



On behalf of the
Government of Canada's Reaching Home Strategy
Call for Proposals – OPEN CALL – REACHING
HOME FUNDING
2023 Application Guide

Reaching Home Funding for Saskatoon, SK

PLEASE READ THE GUIDE CAREFULLY BEFORE COMPLETING YOUR APPLICATION

The closing date for Application Submission is:
11:59PM - March 3, 2023

Please email applications to the following address:

BDreaver@shipyx.ca

awazir@shipyx.ca

Subject Line: *Reaching Home 2023 Application - your organization's name*

The Community Entity (CE) will be hosting a virtual information session on the Reaching Home program on February 6, 2023 from 1:30PM to 3:30PM. Please RSVP to Brenda Dreaver at BDreaver@shipyx.ca by Friday February 2, 2023.

For additional information, the CE will be available to meet individually with organizations as needed.

Table of Contents

1. INTRODUCTION.....	2
2. PURPOSE AND BACKGROUND.....	3
3. IMPORTANT TIMELINES	5
4. FUNDING PRIORITIES	5
5. MINIMUM ELIGIBILITY REQUIREMENTS.....	12
6. ELIGIBLE AND INELIGIBLE PROJECT COSTS.....	13
7. HOW TO APPLY	15
8. PROPOSAL EVALUATION	15
ANNEX 1: TOOLS TO ASSIST IN DEVELOPING A CAPITAL INVESTMENT PROJECT.....	17
ANNEX 2: GUIDE TO THE SUSTAINABILITY CHECKLIST FOR APPLICANTS OF CAPITAL INVESTMENT PROJECTS	19

Please direct all inquiries related to submissions of proposals for funding to:

Brenda Dreaver, B.Comm

Sub Project Manager

Saskatoon Housing Initiatives Partnership (SHIP)

Saskatoon, SK | Treaty 6 Territory | Homeland of the Métis

201-1120 20th St W, Saskatoon, SK S7M 0Y8

Email: BDreaver@shipyx.ca

Phone: (306)986-5286 EXT 103

Aimal Wazir

Administrative Assistant

Saskatoon Housing Initiatives Partnership (SHIP)

Saskatoon, SK | Treaty 6 Territory | Homeland of the Métis

201-1120 20th St W, Saskatoon, SK S7M 0Y8

awazir@shipyx.ca

Phone:(306)986-5286 EXT 109

1. INTRODUCTION

Homelessness has an economic and social impact on every community in Canada. The Government of Canada is committed to helping those who are in need and believes that one homeless Canadian is one too many. Reaching Home is the federal strategy to prevent and reduce homelessness. It is 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. The Government of Canada is committed to achieving reconciliation with Indigenous peoples. Reaching Home recognizes that Indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programs affecting them, and, as far as possible, to administer such programs through their own institutions.

This guide will assist you in completing the application under the 2022 Reaching Home Strategy Call for Proposals.

Designated Communities and Indigenous Homelessness Funding Available		
The purpose of this CFP is to allocate funding for Housing Services, Prevention & Shelter Diversion, Client Support Services, Capital Investments and Coordination of Resources and Data Collection.		
Reaching Home Funding Allocations		
Fiscal Year	Indigenous Homelessness	Designated Communities
2023/24	Estimated \$3,235,188	Estimated \$2,475,532

More information about the above activities can be found at the following link:

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

2. PURPOSE AND BACKGROUND

The Government of Canada established the Reaching Home program to support projects that promote strategic partnerships and structures, including housing solutions and supports, to stabilize the lives of individuals who are homeless or at-risk of becoming homeless and to assist individuals move toward self-sufficiency.

The Federal Government has approved Saskatoon’s 2019-2024 Community Plan on Homelessness. Developed under the guidance of the Saskatoon Homelessness Community Advisory Board, the plan works within the strategic priorities established by the Federal Government to identify Saskatoon’s needs and priorities on homelessness.

Through this Call for Proposals (CFP), Saskatoon Housing Initiatives Partnership, as Saskatoon’s Reaching Home Community Entity (CE), is soliciting applications to meet the needs of individuals and/or families who are homeless or at-risk of homelessness in Saskatoon, Saskatchewan. Activities that take place on reserve are not eligible under Reaching Home as investments under the Indigenous Homelessness stream are intended to meet the specific needs of the off-reserve Indigenous population.

Designated Communities Funding

There are 10 communities across Canada identified as having the most significant problems with homelessness. These are: Vancouver, Calgary, Edmonton, Winnipeg, Toronto, Hamilton, Ottawa, Montreal, Québec City and Halifax. Other communities, or a group of communities working jointly in a single geographic area, have been identified as having a significant issue with homelessness. Saskatoon has been identified as one of those communities. Activities in designated communities are not eligible for funding under the Rural and Remote Homelessness funding stream.

Indigenous Homelessness Funding

Reaching Home recognizes that Indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programs affecting them, and, as far as possible, to administer such programs through their own institutions. Accordingly, Indigenous Homelessness funding is used for projects delivered by Indigenous service providers across Canada to address the specific needs of the off-reserve homeless Indigenous population. The Reaching Home Directives include provisions to facilitate delivery of culturally appropriate and culturally competent programming for Indigenous individuals and families.

Saskatoon's Homelessness Population

The following are key findings from Saskatoon's 2018 Point-In-Time (PIT) Count. These findings provide a snapshot of the population experiencing homelessness in Saskatoon. The below data should be read keeping in mind that the COVID-19 outbreak has resulted in additional stressors and barriers for at-risk and homeless individuals and families and has also changed emergency shelter availability significantly.

The following information was taken from the 2018 PIT Count Results Report.

Numbers proved relatively stable since the 2015 count with 475 including 11 children (450, including 45 children, in 2015) experiencing sheltered or unsheltered homelessness.

Still, high reported levels of precarious housing conditions included 86 cases of hidden homelessness (up from 35 in 2015, the first attempt to capture hidden homelessness). While 44% of those surveyed first experienced homelessness as adults, 21.5% were children (14 and under) and 34.5% were youth (15-24).

55.3% reported chronic homelessness; 41.5% reported episodic homelessness.

85.5% of those surveyed experiencing homelessness identified as Indigenous (80% First Nations, 1.7% Indigenous ancestry, and 6% Metis). 37.3% were female and 61.4% male; 88.5% identified as heterosexual, 6.6% bisexual, 1.8% gay, 1.3% questioning, and 1.3% two-spirit.

The main causes of housing loss for youth were conflict with parent or guardian and addictions or substance abuse (30.4% each); for adults, addictions (27.3%); inability to pay rent was the next cause for both youth and adults.

52.6% had been in foster care; close to 80% did not remain in foster care until 18.

69.5 % had experienced violence while homeless: 66% of men, 72% of women, and 100% of trans and two-spirit people.

Low income and affordability were major barriers to finding housing; a job and housing supports would be most helpful in securing permanent, stable housing.

Interestingly, confirming a trend across the country, libraries were the most used service. Drop-ins, health clinics, and shelters were the next most used services.

In a public perceptions section of the survey, housed (84%) and unhoused (87%) were equally clear on the seriousness of homelessness in Saskatoon. The five top reasons for homelessness were addictions, lack of affordable housing, lack of employment, physical or mental health, and discrimination. More affordable housing was the top response to what Saskatoon can do to help reduce homelessness. More shelters, programs, funding, and supports as well as better education opportunities were among other top responses.

3. IMPORTANT TIMELINES

Process	Timeline
Call for Proposals released	January 29, 2023
Deadline for Application submission	March 3, 2023
SHCAB Recommendations	March 22, 2023
Notification and Completion of negotiation of contracts	April 3, 2023

4. FUNDING PRIORITIES

PRIORITY 1 Housing Services

Housing services are those that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe. Housing could include:

COVID-19 context (in place until March 31, 2023)

Reaching Home funding can be used to increase the physical distance between people, particularly those residing in shelters, to reduce the risk of viral spread and support social distancing. Communities could for example:

- Place individuals in temporary, transitional, or permanent housing accommodations including for the purposes of self-isolation.
- Communities are encouraged to think broadly about what constitutes temporary accommodations (for example, motels, hotels, rooming houses, community buildings, schools, tents in sports arenas, RVs etc.).
- **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.
- **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
- **Housing:** Housing that is not supportive housing and that can be long-term. Includes a house, apartment or room (including social housing) that a family or individual rents or owns. Housing may include arrangements with friends or family members that are expected to be long-term.
- **Indigenous housing options** that reflect Indigenous values, beliefs and practices (for example, community/family living environment) and are delivered by Indigenous organizations.

Eligible activities include:

Housing placement

- Determining an individual's or family's preferences and needs for housing and type of supports.
- Securing housing for individuals and families by working with private and public local real estate, landlord associations, home communities (for example, First Nation band, Inuit community, Métis settlement), to identify available housing units.
- Time-limited rental assistance in the context of a rapid rehousing project. While at the discretion of the community to establish parameters for the rental assistance, rapid rehousing usually consists of 3 to 6 months of support.
- Providing landlord-tenant services for an individual or family that was placed into housing, which includes providing landlord mediation and training on roles and responsibilities of tenants and landlords.
- Re-housing (if required).

Emergency Housing Funding

- Within parameters that are established by the community, funding to help cover housing costs in the short term while awaiting access to longer-term housing supports, including the Canadian Housing Benefit or benefits from provincial, territorial or municipal programs.

Housing set-up

- Activities which cover costs associated with setting up a housing unit, including insurance, damage deposit, first and last months' rent, maintenance (for example, painting), moving, furniture, kitchen, basic groceries and supplies at move-in, etc. Available to all individuals and families, not just those in receipt of rental assistance or Emergency Housing Funding.
 - If a provincial social assistance or other program offers first and last month's rent or damage deposits, this funding should be exhausted first before Reaching Home funding is used for these purposes.

Ineligible activities include:

- Emergency Housing funding while the individual or family is supported by the provincial, territorial or municipal welfare and rent supplement programs; and
- Level of funding provided for Emergency Housing Funding must not exceed amount of financial assistance provided by provincial, territorial or municipal rent supplement programs.

PRIORITY 2: Prevention and Shelter Diversion Services

Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. This includes supporting individuals and families who are currently housed but at-risk of losing their housing, and preventing individuals who are being discharged from public systems (for example, health, corrections, and child welfare) from becoming homeless.

Populations at imminent risk of homelessness are defined as individuals or families whose current housing situation will end in the near future (for example, within 2 months) and for whom no subsequent residence has been established.

Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system. Shelter diversion programs help individuals and families seeking shelter to explore safe and appropriate alternate housing arrangements and, if necessary, connect them with services and financial assistance to help them find secure housing.

Shelter diversion is different from other permanent housing-targeted interventions because of the point in time in which the intervention occurs. Shelter diversion focuses on people as they are seeking entry into shelters, while prevention focuses on people at risk of homelessness. However, many of the same initiatives may be employed with shelter diversion as with prevention.

COVID-19 context (in place until March 31, 2023)

Keeping people housed is a key way to limit the spread of COVID-19 as people need to have a secure place to self-isolate. To help people who are at imminent risk of homelessness maintain their housing, communities may wish to use Reaching Home funds to, for example:

- provide short-term financial assistance (for example, rent arrears and utility deposits)
- deliver in-kind support (for example, grocery cards, personal hygiene products, gift cards), and
- utilize non-financial tools such as landlord-tenant mediation, problem solving with neighbours, and helping individuals or families with budgeting

Individuals being discharged from public institutions (for example, corrections, hospitals), where conditions may be crowded, may present an elevated risk of spreading COVID-19. In these instances, Reaching Home funds could be used to, for example:

- help individuals exiting institutions transition directly to housing and support them in maintaining housing so that they do not need to access a shelter

When it is safe and appropriate to do so, diverting individuals and families requesting shelter to other forms of accommodation is an important tool for communities to reduce overcrowding in shelters. Shelter diversion programs help individuals and families seeking shelter to explore safe and appropriate alternate housing arrangements and, if necessary, connect them with services and financial assistance to help them find secure housing. Reaching Home funds can be used to, for example:

- set up new access points to services, such as working with an existing crisis line to offer help over the phone or virtually through a website.

- fund staff at points of shelter inquiry to explore options for individuals and families through problem-solving and leveraging strengths, existing informal and natural supports and community resources; and,
- utilize tools and resources such as short-term financial support, landlord-tenant mediation, and in-kind support (for example, groceries, gifts) to offset the costs to individuals and families of moving to alternative accommodations.

Eligible activities include:

- Discharge planning services for individuals being released from public systems (for example, health, corrections, and child welfare)
- Help obtaining or retaining housing, including shared housing
- Landlord liaison and intervention to prevent eviction and preserve tenancy
- Advice on budgeting, credit counseling and debt consolidation
- Legal advice, advocacy and legal representation in order to avert eviction
- Emergency assistance to help avert eviction (for example, food, clothing, transportation vouchers, cleaning/repair of damage to a rental unit)
- Moving costs; and
- Short-term financial assistance to help avert eviction or loss of housing with rent, rental arrears, and utility deposits or payments.

Ineligible activities include:

- Provision or payment for student housing for students who are not at imminent risk of homelessness; and
- Supports for low-income individuals or families who are not at imminent risk of homelessness.

c. Health and medical services

COVID-19 context (in place until March 31, 2023)

To enable communities to respond to the COVID-19 outbreak, Reaching Home has added a new **temporary** category of eligible activities and expenses.

Communities are still encouraged to continue connecting individuals to clinical, health and treatment services (includes mental health and addictions support) through case management and deliver harm reduction services.

Eligible activities include:

- providing general health and medical services, mental health (including counselling) and addictions support services that are already provided by provinces and territories
- direct hiring of health care professionals (for example, nurses, doctors) to provide services directly to clients

Given this a new eligible expense, communities will be asked to specifically identify amounts spent on health and medical services.

PRIORITY 3: Client Support Services

Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. They may also include services to support the economic, social and cultural integration of individuals and families.

Basic needs services

COVID-19 context (in place until March 31, 2023)

The requirement that the delivery of basic needs services (for example, essential services related to the provision of emergency shelter beds, food and shelter) needs to be tied to demonstrated outreach or intervention to improve housing stability as part of the project activities is waived.

To reduce the potential for infection and transmission among people experiencing homelessness and those who work with them, communities may wish to use Reaching Home funds to, for example:

- increase the frequency of cleaning with disinfectants in, for example, shelter facilities and high traffic areas
- acquiring and/or providing shelter beds and physical barriers to be placed between beds
- provide individuals moved off-site from a shelter with access to food and transportation, and
- purchase personal hygiene products (for example., soaps), personal protection equipment (for example, gloves, masks, gowns, shoe covers), cleaning equipment and cleaning/disinfectant supplies

Funding for basic needs services support outcomes that contribute to a reduction in homelessness. For example, short-term food and emergency shelter assistance are eligible activities as a means to assist homeless individuals to obtain placement in more stable housing. Longer-term food programs can also be funded if they are part of another intervention that is considered an eligible activity. For Indigenous individuals and families, funding could support culturally appropriate services and connection with community (for example, local and/or home community, including First Nation band, Métis settlement, etc.).

Eligible activities include:

- Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.
- Life skills development (for example budgeting cooking).
- Longer-term food programs that are part of another eligible activity (for example, activities that assist with community reintegration).
- Culturally relevant supports for Indigenous people (for example, cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to 3 months).
- Access to traditional foods and medicines.
- Repair or replacement of eyeglasses (if not otherwise covered through medical services).

- Disability supports (for example mobility and other assistive devices if not otherwise covered through medical services).
- Personal identification.
- Access to technology (for example phones, community voice mail, safe apps, computers, etc.) in a community setting (for example in a resource or drop-in centre).
- Bus or public transit tickets related to integration activities (for example, job search/interviews, appointments/reconnecting to family).
- Transportation to home community (mileage eligibility to be determined by community).
- Access to oral care programs (if not covered by a provincial/territorial government).

Clinical and treatment services

Clinical and treatment services are activities that seek to improve the physical, emotional and psychological health and well-being of individuals and families who are homeless or at imminent risk of homelessness.

Eligible activities include:

- Brokering and navigating access to clinical, health and treatment services (includes mental health and addictions support) through case management, including through an Intensive Case Management team.
- Partnership development, liaison and integration to bring together services to support the needs of individuals or families or to establish case management teams where none exists
- Delivery of harm reduction activities that seek to reduce risk and connect individuals and families with key health and social services.
 - These activities may include, for instance, storage, distribution and provision of materials and/or supplies (for example, needles), prevention interventions (for example, targeted programming to prevent substance abuse in homeless youth and/or youth at-risk of homelessness; managed alcohol programs, connecting individuals to harm reduction services).
- Professional fees for services provided in support of Indigenous individuals and families (for example services provided by Indigenous Elders or traditional healers). The value of professional fees, gifts or honoraria must be proportional to the service rendered and should not exceed the reasonable and customary amount for each service; and
- Supports to access traditional or culturally sensitive healing services (for example, healing circles, sweat lodges ceremonies, access to traditional medicines) that are not offered through provincial programming. Eligibility is not based on service location (for example, may be local or require travel to a non-local Indigenous community).

Economic integration services

Eligible activities include:

- **Income assistance:** services directed towards individuals and families to help them access income benefits (for example, provincial/territorial social assistance, child benefits, disability benefits, veterans' allowance, old age security, or employment insurance).

- **Employment assistance:** pre- and post-employment services (for example, job search assistance, interview preparation) that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.
- **Education and Training assistance:** services to support essential skills development (for example, reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning), services to connect individuals and families to education and training programs and services to support the successful participation in these programs (for example, bus passes, clothing or equipment, food and non-alcoholic beverages, internet access for the duration of the program).

Ineligible activities include:

- Employment activities normally delivered by other federal, provincial or territorial labour market programs
- Job wages for individuals participating in an education, training, or pre-employment program
- Salary for a full-time teacher to provide an alternative to provincial or territorial education
- Tuition
- Workplace skills development; and
- Apprenticeship grants

Social and community integration services

Eligible activities include:

- Supports to improve social integration, for example, costs of participation or provision of recreational/sports activities; and
- Indigenous Elder consultation, gathering and preparation of traditional foods. Establishing and maintaining culturally relevant responses and supports to help Indigenous individuals and families (for example, navigation of urban services including to help establish and maintain culturally relevant support networks within an urban environment; Indigenous language and culture classes).

Priority 4: Coordination of Resources and Data Collection

The goal of Coordinated Access is to help communities ensure equity of access to appropriate resources, prioritize people most in need of assistance and connect people to appropriate services in a more streamlined way. Communities participating in Reaching Home will work toward four core outcomes including:

- chronic homelessness in the community is reduced;
- homelessness in the community is reduced overall and for priority populations (e.g., individuals who identify as Indigenous);
- new inflows into homelessness are reduced; and
- returns to homelessness are reduced.

Reaching Home Minimum Requirement

All Designated Communities are required to have a Coordinated Access system in place by March 31, 2023. The new outcomes-based approach will give communities greater flexibility to identify, test, and apply innovative solutions and evidence-based practices that achieve results for vulnerable people. This means developing targeted responses for various populations, such as Indigenous people, youth, LGBTQ2S communities, immigrants and refugees, survivors of domestic violence, racialized communities, veterans and people with disabilities.

The shift to Coordinated Access supports an integrated systems-based approach where service providers, local communities and orders of government work together to achieve common goals. With Coordinated Access, communities will gather comprehensive data on their local homeless population. In time, communities will be able to establish baselines against which progress will be measured. Communities will be able to monitor trends at the community level, allowing for the sharing of successes as well as determining where more focus or a change in course is needed.

Reaching Home funding provides tools for communities to prepare for and implement the new requirements. Federal funding is provided to Community Entities of the Designated Communities, Indigenous Homelessness (where the stream co-exists with the Designated Communities stream) and Territorial Homelessness funding streams to help with implementation of Coordinated Access, including adopting the necessary information technology infrastructure.

***Note: All Designated Community - Reaching Home funded projects are required to use HIFIS and Coordinated Access.**

Priority 5: Capital Investments

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.

COVID-19 context (in place until March 31, 2023)

To reduce overcrowding in shelters and limit the spread of COVID-19 transmission, communities may wish to use Reaching Home funds to, for example:

- purchase or repurpose existing properties to create new temporary housing (for example, motel and hotel spaces, community spaces), and
- renovate existing facilities (for example, shelters, transitional housing, permanent supportive housing, or non-residential facilities) to, for example, improve ventilation or increase the distance between residents

Eligible activities include:

- Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities, including:
 - Renovating an existing facility for upgrades and to meet building standards
 - Removing asbestos, mold, rodents; and
 - Repurposing an existing property to create transitional housing or permanent supportive housing 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.
- Eligible costs related to professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital costs of the purchase of a land or building.
- Purchase or construction of new emergency shelters using funding from Indigenous, Territorial and Rural and Remote streams.
- 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 include:

- Construction and renovation of housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and most provinces/territories.
 - Investments in social housing, including
 - Repairs to social housing units
 - Renovation of social housing units; and
 - Creation of social housing units

5. MINIMUM ELIGIBILITY REQUIREMENTS

- A. Document submission requirements:** application documents submitted are complete and submitted on time as per this Application Guide and Covering Letter.
- B. Who can apply:** 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 for an urban initiative and act as coordinators for activities.
 - Preference will be given to Indigenous organizations to deliver projects, where feasible, in cases where a project's objectives and activities specifically target off-reserve Indigenous people who are homeless or at-risk of homelessness.
 - 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.

- C. **Eligible Reaching Home Priorities:** Projects must be aligned with the eligible Reaching Home funding priorities described in section 4.
- D. **Eligible Geographic Region:** Projects must take place in Saskatoon.
- E. **Matching Contributions:** The Reaching Home Designated Community Funding stream encourages cost-matching partnerships. Applicants with contributing partners to a project (cash or in-kind) are required to submit letters confirming the nature and amount of each partner commitment (projects that include partnerships will be given priority).
- F. **Completion:** Reaching Home funds must be spent by March 31st, 2024.

6. ELIGIBLE AND INELIGIBLE PROJECT COSTS

ELIGIBLE PROJECT COSTS

Financial assistance may be provided to cover the following costs:

1. **“Capital Assets”** over \$1,000, excluding taxes, with the exception of facilities. Under the Reaching Home, this includes furniture, appliances, and fixtures for the facilities used to carry out project activities.
2. **“Facilities”** includes the cost of renovating or making additions to shelter space, supportive or transitional housing facilities, and non-residential facilities, including:
 - the cost of purchasing land or a building for a facility
 - refundable deposits to put aside land, a building or a capital asset
 - fees paid to general contractors or labourers to build or renovate a facility
 - the cost of materials for construction or renovation of a facility
 - pre-development costs in respect of a facility, including property zoning and/or property assessment fees; environmental assessments (in accordance with the Canadian Environmental Assessment Act); architectural and engineering fees for inspections, assessments, architectural drawings; building permits, licenses and taxes.
3. **“Staff wages”** include Mandatory Employment Related Costs (MERCs) which refer to payments an employer is required by law to make in respect of its employees such as EI and CPP/QPP premiums, workers’ compensation premiums, vacation pay, and Employer Health Tax; and Benefits which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement. Examples of benefits include contributions to a group pension plan or premiums towards a group insurance plan.
4. **“Professional fees”** means contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security, if contracted specifically to support the project, audit costs and legal fees. Reaching Home projects may also include under professional fees the hiring of a consultant for services such as facilitating the community planning process, consultations and focus group meetings; drafting the plan under the community’s direction; assessing the needs of clients; training front line staff; shelter usage data collection; local research on homelessness; data management.

5. **“Travel”** includes travel costs set out in the National Joint Council of Canada’s Travel Directive that are incurred in respect of project staff and volunteers and contracted professionals, if the latter costs are not included in the professional fees’ expenditure category.
6. **“Other Activity Related Project Costs”** include direct costs explicitly related to the project activities that are not included in any other expenditure category, such as:
 - Rented space to hold meetings, consultations, or to provide emergency shelter, including applicant owned premises
 - Furniture costing \$1,000 or less, before taxes
 - Printing costs, meter charge for photocopies, translation.
7. **“Administrative costs”** include the costs of administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs normally incurred by any organization to ensure the effective delivery of the project. These include costs such as rental of office space, office equipment rental, insurance, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, computer software and license renewals, garbage removal/recycling, disability needs, staff professional development (health and safety, CPR, sensitivity training, conflict resolution, etc.), staff travel to meetings, membership fees.
8. **“Organizational Infrastructure Costs”** are expenses incurred for services rendered to the applicant or recipient by a “main office”, “head office” or “administration office” of the Applicant or Recipient. These are costs related to functions which, although they guide and enable effective project delivery, are not project specific and are usually charged on a “pro-rated” basis. **Administrative costs and organizational infrastructure costs proposed under Reaching Home funds combined cannot exceed 15% of total amount proposed for Reaching Home funding.**

INELIGIBLE PROJECT COSTS

Ineligible costs under the Reaching Home include but are not limited to:

- mortgage loans cannot be accepted if the commercial lender has the largest share of funding.
- costs associated with activities or supports that take place on-reserve.
- costs associated with the direct purchase, rental, leasing or the operations of social or affordable housing that is not supportive or transitional in nature.
- emergency shelter construction (provincial jurisdiction).
- employability activities normally provided by other ESDC programs.
- direct cash payments to people who are homeless or at-risk of homelessness.
- software development and/or the purchase of hardware for the collection and management of homelessness data that constitutes a redundant use of funds and duplicates activities already offered through the Homeless Individuals and Families Information System (HIFIS) software; and
- 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. For example, costs for:
 - purchasing alternative software that performs similar functions to the HIFIS software
 - purchasing alternative software that is unable to export shelter data to the National Homelessness Information System initiative.

7. HOW TO APPLY

1. Review the funding priorities as listed in Section 4.
2. Review the eligibility criteria for Reaching Home funding as listed in Section 7.
3. Know your application deadline and important timelines as listed in Section 4.

Electronic submissions only: Email your Application under Subject Line: *Reaching Home 2023 Application - your organization's name* to Sub Project Manager for Reaching Home at BDreaver@shipyx.ca; awazir@shipyx.ca

Once an application has been received an email will be sent to notify you that it has been received. Applications will be accepted **until 11:59PM - March 3, 2023.**

8. PROPOSAL EVALUATION

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

- The proposal must support the objectives of the Reaching Home program under the Designated Communities and Indigenous funding streams.
- **All approved projects must have Reaching Home funding spent on or before March 31, 2024.**
- The type of project or activities being proposed must address one of the priorities for Reaching Home as per the 2019-2024 Saskatoon Community Plan. The priorities are Housing Services, Prevention & Shelter Diversion and Client Support Services, Capital Investment projects and Coordination of Resources and Data Collection.
- The proposal must have community support and address the needs of the homeless population in the Saskatoon community. Community partnerships are encouraged.

Proposal Analysis - Evaluation Criteria

Submission evaluation will include, but is not limited to the following factors:

- 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? 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 the Reaching Home program and the priorities identified by the Community Advisory Board? How well does it respond to community needs? Is there a direct link to homelessness?
- iii. Partnerships and community support: Is the project linked to a community plan, forum, or committee? What kind of support (e.g., referrals, financial, or in general)? Is there any involvement of homeless people, people at risk of homelessness, or other homelessness service providers in proposal development and planning? 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: Are the benefits of the project commensurate with the scope of the investment? Are costs reasonable compared to the anticipated outcomes of the project? Are costs reasonable and aligned with the value of the proposed activities at prevailing market rates in the community? Are costs necessary to carry out the activities successfully (e.g., is it necessary to cover travel costs for an international conference?) Are costs eligible and directly related to the proposed activities?
- vi. Appropriate location: Are the project activities located in the appropriate location based on the call? Is the location appropriate for the intended clientele?
- vii. Process to measure success: What evaluation and monitoring processes will be put in place to measure performance of the project?
- viii. Cultural appropriateness: Does the applicant demonstrate the capacity to respond to the unique challenges that youth at risk, Indigenous peoples, people with disabilities, people with mental health issues and those chronically addicted face with regards to homelessness? Does the proposal explain how those challenges will be addressed in the project? If services are being offered to address the needs of Indigenous people who are homeless or at-risk of becoming homeless, are there strong cultural components demonstrated in the proposal?
- ix. 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?
- x. Confirmed partnerships on capital investment projects: Are the funding confirmation letters from partners included? Has the project considered the appropriate elements outlined in Canada Mortgage and Housing Corporation's (CMHC's) Housing Development Checklist?
- xi. Indigenous homelessness: To what extent will the benefits of the proposed project or activities help alleviate homelessness among Indigenous people in Saskatoon? What percentage of the applicant's board members, payroll, and individuals served by the project self identify as Indigenous.

Please note:

- The Community Entity reserves the right to reject proposals if applications are incomplete and/or missing information.
- The total number of projects funded and the amount of funding per project will be determined based on the number and quality of proposals received. The Community Entity is under no obligation to approve any application through this process and reserves the right to accept proposals separate from the CFP.
- Please note that funding decisions are final and there is no appeal process.

Review Process Summary

The review process will be divided into three steps: (a) determine whether the submission is eligible for funding according to the minimum proposed criteria, including eligible activities, the Reaching Home terms and conditions, geographical requirements and project period (b) determine whether the submission is complete per the submission guidelines and (c) evaluation by the SHCAB.

In consultation with the Community Entity, project proponents will be requested to verify all proposal information, and to confirm the eligible project activities, eligible project costs, performance measurements, and funding mechanisms needed to complete a contribution agreement. If approved for funding by the Community Entity, contribution agreements will be signed between Saskatoon Housing Initiatives Partnership as the Reaching Home Community Entity and the successful applicant.

ANNEX 1: TOOLS TO ASSIST IN DEVELOPING A CAPITAL INVESTMENT PROJECT

What is a capital investment project?

A capital investment project includes expenses related to the purchase of land or a building and the renovation, transformation or construction of real property.

What will be required if your capital project is selected?

- Identification and involvement of specialists in the development of capital projects (see the list of partners and sources of information included below)
- A definition of market requirements and the needs of targeted clients
- A description of how the project fulfills the organization's mandate and mission
- Information on the project's impact on the organization's current activities or services
- Identification of proposed and/or confirmed financial resources to implement the project (complete financial set-up)
- Identification and justification of the choice of a building or land
- Property's market valuation
- Confirmation that the project complies with city plans and zoning by-laws (if not, please state the proposed steps and timelines to achieve compliance)
- Identification of the actions to be taken to ensure the community's acceptance of the project
- Description of the work and preliminary cost estimate
- A summary schedule of the project's execution
- A strategy for renting the building's units (i.e. a plan to recruit tenants, including an estimate of rental income)

The following information may be sought hereafter:

- Minimum of three bids or proposals for any purchase of goods or services of \$25,000 or more (including taxes)
- Offer to purchase (with a deadline of not less than 90 days and conditional upon approval of Reaching Home funding)
- Detailed schedule of activities/work
- Itemized budget breakdown
- Written confirmation of the financial contribution of other partners
- Plan for compensation/relocation of tenants
- Assurance that all environmental protection measures, standards and rules relating to the project activity, established by competent authorities, are respected
- Evidence that required permits have been obtained

Administrative practices to be considered:

Your participation in a capital investment project will add more steps to the annual financial audit of your organization. It is important for the activity and management files to be completed and in accordance with generally accepted auditing standards.

Below is a list of potential partners who can offer you technical expertise or contribute financially to the development or execution of your capital project. It should be noted that obtaining additional support from various partners would be an asset.

Office of Energy Efficiency

The Office of Energy Efficiency (OEE), Canada's centre of excellence for energy conservation, energy efficiency and alternative fuels information, is playing a dynamic leadership role in helping Canadians save millions of dollars in energy costs while contributing to a healthier environment.

Web site ► <http://www.oeenrcan.gc.ca/corporate/incentives.cfm?attr=0>

Canada Mortgage and Housing Corporation (CMHC)

This corporation is the federal government's housing arm. One of its objectives is to improve Canadians' living conditions by giving them access to a vast range of quality, affordable housing.

Web site ► <http://www.cmhc-schl.gc.ca>

Seed funding offers financial assistance to housing proponents who are in the early stages of developing an affordable housing project.

Web site ► www.cmhc-schl.gc.ca/en/inpr/afhoce/fias/fias_001.cfm

USEFUL LINK

The Housing Development Checklist is a useful tool that identifies the essential steps that will help groups and individuals get organized and guide them through the development process. A series of companion fact sheets provide tips and practical information on some of the important activities in the process.

Web site ► http://www.cmhc-schl.gc.ca/en/inpr/afhoce/tore/lere/lere_003.cfm

Federation of Law Societies of Canada

Web site ► <http://www.flsc.ca/en/lawSocieties/websites.asp>

The Canadian Bar Association

Web site ► <http://www.cba.org/CBA/>

Search by province to find a legal expert.

<http://www.cba.org/CBA/Info/faq/referral.aspx>

Links to Architectural Organizations

Web site ► <http://www.ncarb.org/>

ANNEX 2: GUIDE TO THE SUSTAINABILITY CHECKLIST FOR APPLICANTS OF CAPITAL INVESTMENT PROJECTS

These guidelines will assist applicants seeking funding for capital projects to ensure that all elements of the sustainability checklist are complete.

1. Funding to Implement the Project

To fund the project:	YES	NO
<ul style="list-style-type: none"> Are all relevant and related project costs identified in the application package and/or sustainability plan? 	<input type="checkbox"/>	<input type="checkbox"/>

The following are minimum cost items to consider according to the scope of your project:

Project Financing

- Cash, equity, grants, loans, other sources of financing

Project Costs

- Land or property acquisition costs: Purchase price, taxes, legal fees, environmental remediation, survey, inspection, appraisal costs, other disbursement, city/municipal development charges, city/municipal permit fees, city parkland levy, insurance, mortgage, utility fees, consultants and professional fees, architect and engineer fees, other costs
- Construction or renovation costs: Renovation/ conversion/ construction costs, finished basement and/or additional living spaced, surface parking, landscaping, furniture and equipment, stove and refrigerators, laundry equipment, other equipment
- Organizational costs: Administrative costs, organizational infrastructure costs, staff wages, other related labour costs
- Additional costs: Rent loss during construction, GST, PST, contingency funds

	YES	NO
<ul style="list-style-type: none"> Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project? 	<input type="checkbox"/>	<input type="checkbox"/>

The total amount (in dollar, \$) coming from your funding sources should at least be equal to the total cost of your project. This can either be reported through your Reaching Home funding application or sustainability plan.

If not, you may consider the following:

- Review your project funding and costs for any mistake
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have costs below the total amount coming from your funding sources

	YES	NO
<ul style="list-style-type: none"> Are all funding sources confirmed through letters of support in the application package? 	<input type="checkbox"/>	<input type="checkbox"/>

You must have an official letter of support from each organization providing the funds for your project (usually one letter for each funding source). These letters should be attached with your Reaching Home funding application. Each letter should clearly identify the funding source, the applicant and project to be

funded, the amount in dollar that will be provided, and the time when funding will be provided (preferably with detailed day-month-year to day-month-year).

If not, you may consider the following:

- Review your official letters of supports and follow-up with the organizations if applicable
- Identify the funding sources for which you should have an official letter
- Identify additional funding sources and confirm them through official letters of support

2. Project Impacts

Impacts of the project on staff and service requirements:	YES	NO
<ul style="list-style-type: none"> • Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will be a need for additional staff or services after completion)? 	<input type="checkbox"/>	<input type="checkbox"/>

The Reaching Home funding application and/or sustainability plan should clearly indicate the scope of your project. For example, is the project expected to include one of these activities:

- Construction of a new facility
- Conversion/renovation of an existing building
- Addition of new beds/units, new or expanded services (more staff or more clients served)
- Purchase of land or property
- Purchase of equipment, appliance or furniture

In addition, your sustainability plan must indicate how the activities will be sustainable five years after the end of your project.

3. Partnerships

Demonstrate support:	YES	NO
<ul style="list-style-type: none"> • Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project? 	<input type="checkbox"/>	<input type="checkbox"/>

The sustainability plan for your project should identify:

- All partners relevant to your project
- All partners relevant to the delivery of services or housing for five years after the end of the project, if applicable

Depending on the scope of your project, the relevant partners who could be considered, among others, may include:

- Landowners and developers
- Agency, church, or other organization to develop land they own
- Lawyers and development consultants with strong non-profit and development experience
- Architects able to design shelters or quality housing within a tight budget
- Cost consultants (Professional quantity surveyors) to monitor construction costs from concept through construction to ensure budgets are maintained
- Community agencies who serve homeless clients and those at imminent risk of homelessness
- Partners who will share space or provide services after completion of your project

For the successful development and implementation of a capital project, the Canadian Mortgage and Housing Corporation (CMHC) also recommends that organizations acquire knowledge in the following key areas: property development, housing management, financial management, raising government and private funds.

It may be necessary to identify the pertinent skills and experience gaps within your organization so you will be able to determine the professional services needed to implement and complete your project. For more information on items to consider about partnerships, please consult the “Housing Development Checklist” from CMHC (http://www.cmhc-schl.gc.ca/en/inpr/afhoce/tore/lere/lere_004.cfm)

4. Operational Costs at the End of the Project

After project ends:	YES	NO
<ul style="list-style-type: none"> Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements? 	<input type="checkbox"/>	<input type="checkbox"/>

The Reaching Home funding application and/or sustainability plan should identify all the relevant funding sources for the operation of facility/new services. The funding sources must be indicated for the five (5) years after project completion.

Fundraising is not considered sustainable. Therefore, most of the funding for operational costs should come from stable funding sources such as:

- Province or Territory
- Housing corporations
- National organizations such as the Salvation Army or the John Howard Society

	YES	NO
<ul style="list-style-type: none"> Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income) 	<input type="checkbox"/>	<input type="checkbox"/>

The total annual amount (in dollar, \$) coming from your funding sources should at least be equal to the total operational cost of your project for five (5) years after completion. This should be reported in the sustainability plan for your project.

Annual Income could include: Government supplement/per diem, government funding, income from rent, income from parking, donation, other grants, other income

Annual Expenditures could include:

- Building operating costs: Maintenance, repairs, materials, utilities, insurance, municipal taxes, vacancy allowance
- Organizational expenditures: Administrative costs, organizational infrastructure costs, staff wages and other related labour costs, support services
- Mortgage and other expenditures

If the annual operating budget is not balanced, you may consider the following:

- Review your project operational funding and costs for any mistake
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have the appropriate operational funding for five (5) years after the project is completed