



**Reaching Home Greater Vancouver
2021-2022 Capital Call For Proposals (CFP)
Q&A Sessions**

April 19 and 22, 2021

Question	Answer
<p>If our project costs have changed, can we ask for something more than what we submitted in our Letter Of Intent (LOI) application?</p>	<p>The maximum for a project remains at \$745,000, however if the amount you are requesting is less than this, you can change the amount you are requesting. This can include changes to the scope of your project as long as the overall intent and people served by your project remains the same.</p> <p>You cannot increase your funding in order to fund something entirely new from what was described in your LOI application.</p>
<p>Is there a target number of projects that will be funded? How much would we need to tweak the amount we are asking for?</p>	<p>There is not a specific target for the number of projects that will be funded. We will take into account the specific needs and outcomes that have been articulated for each project. Please refer to page 5 of the Application Guide for the criteria that will be used to assess applications.</p>
<p>Is a project eligible for funding if it is already receiving funding from elsewhere (e.g. BC Housing)?</p>	<p>Yes as long as you are not requesting Reaching Home funding for exactly the same item or service that is being funded by another source.</p>
<p>Will applications only be considered for the full amount being requested or is partial funding possible?</p>	<p>The amount requested in your application is what will be considered by reviewers. Reviewers may however make a decision to give partial funding to a project. The Reaching Home contracting process will confirm the funding to be provided based on the funding decisions (including amount of funding for each project) made.</p>
<p>Can we increase the likelihood of our project being funded if we adjust the amount we are requesting?</p>	<p>As mentioned, we will be using the criteria identified in the Application Guide (p.5) and recommend that you base the amount of funding you request based on what you believe is needed in order to deliver your project successfully.</p>
<p>Given the level of demand for funding will there be any consideration given to allocating additional funding to this round?</p>	<p>Although there is significant demand, the amount of funding for this Capital CFP will remain at \$2.98M.</p>
<p>On the SMA portal, there is an option to Reset my application. What will happen if I do this?</p>	<p>Resetting your application will remove all of the responses you have entered in your Proposal application. We do not recommend that you do this, but rather update the responses to reflect what you would like to submit.</p>



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If we receive RH capital funding, is there a covenant attached to this funding?	Reaching Home contracts for capital funding contain a clause whereby the CE (Community Entity) may put a lien on a property if a project is not being operated for its intended purpose for a minimum period of up to 5 years following completion of the capital project.
Our project is on a rented property. How does this affect how our application is assessed?	A key consideration for projects in rented/leased properties is how long your tenure is confirmed for, in order to ensure that the project can be sustained (for a minimum of 5 years).
In Section 2, there is a question asking how many beds/units will be created, renovated or enhanced. Our project is for 4 units with 2 beds each. Should we enter 4 units or 8 beds?	Enter 8 for the number of beds. Ultimately, we are trying to identify the number of people experiencing or at risk of homelessness who will be provided housing.
We are doing a renovation to add units. For the operational budget information details do we need to include the budget for how it is running now or the budget for when the new units will be running?	The operating budget is for when the capital project is complete and the units are available for occupancy. For example if your project were to be completed by the end of 2024, you would enter 2025 as the first year of your 5-Year Operating Budget (cell B6 in the worksheet called "5-Year Operating Budget"). The remaining 4 years will automatically update.
Should the operational budget ("5-Year Operating Budget" worksheet in the Excel project budget template) be for our full program or just the portion related to the units being added?	If you have funding and staffing specifically for the new units, then enter the 5-Year Operating Budget for the new units only. However, if the new units are being funded and staffed as part of an overall building and program, and it is difficult to separate out the portion of revenues and costs associated with the new units only, then provide the overall operating budget for the entire building/program.



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<p>Should contractors (for construction, renovation) be identified as partners in the Partner Information section of the application? What about funders?</p>	<p>A standard definition of partnership (in a non-legal sense) is: “an ongoing working relationship where risks and benefits are shared” (Oxford Dictionary). The Partnership Brokers Association (www.partnershipbrokers.org) also identifies the following fundamental characteristics of a partnership:</p> <ul style="list-style-type: none"> • A common purpose with shared interests • Co-creation of the solution design • Sharing risks and benefits • Commitment to mutual accountability • Agreed to principles on how to work together. <p><u>Section 4: Partner Information</u> is intended to identify those organizations that you have formally partnered with for either the capital project as well as for a program/service delivery following the project completion.</p> <p>For contractors, if the relationship is strictly as a service provider which is not different from any other project that the contractor would work on, then this would not be identified as a partnership. However, you can highlight the contractors you have engaged for the project in:</p> <ul style="list-style-type: none"> • <u>Section 5: Experience, Capacity and Engagement</u> - in the first question related to your experience and expertise, you can highlight any contractors/service providers who will provide the required experience and expertise. • <u>Section 7: Project Workplan</u> – in the question related to the current status of your project, you can highlight any contractors/service providers (as well as funders) that you have secured for this project. <p>For funders, you may choose to include them in Section 4, particularly those with whom your relationship meet the above criteria. You will also be asked to provide information on funders and their contributions in the Project Budget template Excel spreadsheet in the third worksheet called “Other Contributors”.</p>



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Can we include potential funding that has not yet been confirmed?	Yes, you may include unconfirmed funding. Please clearly indicate this as unconfirmed when providing this information in the “Other Contributors” worksheet in the Project Budget template Excel spreadsheet .
Should we include funding already being received for a program related to the location/site for the capital project?	Yes, include this funding information in the “Other Contributors” worksheet.
In Section 6: Location and Site Information there was a problem with the question “Is there a lien or mortgage on the property?”. It would not led me proceed if I had not checked either box.	Yes, this was a bug. It has now been fixed. If you encounter any other issues with completing your application, please let us know by email via ReachingHome@vancity.com .
We have a significant fundraising campaign for our project. How much detail do we need to provide on the specific donors?	In the Project Budget template Excel spreadsheet , you would enter the full amount in the “Applicant Cash Equity” row (row 23) of the first worksheet called “Project Capital Budget”. In Column F, you can then provide an overall description of the overall categories of contributors. In the third worksheet called “Other Contributors”, you may choose to identify the details of any specific individual contributors.
We receive a lot of volunteer support to deliver our program. Can we include this as an in-kind contribution?	You can include this in-kind support in the third worksheet called “Other Contributors” of the Project Budget template Excel spreadsheet . You will need to identify an hourly rate and estimated number of hours in order to enter a \$ amount for this in-kind contribution.