



**Call for Proposals Information Package**  
**CALL FOR PROPOSALS**

**Aboriginal Undesignated**

***Homelessness Partnering Strategy (HPS***

***) in the Province of Manitoba***

[www.brandonhomelessness.ca](http://www.brandonhomelessness.ca)

The **closing date** for receiving applications and proposals is **Monday, October 22, 2018 at 4:30 PM** at the following address. Proposals submitted after deadline will not be considered.

Brandon Neighbourhood Renewal Corporation  
B - 440 Rosser Ave.  
Brandon, Manitoba  
R7A 0K3

Call for Proposals  
Attention: Blaine Foley, HPS Coordinator-  
Labelled: Personal and Confidential  
Contact: [b.foley@brandon.ca](mailto:b.foley@brandon.ca) 204-717-8412

# 1. APPLICATION CHECKLIST

Please note: In order to be accepted for consideration applications must be received in **both** electronic and hard copy formats.

## ELECTRONIC APPLICATION

- The electronic application must be e-mailed on or before deadline to [b.foley@brandon.ca](mailto:b.foley@brandon.ca) and

## HARD COPY APPLICATION

- The printed copy of the application with **all applicable signatures** must be post stamped or hand delivered to the BNRC on or before deadline.

## 2 LETTERS OF SUPPORT

- Two Letters of Support should be attached to the mailed/hand delivered copy. Letters of support should indicate history with applicant and community need.

## SUSTAINABILITY CHECKLIST *(capital projects only)*

- For capital projects, a sustainability checklist should be attached to the mailed/hand delivered copy and signed by the appropriate authority.

## ENVIRONMENTAL QUESTIONNAIRE *(capital projects only)*

- For capital projects, an environmental questionnaire should be attached to the mailed/hand delivered copy and signed by the appropriate authority.

## FINANCIAL AUDIT

- Most recent financial audit  
\*Registered Charities *which do not have an audit* may alternatively submit most recent T3010.

# 2. BACKGROUND ON HOMELESSNESS PARTNERING STRATEGY

Brandon Neighbourhood Renewal Corporation (BNRC) entered into agreements with Employment and Social Development Canada (ESDC) to administer Homelessness Partnering Strategy (HPS) funds in rural Manitoba.

The HPS partners with provinces and territories, communities, and the private and voluntary sectors to strengthen capacity and to ensure sustainability. It supports research and knowledge sharing to foster a better understanding of homelessness, and it collects and promotes promising practices to help communities design the most effective responses.

The HPS recognizes that stable housing is a basic requirement for improving health, parenting, education, and employment. The HPS supports community initiatives that use a housing-first approach, and it emphasizes transitional and supportive housing to help individuals and families move to greater autonomy and self-sufficiency.

By stabilizing the lives of homeless and at-risk individuals, the HPS contributes to Employment and Skills Development Canada's vision of building a stronger and more competitive Canada, supporting Canadians in making choices that help them live productive and rewarding lives and improving Canadians' quality of life.

Through this Call for Proposals (CFP) the Brandon Neighbourhood Renewal Corporation, as the Community Entity will fund projects meeting the Terms and Conditions and Specific Directives of the renewed Homelessness Partnering Strategy. HPS funds cannot be used to duplicate services, or fund services that are under Provincial jurisdiction.

Applicants must demonstrate that the proposed project meets a need in the community and has broad community support. Cost-matching by community partners is encouraged. In addition, projects selected for funding must not create a dependence on, or expectation for, ongoing funding.

### 3. FUNDING AVAILABLE

Total potential funding available:

October 2018- March 2019	Total
\$205,643	\$205,643

**HPS allocations can only be spent in the respective fiscal year of funding.**

Proposals to the Aboriginal Undesignated stream will be required to address questions demonstrating how the proposal is culturally appropriate to Aboriginal Canadians. Preference is given to Aboriginal organizations to deliver services funded through the Aboriginal HPS stream.

### 4. GEOGRAPHIC AREA

Aboriginal Undesignated funding may be used for projects in Manitoba excluding Winnipeg and First Nations Communities

### 5. ELIGIBLE APPLICANTS

Not-for-profit organizations; individuals; municipal governments; for-profit enterprises; research organizations and institutes; public health and educational institutions; Band/tribal councils; and other Aboriginal organizations are eligible to receive funding and act as coordinators for activities. Please note: Where feasible, preference will be given to Aboriginal organizations to deliver projects specifically targeting off-reserve Aboriginal people who are chronically or episodically homeless.

For-profit enterprises are eligible for funding provided that the nature and intent of the activity is non-commercial, does not generate profit, and fits within the community plan or identified local need where plans are not required. Individuals, for-profit enterprises and research

organizations and institutes may also receive funding to carry out research that aims to help communities understand and address homelessness issues.

## 6. TARGET GROUPS

The target populations for this call are those at imminent risk of homelessness, chronically homeless and episodically homeless. HPS has defined these as follows:

- **Chronically homeless** - Refers to individuals or families, often with disabling conditions (e.g. chronic physical or mental illness, substance abuse problems), who are currently homeless and have been homeless for six (6) months or more in the past year (i.e., have spent more than 180 cumulative nights in a shelter or place not fit for human habitation).
- **Episodically homeless** - Refers to individuals or families, often with disabling conditions, who are currently homeless and have experienced three (3) or more episodes of homelessness in the past year (of note, episodes are defined as periods when a person would be in a shelter or place not fit for human habitation, and after at least 30 days, would be back in the shelter or inhabitable location).
- **At Imminent Risk of Homelessness** – Populations at imminent risk of homelessness are defined as individuals or families whose current housing situation ends in the near future (i.e. within two months) and for whom no subsequent residence has been identified. These individuals are unable to secure permanent housing because they do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or a public or private place not meant for human habitation. The population at imminent risk of homelessness is not among the groups that are the focus of Housing First under HPS.

## 7. ASSESSMENT OF PROPOSALS

To be considered for funding under the HPS, proposals must meet all of the following basic eligibility requirements:

- **Funding activities of the entire project must be completed by March 31, 2019**
- The proposal must support the objectives of the HPS described;
- All proposed activities must be eligible for funding under the HPS;
- The type of project or activities being proposed must address one of the priorities for HPS Aboriginal funding for the province of Manitoba identified by the Aboriginal Advisory Board.
- The proposal must have community support and address the needs of the homeless population in applicant's community.

### Proposal Analysis - Evaluation Criteria

Submissions will be evaluated in each of the following areas:

- i. Capacity of the applicant: What is the capacity of the applicant and the people involved in carrying out the project activities in terms of experience, resources, and abilities? Is the applicant from the Community? Can the applicant also demonstrate it has the financial and organizational stability to ensure the project will be successfully implemented?
- ii. Meets Community needs/priorities: How well does the proposal advance the objectives of the HPS and how does it respond to the community needs/priorities identified by the applicable advisory board.
- iii. Partnerships and community support: Does the submission include **two** letters of support or show involvement of homeless people, people at risk of homelessness, or other homelessness service providers in proposal development and planning? Have agencies collaborated and coordinated to provide a project or activity for the homeless people? Does the project demonstrate linkages to other agencies for the provision of services?
- iv. Measurable and achievable outcomes: Does the proposed project or activity have measurable and achievable benefits or outcomes to meet the needs of the homeless population (e.g. numbers to be served or housed, number of beds)? What will be the impact in the short term and in the longer term?
- v. Value for money:
  - a. Are the benefits of the project commensurate with the scope of the investment?
  - b. Are costs reasonable compared to the anticipated outcomes of the project?
  - c. Are costs reasonable and aligned with the value of the proposed activities at prevailing market rates in the community?
  - d. Are costs necessary to carry out the activities successfully (e.g., is it necessary to cover travel costs for an international conference?)
  - e. Are costs eligible and directly related to the proposed activities?
- vi. Appropriate location:
  - a. Are the project activities located in the province of Manitoba?
  - b. Is the location appropriate for the intended clientele? Is the project or service located close to complementary facilities and/or services (including public transit)?
- vii. Capital/Service Projects:

**For Capital Projects:**

Are funding confirmation letters from partners included? Has the project considered the appropriate elements outlined in the Capital Projects section of the Application for funding? Has the Sustainability Checklist been completed and signed?

**For Service Projects:**

-Is it clear what services will be provided and are these services appropriate to the target clientele? Is there a defined process for client intake, activities and discharge from the program? Are these activities consistent with Housing First principles?

- viii. Process to measure success: What evaluation and monitoring processes will be put in place to measure performance of the project?
- ix. Cultural appropriateness: If services are being offered to address the needs of Brandon people who are homeless, has preference been given to Aboriginal organizations to deliver these services? Does the applicant demonstrate the capacity to respond to the unique challenges that face homelessness and for Aboriginal peoples, youth at risk, people with disabilities, people with mental illness and those chronically addicted? Does the proposal explain how those challenges will be addressed in the project?
- x. Sustainability of the benefits of the project: Will the benefits of the proposed project or activities be sustained when the HPS contribution agreement ends?
- For capital projects, is a sustainability plan included? Applicants must include a budget for the future operation of the facility, its services and building maintenances, with confirmed sources of funding.
  - For client services projects, is a sustainability plan or exit strategy included? Applicants must indicate whether there will be a scale down or a reduction of services, the impact of such a reduction on individual 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.

**Please note:**

- The lowest dollar amount proposal will not necessarily be selected
- BNRC reserves the right to reject some or all proposals
- BNRC is under no obligation to approve any application through this process and reserves the right to accept proposals separate from the CFP. Any agreement that may result from this CFP does not constitute a service to BNRC.

## **8. ADDITIONAL INFORMATION**

All inquiries related to submissions of proposals for funding are to be directed to:

The BNRC Homelessness Partnering Strategy Coordinator:

- Blaine Foley 204-717-8412
  - E-mail [b.foley@brandon.ca](mailto:b.foley@brandon.ca)
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## **Appendix 1: ELIGIBLE AND INELIGIBLE ACTIVITIES**

**\*Both Service and Capital projects may be eligible for funding.**

### **ELIGIBLE ACTIVITIES**

#### **A. HPS-eligible activities for Housing First-dedicated funding**

The Housing First (HF) activity area includes the following activities that can be funded by HPS and that can count towards the Housing First funding targets:

1. Housing First readiness

Activities include:

- Determining the Housing First model (e.g. consultation, coordination, planning and assessment)
- Identifying, integrating and improving services (including training on Housing First activities and functions)
- Partnership development in support of a Housing First approach
- Working with the housing sector to identify opportunities for and barriers to permanent housing (e.g. establishing landlord relationships, mapping of current available assets)

2. Client intake and assessment

Activities include:

- Coordinated intake management (where feasible)
- Client identification, intake and assessment, focusing on the chronically and episodically homeless populations

3. Connecting clients to Permanent Housing

Communities are required to ensure that HPS funding is used to fill gaps and not used to fund activities that could be covered through other provincial/territorial and municipal programs and services. They have to establish housing teams that implement the following activities:

- Facilitate access to housing, which could include providing emergency housing funding (e.g. rent subsidies, housing allowances) to bridge clients to provincial/territorial/municipal systems
- Set up apartments (insurance, damage deposit, first and last months' rent, basic groceries and supplies upon move in, etc.)
- Furnish apartments for HF clients (furniture, dishes, etc.)
- Repair damages caused by HF clients
- Provide landlord-tenant services

- Re-housing (if required)

#### 4. Accessing services through case management

Communities are required to ensure that HPS funding is used to fill gaps and not used to fund activities that could be covered through other provincial/territorial and municipal programs and services.

Activities include:

- Coordination of a case management team
- Peer support
- Working with clients to set goals
- Identifying a strategy for reaching the goals
- Connecting clients to services needed to reach the client's goal
- Monitoring progress
- Support services to improve the self-sufficiency of chronically and episodically homeless individuals and families in the Housing First program through individualized services, including:
  - Connecting clients to income supports
  - Pre-employment support and bridging to the labour market
  - Life skills development (e.g. budgeting, cooking)
  - Supports to improve clients' social integration
  - Culturally relevant responses to help Aboriginal clients
  - Connecting clients to education and supporting success

#### 5. Data, tracking and monitoring\*

Activities include:

- Identifying the size and make-up of the chronically and episodically homeless population by accessing shelter data
- Tracking HF clients

### **B. HPS-eligible activities for non-Housing First-dedicated funding**

The following activities are eligible under the HPS; however, they do not count towards investments to meet the Housing First investment targets:

#### **Support Services**

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

Activities include:

- Housing placement (outside of Housing First)
- Connecting clients to income supports



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

## **Capital Investments**

To preserve or increase the capacity of facilities used to address the needs of people who are homeless or at imminent risk of homelessness (capital investments cannot be part of Housing First-dedicated funding except for the purchase of furniture for Housing First clients).

Activities include:

- Construction, renovation and purchase of transitional housing facilities, permanent supportive housing facilities and non-residential facilities (e.g. drop-in centres and multi-service centres)
- Purchase of furniture, equipment and/or vehicles
- Renovation of emergency shelters
- Construction and purchase of new emergency shelter facilities (only under the HPS Rural and Remote Homelessness funding stream and non-designated communities receiving funding under the Aboriginal Homelessness funding stream)

Renovation includes:

- Renovating an existing facility for upgrades and/or to meet building codes
- Repurposing an existing property to create transitional housing and/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 includes:

- Purchase of a property for future new construction
- Building a facility in an empty lot (e.g. foundations)
- Tearing down an existing facility and building a new one
- Building service space where the Investments in Affordable Housing Initiative (IAH) is building or renovating to create permanent housing (e.g. resource centre where clients can access supports)

## **Activities to ensure Coordination of Resources and leveraging**

These activities are eligible for both Housing First and non-Housing First-dedicated funding except consultation, coordination, planning and assessment (e.g. community planning).

Activities include:

- Determining a model in support of a broader systematic approach to addressing homelessness
- Identifying, integrating and improving services (including staff training on activities and functions in support of a broader systematic approach to addressing homelessness)
- Partnership development in support of a broader systematic approach to addressing homelessness
- Working with the housing sector to identify opportunities for, and barriers to, permanent housing (e.g. establishing landlord relationships, mapping of current available assets) in support of a broader systematic approach to addressing homelessness

These activities apply only to non-Housing First-dedicated funding:

- Consultation, coordination, planning and assessment (e.g. community planning)

### **Activities to improve Data Collection and use**

Activities include:

- Identifying the size and make-up of the entire homeless population
- Tracking non-Housing First clients
- Point-in-time counts
- Community indicators (beyond the requirements for HPS)
- Information collection and sharing (including implementing and using HIFIS)

### **Administrative activities of the Community Entity**

- The maximum amount of Community Entity administrative costs covered under HPS is 15 percent of the HPS annual allocation.

## **INELGIBLE ACTIVITIES**

### **Housing First-dedicated funding**

- Building or purchasing new facilities
- Repurposing existing facilities
- Core functions of an Assertive Community Treatment (ACT) team (e.g. provision of direct medical/clinical services to clients)

### **Under all activities and HPS funding streams**

- Building, renovating or repurposing facilities for affordable housing
- New construction or purchase of facilities for emergency shelters (except under the HPS Rural and Remote Homelessness funding stream and non-designated communities receiving funding under the Aboriginal Homelessness funding stream)
- Emergency housing funding (e.g. rent subsidies, housing allowances) when the client is supported by existing provincial/territorial and municipal rent subsidies programs

- Direct income support to individuals who are homeless, at risk or at imminent risk of homelessness
- Medical/clinical staff
- Clinical health and treatment services
- Daycare
- Local Research
- Advocacy and lobbying activities towards elected representatives on questions related to homelessness and public awareness activities
- Public education (e.g. education tuition, teaching salary)
- Activities and supports taking place on-reserve
- Software development and/or the purchase of hardware for the collection and/or management of homelessness data that results in an inability to participate in the National Homelessness Information System (NHIS) initiative; and that constitutes a redundant use of funds and duplicate activities already offered through the Homeless Individuals and Families Information System (HIFIS) software. For example: purchasing alternative software that performs similar functions to the HIFIS software.