.ca/community-entity/>
to download the CFP package.

Closing Date for CFP Submission

- A complete application package must be received **via email at CFP@lnhs.ca on or before the due date of Thursday January 16th, 2020 not later than 4:00 pm** timestamped by LU'MA BCH server.

All inquiries related to this CFP are to be directed in writing to Linda LaVallee CFP@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: APPLICATION EVALUATION

1.0 How will Submissions be evaluated?

Submissions for the Canada’s Homelessness Strategy- Reaching Home Project will be reviewed, evaluated and recommended by the PIHC Review Committee. The review process will be divided into two steps: one to determine whether the submission is eligible for RH Funding, and two, to evaluate eligible submissions.

1.1 Determining Basic Eligibility

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

1.2 Application Analysis - Evaluation Criteria

Once basic eligibility - is established, the submissions will be assessed, at a minimum, based on each of the following areas;

- ✓ The degree to which proposed activities support program objectives to reduce and prevent homelessness and program priorities;
- ✓ The need for proposed activities;
- ✓ The qualifications and track record of the applicant;
- ✓ Demonstration of support required for success;
- ✓ Demonstration of sustainability or provision of an exit strategy (for service projects only);
- ✓ Completion of the Sustainability Checklist (for capital projects only); and,
- ✓ Value for money.

2.0 Submission Review Process

Each submission will be reviewed by the CAB Review Committee according to the evaluation criteria listed in Section 3, 4 & 5. This review will take into account available Reaching Home funding. Submissions may be subject to negotiation. Submissions that are recommended by the CAB Review Committee will be forwarded to the CE, LU’MA BCH for their due diligence review. In direct consultation with LU’MA BCH, 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 CE whether their submission was recommended for funding or not.

LU’MA BCH will be responsible for ongoing monitoring of projects and activities receiving RH funding.

SECTION 5: ADMINISTRATION

1.0 Interpretation of Documents

All inquiries related to submissions of Application for funding are to be directed to Linda LaVallee CFP@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 BCH, an addendum will be issued to all applicants.

2.0 Submissions of CFP Application

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

3.0 Evaluation

Submissions for Reaching Home funding will be evaluated by CAB Review Committee as per Section 4, 2.0

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 PIHC 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 BCH 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 BCH 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 PIHC and LU' MA 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: APPLICATION FORMAT

1.0 What to Submit?

Please ensure that your email 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: Proposed Activity and Results Work Plan with Sustainability Plan or Exit Strategy
- ✓ Appendix B: Budget Detail
- ✓ Appendix B-1: Projected Five-Year Annual Operating Budget (**only for Capital Project**)
- ✓ Appendix C: Capital Sustainability Checklist (**only for Capital Project**)
- ✓ Appendix D: Submission Checklist (please mark (✓) the documents submitted.)
- ✓ Additional Supporting Documents as listed on Appendix D, if applicable

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

2.0 How to complete your application

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

A – ORGANIZATION IDENTIFICATION

Question 1 - Legal name

Provide the legal name of your organization. This is usually:
the name associated with your registration with the Canada Revenue Agency (CRA); or,
the name that would appear on funding cheques.

Question 2 - Operating (common) name (if different from legal name)

Provide the operating (or common) name of your organization if it is different from the legal name.

Question 3 - Business or registration number

Indicate your 15-digit CRA business number or, for registered charities and not-for-profit organizations, your registration number (for example, 123456789 RR 0001).

Your CRA business number can be found on tax-related documents or CRA correspondence.

For more information, please visit [CRA](#).

Question 4 - Organization type

Your answer to this question must be one of the following:

- Not-for-Profit
- Private (i.e. for-profit)
- Public

Question 5 - Year established

Indicate the year your organization was established.

Questions 6 to 10 - Organization address

Indicate the address of your organization. You must provide a complete address in a format recognized by Canada Post. Information is available on the [Canada Post website](#).

Questions 11 to 13 - Telephone, fax and email

Indicate the telephone number, fax number (if applicable) and email address (mandatory) of your organization.

Questions 14 to 18 - Mailing address (if different from organization address)

Indicate your mailing address if different from your organization's address.

Question 19 - Organization's mandate

Describe the main activities of your organization, including your mission and objectives.

B – ORGANIZATION CONTACT

Please provide a main contact for the purposes of communicating with your organization about this project. This could be a project manager, an executive director or someone else. Typically, the person responsible for the project and/or someone with signing authority is identified here.

Question 20 - Given name and surname

Provide the name of the person in your organization who will be the main contact for the proposed project.

Note: LU'MA BCH must be informed if your main organizational contact changes.

Question 21 - Position title

Provide the title of the organization contact identified in Question 23 (e.g. Business Owner, President, Executive Director).

Question 22 - Preferred language of communication

Indicate the preferred language of the organization contact for both written and spoken communication: English or French

Question 23 - Organization contact - address

Indicate whether the address for the Organization Contact is the same as or is different from the Organization Address or the Organization Mailing Address in Section A.

Questions 24 to 28 - Contact address, if you selected “Different” in Question 23, provide the address for the Organization Contact.

Questions 29 and 30 - Telephone and fax

Indicate the telephone and fax numbers of the Organization Contact.

Question 31 - Email address

Indicate the email address of the Organization Contact. This is where all correspondence will be sent.

C – ORGANIZATIONAL CAPACITY

We use the information provided in this section to help assess your organization’s capacity to manage a project.

Question 32 - How many employees does your organization currently have?

Indicate the total number of people employed in your organization.

Question 33 - Has your organization undergone any important transformations in the past two years?

For the purpose of this funding process, the expression “important transformations” refers to events such as:

- a change in leadership in the board of directors or at the executive level,
- an important reduction, increase or turnover in staff,
- a merger with or split from another organization,
- a change in mandate or main activities, etc.

If you answer “yes” to this question, provide a description of the changes.

Question 34 - Describe how your organization has the experience and expertise to carry out the proposed project activities.

Describe how your organization has the experience and expertise to carry out the proposed project activities. If applicable, include any experience with LU’MA BCH and the results of the project(s). Provide a description of your organization’s experience and expertise in administering projects. This information will help the Review Committee to assess the extent to which your organization can undertake the proposed project activities and achieving the expected results. You may wish to highlight related past achievements in addition to describing current expertise and activities or projects.

If relevant, please include a description of:

previous experience in delivering projects funded by LU’MA BCH (please include project numbers); and/or,

projects by other federal departments, municipal, provincial, or territorial governments (include department, responsible project officer, project name, length, funding, proposed targets and outcomes); and current contact information for verification.

Question 35 - Does your organization owe any amounts to the Government of Canada?

If yes, indicate the amounts owing in the spaces provided. See the following example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
\$10,000	Overpayment	Employment and Social Development Canada

If an amount is owing, is a payment plan in place?

Indicate whether payment arrangements have been made.

Answering “yes” to this question will not invalidate your application. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment.

PART 2 - PROJECT

A – PROJECT IDENTIFICATION

Question 36 - Project title

Provide a brief, descriptive project title.

Questions 37 and 38 - Planned project start date (yyyy/mm/dd) and end date (yyyy/mm/dd)

Please indicate the planned start and end dates of your proposed project.

We anticipate that projects would start April 1, 2020 and end March 31, 2024.

Proposed activities cannot begin before your project is approved and a Funding Agreement has been signed by you and ESDC. Any activities that occur prior to the signing of the Funding Agreement by our department cannot be reimbursed.

You should not assume any commitment on our part until funding has been approved and a Funding Agreement has been signed by a representative of our department. You will be notified in writing of the outcome of the review of your application.

B – PROJECT DESCRIPTION

Question 39 - Project objectives (must be clearly linked to the Reaching Home program objectives)

The purpose of Reaching Home is to support “other urban area Indigenous communities in their efforts to prevent and reduce homelessness. This is accomplished by mobilizing partners at the federal, provincial/territorial and community levels, as well as the private and voluntary sectors, and other stakeholders, to address barriers to well-being faced by those who are homeless or at imminent risk of homelessness.

Applications should include clear and achievable objectives. The objectives should be described in terms of quantifiable and qualifiable goals to be achieved through this project.

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 must:

- support the funding program’s objectives
- identify a specific outcome(s) that the project is designed to support (e.g. reduction in and prevention of homelessness) and how achieving the outcome will support the project’s objective
- identify who will benefit from the project
- Ensure that these outcome(s) are measurable; and
- Show how meeting the project objectives will help to achieve the identified outcomes.

Question 40 - Project activities Summary to achieve Project Objectives

Please describe the proposed project activities.

The Review Committee and LU’MA BCH use the information you provide in this section as part of the assessment in determining whether 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 and the need for proposed activities

Example 1:

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 episodically 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*

Project activities are the steps that will be taken to meet the objectives of the project. This includes timeframes, people involved, etc. Activities should be specific, measurable, realistic and relevant to the project objectives and demonstrate how the project outcome(s) will be achieved and measured.

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.

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 Appendix A- Proposed Activity and Results Work Plan

Example 2:

Project X is implementing the activity connecting to and Maintaining Permanent Housing. In particular, it will be doing Housing Search and Housing Placement. Staff for this project will work with landlords and permanent supportive housing organizations to find appropriate housing placements for Indigenous Homeless clients.

You might write: *This project complements other Service Provider organizations by assuming the main placement role for chronically homeless individuals and families. It will accept referrals from shelters and other organizations and implement a “warm hand-off” to other supports following placement.*

Example 3: Project A is implementing Client Intake and Assessment, connecting to and Maintaining Permanent Housing (Housing Search and Housing Placement; Housing Set-up and Repairs) and Accessing Services through Case Management.

You might write: *This project will work with shelters and other organizations to identify chronically homeless individuals. It will provide housing placements for homeless clients that include assistance*

with furnishings, landlord-tenant mediation, and services that help with life skills. Clients will be followed by a support worker who will also be responsible for collecting data for RH housing stability and economic and social well-being indicators for reporting purposes. The project will work with other organizations within the RH program to provide an integration service by making referrals to the appropriate supports that will assist clients with maintaining housing and moving toward self-sufficiency. This project will implement the RH program in the west end of our community, liaising with a few organizations that are not funded by RH, such as intensive case management services.

Question 41 - Expected results of the project with results measurement indicators which must be clearly linked to the project objectives and be specific, concrete and measurable

Expected results include outcomes that are expected to occur as the result of the project (more than one outcome could be directly related to an objective).

Outputs are tangible products (e.g. development of a community homelessness plan) that will be produced to generate the desired outcomes; several activities could contribute to one output.

Reaching Home aims to prevent and reduce homelessness across Canada.

Reduction in and prevention of homelessness in the community is achieved as measured through community-wide outcomes prescribed by Canada, including a 50% reduction in chronic homelessness by 2027-28, and additional community-wide outcomes identified at the community level.

The expected direct outcomes of RH are: Homeless individuals and families are connected to more stable housing; and, communities exhibit an integrated homelessness response system.

Having a clear strategy to measure results is the best way to ensure that you know how your project is progressing towards meeting the expected results. The PIHC Review Committee and LU' MA BCH use the information you provide in this section to assess the quality of your application and your capacity to demonstrate results.

Provide a description of how the overall success of the project will be measured, monitored and reported during the project.

Question 42 - Does this proposed project fit with your organization's other activities?

Describe how your proposed project relates to the ongoing work of your organization.

Question 43 - Will any of the project activities be delivered in a different location than where your organization is located?

Indicate "yes" or "no". If "yes", please list the main address first, followed by each additional location. If there are more than five locations, please include in Appendix A.

Question 44 - Is your project designed to benefit or involve people in English or French-language minority communities? If yes, please provide an explanation and any details on whether consultations

will take place with these communities?

ESDC is committed to enhancing the vitality of the English and French linguistic minorities in Canada by supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society. Official language minority communities (OLMCs) are English-speaking communities established within the province of Québec and French-speaking communities established outside the province of Québec.

The funded projects are expected to identify OLMCs within their community and ensure that appropriate services and supports are available in both official languages where there is significant demand.

The OLMCs should be considered in the development and implementation of the Indigenous Community Homelessness Plan to ensure that the needs of these populations are assessed and that appropriate measures are put in place to address those needs.

If your proposed project will involve official language minority communities, you should answer ‘Yes’ to this question and ensure that this is listed and described in your answer to Question 43 - Project Objectives.

Please also identify the linguistic profile of the beneficiaries targeted by the project, document any special needs of the official language minority community and indicate whether they were consulted. The related budgetary items can be identified in Part 3 of the Application.

Answering “no” to this question will not result in your application being refused/dismissed.

Question 45 - Will any other organizations, networks or partners be involved in carrying out the project?

In addition to supporting needed services for homeless individuals or those at risk, helping them to transition to self-sufficiency, Reaching Home promotes building the capacity of communities through data collection, partnerships, practical and applied research, and innovative initiatives. Together these efforts support evidence-based decision-making and enable RH investments to be better targeted for greatest impact. This is accomplished by mobilizing partners at the federal, provincial/territorial and community levels, and in the private and voluntary sectors, as well as other stakeholders, to address barriers to well-being faced by those who are homeless or at imminent risk of homelessness.

Please describe the other organizations, partners and stakeholders, as well as the role(s) and expertise they will bring to the project.

Partner Information

This section should specify details concerning the:

partners (i.e. type of organization, location, experience dealing with the target group, etc.); and, relationships between the various partners and the applicant, including monetary and/or in-kind contributions, and details concerning the specific involvement of each partner.

PART 3 - FUNDING

A – ANTICIPATED SOURCES OF FUNDING

These amounts must be outlined in this section and applicants should provide letters confirming financial support from contributors with their application, indicating the amount of the contributions, and confirming that it will be directly applied to project costs. Contributions from the applicant are eligible.

Question 46 - Source name

If applicable, please include the name of the organization that will contribute cash and/or in-kind contributions to this project. ESDC should be listed as the first source name and any other sources listed below.

Cash and in-kind contributions must be committed to in writing by the contributing party through the provision of a letter containing the information identified as follows:

name and contact information of contributing partner organization; and,
confirmation of committed contribution to the project, including percentage of total project cost.

Question 47 - Source type- Use the following list to identify the type of anticipated contributor:

- Crown Corporation
- Federal Department or Agency
- Not-for-Profit
- Private sector
- Provincial/Territorial government
- Regional or Municipal government
- Sponsor/organization/recipient
- Other (please specify)

Question 48 - Cash

Please include the amount of funding that will be provided.

Question 49 - In-kind (\$ value)

In-kind contributions are goods or services that may be contributed to the project (by your organization, other organizations or partners) for which you will not be requesting re-imburement.

To be considered as valid, in-kind contributions must be eligible budget items that would have been necessary expenditures for the success of the project, and their monetary equivalent must be estimated at fair market value. (See question 55 for examples of eligible expenditures.)

Question 50 - Confirmed Cash and In-Kind

Please indicate if the contributions from other sources have been confirmed.

In-kind contributions are non-monetary goods or services that are contributed to the project by the contribution recipient or other organizations/partners for which the contribution recipient will not be requesting re-imburement.

To be eligible as an in-kind contribution the contribution must be:

essential to the project's success

- eligible costs under this Call for Proposals
- Leveraging Funds supported by a commitment from the contributor
- recorded in the recipient's contribution agreement at fair market value.
- In-kind contributions will only be recognized when fair value can be reasonably estimated.
- Contributions from other partners may be in the form of cash or in-kind contributions and must be in support of activities that are integral to the successful completion of the project (i.e. contribute to the coverage of total project costs).
- The monetary value of any contribution must be clearly indicated on the Application for Funding, Part 3- Funding Sections A and B.

B – PROJECT BUDGET

Applicants must provide an estimate of the project's costs. The PIHC Review Committee and LU' MA BCH use the information provided in this section to assess the overall cost of the proposed project, as well as the general nature of the expenditures to be covered by all anticipated sources of funding. Please use the Budget Detail Template (APPENDIX B) provided, which must be included as part of the application.

Project activities must go beyond your organization's normal activities, as this program does not fund an organization's core, existing or on-going activities.

Question 51 - Cost category

Please itemize your project budget according to the Budget Detail Template, APPENDIX B.

Key elements to consider in determining the project budget are: contributions from other sources, duration of the project, occupations, prevailing wage rates and type of project activities.

Contingency costs are not an eligible cost. Costs must be foreseeable to be negotiated in the original agreement and will otherwise require a negotiation and amendment of the contribution agreement.

Eligible expenditures are the expenses considered necessary to support the purpose of the funding. The following list of items consists of possible expenditures if they are related to the project's activities and eligible under the program.

- Overhead costs, including costs related to central administrative functions of the recipient

organization that are drawn upon to support agreement activities (such as postage, telephones, IT maintenance, head office support);

- Costs of materials and supplies;
- Wages includes Mandatory Employment Related Costs (MERCs), as required by law, and benefits, as required by a collective agreement or organizational policy, paid by the Recipient to, or on behalf of, an employee of the Recipient working directly on the project.
- Staff training and professional development costs;
- Printing and communication costs;
- Professional Fees include contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security and, if contracted specifically to support the project, audit costs and legal fees.
- Costs associated with conferences and knowledge sharing; and
- Capital costs include
 - ✓ Pre-Development costs (land/building purchase)
 - ✓ Pre-Development (demolition)
 - ✓ Pre-Development (service)
 - ✓ Development costs
 - ✓ Facility construction/ renovation expansion/ repurposing
 - ✓ Capital Assets include costs for purchasing or leasing any single item, or collection of items, with a purchase value of more than \$1,000, excluding taxes, with the exception of Facilities. This includes furniture and fixtures for the facilities used to carry out project activities. **Three quotations for the proposed purchase of Capital Assets must be submitted with the application.**
- Travel costs, as per the National Joint Council of Canada Travel Directive incurred for project staff, volunteers and contracted professionals, if the latter costs are not included in the professional fees expenditure category.
- Sub-Project Costs is the total amount of funding available for redistribution to sub-projects through third-party agreements in support of program objectives.
- Administration costs are incurred to enable effective delivery of the project. These include costs such as administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs such as rent, phone/fax, postage/courier, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, garbage removal/recycling, publication purchases, equipment maintenance and membership fees. Administrative costs may not exceed 15%, (will be reviewed on a case by case basis) with the balance of the Indigenous community funding allocation available for sub-project costs.

Questions 52 to 54 - Planned expenditures (\$) – LU'MA BCH/Other - Cash/other - in-kind
Please provide the total planned expenditures.

‘Other’ includes funding from another source (not LU’MA BCH).

Question 55 - Associated businesses or individuals

Please check all statements that apply to your planned expenditures of LU’MA BCH funding.

In carrying-out projects, contribution recipients may have to purchase various goods or services needed to perform the project from contractors.

Some recipients may also contract-out with third-parties (i.e. outside providers) to perform part of the project activities and aid the contribution recipient to achieve the objectives of the project.

‘Associated Businesses or Individuals’ means:

an officer, director or employee of your organization

- a member of the immediate family of an officer, director or employee of your organization
- a business in which an officer, director or employee of your Organization, or a member of their immediate family, has a financial interest
- a business which is related to, or associated or affiliated with your organization

C. INVESTMENT PRIORITIES

Question 56 - Identify the percentage (%) of the activities that align with the following eligible activities proposed in your application. The total percentage allocated must be 100%.

PART 4 – DECLARATION

Before printing, check the form's page size: the application form should be printed on legal-size paper (8 1/2" x 14").

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.

ADDITIONAL INFORMATION

If you need more space, for each block of text you include (if any), please specify the section it is meant to continue.

e.g. Part 1, Section 1C, Question 36- continued: insert the rest of your answer here.

NOTICE TO APPLICANTS

The information collected in your application will be used to assess its merits.

It may also be used and/or disclosed for policy analysis, research, and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of LU'MA BCH may be linked. However, these additional uses and/or disclosures of information will not impact your project.

In the event that the application contains personal information, such personal information will be administered in accordance with the Privacy Act and the provisions governing the protection of personal information that are set out in the Department of Employment and Social Development Act. The application is also subject to the Access to Information Act (“ATIA”). The ATIA provides every person with a right of access to information under the control of the department, subject to a limited set of exemptions. Instructions for obtaining access to this information are outlined in the government publication entitled Information about programs and information holdings, which may also be accessed online at any Service Canada Centre.

APPENDIX A- PROPOSED ACTIVITY AND RESULTS WORK PLAN

Project Objective: Must be clearly linked to the objectives of the Reaching Home program and keep consistent with the objectives provided in Application Form Questions 39

Timelines: Mark the anticipated date of completed activities to meet the objective

Project Activities: Must be broken down into clear steps in full detail about how the project will be delivered to meet the associated objective of the project. Activities should be specific, quantifiable, realistic and relevant that reliably show your expected progress and plans to complete the project on time and within budget.

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.

Expected Results of the Project with results measurement indicators: Must be clearly linked to the associated project objective and be specific, concrete and measurable.

Measurement indicator: A performance measurement developed by your organization to measure the success of your project in achieving your objective, 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 applicants will be required to participate in the Coordinated Access System initiated by the PIHC and LU'MA BCH.

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

- Identify the specific changes of the project are designed to accomplish.
- Ensure that these changes are quantifiable and measurable
- Be clear and concise;
- Be realistic and achievable, given individual and organizational constraints, timeframes, and resources available; and
- RH/PIHC Community Plan Priorities (*Updated Summer 2019*)

Example:

- To assist (**provide an expected number**) homeless clients access permanent housing and receive wrap-around supports through case

- management. Number of placements into more stable housing under the Indigenous Homelessness stream;
- Number of people that started employment; number of people that began education or job training; number of people that increased their income stability;
 - Number of clients placed into more stable housing and, 12 months later, remained housed or have successfully exited the program;
 - Number of clients who remain housed three months after having received a direct housing loss prevention intervention;
 - Number of Indigenous communities that have implemented Coordinated Access; and,
 - Estimated number of shelter users who are chronically homeless.

Sustainability Action Plan or Exit Strategy (Requirement)

Under the RH, sustainability refers to maintaining the community process, activities and projects initiated under the RH beyond March 31, 2024.

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.

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.

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.

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?

APPENDIX B- BUDGET DETAIL TEMPLATE

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 three main categories and the total administrative costs should be within 15% of the total budget value.

The Review Committee and the CE use 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. The current Labour Market Information, value for money and fair market considerations will be used to assess project costs. Travel rates are based on Treasury Board guidelines. **Three quotations for the proposed purchase of Capital Assets must be submitted with the application.**