

Introduction

Homeward Trust Edmonton (HTE) funds and coordinates efforts to end homelessness in Edmonton. Homeward Trust is a proud partner of the three orders of government. We are the delivery agent in Edmonton for the Government of Canada's Homelessness Partnering Strategy (HPS).

Homeward Trust provides capital and assistance for new units, funds and coordinates Support Services, undertakes planning and research and promotes community engagement.

Homeward Trust Edmonton Strategy Overview

A Request for Proposal will be opened once or twice per year for applications for funds contributing to the construction of new units, purchase of existing building and/or the renovation of existing units. The intended purpose and use of project funding must meet the needs of the homeless population in Edmonton. Applications to build units will be assessed according to the Community priorities established in:

A Place to Call Home: Edmonton's 10 Year Plan to end Homelessness
A Plan for Alberta: Ending Homelessness in 10 Years
Edmonton Community Plan on Housing and Support Services 2005-2009

Homeward Trust Priorities

Permanent facilities
Self-contained units
Large sized units to accommodate large families
Increase the inventory of new units across units across Edmonton

General Guide Overview

The Homeward Trust Edmonton 2011 Request for Proposals for Capital Funds is dedicated to establishing permanent facilities for homeless persons in Edmonton.

Preference will be given to projects that leverage Homeward Trust Edmonton funds against other funding sources.

A second RFP may be issued in 2011 at the discretion of Homeward Trust to maximize the use of the available funds.

The following projects will be considered:

- Construction of new facilities
- Renovation of existing facility (under special consideration)
- Purchase of an existing facility

Applications must identify and be aligned to the priorities established by the Community in the following guiding documents:

[A Place to Call Home: Edmonton's 10 Year Plan to end Homelessness](#)

[A Plan for Alberta: Ending Homelessness in 10 Years](#)

[Edmonton Community Plan on Housing and Support Services 2005-2009](#)

-AND-

- Provide a brief letter of intent summarizing your application
- Identify a target clientele and demonstrate need in the community for the proposed project and its support services.
- Establish that sufficient programming and staff will be in place to facilitate successful outcomes for the clientele.
- Identify all sources of funds, including other government assistance related to your project
- Include the applicant's most recent version of its Constitution and By-Laws and its Certificate of Incorporation and the province of incorporation where applicable.

Complete applications must be received on or before **Friday, September 23, 2011, 4:00pm MST.**

Proposals submitted or post-marked after this date may delay the approval process.

Section One: Applicant Information

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Eligible Applicants

Not-for-Profit Organizations
Aboriginal Service Delivery Organizations
For Profit Organizations

Please submit your Organization's:

- Certificate of Incorporation
- Constitution and By-laws
- Annual report (if applicable)
- Board Membership List

Applicants are required to provide details regarding their experience, background, and partnerships to successfully serve persons experiencing homelessness and / or chronic homelessness in Edmonton.

Please demonstrate your organizations effectiveness by including Program descriptions, and measured outcomes i.e. Statistical data confirming the number of clients served and their success rate in achieving permanent housing.

Aboriginal Homelessness

A funding stream has been designated for projects where objectives and activities target Aboriginal individuals.

Eligible organizations

- Organizations providing services designed for Aboriginal persons experiencing homelessness and /or chronic homelessness
- Organizations providing services to persons experiencing homelessness and /or chronic homelessness who serve a large proportion of Aboriginal clients

Preference may be given to Aboriginal service delivery organizations.

Eligible objectives and activities

To access the Aboriginal Homelessness funding stream, your organization must demonstrate that its current or proposed facilities and supporting programs address the culturally relevant housing challenges of First Nations, Inuit, Métis, and non-status Indian persons in Edmonton.

Programs and services addressing Aboriginal Homelessness must be aligned with the community plan priorities and must demonstrate that the services are culturally appropriate and community driven. Source: [HPS Aboriginal Homelessness](#)

Eligible activities

- Land purchases
- Construction of new buildings
- Purchase and renovation of an existing building
- Management fees attributed to construction cost with approval
- Under special circumstances, projects involving Renovations and / or expansion of an existing building

Letter of Intent

Please submit a one page coversheet on letterhead as your letter of intent to briefly summarize your proposal including:

- Project name and details
- Proposed address and zoning details
- Funding request amount
- Other funder contributions
- Target clientele
- Plans to service target clientele
- Measurable outcomes
- Community engagement plan and actions

Section Two: Property Information

Land purchases

Land purchased with the proposed funding will be held in trust by Homeward Trust until development begins

Land contributions and offers to purchase

Level One (1) Site Environmental Site Assessment must be provided with the application

The fair market value of Land contributions will be determined by appraisal and / or current market analysis report.

Please attach the following to your application

- Level One (1) Site Environmental Site Assessment must be provided with the application
- Property Appraisal
- Market Analysis Report

Municipal zoning Bylaw conditions

Please indicate the current zoning on the proposed property.

Explain any required zoning changes and/or variances to build and operate your project including your plan to achieve zoning changes

Note: Applications that meet the current zoning criteria have a greater chance of completion once funded.

Construction

[Appendix 1-Capital Costs Budget](#) is required for a complete application submission.

Relevant costs include but are not limited to: Project management costs, Capital costs, Building construction costs, Renovation costs, Purchase costs, etc.

The following documents are required to be submitted with your application:

- Level 1 environmental assessment report
- Real Property Report
- Schematics of property i.e. Site Plan
- Concept Drawings Pictures of building and / or property
- MLS Listing

Pictures of building and /or property (if available)

Unit size

In determining unit size, please be advised that the Government of Alberta – Housing and Urban Affairs Modest Assurance Guidelines are considered the housing sector benchmark for Edmonton.

Housing and Urban Affairs Modesty Assurance Guidelines 2011 UNIT SIZES		
	Square Metres	Square Feet
Detached, Semi-Detached, Row Housing		
Two Bedroom	69.6 to 92.9	750 to 1,000
Three Bedroom	83.6 to 102	900 to 1,100
Four Bedroom	92.9 to 116.1	1,000 to 1,250
Apartments, Congregate Housing		
Studio	27.9 to 41.9	300 to 450
One Bedroom	55.75 to 65.0	600 to 700
Two Bedroom	65.0 to 83.5	700 to 900
Three Bedroom	83.5 to 102	900 to 1,100

Source: [Government of Alberta Modesty Assurance Guidelines](#)

Accessibility requirements

Building design must incorporate the Alberta Building Code standards available in the Safety Codes Council's [Barrier Free Design Guide](#), also outlined in [STANDATA Adaptable Dwelling Units Brief](#)

If a residential *project* is funded in whole or in part by the Government of Alberta, adaptable *dwelling units* which could be made to meet *barrier-free* design principles shall be provided as follows:

Number of Units in Project	Number of Barrier Free / Adaptable Units Required
10 to 25 dwelling units	2 or more
26 to 50 dwelling units	5 or more
51 to 100 dwelling units	10 or more
101 to 200 dwelling units	15 or more
201+ dwelling units	20 or more

Source: [Alberta Municipal Affairs and Housing](#)

Renovation costs

Projects proposing Renovations and / or expansion of an existing building may be considered under special circumstances. The emphasis of the 2011 RFP is on increasing the inventory of available units in Edmonton.

For projects proposing renovations, please submit:

- A condition analysis report (required for buildings over 25 years old)
 - A quote for the expected types/costs of renovations from a qualified contractor including their expertise and background on similar projects
- A Tenant displacement plan demonstrating how current tenants, whom may not be eligible for the proposed type of housing will be assisted in finding new accommodations.

Operations pro forma

[Appendix 2- Operations pro forma](#) must be submitted with the application.

Please list all revenue and expenditures including program support costs.

Although support program costs are not eligible for funding from the 2011 RFP for Capital Projects, it is important to describe how individuals will be assessed for services and eligibility in Section Three: Proposal Information.

Revenues include but are not limited to rents, laundry fees, fundraising, other grants / sources.

Expenditures include but are not limited to all itemized costs related to the successful operation of the proposed project e.g. applicable wages, itemized overhead costs, utilities, taxes, maintenance, reserve fund, program costs.

A capital replacement reserve is expected and contributes to the long term sustainability of the project.

Rental rates

Rental Rates for homeless clients are expected to be set 20% below the CMHC Market Rental Rates for Edmonton.

Canada Mortgage and Housing Corporation (CMHC) Rent Market Reports can be found at:

[CMHC Market Rental Reports](#)

In the case of excess surplus (over 10%), rents must be reduced or the surplus must be shown through monitors to be returned to the project's support program.

Eligible timelines

Please complete the estimated timelines for the proposed activities as part of the proposal summary portion of the application. Include the estimated time to full occupancy of the proposed project.

Ineligible expenditures

The following project expenditures are not eligible:

- Entertainment expenses
- Donations
- Fines and penalties
- Membership fees for clubs
- Bonuses
- Director's fees or honoraria,
- Management fees not attributed to construction
- Finder's fees

Section Three: Project Proposal

Partnerships

Complete [Appendix 3. Partnership Declaration](#) outlining the roles and responsibilities of all funding and collaborative/ working partnerships.

Collaborative partners

Supportive Partnerships with other organizations or agencies that assist or refer clients to your organization must be detailed.

Include any letters of support and confirmation with your application.

For those applicants whose confirmation letters are pending, a letter of support for pending funding or acknowledgement of application for funding (to be processed /determined) can be included.

Project objective and Edmonton Community priorities

Provide a clear statement on what the project is trying to achieve overall.

Please indicate the Community priorities your project will address.

Include the total number of permanent housing units that will be created as a result of this project.

Sample Formula

By (DATE),

(WHO) will (DO WHAT, IMPLEMENT/ACTION VERB)

to create (SPECIFIC FACILITY) for (SPECIFIC CLIENT GROUP)

in order that (WHAT IS TO BE ACCOMPLISHED).

Identify the target clientele and the service plan that will support the clients towards successful outcomes.

Describe how clients will be served through the proposed project. Indicate whether services will be provided to clients by your organization or referred to other organizations to obtain support services. Include the location of the services in relation to the project, e.g. on-site, off-site.

Proposed activities

Describe how clients will access to the proposed project. Indicate your organization’s use of referrals, assessment and intake tools, walk –in clients, active recruitment.

Address how your proposed activities will serve clients and support them in their goal of permanent housing. Be specific about the programs and services planned for clients.

Core Need Income Thresholds

Core Need Income Thresholds (CNITs) assists in distinguishing households requiring social housing assistance. Households with annual incomes equal to or less than CNIT are said to have insufficient income to afford the on-going costs of suitable and adequate rental units in their area.

CNITs in a market area are established based on 30 per cent of the Median Market Rent. CNITs are calculated by Canada Mortgage and Housing Corporation (CMHC) in partnership with Alberta Housing and Urban Affairs.

According to section 8(2)(b) of the *Social Housing Accommodation Regulation*, a household’s total annual income must be below CNIT to be eligible for social housing and for the management organization to meet the requirement of providing accommodation to those in greatest need.

Unit Size	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5+ Bedroom
Edmonton CNITs	29,000	34,000	41,500	55,000	58,000	61,000

Source: www.housing.alberta.ca

Program sustainability

Provide details on the proposed project and how it will be sustained in operations over a long period of time.

Indicate sources of ongoing operating funding that have been applied for or secured including the term of the funding cycle e.g. annual, every three years.

If secured, please include a letter of confirmation from the funding source and complete Appendix 3-Partnership Declaration

Illustrate the degree to which your program is self-reliant and/or interdependent with other community resources.

Measurable outcomes

Expected results are concrete results that show whether the desired outcomes are being achieved. They can be expressed in many ways, including numbers, percentages, opinions or perceptions.

For example:

'X' # of participants will complete the program and it is expected that 'X' # of participants will > **meet objective** < within 1 year of creating their action plan;

Participants Self-esteem increased and the majority of those surveyed felt that the quality of their lives had improved significantly as a result of completing the program (i.e. as a result of surveys/questionnaires designed to capture pre and post program sentiments).

Funding partners

Include any funds your organization is contributing to the project.
Please list all contributions from funding sources.
Attach letters of confirmation for any secured funding.

Performance measurement

Identify the expected results within a specified time frame and the intended benefit for persons experiencing homelessness and how the results/outcomes will be measured against the Community priorities.

- Performance Measurement Software (e.g. Efforts to Outcomes, HIFIS, etc.)
- Maintenance of statistics
- Feedback from interdependent service providers (before and after)
- Statements from clientele served (success stories, satisfaction surveys, etc.)
- Statements from affected community (residents, associations, etc.)

Performance measurement strategy

Outline your performance measurement strategy including:

- **What** are the indicators of success to be measured
- **How** will the indicators be measured
- How **often** they need to be measured
- If there is a **cost** for data collection and analysis
- **Who** your data will be **reported** to once compiled

Proposed **Outputs** (program/project products – i.e. # of clients successfully completing the program.

Expected **Outcomes** what will be achieved in the immediate, intermediate and long term – i.e. ongoing success of clients that completed the program measured at specific intervals);

Performance **indicators** (objective determinants of levels of success); and

Specify how participants' progress is monitored and how clients are supported after program completion e.g. referrals, follow up support programs.

Community support

For projects to be located in the neighbourhoods of **Boyle Street or McCauley**, evidence that you have met the criteria set out in [Addendum A: Demonstrating Significant Community Support](#)

Note: It is recommended that proponents follow these steps for a project in any neighbourhood.

Community League support

1. Community League support shall be demonstrated through the receipt by HTE of a letter of support from the Community League president. The letter shall enumerate any meetings held with the community, and what processes the community league undertook to approve its support of this project (for example, a vote of its board of directors, a general meeting).

2. The proponent must send, through registered mail, a letter to the President of the Community League of the relevant neighbourhood expressing the proponent's intention to seek approval for a project. The letter will include the following:

- A full description of the proposed project, including but not limited to:

- o Number of units in the project
 - o Number of clients anticipated to be residing in the project
 - o Number of on-site support staff
 - o Design and/or sketches of the project
 - o Clear description of the clients the project will serve
- A request to meet with the Community League board of directors, designate body, or community at large, through a public meeting, within six (6) weeks of receipt of the letter.
 - A request for written support following any meetings that will be held.
 - A copy of Homeward Trust's requirements for a project to gain "significant community support".
3. The proponent is expected to attend to appear at a meeting of the Community League's board of directors, designate body, or community at large, should it be requested.

Neighbour support

4. In the absence of cooperation from the Community League, a proponent may canvass residents, organizations, and businesses on the block of the proposed site, or a block adjacent to the block of the proposed site. Written support, be it a petition or individual letters, must acknowledge that the signatory or author has seen the details of the project as denoted in point 2.

Public support

5. "Significant Community Support" may also be demonstrated through the written support of community stakeholders who represent or serve populations in the relevant community league. These may include, but are not limited to, schools, community agencies or advocacy groups, service providers, and cultural groups. Written support should make clear the group's endorsement of the project, an explanation of the group's role in the community, and who they represent or serve, and acknowledgment that they have seen the details of the project as denoted in point 2.

6. A combination of the methods of points 4 and 5, i.e. Support from neighbours, in concert with support of stakeholders, will also be recognized.

7. The evidence of "Significant Community Support" to be defined as the letter referenced in point 4 or the petition referenced in point 5, shall be included in any material sent to the Project Review Committee or the Board of Directors of Homeward Trust as part of its deliberations on whether or not to support the relevant project.

For further information on Community Leagues, refer to the Edmonton Federation of Community Leagues (EFCL) [Community Awareness Guide](#).

Project Review and Approval Process

Homeward Trust Administration does not make decisions on funding. The Board of Directors is the decision making authority.

Administration is responsible for verifying, analyzing and reporting the project proposals to the Aboriginal Advisory Council (AAC) and The Project Review Committee (PRC).

The AAC provides invaluable insight, suggestions and assessment information which is presented to the Project Review Committee (PRC).

The Project Review Committee is a group of senior level community representatives convened to provide expertise and advice to the Executive Director on funding. The Project Review committee votes to produce a recommendation to the Board of Directors for a decision.

Please see [Appendix 5: Review Criteria](#) for more information on how projects are assessed.

Application submission

Complete applications will be received on or before **Friday, September 23, 2011, 4:00pm MST.**

Proposals submitted or post-marked after this date may delay the approval process.

Homeward Trust Edmonton reserves the right to reject applications that are incomplete or that do not meet the eligibility criteria.

Homeward Trust Edmonton reserves the right to modify requirements and references for this application at any time.