



United Way
Peterborough & District

REACHING HOME APPLICATION GUIDE

Reaching Home provides community organizations an opportunity to broaden the scope of their collective efforts to end homelessness.

TOTAL FUNDING AVAILABLE: \$952,326

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 and United Way Peterborough & District to assess all proposals and determine where funds should be allocated.

Funding Application Form

Section A

- ❖ Indicate if your organization is one of the following types of business:
 - **Registered 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.
- Enter the legal name used in the organization's incorporation documents.
- Enter the primary phone number for the organization.
- Enter the primary fax number for the organization.
- Enter the full name of the project and, if appropriate any acronym.
- Enter the primary email for the organization.
- Enter the date of initial incorporation under the current legally registered organization.
- Enter the registered primary address of the organization.
- Enter the city or town of the registered primary address of the organization.
- Enter the Province of the registered primary address of the organization.
- Enter the Postal code of the registered primary address of the organization.
- Provide the organization's incorporation number.
- Provide the date of incorporation for the business.
 - 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.

- In administering Reaching Home, United Way Peterborough & District will make every effort to respond to community needs in federally recognized official languages. Please indicate your preferred language for communication.
- Describe your organization's mandate and primary activities in meeting the stated mandate.
- ❖ Project Contact refers to the person who United Way Peterborough & District should contact for clarification on this application. If your application is successful, this person will be the primary project contact for United Way Peterborough & District concerning implementation of project activities and reporting.

Section B

- ❖ Legal Signing Officers: these are the individuals that currently have the agency authority to sign legally binding documents.

Section C

- ❖ 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.

Section D

- ❖ Please indicate if your organization owes any funds to the Government of Canada, either agency or department. Indicate the nature of the funds and the department or agency to whom the funds are owed.

1.1 Indicate the number of permanent employees your organization employs, include both part time and full-time employees. Briefly describe any organizational changes that your organization has undergone in the past two years. The impacts of Covid can be addressed here.

1.2 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

2.1 Enter the full name of the project and, if appropriate any acronym.

2.2 The start date of the project can be no earlier than November 1, 2021, and the end date can be later than March 31, 2022.

- 2.3** Identify the location/address of any project activities that occur in a location other than the legal street address of the organization.
- 2.4** 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.
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.
- 2.5** 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:

[REACHING HOME DIRECTIVES](#)

- 2.6** Explain how the need for this project was identified and who was involved in that process. Identify if this project will address any gaps within the existing continuum of services for those experiencing homelessness in Peterborough and county.
- 2.7** 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.
- 2.8** Describe the project activities and the proposed timeline the activities will be carried out in. The activities should be taken from the list in 2.5.
- 2.9** Describe the expected results of the project, include how you intend on measuring the success of the project. (Number of new spaces for people experiencing homelessness)
- 2.10** 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.
- 2.11** 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.
- 2.12** Explain your organizations experience with the coordinated access system and the role this project will have in the process. If your organization is currently not involved with the Coordinated access system explain your future intentions and what resources will be allocated towards this.

2.13

Service Projects

Projects providing direct services to clients are required to provide either a sustainability action plan or an exit strategy, whichever is applicable to the circumstances surrounding the project activities.

The sustainability plan must demonstrate how the benefits of the project will be sustainable and activities maintained after RH funding ends.

If an exit strategy forms part of the sustainability action plan, then the exit strategy must demonstrate that a minimum amount of disruption to clients will occur and how the benefits to the clients outweigh any potential concerns resulting from the project ending.

CAPITAL PROJECTS

A solid sustainability plan is required for capital projects (an exit strategy is not acceptable). Applicants need to clearly demonstrate how ongoing operational costs will be managed after the purchase, construction, or renovation of the facility.

- ❖ Capital Projects must complete the Sustainability Checklist provided to ensure the sustainability plan addresses all the key elements of sustainability.

3.1 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.

The 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.

The 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.

4.1 Indicate the anticipated funding needed for the project, include all sources of funding including this proposal and any in-kinds sources that may contribute to the project.

4.2 Indicate if the project will include any capital assets. If you answer yes to this question, please ensure that you complete the sustainability checklist and include a sustainability plan.

List the capital assets that the project will include.

4.3 Include any further budget information that you feel is relevant to share about your project.

A detailed budget will still be required.

Indicate the total anticipated contributions to the project, the Total Project amount should equal the amount in 4.1.

4.4 The signatories must correspond to those individuals identified in Section B. 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.

Additional information. Two additional pages have been added to allow for elaboration on questions within the application. Indicate the question number you are answering in this space.

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 Elder honoraria, child minding and 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. Fees related to the purchase, pre-development, construction or renovation of facilities are to be included in Capital Investments.

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 Federal Treasury Board's rate which is updated quarterly.

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

9. Equipment rental or purchase (under \$1,000) required for the delivery of the project such as photo copier or printer.

- 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.** Duplicating, 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.** Coordination of Resources includes expenses incurred while increasing coordination of resources such as those necessary for the establishment of a system, of Coordinated Access.
- 20.** Capital Investments - Cost of purchasing land and/or building(s), including refundable deposits; Construction or renovations to facilities: costs of labour and materials, general contractors, professional fees for project management, site supervision and inspections. Pre-development costs: property zoning and assessment fees, environmental assessments, architectural drawings and advice, engineering drawings and advice, building permits, licenses, and taxes.

21. 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 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.

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

23. 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 Residential Tenancies Branch Form 5 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 consistent with Residential Tenancies Branch requirements. Maintenance and painting at move-in will not be eligible as this would be the responsibility of the property owner.

24. 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.

25. 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.

26. 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 Residential Tenancies Branch Form 5 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 Residential Tenancies Branch Form 5 condition report with the client when first moving in.

27. 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.

28. 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.

29. Client travel allows organizations to cover the transportation costs of clients to attend project activities and associated programs. This now includes access to Indigenous cultural healing and ceremonies such as those covered under Line #31, which may occur outside of Peterborough.

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 Program Officer as this will be reviewed on a case-by-case basis.

30. Cultural activities include food and offerings at celebrations, workshops and cultural activities, traditional medicine (not offered through provincial programming).

31. Life skills development include activities, workshops, and access to resources to develop skills of daily living and increase independence.

32. Other: Identify here any Client Specific Costs not identified in Lines #22-32, providing details in the Description/Comment column.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. 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.

39. The signatories to the budget should at a minimum contain the signatures of one person identified under Section B (Legal Signing Officer/s and the person identified under Section C Financial Project Contact) in the Funding Application.