

## **Cochrane District – Reaching Home Funding Application for 2026-2027**

### **Background**

This application form aims to help ensure that all Reaching Home requests are thorough and clearly articulated.

**Applications must be completed and submitted to Karen.Soucy@cdsb.care no later than Friday February 27th, 2026 at 4:00PM.**

Organizations in the Cochrane District seeking Reaching Home funding must align their requests with the Reaching Home service categories below:

#### **Client Support Services**

Basic needs service to support individual outcomes to reduce homelessness. This includes essential services related to emergency shelter bedded capacity, food and shelter and drop-in centres. **Preference will be given to agencies proposing new or existing shelter capacity.**

#### **Activities will include:**

- Providing essential basic needs services related to the provision of emergency shelter beds, food and shelter, including shower and laundry facilities and drop-in centres.
- Provide to support individuals experiencing unsheltered homelessness as part of the broader outreach efforts to connect people with housing.
- Culturally relevant and appropriate supports for Indigenous peoples.
- Supports related to navigating access to personal identification, transportation, income and other services as required.

#### **Coordination of Resources and Data Collection**

Collection of data into the Homeless Individuals and Families Information System (HIFIS). Proponents will be able to demonstrate accountability, support decision-making and support the continued understanding, in real-time, of the homelessness crisis across the Cochrane District.

### **Requirements**

The successful proponent(s) must:

- Participate as a Core Partner with the Cochrane District System of Care through completion of a MOU.

- Utilize HIFIS and enter all data in the required data fields, per the CDSB's (as the Community Entity for Reaching Home) direction, on a daily basis. Proponents must agree to abide by the Data Provision Agreement as per Housing, Infrastructure and Communities Canada.
- Participate actively in the Coordinated Access System. This includes, when applicable, assigning qualified staff to complete the By-Name List Common Consent Form, the By-Name List Common Intake and active participation in weekly Care Conferencing tables. The successful proponent(s) would be required to upload all documentation directly into HIFIS and provide weekly updates to the Coordinated Access System (Cochrane District System of Care) and the By-Name List to the CDSB By-Name List Coordinator.

**Applicant Information  
Reaching Home – 2026-2027****Organization Contact & Information**

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Applicant Position: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Main Contact Email: \_\_\_\_\_

Do you have authority to bind the corporation? ☐ - Yes ☐ - No

If NO, who has the authority to bind the corporation?

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Alternate Contact:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

**Reporting Lead Contact (If Different than Main Contact):**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

**Please describe what services your agency provides:**

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## **Description of Proposed Services**

Please provide a detailed description of the services your agency intends to deliver under this funding stream. Please ensure that your proposal addresses each area below.

### **Basic Needs**

- **Basic Needs & Emergency Supports**

Describe how your agency will provide essential services including:

- Food and Shelter Supports
- Access to Shower and Laundry Facilities
- Drop-In Programming and Related Services

- **Supports for Unsheltered Individuals**

Explain how your activities will support individuals experiencing unsheltered homelessness and connect them to housing as part of broader outreach efforts.

- **Culturally Relevant Supports for Indigenous Peoples**

Describe how your program will offer culturally appropriate and trauma-informed supports to Indigenous clients.

- **Personal Identification Supports**

Outline how your agency will assist clients in obtaining, replacing, or maintaining identification documents.

- **Transportation Supports**

Detail the transportation supports (e.g., bus tickets, taxi vouchers, accompaniment, rural/remote considerations) your agency will provide.

### **Shelter Capacity**

Please provide the following for existing, new or expanded shelter capacity:

- Number of shelter beds proposed
- Staffing model
- Hours of operation
- Safety and accessibility considerations
- Target population and eligibility criteria

### **HIFIS & Data Management**

Describe how your agency will fulfill CDSB's requirements for data collection and reporting, including:

- daily data entry into HIFIS
- adherence to the Data Provision Agreement
- upload of all required documentation
- data accuracy and quality assurance processes

**Participation in Coordinated Access**

Demonstrate your agency's ability to:

- assign qualified staff to complete the By-Name List Common Consent Form
- complete the By-Name List Common Intake
- actively participate in weekly Care Conference tables
- provide weekly updates to CDSB and the By-Name List Coordinator

**Partnerships & Collaboration**

Explain any partnerships or collaborations that will strengthen or support the delivery of your proposed services (e.g., Indigenous organizations, mental health providers, outreach teams, housing programs).

**Service Delivery Across the Cochrane District**

Explain any partnerships or collaborations that will strengthen or support the delivery of your proposed services (e.g., Indigenous organizations, mental health providers, outreach teams, housing programs).

**Budget & Use of Funds**

Provide a detailed budget including:

- staffing costs
- program delivery expenses
- administrative/overhead costs
- capital or facility-related costs (if applicable)

**Outcomes & Measurement**

Outline the outcomes your agency aims to achieve and how success will be measured, including:

- client outcomes
- service utilization
- improvements in housing connections
- contributions to Coordinated Access performance

**If selected as a recipient of the 2026-2027 Reaching Home Funds, we:**

- ☐ - Agree to be a core partner of the Cochrane District Services Board (CDSB), including aligning with CDSB's Mission, Vision and Values
- ☐ - Agree to meet with the Cochrane District System of Care to determine partnership and collaboration opportunities.
- ☐ - Commit to supporting the Cochrane District By-Name List.
- ☐ - Agree to provide regular outcome reports on a quarterly basis, as required by relevant funding agreements.

**Declaration**

I, \_\_\_\_\_ as the initiator of the Cochrane District Reaching Home Funding Application for 2026-2027 certify that the information detailed within the submitted request is true and accurate to the best of my knowledge. If any relevant information changes, I will inform the Cochrane District Services Board of any updates as soon as possible.

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Applicant Signature

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Date

*The Cochrane District Services Board (CDSB) is committed to protecting the privacy, confidentiality, and security of all personal information collected through this application process. The information requested in this application is collected under the authority of the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and federal program requirements associated with Reaching Home: Canada's Homelessness Strategy.*

*Information provided by your agency will be used for the following purposes:*

- *To assess, evaluate, and adjudicate proposals submitted under this Call for Applications.*
- *To verify eligibility and compliance with CDSB program requirements, including those outlined by Housing, Infrastructure and Communities Canada.*
- *To administer funding agreements, monitor deliverables, and ensure accountability for the appropriate use of public funds.*
- *To support program oversight and reporting obligations, including data collection, monitoring, and evaluation of homelessness services across the Cochrane District.*

*Any information collected by your agency on behalf of CDSB, as part of service delivery or data reporting (including HIFIS and Coordinated Access requirements), is subject to the privacy protections of MFIPPA and must be handled in accordance with CDSB's Privacy Policy and the Data Provision Agreement under Reaching Home.*