

# **CANADA'S HOMELESSNESS STRATEGY**

**Transition to "Reaching Home"**  
**Funding Stream: Rural and Remote Homelessness**

## **Applicant Guide**

**Call for Proposals**  
**Transition period 2019-2020 and 2020-2021**

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## 1. Purpose

The purpose of this Guide is to provide information to assist you with the completion of your Application for Funding under the call for proposals to invest the funds that remain available. This call for proposals is for the Reaching Home (RH): Canada's Homelessness Strategy – Rural and remote homelessness (RRH) stream and is phase 2 of the RH transition following the renewal of the service projects in phase 1.

This call for proposals is opened to all organizations involved in homelessness whether they have an on-going projects or not.

As part of this call for proposals we will accept different types of projects. It could be:

- additional activities
- new projects
- enhance existing projects
- capital investments

Projects submitted could start **no earlier than July 1, 2019** and end by March 31, 2021.

Recipients who submit an application for funding for the renewal of their project in 2019-2020 and 2020-2021 can present a funding request to add new activities or enhance their activities.

We invite you to read the Guide carefully. A complete and well-documented application in accordance with the guidelines facilitates your project's assessment.

## 2. Introduction

The 2017 Federal Budget announced renewed and expanded federal investments to prevent and reduce homelessness from 2018-2019 to 2027-2028 as part of the National Housing Strategy. On June 11, 2018, the Government of Canada announced the launch of the Reaching Home program: Canada's Homelessness Strategy, starting on April 1, 2019.

The new program includes:

- a continuation of the community-based approach;
- a gradual increase in the funding available to designated communities;
- the adoption of a systemic results-based approach;
- greater flexibility in supporting a variety of homelessness prevention and reduction actions.

Discussions between the Government of Quebec and the Government of Canada are ongoing for the purpose of negotiating an agreement to implement RH 2019-2024. By the time the discussions end, both governments hope to facilitate the transition, first, by supporting the continuity of services currently funded under the Homelessness Partnering Strategy (HPS) and, second, by holding a call for proposals aimed at the investment of residual funds available to certain regions for the two transition years, 2019-2020 and 2020-2021. The purpose of this call for proposals is to invite applicants from identified communities to submit a funding request to enhance projects that are subject to renewal or to submit new projects. All activities must end by March 31, 2021.

The transition builds on the terms for cooperation established in the Canada-Quebec Agreement regarding the 2014-2019 HPS (hereafter "2014-2019 Agreement"), particularly the community coordination roles assigned to your Centre intégré de santé et de services sociaux (CISSS) /

Centre intégré universitaire de santé et de services sociaux (CIUSSS) for the purposes of HPS implementation and the coordinating mandate of the Joint Management Committee (JMC).

You will find in Annex 3 the budget sheet identifying the amounts available to each of the target communities.

As per the 2014-2019 Agreement, Canada is responsible for soliciting and analyzing projects under the HPS-RRHF funding stream. Selected projects will then be reviewed by the Joint Management Committee (JMC) under the Canada Quebec Agreement for a joint recommendation for their funding to Canada.

As usual, project funding will depend on the annual Parliamentary Appropriations and the funding of proposals may be approved in whole or in part.

The decision regarding your application will be communicated in writing by a representative of ESDC. If approved, federal financial assistance will be paid in the form of contributions. Therefore, it will be subject to reporting and monitoring in accordance with the contribution agreement. These will be new agreements. These new agreements must be signed by the parties concerned before project activities can begin.

The Government of Canada is not required to approve any funding applications.

### **How to apply for funding**

Your application for funding and all required documentation must be sent to arrive no later than 11:59 (EST), on **March 29, 2019**:

- **By e-mail to :** [gc-prog@servicecanada.gc.ca](mailto:gc-prog@servicecanada.gc.ca)

*Applicants should be aware of the risks of electronic transmission of documents. As explained in the funding application, personal information will be handled in accordance with the Privacy Act and its provisions and the privacy protection provisions of the Department of Employment and Social Development Act.*

- **By mail to :**

**Service Canada  
CFP Reaching home Transition – RRH Stream  
1001 Maisonneuve Blvd East, 4th floor  
Montréal, Québec  
H2L 5A1**

**No application for funding received after the deadline will be considered.**

**It should be noted that funding requests submitted during this call for proposals that are not initially recommended for funding could be considered for funding at a later date if funds become available.**

### **Additional Information**

If you have any questions, please call us or e-mail us Si vous avez des questions, vous pouvez communiquer avec un représentant de Service Canada par téléphone ou par courriel :

Telephone: 1-866-233-3194

Email: [gc-prog@servicecanada.gc.ca](mailto:gc-prog@servicecanada.gc.ca)

### 3. Eligibility Assessment

#### 3.1 Eligible recipients

- Not-for-profit organizations
- For-profit organizations\*
- Municipalities
- Aboriginal organizations
- Public health agencies and educational institutions
- Provincial and territorial governments and their entities, including institutions, agencies and Crown corporations.

\* For-profit organizations may be eligible for funding, provided the type and purpose of the activity is not commercial, not designed to generate a profit, designed to help meet Program priorities and objectives; and includes aspects of the 2014-2019 Agreement's community plan (or to a defined local need in cases where no community plan is required).

#### 3.2 Eligible projects

##### 3.2.1 Targeted territories

On the basis of a demonstrated need and supports from the community, the RRH funding stream permits the funding of projects aiming to prevent and reduce homelessness in local communities in rural and remote areas including in the North.

This funding stream does not fund projects located in territories targeted by the HPS Designated Communities funding stream. Therefore, any project taking place within the territories of the Census Metropolitan Areas (CMA) of Montréal and Quebec, or within the municipal limits of Drummondville, Gatineau, Saguenay, Sherbrooke ou Trois-Rivières are excluded.

##### 3.2.2 Community Contributions

The government encourages contributions from communities, although matching contributions are not a requirement.

##### 3.2.3 Regional Priorities

Applicants in rural and remote areas must demonstrate that their projects meet a need identified in the local area or region.

Applicants must obtain a letter supporting their project from their regional CISSS / CIUSSS that will confirm that the project respects Québec's homelessness Orientations and Priorities.

##### 3.2.4 Project assessment

Projects will be assessed based on merit in accordance with the following principles:

- The project targets at least one of the eligible areas activities (see section 3.3);
- The project demonstrates that it meets a real need of the targeted community and the issues confronting the homeless or at risk of becoming homeless;
- The project has the support of the CISSS / CIUSSS in the region of the community where it is taking place and the co-operation of local partners;
- The sustainability of the project and the suggested activities are realistic and exit strategies/mitigation measures are detailed (impact on the clientele and the community);

- The applicant organization has sound organizational capacity (experience and expertise to successfully complete projects);

### 3.3 Eligible Activities

Under this call for proposals, the activities that may be recommended for funding are described below and concern mainly interventions for individuals who are homeless or at risk of becoming homeless with a view to preventing and reducing homelessness:

#### ➤ Housing Stability with Support (HSS)

Reducing homelessness using a Housing Stability with Support approach continues to be supported and approved as a proven approach to reducing homelessness.

##### Implementation of the HSS approach

Determine a model, establish partnerships, enhance the service offering, collaborate with the housing sector, etc.

##### Client intake and Individual needs assessment

Coordinated management, outreach, client assessment, etc.

##### Connecting to and maintaining permanent housing via teams assigned for this purpose

Facilitate access to housing, pay for moving costs, equip apartments, repair damage, facilitate landlord tenant services, re-housing, etc.

##### Access to services via teams assigned for this purpose

Coordinate a team, case management, support, guidance and follow-up, etc.

##### Data collection and client follow-up

Compile data on homeless individuals, track their progress, etc.

#### ➤ Support Services

Improving the self-sufficiency of homeless individuals and families and those at imminent risk of homelessness, through individualized services.

- Placement of individuals in housing
- Referral of individuals to income support measures
- Providing individuals with support for employability training and making a transition to the labour market
- Helping individuals to acquire day to day life skills (e.g., personal budget, cooking skills)
- Implementing measures to help individuals integrate into society
- Using a culturally appropriate method to help Aboriginal people stay in their homes
- Liaising with appropriate resources and referring individuals to those resources
- Prevention of loss of housing (only in the case of individuals and families at risk of homelessness)
- Services to meet emergency or basic needs

#### ➤ Capital Investments

Maintaining and increasing the capacity of facilities used to address the needs of people who are homeless or at risk of homelessness, through capital investments.

- construction, renovation or purchase transitional housing, permanent supportive housing facilities and non-residential facilities (e.g. drop-in centres)
- purchase of furniture, equipment or vehicles
- renovation of emergency shelters

Renovations include the following:

- renovating an existing facility for upgrades or to meet building codes
- repurposing an existing property to create transitional housing or permanent supportive housing
- expanding an existing facility
- renovating a property after it has been transferred under the Surplus Federal Real Property for Homelessness Initiative (SFRPHI) to create transitional housing or permanent supportive housing

New construction includes the following:

- purchasing a property for future new construction
- building a facility on an empty lot (e.g. foundations)
- tearing down an existing facility and building a new one
- building service space where the Investment in Affordable Housing (IAH) is funding construction or renovation to create permanent housing (e.g. resource centre where clients can access support services)

#### ➤ **Coordinating and leveraging resources**

- determining a model in support of an approach to combating homelessness
- identifying, integrating and improving service offerings (including training staff on activities and functions in support of an approach to combating homelessness)
- partnership and networks development in support of implementing an approach to addressing homelessness issues
- working with the housing sector to identify opportunities for and barriers to permanent housing (e.g. establishing landlord relationships, mapping of current available assets) in support of adopting a systematic approach to combating homelessness
- consultation, coordination, planning and assessment

#### ➤ **Improving data collection and use**

- determining the size and make-up of the entire homeless population
- monitoring the progress of individuals
- point-in-time counts of the homeless population
- establishing and monitoring community indicators (in addition to those required under the program)
- information collection and sharing, including through implementation and use of the Homeless Individuals and Families Information System (HIFIS)

### **3.4 Ineligible Activities**

#### **HSS activities not eligible for funding:**

- Building or purchasing new facilities
- Repurposing existing facilities
- Core functions of an Assertive Community Treatment (ACT) team (e.g. provision of direct medical/clinical services to clients)

#### **Activities not eligible for funding under HPS funding streams:**

- Building, renovating or repurposing facilities for affordable housing
- New construction or purchase of facilities for emergency shelters
- Emergency housing funding (e.g. rent subsidies, housing allowances) when the client is supported by existing provincial/territorial and municipal rent subsidies programs

- Direct income support to individuals who are homeless, at risk of homelessness
- Medical/clinical staff
- Clinical health and treatment services
- Daycare
- Local research
- Advocacy and lobbying activities towards elected representatives on questions related to homelessness and public awareness activities
- Public education (e.g. education tuition, teaching salary)
- Activities and supports taking place on-reserve

### 3.5 Eligible clientele – Definitions

Under the transition to RH and subject to the upcoming Canada-Quebec Agreement, the definition of homelessness is broader and more inclusive.

The term “homelessness” describes the situation of an individual, family or community without stable, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

It is the result of systemic or societal barriers, a lack of affordable and appropriate housing, financial, mental, cognitive, behavioural or physical challenges, and/or racism and discrimination.

## 4. Preparing your application for funding

### **Recipients who's service project is subject to renewal in the RRH stream**

If you submitted a funding request to renew your current project for the two years transition period, 2019-2020 and 2020-2021, you can either **add new activities** to your project or **enhance the activities** in your project.

All new proposed activities must be clearly defined.

To enhance renewed projects, please specify which activities will be enhanced and show how they relate directly to your current project's objectives.

For an application to be considered complete, it must include all the documents required by the program.

**The following documents need to be submitted along with your signed and complete application:**

- [Application for Funding \(EMP 5523\)](#) \*
- [Budget Detail Template - Set A \(general\)](#) \*\*
- Confirmation of monetary and/or in-kind contributions, if applicable
- Letter of support from your regional CISSS / CIUSSS: A letter of support from your region's CISSS/CIUSSS must be obtained and submitted with your application for funding.

**Additional documents required for Capital expenditures:**

- Submissions for any purchase of goods or services of \$ 25,000 or more
- Identification of financial resources considered and/or confirmed for project implementation
- Description of the work and preliminary cost estimate
- Project implementation schedule summary



Note: A guiding tool which includes the key validation elements for the viability of a capital investments project is available from a Service Canada representative.

***Incomplete applications as per program requirements could be rejected.***

*\* See Appendix 2 of this guide for details on completing the Funding Request form.*

*\*\* See Appendix 3 of this guide for details on how to complete the Detailed Budget Template.*

## Appendix 1 - Application for Funding

The current appendix explains sections of the [Application for Funding \(EMP 5523\)](#) form to help you in completing the form.. **Please read the following instructions carefully before completing your application form.**

You will find the funding request for on the Service Canada site at:

<https://catalogue.servicecanada.gc.ca/content/EForms/en/Detail.html?Form=EMP5523>

Please note that all parts of the funding application marked with an asterisk (\*) are mandatory, unless otherwise indicated.

If you require additional space to respond to questions, please use Annex A.

The Application has four parts:

- Part 1 – Organization
- Part 2 – Project
- Part 3 – Funding
- Part 4 – Declaration

### APPLICATION FORM

#### **PART 1 – ORGANIZATION**

##### **Section 1A – Organization Identification**

###### ***Question 1 – Legal name***

Generally, this is the name associated with your registration with the Canada Revenue Agency (CRA) or the Registre des entreprises du Québec.

###### ***Question 2 – Operating (Common) Name [if different from legal name]***

Please provide the operating (or common) name of your organization if it is different from the legal name.

###### ***Question 3 – Business or Registration Number***

This is your 15-digit CRA business number or, for registered charities and not-for-profit organizations, your registration number.

*Example: 123456789 AB 1234*

For more information, please visit the CRA website at: [www.cra-arc.gc.ca/cntct/menu-eng.html](http://www.cra-arc.gc.ca/cntct/menu-eng.html)

###### ***Question 4 – Organization Type***

Your answer to this question must be one of the following:

1. Not-for-Profit Organization
2. Private Organization
3. Public Organization

###### ***Question 5 – Organization Category***

Please select the appropriate category from the following:

Not-for-Profit Organization:

1. Aboriginal Not-for-Profit Groups
2. National Non-governmental Organizations
3. Not-for-Profit Band Councils
4. Provincial Non-governmental Organizations
5. Local community, charitable, voluntary organizations

Private Organization:

1. Businesses, bodies incorporated or unincorporated
2. Aboriginal Band Corporations (profit basis)
3. Private Aboriginal Band Councils
4. Private Universities and Colleges

Public Organization:

1. Municipal Governments and Agencies
2. Provincial Governments and Agencies
3. Public Degree-Granting Colleges
4. Public Degree-Granting Universities
5. Public Community Colleges and vocational schools
6. Public Health
7. School Board/Other Educational Institution not classified elsewhere

**Questions 6 to 21**

Please answer all these questions.

**Question 22 – Organization's Mandate**

Briefly describe your organization's purpose, mission, mandate and objectives.

**Section 1B – Organization Contact**

**Questions 23 to 34**

Your organization's main contact is the person whom we may contact about this project. This person could be a project coordinator or manager, a director or another individual. The name of the person responsible for the project is usually provided here.

**Section 1C – Organizational Capacity**

**Question 35 – How many employees does your organization currently have?**

Please indicate the number of people employed in your organization. The number of employees must be a whole number.

**Question 36 – Has your organization undergone any important transformations in the past two years?**

Important transformations refers to events such as a change in leadership in the board of directors or at the executive level, an important reduction, increase or turn-over in staff, a merger with or split from another organization, a change in mandate or main activities, etc. If you answer yes, please provide a description of the changes.

**Question 37 – Please describe how your Organization has the experience and expertise to carry out the proposed project activities? If applicable, please include any past experience(s) with ESDC and the results of the project(s).**

Please provide a description of your organization's experience and expertise in administering projects. This information will help the HSS to assess the extent to which your organization is capable of undertaking the proposed project activities and achieving the expected results. You may wish to highlight related past achievements in addition to describing current expertise and activities or projects.

**Question 38 – Does your organization owe any amounts to the Government of Canada?**

If yes, please indicate the amounts owing in the spaces provided. See the following example.

**Example :**

Amount Owing	Nature of Amount Owing	Department or Agency to which money is owed
\$10,000	Overpayment	Employment and Social Development Canada

**Question 39 – Is a payment plan in place?**

If you answer "yes" to question 38, your application will not be deemed ineligible either. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment.

## **PART 2 – PROJECT**

### **Section 2A – Project Identification**

**Question 40 – Project Title**

Please provide a brief and descriptive Project Title.

**Questions 41 and 42 – Planned Project Start and End Dates**

Please note that activities may not begin before your project has been approved and before a contribution agreement has been signed by the recipient and by an ESDC representative. The project will end no later than March 31<sup>st</sup>, 2021.

### **Section 2B – Project Description**

This information will be used as part of the assessment in determining whether or not your proposed project is eligible for funding.

Projects must help to reduce homelessness in a rural and remote community or area (in accordance to section 3.2.1 of this Guide)

Projects must contribute to the reduction of homelessness in a region or a remote and rural community (as described in subsection 3.2.1 of this Guide) and include eligible activities as described in section 3.3.

**Question 43 – Project Objectives**

Describe your new project's objectives or, if you have submitted a request to renew your current project during the transition period, the objectives of your proposed amendment.

Project objectives must include the following:

- Be consistent with the objectives of the funding program;
- Refer to one or more targeted outcomes (e.g. homelessness reduction, housing stability);
- Demonstrate that these outcomes are measurable;
- Project recipients must be designated (e.g. minority official language communities);
- Indicate how achievement of the project objectives will bring about the planned outcomes.

Project Objectives – Provide a clearly presented and measurable overview of the following:

- Objectives, activities and goals of the project and measurable stages in the project;
- Global expected outcomes, including an explanation of how the project activities will benefit the persons targeted and will help them to increase their housing stability and autonomy;
- Direct or indirect outcomes of activities other than support activities on the clientele targeted, as the case may be;
- The number of persons targeted and their characteristics; and
- Other beneficial outcomes that the proposed activities will bring about.

Make sure you identify the target clientele, according to each sector identified in your application for funding.

#### **Question 44 – Project Activities**

Projects may correspond to one or more of the activity areas stated in sections 3.3. Please provide a detail description of the activities proposed for the purposes of the project.

#### **Recipients with an ongoing agreement under the HPS Rural and Remote Homelessness stream:**

**If you have already submitted a funding request to renew your current project for 2019-2020 and 2020-2021, please indicate if the proposed amendment is intended to add new activities or enhance the activities in your prior funding request.**

*Example of enhancing existing project activities: An agent works 20 hours a week on the project, yet clients' needs justify an increase in weekly hours worked to 30.*

*Example of new activities added to an ongoing project: Your project involves no "Housing Support" activities, and you want to address the needs of persons at high risk of becoming homeless by offering services aimed at preventing loss of housing.*

Provide additional information on how the project will be implemented. Project activities are stages that will be undertaken to achieve the project objectives.

Activities must be specific, measurable and realistic as well as consistent with the project objectives and must be described in such a way as to demonstrate how the project outcomes will be achieved.

Divide your project into various stages (milestones) that specifically indicate the expected progress to be achieved and include established plans for carrying out the project on time and within budget.

There must be a clear relationship between the project activities and the costs indicated in the

project budget. The information you provide here will have a significant impact on the assessment of your application.

If a project targets more than one activity, the applicant must list them separately in this section, and group them per timeline.. Example:

Support Services :

Month-Year

- Activity 1
- Activity 2
- Activity 3 and onwards

Capital Investments :

Month-Year

- Activity 1
- Activity 2
- Activity 3 and onwards

### **Sustainability Aspect**

Projects involving intervention services for homeless clients or clients at risk of homelessness aim at supporting individuals towards autonomy. If at the end of the project the individual has not yet reached the expected stage, the applicant shall indicate planned measures to pursue the support to the individual past the funding period.

If services cannot be maintained after the end of the project, an exit strategy including mitigation measures for both clients and the community shall be provided.

For projects that include Capital Investments activities, an explanation of how the services associated with the investment will be provided after the project has ended must be provided.

### ***Question 45 – Project outcomes (project indicators)***

Please list the expected results of your project. For purposes of analysis, these results must be clearly linked to the project activities and the budget template.

They also need to be specific, concrete, and measurable and clearly demonstrate the resulting benefits for the project's intended clientele. In the case of multiareas projects, please indicate the expected results for each separate targeted activity areas.

### **Recipients who submitted a funding request to renew their project for 2019-2020 and 2020-2021 :**

Whether the amendment of your ongoing project is for the enhancement of existing activities or the addition of new activities, the anticipated outcomes must be updated.

### **Section 2 C – Project Details**

#### ***Question 46 – Does the project include results measurement indicators?***

Please describe how you will meet and track the expected results of the project.

#### ***Question 47 – Does the proposed project fit with your organization's other activities?***

Please describe how the project relates to the ongoing work of your organization. You may wish

to highlight how past achievements and current activities and/or projects are related to your proposed project. This information helps ESDC to determine the extent to which your organization is able to undertake the proposed project and to achieve the expected results.

**Question 48 – Will any of the project activities be delivered in a different location than where your organization is located?**

Please indicate “Yes” or “No”. If “yes”, please list the main address first, followed by each additional location. If there are more than five locations, please include in Annex A.

**Question 49 – Is your project designed to benefit or involve people in English or French-language minority communities? If yes, please provide an explanation and any details on whether consultations will take place with these communities?**

The communities where the official language is in minority, an English-speaking community established in Quebec or where French-speaking communities are established outside Quebec.

If your proposed project involves official language minority communities, you should answer “Yes” to this question and ensure that this is listed and described in your answer to Question 43 – Project Objectives.

Answering “no” to this question will not invalidate your application.

**Question 50 – Will any other organizations, networks, or partners be involved in carrying out the project?**

If relevant, please describe the other group(s) or individual(s) as well as the role(s) and expertise they will bring to the project.

This information will help ESDC to assess the support base for your project.

**Question 51 – Does the proposed project address the Program’s national, regional or local priorities?**

If “yes”, please select all that apply.

**Question 52 – Does your project include activities that are listed in the Canadian Environmental Assessment Agency’s (CEAA) Regulations Designating Physical Activities established under the Canadian Environmental Assessment Act, 2012?**

Applicants need to verify if their proposed activities are listed under the above Act. Please visit Canadian Environmental Assessment Agency website to access the list of Regulations Designating Physical Activities: <http://ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-1>.

Please indicate “Yes” or “No”.

- If the answer is NO, no Environmental Assessment will be required
- If the answer is YES, then, as per the *Canadian Environmental Assessment Act*, 2012, applicant must submit the project description electronically to the CEAA for further review. The CEAA will determine if an Environmental Assessment (EA) is required based on the project description.

**Important:** ESDC funding will be conditional upon receipt by ESDC Department of, as the case may be, a CEAA confirmation that an EA is not required -or- a copy of the completed EA and confirmation that your organization is equipped to appropriately address the EA findings.

## **PART 3 – FUNDING**

### **Section 3A – Anticipated Sources of Contribution**

#### **Question 53 – Source Name**

Please include the name of the organization that will contribute funds and/or in-kind contributions to this project (See Q.56). ESCD should be listed as the first source name and any other sources listed below. Please ensure that this section is consistent with the "Other Sources of Funding" of the Budget Details Template.

#### **Question 54 – Source Type**

Use the following list to identify the type of anticipated funding partner:

1. Crown Corporation
2. Federal Department or Agency
3. Foreign Governments
4. Not-for-Profit
5. Private Area
6. Provincial/Territorial Government
7. Regional or Municipal Government
8. Sponsor/Organization/Recipient
9. Union
10. Other (please specify)

#### **Question 55 – Monetary contributions**

Please include the amount of funding that will be provided.

#### **Question 56 – In-kind (\$ value)**

In-kind contributions are non-monetary contributions of goods and/or services that are necessary to the completion of the proposed project.

These contributions may be provided by your organization or other organizations or partners. The monetary equivalent of an in-kind contribution must be estimated at fair market value.

#### **Question 57 – Confirmed Cash and In-Kind**

Cash and In-kind contributions should be committed to in writing by the contributing party. Please check (x) if this has been confirmed and is attached to your application. If you have not yet received a confirmation of your the in-kind contributions, you will have the opportunity to submit it at a later date.

### **Section 3B – Project Budget**

The information provided in this section will be used to assess the overall cost of the proposed project, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

This package includes the Budget Details Template (Annex B) which requires to be attached once completed. You are encouraged to use the Excel version of the template.



### **Question 58 – Cost Categories**

Please itemize your project budget according to the “Budget Detail Template”.

In the Detailed Budget Description section of the “Budget Details Template”, it is very important to state the intended purpose of the funds indicated in the “Requested Amount” column. Enter what the requested funding will be used for (e.g. care provider’s salary; furniture initially provided in housing for six persons; purposes for which metro tickets used) as well as detailed calculations of each cost (e.g. rate of pay; number of hours per week; percentage of employee benefits; forecast number of kilometres and rate per kilometre; estimated quantities of office items and unit costs). If necessary, use Box 64 on the application form and append to your application a list of the costs for a given category (e.g. a list of furniture and unit prices; a list of positions requested and rates of pay).

Please note that the analysis of your project is being delayed when no or insufficient information is provided in the “Budget Details Template”. To find help to complete the “Budget Details Template”, please refer to the document on eligible expenditures and costs in to 2014-2019 (see pages 29 to 37 of this guide).

### **Question 59-61 – Planned expenditures : ESDC / Other\* – Monetary / Other – In-kind**

Please provide the total planned expenditures.

*\*Other refers to other sources of funding, excluding ESDC.*

### **Section 3C – Budget Details**

#### **Question 62 – Associated Businesses or Individuals.**

Associated Businesses or Individuals means:

- an officer, director or employee of your organization;
- a member of the immediate family of an officer, director or employee of your organization;
- a business in which an officer, director or employee of your Organization, or a member of their immediate family, has a financial interest; or,
- a business which is related to, or associated or affiliated with, your organization.

#### **Question 63 - Capital Assets: Are capital assets among your planned expenditures with ESDC funding? Please indicate Yes or No.**

Explain how your project will benefit from the purchase of capital assets. A disposal plan for the capital assets should also be included.

A capital asset is any single or composite asset with a purchase value of more than \$1,000 (before tax) that is not physically incorporated into another product and that remains functional at the end of the project.

A composite asset is a collection of unique assets that form one identifiable functional unit, where all components are required for the asset to be functional. The collection of assets is treated as a single capital asset if the total cost of all individual items together is greater than \$1,000 (before tax).

For example, a personal computer composed of a hard-drive, a monitor, a keyboard, a mouse and cabling is a composite capital asset. Four \$300 chairs are not capital assets because each chair is functional on its own and, as single units, fall below the established threshold of \$1,000 (before tax).

Please refer to the document on eligible expenditures and costs in to 2014-2019 support (see pages 29 to 37 of this guide).

***Question 64 – Further Budget Details***

If applicable, please use this section.

**PART 4 – DECLARATION**

Please ensure that your application is signed by an official, authorized representative of your organization. People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization (chief executive officer, executive director, chiefs of finance or human resources).

The Application for Funding must be signed in accordance with the organization's statutes, by-laws or other constituting documents. For example, the president and the chief financial officer may be required to sign all outgoing documents.

**APPENDIX A**

Please use this section to complete questions from previous sections of the application; and specify the question or section meant to be continued.

## Appendix 2 - Budget

This document will help you identify eligible expenses to complete your project activities clarifies certain parts of [Budget Detail Template - Set A \(general\)](#) form.

Please read the following instructions carefully before completing your application form.

### Eligible expenses: principles and specifications

The eligible expenses are those that are deemed necessary to achieve the funding objectives.

- Canada's contribution goes toward reasonable costs directly linked to a project's eligible activities that are specified in the contribution agreement and must be implemented upon Canada's approval of the project. In the final analysis, an expense must be reasonable in the opinion of Canada's representatives who are responsible for administering the contribution agreement.
- A reasonable expense refers to the minimum cost required to achieve the projects objectives.
- Another key principle is to ensure complementarity and avoid the duplication of activities and funding sources, while taking partners' duties and responsibilities into account. This ensures that HPS contribution amounts are appropriate in cases where a financial or non-financial contribution is provided or made available from another federal program or department, another level of government or the private area for expenses related to an eligible activity.
- In all cases, eligible expenses must be incurred during the project period, as specified in the contribution agreement.

### « Budget Detail Template - Set A (general) » form

The following information, considerations and specifications will help you complete the Budget Details Template appended to your application. Please note that this is a standardized template and that some cost categories or expenses may not apply under the program.

The Budget Details Template is used to quickly analyze project costs and make it unnecessary to contact applicants again for clarification. You should therefore **include all the information to support your calculations**. Additional instructions for some cost categories appear below.

### 1. Administrative costs – General considerations

- Administrative costs include the cost of administrative staff for activities such as accounting, reporting and HR management, and general administrative costs normally incurred by any organization to ensure the effective delivery of the project. Example: The organization's director and bookkeeper devote a few hours to managing the project within their normal work schedules. These costs are related to their duties.

- Administrative costs are the same for projects that provide activities under the Housing Stability with Support (HSS) approach (activity area A) or outside the HSS approach (areas B to E).
- These also refer to expenses incurred for services rendered to the applicant or recipient by the organization's "head office," "main office" or "administrative office" (e.g., a motherhouse). These expenses are related to duties. Although they guide and enable effective project delivery, they are not project specific and are usually charged on a pro-rated basis.
- Total administrative costs should not exceed 15% of the contribution from Employment and Social Development Canada (ESDC).

Note: The cost categories listed below do not necessarily include all eligible costs under the HPS. In such cases, enter the details for the requested amount in the most appropriate category. If necessary, contact a Service Canada official for assistance.

### **1.A. Coûts administratifs – détails**

- a) Audit fees – Not eligible under the HPS;
- b) Bank fees – Include interest charges for all project-related accounts;
- c) Basic telephone fees (including fax lines);
- d) Contracting (eg, office cleaning, garbage and recycling, accommodation for persons with disabilities): describe the type of contract;
- e) Equipment repair and maintenance (including photocopy meter charges);
- f) Insurance (fire, theft, liability) – Indicate how the requested amount was calculated;
- g) IT maintenance – Indicate how the requested amount was calculated;
- h) Legal fees – Indicate how these costs apply to the project;
- i) Materiel and office supplies (related to project administration or adapted equipment for a person with disabilities);
- j) Monthly Internet fees – Provide the monthly cost and number of months requested;
- k) Management and administrative staff wages not working on outcome of projects including mandatory employment related costs, Employment Insurance, Canada Pension Plan, Quebec Pension Plan, vacation pay and benefits – indicate the titles of the positions in question and provide a breakdown of the hours and weeks requested, the hourly rate and percentage of the different MERC;

MERC Detail : *Employment Insurance (EI) 1.75%; Quebec Pension Plan (QPP) 5.55%; Health Services Fund (HSF) 1.7%; Labour Standards Commission-Commission des normes du travail (CNT) 0.07%; Quebec Parental Insurance Plan (QPIP) 0.736%; Health and Work Safety Commission – Commission de la santé et de la sécurité au travail (CSST) % according to employer's rate; Vacation pay 4% = total %.*

Consider the following when preparing your salary forecasts:

- Whether or not project employees will be replaced during their holidays;
  - Planned periods of service interruption (shutdown during the holiday season, etc);
  - Probable increase in the employees' hourly rate during the project.
- l) Operational printing contracted externally (e.g., for letterhead, information brochures on

the organization's services) : Describe the type and purpose of these documents and explain how the requested amount was calculated;

- m) Other non-participant-based costs (e.g., water where public water is not safe for drinking, staff and volunteer recognition) – Not applicable to HPS;
- n) Postage and courier fees – Indicate the estimated monthly cost;
- o) Professional development for management and administrative staff (basic employment-related training, such as health and safety) – Indicate the type of training and employees in question;
- p) Rent, lease (including premises owned by the applicant), repairs and leasehold improvements that do not specifically support the project: Indicate the monthly rental cost and rationale;
- q) Staff and volunteer transportation (not including monthly parking fees or transportation costs to help project participants) – Indicate the type of transportation and number of passes, if applicable, or the estimated mileage and mileage rate as well as the related activity (e.g., costs to attend meetings, training sessions, networking).

### ***1.B. Sub-project administrative costs – Not applicable***

## ***2. Capital costs – General considerations***

### ***Capital Investments Projects***

These expenses target shelters, transitional and permanent supportive housing and non-residential facilities (e.g., food banks and drop-in centres).

**Eligible costs/expenses include the following:**

#### ***Category 2.A. Facilities (a, b and c)***

- Proposal development costs (e.g., costs for a technical resources group);
- Costs for architectural services (10% ceiling – see details in the “Highlights” section below) and engineering fees for inspections, assessments, architectural drawings, building permits, licences and taxes;
- Costs for property zoning or property assessment activities;
- Costs to purchase land;
- Costs to purchase a building;
- Costs to build or renovate a building (materials, supplies and labour);
- Environmental assessment costs (in accordance with any applicable legislation).

**NOTE:** For construction or renovation activities to a building not owned by the applicant, the applicant must provide a lease with a reasonable rental period remaining. This reasonable period has been established as at least five rental years remaining.

#### ***Category 2.B. Capital assets***

Purchase of supplies, equipment or vehicles including the following:

- Furniture, household appliances, tools, machinery, computers and various other equipment for the facilities used to carry out project activities. Assets over \$1,000

(before taxes) excluding land and facilities will be included in this category and require a disposal agreement (cf. question 63 of this Guide);

- Purchased vehicles must be used exclusively to deliver services funded by the HPS.

**NOTE:** Furniture costs of \$1,000 (before taxes) or less should be entered under section 3.C.e.

### **Category 3. Direct costs**

Direct costs are the costs that will be incurred to carry out the activities.

In this section, we ask that, as much as possible, you group your projects costs under each separate activity, should your project target more than one.

#### **3.A. Staff wages:**

a) Wages, MERC and benefits paid to or on behalf of staff working directly on the project refer to payments that employers are legally required to make on behalf of employees (e.g., EI, CPP (if applicable) and QPP premiums). Benefits refer to payments that employers are required to make on behalf of employees under company policy or a collective agreement (e.g., group insurance) up to 20%.

Provide a breakdown of pay-related information for each position (hourly rate, number of hours per week, number of weeks, MERC Detail).

MERC Detail : Employment Insurance (EI) 1.75%; Quebec Pension Plan (QPP) 5.55%; Health Services Fund (HSF) 1.7%; Labour Standards Commission-Commission des normes du travail (CNT) 0.07%; Quebec Parental Insurance Plan (QPIP) 0.736%; Health and Work Safety Commission – Commission de la santé et de la sécurité au travail (CSST) % according to employer's rate; Vacation pay 4% = total %.

Example: 1 Intervention Employee – Rate \$ /hour X hours/week X number of weeks =

Total + % MERC = Total for this position.

#### **3.B. Participant costs – Not eligible under the HPS**

#### **3.C. Project costs**

- a) Advertising (newspapers, websites, brochures, etc) – Indicate the estimated number of copies, the number of impressions, if applicable, and briefly describe the intent of the advertisement.
- b) Conference attendance fees – Refers to participation, accommodations and meal expenses. Indicate the number of conferences and their purpose, the number of people attending and how the requested amount was calculated.
- c) Conference fees (room rental, speaker, etc) – Include a cost breakdown for each item requested and explain how the requested amount was calculated (e.g., hourly rate for a guest speaker and estimated number of hours, cost of the room). The cost of renting a room that belongs to the recipient will be eligible only if the use of the room for the

conference results in a loss of income for the organization.

- d) Equipment lease, rental or purchase (including computer, fax machine, etc) and computer software – (which value is lower than the amount identified in the funding agreement under the alienation of capital assets or without a purchase option following rental) - Indicate how the requested amount was calculated, the number (and combination, if applicable) of items, the period of use if renting and the intended use of the equipment (e.g., for the project manager).
- e) Furniture (of lower value than the amount identified in the funding agreement under disposal of the capital assets) – This includes furniture of \$1,000 or less (before taxes). This category can also include various household items (e.g., lamps, small appliances, curtains or others of that type). Furniture, appliances or equipment with a unit cost of over \$1,000 (before taxes) should be included in Section 2.B.a: Capital Assets. This is a prediction, but as much as possible, indicate the name of the items, the number of items and the unit cost.
- f) Goods and Services Tax, Harmonized Sales Tax, Provincial Sales Tax – Indicate the amount of taxes that corresponds with the percentage of taxes not reimbursed by the federal and provincial governments. Specify the percentage.
- g) Hospitality – This refers to meeting-related costs (e.g., the cost of beverages and snacks for a meeting with partners or landlord associations, meals for an all-day meeting). Indicate how the requested amount was calculated and the purpose of the activity (number of meetings, number of participants, duration). Costs for alcoholic beverages are not eligible.
- h) Materials and office supplies –This refers to items such as lamps, flip charts, mail slots, document holders and other office supplies. Indicate the number of items, unit costs and why they were purchased (for workers, for the reception desk).
- i) Membership fees (professional or organizational), affiliation fees and business licences and permits – These costs must be directly related to the project's completion. Indicate the nature of each requested cost.
- j) Professional fees related to project activities – Refers to contracting for goods and services such as bookkeeping, janitorial services, information technologies, equipment maintenance services, security and legal fees provided that they are directly related to the project.
- k) Reference materials – Refers to publications on issues related to homelessness, the Housing First approach and integrated case-management models. Provide a description of the items, the number of items and their unit cost.
- l) Rent, lease (including premises owned by the applicant), repairs and leasehold improvements.
  - For Area A projects – Homelessness reduction based on an HSS approach: Indicate the estimated costs for future repairs and how the requested amount was calculated (e.g., number of potential repairs, estimated cost for each repair).
  - The cost of renting or leasing premises owned by the applicant is eligible if the use of the premises for project activities results in a loss of income. Provide a rationale for this category, if applicable.

- Specify the nature of the costs and indicate how the requested amounts were calculated.
- m) Signage – Refers to information signs required to complete the project.
- n) Significant project costs associated with the following types of expenditures:
- Contracting specifically to support the project – This refers to project assessments, giving training and workshops. If necessary, include any other contracting costs related to project activities. Explain how the requested amounts were calculated and indicate the number of events (if applicable) and taxes according to the eligible percentage (see f) above).
  - Internet and other IT requirements – This generally refers to costs incurred to complete project activities that are over and above the applicant's usual costs. The requested expenses should be justified as such.
  - Postage fees – Costs directly related to project activities. Explain how the requested amount was calculated and why these costs will be incurred (e.g., to send a brochure to partner organizations).
  - Printing fees – Costs directly related to project activities. Explain how the requested amount was calculated (number of sheets, number of copies, unit rate).
  - Professional development for staff – To increase the likelihood of project success (e.g., cost for training on legal issues related to homelessness, intervention strategies for homeless clients with mental-health issues). Does not include travel costs or costs for the usual development courses required by the organization's policies. Indicate the type of training, duration and number of participants.
  - Telephone – Additional costs incurred by project activities (e.g., cost increases for long distance plans). Justify these costs and provide a breakdown.
- o) Costs related to transition/wind down – costs related to a withdrawal strategy in the event or the non-sustainability of the project past the HPS funding period.
- p) Staff, consultant and volunteer travel as per staff/volunteer travel claims; international travel where warranted – Refers to costs for accommodations, vehicle rentals, mileage, travel by bus, train, airplane or taxi and allowances for meals and incidentals that are directly related to project activities. Explain how the requested amounts were calculated and their projected use (e.g., for employees to attend a Housing First or HSS seminar, to accompany clients to appointments, to travel for training). Travel expenses are reimbursed according to the rates set out at Appendix A, Section 2.3, of the Treasury Board of Canada *Directive on the Management of Expenditures on Travel, Hospitality and Conferences*.
- q) Staff disability supports (duty to accommodate) – Includes costs incurred to modify furniture for employees with disabilities according to specific project activities.
- r) Staff training for disability-related issues – For example, training on how to use an adapted device that is necessary for the project or on intervention related to a specific disability.



- s) Utilities – Refers to additional lighting and heating costs incurred by the project. Indicate how the requested amounts were calculated (e.g., additional monthly cost, number of months/weeks).
- t) Support to individuals – These costs include the following:
- Punctual expenses related to moving (e.g., insurance, damage deposit, basic groceries and essential staples when moving in, costs for the first and last month's rent for a person housed through an HSS approach);
  - Emergency housing funding (e.g., rent subsidies, housing allowances) during the person's transition to the relevant provincial benefits according to their requirements;
  - Transportation tickets to go visit housing offered to clients or when accompanying clients to appointments;
  - Other emergency-assistance costs in order to help people who are homeless or at risk of becoming homeless to secure housing or housing-related services – see Specifications: Costs associated with individual clients below.

### **3. D. Partnership development – Not applicable under the HPS**

### **3. E. Child care costs – Not eligible under the HPS**

### **3. F. Sub-projects project costs – Not applicable in Quebec**

#### **Other sources of funding :**

Please identify any other source of funding for this project. The source could be public (federal or provincial department, municipal government), private or community. In the spaces reserved for this purpose, indicate the source (name AND type of organization), contribution details (e.g., kits for five people moving into housing, interview support, cooking workshop), indicate the value of the contribution from other sources, whether in cash or in-kind.

#### **Specifications: ineligible costs**

The following costs are NOT eligible:

- Costs associated with activities on reserves, including the delivery of support services;
- Costs related to software design and development and/or the purchase of computer equipment to gather and/or manage homelessness data, if those activities result in preventing participation in the National Homelessness Information System or constitute a redundant use of funds and duplication in relation to activities provided by the related software program, for example, the cost of purchasing a software program whose functions are similar to those of the Homeless Individuals and Families Information System (HIFIS);
- Grocery or utility costs paid out on a continuous basis to persons placed in housing.

(The recipient should help clients meet their needs in that regard, while referring them to community organizations and guiding them in their efforts to obtain/increase their income);

- Costs associated with the construction, purchase, rental or operation of social or affordable housing that is not supportive of homeless or at-risk clients, or is not supportive or transitional housing;
- Costs for repairs of damage caused by an individual receiving care in housing other than private housing;
- Depreciation of fixed assets (facilities);
- Costs related to mortgages (these costs could be eligible under exceptional circumstances and with prior consent from ESDC, for example, bank fees following modification of a mortgage);
- Employability assistance activities provided under other ESDC programs (particularly the Youth Employment Strategy) and under Quebec government programs;
- the portion of the cost of any travel, meals and accommodation costs that exceeds the rates for public servants set out in the National Joint Council of Canada's Travel Directive;
- the portion of hospitality costs that exceed the rates set out in the Hospitality Policy of Canada's Treasury Board;
- the portion of the cost of any goods and services purchased by the Recipient for which the Recipient may claim a tax or reimbursement;
- cost of depreciation of fixed assets (assets of more than \$1,000 – before taxes – excluding facilities);
- fines and penalties;
- the cost of alcoholic beverages;
- any other cost related to an ineligible activity of the 2014-2019 HPS.

*Specifications: Training*

- In accordance with the principle of ensuring complementarity and avoiding duplication, training costs recognized or set by the Quebec government are not eligible (e.g., teachers' salaries or teaching materials provided by another level of government).

*Specifications: Costs associated with individual clients*

Whereas the objective of employment-related activities eligible for the HPS is to promote labour market preparation, and whereas eligible expenses related to emergency assistance may not be paid directly to the persons concerned, but are intended to meet their needs, the following costs are not eligible:

- Salaries or allowances paid to clients benefiting from the project: Any incentive with a monetary value that is offered to clients for their participation in project activities must be provided in the form of vouchers.

## Appendix 3 - Estimate available funding

### Budget Infosheet

**Call for proposals – Transition period 2019-2020 and 2020-2021**  
**Estimated funding available per remote and rural community**

Remote and rural community	Yearly renewal costs 2019-2020 and 2020-2021	Amount available 2019-2020	Amount available 2020-2021
Lanaudière	177 759 \$	0 \$	0 \$
Laurentides	193 210 \$	20 774 \$	20 774 \$
Montréal	525 347 \$	0 \$	0 \$
Capitale-Nationale	74 192 \$	3 937 \$	3 937 \$
Chaudière-Appalaches	232 417 \$	12 020 \$	12 020 \$
Centre-du-Québec	146 324 \$	17 963 \$	17 963 \$
Outaouais	84 461 \$	5 957 \$	5 957 \$
Saguenay-Lac-St-Jean	132 902 \$	4 399 \$	4 399 \$
Estrie	133 057 \$	34 629 \$	34 629 \$
Mauricie	88 018 \$	68 094 \$	68 094 \$
Bas Saint-Laurent	142 518 \$	74 562 \$	74 562 \$
Côte-Nord	90 532 \$	1 165 \$	1 165 \$
Abitibi-Témiscamingue	173 892 \$	0 \$	0 \$
Nord-du-Québec	48 334 \$	0 \$	0 \$
Gaspésie-Îles-de-la-Madeleine	48 885 \$	57 684 \$	57 684 \$
<b>TOTAUX</b>	<b>2 291 848 \$</b>	<b>301 184 \$</b>	<b>301 184 \$</b>

*Estimated amounts available as of February 18, 2019. Amounts may vary and could be updated if necessary.*

*Available amounts for this call for proposals are broken down per fiscal year, communities must respect the amount available for each year for the recommendation of projects in this call for proposals.*

*\* The cost of renewing projects for the communities of Lanaudière, Montréal, Abitibi-Témiscamingue and Gaspésie-Îles-de-la-Madeleine was higher than the available budget, there is no available funding for this call for proposals.*

**CAUTIONARY NOTE: PURPOSE AND SCOPE OF THE DOCUMENT**

This document is intended to be a quick reference tool to be used in support of the development of projects that could benefit from a contribution from the program. Although sufficiently detailed for practical application purposes, this information does not supersede implementation of the program's terms and conditions by Canada's representatives or any general provision governing the allocation of federal funding.