

**REACHING HOME:  
CANADA'S HOMELESSNESS STRATEGY**



**GREATER VANCOUVER DESIGNATED COMMUNITY**

**2021-2024 CAPITAL INVESTMENTS  
Call for Letters Of Intent (LOI)  
APPLICATION GUIDE**

**APPLICATIONS DUE:  
Thursday, March 11, 2021 at 5 PM**



**LU'MA NATIVE BCH HOUSING SOCIETY**

**Vancity**  
Community Foundation

**Table of Contents**

Overview of the Reaching Home Program ..... 3

Greater Vancouver Reaching Home 2019-2024 Community Plan ..... 4

2021 – 2024 Capital Funding Overview ..... 5

LOI Application Process and Timeline..... 5

Q&A Sessions for LOI ..... 6

Eligibility Criteria ..... 7

Completing Your LOI Application..... 9

1. Applicant Information ..... 10

2. Project Information ..... 10

    Section 1 of 6: Project Summary ..... 10

    Section 2 of 6: Project Outcomes..... 10

    Section 3 of 6: Partner Information ..... 10

    Section 4 of 6: Experience and Capacity ..... 11

    Section 5 of 6: Location ..... 11

    Section 6 of 6: Project Budget..... 11

3. Sign Your LOI Application ..... 11

Appendix A – Getting Started with Survey Monkey Apply ..... 12

Appendix B – For-Profit Eligibility Requirements ..... 13

## Overview of the Reaching Home Program

Reaching Home: Canada’s Homelessness Strategy (RH) is the federal homelessness program which replaced the Homelessness Partnering Strategy on April 1, 2019. Reaching Home continues 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 support the most vulnerable Canadians and to reduce chronic homelessness nationally by 50 percent by 2027-2028.

With a five-year program period from April 1, 2019 to March 31, 2024, Reaching Home will work with communities to shift towards a more coordinated and systems-based approach to homelessness and to establish and achieve community-wide outcomes.

For further information and to review the Reaching Home directives and key definitions, please visit:

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

Under the Reaching Home Designated Communities program, funding is delivered through a third-party delivery model known as the Community Entity (CE) model. Under this model, Canada entrusts a community organization with the responsibility to select and manage RH projects in their community. A Community Entity takes responsibility for implementation of the Community Plan. Under RH, all Designated Communities must have a Community Advisory Board (CAB) in place to set the direction for addressing homelessness locally.



## Greater Vancouver Reaching Home 2019-2024 Community Plan

The Community Plan outlines the investment priorities and activities for Reaching Home funds and how the community will move forward with the development of a Coordinated Access System. The CE and CAB, in partnership with the Council of Community Homelessness Tables, and the Indigenous CE, engaged a broad group of stakeholders to gather feedback on needs and gaps in the region, and how Reaching Home funds might best be allocated to contribute to the community-level outcomes identified by Reaching Home:

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

Reaching Home has outlined five key investment areas:

1. Housing Services
2. Prevention and Shelter Diversion
3. Support Services
4. Capital Investments
5. Coordination of Resources and Data Collection

The total Reaching Home funding available for projects in the Greater Vancouver Designated Community over five fiscal years from April 1, 2019 to March 31, 2024, is just under \$60 million.

Funding Allocations for All Investment Areas						
	2019-20 (transition year)	2020-21	2021-22	2022-23	2023-24	Total
<b>Housing Services</b>	\$5,324,663	\$3,572,063	\$3,646,515	\$3,749,342	\$3,854,464	\$20,147,046
<b>Prevention and Shelter Diversion</b>	\$1,121,624	\$2,857,650	\$2,945,262	\$2,978,449	\$3,013,490	\$12,916,475
<b>Support Services</b>	\$2,261,856	\$2,381,375	\$2,419,322	\$2,487,881	\$2,557,962	\$12,108,397
<b>SUBTOTAL SERVICE</b>	\$8,708,143	\$8,811,088	\$9,011,099	\$9,215,673	\$9,425,916	\$45,171,919
<b>Capital Investments</b>	\$1,056,500	\$1,309,756	\$2,980,325	\$2,382,759	\$2,137,475	\$9,866,816
<b>Coordination Resources/Data</b>	\$918,633	\$595,344	\$701,253	\$1,016,177	\$1,016,177	\$4,247,584
<b>TOTAL</b>	\$10,683,276	\$10,716,188	\$12,692,677	\$12,614,609	\$12,579,568	\$59,286,318

## 2021 – 2024 Capital Funding Overview

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.

According to the Greater Vancouver Reaching Home 2019-2024 Community Plan, the total funding available for the 3 years from 2021 to 2024 is \$7.5 million:

	April 2021 – March 2022	April 2022 – March 2023	April 2023 – March 2024	Total
Capital funding allocation	\$2.98 million	\$2.38 million	\$2.14 million	\$7.5 million

Reducing Indigenous homelessness in the region is a priority for the community as well as the Reaching Home Program. The Greater Vancouver CAB and 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, a target allocation of 40% of the \$7.5 million (\$3 million) to Indigenous-led organizations has been set by the Greater Vancouver CAB.

## LOI Application Process and Timeline

The overall process to apply for this funding will occur in 2 stages:

1. Letter of Intent (LOI) applications must be submitted using Survey Monkey Apply (SMA), a web-based grant management system, **by Thursday, March 11, 2021 at 5pm**. Applications received after this time will not be accepted. Details on how to register in SMA are provided in the Appendix A of this Application Guide.
2. LOI applications will be reviewed by the CAB for recommendation to proceed, or not, to a Call For Proposals (CFP) stage. Successful applicants from the LOI stage will then be notified to submit a full proposal application for funding **for the fiscal year ending March 31, 2022 only**. The timeline for successful LOI applicants to submit their proposals for the first year of funding will be from March 29 to April 30, 2021 (5 weeks).

It is anticipated that proposal applicants will be advised of funding decisions by the end of May 2021. Projects approved for Reaching Home funding will then move forward to contracting, where budget negotiations occur and final agreements are signed.

**NOTE:** There will be additional Calls For Proposals (CFPs) for each of the following years for the funding allocated for April 2022 - March 2023 and April 2023 – March 2024. 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, require a single party to take responsibility for the contractual relationship with the CE.

### **Multiple Submissions**

There is no limit to the number of projects that one applicant may submit applications for. 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.

### **No Guarantee of Funding**

The total number of projects funded and the amount of funding per project will be determined based on the LOIs and subsequent 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.

### **Q&A Sessions for LOI**

You can direct your questions by email to [reachinghome@vancity.com](mailto: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** Q&A sessions via Zoom:

- Thursday, March 4, 2021 – 10 – 11am
- Thursday, March 4, 2021 – 11am – 12noon
- Tuesday, March 9, 2021 – 1 – 2pm

A session for French-speaking applicants has also been scheduled for Thursday, March 4, 2021 from 1 – 2pm.

To sign up for one of these sessions, please go to the following link:

- <https://form.jotform.com/210496786357267>

**All updates regarding the LOI will be posted on the Reaching Home Capital Call for Letters of Intent webpage, including the questions and answers from the Q&A sessions.**

**For any questions, please contact [reachinghome@vancity.com](mailto:reachinghome@vancity.com).**

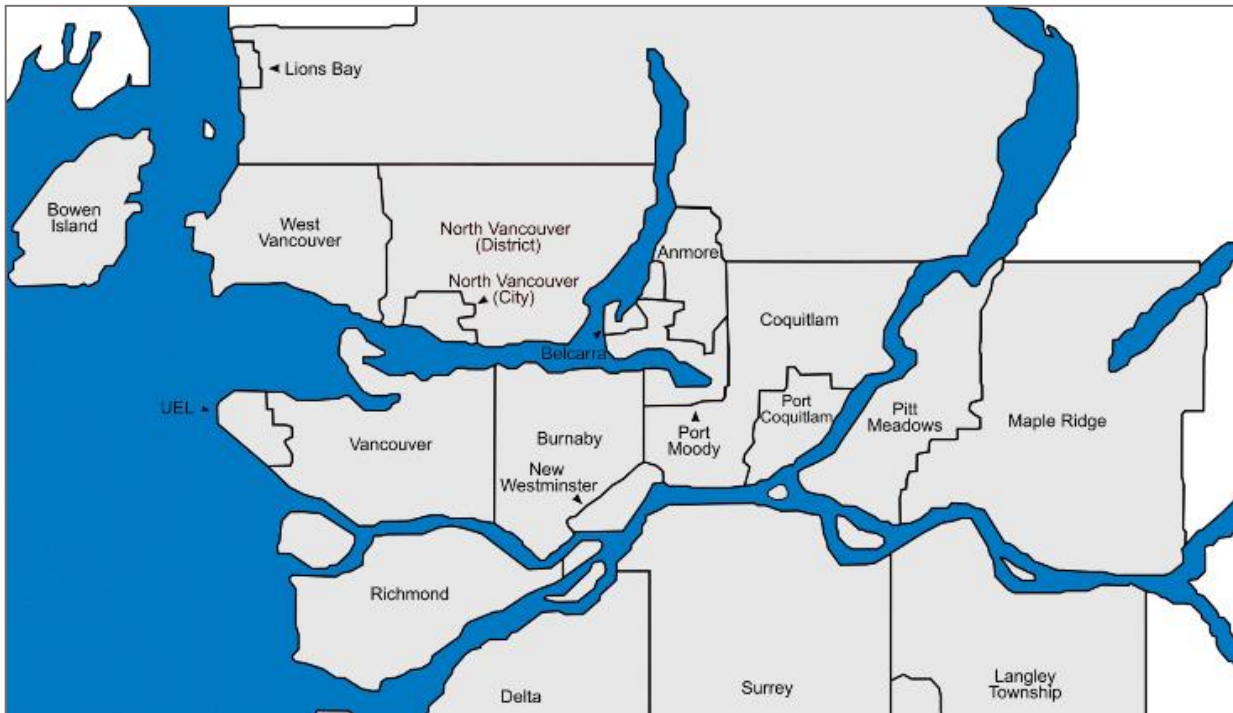
This email is monitored by Vancity Community Foundation Reaching Home staff during business hours Monday to Friday, excluding statutory holidays; we will strive to reply within one business day.

## Eligibility Criteria

Organizations within the Greater Vancouver Regional District area that are eligible to apply are:

- ✓ First Nations
- ✓ Not-for-profit organizations
- ✓ Municipalities
- ✓ Public health and educational institutions
- ✓ For-profit organizations (please refer to Appendix B for the specific requirements for a for-profit organization to be eligible)

**NOTE:** In addition to the criteria above, applicants must disclose any debt owing to the Government of Canada; if a debt is owed, a debt repayment plan must be in place in order to be eligible to apply for Reaching Home funding. Prior to applying, applicants will be required to answer an eligibility question confirming that a repayment plan is in place for any debt owed to the Government of Canada.



## Eligible Activities

The following activities are eligible for this capital funding:

- ✓ Renovation of emergency shelters, transitional housing<sup>1</sup>, permanent supportive housing<sup>2</sup>, or non-residential facilities, including:
  - Renovating an existing facility for upgrades and to meet building standards;
  - Removing asbestos, mold, rodents;
  - Improving ventilation or increasing the distance between residents;
  - Repurposing an existing property to create transitional housing or permanent supportive housing (for example, motel and hotel spaces, community spaces); 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. This includes the purchase of existing properties to create new temporary housing (for example, motel and hotel spaces, community spaces).
- ✓ Eligible costs related to professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors.
- ✓ Capital costs of the purchase of a land or building.
- ✓ 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).

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<sup>1</sup> **Transitional housing:** Housing intended to offer a supportive living environment for its residents, including offering them the experience, tools, knowledge and opportunities for social and skill development to become more independent. It is considered an intermediate step between emergency shelter and supportive housing, and has limits on how long an individual or family can stay. Stays are typically between 3 months and 3 years.

<sup>2</sup> **Permanent supportive housing:** Housing that combines rental or housing assistance with individualized, and flexible support services for people with high needs related to physical or mental health, developmental disabilities or substance use. Permanent supportive housing may be:

- **placed-based:** Congregate or independent permanent supportive housing units situated in 1 building or location
- **scattered-site:** The provision of permanent supportive housing services in the community, delivered through home visits or community-based agencies.



## Ineligible Activities

- ✗ Purchase and construction of emergency shelters
- ✗ Construction and renovation of housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and BC Housing, including investments related to repairing, renovating, or creating social housing units (i.e. not supportive housing).

## Summary of Eligible and Ineligible Activities

	Project Type	Constructing	Purchasing	Renovating/ Repairing	Equipping/ Furnishing
Residential	Permanent Supportive Housing	✓	✓	✓	✓
	Transitional Housing	✓	✓	✓	✓
	Social Housing	✗	✗	✗	✗
	Private Market Property*	✗	✓	✓	✓
Non-Residential	Emergency Shelters	✗	✗	✓	✓
	Non-Residential Facilities	✓	✓	✓	✓
	Smaller capital purchases required for program delivery	N/A	✓	N/A	N/A
*NOTE: private market housing is only eligible for unit repairs <u>caused by placements</u> <b>unless re-purposing the property to create new supportive or transitional housing units</b>					

## Completing Your LOI Application

All applications must be submitted online using Survey Monkey Apply (SMA) at [vcf.smapply.ca](https://vcf.smapply.ca). If you have previously applied for Reaching Home funding, use the e-mail address and password that you registered with previously. If you are new to SMA, you will need to register (please refer to Appendix A for the steps to register).

Applications consist of 3 parts:

1. Applicant Information
2. Project Information
3. Sign Your LOI 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](mailto:reachinghome@vancity.com).

## 1. Applicant Information

This section captures the information about your organization. Once you have completed this section, this information can be used again for any subsequent applications that you submit for Reaching Home funding on SMA.

## 2. Project Information

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. If you are seeking funding for multiple projects, you must submit separate applications for each project.

**NOTE:** No additional documents/attachments are being requested for the LOI stage. Attachments to support applications will be requested and required for the Proposal stage only.

### Section 1 of 6: Project Summary

In addition to specifying when your project would be ready to start, you will be asked to provide overall information about your project, including the specific need, gap or priority in relation to homelessness that your project seeks to address, and ideally describe any specific research, data and direct experience in addressing homelessness within your community that clearly demonstrates this need.

### Section 2 of 6: Project Outcomes

Projects will be assessed on their alignment with and potential contribution to Reaching Home Community Level Outcomes:

- Reducing chronic homelessness in the community;
- Reducing homelessness in the community overall, and for specific populations (with Indigenous homelessness being a priority);
- Reducing new inflows into homelessness; and
- Reducing returns to homelessness.

Projects will also be assessed on qualitative outcomes, such as the quality and cultural appropriateness of a facility and its services. The UN Guidelines for the Implementation of the Right to Adequate Housing (March 2020) includes “peace, security and dignity, and include security of tenure, availability of services, affordability, habitability, accessibility, appropriate location and cultural adequacy” in its definition of the right to housing.

### Section 3 of 6: Partner Information

Applicants are encouraged to collaborate with other organizations, supported by formalized partnership agreements in order to increase the capacity and experience to successfully execute the project.

#### **Section 4 of 6: Experience and Capacity**

Applications will be assessed on the applicant and partner organizations' capacity (staff, resources and relationships) and experience to develop and implement the project for the intended population to be served.

#### **Section 5 of 6: Location**

This section will need to be completed for any project that has chosen (and ideally secured) a specific site.

#### **Section 6 of 6: Project Budget**

LOI applications will be asked to provide both the total funding required by the project and the amount that would be requested from Reaching Home for fiscal year ending March 31, 2022. **The maximum funding that will be provided to any individual project in each fiscal year is 25% of the available funding.** As well, preference will be given to those applications requesting a minimum of \$50,000 but all applications will be considered.

For applicants that are invited to submit a proposal following this LOI, additional considerations regarding Reaching Home funding include:

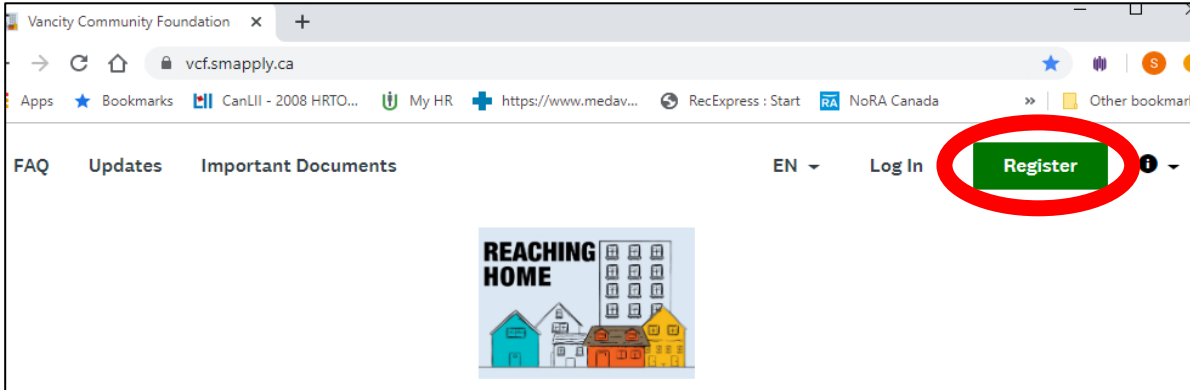
- **Community Contributions:** RH funds are not intended to be core funding for any program or organization. Applications that have matching in-kind and/or cash contribution will be given priority for funding consideration.
- **Linking with the Province or Territory:** Efforts should be made to link with provincial, territorial or municipal funding. RH 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 (i.e. should be used to fill a gap in these instances).
- **Ensuring Sustainability:** Capital projects must clearly demonstrate their capacity to operate the facility for its intended purpose for a minimum period of up to 5 years after project completion. Following the LOI application stage, successful applicants will be asked to identify all relevant funding sources for the operation of the facility and/or new services.

### **3. Sign Your LOI Application**

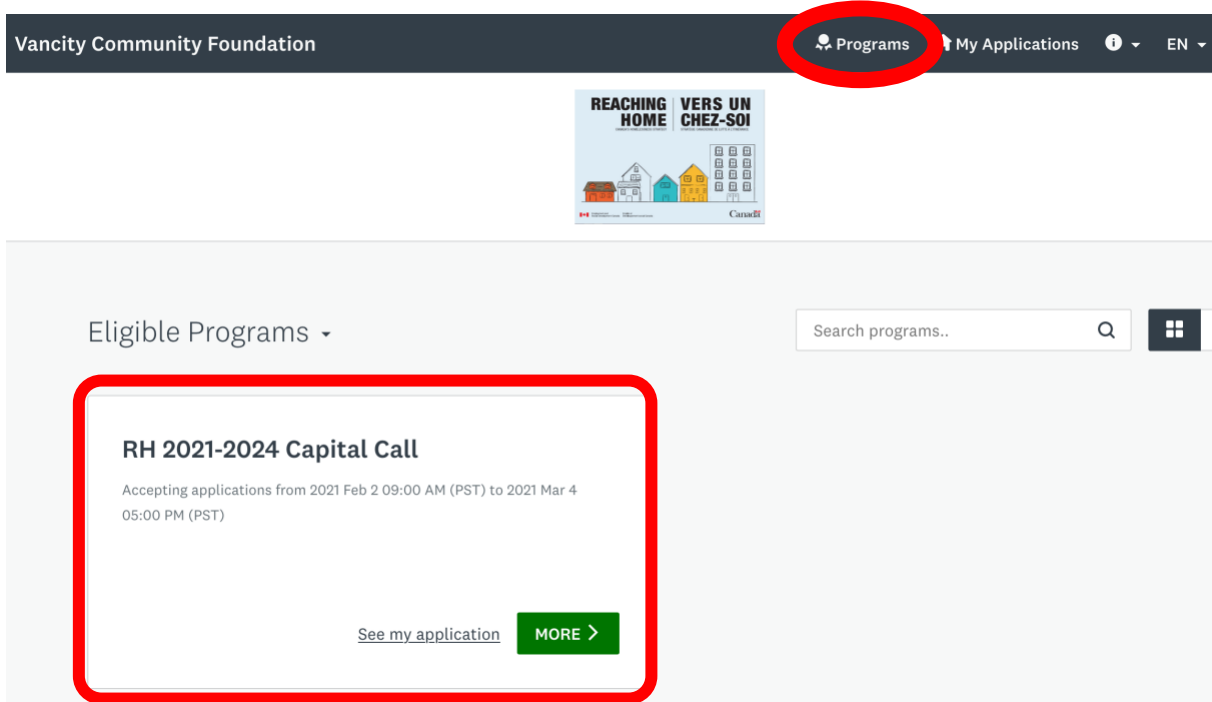
All applications must be signed by an authorized signatory for your organization. This can be provided electronically within SMA or by uploading a scanned signature document.

## 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 2021-2024 Capital Call** 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; and,
- ✓ the contribution is in support of a project funded under an international agreement that is restrictive for recoveries.