The following workplan must be completed and accompany the Part I & Part III of the BC Rural and Remote Reaching Home (RH) Application 2024-2025.

Based on the priority areas identified in your application complete the table(s) that correspond to your priority selection.

Clearly outline each activity with anticipated resources, outputs, outcomes and timeline necessary to achieve the overall project objective(s) within the corresponding priority area. (ie: Housing Services, Prevention & Diversion, Health and Medical Services, Client Support Services, Capital Investments & Coordination of Resources & Data Collection).

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|  **PROJECT OBJECTIVE:**Provide a description of your project in 1-3 sentences.  | The [name of organization] will utilize the Reaching Home Rural and Remote funding towards one position [insert position] who will provide coordination of services to achieve activities specific to meeting the needs of people experiencing, or at-risk of homelessness. .  |

1. **HOUSING SERVICES:** Housing services that lead to an individual or family transitioning into more stable housing that has been deemed appropriate & safe.

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|  **ACTIVITIES**What actions and strategies will take place to accomplish the goal (ie: Securing housing for individuals and families, provide emergency assistance to help avert eviction, facilitate Life skills development, etc.) | **RESOURCES**What resources are needed to achieve the goal (ie: human resources, financial resources, equipment, supplies, partners, etc…) | **OUTPUTS**Provide targets of what and how you will track your progress (ie: what is the # of clients placed in housing, # of clients who benefited from Emergency Housing Funding Service, the # of clients that benefited from Economic Integration such as Job Training, etc.) | **OUTCOMES**What difference has/is been made as a result of the goal & related activities | **TIMELINE**Will this activity be ongoing or will the activity be undertaken within a specified period |
| 1. **HOUSING SERVICES**:
* Place individuals in temporary, transitional, or permanent housing accommodation.
* Temporary accommodations (e.g. motels, hotels, rooming houses, community buildings, schools, tents, in sports arenas, RV’s, etc.).
 | *In this column what funds from budget or In-kind will be required to complete the Activity column?* *.***Reaching Home Funds:** **WAGES: $** *Position – hrs/wk x $\_/hr x # of/wks* **TRAVEL** - $**PARTICIPANT RELATED COSTS** $**OTHER RELATED COSTS** - $**ORGANIZATIONAL INFRASTRUCTURE COSTS** - $ **ADMINISTRATIVE COSTS**- $*e.g. Exec Director 2.5 x 35/hr x 52/wks* $e.g. Finance Management- 1x 29/hr x 52/wks | Efforts placing individuals in temporary accommodations **#** *- [below, insert the anticipated number of individuals who will require assistance*] **#** - Identified who may possibly need to be placed in temporary, transitional housing or permanent housing.  | **#** - of actual individuals placed in temporary, transitional housing or permanent housing.Efforts of placing the individuals into temporary, transitional, or permanent housing.  | The project will announce to the community their allotted Rural and Remote project and plan. Through the formalized access point, the [insert position] will identify the clients and determine their needs and provide required support. **Quarter 3** (Oct - Dec) project will be review Q-3 via quarterly report ensuring that project is on target based on the workplan targets and cashflow expenditures. Upon completion of this project [insert date and/or quarter] , data will be collected for reporting purposes.  |

1. **PREVENTION & SHELTER DIVERSION:** Prevention includes activities aimed at preventing homelessness by supporting individuals & families at imminent risk of homelessness before a crisis occurs.

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| 1. **TO HELP PEOPLE WHO ARE AT IMMINENT RISK OF HOMELESSNESS MAINTAIN THEIR HOUSING:**
* Provide short-term financial assistance (e.g., rent arrears and utility deposits);
* Deliver in-kind support (e.g., grocery cards, personal hygiene products, gift cards); and,
* Utilize non-financial tools such as landlord-tenant mediation, problem solving with neighbours, and helping individuals or families with budgeting
 | *In this column what funds from budget or In-kind will be required to complete the Activity column?* **Reaching Home Funds:** **WAGES: $** *Position – hrs/wk x $\_/hr x # of/wks* **TRAVEL** - $**PARTICIPANT RELATED COSTS** $**OTHER RELATED COSTS** - $**ORGANIZATIONAL INFRASTRUCTURE COSTS** - $ **ADMINISTRATIVE COSTS**- $*e.g. Exec Director 2.5 x 35/hr x 52/wks* $e.g. Finance Management- 1x 29/hr x 52/wks |  **#** of individuals who require short-term financial assistance to maintain housing. **#** of individuals who require financial assistance for grocery cards, products etc to remain self-isolated.  | **#** of individuals who actually received short-term financial assistance to maintain housing. **#** of individuals who actually received financial assistance for grocery cards, or products. | The project will announce to the community their allotted RH Rural and Remote Project and plan. Through the formalized access point, the [insert position] will identify the clients and determine their needs and provide required support. **Quarter 1** (April – June) project will be review Q-1 via quarterly report ensuring that project is on target based on the workplan targets and cashflow expenditures. Upon completion of this project [insert date and/or quarter] , data will be collected for reporting purposes |

1. **HEALTH AND MEDICAL SERVICES:** connecting individuals to clinical, health and treatment services (includes mental health and addictions support) through case management, and deliver harm reduction services.

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| 1. **CLINICAL, HEALTH AND TREATMENT** services (includes mental health and addictions support) through case management, and deliver harm reduction services:
* Providing general health and medical services, mental health (including counselling) and addictions support services that ARE already provided by provinces and territories.
* Direct hiring of health care professionals (e.g., nurses, doctors) to provide services directly to clients. Given this a new eligible expense, communities will be asked to specifically identify amounts spent on health and medical services.
 | *In this column what funds from budget or In-kind will be required to complete the Activity column?* **Reaching Home Funds:** **WAGES: $** *Position – hrs/wk x $\_/hr x # of/wks* **TRAVEL** - $**PARTICIPANT RELATED COSTS** $**OTHER RELATED COSTS** - $**ORGANIZATIONAL INFRASTRUCTURE COSTS** - $ **ADMINISTRATIVE COSTS**- $*e.g. Exec Director 2.5 x 35/hr x 52/wks* $e.g. Finance Management- 1x 29/hr x 52/wks | Clinical, health and treatment services (includes mental health and addictions support) through case management, and deliver harm reduction services.Providing general health and medical services, mental health (including counselling) and addictions support services that ARE already provided by provinces and territories. **#** of individuals who require Clinical, health and treatment services.  | Clinical, health and treatment services, general health and medical services, mental health (including counselling) and addictions support services will provide better stability for individuals facing the impacts of homelessness. **#** of individuals who actually received general health and medical services, mental health (including counselling) and addictions support services.  | The project will announce to the community their allotted RH Rural and Remote project and plan. Through the formalized access point, the [insert position] will identify the clients and determine their needs and provide required support. **Quarter 1** (April – June) project will be review Q-1 via quarterly report ensuring that project is on target based on the workplan targets and cashflow expenditures. Upon completion of this project [insert date and/or quarter] , data will be collected for reporting purposes |

1. **CLIENT SUPPORT SERVICES:** Client support services include individualized services to help improve integration and connectedness to support structures such as provision of basic needs and treatment services.

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| 1. **BASIC NEEDS /** To reduce the potential for infection and transmission among people experiencing homelessness and those who work with them, communities may wish to use Reaching Home funds to:
* Increase the frequency of cleaning with disinfectants in, for example, shelter facilities and high traffic areas;
* Acquiring and/or providing shelter beds and physical barriers to be placed between beds;
* Provide individuals moved off-site from a shelter with access to food and transportation; and,
* Purchase personal hygiene products (e.g., soaps), personal protection equipment (e.g., gloves, masks, gowns, shoe covers), cleaning equipment and cleaning/disinfectant supplies.
 | *In this column what funds from budget or In-kind will be required to complete the Activity column?* **Reaching Home Funds:** **WAGES: $** *Position – hrs/wk x $\_/hr x # of/wks* **TRAVEL** - $**PARTICIPANT RELATED COSTS** $**OTHER RELATED COSTS** - $**ORGANIZATIONAL INFRASTRUCTURE COSTS** - $ **ADMINISTRATIVE COSTS**- $*e.g. Exec Director 2.5 x 35/hr x 52/wks* $e.g. Finance Management- 1x 29/hr x 52/wks | **#** of individuals who require basic needs | **#** of individuals who actually received basic needs.  | The project will announce to the community their allotted RH project and plan. Through the formalized access point, the [insert position] will identify the clients and determine their needs and provide required support. **Quarter 1** (April – June) project will be review Q-1 via quarterly report ensuring that project is on target based on the workplan targets and cashflow expenditures. Upon completion of this project [insert date and/or quarter] , data will be collected for reporting purposes |

1. **CAPITAL INVESTMENTS:** Capital Investments are intended to increase the capacity or the quality of facilities that addressed the needs of individuals and families who are homeless or at imminent risk of homelessness, including those that support culturally appropriate programming for indigenous individuals and families.

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| * Purchase or repurpose existing properties to create new temporary housing (e.g., motel and hotel spaces, community spaces); and,
* Renovate existing facilities (e.g., shelters, transitional housing, permanent supportive housing, or non-residential facilities) to, for example, improve ventilation or increase the distance between residents.
 | *In this column what funds from budget or In-kind will be required to complete the Activity column?* **Reaching Home Funds:** **WAGES: $** *Position – hrs/wk x $\_/hr x # of/wks* **TRAVEL** - $**PARTICIPANT RELATED COSTS** $**OTHER RELATED COSTS** - $**ORGANIZATIONAL INFRASTRUCTURE COSTS** - $ **ADMINISTRATIVE COSTS**- $*e.g. Exec Director 2.5 x 35/hr x 52/wks* $e.g. Finance Management- 1x 29/hr x 52/wks | **#** of properties created **#** of individuals who can access these newly created facilities  |  | Upon completion of this project [insert date and/or quarter] , data will be collected for reporting purposes |

1. **COORDINATION OF RESOURCES & DATA COLLECTION:** Data collection activities that enhance the understanding of local homelessness issues and help support decision making and long term planning.

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| 1. **COLLECTION OF DATA** to demonstrate that the activities reduced homelessness.
* Develop partnerships with other sectors, as well as gather, share and disseminate information to key partners and stakeholders; and,
* Inform the public, and solicit support or feedback on the community’s response (e.g., communication activities such as issuing press releases to solicit volunteers).
 | *In this column what funds from budget or In-kind will be required to complete the Activity column?* **Reaching Home Funds:** **WAGES: $** *Position – hrs/wk x $\_/hr x # of/wks* **TRAVEL** - $**PARTICIPANT RELATED COSTS** $**OTHER RELATED COSTS** - $**ORGANIZATIONAL INFRASTRUCTURE COSTS** - $ **ADMINISTRATIVE COSTS**- $*e.g. Exec Director 2.5 x 35/hr x 52/wks* $e.g. Finance Management- 1x 29/hr x 52/wks | Track data as project progresses to better understand the situation, and to ensure that the efforts to address the homelessness.  | Collection of data will be beneficial to better understand what was required to help the reduction of homelessness.  | Upon completion of the project [insert date] reporting of data and results will be compiled & dispensed to funder and any interested parties |