

# END HOMELESSNESS WINNIPEG

## Reaching Home: Canada's Homelessness Strategy

### Request for Proposals

### Repairs, Renovations, Renewals

### For

### Transitional & Permanent Supportive Housing

### 2023 – 2024 Guide

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

**Submission deadline: Tuesday, April 4, 2023**

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

[RAdmin@endhomelessnesswinnipeg.ca](mailto:RAdmin@endhomelessnesswinnipeg.ca)

In the subject line of the email include:

**2023 - 2024 Capital – Renovation Project application**

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:**

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

Capital investment, one of the directives under Reaching Home, is 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 Capital projects that will repair, renovate and renew existing **transitional and/or permanent supportive housing** units (may not necessarily create new space).

Projects must **not** displace current occupants.

**The CFP will close Tuesday April 4, 2023. All applications must be submitted by 4pm.**

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

## **ELIGIBLE PROJECTS**

- Capital projects that will preserve and/or renew **existing transitional and/or permanent supportive** housing units.
- Projects must demonstrate the need for repair, renovation, renewal and the plan for ongoing maintenance of this renovation/upgrade after the project is completed.

**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 of 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

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.

## **INFORMATION SESSIONS**

You can direct your questions by email to [rhadmin@endhomelessnesswinnipeg.ca](mailto:rhadmin@endhomelessnesswinnipeg.ca) at any time.

30-minute one on one information sessions will also 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](mailto:rhadmin@endhomelessnesswinnipeg.ca)

## **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?

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
<b>MAXIMUM POINTS POSSIBLE</b>		<b>30</b>
<b>THRESHOLD = (Total Points Awarded / Maximum points possible x 100)</b>		<b>70%</b>

**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 – Reaching Home reserves the right to request additional information from applicants who failed to meet the threshold score. Notwithstanding, End Homelessness Winnipeg is under no obligation to approve any unwarranted application.

**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.

**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

## Section 2: Organization Mandate & Capacity

- 1.2.1 Describe your organization's mandate and primary activities in meeting the stated mandate.
- 1.2.2 Describe services and Supports provided to residents, how they are delivered and how long organization has been providing service.
- 1.2.3 Provide description of organizations capacity to serve needs of target population and how culturally relevant supports are provided.

## Section 3: Organization Contact

- 1.3.1 -1.3.5 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.
- 1.3.6 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.
- 1.3.7 Provide number of signing officers required to sign potential legal funding agreement.

## PART 2 – PROJECT INFORMATION

### 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 April 4, 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 Reaching Home (as detailed on the accompanying PROPOSED BUDGET FORM
- 2.1.4b Enter the total project cost (Reaching home amount and all other sources of funding both cash and in-kind).
- 2.1.5 Enter other financial contributions – required if the total project cost is greater than the Amount requested from End Homelessness Winnipeg – Reaching Home.
- 2.1.6 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 3, and the workplan is asked for in Section 6 of the application).



## Section 2: Capacity to Monitor & Deliver Project

- 2.2.1 Describe how the project will be monitored and delivered and budgets maintained. Describe how the capital investment will be maintained after the project is completed.
- 2.2.2 Describe how your organization (and/or partners if applicable) have the capacity and experience to successfully complete this project.

## Section 3: Reaching Home Project Area of Activity

- 2.3.1 Select most relevant activities to your project.
- 2.3.2 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>
- 2.3.3 Outcomes – consider measuring both quantity and quality of results. Describe the outcomes you expect as a result of implementing your activities.
- 2.3.4 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.
- 2.3.5 Provide the number of beds/units that will be impacted.

## Section 4: Client Populations

- 2.4.1 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.
- 2.4.2 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.
- 2.4.3 These gender 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 5: Location and Site Information

- 2.5.1 Identify the location/address of the project where activities will occur.
- 2.5.2 Identify ownership status of this property.
- 2.5.3 Identify incentives offered by landlord/property owner. (if applicable) eg. Rent discount, tenant improvement allowance, etc.
- 2.5.4 Identify who will/does provide property management services and describe experience.
- 2.5.5a 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.
- 2.5.5b Provide current zoning designation.

## Section 6: Project Workplan

- 2.6.1 Provide status of project – has any work been done to date. Is there a building condition report to identify needed work to upgrade, enhance or renew existing facility.
- 2.6.2 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.

- 2.6.3 All expenditures \$25,000 + require 3 quotes. Please provide quotes and process for deciding on the selected quote.
- 2.6.4 Provide details of tenant relocation or disruption mitigation plan. (if applicable)

## Section 7: Proposed Budget and Wage Summary

For this application to be complete please ensure the **PROPOSED CAPITAL BUDGET FORM** and **PROPOSED OPERATING BUDGET FORM** are completed and included in the submission. **Missing budgets may invalidate the application.**

The signatories to the 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 1.3.6 and 1.3.7 of Part 1, Section 3 in the Funding Application.

### **SUBMITTING YOUR END HOMELESSNESS REACHING HOME FUNDING APPLICATION**

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

[RHAdmin@endhomelessnesswinnipeg.ca](mailto:RHAdmin@endhomelessnesswinnipeg.ca)

#### **IMPORTANT:**

The deadline for completed applications is 4:00 PM on Tuesday, April 4, 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 as required, 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.