



CALL FOR PROPOSALS – CAPITAL PROJECTS

FOR TRANSITIONAL AND PERMANENT SUPPORTIVE HOUSING

REPAIRS, RENOVATIONS AND RENEWALS TO EXISTING STRUCTURES

NOW OPEN

In consultation with the Community Advisory Board and Service Canada, End Homelessness Winnipeg is now accepting applications from organizations for capital projects that will preserve and/or renew housing transitional and permanent supportive housing spaces in Winnipeg and will enhance accessibility of existing facilities.

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. Priorities are for Capital projects that preserve and renew housing stock, create new units, and enhance accessibility.

Funding for this call for proposals is specific to projects that will repair, renovate and renew existing transitional and/or permanent supportive housing units (may not necessarily create new space).

ELIGIBLE PROJECTS:

- will preserve and/or renew existing transitional and/or permanent supportive housing units.
- must demonstrate the need for repair, renovation, renewal and the plan for ongoing maintenance of this renovation/upgrade after the project is completed.
- must **not** displace current occupants.

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.”

A **sustainability plan** is required for all capital projects. For projects that will not add new beds/units or create/expand services, the sustainability plan must demonstrate that the equipment or facility will remain in use as intended over the long term to ensure that the benefit of the project will continue. 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 related services provided to people who live in the building.

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:

- Renovation of existing transitional housing and
- Renovation of existing permanent supportive housing
- Renovations, repairs, renewal and upgrades an existing facility to meet building standards.
- 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.

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

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
- 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.

SUSTAINABILITY

For projects that will not add new beds/units or create/expand services, the sustainability plan must demonstrate that the equipment or facility will remain in use as intended over the long term to ensure that the benefit of the project will continue. 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 related services provided to people who 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

Funding available: Approximately \$3.0 Million

All projects must be completed, and funds spent by March 31, 2024

Deadline for applications:

4 PM on Tuesday, April 4, 2023

Information Session: 30 minute one on one information sessions will be available. We have scheduled the following dates/time for optional Q&A sessions via Zoom: • Monday, March 27, 2023 – 1 pm – 4 pm; Wednesday, March 29, 2023 – 10 am – 2 pm; Thursday March 30, 2023 – 1 pm – 4 pm. To reserve a time please email to rhadmin@endhomelessnesswinnipeg.ca

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 PART 4 - DECLARATION with all signatures present.
- ❖ SUSTAINABILITY PLAN (Checklist) to ensure applications and sustainability plan address all the key elements of sustainability.
- ❖ PROPOSED CAPITAL BUDGET FORM (Signature required)
- ❖ PROPOSED OPERATING BUDGET FORM (Signature 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.

Applications and budgets must be saved to your computer before filling in/entering information.

SUBMISSION OF COMPLETED APPLICATION

Email your completed Funding Application, Budget, and Staff Wage Summary (if applicable) forms to the address below with:

2023 - 2024 Capital – Renovation Project application

in the subject line of the email. Any questions concerning this call, or the application should be directed to the same email address:

RHadmin@endhomelessnesswinnipeg.ca

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.

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

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 application address the need for preservation or renewal of low barrier transitional or permanent supportive housing.
- What is the estimated # of units impacted?
- Will the applicant implement the project within the proposed timeframe?
- Are there any incentives for leasehold improvements if property is leased or rented?

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 the financial stability to deliver the project successfully?
- How will the applicant implement the project within the proposed timeframe?
- Are all required licenses and/or permits identified and 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 is provided?
- If Non-Indigenous or non-racialized organization and serve 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?
- Are there any incentives for leasehold improvements, if property is leased or rented?

Funding and Budget

- Project and operational costs seem reasonable and realistic in comparison to the project activities
- Staff Salaries seem reasonable in comparison to the project activities.
- Three quotes provided or in progress of obtaining.

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 repair, renovation or renewal of the facility?

Evaluation Criteria	Points Possible	Maximum Points Available
Project Concept / Plan	0 - 5	5
Capacity of the Applicant	0 - 5	5
Cultural Appropriateness	0 - 5	5
Viability & Impact	0 - 5	5
Funding and Budget	0 - 5	5
Sustainability Plan	0 - 5	5
MAXIMUM POINTS POSSIBLE		30
THRESHOLD = (Total Points Awarded / Maximum points possible x 100)		70%

SCORING SYSTEM:

- Points will be awarded on a scale of 0 to 5 for each criterion based on the information provided in the application. The total number of points awarded will be divided by maximum points available as a percentage.
- Threshold percentage = 70% or 21 points

NOTE: End Homelessness Winnipeg reserves the right to request additional information from proponents who failed to meet the threshold score. Notwithstanding, End Homelessness Winnipeg is under no obligation to approve any unwarranted application.

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 EHW 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.