



United Way
Peterborough & District

REACHING HOME APPLICATION & BUDGET GUIDE

Reaching Home provides community organizations an opportunity to broaden the scope of their collective efforts to end homelessness. The annual allocations for Peterborough under Reaching Home are:

Priority Area	Funding Year			
	2020-21	2021-22	2022-23	2023-24
Housing Services and or Prevention and Shelter Diversion and or Support Services	189,084	223,179	233,844	223,179
Total Annual Fund Available	189,084	223,179	233,844	223,179

These amounts include the Designated funding, along with Community Capacity and Innovation funds which are intended to support the implementation of Coordinated Access and Homeless Individuals and Families Information System (HIFIS).

Though these annual allocations are substantial, the need in the community is great and demand from community organizations for funding will likely exceed the available amounts. This

application form will allow the Community Advisory Board (CAB) and United Way Peterborough & District (UWP) to assess all proposals and determine where funds should be allocated.

FUNDING APPLICATION FORM

1. Enter the name, and acronym if appropriate, that your organization is commonly known as in the community.
2. Enter the full name of the project and, if appropriate any acronym.
3. Enter the total amount your organization is requesting from Reaching Home (as detailed on the accompanying **PROPOSED BUDGET FORM** and the total project cost (Reaching home amount and all other sources of funding both cash and in-kind).
4. Enter the legal name used in the organization's incorporation documents.
5. Enter the registered primary address of the organization.
6. Enter the city or town of the registered primary address of the organization.
7. Enter the Province of the registered primary address of the organization.
8. Enter the Postal code of the registered primary address of the organization.

- 9.** Enter the primary phone number for the organization.
- 10.** Enter the primary email for the organization.
- 11.** If your organization maintains a website, please provide the full website address.
- 12.** Provide the organization's incorporation number.
- 13.** Enter the date of initial incorporation under the current legally registered organization name.
- 14.** Enter the organization's business number as registered with the Canada Revenue Agency. The Business Number (BN) is a unique number the Canada Revenue Agency (CRA) assigns your business as a tax ID. It is a nine-digit number that is unique to your business and that is used when dealing with federal, provincial, or local governments.
- 15.** Indicate if your organization is one of the following types of business:
 - Charitable Organization - established and operated exclusively for charitable purposes; is designated by the CRA as a charitable organization, a public foundation, or a private foundation;
 - Non-Profit Organization - can operate for social welfare, civic improvement, pleasure, sport, recreation, or any other purpose except profit; cannot operate exclusively for charitable purposes;
 - Private Business - a company that is owned by one person or a small group of people, nongovernment owned companies.
- 16.** In administering Reaching Home, UWP will make every effort to respond to community needs in either federally recognized official languages. Please indicate your preferred language for communication.
- 17.** Describe your organization's mandate and primary activities in meeting the stated mandate.
- 18.** Legal Signing Officers: these are the individuals that currently have the agency authority to sign legally binding documents.
- 19.** Project Contact refers to the person who UWP should contact for clarification on this application. If your application is successful, this person will be the primary project contact for UWP concerning implementation of project activities and reporting.
- 20.** Financial Project Contact will be the person responsible for submitting all required financial reporting and the primary contact for UWP on any financial related matters concerning this project.
- 21.** The start date of the project can be no earlier than April 1, 2020. The end date can be later than March 31, 2021, as Reaching Home allows for multi-year funding. However, the capacity to provide multi-year funding commitments will be dependant on a number of factors including the number and strength of funding requests received through this call.
- 22.** Identify if this funding request is for a new project or the continuation of an existing project.
- 23.** Identify the location/address of any project activities that occur in a location other than the legal street address of the organization identified in #5 above.

24. Identify if the proposed project has previously received funding under the previous Homelessness Partnering Strategy or under Reaching Home in 2019/20. This includes the project under a previous name or components of this project that were previously funded as separate projects.

25. Provide a brief history of your organization and a high-level overview of your programs and services. Describe the expertise of the organization in delivering on its mission and achieving organizational excellence. Provide an overview of the governance and board leadership practices used by the organization. Describe the organization's relevant experience with the proposed activities and the results achieved. Describe the organization's experience managing similar projects to that described in the proposal. Describe the organizations experience with coordinated access

26. Describe the overall intention for this project. Please identify what you hope to achieve and how you aim to achieve those. Provide a rationale for the proposed project, including reference to needs assessments or other studies.

Describe how the proposed project will address homelessness within our community and the objectives described in this RFP document. Describe the alignment between the project deliverables, community need and the priorities and outcomes from the Peterborough Homelessness Community Plan.

Demonstrate the alignment with the objectives of the Reaching Home funding initiative. Provide a project implementation plan that clearly describes the project activities and includes a timeframe for implementation and delivery.

If this project will provide case management to clients, please specify which model of case management you intend to use.

- Intensive Case Management (ICM) is for people with moderate service needs. They receive: one on one case management, goal setting incorporated into their individualized plan, opportunities to increase social and community relationships, as needed accompaniment to meetings and appointments, assistance connecting to mainstream services, support to engage in meaningful activity and address health and mental health needs.

- Assertive Community Treatment (ACT) is for people with high service needs such as a mental health diagnosis, addiction or who have been significantly impacted by trauma. In addition to the level of service provided through ICM they also receive multidisciplinary wrap around supports from a clinical team that may have an addiction specialist, mental health professional, doctor, nurse, psychiatrist, occupational therapist, social worker or vocational rehabilitation specialist. Often after-hours service is available along with assistance with activities of daily living or finances that may be needed.

- Rapid Rehousing is for people with low to moderate service needs. They may have experienced transitional or episodic periods of homelessness. Supports are typically provided for 3-6 months. Supports focus on the immediate need of housing and connecting people to community resources and stabilization.

During the review process UWP may request additional information regarding staff to client ratios, expected intake of participants, caseload targets and anticipated number of successful exits during the project.

27. These population categories relate to specific fields of information required by Service Canada. Only check those most appropriate populations to this project as the project will be evaluated against those that are checked.

28. These sub population categories relate to specific fields of information required by Service Canada. Only check those most appropriate to this project as the project will be evaluated against those that are selected.

29. These gender categories relate to specific fields of information required by Service Canada. Only check those most appropriate to this project as the project will be evaluated against those that are selected.

30. Provide an evaluation plan which will detail the points in time that outcome results will be collected and indicate what tools will be used to track those results. Provide background on the organizations experience with HIFIS

31. Service Canada has prioritized specific areas of activity. Only check those most appropriate to this project as the project will be evaluated against those that are selected. For a full description of each prioritized area of activity go to:

<https://www.canada.ca/en/employmentsocialdevelopment/programs/homelessness/directives.html#h2.2>

32. If this project combines Housing First and Non-Housing First activities, please indicate the proportion of activities under each category.

Housing First involves moving people experiencing homelessness —particularly people experiencing chronic homelessness—rapidly from the street or emergency shelters into stable and long-term housing, with supports. Stable housing provides a platform to deliver services to address issues frequently faced among the chronically and episodically homeless. The goal is to encourage housing stability and improved quality of life for persons served by Housing First and, to the extent possible, foster self-sufficiency.

Under Reaching Home, the Housing First approach is supported as a proven approach to tackling homelessness, including chronic homelessness, which remains an important priority. As of April 1, 2019, all mandatory Housing First investment targets that were under the previous federal homelessness program have been removed. This gives communities more flexibility in how they use the Housing First approach for populations beyond those experiencing chronic homelessness and to use other innovative approaches to address local needs.

Reaching Home Principles of Housing First

1. Rapid housing with supports: This involves directly helping clients locate and secure

permanent housing as rapidly as possible and assisting them with moving in or rehousing if needed. Housing readiness is not a requirement.

2. Offering clients' choice in housing: Clients must be given choice in terms of housing options as well as the services they wish to access.

3. Separating housing provision from other services: Acceptance of any services, including treatment, or sobriety, is not a requirement for accessing or maintaining housing, but clients must be willing to accept regular visits, often weekly. There is also a commitment to rehousing clients as needed.

4. Providing tenancy rights and responsibilities: Clients are required to contribute a portion of their income towards rent. The preference is for clients to contribute 30% of their income, while the rest would be provided via rent subsidies. A landlord-tenant relationship must be established. Clients housed have rights consistent with applicable landlord and tenant acts and regulations. Developing strong relationships with landlords in both the private and public sector is key to the Housing First approach.

5. Integrating housing into the community: In order to respond to client choice, minimize stigma and encourage client social integration, more attention should be given to scattered-site housing in the public or private rental markets. Other housing options such as social housing and supportive housing in congregate setting could be offered where such housing stock exists and may be chosen by some clients.

6. Strength-based and promoting self-sufficiency: The goal is to ensure clients are ready and able to access regular supports within a reasonable timeframe, allowing for a successful exit from the program. The focus is on strengthening and building on the skills and abilities of the client, based on self-determined goals, which could include employment, education, social integration, improvements to health or other goals that will help to stabilize the client's situation and lead to self-sufficiency.

Organizations providing Housing First to clients are expected to:

- Provide services to Indigenous clients in a culturally appropriate manner that responds to the diverse Indigenous beliefs and teachings
- Provide services from a trauma informed care approach
- Ensure program clients are not required to show "housing readiness"

- Ensure program supports clients to move quickly into permanent housing of their choosing
- Ensure clients have legal rights to their housing with no special pre-conditions
- Provide support and advocacy as required by clients
- Provide case management for all clients
- Ensure accurate record keeping of interactions with clients
- Develop rehousing and eviction prevention strategies as required with clients
- Support clients to re-engage or remain engaged with natural supports
- Support clients to access formal supports
- Ensure housing and support services are by client choice and are not linked in any way to adherence with clinical, treatment or service provision
- Perform home visits based on the needs of the client, at a minimum 1 time a week
- Develop safety plans for clients and staff
- Ensure clients and workers jointly develop a life plan
- Support the inclusion of peer support services in the planning of the program
- Develop mental/emotional/physical/spiritual supports in the program or develop collaborative partnerships to provide supports
- Establish linkages to substance use treatment supports
- Support clients in their educational and employment goals
- Maintain services regardless of client being housed or not
- Provide client centred services based on client's self-determination
- Use motivational interviewing in all aspects of interaction with clients
- Commit to ongoing staff training opportunities
- Develop creative ways to engage with people that may experience trust concerns in relationships with others
- Ensure staff function as a team to ensure participants have support with knowledge of them regardless of who is working
- Engage in frequent team meetings to review and plan supports for clients (case conferencing, case management, continuum of care)

33. Peterborough has set a target of reducing Chronic Homelessness to zero by 2025.

Please indicate how this specific project will contribute to realizing this target.

34. Provide a detailed project budget overview for the two-year funding period from April 1, 2020 until March 31, 2022.

Describe the budgeting and financial management processes used by the organization.

Detail how projected expenditures relate to project success and the reasonableness of the cost given the identified community priorities and projected outcomes.

Describe why RH funding is necessary and the specific role that RH funding will play in the organization's success in meeting selected priorities and outcomes.

Provide a rationale for the level of funding requested and its relation to the project activities.

35. If the proposed project activities serve the needs of youth, seniors or chronically homeless explain how this project aligns with these priority populations.

36. Describe how this project will help to reduce new inflows into homelessness and or reduce returns to homelessness.

37. If there are any other plans or calls to action that you feel this project aligns with in addressing homelessness please identify and explain the alignment (Examples: Tina Fontaine report, Truth and Reconciliation Commission of Canada: Calls to Action, Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls).

38. Explain how the need for this project was identified and who was involved in that process.

39. Identify if this project will address any gaps within the existing continuum of services for those experiencing homelessness in Peterborough and county.

40. Identify to what degree your organization has demonstrated the capacity to implement the stated project activities. This could include past experience with similar projects.

41. Address the sustainability of the proposed project activities at the completion of the RH funding.

Describe how the project will be blended back into existing organizational structures or evolve the applicant's organization's practices and programs.

42. In terms of sustainability please explain how, if this proposal is approved for funding, the activities of this project would be maintained should Reaching Home funding cease at some future date. If this project is to provide services and housing supports, please identify how your organization would wind down operations without forcing clients back into homelessness. Also please identify the time period required to effectively wind down the project should this ever be necessary.

43. Explain how this project will support the development of Coordinated Access and what role you see your organization playing in that process.

44. Integral to the development of Coordinated Access Peterborough is the widespread use of the HIFIS to record and share homelessness data. Explain how prepared your organization is to onboard onto the HIFIS platform and contribute to the community's shared data resources.

45. As we move towards a system of Coordinated Access, collaborations and partnerships within the sector will become more important. This also ensures each individual or family served

has the full range of supports and services they require to achieve and maintain housing security. Please identify any partnerships that you have established in order to increase effectiveness of this proposed project, identify any partners and explain the role they will assume. UWP may request clarification or confirmation of proposed partnerships specific to this project.

46. For this application to be complete please ensure the PROPOSED BUDGET FORM is completed and included in the submission. A missing budget may invalidate the application.

47. UWP may consult with other funders in the review of this application and may require additional information including a list of current Board members, annual reports, confirmation of other sources of funding, and confirmation of any partnerships identified in the application.

48. The signatories must correspond to those individuals identified in #18. If you can provide electronic signatures within the fillable application form, please do so. If you are unable to do so, print this last page have it signed by all the required signatories and attach a scanned copy with your electronic application.

PROPOSED BUDGET FORM GUIDE

1. Staff Wages are for positions within your organization that are specific to this project. These expenses include salaries, MERCS and benefits specific to the project and must be accompanied with a completed STAFF SUMMARY DOCUMENT. If your project is approved UWP may request supporting documents (WCB rate, benefit costs). For approved projects the STAFF SUMMARY DOCUMENT will be used as a reporting template.

2. Professional Fees relate to expenses such as external consultants. Contracts valued at \$25,000 or more require a competitive process soliciting a minimum of three quotes. UWP reserves the right to request a competitive process for contracts under \$25,000.

3. Staff travel includes mileage and street parking to attend meetings and training, and when accompanying participants to meetings or appointments. Reaching Home will reimburse agency mileage rates however the rate per kilometer can not be higher than the CRA automobile allowance rate per km.

Travel logs and parking receipts are required to support expenses.

4. Rent, mortgage expenses are eligible for the space occupied to deliver the project such as individual workspace. This can include shared space (shared meeting rooms, etc.) but expenses claimed must be proportionate to use by this project. Please provide a rationale for the budgeted expenses in the Detail Description/Comment column. UWP may ask for documentation to confirm organizational expenses such as rental agreement, or mortgage payments.

5. Repairs and maintenance include repairs, maintenance such as costs related to operating building, pest control, snow removal, lawn maintenance. Expenses claimed must be proportionate to use by this project. Please provide a rationale for the budgeted expenses in the Description/Comment column.

6. Utilities include hydro, heat, water proportional to the project. Paid utility expenses will be based on actual utility billing. Please provide a rationale for the budgeted expenses in the Description/Comment column. Billing periods that cross over the first and last month of the project will be prorated. Late fees are ineligible.

7. Furniture (\$1,000 or less, excluding taxes) necessary and exclusive to the deliver of project activities.

8. Furniture (\$1,000 or more, excluding taxes) necessary and exclusive to the deliver of project activities.

9. Equipment rental or purchase required for the delivery of the project such as photo copier or printer.

For large purchases over \$1,500 UWP may require more that one estimate/quote.

10. Computer software and licenses directly related to delivering project activities including those that support the use of a client tracking system.

11. Printing and advertising expenses specific to this project such as flyers, brochures or posting of staff positions to be filled.

12. Telephone or cell phones expenses for staff. Insurance on cell phone plans, late fees are ineligible.

13. Internet fees. If specific to this project the total amount can be claimed. If incorporated into general organizational internet expenses a rationale for the prorated calculation must be provided.

14. IT maintenance specific to the implementation of this project. If incorporated into general organizational internet expenses a rationale for the prorated calculation must be provided.

15. Staff professional development: courses required of staff identified under Line #1 to ensure the success of the project. These must not be part of the required training required by your organization's policies.

Out of province conferences - per diems need to be approved prior to incurring costs and will not include meals provided by the event. Every attempt should be made to obtain early bird registration rates. Conference budget to be submitted to UWP's Staff Support, in advance, for approval. Conference attendance costs claimed for organization staff identified under Administration will not exceed 50% of the incurred expense.

16. Postage and courier fees required for the successful delivery of the project such as those incurred to submit agreements, reports and financial expenditure reports to UWP.

17. Materials required for the delivery of the project not identified elsewhere within the Proposed Budget Form. Please provide details in the Description/Comment column.

18. Harm reduction this can include provision and storage of harm reduction supplies such as needles and any other similar expenses.

19. Housing Start-up - provides for the purchase and delivery of a bed or other required furniture, initial household items (towels, kitchen supplies, toiletries, cleaning supplies, small household electronic/appliances and window coverings). This is currently established as \$1,600 for an individual. When supporting a family, housing start-up will be based on a case by case basis. Organizations must contact the assigned UWP Staff Support to determine a suitable level of support before expenses are incurred.

Housing start-up is available once per year unless the service provider demonstrates an exceptional need.

20. Basic needs provides \$550 per person for household items (towels, kitchen supplies, toiletries, cleaning supplies, small household electronic/appliances and window coverings)

21. Damage deposits – must request from EIA first. If sharing accommodation with another adult a portion of the damage deposit will be eligible. The damage deposit must be reused to secure the next apartment if the participant moves, one-time pet deposits are eligible and must be reused for future moves.

Organizations will be required to:

- Complete a condition report with the client on move-in;
- Demonstrate that a damage deposit has been requested and denied by EIA prior to incurring the cost of a damage deposit. Should a second damage deposit be required due to a move,

organizations will be required to evidence efforts to receive the return of the initial deposit and provide UWP with a satisfactory explanation of why the damage deposit was not returned. Maintenance and painting at move-in will not be eligible as this would be the responsibility of the property owner.

22. Housing repair - addresses damage to units by clients. During tenancy this is limited to \$1,500 in any one year. If this occurs when a client is vacating the unit the damage deposit should first be applied to repair costs. When damages occur during tenancy or when a client is being rehoused, organizations will be required to provide documentation of the damage and a strategy on how to mitigate any future damage.

23. Rehousing costs include moving, storage, clean up/junking, minor repairs. Combined Housing repair and Rehousing costs are limited to \$2,000 per client within any year. Prior to incurring costs when housing a family, or dealing with exceptional circumstances, organizations should consult with their assigned Program officer. Service providers will be required to provide a plan outlining how this will be addressed on a go forward basis.

24. Emergency Housing Fund (EHF): Reaching Home states when “the individual or family is supported by the provincial or municipal welfare and rent supplement programs” they are ineligible for EHF support. This form of rent “top-up” is intended to be short-term while clients wait to access federal or provincial programs.

Active clients in the program who are in receipt of EHF on March 31, 2020, will be grandfathered for the duration of the 2020/21 fiscal year (up to 12 months). Organizations will be required to develop a plan to transition clients off of EHF within a reasonable time period. For these clients a completed condition report will be required. New clients provided with EHF will be eligible for the EHF support for a maximum of 6 months. Organizations will be required to complete a condition report with the client when first moving in.

25. Time-limited rental assistance is intended to provide time-limited rental assistance as part of an approved rapid rehousing project and should not be for any length longer than 6 months. This provides short-term housing assistance while the individual or family connects with appropriate service providers and secures appropriate housing. This will require your organization to work with the individual or family to develop a longer-term plan within 5 working days. While this Time-limited assistance could include a hotel or motel the level of assistance cannot exceed that currently available through provincial sources.

26. Emergency assistance, (Short-term financial assistance) to prevent eviction, is intended to cover arrears in rent and utilities which threaten the security of housing for individuals and families. Organizations will need to demonstrate that the individual or family is at “imminent risk” of housing loss/eviction. Payment can only be made for arrears accrued within the current fiscal year and are limited to once a year unless extenuating circumstances can be proven.

27. Client travel allows organizations to cover the transportation costs of clients to attend project activities and associated programs. One of the new eligible costs under Reaching Home is transportation to a client’s home community. Before incurring any costs in this area please consult with your UWP Support Staff as this will be reviewed on a case by case basis.

- 28.** Cultural activities include food and offerings at celebrations, workshops and cultural activities, traditional medicine (not offered through provincial programming).
- 29.** Life skills development include activities, workshops and access to resources to develop skills of daily living and increase independence.
- 30.** Other: Identify here any Client Specific Costs not identified in Lines #22-32, providing details in the Description/Comment column.
- 31.** Administrative staff wages, MERCS and benefits for organizational staff working indirectly to support the project (Executive Director, Bookkeeper, etc.) and must be accompanied with the STAFF SUMMARY DOCUMENT.
- 32.** Insurance should be proportional to the project within the context of your organization. Please provide a rationale for the budgeted expenses in the Description/Comment column.
- 33.** Staff training is intended to support the basic training needs of project staff identified in Line #1 per your organization's policies, such as health and safety, First Aid/CPR. Organizations will be required to provide UWP with copies of those policies and evidence that other sources of funding have been exhausted first.
- 34.** Professional Fees/contracts relate to costs specific to this project and may include expenses such as payroll processing, financial audit, janitorial, garbage/recycle collection and alarm monitoring. If not confined to this specific project all such costs must be calculated as a percentage of overall organization expenses and the calculation provided in the Description/Comment column.
- 35.** Bank fees: unless exclusive to this specific project these must be calculated as a percentage of your organization's overall operation budget and the calculation provided in the Description/Comment column.
- 36.** Other Sources of Support: Please identify all other sources of support for the proposed project. This includes both cash and in-kind support. In the Description/Comment column please identify if the support is cash or in-kind and identify to what expense line above the contribution will support. UWP may request additional information to confirm budget items such as anticipated costs, other contributions, position descriptions, lease agreements, utilities, etc.
- 37.** The signatories to the budget should at a minimum contain the signatures of one person identified under Line 18 (Legal Signing Officer/s and the person identified under Line 20 Financial Project Contact) in the Funding Application.