

Reaching Home 2024-2025 Call for Proposals

Contents

1. Introduction	2
1.1 Contact Information.....	2
1.2 Application Timelines.....	2
1.3 Eligible Recipients.....	3
1.4 How to Apply	3
2. Application Framework.....	4
2.1 Reaching Home (RH).....	4
2.2 Funding Availability	4
3. Evaluation Process.....	5
3.1 Evaluation Criteria	6
3.1.1 Experience and Qualifications.....	6
3.1.2 Approach and Methodology	6
3.1.3 Value.....	7
3.1.4 Additional Considerations for Evaluation	7
4. Debrief.....	8
Appendix	9
Appendix 1 Common Definitions from the City of Lethbridge.....	9
Appendix 2 Prioritized Categories	10
Appendix 3 Application Breakdown	16

1. Introduction

Reaching Home is a community-based program that aims to prevent and reduce homelessness by providing direct support and funding to communities to develop local solutions tailored to their unique needs. By supporting the goals of the National Housing Strategy, Reaching Home contributes to building safe, stable, and affordable housing, fostering stronger, more resilient communities across Canada.

As a result of a recently announced increase of funding for 2024-2025 Federal fiscal year (April 1 2024 – March 31 2025), the City of Lethbridge is opening a Call for Proposals (CFP) to solicit requests for investments in **one-time investments, purchases of materials and equipment under an RH eligible program** that align with the funding parameters of RH to advance community wellbeing outcomes by addressing those needs, gaps, and strategic priorities identified in the updated [Community Wellbeing and Safety Strategy \(CWSS\)](#), [Municipal Housing Strategy \(MHS\)](#), and [Needs Assessment](#). This Reaching Home CFP is for funding to be utilized during the period of January 13, 2025, to March 31, 2025. **All expenses must be incurred by March 31, 2025.** Additionally, relevant insurance must meet City’s criteria for the project and be in place for the duration of the project.

Interested Applicants are encouraged to review this document in its entirety before completing a proposal submission.

1.1 Contact Information

All forms of communication including questions and clarifications related to this CFP are expected to occur electronically through cwss@lethbridge.ca to ensure a fair and competitive process.

Applicants and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the City, other than through the means outlined above with matters pertaining to this CFP. Failure to adhere to this communication standard may result in the applicant's disqualification.

All questions and clarifications submitted between Issue Date of Call for Proposal and Deadline for Questions will be collected and responded in a timely manner. All questions and responses will be posted at www.lethbridge.ca/csd in alignment with the timelines below.

1.2 Application Timelines

The application timetable is subject to change, pending direction from City Administration.

Issue Date of Call for Proposal	December 12, 2024
Deadline for Questions	December 18, 2024 @ 4:00pm
Response to Questions	December 20, 2024 @ 4:00pm

Submission Deadline	January 10, 2025 @ 4:00pm
Rectification Period	Three (3) Business Days from notification of rectification
Negotiation Period	January 13, 2025 to Jan 31, 2025
Public Disclosure of Funded Programs/Investments	January 13, 2025
Request for Debrief	March 31, 2025 @ 4:00pm
Agreement Finalization	January 31, 2025
Agreement Start Date	January 13, 2025
Debrief Period	May 2025

Table 1. Application Timelines

*All dates are subject to modifications by the City of Lethbridge

1.3 Eligible Recipients

This Call for Proposals includes Reaching Home Designated Communities (RH-DC) and Reaching Home Indigenous Homelessness (RH-I).

RH funding is available for initiatives that prevent and reduce homelessness in our community. Eligible applicants include individuals (including independent contractors), not-for-profit organizations, for-profit organizations (if the activity is non-commercial and not intended for profit), off-reserve Indigenous organizations, and public health and educational institutions. RH program and expense eligibility can be found [here](#).

1.4 How to Apply

- Applications must be submitted electronically using application process through the CSD website: www.lethbridge.ca/csd
- Submissions by other methods will not be accepted. In the event of any technical issues, applicants should contact the City administration following the communication methods outlined in Section 1.1.
- Applications must be finalized and submitted on or before the submission deadline. The time of receipt of each application will be determined by the system web clock. Late submissions will not be accepted by the application system or any other avenues and will be disqualified.
- Applicants are cautioned to ensure the file size, transfer, or transmission speed do not delay their submission timelines. Applicants are encouraged to submit applications before the deadline to avoid disqualification.
- The application system will provide a confirmation confirming receipt of the submission directly after the submission. If an applicant has completed the submission process and does not receive a confirmation pop up, contact cwss@lethbridge.ca as soon as possible to avoid disqualification.
- Application materials should be prepared and submitted in accordance with the instructions in the application system, including any maximum file size and document types for upload.
- Documents should not be embedded within uploaded files as the embedded files may not be accessible and will therefore not be included in the evaluation process.
- Applicants may withdrawal their application at any time while the CFP is open, and they are permitted to resubmit an application while the CFP is open, but no resubmissions will be

accepted once the call closes. To withdraw an application, a signed notice of withdrawal must be sent to the city contact outlined in Section 1.1.

2. Application Framework

This CFP is seeking applications for **one-time investments, purchases of materials and equipment under an RH eligible program** align with eligibility and timeframes outlined below.

Investments and programs shall:

- Occur within the municipal boundaries of the City of Lethbridge.
- Align with the directives of the RH as outlined in Section 4.
- All expenses must be incurred by March 31, 2025.
- Use the common definitions outlined in Appendix 1

2.1 Reaching Home (RH)

The City of Lethbridge is the Community Entity (CE) of the federal government's Reaching Home funding. The City is the recipient of both Designated Communities and Indigenous streams and is guided by the Community Wellbeing Advisory Board (CWAB) to assess and recommend RH funds. Reaching Home is designed to support the goals of the National Housing Strategy to reduce chronic homelessness nationally by 50% by March 2028. Funding is available for activities under the following categories:

- Housing Services;
- Prevention and Shelter Diversion;
- Client Supports Services;
- Capital Investments; and
- Coordination of Resources and Data Quality Improvement.

For this Call for Proposal (CFP), the priority will be given towards one-time investments, purchases of materials and equipment under an RH eligible program.

Items such as technology improvements, furniture, and programming materials that enhance service delivery and provide long-term community benefits under an RH eligible program will be funded through programming dollars rather than being classified as capital investments. This may include new one-time projects or the addition of one-time expenses for existing projects.

To be eligible, the project must be in alignment with the Reaching Home Directives, which are linked below: [Infrastructure Canada - Reaching Home: Canada's Homelessness Strategy Directives](#)

2.2 Funding Availability

Total Funding from RH available through this call is outlined in Table 2. below. This is based on current grant agreements between the City of Lethbridge with the Government of Canada and is subject to change. The City of Lethbridge may include additional municipal funding at the discretion of city administration and approval by the CWAB for programming and/or capital funding in alignment with the updated CWSS and MHS.

If funds outlined below are not fully allocated through this CFP, the CWAB reserves the right to reallocate the unallocated funds to another program or investments at their discretion.

Total Funding Available			
Funding Source	Reaching Home – Designated Communities	Reaching home - Indigenous	Total
Dollars Available	\$ 200,543.05	\$ 75,212.25	\$275,755.30

Table 2. Funding Availability

3. Evaluation Process

Evaluation of applications will occur in the following stages:

Stage I – Mandatory Submission Requirements: This stage consists of a review to determine which applications comply with all the mandatory submission requirements. Applications that fail to satisfy the mandatory submission requirements will be disqualified. The mandatory submission requirements are set out within the application located on www.lethbridge.ca/csd.

Stage II – Evaluation: This stage will consist of an evaluation of each proposal by an evaluation panel comprised of a diverse departments of City administration representatives and Community Wellbeing Advisory Board (CWAB) members who will evaluate each qualified application based on the rated criteria as set out under Evaluation Criteria in below. Each scoring criteria has a minimum scoring threshold of FIVE (5) OUT OF TEN (10) as well as a combined minimum threshold of FIFTY (50) OUT OF ONE HUNDRED (100) has been set. Applications that fail to meet the minimum thresholds will be disqualified.

Stage III – Comparative Evaluation: Stage III will consist of evaluating all short-listed applications from Stage II against each other with the evaluation panel weighing the applications with the finite amount of funding available with the intention to award a complement of initiatives, services, and programs that best represent best value and highest impact in advancing community wellbeing.

Stage IV – Community Wellbeing Advisory Board (CWAB) Approval: Stage IV consists of the CWAB receiving the recommendations of Stage III and providing their guidance and approval for which applications are to advance to negotiation and agreement development.

Conflict of Interest for Evaluation Panelists: Application evaluators are committed to maintaining the highest standards of integrity and impartiality. Any actual or potential conflicts of interest that may arise during the evaluation process must be disclosed. A conflict of interest may exist if an evaluator has a personal, professional, or financial relationship with any applicant or their affiliates, which could bias their judgment. Should such a conflict arise, the evaluator will recuse themselves from evaluating the related application to ensure a fair and unbiased assessment process. The goal is to uphold the integrity of the grant evaluation process and to contribute to the fair and equitable distribution of funding.

3.1 Evaluation Criteria

Rated Criteria Category	Weighting (Points)	Minimum Threshold
Experience and Qualifications	10 x 4.0 = 30	5/10
Approach and Methodology	10 x 3.0 = 40	5/10
Value	10 x 3.0 = 30	5/10
Total Points	100	5/10

*Submission evaluation will include but is not limited to the following factors listed within 3.1.1. to 3.1.4.

3.1.1 Experience and Qualifications

- A description of the proposal, including:
 - o A comprehensive description of the experience the applicant has in delivering similar services, with an emphasis on experience relevant to the Prioritized Areas;
 - o Description of past projects and performance the applicant has completed that were similar in scope to the proposed project.
- Applicant to demonstrate their knowledge, skills, and expertise relating to the proposal, as well as the following areas as applicable:
 - o Experience with municipal organizations and government, or related social and human services field(s).
 - o Knowledge and understanding of priority populations.
 - o Knowledge of preventative services and intended outcomes.
 - o Knowledge of housing and homelessness within the City of Lethbridge,
 - o Previous and/or current experience working with the priority population to deliver similar outcomes as proposed within this document,
 - o Knowledge, skills and expertise to manage staff,
 - o Subject matter expertise relating to the Community Wellbeing & Safety Strategy (CWSS) and various City of Lethbridge social wellbeing initiatives and programs. In addition to this demonstrated understanding, the applicant should have demonstrated experience in working with, interpreting, and applying social wellbeing programming in a real-world setting.

3.1.2 Approach and Methodology

Each applicant should provide the following information in the submission and respond to the following:

- A description of how the applicant will provide the proposed services or capital investments, which should include a work plan with realistic timelines to deliver the scope of work on time, and on budget.
- The applicant is also to identify the roles and responsibilities required to provide the proposed services or capital investments, identify those who will be performing the roles and their

relevant expertise and experience, including an organizational breakdown discussing working relationships within the team and with the city.

- Identify assumptions made by the applicant and the relevance these assumptions have on the proposed methodology and team composition.
- Identification of all proposed services along with any optional, excluded or services assumed to be provided by others.
- Identification of requirements and expectations to be provided by the City of Lethbridge.
- Applicant's self-identified outcomes and how the applicant intends to measure identified outcomes.
- Identification of any perceived issues, challenges or risks and mitigation measures to address these.
- Identify appropriate location(s) for their services and provide rationale.
- A description on how the services will be providing culturally appropriate services and/or what partnerships will be utilized.

3.1.3 Value

- Value is derived from pricing, perceived impact, and ability to ensure funds are spent appropriately and within defined timelines.
- Applicant must submit their pricing information electronically within the online application process.
- Applicant to demonstrate the financial risks relating to the proposal, as well as the following areas:
 - o How many participants are positively impacted by the proposed investment/program?
- Demonstrated capability of implementing quantified financial processes and reporting metrics that ensure transparency in the efficiency and effectiveness of the partnership. This includes, but is not limited to, the annual submission of audited financial statements.
- Proponents may be asked to provide audited financial statements, depending on the nature of the proposal.
 - o A description on the sustainability of the proposed investments or activities be sustained when the one-time funding is complete.
 - o Demonstrate potential short-term and long-term benefits of the program for individuals and the community.
- Unless otherwise indicated in the requested pricing information, rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- Pricing shall only be entered within the attached City of Lethbridge Pricing Schedule. All other pricing references, including but not limited to the stipulated sum, hourly rate, etc., shall not appear in any other section of the respondent's bid submission.

3.1.4 Additional Considerations for Evaluation

Please note:

- The lowest dollar amount proposal will not necessarily be selected.
- City of Lethbridge reserves the right to disqualify proposals if the applications are incomplete and/or missing information.
- City of Lethbridge is under no obligation to approve any application through this process and reserves the right to accept proposals separate from the CFP.
- The total number of programs and projects funded along with the amount of funding per project will be determined based on the number and quality of proposals received.
- Funding decisions are final and there is no appeal process.
- This Call for Proposals (CFP) is primarily focused on capital investments enhancing the quality of facilities that are operating in alignment with Reaching Home eligibility criteria. This includes, but is not limited to, upgrades in safety and security, accessibility modifications, building improvements, and advancements in technology.
- Operational program expenses prioritized in the CFP will include investments or projects that support existing services and the purchase of materials and equipment that support long-term service provision in alignment with Reaching Home eligibility criteria.
- Applicants must demonstrate long-term impact of the grant funding proposal and include a plan for financial sustainability and adequate service provision for people experiencing or at imminent risk of homelessness for at least 5 years after project completion.

4. Debrief

A request for a debrief of the application must be submitted via email to CWSS@lethbridge.ca by the assigned date in 3.1. The applicant will receive an acknowledgment from CSD when the request is submitted. The debriefing of the applications will align with the timelines specified in 3.1, also dependent on availability of the applicant and CSD.

Appendix

Appendix 1 Common Definitions from the City of Lethbridge

Housing Case Management

A timely, collaborative, and community-based intervention that enables staff to support participants' achievement of housing focused goals within a complex environment. Case Managers are required to follow the Assessment Schedule, as outlined in the Housing and Support Handbook.

Imminent Risk of Homelessness

Reaching Home suggests between two weeks to two months depending on community context. The City has determined this needs to be based on acuity, so low would be two weeks- month, mid would be one - two months and high would two months or more.

Outreach Services

Case planning that prioritizes individuals who are not connected to case management or supportive housing. Case planning includes ongoing support with the same individual to meet whatever barriers they are facing in accessing housing but will occur in community with no case management requirements such as regular house visits and assessments.

System navigation

a service that connects with individuals (ideally through Coordinated Access) to determine needs and supports them through the system of care which can occur on a long- or shorter-term basis depending on individual need. No intensive service planning or assessments/ongoing support is required of system navigation but could occur in order to meet their individual needs.

Emergency shelters

short-term accommodation (usually 30 days or less) for individuals and families experiencing homelessness.

Transitional housing

housing with support services to help individuals move towards independence and self-sufficiency. Residents can stay in beds/units for up to four years.

Supportive/assisted living

housing with support services to help people with special needs to live independently. The accommodation costs are usually, but not always, subsidized. This type of housing is generally for persons with physical, developmental, or cognitive disabilities as well as seniors and person with mental health issues.

Appendix 2 Prioritized Categories

1. Shelter Diversion

The Shelter Diversion Program aims to prevent the immediate use of emergency shelters by providing personalized support to individuals and families during their search for housing and housing related needs. By offering safe and suitable alternative housing options, this funding will support programs that help divert individuals away from and/or out of emergency shelters. If necessary, participants are also connected with essential services and financial assistance to facilitate their transition to secure housing. Shelter diversion plays a crucial role in addressing homelessness and housing insecurity. By identifying and addressing housing needs early, we can reduce the strain on emergency shelters. This approach ensures that vulnerable individuals and families receive timely support. Shelter diversion also empowers people to actively participate in finding suitable housing solutions, rather than passively relying on shelters. Moreover, diverting individuals from emergency shelters is not only compassionate but also cost-effective, as it avoids the long-term expenses associated with shelter stays and promotes more sustainable housing options.

Shelter Diversion should provide individualized support to those seeking shelter along with trained professionals closely collaborating with each individual or family to understand their unique circumstances and needs. Rather than immediately placing individuals in emergency shelters, alternative housing arrangements are explored, identifying various options to suit their situation are considered. Shelter diversion occurs precisely when people are seeking entry into shelters, allowing us to intervene timely and prevent unnecessary reliance on emergency shelters. Additionally, collaboration by working with local agencies, community partners, and service providers to connect participants with relevant resources such as housing assistance, employment support, and mental health services is essential part of Lethbridge's Integrated Coordinated Access system.

Population Support Navigators (PSNs) play a vital role in diverting individuals from emergency shelters. These specialists are integral to the decentralized Integrated Coordinated Access (ICA) system, where their primary function is to assist individuals in accessing necessary referrals and support services within the continuum of care. PSNs collaborate with other system navigators to efficiently connect people with the services they need. The priority populations identified in the Needs Assessment and Priorities Update are the focal point for these services. PSNs work diligently to remove barriers, ensuring that individuals can exit homelessness as swiftly as possible. In this context, case conferencing serves as a specialized problem-solving approach which focuses on wrap around supports, often used to facilitate access to a range of services and housing-related resources, enabling individuals to progress with their housing plans.

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 support, 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.
- Legal advice, advocacy, and legal representation 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).
- 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).
- 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.

Ineligible activities include:

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

2. Coordinated Access

In alignment with the Reaching Home directives, Integrated Coordinated Access (ICA) operates as a decentralized system in Lethbridge designed to efficiently prioritize connecting individuals experiencing homelessness or at risk with housing and support services. Unlike centralized systems, ICA does not rely on a single point of entry; instead, it establishes multiple access points. This decentralized approach ensures accessibility and responsiveness to the diverse needs of individuals. Operating under a "No Wrong Door" policy, ICA allows individuals to access the homelessness response system through any available access point without facing unnecessary

barriers and meeting clients where they are at. All city-funded service providers collaborate across various locations within the ICA framework, facilitating coordinated and streamlined access to essential services through system navigation and referral pathways. System partners encompass organizations from sectors such as social services, healthcare, mental health and counseling, addiction support, housing, employment and training, legal aid, education, and childcare. The goal of ICA is to provide individuals with comprehensive and seamless coordinated support services in the most efficient and effective way possible.

The ongoing coordination of access efforts will be led by a designated lead agency. Their role will ensure oversight and guidance over the decentralized coordinated access system. This involves ensuring that the system's continued implementation, operationalization and maintenance remains in line with the objectives outlined in the Reaching Home directives and the City of Lethbridge's Community Wellbeing and Safety Strategy. Responsibilities include further developing and refining processes and procedures for the ICA system. The lead agency will also prioritize fostering collaboration with system partners across various sectors. They will proactively cultivate partnerships, leverage resources, and engage with the community to maintain a community-driven approach. The agency will monitor and evaluate mechanisms to continually track outcomes and assess system effectiveness. Additionally, it will facilitate informed decision-making and allow for adaptive strategies to meet evolving community needs.

Services Delivery components that may fall into the coordinated access category include, but aren't limited to:

- Support for funding allocation recommendations to ensure effective resource distribution.
- Continuous enhancement and facilitation of ICA training for System Navigators. This involves incorporating evidence-based practices, community feedback, and updating relevant training materials and manuals.
- Development and management of the annual schedule for required tier system navigation and population support navigator trainings.
- Facilitation of monthly Community of Practice (COP) meetings in Lethbridge, serving as a platform for collaborative problem-solving, information sharing, training and capacity building, feedback gathering, and coordination among service agencies and stakeholders.
- Establishment of quality assurance processes to maintain service standards and continuously enhance navigation and referral services based on feedback and outcomes.
- Engaging the community to raise awareness, promote access to services, gather input on system improvements, and collaborate with stakeholders to address gaps in service and systemic barriers.
- Updating and maintaining the Lethbridgeica.ca website as the central hub for all relevant coordinated access information.
- Utilization of the Homeless Individuals and Families Information System (HIFIS) database to collect real-time data on clients and available housing and supports, ensuring clear access points of entry, standardized protocols, and availability of resources.
- Ongoing consultation and collaboration with Population Support Navigators (PSN) who provide tailored assistance to individuals or specific populations within the ICA system, providing customized assessments, navigating services, making targeted referrals, advocating for

individual needs, and delivering ongoing support personalized to each person's or group's unique circumstances.

- Dissemination of PSN Situation reports which monitor trends, evaluate program impact, share best practices, facilitate communication, etc.
- Ensure that outreach services operate in alignment with ICA system processes.

3. Capital Investment

Stable and appropriate housing, as a key social determinant of health, serves as the foundation for overall well-being of individuals and communities.

The comprehensive needs assessment completed by the City of Lethbridge identifies priority populations within the city, as well as key themes related to housing and wellbeing. One of the key themes states that “Lethbridge needs more housing options with supports to help people with complex needs”. The need for an increased number of units for this type of housing is supported by data showing increasing numbers of Lethbridge residents that are experiencing homelessness. According to the 2022 Point in Time (PiT) Count, between 2018 and 2022, the number of individuals experiencing homelessness (i.e. provisionally accommodated, emergency sheltered, or unsheltered) in Lethbridge has doubled from 223 people to 454 people, respectively. Of even more concern in the same period, the number of individuals experiencing unsheltered homelessness increased from 7 people in 2018 to 235 in 2022. However, the number of beds/program spaces in non-market housing supporting individuals with complex needs who require some form of support (i.e. transitional housing and supportive housing) has only increased modestly (1-2%) in the last 5 years.

The federal Reaching Home funding program includes certain capital investments which are intended to increase the capacity or **improve the quality of facilities** that address the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for Indigenous individuals and families. See the below excerpt from the Reaching Home program directives regarding eligibility criteria for capital funding:

Eligible activities include:

- Renovation of emergency shelters, transitional housing, permanent supportive housing, or non-residential facilities, including:
- Renovating an existing facility for upgrades and to meet building standards
- Removing asbestos, mold, rodents; and
- Repurposing an existing property to create transitional housing or permanent supportive housing, and expanding an existing facility.
- Repairs of damages resulting from housing placements (includes private market housing).
- New construction of transitional or permanent supportive housing, or non-residential facilities (for example, community hubs to include furniture banks, drop-in centres, resource centres, outreach worker spaces, counselling spaces, laundry facilities, food banks), 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.
- Purchase or construction of new emergency shelters using funding from Indigenous, Territorial and Rural and Remote streams.
- Purchase of furniture, appliances, machinery (for example, lawnmower, woodworking tools), electronic equipment and vehicles (for example, to be used for outreach, transportation for furniture banks).

Ineligible activities include:

- Construction and renovation of housing units funded through the bilateral Housing Partnership Framework agreement with the Canada Mortgage and Housing Corporation and most provinces/territories.
- Investments in social housing, including:
 - Repairs to social housing units
 - Renovation of social housing units; and
 - Creation of social housing units

4. Preventative Services

Preventative programs and services contribute to the long-term outcome of increased social inclusion and creating an equitable society. Inequities among people in Lethbridge contribute to social isolation, especially for those who experience vulnerabilities, which in turn can lead to negative economic and social outcomes. Investment in prevention enhances social inclusion and removes barriers to full participation in society.

The Reaching Home (RH) funding is a community-based program aimed at preventing and reducing homelessness. 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 soon and for whom no subsequent residence has been established. Prevention focuses on people at risk of homelessness.

Under the RH Directives, Funding for basic needs services aims to reduce homelessness. Eligible activities include short-term food and emergency shelter assistance. Longer-term food programs can also be funded if they are part of another eligible intervention. For Indigenous people, funding may support culturally appropriate services and community connections. Clinical and treatment services focus on improving health and well-being for those experiencing homelessness. Economic

integration services bridge individuals to employment programs, while social and community integration services enhance well-being and self-sufficiency. These services collectively contribute to addressing homelessness and promoting stability in housing.

Eligible activities and ineligible activities can be found in the RH Directives under the following sections:

- 3.2 Prevention and Shelter Diversion Eligible Activities and Expenses.
- 3.3 Client Support Services.

Appendix 3 Application Breakdown



Reaching Home 24-25 Call for Proposal

Applicant

Project(s)

Submit Application

When submitting your application, keep in mind that you can propose multiple programs or projects within the same application. Additionally, if you're filling out the community wellbeing call for proposal, make sure to save the autogenerated link. Misplacing the link means we won't be able to provide it for you later.

Applicant Information

Background

Legal Name or Organization *

Organization's Mailing Address *

Address Line 1

Address Line 2

City

State / Province / Region

Postal / Zip Code

Is your Lethbridge operating address the same as you mailing address?

Yes No

Lethbridge Operation Location *

Address Line 1

Address Line 2

Website(s)

Provide organizational websites or websites that show current or past experiences. (All other websites included will not be considered.)

⊗ Website 1

Website

+ Add Website

Description of organization and current services *

(2500 character limit)

What priority population(s) does your organization support? *

(2500 character limit)

Primary Contact *

First	Last
-------	------

Job Title *

Email *

Phone *

Secondary Contact

Yes No

If you have any questions or technical difficulties, please contact cwss@lethbridge.ca.

Next >

Save

Continues below:

Proposed Project(s)

Project 1

Project Title *

Location of proposed project *

Which Reaching Home main categories of activities does your project align with? *

- Housing Services Prevention and Shelter Diversion Client Support Services
 Capital Investments Coordination of Resources and Data Quality Improvement

For more information: [Housing, Infrastructure and Communities Canada - Reaching Home: Canada's Homelessness Strategy Directives](#)

Relevant Experience and Past Performance *

Please provide 1-2 examples of past projects and how it may be related to the proposed project. Provide specific education or experience staff member(s) might have relevant to the proposed project. (2000 character limit/approx. 300 words)

Describe the project you are proposing *

(2000 character limit/approx. 300 words)

Why is this project needed in your community? *

(1000 character limit/approx. 150 words)

Who is your priority population(s) as expected for this project? *

(i.e., as outlined in the CWSS needs assessment)

How many participants are positively impacted by the proposed project? *

Potential consequence of failing to secure this funding *

(1000 character limit/approx. 150 words)

Work Plan

Timelines

Applicants are required to submit a comprehensive work plan that includes realistic timelines to ensure the timely and budget-compliant delivery of the proposed **one-time capital investments, purchases of materials and equipment under an RH eligible program, and short-term programs are eligible for Reaching Home funding.** (2000 character limit/approx. 350 words)

Work Plan

The proposal should include a detailed organizational breakdown of the project work, listing all proposed services while clearly indicating any optional or excluded services, and specifying any services anticipated to be provided by third parties. Applicants are required to identify all requirements, expectations, methodology, and activity descriptions. Additionally, they should address any perceived issues, challenges, or risks, along with proposed project and financial mitigation measures, including the risk of relying on another grant that hasn't been approved. The applicant should identify how the project aligns with the MHS, CWSS, and needs assessment, describe how their services will be culturally appropriate, and outline any relevant partnerships. (2000 character limit/approx. 350 words)

Acknowledge Expense Deadline

By checking this, I acknowledge that **all expenses must be incurred by March 31, 2025.**

How will this project measure success? What outcomes will be tracked? *

(1000 character limit/approx. 150 words)

What are some short-term and long-term impacts from this project?

(1000 character limit/approx. 150 words)

Does this service already exist in the community?

Yes No

Proposed Funding Source *

- Reaching Home – Designated Communities (RH-DC)
- Reaching home - Indigenous (RH-I)

What percentage of each funding source is requested relative to your program? (ie. for your \$50,000 program, you need \$20,000 RH-DC and \$30,000 RH-I would be 40% RH-DC and 60% RH-I)

Projected Budget

For applicants applying for programs and/or capital funding, please fill out the projected budget allocation.

Wages and Benefits

Input proposed staff positions, full time equivalent, and wages.

# of staff	Position Name	FTE	Wage(s)
⊗			

Wage Total: \$0.00

+ Add FTE

Percentage for Benefits (Mandatory Employment Related Costs (MERCs) Included)

Wage Amount	+	Benefit Amount	=	Total Wages and Benefits
\$0.00		\$0.00		\$0.00

Project Delivery Expenses

Project delivery expenses refer to the costs associated with delivering services or completing a project. Purchases of capital investments will be included here.

Description	Amount
⊗	

Total Project Delivery Expenses: \$0.00

+ Add Expense

Direct Client Expenses

Direct client expenses are costs incurred that can be directly associated with Clients.

Description	Amount
⊗	

Total Direct Client Expenses: \$0.00

+ Add Expense

Contractor Expenses

Contractor expenses refer to the costs incurred by independent contractors while conducting the program/project.

Description	Amount
⊗	

Total Contractor Expenses: \$0.00

+ Add Expense

Total Amount Requested for the Project *

Additional Comments About the Budget

(2000 character limit)

+ Add Project

If you have any questions or technical difficulties, please contact cwss@lethbridge.ca.

< Back

Next >

Save

2



Reaching Home 24-25 Call for Proposal

Applicant

Project(s)

Submit Application

Before finalizing your submission, please review all the information you've provided. If you have any questions or concerns, feel free to contact cwss@lethbridge.ca. The decision regarding your application will align with the timelines specified in the Reaching Home Call for Proposal guide. If you did not receive an email confirmation to your primary contact email, please contact cwss@lethbridge.ca.

< Back

Submit

Save

3