REACHING HOME:
CANADA'S HOMELESSNESS STRATEGY
GREATER VANCOUVER DESIGNATED COMMUNITY

2022-2024 Services
Call for Proposals (CFP)
APPLICATION GUIDE

APPLICATIONS DUE:
April 25, 2022 at 5 PM

LU'MA NATIVE BCH HOUSING SOCIETY

Vancity
Community Foundation

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Reaching Home Overview

Reaching Home: Canada's Homelessness Strategy (RH) is the federal homelessness program which replaced the Homelessness Partnering Strategy in 2019. Reaching Home is designed to be a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to urban, Indigenous, rural and remote communities across Canada to help them address their local homelessness needs and ensure Canadians maintain safe, stable and affordable housing. Reaching Home supports the goals of the National Housing Strategy, in particular, to reduce chronic homelessness nationally by 50 percent by 2027-2028.

Reaching Home Outcomes

- Reduce chronic homelessness in the community (specifically, by 50% by 2027-2028)
- Reduce homelessness in the community overall, and for specific populations (Indigenous homelessness is a priority)
- Reduce new inflows into homelessness; and
- Reduce returns to homelessness.

This CFP is guided by the current Reaching Home Directives (found here) which will remain in place for the year 2022-2023. In the event there are any modifications for the year 2023-2024, recommended applicants must agree to follow the changes to the best extent of the project's capacity.

2022 – 2024 Services Funding Overview

The total Reaching Home Services funding available in the Greater Vancouver Designated Community for 2022-2024 is approximately $27 million. Based on needs and priorities identified through the community planning process this funding will be allocated to support service projects as per the breakdown below:

	2022-23	2023-24
Housing Services	$5.4 million	$6.4 million
Prevention and Shelter Diversion	$3.8 million	$4.4 million
Support Services	$3.2 million	$3.8 million

Note: A portion of the 2022-2023 Services funding was allocated to 2021-22 Services sub-projects extensions (April 1 – June 30, 2022).

Services

Reaching Home will fund activities that contribute to the objectives of the program while reflecting local realities and community needs and opportunities. The eligible activities and expenses are grouped into 4 categories of activities directed at achieving the program objective of preventing and reducing homelessness.

A. Housing services
B. Prevention and Shelter Diversion
C. Health and medical services (2022-2023 only)
D. Client support services

For a list of eligible activities in each category please refer to the RH directives page.

Priority Populations

Reducing Indigenous homelessness in the region is a priority for the community as well as the Reaching Home Program. The Greater Vancouver Community Advisory Board (CAB) and Community Entity (CE) are committed to supporting Indigenous-led organizations serving Indigenous people and to ensuring that Indigenous individuals have access to culturally appropriate services. As such, $7.2 million of designated funds for Greater Vancouver will be distributed to Indigenous-led organizations.

Indigenous-led organizations are invited to apply through the separate Indigenous funding call for proposals. Please visit here to apply. Deadline to apply is April 12th, 2022.

Other priority populations that have been identified by the Community Advisory Board include people experiencing homelessness or at imminent risk individuals in these populations:

• Racialized communities and equity seeking groups
• Those having complex health needs (mental health, addictions)
• Seniors
• Youth aging out of care
• Newcomers

In addition, projects that have involved those with lived/living experience of homelessness (e.g., consult in project design, as peer support workers in service delivery model) are strongly encouraged.

Minimum/Maximum Requests

While there is no minimum or maximum dollar amount set per project, applicants are advised to refer to the community plan and the chart above for limits in any given area. Where possible, the RH Program and the CAB encourage partnerships and collaboration amongst groups servicing homeless or those at imminent risk of homeless individuals and families.

2022 – 2024 Call for Proposals (CFP) Application Process and Timeline

The CFP services application stage will be open until **April 25, 2022**.

It is anticipated that proposal applicants will be advised of funding decisions by the **middle of June 2022**. Approved projects will be funded from **July 1, 2022 to March 31, 2024**

NOTE: The CAB and CE **reserve the right to modify the terms of a CFP at any time.**

Joint Submissions

Joint submissions, partnerships and coalitions are encouraged and if awarded funding, but require a single party to take responsibility for the contractual relationship with the CE.

Multiple Submissions

An organization can submit multiple applications. Each project must have its own application and will be judged on its own merit. As such, an individual project should not be dependent on another also being funded by Reaching Home.

"Stacking" Limit

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

No Guarantee of Funding

The total number of projects funded and the amount of funding per project will be determined based on the proposals received and reviewed by the CE, Review Committee and CAB, and any subsequent due diligence. The CE is under no obligation to approve any application through this process.

Information Sessions

You can direct your questions by email to reachinghome@vancity.com at any time. If you have any questions that you would like to ask a member of the CE team directly, we have scheduled the following dates/times for **optional** information sessions via Zoom. If you cannot attend, all FAQs from Q&A sessions as well as any common questions coming into the email inbox will be posted on Survey Monkey Apply (SMA) platform, Important Documents. Please note that you need to be registered to access this page (see Appendix A).

To attend this session, please click on the link (no signup is required):

> **Tuesday, April 5, 2022**
> - 10am – 1130am: Service projects Zoom link

> **Updates regarding the CFP will also be accessible through the Vancity Community Foundation Reaching Home webpage. Click on the Call for Proposals bar, Apply Here button. This will be linked to the SMA site where you will find up to date information.**

Reaching Home Contact Information

 For any questions, please contact reachinghome@vancity.com.

This email is monitored by Vancity Community Foundation Reaching Home staff during business hours Monday to Friday, excluding statutory holidays; we will strive to reply within one business day.

Proposal Evaluation Criteria

Proposals will be reviewed and evaluated on the following key criteria:

Criteria	Description	Evaluation Weight (Out of 100)
Strategic Alignment and Outcomes	Alignment with and potential contribution to Reaching Home Community Level Outcomes and Community Plan Priorities, including addressing Indigenous and other racialized populations who are experiencing or at risk of homelessness.	25
Project Design and Effectiveness	Project addresses an identified need and project methodology/design is clearly articulated and appropriate for the target population or issue and demonstrates potential to achieve outcomes.	25
Community Engagement and Partnerships	Demonstration of involvement of people with lived and living experience of homelessness and risk of homelessness, and/or other relevant homelessness service providers or community organizations in the development and delivery of the project.	15
Organizational Capacity	Demonstration that the proponent organization and any partners have the capacity (staff, resources, and relationships) and experience to develop and implement the project for the intended population to be served.	20
Budget and Sustainability	Proposed project has an adequate budget to achieve outcomes, other contributions and demonstrates potential for viability and sustainability.	15

Completing Your CFP Application

All applications must be submitted online using Survey Monkey Apply (SMA) at vcf.smapply.ca. If you already have a SMA account, login and click on the link. If you are new to SMA, you will need to click register to create an account. Please store your SMA login info in a safe spot for future access to the site. Should you forget your login information, only SMA can assist you.

Applications consist of 3 parts:

1. Organization Information
2. Project Information (Full Proposal Stage)
3. Sign Your Proposal Application

Specific instructions have been provided within the online application form itself. This guide provides the overall considerations for your application. If you have any questions on completing your application in SMA, please contact reachinghome@vancity.com.

Project Information (Full Proposal Stage)

This section is where you will provide the key information about your specific project. Most questions have a word limit of 250 words or less – please be as clear and concise as possible with your responses.

Section	Key information to be provided
1. Project Summary	A general description of your project where you can state your outcomes, where services will be provided, what type of services and to whom from the eligible activities and populations. E.g., We will provide housing placement services in Langley and Surrey specific to women fleeing abuse. Our goal is to place 50 individuals during the project period.
2. Project Outcomes	Projects will be assessed based on the Reaching Home Community Level Outcomes: • Reducing new inflows to homelessness • Reducing returns to homelessness • Reducing chronic homelessness • Reducing homelessness overall, particularly for priority populations
3. Target Populations and Demographics	If your project serves any specific target populations, you will be required to identify these. Please note that projects are not required to serve specific target populations (projects can be open to serving any individuals experiencing or at imminent risk of homelessness). You will also need to specify the primary region(s) that your project will serve. You will be asked to describe how your organization works to provide services in a culturally safe manner to Indigenous or Racialized communities.
4. Partner Information	You will be required to provide the details of any organizations you are partnering with for this project and to upload any documents that formalize these partnerships.

Section	Key information to be provided
5. Experience, Capacity and Engagement	In addition to you and your partner organizations' capacity (staff, resources and relationships) and experience relevant to the project, you will be asked to describe: • your engagement of individuals with lived or living experience of homelessness in the development and implementation of your project. • Describe your organizations capacity to serve the needs of target populations • Describe any best practices or innovations that are incorporated into your project
6. Project Workplan	Please provide the timeline and project phases, key activities and dates for this project for the fiscal year of July 1, 2022, to March 31, 2024.

Section	Key information to be provided
7. Project Budget	Provide both the total funding required by the project and the amount that would be requested from Reaching Home for the project period ending March 31, 2024. Additional considerations include: • **Community Contributions:** Applications that have matching in-kind and/or cash contribution will be given priority for funding consideration. • **Linking with the Province or City:** Efforts should be made to link with provincial or municipal funding. RH funds can be used to complement other investments made by a province, or municipality; however, Reaching Home funding must not duplicate or displace funding from other programs (i.e., should be used to fill a gap in these instances). In this section, you will also need to: • Complete and upload your project budget using the Excel project budget template (found on the [Important Documents] page). This template has 2 worksheets: **Worksheet 1: Project Budget** ▪ **This application is for Reaching Home funding from July 1, 2022 - March 2024.** We are asking for information from April 2022 to March 2023 and April 2023 to March 2024 as those represent the fiscal years of the program, but the Reaching Home portion cannot begin before July 1, 2022. ▪ Provide as much information as you can on your: A. TOTAL PROJECT BUDGET B. CONFIRMED SOURCES OF FUNDING ○ For each source of funding indicated, please complete a row in Worksheet 3: Other Contributors. C. FUNDING BEING REQUESTED FROM REACHING HOME **NOTE:** If your funding sources identified in Sections B and C are <u>less than</u> the total project costs identified in Section A, the funding gap will be shown in Row 53. **Worksheet 2: Other Contributions** ▪ For each funding source identified in Worksheet tab 1 (Project Services Budget) – B. CONFIRMED SOURCES OF FUNDING, please provide the information requested. • Upload documentation that confirms your sources of funding (as identified in Section B of Worksheet 1: Project Budget) and your costs (as identified in Section A of Worksheet 1: Project Budget). Include the contingency plan for your project if you do not receive funding from Reaching Home.

Section	Key information to be provided
8. Project Sustainability Plan	As Reaching Home funding ends in March 2024 and is not considered core operational funding you will need to demonstrate how you will either continue to sustain the project afterwards and/or wind down the project and ensure clients can be transitioned to other services

Sign Your Proposal Application

All applications must be signed by an authorized signatory for your organization. This can be provided electronically within SMA or by uploading a scanned signature document.
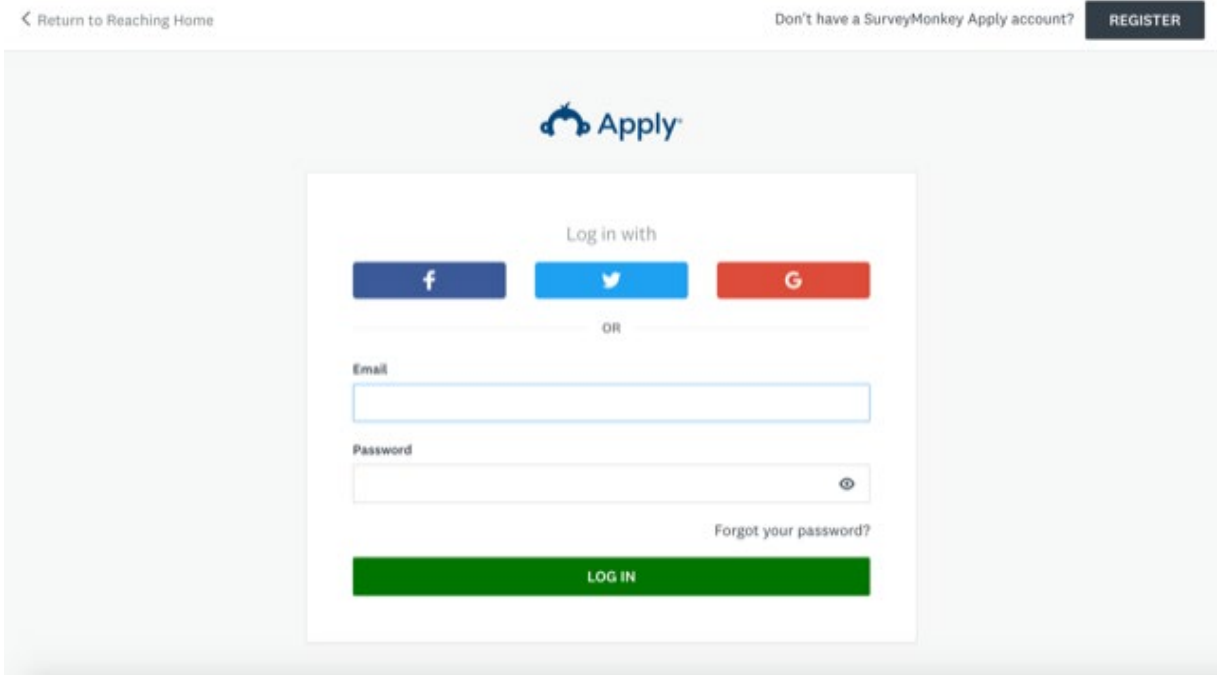
Summary of Key dates

CFP Timeline

CFP is Posted

Information Sessions
• April 5
• April 13

Applicant Enquiries

Reviewer Recruitment

Reviewer Information Sessions
• Scoring
• SMA platform

Services CFP Closes April 25 5:00 pm
Capital CFP Closes April 29
• 24-hour grace period

Applications grouped and assigned to a review team

CE technical reviews and due diligence
• Services April 18-29
• Capital April 25- May 9

Individual Review Team meetings May 2-15

Final review team meeting May 17
• Review committee makes final funding recommendations to the CAB

Applicants notified of decision June 13

CE commences due diligence

Contracting and budget negotiation

Debriefs with unsuccessful applicants

Projects commence July 1, 2022

SERVICES CFP POSTED March 23	CAPITAL CFP POSTED March 31	CFP CLOSES April 25 and April 29	REVIEW AND SELECTION May	CONTRACTS June

Appendix A – Getting Started with Survey Monkey Apply

1. Go to https://vcf.smapply.ca/. If you do not already have a Survey Monkey Apply account, click "Register".

2. Enter your information and click on the "CREATE ACCOUNT" button.
3. Check the email account that you registered with and verify your email.
4. You will then be taken to the Survey Monkey Apply (SMA) site and logged in. If the **RH Greater Vancouver 2022-2024** program does not appear as below, click on the "Programs" option at the top of the page.

5. If you have not done so already, you will need to click on the "Check Eligibility" button.
6. Once your basic eligibility has been confirmed, you can then click on the "Apply" button to begin an application.

Appendix B – For-Profit Eligibility Requirements

For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial; not intended to generate profit; based on fair market value; in support of program priorities and objectives; and in line with the community plan (or with identified local need where community plans are not required). As per the directive on Transfer Payments, contributions may only be made to for-profit organizations if one or more of the following situations is true:

- ✓ the contribution is less than $100,000, and the administrative burden of repayable contributions is not justified

- ✓ the benefits from the contribution accrue broadly rather than to the recipient

- ✓ the primary aim is income support and income stabilization for individuals

- ✓ the contribution is made with the primary aim of furthering basic research and development, including a payment made through a granting council or other government entity whose mandate is to promote research and development

- ✓ the recipient is an Indigenous-controlled business whose articles of incorporation do not permit dividends to be paid or distributed to shareholders

- ✓ the contribution is in support of a project funded under an international agreement that is restrictive for recoveries