



RESTORING HOME FIRES

Reaching Home: Canada's Homelessness Strategy Indigenous Homelessness
Funding Program

Red Road Healing Society (RRHS)
Restoring Home Fires Team (RHF)

REQUEST FOR PROPOSAL (RFP)

Restoring Home Fires must receive all applications for funding before the closing date of **August 31, 2026 at 11:59 PM MDT.**

Proposals submitted after the deadline will not be considered.

Please send electronic submissions to office.admin@restoringhomefires.ca

All parts of the application must be completed. Please review the Application Checklist at the end of the application prior to submission. RRHS/RHF reserves the right to reject some or all proposals and is under no obligation to approve any application through this Request for Proposals.

This project is funded by
the Government of Canada.

Canada



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WELCOME

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Thank you for taking the time to investigate this opportunity. We understand this can be an overwhelming process for smaller organizations, and as such, we encourage you to reach out with questions, review the information, and share any challenges you are facing so we can support you in this process. While not every application will be successful, we are committed to providing feedback through a debrief to support stronger applications in the future.

For this Request for Proposal, Restoring Home Fires seeks to invest in Indigenous-led organizations that provide culturally grounded, housing-focused, and community-driven responses to homelessness. We welcome small and large project proposals.

REACHING HOME: CANADA'S HOMELESSNESS STRATEGY

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.

Reaching Home also recognizes that Indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programs affecting them, and, as far as possible, to administer such programs through their own institutions. Accordingly, Reaching Home's Indigenous Homelessness stream provides funding to organizations that provide supports to meet the unique needs of First Nations, Inuit and Métis people who are experiencing or at risk of homelessness. The intent is that the funding be provided to Indigenous organizations located in urban centres. The Reaching Home Directives include provisions to facilitate delivery of culturally appropriate and culturally competent programming for Indigenous individuals and families.

More in-depth information can be found on the Reaching Home Directives:

https://housing-infrastructure.canada.ca/homelessness-sans-abri/directives-eng.html#_toc3

RED ROAD HEALING SOCIETY (RRHS)/RESTORING HOME FIRES (RHF)

Red Road Healing Society was selected by a Council of Elders in 2022 to become the Edmonton Indigenous Community Entity (EICE) responsible for administering Reaching Home: Canada's Homelessness Strategy - Indigenous Homelessness Stream. Accordingly,



the Restoring Home Fires (RHF) team was created to administer funds and report to the Government of Canada.

The Restoring Home Fires team works alongside the Indigenous Community Advisory Board (ICAB), a gathering of Indigenous community members with diverse expertise, including lived experience and front-line staff. The ICAB is responsible for providing cultural guidance, reviewing applications, and making recommendations for funding decisions to RHF.

The vision guiding both RHF and the ICAB is: *No Indigenous person should be unhoused on their own lands.*

REACHING HOME DEFINITIONS

Homelessness: The situation of an individual or family who does not have a permanent address or residence, and does not have the immediate prospect, means, and ability of acquiring it. More specifically, homeless episodes can include time spent:

- In emergency shelters (permanent or overflow beds), referred to as sheltered homelessness;
- In unsheltered locations or places not intended for human habitation (e.g., parks), referred to as unsheltered homelessness;
- Staying temporarily with others (e.g., family or friends) without guarantee of continued residency (“couch surfing”), referred to as hidden homelessness; or,
- In short-term rentals with no security of tenure (e.g., paying for motels with income or savings), also referred to as hidden homelessness.

Chronic homelessness refers to persistent or long-term homelessness where people have:

- Been homeless for at least 180 days at some point over the course of a year (not necessarily consecutive days); and/or,
- Recurrent episodes of homelessness over three years that total at least 18 months.

The measure of chronicity only includes time spent in the following living situations:

- Emergency shelters (permanent or overflow beds, including those for people experiencing domestic violence);
- Unsheltered locations or places not intended for human habitation (e.g., parks);
- Staying temporarily with others (e.g., family or friends) without guarantee of continued residency (“couch surfing”); and,
- Short-term rentals with no security of tenure (e.g., paying for motels with income or savings).



It does not include time spent in transitional housing or public institutions (e.g., hospital or correctional facility), although people who are discharged into homelessness from these living situations can be considered chronically homeless if they were experiencing chronic homelessness upon entry to transitional housing or a public institution.

Indigenous homelessness: Recognizing the diversity of Indigenous peoples in Canada, and that Indigenous peoples may choose to refer to themselves in their own languages, the following definition of Indigenous homelessness is inclusive of First Nations, Métis, and Inuit, status and non-status persons, regardless of residency or membership status.

For the purposes of Reaching Home, and subject to revision based on ongoing engagement and consultation with Indigenous peoples, Indigenous homelessness refers to “Indigenous peoples who are in the state of having no home due to colonization, trauma and/or whose social, cultural, economic, and political conditions place them in poverty. Having no home includes: those who alternate between shelter and unsheltered, living on the street, couch surfing, using emergency shelters, living in unaffordable, inadequate, substandard and unsafe accommodations or living without the security of tenure; anyone regardless of age, released from facilities (such as hospitals, mental health and addiction treatment centers, prisons, transition houses), fleeing unsafe homes as a result of abuse in all its definitions, and any youth transitioning from all forms of care”.

These definitions can be found on the Reaching Home Directives:

https://housing-infrastructure.canada.ca/homelessness-sans-abri/directives-eng.html#_toc3

ELIGIBILITY

Eligible applications include:

- Indigenous organizations (definition of Indigenous organization: greater than 50% Board and greater than 50% staff including management, along with community recognition);
- Indigenous organizations or Nations located outside of Edmonton but providing services in Edmonton without restriction based on membership;
- Not-for-profit organizations with demonstrated overrepresentation of Indigenous participants;
- Experience with Coordinate Access systems, or willingness to learn (examples include Effort to Outcomes/ETO);
- Project activities must take place within the municipal boundaries of the City of Edmonton, Alberta;
- Applicants must demonstrate the organizational capacity necessary to successfully manage public funding;



- Applicants currently receiving Reaching Home funding can submit a new distinct proposal;
- Applicants may submit multiple proposals if the proposed projects are distinct.

FUNDING PRIORITIES

This funding process is guided by the priorities established through community engagement with the Indigenous Community Advisory Board (ICAB) in alignment with the Reaching Home Directives. Funding decisions are intended to strengthen Indigenous-led solutions that prevent and reduce homelessness while honouring Indigenous ways of knowing, doing, and caring for community.

Through this process, the following Priorities have been set:

1. Youth Homelessness projects for Youth (13 - 24) living independently of parents and/or caregivers, and who do not have a permanent address or residence, or the immediate prospect, means, and ability of acquiring it.
2. Eviction Prevention & Shelter Diversion interventions are designed to reduce and prevent homelessness by supporting individuals before or at the point of housing crisis. Prevention focuses on people who are housed but at imminent risk of losing their housing, or those leaving public systems such as hospitals, corrections, or child welfare. Shelter diversion assists individuals seeking emergency shelter or being discharged from institutions by identifying safe alternatives to shelter. For greater detail, please review Appendix A and visit the Reaching Home Directives: [3.2 Prevention and Shelter Diversion Eligible Activities and Expenses](#)
3. Client Support Services help improve the integration and connectedness to support services. This may also include services related to basic needs, economic, social, and cultural integration of individuals and families, which support them in accessing and retaining housing. For greater detail, please review Appendix A and visit the Reaching Home Directives: [3.3 Client Support Services](#)

Other proposals that address any of the Reaching Home eligible activities, such as housing services or capital investments, will be considered depending on the quality of applicants and funding availability. Examples of eligible and ineligible activities can be found in Appendix A: Eligible Activity and Reporting Requirements or by referring to the Reaching Home Directives at: https://housing-infrastructure.canada.ca/homelessness-sans-abri/directives-eng.html#_toc3



FUNDING AVAILABLE

The total amount of funding being released to the community is \$2,000,000.00 for projects. RHF encourages small and large proposals. Projects may have a flexible start date; however, all funds must be spent by March 31, 2028. The total number of projects funded and the amount of funding per project will be determined based on the number and strength of proposals received. Applicants may consent to RHF keeping qualifying unsuccessful proposals on file for consideration if additional funding is found.

APPLICATION TIMELINE

RFP Release	August 4, 2026
Virtual Information Session*	August 12, 2026 (1-3 pm)
Proposal Deadline	August 31, 2026
RHF Reviews for Eligibility	September 1-11, 2026
ICAB Reviews & Make Recommendations	September 12-20, 2026
Final Decision	September 31, 2026
Notification of Decisions	October 1, 2026

**If interest in attending the information session, please email office.admin@restoringhomefires.ca for an invite.*

RHF reserves the right to adjust timelines in consultation with the ICAB if necessary.

APPLICATION REQUIREMENTS

Required documents:

1. Completed Funding Application Form;
 2. Maximum of 2 pages of additional information (if needed);
 3. Completed Excel Budget Template;
 4. Current organizational financial statement prepared and signed by the appropriate person (i.e., CA, CGA, CMA, or other individual responsible for finances within the organization);
 5. Letters of Partnership (if applicable);
 6. Letters of Support (max 2).
- Applications must be finalized and submitted on or before the submission deadline. The time of receipt of each application will be determined by the time the email is



received in the office.admin@restoringhomefires.ca inbox. Late submissions will not be accepted and will be disqualified.

- Applicants are cautioned to ensure the file size, transfer, or transmission speed does not delay their submission timelines. Applicants are encouraged to submit applications before the deadline to avoid disqualification.
- 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 withdraw their application at any time while the RFP is open, and they are permitted to resubmit an updated application while the RFP is open, but no resubmissions will be accepted after the submission deadline.

EVALUATION PROCESS

Evaluation of applications will occur in the following stages:

1. **Administrative Review:** This stage consists of an internal review to determine which applications comply with all the mandatory submission requirements. Applications that fail to satisfy the mandatory submission requirements will be disqualified. In addition, RHF will review any past or current project observations related to the applying organization.
2. **Evaluation:** This stage will consist of an evaluation of each proposal by an evaluation panel comprised of Restoring Home Fires employees and ICAB members who will evaluate each qualified application based on the rated criteria as set out under Evaluation Criteria below. Each proposal is evaluated on a score of 50 points.
3. **Comparative Evaluation:** This stage consists of evaluating all short-listed applications from Stage 2 against each other, with the evaluation panel weighing the applications with the finite amount of funding available. Additional documents may be requested at this time to support the comparative analysis.
4. **ICAB makes final recommendation to RHF as per the ICAB Terms of Reference.**
5. **Successful applications are to advance to negotiation and agreement development.**

Conflict of Interest for Evaluation Panellists: 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 evaluation process and to contribute to the fair and equitable distribution of funding.

EVALUATION CRITERIA

All applications are evaluated based on the following criteria:

Meets Eligibility Under Reaching Home Directives Does the project meet the objectives including Housing, Prevention & Shelter Diversion, Client Support Services	10 pt
Indigenous Organization An Indigenous organization has a majority representation of Indigenous individuals on their Board of Directors, staff and community recognition.	5 pt
Capacity of Applicant - The applicant demonstrates capacity to carry out the project activities in terms of experience, resources, abilities, and past project successes. - The applicant demonstrates financial/organizational stability to ensure the project will be successfully implemented and properly reported on as per Reaching Home criteria. - The applicant provided a realistic timeline and achievable project plan.	10 pts
Measurable and Achievable Outcomes - The proposed project has measurable and achievable outputs. For example: number of clients served and/or outcomes to meet the needs of eligible clients - The proposal includes how the applicant will measure, track and report on progress and performance of the project.	10 pts
Cultural Appropriateness The applicant demonstrates the capacity to respond to the unique challenges for unhoused Indigenous Peoples. The proposal explains how those challenges will be addressed.	10 pts
Value for Money - The costs are adequate and reasonable based on the outcomes and benefits of the project. - The costs are reasonable compared to prevailing market rates in the community. - All costs are eligible costs and directly related to the proposed activities.	5 pts
Total Points	50 pts

**Additional Considerations:**

- The lowest dollar amount proposal will not necessarily be selected.
- RHF is under no obligation to select any application through this process.
- The total number of 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.

REPORTING REQUIREMENTS

Successful applicants will be required to comply with all reporting and accountability requirements. Reporting generally includes monthly financial claims, activity and narrative reports, and annual audited financial statements. Organizations will also be required to participate in site monitoring, financial monitoring, program reviews, and data quality initiatives.

EXAMPLES OF REACHING HOME FUNDED PROJECTS

- Transition Housing Programs
- Housing Intensive Case Management Teams
- Community Outreach Vans
- Eviction Prevention Programs (e.g. Arrear payments to stay housed)
- Light touch housing set-up programs
- Day Spaces

QUESTIONS AND COMMUNICATION

Additional questions can be submitted to office.admin@restoringhomefires.ca, and a member of the team will respond within 3 business days.

DEBRIEF

A request for a debrief of the application may be submitted via email to office.admin@restoringhomefires.ca within 30 days of notification of an unsuccessful application. The debriefing of the applications will be dependent on the availability of the applicant and RHF.



DEADLINE

Submission Deadline: **August 31, 2026 at 11:59 PM MDT.**

Please send electronic submissions to office.admin@restoringhomefires.ca.

All parts of the application must be completed. Please review the Application Checklist at the end of the Application Form prior to submission.



APPENDIX A: ELIGIBLE ACTIVITIES AND REPORTING REQUIREMENTS

Appendix A is provided as a reference only. Where there is any discrepancy between this appendix and the Reaching Home Directives, the Reaching Home Directives shall prevail. Applicants are responsible for ensuring their proposal and future reporting complies with the current Reaching Home Directives.

This appendix outlines examples of eligible Reaching Home activities within each category, along with the associated reporting and outcome requirements identified in the Reaching Home Directives. It also speaks to some ineligible activities. This section is intended to help applicants understand how proposed activities align with program expectations and to clearly understand what results will be required to be measured and reported.

Reaching Home funding supports activities that contribute to preventing and reducing homelessness and must align with the program's eligible activities and directives. Applicants are strongly encouraged to review the full Reaching Home Directives to ensure their proposed activities are eligible before submitting an application.

Reaching Home Directives:

https://housing-infrastructure.canada.ca/homelessness-sans-abri/directives-eng.html#_toc3

Activity Areas and Sub-Areas	Example of Eligible Activities & Reporting Requirements (items listed per category are not exhaustive)
HOUSING	
1. Housing Attainment	- Determining an individual's or family's needs and preferences for housing and related supports. - Securing housing by working with private and public local real estate, landlord associations, and home communities (e.g., First Nation band, Inuit community, or Métis settlements). - Providing landlord-tenant services for an individual or family that has moved into housing. This includes, for example, mediation and problem-solving when a person is first housed (e.g., within the first three months). - Providing more intensive housing search support (e.g., accompaniment to viewings). - Re-housing (if required). Reporting: - A placement into housing must occur. A 12-month follow-up is required for individuals placed into housing. - By selecting this activity area, the following data must be collected and reported in the Annual report at the end of the fiscal reporting period: Number of people placed into housing during the year; Number of days it took to place an individual into housing; Demographic data of the individuals placed [gender/Indigenous/people with physical or mental disabilities/veterans/age ranges (children 0-11, youth 12-24, adults 25-64, seniors 65+)] - Data collected at 12 months following housing placement: Number of people who did not remain housed at 12 months; Reasons for not remaining housed; Number of people who successfully exited at or before 12 months; Number of people who were still housed at 12 months and still require supports



HOUSING - CONTINUED	
2. Short-Term Rental Assistance	- Within parameters that are established by the community, funding to help cover housing costs in the short-term (up to a maximum of six months) while people wait for longer-term rental assistance, including the Canada Housing Benefit or benefits from provincial, territorial or municipal programs. - Short-term financial assistance in the context of a rapid re-housing project (up to a maximum of six months). - 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. - Reporting: Total number of people who benefited from an Emergency Housing service
3. Housing Set-Up	Activities that cover costs associated with setting up a housing unit, including insurance, damage deposit, first and last month's rent, maintenance (e.g., painting), moving, furniture, basic groceries and supplies at move-in, etc. Available to all individuals and families, not just those in receipt of Short-term Rental Assistance.
Ineligible Activities Include:	- 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, territorial or municipal 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).

PREVENTION AND SHELTER DIVERSION	
1. Homelessness Prevention Homelessness prevention includes supporting people who are currently housed, but at imminent risk of losing their housing. It also includes supporting people who are being discharged from public systems	- Problem solving with landlords to stop an eviction. - Working with family and other natural supports to prevent loss of housing for youth. - Making referrals to prevent relationship breakdown (e.g., family counselling or mediation). - Providing short-term or emergency financial assistance (e.g., to cover the costs of rent or utility arrears, cleaning/repairs to a rental unit so that it is safe, or groceries to help with that month's budget). - Finding another housing option before a tenancy ends, or before a youth ages out of care or leaves a family home.



PREVENTION AND SHELTER DIVERSION - CONTINUED	
2. Shelter Diversion Shelter diversion is an intervention that helps people who are seeking access to emergency shelter to explore other safe and appropriate alternatives.	• 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 supports, 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. • 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 (e.g., paying for groceries, clothing, transportation vouchers, diapers and formula, cleaning/repair of damage to a rental unit). • Moving costs. • 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).
Reporting for PREVENTION AND SHELTER DIVERSION combined.	Report is divided into Core Services & Secondary Services: Core Services: There is a 3-month follow-up requirement for Core Services. These services include rental assistance to stay housed, landlord/family mediation, utility payments, Trusteeship and other financial related services. If providing Core services, the following data must be collected and reported in the Annual report at the end of the fiscal reporting period: Number of people who benefited from a Core Service during the year; Number of people (of those reached) that remained housed at 3 months; Number of people (of those reached) that did not remain housed at 3 months; Reasons for not remaining housed. Secondary Services: Excluding the Core Services, a qualitative summary (max 1500 characters) of the other types of Prevention and Shelter Diversion services that were delivered during the fiscal reporting period must be provided.
Ineligible Activities Include:	• Provision or payment for student housing for students who are not at imminent risk of homelessness. • Supports for low-income individuals or families who are not at imminent risk of homelessness. • Down payments and mortgage payments or repairs to privately owned property. • The creation of a rent bank to provide loans.



CLIENT SUPPORT SERVICES

1. Economic Integration Services

Economic integration services are activities that seek to bridge individuals experiencing or at imminent risk of homelessness to existing employment programs, remove barriers to employment or support skill enrichment to facilitate labour market readiness, to support them to access and retain housing

- **Income assistance:** Services to connect individuals and families to existing income benefits and financial assistance (e.g., provincial/territorial social assistance, child benefits, disability benefits, Veterans allowance, old age security, or employment insurance).
- **Employment assistance:** Pre- and post-employment services (e.g., job search assistance, interview preparation) that bridge individuals to the labour market and assist them to maintain employment and build self-sufficiency.
- Connecting individuals and families to education and training programs, and services to support the successful participation in these programs (e.g., bus passes, clothing or equipment, food and non-alcoholic beverages, childcare costs, and internet access for the duration of the program).
- Job training services such as essential skills development (e.g., reading, document use, numeracy, writing, oral communication, working with others, critical thinking, computer use and continuous learning); and/or life skills (e.g., job interview training, anger management, sessions on healthy relationships, parenting skills development, effective communication, budgeting, cooking, or healthy eating).

Reporting: Economic integration activities aim to support individuals and families economic status or situation. This includes services to help individuals and families obtain: Income assistance, Employment assistance, Education assistance and/or Job-training assistance.

By selecting these activity areas, the following data must be collected and reported in the Annual Results report at the end of the fiscal reporting period: **Number of people who began receiving income assistance; Number of people who began new paid employment; Number of people who began an education program; Number of people who began a job-training program; Demographic data for the individuals reported under each Economic Integration service.**

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.
- Direct provision of wages to program participants for casual work (e.g., paying a participant or person staying in a shelter to do odd jobs).
- Salary for a full-time teacher to provide an alternative to provincial or territorial education.
- Tuition.
- Workplace skills development.
- Apprenticeship grants.



CLIENT SUPPORT SERVICES – CONTINUED

2. Social and Community Integration Services

Social and community integration services are supports to improve social and community integration of individuals and families experiencing or at imminent risk of homelessness, to support them to access and retain housing. This includes a broad range of services essential to improving well-being and long-term self-sufficiency.

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

Reporting: By selecting this activity area, the following data must be collected and reported in the Annual report at the end of the fiscal reporting period: **Number of unique individuals who participated in Social and Community Integration activities.**

3. 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 experiencing or at imminent risk of homelessness, to support them to access and retain housing.

- 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:
 - o The storage, distribution and provision of materials and/or supplies (e.g., needles), prevention interventions (e.g., targeted programming to prevent substance abuse for youth experiencing or at imminent risk of homelessness, managed alcohol programs, connecting individuals to harm reduction services).
- Services and supports to help address the housing-related impacts of a mental health issue (e.g., cleaning services for hoarding situations).
- Professional fees and gifts for services provided in support of Indigenous peoples (e.g., 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.
- Supports to access traditional or culturally sensitive healing services (e.g., healing circles, sweat lodges ceremonies, access to traditional medicines such as tobacco and sage) that are not offered through provincial/territorial programming. Eligibility is not based on service location (e.g., may be local or require travel to a non-local Indigenous community).

Ineligible activities include:

- Professional or other fees for clinical, health and treatment services and supports (e.g., nursing support services, medical assessments, and mental health and addictions supports.)



CLIENT SUPPORT SERVICES - CONTINUED

4. Basic Needs Services

Basic Needs Services support outcomes that contribute to a reduction in homelessness. This includes short-term food and emergency shelter assistance to assist people experiencing homelessness to obtain more stable housing.

- 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.
- Supplies to support individuals experiencing unsheltered homelessness, such as tarps, tents, sleeping bags and other basic goods as part of broader outreach efforts to connect people with housing.
- Longer-term food programs that are part of another eligible activity (e.g., activities that assist with community reintegration). Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to three months).
- Access to traditional foods and medicines.
- Culturally relevant supports for Indigenous peoples (e.g., cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Repair or replacement of eyeglasses (if not otherwise covered through medical services).
- Access to disability and/or functional assessments, if not covered by a provincial/territorial government. For example, a report from a qualified professional in the field, accredited by the appropriate regulated professional association, that will assist the individual in accessing broader supports, such as employment, income, and housing.
- Disability supports (e.g., mobility and other assistive devices if not otherwise covered through medical services).
- Personal identification.
- Access to technology (e.g., phones, community voice mail, safe apps, and computers) in a community setting (e.g., in a resource or drop-in centre).
- Transportation to home community (mileage eligibility to be determined by community).
- Transportation (e.g., bus tickets or taxi chits) to shelter and other emergency housing services.
- Access to oral care programs (if not covered by a provincial/territorial government).

Ineligible activities include:

- Purchase of alcoholic beverages, tobacco for personal use (e.g., cigarettes), cannabis, and illicit substances.
- Expenses related to the purchase or use of a cell phone, other than for short-term use to allow clients to stay connected (e.g., to get in touch with a case manager or participate in a hearing), should technology in a community setting not be an option.



Eligible Administrative Expenses are capped at 15% of the total project allocations:	
Staffing Expenses Examples	- 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 Examples	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 Examples	- Contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security, audit costs and legal fees. - For services provided by Indigenous Elders 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.
Travel Examples	- 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, car rental. - Staff and volunteer (includes Community Advisory Board members) transportation (e.g., parking, bus fare, airfare, taxi, mileage, food, accommodation).
Capital Assets Examples	- Eligible costs related to other capital costs (e.g., 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 (e.g., reimbursing travel 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 (e.g., providing services and supports in Indigenous languages to address local Indigenous homelessness needs).

Administrative costs must be directly related to the proposed project. If an administrative expense is shared with other programs or funding sources (e.g., rent, utilities, office supplies, or administrative staff), only the portion attributable to the project may be claimed. Applicants should prorate shared costs using a reasonable and well-documented allocation method.