

BC Rural and Remote Homelessness Partnership Strategy (HPS)

APPLICATION GUIDE

ALL APPLICANTS SHOULD READ THIS GUIDE BEFORE COMPLETING THE
HPS APPLICATION FORM

HOMELESSNESS PARTNERING STRATEGY CALL FOR PROPOSALS

CALL FOR PROPOSALS

1.0 INTRODUCTION

In March 2013, the Government of Canada announced a 5 year extension of funding for the Homelessness Partnering Strategy (HPS) at current funding levels from April 1st, 2014 to March 31st, 2019. The current five year program cycle features an emphasis on the Housing First approach.

Through this Call for Proposals (CFP), the Prince George Nechako Aboriginal Employment and Training Association (hereinafter referred to as “PGNAETA”) in partnership with the BC Regional Advisory Board (BCRAB, solicits applications for BC Rural and Remote Homelessness Partnership Strategy Funds (HPS).

The maximum amount of funding available for this Call for Proposals is approximately \$525,000. The total number of projects funded and the amount of funding per project will be determined based on the quality of proposals received. All projects approved for funding must be completed between August 1st, 2014 and March 31st, 2015.

2.0 PURPOSE

The HPS is a community-based program designed to address homelessness across Canada, relying on communities to determine their own needs and to develop projects accordingly. Nationally, HPS aims to prevent and reduce homelessness across Canada through the mobilization of partnerships at federal-provincial/territorial and community levels. These partnerships contribute to sustainable and comprehensive development of services and facilities to help those who are chronically or episodically homeless or at risk of homelessness or are part of the hidden homeless population, to move towards well-being and self-sufficiency.

3.0 FOCUS ON HOUSING FIRST

The Housing First approach involves moving individuals who are chronically or episodically homeless from the streets or homeless shelters directly into permanent housing. Permanent housing is complemented by the provision of services to assist clients to sustain their housing and work towards recovery and reintegration into the community. More information about service delivery models are available at the ESDC website (http://www.esdc.gc.ca/eng/communities/homelessness/housing_first/approach/index.shtml)

As part of the program renewal announced in March 2013, communities were encouraged to focus on the implementing Housing First approaches. The focus would include the following program requirements:

- Housing First investments must serve and track outcomes for the chronically and episodically homeless;

- Non-Housing First investments must serve one or more of the following; chronically homeless, episodically homeless, at imminent risk of homelessness or hidden homeless population
- Housing First clients must be provided services according to the Housing First philosophy; and
- Tracking of specific Housing First and non-Housing First indicators of client outcomes per unique individual

3.0 ROLES AND RESPONSIBILITIES

HPS funds for the BC Rural and Remote communities of British Columbia are managed under a “Community Entity” governance structure whereby funds are managed and administered by an organization on behalf of the federal government and under agreement with the Ministry of Employment and Social Development Canada (ESDC).

In April 2014, PGNAETA was confirmed to continue as the Community Entity for the BC Rural and Remote region. The Community Entity governance structure also provides an opportunity for community input into program delivery through a “BC Regional Advisory Board”. The Community Entity and the BC Regional Advisory Board have specific and significant roles in the Call for Proposal process and the overall administration of the HPS funding. A short description of the respective roles is provided below.

3.A Employment and Social Development Canada (ESDC)

Through Service Canada, ESDC acts as the program funder, outlines the Terms and Conditions under which the program is managed, approved the funding priorities, receives regular reports on performance of all funded projects, and serves as an advisor to PGNAETA and the BCRAB.

3.B Prince George Nechako Aboriginal Employment and Training Association (PGNAETA)

In its capacity as the Community Entity, PGNAETA has the following responsibilities in the delivery of the program

- Consult with community stakeholders on HPS matters affecting the community;
- Develop community funding priorities with the BCRAB;
- Conduct the Call for Proposals based on the priorities of the community;
- Work with the BC Regional Advisory Board to review and recommend projects for funding;
- Make final decisions and develop agreements with successful project proponents; and
- Monitor the performance of projects and report results to Employment and Social Development Canada

3.C The BC Regional Advisory Board on Homelessness (BCRAB)

As the Regional Advisory Board, the BCRAB has three significant roles; namely;

- Provide input and advice to PGNAETA on HPS priority setting;
- Recommend HPS projects for funding by PGNAETA

4.0 CALL FOR PROPOSAL FUNDING PRIORITIES (2014-2015)

Projects funded through this CFP will be directed to Housing First Readiness activities and activities that meet the identified Non-Housing First priorities identified in the CFP.

1. Housing First Readiness Activities

- Determining the Housing First model
- Identifying, integrating and improving services
- Partnership development in support of a Housing First approach
- Working with the housing sector to identify opportunities for and barriers to permanent housing

2. Non-Housing First HPS Activities

- Facilitate access to housing, which could include providing emergency housing funding (eg; rent subsidies; housing allowances) to bridge clients to provincial/ territorial/ municipal systems
- Set-up apartments (insurance, damage deposit, first and last month's rent, basic groceries and supplies at move-in, etc..)
- Furnish apartment for Housing First clients (furniture, dishes, etc..)
- Repair damages caused by Housing First clients
- Provide landlord-tenant services
- Re-housing if required
- Connecting clients to income supports
- Pre-employment support and bridging to labor market
- Life Skills development (budgeting, cooking)
- Supports to improve clients' social integration
- Culturally relevant responses to help Aboriginal clients
- Connecting clients to education and supporting success
- Liaise with and refer to appropriate resources
- Housing loss prevention (only for individuals at imminent risk of homelessness)
- Basic or urgent needs services
- Minor Capital Investments under \$35,000
- Construction, Renovation and purchase of transitional housing facilities, permanent supportive housing facilities, and non-residential facilities
- Purchase of furniture, equipment and/or vehicles
- Renovation of emergency shelters and transition houses

- Creation of safe spaces and/or additional spaces in existing facilities that provide transition housing, emergency shelter and permanent supportive housing
- Activities to ensure the coordination and leveraging of resources

5.0 PROJECT MANAGEMENT REQUIREMENTS

Approved recipients will be required to report on outcomes relevant to the project activities. In particular, data collection will be imperative that differentiates Housing First Clientele from Non-Housing First clientele and further statistical documentation of successful interventions that resulted in assisting client to move from being homeless to securing permanent housing with supports.

6.0 MINIMUM ELIGIBILITY REQUIREMENTS

In addition to the eligible activities summarized under 4.0, proposed projects will be screened based on the following mandatory eligibility requirements:

- Document submission requirements;** application documents submitted are complete and submitted on time as per the CFP Application Guide Instructions
- Who can apply:** Non-for-profit organizations, registered charitable organizations, individuals, municipal governments, for-profit enterprises, public health institutions and aboriginal organizations. For profit enterprises are eligible for funding if the nature and intent of the activity is non-commercial, does not generate profit and is in line with HPS eligible priorities and activities.
Please note: Preference will be given to aboriginal organizations to deliver projects where feasible, in cases where a projects' objectives and activities specifically target off-reserve Aboriginal people who are homeless or at risk of homelessness
- Eligible HPS Priorities;** Project must be aligned with the eligible HPS priorities described in section 4.0, above.
- Eligible Geographic Region;** projects must take place within rural communities in British Columbia with less than 25,000 population. Activities in designated communities are not eligible for funding under the Rural and Remote Homelessness funding stream; (Kamloops, Kelowna, Vancouver, Prince George, Nanaimo, Nelson, Victoria)
- Matching Contributions:** In-kind and matching contributions from external sources of the organization can include those verifiable with letters attesting support to demonstrate project costs are realistic and the project viable. Examples of matching in-kind organizational contributions include any of the following items necessary for the implementation of the project but not proposed for HPS funding; organizational office space and meeting room space, organizational administration, volunteers including volunteer boards, laptops, computers, software, professional licenses or association memberships and completed knowledge development resources owned by the applicant organization. Funds from other HPS streams, such as Aboriginal stream, are not considered matching funds under the HPS Terms and Conditions.
- Indebtedness to Canada:** For applicants owing a debt to Canada, the debt must be disclosed and a debt repayment plan provided.

- g. **Union Concurrence:** If applicable, include a union concurrence letter.
- h. **Completion:** Projects must be completed by March 31st, 2015

7.0 INELIGIBLE PROJECT ACTIVITIES AND COSTS

The following activities and costs are not eligible for HPS funding:

- a. Affordable Housing
- b. Social Housing
- c. Rental Costs unless used to deliver a project
- d. Activities and supports taking place on-reserve
- e. Software and hardware that serves the same functions and purposes as the Homeless Individuals and Families Information System (HIFIS) software
- f. Employability activities normally provided by other senior levels of government (such as, Youth Employment Initiatives, and Employment Benefits and Support Measures)
- g. Direct cash payments to people who are homeless or at-risk of homelessness
- h. Entertainment expenses
- i. Donations
- j. Fines and penalties; and
- k. Membership fees for clubs

8.0 ELIGIBLE COSTS

Financial assistance may be provided to cover the following costs:

1. **“Staff Wages”** include wages and salaries paid to direct project staff. In addition, Mandatory Employment Related Costs (MERCs) can be included. MERCs refer to payments an employer is required by law to make in respect of its employees such as EI and CPP premiums, workers compensation premiums, vacation pay and Employer Health Tax. Benefits refer to payments an employer is required to make in respect of its employees by virtue of company policy or a collective agreement. Examples of benefits include contributions to a group pension plan or premiums towards a group insurance plan.
2. **“Professional Fees”** means contracting for goods and services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security (if contracted specifically to support the project), audit costs and legal fees. HPS projects may also include under professional fees the hiring of a consultant for services such as; assessing the needs of clients and training frontline staff.
3. **“Travel”** includes travel costs set out in the Nations Joint Council of Canada’s Travel Directive that are incurred in respect of project staff and volunteers and contracted professionals.
4. **“Capital Assets”** over \$1000 excluding taxes, with the exception of Facilities. Under the HPS, this includes furniture, appliances, and fixtures for the facilities used to carry out project activities. **Please note the maximum amount for capital assets in this call is \$35,000.**
5. **“Facilities”** includes the cost of purchasing, building, renovating or making additions to shelter space, supportive or transitional housing facilities and on-residential facilities.

6. **“Other Activity Related Project Costs”** include direct costs explicitly related to the project activities that are not included in any other expenditure category, such as;
 - a. Rented space to hold meetings; consultations, or to provide emergency shelter, including applicant owned premises;
 - b. Food, clothing, personal and household items that will remain with participants;
 - c. Furniture costing \$1000 or less, before taxes;
 - d. Materials and supplies for a homeless-serving facility; food, laundry and cleaning supplies;
 - e. Printing costs, meter charge for photocopies, translation;
 - f. Emergency rent and utilities payments made to the property owner or utility companies (these payments are not to be disbursed directly to individuals)
 - g. Participant related costs such as living allowance while participating in training activity;
 - h. Vouchers for living expenses for individuals (eg; vouchers for food, clothing, grocery, baby diapers, eye glasses)
 - i. Dependent care (while the client is participating in project activities); and
 - j. Travel (bus tickets)

7. **“Administrative Costs”** include the costs of administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs normally incurred by any organization to ensure the effective delivery of the project. These include costs such as rental of office space, office equipment rental, insurance, office supplies, internet/website, bank charges, office moving expenses, office cleaning, security system, computer software and license renewals, garbage removal/recycling, disability needs, staff professional development (health and safety, CPR, sensitivity training, conflict resolution, etc..) staff travel to meetings, membership fees.

8. **“Organizational Infrastructure Costs”** are expenses incurred for services rendered to the applicant or recipient by a “main office” “head office” or “administration office” of the Applicant or Recipient. These are costs related to functions which. Although they guide and enable effective project delivery, are not project specific and are usually charged on a “pro-rated” basis. **Administrative costs and organizational infrastructure costs proposed under HPS funds cannot exceed 15% of total amount proposed for HPS funding).**

9.0 EVALUATION PROCESS

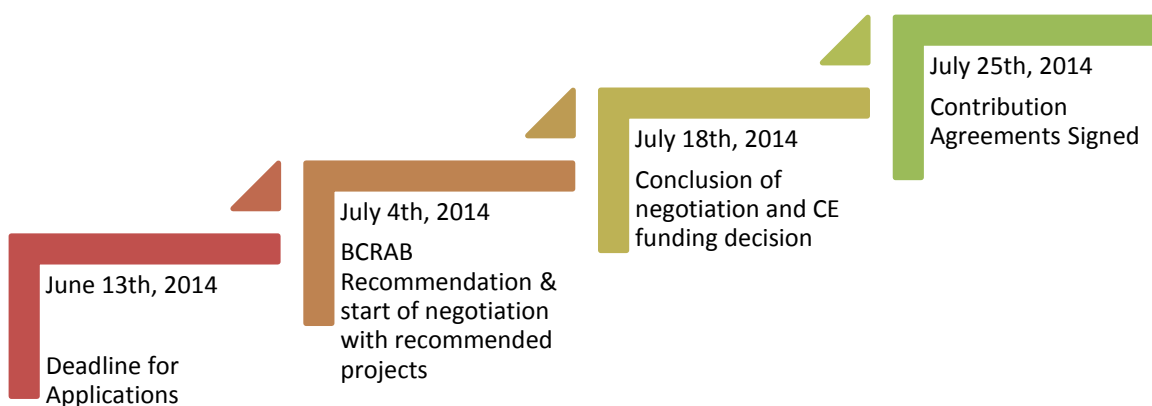
All applications received will be considered only through the competitive process. After being screened for the minimal criteria, the BCRAB will review all proposals received and make recommendations for funding. PGNAETA will then complete due diligence on all recommended proposals. Any or all submissions will not necessarily be accepted. Every effort will be made to ensure that applicants receive timely notification of the outcomes of the review of their projects.

Review Process Summary

The review process will be divided into three steps: (a) determine whether the submission is eligible for funding according to the minimum proposed criteria, including eligible activities, HPS Terms and Conditions, Geographical and Population Requirements and Project Period (b) determine whether the submission is complete as per the submission guidelines and (c) evaluation by the BC Regional Advisory Board for each eligible submission.

The BCRAE will review each eligible submission. This review will take into account available funding. In all cases, applicants will be advised by the BCRAE whether their submission was recommended for funding or not.

In direct consultation with PGNAETA, project proponents will be requested to verify all proposal information, and to confirm the eligible project activity, eligible project costs, performance measurements, and funding mechanisms needed to complete a contribution agreement. If approved for funding by PGNAETA, contribution agreements will be signed between PGNAETA and the successful applicants.



Important Milestones in this Call for Proposal Process are as follows

Milestone	Dates
Call for Proposals Posted	May 12 th , 2014
Deadline for submission of proposals	June 13 th , 2014
Review of Proposals and BCRAE Recommendations	July 4 th , 2014
Due Diligence and Negotiation of Agreements	July 18 th , 2014
Notification to proponents of funding decisions	July 25 th , 2014
Implementation of approved projects	August 1 st , 2014

HOMELESSNESS PARTNERING STRATEGY CALL FOR PROPOSALS

GUIDE TO APPLICATION FORMS

This section provides a systematic guide to responding to completing the three documents that must be submitted as part of any proposal; Form 1A – Application Form and Form 2B Project Logic and Form 3C Budget Negotiation Notes

Form 1A APPLICATION FORM

The information immediately below explains how to complete the corresponding sections of Form 1A

1.0 Organizational Information

Non-for-profit, For-Profit, Municipality, Individuals, Aboriginal, Public Health, Provincial Government and Registered Charities are eligible to receive funding. For-Profit enterprises are eligible for funding provided that the nature and intent of the activity is non-commercial, does not generate profit and fits within the eligible activities in this call for proposals.

2.0 Business Information

This is a legal description of the individual or organization making the application. If the organization is unionized, the application must show union concurrence within the proposed project.

3.0 Accounting, Insurance, Debts and Lobbying

This section describes how your organization accounts for its funds, the insurance your organization has in place, any debts owed to a department or agency of the Government of Canada as well as the required declaration if any member of your organization is a registered lobbyist. The purpose of this section is to gauge the systems you have in place to manage funds, how your organization manages its debts and the disclosure of lobbying to ensure no conflict of interest will arise as a result of receiving HPS funding. Some things to keep in mind when filling out this section;

- Ensuring your organization has a clear way for its revenue and expenses
- Ensuring the organization's insurance is in good standing
- Declaring the amount and type of debt owed by the organization to a department or agency of the Government of Canada and describing any debt repayment plan that is in place; and
- Avoiding conflict of interest by declaring lobbyist status

4.0 Legal Signing Officers

Please refer to your letter of patent or other incorporation documents to assess who is eligible to sign on behalf of your organization. Specimen signatures will be used to determine whether expense claims, and cheques provided by the organization are binding.

5.0 General Project Information

Project name should be different from that of the agency. Type of Project will be Housing First or Non-Housing First. Ensure to read the definitions of the target group under each priority as this is the clientele that is to be served under each of these two categories. Each project must be capable of being completed by March 31st, 2014, so when entering the project start date and end dates, please keep this in mind. Project start dates will be no sooner than August 1st, 2014.

6.0 Eligible Priorities and Activities – Housing First

Housing First Readiness is the only activity that is eligible under this category. Please select with a check mark, the activities that will be achieved under this category.

6.0 Eligible Priorities and Activities – Non-Housing First

Under the non-housing first category, ensure your target client group can be screened and documented to meet the identified target group description provided. Please select with a check mark, the activities that will be achieved under this category.

6.0 Client Assessment Tool

The client assessment tool is a tool that will identify if client's being served by your organization into either Housing First clients or non-Housing First clients. Your assessment tool will provide valuable statistical information for your monthly reporting. Housing First clients are individuals that are chronically homeless or episodically homeless (*Defined under 6.0 Eligible Priorities and Activities – Housing First*) Non-Housing First Clients are individuals that are at-risk of homelessness or are part of the hidden homeless population (*Defined under 6.0 Eligible Priorities and Activities – Non-Housing First*)

7.0 Demographics of Clients Applicant

This section deals with the populations served or intended to be served by the homeless – serving organizations targeted in the proposed activities. For example, if the proposed capacity building activities are intended to benefit homeless serving organizations which serve woman and youth, then select these two boxes. If the demographic type or organization type is not mentioned, then select "other" and describe in the space provided.

8.0 Alignment of Activities with Housing First HPS Priorities

Information here will be used to evaluate the corresponding proposal criteria.

Please reference in your project description any special conditions or critical dates that may affect our project is where you can outline any anticipated risks or issues associated with the successful implementation and completion of the project. You can also highlight any strategies you will employ to mitigate risks. Some examples of risks or issues are;

- Timing of hiring project staff; and
- Any required internal approvals of project activities by senior management of the organization or the Board of Directors

How your project addresses a unique and unmet need aims to examine what the rationale is for the proposed project.

Your evaluation strategy describes how you will track and report on your projects progress and performance. The strategy is made up of your activities and associated timelines, indicators, outputs and outcomes. You can have both informal and formal evaluation strategies. An information evaluation strategy might include;

- Anecdotal workshop participant accounts highlighting the impact of capacity building on their operations as it relates to their efforts

A formal evaluation might include;

- A database that tracks how many people your project has served, if they are housing first or non-housing first clientele, any changes in their housing status as a result of your project; and
- Testing the employability skills of participating organizations through an evaluation tool at the start of your capacity building workshops, delivering your workshops, and then re-testing your participants with the same tool to gauge skills acquisition through your program.

In describing why your organization is the best candidate for the project, keep in mind the following;

- Past projects in this area our organization has successfully completed

Considerations for organizations serving priority populations may include the following;

- Translation services;
- Project staff who come from the same cultural background as clients served by this project

- Any other accommodations deemed necessary by the organizations internal policy and procedures

9.0 Sustainability Plan

This section deals with your organizations ability to provide a clear and concrete plan for the project to continue to benefit your community beyond the life cycle of the project (For example, what steps will be taken by your organization to secure resources your project so that there is no interruption in client direct services after the conclusion of the program funding)

10.0 Financials and Budget

In this section, applicants will identify the amount of funding they are requesting for the project, what the financial resources are proposed to be used for and will further identify financial or in-kind contributions being contributed to the project from other sources. These portions require identification of all contributors and supporting letters from the contributors, confirming their in-kind or financial contribution to the project.

11.0 Declaration

Ensure to have your legal signing offers that can legally bind your organization to a legal contribution agreement sign in this section and identify their positions with your organization.

FORM 2B

PROJECT LOGIC

The purpose of the project logic is to help you think through what will go in your proposal and the results that you will achieve, so that you will be able to address the need to meet the CFP objectives and achieve the expected outcomes within the timeframe required.

A brief description, objectives and results should give a broad overview of the project, with further details noted in the project logic model.

Your project objective is a statement about the purpose or aim of your project. In other words, what do you intend to accomplish with this project.

The project logic is a visual representation of how your project will be delivered and how it will achieve its intended outcomes. In the example below, we have provided a definition of terms along with some sample answers based on the example of outreach services for youth.

PROJECT OUTPUTS	Project Purposes	PROJECT OUTCOMES	Indicators:
<p>What are the resources both human and financial you will need to put in place to support or achieve your project? Include non-HPS funded and proposes HPS funded resources</p>	<p>Identify why these resources are required and what activities will be undertaken as a result of the provision of these resources</p>	<p>This area is where you identify what you hope to achieve through the use of the requested resources and your timeline to complete these outcomes.</p>	<p>How will you know you've accomplished your proposed outcomes;</p>
<p>Example: <i>2 Capacity Building Experts and 1 Housing First Expert</i></p> <p><i>Community Resource Materials package to give to workshop participants</i></p> <p><i>Workshop Venue</i></p>	<p>Example; <i>Delivery of 3 Housing First Capacity Building Workshops</i></p> <p><i>For use in the Capacity Building Workshops</i></p> <p><i>For use for the delivery of the Capacity Building Workshops</i></p>	<p>Example; <i>To deliver 6 workshops to service delivery organizations in the community that work with the homeless population. To increase the awareness of the Housing First Model to 85 individuals.</i></p> <p><i>Timeline: Workshops delivered by July 11,2014</i></p>	<p>Example: <i>That a minimum of 60 people will successfully complete the Housing First Capacity Building Workshop</i></p>

The combination of outputs and outcomes will form your overall results, which are required as part of your application. Results will be used as a gauge to monitor recommended projects' results reporting. In other words, when a funded project submits a results report, those results will be compared to the expected results submitted with the application and the recipient may be asked to account for any discrepancies between the two. Furthermore, the results will be used to analyze projects across the Province.

FORM 3C

BUDGET NEGOTIATION NOTES

Form 3C has been included as part of this application package. The following instructions are important to keep in mind as you fill in the form;

- There are 7 cost categories. All costs must be linked to project activities included in the proposal and to functions that are project specific. For example, wages/salaries of project staff are in Category 1 (ie/ project managers, case managers) and wages/salaries of head office management are in category 7 (HR/Payroll). Remember that when you make a claim for reimbursement of any costs in the future, you WILL be required to do so with invoices (payroll and/or travel claims, as appropriate) and that all claims will be subject to monitoring and audit.;
- Additional instructions have been provided for some expenditure items in the explanation column of the form itself. In most cases, you are asked to elaborate in the details column. The explanation column is on the right side of the form;
- You are not required to provide details for each expenditure item, unless specified;
- Form 3C is to be utilized to show your TOTAL project costs for the entire HPS funding period
- If you require more space to describe a cost, please attach a separate sheet listing the cost category and the related explanation. However, please ensure all attachments are no longer than 2 pages, unless otherwise specified.

In-Kind contributions

In-Kind contributions made by your organization or other contributors must have an attached dollar value. For example, If you have 20 volunteer hours, those hours must be reported as in-kind contribution. You could derive a dollar value of the contribution by multiplying the hourly wage of an equivalent *paid* position by 20 hours. In this example, if the equivalent paid position receives \$10 per hour, the dollar value of the in-kind contribution would be \$200

Eligible Costs

Financial assistance may be provided to cover the following costs:

“Staff Wages, MERCS and Benefits” include

- Number of direct project staff including hourly rate, number of hours, number of weeks of employment by position
- *Mandatory Employment Related Costs (MERCS)* which refer to payments as an employer is required by law to make in respect of its employees, such as EI and CPP/QPP 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. Examples of *Benefits* include contributions to a group pension plan or premiums towards a group insurance plan

“Professional Fees” means contracting for goods or services such as bookkeeping, janitorial services, information technology, equipment maintenance services, security, *if contracted specifically to support the project*, audit costs and legal fees. HPS Projects may also include under professional fees the hiring of consultants for services such as;

- Facilitating and community planning process;
- Consultations and focus group meetings;
- Drafting the plan under the community’s direction;
- Assessing the needs of clients;
- Training Front Line Staff;
- Shelter usage data collection;
- Local research on homelessness; and
- Data management

“Travel” includes travel costs set out in the National Joint Council of Canada’s Travel Directive that are incurred in respect of project staff and volunteers and contracted professionals, if the latter costs are not included in the professional fees expenditure category.

“Capital Assets” over \$1000, excluding taxes, with the exception of Facilities. Under HPS this includes furniture, appliances and fixtures for the facilities used to carry out project activities. **Please note: The maximum amount for capital assets in this call is \$35000 including taxes.**

“Facilities” includes the cost of purchasing, building, renovating or making additions to shelter space, supportive or transitional housing facilities, and non-residential facilities; including;

- The cost of purchasing land or a building for a facility;
- Refundable deposits to put aside land, a building or a capital asset
- Fees paid to general contractors or laborers to build or renovate a facility;
- The cost of materials for construction or renovation of a facility;’
- Pre-development costs in respect of a facility, including property zoning and/or property assessment fees; environmental assessments (in accordance with the Canadian Environmental Assessment Act); architectural engineering fees for inspections, assessments, architectural drawings; building permits; licenses and taxes.

“Other Activity Related Project Costs” include direct costs explicitly related to the project activities that are not included in any other expenditure category, such as;

- Rented space to hold meetings, consultations, or to provide emergency shelter, including applicant owned premises;
- Food, clothing, personal and household items that remain with the participant;
- Furniture costing \$1000 or less, before taxes;
- Printing costs, meter charge for photocopies, translation;
- Emergency rent and utilities payments made to the property owner or utility company **(these payments are not to be disbursed directly to individuals)**
- Participant related costs such as living allowance while participating in training activity;
- Vouchers for living expenses for individuals (e.g; vouchers for food, clothing, grocery, baby diapers, eye glasses)
- Dependent care (while client is participating in project activities); and
- Travel (bus tickets)

“Administrative Costs” include the costs of administrative staff for activities such as accounting, reporting and human resource management, and general administrative costs normally incurred by any organization to ensure the effective delivery of the project. These include costs such as;

- Rental of office space
- Office equipment rental
- Insurance
- Office supplies
- Internet/Website
- Bank Charges
- Office moving expenses;
- Office cleaning;
- Security Systems;
- Computer software and license renewals;
- Garbage removal/recycling;
- Disability needs;
- Staff professional development (health and safety, CPR, sensitivity training, conflict resolution, etc..)
- Staff travel to meetings; and
- Membership fees

“Organizational Infrastructure Costs” are expenses incurred for services rendered to the Applicant or Recipient by a “main office”, “head office” or “administration office” of the Applicant or Recipient. These are costs related to functions which, although they guide and enable effective project delivery, are not project specific and are usually charge on a “pro-rated” basis. **Note: the Administrative costs and Organizational Infrastructure costs together make up the administrative expenses and cannot exceed 15% of the HPS contribution.**

“Ineligible Costs” Under HPS, ineligible costs include, but are not limited to:

- Costs associated with activities or supports that take place on-reserve
- Costs associated with the direct purchase, rental, leasing or the operations of social or affordable housing that is not supportive or transitional in nature;
- Employability activities normally provided by other Government of Canada programs (ie., youth employment initiatives and employment benefits and support measures)
- Direct cash payments to people who are homeless or at-risk of homelessness;
- Software development and/or the purchase of hardware for the collection and management of homelessness data that constitutes a redundant use of funds and duplicates activities already offered through the Homeless Individuals and Families Information System (HIFIS) software; and
- Software development and/or the purchase of hardware for the collection and/or management of homelessness data that results in an inability to participate in the National Homelessness Information System. For example, costs for;
 - Purchasing alternative software that performs similar functions to the HIFIS software
 - Purchasing alternative software that is unable to export shelter data to the National Homelessness Information System Initiative