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**Schedule A: Project Proposal Renewal Form**

**Section One: Proposal Information**

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| Project Title: |  |
| Project Start Date: |  |

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| Official Agency Name: |  |
| Business Address: |  |
| Postal Code: |  |
| Fax Number: |  |
| Charitable Registration Number: |  |

**Contact Information**

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| Primary Contact: (ED, CEO, etc.) |  |
| Title: |  |
| Telephone: |  |
| Email Address: |  |
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| Secondary Contact: |  |
| Title: |  |
| Telephone: |  |
| Email Address: |  |

**Section Two: Project Proposal Form**

1. **Summary Project Description.** Provide a one to two paragraph summary of the program, including the primary goals of the program.(maximum **250** words)

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1. **Other Revenue Sources for this Program**

List all other funding sources and any anticipated revenue through rent and damage deposit collection from the program.

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| **Revenue/Funding Sources** | **Dollar Amount** | **Funding Stipulations (if any)** | **Status of Funding (secured, pending approval, etc)** |
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1. **Strategic Fit**. Summarize alignment with the CHF Plan to End Homelessness, A Plan for Alberta: Ending Homelessness in Ten Years (HUA funding), Youth Plan to End Homelessness (if appropriate) and HPS Community Plan priorities (HPS funding). Point to program’s long-term strategic fit in the system of care, alignment with Housing First principles and how it addresses a system gap.

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1. **Program Type**. Indicate program type (see Appendix A for definitions). Only **one** category should be indicated.

Emergency Shelters

## Short-Term Supportive Housing Programs

## Housing and Intensive Supports

Permanent Supportive Housing

Rapid Rehousing

Prevention Services

Outreach

Affordable Housing

Supportive Services Only (eg. Housing location, supplying furniture, moving, etc)

1. **Housing Configuration.** Check the appropriate box indicatingthe housing configuration, if applicable to program type.

**Place-Based:** project units are housed in a single structure, comprising all or some of the total units in the structure (i.e. clients are placed in one building where services are provided onsite).

**Scattered Site:** project units are housing in multiple buildings located within two or more apartment sites/complexes (i.e. clients are placed in private rental units across the city).

**Place-Based AND Scattered Site:** Please describe:

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**Other:** Please describe:

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1. **Target Population.**
   1. Indicate whether program is serving:  **Singles** or **Families**

If both, please explain:

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* 1. **Priority Target Population.** Indicate priority target population(s) project serves. Ensure fit between program type and target population.

Chronically homeless:

Must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter; and must have been continuously homeless for a year or more, or have had at least four (4) episodes of homelessness in the past three years.

Episodically homeless:

Must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency homeless shelter; and must have been continuously homeless for less than a year, or have had less than four (4) episodes of homelessness in the past three years.

Transitionally homeless:

Homeless for the first time (usually for less than three months) or has had less than two episodes in the past three years

At risk:

Must be at imminent risk of homelessness (e.g. living in unsafe, unaffordable or inappropriate housing). The Ministry of Human Services defines at risk of homelessness as: “experiencing difficulty maintaining their housing and has no alternatives for obtaining subsequent housing”

* 1. **Priority Sub-population.** Indicate priority sub-population project serves, if applicable**.** Indicate priority target population(s) the program serves.

Aboriginal

Women

Youth

Families

* 1. **Targets.**

Identify the number of individuals/families that your program can case manage/serve at any given point in the year (ie. Capacity of the program)

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|  | Individuals |  | Families |

Identify the number of new and unique individuals/families who will be housed/served on an annual basis through your program (ie. Factoring in turnover of clients)

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|  | Individuals |  | Families |

1. **Client Selection.** Answer the questions below.
2. **Eligibility Criteria.** Clearly articulate project’s inclusionary and exclusionary eligibility criteria to screen in target population.

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1. **Intake.** Describe the process of screening and intake of clients to ensure appropriate fit in the project.

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1. **Prioritization Process**. Describe the process of prioritizing access for target population.

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1. **Assessments**. Describe client acuity and safety risk (eg. Domestic violence, suicide etc) assessment process including the use of Calgary Acuity Scale (see Appendix A) and other tools.

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1. **Referral & Triage**. Describe the sources of referral into the program; articulate how program will work as part of Homeless Serving System to streamline access to appropriate interventions.

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1. **Service & Housing Model**. Given your target population and their characteristics, please describe the core and ancillary services provided by the program, including those provided through service partnership(s). Ensure reference to best practices of service model and activities.

Describe how:

* Project ensures services are appropriate to program type, program goals and target population needs.
* Housing First principles are maintained (if applicable)
* Participation in services is voluntary and low demand approach is in place.
* Services for Aboriginal people are culturally appropriate.
* Project plans to support community integration for client

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1. **Program graduation or discharge (if appropriate)**. Describe:

* the length of stay in the program appropriate for the program type,
* discharge/eviction guidelines and procedures to ensure all reasonable actions have been taken by the program to prevent eviction/discharge into homelessness,
* graduation process and criteria from the program, and
* after graduation support should a client require them again.

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1. **Place-Based and/or Scattered-Site Program Housing Model.** Give a fulsome description of the building(s) if applicable for place-based programs. For either housing models include a break-down of unit types, building location, process for ensuring that units meet health and safety standards, and placement process for clients in housing types. Describe landlord liaison activities and roles and responsibilities between landlords, property managers, agency, and clients.

**Note**: The CHF’s minimum requirements are that all housing placements meet:

* Government of Alberta Modesty Assurance Guidelines available at <http://www.housing.alberta.ca/documents/ModestyAssuranceGuidelines.pdf>; and
* Minimum Housing & Health Standards available at <http://www.health.alberta.ca/documents/Standards-Housing-Minimum.pdf>.

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1. **Staffing Model.** Describe the staffing model for the program and include the program’s organizational chart, job descriptions and credentials of each staff. Indicate professional development plans to support staff and ensure this section links with Schedule B-1, (Operating Budget & Monthly Financial Forecast).

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1. **Safety Planning.** Describe what measures are taken to ensure client, staff, and community safety. Include staff coverage in buildings, after-hour support for clients, and safety planning with clients.

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1. **Leveraging Community Resources**. Identify key supportive services provided by other agencies or mainstream systems to clients, such as accessing benefits for which clients maybe eligible, in the project and the corresponding level of collaboration with each. Reference planned partnerships (including MOUs) and use of volunteers**.**

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1. **Performance Measurement.** Indicate whether project can achieve alignment with CHF system and program benchmarks.

Include a Self-Sufficiency Measure to demonstrate program specialization and strengths specific to target population and program type. Where program diverges from benchmarks, indicate rationale. Also indicate how benchmark will be measured and how the data will be collected (what means and what questions).

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|  | **<Program Type> Benchmarks** |
| **Occupancy** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Length of Stay/ Stabilization** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Positive Destinations** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Income** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Return to homelessness** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Interaction with Public Institutions & Mainstream Systems** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Engagement in Mainstream Systems** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Self-Sufficiency** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |
| **Other** | <Insert Benchmark from appropriate program type (see Appendix 1)> |
| **Proposed Benchmark and Rationale** |
| **Collection and Measurement** |

1. **Evaluation & Quality Assurance.** Describe process of measuring success of project.Identify the outputs, short, intermediate and long term outcomes and indicators that the program aims to achieve (in addition to those already outlined in the previous section). Include description for any formal evaluation plans, measurement tools, client and landlord surveys, trend analysis, efforts and staff dedicated to Case Management Standards to ensure quality assurance and continuous improvement.

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1. **System Planning.**  Summarize alignment to the System Planning Framework and commitment to the homeless-serving system of care in Calgary.  Services, housing and programs need to be organized and delivered in a way that is appropriate to consumer’s needs. Purposeful development, design and management of the system is critical to end homelessness. Policy makers, funders, clients, service providers and housing providers need to engage in this implementation.  Describe the processes in which a homeless serving coordinated intake will be supported by the program.

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1. **Reporting.** Describe project capacity to provide accurate monthly and annual program and financial reporting; reference the resources (ie. Staff) and processes necessary to ensure the accuracy and timeliness of reporting. Describe project participation in HMIS; reference agency participation in HMIS to date and future plans.

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