



Housing Supports Initiative Manitoba, Canada

Call for Proposals

Application Guide

September 20, 2021 – March 31, 2023

Deadline: September 20, 2021 5:00 p.m.



Introduction to Manitoba Non-Profit Housing Association

Established in June 2011, the Manitoba Non-Profit Housing Association (MNPHA) represents over 100 non-profit housing providers who collectively own and manage more than 24,000 affordable homes across 23 communities in Manitoba.

Funding Objectives

In March of 2021, the Province of Manitoba agreed to provide MNPHA with funding to go towards the non-profit housing and homelessness sectors. The funding is intended to aid in providing housing support services for individuals and families as they transition from homelessness, or face the risk of homelessness, to successful tenancies and is intended to increase access to affordable housing and help reduce homelessness in response to the COVID-19 pandemic.

2021 Call for Proposals

Funding available under this Call for Proposals	up to \$2 million
Funding period	October 15, 2021 to March 31, 2023
Application submission deadline	September 20, 2021 at 5:00 p.m.

Joint Submissions and Partnerships

Joint submissions and partnerships are not only permitted but strongly recommended. If a joint submission is awarded funding, one party must take responsibility for the contractual relationship with MNPHA.

Eligible Geographic Area

To be eligible for funding, the project must be based in Manitoba and all funded activities take place in Manitoba.

Eligible Activities

Priority areas were identified through a consultative process with organizations and individuals who currently provide supports and housing to individuals experiencing homelessness and those at risk of becoming homeless. Proposals that support the following priority areas are welcomed.

1. **Maintaining Successful Tenancy:** A tenant is defined as any individual or family in non-profit or public housing that is at risk of being homeless or are presently experiencing homelessness, and have the opportunity to move into non-profit or public housing. Tenant supports encompasses all the different kinds of programs and services required to support people in their journey. This can include items that support eviction prevention such as pest control preparation, mental health/addiction supports, or programs that empower tenants to enhance and build their capabilities.



2. **Sector Capacity Building:** The non-profit housing sector and the people who work in it are vital to ensuring people are supported in a respectful and meaningful way. Presently, there are limited resources available to ensure present and future staff have the ability and opportunity to get the proper training, skills, and experience to provide the best support and service possible. This priority recognizes this and will consider projects that contribute to the capacity development and enhancement of the sector.
3. **Case Management:** This area has proven to be a sector best practice in addressing housing instability and homelessness. Case management represents holistic services that provide for individualized support verses programs for groups. There is recognition that there are different kinds of support required in different circumstances and each organization does it differently. Case management is a spectrum that can range from outreach to wrap around on-site services. This priority will allow projects to continue to explore services in this area or build new processes and practices for people experiencing homelessness to have successful tenancies in non-profit or public housing.

Eligibility Criteria

To be considered, an organization must be located within the Province of Manitoba and incorporated as a non-profit organization or charity, or *Indian Act* Bands, Tribal Councils and Indigenous self-government entities (program/project activities must take place off-reserve);

Organizations that are approved for funding must:

- ✓ Agree to follow a protection of personal information agreement, as required by Manitoba Housing as a condition of funding
- ✓ Agree to provide regular reporting, outlined below

An evaluation of the funding will take place, to be shared with the sector and funders to demonstrate results. Funded projects will be asked to participate in this evaluation to share their experience, good practices, and lessons learned.

Required Eligibility Documents

The following documents will be required as part of the process to validate organization eligibility:

- ✓ Incorporation documents
- ✓ Most recent financial statements (audited if available)
- ✓ Last annual report (if available)

Available Funding

Funding is available for activities with a budget of a minimum of \$5,000 and a maximum of \$250,000. Activities to be funded must begin after the approval of the funding.

Evaluation Criteria

Please consider the following evaluation criteria as they will be applied to proposals:



1. Project Objectives – does the project clearly align with the funding objectives, and address one of the three priority areas defined?
2. Outcomes – are the project outcomes clear, reasonable, measurable and achievable?
3. Capacity of the Applicant – does the applicant have the organizational, service, and financial capacity to be successful with the project?
4. Partnership and Support – Does the applicant have partnerships and support necessary to ensure the project is successful?
5. Value for Money – Does the project provide good value for the investment required?
6. Project Location – Is the location of the project appropriate, including filling gaps in service in a particular location?
7. Sustainability – Will the value of the investment be sustainable over the long term?
8. Cultural Appropriateness – Is the project culturally appropriate to serve the Indigenous population?

Assessment Process

1. Applications will be screened based on eligible organization type. If both the organization and the activities are eligible the application will proceed to step two.
2. A Proposal Review Committee has been tasked with reviewing all proposals and making recommendations as to which projects to fund based on a Scoring Criteria to be used for all applications. Using the scoring criteria, applications will be required to obtain a minimum score in order to be considered for selection.
3. High scoring applications are considered.
4. It is possible that applications with strong potential, but missing aspects that would make them eligible or high scoring, will be approached to consider revising the project so it can receive funding.

Process and Timeline



Submission Requirements

All applicants must carefully review the Call for Proposals Application Guide. Applications must be submitted on the Application Form located at <https://mnpha.com/housingsupports>

Please include with your Application:

- Budget form;
- Letters of support (if applicable);
- Letters of partnership (if applicable);
- Required Eligibility Documents.

All applications are to be submitted by email at transformation@mnpha.com or by fax at 1-204-480-4828. We will confirm receipt of your application. If you don't receive confirmation, please follow up directly with Cheryl Krostewitz at 204 797 6746 extension 2.

Reporting Requirements

All funded projects will be required to submit regular reports which will include:

- Quarterly financial reports on budgets and actual expenses
- Quarterly and annual reports on project activities, service statistics and outcomes
- Client specific housing stability and economic and social well-being outcomes, if applicable. To promote sustainability of funding, an evaluation will be conducted by Health in Common, and eligible funded projects will be requested to participate

Specific Reporting Requirements include:

Case Management

- Number of people placed into housing
- 12 months follow up status after being placed into housing
- Interventions to support participants that are at risk of becoming homeless
- 3 month follow up status after first intervention to support participant at risk of becoming homeless
- Interventions to connect people to income, employment, education, job training
- Referrals to other services

Housing Supports

- Interventions to support participants that are at risk of becoming homeless
- 3 month follow up status after first intervention to support participant at risk of becoming homeless
- Interventions to connect people to income, employment, education, job training
- Referrals to other services
- Number and type of group programs

Capacity Development

- Number and type of training sessions; number of people attending each
- Number and type of partnerships supported
- Number of networking opportunities; number of people attending each



Conflict of Interest

Knowingly acting and/or persisting in a conflict of interest is unethical. In order to ensure that a fair and equitable process for reviewing and recommending projects is in place, all parties that could influence the acceptance or rejection of a proposal must disclose any potential for conflict of interest. This includes:

1. Members of the Proposal Review Committee
2. Staff and Board of Manitoba Non-Profit Housing Association

A conflict of interest can be defined as: “A situation in which a person, such as a public official, an employee, or a professional, has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties.”

In regards to conflict of interest, the obligations of the Proposal Evaluation Committee are as follows:

1. To act in the best interest of ALL people experiencing or at risk of homelessness in the community irrespective of a particular organization or segment of the population.
2. To seek advice and guidance from the Housing Supports Initiative Proposal Review Committee should the identified conflict of interest pose a significant risk to the integrity of the process.
3. To declare any real, perceived or potential conflict of interest to the Proposal Review Committee as a whole, with respect to a direct or indirect connection to a proposal submission before them

It is acknowledged that members of the Proposal Review Committee are representative of organizations that support people experiencing homelessness or those at risk of being homeless and may wish to apply for funding from the Housing Supports Initiative. Declaring a Conflict of Interest does not mean that the application cannot be considered but rather, that the organization will not be involved in the reviewing and scoring of the application nor influence the other members of the Proposal Review Committee in any way.

