Homelessness Partnering Strategy (HPS)
Victoria Census Metropolitan Area

Call for Proposals
and
Application Guide

Designated Communities Housing First and
Aboriginal Homelessness Projects

Release Date January 6, 2015
Deadline for Applications
Thursday, February 12, 2015
4:00 PM PST
# Table of Contents

Table of Contents..................................................................................................................3
Submission Requirements........................................................................................................4
Definitions.................................................................................................................................5
2015 – 2016 Call for Proposals Summary............................................................................6
Contribution Amounts .............................................................................................................6
Eligible Applicant Organizations – Designated Communities.............................................7
Eligible Applicant Organizations – Aboriginal Homelessness.............................................8
Eligible Geographic Area........................................................................................................8
Joint Submissions and Partnerships......................................................................................9
Introduction to HPS and Housing First..................................................................................9
Eligible Activities for Designated Communities Housing First Funding............................10
Aboriginal Homelessness .....................................................................................................11
Eligible Activities - Aboriginal Homelessness.....................................................................12
Roles and Responsibilities....................................................................................................13
CFP Review Process ............................................................................................................15
Evaluation Process................................................................................................................15
Evaluation Criteria................................................................................................................15
Approval for Funding.............................................................................................................16
Reporting Requirements.......................................................................................................17
Other Requirements..............................................................................................................17
Conflict of Interest................................................................................................................17
Links.....................................................................................................................................18
Submission Check List.........................................................................................................19
Submission Requirements

☐ All applicants must read the Call for Proposals, the HPS Community Plan, and the HPS Directives.

☐ Applications MUST be submitted on the Application Forms provided. These include: Form A - Application Form and Form B – HPS Budget. Applications submitted on any other form will NOT be accepted.

☐ All applicants MUST submit an electronic application AND an original printed, and signed application. Faxed applications will not be considered.

☐ Maximum 25 pages with size 11 font (not including attachments).

☐ Budget for Designated Communities funding stream must include matching contributions (cash or in-kind) for every dollar invested by HPS. Matching contributions are not required for Aboriginal Homelessness funding stream.

☐ Clients served by proposed projects seeking funding from the Designated Communities funding stream must be chronically or episodically homeless as per definition on page 4 of the application form.

☐ Clients served by proposed projects seeking funding from the Aboriginal Homelessness funding stream must serve aboriginal people experiencing chronic and/or episodic homelessness, and/or at imminent risk of homelessness. These projects must be culturally relevant and located off reserve.

☐ Both electronic and hard copy proposals must be submitted by the deadline. Proposals submitted after the deadline will not be considered.

☐ Any or all submissions will not necessarily be accepted.

☐ Provide the original plus 1 hard copy of your proposal to the following address by February 12, 2015 at 4:00 PM to:

    Henry Kamphof
    Senior Manager,
    Housing Secretariat
    Capital Regional District
    625 Fisgard Street
    Victoria, BC V8W 1R7
    hksamphof@crd.bc.ca

An optional information session will be held on January 22, 2015 at 3 PM in Room 107, CRD at 625 Fisgard Street, Victoria, BC. Questions about the CFP, including eligibility requirements, the CFP process, and guidance on the proper completion of the
Application Forms will be addressed. It is strongly recommended that all interested individuals and organizations attend the information session.

For more information, please contact:
Henry Kamphof
250-360-3081

Definitions

HPS Funds from the Designated Communities funding stream may only be invested in activities that serve and track impacts for the following client types:

1. **Chronically Homelessness** – individuals, often with disabling conditions (e.g. chronic physical or mental illness, substance abuse problems), who are currently homeless and have been homeless for six months or more in the past year (i.e., have spent more than 180 cumulative nights in a shelter or place not fit for human habitation).

2. **Episodically Homeless** – individuals, often with disabling conditions, who are currently homeless and have experienced three or more episodes of homelessness in the past year (of note, episodes are defined as periods when a person would be in a shelter or place not fit for human habitation for a certain period, and after at least 30 days, would be back in the shelter or place).

The definitions of chronically and episodically homeless individuals include all sub-populations, such as Veterans and/or Aboriginals. The definitions also include individuals exiting institutions (e.g. child welfare system, mental health facilities, hospitals, and correctional institutions) that have a history of chronic and episodic homelessness and cannot identify a fixed address upon their release.

3. **Housing not fit for human habitation** - structures which are not intended for human habitation such as abandoned buildings.

4. **Homeless** – individuals who do not have a place of their own where they could expect to stay for more than 30 days and for which they paid rent.

HPS Designated Communities Housing First project funding is not available for individuals or families at imminent risk of homelessness. However, HPS funding is available for individuals or families at imminent risk of homelessness through the Aboriginal Homelessness funding stream. The Definition of **Imminent Risk of Homelessness** is as follows:

5. **Imminent Risk of Homelessness** - individuals or families whose current housing situation ends in the near future (i.e. within one to two months) and for which no subsequent residence has been identified. They are unable to secure permanent housing because they do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or a public or private place not meant for human habitation.
2015 – 2016 Call for Proposals Summary

Funding Objective: To implement the approved 2014-2019 Homelessness Partnering Strategy Community Plan for the Victoria Census Metropolitan region. The approved Community Plan can be reviewed at the following websites:


HPS has developed a list of standardized priorities for the allocation of funding within communities. This list contains all eligible activities. See Appendix 1 attached to the Community Plan.

Eligible Community Plan Priorities fall under Priority 1 in the Community Plan – To Reduce Homelessness through Housing First. These priorities include:

1. Housing First Readiness
2. Client Intake and Assessment
3. Connecting to and Maintaining Permanent Housing
4. Accessing Services Through Case Management

Intended Beneficiaries of Activities for Designated Funding Stream:
Chronically homeless and/or episodically homeless individuals and families.

Intended Beneficiaries of Activities for Aboriginal Homelessness Funding Stream:
Chronically, episodically homeless, and/or at imminent risk of homelessness off-reserve Aboriginal individuals and families.

Contribution Amounts
The HPS funding as distributed through this Community Entity Model will be divided into two streams: Designated Communities Funding (Housing First) and Aboriginal Homelessness Funding. Please note: You may apply for HPS Designated funding, HPS Aboriginal Homelessness funding, or both provided the organization and proposal meet the eligibility criteria.

Eligible Project Implementation Period

April 1, 2015 – March 31, 2016
It is important to note that there is a community contribution requirement attached to HPS funding through the Designated Stream. This community contribution may include funding from other partners, such as provincial/territorial and municipal governments, donations from private foundations or corporations, charitable donations and in-kind services. The community contribution includes other sources of funding available to specific projects funded by the Homelessness Partnering Strategy (HPS).

An estimate of all the funding sources making up the community contribution must be included on Form B of the budget application. A minimum of $1 must be identified for every dollar of the HPS allocation to a selected project. Applicants that are unable to meet this requirement during the submission stage must provide a strategy for ensuring that the community contribution requirement is met through each initiative.

This requirement for matching community contribution applies to the Designated Communities funding stream. It does NOT apply to HPS funding through the Aboriginal Homelessness funding stream.

Eligible Applicant Organizations for Designated Communities and Aboriginal Homelessness Funding Stream:

- Individuals
- Not-for-profit organizations
- For-profit organizations*
- Municipalities
- Aboriginal organizations
- Public health and educational institutions;
- Provincial governments and their entities, including institutions, agencies and Crown Corporations.

*For-profit organizations may be eligible for funding provided that the nature and intent of the activity is: non-commercial; not intended to generate profit; based on fair market value; supports program priorities and objectives; and fits the HPS Housing First Priorities.
Eligible Applicant Organizations for Aboriginal Homelessness Funding Stream:

Aboriginal Homelessness Funding is available to the organizations listed under Designated Communities Funding Stream. In addition, the following organizations will be eligible for Aboriginal Homelessness funding:

- Organizations providing services designed for Aboriginal persons experiencing homelessness, chronic homelessness, and/or at imminent risk of homelessness.
- Organizations providing services to persons experiencing homelessness, chronic homelessness, and/or at imminent risk of homelessness who serve a large proportion of Aboriginal clients.
- Aboriginal groups working with people who are homeless will be considered as the preferred funding recipients to deliver culturally relevant services to homeless or at-risk Aboriginal people.

Eligible Geographic Area

To be eligible for funding through the HPS program, the project must be situated off-reserve in the Victoria Census Metropolitan Area In the following District Municipalities (DM), Towns (T), Cities (CY), Regional District Electoral Areas (RDA), and Electoral Areas (EA):

- North Saanich, DM
- Sidney, T
- Central Saanich, DM
- Saanich, DM
- Oak Bay, DM
- Victoria, CY
- Esquimalt, DM
- View Royal, T
- Colwood, CY
- Highlands, DM
- Langford, CY
- Metchosin, DM
- Sooke, DM
- RDA Juan de Fuca EA (excluding Port Renfrew)

Applications are due 4:00 PM, February 12, 2015
Joint Submissions and Partnerships

Joint submissions and partnerships are encouraged and if awarded funding, require that a single party take responsibility for the contractual relationship with the CRD as Community Entity as set out in the funding agreement. This arrangement must be defined in the Application Form and supported with partnership letters from each of the partnering organizations.

Introduction to HPS and Housing First

Homelessness Partnering Strategy 2015 – 2016 Housing First Projects Call for Proposals


HPS 2014 - 2019 supports a Housing First model towards addressing the diverse needs within the community, through an evidence-based approach towards reducing homelessness. Key to this model is the ability to rapidly move chronically and episodically homeless individuals from the street or shelter into stable, long-term housing, with supports. The access to stable housing that is provided through this model establishes a platform for the delivery of services critical to addressing the issues frequently faced by those individuals experiencing chronic or episodic homelessness.

For the purposes of HPS 2014 - 2019 there are six principles key to this Housing First approach:

1. Rapid Housing with Supports: Assisting chronically and/or episodically homeless clients locate permanent, secure housing with no delay and assisting them with moving-in or re-housing, if necessary. Housing readiness is not a requirement of program participation.

2. Offering Clients a Choice in Housing: Provide chronically and/or episodically homeless clients a choice of housing and service access.

3. Separating Housing from Other Services: Access to services, treatment regimes, and/or sobriety is not a requirement of accessing or maintaining housing. Chronically and/or episodically homeless clients must be willing to accept weekly regular visits, however.

4. Providing Tenancy Rights and Responsibilities: A chronically and/or episodically homeless client is required to contribute a portion of their income towards rent (ideally 30% or ~$375/month) with the rest of the rent being covered by a rental subsidy. Clients housed have rights and responsibilities consistent with applicable landlord and tenant acts and regulations.

5. Integrating Housing into the Community: To enable client choice, minimize stigma, and encourage community building through client social integration, more attention is given towards
‘scattered-site’ housing in both the private and public rental housing market. This does not preclude social or supportive housing in a congregate setting as some chronically and/or episodically homeless clients may choose that housing delivery model.

6. Strength Based and Promoting Self-sufficiency: The underlying goal of Housing First is to ensure chronically and/or episodically homeless clients are ready and able to access regular supports within reasonable time frame, allowing for a successful exit from the Housing First program. This is with a focus on employment, education, social integration, improvements to health or other goals that will help to stabilize the client’s situation and lead to greater self-sufficiency.

Eligible Activities - Designated Communities - Housing First

All projects submitted to the Designated Communities funding stream must be consistent with the HPS Housing First Principles as set out within the Community Plan and directives from the federal government. See Annex B.

Applicants are requested to review the initiatives and priorities outlined in the Community Plan. Such initiatives under Housing First include:

- The development of an enhanced intake management and client identification tool with a focus on identifying the needs of the chronically homeless population (p.17)
- Those that support re-housing programming and enhanced landlord - tenant services (p.18)
- Projects that strengthen coordination efforts between existing programs that support the chronically homeless population (p.18)
- Those that improve the self-sufficiency of existing HF clients that have a history of chronic or episodic homelessness (p.18).

The Housing First model includes both housing and access to supports for chronically and episodically homeless individuals. The services provided are offered through an integrated approach and are interdependent. Generally, the approach will be to ensure that chronically and episodically homeless Housing First clients have access to all of the existing services required.

Eligible Housing First Activities include:

1. Housing First Readiness
   - Development of tools to integrate and improve services to Housing First clients
   - Establishing strengthened partnership frameworks and/or networks
   - Identifying barriers and creating opportunities for permanent housing options.

2. Client Intake and Assessment
   - Coordinated intake management
• Client identification, intake and assessment, focussing on the chronically and episodically homeless populations.

3. Connecting to and Maintaining Permanent Housing

• Facilitate access to housing, which could include providing emergency housing funding to bridge clients to provincial system
• Set-up apartments (insurance, damage deposit, first and last month rent, basic groceries and supplies at move-in, etc.)
• Furnish apartments for HF clients (furniture, dishes, etc.)
• Repair damages caused by HF clients
• Provide landlord-tenant services; and, Re-housing (if required).

4. Accessing Services through Case Management

• Coordination of management team
• Peer support
• Working with clients to set goals;
• Monitoring progress;
• Support services to improve self-sufficiency of chronically and episodically homeless individuals and families in the Housing First program through individualized services, including:
  • Connecting clients to income supports
  • Pre-employment support and bridging to the labour market
  • Life skills development (e.g. budgeting, cooking)
  • Supports to improve clients’ social integration
  • Culturally relevant responses to help Aboriginal clients
  • Connecting clients to education and supporting success.

Aboriginal Homelessness Funding Stream

Aboriginal Homelessness funding is used for projects delivered primarily by Aboriginal service providers across Canada to address the specific needs of the off-reserve homeless Aboriginal population. It includes activities that promote inclusion within the Aboriginal community and that are congruent with Aboriginal identity and practices to ensure services are integrated and culturally-appropriate. Activities in Designated Communities are eligible for funding under the Aboriginal Homelessness funding stream, provided the project meets the funding stream requirements, as identified in the program directives and guidelines.

There is an over-representation of Aboriginal people within the homeless population in the Victoria CMA. The HPS Aboriginal Homelessness funding stream will fund projects delivered
primarily by Aboriginal service providers, to address the specific needs of off-reserve homeless and homeless-at-risk Aboriginal persons.

Projects submitted for Aboriginal funding, as identified on the application form, must serve primarily Aboriginal people, and, where possible, be delivered by or in partnership with an Aboriginal organization.

Applicants for the Aboriginal Homelessness funding stream must identify how the mandate of their organization or the objectives of their project meet this requirement. Projects which can demonstrate the inclusion of culturally-appropriate program elements are encouraged.

Housing First projects for off-reserve Aboriginal people who are chronically and/or episodically homeless may also be funded under the Designated Communities funding stream providing they also meet the terms of that program.

Applicants receiving funding under the Aboriginal Homelessness funding stream must demonstrate that the project proposal for which funding is being sought primarily serves Aboriginal persons and addresses the culturally relevant housing challenges of Aboriginal persons in the Victoria CMA. In addition, programs and services addressing Aboriginal Homelessness must demonstrate that services are culturally appropriate and are community driven.

**Eligible Activities - Aboriginal Homelessness**

The Aboriginal Homelessness Funding Stream will fund Housing First services for chronically and episodically homeless individuals and families *and/or* Non - Housing First activities (for those at imminent risk of homelessness). Under Non - Housing First activities, projects can include support services to improve the self-sufficiency of both chronically and episodically homeless individuals and families and those at imminent risk of homelessness.

Eligible activities include:

1. Support services to improve the self-sufficiency of homeless individuals and families and those at imminent risk of homelessness through individualized services. These services are offered to individuals and families who are homeless or at imminent risk of becoming homeless.

   - Housing placement (outside of Housing First)
   - Connecting clients to income supports
   - Pre-employment support, and bridging to the labour market
   - Life skills development (e.g. budgeting, cooking)
   - Supports to improve clients’ social integration
   - Culturally relevant responses to help Aboriginal clients
• Connecting clients to education and supporting success
• Liaise and refer to appropriate resources
• Housing loss prevention (only for individuals and families at imminent risk of homelessness)
• Basic or urgent needs services

2. Activities to ensure coordination of resources and leveraging
   
   These activities are eligible for both Housing First and non-Housing First dedicated funding except consultation, coordination, planning, and assessment (e.g. community planning).
   
   • Determining a model in support of a broader systematic approach to addressing homelessness
   • Identifying, integrating and improving services (including staff training on activities and functions in support of a broader systematic approach to addressing homelessness)
   • Partnership development in support of a broader systematic approach to addressing homelessness
   • Working with the housing sector to identify opportunities for and barriers to permanent housing (e.g. establishing landlord relationships, mapping of current available assets) in support of a broader systematic approach to addressing homelessness

A comprehensive list of eligible and non-eligible activities is included in the program directives and guidelines, as set out by ESDC.

Roles and Responsibilities

Community Advisory Board (CAB): The Leadership Council of the Greater Victoria Coalition to End Homelessness Society (GVCEH) acts as the Community Advisory Board (CAB) for the HPS Program. The CAB is a steering committee representative of stakeholders in the community with an interest in homelessness, including government and other public organizations, private sector and not-for-profit organizations, Aboriginal organizations or representatives and other concerned community members.

The CAB is generally responsible for:

• Developing the HPS Community Plan and priorities
• Recommending the organization which will serve as the CE.
• Coordinating a review committee to evaluate Call for Proposal applications
• Reviewing recommended project proposals to ensure alignment to the Community Plan priorities
• Recommending projects for further due diligence and potential funding to the Community Entity
• Monitoring project(s) through updates from the Community Entity.
The Community Entity (CE): The Capital Regional District (CRD) was selected by the CAB to act as the delivery agent, known as the Community Entity, for the HPS Program. The CE is an incorporated organization that has an established working relationship with the community, has the experience and ability to represent the community and provides community leadership.

The Community Entity is responsible for the following:

- Collaborating with the CAB to develop the Call for Proposals
- Conducting the Call for Proposals process based on the HPS Community Plan priorities and confirming eligibility criteria of proposals in an open, impartial and fair manner.
- Performing preliminary screening of applications to ensure they meet HPS requirements.
- Performing due diligence on applications which have been recommended for funding by the CAB
- Assess, approve and enter into Funding Agreements with applicants recommended by the CAB that meet the Community Plan priorities and HPS Terms and Conditions, CRD due diligence, and related policies and directives.
- Entering into legal agreements with successful applicants (third parties)
- Managing HPS Contribution agreements with approved applicants, including financial, activity monitoring to ensure compliance with the HPS Contribution Agreement, and monitoring HPS-funded activities for achievement of expected results.
- Completing other administrative financial and reporting requirements of the Contribution Agreement with Employment and Social Development Canada (ESDC).

All applications will be subject to a transparent and fair process of CAB review and recommendation and CE decision based on due diligence.

CFP Review Process

The total number of projects funded and the amount of funding per project will be determined based on the review and due diligence of proposals received and the funding available.

Phase 1: Pre-Application
- Information Session (optional but strongly recommended)

Phase 2: Application Intake
- CE Processing
- Confirmation of eligibility and summary report to CAB

Phase 3: Application Review
- CAB Project Evaluation Committee Review
- CAB Project Evaluation Committee Recommendation

Phase 4: Decision Making
Leadership Council Decision
Recommendation to Community Entity

Phase 5: Community Entity Due Diligence
- CE initial screening and review of all project details to ensure all requirements are fulfilled
- Report and Recommendation to CRD Management
- CRD decision whether to enter into funding agreements

Phase 6: Funding Agreements
- The CRD and successful applicants sign funding agreements.

Proposal Evaluation Process

All applications received will be considered only through the competitive process outlined below:

After being screened by the CE for the minimal criteria, the CE will provide a report on eligible proposals to the CAB. The CAB will review all proposals received and make recommendations for funding. CE staff will then complete due diligence on all recommended proposals and as a result of that process make final funding recommendations on all applications to the CRD board of directors. The CRD Board makes all final decisions. Any or all submissions will not necessarily be accepted. Every effort will be made to ensure that applicants receive timely notification of the outcomes of the review of their projects.

All submissions will be reviewed and evaluated by a Project Evaluation Committee that will be assembled by the Greater Victoria Coalition to End Homelessness and will consist of members of the Coalition Management Committee.

Proposal Evaluation Criteria

To ensure that all Designated Communities funding stream proposals support a Housing First model for addressing chronic and episodic homelessness, the evaluation criteria are linked to this homelessness reduction model’s underlying principles.

Please consider the following with completing the application:

1. Rapid Housing with Supports:
   - Does the proposal include assisting clients locate permanent, secure housing with no delay and/or provide them with moving-in or re-housing support, if necessary?
   - Housing readiness must not be a requirement of program participation. Does the proposal reflect this?
2. Offering Clients a Choice in Housing:

- Does the proposal indicate that the clients will be offered a choice of housing and service access?

3. Separating Housing from Other Services:

- Does the proposal demonstrate that access to services, treatment regimes, and/or sobriety is not a requirement of accessing or maintaining housing?
- Are clients expected to accept weekly regular visits as a minimum requirement necessary for housing eligibility?

4. Providing Tenancy Rights and Responsibilities:

- Does the proposal reflect that a client will be required to contribute a portion of their income towards rent (ideally 30% or ~ $375/month)?
- Do clients have rights and responsibilities consistent with applicable Landlord and Tenant acts and regulations?

5. Integrating Housing into the Community:

- To enable client choice, minimize stigma, and encourage community building through client social integration, more attention is given towards 'scattered-site' housing in both the private and public rental housing market. Is this indicated through the proposal?

6. Strength Based and Promoting Self-sufficiency:

- Does the proposal indicate that clients, when ready, will be able to access regular supports within a reasonable time frame, allowing for a successful exit from the Housing First program?
- Is there a focus on employment, education, social integration, improvements to health or other goals that will help to stabilize the client’s situation and lead to greater self-sufficiency?

**Approval for Funding**

A proposal will receive a recommendation from the CAB to the CE if the application is eligible, meets the criteria under the HPS Terms and Conditions, conforms to the Eligible Activities as set out in this CFP, and receives the endorsement from the Project Evaluation Committee. Proposals for designated communities funding stream must adhere to the HPS Housing First Principles and demonstrate matching funding contributions.

The CE is under no obligation to approve any application through this process. Only the CRD, as Community Entity can issue the final project approval based on due diligence and the recommendation from the Project Evaluation Committee.
Reporting Requirements

All funded projects (Designated Communities and Aboriginal Homelessness) will be required to submit regular reports which will include:

• Quarterly financial reports on budgets and actual expenses
• Monthly financial projections
• Quarterly reports on project activities, service statistics and outcomes.

Housing First projects funded through Designated Communities stream will also be required to provide reports on:

• Housing stability, and economic and social well-being outcomes
• Program Exits

The specific reporting requirements will be outlined in funding agreements with successful organizations.

Other Requirements

Ownership of Submissions: All responses to this CFP become the property of the CRD as CE.

Confidentiality and Security: The following conditions apply:

• This document, or any portion thereof, may not be used for any purpose other than submission of CFP proposals.
• The successful applicant must agree not to divulge or release any information received or acquired on a confidential basis during the course of carrying out their duties or performing their services.
• It is the policy of the GVCEH and CRD to maintain confidentiality with respect to all confidential information related to CFP submissions. However, both parties are subject to the Freedom of Information and Privacy Act. If the applicant considers that any of its information is confidential, the applicant must identify the confidential information and advise these parties in its submission.

Conflict of Interest and Roles

Knowingly acting and/or persisting in a conflict of interest is unethical. In order to ensure that a fair and equitable process for reviewing and recommending projects is in place, all parties that could influence the acceptance or rejection of a proposal must disclose any potential for conflict of interest. This includes:
1. Members of the Evaluation Committee of the Greater Victoria Coalition to End Homelessness
2. Employees of CRD
3. Employees of the GVCEH

A conflict of interest can be defined as: “A situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.”

In regards to conflict of interest, the obligations of the GVCEH Evaluation Committee are as follows:

1. To act in the best interest of ALL homeless people in the community irrespective of a particular organization or segment of the homeless population.
2. To seek advice and guidance from the CE should the identified conflict of interest pose a significant risk to the integrity of the CFP process.
3. To declare any real, perceived or potential conflict of interest to the CE as a whole, with respect to a direct or indirect connection to a proposal submission before the Evaluation Committee.

In regards to Conflict of Interest, the obligation of the CRD and GVCEH employees is solely to provide advice, guidance and perform due diligence as per risks to the CRD, and HPS terms, conditions and related policies.

Disclaimer: The CE holds final decision making authority on any and all proposals recommended for HPS funds. Any agreement that may result from this Call for Proposals does not constitute a service to the CE. All projects approved for funding must be completed by Mar. 31, 2016.

Links:

HPS Application Form
http://victoriahomelessness.ca/get-informed/homelessness-partnering-strategy/

The Victoria Census Metropolitan Area Community Plan

Housing First Service Delivery Models

Information and toolkits about implementing the Housing First approach
http://housingfirsttoolkit.ca
Submission Checklist

Please note that this checklist is for applicants’ use only and not for submission. It is intended to ensure that the applicant has all relevant parts of the application filled, and considered all supporting documents. All pages of the application, including attachments, must be on 8.5 X 11 inch paper.

Application Documents
☐ HPS Application Form - Electronic copy & signed hard copy on Application Form provided
☐ Maximum 25 pages excluding Applicant Organization’s attachments below with minimum size 11 font
☐ Budget on Form A

Attachments - Applicant Organization’s:
☐ Certificate of incorporation
☐ Certificate of insurance
☐ Constitution and bylaws
☐ Organizational mandate, mission, vision
☐ Annual report
☐ List of Board Members
☐ Partnership letters
☐ Union concurrence letter (if applicable)
☐ Audited financial statement for the past fiscal year, or if audit not complete or required by applicant, most recent fiscal year balance sheet or revenue and expense statement.

For Designated Communities Funding Stream Proposals Only – Matching Contributions
☐ Budget demonstrating matching contributions with dollar equivalent to HPS request.

Partnerships
☐ Memorandum of Understanding or alternative formal document between lead applicant and applicant partners, for example where service delivery partnerships are applicable
☐ Letter of funding or contribution commitment from each partner

Demonstration of Need
☐ Letters of support from clients, and community groups (optional)