

Application Package Guide

Homelessness Partnering Strategy (HPS) - Victoria Census Metropolitan Area

Call for Proposals *February 3, 2010*

The **deadline for submissions is March 15, 2010 at 4:00 p.m. local time.**

Provide 1 original and 1 hard copy to the following street address:

Service Canada Citizen Services Centre (Front Desk)

c/o Janice Nelson

595 Pandora Ave.

Victoria, BC V8W 1N5

Provide an electronic copy to the following email address.

katherine.beavis@servicecanada.gc.ca

Both electronic and hard copy proposals must be submitted by the deadline. Any proposals submitted after the deadline will be not considered.

APPLICATION PACKAGE GUIDE

Homelessness Partnering Strategy (HPS)

Funding for 2009–2011

Call for Proposals – February 3, 2010

Greater Victoria Coalition to End Homelessness (GVCEH) in partnership with Human Resources and Skills Development Canada/Service Canada (herein referred to as “Canada”)

In this CALL FOR PROPOSALS (CFP) Application Package Guide, we explain the information you must provide in your submission.

All applicants for funding must complete (a) an **Application for Funding**; (b) **Form A – Budget Negotiation Notes** document, to show the HPS funds requested for the project; and (c) **Form B – Detailed Capital and Core Operating Budgets**, to demonstrate how the organization plans to fund the operation of the facility once it has been acquired or improved.

If you need more help after reading this package, an **information clinic for prospective applicants has been scheduled for February 16th, 2010**. Refer to the Notice of CFP for details. The information clinic is intended to provide information on the eligibility requirements, the CFP process, and guidance in the proper completion of the application package. It is **STRONGLY RECOMMENDED** that all potential applicants participate in the clinic.

Please note: Canada and the GVCEH are under no obligation to make a funding recommendation for any or all proposals submitted pursuant to this Call for Proposals.

Tous les documents de l'appel de propositions sont aussi disponibles en français

This guide is divided into five sections as follows:

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SECTION 1 – Introduction, Objectives and Priorities

1.0 Introduction

In April 2007, the Government of Canada introduced the Homelessness Partnering Strategy (HPS) to provide more effective and sustainable solutions to homelessness. The HPS fosters partnerships with communities and a wide range of stakeholders because working together is essential to finding sustained solutions to homelessness. Budget 2009 confirmed a two-year extension of the HPS at current funding levels, from April 1, 2009 to March 31, 2011.

Program funding for the Greater Victoria area will be up to a maximum of \$1,250,046 for the two-year period ending March 31, 2011. This includes a maximum of \$814,105 in Designated funds and \$435,941 in Aboriginal funds.

As the community partner for the HPS in Greater Victoria, the Greater Victoria Coalition to End Homelessness (GVCEH) is responsible for recommending projects for funding to Canada.

The GVCEH has agreed that the HPS funds will be allocated to capital projects that are consistent with the priorities specified in the HPS Community Plan, the GVCEH Strategic Plan and the Housing Procurement Action Plan.

Based on this, the GVCEH and Canada invite submissions from eligible organizations operating in Greater Victoria in response to this Call for Proposals (CFP). This guide outlines the information required to complete the corresponding application for funding.

Notification of this CFP has been distributed by e-mail to people and organizations in Greater Victoria who are involved in the provision of services and facilities to the homeless population in the region. Recipients are encouraged to share the CFP with members of their network in order to ensure a wider distribution. A copy of the CFP and supporting background documents can also be found online at: www.solvehomelessness.ca.

1.1 Objectives and Priorities

A) Homelessness Partnering Strategy Objective

The Homelessness Partnering Strategy is aimed at the prevention and reduction of homelessness across Canada through the development of a comprehensive continuum of supports to help homeless Canadians move out of the cycle of homelessness, and prevent those at-risk from falling into homelessness by providing communities with the tools to develop a range of interventions to stabilize the living arrangements of homeless individuals and families. The broad objective of the program is to ensure that people who are homeless or at risk of becoming homeless have access to longer-term housing solutions, shelters, support and prevention services.

The program recognizes that the first step toward self-sufficiency is to ensure that individuals attain housing stability. The HPS helps to ensure that people who are

homeless and those at risk of becoming homeless can stabilize their circumstances and move beyond emergency needs. Additional supports can be instituted as required to improve health, parenting, education, and employment outcomes. As a result, communities are encouraged to develop more long-term housing solutions.

HPS activity areas are: facilities (emergency, supportive and transitional); prevention; support services and improvement of community services and service delivery networks.

B) Community Plan

All projects submitted for consideration must be consistent with the HPS Community Plan for Greater Victoria. The following priority has been identified for this CFP:

“New permanent, safe, transitional and supportive housing”¹

For the purpose of this CFP, one or two capital projects will be selected which focus on the creation of **supportive housing facilities that serve Aboriginal people experiencing homelessness, and/or people experiencing chronic homelessness.**

Supportive housing can be defined as long-term or permanent accommodation (public, private or non-profit) for people who cannot achieve or maintain housing stability independently and who require long-term or permanent services to help them maintain an appropriate level of safety and stability, while moving toward greater independence and quality of life. The level of independence achieved will depend upon the needs of the targeted population.

This housing will be located in dedicated buildings within the Victoria Census Metropolitan Area².

Submissions for Aboriginal funding must include specific provisions for the Aboriginal sub-population (see below).

1.2 Areas Identified for Special Consideration

There is an over-representation of Aboriginal people within the homeless population. Although it is recognized that all stakeholders have an important role to play in HPS funding activities, projects that meet the needs of over-represented populations, and of Aboriginal people in particular, are preferred.

Projects submitted for Aboriginal funding, as identified on the Application form, must serve *primarily* Aboriginal people and, where possible, be delivered by or in partnership with an Aboriginal organization.

¹ HPS Community Plan, 2007-2009 (adopted by the GVCEH and extended to 2011)

² Definition of the Victoria CMA can be found at: www.statcan.gc.ca

Applicants are requested to check the corresponding boxes if they are applying for the Aboriginal funding stream and to identify how the mandate of their organization or the objectives of their project primarily serve Aboriginal clients. Projects which can demonstrate the inclusion of culturally-appropriate program elements are encouraged.

SECTION 2 – Eligibility Criteria

2.0 Who is eligible to apply?

Not-for-profit organizations, individuals, municipal governments, for-profit enterprises, research organizations and institutes, public health and educational institutions, Band/tribal councils, and other Aboriginal organizations are eligible to receive funding.

For-profit enterprises are eligible for funding provided that the nature and intent of the activity is non-commercial, does not generate profit, and fits within the HPS Community Plan.

2.1 Eligible Geographic Area

To be eligible for funding through the HPS, the project must be situated in the Victoria Census Metropolitan Area.

2.2 Eligible Projects

Capital projects that meet the following definition are eligible to apply for HPS funding:

A capital project must involve the purchase of land or a building; contribute to a capital project currently in development; add new components to a project that is either completed or under construction; or make renovations/improvements to a building.

In addition to meeting the above definition, the following information must be included for the application to be considered:

1. a development schedule that allows for completion of the HPS-funded part of the project by March 31, 2011;
2. an annualized operating budget which identifies a strategy for the source of revenue, as demonstrated through completion of the **Form B – Detailed Capital and Core Operating Budgets** attached as part of this application package;
3. the status of required municipal permits or licenses, if applicable.

Written confirmation of contributions from all project partners will be required prior to approval being granted for any project.

SECTION 3 – Application Requirements

- 3.0 An application form must be completed and accompanied by a completed Form A – Budget Negotiation Notes and Form B – Detailed Capital and Core Operating Budgets.
- 3.1 Applications must be submitted in accordance with all requirements as listed in this document and the application form.
- 3.2 The project must meet the HPS objectives and the priority area as listed in Section 1 of this guide.
- 3.3 The application and project must meet the eligibility criteria listed in Section 2.
- 3.4 **The deadline for submissions is March 15, 2010 at 4:00 p.m. local time.**

Provide 1 original and 1 hard copy to the following street address:

Service Canada Citizen Services Centre (Front Desk)
c/o Janice Nelson
595 Pandora Ave.
Victoria, BC V8W 1N5

Provide an electronic copy to the following email address.

katherine.beavis@servicecanada.gc.ca

Both electronic and hard copy proposals must be submitted by the deadline. Any proposals submitted after the deadline will be not considered.

- 3.5 Submissions must include one electronic copy of the required forms (application form, budget form and detailed capital and operating budget forms), as well as one signed original application with all of the required documentation, and one additional hard copy of the entire package. Hard copy submissions must be signed by a legal signatory of the organization and must be received in a sealed package by the deadline at the address above.
- 3.6 **Documents are to be secured by paper clips or elastic bands; do not submit with staples, in binders, or cerlox binding.**
- 3.7 All hard copies must be received in one envelope.
- 3.8 Where possible, all pages must be of the same size (drawings to be reduced accordingly), **and double sided.**
- 3.9 Cover letters are unnecessary and are discouraged.
- 3.10 Any documents or letters not received with the application will NOT be considered.
- 3.11 Elaborate artwork, corporate brochures, and lengthy narratives will NOT be considered.

3.12 Hand written documents, oral submissions, or faxed copies will NOT be considered.

3.13 Late applications will NOT be considered.

It is the sole responsibility of the applicant to ensure that the application is received at the specific locations indicated by the stipulated time.
LATE SUBMISSIONS WILL NOT BE CONSIDERED.

3.15 What to include with your submission?

All submissions must be fully completed and signed. In addition to the Application Forms, you may need to include the following:

1. If you are representing a coalition and are submitting on your “partners” behalf, attach letters from them describing and confirming their involvement.
2. Attach letters from all contributors (financial and in-kind) confirming the nature and dollar value of their contributions, and indicate this on the budget forms provided.
3. Unless you are a private individual, attach a copy or photocopy of your organization’s most recent audited financial statement, or where an audit has not yet been completed, the most recent fiscal year balance sheet or revenue and expense statement.
4. If your organization has adopted terms of reference, a vision or mission statement, or is a registered Society or business, you are encouraged to attach a copy of your documentation stating the purposes and objects of your organization.
5. If your proposal involves the acquisition, renovation, conversion or construction of facilities for a shelter or supportive or transitional housing, attach a location map, site plan, floor plan, typical unit plan, the site dimensions and boundaries of adjacent properties, the civic address and legal description of the property, the status of the zoning, detailed project schedule, the price (supported by a current listing, or Interim Agreement, or Purchase and Sale Agreement*), and any design schematics available.

**Interim Agreements and Purchase and Sale Agreements should be subject to financing, appraisal, environmental assessment and have extended subject removal and closing dates.*

3.16 CFP Application packages or clarification on requirements

The following may be contacted for copies of the CFP application packages or clarification of the requirements.

Jill Clements, 250-370-1512
Greater Victoria Coalition to End Homelessness
941 Pandora Ave.
Victoria, BC
V8V 3P4

jill.clements@solvehomelessness.ca

Katherine Beavis, 604-317-8199
Labour Market and Social Development
Programs, Service Canada
300 West Georgia St., Vancouver BC
V6B 6G3

katherine.beavis@servicecanada.gc.ca

SECTION 4 – Evaluation Process

4.0 Competitive Process

Applications will be considered through the competitive process. A GVCEH-approved Project Review Committee will review proposals and make recommendations for funding. Canada or its designate will complete due diligence on all recommended proposals and seek the appropriate approvals. Any or all submissions will not necessarily be accepted.

Every effort will be made to ensure that applicants receive timely notification of the outcomes of the review of their projects.

4.1 Assessment of Proposals

Submissions will be reviewed and evaluated by the GVCEH's approved Project Review Committee. The review process will be divided into two steps: (a) determine whether the submission is eligible for funding, as set out in Sections 2 and 3 of this guide; and (b) evaluate eligible submissions in the areas noted below.

All proposed activities must be eligible for funding under the HPS.

Funded activities must be completed on or before March 31, 2011.

Submissions will be evaluated in each of the following weighted areas:

1. Proposal Quality (10 points): What is the overall quality and soundness of the proposal? How well does it advance the objectives of the HPS and the priorities identified by the GVCEH in the Community Plan? Is the proposed project or activity innovative or creative in its approach?
2. Capacity of Applicant (10 points): What is the capacity of the applicant and the people involved in implementation or service delivery in terms of experience, abilities, resources and relationship with key agencies? Can the applicant demonstrate that it has the financial and organizational stability to ensure the proposal will be successfully implemented within the given timeline?
3. Meets Community Plan Priority (10 points): Does the submission demonstrate need for the project or activity using existing data, research and letters of support, or show involvement of consumers in its development and planning? Have agencies collaborated and coordinated to provide a project or activity for homeless people? Does the project demonstrate linkages to other agencies for the provision of services? To what extent does the project contribute to an appropriate distribution of services throughout Greater Victoria? To what extent does the project attempt to fill existing gaps in service?
4. Measurable and Achievable Outcomes (10 points): Does the proposed project or activity have measurable and achievable benefits or outcomes to meet the needs of

the homeless population? What will be the impact in the short term and in the longer term? What is the impact in terms of achieving stable housing?

5. Financial Feasibility (10 points): Are the budget and related activities realistic for the project as described? Does the project provide good value with respect to the HPS contribution (e.g., makes use of other funding sources and/or operated in a cost-effective manner)? Will they utilize all HPS contributions within the proposed time frame? Does the proposed project or activity avoid unnecessary duplication of services?
6. Development Concept (10 points): Is the location of the project or service appropriate for the intended clientele? Is the project or service located close to complementary facilities and/or services (including public transit)? Has the project considered any municipal approvals necessary, including appropriate zoning, or business licence for those who are not a registered society? Does the building address the accommodation needs of the target tenant group? Are amenity and common area spaces adequate for tenants?
7. Project Evaluation (5 points): What evaluation and monitoring processes will be put in place to measure the performance of the project?
8. Community Contribution (10 points): Does the proposed project or activity leverage other funding, including but not restricted to utilization of existing funding and in-kind contributions (e.g., partnerships)? Have funding partners been identified and confirmed with a letter of commitment from each funding partner?
9. Target Clients Context (10 points): How well does the project serve the Aboriginal and chronically homeless community? Does the project proposal demonstrate knowledge of the unique challenges faced by chronically homeless and Aboriginal people? Does the proposal identify how these challenges will be addressed in the programming?
10. Sustainability (10 points): How will the proposed project or activities be sustained when the HPS contribution agreement ends? What partnerships are in place and what additional partners are required to sustain the project? What steps will be taken to confirm the required funding sources?
11. Incremental Benefit (5 points): To what extent does the proposal demonstrate that the capital purchase will improve the current situation and result in enhanced services to homeless people (how many additional homeless people will be served, what gap in current services does this fill, etc)?
12. Capacity to Provide Tenant Support Services (5 points): To what extent does the proposal demonstrate that the service provider has the capacity to make use of the asset or items purchased through this funding? Is a reasonable operating budget provided?

13. Development Schedule (10 points): Does the application have a development schedule that includes a description of results to be achieved and timelines for each activity? Is the schedule realistic in today's market?

SECTION 5 - Administration

5.0 Interpretation of Documents

If a prospective applicant is in doubt as to the true meaning of any part of the specifications or other documents, or finds omissions or discrepancies, they should direct requests for interpretation or correction to the below-noted contacts. If deemed necessary by the GVCEH or Canada, an amendment will be issued to all qualified persons receiving notice of eligibility to submit a CFP application.

All inquiries related to submissions of applications for funding are to be directed to:

Contact for GVCEH

Jill Clements, 250-370-1512
941 Pandora Ave.
Victoria, BC
V8V 3P4

jill.clements@solvehomelessness.ca

Contact for Canada

Katherine Beavis, City Facilitator, 604-317-8199
Labour Market and Social Development
Programs, Service Canada
300 West Georgia St., Vancouver BC, V6B 6G3

katherine.beavis@servicecanada.gc.ca

Information regarding the CFP application obtained from any other source is not official and may be inaccurate.

5.1 Changes to Submission Wording

The applicant shall not change the wording of the submission after the closing date and no words or comments shall be added to the general conditions or detailed specifications unless requested by the GVCEH or Canada.

5.2 Submission of CFP Application

No oral or faxed proposal will be considered. **Applicants must submit both an electronic copy of the application forms and printed hard copies of the entire package by the deadline to be considered.**

5.3 Joint Submission

Joint submissions, partnerships and coalitions are encouraged, including a joint submission by two or more applicants having no formal corporate links. In that case, one applicant must be prepared to take legal responsibility for the relationship with HRSDC as set out in a contribution agreement. This arrangement must be defined in the CFP submission.

5.4 Ownership of Submissions

All responses to this CFP become the property of Canada and the Greater Victoria Coalition to End Homelessness.

5.5 Delivery of the Homelessness Partnering Strategy

Legal agreements which may arise as a result of this Call for Proposals process will be carried out in the name of HRSDC or its designate.

5.6 Applicant Expenses

Prospective applicants are solely responsible for their own expenses in preparing a submission and in subsequent negotiations with the GVCEH and Canada.

5.7 Acceptance of Terms

All terms and conditions of this CFP are assumed to be accepted by the applicant and incorporated in its submission, except those conditions and provisions which are expressly excluded by the applicant in its submission.

5.8 Negotiation

After an application is received, Canada or its designate may interview or negotiate with any applicant to gather additional information on an application. However, there is no obligation to conduct such negotiation or to receive further information, whether written or oral, from any applicant or to disclose the nature of any submission received.

Unnecessarily elaborated responses beyond that sufficient to present a complete and effective proposal are not required, and unless specifically requested in the CFP, the inclusion of elaborate art work, corporate brochures and lengthy narratives is discouraged.

5.9 Conflict of Interest

The applicant declares that the applicant has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the project. Should such an interest be acquired during the term of the contribution agreement, the applicant shall declare it immediately in writing to members of the GVCEH and Canada (“these bodies”). If the applicant does declare a conflict of interest, these bodies may direct the applicant to resolve the conflict of interest to these bodies’ satisfaction.

5.10 Confidentiality and Security

The following conditions apply:

1. This document, or any portion thereof, may not be used for any purpose other than submission of CFP proposals.
2. The successful applicant must agree not to divulge or release any information received or acquired on a confidential basis during the course of carrying out their duties or performing their services.
3. It is the policy of the GVCEH and Canada (“these bodies”) to maintain confidentiality with respect to all confidential information related to the CFP submissions, but these bodies are subject to the Access to Information Act. If the applicant considers that any of its information is confidential, the applicant must identify the confidential information and advise these bodies in its submission.

5.11 The Canadian Environmental Assessment Act (CEAA)

The Environmental Assessment (EA) process ensures that possible impacts on the environment are considered in the early planning stages of project development and before a decision is made to provide funding support.

Although all applications must go through an EA pre-screening process, not all proposals will require an EA. If the pre-screening determines that an EA is required, it is the responsibility of the applicant to have the EA done (by a qualified assessor) and to pay any associated costs.

The CEAA stipulates that all Government of Canada departments/agencies must determine whether an EA is required for any project being considered for federal funding. This is done to determine environmental impact, gauge public concerns and identify measures to mitigate this impact and protect the environment.

Canada must comply with this federal legislation and report on its EA results annually to the Canadian Environmental Assessment Agency.

It is the responsibility of Service Canada to determine if a project requires an EA and to ensure that all CEAA requirements are met. Additional details may be requested upon receipt of an application. Service Canada takes public concerns into consideration and ensures that any prescribed mitigation measures are addressed before the start of any project activities.

If you have an EA completed, submit one copy with the application form. If you have an assessment in process, identify the current stage of the review and expected end date.

NOTE

Sponsors of successful proposals may be required to provide additional information, documentation, and clarification to complete the final application for funding under the HPS.