

Homelessness partnering strategy

Call for proposals and
application **GUIDE**

NOV 21 2011

All applicants should read this guide before completing the application form.

HOMELESSNESS PARTNERING STRATEGY (HPS) CALL FOR PROPOSALS AND APPLICATION GUIDE

NOVEMBER 21 2011

ALL APPLICANTS SHOULD READ THIS GUIDE BEFORE COMPLETING THE APPLICATION FORM.

APPLICATION GUIDE

DEADLINES: All applications must be submitted by **4:00 p.m., Wednesday, December 21, 2011.**

- Applications **MUST** be submitted on the Applications Forms provided. Applications submitted on any other form will **NOT** be accepted.
- All applicants **MUST** submit an electronic application **AND** a printed application.
- Mailed print applications must be postmarked no later than **December 21, 2011.**
- Print applications delivered in person must be dated and received no later than **4:00 p.m., December 21, 2011.**
- Print applications **MUST** include completed and signed Form 2A, completed Form 2B.1 and additional documents listed in Appendix 1 of this guide.
- Email applications (NO PDFs) must be received at Vancity Community Foundation no later than **4:00 p.m., December 21, 2011.**
- E-mail applications should only include completed Form 2A and completed Form 2B.1
- E-mail applications **MUST** have the subject line **“HPS Application”**
- **Faxed applications will not be considered.**

Please send all applications to:

Vancity Community Foundation
ATTENTION: Lisa Ross
lisa_ross@vancity.com **Subject line: “HPS Application”**
510-815 West Hastings Street
Vancouver, BC V6C 1B4

APPLICATIONS SUBMITTED OR RECEIVED AFTER THESE DEADLINES WILL NOT BE CONSIDERED.

TO REGISTER FOR AN INFORMATION SESSION

An information session on the application process will be held between November 28 and December 9, 2011. Prospective applicants **should** register to attend by calling Kristi Galovich at 604-451-6065 or email her at Kristi.Galovich@metrovancover.org.

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1.0 Homeless partnering strategy call for proposals

1.1 Call for Proposals Summary

In November 2010, the Government of Canada announced a 3-year extension of funding for the Homelessness Partnering Strategy (HPS) at current funding levels for the period beginning April 01, 2011 and ending March 31, 2014.

Through this Call for Proposals (CFP), The Greater Vancouver Regional District (hereinafter referred to as the GVRD), in partnership with the Community Advisory Board (CAB) for the Metro Vancouver region, the Greater Vancouver Regional Steering Committee on Homelessness (RSCH), solicits applications specific to the Homelessness Partnering Strategy (HPS) to meet the needs of people who are homeless and those at risk of homelessness living in the Metro Vancouver region (**Please note:** In this Call for Proposals document, the term “GVRD” refers to the Community Entity while the term “Metro Vancouver” refers to the geographic region).

The total amount of funding available for this Call for Proposals is approximately \$12 million under the HPS Designated Communities funding stream, to fund projects between April 1, 2012 and March 31, 2014. The total number of projects funded and the amount of funding per project will be determined based on the number and quality of proposals received.

All projects approved for funding must be completed by March 31, 2014.

The GVRD is under no obligation to approve any application through this process and reserves the right to accept proposals separate from the Call for Proposals. Any agreement that may result from this Call for Proposals does not constitute a service to the GVRD.

1.2 Overview of the Homelessness Partnering Strategy

Purpose

The HPS is a community-based program designed to address homelessness across Canada, relying on communities to determine their own needs and to develop projects accordingly. Nationally, HPS aims to prevent and reduce homelessness across Canada through the mobilization of partnerships at federal-provincial/territorial and community levels. These partnerships contribute to a sustainable and comprehensive continuum of supports that work to help those who are homeless or at risk of homelessness move towards well-being and self-sufficiency. Thus, at the national level, HPS contributes to the achievement of the following direct outcomes:

1. Engagement of partners;
2. Development of community capacity to address homelessness;
3. Strategic alignment of investments; and
4. Enhanced understanding of homelessness.

As part of the program renewal announced in November 2010, a number of enhancements were introduced to help communities' better address homelessness. These enhancements include:

- ensuring culturally relevant programming and services for Aboriginal people who are homeless or at risk of homelessness;
- developing linkages with the Mental Health Commission of Canada to share learnings on mental health and homelessness;
- increasing the relevance and dissemination of research;
- reinforcing accountability for results; and
- improving data sharing and collection.

There are three regionally delivered funding streams under the HPS program: (a) Designated Community; (b) Aboriginal; and (c) Rural and Remote. The Metro Vancouver region receives funding under the designated community stream. Funding is also available to urban Aboriginal service providers in the region under the Aboriginal stream.

The designated community funding stream is designed to assist communities, primarily major urban centres. These communities are able to access multi-year funding with a requirement to **match** funds from other sources (direct or in-kind). This funding stream also requires a Community Plan approved by the Minister of Human Resources and Skills Development Canada to be in place before a Call for Proposals can be posted. Applicants under this funding stream must therefore demonstrate how their project will meet HPS objectives as well as address one or more of the priority areas in the approved Community Plan.

Roles and Responsibilities

HPS funds for the Metro Vancouver region are managed under a “Community Entity” governance structure, one of two delivery models available under all three regionally-delivered funding streams.

In April 2011, the GVRD became the Community Entity for the Metro Vancouver region by entering into an agreement with Human Resources and Skills Development Canada (HRSDC) to manage and administer the HPS program on behalf of the federal government. The Community Entity governance structure also provides an opportunity for community input into program delivery through a “Community Advisory Board,” which is currently the Greater Vancouver Regional Steering Committee on Homelessness (RSCH). HRSDC, the Community Entity and the Community Advisory Board have specific and significant roles in the Call for Proposals process and the overall administration of HPS in the Metro Vancouver region. A summary of those roles follow:

Human Resources and Skills Development Canada (HRSDC)

Through Service Canada, HRSDC acts as the program funder, outlines the Terms and Conditions under which the program is managed, approves the funding priorities of the Metro Vancouver region, receives regular reports on the performance of all funded projects, and serves as an advisor to the GVRD and the RSCH.

GVRD

In its capacity as the Community Entity, the GVRD has the following responsibilities in the delivery of the program:

1. Consult with community stakeholders on HPS matters affecting the community;
2. Develop community funding priorities;
3. Conduct the Call for Proposals based on the priorities of the community;
4. Work with the Community Advisory Board to review and recommend projects for funding;
5. Make final decisions and develop agreements with successful project proponents; and
6. Monitor the performance of projects and report results to Human Resources and Skills Development Canada.

The GVRD is assisted in these roles by Vancity Community Foundation (VCF). As per its agreement with the GVRD, VCF is taking a leading role in this Call for Proposals and will be responsible for the management of active HPS projects in the Metro Vancouver region once the Call for Proposals process is completed.

The Regional Steering Committee on Homelessness

As the Community Advisory Board, the RSCH has three significant roles; namely:

1. Provide input and advice to the GVRD on HPS priority setting;
2. Endorse the Community Plan (both process and content); and
3. Recommend HPS projects for funding by the GVRD.

1.3 Metro Vancouver's Regional Priorities

In August 2011, the RSCH endorsed a Community Plan for the 2011 to 2014 program period developed through three months of research and region-wide stakeholder consultations. The Community Plan was approved by the Minister of Human Resources and Skills Development Canada on November 7, 2011. All funding decisions for the 2011 to 2014 program period will be based on priorities outlined in the Community Plan. A copy of the full Community Plan is available at: www.metrovancouver.org/planning/homelessness/Pages/default.aspx.

The Call for Proposals process will be conducted in two stages in order to accommodate additional planning time required to undertake capital projects. This Call for Proposals which represents stage one, has been limited to **clients services and community and partnership development projects only**. A separate Call for Proposals for capital projects only will be posted in April 2012 as stage two.

The current Call for Proposals will address the following priorities as set out in the Community Plan for the Metro Vancouver region:

- **Transitional and supportive housing services for homeless or at-risk of homeless individuals and families** – Services to individuals and families accessing transitional and supportive housing facilities who because of homelessness, substance abuse, mental illness and other circumstances, are unable to live independently without care, supervision and/or supports to help them in their activities of daily living, or who need access to case management, housing support and other services to transition to independent living.
- **Emergency shelter services for homeless or at-risk of homeless individuals and families** – Services to individuals and families in short-stay housing addressing critical or urgent needs and providing accommodation with varying levels of support. This includes services and supports provided in the operation of existing emergency shelter facilities, cold/wet weather facilities, and drop-in centres.
- **Mental health and addiction treatment services for homeless or at-risk of homeless individuals** – Provision of a continuum of services from pre-treatment and care coordination to detoxification and counseling that move people who are homeless or at risk of homelessness towards long-term stability.
- **Outreach services for homeless or at-risk of homeless individuals** – Services that focus on identifying homeless people and linking them to existing programs and services based on individual needs. The services that people may be connected to range from shelter and income assistance to crisis counselling, health care, mental health and addictions.
- **Prevention services for at-risk of homeless individuals and families** – Services aimed at preventing at-risk individuals and families from becoming homeless. These may include services that offer direct assistance to individuals and families to prevent evictions (such as mediation, start up cost, rent arrears and utility bill clearance, security deposit assistance, rent banks, etc.), support stable tenancies, and find affordable housing.

Employment development services that help to develop or enhance employability skills following training or educational upgrading opportunities and/or those which assist in job search are also part of this priority.

- **New or enhanced support services specifically for underserved homeless or at-risk of homeless populations** – Services in the areas of transitional and supportive housing, emergency shelter, mental health and addiction treatment, outreach, and prevention designed to meet the unique and demonstrable needs of Aboriginals, youth, seniors, women and Official Language Minorities.
- **Community and partnership development relating to homelessness issues** – Projects that implement adopted region-wide community/partnership development strategies or respond to community/partnership development needs expressed by communities, and which are consistent with regional strategies. These include projects that allow existing organizations and networks to work together, partner, improve service delivery, or increase community capacity to address homelessness. Activities that coordinate data (organize information from different sources to improve knowledge) and improve knowledge of homelessness are also included under this priority.

1.4 Guiding Principles

In considering projects for funding, the RSCH will be governed by the following principles:

- 1 Commitment to the distribution of funds across the region by March 31, 2014.
- 2 Commitment to continuing to work with the Aboriginal Homelessness Steering Committee and the broader Aboriginal community, and continued support of Aboriginal-focused programs and services.
- 3 Commitment to working to promote broad access to services.
- 4 Commitment to recommending projects that meet the HPS Terms and Conditions.

1.5 Mandatory Eligibility Requirements

In addition to the Community Plan priorities noted above, applicants must ensure that their projects and activities meet the following mandatory eligibility requirements:

- 1 **Who can apply:** Not-for-profit organizations, individuals, municipal governments, for-profit enterprises, research organizations and institutes, public health and educational institutions, Band/tribal councils, and other Aboriginal organizations are eligible to receive HPS funding.

For-profit enterprises are eligible for funding if the nature and intent of the activity is non-commercial, does not generate profit, and fits within the Community Plan.

Please note: Preference will be given to Aboriginal organizations to deliver projects, where feasible, in cases where a project's objectives and activities specifically target off-reserve Aboriginal people who are homeless or at-risk of homelessness.

- 2 **HPS objectives:** Project must meet one of the HPS objectives described in section 1.2, above.
- 3 **Eligible geographic region:** Project must take place within the Metro Vancouver region within municipalities and districts indicated in the map below with the addition of Bowen Island.



- 4 **Matching funds:** Project must have matching funds in place (direct or in kind) with confirmation letters from other funders. Funds from other HPS streams, such as the Aboriginal stream, are not considered matching funds under the HPS Terms and Conditions.
- 5 **Eligible activities:** Project activities must support projects that meet the Metro Vancouver Regional Priorities set out in Section 1.3.
- 6 **Indebtedness to Canada:** For applicants owing a debt to Canada, the debt must be disclosed and a debt repayment plan provided.
- 7 **Union concurrence:** If applicable, include a union concurrence letter.
- 8 **Sustainability:**
 - (a) **Client Service Projects:** Must have a sustainability plan beyond HPS funding.
 - (b) **Community Development Projects:** Must have a sustainability plan beyond HPS funding. Where a sustainability plan is not feasible, an exit strategy must detail how the applicant will wind down the project with minimal disruption to the target population or how the benefits to wind down the project outweigh the costs.
- 9 **Project Completion:** Project must be completed by March 31, 2014.

1.6 Ineligible Project Activities and Costs

The following activities and costs are not eligible for HPS funding:

1. Affordable housing;
2. Social housing;
3. Rental costs unless used to deliver a project;
4. Activities and supports taking place on-reserve;
5. Software and hardware that serves the same functions and purposes as the Homeless Individuals and Families Information System (HIFIS) software;
6. Employability activities normally provided by other senior levels of government (such as, Youth Employment Initiatives, and Employment Benefits and Support Measures);
7. Direct cash payments to people who are homeless or at-risk of homelessness;

8. Entertainment expenses;
9. Donations;
10. Fines and penalties; and
11. Membership fees for clubs.

1.7 Eligible Costs

Financial assistance may be provided to cover the following costs:

1. **“Staff wages”** include wages and salaries paid to direct project staff. In addition, Mandatory Employment Related Costs (MERCs) can be included. MERCs refer to payments an employer is required by law to make in respect of its employees such as EI and CPP/QPP premiums, workers’ compensation premiums, vacation pay and Employer Health Tax. Benefits refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement. Examples of Benefits include contributions to a group pension plan or premiums towards a group insurance plan.
2. **“Professional fees”** means contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security (if contracted specifically to support the project), audit costs and legal fees. HPS projects may also include under professional fees the hiring of a consultant for services such as: assessing the needs of clients and training front line staff.
3. **“Travel”** includes travel costs set out in the National Joint Council of Canada’s Travel Directive that are incurred in respect of project staff and volunteers and contracted professionals, if the latter costs are not included in the professional fees expenditure category. Visit <http://www.njc-cnm.gc.ca/doc.php?sid=3&lang=eng> for current NJC rates and allowances.
4. **“Capital Assets”** over \$1,000, excluding taxes, with the exception of Facilities. Under the HPS, this includes furniture, appliances, and fixtures for the facilities used to carry out project activities. **Please note: The maximum amount for capital assets in this call is \$5,000, excluding taxes.**
5. **“Facilities”** includes the cost of purchasing, building, renovating or making additions to shelter space, supportive or transitional housing facilities, and non-residential facilities. **Please note: “Facilities” will not be included in this Call for Proposals.**
6. **“Other Activity Related Project Costs”** include direct costs explicitly related to the project activities that are not included in any other expenditure category, such as:
 - (a) Rented space to hold meetings, consultations, or to provide emergency shelter, including applicant owned premises;
 - (b) Food, clothing, personal and household items that remain with participants;
 - (c) Furniture costing \$1,000 or less, before taxes;
 - (d) Materials and supplies for the facility: food, laundry and cleaning supplies;
 - (e) Printing costs, meter charge for photocopies, translation;
 - (f) Emergency rent and utilities payments made to the property owner or utility companies (these payments are not to be disbursed directly to individuals);

- (g) Participant related costs such as living allowance while participating in training activity;
 - (h) Vouchers for living expenses for individuals (e.g. vouchers for food, clothing, grocery, baby diapers, eye glasses);
 - (i) Dependant care (while the client is participating in project activities); and
 - (j) Travel (bus tickets).
7. **“Administrative costs”** include the costs of administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs normally incurred by any organization to ensure the effective delivery of the project. These include costs such as rental of office space, office equipment rental, insurance, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, computer software and license renewals, garbage removal/recycling, disability needs, staff professional development (health and safety, CPR, sensitivity training, conflict resolution, etc.), staff travel to meetings, membership fees.
8. **“Organizational Infrastructure Costs”** are expenses incurred for services rendered to the Applicant or Recipient by a “main office”, “head office” or “administration office” of the Applicant or Recipient. These are costs related to functions which, although they guide and enable effective project delivery, are not project specific and are usually charged on a “pro-rated” basis. **(Administrative Costs and Organizational Infrastructure Costs cannot exceed 15% of HPS funding).**

1.8 Evaluation Process

Competitive Process

Applications will be considered only through the competitive process. The RSCH will review proposals and make recommendations for funding. GVRD staff, with the assistance of VCF will then complete due diligence on all recommended proposals and forward the eligible proposals to the GVRD Board. 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.

Evaluation of Submissions

Submissions will be reviewed and evaluated by the RSCH. The review process will be divided into three steps: (a) determine whether the submission is eligible for funding, as set out in Sections 1.5 to to 1.7, (b) determine whether the submission is complete as per Section 2, and (c) evaluate each eligible submission in the areas noted below:

1. **Project need and long-term impact:** Clear description of the need for the proposed project in the community as well as a clear long-term vision of the impact that the project could have in the community or region, using existing data, research and letters of community support.
2. **Project objectives:** Clear and coherent description of the issue(s) that the project will address, including supporting evidence and the objectives to be achieved.
3. **Project activities:** Provision of a clear description of the project activities and how those activities will lead to measurable outcomes.

4. **HPS objectives:** Demonstration that the proposed project is consistent with one or more HPS objectives: to prevent and to reduce homelessness.
5. **HPS outcomes:** Demonstration that the proposed project is consistent with one or more HPS outcomes: engage partners, develop community capacity to address homelessness, align strategic investments, and enhance understanding of homelessness.
6. **Community plan priorities:** Demonstration that the proposed project is consistent with one or more of the 2011 to 2014 HPS Community Plan priorities for the Metro Vancouver region.
7. **Measurable and achievable outcomes:** Identification of measurable and achievable short, medium or long-term outcomes related to the activity area and the needs of the target population.
8. **Project evaluation:** Outline of processes and measures to monitor project and evaluate project performance.
9. **Funding:** Evidence that the proposed project has confirmed 100% of funding in place with letters of financial support, including HPS funds requested, and has a realistic and adequate operating budget.
10. **Sustainability:** Provision of a credible sustainability and/or exit plan for the proposed project when the HPS contribution agreement ends.
11. **Aboriginal context:** Evidence that if the proposed project will serve the Aboriginal community only, the proponent is an Aboriginal agency.
12. **Community support:** Demonstration that the proposed project leverages other funds or resources from the community, including but not restricted to utilization of existing funding and in-kind contributions.
13. **Timeframe:** Demonstration that the proposed project timelines are realistic and attainable in terms of the availability of resources, securing permits and licenses and implementation before March 31, 2014.
14. **Permits and approvals:** Demonstration that consideration has been given to the procurement of all permits and approvals for the proposed project, including permits and licenses, where appropriate.
15. **Location:** Demonstration that the location of the proposed project is appropriate for the intended clientele, including proximity to complementary facilities and/or services such as public transit.
16. **Sponsor group:** Demonstration that the proposed sponsoring organization has the capacity (staff, resources and relationships with or support from key agencies) and experience to deliver the service.
17. **Proposal Quality:** Clearly written and complete project proposal, with all relevant sections of the application form filled and requested information provided.

Review Process

The RSCH will review each submission according to the evaluation criteria listed in Section 1.8 of this guide. This review will take into account available funding. Submissions that receive the endorsement of the RSCH will be forwarded to Vancity Community Foundation for a due diligence review and then to the GVRD Board for approval. In all cases, applicants will be advised by the RSCH whether their submission was recommended for funding or not.

In direct consultation with Vancity Community Foundation staff, project proponents will be requested to verify all proposal information, and to confirm the eligible project activity, eligible project costs, performance measurements, and funding mechanisms needed to complete a contribution agreement. If approved for funding by the GVRD, contribution agreements will be signed between the GVRD and successful applicants.

Important milestones in this Call for Proposals process are as follows:

| Milestone | Date(s) |
|--|--|
| Call for Proposals posted | November 21, 2011 |
| Information Session (strongly recommended) | November 28 to December 9, 2011 |
| Deadline for submission of proposals | December 21, 2011 |
| Review of proposals and recommendations | December 21, 2011 to January 23, 2012 |
| Due diligence review of recommended proposals | January 26, 2012 to February 13, 2012 |
| Notification to proponents of funding decisions | February 27 to March 2, 2012 |
| Negotiating and signing of contribution agreements | March 2-March 26, 2012 |
| Funds to begin approved projects distributed | March 26-March 31, 2012 |

Application Package

A full application package comprising an Application Form, Budget Negotiation Notes, Application Guide, as well as the Notice of Call for Proposals can be found and downloaded at www.metrovancouver.org/planning/homelessness.

- All applications must be submitted by **4:00 p.m., Wednesday, December 21, 2011**.
- Applications **MUST** be submitted on the Applications Forms provided. Applications submitted on any other form will **NOT** be accepted.
- All applicants **MUST** submit an electronic application **AND** a printed application.
- Mailed print applications must be postmarked no later than **December 21, 2011**.
- Print applications delivered in person must be dated and received no later than **4:00 p.m., December 21, 2011**.
- Print applications **MUST** include completed and signed Form 2A, completed Form 2B.1 and additional documents as listed in Appendix 1 of this guide.
- Email applications (NO PDFs) must be received at Vancity Community Foundation no later than **4:00 p.m., December 21, 2011**.
- E-mail applications should only include completed Form 2A and completed Form 2B.1
- E-mail applications **MUST** have the subject line "**HPS Application**."
- **Faxed applications will not be considered.**

List of Attachments

The following is a summary of the attachments that must accompany your application. A complete submission checklist is provided in Appendix 1, page 24.

1. Budget Negotiation Notes;
2. Letters of commitment from other funding partners;
3. Most recent audited financial statements. If audit is not complete or required, submit most recent fiscal year balance sheet or revenue and expense statement;
4. Letters of support from the community, if any;
5. Union concurrence agreement letter, if applicable; and
6. If you are representing a coalition or submitting on behalf of your “partners”, letters from partners describing and confirming their involvement.

1.9 Conflict of Interest and Roles

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 a conflict of interest. This includes:

1. Members of the Regional Steering Committee on Homelessness;
2. Employees of the GVRD; and
3. Employees of VCF.

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 Regional Steering Committee on Homelessness members 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 Community Entity should the identified conflict of interest pose a significant risk to the integrity of the Call for Proposals process;
3. To declare any real, perceived or potential conflict of interest to the RSCH as a whole, with respect to a direct or indirect connection to a proposal submission before the RSCH.

In regards to conflict of interest, the obligation of the GVRD and VCF employees is solely to provide advice, guidance and perform due diligence as per HPS terms, conditions and related policies.

Knowingly acting and/or persisting in a conflict of interest is unethical.

1.10 Interpretation of Documents

Information Session

A free information session will be held between November 28 and December 9, 2011, to answer applicants’ questions about the Call for Proposals, including eligibility requirements, the Call for Proposals process, and guidance on the proper completion of the Application Forms. While the session will be voluntary, it is **STRONGLY RECOMMENDED** that all potential applicants attend the session.

Telephone Inquiries

Prospective applicants are also encouraged to call Vancity Community Foundation staff for explanation of any part of the Call for Proposals documents. If staff cannot answer the question, and

is deemed necessary by the GVRD and RSCH, the Call for Proposals document will be amended and sent to all those who received the invitation to apply in the first place.

The GVRD and RSCH in their sole discretion reserve the right to modify the terms of the Call for Proposals at any time.

All inquires related to submissions of applications for funding are to be directed to:

Lisa Ross 604-877-4527
Vancity Community Foundation
510-815 W. Hastings Street, Vancouver BC V6C 1B4
lisa_ross@vancity.com

Information regarding the Call for Proposals application obtained from any other source other than Vancity Community Foundation, the GVRD or Service Canada is not official and may be inaccurate. It is always preferred that prospective applicants contact Vancity Community Foundation first.

1.11 Joint Submissions

Joint submissions, partnerships and coalitions are encouraged. However, a single party must be prepared to take legal responsibility for the relationship with the GVRD as set out in the Contribution Agreement. This arrangement must be defined in the Application Form (section 2.1-Organizational Information).

1.12 Ownership of Submissions

All responses to this CFP become the property of the GVRD and the Greater Vancouver Regional Steering Committee on Homelessness.

1.13 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 RSCH and GVRD to maintain confidentiality with respect to all confidential information related to CFP submissions. Furthermore, VCF adheres to this level of confidentiality. However, all three 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.

2.0 GUIDE TO APPLICATION FORMS

This section provides a systematic guide to responding to completing the two documents that must be submitted as part of any proposal: Form 2A – Application Form, and Form 2B.1 – Budget Negotiation Notes-Service or Community Development Projects.

FORM 2A • Application Form

The information immediately below explains how to complete the corresponding sections of Form 2A.

2.1 Organizational Information

Not-for-profit organizations, individuals, municipal governments, for-profit enterprises, research organizations and institutes, public health and educational institutions, Band/tribal councils, and other Aboriginal organizations are eligible to receive funding.

For-profit enterprises are eligible for funding provided that the nature and intent of the activity is non commercial, does not generate profit, and fits within the Community Plan.

2.2 Business Information

This is a legal description of the individual or organization making the application.

If the organization is unionized, the application must show union concurrence with the proposed project.

2.3 Accounting, Insurance, Debts and Lobbying

This section describes how your organization accounts for its funds, the insurance your organization has in place, any debts owed to a department or agency of the Government of Canada as well as the required declaration if any member of your organization is a registered lobbyist. The purpose of this section is to gauge the systems you have in place to manage funds, how your organization manages its debts and the disclosure of lobbying to ensure no conflict of interest will arise as a result of receiving HPS funding.

Some things to keep in mind when filling out this section:

- Ensuring your organization has a clear way of accounting for its revenue and expenses;
- Ensuring the organization's insurance is in good standing;
- Declaring the amount and type of debt owed by the organization to a department or agency of the Government of Canada and describing any debt repayment plan that is in place; and
- Avoiding any conflict of interest by declaring lobbyist status.

2.4 Legal Signing Officers

Please refer to your letters of patent or other incorporation documents to assess who is eligible to sign on behalf of your organization.

Specimen signatures will be used to determine whether expense claims, and cheques provided by the organization are binding.

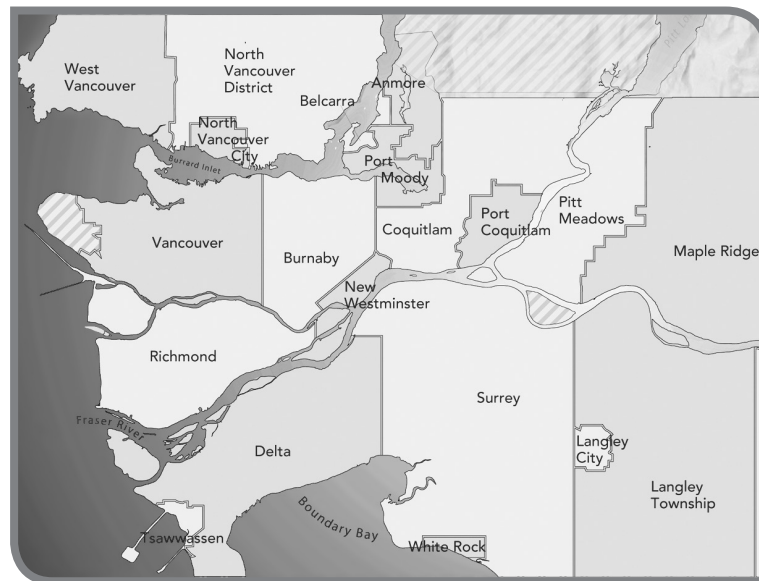
2.5 General Project Information

Project name may be different from that of the agency.

Type of project refers to whether you intend to apply for funds to undertake a client service or community development project. The follow-up to that question refers to whether your project is entirely new or if it is an enhancement to an existing client service or community development project.

Each project must be capable of being completed by March 31st, 2014, so when entering project start and end dates, please keep this in mind.

The project must be situated in the Metro Vancouver region. The following map provides an overview of the municipalities covered by Metro Vancouver. Please note that the Municipality of Bowen Island is also included in Metro Vancouver.



Under primary location, you should select the **MAIN** geographic area your project will be located in. Your project may span more than one location within the Metro Vancouver region, in which case you can select secondary and tertiary locations. If your project does not have a secondary or tertiary location, please select "Not applicable" from the drop-down menu. Please note that head office locations should only be included in project location if direct project activities will take place there.

Activities Eligible for Funding Under HPS

In order to be considered, each project must address homelessness and fall under at least one of the following broad activity areas:

- Client Services;
- Community Coordination;
- Partnership Development; and
- Data Management.

Activities Ineligible for Funding Under HPS

- Activities and supports taking place on-reserve;
- Software development and/or the purchase of hardware for the collection and management of homelessness data that duplicates data collection and management available through the Homeless Individuals and Families Information System (HIFIS) software; and

- Software development and/or the purchase of hardware for the collection and/or management of homelessness data that results in an inability to participate in the National Homelessness Information System initiative. For example:
 - o Purchasing alternative software that performs similar functions to the HIFIS software; and
 - o Purchasing alternative software that is unable to export shelter data to the National Homelessness Information System initiative.

Administrative Requirements

Services shall be made available in both official languages where there is significant demand. The proposal must also contain details on how the applicant intends to engage official language minority communities, where applicable, to ensure that the specific service needs of that community are met.

2.6 Project Logic

The purpose of the project logic is to help you think through what will go into your proposal and the results that you will achieve, so that you will be able to address the need to meet the HPS objectives, the Metro Vancouver community priorities, and expected outcomes. One of the best ways to do this is to follow the mechanism of the project logic.

A brief project description should give a broad overview of the project, with further details noted in the project logic model.

Your project objective is a statement about the purpose or aim of your project. In other words, what do you intend to accomplish with this project. **Example: To provide year round outreach services to youth between the ages of 16-24 who are homeless or at risk of becoming homeless.**

The project logic is a visual representation of how your project will be delivered and achieve its intended outcomes. In the example below, we have provided a definition of terms, along with some sample answers based on the example of outreach services for youth.

| | | |
|--|--|---|
| <p>PROJECT INPUTS What are the resources both human and financial you will need to put into place to support or achieve your project?</p> <p>Example: 3 Outreach Workers Community Resource Materials package to give to youth</p> | <p>PROJECT ACTIVITIES Methods to accomplish your project objective. These activities describe the tasks or main things that the project will do or provide.</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Create job description for workers by May 1, 2012 2. Advertise on Outreach workers.org website by May 2, 2012 3. Outreach workers hired by Oct, 2012 4. Training of outreach workers complete by Nov, 2012 5. Outreach workers begin offering their services by Dec, 2012 | <p>PROJECT PERFORMANCE INDICATORS How will you know you've accomplished what you wanted to?</p> <p>Example: Number of youth reached per night</p> |
| EXPECTED RESULTS | | |
| <p>PROJECT OUTPUTS What is produced by the project? Or How many and what observable/tangible results will be achieved?</p> <p>Example: A compilation of community resource materials for youth.</p> | <p>PROJECT OUTCOMES The results/impact of your project. Outcomes can reflect impact in the short, medium and long-term.</p> <p>Example:</p> <p>Short term: 1. With the addition of 3 more outreach workers, within the first year of project operation 2 more neighbourhoods will have outreach services for youth who are homeless or at-risk of homelessness.</p> <p>Medium term: 1. Number of youth who experienced housing transition as a result of placement 2. Number of youth who started or finished a job training program.</p> | |

The combination of outputs and outcomes will form your overall Expected Results, which are required as part of your application. Expected results will be used as a gauge to monitor recommended projects' results reporting. In other words, when a funded project submits a results report, those results will be compared to the expected results submitted with the application and the service provider may be asked to account for any discrepancies between the two. Furthermore, the results will be used to analyze projects across the region.

How your project addresses a unique and unmet need aims to examine what the rationale is for the proposed project. Areas to consider in answering this question can include:

- Describing the results of a needs assessment;
- Highlighting research that showcases the need.

Your evaluation strategy describes how you will track and report on your project's progress and performance. The strategy is made up of your activities and associated timelines, indicators, outputs and outcomes. You can have both informal and formal evaluation strategies. An informal evaluation strategy might include:

- Anecdotal client stories highlighting the impact of your service on their lives as it relates to their housing status.

A formal evaluation might include:

- A database which tracks how many people your project has served and any changes in their housing status as a result of your project; and
- Testing the employability skills of clients through an established employment evaluation tool at the start of your employment skills building program, conducting your program, and then re-testing your clients with the same tool to gauge skills acquisition through your program.

In describing why your organization is the best candidate for the project, keep in mind the following:

- Past projects in this area your organization has successfully completed with HRSDC funds; and
- Past projects in this area your organization has successfully completed with other funds.

Culturally sensitive services for clients may include the following:

- Translation services;
- Project staff who come from the same cultural background as clients served by this project;
- Any other accommodations deemed necessary by the organization's internal policy and procedures; and
- Any other accommodations required by law.

The description of special conditions or critical dates that may affect your project is where you can outline any anticipated risks or issues associated with the successful implementation and completion of the project. You can also highlight any strategies you will employ to mitigate the risks. Some examples of risks or issues are:

- Timing of hiring project staff; and
- Any required internal approvals of project activities by senior management of the organization or the Board of Directors.

All projects must describe how they will be sustained if HPS funds are no longer available (in other words, beyond March 31, 2014). A sustainability plan for Service Projects **MUST** be submitted with your application.

Community Development Projects that cannot be sustained without HPS funds must describe how the project will wind down in anticipation of a March 31, 2014 deadline (in other words, an exit strategy).

2.7 Demographics of Population Served

This section deals with the unique characteristics of the clients your project aims to serve. The primary, secondary and tertiary target population fields refer to the level of homelessness your clients face (i.e. are they at risk of becoming homeless, are they on the street etc...). For the remaining sections, the unique characteristics of your primary, secondary and tertiary target populations are captured (e.g. age, gender, family characteristics, and additional barriers).

Under the primary field, you should select the **MAIN** area of the homeless population you are targeting in your project. Secondary and tertiary populations refer to other areas your project may touch upon. For example, your main target may be those who are living on the street, but your project may also capture those in shelter. In this case, your primary target population would be "living on the street" and your secondary target population would be "crisis sheltered." If your project does not have a secondary or tertiary target population, please select "Not applicable" from the drop down menu. If you are not targeting a specific Population of Interest (also referred to as underserved populations) (i.e. Aboriginal, youth, seniors, women, Official Language Minorities) please select "Not applicable."

Under the age and gender categories there is a "General" selection. You should select this option if your project is not specific to a single age or gender category.

Family Characteristics refer to the family make-up of the population being served (e.g. single parent families, two-parent families, adults with no dependent children etc...). Again, if you do not have a secondary or tertiary group, please select "Not applicable" from the drop down menu.

Additional Barriers are those areas not captured under any other population category (e.g. serving those with addictions, mental health issues etc...). If your project is not dealing with a population with additional barriers you should select "General Population" from the drop-down menu.

FORM 2B.1 • Budget Negotiation Notes

The information immediately below explains how to complete Form 2B.1 and some of the key items such as "in-kind" and eligible and ineligible costs.

2.8 Budget and Financials

Form 2B.1 has been included as part of this application package. The form is in Excel, and the following instructions are important to keep in mind as you fill in the form:

- There are 7 cost categories. All costs must be linked to project activities included in the proposal and to functions that are project specific. For example, wages/salaries of project staff are in Category 1 (i.e. project managers, case managers), and wages/salaries of head office management are in Category 7 (HR, payroll). Remember that when you make a claim for reimbursement of any cost in the future, you **WILL** be required to do so with invoices (payroll and/or travel claims, as appropriate), and that all claims will be subject to monitoring and audit;
- Additional instructions have been provided for some expenditure items in the explanation column of the form itself. In most cases, you are asked to elaborate in the details column. The explanation column is on the right hand side of the form;
- You are not required to provide details for each expenditure item, unless specified;
- Form 2B.1 is to be utilized to show your **TOTAL** project costs for the entire HPS funding period.
- The detail/comments column will expand to give you more room to type. However, you will need to expand the cell for all the information to show up when you print. To expand, click on the numbered cell at the bottom to the left of the page where numbers are listed. When you do this a small "cross" will appear allowing you to move the cell up or down;

- If you require more space to describe a cost, please attach a separate sheet listing the cost category and the related explanation. However, please ensure all attachments are no longer than 2 pages, unless otherwise specified.

In-kind Contributions

In-kind contributions made by your organization or other contributors must have an attached dollar value. For example: If you have 20 volunteer hours, those hours must be reported as in-kind contribution. You could derive the dollar value of the contribution by multiplying the hourly wage of an equivalent *paid* position by 20 hours. In this example, if the equivalent paid position receives \$10 per hour, the dollar value of the in-kind contribution would be \$200.

Section 2.9, Form 2A “specific use of HPS funds” is where you can describe which areas of your project will utilize HPS monies (e.g. wages, equipment etc...). If you are in doubt, please don't hesitate to call Vancity for direction.

Eligible Costs

Financial assistance may be provided to cover the following costs:

- 1) **“Staff wages. MERCs and Benefits”** include:
 - Number of direct project staff including hourly rate, number of hours, number of weeks of employment by position;
 - *Mandatory Employment Related Costs (MERCs)*, which refer to payments an employer is required by law to make in respect of its employees, such as EI and CPP/QPP premiums, workers' compensation premiums, vacation pay and Employer Health Tax; and
 - *Benefits*, which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement. Examples of *Benefits* include contributions to a group pension plan or premiums towards a group insurance plan.
- 2) **“Professional fees”** means contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security, *if contracted specifically to support the project*, audit costs and legal fees.
 HPS projects may also include under professional fees the hiring of a consultant for services such as:
 - Facilitating the community planning process;
 - Consultations and focus group meetings;
 - Drafting the plan under the community's direction;
 - Assessing the needs of clients;
 - Training front line staff;
 - Shelter usage data collection;
 - Local research on homelessness; and
 - Data management.
- 3) **“Travel”** includes travel costs set out in the National Joint Council of Canada's Travel Directive that are incurred in respect of project staff and volunteers and contracted professionals, if the latter costs are not included in the professional fees expenditure category.
- 4) **“Capital Assets”** over \$1,000, excluding taxes, **with the exception of Facilities**. Under the HPS, this includes furniture, appliances, and fixtures for the facilities used to carry out project activities. ***Please note: The maximum amount allowed for capital assets in this call is \$5,000 excluding taxes;***

- 5) **“Facilities”** includes the cost of purchasing, building, renovating or making additions to shelter space, supportive or transitional housing facilities, and non-residential facilities; including:
- The cost of purchasing land or a building for a facility;
 - Refundable deposits to put aside land, a building or a capital asset;
 - Fees paid to general contractors or labourers to build or renovate a facility;
 - The cost of materials for construction or renovation of a facility;
 - Pre-development costs in respect of a facility, including property zoning and/or property assessment fees; environmental assessments (in accordance with the Canadian Environmental Assessment Act); architectural and engineering fees for inspections, assessments, architectural drawings; building permits, licenses and taxes. **Facilities will not be included in the Call for Proposals for Service or Community Development Projects.**
- 6) **“Other Activity Related Project Costs”** include direct costs explicitly related to the project activities that are not included in any other expenditure category, such as:
- Rented space to hold meetings, consultations, or to provide emergency shelter, including applicant owned premises;
 - Food, clothing, personal and household items that remain with the participant;
 - Furniture costing \$1,000 or less, before taxes;
 - Printing costs, meter charge for photocopies, translation;
 - Emergency rent and utilities payments made to the property owner or utility companies **(these payments are not to be disbursed directly to individuals)**;
 - Participant related costs such as living allowance while participating in training activity;
 - Vouchers for living expenses for individuals (e.g. vouchers for food, clothing, grocery, baby diapers, eye glasses);
 - Dependant care (while the client is participating in project activities); and
 - Travel (bus tickets).
- 7) **“Administrative costs”** include the costs of administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs normally incurred by any organization to ensure the effective delivery of the project. These include costs such as:
- Rental of office space;
 - Office equipment rental;
 - Insurance;
 - Office supplies;
 - Internet/website;
 - Bank charges;
 - Office moving expenses;
 - Office cleaning;
 - Security system;
 - Computer software and license renewals;
 - Garbage removal/recycling;
 - Disability needs;
 - Staff professional development (health and safety, CPR, sensitivity training, conflict resolution, etc.);
 - Staff travel to meetings; and
 - Membership fees.

- 8) **“Organizational Infrastructure Costs”** are expenses incurred for services rendered to the Applicant or Recipient by a “main office”, “head office” or “administration office” of the Applicant or Recipient. These are costs related to functions which, although they guide and enable effective project delivery, are not project specific and are usually charged on a “pro-rated” basis.

Note: The Administrative costs and Organizational Infrastructure costs together make up the administrative expenses and cannot exceed 15% of the HPS contribution.

Ineligible Costs

Under the HPS, ineligible costs include, but are not limited to:

- Costs associated with activities or supports that take place on-reserve;
- Costs associated with the direct purchase, rental, leasing or the operations of social or affordable housing that is not supportive or transitional in nature;
- Employability activities normally provided by other Government of Canada programs (i.e., Youth Employment Initiatives, and Employment Benefits and Support Measures);
- Direct cash payments to people who are homeless or at-risk of homelessness;
- Software development and/or the purchase of hardware for the collection and management of homelessness data that constitutes a redundant use of funds and duplicates activities already offered through the Homeless Individuals and Families Information System (HIFIS) software; and
- Software development and/or the purchase of hardware for the collection and/or management of homelessness data that results in an inability to participate in the National Homelessness Information System. For example, costs for:
 - Purchasing alternative software that performs similar functions to the HIFIS software;
 - Purchasing alternative software that is unable to export shelter data to the National Homelessness Information System initiative.

2.9 Additional Documents

This section of the application lists further documentation you need to submit with your application. Please note this is not an exhaustive list of all additional documents you need to submit with your application (for a complete list please **refer to Appendix 1** of this guide)

Service or Community Development Projects **MUST** complete Form 2B.1-Budget Negotiation Notes-Service or Community Development Project.

Service Projects **MUST** submit a sustainability plan beyond March 31, 2014 describing how you will maintain the project and its associated operating costs. The sustainability plan should not be longer than 1 page.

Community Development Projects **MUST** submit a sustainability plan beyond March 31, 2014 describing how you will maintain the project and its associated operating costs. If a sustainability plan is not possible, you must submit an exit strategy plan of how you plan to wind down the project by March 31, 2014 with a minimal amount of disruption to the population served by your project. A sustainability plan or exit strategy should not be longer than one page.

The following supporting documents can be included, but are not mandatory:

- List of Board of Directors of the Agency;
- Terms of reference;
- Vision and mission statement;

- Documents stating purpose and objectives of your organization; and
- Any letters of support from contributors, clients or the community served.

2.10 Declaration

Please ensure that the legal signatories certify that your full application, including supporting documents is accurate and complete. Electronic signatures are not acceptable.

APPENDIX 1 - SUBMISSION CHECKLIST

Please note that this checklist is for **your use only** to ensure you have all relevant parts of the proposal application filled out as well as supporting documents. If possible, all pages of your application including attachments should be the same size, **double sided**.

DO NOT INCLUDE this checklist with your application for funding.

Other items to consider including, but are not mandatory:

- **List of Board of Directors;**
- **If your organization has adopted terms of reference, a vision or mission statement, or it is a registered Society or business, you are encouraged to attach a copy of your documentation stating the purposes and objectives of your organization;**
- **Any letters of support for your project from contributors, clients, or the community served.**

▶ MANDATORY REQUIREMENTS PROJECT SUITABILITY

- The project must meet the HPS objective
- The project must meet at least one of the Community Plan priorities
- The application and project must meet the eligibility criteria

▶ MANDATORY REQUIREMENTS APPLICATION PACKAGES

Form 2A, must be completed electronically in Microsoft Word format (NO PDFs) and emailed to Lisa_Ross@vancity.com by 4:00 p.m. on 12/21/2011 Subject line "HPS Application."

Four complete, printed sets of Forms 2A and 2B.1, including attachments and signed original to be submitted by regular mail, by hand, or by courier to:

ATTN: Lisa Ross

Vancity Community Foundation
510-815 W. Hastings Street,
Vancouver BC, V6C 1B4

This submission is due 4:00 p.m. on 12/21/2011.

All documents to be secured by paper clips or elastic band, no staples, binders or cerlox binding.

Late applications will not be considered. No electronic signatures.

All copies and supporting documents to be in one envelope. Where possible, documents should be the same size, double sided. **Hand written documents, oral submissions or faxed copies WILL NOT BE CONSIDERED.**

One original signed by the legal signing officer(s) of the organization. **No electronic signatures.**

Letters from all contributors (financial or in-kind) confirming the nature and value of their contribution as indicated on the budget sheet. **(See APPENDIX 2 of application guide)**

If you are representing a coalition and submitting on behalf of your "partners", letters from partners describing and confirming their involvement

A sustainability or exit plan beyond HPS funding MUST be submitted. The plan should not be longer than 1 page.

Most recent audited financial statements. If audit not complete or required submit most recent fiscal year balance sheet or revenue and expense statement.

If applicable, union concurrence agreement letter.

▶ MANDATORY REQUIREMENTS LEGAL

For those owing a debt to a Government of Canada department or agency, the amount owing must be disclosed as well as a debt repayment plan must be in place, otherwise the Application **WILL NOT BE CONSIDERED.**

Any proposal found to contain false or misleading information **WILL NOT BE CONSIDERED.**

APPENDIX 2 - SAMPLE LETTER OF COMMITMENT

DATE

Company Name

TO: GVRD

On behalf of (company/sponsor name), I am pleased to send this letter of commitment to:
(Name of Project).

The (company/sponsor name) is pleased to offer a financial (cash) contribution of \$0.00 and/or an in-kind contribution of (e.g., wages, capital costs, furniture, equipment, material and supplies, support to individuals, overhead costs or other general project costs).

We estimate the total cash and/or in-kind contribution from (company name) to be approximately \$0.00 over the xx period of the project.

We look forward to participating in the development and promotion of this project.

Sincerely,