



**END HOMELESSNESS WINNIPEG
REACHING HOME**

CALL FOR PROPOSALS – CAPITAL PROJECTS

NEW BUILDS, CONVERSIONS OR EXPANSIONS

FOR TRANSITIONAL AND PERMANENT SUPPORTIVE HOUSING

To enable communities to respond to the need for housing, End Homelessness Winnipeg, in consultation with the Community Advisory Board and Service Canada, is accepting applications from organizations interested in obtaining financial assistance to achieve specific Reaching Home priority activities to meet the need of those experiencing homelessness.

The intent of this Call for Proposals is to **increase the number of low barrier transitional and permanent supportive housing units**, in Winnipeg, for people who are experiencing homelessness. Stable housing provides a platform to provide supports to those who have experienced chronic and episodic homelessness.

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.

Funding can be used to **create additional** transitional and permanent supportive housing spaces/units through:

- new builds or
- expansion or conversion of existing non-residential space or buildings.

Eligible projects:

- will increase the number of new low barrier transitional or permanent supportive housing spaces/units for people experiencing homelessness in Winnipeg.

A sustainability plan is required for new builds and for projects that will expand or convert existing non-residential space or buildings. The plan should provide the funding details, for five (5) years after the project's completion, for the operation and maintenance expenses of the facility and any required supports for services delivery.

A solid sustainability plan clearly demonstrates how ongoing operational costs will be managed after the purchase, construction or conversion of the facility is complete and includes the budget for operating expenses to maintain the facility, and required supports for service delivery.

All project funds must be spent by March 31, 2024. Approximately \$5.0 Million is available for funding.

Transitional Housing is defined as *“Housing that offers 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 an intermediate step and has formalized limits on how long an individual or family can stay. Limits are typically between three months and three years.”*

Permanent Supportive Housing is defined as *“Housing that provides a physical environment that is specifically designed to be safe, secure and empowering with support services available to tenants and coordinated through a formally established organization. Support services can include social services, provision of meals, housekeeping and social and recreational activities, in order to maximize residents' independence, privacy and dignity. Housing that combines rental or housing assistance with individualized, and flexible support services for people with high needs related to physical and/or mental health, developmental disabilities, or substance use. At minimum, single tenants must have a private bedroom.”*

ELIGIBLE APPLICANTS:

Organizations that:

- provide services to individuals that are experiencing homelessness,
 - are a registered not-for-profit and/or registered charity in Canada,
 - are currently receiving funding from Reaching Home, as well as organizations that do not currently receive Reaching Home funding,
 - serve neighbourhoods, within Winnipeg,
 - will accept referrals from Naatamooskakowin - Coordinated Access. For more information on Naatamooskakowin - Coordinated Access, visit: <https://endhomelessnesswinnipeg.ca/coordinated-access>.
- **Joint Submissions, partnerships and coalitions** are eligible and if awarded funding, require a single party to take responsibility for the contractual relationship with the End Homelessness Winnipeg.
 - **Multiple Submissions** - An organization can submit multiple applications. Each project must have its own applications and will be judged on its own merit. As such, an individual project should not be dependent on another also being funded by Reaching Home.

Eligible activities:

- Repurposing or converting an existing property to create new transitional housing or permanent supportive housing.
- Expanding an existing facility to create new transitional housing or permanent supportive housing.
- Construction of new transitional or permanent supportive housing, including if applicable tearing down an existing facility to build a new one.
- Purchase of transitional housing, or permanent supportive housing, 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 for the purchase of land or a building.

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,
 - Creation of social housing units.

SUSTAINABILITY

The Reaching Home funding application and/or sustainability plan should identify all relevant funding sources for five (5) years after the project's completion for the operation and maintenance of the facility and any related support services provided to people who will live in the building.

Fundraising is not considered sustainable and rent income alone will not provide enough income for the operations, support services and maintenance of the building. Therefore, most of the funding for operational costs should come from stable funding sources such as:

- Province or Territory
- Housing corporations
- National organizations

The total annual amount (in dollars, \$) coming from your funding sources should at least be equal to the total operational costs 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, donations, other grants, other income.

Annual expenditures could include:

- Building operating costs: Maintenance, repairs, janitorial, materials, utilities, insurance, municipal taxes, vacancy allowance, Mortgage, and other costs
- Support Service cost: Staff wages, professional fees and other related labour costs, and tenant support services, cultural activities, programming supplies,
- Administrative Costs: insurance, administrative staff wages, audit, security
- Other expenses: replacement reserve, contingency for bad debt, vacancies

PRIORITY POPULATIONS

The Community Advisory Board (CAB) and Community Entity (CE) are committed to supporting Indigenous-led organizations serving Indigenous people and to ensuring that Indigenous individuals have access to culturally appropriate services. Other priority populations that have been identified include people experiencing homelessness populations:

- Racialized communities and equity seeking groups,
- Those having complex health needs (mental health, addictions),
- Seniors,
- Youth aging out of care, and
- Newcomers.

In addition, projects that have involved those with lived/living experience of homelessness (e.g., consult in project design, as peer support workers in service delivery model) are strongly encouraged.

Note:

- 3 Quotes are required for contracts valued at \$25,000 or more.
- Capital projects are subject to monitoring for up to five years after the project end-date to ensure the recipients are compliant with the terms of their funding agreement.
- Your participation in a capital 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 in accordance with generally accepted auditing standards.*

APPLICATION CHECK LIST

For your application to be considered complete, ensure the following documents are included in the emailed submission:

- ❖ **FUNDING APPLICATION** complete with all required signatures. If electronic signatures are not available, a scanned PDF file of the DECLARATION with all signatures present.
- ❖ **SUSTAINABILITY PLAN CHECKLIST**
- ❖ **PROPOSED CAPITAL BUDGET FORM** (signatures required)
- ❖ **PROPOSED OPERATING BUDGET FORM** (signatures required)
- ❖ **THREE QUOTES FOR CONTRACTS VALUED AT 25,000 OR MORE** (required)
- ❖ **STAFF WAGE SUMMARY DOCUMENT** (if applicable)

Applications must be submitted via email in the original fillable PDF (application) and Excel (budget) forms. Where necessary the scanned signature page will be accepted. Scanned copies of the fillable PDF application or Budget (or any other format) will NOT be accepted.

Please do NOT attach additional documents other than what is required on the application forms.

SUBMISSION OF COMPLETED APPLICATION:

Email your completed Funding Application, Budgets, 3 Quotes and Staff Wage Summary (if applicable) forms to the address below with **2023 – 2024 Capital – Increase of Transitional and Permanent Supportive Housing** in the subject line of the email. Any questions concerning this call, or the application should be directed to the same email address below:

RHadmin@endhomelessnesswinnipeg.ca

Deadline for applications is 4 pm on Monday, May 1, 2023.

End Homelessness Winnipeg will reply with a confirmation email to verify receipt of your application. If you have not received such an email within two business days of sending, please follow up with an email to the address above.

End Homelessness Winnipeg reserves the right to ask for additional information as the review process moves forward.

INFORMATION SESSION:

30 minute one on one information sessions will be available. We have scheduled the following dates/times for optional information sessions via Zoom:

- Tuesday, April 18, 2023 – 1 pm – 4 pm
- Thursday, April 20, 2023 – 10 am – 2 pm
- Monday April 24, 2023 – 1 pm – 4 pm.

To reserve a time please email to rhadmin@endhomelessnesswinnipeg.ca

EVALUATION CRITERIA

Applications will be assessed based on the following criteria:

Project Concept/Plan

- Are the objectives and details on how they will be achieved defined?
- Does the proposal describe the ongoing maintenance of the project?
- Does the application address the need for increasing the number of low barrier transitional or permanent supportive housing?
- What is the estimated number of new transitional housing units being created?
- What is the estimated number of new permanent supportive housing units being created?
- How will the applicant implement the project within the proposed timeframe?

Capacity of the Applicant to Undertake the Project

- What experience, resources, management structures and abilities are in place to help the project succeed?
- Does the application demonstrate it has the financial stability to deliver the project successfully?
- How will the applicant implement the project within the proposed timeframe?
- Have all required licenses and/or permits been identified and obtained or in process of being obtained?

Cultural Appropriateness

- Does the applicant demonstrate the capacity to deliver culturally appropriate services for Indigenous peoples, youth at risk, people with disabilities, people with mental illness and other priority populations as identified in application? Does the proposal explain how the needed culturally appropriate services are provided?
- If Non-Indigenous or non-racialized organization and serving identified priority population(s), does applicant identify how organization will provide the needed culturally appropriate service?

Viability and Impact

- Is the amount of funding requested reasonable when compared with the proposed activities and benefits of the project?
- Does the project address identified community gaps and Reaching Home priorities?

Funding and Budget

- Project and operational costs seem reasonable and realistic in comparison to the project activities.
- Three quotes provided or in progress of obtaining.
- Are other sources of funding required and/or identified? Have letters of commitment been provided (if applicable)?

Sustainability Plan

- Does the application or sustainability plan identify all relevant funding sources required for the operating expenses to maintain the facility and required supports for service delivery?
- Do the application materials demonstrate how ongoing operational costs will be managed after the construction or conversion of the facility?

CONTRACTUAL TERMS

The proponent, in co-operation with and to the requirements and satisfaction of End Homelessness Winnipeg:

- a) RECIPIENT to work collectively and collaboratively with End Homelessness Winnipeg and community partners, on the delivery of a Coordinated Access system that fully meets all Reaching Home minimum requirements for Coordinated Access. The minimum requirements, as prescribed by Canada, outline Canada's expectations for the design of Coordinated Access systems across the following areas: coverage, governance operating model, access, assessment, prioritization, matching and referral, and National Homelessness Information System initiative (NHIS) database platform.
- b) Shall commit, unless already engaged, to participate in the *Shared Services Homeless Individuals and Families Information System (HIFIS4)* and continue seeking opportunities to collaborate and expand operational use of HIFIS4 within the shared, active ('live') environment.