

**REACHING HOME:  
CANADA'S HOMELESSNESS  
STRATEGY FUNDING  
APPLICATION FORM**



**2020–2022 RH FUNDING**

**The City of Kamloops must receive the funding application  
before the closing date:  
Monday, January 20, 2020, at 12:00 pm (noon)**

**Proposals submitted after the deadline will not be  
considered. Please send electronic submissions to  
[thelgason@kamloops.ca](mailto:thelgason@kamloops.ca)**

All parts of the application must be complete.  
Please review the Application Checklist at the end of this document  
before submitting your application.

The Community Entity (City of Kamloops) reserves the right to reject some or all proposals and is under no obligation to approve any application through this Call for Proposals.

For inquiries, please contact:

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**Reaching Home (RH) 2020-2022  
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**SUBMISSION DEADLINE:  
Monday, January 20, 2020, at 12:00 pm (noon)**

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be considered. Please send electronic submissions to [thelgason@kamloops.ca](mailto:thelgason@kamloops.ca)

**1.0 INTRODUCTION**

**1.1 What is Reaching Home?**

Reaching Home (RH) is a community-based program aimed at preventing and reducing homelessness. It will provide direct funding to Designated Communities as well as to Indigenous and rural and remote communities across Canada to support their efforts in addressing local needs and developing local solutions to homelessness.

**1.2 What is this Call for Proposal for?**

This Call for Proposals is to allocate funding available in the Designated Communities Funding Stream for the 2020/2021 and 2021/2022 fiscal years.

	<b>Designated Communities</b>
<b>2020–2021</b>	Approximately \$533,786
<b>2021–2022</b>	Approximately \$566,642

The City of Kamloops is the Community Entity (CE) responsible for administering and managing federal RH funding. The CE is responsible for and is required to conduct a due diligence review on all applications, and the lowest dollar amount proposal will not necessarily be selected.

**The CE reserves the right to reject some or all proposals. The CE is under no obligation to approve any application through this Call for Proposals.**

**2.0 RH PRIORITIES AND FUNDING STREAMS**

RH funding is divided into two funding streams (Designated Communities and Indigenous Homelessness) and is guided by a Community Plan. The Community Plan identifies five priority areas to allocate RH funding between 2019 and 2024.

**Designated Communities (DC) Funding Stream:** RH funds are targeted to local priorities for all demographics and populations in Kamloops. Proposals may be for any length of time within the period of eligibility indicated in the chart below. Eligible projects must respond to the priorities in The Community Plan to ensure they contribute to achieving the community-wide outcomes set by the Government of Canada and the community.

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RH Priorities	2020-2021 Period of Eligibility DC	2021-2022 Period of Eligibility DC
<p><b>Priority 1: Housing Services</b> Housing services are those that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe.</p>	✓	✓
<p><b>Priority 2: Prevention and Shelter Diversion</b> Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system.</p>	✓	✓
<p><b>Priority 3: Support Services</b> Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. They may also include services to support the economic, social, and cultural integration of individuals and families.</p>	✓	✓
<p><b>Priority 4: Capital Investments</b> Capital investments are intended to increase the capacity or improve the quality of facilities that address the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families.</p>	✓	✓
<p><b>Priority 5: Coordination of Resources and Data Collection</b> Coordination of resources refers to activities that: (1) enable communities to organize and deliver diverse services in a coordinated manner and/or (2) support the implementation of the Homeless Individuals and Families Information System (HIFIS) or the alignment of an existing homeless management information system with federal coordinated access requirements.</p>	✓	✓

Note: Each fiscal year begins on April 1 and ends on March 31.

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**2.1 Funding Availability**

While there is a finite amount of funding available, there is no restriction or maximum on the amount of RH funding an applicant may request.

The quantity and quality of proposals received will determine the number of projects funded and the amount of funding each project receives.

Designated Communities	Approximate Funding Available	
	2020–2021	2021–2022
Priority 1 - Housing Services	\$219,794	\$233,323
Priority 2 - Prevention and Shelter Diversion	\$125,597	\$133,328
Priority 3 - Support Services	\$125,597	\$133,328
Priority 4 - Capital Investments	\$6,280	\$13,333
Priority 5 - Coordination of Resources and Data Collection	\$56,519	\$53,331
<b>Total</b>	<b>\$533,786</b>	<b>\$566,642</b>

**2.2 Clients Served**

The RH Priorities serve clients facing varying degrees of homelessness, as defined below.

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

- they have a total of at least 6 months (180 days) of homelessness over the past year
- they have recurrent experiences of homelessness over the past 3 years, with a cumulative duration of at least 18 months (546 days)

Chronic homelessness includes time spent in the following contexts:

- staying in unsheltered locations that are public or private spaces without consent or contract or places not intended for permanent human habitation
- staying in emergency shelters, including overnight shelters for people experiencing homelessness (including those for specific populations such as youth, families, and newcomers), shelters for people impacted by family violence, and emergency shelters for people fleeing a natural disaster or destruction of accommodation
- staying temporarily with others without the guarantee of continued residency or the immediate prospects for accessing permanent housing or short-term rental accommodations (e.g. motels) without security of tenure

It does not include situations where individuals have access to secure, permanent housing, whether it is subsidized or not. The definition also does not include time spent in transitional housing or in public institutions (e.g. health and corrections), although individuals who are discharged into homelessness from transitional housing or public institutions can be considered chronically homeless if they were experiencing chronic homelessness upon entry to transitional housing or the public institution.

**Indigenous homeless:** Recognizing the diversity of Indigenous Peoples in Canada and that Indigenous Peoples may choose to refer to themselves in their own languages, the following definition of Indigenous homelessness is inclusive of First Nations, Métis, and Inuit, status and non-status persons, regardless of residency or membership status.

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For the purposes of RH, and subject to revision based on ongoing engagement and consultation with Indigenous Peoples, Indigenous homelessness refers to “Indigenous Peoples who are in the state of having no home due to colonization, trauma, and/or whose social, cultural, economic, and political conditions place them in poverty. Having no home includes those who alternate between shelter and unsheltered; live on the street; couch surf; use emergency shelters; live in unaffordable, inadequate, substandard, and unsafe accommodations; or live without the security of tenure. It also includes anyone, regardless of age, released from facilities (e.g. hospitals, mental health and addiction treatment centers, prisons, and transition houses), fleeing unsafe homes as a result of abuse in all its definitions, and any youth transitioning from all forms of care”.

**3.0 ELIGIBLE APPLICANTS**

**The following groups and projects are eligible to apply for RH funding under this Call for Proposals:**

- individuals (e.g. independent contractors)
- not-for-profit organizations
- for-profit organizations (provided that the nature and intent of the activity is non-commercial and not intended to generate profit)
- municipalities
- off-reserve Indigenous organizations
- Indigenous organizations that provide activities off-reserve (on-reserve costs are not eligible expenses)
- public health and educational institutions
- provincial and territorial governments and their entities, including institutions, agencies, and Crown corporations

Projects currently receiving RH funding are eligible to apply. All program activities must meet eligibility criteria identified in this Call for Proposals. An organization may submit more than one application under this Call for Proposals.

**4.0 INELIGIBLE ACTIVITIES**

**The following activities are not eligible for RH funding under ALL Priorities and funding streams:**

- Providing Emergency Housing funding while the individual or family is supported by the provincial, territorial, or municipal welfare and rent supplement programs.
- Level of funding provided for Emergency Housing Funding must not exceed amount of financial assistance provided by provincial, territorial, or municipal rent supplement programs and municipal rent subsidy programs.
- Providing or paying for student housing for students who are not at imminent risk of homelessness.
- Providing supports for low-income individuals or families who are not at imminent risk of homelessness.
- Delivering basic needs services without any demonstrated outreach or intervention to improve housing stability or social/economic integration as part of the project activities.
- Providing general health and medical services (e.g. doctors, nurses, and other medical professional salaries) and mental health or addictions support services (e.g. counselling, treatment, and hospitalization) that are already provided through provincial/territorial areas of responsibility.

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- Providing health and medical services components of an assertive community treatment (ACT) team. An ACT team provides access to services that are the responsibility of provinces and territories and cannot be funded under R H (e.g. psychiatrist, doctor, nurse, and substance abuse specialist). However, assisting with project coordination of an ACT team and linking individuals and families to existing ACT teams is eligible.
- Providing employment activities normally delivered by other federal, provincial, or territorial labour market programs.
- Providing job wages for individuals participating in an education, training, or pre-employment program.
- Providing a salary for a full-time teacher to provide an alternative to provincial or territorial education.
- Paying tuition.
- Providing workplace skills development.
- Providing apprenticeship grants;
- Purchasing alcoholic beverages.
- Constructing and renovating housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and most provinces/territories:
  - investments in social housing, including:
    - repairs to social housing units
    - renovation of social housing units; and
    - creation of social housing units.
- Purchasing and/or development software and/or hardware for the collection and management of homelessness data that constitutes a redundant use of funds and duplicates activities already offered through HIFIS.
- Paying administrative costs incurred by CEs in the delivery and management of contribution funds under RH to a third party.
- Conducting local research other than the data collection activities described under “eligible activities.
- Gathering or refocusing information primarily for the purpose of advocacy, public education or awareness.
- Paying international travel costs.
- Paying Community Advisory Board members for their time to attend Community Advisory Board meetings.
- Paying costs associated to traffic fines and penalties.

**5.0 ELIGIBLE GEOGRAPHIC AREA**

In order to be eligible for funding through RH, the project activities must take place within the municipal boundaries of the City of Kamloops, British Columbia.

**6.0 PROJECT PERIOD**

Any RH contribution approved as a result of this process must be utilized within the respective fiscal year it was approved for—no later than March 31, 2021, for the 2020–2021 fiscal year and no later than March 31, 2022, for the 2021–2022 fiscal year. A sustainability plan or exit strategy is required.

**7.0 REVIEW PROCESS**

The CE has an RH Funding Review Committee to review and approve applications for funding in accordance with the Community Advisory Board (CAB) Terms of Reference.

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The CE is responsible for and is required to conduct a due diligence review on all applications. The lowest dollar amount proposal will not necessarily be selected. The CE reserves the right to reject some or all proposals. The CE is under no obligation to approve any application through this Call for Proposals.

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**8.0 EVALUATION CRITERIA**

Your written proposal must clearly address each of the evaluation criteria below. All applications are evaluated based on these criteria.

**Target Clients and Eligible Activities**

- Does the project target clients who are eligible under the priority selected?
- Does the proposal clearly include activities that are eligible under the priority selected?
- Does the project describe how the clients' cultural needs will be met?

**Capacity of the Applicant to Undertake the Project**

- Does the applicant have the capacity to carry out the project activities in terms of experience, resources, abilities, and past project successes?
- Does the applicant demonstrate it has the financial and organizational stability to ensure the project will be successfully implemented?
- Does the applicant have the ability to report on specific outcomes/results criteria per RH requirements? See Appendix A.
- Does the applicant demonstrate the capacity to respond to the unique challenges that Indigenous people face?

**Partnerships and Other Funders**

- Letters from the non-RH contributing partner(s) are required if the contribution is 20% or more of the total project budget. Letters of partnership commitment must clearly outline the type (cash or in-kind) of the contribution and the amount of the contribution. Partnerships involving sharing of organizational resources in the delivery of project activities must also include a clear description outlining the roles and responsibilities of each partner.

**Measurable and Achievable Outcomes**

- Does the proposed project have measurable and achievable outputs (e.g. number of clients served) and outcomes to meet the needs of eligible clients? See Appendix A.
- What will the short-term and longer-term impacts on the community be?
- Does the proposal include an explanation of how the applicant will measure performance of the project?
- Does the proposal include time-based targets or milestones as a means to ensure the project is on track to achieve expected results?

**Value for money**

- Are the benefits of the project adequate for the scope of the investment?
- Are costs reasonable compared to the anticipated outcomes of the project?
- Are costs reasonable and aligned with the value of the proposed activities at prevailing market rates in the community?
- Are costs necessary to carry out the activities successfully (e.g. is it necessary to cover travel costs to a conference?)
- Are costs eligible and directly related to the proposed activities?

**Project location**

- Are the project activities located within the City of Kamloops, BC?
- Is the location of the project appropriate for the intended clientele?

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- Is the project or service located close to complementary facilities, services, and public transit?

**Sustainability of the benefits of the project**

- Will the benefits of the proposed project or activities be sustained when the RH contribution to the project ends?
- If not sustainable, is there an explanation of what would happen at the end of the project to minimize impact to clients and the community?

**Cultural Appropriateness**

- Does the proposal outline how the applicant will service the diverse needs of all clients, whether Indigenous, non-Indigenous, or multicultural?

**9.0 IF YOUR PROJECT IS APPROVED**

Once your application is approved for RH funding, an agreement will be prepared for signature by the signing authorities of your organization and the City of Kamloops. **Funding and program expenditures are only eligible upon the date of contract signing by all parties and subject to the availability of federal RH funding.**

**10.0 APPLICATION PACKAGE CHECKLIST**

Your application package must include:

- Completed RH 2020–2022 Funding Application Form
- Completed Budget Details Form (included in the RH Funding Application Form)
- Current financial statements prepared and signed by the appropriate person
- Letter(s) of Partnership (only if applicable to the specific project)
- Maximum of three pages of additional information to support your request for funding
- If applying for a Capital Project, three quotes for the project outlined (required)

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**Appendix A - Reporting Requirements**

The following Priorities have required, reportable outcomes and indicators. The CE will provide you with the details of these reports. The reporting requirements may be beyond the length of time the project receives RH funding.

Activity Area	Indicator	Data Collected
<b>Housing</b>	Housing Placement	<ul style="list-style-type: none"> <li>○ Number of people placed into housing</li> <li>○ Number of instances of housing placement</li> <li>○ Number of days it took to place an individual into housing</li> </ul> <p><b>Data collected at 12 months following housing placement:</b></p> <ul style="list-style-type: none"> <li>○ Number of people who did not remain housed at 12 months <ul style="list-style-type: none"> <li>- Reasons for not remaining housed</li> </ul> </li> <li>○ Number of people who successfully exited at or before 12 months</li> <li>○ Number of people who are still housed at 12 months and still require supports</li> <li>○ Number of people who were housed two or more times within 12 months <ul style="list-style-type: none"> <li>- Reasons for being rehoused</li> </ul> </li> </ul>
	Emergency Housing Funding	<ul style="list-style-type: none"> <li>○ Number of people who benefited from an Emergency Housing Funding service</li> <li>○ Number of instances of Emergency Housing Funding service</li> </ul>
<b>Prevention and Shelter Diversion</b>	Prevention Services	<ul style="list-style-type: none"> <li>○ Number of people who benefited from a Prevention Service</li> <li>○ Number of instances of Prevention Services</li> </ul> <p><b>Data collected at 3 months following a Prevention Service:</b></p> <ul style="list-style-type: none"> <li>○ Number of people (<i>of those reached</i>) that remained housed at 3 months</li> <li>○ Number of people (<i>of those reached</i>) that did not remain housed at 3 months <ul style="list-style-type: none"> <li>▪ Reasons for not remaining housed</li> </ul> </li> </ul>
	Diversion Interventions	<ul style="list-style-type: none"> <li>○ Number of people who benefited from a Diversion Service</li> <li>○ Number of instances of Diversion Services</li> </ul>
<b>Client Support Services</b>	Economic Integration Services	<ul style="list-style-type: none"> <li>○ Number of people who began receiving income assistance</li> <li>○ Number of instances of income assistance services</li> <li>○ Number of people who began new employment</li> <li>○ Number of instances of employment assistance services</li> <li>○ Number of people who began an education program</li> <li>○ Number of instances of changes in education</li> <li>○ Number of people who began a job-training program</li> <li>○ Number of instances of job-training services</li> </ul>
	Social and Community Integration	<ul style="list-style-type: none"> <li>○ Number of people who participated in Social and Community Integration activities</li> <li>○ Number of instances of Social and Community Integration services</li> </ul>

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The evaluation of your application depends on your attention to detail and the thoroughness of your application.

<b>Applicant Information</b>
<b>Legal Name:</b>
<b>Complete Mailing Address:</b>
<b>Site Address if different from Mailing Address:</b>
<b>CRA Business number :</b>
<b>Web site:</b>

<b>Primary Contact (Name and Title):</b>	<b>Secondary Contact (Name and Title):</b>
<b>Telephone Number:</b>	<b>Telephone Number:</b>
<b>Fax Number:</b>	<b>Fax Number:</b>
<b>Email address:</b>	<b>Email address:</b>

- Organization type**
- Indigenous organization
  - Educational institution
  - For-profit
  - Individual
  - Municipality
  - Not for profit
  - Private
  - Provincial government
  - Public health institution
  - Other

<b>Project Details</b>	
<b>Project Name:</b>	
<b>Project Start Date</b> <i>(not before April 1, 2020):</i>	<b>Project End Date</b> <i>(not after March 31, 2022):</i>
<b>Location of Project Activities:</b> <i>(if different from the Organization's mailing address):</i>	

<b>Demographics Served by this Project</b>		
<b>Age:</b> <input type="checkbox"/> General Population <b>OR</b> <input type="checkbox"/> 0 to 11 <input type="checkbox"/> 12 to 14 <input type="checkbox"/> 15 to 17 <input type="checkbox"/> 18 to 24 <input type="checkbox"/> 25 to 30 <input type="checkbox"/> 31 to 64 <input type="checkbox"/> 65+	<b>Gender:</b> <input type="checkbox"/> General Population <b>OR</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgendered	<b>Populations of Interest:</b> <input type="checkbox"/> General Population <b>OR</b> <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Immigrants <input type="checkbox"/> War Veterans <input type="checkbox"/> Refugees <input type="checkbox"/> Chronically or Episodically Homeless
<b>Client Characteristics:</b> <input type="checkbox"/> General Population <b>OR</b>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> People with Addictions  <input type="checkbox"/> People with Physical Disabilities  <input type="checkbox"/> Pregnant Women  <input type="checkbox"/> Two-parent families  <input type="checkbox"/> People with developmental Disabilities         </div> <div style="width: 30%;"> <input type="checkbox"/> People with Mental Health Issues  <input type="checkbox"/> People who identify as LGBTQ2S+  <input type="checkbox"/> Lone-parent families  <input type="checkbox"/> Victims of Domestic Violence  <input type="checkbox"/> People with HIV/AIDS and/or Other Infectious Diseases         </div> </div>		

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**Project Description**

If you require additional space in order to complete the following questions, please provide a maximum of three additional pages of information and reference the applicable question number(s).

**1. Description of Project**

**2. Project Objectives**

**3. Key Outcomes and Deliverables of the Project, and How They will be Measured**

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**4. Cultural Appropriateness**

**5. Community Impact**

- 6. a. Community Support.** Please list all of the proposed and confirmed partners involved and identify if the partners are a source of funding, project development partner, community liaison, etc.

Funder	Type	Role in Project

- b. Other Funding.** What other sources of funding will this project receive? Please list the funders and their contribution amounts, and note whether in-kind or cash.

Funder	Contribution Amount	Cash or In-Kind	Comments

**7. Sustainability**

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**8. Duplication of Services**

**9. Official Language Minority Community**

**10. Organization Description**

**11. Additional Comments or Information.** Please reference the question you are providing additional information to, if applicable.

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**RH Priorities and RH Allocation by Activity**

Please indicate the RH Priorities and sub-activities of this project. You will need to provide a breakdown of the RH funding request for the entire duration of the project where indicated.

**NOTE:**

1. Select activities from the Housing Services section (Priority 1) only if the project is to be funded to deliver activities under the Housing Services priority.

**PRIORITY 1: Housing Services:** Services that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe

**Housing Placement**

- Determining an individual's or family's preferences and needs for housing and type of supports.
- Securing housing for individuals and families by working with private and public local real estate, landlord associations, home communities (e.g. First Nation band, Inuit community, and Métis settlement), to identify available housing units.
- Time-limited rental assistance in the context of a rapid rehousing project. While at the discretion of the community to establish parameters for the rental assistance, rapid rehousing usually consists of three to six months of support.
- Providing landlord-tenant services for an individual or family that was placed into housing, which includes providing landlord mediation and training on roles and responsibilities of tenants and landlords.
- Re-housing (if required).

**Funding Request:**

**Emergency Housing Funding**

- Funding to help cover housing costs in the short term while awaiting access to longer-term housing supports, including the Canadian Housing Benefit or benefits from provincial, territorial or municipal programs.

**Funding Request:**

**Housing set-up**

- Activities that cover costs associated with setting up a housing unit, including: insurance, damage deposit, first and last months' rent, maintenance (e.g. painting), moving, furniture, kitchen supplies, basic groceries and supplies at move-in, etc. Available to all individuals and families, not just those in receipt of rental assistance or Emergency Housing Funding.
  - If a provincial social assistance or other program offers first and last month's rent or damage deposits, this funding should be exhausted first before RH funding is used for these purposes.

**Funding Request:**

Please describe how this project's activities contribute to the Housing First program in your community.

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**Non Housing Services**

**Priority 2: Prevention and Shelter Diversion:** Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system. **Funding Request:**

- Discharge planning services for individuals being released from public systems (e.g. health, corrections, and child welfare)
- Help obtaining or retaining housing, including shared housing
- Landlord liaison and intervention to prevent eviction and preserve tenancy
- Advice on budgeting, credit counseling and debt consolidation
- Legal advice, advocacy and legal representation in order to avert eviction
- Emergency assistance to help avert eviction (for example, food, clothing, transportation vouchers, cleaning/repair of damage to a rental unit)
- Moving costs
- Short-term financial assistance to help avert eviction or loss of housing with rent, rental arrears, and utility deposits or payments.

**Priority 3: Client Support Services:** Services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. They may also include services to support the economic, social and cultural integration of individuals and families.

Basic needs services

**Funding Request:**

- Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.
- Life skills development (e.g. budgeting, cooking).
- Longer-term food programs that are part of another eligible activity (e.g. activities that assist with community reintegration).
- Culturally relevant supports for Indigenous people (e.g. cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to three months).
- Access to traditional foods and medicines.
- Repair or replacement of eyeglasses (if not otherwise covered through medical services).
- Disability supports (e.g. mobility and other assistive devices if not otherwise covered through medical services).
- Personal identification.
- Access to technology (e.g. phones, community voice mail, safe apps, computers) in a community setting (for example in a resource or drop-in centre).
- Bus or public transit tickets related to integration activities (e.g. job search/interviews, appointments/reconnecting to family).
- Transportation to home community (mileage eligibility to be determined by community).
- Access to oral care programs (if not covered by a provincial/territorial government).

Clinical and treatment services

**Funding Request:**

- Brokering and navigating access to clinical, health and treatment services (includes mental health and addictions support) through case management, including through an Intensive Case Management team.
- Partnership development, liaison and integration to bring together services to support the needs of individuals or families or to establish case management teams where none exists
- Delivery of harm reduction activities that seek to reduce risk and connect individuals and families with key health and social services, which may include, for instance, storage, distribution and provision of materials and/or supplies (for example, needles), prevention interventions (e.g. targeted programming to prevent substance abuse in homeless youth and/or youth at-risk of homelessness; managed alcohol programs, connecting individuals to harm reduction services).
- Professional fees for services provided in support of Indigenous individuals and families (e.g. services provided by Indigenous Elders or traditional healers). The value of professional fees, gifts or honoraria must be proportional to the service rendered and should not exceed the reasonable and customary amount for each service.

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- Supports to access traditional or culturally sensitive healing services (e.g. healing circles, sweat lodges ceremonies, access to traditional medicines) that are not offered through provincial programming. Eligibility is not based on service location (e.g. may be local or require travel to a non-local Indigenous community).

Economic integration services

**Funding Request:**

- Income assistance: services directed towards individuals and families to help them access income benefits (for example, provincial/territorial social assistance, child benefits, disability benefits, veterans allowance, old age security, or employment insurance).
- Employment assistance: pre- and post-employment services (e.g. job search assistance, interview preparation) that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.
- Education and Training assistance: services to support essential skills development (e.g. reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning) and services to connect individuals and families to education and training programs and services to support the successful participation in these programs (e.g. bus passes, clothing or equipment, food and non-alcoholic beverages, internet access for the duration of the program).

Social and community integration services

**Funding Request:**

- Supports to improve social integration, (e.g. costs of participation or provision of recreational/sports activities)
- Indigenous Elder consultation and gathering and preparing traditional foods. Establishing and maintaining culturally relevant responses and supports to help Indigenous individuals and families (e.g. navigation of urban services including to help establish and maintain culturally relevant support networks within an urban environment; Indigenous language and culture classes).

**Priority 4: Capital Investments:** To increase the capacity or improve the quality of facilities that address the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families.

**Funding Request:**

- Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities, including:
  - renovating an existing facility for upgrades and to meet building standards
  - removing asbestos, mold, and rodents
  - repurposing an existing property to create transitional housing or permanent supportive housing, and expanding an existing facility.
- Repairs of damages resulting from housing placements (includes private market housing).
- New construction of transitional or permanent supportive housing, or non-residential facilities (e.g. community hubs to include furniture banks, drop-in centres, resource centres, outreach worker spaces, counselling spaces, laundry facilities and food banks), including if applicable tearing down an existing facility to build a new one.
- Purchase of transitional housing, or permanent supportive housing, and non-residential facilities to create new space or units.
- Eligible costs related to professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital costs of the purchase of a land or building.
- Purchase or construction of new emergency shelters using funding from Indigenous, Territorial and Rural and Remote streams.
- Purchase of furniture, appliances, machinery (e.g. lawnmowers and woodworking tools), electronic equipment and vehicles (e.g. to be used for outreach, transportation for furniture banks).

**Priority 5: Coordination of resources and data collection:** Activities that: (1) enable communities to organize and deliver diverse services in a coordinated manner and/or (2) support the implementation of the Homeless Individuals and Families Information System (HIFIS) or the alignment of an existing homeless management information system with federal coordinated access requirements.

Coordination of resources

**Funding Request:**

- Mapping of the housing and homeless-serving system to identify existing programs and services and assess current capacity, program funders, and program requirements.
- Developing and implementing coordinated access, including:
  - Developing partnerships with service providers and other community organizations as necessary
  - Establishing governance structures and developing privacy tools (for example, data management protocols, data sharing agreement, consent form) for coordinated access and HIFIS implementation
  - Delivering change management activities, such as developing and implementing a communication strategy

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- (e.g. printed or web-based communications, training, including travel to HIFIS/ Coordinated Access training)
- Designing the access model
- Selecting an assessment tool and a referral and matching process for the coordinated access system; and
- Implementing a by-name list where applicable.
- Hiring a project manager for coordinated access, including for HIFIS implementation/maintenance:
- Consultant fees or staff wages (e.g. community coordinator, analyst, and information technology [IT]), and the corresponding benefits and mandatory employment related costs (e.g. Canadian Pension Plan, Québec Pension Plan, Employment Insurance).
- Acquiring hardware/software IT infrastructure, such as HIFIS server and other necessary IT equipment, and related office furniture (e.g. computer):
  - Additional support as necessary (e.g. legal advice, network security, development of tailored HIFIS reports).
- Customizing an existing Homelessness Management Information System to meet the minimum requirements of coordinated access.
- Developing partnerships to support a broader systematic approach to addressing homelessness (e.g. partnerships with health services, corrections, housing providers).
- Conducting point-in-time counts or surveys of homeless populations (e.g. coordinator, assistant coordinator, data analyst, project supplies, printing, volunteer training, meeting space).
- Acquiring additional support (e.g. contracts, consultants) related to project activities.
- Improving services (e.g. staff training on activities in support of a broader systematic approach to addressing homelessness). System support projects to strengthen the organizational capacity of networks, coalitions and other sector organized groups to develop best practices in terms of service delivery and more responsive, better-integrated services and partnerships.
- Projects that facilitate the coordination of housing and homelessness services and the development of system-wide strategic responses and that foster creative new approaches to addressing issues faced by people who are homeless or at imminent risk of homelessness.
- Informing the public and soliciting feedback on activities intended to reduce and prevent homelessness.

Collection of data

**Funding Request:**

- Collection of data to demonstrate accountability, support decision making and develop an understanding of the homelessness situation
- Activities intended to build partnerships for data collection and analysis
- Gathering, sharing and disseminating information with the Community Advisory Board and other interest parties
- Technical support for data collection, analysis and management
- Purchase of equipment to collect and compile data

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Budget Details				
COST CATEGORIES	PROJECT BUDGET	RH REQUESTED (2020-21)	RH REQUESTED (2021-22)	DETAILS
<b>Administrative Costs</b>				
a) Costs that support agreement activities (e.g shared postage, telephones, IT maintenance and head office support, mileage)				
<b>Direct Costs</b>				
a) Wages and mandatory employment related costs (MERCS)				
b) Staff training and professional development				
c) Honoraria				
d) Printing and communication costs				
e) Professional fees such as consultants, audit, technical expertise, facilitation, legal etc.				
f) Participant Costs				
g) Vehicles, tools, equipment, machinery, computers, furniture				
h) Costs of materials and supplies				
<b>Other (please be specific)</b>				
<b>TOTAL BUDGET COSTS</b>				
<b>In-kind and/or financial contributions (list each)</b>				
<b>TOTAL PROJECT BUDGET</b>				

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**Required Attachments.** Please indicate that the following information is included as additional attachments when you submit this application by email to [thelgason@kamloops.ca](mailto:thelgason@kamloops.ca).

- Completed RH 2020-2022 Funding Application Form.**
- Completed Budget Details Form (as provided in the RH Application Form)**
- Current financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, or other individual responsible for finances within the organization).**
- Letter(s) of Partnership if applicable to the project.**
- Maximum of three pages of additional information to support request (if applicable).**

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**ACKNOWLEDGEMENT - must check before submission**

- Electronic submission of this application confirms the information included in this application is true and correct to the best of my knowledge.
- I declare that I am legally authorized to sign and submit this application on behalf of the Organization named in the Applicant Information section.
- I have read and understand the reporting requirements outlined in the **Call for Proposals Guidebook**.
- I understand that if the information described above is false or misleading, I or the Organization may be required to repay some or all of the funding received.

**Typing in your name, title, and date, and submitting the application electronically indicates agreement to the clauses checked in the Acknowledgement section, above.**

**Submitted by:**

\_\_\_\_\_  
Signatory Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date (yyyy-mm-dd)

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**Please email the completed application form and all required attachments by: 12:00 pm (noon) on Monday, January 20, 2020, to:**

Ty Helgason  
Project Manager – Housing & Homelessness  
City of Kamloops  
Email: [thelgason@kamloops.ca](mailto:thelgason@kamloops.ca)