Reaching Home Application Guide
2026-2028 Call for Proposals

Land Acknowledgement

The Yukon Anti-Poverty Coalition respectfully acknowledges that our work takes place on the Traditional Territories of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council. We honour their deep, enduring relationship to this land and recognize the strength, knowledge, and leadership that Indigenous peoples continue to hold within the communities.

As we work in partnership to prevent and end homelessness across the Yukon, we recognize that housing instability, displacement, and inequitable access to services are rooted in colonial systems, policies, and institutions. Residential schools, forced relocations, the Sixties Scoop, systemic racism, and the continued undervaluing of Indigenous jurisdiction and knowledge all continue to the disproportionate impacts of homelessness experienced by Indigenous peoples today.

Reaching Home projects in the Yukon aim to support systems change, deepen collaboration, and advance culturally safe, trauma-informed, and community-led approaches. We are committed to working alongside First Nations governments, Indigenous organizations, Elders, knowledge keepers, and people with lived or living experience to build services that uphold dignity, respect, and self-determination.

We are committed to ongoing learning, reflection, and action as part of our ongoing responsibility to advance reconciliation and contribute to a Yukon where all people have access to safe, dignified, and culturally appropriate housing and supports.

Acknowledgements

This Call for Proposals (CFP) was developed through the collective contributions of partners across Canada and the Yukon. We are grateful to all organizations, practitioners, and community members who shared their expertise, resources, and lived experience to support the creation of this Guide.

We would like to thank, in particular, our colleagues at End Homelessness St. John's, whose materials and insights meaningfully informed this Yukon adaptation, and the Rural Development Network, whose experience as a Community Entity for rural Alberta provided valuable guidance. We also extend our appreciation to Jess Dorward at the Yukon Status of Women Council for leading the national scan of CFP practices, ensuring this document reflects both national best practices and the unique needs of the Yukon homelessness-serving system.

Table of Contents

Acronyms Used in This Guide

BNL – By-Name List	FTE – Full-Time Equivalent
CAB – Community Advisory Board	HIFIS – Homeless Individuals and Families Information System
CAP – Community Action Plan	MOU – Memorandum of Understanding
CE – Community Entity	PWLLE – People with Lived or Living Experience
CFP – Call for Proposals	RHFSC – Reaching Home Funding Sub-Committee
CHAT – Coordinated Housing Access Team	SAH – Safe at Home Society
DSA – Data Sharing Agreement	YAPC – Yukon Anti-Poverty Coalition

Alternative Language

The list below identifies alternative, person-centred terms used throughout this *Guide*, as recommended by YAPC's Lived Experience Coordinator and [Voices Influencing Change](#) members. These terms reflect our commitment to language that is less divisive, less stigmatizing, and more inclusive of the people we serve.

Case/Client/Service User	➡	Participant
Caseload	➡	Active support list
Case management/conferencing	➡	Care management/conferencing
Frontline worker	➡	Direct service worker

Reaching Home Application: Key Information

Funding Source: Reaching Home (Government of Canada)

Fund Administrator/Community Entity: Yukon Anti-Poverty Coalition

Total Available Funding: $2 million each fiscal year

Maximum Project Funding Request: No limit set

Eligible Project Types: Support Staff and Services

Earliest Project Start Date: April 1, 2026

Latest Project Completion Date: March 31, 2028

Eligible Applicants: Organizations and/or agencies based in and serving the Yukon

Priority: Housing Access, Housing Support, Housing Loss Prevention

Eligible Activities: Housing-focused staff (specific roles) and expenditures that directly support those roles, including direct participant support, Coordinated Access participation, HIFIS data collection and reporting, and administrative or data quality improvement activities (per Reaching Home Directives)

Important Dates:
- Call for Proposals Opens: December 17, 2025
- Information Sessions: December 17, 2025, January 7, 2026 & January 12, 2026*
- **Application Deadline: January 26, 2026 at 11:59PM YT**
- Anticipated Funding Decisions: February 2026
- Project Start and Onboarding: April 1, 2026

Reaching Home Call for Proposals Info Sessions - Register Here

How to Apply

The 2026-2028 Reaching Home Call for Proposals uses a fully online submission process. Proponents must complete the *Reaching Home Funding Application* and required *Reaching Home Budget Template*, which is provided directly within the *Application*. No additional supporting documents are required unless requested during the review process. The online platform (Jotform) is secure, encrypted, and all submissions are transmitted directly to YAPC. Detailed instructions are provided in the *Application* to support successful submission. Contact us if you have any questions, need clarification, or encounter technical difficulties.

Where to Apply

Click button below or visit https://yapc.ca/fund-administration/reaching-home.

Additional Resources:
- Appendices in this *Guide*
  - Appendix A – Terms & Definitions
  - Appendix B – Sample BNL Data Summary
  - Appendix C – Completing the Budget Template
  - Appendix D – Frequently Asked Questions
- *Community Action Plan* (see website)
- Reaching Home Directives

For Questions or 1-on-1 Support:

Joanne Doyle, Reaching Home Fund Administrator
rhpo.joanne@yapc.ca
867-332-8014

Apply Now!

1.0 Introduction

The Yukon Anti-Poverty Coalition (YAPC), as the Community Entity (CE) for the Reaching Home Territorial Stream in the Yukon, invites applications for the 2026-2028 Call for Proposals (CFP). This funding supports initiatives that prevent and reduce homelessness across the Yukon by strengthening coordinated, housing-focused service delivery.

This *Guide* is intended to help proponents:
- Understand eligibility and priority areas
- Meet Reaching Home minimum requirements
- Design strong, evidence-informed proposals
- Complete the *Reaching Home Funding Application* accurately
- Prepare a realistic budget and outcomes plan
- Navigate Coordinated Access, Homeless Individuals and Families Information System (HIFIS), and reporting expectations

Proponents should review this *Guide* in full before beginning their submission to ensure your proposal meets all requirements and expectations.

2.0 About Reaching Home

Reaching Home: Canada's Homelessness Strategy is a federal program aimed at reducing and preventing homelessness nationwide. The Territorial Stream provides funding to meet the unique needs of northern communities and achieve the following outcomes:
- Reduced chronic homelessness
- Reduced inflows into homelessness
- Reduced returns to homelessness
- Reduced Indigenous homelessness
- Reduced overall homelessness

The Territorial Stream requires the use of Coordinated Access in Whitehorse and emphasizes consistent, housing-focused interventions and services across the Yukon.

3.0 Governance & Community Roles

3.1 The Yukon Anti-Poverty Coalition (YAPC)

As CE, YAPC is responsible for administering the Territorial Stream and supporting the implementation of Coordinated Access across the Yukon. This includes ensuring that all required activities, such as use of HIFIS, maintenance of the By-Name List (BNL), and participation in the Coordinated Housing Access Team (CHAT) are delivered consistently and in alignment with Reaching Home minimum requirements.

YAPC provides ongoing system coordination, training, monitoring, and guidance to funded partners, stewards the *Community Action Plan (CAP)*, and supports the work of the Community Advisory Board (CAB).

3.2 Community Advisory Board (CAB)

The CAB is the governing body responsible for setting strategic direction and coordination of efforts to address homelessness across the Yukon. It reviews community needs, BNL data, and *CAP* priorities to guide funding recommendations and ensure that investments reflect both local context and Reaching Home outcomes.

3.3 Safe at Home Society (SAH)

SAH is the operational lead for Coordinated Access in Whitehorse. The organization provides administrative, technical, and system-level support related to Coordinated Access, the BNL, and HIFIS. SAH's responsibilities include:

- Implementing Coordinated Access in alignment with the *CAP* and Reaching Home requirements
- Operating and improving the CHAT process
- Providing training and onboarding for CHAT-participating organizations
- Creating, maintaining, and revising the Coordinated Access Guide
- Facilitating CHAT matching, referrals and care conferencing
- Maintaining the BNL and ensuring data quality
- Providing HIFIS configuration, training, and technical support
- Maintaining the Housing and Care Management Resource Inventory
- Coordinating supports for individuals recently housed or on the BNL

4.0 CFP Background, Funding & Priorities

This CFP directly supports the Reaching Home outcomes described in Section 2.0. Progress toward these outcomes is tracked through monthly Community Outcomes Reports and the annual Community Homelessness Reports.

High-quality data - accurate, complete, and consistently entered into HIFIS and shared through CHAT – is essential for understanding trends, coordinating services, and improving outcomes for people experiencing or at risk of homelessness.

Funded projects become part of a coordinated, territory-wide response, contributing to a system where housing access, support, and prevention efforts work together rather than in isolation. The information collected through funded projects guides not only program performance but also community-wide planning, resource allocation, and evidence-based decision-making.

Because Reaching Home is an outcomes-based program, this CFP places a strong emphasis on readiness, collaboration, and data quality to ensure that these funds meaningfully improve housing stability for Yukoners. This CFP invites organizations to align efforts, strengthen coordinated supports, and advance shared outcomes that move us closer to ending homelessness in the Yukon.

4.1 Funding Available Through This CFP

For the 2026-2028 funding cycle, approximately $2 million each fiscal year will be available through the Yukon Territorial Stream. No maximum funding limit has been set for individual projects. Funding allocations will depend on:

- The number and type of applications received
- Proposal alignment with CFP priorities and Reaching Home outcomes
- Demonstrated need and organizational capacity
- System-wide considerations, such as service distribution

Because this is a competitive process with limited resources, not all eligible proposals will receive funding, and final allocations may be adjusted during contract discussions to ensure alignment with community needs and Reaching Home requirements.

4.2 CFP Priorities
This CFP reflects community needs identified through BNL data, the *CAP*, and guidance provided by the CAB. Recognizing that other funding streams may address capital or infrastructure needs (e.g., Build Canada Homes), this CFP prioritizes housing-focused service delivery that strengthens the Coordinated Access system. Proposals must include a core position ([Section 9.0](#)) aligned with one or more of the priority areas below.

Priority will be given to projects advancing:
1. **Housing Access** – locating, securing and supporting move-ins for individuals matched through the BNL
2. **Housing Support** – supporting participants to retain their housing and maintain stability
3. **Housing Loss Prevention** – assisting individuals and families at imminent risk of homelessness

Projects may receive higher consideration if they:
- Demonstrate strong collaboration with community partners
- Clearly address identified service gaps
- Reflect readiness to launch and deliver services effectively
- Integrate well with existing housing and support programs

5.0 Who Can Apply
Eligible proponents include Yukon-based and Yukon-serving:
- First Nations governments
- Indigenous organizations
- Incorporated non-profit organizations (Yukon or federal)
- Municipalities
- Territorial Government departments/agencies
- For-profit organizations (non-commercial activity)

Proponents must also:
- Be in good standing with YAPC and your organization's governing body
- Have capacity to manage federal funds
- Meet all requirements outlined in this *Guide*

Preference will be given to:
- Indigenous-led organizations
- Organizations with demonstrated experience serving the target populations
- Projects developed in partnership with Indigenous governments and organizations

Individuals are not eligible to apply.

5.1 Applicants Receiving Other Reaching Home Funding
Organizations currently funded through another Reaching Home stream remain eligible for Territorial Stream funding. However, the Reaching Home Funding Sub-Committee (RHFSC) may prioritize organizations not already receiving Reaching Home investments to support balanced distribution of resources.

If your organization receives other Reaching Home funding, you must show how the proposed project complements, enhances, or expands your existing activities (Question 1.5). Clearly outline how this project adds value, avoids duplication, and strengthens system coordination. Organizations without other Reaching home funding should indicate "no" in the *[Application](#)*.

6.0 Mandatory Requirements for Funded Projects

The following requirements apply to all projects funded through this CFP. Proponents who cannot meet or clearly plan to meet these requirements will not be approved for funding. These standards ensure high-quality, housing-focused service delivery and strong system coordination across the Yukon.

1. **Organizational Readiness** (Question 2.1)

Proponents must demonstrate sufficient organizational capacity to deliver the proposed project. This includes:

- Governance and oversight
- Reliable financial management systems
- Human resources policies and supervision structures
- Privacy and confidentiality safeguards
- Safe, confidential workspaces and secure data storage

If readiness gaps exist, proponents must outline how these will be addressed prior to project launch.

2. **Coordinated Housing Access Table (CHAT) Participation - Whitehorse Only** (Question 2.2)

Whitehorse-based proponents must fully participate in CHAT, including:

- Signing a Memorandum of Understanding (MOU) with YAPC and SAH
- Participating in CHAT, including attending meetings, planning sessions, and coordination activities
- Documenting all CHAT activities in HIFIS
- Accepting referrals through CHAT BNL prioritization (referred individuals become part of active support lists)
- Completing BNL intake forms
- Providing bi-weekly active support list updates

All CHAT partners follow a "no wrong door" service model: any individual seeking help must be supported – either directly or through a warm referral. A warm referral means:

- Obtaining participant consent
- Directly contacting the receiving worker
- Ensuring the initial connection is made
- Avoiding redirection or pass-off without support

Proponents are encouraged to allocate non-Reaching Home funded housing and support resources to CHAT.

3. **HIFIS Participation** (Question 2.3)

All funded organizations must use HIFIS 4.0 to document project activities, participant interactions, and outcomes. Requirements include:

- Signing a Data Sharing Agreement (DSA) if not already completed
- Ensuring all funded staff complete required HIFIS training prior to service delivery
- Entering BNL intakes, service interactions, active support list updates, and outcome changes accurately and within required timelines
- Maintaining high standards of data completeness, accuracy, and timeliness

Because Coordinated Access, BNL prioritization, and CHAT processes all occur within HIFIS, strong data practices are essential for community-wide decision-making and accountability.

See *HIFIS Reporting Guide* for more info.

4. **Training Commitment** (Question 2.4)

Funded staff must all participate in mandatory training coordinated by YAPC and SAH. This training is essential to ensuring a consistent, coordinated, and housing-focused response across the Yukon. Collective training supports:

- Consistent use of Coordinated Access processes
- Accurate and timely documentation in HIFIS
- Safe, culturally appropriate, and trauma-informed service delivery
- Strong collaboration across CHAT partners

Mandatory training will include:

- Coordinated Access training (prioritization, matching, CHAT processes, warm transfers)
- HIFIS training (BNL updates, care management, outcomes reporting)
- Housing-focused practice training (eviction prevention, housing-based care management, trauma-informed practice, cultural safety)

Specific training modules and schedules will be confirmed after proposals are assessed, allowing YAPC and SAH to identify priority training needs across funded organizations and tailor supports accordingly. Projects may also request funding under Administrative Costs for optional, ongoing training that enhances staff skills and supports high-quality service delivery throughout the funding period.

5. **Ability to Meet Participants in the Community** (Question 2.5)

Funded staff must be able to meet participants where they are, including:

- Visiting shelters and drop-in spaces
- Supporting rental viewings
- Conducting in-home visits
- Responding promptly to housing-related issues
- Transporting participants or arranging transportation

Funded staff will require a valid driver's license, insurance for transporting participants, and access to a safe reliable vehicle OR the organization must have systems in place to support participant transportation such as bus fare or taxi chits. Please ensure you are applying for the funding necessary to support transportation.

6. **Reporting Compliance** (Question 2.6)

Funded organizations must meet all Reaching Home reporting obligations, including:

- quarterly activity reports
- quarterly financial reports with general ledger documentation
- additional documentation requested during monitoring or evaluation processes

Data entered into HIFIS must align with reported outcomes and activities. Reporting must be complete, accurate and submitted on time to ensure accountability, effective progress monitoring and evidence-based decision-making. *Quarterly reports are due: July 21, October 21, January 21, and April 21.*

7. **Good Standing** (Question 2.7)

Proponents must be in good standing with both YAPC and their governing authority, meaning all required reports, filings, and legal compliance obligations are up to date. This includes compliance with the Societies Act or any other regulatory structure under which the organization operates.

Organizations with outstanding compliance issues may not be approved until resolved.

8. **Financial Stability** (Question 2.8)

As part of assessing financial stability, the RHFSC may request recent financial statements – audited or unaudited – or other documentation to review bookkeeping practices and internal controls. Organizations without formal financial statements are asked to:

- Explain why
- Describe existing financial oversight systems
- Outline steps to strengthen financial readiness before project launch

Projects requiring significant expansion or new infrastructure must demonstrate the ability to comply with federal funding standards.

9. **Demonstrated Ability to Reach Outcomes – Returning Proponents** (Question 2.9)

Returning proponents must demonstrate successful performance in their previous Reaching Home-funded project, including:

- Completion of HIFIS onboarding and manager training
- Active and consistent use of HIFIS for care management
- Meeting reporting requirements
- Participation in CHAT
- Progress toward outputs and outcomes

Past performance will be a key factor in funding renewal.

Guidance for Specific Questions

3.4 Project Description

When describing your project, provide a brief but clear summary that includes:

- What the project will do (key activities such as housing access, support, or prevention)
- How services will be delivered (staffing model, service structure, participant supports, use of HIFIS)
- Who the project serves (target population and service region)
- Your intended service model and practice approaches (Housing First, assertive engagement, harm reduction, culturally grounded practices)
- How the project integrates with CHAT (if Whitehorse-based)

Strong project descriptions focus on housing outcomes, not general support or administrative activities. You may also highlight any unique strengths, approaches, partnerships, or evidence-informed practices that are central to your model.

3.6 Project Outcomes

Proponents must identify the outcomes they expect to achieve over the funding period and describe how progress will be measured. Outcomes should be specific, measurable, and aligned with Reaching Home community-level outcomes (Section 2.0).

When determining your outcomes, consider:

- What change will occur for participants?
- How will you measure this change?
- How will you collect and track this information?
- What is realistic given your staffing model and active support lists?

7.0 Designing a Strong Proposal

A strong proposal clearly demonstrates that the project is well-designed, achievable, and aligned with the goals of the CFP. Effective applications are:

- **Aligned with CFP purpose and priorities** (Section 4.0)
- **Grounded in local data**, including BNL data (see Appendix B), community needs, system gaps
- **Realistic and achievable**, with a clear plan for staffing, supervision, and active support lists
- **Reflective of organizational strengths, experience and capacity**
- **Rooted in cultural safety and equity**, ensuring services are accessible and responsive to diverse participant needs
- **Supported by trained, supervised staff** who can deliver housing-based care management
- **Integrated with existing community services and Coordinated Access processes**
- **Sustainable,** either by maintaining benefits beyond the funding period or, if not continuing, ensuring participants are transitioned safely with minimal disruption

7.1 Required Project Design Elements

In addition to the elements above, proponents are required to plan for and demonstrate the following aspects within their project design:

- **Indigenous Service Approach** – how the project will provide culturally safe, relevant, and meaningful services for Indigenous participants, including partnerships, cultural practices, and Indigenous-led or co-developed approaches
- **Equity & Inclusion** – strategies to reduce service barriers related to culture, language, disability, gender identity, sexual orientation, and other factors that shape access to housing and supports
- **Integration of Lived/Living Experience** – how people with lived or living experience (PWLLE) inform project design, delivery, evaluation, approaches to (re)engagement and problem-solving
- **Engagement & Re-Engagement** – how the project will proactively stay connected with participants who disengage or experience interruptions in service, using approaches informed by assertive engagement to safely and respectfully re-engage them and continue housing-focused supports even when engagement fluctuates.
- **Partnerships & Collaborations** – how the project will work collaboratively with CHAT partners, community organizations, First Nations, and relevant health, mental health, and justice partners to strengthen housing stability and coordinated service delivery
- **Coordinated Service & Warm Transfer** – how the project will ensure smooth, supported transitions between staff, programs, or agencies, including direct communication between workers, shared planning, and avoiding "hand-offs" that leave participants unsupported
- **Continuity of Service Delivery** – how the organization will maintain service continuity during staff turnover, absence or capacity shifts, including contingency plans, cross-training, and internal communication processes
- **Training & Professional Development** – how the organization will ensure staff have the skills needed to deliver high-quality, housing-focused services, including onboarding plans, supervision models, specialized training and how training needs to be addressed over the funding period
- **In-Kind Resources & Integration** (Question 5.5)– how any existing organizational resources (e.g., outreach, administrative support) will strengthen the proposed project and integrate with the proposed Reaching Home-funded roles

Overall, the application (Questions 3.1-3.11) should demonstrate the proponent has:

- A strong foundation
- A realistic and well-considered plan
- Capacity to deliver high-quality, housing-focused services

> **Why We Are Asking These Questions**
> Some questions in this CFP are designed not only to assess project eligibility, but also to strengthen the homelessness-serving system as a whole. The information proponents provide helps the CE and CAB to:
> - Understand organizational strengths, capacity and training needs
> - Identify system gaps and areas requiring additional coordination or support
> - Improve referral pathways, data quality, and Coordinated Access participation
> - Develop contracts, reporting tools, and monitoring approaches that match project needs

8.0 Staffing and Service Delivery Approach

Once proponents have established the core components of a strong proposal, they must decide how best to structure their staffing model and service delivery approach to meet the needs of participants and the community (Questions 4.1-4.5). The following considerations will guide these decisions:

8.1 Staffing Model & Team Composition
- Proponents may apply for one or multiple positions, depending on project scope.
- When applying for multiple positions, demonstrate how they will function as a coordinated team, including when double-staffing is required for safety or service intensity.
- If proposing a combined role that includes housing access, support, and loss prevention functions, clearly describe how the organization will manage the range of responsibilities, documentation, and active support list expectations.

8.2 Service Intensity & Active Support List Expectations
- Staff must follow a structured housing-based care management approach, matching support levels to participant needs.
- Housing Support and Housing Loss Prevention staff typically support 10-15 participants.
- Housing Access staff may carry larger support lists due to shorter intervention periods.
- Proponents must consider the time required for documentation and HIFIS data entry for each participant.

8.3 Documentation Requirements
- Staff must complete all required HIFIS documentation and maintain records that support outcomes reporting and CHAT participation.
- Active support list planning should reflect the administrative time needed for accurate and timely data entry.

8.4 Current Reaching Home-Funded Roles
- Proponents may apply to continue positions from the 2024-2026 cycle; however, the roles and responsibilities for the 2026-2028 cycle have been significantly revised.
- Positions cannot be treated as a simple extension of earlier roles. They must be re-aligned or re-designed as needed to meet all updated expectations, eligibility requirements, and system-participation standards.
- Current staffing arrangements or incumbents will not influence funding decisions; only the suitability of the proposed role within the new model will be assessed.

9.0 Eligible Staff Positions

9.1 Core Housing-Focused Staff Roles

The following staff roles are eligible under this CFP (Questions 4.1-4.3). Proponents may apply for one, two, or all three housing-focused positions. Each role includes mandatory activities and expectations aligned with [Reaching Home Directives](#), Coordinated Access requirements, and a housing-based care approach.

Housing Access Staff work with individuals and households on the BNL to locate, secure, and access appropriate housing. They receive participant matches through Coordinated Access and use HIFIS for care management and outcome tracking. Mandatory activities and required skills include:

- **Participant engagement**: visit shelters, encampments, drop-in centres, and other places where people experiencing homelessness spend their time, using an assertive engagement approach
- **Initial meeting**: meet with participants within 48 hours of being matched through CHAT
- **Document readiness:** secure income support, complete income tax, get ID, set up bank account, complete housing and/or funding applications, and resolve arrears or other housing barriers
- **Housing search:** assist with rental applications, conduct viewings, and build/maintain landlord relationships to support both current and future housing opportunities
- **Housing set-up**: secure leases, set up utilities and insurance, and assist participants with furniture, groceries, cleaning supplies and other move-in needs - prioritizing participant choice when possible
- **Warm transfer**: ensure a coordinated transition to longer-term support providers when applicable

Housing Support Staff help individuals and households maintain stable housing after placement, including brokering connections to support services, such as primary care, mental health, legal aid, etc. They receive participant matches through Coordinated Access and use HIFIS for care management and outcome tracking. Mandatory activities and required skills include:

- **Relationship building**: establish trust early to support a seamless warm transfer from housing access to follow-up housing support when applicable
- **In-home visits**: provide regular in-home support tailored to participant needs, with increased frequency during the first months of tenancy
- **Individual support planning**: co-develop strengths-based plans that identify goals and address barriers to housing stability
- **Life skills development**: support budgeting, cooking, cleaning, belongings management, and other skills needed for maintaining housing
- **Social integration and meaningful activity:** connect participants to cultural programs, recreational activities, and community networks that build belonging and purpose
- **Safety Planning**: help participants identify risks to housing stability and develop strategies for responding to guest issues, conflict, and after-hours concerns
- **Sustainability planning**: engage in exit and transition planning to ensure long-term stability and connection to ongoing supports

Housing Loss Prevention Staff work with individuals and households at imminent risk of homelessness, prioritizing those who have previously experienced homelessness. They use HIFIS for care management and outcome tracking. Mandatory activities and required skills include:

- **Landlord mediation**: work with landlords to address tenancy concerns before they lead to eviction
- **In-home visits**: support participants directly in their homes to identify and address stability risks
- **Barrier identification and mitigation**: help participant to identify barriers (e.g., noise, belongings, conflict, guest management, etc) and develop strategies to address them
- **Connection to long-term income supports:** assist participants in applying for housing benefits or income supports

- **Re-housing support**: when eviction is imminent, support participants to quickly identify and secure new housing to avoid entering homelessness to search for and secure new housing to avoid entering homelessness
- **Referrals:** make appropriate referrals, including BNL intakes if a household becomes homeless

---

PLEASE NOTE

Proponents may choose to apply for Housing Access, Housing Support, Housing Loss Prevention or any combination of these positions. **Only proponents with at least one of these positions will be eligible for Direct Participant Support Expenses, other staff positions, training and development funds, and funding to support data quality improvement.** This is to ensure organizational capacity to engage fully in coordinated service delivery and fulfill all reporting requirements.

9.2 Other Eligible Staff Positions

Proponents may apply for additional staff positions not listed above, such as peer support workers, Elders, cultural support workers, or other roles that enhance housing access, stabilization, and loss prevention. Proponents must clearly demonstrate how these roles integrate with the funded housing-focused positions, how they support the needs of people at risk of or experiencing chronic homelessness, and how they contribute to the project's outcomes.

10.0 Direct Participant Support Expenses

Each staff member funded through this CFP will have access to flexible funding to support the needs of participants on their active support list (Question 4.7). Direct Participant Support funds should be prioritized for removing barriers to housing, supporting housing retention, and preventing housing loss. All Direct Participant Support Expenses must be logged in HIFIS (except Basic Needs, which still require documentation) using the goods and services or care management module. See *HIFIS Reporting Guide* for more information.

Eligible expenses include:
- **Housing attainment**: ID replacement, arrears payments, transportation costs to attend viewings
- **Short-term rental assistance:** to help cover housing costs while people wait for longer term rental assistance including the Canada Yukon Housing Benefit, or paying a maximum of one month rent to hold a unit for a new tenant exiting homelessness
- **Housing set-up:** insurance, damage deposit, pet deposit, first and last month's rent, furniture, basic groceries and supplies at move-in
- **Housing loss prevention:** rent or utility arrears that would otherwise result in eviction; cleaning or repairs needed to prevent eviction; and emergency supports such as groceries, clothing, or transportation when no other program can meet the immediate need
Note: Whenever possible, proponents should help participants access existing Income Support benefits first (e.g., clothing allowance, furniture allowance), with Reaching Home funds used only when those resources are unavailable, insufficient, or not accessible in the required timeframe.
- **Shelter Diversion:** transportation, groceries or short-term hotel stays (30 day max) to support safe transitions to alternative accommodations and prevent discharge into homelessness
- **Basic needs:** food, clothing, winter survival supplies, and other supplies that facilitate connection and relationship building
- **Social and community integration:** activities or supplies that build connection, belonging, or meaningful routine

Organizations with a funded Loss Prevention worker will receive a small emergency fund for people not currently connected to a case worker. In these situations, the Loss Prevention worker is required to ask for consent for HIFIS, and they must attempt follow-up to support stability and prevent homelessness.

Additional expenses may be eligible under Reaching Home Directives. If there is something that would support a participant to find and keep housing that is not listed here, please refer to the Directives to confirm eligibility and contact us. Proponents must clearly demonstrate how any proposed expense supports housing access, housing retention or housing loss prevention.

Please estimate the amount of direct participant services costs you will need based on the number of participants you will serve, and what their needs are. **The RHFSC will assess the information provided to determine each project's Direct Participant Support expense allocation.**

11.0 Data Quality Improvement

Proponents applying for Housing Access, Support and/or Loss Prevention staff positions may apply for funding to improve internal HIFIS use and data quality. Eligible activities include:

- Collecting and managing data to support accountability and decision-making
- Sharing data insights with the CAB and community partners
- Technical support for data collection and analysis
- Purchasing equipment needed for data collection
- This could include staff wages to support data quality improvement

Activities cannot duplicate existing HIFIS tools or federally funded functionality. For a full list of eligible data quality expenses, refer to Reaching Home Directives.

12.0 Training and Capacity Building

YAPC will retain some Reaching Home funding to coordinate collective training for funded staff and the broader homelessness-serving sector. Training will focus on developing the core competencies required for effective, housing-focused practice. Final training topics and formats will be confirmed after the CFP review process, based on needs and roles of funded organizations.

Proponents are expected to plan for ongoing training to address staff turnover and support staff progression over the funding period. Proponents are therefore encouraged to identify additional training needs for their funded staff (Question 4.6). Describe any training that you believe would strengthen your team's ability to deliver housing-focused services. If training is not directly linked to building capacity for a coordinated, data-driven homelessness response, it must be budgeted under Administration, per Reaching Home Directives.

If your organization offers relevant expertise and is interested in providing training, you are encouraged to identify this in your application.

13.0 Budget

Preparing a budget for a multi-year project involves working with informed estimates. We recognize that some costs may shift during implementation; however, all amounts submitted should reflect the most accurate projections available, based on your staffing plan, service model, historical spending (if applicable), and anticipated participant needs. Budgets will undergo review by the CE and the RHFSC and may be refined or adjusted prior to finalizing a funding agreement. Providing clear, well-supported estimates will ensure an efficient review process and alignment between your proposal, contract, and reporting requirements.

13.1 Budget Template

Proponents must complete the *Reaching Home Budget Template* as part of their submission. Applications submitted without a completed budget will not be accepted. The *Budget Template* should be completed in full, ensuring all costs are eligible under the Reaching Home Directives, and that Administrative Costs do not exceed 15% of the total project budget.

Download the *Reaching Home Budget Template*, complete all fields, and save the file using the following naming format: Organization Name_RH Budget 2026-2028.xlsx. Only Excel files (.xlsx) will be accepted. The completed template must be uploaded back to your *Application* using the tool in Question 5.1.

Full step-by-step guidance for completing the *Budget Template* – including examples, definitions, and eligibility notes – is provided in Appendix C. Proponents are strongly encouraged to review the Appendix before preparing the budget to ensure clarity, accuracy, and alignment with Reaching Home requirements.

13.2 Other Funding

Reaching Home recognizes that many projects draw on a mix of funding sources and organizational resources. Proponents are asked to identify all confirmed or potential financial contributions and any in-kind supports that will strengthen or complement the proposed project (Question 5.5). This information helps the RHFSC assess overall project feasibility, sustainability, and alignment with community resources.

When completing this question, consider:
- Funding sources - list any external or internal funding that will contribute to the project, including: federal, territorial, municipal or First Nations funding; grants; organizational contributions (e.g., core funding used to cover part of a role); and pending applications (clearly marked as "anticipated" or "not yet confirmed").
- In-kind contributions - include non-cash supports that reduce project costs or strengthen delivery, such as: office space, utilities, or equipment; staff supervision or human resources support; administrative support (e.g., finance, payroll); cultural supports, Elder honoraria contributed by partners; volunteer time; or donated supplies.
- Alignment with the Reaching Home-funded activities and briefly describe how each contribution enhances the project, such as: extending hours or capacity; supporting transportation or cultural activities; reducing administrative overhead; strengthening service integration or cultural safety; and increasing sustainability beyond the funding period.

Be sure to enter these funding sources or in-kind contributions in the designated table within the *Budget Template* and use the narrative section of the *Application* to explain how they support and strengthen the proposed project.

14.0 Proposal Assessment Process

All applications are first received and processed by the CE. The CE is responsible for ensuring that submissions are complete, eligible, and ready for formal review. This includes:
- Verifying the *Application* is complete and the *Budget Template* is attached
- Ensuring budgets are complete, use the correct template, and adhere to Reaching Home eligibility guidelines
- Requesting clarification for information that is missing or unclear
- Using the Pre-Screening Tool to confirm basic eligibility is met
- Preparing application packages for the RHFSC, including summaries, scoring tools, and relevant background information

14.1 Pre-Screening Tool

These readiness requirements ensure projects can meet Reaching Home standards and fulfill funding obligations. Applications that do not meet all mandatory pre-screening criteria (i.e., marked 'yes' for all applicable items) or remain incomplete after clarification attempts cannot proceed for scoring. All eligible proposals will then move forward to the RHFSC for formal evaluation.

Table 1 – Pre-Screening Tool

General Mandatory Requirements	Yes	No	N/A
Confirms foundational organizational structures and overall readiness.			
Agrees to use HIFIS for all required care management, documentation and reporting.			
Agrees that all funded staff will attend mandatory training sessions.			
Able to support staff to meet participants in the community.			
Able to comply with all reporting requirements.			
Confirms good standing.			
Is willing and able to provide financial statements upon request.			
Situational Mandatory Requirements	**Yes**	**No**	**N/A**
ONLY Whitehorse - Is able to fully participate in CHAT.			
ONLY Returning proponents - Has met prior outcomes, HIFIS requirements, and CHAT participation.			

14.2 Reaching Home Funding Sub-Committee (RHFSC)

The RHFSC is a working group of the CAB responsible for reviewing, scoring, and recommending projects for Reaching Home funding.

Membership reflects a broad cross-section of the homelessness-serving system, including representation from Indigenous organizations, housing and social service providers, PWLLE, and community partners. Members are selected to ensure a balance of perspectives, expertise, and community accountability. All RHFSC members are required to declare conflicts of interest and recuse themselves from deliberations where appropriate.

The RHFSC uses a structured evaluation process grounded in fairness, transparency, and alignment with Reaching Home and *CAP* priorities. Each application is assessed against the screening criteria and evaluation matrix, which consider organizational readiness, project design, cultural safety, partnership capacity, alignment with the CFP priorities, and the strength and feasibility of proposed outcomes.

Funding recommendations are informed by scoring results, available resources, identified community needs, and the importance of supporting a coordinated, housing-focused response across the Yukon. Recommendations are then submitted to the CE for final funding decisions.

14.3 Evaluation Criteria

The table below identifies the criteria that will guide the formal assessment of all eligible proposals. Scoring and weighting details are being finalized; however, these criteria will remain the basis for evaluation and funding recommendations. Proponents should review them carefully to ensure their application addresses the expectations associated with each category. During the evaluation phase, proponents may be contacted to provide clarification or additional information.

Table 2 – Proposal Evaluation Tool

Criteria	Evaluator Guidance
Organizational Ability & Capacity Evaluate the proponent's demonstrated readiness, competence, infrastructure, and ability to deliver high-quality, housing-focused services aligned with Reaching Home requirements and best practices.	
Organizational capacity & infrastructure	Demonstrates adequate staffing structure, supervision, governance, and operational systems to support consistent service delivery.
Experience supporting people experiencing chronic homelessness	Shows relevant experience and expertise working with participants who have complex barriers, or demonstrates a strong, realistic plan if new to this work.
Engagement & Re-Engagement	Demonstrates effective, participant-centred strategies for addressing disengagement, reconnecting individuals safely, and supporting housing stability when engagement fluctuates.
Capacity to deliver the model (active support list expectations, in-home support, assertive engagement)	Can meet active support list expectations (10-15 participants), provide weekly+ in-home visits, perform community outreach, and meet documentation requirements.
Partnerships & collaboration	Demonstrates strong partnerships with other systems and services that enhance housing access and stability.
Documentation & data capacity	Demonstrates the ability to maintain accurate HIFIS documentation, timely reporting, and capacity for administrative follow-through.
Approach & Service Model Assess how well the proposed service model aligns with housing access, housing support, and housing loss prevention, and whether the approach is trauma-informed, culturally safe, and participant-centred.	
Alignment with Housing Access, Support, and Loss Prevention	Clearly describes a model that aligns with the three eligible roles and reflects a housing-focused approach.
Inclusion of PWLLE	Integrates lived experience in program design, delivery, evaluation, approach or problem-solving.
Cultural safety, equity and inclusion strategies	Provides concrete strategies to reduce barriers and offer culturally safe, accessible services.
Indigenous service approach or partnership	Is Indigenous-led or partnered with Indigenous organizations, Elders, or knowledge keepers to support culturally relevant service delivery.
Trauma-informed, harm-reduction, and participant-centred practices	Clearly incorporates trauma-informed practice, harm reduction, autonomy, and choice in service delivery.
Clarity, structure, and appropriateness of service activities	Activities are coherent, well-sequenced, and appropriate for the needs and complexity of the target population.

Alignment with the Purpose of the CFP	
Evaluate how well the proposed project addresses community needs, aligns with Reaching Home outcomes, and contributes to a coordinated, housing-focused system response.	
Addresses the needs of people experiencing or at imminent risk of homelessness	Uses BNL data or other relevant evidence to show alignment with local needs.
Contribution to community-level outcomes	Demonstrates how the project will help reduce chronic homelessness, overall homelessness, Indigenous homelessness, inflows and/or returns to homelessness.
Alignment with Reaching Home priorities	Clearly aligns with Reaching Home priority roles and demonstrates readiness to support the prioritized population.
Focus on chronic homelessness	Clearly prioritizes and supports individuals experiencing or transitioning out of chronic homelessness.
System alignment & Coordinated Access readiness	Shows evidence of understanding Coordinated Access expectations, warm transfers, data sharing, and integrated service planning.
Continuity of Service Delivery	
Assess the organization's ability to provide uninterrupted services and maintain participant stability throughout staffing changes, absences, and capacity fluctuations.	
Staffing contingency plan	Has clear, feasible strategies for minimizing service disruptions.
Participant transition planning	Shows thoughtful approaches to reducing disruption to participants, including warm transfers and clear exit planning.

14.4 After Formal Evaluation

Once the RHFSC completes its review and has made funding recommendations, the CE undertakes a final verification process. This step ensures recommendations align with Reaching Home Directives, the *CAP*, available resources, and federal accountability requirements.

Following this review, all proponents will receive written notice of the outcome. Successful applicants will then move into the contracting phase, where budgets may be adjusted, service models refined, and reporting and readiness requirements confirmed. Funding agreements must be finalized and signed before project activities can begin.

Projects will only proceed once all mandatory readiness components are completed to ensure a coordinated and effective launch.

15.0 Appendices

Appendix A: Terms & Definitions

Assertive Engagement - a participant-centred practice that proactively builds strong, trusting relationships with individuals who struggle to engage, often due to trauma, homelessness or complex needs, by shifting responsibility from the participant to the provider to initiate consistent, compassionate contact and support change from where the person is at. It uses skills like motivational interviewing, trauma-informed practice, and strengths-based approaches to create hope and empower individuals to make changes on their timeline.

By-Name List (BNL) – a real time list of people experiencing homelessness. Households are added to the list by accessing services at one of the 14 access points in Whitehorse and completing an intake. It includes detailed information that supports coordinated access and prioritization for housing and support resources and provides information that supports advocacy, triage, system evaluation, and the overall understanding of homelessness in the Territory.

Care Conferencing – a structured, collaborative meeting involving the participant and key service providers to review progress, coordinate supports, address challenges, and develop shared plans that promote housing stability. Care conferences ensure everyone is aligned, reduce duplication, and strengthen continuity of care.

Chronic Homelessness – refers to individuals who are currently experiencing homelessness and who have experienced a total of at least 180 days (6 months of homelessness over the past year, or 546 days (18 months) over the past three years. It includes staying in unsheltered locations, emergency shelters, or staying with others temporarily without the guarantee of a continued stay (such as couch surfing) or short-term rental accommodations (e.g., single room occupancy hotels).

Community Action Plan (CAP) – a required planning document under Reaching Home that outlines the community's priorities, strategies, targets, and commitments for preventing and reducing homelessness. The *CAP* is developed collaboratively with the CAB and CE, Indigenous partners, and service providers. It guides funding decisions and system-level outcomes.

Community Advisory Board (CAB) – a governance body established under Reaching Home that provides oversight, strategic direction, and funding recommendations. The CAB ensures decisions reflect community needs and include diverse voices, including Indigenous organizations, PWLLE, housing and support providers, and government partners.

Community Entity (CE) – the organization responsible for administering Reaching Home funding for a geographic area. The Yukon Anti-Poverty Coalition is the Community Entity for the Yukon.

Coordinated Access – A community-wide system that streamlines how people experiencing homelessness get housing and support, moving from fragmented services to one consistent, person-centered process using intake assessments and shared data to match individuals to the best resources efficiently, ensuring fairness and better housing outcomes. The Whitehorse Coordinated Access System includes:
- A Housing First philosophy, or the understanding that every person, regardless of behaviour or past experiences, deserves a safe place to live
- Real time data about the supply of and demand for housing resources
- A streamlined approach to accessing services with multiple access points
- A standardized plan for triage and assessment
- Prioritization
- Vacancy matching and referral

Coordinated Housing Access Team (CHAT) – service providers who work with people experiencing or at risk of homelessness. Members of CHAT agree to an 'open door' approach whereby a person can contact any of the participating agencies to be added to the BNL. These service providers try to ensure people on the BNL are supported and matched with services and housing that will help them thrive.

Homeless Individuals and Families Information System (HIFIS) – a national, cloud-based care management and data collection system provided by the Government of Canada. HIFIS supports Coordinated Access, participant record-keeping, service documentation, shelter management, and outcomes reporting for Reaching Home. All Yukon projects funded through this CFP must use HIFIS.

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. It can include time spent in emergency shelters, unsheltered locations, staying temporarily with others without guarantee of continued residency, in short term rentals with no security of tenure.

Housing and Care Management Resource Inventory
A standardized tool used to identify and document the services, supports, resources, and activities available to a participant as part of their housing plan. The Inventory helps staff coordinate care, remove barriers to housing, and ensure services are aligned with the housing-based care management approach.

Housing-Based Care – a structured approach that emphasizes housing stability. It involves identifying barriers to housing or housing stability and actively working with households to mitigate or remove barriers. It requires active engagement, brokering access to other services, promoting change, and using a non-judgemental, trauma-informed approach.

Housing First Philosophy – is a recovery approach to services that includes moving people experiencing chronic homelessness rapidly from the street or emergency shelters into stable and long-term housing without preconditions like sobriety recognizing that stable housing is the foundation for well-being. Importantly, 'housing first' is not 'housing only' and requires ongoing, flexible individualized support to help maintain housing and well-being.

Imminent Risk of Homelessness
A situation in which an individual or household is at immediate risk of losing their housing and is likely to enter homelessness without rapid intervention. This includes pending eviction, unsafe or untenable living conditions, discharge without a housing plan, or another crisis that threatens housing stability.

Lived or Living Experience – refers to people who have experienced or are experiencing homelessness or housing instability. Their insights and leadership inform program design, service delivery, evaluation, and system planning, ensuring supports reflect real needs and reduce barriers.

Shelter diversion
Diversion is an intervention used to prevent the use of emergency shelter by providing individualized support before an individual or family enters the shelter system. Diversion involves collaborating with the person to explore whether there are opportunities to resolve their housing crisis and focuses on leveraging the person's resources, support networks, and problem-solving skills to find alternatives such as staying with friends or family. Diversion is not intended to create barriers to accessing services but rather to support the person's resiliency and avoid unnecessary engagement with the homelessness system.

Appendix B: Sample BNL Data Summary - Oct 2024-Sept 2025

As of November 18th, 139 households were known to be experiencing homelessness. A household refers to people who intend to live together in the same housing. This may be one person, a couple, or a family.

Household Size and Demographics:

	Total	Indigenous	Non-Indigenous	Indigenous Identity N/A	Households with Children	Households w/o Children	Family Status N/A
Households experiencing chronic homelessness	104	72	25	7	18	76	10
Households experiencing non-chronic homelessness	35	25	10	0	9	21	5

Sleeping Location:

	Total	Indigenous	Non-Indigenous	Indigenous Identity N/A	Households with Children	Households w/o Children	Family Status N/A	Chronic Homelessness	Non-Chronic Homelessness
Shelter	42	26	12	4	2	37	3	31	11
Unsheltered	17	10	7	0	2	14	1	14	3
Couch Surfing	61	52	8	1	17	35	9	45	16

BNL Data October 2024 – September 2025

Household Type	Average Share of the BNL
Single	73%
Family	24%
Youth	3%

Households Housed in Units Allocated to the BNL Between October 2024 and September 2025

Singles / couples	94%
Families	6%

Households Housed in Units NOT Allocated to the BNL Between October 2024 and September 2025

Families: 29 total	**Single & Couples:** 51 total
• 79% Indigenous • 72% experiencing chronic homelessness • 7 housed in Yukon Housing Units	• 55% Indigenous • 41% experiencing chronic homelessness • 6 requiring an accessible unit

Households Who Returned from Housing Between October 2024 – September 2025. These are households who were on the BNL, found housing, and then returned to homelessness.

Chronic homelessness	19
Indigenous	17
Single	18
Family	6
Housed in the private market	9
Identified mental health concern	9
Identified physical health concern	8
Identified substance use concern	11

Appendix C: Completing the Budget Template

Overview
The *Reaching Home Budget Template* must be completed in full for your application to be considered. All costs must follow Reaching Home Directives.

Before You Begin
- Do not edit grey cells. These are locked and auto-calculate.
- Hover over red comment markers for examples and guidance built into the template.
- Ensure your budget aligns with your staffing plan, service model, direct support needs, training plans and overall narrative.
- Save your file as: Organization Name_RH Budget 2026-28.xlsx
- If you have questions or experience technical difficulties, contact rhpo.joanne@yapc.ca.

Section 1: Employment Costs
1.1: Project Staff Wages
List each core position (Housing Access, Housing Support, Housing Loss Prevention) funded by the project. Indicate FTE (e.g., FT 1.0, PT 0.7). Administrative or management roles belong in Section 5.

Core-Funded Positions: Quick Reference

Category/Position	Description
Housing Access Staff	Help with getting people housed.
Housing Support Staff	Help clients to maintain stable housing after placement.
Housing Loss Prevention Staff	Support participants at imminent risk of homelessness.
Other: Direct Participant Support	Elders, cultural workers, peer support workers, or other roles that enhance housing access, stabilization, and prevention.
Other: Data and Documentation Support	HIFIS or Data Quality staff.

Review the *Reaching Home Application Guide* for more information.

1.2 Pay Rate
Enter the rate of pay (hourly or annually) for the position in the corresponding row.

1.3 and 1.5 Annual Gross Wages (2026-2027 and 2027-2028)
Enter total gross wages for each position per year.
- For the second fiscal year, reflect anticipated cost-of-living increases, using your organization's compensation policy or national averages (e.g., 3.1-3.2% for 2025).
- Subtotals will calculate automatically.

1.4 and 1.6 Mandatory Employment Related Costs (MERCs) and Employee Benefits
Enter the total employer costs (MERCS and Benefits) for each position, including:
- Canada Pension Plan (CPP) - 5.95%
- Employment Insurance (EI) - 2.28%
- Yukon WCB - Use your organization's set rate or learn more about it here
- Benefits – only if part of your organization's standard policy or collective agreement

These amounts auto-populate into Administrative Costs (Section 5). Note: If you are unsure of MERC rates, input an estimated cost and it will be finalized upon application approval.

1.7: Description of MERC and Benefits Rates
Provide a short description of MERC rates used to calculate totals for 1.4 and 1.6 and any benefits included.

Section 2: Direct Participant Support Costs
Direct support costs must directly help participants obtain housing, stabilize their housing and avoid housing loss. Provide estimated amounts for each eligible category for both years. Reaching Home provides one flexible allocation, meaning organizations can shift funds between categories as long as expenses remain eligible.

To develop realistic estimates, consider number of participants expected; intensity and type of supports they will need; average cost of specific activities; frequency of supports; and past spending patterns (if a returning proponent). Descriptions are required if eligibility is unclear.

Eligible Direct Participant Support Costs

Service Category	What's Eligible	What's NOT Eligible
2.1 Housing Attainment	Damage deposits, first/last month rent, housing search support, landlord-tenant mediation (first 3 months), re-housing costs, ID replacement	Landlord incentives or bonuses to rent to people exiting homelessness
2.2 Short-Term Rental Assistance	Temporary rent coverage (max 6 months) while awaiting longer-term assistance, rapid rehousing support, holding fees (max 1 month rent)	Long-term rental assistance, rent-to-own programs, assistance when provincial/territorial programs cover same costs
2.3 Housing Set-Up	Damage deposit, first/last month rent, furniture, appliances, moving costs, insurance, household supplies, basic groceries at move-in	Costs before other funding sources exhausted (must use provincial/territorial assistance first if available)
2.4 Housing Loss Prevention	Rental assistance, landlord/family mediation, utility payments, budgeting support, legal advice for eviction prevention, emergency assistance, moving costs	Down payments, mortgage payments, repairs to private property, loans, supports for low-income people not at imminent risk
2.5 Shelter Diversion	Problem-solving for alternative accommodation, flex funds, discharge planning, emergency supports	Student housing for students not at imminent risk of homelessness
2.6 Basic Needs	Food, emergency shelter, clothing, hygiene, storage (max 3 months), traditional foods/medicines, cultural supports, disability aids, personal ID, technology access	Alcohol, tobacco, cannabis, illicit substances
2.7 Social/Community Integration	Recreation/sports, cultural programs, peer supports, family/natural supports, Elder consultation, traditional foods preparation	Direct cash transfers to participants
2.8 Other Direct Participant Costs	Specify and justify any other Reaching Home-eligible direct costs not listed above.	

Refer to the Reaching Home Directives for full eligibility details.

Section 3: Coordination of Resources & Data Collection
This section captures costs your organization may incur in order to meet Coordinated Access and HIFIS requirements. These costs should be directly tied to your ability to collect, manage, and report participant information in accordance with Reaching Home expectations.

3.1 HIFIS Technical Support & Equipment
Include equipment and technical support your organization needs to use HIFIS, such as:
- Computers or laptops for staff who complete HIFIS documentation
- Tablets or mobile devices for field-based data entry
- Technical support beyond what is provided by the Safe at Home Coordinated Access Team

3.2 Secure Workspace Setup
Include costs to establish or maintain private, confidential, and secure workspace(s) for completing HIFIS entries and documentation. Examples include:
- Office partitions or improvements ensuring privacy
- Lockable storage for sensitive files

Note: General office equipment goes in Section 5 under Administrative Costs.

Section 4: Staff Training and Development
This section covers staff training and development costs beyond mandatory YAPC sessions and HIFIS/Coordinated Access training offered by Safe at Home Society, which are provided at no cost.

4.1 Coordinated Access & Data Training
Include costs for training and capacity building to support your organization's participation in a coordinated, data-driven homelessness response. Eligible costs may include:
- Staff training on Coordinated Access and HIFIS systems (beyond mandatory YAPC and Safe at Home Training/Support)
- Professional development that strengthens data quality, documentation, or system participation
- Travel costs to attend training sessions

4.2 Other Training Costs: Not Related to Coordinated Access and Data
Examples include:
- Training registration fees
- Certification programs (e.g., Mental Health First Aid, trauma-informed practice)
- Professional development workshops or conferences
- Training materials and resources

For 4.1 and 4.2 input brief titles of the training you are proposing. Include costs by funding year. 4.2 Training costs will automatically be included with the project admin budget. If unsure of placement, use the most appropriate category and explain in the description cell.

Section 5: Administrative Costs
Includes all costs necessary to operate the project that are not direct services. These expenses may not exceed 15% of the total project budget. The template automatically calculates the maximum amount.

MERCs and Benefits for direct service staff (Sections 1.4, 1.6) and Other Training costs (Section 4.2) will auto-populate into this section and count toward your administrative budget.

If you are unsure where a cost belongs, place it in the category that seems most appropriate and include a clear explanation in the description cell. YAPC may request clarification.

5.1 Admin Staff Wages and MERCs
Include prorated wages and mandatory employment costs for IN-HOUSE staff who support the project but do not provide direct services, such as:
- Executive Director (project oversight)
- Finance or bookkeeping staff
- Human Resources staff
- Office Manager or Administrative Coordinator
- Associated MERCs (CPP, EI, WCB) for these roles

5.2 Professional Fees
Include fees for external professional services for project administration, such as:
- Accounting or bookkeeping services
- Audit fees (if applicable)
- Legal services
- Consultant fees for administrative or planning support
- IT support services

5.3 Overhead Costs
Include prorated operational expenses necessary to run the project, such as:
- Office rent
- Utilities (heat, electricity, water)
- Insurance
- Office cleaning and maintenance
- Security systems
- General office supplies and stationary

5.4 Administrative Travel
Include travel required for coordination, meetings, or training not related to direct participant support. Eligible expenses may include:
- Mileage reimbursement (Yukon rate: $0.76/km)
- Vehicle insurance (if using personal vehicles)
- Accommodation for administrative travel
- Meals during travel (per diem rates)
- Airfare (if required for Yukon-wide service delivery coordination)
- Travel for conferences or training related project administration

Note: Travel directly related to participant support (e.g., transporting clients, home visits) should be included under Direct Participant Support Costs (Section 2) when eligible.

5.5 Capital Assets
Include equipment and assets necessary for project administration, such as:
- Office furniture (desks, chairs, filing cabinets)
- Large office equipment (photocopier, printer, fax)
- General office technology (computers for admin staff if not already provided)

5.6 Other Activity-Related Costs
Include any additional necessary administrative expenses not captured elsewhere. Examples may include:
- Banking fees
- Liability insurance
- Staff recruitment costs
- Background checks for new hires
- Organizational memberships relevant to project operations
- Communications costs

Note: A brief description must be provided for each item listed in this category.

Section 6: Funding Totals and Admin Allowance Calculations
This section auto-calculates your total funding request and maximum allowable administrative costs (15% of total project budget). **Do not enter any information here**.

Section 7: Other Sources of Funding & Resources
This section captures all confirmed or potential sources of funding and in-kind resources that will support your project.

Cash Funding: Government grants, foundation funding, corporate sponsorships, community donations, or other monetary contributions from partners and community supporters.

In-Kind Contributions: Non-monetary resources such as volunteer time, donated office or meeting space, professional services (legal, accounting, consulting), equipment, supplies, transportation, or use of facilities.

7.1 Other Sources of Funding
Name the organization, program, or donor providing the contribution.

7.2 Type (Cash or In-Kind)
Select whether this is a cash contribution or in-kind resource.

7.3 Description of Contribution
For cash: note the funding program or purpose. For in-kind: describe the specific resource and provider.

7.4 Actual Amount/Estimated Value
Enter the dollar amount. For in-kind, calculate fair market value (e.g., volunteer hours at applicable hourly rate; donated space at local market rental rate).

7.5 Confirmed or Pending
Indicate whether the contribution is Confirmed (secured) or Pending (anticipated).

Appendix D: Frequently Asked Questions (FAQ)

Can we apply if we do not currently participate in coordinated access or use HIFIS?
Yes. Organizations may apply even if they are not currently participating in Coordinated Access or using HIFIS. However, funded organizations must commit to meeting these requirements by the end of Quarter 1. This includes signing the necessary agreements, completing required training, and ensuring staff capacity for data entry and participation in CHAT (Whitehorse).

Are organizations that receive funding from other Reaching Home stream still eligible to apply?
Yes. Organizations funded through other Reaching Home streams may apply to the Territorial Stream. However, the RHFSC may prioritize organizations not already funded to ensure balanced distribution and system coverage. If you already receive Reaching Home funding, you must explain how the proposed project complements—not duplicates—existing work.

Are we allowed to submit more than one application?
Generally, organizations may submit only one application. However, organizations with distinct departments, programs or service branches may submit more than one application, provided each represents a clearly separate project or service model and can be managed on its own. A single application may include multiple staffing positions and/or eligible funding categories. Each proposal will be assessed independently.

Can we apply for only one year of funding instead of two?
Yes, organizations can apply for only one year of funding. Proponents requesting a one-year project should clearly describe the rationale for the shorter timeframe and demonstrate how the project will achieve meaningful outcomes within that period. All proposals must include a clear transition or exit strategy, including how participants will be supported at the end of the funding term, how services will be transferred, and how continuity of care and housing stability will be maintained. One-year projects should be well-defined, time-limited, and feasible to implement and conclude within the funding period.

Can we apply for positions other than Housing Access, Support and Loss Prevention?
Yes, but only in addition to at least one core housing-focused position. Roles such as peer support, cultural support, Elders, and outreach roles may be eligible if they:
- Support housing access, stabilization, or prevention
- Integrate clearly with one of the core positions
- Strengthen outcomes for people at risk of or experiencing homelessness
- Organizations cannot apply only for additional roles without requesting at least one core position.

How do we determine an appropriate size of support list (caseload) for positions we are requesting?
Workload guidelines are based on Reaching Home and best-practice housing-focused care management standards:
- Housing Support & Loss Prevention: typically 10–15 participants per full-time worker
- Housing Access: active support lists may be higher due to shorter-term engagement

These ranges are guidelines – not strict requirements. Proponents should justify their active support lists based on their service model and operational context, including staff capacity and experience, travel time, complexity of participant needs, HIFIS documentation requirements, availability of supervision and team support, outreach expectations and safety considerations, etc. Active support lists should align with your ability to deliver safe, consistent, housing-focused services.

Can positions be shared, split, or co-delivered between organizations?
Yes, shared or co-delivered staffing models are eligible, provided the arrangement is clearly defined. Applicants must demonstrate:
- one agency must be identified as the lead and hold accountability for the Reaching Home agreement
- clear supervision and data-entry responsibilities
- consistent HIFIS documentation
- seamless service for participants (no duplication, no gaps)

Letters of partnership or MOUs are recommended where roles are shared.

Can we request Direct Participant Support Expenses without applying for a position?
No. Direct Support funds are only available to organizations applying for at least one of the core staff positions. This ensures funding is tied to active care management and Coordinated Access participation.

What does "meeting clients in the community" mean and why is it required?
It refers to staff being able to work where participants are, including:
- Shelters and drop-in spaces
- Encampments or unsheltered locations
- Rental viewings
- Participant homes (for in-home support)
- Community agencies or appointments

This approach is essential because it supports assertive engagement, builds trust, reduces barriers, and improves housing outcomes and retention. Organizations must have transportation systems or resources in place.

Can we apply for partial funding or design a project that scales if full funding is not available?
Yes. Proponents may submit a proposal that includes scalable options or describes how the project could be adjusted if only partial funding is awarded. If including multiple scenarios, be clear about which elements are core versus optional. Final funding allocations will be determined during the contract negotiation stage.

Are capital costs, rental subsidies, or facility upgrades eligible under this CFP?
No. Capital expenses (e.g., renovations, construction, vehicles, major equipment), long-term rental subsidies, or ongoing facility costs outside the [Reaching Home Directives](#) are not eligible. Only short-term rental supports directly tied to housing access or prevention (e.g., deposits, arrears that prevent eviction, one month's rent to hold a unit, short hotel stays for diversion) are eligible.

Will YAPC provide support during the application period (e.g., Q&A sessions, office hours)?
Yes. YAPC will host information sessions, offer scheduled Q&A opportunities, and respond to clarification questions during the CFP period. Details will be posted on the YAPC website. YAPC cannot review draft proposals, but can clarify eligibility, expectations, and required forms.

Are partnerships or letters of support required?
Not required, but strongly encouraged when delivering services jointly, coordinating with Indigenous partners, or integrating roles with other community services. Letters should clearly describe roles, responsibilities, and the value of the partnership.