Frequently Asked Questions

## General Questions

1. **Is there a copy or example of what the data/reporting collection would look like available now?**
* Yes, we can share reporting templates with applicants.
* Monthly or Quarterly financial reporting (projects must submit back-up i.e. receipts in order to receive reimbursement).
* Quarterly activity reporting: general reporting on how the project is going, including outcomes, success stories/lessons learned.
* Annual data collection (spreadsheet provided by federal government). Requirements for data reporting vary across projects. Some projects will have no data to report no, others will have more. 12 month follow ups for example are required for housing placements. 3 month follow ups are required for homelessness prevention (landlord/tenant mediation, short term financial assistance i.e. rental arrears, utility payments).
1. **How are applications evaluated and when would decisions be made? When could projects start?**
* Discussions are still ongoing with our Regional Advisory Board to determine criteria for the evaluation process.
* Typically, applications are reviewed and scored by multiple RDN staff (equal weight to each question). The more detail you are able to provide for each question, the higher your response will be scored. This doesn’t necessarily mean your response has to be lengthy. Clear and concise responses are strongly encouraged.
* Then, the scores are averaged and the RDN Reaching Home team further discusses and reviews a narrowed down list of applications as a team. RDN looks at the project as a whole (e.g. need, impact), not just the application score.
* Indigenous applicants will be contacted to arrange interviews/phone calls.
* A select number of applicants are contacted for questions, clarification and budget trimming (this likely will occur in late August/early September)
* Finally, the RDN team recommends a number of projects to the RAB (Regional Advisory Board) who make the final decision on which projects receive funding. This meeting will be held in September and successful applicants will be contacted following this meeting. We anticipate projects being able to start as early as September 2022.
* The timeline and process of reviewing applications will depend on if we receive all applications on the day of the deadline or if applications come in over the course of the few weeks the CFP is open. We will be reviewing applications as they come in, but no decisions will be made until we have received all applications as of the deadline. **If some applicants are able to submit applications prior to the deadline, we would greatly appreciate this, as we want to get the funding out the door as quickly as possible.**
1. **Do applicants need to submit a separate application for capital work and another for the wages for coordination of the Capital project?**
* We require two applications to be submitted if separate capital and operational projects are applied for. However, if a project manager/coordinator is specifically hired for the capital project, their wages may be included in the capital project application and only one application needs to be submitted.
* When applicants send in their applications, please mention that you are submitting two separate applications (if applicable).

1. **Will all funding be allocated this first intake?**
* Based on the number of applications we are expecting, we believe all funding will be allocated after this first intake for 2022-2023 and 2023-2024.
1. **Can we submit our own budget?**
* General Application: We ask that our budget template is used for the general application. We have designed it so that you are able to remove expense categories and put your own in (ours are only provided as examples). However, for capital projects your own budget may be submitted to show sustainability (annual operational costs/funding) as part of the sustainability plan. If you are finding our template particularly difficult to use for your project please don’t hesitate to reach out to our team.
* Indigenous Application: Applicants are welcome to use our template or utilize their own template.

## Eligibility Questions

1. **Can this funding go towards temporary hotel stays, transportation to a shelter, etc?**
* Yes. This funding can support hotel stays for clients who are experiencing homelessness and clients fleeing domestic violence. Funds may also be used to support client transportation related expenses to for example access shelter, view housing and connect with various services.

1. **Can this funding be used to support a subsidy program to help support that housing first model?** E.g. money for damage deposit, rent subsidy, etc.?
* Yes. This funding can support housing set-up costs (first and last month's rent, damage deposits), homelessness prevention (rental arrears, utility payments) if an individual or family is at imminent risk of becoming homeless.
* Examples of eligible rental subsidies:
	+ Rental subsidy/arrear to keep someone housed who is at imminent risk of losing their home.
	+ If a client has been placed in new housing and is waiting to access longer term housing supports, including the Canadian Housing Benefit or benefits from provincial, territorial or municipal programs. For this situation, all other options should be exhausted first before utilizing RH funding.
	+ Rental assistance to support the rapid re-housing of clients (typically 3-6 months).
1. **Are the capital projects related to the establishment of treatment facilities/centres eligible through Reaching Home funding?**
* \*\*Treatment centers are not eligible for capital projects under Reaching Home. However, clinical and treatment services (i.e. referrals, connecting clients to mental health supports, treatment programs, delivery of harm reduction activities, cultural and traditional healing that is not available through provincial programming) are eligible.

1. **Can food banks be funded through Reaching Home?**
* Yes, however, funding is specifically for those who are experiencing homelessness or at imminent risk of becoming homeless. Unfortunately individuals and families who are low income and not at risk of homelessness are not eligible to receive support through this funding. Therefore, the organization would need to have a system or way of tracking this to ensure all Reaching Home funding is going directly to clients who are experiencing or at risk of homelessness.
1. **Can rent or other expenses be pre-paid in advance for dates after the project period?**
* Unfortunately no. All activities must be completed and paid for within the eligible project period as per the project’s funding agreement.
1. **If an organization is newly formed this year, and there is no history for the association, can the organization still apply for this funding? Is there a minimum age requirement for how long your organization has been in operation to apply for this funding?**
* There are no restrictions in terms of the age of organization (i.e., # of years the organization has been operating).
* If an organization is relatively new, speak to the experience and capacity of the staff to deliver similar services and projects.
* We welcome all organizations to apply for this funding, but encourage all applicants to reflect on their capacity to deliver services and complete federal

reporting. If there is concern regarding capacity, we encourage applicants to collaborate and partner with other organizations in the community?

1. **For homelessness prevention, the timeline of this funding may now provide sufficient time to receive utility shut-off notices from clients. Is there flexibility in terms of assisting with clients’ utility payments? What types of documentation would be required?**
* Requirements for Reaching Home may be different than what is required for other grants/funding and/or those of Alberta Works, AISH and ASB. Shut-off notices are not required to assist with clients’ utility payments, however best practices and ensuring all other avenues have been explored first is required. Copies of clients’ utility bills showing the arrears and a brief explanation of the client’s situation will be sufficient. Again Reaching Home funding must directly support those who are experiencing or at imminent risk of homelessness.
1. **Does there have to be a 3rd party providing the cash/in-kind, or would the applicant’s/organization’s contribution suffice?**
* If your organization is supporting all other project costs, that is completely acceptable. We would just request confirmation of this funding (specifically for capital projects).

1. **Can Reaching Home funding cover costs such as benefits for staff?**
* Yes, benefits and MERCs for staff are eligible under Reaching Home.
1. **Is public education surrounding homelessness an eligible expense under Reaching Home?**
* Advocacy, awareness and education to the general public is not an eligible activity under Reaching Home, however, the following are eligible under Reaching Home:
	+ - Developing partnerships with service providers and other community organizations.
		- Developing and implementing 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.
		- 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.
		- 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.
		- Informing the public and soliciting feedback on activities intended to reduce and prevent homelessness.
* RDN has funded community engagement and data collection projects in the past that address the above.
* Please see the Reaching Home directives for more information on eligible activities under coordination of resources and data collection: <https://www.canada.ca/en/employment-social-development/programs/homelessness/directives.html>