APPLICATION GUIDE 2027-2028



REACHING HOME:
Canada's Homelessness Partnering Strategy
Rural and Remote Newfoundland and Labrador

Applications must be e-mailed to:

Jennifer Quigley
Project Officer
Reaching Home: Rural and Remote NL Homelessness Stream
jennifer@rhrrnl.ca

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Accompanying documents:
a) Reaching Home Application for funding
b) Budget negotiation notes template
c) Sustainability Checklist (for capital projects only)

The Town of Grand Falls-Windsor 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 the Reaching Home Rural and Remote Newfoundland and Labrador Funding Stream.

All proposed projects under the Reaching Home Agreement 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 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 at imminent risk of homelessness move towards self-sufficiency. It mobilizes partners at the federal-provincial/territorial and community levels to address barriers 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 shelters directly into permanent housing. Permanent housing is best complemented by the 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 have more flexibility in how they use their funding to meet local needs. This includes the needs of vulnerable populations such as young people, LGBTQ2 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 stabilize their 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 Direct 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, 2028, 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 and reintegration into the community. Since its renewal on April 1st, 2019 the Government will work with communities to develop and deliver data-driven system plans with clear outcomes. This new outcomes-based 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.

- **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, Aboriginal organizations, provincial and territorial governments, federal government departments and agencies, and research bodies, among others.

- **Communities have the means to address homelessness:** Through the Reaching 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 the resources and understanding to target homelessness supports and services to the areas of greatest need based on local circumstances.

Please view the Homelessness Glossary for Communities Housing as a reference tool provided by the Homelessness Learning Hub:

HomelessnessGlossaryForCommunities-V3-May2026.pdf

- **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 affected client 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; increase the capacity to correlate factors impacting housing stability; better understand the 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.

For additional learning resources please visit:

The Homeless Hub | Library of Resources on Homelessness

2. DIRECTIVES

Key activities eligible for funding under Reaching Home:

2.1.1 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 could include:

- **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 supportive housing units situated in 1 building or location
  - **scattered-site:** The provision of permanent supportive housing services 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) that a family or individual rents or owns. Housing may include living arrangements with friends or family members that are expected to be long-term.

Indigenous housing options that reflect Indigenous values, beliefs and practices (e.g., community/family living environment) and are delivered by Indigenous organizations.

Eligible activities include:

Housing placement

- 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 was placed into housing, which includes providing landlord mediation and training on roles and responsibilities of tenants and landlords.
- Re-housing (if required).

Emergency Housing Funding

- 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.

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 exhausted first before Reaching Home funding is used for these purposes.

Ineligible activities include:

- Emergency Housing funding while the individual or family is supported by the provincial, territorial or municipal welfare and rent supplement programs; and
- Level of funding provided for Emergency Housing Funding must not exceed amount of financial assistance provided by provincial, territorial or municipal rent supplement programs.

2.1.2 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 individuals and 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.

Eligible activities include:

- Discharge planning services for individuals being released from public systems (for example, health, corrections, and child welfare)
- Help obtaining or retaining housing, including shared housing
- Landlord liaison and intervention to prevent eviction and preserve tenancy
- 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 (for example, food, clothing, transportation vouchers, cleaning/repair of damage to a rental unit)
- Moving costs; and
- Short-term financial assistance to help avert eviction or loss of housing with rent, rental arrears, and utility deposits or payments.

Ineligible activities include:

- Provision or payment for student housing for students who are not at imminent risk of homelessness; and
- Supports for low-income individuals or families who are not at imminent risk of homelessness.

2.1.3 CLIENT SUPPORT SERVICES

Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. They may also include services to support the economic, social and cultural integration of individuals and families.

Basic needs services

Funding for basic needs services support outcomes that contribute to a reduction in 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.
- Life skills development (for example budgeting cooking).
- Longer-term food programs that are part of another eligible activity (for example, activities that assist with community reintegration).
- Culturally relevant supports for Indigenous people (for example, cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to 3 months).
- Access to traditional foods and medicines.
- Repair or replacement of eyeglasses (if not otherwise covered through medical services).
- Disability supports (for example mobility and other assistive devices if not otherwise covered through medical services).
- Personal identification.
- Access to technology (for example phones, community voice mail, safe apps, computers, etc.) in a community setting (for example in a resource or drop-in centre).
- Bus or public transit tickets related to integration activities (for example, job search/interviews, appointments/reconnecting to family).
- Transportation to home community (mileage eligibility to be determined by community).
- Access to oral care programs (if not covered by a provincial/territorial government).

Ineligible activities include:

- Delivery of basic needs services without any demonstrated outreach or intervention to improve housing stability or social/economic integration as part of the project activities.

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 homeless or at imminent risk of homelessness.

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, storage, distribution and provision of materials and/or supplies (for example, needles), prevention interventions (for example, targeted programming to prevent substance abuse in homeless youth and/or youth at-risk of homelessness; managed alcohol programs, connecting individuals to harm reduction services).
- Professional fees for services provided in support of Indigenous individuals and families (for example 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; and
- Supports to access traditional or culturally sensitive healing services (for example, healing circles, sweat lodges ceremonies, access to traditional medicines) that are not offered through provincial programming. Eligibility is not based on service location (for example, may be local or require travel to a non-local Indigenous community).

Economic integration services

Eligible activities include:

- **Income assistance**: services directed towards individuals and families to help them access income benefits (for example, provincial/territorial social assistance, child benefits, disability benefits, veterans allowance, old age security, or employment insurance).
- **Employment assistance**: pre- and post-employment services (for example, job search assistance, interview preparation) that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.
- **Education and Training assistance**: services to support essential skills development (for example, reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning), services to connect individuals and families to education and training programs and services to support the successful participation in these programs (for example, bus passes, clothing or equipment, food and non-alcoholic beverages, internet access for the duration of the program).

Ineligible activities include:

- Employment activities normally delivered by other federal, provincial or territorial labour market programs
- Job wages for individuals participating in an education, training, or pre-employment program
- Salary for a full-time teacher to provide an alternative to provincial or territorial education
- Tuition
- Workplace skills development; and
- Apprenticeship grants

Social and community integration services

Eligible activities include:

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

Ineligible activities include:

- Purchase of alcoholic beverages.

2.1.4 CAPITAL INVESTMENTS

Capital investments 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.

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, and 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

2.1.5 COORDINATION OF RESOURCES AND DATA COLLECTION

Coordination of resources refers to activities that:

- enable communities to organize and deliver diverse services in a coordinated manner and/or
- support the implementation of the Homeless Individuals and Families Information System (HIFIS) or the alignment of an existing Homeless Management Information System with federal coordinated access requirements.

Eligible activities include:

- Mapping of the housing and homeless-serving system to identify existing programs and services and assess current capacity, program funders, and program requirements.

- Developing and implementing coordinated access, including:
  - Developing partnerships with service providers and other community organizations as necessary
  - Establishing governance structures and developing privacy tools (for example, data management protocols, data sharing agreement, consent form) for coordinated access and HIFIS implementation
  - Delivering Change Management activities, such as developing and implementing a communication strategy (for example printed or web-based communications, training, including travel to HIFIS/ Coordinated Access training)
  - Designing the access model
  - Selecting an assessment tool and a referral and matching process for the coordinated access system; and
  - Implementing a by-name list where applicable.
- Hiring a project manager for coordinated access, including for HIFIS implementation/maintenance.
- Consultant fees or staff wages (for example, community coordinator, analyst, and information technology (IT)), and the corresponding benefits and mandatory employment related costs (for example, Canadian Pension Plan, Québec Pension Plan, Employment Insurance, etc.).
- Acquiring hardware/software IT infrastructure, such as HIFIS server and other necessary IT equipment, and related office furniture (for example, computer):
  - Additional support as necessary, for example, legal advice, network security, development of tailored HIFIS reports.
- Customizing an existing Homelessness Management Information System to meet the minimum requirements of coordinated access.
- Developing partnerships to support a broader systematic approach to addressing homelessness (for example, partnerships with health services, corrections, housing providers).
- Conducting point-in-time counts or surveys of homeless populations (for example, coordinator, assistant coordinator, data analyst, project supplies, printing, Volunteer Training, Meeting Space).
- Acquiring additional support (for example, contracts, and consultants) related to project activities.
- Improving services (for example, staff training on activities in support of a broader systematic approach to addressing homelessness). System support projects to strengthen the organizational capacity of networks, coalitions and other sector organized groups to develop best practices in terms of service delivery and more responsive, better-integrated services and partnerships.
- Projects that facilitate the coordination of housing and homelessness services, the development of system-wide strategic responses, and foster creative new approaches to addressing issues faced by people who are homeless or at imminent risk of homelessness.
- Informing the public and soliciting feedback on activities intended to reduce and prevent homelessness.

Ineligible activities include:

- Software and/or hardware purchase and/or development for the collection and management of homelessness data that constitutes a redundant use of funds and duplicates activities already offered through HIFIS; and
- Administrative costs incurred by Community Entities in the delivery and management of contribution funds under Reaching Home to a third party.

Communities may also undertake data collection activities, which may be unrelated to the design and development of coordinated access and a Homelessness Management Information System that enhance understanding of local homelessness issues and help support decision-making and longer-term planning.

Eligible data collection activities include:

- Collection of data to demonstrate accountability, support decision-making and develop an understanding of the homelessness situation
- Activities intended to build partnerships for data collection and analysis
- Gathering, sharing and disseminating information with the Community Advisory Board and other interest parties
- Technical support for data collection, analysis and management
- Purchase of equipment to collect and compile data

Ineligible data collection activities include:

- Local research other than the data collection activities described under “eligible activities; and
- Information gathered or refocused primarily for the purpose of advocacy, public education or awareness.

2.2.6 ADMINISTRATION EXPENDITURES

Eligible administrative expenditures are those supporting but not directly related to the delivery of Reaching Home programming. The maximum amount of administrative costs covered under Reaching Home is 15% of the annual allocation. No more than 15% of the Reaching Home contribution can be used for administrative costs, and these costs must be reflected in the proposed project budget.

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 in support of Indigenous individuals and families who are homeless or at risk of homelessness (for example, services provided by Indigenous Elders).
- 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, and car rentals.
    - Staff and volunteer (includes Community Advisory Board members) transportation (for example, parking, bus fare, airfare, taxi, mileage, food, accommodation)
- Capital assets
    - Eligible costs related to other capital costs (for example, 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 people with lived experience in the Community Advisory Board or Regional Advisory Board, which may include, for example, reimbursing participation costs of a person with lived experience at a Community advisory board or Regional Advisory Board meeting.

- Activities to ensure that programs and services meet the needs of Indigenous Language Communities (for example, 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 for their time to attend Community Advisory Board meetings; and
- Costs associated to traffic fines and penalties.

2.3 Eligible Applicants

Not-for-profit organizations; individuals; municipal governments; for-profit enterprises; research organizations and institutes; public health and educational institutions; Band/tribal councils; and other Aboriginal organizations are eligible to receive funding and act as coordinators for activities. Please note: Where feasible, preference will be given to Aboriginal organizations to deliver projects specifically targeting off-reserve Aboriginal people who are homeless or at-risk of homelessness.

For-profit enterprises are eligible for funding provided that the nature and intent of the activity is non-commercial, does not generate profit, and fits within the community plan or identified local need where plans are not required. Individuals, for-profit enterprises and research organizations and institutes may also receive funding to carry out research that aims to help communities understand and address homelessness issues.

2.4 Eligible Geographic Area

In order to be eligible for funding through the Reaching Home: Rural and Remote NL stream, the project activities must take place in rural and remote areas in the province of *Newfoundland and Labrador.*

2.5 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 or construction 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. These obligations 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.

2.5.1 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 city plans (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 how ongoing operational costs (including mortgage loans), after construction, will be managed. Funding confirmation letters are required.
- required environmental protection measures, standards and rules relating 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/developing-and-renovating/develop-new-affordable-housing/programs-and-information/development-checklist-for-affordable-housing

2.6 Sustainability

Sustainability under Reaching Home is defined as maintaining the benefits of the projects, partnerships, and community processes beyond the project end date. A focus 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.

2.6.1 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 resulting from the project ending.

2.6.2 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.

2.7 Planning and Public Reporting

2.7.1 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 made in the implementation of its community plan and to help inform future direction.

2.7.2 Activity Reporting

Each Reaching Home project is required to report on its activities on a monthly or 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.

2.8 Local Governance and Regional Advisory Board

The Regional Advisory Board (RAB) is the local organizing committee responsible for setting direction for addressing homelessness in the community or region.

2.9 Reaching Home funding & other sources of funding

The Reaching Home: Rural and Remote 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), letters confirming the nature and amount of each partner commitment are required.

3. APPLICATION PACKAGE

Submissions under this CFA 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 note that applications must identify the community where the project activities will occur and the community population size.

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

4. ASSESSMENT AND ACKNOWLEDGMENT OF APPLICATION

Applications will be assessed in accordance with the Terms and Conditions of Reaching Home. 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.

5. INTERPRETATION OF DOCUMENTS

All inquiries related to submissions of applications for funding are to be directed to *Jennifer Quigley*, Project Officer, at the Town of Grand Falls-Windsor, NL, through email at jennifer@rhrrnl.ca or by telephone at 709-489-0436. Information obtained from any other source is not official and may be inaccurate.