APPLICATION GUIDE 2027-2028

Canada's Homelessness Partnering Strategy: Reaching Home Indigenous NL

Applications must be e-mailed to:
Heather Mehmet, Project Officer
hmehmet@labradorfriendshipcentre.ca

Applications that are incomplete or submitted after the deadline will not be accepted.

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The Labrador Friendship Centre will hereinafter be referred to as "Community Entity".

Purpose of this guide

This guide is designed to provide information and guidance to organizations,groups, municipalities, or individuals who are applying for funding under Reaching Home – Indigenous Newfoundland and Labrador Funding Stream.

All proposed projects must be completed no later than**, March 31, 2028.**

This document is intended to:

A. describe the program and the roles and responsibilities under Reaching Home; and

B. guide organizations in completing the application and providing other supporting documentation to the Community Entity in order to seek funding.

1. Program Description

1.1 Reaching Home Overview

Reaching Home aims to prevent and reduce homelessness across Canada. It does so by developing partnerships that contribute to a sustainable and comprehensive continuum of supports to help those who are homeless or atimminent risk of homelessness move towards self-sufficiency. It mobilizes partners at the federal-provincial/territorial and community levels to addressbarriers to well-being faced by homeless individuals and those at risk.

Reaching Home recognizes that the first steps toward self-sufficiency are to reduce individuals' risk of homelessness and to ensure that they attain a stable living arrangement. Housing services focuses on moving those who are chronically or episodically homeless from the streets or homeless sheltersdirectly into permanent housing. Permanent housing is best complemented bythe provision of services to assist clients in sustaining their housing and working towards recovery and reintegration into the community. While Housing services remain, the model supported by the Government of Canada,under the modernized federal homelessness program, communities now havemore flexibility in how they use their funding to meet local needs. This includes the needs of vulnerable populations such as young people, 2SLGBTQIA+ communities, women fleeing violence, racialized communities, veterans, and persons with disabilities.

Community-based projects provide support to help ensure that people who are homeless and those at imminent risk of becoming homeless can stabilizetheir circumstances and move beyond emergency needs. Once in stable housing, other supports can be introduced as required to improve health, parenting, education, and employment outcomes. As a result, communities are encouraged to foster the creation of longer-term solutions, especially supports and tools to help develop stable living arrangements and facilitate economic integration for homeless individuals.

1.2 Desired Outcomes

Reaching Home is designed to support the goals of the National Housing Strategy, in particular, to support the most vulnerable Canadians in maintaining safe, stable and affordable housing and to reduce chronic homelessness nationally by March 31, 2025, Reaching Home will contribute to the achievement of the following direct outcomes:

- **Development of integrated and comprehensive outcomes-based programs:** Permanent housing is complemented by the provision of services to assist clients in sustaining their housing and working towards recovery andreintegration into the community. Since its renewal on April 1st, 2019 the Reaching Home approach will give communities greater flexibility to identify, test, and apply innovative solutions and evidence-based practices that achieve results for vulnerable Canadians. These objectives support the National Housing Strategy target of a 50 % reduction in chronic homelessness as well as prevention-based outcomes that stem the flow of at-risk communities into homelessness.

Please view the Housing First Toolkit created by the Mental Health Commission of Canada and the Homeless Hub for more information.

http://www.homelesshub.ca/solutions/housing-first/canadian-housing-first-toolkit

- **Partners are engaged:** Through community and strategic partnership development, as well as knowledge development and dissemination, Reaching Home serves as a catalyst for partnerships at the community level,between governments, and across the federal government. Through its role as a catalyst, Reaching Home increases partners' involvement in Reaching Home-related activities, aligns efforts and priorities, and maximizes the contributions of all stakeholders. Through the engagement of partners, Reaching Home facilitates the development of a seamless continuum of supports and services. Partners include key stakeholders within communities, municipalities, Indigenous organizations, provincial and territorial governments, federal government departments and agencies, and researchbodies, among others.

- **Communities have the means to address homelessness:** Through theReaching Home support of community planning and priority setting, data development and coordination, partnership development, as well as through ensuring that funded projects meet identified priorities, communities have theresources and understanding to target homelessness supports and services to the areas of greatest need based on local circumstances.

- **Investments are strategic and aligned**: Through the administration of contributions, development of partnerships and associated tools, Reaching Home invests funds in a manner that targets the greatest needs and affectedclient groups while ensuring that those investments complement those of other stakeholders and partners.

- **Enhanced understanding of homelessness**: Through results reporting and analysis, and knowledge development and dissemination, the federal government, partners and stakeholders will have access to the information required to: increase understanding of the causes of homelessness; increasethe capacity to correlate factors impacting housing stability; better understandthe services required and available to address homelessness; and create innovative approaches and best practices to address the unique needs of homeless people and those at risk of homelessness.

2. Roles and Responsibilities

2.1 Regional Advisory Board (RAB)

Outside Reaching Home designated communities, the Regional Advisory Board (RAB) engages stakeholders at the community level in order to implement Reaching Home. The mandate of the RAB is to:

- develop RAB terms of reference and other RAB related policies and procedures for example: membership application, roles and responsibilities of the chair, chair selection procedures, mandate ormission statements, and conflict of interest guidelines;
- establish Reaching Home funding priorities based on identified needs;
- develop terms of reference for soliciting, reviewing and recommending projects for funding to the Community Entity.
- Usually, RABs are *ad-hoc* committees (not legally incorporated organizations) composed of individuals acting on a volunteer basis or remunerated by the organizations they represent.
- A RAB is usually composed of a representative range of partners including: public,

private and not-for-profit organizations; Indigenous organizations; and other concerned community members. Participation of the province/territory isstrongly encouraged.

- In the absence of a RAB, the Community Entity staff will solicit and develop proposals from organizations that have the capacity to deliver projects fundedby the Rural and Remote and the Indigenous Homelessness funding stream.

2.2 Community Entity (CE)

The Community Entity support community efforts by providing guidance for planning, implementation, information sharing, ensuring funds are invested according to Reaching Home Terms and Conditions and policies, allocating funds, ensuring accountability through monitoring on behalf of the Government of Canada.

The Community Entity is responsible for:

- mobilizing and assisting community stakeholders in the development of community-based approaches to homelessness;
- providing support and assistance in building new or strengthening existing partnerships among community stakeholders and other levelsof government;
- ensuring inclusive representation on the RAB;
- providing support, guidance and direction to the RAB on ReachingHome Terms and Conditions and related policies;
- facilitating the development of the Community Plans or identified needsin rural and remote communities;
- soliciting and assessing applications in partnership with the RAB
- based on recommendations from the RAB, developing and negotiating funding agreements and preparing recommendations for approval;
- monitoring and assessing activities consistent with Reaching HomeTerms and Conditions, applicable guidelines and policies, and compliance with the terms of the funding agreement;
- receiving and approving Results Reports; and
- actively participating with other government and community partners in discussion and analysis on identifying strategies for partnerships, leveraging of other resources and evaluation.

2.3 Conflict of Interest and Roles

A Conflict of Interest can be defined as:

“A situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties”

The Community Entity’s role within the community is to provide advice, guidance, and perform due diligence per the program terms and conditions and related policies. It is not appropriate for the Community Entity, on a bodysuch as a Regional Advisory Board, to be a voting member as this could be perceived as exerting influence on decisions related to Reaching Home funding proposals.

Avoiding and preventing situations that could give rise to a conflict of interest,or the appearance of a conflict of interest, is one of the primary means by which a public servant maintains public confidence in the impartiality and objectivity of the Public Service

Each member of a RAB is expected to serve the best interests of all homeless people in their respective community. This commitment to all homeless people supersedes any conflicting loyalty such as that to one particular organization or segment of homeless persons.

Each shall consider that his/her primary allegiance in the conduct of RAB business shall be to the community. If a member’s relationship with any other organization would significantly affect his/her judgement on an item before theBoard, that member shall be considered to be in conflict of interest on that item, and should openly declare the conflict.

Should the declared conflict of interest represent a significant risk to the integrity of the community planning process, the RAB is also encouraged to seek advice and guidance from Canada representatives.

Any member involved either directly or indirectly with any proposal submission before the RAB must declare any real, perceived or potential future conflict of interest to the committee of the whole. Knowingly acting and/or persisting in a conflict of interest is unethical.

3. PROGRAM REQUIREMENTS

3.1 Community Planning and Identified Community Needs

The Community Plan or identified needs of communities should capture the priorities of all affected populations within that community, including but not limited to, Indigenous people, youth, seniors, low-income families, and Official Language Minority Communities.

Where possible, proposals can link project activities to community plan priorities in communities where plans exist:
https://www.nlhhn.org/documents/

In addition, where possible, it would be favorable to attach letters of support from organizations with which proponents have worked to address homelessness that express the applicant's involvement within the community, and the need for the proposed project.

3.2 Criteria for Eligible and Ineligible Activities

Key activities eligible for funding under Reaching Home:

3.2.1 HOUSING SERVICES

Housing services are those that lead to an individual or family transitioning into more stable housing that has been deemed appropriate and safe. Housing couldinclude:

- **Transitional housing**: Housing intended to offer a supportive living environment for its residents, including offering them the experience, tools, knowledge and opportunities for social and skill development to become more independent. It is considered an intermediate step between emergency shelter and supportive housing, and has limits on how long an individual or family can stay. Stays are typically between 3 months and 3 years.

- **Permanent supportive housing:** Housing that combines rental or housing assistance with individualized, and flexible support services for people with high needs related to physical or mental health, developmental disabilities or substance use. Permanent supportive housing may be:
- **placed-based:** Congregate or independent permanent supportivehousing units situated in 1 building or location

- **scattered-site:** The provision of permanent supportive housingservices in the community, delivered through home visits or community-based agencies

- **Housing:** Housing that is not supportive housing and that can be long-term. Includes a house, apartment or room (including social housing) thata family or individual rents or owns. Housing may include living arrangements with friends or family members that are expected to be long-term.

Eligible activities include:

Housing Attainment

- Determining an individual's or family's preferences and needs for housing and type of supports.
- Securing housing for individuals and families by working with private and public local real estate, landlord associations, home communities (for example, First Nation band, Inuit community, Métis settlement), to identify available housing units.
- Time-limited rental assistance in the context of a rapid rehousing project. While at the discretion of the community to establish parameters for the rental assistance, rapid rehousing usually consists of 3 to 6 months of support.
- Providing landlord-tenant services for an individual or family that wasplaced into housing, which includes providing landlord mediation andtraining on roles and responsibilities of tenants and landlords.
- Re-housing (if required).

Short-term Rental Assistance

- Within parameters that are established by the community, 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.
- Short-term financial assistance in the context of a rapid re-housing project (up to a maximum of six months).
- Paying the cost of a maximum of one month of rent for a market rental unit to hold it for a new tenant exiting homelessness.

Housing Set-up

- Activities which cover costs associated with setting up a housing unit, including: insurance, damage deposit, first and last months' rent, 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.

- If a provincial social assistance or other program offers first and last month's rent or damage deposits, this funding should be exhaustedfirst before Reaching Home funding is used for these purposes.

Ineligible activities include:

- Providing landlords with an incentive or bonus (financial or non-financial) to rent to people exiting homelessness.
- Covering housing set-up costs before other funding sources have been exhausted (i.e., provincial, territorial or municipal social assistance or other programs that cover first and last month’s rent or damage deposits must be used first).
- Rent-to-own programs.
- Providing Short-term Rental Assistance to individuals or families already receiving provincial, territorial or municipal social assistance or rental assistance programs for the same purpose.
- Level of funding provided for Short-term Rental Assistance by the service provider must not exceed amount of financial assistance available from provincial, territorial or municipal rental assistance programs.
- Providing long-term rental assistance (i.e., providing financial assistance for housing costs beyond the eligible activities described).

3.2.2 PREVENTION AND SHELTER DIVERSION

Prevention Services

Prevention includes activities aimed at preventing homelessness by supporting individuals and families at imminent risk of homelessness before a crisis occurs. This 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.

Populations at imminent risk of homelessness are defined as individuals or families whose current housing situation will end in the near future (for example,within 2 months) and for whom no subsequent residence has been established.

Shelter Diversion Services

Shelter diversion is a tool used to prevent the use of emergency shelters by providing individualized supports when families and individuals are seeking to enter the emergency shelter system. Shelter diversion programs help individualsand families seeking shelter to explore safe and appropriate alternate housing arrangements and, if necessary, connect them with services and financial assistance to help them find secure housing.

Shelter diversion is different from other permanent housing-targeted interventionsbecause of the point in time in which the intervention occurs. Shelter diversion focuses on people as they are seeking entry into shelters, while prevention focuses on people at risk of homelessness. However, many of the same initiatives may be employed with shelter diversion as with prevention.

Eligible activities include:

- Discharge planning services for individuals being released from public systems (e.g., hospital stay, corrections, and child welfare) who are at-risk of being discharged into homelessness.
- Expenses related to responding to emergency situations (e.g., wildfires, floods, building fires) that are tied directly to supporting people experiencing or at imminent risk of homelessness.
- Help obtaining or retaining housing, including shared housing.
- Enhancing family and natural supports, including helping families, including extended families, to keep young people at home, and strengthening their attachment to school.
- Landlord liaison and interventions to prevent eviction and preserve tenancies.
- Advice on budgeting, credit counseling and debt consolidation.
- Legal advice, advocacy and legal representation in order to avert eviction.
- Emergency assistance to help avert eviction (e.g., paying for groceries, clothing, transportation vouchers, diapers and formula, cleaning/repair of damage to a rental unit).
- Moving costs.
- Short-term financial assistance to help avert eviction or loss of housing. Can include assistance with rent, utility deposits or payments, or arrears (rental or utility).

Ineligible activities include:

- Provision or payment for student housing for students who are not at imminent risk of homelessness.
- Supports for low-income individuals or families who are not at imminent risk of homelessness.
- Down payments and mortgage payments or repairs to privately owned property.
- The creation of a rent bank to provide loans.

3.2.3 CLIENT SUPPORT SERVICES

Client support services help improve the integration and connectedness to support services, such as the provision of basic needs and treatment services. This may also include services related to the economic, social and cultural integration of individuals and families, which support them to access and retain housing.

Basic needs services

Funding for basic needs services support outcomes that contribute to a reductionin homelessness. For example, short-term food and emergency shelter assistance are eligible activities as a means to assist homeless individuals to obtain placement in more stable housing. Longer-term food programs can also be funded if they are part of another intervention that is considered an eligible activity. For Indigenous individuals and families, funding could support culturally appropriate services and connection with community (for example, local and/or home community, including First Nation band, Métis settlement, etc.).

Eligible activities include:

- Essential services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.
- Supplies to support individuals experiencing unsheltered homelessness, such as tarps, tents, sleeping bags and other basic goods as part of broader outreach efforts to connect people with housing.
- Longer-term food programs that are part of another eligible activity (e.g., activities that assist with community reintegration).
- Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to three months).
- Access to traditional foods and medicines.
- Culturally relevant supports for Indigenous peoples (e.g., cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Repair or replacement of eyeglasses (if not otherwise covered through medical services).
- Access to disability and/or functional assessments, if not covered by a provincial/territorial government. For example, a report from a qualified professional in the field, accredited by the appropriate regulated professional association that will assist the individual in accessing broader supports, such as employment, income, and housing.
- Disability supports (e.g., mobility and other assistive devices if not otherwise covered through medical services).
- Personal identification.
- Access to technology (e.g., phones, community voice mail, safe apps, and computers) in a community setting (e.g., in a resource or drop-in centre).
- Transportation to home community (mileage eligibility to be determined by community).

- Transportation (e.g., bus tickets or taxi chits) to shelter and other emergency housing services.
- Access to oral care programs (if not covered by a provincial/territorial government).
- Gift cards or vouchers are eligible if they provide access to essential supports, such as food or transportation. Appropriate control measures must be in place to guide their use (e.g., policies, recording costs claimed, and ensuring the organization can demonstrate accountability).

Ineligible activities include:

- Purchase of alcoholic beverages, tobacco for personal use (e.g., cigarettes), cannabis, and illicit substances.
- Expenses related to the purchase or use of a cell phone, other than for short term use to allow clients to stay connected (e.g., to get in touch with a case manager or participate in a hearing), should technology in a community setting not be an option.

Clinical and treatment services

Clinical and treatment services are activities that seek to improve the physical,emotional, and psychological health and well-being of individuals and families who are experiencing or at imminent risk of homelessness, to support them to access and retain housing.

Eligible activities include:

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

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

Ineligible activities include:

- Professional or other fees for clinical, health and treatment services and supports (e.g., nursing support services, medical assessments, and mental health and addictions supports.)

Economic integration services

Economic integration services are activities that seek to bridge individuals experiencing or at imminent risk of homelessness to existing employment programs, remove barriers to employment or support skill enrichment to facilitate labor market readiness, to support them to access and retain housing.

Eligible activities include:

- Income assistance: Services to connect individuals and families to existing income benefits and financial assistance (e.g., provincial/territorial social assistance, child benefits, disability benefits, Veterans allowance, old age security, or employment insurance).
- Employment assistance: Pre- and post-employment services (e.g., job search assistance, interview preparation) that bridge individuals to the labor market and assist them to maintain employment and build self-sufficiency.
- Connecting individuals and families to education and training programs, and services to support the successful participation in these programs (e.g., bus passes, clothing or equipment, food and non-alcoholic beverages, childcare costs, and internet access for the duration of the program).
- Job training services such as essential skills development (e.g., reading, document use, numeracy, writing, oral communication, working with others, critical thinking, computer use and continuous learning); and/or life skills (e.g., job interview training, anger management, sessions on healthy relationships, parenting skills development, effective communication, budgeting, cooking, or healthy eating).

Eligible activities include:

- Employment activities normally delivered by other federal, provincial or territorial labor market programs
- Job wages for individuals participating in an education, training, or pre-employment program

- Direct provision of wages to program participants for casual work (e.g., paying
- a participant or person staying in a shelter to do odd jobs).
- Salary for a full-time teacher to provide an alternative to provincial or territorial education.
- Tuition.
- Workplace skills development.
- Apprenticeship grants.

Social and community integration services

Social and community integration services are supports to improve social and community integration of individuals and families experiencing or at imminent risk of homelessness, to support them to access and retain housing. This includes a broad range of services essential to improving well-being and long-term self-sufficiency.

Eligible activities include:

- Supports to improve social integration, for example, costs of participation or provision of recreational/sports activities, cultural programs, support groups, and access to peer supports and mentorship for youth.
- Enhancing family and natural supports for youth.
- Indigenous Elder consultation, gathering and preparation of traditional foods.
- Establishing and maintaining culturally relevant responses and supports to help Indigenous individuals and families (e.g., navigation of urban services, including to help establish and maintain culturally relevant support networks within an urban environment; Indigenous language and culture classes).

3.2.4 CAPITAL INVESTMENTS

Capital investments are intended to increase the capacity or improve the qualityof facilities that address the needs of individuals and families who are homelessor at imminent risk of homelessness.

Eligible activities include:

- Renovation of emergency shelters, transitional housing, supportive housing, or
  non-residential facilities (e.g., community hubs to include furniture banks, drop-in centres, resource centres, outreach worker spaces, counselling spaces, laundry facilities, food banks), including:
- Renovating an existing facility for upgrades and to meet building standards. Renovations may include meeting accessibility standards and/or accessibility
  needs of clients.
- Removing asbestos, mold, rodents.
- Repurposing an existing property to create transitional housing or supportive
  housing, and expanding an existing facility.
- Repairs of damages resulting from move-ins to housing (including private market
  housing).
  New construction of transitional or supportive housing, or non-residential facilities, including, if applicable, tearing down an existing facility to build a new one.
- Purchase of transitional housing, or permanent supportive housing, and non-
  residential facilities to create new space or units.
- Eligible costs related to professional fees, such as consultants, audit, technical expertise, facilitation, legal, and construction contractors, and capital
  costs of the purchase of a land or building.
  - This may include stand-alone pre-development costs (such as an environmental impact assessment) provided the intent of the project to address the needs of people experiencing or at imminent risk of homelessness
    is clear.
- Purchase or construction of new emergency shelters using funding from Indigenous, Territorial and Rural and Remote streams.
- Purchase of furniture, appliances, machinery (e.g., lawnmower, woodworking tools), electronic equipment and vehicles (e.g., to be used for outreach, or transportation for furniture banks).
- Capital investments in transitional and supportive housing units can be offered in a mixed-use building, including social/community housing or privately owned housing. Social housing or community housing refers to subsidized housing for low-income tenants, including units in buildings owned by non-profits, co-ops or governments. In all cases, capital investments under Reaching Home are only applicable to units dedicated to people exiting homelessness and paired with wrap-around supports.

Ineligible activities include:

- Construction and renovation of housing units not exclusively intended for people experiencing or at imminent risk of homelessness, including those funded through the bilateral Housing Partnership Framework agreementFootnote8 with the Canada Mortgage and Housing Corporation and most provinces/territories or through Build Canada Homes.
- While Reaching Home funding can contribute towards capital costs to create new units per the above eligible activities, it cannot be used to create, renovate or repair housing units, including social housing, that are not solely intended for people experiencing homelessness and paired with wrap-around supports.
- For eligible capital investments, stacking up to 100% with other funding sources is allowable, including federal and provincial/territorial sources, but only if the capital project is intended for people experiencing homelessness and paired with wrap-around supports.
- Purchase or construction of new emergency shelters using funding from the Designated Communities stream.
- Renovation or repairs to private personal property or social housing / community housing that is not solely intended for people experiencing homelessness and paired with wrap-around supports.

3.2.5 ADMINISTRATION EXPENDITURES

Eligible costs include:

- Staff expenses
  - Mandatory Employment Related Costs (MERCs) which refer to payments an employer is required by law to make in respect of its employees such as: Employment Insurance and Canada Pension Plan/Québec Pension Plan premiums, workers' compensation premiums, vacation pay and Employer Health Tax; and benefits which refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement.
  - Professional development and staff training.
- Administrative costs
  - General administration-type costs, normally incurred by any organization, that enable effective delivery of Reaching Home. These include costs such as administrative staff for activities such as: accounting, reporting and human resource management, and general administrative costs such as rent, phone/fax, postage/courier, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, garbage removal/recycling, publication purchases, equipment maintenance

and membership.

- Professional fees
  - Contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security, audit costs and legal fees.
- For services provided by Indigenous Elders 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.
- Travel
  - Travel costs set out in the National Joint Council of Canada's Travel Directive that are incurred by project staff, volunteers and contracted professionals. Examples include flight, hotel, car rental.
  - Staff and volunteer (includes Community Advisory Board members) transportation (e.g., parking, bus fare, airfare, taxi, mileage, food, accommodation).
- Capital assets
  - Eligible costs related to other capital costs (e.g., vehicles, tools, equipment, machinery, computers and furniture for service delivery).
  - Cost of purchasing or leasing capital assets over $1,000, excluding taxes, with the exception of facilities. Under Reaching Home, this includes: furniture, appliances and fixtures for the facilities used to carry out administrative activities.
  - Other activity-related costs
  - Direct costs explicitly related to administrative activities that are not included in any other expenditure category, such as: cultural competency training, rented space to hold meetings, hospitality for meetings (including Community Advisory Board meetings), furniture costing $1,000 or less, before taxes, printing costs, meter charge for photocopies, translation.
  - Activities to ensure the participation of Indigenous Elders and people with lived experience of homelessness in the local integrated governance structure and/or Community Advisory Board or Regional Advisory Board (e.g., providing honoraria or reimbursing travel costs to attend a Community Advisory Board or Regional Advisory Board meeting).
  - Activities to ensure that programs and services meet the needs of Indigenous Language Communities (e.g., providing services and supports in Indigenous languages to address local Indigenous homelessness needs).

Ineligible activities include:

- International travel costs.
- Purchase of alcoholic beverages.
- Payment to Community Advisory Board members other than Indigenous

representatives and people with lived experience of homelessness for their time to attend governance (e.g., Community Advisory Board) meetings (footnote 12).

- Costs associated to traffic and parking fines, penalties, labour disputes, lawsuits, settlement payouts, or related legal fees.

Key ineligible activities under Reaching Home:

- building, renovating, or repurposing facilities for Affordable housing
- 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 or at imminent risk of homelessness
- medical/clinical staff
- daycare
- activities and supports taking place on-reserve;
- advocacy and lobbying activities towards elected representatives on questions related to homelessness and public awareness activities
- public education (e.g. education tuition, teaching salary)
- software development and/or the purchase of hardware for the collection and management of homelessness data that constitutes aredundant use of funds and duplicates activities already offered through the Homeless Individuals and Families Information System (HIFIS) software; and
- software development and/or the purchase of hardware for the collection and/or management of homelessness data that results in aninability to participate in the National Homelessness Information System initiative. For example:
- purchasing alternative software that performs similarfunctions to the HIFIS software
- purchasing alternative software that is unable to exportshelter data to the National Homelessness InformationSystem initiative.

3.3 Eligible Applicants

Eligible recipients for Indigenous Homelessness funding include: Not-for-profitorganizations; For-profit organizations as explained below; Indigenous organizations (Indigenous organizations may include, but are not limited to, incorporated for-profit and not-for-profit Indigenous controlled organizations, Indigenous controlled unincorporated associations, Indian Act Bands, Tribal Councils and Indigenous self-government entities); and, Municipalities.

Please note: Where feasible, preference will be given to Indigenous organizations to deliver projects specifically targeting off-reserve

Indigenous people who are homeless or at-risk of homelessness.

For-profit enterprises are eligible for funding provided that the nature and intentof the activity is non-commercial, does not generate profit, and fits within the community plan or identified local need where plans are not required.

3.4 Eligible Geographic Area

In order to be eligible for funding through the Reaching Home Indigenous NL stream, the project activities must be provided by an Indigenous organization (prioritized) and its partners, or a non-Indigenous organization, which is serving Indigenous people who are off-reserve, and experiencing, or at risk of experiencing, homelessness in the province of *Newfoundland and Labrador.*

3.5 Capital Projects

Under Reaching Home, we refer to capital projects when the proposed activities include the purchase of land and/or a building and the renovation orconstruction of real property.

The desired outcome of Reaching Home capital investments is to increase the quantity or improve the quality of facilities that address the needs of people who are homeless or at imminent risk of homelessness (for both residential and non-residential facilities.)

Capital projects include large capital assets that are related to the purchase of land or a building and the renovation or construction of a real property. Theseobligations are covered by funding agreement clauses. Depending on the amount of the investment in a capital project, an appropriate monitoring period occurs after the funding agreement ends, to ensure these requirements are met.

3.5.1 Developing Capital Project Proposals

A capital project proposal should consider the following:

- description of the activities and work schedule
- involvement of specialists in the development of the project such as architects, engineers and lawyers
- description of how the project meets the organization's mandate and mission
- impact on the current activities and services
- identification of confirmed and/or proposed financial resources. Include funding partners in planning, carrying out the project and ongoing operations. Funding confirmation letters are required

- identification and justification of the choice of a building and/or land
- include proof of the fair market value of the property
- confirmation that the project complies with zoning regulations and cityplans (if not, state the proposed steps and timelines)
- strategy for occupancy of rooms/units,
- plan for relocation of existing tenants, if applicable,
- required permits
- include a written sustainability plan that clearly demonstrates howongoing operational costs (including mortgage loans), after construction, will be managed. Funding confirmation letters are required.
- required environmental protection measures, standards and rulesrelating to the project activity

For more information, please consult Canada Mortgage and Housing Corporation's ***Development Checklist for Affordable Housing*** *at:* https://www.cmhc-schl.gc.ca/en/about-cmhc/partnerships

3.6 Sustainability

Sustainability under Reaching Home is defined as maintaining the benefits of theprojects, partnerships, and community processes beyond the project end date. Afocus on sustainability ensures ongoing benefits at the community level and project level will result from Reaching Home investments.

Recipients must demonstrate sustainability of the activities proposed after Reaching Home funding ends, if they will be not be completed by fiscal year ending **March 31, 2028** or if there are ongoing costs association with the project.

3.6.1 Service Projects

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

The sustainability plan must demonstrate how the benefits of the project will be sustainable and activities maintained after Reaching Home funding ends.If an exit strategy forms part of the sustainability plan, then the exit strategy must demonstrate that a minimum amount of disruption to clients will occur and how the benefits to the clients outweigh any potential concerns resultingfrom the project ending.

3.6.2 Capital Projects

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

Recipients must complete the Sustainability Checklist provided to ensure applications and sustainability plan address all the key elements of sustainability.

3.7 Results Reporting and Activity Reporting

3.7.1 Results Reporting

Each Reaching Home project is required to report on its results and achievements throughout the life of the funding agreement.

To a large extent, the success of Reaching Home is demonstrated through the results of its project's activities and results collected by community stakeholders. Results data are used by your community to help evaluate progress and to help inform future direction.

3.7.2 Activity Reporting

Each Reaching Home project is required to report on its activities on a quarterly basis. The report should reference activities as per Schedule A of the Agreement and include milestones met, changes in staff, or any issues that might necessitate amendments.

3.8 Other sources of funding

The Reaching Home: Indigenous NL funding stream does not require cost-matching; however, partnerships are strongly encouraged. If an applicant has contributing partners to a project (cash or on-kind), lettersconfirming the nature and amount of each partner commitment are required.

4. APPLICATION PACKAGE

Submissions under this CFP must include:

- Reaching Home Application for funding (see document attached)
- Budget negotiation notes (see document attached)
- Letters of support from the Community Advisory Board, if applicable
- Other letters of support from the community, if any
- Sustainability Checklist **(for capital projects only)**

Please send electronic submissions to the e-mail address outlined at the end ofthis guide.

5. ASSESSMENT AND ACKNOWLEDGMENT OF APPLICATION

Applications will be assessed in accordance with the Terms and Conditions of Reaching Home. Under normal conditions, we will acknowledge receipt of your proposal within 10 calendar days of receiving your application package. Applicants will be notified immediately once a decision has been made on their application. Please note, all decisions by the Regional Advisory Board are final, and reconsiderations will not be permitted. Applicants interested in funding must apply again during the next Call for Applications.

6. INTERPRETATION OF DOCUMENTS

All inquiries related to submissions of applications for funding are to be directed to Heather Mehmet, Project Officer, at the Labrador Friendship Centre, Happy Valley - Goose Bay, NL, through email at hmehmet@labradorfriendshipcentre.ca or by telephone at 709-896-8302, ext.222 Information obtained from any other source is not official and may be inaccurate.