

# COMMUNITY INVESTMENT PROGRAM



## 2024 – 2025 COMMUNITY PLAN ON HOMELESSNESS GRANT GUIDELINES

## Request for Information (“RFI”)

This Request for Information (“RFI”) is an invitation by the Regional Municipality of Wood Buffalo (the Municipality) to prospective applicants to submit responses to outline programs aimed at ending homelessness and to provide housing and related supportive services for individual adults/families, including those with high acuity experiencing homelessness.

This RFI funding for the Community Plan on Homelessness (CPH) is provided by the Government of Alberta and the Government of Canada.

## Purpose of RFI

The CPH RFI is offered annually to agencies delivering intensive case management, housing support programs, outreach and permanent supportive housing programs.

## Program Consideration

To be considered for funding, programs must meet the criteria of the Provincial Strategic Areas or the [Federal Directives](#). One of the areas that the Municipality focuses on is Strategic Area #1, Housing Supports - Connecting Albertans to permanent housing using a variety of strategic approaches:

- Permanent Supportive Housing Program
- Eviction Prevention Program
- Outreach Program
- Diversion Program
- Housing First Program
- Rapid Re-Housing Program
- Centralized Intake Program

In addition to meeting the criteria of the Provincial Strategic Areas or the Federal Directives programs must align with the [Council's Strategic Plan 2022-2025](#) with a focus on Building Partnerships #6.

## Pre-Application Meetings and Support

A pre-application meeting is encouraged to discuss potential programs. During a pre-application meeting, the Community Partnerships & Initiatives (CPI) staff will help applicants understand the grant process and how to use the Community Investment Program (CIP) Grant Portal, discuss details about the Housing First Program and municipal, provincial and federal plans, and go over standards for wages, mileage, rent supplement and more.

To schedule a pre-application meeting, you may send a request to [CIP@rmwb.ca](mailto:CIP@rmwb.ca).

## Application Process

### Stage 1

1. Review these guidelines to ensure your organization is eligible for grant funding.
2. 2024-2025 grant applications will be submitted through the CIP Grant Portal. Agencies will be notified via email when the application form is available in the CIP Grant Portal. Log in to your account and complete the application.
3. Submit the application, including logic models, related budgets, and financial statements of the most recent fiscal year end.
4. The CIP Grant Portal will accept applications until 4:30 p.m. on December 1, 2023. Contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca) if you have any questions or need clarification.

### Stage 2

1. If clarification on the submitted application is required, you will receive an email notifying you that clarifications have been requested. Please log in to the CIP Grant Portal to provide clarifications.
2. Administration will review the application and supporting documents to ensure eligibility in collaboration with the Homelessness Initiative Strategic Committee (HISC). HISC is a council appointed committee. The Committee reviews the applications to ensure they align with HISC identified priorities, Council strategic priorities and funding criteria.
3. HISC will make the final decisions regarding the applications. The final decisions will be presented to Council for information.
4. Applicants will be notified of HISC decisions before the presentation to Council.

## Contact Information

If you have any questions or would like clarification, please contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca) or Pulse at **780-743-7000** or toll free at **1-800-973-9663**.

## Eligibility

Allocation of the funding is assigned to non-profit organizations based on:

- Their ability, capacity, and knowledge in delivering of services that align with evidence-based community trends and needs.
- The Homelessness Initiatives Strategic Committee (HISC) and community priorities at the time (i.e., intensive case management, housing support programs, outreach, and permanent supportive housing programs).
- The annual funding stream criteria, eligibility and directives.

This RFI is extended to organizations who have delivered CPH programs defined below in the 2023–2024 fiscal operating year:

- Eviction Prevention Program
- Outreach Program
- Diversion Program
- Centralized Intake Program
- Housing First Program
- Rapid Re-Housing Program
- Permanent Supportive Housing

The applicant must:

- Be a registered non-profit organization.
- Offer programs and / or services that meet the classifications and directives outlined in the program consideration.
- Provide programs and/or services that align with the Expected Deliverables outlined in the section below.
- Have submitted all required reports, financial statements, or uncommitted grant proceeds from any previous Community Investment Program grant.
- Offer programs/services within the regional boundary.

The Community Plan on Homelessness will not fund:

- Programs or facilities for activities which are mandated or the responsibility of the federal or provincial governments, including but not limited to programs and facilities of health care, education, religious activities, housing and childcare.

## Expected Deliverables

A successful applicant will be required to:

- Improve the quality of life for residents in Wood Buffalo through providing strategic services that are of benefit to the region, as set out in a Service Delivery Agreement.
- Ensure accountability by providing the following reports:
  - Intake, exit and enrollment reports (where applicable).
  - Six-month and year end progress reports that identify challenges and successes of the program.
  - Monthly data, case notes, etc. to be recorded in Efforts to Outcomes (where applicable).
  - Monthly statement of expenses with supporting receipts and/or invoices.
  - Monthly spreadsheets on the measures and outcomes.
- Complete and/or upload the following in the CIP Grant Portal:
  - Certificate of Insurance within 30 calendar days of execution of grant agreement.
  - Quarterly Progress Reports including statistics and a description of services provided in relation to the funds spent.

- Six-Month and Annual Report describing the accomplished and unaccomplished goals of the Approved Purpose as well as highlighting the activities, achievements, successes and challenges of the program.
- Financial Statements. Specific financial reporting requirements are determined by the following grant thresholds:
  - < \$100,000 - Summary of Revenue and Expenditures
  - \$100,000 - \$499,999 - Review Engagement Financial Statements
  - >\$500,000 - Audited Financial Statements
- A successful applicant for all programs will be required to report on the following:
  - Those persons housed through the program will have access to appropriate and affordable housing and will remain stably housed.
  - Those persons housed in the program will show a reduction in inappropriate use to the public systems.
  - Those persons accepted into the program will demonstrate improved self-sufficiency.
  - Those persons accepted into the program will demonstrate engagement in mainstream services.
- A successful applicant for housing programs will be required to maintain the following:
  - At any given reporting period, 85 per cent of the people housed will still be permanently housed.
  - Those persons permanently housed will show reduced incarcerations, reduced emergency room visits and reduced in-patient hospitalizations.
  - Those persons housed in the program will have a stable income source (e.g. employment income, AISH, Alberta Works, disability pension, Old Age Security, etc.).
  - Those persons housed in the program will be engaged in mainstream services (e.g. medical doctors or specialists, legal service etc.).

## Approved Uses of Grant Funds

In agreement with the Municipality, recipients will follow the guidelines for eligible costs, as determined by the source of the funding used to support the anticipated program.

As per Schedule B in the provincial and federal agreement, eligible costs are as follows:

- Subject to the terms and conditions of the agreement, the costs incurred must be eligible costs as stipulated in the agreement. Eligible costs are only subject to change with the prior written approval of the Municipality (the “eligible costs”). For greater certainty, any costs not specifically listed in the budget or listed as ineligible costs shall not be eligible costs. Costs that exceed the budgeted amount in each category of the budget require the prior written consent of the Municipality.

- Eligible costs must be incurred during the term. Costs incurred prior to or following the term are ineligible.
  - If the Municipality requests a program specific audit and/or evaluation following the expiry of the project period, the cost of the audit and/or evaluation is an eligible cost. Other expenses dated outside of the term are not eligible.
- Costs are considered eligible only if they are in the opinion of Municipality:
  - Directly related to the activities as described in Schedule A of the agreement.
  - Reasonable.
  - Correspond with budgeted and requested amounts outlined in Section 3 of Schedule B of the agreement.
- Only those costs with respect to which the recipient has incurred an obligation during the term and received goods and services by the end of the term are eligible costs.

## Ineligible Expenses

Whether the program is funded by provincial or federal grant funds, the following is a list of ineligible costs:

- Entertainment expenses.
- Donations.
- Gifts.
- Fines and penalties.
- Club membership fees.
- Expenses related to affordable housing.
- Expenses related to social housing.
- Software and/or hardware development and/or the purchase that limits or eliminates the involvement of provincial and/or federal evaluations or data collections.
- The portion of the GST that is reimbursed to the recipient.
- Any costs deemed excessive or outside the scope of the budgeted categories in the opinion of the Municipality.
- Audit fees, except when the audit is specifically requested by the Municipality.

## Disclosure of Information

Information contained in the submitted application will be part of the public Council agenda and accessible through all methods that the Council agenda is available.

Recipients are required to complete their project within the term of the grant agreement. There is no guarantee of continued or additional funding beyond the term of the grant agreement. All approvals are contingent upon the Municipality receiving grant funding from the provincial and federal government.

# CIP 2024 – 2025 COMMUNITY PLAN ON HOMELESSNESS GRANT GUIDELINES

The Municipality reserves the right to make additional calls for applications if new funding becomes available during the year.

A condition of accepting funding is that the Municipality has the authority to examine recipients’ records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

HISC reserves the right to allocate Community Plan on Homelessness Grants in such a manner as deemed to be in the best interest of the Municipality

## Key Dates

Date	Key Action
October 25, 2023	CPH available for pre-application meetings
November 1, 2023	RFI application opens
Upon request	CIP Grant Portal sessions with CIP (contact CIP@rmwb.ca)
December 1, 2023	The deadline to submit your application is December 1, 2023, by 4:30 p.m.
December 8, 2023	Application clarification and correspondence with CPH staff
December 9 - January 18, 2024	HISC recommendation preparations
To Be Determined	HISC approval meeting
Provided one week after HISC decision meeting	Decision letter(s) and agreement(s) provided
Within 30 days of CPH receiving the signed grant agreement	Grant distribution
Within 30 days of execution of the grant agreement	Certificate of Insurance submitted by applicant
July 31, 2024, October 31, 2024, January 31, 2025, and April 30, 2025	Recipient submits Quarterly Progress Reports within days of the end of the quarter:
October 31, 2024	Recipient submits 6-month report(s)
April 30, 2025	Recipient submits final report(s)
120 days following the fiscal year end of the organization	Recipient submits Financial Statements

## Definitions

<b>Applicant</b>	Any group, club, individual or organization incorporated as a non-profit, charitable, or Subsidiary Corporations or registered as a society under the Alberta Societies Act and is in good standing under its relevant legislation who submits an application.
<b>Centralized Intake Program</b>	This program is a frontline program for all individuals seeking housing. This program conducts triage for assessing needs and placing individuals into housing programs or outreach as required.
<b>Certificate of Insurance</b>	For details on the level of insurance required, please contact CIP.
<b>Council</b>	Mayor and Councilors of the Regional Municipality of Wood Buffalo.
<b>Permanent Supportive Housing Program</b>	The PSH program houses chronically homeless individuals with severe barriers and provides 24/7 wrap-around services.
<b>Diversion Program</b>	The Diversion Program assists individuals that are either homeless or at risk of homelessness. Referrals to this program come through the local emergency shelter.
<b>Eviction Prevention Program</b>	Assists individuals or families, who are facing eviction by identifying barriers and establishing an action plan to maintain tenancy.
<b>Grant</b>	Transfer of monies from the Municipality to an applicant, group or organization for a project that meets the specific grant program requirements.
<b>Grant Programs</b>	Funding programs created to directly administer grants to applicants under specific guidelines (i.e., Community Impact Grant, Games Legacy Fund, Community Plan on Homelessness Funding).
<b>Homelessness Initiative Strategic Committee (HISC)</b>	An action-focused group that stewards and advocates for the community plan on homelessness.
<b>Housing First Program</b>	HF programs have a participant-centered approach that deems housing a basic right in society and removes all pre-conditions to being housed (such as addiction or mental health status). Programs provide intensive case management for matters relating to medical needs, landlord liaison assistance, life skills training, etc.
<b>Municipality</b>	The Regional Municipality of Wood Buffalo.
<b>Outreach Program</b>	Assists individuals and families who do not meet the requirements for the Housing First and Rapid Re-housing programs or are very low on the waitlist with lower needs. The outreach worker will assist participants with finding secure and sustainable housing, finding employment, connecting with community resources and helping participants navigate through the systems.



<b>Rapid Re-Housing Program</b>	Supports people who are currently homeless and, based on assessment, have a low to mid score in risk factors contributing to their homelessness using the Service Priority Decision Assistance Tool (SPDAT).
<b>Recipient</b>	Successful grant applicant who receives funding from the Municipality.
<b>Regional Boundary</b>	The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.
<b>Societies Act</b>	A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.
<b>Term</b>	The effective date and duration of the agreement.

**For more information, please visit the  
Community Investment Program website at [www.rmwb.ca/CIP](http://www.rmwb.ca/CIP).**