



Provincial Métis Housing Corporation

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INFORMATION PACKAGE **CALL FOR PROPOSAL**

Reaching Home: Canada's Homelessness Strategy COVID-19 Response Funding for Saskatchewan

Non-Designated Communities Indigenous Homelessness funding stream & Non-Designated Communities Rural and Remote funding stream
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Submission for COVID 19 Response Funding will be considered on an ongoing basis throughout the 2020-2021 Fiscal Year

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I. REACHING HOME INTRODUCTION

Reaching Home: Canada's Homelessness Strategy in the Context of COVID-19

People who are homeless or who become homeless during this pandemic have an increased risk of contracting COVID-19 for a variety of reasons. People who are homeless have limited ability to prevent infection. If they become ill, transience makes sustained contact for medical monitoring difficult. In addition, many people experiencing homelessness have pre-existing health issues that create compromised immunity, and they may not seek or have access to health care.

The public health guidance to mitigate risks of infection, such as self-isolation and social distancing, assumes access to a private home. Inability to follow these guidelines represents a significant risk of community transmission.

Emergency shelters and overcrowded drop-ins and shelter sites, congregate housing environments, and inadequate resources to maintain proper hygiene and infection control practices exacerbate vulnerability for people who live, work, volunteer, and reside in these settings. The living environment can contribute to the transmission of the coronavirus which can quickly spread to the community if infected individuals are not identified and isolated.

These risk factors underscore the need for communities to take active measures to limit the risk of contracting COVID-19 among people experiencing homelessness, and the staff and volunteers who work with this population.

Responding effectively to COVID-19 requires not only access to safe and adequate housing, but also a high degree of coordination across funders, community organizations, and individuals. In particular, recognizing the overrepresentation of Indigenous peoples among those experiencing homelessness, meaningful collaboration between local Indigenous and non-Indigenous organizations is necessary in each community and region.

In determining their COVID-19 response funding recipients are encouraged to engage widely with other partners to support a coordinated response at the community level. These partners should include local public health authorities, municipal emergency management officials.

Project funding recipients are also strongly encouraged to coordinate efforts with shelters and other service providers for women fleeing violence. Violence against women's shelters are eligible to receive funding and support as they develop their response to COVID-19.

II. COVID-19 FUNDING

On March 18, 2020, the Government of Canada announced that Reaching Home will receive additional support for people experiencing homelessness during the COVID-19 outbreak. Funding is to flow through all Community Entities (CE)

The Provincial Métis Housing Corporation (PMHC) is the CE for the Indigenous Non-Designated Funding Stream and as well the CE for the Rural and Remote Funding Stream in Saskatchewan. The 2020-2021 incremental funding allocation under Canada's COVID-19 Economic Response Plan to Support People Experiencing and at Risk of Homelessness is:

- **\$1,796,067.00** allocated to the Non-Designated Communities Indigenous Homelessness funding stream; exclusive of Regina and Saskatoon
- **\$437,432.00** allocated to the Non-Designated Communities Rural and Remote funding stream; exclusive of Regina and Saskatoon

III. ELIGIBLE EXPENSES, ACTIVITIES & ADMINISTRATION

a. Eligible Expenses and Activities

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 and expenses are grouped into categories of activities directed at achieving the program objective of preventing and reducing homelessness.

Communities will receive funding to support their COVID-19 response capacity and prevent the infection from spreading in the homeless population that they serve. The guiding principle will be that anything that would improve the capacity of homelessness service providers to serve clients is eligible. Broadly speaking, this would include things like:

- securing additional accommodation to reduce overcrowding in shelters;
- purchasing supplies and materials to reduce the risk of transmission, such as personal protective equipment for staff;
- increasing the frequency of cleaning with disinfectants in high traffic areas;
- securing sufficient accommodation to quarantine individuals infected;
- purchasing beds and physical barriers to place between beds in newly purposed facilities; and
- staff hours to operate these new facilities.
- Providing medical transport services for people in need of medical care

Eligible expenses and activities are organized into the following categories:

1. Housing Services

2. Prevention and Shelter Diversion
3. Health and Medical Services
4. Client Support Services
5. Capital Investments

The attached Budget Negotiations provides explanations and examples for each category.

The full list of eligible Expenses & Activities can be found here:

<https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html>

For any **Capital Investments**, please refer to Section VI of this Information Package.

b. Eligible Administration Expenditures

Eligible administrative expenditures are those supporting but not directly related to the delivery of Reaching Home projects.

In the context of the COVID-19 response, communities may use Reaching Home funds to:

- Support overhead costs, including costs that are central to the functioning of the organization in its delivery of Reaching Home-funded activities or those supported under Canada's COVID-19 Economic Response Plan;
- Provide training to existing staff/volunteers on, for example, appropriate practices to reduce the risk of infection and transmission of COVID-19; and,
- Purchase equipment and supplies

Eligible Administration Expenditures are categorized into:

- Staff Wages
- Training
- Equipment & Supplies
- Professional Fees
- Travel

The attached Budget Negotiations provides explanations and examples for each category.

The full list of eligible Administration Expenditures can be found here:

<https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html>

IV. ELIGIBLE RECIPIENTS

Definitions can be found in Appendix A

a. Indigenous Funding Stream

Eligible organizations include:

- Non-Designated Communities (excluding Saskatoon & Regina) within the province of Saskatchewan
- Not-for-profit organizations
- For-profit organizations
- Indigenous organizations
- Non-indigenous organizations
- Municipalities
- Must be off-reserve

Funding will be prioritized for Indigenous organizations to address the specific needs of the homeless Indigenous population.

b. Rural & Remote Funding Stream

Eligible organizations include:

- Non-Designated Communities (excluding Saskatoon & Regina) within the province of Saskatchewan
- Not-for-profit organizations
- For-profit organizations
- Indigenous organizations
- Non-indigenous organizations
- Municipalities
- On-reserve First-Nations

Funding will be prioritized for organizations to address the specific needs of the homeless in rural and remote communities.

V. ASSESSMENT OF PROPOSALS

To be considered for funding, the organization must meet the basic requirements:

- Organization has accurately completed both Application for Funding and Budget Negotiations.
- The proposed activities support the objectives of the *Reaching Home – COVID-19* funding
- The proposed activities meet all eligibility requirements under the Reaching Home Directives in the context of COVID-19

- The proposed activities address the challenges of homelessness within the community in response to COVID-19

Please note:

- Preference will be given to organizations who deal directly with homelessness and where communities are considered to be at greatest risk of an outbreak
- PMHC will prioritize activities that provide for multiple community partnerships and collaborations
- PMHC is under no obligation to approve any application through this process and reserves the right to accept applications separate from this process
- Any agreement that may result from this application process does not constitute a service to PMHC
- Recognizing that funding may need to be invested on an urgent basis, the regular requirement that PMHC approve and enter into sub-agreements based on the recommendations of the Community/Regional Advisory Board is waived. Where this occurs however, PMHC, at minimum, must keep the Community/Regional Advisory Board Chair(s) updated on a regular basis of decisions that have been taken such as through regular emails.

ORGANIZATIONS THAT ALREADY HAVE A STRATEGIC PLAN IN PLACE WILL BENEFIT FROM AN EXPEDITED PROCESS.

VI. CAPITAL INVESTMENTS

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 or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families.

In the context of COVID-19, To reduce overcrowding in shelters and limit the spread of COVID-19 transmission, communities may wish to use Reaching Home funds to, for example:

- Purchase or repurpose existing properties to create new temporary housing (e.g., motel and hotel spaces, community spaces); and,
- Renovate existing facilities (e.g., shelters, transitional housing, permanent supportive housing, or non-residential facilities) to, for example, improve ventilation or increase the distance between residents.

If a community is going to invest in a capital project, the community and project sponsor must demonstrate they have done the following:

- Linking with the Province & Municipalities:
Efforts should be made to link with local provincial and municipal funding. It is important to provide evidence of the need to purchase, construct, or renovate facilities and to ensure that the community is best placed to undertake the capital project. Reaching Home funds can be used to complement other capital investments made by a province,

territory or municipality. However, Reaching Home funding must not duplicate or displace funding from other programs (should be used to fill a gap in these instances).

- Encouraging leveraging:
Where possible, communities are encouraged to ensure that Reaching Home is not the sole funder in capital projects. For capital projects consisting of new construction or purchase of facilities, the community is required to record the in-kind and financial contributions of each capital investment sub-project funded under Reaching Home.
- Ensuring sustainability:
Capital projects require a sustainability plan in which organizations must demonstrate their capacity to operate the facility for its intended purpose for a minimum period of up to 5 years after project completion. Applicants must identify all relevant funding sources for the operation of the facility and/or new services through their application documents. As capital projects funded under Reaching Home should lead to new or improved services after their completion, an exit strategy is unacceptable for capital projects.

REQUIREMENT: *All Capital Investment applications must include a completed Sustainability Checklist found in Appendix B. Please include this in your Application.*

VI. HOW TO APPLY

- #1 – Complete and submit Application for Funding form
- #2 – Complete and submit Budget Negotiations spreadsheet
- #3 – Complete and submit Sustainability Plan & Checklist (if applying for Capital Investment)
- #4 – Submit more recent Financial Audit (*upon request*)

Deadline: Submissions will be considered on an ongoing basis during the April 2020 to March 2021 fiscal year until all funding is allocated.

All inquiries related to submissions are to be directed to:

Marcia Wolinski – Reaching Home Program Director:
Tel: 1 306 343 – 8240 Fax: 1 306 343 1700
Toll Free: 1 844 396 7933 or
E-mail: metishousing@pmhc.ca

If you have any questions, please contact a PMHC representative directly. DO NOT submit incomplete applications, this will delay the funding process.

a. Application

Please completely fill out the attached Application for Funding. It is in Microsoft Word format. Where responses are required, please click on the small shaded box and start typing. The size of the cells will automatically adjust to the length of your response. If you do not have access to Microsoft Word, simply print off a copy of the document and respond to the questions in any fashion.

Feel free to attach additional pages or documentation as you feel fit.

b. Budget Negotiation

Please completely fill out the attached Budget Negotiation spreadsheet. It is in Microsoft Excel format. Please enter your requested amounts for each section under Column C and provide as much detail as possible in Column G. The totals will automatically populate. If you do not have access to Microsoft Excel, simply print off a copy of the document and respond to the questions in any fashion.

REMEMBER: Do not forget to declare *Other Sources of Funding at the bottom of the Budget.*

c. Sustainability Plan and Checklist

Refer to Section VI and Appendix B

DEFINITIONS

Reaching Home

Reaching Home is the new name of the former Homelessness Partnering Strategy. It is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to Designated Communities (urban centers), Indigenous communities, territorial communities and rural and remote communities across Canada

Homelessness

Homelessness is the situation of an individual or family who does not have a permanent address or residence; the living situation of an individual or family who does not have stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it. It is often the result of what are known as systemic or societal barriers, including a lack of affordable and appropriate housing, the individual/household's financial, mental, cognitive, behavioral or physical challenges, and/or racism and discrimination.

Indigenous Homelessness (Indigenous Homelessness Steering Committee definition, 2019)

Recognizing the diversity of Indigenous Peoples in Canada, and that Indigenous Peoples may choose to refer to themselves in their own languages, the following definition of Indigenous homelessness is inclusive of First Nations, Métis, and Inuit, status and non-status persons, regardless of residency or membership status.

For the purposes of Reaching Home, and subject to revision based on ongoing engagement and consultation with Indigenous Peoples, Indigenous homelessness refers to “Indigenous Peoples who are in the state of having no home due to colonization, trauma and/or whose social, cultural, economic, and political conditions place them in poverty. Having no home includes: those who alternate between shelter and unsheltered, living on the street, couch surfing, using emergency shelters, living in unaffordable, inadequate, substandard and unsafe accommodations or living without the security of tenure; anyone regardless of age, released from facilities (such as hospitals, mental health and addiction treatment centers, prisons, transition houses), fleeing unsafe homes as a result of abuse in all its definitions, and any youth transitioning from all forms of care”.

Community Entity (CE)

A Community Entity (CE) is normally an incorporated organization such as a municipal government or an established not-for-profit organization that enters into a funding agreement with ESDC. CEs bring together community stakeholders to form a Community Advisory Board and collaborates to develop a community plan. The CE has responsibility for the implementation of the community plan, to solicit project proposals, approve projects, contract and monitor all agreements with third-party service providers, report on its activities and disbursements, collect and share data and information and report on the results.

Community Advisory Board (CAB), Indigenous Homeless Advisory Board (IHAB), Rural Remote Advisory Board (RRAB)

Each Board is typically composed of community stakeholders in the private, public and voluntary sectors and is a requirement under Reaching Home. Each Board plays a key role in encouraging partnerships, coordinating community efforts related to homelessness, integrating the efforts with those of the province or territories, and recommending projects for approval to the Community Entity.

Designated Community

A total of 61 communities across Canada that have a significant homelessness challenges have been selected by ESDC to receive ongoing support to address this issue. These communities are given funding that must be matched with contributions from other sources. Funded projects must support priorities identified through a community planning process. In regards to Saskatchewan, this includes Saskatoon and Regina.

For a full list of Designated Communities, please visit this website:

<https://www.homelesshub.ca/CommunityProfiles>

Non-Designated Community

Any community that is not considered a Designated Community as defined above.

Indigenous Organization

Includes but not limited to incorporated, for-profit, not-for-profit or unincorporated organizations that are Indigenous controlled. Includes Indian Act Bands, Tribal Councils and Indigenous self-government entities.



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CALL FOR PROPOSALS

Guidelines for Sustainability Checklist for Applicant of Capital Investment Projects

1. Funding to Implement the Project

To fund the project:	YES	NO
<ul style="list-style-type: none"> Are all relevant and related project costs identified in the application package and/or sustainability plan? <p><i>The following are minimum cost items to consider according to the scope of your project:</i></p> <p>Project Financing -Cash, equity, grants, loans other sources of financing</p> <p>Project Costs -Land of property acquisition costs: Purchase price, taxes, legal fees, environmental remediation, survey, inspection, appraisal costs, other disbursement, city/municipal development charges, city/municipal permit fees, city parkland levy, insurance, mortgage, utility fees, consultants and professional fees, architect and engineer fees, other costs -Construction or renovation costs: Renovation/conversion/construction costs, finished basement and/or additional living spaced, surface parking, landscaping, furniture and equipment, stove and refrigerators, laundry equipment, other equipment -Organizational cost: Administrative costs, organizational infrastructure costs, staff wages, other related labour costs -Additional Costs: Rent loss during construction, GST, PST, contingency funds</p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project? <p>The total amount (in dollar \$) coming from your funding sources should least be equal to the total cost of your project. This can either be reported through your Reaching Home: Canada's Homelessness Strategy funding application COVID-19 or sustainability plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p><i>If not you may consider the following:</i></p> <ul style="list-style-type: none"> - Review your project funding sources and confirm them through official letters of support - Revise the scope of your project, in order to have costs below the total amount coming from your funding sources 		
<ul style="list-style-type: none"> • Are all funding sources confirmed through letters of support in the application package? <p>You must have an official letter of support from each organization providing the funds for your project (usually one letter for each funding source). These letters should be attached with your Reaching Home funding application. Each letter should clearly identify the funding source, the applicant and project to be funded, the amount in dollars that will be provided, and the time when funding will be provided (preferably with detailed day-month-year to day-month-year).</p> <p><i>If not, you may consider the following:</i></p> <ul style="list-style-type: none"> -Review your official letters of supports and follow-up with the organizations if applicable -Identify the funding sources for which you should have an official letter -Identify additional funding sources and confirm them through official letters of support 	<input type="checkbox"/>	<input type="checkbox"/>

2. Project Impacts

Impacts of the project on staff and service requirements:	YES	NO
<ul style="list-style-type: none"> • Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e. will be a need for additional staff or services after completion)? <p><i>The Reaching Home funding application and/or sustainability plan should clearly indicate the scope of your project. For example, is the project expected to include one of these activities:</i></p> <ul style="list-style-type: none"> -Construction of a new facility -Conversion/renovation of an existing building -Addition of new beds/units, new or expanded services (more staff or more clients served) -Purchase of land or property -Purchase of equipment, appliance or furniture <p>In addition your sustainability plan must indicate how the activities will be sustainable five years after the end of your project.</p>	<input type="checkbox"/>	<input type="checkbox"/>

3. Partnerships

Demonstrate support:	YES	NO
<p>• Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project?</p> <p><i>The sustainability plan for your project should identify:</i> -All partners relevant to your project -All partners relevant to the delivery of services or housing for five years after the end of the project, if applicable</p> <p><i>Depending on the scope of your project, the relevant partners who could be considered, among others, may include:</i> -Land owners and developers, Indigenous governments -Agency, church, or other organization to develop land they own -Lawyers and development consultants with strong non-profit and development experience -Architects able to design shelters or quality housing within a tight budget -Cost consultants (professional quantity surveyors) to monitor construction costs from concept through construction to ensure budgets are maintained -Community agencies who serve homeless clients and those at imminent risk of homelessness -Partners who will share space or provide services after completion of your project</p> <p>For the successful development and implementation of a capital project, the Canadian Mortgage and Housing Corporation (CMHC) also recommends that organizations acquire knowledge in the following key areas: property development, housing management, financial management, raising government and private funds. It may be necessary to identify the pertinent skills and experience gaps within your organization so you will be able to determine the professional services needed to implement and complete your project. For more information on items to consider about partnerships please consult the “Housing Development Checklist” from CMHC (http://www.cmhc-schl.gc.ca/en/inpr/afhoce/tore/lere/lere_004.cfm)</p>	<input type="checkbox"/>	<input type="checkbox"/>

4. Operational Costs at the End of the Project

After project ends:	YES	NO
<ul style="list-style-type: none"> • Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements? <p>The Reaching Home funding application and/or sustainability plan should identify all the relevant funding sources for the operation of facility/new services. The funding sources must be indicated for the five (5) years after project completion.</p> <p><i>Fundraising is not considered sustainable. Therefore, most of the funding for operational costs should come from stable funding sources such as:</i></p> <ul style="list-style-type: none"> -Province or territory -Housing corporations -National organizations such as the Salvation Army or the John Howard Society 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income) <p>The total annual amount (in dollar, \$) coming from your funding sources should at least be equal to the total operational cost of your project for five (5) years after completion. This should be reported in the sustainability plan for your project.</p> <p><i>Annual Income could include:</i> Government supplement/per diem, government funding, income from rent, income from parking, donation other grants, other income.</p> <p><i>Annual Expenditures could include:</i></p> <ul style="list-style-type: none"> -Building operating costs: Maintenance, repairs, materials, utilities, insurance, municipal taxes, vacancy allowance -Organizational expenditures: Administrative costs, organizational infrastructure costs, staff wages, and other related labour costs, support services -Mortgage and other expenditures <p><i>If the annual operating budget is not balanced, you may consider the following:</i></p> <ul style="list-style-type: none"> -Review your project operational funding and costs for any mistake -Identify additional funding sources and confirm them through official letters of support 	<input type="checkbox"/>	<input type="checkbox"/>

-Revise the scope of your project in order of have the appropriate operational funding for five (5) years after the project is completed.		
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All inquiries related to submissions of proposals for funding are to be directed to Program Coordinators:

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Shane Pelletier

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(306) 343-8240
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Information obtained from any other source is not official and may be inaccurate