



**REQUEST FOR APPLICATIONS
FOR
ONE TIME REACHING HOME FUNDING**

Request for Proposals No: **RFA-2021-03**

Issued: **October 4, 2021**

Virtual Applicant Conference: **1:30 pm on Tuesday, October 12, 2021**

Submission Deadline: **Monday, October 25 2:00:00 P.M. local time**

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SECTION 1.0 OVERVIEW

Project Background

Funding has been provided through one-time additional investment through the Government of Canada's Reaching Home Strategy. This Strategy supports communities to develop local solutions to homelessness. Reaching Home prioritizes a systems approach, including Coordinated Access, reduction of chronic homelessness and preventing future homelessness.

Investment Areas:

For this RFA, applicants will ensure their submission aligns clearly with [Reaching Home directives](#) and focuses on addressing homelessness.

- **Note:** The local Community Advisory Board on Housing and Homelessness has identified Prevention & Shelter Diversion and Coordinated Access as priority Reaching Home directives for Grande Prairie. However, applications that fit within other directive areas will also be eligible for this RFA.

Applicants may also wish to reference the City's 2021-23 [Homelessness Strategy](#). Local priority areas identified in this strategy include:

- a. System Planning & Collaboration
- b. Programming & Supports
- c. Housing
- d. Prevention

This funding is available to support people at risk of or experiencing homelessness. Higher priority target groups for this funding include:

1. Indigenous peoples including First Nation (status), First Nation (non-status), Inuit and Metis (**note:** All projects undertaken through the Indigenous funding stream must include Indigenous peoples. It is encouraged that all projects undertaken through the Designated funding stream also include Indigenous peoples)
2. Youth
3. Families
4. Women
5. Other target groups will be considered so long as the applicant provides sound information about demonstrated need. However, higher priority groups identified above have been chosen due to disproportionate effects of homelessness experienced

Reporting:

Projects must, as applicable:

1. Participate in the Homelessness Management Information System (ETO), as applicable
2. Participate in and submit City program and financial monitoring and reporting as required
3. Participate in Coordinated Access/Community Compass, as applicable
4. Participate in system planning and sector collaboration, as applicable
5. Prior to project start date copies will be submitted for WCB, Liability Insurance, as applicable
6. Other reporting will be finalized during contract negotiation

SECTION 2.0: FUNDING AMOUNT, TERM and SUBMISSION

Funding Streams and Amount:

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- This funding is one-time with no options for renewal.
- This RFA is for two separate streams of Reaching Home funding.
- Applicants may apply for funding from one or both funding streams.
- Applicants may apply for a portion of funding or the total available in each stream.

Stream 1 – Reaching Home Designated Community: total available \$69,413.50

Stream 2 – Reaching Home Indigenous Homelessness: total available \$213,859.50

Total available from both streams: \$283,273.00

Timeline for project funding:

All funding provided to the successful applicant(s) must be spent by March 31, 2022. This does not mean the project has to be finished, but all funding received through this RFA must be spent.

A budget is to be submitted in Excel using the template provided. The budget should include details for all project costs during the funding period in total and monthly if applicable. Include all anticipated revenue sources for the project, including any in-kind contributions.

NOTE: Applicants seeking capital investment funding may provide a budget using an alternative template that better accommodates the longer term planning required for this funding type. These applicants should also ensure that their budget satisfies the Sustainability Checklist for Applicants of Capital Investment Projects (attached).

All budget items must be listed as eligible activities in Reaching Home directives.

For clarification, the following budget category descriptions are provided:

1. **Administration** can be up to 15% of project costs. Should be inclusive of a range of costs including overhead, printing, communication, postage, phones, IT maintenance, head office support, office equipment and supplies, rent, utilities, etc
2. **Staffing** including wages, MERCs, and other costs associated with staff such as local travel
3. **Project Costs** including rental supplements and assistance, housing start-up costs, other costs directly for supporting participants.
4. **Capital Costs** as required for expected day-to-day operations and supports, can include
 - a. Cost of purchase of lands
 - b. Cost of purchase of a building
 - c. Cost of construction/renovation of a building including materials supplies and labour
 - d. Other capital costs such as vehicles, equipment, machinery, computers and furniture.

Submissions:

Submissions are to be submitted electronically in two files to the Procurement Department at procurement@cityofgp.com in two files, one pdf format of the completed application and also must include the one excel format spreadsheet in a second file.

Submission Deadline: 2:00:00 p.m. local time on Monday, October 25, 2021

Virtual Applicant Conference / Questions:

For applicants with questions on the application process or proposed scope of work for this opportunity, a Virtual Applicant Conference has been scheduled for **1:30 pm on Tuesday October 12, 2021**. Applicants **must** register by emailing procurement@cityofgp.com to receive the virtual meeting link, and responses to any written questions. After the Virtual Applicant Conference, a list of questions and answers will be provided via email.

Questions that are received after the Virtual Applicant Conference will be answered and sent out via email.

SECTION 3.0: RANKING AND CONTRACT NEGOTIATIONS

The top-ranked applicants will receive a written invitation to enter into contract negotiations to finalize the agreement with the City.

Negotiations may include requests by the City for supplementary information from the top ranked applicant to verify, clarify or supplement the information provided in its application or to confirm the conclusions reached in the evaluation, and may include requests by the City for improved pricing or performance terms from the applicant.

SECTION 4.0: NOTIFICATION

4.1 Notification to Other Proponents

Once an agreement is executed by the City and an applicant is selected, the other applicants will be notified by email of the outcome of the procurement process and via letter to the RFA designated contact.

SECTION 6.0 ORGANIZATIONAL INFORMATION

| | |
|--|--|
| Organization Name | |
| Contact Name for Communication | |
| Position Title | |
| Telephone: | |
| Email: | |
| Mailing Address | |
| Business/Charitable Number | |
| This application is to be considered for: | <input type="checkbox"/> Stream 1: Designated Communities funding <input type="checkbox"/> Stream 2: Indigenous Homelessness funding <input type="checkbox"/> Stream 1 and 2 combined for a <u>single</u> project. NOTE: applicants may also apply for Stream 1 and 2 to support two <u>separate</u> projects. In this case we ask that you submit a separate application for each unique project. |
| By submitting this application for Collaboration Grant Funding, I/We agree to comply with the requirements outlined in this application. | |
| Signature of Authorized Employee/Board Member | Print |
| Signature of Authorized Employee/Board Member (if 2 required) | Print |

SECTION 7.0 PROJECT DETAILS

Prior to submitting, please self-assess whether your organization and project is eligible:

1. Your project can expense all funds by March 31, 2022 and can show feasibility and sustainability within the funding and project timeframe
2. Your project aligns with Reaching Home directives
3. If your project is related to capital, you are not receiving Federal Co-investment funding through CMHC and you are able to fulfill all areas listed in the Sustainability Checklist for Applicants of Capital Investment projects (attached).
4. If you are applying for Indigenous funding, you are either an Indigenous organization, or you have demonstrated support from an Indigenous organization or leader.

Please include the following information with your application:

1. **Project Vision:** Provide an overview of your project and how it will address need related to homelessness in Grande Prairie.
 - a. Identify your target population(s). Include rationale.
 - b. Identify your project goals
 - c. Identify which Reaching Home directive area(s) your project aligns with.
2. **Intent and Feasibility:** Outline how your organization will carry out the project (scope of work)
 - a. If you are submitting a service project for consideration, detail how the program will operate, including the staffing model
 - b. If you are submitting a knowledge generating or other project for consideration detail how the project will be carried out including timelines, estimates, etc
 - c. If you are submitting a capital project for consideration, you must submit documentation for a sustainability plan that satisfies the Sustainability Checklist for Applicants of Capital Investment projects (checklist template and guide provided).
 - d. Ensure that you note risks associated with your project and outline mitigation measures. In particular you should address the risks associated with the funding timeline in regard to your project to show that you have a feasible plan for sustainability beyond or full wrap-up within the funding timeline.
3. **Community Alignment:** Describe how your project will contribute to or compliment work done by other organizations in Grande Prairie, including Coordinated Access/Community Compass.
 - a. If your project involves or will be carried out via partnerships, note these in your application
 - b. If the proposed project is already being or will be supported through another source of funding, explain how Reaching Home funds will compliment, rather than duplicate existing programming.
 - c. If you are applying for Indigenous funding, note your qualifications to provide Indigenous-focused services here. If you are a non-Indigenous applicant you must demonstrate support from/partnership with Indigenous organizations or leaders.
4. **Capacity:** Describe how your organization will provide the support required to successfully administer the project within the funding timeframe.
 - a. Include an overview of your organization including complimentary services already provided
 - b. Your budget will contain information about any complimentary funding sources you have available

SECTION 8.0 BUDGET TEMPLATES

Please complete attached budget template, submit this worksheet in the excel format with your application via email.

SECTION 9.0 REVIEW COMMITTEE AND NOTIFICATION

An evaluation committee made up of Community Advisory Board on Housing and Homelessness (CABH) members and City staff will review and score the applications. The highest ranking application(s) will be invited to enter into negotiation and contractual agreement with the City of Grande Prairie. Any score less than 60 or project that does not show eligibility or align with Reaching Home directives will not be considered for funding. Applicants will be notified via email of award decisions.

| Evaluation Elements | Available Points |
|---|------------------|
| Project Vision | 10 |
| Target population, project rationale, goals, directive area | |
| Intent and Feasibility | 45 |
| Description of scope of work/intended project | 35 |
| Risk mitigation/sustainability | 10 |
| Community Alignment | 20 |
| Contribution or compliment to work done by other organizations and initiatives, including Coordinated Access/Community Compass. Indigenous funding also will include scoring for qualification to take on the proposed project*. | |
| Capacity | 10 |
| Demonstrated organizational support required to successfully administer the project within the funding timeframe. | |
| Project Budget, including details and total | 15 |
| Demonstrated financial feasibility and ability to expense all requested funds by March 31, 2022. Presence of additional funding or in kind support for the proposed project either to carry it out during the timeframe or contribute to longer term sustainability | |
| Total Points | 100 |

*note that non-Indigenous service providers may not receive full points for Indigenous funding applications unless there are strong partnerships with Indigenous organizations or leaders demonstrated in the application. In this case a letter of support from an Indigenous organization or leader would be of value.

Ratings:

Applications will be evaluated and ranked according to the outline below.

| Rating | Details |
|-------------|---|
| Full points | Exceed expectations. Clear descriptions. Excellent probability of success |
| | Meets expectations. Good probability of success |
| | Partially meets expectations. Fair probability of success |
| | Limited information/inadequate response. Limited probability of success |
| | Inadequate detail/question not addressed. Unlikely to be successful |
| No points | Lack of response or complete misunderstanding. No probability of success |

SUSTAINABILITY CHECKLIST FOR APPLICANTS OF CAPITAL INVESTMENT PROJECTS

Note: The purpose of this checklist is to help applicants seeking funding for capital projects ensure that their application and sustainability plan address all the key elements of sustainability. Addressing all the items below does not automatically render the applicant eligible for Reaching Home funding.

1. Funding to Implement the Project

| To fund the project: | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Are all relevant and related project costs identified in the application package and/or sustainability plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Are all funding sources confirmed through letters of support in the application package? | <input type="checkbox"/> | <input type="checkbox"/> |

2. Project Impacts

| Impacts of the project on staff and service requirements: | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will be a need for additional staff or services after completion)? | <input type="checkbox"/> | <input type="checkbox"/> |

3. Partnerships

| Demonstrate support: | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project? | <input type="checkbox"/> | <input type="checkbox"/> |

4. Operational Costs at the End of the Project

| After project ends: | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income) | <input type="checkbox"/> | <input type="checkbox"/> |

GUIDE TO THE REACHING HOME SUSTAINABILITY CHECKLIST FOR APPLICANTS OF CAPITAL INVESTMENT PROJECTS

These guidelines will assist applicants seeking funding for capital projects to ensure that all elements of the sustainability checklist are complete.

1. Funding to Implement the Project

| To fund the project: | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Are all relevant and related project costs identified in the application package and/or sustainability plan? | <input type="checkbox"/> | <input type="checkbox"/> |

The following are minimum cost items to consider according to the scope of your project:

Project Financing

- Cash, equity, grants, loans, other sources of financing

Project Costs

- Land or property acquisition costs: Purchase price, taxes, legal fees, environmental remediation, survey, inspection, appraisal costs, other disbursement, city/municipal development charges, city/municipal permit fees, city parkland levy, insurance, mortgage, utility fees, consultants and professional fees, architect and engineer fees, other costs
- Construction or renovation costs: Renovation/ conversion/ construction costs, finished basement and/or additional living spaced, surface parking, landscaping, furniture and equipment, stove and refrigerators, laundry equipment, other equipment
- Organizational costs: Administrative costs, organizational infrastructure costs, staff wages, other related labour costs
- Additional costs: Rent loss during construction, GST, PST, contingency funds

| | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Do the application package and/or sustainability plan clearly show funding sources equal to the total costs of the project? | <input type="checkbox"/> | <input type="checkbox"/> |

The total amount (in dollar, \$) coming from your funding sources should at least be equal to the total cost of your project. This can either be reported through your Reaching Home funding application or sustainability plan.

If not, you may consider the following:

- Review your project funding and costs for any mistake
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have costs below the total amount coming from your funding sources

| | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> Are all funding sources confirmed through letters of support in the application package? | <input type="checkbox"/> | <input type="checkbox"/> |

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You must have an official letter of support from each organization providing the funds for your project (usually one letter for each funding source). These letters should be attached with your Reaching Home funding application. Each letter should clearly identify the funding source, the applicant and project to be funded, the amount in dollar that will be provided, and the time when funding will be provided (preferably with detailed day-month-year to day-month-year).

If not, you may consider the following:

- Review your official letters of supports and follow-up with the organizations if applicable
- Identify the funding sources for which you should have an official letter
- Identify additional funding sources and confirm them through official letters of support

2. Project Impacts

| Impacts of the project on staff and service requirements: | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> • Do the application documents and/or sustainability plan clearly indicate the impacts of the project (i.e., will be a need for additional staff or services after completion)? | <input type="checkbox"/> | <input type="checkbox"/> |

The Reaching Home funding application and/or sustainability plan should clearly indicate the scope of your project. For example, is the project expected to include one of these activities:

- Construction of a new facility
- Conversion/renovation of an existing building
- Addition of new beds/units, new or expanded services (more staff or more clients served)
- Purchase of land or property
- Purchase of equipment, appliance or furniture

In addition your sustainability plan must indicate how the activities will be sustainable five years after the end of your project.

3. Partnerships

| Demonstrate support: | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> • Does the sustainability plan clearly identify all partners and indicate support that will be provided by each towards new requirements and impacts of the project? | <input type="checkbox"/> | <input type="checkbox"/> |

The sustainability plan for your project should identify:

- All partners relevant to your project
- All partners relevant to the delivery of services or housing for five years after the end of the project, if applicable

Depending on the scope of your project, the relevant partners who could be considered, among others, may include:

- Land owners and developers
- Agency, church, or other organization to develop land they own

- Lawyers and development consultants with strong non-profit and development experience
- Architects able to design shelters or quality housing within a tight budget
- Cost consultants (Professional quantity surveyors) to monitor construction costs from concept through construction to ensure budgets are maintained
- Community agencies who serve homeless clients and those at imminent risk of homelessness
- Partners who will share space or provide services after completion of your project

For the successful development and implementation of a capital project, the Canadian Mortgage and Housing Corporation (CMHC) also recommends that organizations acquire knowledge in the following key areas: property development, housing management, financial management, raising government and private funds. It may be necessary to identify the pertinent skills and experience gaps within your organization so you will be able to determine the professional services needed to implement and complete your project.

For more information on items to consider, please consult the ["Development Checklist for Affordable Housing"](#) from CMHC.

4. Operational Costs at the End of the Project

| After project ends: | YES | NO |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> • Do the application documents and/or sustainability plan clearly indicate funding sources for additional staff or service requirements? | <input type="checkbox"/> | <input type="checkbox"/> |

The Reaching Home funding application and/or sustainability plan should identify all the relevant funding sources for the operation of facility/new services. The funding sources must be indicated for the five (5) years after project completion.

Fundraising is not considered sustainable. Therefore, most of the funding for operational costs should come from stable funding sources such as:

- Province or Territory
- Housing corporations
- National organizations such as the Salvation Army or the John Howard Society

| | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> • Does the sustainability plan clearly show that the annual operational budget will be balanced for five years after project ends? (i.e. annual operational costs must be lower than the annual income) | <input type="checkbox"/> | <input type="checkbox"/> |

The total annual amount (in dollar, \$) coming from your funding sources should at least be equal to the total operational cost of your project for five (5) years after completion. This should be reported in the sustainability plan for your project.

Annual Income could include: Government supplement/per diem, government funding, income from rent, income from parking, donation, other grants, other income

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Annual Expenditures could include:

- Building operating costs: Maintenance, repairs, materials, utilities, insurance, municipal taxes, vacancy allowance
- Organizational expenditures: Administrative costs, organizational infrastructure costs, staff wages and other related labour costs, support services
- Mortgage and other expenditures

If the annual operating budget is not balanced, you may consider the following:

- Review your project operational funding and costs for any mistake
- Identify additional funding sources and confirm them through official letters of support
- Revise the scope of your project, in order to have the appropriate operational funding for five (5) years after the project is completed