GUIDE to the

Alberta Rural Development Network's

CALL FOR PROPOSALS

Rural and Remote Homelessness

For projects in the Province of Alberta

May 21, 2019 to June 28, 2019

Applications must be received **via email** to Jonn Kmech, Program Manager, at programs@ardn.ca with the subject line **"Attention: Reaching Home CFP Submission – [your organization's name]"** no later than **11:59 pm Mountain Daylight Time (MDT) on June 28, 2019**.

Please use a read receipt to verify that your email has been received. A confirmation email will be sent upon receipt of an application.

Late or incomplete applications will not be considered.

Project activities MUST take place outside of Alberta's seven largest centres (Edmonton, Calgary, Lethbridge, Red Deer, Medicine Hat, Grande Prairie and Fort McMurray) as mentioned in the CFP. Applications for projects with activities that take place within any of the seven centres listed above will NOT be considered.

Organizations based within one of the seven centres listed above proposing projects where all activities take place OUTSIDE of the city MAY be eligible. Please contact us for more information in this case before submitting a full application.

Canada

LAND ACKNOWLEDGEMENT

The Alberta Rural Development Network acknowledges that the project activities funded by this Call for Proposals will take place on the traditional territories of Treaty 6, Treaty 7, and Treaty 8, the traditional territories of many First Nations peoples, as well as the Métis. We acknowledge and thank the diverse Indigenous peoples whose footsteps have marked these territories for centuries. The ARDN also recognizes the direct connection between homelessness and colonization[1], and it is our hope that these projects provide steps towards righting wrongs.

1.0 CALL FOR PROPOSALS

Through this Call for Proposals (CFP), the Alberta Rural Development Network (ARDN) solicits applications specific to meeting the needs of homeless individuals and families and those at imminent risk from becoming homeless, living in rural and remote areas in the province of Alberta.

The total amount of funding available for this CFP is as follows:
October 1, 2019 to March 31, 2020	$ 476,853.00
April 1, 2020 to March 31, 2021	$ 832,248.00
April 1, 2021 to March 31, 2022	$ 832,248.00
April 1, 2022 to March 31, 2023	$ 832,248.00
April 1, 2023 to February 29, 2024*	$ 832,248.00

***The Reaching Home program officially ends March 31, 2024. The earlier end date for Project Activities in the 2023-2024 year allows a month for final reporting while project staff can still expense wages to their project.

PRIORITY

The Alberta Rural Development Network (ARDN) is currently accepting funding applications from organizations interested in obtaining financial assistance for activities specific to meeting the needs of homeless individuals and families–and those at imminent risk from becoming homeless–living in rural and remote areas in the province of Alberta. While other projects may be considered, priority will be given to projects that provide supports and services that:
- reduce individuals' risk of homelessness;
- ensure stable living arrangements for those who are homeless or at imminent risk from becoming homeless (including a shift towards a "Housing First" approach, if possible);
- provide support to help ensure that people who are homeless and those at imminent risk of becoming homeless can stabilize their circumstances and move beyond emergency needs;

- introduce supports to improve health, parenting, education, and employment outcomes;
- conducting data collection, such as point-in-time counts or homelessness estimation counts;
- create longer-term solutions, especially supports and tools that help develop stable living arrangements, as well as facilitate permanent arrangements and economic integration for homeless individuals;
- utilize or encourage a local or regional shift towards a "Coordinated Access" system;
- prepare a community to address homelessness.

The ARDN is under no obligation to approve any application through this process and reserves the right to accept proposals separate from the CFP. However, each proposal is vetted by a volunteer, independent Regional Advisory Board (RAB) which ultimately makes funding decisions.

Services shall be made available in both official languages where there is significant demand. The proposal must also contain details on how the applicant intends to engage official language minority communities, where applicable, to ensure that the specific service delivery needs of that community are met.

2.0   PROGRAM DESCRIPTION

2.1   Homelessness Reduction Strategy Overview

This funding aims to prevent and reduce homelessness across rural Alberta. It does so by developing partnerships that contribute to a sustainable and comprehensive continuum of supports to help those who are individuals and families at imminent risk from becoming homeless move towards self-sufficiency. It mobilizes partners at all levels to address barriers to well-being faced by homeless individuals and those at imminent risk.

The first steps toward self-sufficiency are to reduce individuals' risk of homelessness and to ensure that they attain a stable living arrangement. Community-based projects provide support to help ensure that people who are homeless and those at imminent risk of becoming homeless can stabilize their circumstances and move beyond emergency needs. Once in stable housing, other supports can be introduced as required to improve health, parenting, education, and employment outcomes. As a result, communities are encouraged to foster the creation of longer-term solutions, especially supports and tools to help develop stable living arrangements and facilitate economic integration for homeless individuals.

2.2   Direct Outcomes

This funding will contribute to the achievement of the following direct outcomes:

1) <u>Partners are engaged:</u> Community and strategic partnership development, as well as knowledge development and dissemination, aligns efforts and priorities, and maximizes the contributions of all stakeholders. The engagement of partners helps develop a seamless continuum of supports and services. Partners include key stakeholders within communities, municipalities, Indigenous organizations, provincial and territorial governments, federal government departments and agencies, and research bodies, among others.
2) <u>Communities have the means to address homelessness:</u> Communities have the resources and understanding to target homelessness supports and services to the areas of greatest need based on local circumstances.
3) <u>Investments are strategic and aligned:</u> This funding is invested in a manner that targets the greatest needs and affected client groups while ensuring that those investments complement those of other stakeholders and partners.
4) <u>Understanding of homelessness is enhanced:</u> Through results reporting and analysis, and knowledge development and dissemination, we can increase understanding of the causes of homelessness; increase capacity to correlate factors impacting housing stability; better understand the services required and available to address homelessness; and develop innovative approaches and best practices to address the unique needs of homeless people and those at imminent risk of homelessness.

3.0 PROGRAM REQUIREMENTS

3.1 Eligible Project Costs

The eligible areas for project funding under this Call for Proposals are as follows. This list is adapted from the Reaching Home Directives, which can be found here: https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html

The list below is complete, though the full directives located at the link include some footnotes with additional explanations for certain items. If you are considering applying for project activities and an area of expenditure is not mentioned below (but also not mentioned as being specifically ineligible), or if you would like clarification on any of the areas mentioned below, you are strongly encouraged to contact Jonn Kmech, ARDN Homelessness Initiatives Program Manager at 780-862-8118 or programs@ardn.ca to discuss the eligibility of your planned expenses prior to submitting your application.

a. 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:

- **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:
  - ○ **place-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 living 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, 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.

b. Prevention and shelter diversion

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.

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. 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

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.
- Vouchers for living expenses for individuals (e.g. vouchers for food, clothing, gas, grocery, etc.)
- Life skills development (for example: budgeting, cooking, etc).
- 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).

Ineligible activities include:

- Delivery of basic needs services without any demonstrated outreach or intervention to improve housing stability or social/economic integration as part of the project activities.

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.
- Transportation to clinical, health and treatment services (when funding not provided by other funding sources)
- 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).

Ineligible activities include:

- Providing general health and medical services (for example, doctors, nurses and other medical professional salaries), mental health or addictions support services (for example, counselling, treatment, and hospitalization) that are already provided through provincial/territorial areas of responsibility.
- Health and medical services components of an Assertive Community Treatment team. An ACT team provides access to services that are the responsibility of provinces and territories and cannot be funded under Reaching Home (for example, psychiatrist, doctor, nurse, substance abuse specialist). However, assisting with project coordination of an Assertive Community Treatment team, and linking individuals and families to existing Assertive Community Treatment teams is eligible.

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 (eg. forklift operator tickets, EMS certification); 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).

Ineligible activities include:

- Purchase of alcoholic beverages.

d. 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.

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, pre-development costs, construction contractors, and capital costs of the purchase of a land or building.
- Purchase or construction of new emergency shelters
- 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.
    - o Investments in social housing, including
    - o Repairs to social housing units
    - o Renovation of social housing units; and
    - o Creation of social housing units

e. Coordination of resources and data collection

Coordination of resources refers to activities that: (1) enable communities to organize and deliver diverse services in a coordinated manner and/or (2) support the implementation of the Homeless Individuals and Families Information System (HIFIS) or the alignment of an existing Homeless Management Information System with federal coordinated access requirements.

Eligible activities include:

- Mapping of the housing and homeless-serving system to identify existing programs and services, and assess current capacity, program funders, and program requirements.
- Developing and implementing Coordinated Access, including:
    - o Developing partnerships with service providers and other community organizations as necessary
    - o Establishing governance structures and developing privacy tools (for example, data management protocols, data sharing agreement, consent form) for coordinated access and HIFIS implementation
    - o Delivering Change Management activities, such as developing and implementing a communication strategy (for example printed or web-based communications, training, including travel to HIFIS/ Coordinated Access training)
    - o Designing the access model

- o Selecting an assessment tool and a referral and matching process for the coordinated access system; and
- o Implementing a by-name list where applicable.
- Hiring a project manager for coordinated access, including for HIFIS implementation/maintenance:
- Consultant fees or staff wages (for example, community coordinator, analyst, and information technology (IT)), and the corresponding benefits and mandatory employment related costs (for example, Canadian Pension Plan, Employment Insurance, etc).
- Acquiring hardware/software IT infrastructure, such as HIFIS server and other necessary IT equipment, and related office furniture (for example, computer):
  - o Additional support as necessary, for example, legal advice, network security, development of tailored HIFIS reports.
- Customizing an existing Homelessness Management Information System to meet the minimum requirements of coordinated access.
- Developing partnerships to support a broader systematic approach to addressing homelessness (for example, partnerships with health services, corrections, housing providers).
- Conducting point-in-time counts or surveys of homeless populations (for example, coordinator, assistant coordinator, data analyst, project supplies, printing, Volunteer Training, Meeting Space).
- Acquiring additional support (for example, contracts, consultants) related to project activities.
- Improving services (for example, staff training on activities in support of a broader systematic approach to addressing homelessness). System support projects to strengthen the organizational capacity of networks, coalitions and other sector organized groups to develop best practices in terms of service delivery and more responsive, better-integrated services and partnerships.
- Projects that facilitate the coordination of housing and homelessness services, the development of system-wide strategic responses, and foster creative new approaches to addressing issues faced by people who are homeless or at imminent risk of homelessness.
- Informing the public and soliciting feedback on activities intended to reduce and prevent homelessness.

Ineligible activities include:

- Software and/or hardware purchase and/or development for the collection and management of homelessness data that constitutes a redundant use of funds and duplicates activities already offered through HIFIS and
- Administrative costs incurred by Community Entities in the delivery and management of contribution funds under Reaching Home to a third party.

Communities may also undertake data collection activities, which may be unrelated to the design and development of coordinated access and a Homelessness Management Information System that enhance understanding of local homelessness issues and help support decision-making and longer-term planning.

Eligible data collection activities include:

- Collection of data to demonstrate accountability, support decision-making and develop an understanding of the homelessness situation
- Activities intended to build partnerships for data collection and analysis
- Gathering, sharing and disseminating information with the Community Advisory Board and other interest parties
- Technical support for data collection, analysis and management
- Purchase of equipment to collect and compile data

Ineligible data collection activities include:

- Local research other than the data collection activities described under "eligible activities; and
- Information gathered or refocused primarily for the purpose of advocacy, public education or awareness.

For more on Coordinated Access, please see the Reaching Home Coordinated Access directive here (https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html#h2.3-h3.4) and the Canadian Observatory on Homelessness' Coordinated Intake section here (https://www.homelesshub.ca/solutions/emergency-response/coordinated-intake).

Note: projects funded under the Rural and Remote stream of Reaching Home are *not* obligated to include activities related to Coordinated Access, but projects that do promote a local or regional shift towards Coordinated Access, when possible and applicable, are encouraged.

3.2 Eligible Administration Costs

Financial assistance may be provided to cover the following costs. As above, please contact the ARDN if your planned expense is not mentioned in the list below to check on its eligibility prior to application.

1) **Staff Wages,** which includes:
   a. Mandatory Employment Related Costs (MERCs) which refer to payments an employer is required by law to make in respect of its employees such as: Employment Insurance and Canada Pension Plan 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.
   b. Professional development and staff training.

2) **Administrative Costs:** general administration-type costs, normally incurred by any organization, that enable effective delivery of Reaching Home. These include

costs such as: administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs such as rent, phone/fax, postage/courier, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, garbage removal/recycling, publication purchases, equipment maintenance and membership.

3) **Professional Fees**, which includes:
   a. Contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security, audit costs and legal fees.
   b. For services provided in support of Indigenous individuals and families who are homeless or at risk of homelessness (for example, services provided by Indigenous Elders).

4) **Travel Costs**, which includes:
   a. Travel costs set out in the National Joint Council of Canada's Travel Directive that are incurred by project staff, volunteers and contracted professionals. Examples include flight, hotel, car rental.
   b. Staff and volunteer (includes Community Advisory Board members) transportation (for example, parking, bus fare, airfare, taxi, mileage, food, accommodation)

5) **Other Activity-Related Project Costs**, which include:
   a. Direct costs explicitly related to administrative activities that are not included in any other expenditure category, such as: cultural competency training, rented space to hold meetings, hospitality for meetings (including Community Advisory Board meetings), furniture costing $1,000 or less before taxes, printing costs, meter charge for photocopies, translation.

6) **Activities to ensure that programs and services meet the needs of Indigenous Language Communities** (for example, providing services and supports in Indigenous languages to address local Indigenous homelessness needs).

Ineligible activities include:

- International travel costs.
- Purchase of alcoholic beverages.
- Costs associated to traffic fines and penalties.

3.3 Ineligible Activities

For a complete list of ineligible activities, please see the list above or
https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html#h2.3-h3.1

While Reaching Home funding is flexible in some instances, the following activities and costs are always ineligible, including (*but are not limited to)*:

- Any activities or projects taking place *on-reserve*
- Building, renovating, or repurposing facilities for *affordable or social* housing
- Emergency housing funding (e.g. rent subsidies, housing allowances) when the client is supported by existing provincial/territorial and municipal rent subsidies programs
- Direct income support to individuals who are homeless, at risk, or at imminent risk of homelessness
- Clinical health and treatment services or medical/clinical staff (health, vision, mental health counselling, etc.)
- Daycare (**note:** emergency child care costs for clients who are being connected with housing, support services, life skills programs, employment etc. may be eligible; please inquire)
- Advocacy and lobbying activities towards elected representatives on questions related to homelessness and public awareness activities
- Public Education (e.g. education tuition, teaching salary)
- 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 initiative (NHIS); and that constitutes a redundant use of funds and duplicates activities already offered through the Homeless Individuals and Families Information System (HIFIS) software. For example: purchasing alternative software that performs similar functions to the HIFIS software.

If you have any questions about eligibility of project activities, please contact the ARDN Homelessness Initiatives Program Manager at programs@ardn.ca

3.4 Other Sources of Funding

This funding stream does not require cost-matching; however, partnerships and in-kind funding is *strongly* encouraged. If an applicant has contributing partners to a project (cash or in-kind), letters confirming the nature and amount of each partner commitment are required (see Annex 1, sample letter of commitment).

3.5 Eligible Applicants

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

and act as coordinators for activities. **Please note: Where feasible, preference will be given to Indigenous organizations to deliver projects specifically targeting off-reserve Indigenous people who are homeless or at imminent 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.

3.6 Eligible Geographic Area

In order to be eligible for funding, the project activities must take place in rural and remote areas in the province of Alberta outside of the "Seven Cities" (Edmonton, Calgary, Red Deer, Lethbridge, Grande Prairie, Medicine Hat, and Fort McMurray) that are *off reserve*. Applications that propose project activities within any of the seven cities are not eligible and will not be considered.

Organizations that are based within one of the Seven Cities, but are proposing projects that would take place outside the cities, **may** be eligible for funding. Please contact us for discussion before starting or completing an application.

3.   ASSESSMENT OF PROPOSALS

To be considered for funding, proposals must meet all of the following basic eligibility requirements:
- The proposal must support the objectives as described in Section 2. Program Description under Homelessness Reduction Strategy Overview, section 2.1;
- All proposed activities must be eligible for funding as described in section 3.0 Program Requirements above and the Reaching Home Directives;
- Funded activities must be completed on or before **February 29, 2024.**
- The type of project or activities being proposed must address one of the priorities;
  - The proposal address the needs of the homeless population in a rural or remote community in Alberta.

4.1 Proposal Analysis - Evaluation Criteria

Submissions will be evaluated in each of the following areas:

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 this funding?

iii. Partnerships and community support: Does the submission include letters of support or show involvement of people with lived experience, people at imminent risk of homelessness, or other homelessness service providers in proposal development and planning? Have agencies collaborated and coordinated to provide a project or activity for clients? 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:
    a.   Are the benefits of the project commensurate with the scope of the investment?
    b.   Are costs reasonable compared to the anticipated outcomes of the project?
    c.   Are costs reasonable and aligned with the value of the proposed activities at prevailing market rates in the community?
    d.   Are costs necessary to carry out the activities successfully?
    e.   Are costs eligible and directly related to the proposed activities?

vi.   Appropriate location:
    a.   Are the project activities located in the province of Alberta?
    b.   Is the location appropriate for the intended clientele? Is the project or service located close to complementary facilities and/or services (including public transit)?

vii. Process to measure success: What evaluation and monitoring processes will be put in place to measure performance of the project?

viii. Cultural appropriateness: If services are being offered to address the needs of Indigenous peoples who are homeless or at-risk of becoming homeless, has preference been given to Indigenous organizations to deliver these services? Does the applicant demonstrate the capacity to respond to the unique challenges that face homelessness for Indigenous peoples, youth at risk, people with disabilities, people with mental illness and addictions, etc.? Does the proposal explain how those challenges will be addressed in the project?

ix.   Sustainability of the benefits of the project: Will the benefits of the proposed project or activities be sustained when the funding agreement ends?
    •   For client services projects, is a sustainability plan or exit strategy included? Applicants must indicate whether there will be a scale down or a reduction of services, the impact of such a reduction on individual clients, investments and the community at large, and how clients and the

community will be advised of the planned scale down or reduction of services. The exit strategy should include specific timelines and an explanation of the involvement of other community partners in the exit strategy, if applicable.

Please note:
- The lowest dollar amount proposal will not necessarily be selected,
- ARDN reserves the right to reject some or all proposals.

5. APPLICATION PACKAGE

Submissions under this CFP must include:

☐ **Two copies of application form completed (*mandatory*):**
   ☐ **One copy as PDF, SIGNED in Section 4B, Declaration (below) by all legal official representative(s) appointed by your organization, and INITIALED on each page of the application by same signatories**
   ☐ **One copy as Word document, unsigned**
☐ **Completed budget template, in PDF format (*mandatory*)**
☐ **Most recent annual audit OR financial review, in PDF format (*mandatory*)**
☐ Letters of support from the community (*optional/if available*)
☐ Letters of commitment from other funding partners (*optional/if available*)

Please note that proposals must clearly identify the community or location where project activities will occur.

Please send applications via e-mail to the address on the cover page. Applications must be received no later than 11:59 pm Mountain Daylight Time (MDT) on June 28, 2019.

<u>**Submission Instructions (*please follow carefully):***</u>

- Please include ALL above documents in **PDF format** in a **SINGLE email**, with subject line: **Reaching Home CFP Submission – [your organization's name]**.
- The signature page may be included as a separate file(s) from the main application, but please include everything in one email.
- If you need to make changes to your submission *prior to the deadline*, this is allowed *within reason* (ie. not repeated changes) and at ARDN's discretion.
- Late or incomplete applications will not be accepted. ***NO changes or additional documents will be accepted after the application deadline for ANY reason***.
- Additional materials provided beyond the above checklist will be discarded.

- Failure to follow these instructions may result in your submission being deemed ineligible for consideration.

5.1 Service Standard for Applications

Under normal conditions, we will acknowledge receipt of your proposal via e-mail upon receipt. Please use a read receipt and keep a copy for your records.

6. INTERPRETATION OF DOCUMENTS

Inquiries related to submissions of proposals for funding can be directed to Jonn Kmech, Program Manager, Homelessness Initiatives by email at programs@ardn.ca or by phone at 780-862-8118 (please call only during regular business hours of 9 am to 5 pm on weekdays). Information obtained from any other source is not official and may be inaccurate.

If a prospective applicant is in doubt as to the true meaning of any part of the specifications or other documents, or finds omissions or discrepancies therein, a request for interpretation or correction thereof may be submitted and, if deemed necessary by ARDN, an addendum will be issued to all qualified persons receiving CFP documents. Addenda will also be issued by ARDN to all qualified persons receiving CFP documents, should there be a need to expand or delete any portion of the said specifications or documents.

ANNEX 1 - SAMPLE LETTER OF COMMITMENT

Date

Company Name

To: ARDN

On behalf of (company/sponsor name), I am pleased to send this letter of commitment to (Name of Project).

The (company/sponsor name) is pleased to offer a financial (cash) contribution of $0.00 and/or an in-kind contribution of (e.g., wages, capital costs, furniture, equipment, material and supplies, support to individuals, overhead costs or other general project costs). We estimate the total cash and/or in-kind contribution from (company name) to be approximately $0.00 over the xx period of the project.

We look forward to participating in the development and promotion of this project.

Sincerely,
XXXX

7. END NOTES

Thistle, J. (2017.) Indigenous Definition of Homelessness in Canada. Toronto: Canadian Observatory on Homelessness Press.