



Information Package
CALL FOR PROPOSALS

Brandon Funding Stream

In the Province of Manitoba

www.brandonhomelessness.ca

Reaching Home: Canada's Homelessness Strategy 2019-24

Contact: s.spring@brandon.ca 204-717-8413

The **closing date** for receiving applications and proposals is **February 25, 2019 at 4:30 PM** at the following address:

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

Call for Proposals
Attention: Susan Spring,
Erching Home Coordinator
Personal and Confidential

Proposals submitted after deadline will not be considered.

Expected Outcomes

The expected outcomes of RH will assist the program in meeting its objective of preventing and reducing homelessness in Canada.

- Recognizing that individuals and families who are homeless need shelter, an outcome sought by the program is to connect them with more stable housing.
- With a view to improve services for homeless individuals and families, and those at imminent risk of homelessness, the program will seek an outcome of supporting the adoption of a coordinated homelessness response system.

Ultimate Outcome:

- Homelessness is prevented and reduced and a 50% reduction in chronic homelessness is achieved by 2027-2028.

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 s.spring@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 REACHING HOME: CANADA’S HOMELESSNESS STRATEGY

The Government of Canada’s redesigned homelessness program will launch April 1, 2019, following the conclusion of the existing Homelessness Partnering Strategy. Reaching Home: Canada’s Homelessness Strategy is a \$2.2 billion investment, designed to support 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 2027-2028.

As the Community Entity responsible for the administration of the Homelessness Partnering Strategy’s Brandon Designated funding stream in Manitoba, the Brandon Neighborhood Renewal Corporation plays an instrumental role in supporting the development of solutions to homelessness in your community.

Reaching Home 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 confirmed and potential funding available:

Brandon Funding Stream (5 years)					
April 2019 - Mach 2020	April 2020 - March 2021	April 2021 - March 2022	April 2022 - March 2023	April 2023 - March 2024	Total
\$575,756	\$575,756	\$594,733	\$594,733	\$594,733	\$2,935,711

Reaching Home allocations can only be spent in the respective fiscal year of funding. **Projects that will run over more than one fiscal year must ensure activities and funding are clearly identified as fiscal year phases within the project submission. Any projects or phases of a multi-year submission must be completed on or before March 31 of each year of funding.**

4. GEOGRAPHIC AREA

Project must take place in the City of Brandon to be eligible for Brandon Stream funding.

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 Indigenous organizations are eligible to receive funding and act as coordinators for activities. Please note: Where feasible, preference will be given to Indigenous organizations to deliver projects specifically targeting off-reserve Indigenous Canadians 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. Reaching Home 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 Reaching Home.

7. ASSESSMENT OF PROPOSALS

To be considered for funding under the *Reaching Home* proposals must meet all of the following basic eligibility requirements:

- The proposal must support the objectives of the Reaching Home described;
- All proposed activities must be eligible for funding under the Reaching Home;
- Funding activities of the entire project or phases of the project must be

- completed on or before March 31 of each year.
- The type of project or activities being proposed must address one of the priorities for Reaching Home Brandon funding for the province of Manitoba identified by the Community Advisory Board for Homelessness of Brandon;
- 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 Reaching Home 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 Indigenous organizations to deliver these services? Does the applicant demonstrate the capacity to respond to the unique challenges that face homelessness and for Indigenous 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 Reaching Home contribution agreement ends?

- 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.
- 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.

xi. Community Contribution- Matching Funds

- Coordinated efforts of multiple partners are required to address homelessness. In addition to stakeholders jointly identifying priorities and strategies, the Community Planning process in Designated Communities also involves identifying the sources of funding to prevent and reduce homelessness in the community. The sum of all the resources committed to implementing the Community Plan is called the “community contribution”.

- This “community contribution” may include funding from other partners such as provincial/territorial and municipal governments, donations from private foundations or corporations, charitable donations and in-kind services. All resources making up the “community contribution” must be targeted to activities that prevent and reduce homelessness, and include contributions made to specific projects funded through RH. An estimate of all the funding sources making up the community contribution is indicated in the Community Plan, and a minimum of \$1 must be identified for every dollar of the RH allocation to the Designated Community. **1:1 Matching**
- Letters of commitment from the other funders need to be on file with the Community Plan. The community contribution may also be demonstrated using extracts from provincial budget announcements or similar public commitments from other levels of government as long as they specify amounts by designated community.

xii. Community Progress Reports:

- Beginning in 2020-2021, communities will demonstrate progress and tangible actions to improve their homelessness response by reporting publicly on results in an annual Community Progress Report including:
- Coordinated Access Self-Assessment – A snapshot of progress towards implementing a Coordinated Access system;
- Details on the Homeless Population Served in the Community – Annual outputs such as the number of individuals assessed and housed; and,
- Community-Wide Outcomes and Indicators – Monitors progress toward required outcomes as well as any voluntary outcomes beyond the core outcome requirements.

xiii. Coordinated Access:

- Coordinated Access is a process that, within a geographical area, helps homeless individuals and families access assistance in a coordinated and standardized way. Under coordinated access, service providers in a community utilize a common information management system, such as the Homelessness Individuals and Families Information System platform (HIFIS), and work together to assess, triage and prioritize individuals for services in a consistent manner.
- The goal of Coordinated Access is to help communities ensure fairness, prioritize people most in need of assistance, make referrals and match individuals to appropriate housing and services in a more streamlined and

coordinated way. Through this process of matching available and appropriate services to meet the needs of individuals, clients receive timely and efficient access to a broad range of housing services, economic supports and social services to address their unique challenges. It creates a seamless care experience for clients so they do not have to repeat their history with different service providers.

- A centralized Homelessness Management Information System (HMIS) is required to support the community-wide data sharing necessary for successful functioning of coordinated access.
- Community partners accessing Designated *Reaching Home* funding are required to participate in the Brandon community Coordinated Access system – HIFIS, (Homeless Individuals & Families Information System) which must be in place by March 31, 2022.

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 Reaching Home Coordinator:

- BNRC *Reaching Home* Coordinator (Brandon funding stream)
 - Susan Spring 204-717-8413
 - E-mail s.spring@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. Reaching Home- Eligible activities for Housing First projects

The Housing First (HF) activity area includes the following activities that can be funded by Reaching Home.

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 Reaching Home 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 Reaching Home 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 Indigenous clients
 - Connecting clients to education and supporting success

B. Reaching Home eligible activities for Non-Housing First projects

The following activities are eligible under Reaching Home.

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 Reaching Home 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 Indigenous 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 Reaching Home Rural and Remote Homelessness funding stream and non-designated communities receiving funding under the Indigenous 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 Reaching Home)
- 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 Reaching Home is 15 percent of the Reaching Home annual allocation.

INELGIBLE ACTIVITIES

Housing First projects

- 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 Reaching Home funding streams

- Building, renovating or repurposing facilities for affordable housing
- New construction or purchase of facilities for emergency shelters (except under the Reaching Home Rural and Remote Homelessness funding stream and non-designated communities receiving funding under the Indigenous 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.