



**REACHING HOME:
CANADA'S HOMELESSNESS STRATEGY
ABBOTSFORD DESIGNATED COMMUNITY
2021-2022
Capital Call for Proposals (CFP)
APPLICATION GUIDE**

**APPLICATIONS DUE:
Friday, August 20, 2021 at 5 PM**



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Reaching Home Program Overview

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, First Nations, Inuit and Métis, 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.

Reaching Home will work with communities to shift towards a more coordinated and systems-based approach to homelessness and to establish and achieve the following community-wide outcomes.

For further information and to review the Reaching Home directives and key definitions, please visit the [Reaching Home Directives](#).

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.

Vancity Community Foundation (VCF) is working in partnership with the CE to help administer and deliver the Reaching Home program.

Following are examples of the roles and responsibilities of the CAB and CE:



To review the [Reaching Home Directives](#) and for more information regarding the CAB, please see [this page](#).

City of Abbotsford Reaching Home 2021-2024 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 City of Abbotsford 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 following outcomes:

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.

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 table below, outlines planned allocation of the City of Abbotsford Reaching Home funding from 2021-2024 activity area. These funding priorities may change over time and as such, will be re-evaluated on an annual basis.

Funding Allocations for Sub-projects in all Investment Areas				
	2021-22	2022-23	2023-24	Total
Housing Services	\$299,608	\$135,876.90	\$135,876.90	\$571,361.92
Prevention and Shelter Diversion	\$234,476	\$104,172.29	\$104,172.29	\$442,820.50
Support Services	\$338,687	\$122,289.21	\$122,289.21	\$583,265.86
SUBTOTAL SERVICE	\$872,771.48	\$362,338.40	\$362,338.40	\$1,597,448.28
Capital Investments	\$325,661	\$45,292.30	\$45,292.30	\$416,245.60
Coordination and Data Collection	\$104,211	\$45,292.30	\$45,292.30	\$194,796.12
TOTAL	\$1,302,644.00	\$452,923.00	\$452,923.00	\$2,208,490.00

2021 – 2024 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.

The total Reaching Home funding allocation to this region for 2021-2024 is just over \$2.2 million. For the purpose of this call and in alignment to the [City of Abbotsford Community Plan](#), the breakdown for sub-project funding is as follows:

- 2021-2022: \$1,302,644
- 2022-2023: \$452,923
- 2023-2024: \$452,923

2021-2022 CFP Only

Based on needs and priorities identified through the community planning process please find below a more detailed breakdown of the allocation of funds by type of project.

2021-22 Funding Allocations	Percentage	Dollar amount
Support Services	26 %	\$338,687
Capital Investments	25 %	\$325,661
Housing Services	23 %	\$299,608
Prevention and shelter diversion	18 %	\$234,476
Coordination of Resources/Data	8 %	\$104,211

Please note the following under the Capital CFP:

Funding Period: September 1, 2021 – March 31, 2022

Funding Amounts: up to \$325,600 for capital projects

Priority Populations

Reducing Indigenous homelessness in the region is a priority for the community as well as the Reaching Home Program. The City of Abbotsford Community Advisory Board (CAB) and Community Entity (CE) are committed to supporting Indigenous, First Nations, Metis and Inuit-led organizations serving Indigenous, First Nations, Metis, and Inuit people and to ensuring that Indigenous, First Nations, Metis, and Inuit individuals and families have access to culturally appropriate services.

The CAB has also identified services to homelessness and at imminent risk individuals who have complex needs (e.g., mental health, addictions) as another priority population. As well as seniors, youth aging out of care and newcomers. In addition, projects that have involved those with lived/living experience of homelessness (e.g., consultation in design, peer support workers in service delivery model) are strongly encouraged.

Minimum and 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 at imminent risk of homeless individuals and families

Capital projects that preserve stock, enhance accessibility and supports is a priority for the region.

Please note capital projects require a sustainability plan in which organizations must demonstrate their capacity to operate the facility for its intended purpose for a minimum period of up to 5 years after project completion. Applicants must identify all relevant funding sources for the operation of the facility and/or new services through their application documents. As capital projects funded under Reaching Home should lead to new or improved services after their completion, an exit strategy is unacceptable for capital projects. For more information please see [Reaching Home Directives](#).

2021 – 2022 Call for Proposals (CFP) Application Process and Timeline

The CFP application stage will be open from **August 3 - 20, 2021**.

It is anticipated that proposal applicants will be advised of funding decisions by the **beginning of October 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

An organization can submit multiple applications. Each project must have its own applications 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.

Q&A Sessions

You can direct your questions by email to reachinghome_abbotsford@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. Please note, you do not need to attend each session noted below, rather we have provided a variety of times/dates to ensure as many people who wish to attend are able to. 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 one of these sessions, please click on the appropriate link (no sign-up is required):

Thursday, August 5	Friday, August 6	Monday, August 9
<ul style="list-style-type: none">• 10 – 11 am Zoom link• 1 -2 pm Zoom link	<ul style="list-style-type: none">• 9 – 10 am Zoom link	<ul style="list-style-type: none">• 1 -2 pm Zoom link

Updates regarding the CFP will also be accessible through the [City of Abbotsford, 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_abbotsford@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

Eligible Applicants

Organizations that serve the population within the City of Abbotsford that are eligible to apply are:

- ✓ Indigenous, First Nations, Inuit, and Métis
- ✓ Not-for-profit organizations
- ✓ Public health and educational institutions
- ✓ For-profit organizations (please refer to [Appendix B](#) for the specific requirements)

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 to be eligible to apply for Reaching Home funding. Prior to being able to apply, 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 housing¹, permanent supportive housing², 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).
 - Expanding an existing facility.

¹ **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.

² **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.

- ✓ 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).

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).

For more information on eligible activities and expenses please go to the [Reaching Home: Canada's Homelessness Strategy Directives](#).

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 <i>caused by placements</i> unless re-purposing the property to create new supportive or transitional housing units					

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 homelessness.	20
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.	15
Project Feasibility	The proposal demonstrates that necessary permits/licenses and vendors have been considered and procured, and that timelines are realistic and ensure the project will be able to spend the RH contribution before the end of the project period.	10
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.	10
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.	20
Indigenous, First Nations, Inuit, and Métis-led Organizations	If the proponent organization is Indigenous, First Nations, Inuit, and Métis-led, assign 5 points	5

Completing the CFP Application

All applications must be submitted online using Survey Monkey Apply (SMA) at https://vcf.smapply.ca/prog/rh_abbotsford_2021-2022_capital_call. 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 (See [Appendix A](#) for a SMA guide to get started). 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. Applicant Information
2. Project Information
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_abbotsford@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.

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 renovate our current location to add 2 new units of transitional housing for women fleeing abuse.
2. Project Outcomes	Projects will be assessed on their alignment with and potential contribution to the Reaching Home Community Level Outcomes (see page 4). As well as the number of beds or units that will be created, renovated, or enhanced as a result of your project and/or program space.
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).
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	<p>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:</p> <ul style="list-style-type: none"> • your prior experience with capital projects • any required licenses or permits related to providing services in relation to this project • your capacity and experience serving any intended target population(s) • your engagement of individuals with lived or living experience of homelessness in the development and implementation of your project <p>If you are not an Indigenous, First Nations, Metis or Inuit-led organization and you identified serving these individuals and families as a target population in Section 3, you will need to respond to additional questions regarding your organization's cultural competency and capacity.</p>
6. Location and Site Information	<p>This section will need to be completed for any project that has chosen (and ideally secured) a specific site. Describe details about why this location/site is suitable. E.g., What makes the location suitable and/or desirable? (Nearby amenities and supports such as public transportation, medical institutions, schools, recreational facilities, commercial/retail stores)</p>
7. Project Workplan	<p>Please provide the timeline and project phases, key activities, and dates for this project for the period of September 1, 2021, to March 31, 2022.</p>
8. Project Budget	<p>Applicants will be asked to 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, 2022.</p> <p>Additional considerations include:</p> <ul style="list-style-type: none"> • 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 capital 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). <p>In this section, you will also need to:</p> <ul style="list-style-type: none"> • Complete and upload your project budget using the Excel project budget template (found on the Important Documents page). This template has 2 worksheets: <u>Worksheet 1: Project Capital Budget</u> <ul style="list-style-type: none"> ▪ This application is for Reaching Home capital funding from September 1, 2021 - March 2022 only. We are asking for information on April 2022 - March 2023 and April 2023 - March 2024 to get an understanding of your overall project but Reaching Home funding for these years will be determined through subsequent Call for Proposals.

Section	Key information to be provided
	<ul style="list-style-type: none"> ▪ Provide as much information as you can on your: <ul style="list-style-type: none"> A. TOTAL PROJECT BUDGET B. CONFIRMED SOURCES OF FUNDING <ul style="list-style-type: none"> ○ For each source of funding indicated, please complete a row in Worksheet 3: Other Contributors. C. FUNDING BEING REQUESTED FROM REACHING HOME <p>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.</p> <p>Worksheet 2: Other Contributions</p> <ul style="list-style-type: none"> ▪ For each funding source identified in Worksheet tab 1 (Project Capital 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 Capital Budget) and your costs (as identified in Section A of Worksheet 1: Project Capital Budget). • Include the contingency plan for your project if you do not receive funding from Reaching Home.
9. Project Sustainability Plan	<p>This section is meant to help applicants seeking Reaching Home funding for capital projects ensure that their application and sustainability plan address all the key elements of sustainability.</p> <p>You will need to:</p> <ul style="list-style-type: none"> • Describe your sustainability plan post project completion. • Upload supporting documents that demonstrate your sustainability plan (E.g., operating agreements, financial statements, etc.) • Refer to the Capital Sustainability Checklist found on the Important Documents page

3. Sign Your Application

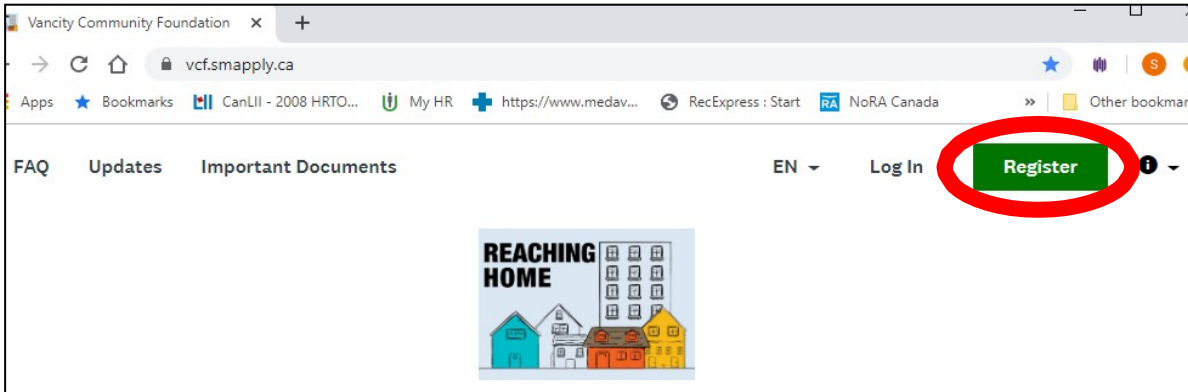
All applications must be signed by an authorized signatory for your organization. This can be provided electronically within SMA or by uploading a scanned signature document.

Summary of Key Dates

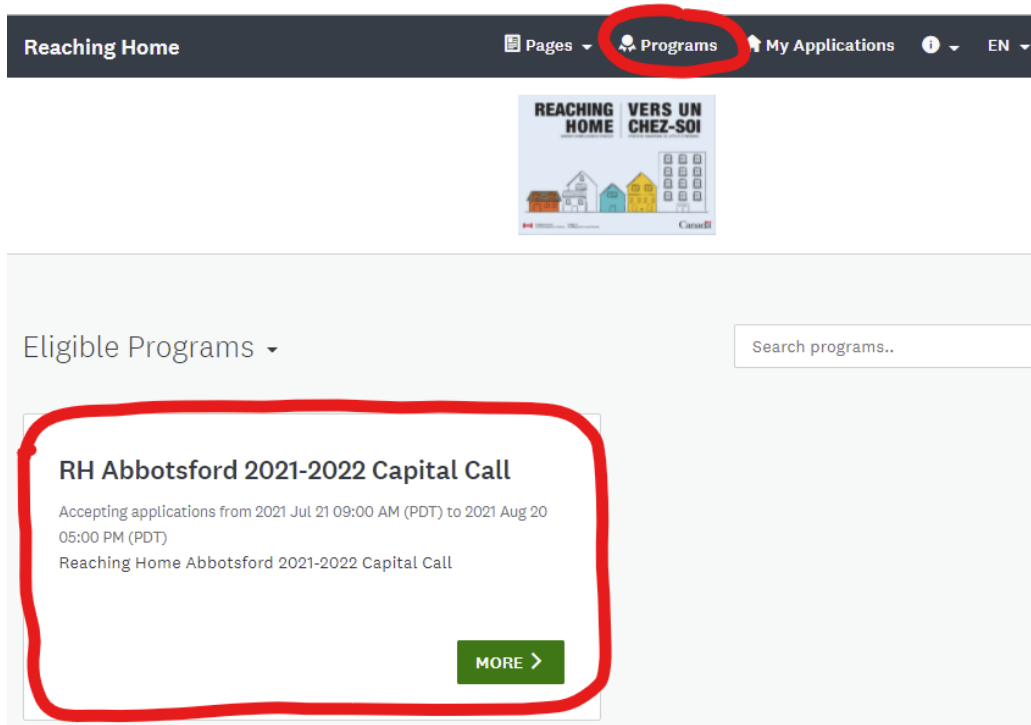


Appendix A – Getting Started with Survey Monkey Apply

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 Abbotsford 2021-2022 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
- ✓ the contribution is in support of a project funded under an international agreement that is restrictive for recoveries