

2021-2022 REACHING HOME COVID-19 ECONOMIC RESPONSE PLAN (CERP)

GREATER VANCOUVER DESIGNATED COMMUNITY



APPLICATIONS DUE:

Monday, July 5, 2021 at 5 PM



LU'MA NATIVE BCH HOUSING SOCIETY

Vancity
Community Foundation

The Greater Vancouver Community Entity (CE) Lu'ma Native BCH Housing Society, in partnership with Vancity Community Foundation (VCF) and the Greater Vancouver Community Advisory Board (CAB), is seeking applications for funding under the Reaching Home COVID-19 Economic Response Plan (CERP) to support organizations in the homeless-serving sector responding to the COVID-19 pandemic.

FUNDING OVERVIEW

Up to approximately \$9.8 million is available to the Greater Vancouver Designated Community. The objective of this funding is to support the community's capacity to reduce and mitigate the negative impacts of the COVID-19 outbreak on individuals experiencing and at imminent risk of homelessness and the organizations and individuals attending to their needs.

FUNDING PRIORITIES: As the social and economic consequences of the pandemic continue to impact those experiencing or at imminent risk of homelessness, this funding seeks to support projects directly addressing the following:

1. **Improving Housing Stability:** including housing placement services, particularly for individuals currently residing in temporary accommodation, and capital investments in permanent housing (for example: purchasing/re-purposing a hotel into supportive housing, acquiring units, renovations to expand units or beds, or construction of modular units).
2. **Preventing Inflows to Homelessness:** including housing loss prevention activities (for example, landlord-tenant mediation, emergency rent or utility arrears/assistance to maintain housing, or placing individuals exiting institutions directly into housing), and/or shelter diversion activities.
3. **Extending Emergency COVID-19 Measures for Individuals Experiencing Homelessness:** including acquiring, establishing and/or operating temporary spaces (such as an isolation or emergency response facility, and other amenities intended to address hygiene needs) to reduce overcrowding in shelters, the delivery of client support and basic needs services (including health/medical services), and any other measures that increase the safety of a facility and services

While all activities identified under [Reaching Home's Special Directives](#) remain eligible, projects directly engaged in the above activities will be prioritized.

ELIGIBILITY CRITERIA AND FUNDING PARAMETERS

FUNDING PERIOD: August 1, 2021 – March 31, 2022. All funds must be expended by March 31, 2022.

CAPITAL PROJECTS: Funding is limited to acquisitions, renovations and/or construction projects that are seeking to make units and facilities available to address immediate housing and service needs (including moving individuals from temporary to permanent facilities). All funding must be expended by March 31, 2022.

ELIGIBLE RECIPIENTS: not-for-profit organizations and charities, municipalities, First Nations (on-reserve), and public entities such as health and educational institutions are eligible to apply. Indigenous-led organizations addressing the needs of off-reserve Indigenous individuals and families experiencing or at risk of homelessness will be funded through the **Indigenous Stream** of Reaching Home funding (go to <http://lnhs.ca/community-entity/> for details).

ELIGIBLE COMMUNITIES: Funding is available to organizations and projects operating within the Greater Vancouver Region only. Projects located outside of Greater Vancouver **are not eligible**.

MULTIPLE SUBMISSIONS: Organizations may submit more than one application if they are for distinct projects with different activities or characteristics (e.g. locations or programs serving different geographic regions or populations). Each application will be evaluated separately and on its own merit.

JOINT SUBMISSIONS: Joint submissions, partnerships, and coalitions, particularly those that seek to provide a coordinated response in the region, are highly encouraged. If awarded funding, a single party is required take responsibility for the contractual relationship with the Greater Vancouver Designated Stream CE.

OTHER SOURCES OF FUNDING: There may be cases where activities eligible under Reaching Home may also be funded by provincial, territorial, or municipal government. Reaching Home funds will be used to complement these investments and will avoid duplication of existing programming where possible.

ELIGIBLE ACTIVITIES AND EXPENSES

In response to COVID-19, Reaching Home released “Special Directives” broadening the eligible activities to enable communities to implement comprehensive responses to the COVID-19 crisis. The table below provides a summary of activities that are eligible under the expanded Reaching Home Special Directives in the context of COVID-19. The list below is not exhaustive – if the activities in your proposed project are not described below, please contact us to determine project eligibility prior to submitting your application. For a more comprehensive outline and description of eligible activities and expenses, please see [Reaching Home’s Special Directives](#).

1. Staff Wages	
Direct Staff Wages	<ul style="list-style-type: none"> For all staff who provide the project’s services (including direct supervisory staff). Do not include hazard/pandemic pay – there is a separate category for this below. Do not include management and administrative staff in this category – there is a separate category for this below.
MERCs	<ul style="list-style-type: none"> Mandatory employment-related costs
Benefits	<ul style="list-style-type: none"> Benefits paid to or on behalf of staff working directly on the project
Other staff expenses	<ul style="list-style-type: none"> Hazard/pandemic pay or other expenses to facilitate staff availability such as accommodation, childcare, etc.
2. Participant Costs	
Housing placement	<ul style="list-style-type: none"> First month’s rent and/or damage deposit. Time-limited rental assistance in the context of a rapid rehousing project. Rapid rehousing* usually consists of 3 to 6 months of support and should include some level of community support services.
Emergency Housing Funding	<ul style="list-style-type: none"> 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. Level of funding provided for Emergency Housing Funding must not exceed amount of financial assistance provided by provincial, territorial or municipal rent supplement programs.

Housing setup cost	<ul style="list-style-type: none"> • Can include new tenant insurance, maintenance (for example, painting), moving, furniture, kitchen, 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.
COVID-19 temporary accommodation	<ul style="list-style-type: none"> • Securing additional accommodation to reduce overcrowding in shelters • Securing sufficient accommodation to quarantine individuals infected • Purchasing beds and physical barriers to place between beds in newly purposed facilities
Short-term financial assistance	<ul style="list-style-type: none"> • To help avert eviction or loss of housing with rent, rental arrears, and utility deposits or payments. • Supports for low-income Indigenous individuals or families who are not at imminent risk of homelessness. • Includes supporting individuals and families who are currently housed but at-risk of losing their housing, and preventing individuals who are being discharged from public systems (for example, health, corrections, and child welfare) from becoming homeless.
Shelter diversion emergency assistance	<ul style="list-style-type: none"> • To prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system. • Can include food (vouchers, gift cards), clothing, transportation vouchers, cleaning/repair of damage to a rental unit, moving costs.
Basic needs	<ul style="list-style-type: none"> • Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, and drop-in centres. • Clothing, groceries, personal hygiene and supplies. • Storage for belongings (up to 3 months). • Personal identification.
Bulk food preparation and distribution	<ul style="list-style-type: none"> • Bulk food or prepared meal distribution to individuals who may/may not have been previously identified and meal/food delivery to allow self-isolation • Can include costs related to food packaging.
COVID-related supplies and materials	<ul style="list-style-type: none"> • To reduce the risk of transmission: cleaning equipment and cleaning/sanitizing supplies, personal protection equipment, client care package, etc. • Facility modifications required to safely continue service delivery while adhering to COVID-19 protocols (installing plexiglass, minor renovations to increase the distance between beds, etc.).
Culturally relevant supports to Indigenous individuals and families	<ul style="list-style-type: none"> • 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. • Cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in an indigenous community. (for example, healing circles, sweat lodges ceremonies, access to traditional medicines, healing circles, sweat lodges ceremonies, gathering and preparation of traditional foods, etc.)

Health and Medical services	<ul style="list-style-type: none"> To provide general health and medical services, mental health (including counselling) and addictions support services that are already provided by provinces and territories or direct hiring of health care professionals (e.g. nurses, doctors) to provide services directly to clients. Brokering and navigating access to clinical, health and treatment services through case management, including through an Intensive Case Management team. Delivery of harm reduction activities that seek to reduce risk and connect individuals and families with key health and social services. Can include storage, distribution and provision of materials and/or supplies (e.g. 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).
Activities to support employment, education and job training outcomes	<ul style="list-style-type: none"> To provide economic integration services including employment assistance, education and training assistance, social and community integration services.
Access to technology	<ul style="list-style-type: none"> Internet/telecommunications access and equipment (for tablet, phone, prepaid card, less than \$150) for accessibility to services, education, family connectedness, counselling and in-home employment opportunities.
Client travel and transportation	<ul style="list-style-type: none"> Including taxi, bus tickets, emergency transportation to home community, etc.
3. Administrative Costs	
Support overhead costs	<ul style="list-style-type: none"> Office supplies & materials. Rent, lease, repairs and utilities. Training for staff and volunteers. Costs that are central to the functioning of the organization in its delivery of Reaching Home-funded activities.
Management and administrative staff wages	<ul style="list-style-type: none"> Management and administrative staff wages, not working on outcome of projects including mandatory employment related costs, employment insurance, Canada Pension Plan, vacation pay and benefits.
Other	<ul style="list-style-type: none"> Any other items not otherwise described above.
CAPITAL INVESTMENTS (over \$50,000)	
<p>IMPORTANT: Funding is limited to acquisitions, renovations and/or construction projects that are seeking to make units and facilities available to address immediate housing and service needs (including moving individuals from temporary to permanent facilities). All funding must be expended by March 31, 2021.</p> <ul style="list-style-type: none"> Purchasing, securing, outfitting, or constructing new permanent units (including acquiring land) Purchasing, securing, outfitting, or re-purposing spaces/properties to create new temporary housing and support isolation/social distancing (for example, community spaces, motels/hotels, etc.) Renovating or outfitting existing spaces (e.g., shelters, transitional housing, permanent supportive housing, or non-residential facilities) to address needs arising out of COVID, for example, improving ventilation or increasing the distance between residents 	

- Installing facilities and services to increase sanitation and limit the spread of COVID, such as shower, washroom, handwashing/sanitation facilities
- Other capital investments such as vehicles, equipment, furnishings, etc.

COORDINATION OF RESOURCES AND DATA COLLECTION

- Development and distribution of information that increases individual or community capacity to respond to COVID, including training, improving access to/awareness of existing supports, etc.
- Other activities that enhance sector capacity to respond to COVID.

OTHER ELIGIBLE ACTIVITIES AND EXPENSES: As previously noted, the above is not an exhaustive list of eligible activities or expenses. Additional eligible expenses could include direct staff or administrative wages and other overhead costs associated with the proposed project. Administrative costs remain eligible; however, **no more than 15% of the Reaching Home contribution can be used for administrative costs.** Please see the directives for eligible administrative costs.

APPLICATION DETAILS

SUBMISSIONS: Submissions will be accepted until **5pm on Monday, July 5, 2021.** Refer to the **HOW TO APPLY** section below for additional details. Please contact us at reachinghome@vancity.com if you have any questions.

REVIEW AND APPROVAL PROCESS: The CE is committed to ensuring a fair and transparent process for recommending/approving projects that will best meet the identified priorities. Applications will be reviewed by a review committee and the Greater Vancouver Community Advisory Board (CAB). We aim to notify applicants of funding decisions by late July 2021. Recommended applications will undergo a simplified due diligence and contracting process.

Note that when an application is received by the CE, there is no commitment on the part of the CE to move the application through to the next stage, to fund a project or to fund it at the amount requested.

FUNDING REQUIREMENTS AND REPORTING: If awarded a contract, organizations may be required to:

- Have a separate or sub bank account for RH funding before the funding can be released
- Report project details and annual results using a result reporting system provided by Canada
- Submit periodic expense and activity reports
- Report on the number of instances and/or individuals accessing beds/suites, cots, if in receipt of funding for temporary accommodation.

HOW TO APPLY

All applications must be submitted online using Survey Monkey Apply (SMA) at vcf.smapply.ca regardless of which project type or activities you are applying for. If you have previously applied for Reaching Home funding, use the e-mail address and password that you registered with previously. If you are new to SMA, you will need to register (please refer to Appendix A for the steps to register).

Specific instructions have been provided within the online application form itself. This guide provides the overall considerations for your application. If you have any questions on completing your application in SMA, please contact reachinghome@vancity.com.

Applications consist of 3 parts:

1. Applicant Information

This section captures the information about your organization. Once you have completed this section, this information can be used again for any subsequent applications that you submit for Reaching Home funding on SMA.

2. Project Information

This section is where you will provide the key information about your specific project. Most questions have a word limit of 250 words or less – please be as clear and concise as possible with your responses.

Section	Key information to be provided
1. Project Summary	Overview of your project and the need for your project as well as additional information about your organization if you have not been funded by Reaching Home since April 1, 2020.
2. Project Activities and Outcomes	Key activities and results from your project in relation to the funding priorities. Projects that have received RH CERP funding will be required to provide details on the activities that have been undertaken and results achieved to date.
3. Target Populations and Demographics	If your project serves any specific target populations, you will be required to identify these. Please note that projects are not required to serve specific target populations (projects can be open to serving any individuals experiencing or at imminent risk of homelessness). You will also need to specify the primary region(s) that your project will serve.
4. Project Budget	For each applicable service expense category: the amount you are requesting from Reaching Home for eligible expenses from August 1, 2021 through March 31, 2022 only, and a description of what the funding will be used for. If you are requesting capital funding of \$50,000 or more, you will be required to complete Worksheet 1: Project Capital Budget in the Excel project budget template and upload this spreadsheet as part of your application. While it is not mandatory to complete Worksheet 2: 5-Year Operating Budget , this along with other information and documentation may be required if your application proceeds to due diligence.
5. Partners and Other Contributors	Overview of any partners, funders and/or contributors for this project.

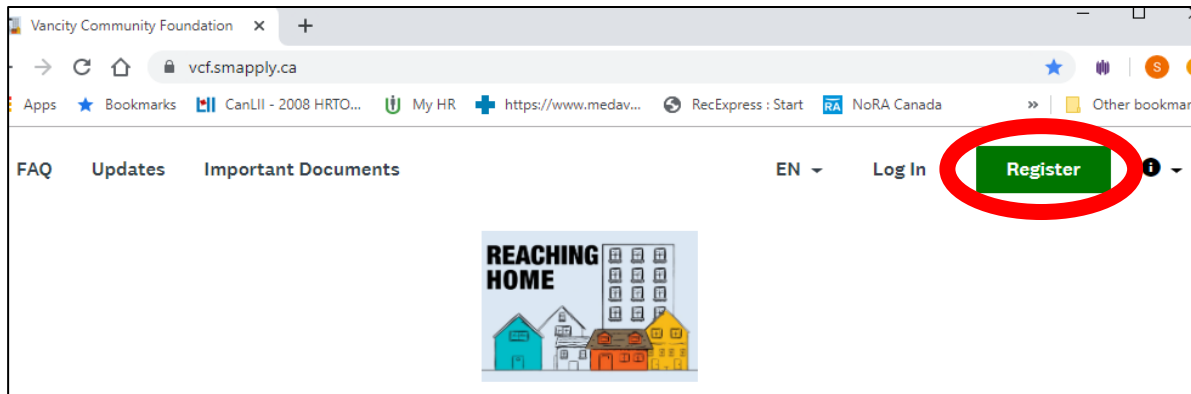
3. Sign Your Application

All applications must be signed by an authorized signatory for your organization. This can be provided electronically within SMA or by uploading a scanned signature document.

Please contact us at reachinghome@vancity.com with questions. Reaching Home Program Officers are not able to answer questions regarding this funding call.

Appendix A – Getting Started with Survey Monkey Apply

1. Go to <https://vcf.smapply.ca/>. If you do not already have a Survey Monkey Apply account, click “Register”.



2. Enter your information and click on the “CREATE ACCOUNT” button.
3. Check the email account that you registered with and verify your email. You will then be taken to the Survey Monkey Apply (SMA) site and logged in.