



Proposal Guidelines for Reaching Home

2026-2028 REQUEST FOR PROPOSALS

Bathurst, NB



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1. Reaching Home – Canada’s Homelessness Strategy

Reaching Home is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to Designated Communities (urban centers), Indigenous communities, territorial communities and rural and remote communities across Canada.

Reaching Home supports 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 50% by fiscal year 2027 to 2028. Reaching Home will fund activities that contribute to the objectives of the program while reflecting local realities and community needs and opportunities. The eligible activities and expenses for the 2026-2028 Request for Proposals (RFP) must correspond to the categories described in the Reaching Home Directives.

For more information on Reaching Home please access the federal government website at <https://esdc.gc.ca/eng/communities/homelessness/index.shtml>

2. Community Entity and Community Advisory Board

The Human Development Council (HDC) acts as the Community Entity (CE) and is responsible for the administration of Reaching Home in the designated cities of Fredericton, Moncton, Saint John, and Bathurst.

Community Advisory Boards (CAB), representing a variety of agencies and organizations having direct involvement and/or interest in preventing and reducing homelessness in these communities develop Reaching Home community plans and priorities at the beginning of each funding cycle. The HDC has engaged with the CABs, front-line service providers, and other key representatives in community working within the local Coordinated Access Systems to inform this 2026-2028 RFP. A sub-committee of the Bathurst CAB will evaluate submitted proposals and make funding recommendations to the CE.



3. Proposal Requirements

General requirements: In order to be considered for funding applicants will be required to meet the following requirements:

- **COORDINATED ACCESS SYSTEM:** Proponents are required to participate fully in the local Coordinated Access (CA) System. Where applicable, all caseload matches must be made through CA. Funded staff are required to maintain data quality in accordance with Bathurst's Coordinated Access terms of reference, provide updates as required to the CAB, and participate in relevant CA-related activities such as Community Engagement/Planning Sessions and training opportunities.
- **HIFIS:** Proponents are required to utilize the Homeless Individuals and Families Information System - which may be a phased implementation depending on program type. Proponents are expected to continue seeking opportunities to collaborate and expand operational use of HIFIS within the Designated Community.
- **GOOD STANDING:** Proponents must be in good standing with the HDC in terms of any previous funding agreement, including completion of financial or activity reports.

Proposal requirements: The following information under the five identified sections must be provided for each project proposal submitted:

Section A: Organization

Please ensure that your application contains the following:

- Legal name of organization, mailing address, telephone number.
- Contact person, title, telephone number and email address.
- Organization's Mandate (primary work of organization, mission, objectives, etc.).
- Please describe if the organization has undergone any important transformations in the past two years (e.g., change in leadership in the board of directors, or at the executive level, an important reduction, increase or turn over in staff, a merger or split with another organization, change in mandate etc.).

Section B: Project Description

Please ensure that your application contains the following:

- A brief descriptive project title.
- An executive summary that provides high level detail of the proposed project and clearly identifies which priority area(s) the project is addressing.
- Information about how the anticipated outcomes/results of the project will assist in achieving any or all of the following outcomes:
 - Chronic homelessness in the community is reduced.
 - Homelessness in the community is reduced overall and/or for specific populations
 - New inflows into homelessness are reduced
 - Returns to homelessness are reduced



- Identification of specific populations the project seeks to serve and rationale/evidence/data to support identified need.

Please ensure that your proposal includes all of the following, as relevant:

- The number of individuals your program expects to serve over the duration of the project, broken down by program area if you seek to deliver multiple programs (i.e. Prevention, transitional housing, and outreach/intervention)
- The number of staff hired, titles, employment terms and descriptions, and rough salary ranges (if your project does not involve new staff, please provide rationale for how new program/project operations can be completed without new staff, except in the case of capital costs)
- Information about organizational structure and how you anticipate supporting increased demands from the program or project in terms of HR, training, evaluation, administration, and reporting
- A schedule or operational plan that describes the anticipated project activities and milestones - including start/end dates and key milestones.
- Background information and description of the organization's ability to manage projects.
- A description of how the proposed project fits with your organization's other activities.

Section C: Coordinated Access

Please describe the current level of participation your organization has with the local Coordinated Access System, including but not limited to involvement with the Coordinated Access List, case conferencing, and/or other related committees.

Please describe the anticipated level of integration the proposed project has for the local Coordinated Access System. If applicable, a list of all partner organizations and description of their involvement in the proposed project, and any relevant letter(s) of support.

Section D: Budget & Financial

Please use the budget template that was included, if possible, and ensure that all costs correspond to each eligible Reaching Home category.

Please provide the following:

- The total amount of Reaching Home funding being requested
- The source and amounts of other funders contributing to the project, indicating if they are confirmed or pending
- A brief description of your organization's financial accounting practices
- A brief description of how activities will be sustained should the proposed activities not be completed by March 31 of the respective year, and if there are ongoing costs associated with these activities.

Please submit your organization's most recent audited financial statements as an appendix.

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Fredericton NB E3B 3W8

139 Prince Edward St.
Saint John NB E2L 3S3
www.sjhdc.ca

236 St. George St. Unit 110
Moncton NB E1C 1V9



Please ensure that your application is submitted by an official, authorized representative of your organization. We will require that a signing authority authorize all subsequent documents (People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization [chief executive officer, executive director, chiefs of finance or human resources]).



4. Review Process

Proposals will be reviewed by a selection committee based on their ability to demonstrate strong results in each of the following areas:

- Overall proposal quality, clarity, and direction
- Operational effectiveness and impactfulness of proposed project
- Organizational capacity to complete project successfully, including change-readiness and capacity
- Comprehension of and alignment with community homelessness priorities
- Organization's ability to work within the Coordinated Access System, including collaboration, and non-duplication of effort
- Proposed project's ability to track and report outcomes
- Project budget and financial controls

Each of the above areas will be weighted equally in evaluation, and a project must demonstrate strong results in each of these areas. The Community Entity reserves the right to reward project funding to none, one, or more of the top scoring organizations based on the availability of funding and has the discretion to accept or reject any submission or any portion of item thereof. The Community Entity further reserves the right to request clarification from any or all organizations submitting a funding proposal.



5. General Conditions

The following conditions apply to this Call for Proposals:

- Organizations submitting a funding proposal acknowledge and agree that the Human Development Council will not be responsible for any costs, expenses, damages or liabilities by any organization as a result of, or arising out of submitting a funding proposal, requesting clarification, the communication of any information contained in a funding proposal to any party, including the public, or due to the Human Development Council acceptance of one or none of the submissions received as a result of this funding proposal.
- The Human Development Council makes no representations or warranties concerning the completeness or accuracy of the information contained in this package. Organizations are responsible for satisfying themselves as to the completeness and accuracy of all information. Information submitted by organizations may only be released with the agreement of the organization if properly requested, and if the information is not exempt from disclosure from any Act. If respondents consider any information submitted in response to this Request for Proposals to contain proprietary or confidential information, such information must be submitted in a separate secure method of online communication clearly marked "CONFIDENTIAL" or submitted via a separate sealed envelope and clearly marked "CONFIDENTIAL".
- Applicants should be aware that proposals may be read and reviewed in part or in full by members of the review committee as well as various federal, provincial, and municipal officials serving on the committee. Information submitted will be treated as confidential to Reaching Home funding and programming process.
- Applicants should be aware that all Reaching Home projects, related funding commitments, and anticipated outcomes will be publicly available.

Proponents are encouraged to contact the HDC in advance of submitting a proposal to discuss the project in mind.



6. Submitting the Proposal

Proposals can be submitted by form online at <https://airtable.com/appGqyeuFkmVPb2z3/pag8SU7PN1KreoTxp/form>, by email according to instructions below, or by letter mail according to instructions below.

Mailing address:

Human Development Council
Reaching Home Funding Application
Third Floor, Social Enterprise Hub,
139 Prince Edward St.
Saint John, NB
E2L3S3

By Email:

Please email your proposal in Word or PDF format to: Admin@SJHDC.ca and include Reaching Home Funding Application and the name of your organization in the subject line.

If you have any questions about the RFP, please contact Cory Herc at Cory@SJHDC.ca. Late or misdirected submissions will not be accepted.