



**Reaching Home Program (RHP)  
Victoria Census Metropolitan Area**

**Call for Proposals  
Application Guide**

**Designated Communities Projects**

**April 1, 2020 – March 31, 2021**

**Deadline: December 16, 2019 4:00 pm**

**Release Date: November 12, 2019**

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# Introduction to Reaching Home

Reaching Home: Canada's Homelessness Strategy is a community-based program aimed at preventing and reducing homelessness across Canada. This program provides funding to urban, Indigenous, rural and remote communities to help them address their local homelessness needs. Reaching Home supports the goals of the [National Housing Strategy](#), in particular, to support the most vulnerable Canadians in maintaining safe, stable and affordable housing and to reduce chronic homelessness nationally by 50% by fiscal year 2027 to 2028.

Reaching Home recognizes that Indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programs affecting them, and, as far as possible, to administer such programs through their own institutions. Accordingly, Reaching Home directives include provisions to facilitate delivery of culturally competent homelessness programming, in keeping with the Indigenous homelessness definition in the document.

Through engagement, the Government of Canada developed the following key components of Reaching Home:

**1. Outcomes-based Approach:** An outcomes-based approach which keeps decision making at the local level provides greater flexibility to address local priorities, including homelessness prevention, and programming designed to meet the needs of vulnerable populations. Through data-driven system plans, the community will report publicly on community-wide outcomes, co-developed with academics, people with lived experience of homelessness and data and performance measurement experts. These outcomes will be used to track the progress being made in the effort to prevent and reduce homelessness, including year over year reductions in chronic homelessness. Other outcomes will cover prevention and diversion initiatives as well as the effectiveness of local homelessness systems more broadly.

**2. Coordinated Access System:** Through the Reaching Home program, the community has additional funding and support to introduce a Coordinated Access system by March 31, 2022 to prioritize people who are most in need of assistance and match them to appropriate housing and services.

## 2020 – 2021 Call for Proposals

**Funding available under this Call for Proposals .....up to \$666,190**  
**Funding Period.....April 1, 2020 to March 31, 2021**  
**Application submission deadline.....December 16, 2019 at 4:00 pm**

### Funding Objective

The funding objective is to support the implementation of the approved 2019-2024 Community Plan to End Homeless in the Capital Region ([Community Plan](#)). Funded activities must be located within the Victoria Census Metropolitan Area.

## Community Plan: Five Key Community-Based Outcome Areas

Reaching Home funding decisions will be guided by Five Key Community–Based Outcome Areas and their associated goals and objectives, as outlined in the [Community Plan](#). They include:

1. Support Services
  - a. People experiencing homelessness will quickly and equitably receive the support they need over the course of their journey.
  - b. Support services agencies have the mandate and capacity to deliver the needed services.
2. Housing
  - a. A supply of accessible, appropriate and safe housing, centered around the unique needs of individuals is available.
3. Advocacy and Awareness
  - a. Communities and neighbourhoods are inclusive, empathetic, compassionate and welcoming of people experiencing homelessness through advocacy and awareness that homelessness is something that impacts everyone in the community, un-housed and housed.
4. Prevention Support
  - a. People are prevented from becoming homeless.
5. Collaboration and Leadership
  - a. Leadership at all levels of community and government share a common sense of purpose and are effective, collaborative, supportive and inclusive.

Please review the specific objectives within each of the above outcome areas in the Community Plan. Applicants will be asked how their proposals address specific objectives.

### Intended Beneficiaries of Activities for Designated Funding Stream:

Individuals and families who are:

- chronically homeless
- homeless or at imminent risk of homelessness (see definitions on page 9)

## Contribution Amount

**Up to \$666,190.** The RHP funding distributed through this Community Entity Model is allocated to the Designated Communities Funding stream for Reaching Home activities. Eligible applicants can apply for all or a portion of the total funding available. As Reaching Home allocations are annual, multi-year projects must be managed (expensed) on a fiscal year basis. Please indicate on the application form if the project proposal is multi-year.

Funding is subject to the availability of funds from the Government of Canada. Additional funds may be available subject to approval by the Government of Canada.

## Matching Funds

Under the Designated Communities funding stream there is a requirement for proposals to identify matching funds. 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.

For the five year term of the Reaching Home Agreement, community matching funds have already been identified for the Greater Victoria area; therefore identification of matching funds is optional. If matching funds are available, please indicate the details on Form B1 Budget.

## Coordinated Assessment and Access (CAA) System and Homeless Individuals and Families Information System (HIFIS) Requirements:

Reaching Home requires all client housing service projects receiving funding from the Designated Communities stream to participate in the CAA system. This includes, but is not limited to, emergency shelters, transitional housing providers, outreach teams, and supportive housing providers. Reaching Home funded projects providing housing placement (e.g., rapid rehousing, transitional housing, supportive housing) and associated supports (e.g., case management) must receive referrals and fill vacancies through the CAA process. See the Community Plan, Section 10 for more information.

Projects which have multiple funding sources may have program requirements imposed on them by other funders, and as such, are encouraged but will not be required to assign all housing vacancies to the clients assessed through the coordinated access process.

The Government of Canada requires that all client service projects funded by Reaching Home to participate in the implementation of HIFIS or a similar Homeless Information Management System. Organizations providing client services projects within this Call for Proposals should be prepared to receive training on and implement HIFIS.

## 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 Capital Regional District (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.

## Eligible Geographic Area

To be eligible for funding through the RHP 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	Oak Bay, DM	Colwood, CY
Sidney, T	Victoria, CY	Highlands, DM
Central Saanich, DM	Esquimalt, DM	Langford, CY
Saanich, DM	View Royal, T	Metchosin, DM
Sooke, DM	Juan de Fuca EA (excluding Port Renfrew)	

## Eligible Activities

Applicants are advised to refer to the [Reaching Home Directives document](#) for the detailed list of eligible and ineligible activities for each of the following program areas:

### Housing Services

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Housing services are those that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe.

Eligible Activities include:

1. Housing Placement
2. Emergency Housing Funding
3. Housing Set-Up

### Prevention and Shelter Diversion Activities

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Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. This includes supporting individuals and families who are currently housed but at-risk of losing their housing, and preventing individuals who are being discharged from public systems (e.g., health, corrections, and child welfare) from becoming homeless. Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system.

See the [Reaching Home Directives](#) for eligible activities.

### Client Support Activities

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Client Support activities are those that support clients to integrate and connect to support structures, such as the provision of basic needs and treatment services. They also include services to support the economic, social and cultural integration of individuals and families. See the [Reaching Home Directives](#) for more detail on the following:

Eligible Activities include:

1. **Basic Needs Services** - Funding for basic needs services support outcomes that contribute to a reduction in homelessness, such as essential services, life skills development, personal identification, groceries, clothing, bus tickets, etc.
2. **Clinical and Treatment Services** - Clinical and treatment services are activities that seek to improve the physical, emotional and psychological health and well-being of individuals and families who are homeless or at imminent risk of homelessness.
3. **Economic Integration Services** – Help accessing income assistance, employment assistance and education/training assistance.
4. **Social and Community Integration Services** – Supports to improve social integration.

Note: According to the Reaching Home Investment Plan (see [Community Plan](#), pages 42-43), the following activities in the Reaching Home Directives will not be funded: Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.

## **Capital Investments**

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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.

Note: According to the Reaching Home Investment Plan (see [Community Plan](#), pages 42-43), the investment plan anticipates only a small commitment to capital funding in 2021-22.

## **Coordination of Resources and Data Collection**

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Coordination of resources refers to activities that: (1) enable communities to organize and deliver diverse services in a coordinated manner and/or (2) support the implementation of the Homeless Individuals and Families Information System (HIFIS) or the alignment of an existing Homeless Management Information System with federal coordinated access requirements.

Note: The Government of Canada has provided funding specific to this Directive. A separate procurement process will be implemented to allocate this funding. Applicants are encouraged to identify how their proposed program will or may be able to operate within coordinated access and the Homeless Individuals and Families Information System (HIFIS) data collection systems.

## Evaluation Criteria

Please consider the following evaluation criteria as they will be applied to proposals:

### **Community Plan to End Homelessness in the Capital Region – Five Key Outcome Areas:**

Scoring will be applied to the following five Key Outcome Areas and their goals and objectives identified in the 2019-2024 Community Plan to End Homelessness in the Capital Region. For more detail, please see this link to the [Community Plan](#).

1. Support Services
  - People experiencing homelessness will quickly and equitably receive the support they need over the course of their journey.
  - Support services agencies have the mandate and capacity to deliver the needed services.
2. Housing
  - A supply of accessible, appropriate and safe housing, centered around the unique needs of individuals is available.
3. Advocacy and Awareness
  - Communities and neighbourhoods are inclusive, empathetic, compassionate and welcoming of people experiencing homelessness through advocacy and awareness that homelessness is something that impacts everyone in the community, un-housed and housed.
4. Prevention Support
  - People are prevented from becoming homeless.
5. Collaboration and Leadership
  - Leadership at all levels of community and government share a common sense of purpose and are effective, collaborative, supportive and inclusive.

### **Housing First Focused Activities:**

The Reaching Home program no longer requires specific Housing First targets. However, Designated Communities have been encouraged to continue to prioritize housing and supports programs that are rooted in underlying principles of Housing First. Scoring will be applied to the six Housing First Principles listed below. Please consider the following when 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?

**Project Concept, Viability, Capacity and Support:**

Scoring will be applied to the project concept, viability, proponent capacity and support, and Reaching Home requirements.

1. Project Concept and Viability
  - There is a clear case for the need and demand.
  - Project cost benefit.
  - Budget is realistic.
  - Steps have been taken to ensure initiatives are sustainable beyond the term of the Reaching Home funding.
2. Proponent demonstrates capacity to respond appropriately to Indigenous people's needs.
3. Proposal is aligned with Reaching Home Directives.
4. Client housing service proposals demonstrate that the proposed program/project is either operating within or has the capacity to operate within/participate in the CAA process and HIFIS.
5. Proposal does not overlap with services currently provided by Provincial programs (BC Housing and Island Health).
6. Proponent has expertise in similar projects.
7. Strong proponent working relations with partners and community.
8. Project partners provide needed support and have signed an MOU or similar agreement.

## Definitions

### Homelessness:<sup>1</sup>

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, behavioural or physical challenges, and/or racism and discrimination.

### Chronic homeless:<sup>2</sup>

Refers to individuals who are currently experiencing homelessness AND who meet at least one of the following criteria:

- they have a total of at least six months (180 days) of homelessness over the past year; OR
- they have recurrent experiences of homelessness over the past three years, with a cumulative duration of at least 18 months (546 days).

Chronic homelessness includes time spent in the following contexts:

1. Staying in **unsheltered locations**, that is public or private spaces without consent or contract, or places not intended for permanent human habitation (Canadian Observatory on Homelessness (COH) Typology: 1.1 and 1.2).
2. Staying in **emergency shelters**, including overnight shelters for people experiencing homelessness (including those for specific populations, such as youth, families, and newcomers), shelters for people impacted by family violence, and emergency shelters for people fleeing a natural disaster or destruction of accommodation (COH Typology: 2.1, 2.2, and 2.3).
3. Staying **temporarily with others** without guarantee of continued residency or the immediate prospects for accessing permanent housing, or **short-term rental accommodations** (e.g. motels) without security of tenure (COH typology: 3.2 and 3.3).

It does not include situations where individuals have access to **secure, permanent housing**, whether subsidized or not. The definition also does not include time spent in **transitional housing** or in **public institutions** (e.g. health and corrections), although individuals who are discharged into homelessness from transitional housing or public institutions can be considered

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<sup>1</sup> From the National Housing Strategy – adapted from the Canadian Definition of Homelessness developed by the Canadian Observatory of Homelessness

<sup>2</sup> Developed in consultation with the Homelessness Data Advisory Committee

chronically homeless if they were experiencing chronic homelessness upon entry to transitional housing or the public institution.

### **Indigenous homelessness:**<sup>3</sup>

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<sup>4</sup>, 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 public 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”.

## **Roles and Responsibilities**

**Community Advisory Board (CAB):** The Board of Directors of the Greater Victoria Coalition to End Homelessness Society (GVCEH) acts as the Community Advisory Board (CAB) for the RHP Program. The CAB is the local organizing committee responsible for setting direction and coordinating efforts to address homelessness in the region. It is representative of stakeholders in the community with knowledge and engagement of key sectors and systems that affect homelessness priorities, including government and other public organizations, private sector and not-for-profit organizations, Indigenous organizations or representatives, people with lived experience of homelessness, and other concerned community members.

The CAB is responsible for the following key areas:

- Helping guide the development of the RHP Community Plan and priorities and providing official approval.
- Engaging with key community organizations and individuals, including Indigenous, in the region beyond the homeless serving sector and gathering all available information related to the community’s local homelessness priorities, and developing a coordinated approach to addressing homelessness in the region.
- Assessing and recommending projects for funding to the Community Entity, ensuring alignment to the Community Plan priorities.

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<sup>3</sup> Aboriginal Homelessness Steering Committee definition, 2019.

<sup>4</sup> Changes would be included in periodic update(s) of the Directives.

- Supporting the Community Entity in the planning and implementation of coordinated access.

**The Community Entity (CE):** The Capital Regional District (CRD) was selected by Employment and Social Development Canada (ESDC) to act as the delivery agent, known as the Community Entity (CE), for the RHP 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 CE works closely with the Reaching Home CAB.

The CE is responsible for the following:

- Developing the Community Plan, in collaboration with the CAB.
- Implementing strategies to address Community Plan priorities, including the design and implementation of a Coordinated Access system by 2021-2022, and shift to an outcomes-based approach to reporting community-wide outcomes.\*
- Engaging community stakeholders and funding partners to actively work together to prevent and reduce homelessness.\*
- Promoting the participation and representation of Indigenous organizations in the planning and implementation of the Community Planning process, including development of community-wide outcomes as part of the outcomes-based approach.\*
- Undertaking activities that support the design and implementation of a Coordinated Access system.\*
- Conducting the Call for Proposals process based on the RHP 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 RHP requirements.
- Assessing, approving and entering into Funding Agreements with applicants whose projects were recommended by the CAB that meet the Community Plan priorities, RHP Terms and Conditions, CRD due diligence, and related policies and directives.
- Managing funding agreements with approved applicants (sub-projects), including financial and activity monitoring to ensure compliance, and monitoring project activities for achievement of expected results.
- Informing the CAB about the status and results of sub-projects and other activities related to the prevention and reduction of homelessness in the community.
- Completing the administrative, financial and reporting requirements of the CE's Funding Agreement with ESDC.

\* The CRD provides funding through a service agreement with the GVCEH to perform these tasks in collaboration with the CRD and other partners.

## Submission Requirements

- All applicants must carefully review the Call for Proposals Application Guide, the RHP Community Plan, and the RHP Directives.
- Applications **MUST** be submitted on the Application Forms provided. These include:

Application Form:	A1 – Designated Communities
RHP Budget Form:	B1 – Designated Communities
Eligible Activities Form:	C1 – Designated Communities

**Applications submitted on any other form will NOT be accepted.**

- All applicants **MUST** submit an original printed, signed application and an electronic copy of the application on a data stick. Faxed or emailed applications will not be considered. On the fillable application form A1, do not type beyond the space provided on the page. Attach additional pages if required.
- Maximum 25 pages (8.5 X 11 inch paper) with size 10 font (not including supporting documents).
- Include supporting documents listed on the Submission Checklist below.
- Submission is for one year or multi-year projects. Please indicate on the application form if your organization is interested in potential multi-year funding.
- Budget for Designated Communities funding stream including matching funding if available
- Both electronic and hard copy proposals must be submitted by the deadline. Proposals submitted after the deadline will not be considered.
- All complete applications received by the deadline will be considered but will not necessarily be approved.
- Provide the original hard copy plus electronic format on a data stick to the following address by December 16, 2019 at 4:00 pm PST:

Reaching Home  
c/o Capital Regional District  
625 Fisgard Street, Victoria, BC V8W 1R7  
Attention: Gina Dolinsky

A submission checklist is attached to this Application Guide.

## Information Session

An information session will be held on November 25, 2019, 9:00-11:00 AM at CRD Offices, 625 Fisgard St, Commons Room. Questions about the CFP, including eligibility requirements, the CFP process, and guidance on completion of the Application Form will be addressed. It is strongly recommended that all interested individuals and organizations attend the information session.

For more information, please contact Gina Dolinsky at 250-360-3319.

## 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 on November 25, 2019 (optional but strongly recommended)

### Phase 2: Application Intake

- CE confirmation of eligibility and summary report to Proposal Evaluation Committee

### Phase 3: Application Review

- Proposal Evaluation Committee review and recommendations to the CAB

### Phase 4: Decision Making

- CAB review and recommendations to the Community Entity

### Phase 5: Community Entity Due Diligence

- CE review of project budget and details with applicants to ensure all requirements are fulfilled
- CE approval of funding decision

### Phase 6: Funding Agreements

- The CE and successful applicants sign funding agreements

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

## Funding Approval

A proposal will receive a recommendation from the CAB to the CE if the application is eligible, meets the criteria under the RHP Terms and Conditions, conforms to the Eligible Activities as set out in this CFP, and receives the endorsement from the Proposal Evaluation Committee.

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

## Reporting Requirements

All funded projects will be required to submit regular reports which will include:

- Quarterly financial reports on budgets and actual expenses
- Monthly or quarterly financial projections
- Quarterly and Annual reports on project activities, service statistics and outcomes.
- Client specific housing stability, and economic and social well-being outcomes, if applicable
- Client Program Exits

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 Proposal Evaluation Committee
2. Member of the Community Advisory Board
3. Employees of Capital Regional District
4. Employees of the Greater Victoria Coalition to End Homelessness

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 Proposal 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 Proposal 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 RHP terms, conditions and related policies.

**Disclaimer:** *The CE holds final decision-making authority on any and all proposals recommended for RHP funds. Any agreement that may result from this Call for Proposals does not constitute a service to the CE.*

## Links

Reaching Home Application Forms and Registration:

<https://www.crd.bc.ca/about/contracts-rfps/current>

The Victoria Census Metropolitan Area Reaching Home Community Plan/Greater Victoria Coalition to End Homelessness Community Plan:

<https://www.crd.bc.ca/project/reaching-home>

Reaching Home Directives (Government of Canada):

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

CRD Reaching Home Website: <https://www.crd.bc.ca/project/reaching-home>



## Submission Checklist

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 has considered all supporting documents. All pages of the application, including attachments, must be on 8.5 X 11 inch paper.

### **Application Documents – Electronic and Signed Hard Copies**

- RHP Application Form A1 (Designated)
- Maximum 25 pages excluding Applicant Organization's attachments below with minimum size 10 font, 8.5 X 11 inch paper
- Budget on Form B1 (Designated)
- Eligible Activities Form C1 (Designated)

### **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 – Matching Contributions**

- Budget demonstrating matching contributions with dollar equivalent to RHP request, if available (suggested but not a requirement for this CFP)

### **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)

**Application submission deadline December 16, 2019 at 4:00 pm**