

END HOMELESSNESS WINNIPEG
Reaching Home: Canada's Homelessness Strategy
Request for Proposals
NEW BUILDS, CONVERSIONS, OR EXPANSIONS
For
Transitional & Permanent Supportive Housing
2023 – 2024 Guide

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.

Submission deadline: Monday, May 1, 2023

Email your completed Funding Application, Budgets, Quotes and Staff Wage Summary (if applicable) forms to:

RHadmin@endhomelessnesswinnipeg.ca

In the subject line of the email include:

2023 – 2024 Capital – Increase of Transitional and Permanent Supportive Housing

Any questions concerning this call, or the application should be directed to the same email address above.

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PROGRAM DESCRIPTION:

As of April 1, 2019, End Homelessness Winnipeg serves as the Community Entity, administering federal homelessness funding under Reaching Home: Canada's Homelessness Strategy.

With the support from the Community Advisory Board and Service Canada, End Homelessness Winnipeg is able to provide support to homelessness initiatives in Winnipeg.

Funding, through Reaching Home: Canada's Homelessness Strategy program, to End Homelessness Winnipeg is made possible through Service Agreement which is overseen by Service Canada which is a part of the Federal Department of Employment and Social Development Canada (ESDC).

The purpose of Reaching Home is to support Canadian communities in their efforts to prevent and reduce homelessness. This is accomplished by mobilizing partners at the federal, provincial/territorial and community levels, as well as the private and voluntary sectors, and other stakeholders, to address barriers to well-being faced by those who are homeless.

Reaching Home recognizes the first steps towards self-sufficiency are to reduce individual's risk of homelessness and to ensure that they attain a stable living arrangement. Community based projects provide support to help ensure people who are homeless and those at 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, and 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.

Reaching Home will fund activities that contribute to the objectives of the program while reflecting local realities and community needs and opportunities. The eligible activities are grouped into 5 categories of activities directed at achieving the program objective of preventing and reducing homelessness.

More information can be found at the following website: <https://www.infrastructure.gc.ca/homelessness-sans-abri/index-eng.html>

REQUEST FOR PROPOSALS:

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.

All funding must be expended, and projects complete by March 31, 2024. Projects must have a Sustainability Plan.

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 PROJECTS

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

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

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

The total number of projects funded and the amount of funding per project will be determined based on the number of quality proposals received. Funding is subject to the availability of funds.

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.

APPLICATION REQUIREMENTS:

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.

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.

No Guarantee of Funding

The total number of projects funded and the amount of funding per project will be determined based on the proposals received and reviewed by the CE, Review Committee and CAB, and any subsequent due diligence. The CE is under no obligation to approve any application through this process.

PROPOSAL 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 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 it has 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 been identified and obtained?

Cultural Appropriateness

- Does the applicant demonstrate the capacity to provide culturally appropriate services/supports 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 will be provided?
- If Non-Indigenous of 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?

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.*

INFORMATION SESSIONS

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.

You can also direct your questions to the same email above at any time.

COMPLETING YOUR APPLICATION:

Applications consist of 4 parts:

1. Organization Information
2. Project Information
3. Sustainability Checklist
4. Sign Your Proposal Application

This guide provides the overall considerations for your application. You must save the application and budgets to your computer before filling in/entering information.

PART I – ORGANIZATION INFORMATION

This section captures the information about your organization. You will be asked to provide:

Section I: Organization Identification

- 1.1.1 Enter the legal name used in the organization's incorporation documents.
- 1.1.2 Enter the operating name of the project, if different from the legal name and, if appropriate any acronym that organization is known by in the community.
- 1.1.3 Enter the organization's business number as registered with the Canada Revenue Agency. The Business Number (BN) is a unique number the Canada Revenue Agency (CRA) assigns your business as a tax ID. It is a nine-digit number that is unique to your business and that is used when dealing with federal, provincial, or local governments.
- 1.1.4 Provide the organization's incorporation number.
- 1.1.5 Enter the organization's goods and services tax (GST) number. The GST number is a unique tax identification number assigned to a business by the Canada Revenue Agency (CRA). The format of your 15-character account numbers consists of your nine-digit business number followed by a two letter abbreviation denoting the type of account it is, followed by a four- digit number. For example, if you have a GST/HST account, your number may look like this: 123456789 RT 0001.
- 1.1.6 Indicate if your organization is one of the following types of business:
 - **Private Business** - a company that is owned by one person or a small group of people, nongovernment owned companies;
 - **Non-Profit Organization** - can operate for social welfare, civic improvement, pleasure, sport, recreation, or any other purpose except profit; cannot operate exclusively for charitable purposes;
 - **Charitable Organization** - established and operated exclusively for charitable purposes; is designated by the CRA as a charitable organization, a public foundation, or a private foundation;
 - **Other** – Please specify
- 1.1.7 Enter the date of initial incorporation under the current legally registered organization name.
- 1.1.8 Enter the registered primary address of the organization. (Street, city, province, postal code)
- 1.1.9 Enter the primary phone number for the organization.
- 1.1.10 Enter the primary email for the organization.
- 1.1.11 If your organization maintains a website, please provide the full website address.
- 1.1.12 Enter mailing address. If different from registered primary address.
- 1.1.13 Describe your organization's mandate and primary activities in meeting the stated mandate.

Section 2: Organization Contact

1.2.1 -1.2.5 Project Contact

Refers to the person who End Homelessness Winnipeg should contact for clarification on this application. If your application is successful, this person will be the primary project contact for End Homelessness Winnipeg concerning implementation of project activities and reporting. – name, position title, phone number, cell number, email address.

1.2.6 Legal Signing Officers: Those individuals that currently have the agency authority to sign legally binding documents. Provide name, title, Phone number and email address for each. There is room for up to three signing officers.

1.2.7 Provide number of signing officers required to sign potential legal funding agreement.

PART 2 – PROJECT INFORMATION

This section captures the information about your project.

Section 1: Project Summary

2.1.1 Enter the full name of the project and, if appropriate any acronym.

2.1.2 The start date of the project can be no earlier than May 1, 2023.

2.1.3 The end date can be later than March 31, 2024.

2.1.4a Enter the total amount your organization is requesting from End Homelessness Winnipeg - Reaching Home (as detailed on the accompanying PROPOSED BUDGET FORM).

2.1.4b Enter the total estimated project cost (Reaching home amount and all other sources of funding both cash and in-kind).

2.1.4c Indicate if there are other financial contributions to the project (the total estimated project cost is greater than the amount requested from End Homelessness Winnipeg – Reaching Home). If yes, provide details (Name of funder, amount, period of commitment, etc) and documentation (confirmation of funding).

2.1.5 Describe the overall intention for this project. Please identify what you hope to achieve and any specific evidence that demonstrated the need for the project. (you will be required to clearly identify specific objectives, outcomes and outputs for this project in Section 2, and the workplan is asked for in Section 7 of the application).

Section 2: Reaching Home Project Area of Activity

2.2.1 Capital Investments – Eligible Activities - Select the most relevant activities to your project.

2.2.2 Reaching Home level outcomes – Select the most relevant outcomes directly addressed by your project.

2.2.3 Objectives – describe specific results to be achieved, measurable and with a time frame. There may be more than one objective for a project. The following website provides more information:
<https://www.indeed.com/career-advice/career-development/difference-between-goals-and-objectives>

2.2.4 Outcomes – consider measuring both quantity and quality of results. Describe the outcomes you expect as a result of implementing your activities.

2.2.5 Outputs - List the outcomes measures or metrics you will use to assess the success and impact of this project. Tangible deliverables E.g., new roof, floors. Describe communal space available, etc.

2.2.6 Provide the number of beds/units that will be created as a result of your project.

Section 3: Client Populations

2.3.1 These population categories relate to specific fields of information required by Service Canada. Only check those most appropriate populations to this project as the project will be evaluated against those that are checked.

2.3.2 These sub population categories relate to specific fields of information required by Service Canada. Only check those most appropriate to this project as the project will be evaluated against those that are selected.

Section 4: Partnership Information

- 2.4.1 Are you formally partnering with any other organization? Select Yes or No.
- 2.4.2 Identify and provide details of any partnerships you have established to enhance the value and success of this project. Attach any formal documentation.
- 2.4.3 Detail what service and supports will be provided to the residents of the proposed project.

Section 5: Organizational Capacity, Experience & Engagement

- 2.5.1 Explain how this fits into your organization's mandate and mission. Will this project have an impact on your current activities and services? Do you require additional staff to provide activities and services?
- 2.5.2 Describe how your organization (and identified partners if applicable) have the capacity and experience to successfully complete this project.
- 2.5.3 In order to meet the needs of your target population explain what services and supports will be integrated into this particular housing opportunity and any service partnerships you have developed to enhance the continuum of services available.
- 2.5.4 If, applicable explain how you engaged those with experience of homelessness in developing this project proposal.
- 2.5.5 Identify who will/does provide property management services and describe experience.
- 2.5.6 If applicable, provide details of any public consultation process that has occurred or is planned regarding this project.
- 2.5.7 Detail any public support or concerns regarding this project. If concerns have been raised describe what actions have or will be taken to address those concerns.

Section 6: Location and Site Information

- 2.6.1 Indicate if a location been identified and secured. Select the most relevant and follow to the next question as indicated by your choice.
- 2.6.2 If applicable, indicate your plan for securing location and if this will affect the completion of the project by March 31, 2024.
- 2.6.3 Identify the location/address of the project where activities will occur.
- 2.6.4 Identify ownership status of this property.
- 2.6.5 Identify if there is a lien or mortgage on the property.
- 2.6.6 Provide additional details of the location:
 - a. Size of site in square feet
 - b. Gross area of the building in square feet
 - c. Number of stories
 - d. Age of building
 - e. Any aspects that make it accessible
- 2.6.7a Provide information on any approvals required for this project – rezoning, development permit, occupancy, building permit, environmental. If there are other permits/approvals required, please provide on separate sheet of paper and include with application.
- 2.6.7b Provide current zoning designation.
- 2.6.7c Describe what make this location suitable/desirable for project.

Section 7: Project Workplan

- 2.7.1 Provide status of project – has any work been done to date. Are there plans, designs etc available or in progress?
- 2.7.2 Complete the table indicating the project phases, key activities and time frame. What are the big pieces of work involved in the project? E.g. Demolition phase.

Key Activities: What individual activities will be undertaken in order to achieve the milestone? E.g., a) Trash and junk are removed. B) Wall between rooms 1 & 2 is demolished. C) Staircase on north wall is removed. **(If you require additional space for table information, please add separate page to your application)**

Provide a start and end date for each phase. All projects must be complete by March 31, 2024.

2.7.3 Please use this space to clarify or expand on any of the identified phases in the table of previous question.

2.7.4 Provide details of tenant relocation or disruption mitigation plan. (if applicable)

Section 8: Proposed Budgets and Wage Summary

For this application to be complete please ensure the following are completed and included in the submission:

- Proposed CAPITAL Budget Form (signature(s) required)
- Proposed OPERATING Budget Form (signature(s) required)
- Three quotes for contracts valued at \$25,000 or more
- Wage Summary, if applicable.

The signatories on the application and budgets should contain the required number of signatures identified under 1.3.6 and 1.3.7 of Part 1, Section 3 in the Funding Application.

End Homelessness Winnipeg – Reaching Home may consult with other funders in the review of this application and may require additional information including a list of current Board members, annual reports, confirmation of other sources of funding, and confirmation of any partnerships identified in the application.

PART 3 – CAPITAL PROJECT (CONSTRUCTION OR RENOVATION) SUSTAINABILITY CHECKLIST

This is intended to ensure all relevant information is included in your application and assist End Homelessness Winnipeg and the Community Advisory Board to evaluate your proposed project.

Section 1: Funding to Implement the Project

3.1.1 Confirm that all costs relating to this project are identified within this application.

3.1.2 Confirm that all revenue sources have been identified in the application and correspond to the identified project costs.

3.1.3 Have you attached confirmation of other funding sources with your application? Scanned copies can be included with your submission.

Section 2: Project Impacts

3.2.1 Have the various potential impacts of this project been clearly identified in the application?

3.2.2 Have the scope and activities been clearly identified in the application?

Section 3: Partnerships

3.3.1 Where appropriate have all partnerships been identified in the application?

Section 4: Operational Costs at the end of the Project

3.4.1 Confirm that all funding sources, for five (5) years after the project's completion, for the operation and maintenance of the facility and any related new services have been identified.

3.4.2 Confirm that 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.

PART 4 – DECLARATION

The signatories to the application should contain the required number of signatures identified under 1.2.6 and 1.2.7 of Part 1, Section 2 in the Funding Application.

SUBMITTING YOUR APPLICATION:

Email your completed application form, budgets and any required additional information to:

RHAdmin@endhomelessnesswinnipeg.ca

IMPORTANT:

The deadline for completed applications is 4:00 PM on Monday, May 1, 2023.

Incomplete applications or applications received after this deadline will be reviewed after all other applications have been processed.

End Homelessness Winnipeg will send a reply email to confirm receiving 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.

IMPORTANT:

Applications must be submitted via email in the original fillable PDF (application) and Excel (Budget) format. 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.

All other documentation required for Capital projects can be provided electronically or by mail to:

End Homelessness Winnipeg
420-213 Notre Dame Avenue,
Winnipeg, Manitoba
R3B 1N3

If, sending plans, details and maps, ensure the packaging is clearly marked REACHING HOME APPLICATION, and indicates your organization and project name.

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