



Innovative Approaches to Newcomer Housing
Funding Guidelines
2023-24

Office of Immigration and Multiculturalism
Department of Immigration, Population Growth, and Skills

This document is available online at <http://www.gov.nl.ca/immigration/>

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1.0 Introduction

Newfoundland and Labrador has experienced unprecedented growth for the last seven quarters, increasing the demand for accessible, affordable, and inclusive housing. The Canadian Centre for Housing Rights study reveals that newcomers face 11 times more discrimination when seeking rental homes. This situation necessitates immediate solutions to create affordable housing options and educate tenants and housing providers about their legal rights and obligations.

Newfoundland and Labrador Housing Corporation highlights the province's significant challenges in providing affordable housing for homeowners, renters, and individuals experiencing homelessness. The COVID-19 pandemic and the unprecedented 30% increase in the rental housing waitlist between March 2021 and March 2022 have exacerbated these issues. The province's demographic shifts and economic changes, coupled with an aging population, have intensified the demand for skilled workers and affordable housing.

In response, the Department of Immigration, Population Growth, and Skills, seeks projects to support innovative approaches to newcomer housing. Such approaches may include repurposing vacant properties, promoting homeownership education, developing affordable and accessible housing options, fostering co-housing and community living initiatives, utilizing modular home solutions, and implementing culturally sensitive housing design.

A secure and suitable living environment is essential for community integration, social cohesion, and overall well-being. Access to affordable housing options allows individuals to focus on employment, education, and social connections, facilitating the settlement process for newcomers and residents alike. By prioritizing innovative and inclusive housing solutions, Newfoundland and Labrador can ensure that all residents have the necessary foundation to thrive, enriching the province's social fabric and economic vitality.

These guidelines are intended to help prospective proponents prepare for the application process to request funding for programming aimed at supporting innovative approaches to newcomer housing. Submissions should outline programming that strengthens partnerships with local housing providers, developers, and community organizations to create affordable and accessible housing solutions for newcomers, including the creation of inclusive housing policies.

2.0 Funding Priorities

The Department of Immigration, Population Growth, and Skills strongly encourages applicants to review this document thoroughly, to ensure the organization, proposed activities, and clients served are eligible for funding.

As per the call, projects focusing on in any of the following areas will be considered:

- **Repurposing Vacant Property**

- Submissions will outline the potential of vacant properties in Newfoundland and Labrador to be transformed into innovative and affordable housing spaces for the residents of the province. The emphasis should be placed on identifying underutilized infrastructures. Repurposing existing structures offers numerous advantages, including reducing the costs associated with new construction, minimizing the environmental impact of development, and breathing new life into areas that have suffered from disinvestment. Moreover, by identifying and creatively utilizing vacant properties, proponents can contribute to the creation of vibrant, inclusive, and sustainable communities that promote social cohesion and economic growth.

- **Homeownership Education and Support**

- Submissions will outline programming that educates newcomers on the process of buying a home in Canada, offering workshops on mortgage applications, financial planning, and connecting them with resources and professionals to support their journey of homeownership.

- **Affordable and Accessible Housing Solutions**

- Submissions will outline innovative solutions to address housing challenges faced by newcomers, such as affordable housing initiatives, collaboration with local housing providers, looking at Rent to Own Models, and support for navigating the rental market.

- **Transitional Housing**

- Submissions will outline programming that offers transitional housing solutions for newcomers upon arrival, providing a safe and welcoming environment while they establish themselves in their new communities.

- **Housing Repair and Maintenance Assistance**

- Submissions will outline programming that supports newcomers in maintaining and improving their homes, offering resources and guidance on home repair, maintenance, and energy efficiency, as well as connecting them with local service providers.

- **Co-housing Initiatives**

- Submissions will outline programming that promotes co-housing and community living opportunities for newcomers, fostering social connections, sharing of resources, and collaborative living arrangements.

- **Culturally Sensitive Housing Design and Development**

- Submissions will outline programming that encourages the development of culturally sensitive housing options, taking into account the diverse needs, preferences, and traditions of newcomers to create inclusive living spaces.

Proponents who advance projects tied to employment and/or supporting individuals to accept employment in areas with limited housing options will be granted additional weight when assessing proposals.

Proponents are encouraged to consider the economic and social barriers that derive from and further perpetuate systemic racism and discrimination, specifically as they pertain to newcomer integration in the development of their projects. Proponents should be mindful of how their proposed projects address these particular barriers.

3.0 Guiding Principles

The application and funding process is guided by the following principles:

- **Incremental programming:** Projects must build on, and not seek to replace or duplicate existing programming;
- **Maximum benefits to newcomers:** Projects should clearly outline how they will maximize benefits to newcomers in the area of housing;
- **Fairness and transparency:** Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- **Focused approach:** Projects will take into account provincial and/or regional reach as well as targeted group for programming and services;
- **Innovation:** Proposals must demonstrate projects that provide a new approach, or new to Newfoundland and Labrador, in supporting newcomer housing;
- **Partnership and Collaboration:** Applications are premised on partnership and collaboration; and
- **Clear accountability:** Applications outline plan for data collection, monitoring, and assessment processes, as well as details on proposed objectives.

4.0 Roles and Responsibilities

All partners in the funding process share responsibility for results. Through the Office of Immigration and Multiculturalism, the department will:

- Develop and clearly communicate the criteria for the submission process in addition to project approval;
- Oversee a fair and transparent assessment and evaluation process;
- Finalize and communicate decisions in a timely manner;
- Distribute funding as per the terms of the contribution agreement;
- Monitor and evaluate programs and services; and
- Co-ordinate, where possible, joint projects to avoid duplication and to maximize benefits by leveraging funding available from all partners.

Project applicants and successful proponents are expected to:

- Use and follow this guide in preparing submission(s);
- Ensure collaborative and partnership-driven engagement with multiple stakeholders forms part of their proposed project (s);
- Submit all required information;
- Meet project and reporting timelines; and
- Be accountable for using the funding for its intended purpose, by providing required documentation, such as interim reports and a final report.

5.0 Funding Eligibility Criteria

5.1 Eligible Proponents

Proponents must clearly demonstrate the need for their proposed project, as well as the ability, and sufficient capacity to deliver the proposed activities. Proponents must also fulfill the following requirements to ensure eligibility:

- The organization is incorporated as a non-profit corporation or has a written agreement with an appropriately incorporated organization to administer approved funding.
- Where the applicant is a non-profit organization, the organization demonstrates community support by showing a range of stakeholder representation on a committee or board and/or through letters of support from key stakeholders;
- The organization satisfies the department that it can receive, manage and account for public funding in a fair and transparent manner;

- The organization is a registered user of the Department of Immigration, Population Growth, and Skills' - Labour Market Programs Support System (LaMPSS);
- The organization complies with provincial and federal labour, human rights, and privacy legislation;
- The community or region in which the project will be implemented has already received refugees, or has identified immigration as a key growth strategy;
- The community, region or organization has tied this proposed project to employment and labour market attachment; and,
- The community, region, or organization has a commitment to diversity, equity and inclusion.

5.2 Ineligible Applicants

Ineligible applicants include:

- Individuals;
- Businesses/private sector organizations, or companies;
- Funding bodies/organizations whose sole mandate is to award grants or funding;
- Immigration agents, consultants, or recruiters; and
- Community organizations that are not incorporated.

5.3 Eligible Beneficiaries

Funding can support programs and services assisting the following individuals:

- **Provincial Nominees** - Foreign nationals and their dependents, residing in Newfoundland and Labrador, and who have been nominated (received Certificate of Nomination) under the Newfoundland and Labrador Provincial Nominee Program;
- **Atlantic Immigration Program Endorsees** – Foreign nationals and their dependents, residing in Newfoundland and Labrador, and who have been endorsed (received Certificate of Endorsement) under the Atlantic Immigration Program;
- **International Students and/or Graduates** – students currently completing their studies in a designated post-secondary institution in Newfoundland and Labrador. May include spouses and dependents of international students and graduates;
- **Permanent residents** of Canada, residing in Newfoundland and Labrador, including resettled refugees who have come to the province as part of a privately-sponsored or Government-assisted resettlement initiative;

- **Protected persons** (Refugees), as defined in Section 95 of the Immigration and Refugee Protection Act;
- **Migrant Workers** (also known as Temporary Foreign Workers or individuals with a valid work permit) working in Newfoundland and Labrador, and interested in becoming permanent residents, including Ukrainians in Canada; and,
- **Canadian citizens** born outside of Canada (services to recent immigrants to Newfoundland and Labrador will be given priority).

5.4 Eligible Costs

Eligible costs for funding include:

Individual Supports:

Funding can be allocated to cover the costs of individual support services necessary for the successful implementation of the housing proposal. This may include, but is not limited to, specialized assistance for vulnerable populations, accessibility adaptations, or other tailored services aimed at improving the quality of life for residents.

Salaries:

Eligible costs encompass the salaries of personnel directly involved in the design, planning, implementation, and management of the innovative housing project. This includes project managers, architects, engineers, and other relevant professionals whose expertise is crucial for the project's success.

Benefits:

The funding may cover the cost of employee benefits for staff members working directly on the innovative housing proposal. This includes health and dental insurance, retirement contributions, and other fringe benefits typically offered to employees in similar roles.

Supplies and Resources:

Funding can be allocated to cover the cost of materials, supplies, and resources required for the planning, construction, and operation of the innovative housing project. This may include construction materials, tools, equipment rentals, software, and other essential resources.

Construction Costs:

Eligible costs include expenses related to the construction of the innovative housing project. This encompasses labor, subcontracting fees, site preparation, permits, inspections, and other costs directly tied to the project's development.

Evaluation and Monitoring:

Funding can be allocated to cover the costs associated with evaluating the project's progress, outcomes, and impact. This may involve hiring external evaluators, collecting

and analyzing data, and preparing reports to assess the project's effectiveness and guide future improvements.

Legal and Regulatory Compliance:

Eligible costs could cover expenses related to legal and regulatory compliance, such as attorney fees, permit applications, zoning adjustments, or other costs necessary to ensure the project adheres to relevant laws and regulations.

Contingency Fund:

Funding may be allocated to a contingency fund to address unforeseen circumstances or challenges that may arise during the project's implementation, ensuring that the project can continue smoothly in the face of unexpected expenses.

Maintenance and Repairs:

Funding can be allocated to cover the costs of ongoing maintenance and repairs needed to ensure the housing project remains in good condition, providing a safe and comfortable environment for residents.

Facilities and Equipment:

Eligible costs may cover the lease or rental of facilities and equipment necessary for the implementation of the innovative housing proposal. This includes office space, construction equipment, specialized tools, and other assets that are integral to the project's success.

Travel:

Funding may cover travel expenses directly related to the development and implementation of the innovative housing proposal. This can include transportation, lodging, and per diem costs for project-related meetings, site visits, or other travel requirements essential to the project's execution.

Other: Includes items that do not fall into other categories, such as registration fees for a workshop conference related to the project or other miscellaneous expenses.

Administration: These costs may include:

- Salaries: Salaries of staff providing oversight or supervision to project staff for the hours spent directly supervising the project as well as the benefits of those staff members (e.g., MERCS). Salaries of staff providing administrative support to the program/project. Organizations may include contract administrative positions under this heading.
- Benefits: Staff benefits, outlined above, who are providing supervisory or administrative support to the program/project, for the hours devoted to the project. This may include medical and dental benefits and pension programs.
- Other: Bank charges, liability or other insurance, annual audit and bookkeeping.

* Up to 15 per cent of the total program budget may be allocated to this category.

5.5 Ineligible Costs

Ineligible costs include:

- Travel outside Newfoundland and Labrador, except in special circumstances pre-approved by the Department;
- Any and all foods, beverages and/or refreshments for participants or guests of events;
- Financial losses/deficits incurred by the organization; and
- Lobbying/advocacy activities of the organization.

6.0 Overview of Application Process

6.1 Application Review

OIM will review submissions and advise proponents if they are invited to submit an application through the Labour Market Programs Support System (LaMPSS) online self-service system.

Proponents must register in the Department of Immigration, Population Growth, and Skills' LaMPSS payment system to apply on-line. Once registration is complete, a password and user ID will be provided. To register, please follow procedures outlined at [Register on LaMPSS system](#).

Once registered on the LaMPSS system, proponents may apply directly online and/or update information using its self-serve function and the provided user password and ID. To apply online using the self-serve component of LaMPSS, please link to the following website, which contains LaMPSS User Guidelines, System Requirements and the Login [LaMPSS Employer Self-Serve](#).

When considering applications for funding of projects, the department will evaluate eligible project proposals on the basis of completeness and content. Proposals will be evaluated on the basis of key criteria.

Section A: (50 possible points)

1. Evidence of the need for proposed activities (up to 10 points);
2. Capacity, skills, and expertise to undertake and successfully achieve the intended Outcomes (up to 20 points);
3. Scope of impact/number of individuals served under the project (up to 10 points); and
4. Collaboration and Partnerships (up to 10 points)

Section B: (30 possible points)

5. Measurable indicators and outcomes (10 points); and
6. Relevance to Newfoundland and Labrador immigration priorities, employment and labour market attachment and engagement of newcomer and immigrant population to support the project (20 points).

Section C: (20 possible points)

7. Clear, detailed budget (up to 5 points) and
8. Innovation in the proposed approach (up to 10 points); and
9. Project reach (local, regional, provincial) through the proposed activities (up to 5 points).

Final decisions will be made by the Department and will be communicated to applicants in writing.

6.3 Funding Arrangements

Following a Notification of Approval, organizations will receive a Contribution Agreement, which outlines the terms and conditions of the funding, and represents a legally binding contract between His Majesty in Right of Newfoundland and Labrador, as represented by the Minister Responsible for the Department of Immigration, Population Growth, and Skills, and the organization. The Contribution Agreement must be signed by an authorized signing officer from each party.

The first payment will be released only after the Contribution Agreement has been signed by both parties. Funding will be issued in installments as directed by the Contribution Agreement. Activity Reports and Final Report will be required, and the service provider will be submit the reports through LaMPSS. These reports will require information on the progress of the expected outputs, objectives and outcomes. This is an essential accountability element in the funding process.

7.0 Reporting Requirements

The department reserves the right to request additional reports, if needed. A Reporting Schedule will be outlined in the Contribution Agreement.

Payments are contingent on satisfactory reviews of reports by the department. Failure to submit an Interim Report or to meet the conditions of funding will delay or deny the release of payments. Unsatisfactory reporting may affect the continuation of the grant.

Organizations receiving funding are required to report on the activities undertaken and the results achieved, actual and projected expenses, and the impact of the funding. Copies of reporting templates will be provided to successful proponents prior to reporting due dates.

For collaborative initiatives undertaken by two or more organizations, the organization designated as the proponent will be considered the lead proponent and will be responsible for all reporting.

8.1 Discretionary Nature of the Program

The department cannot guarantee financial support to all applicants, nor can it provide total support for programs and service costs. Commitments made by the proponents prior to, or in anticipation of, official written notification that a proposal has been approved are the applicant's responsibility. If an applicant is unsuccessful, the department will not be responsible for costs already incurred by the organization.

8.2 Disclosure of Information

Prior to approval, proposals will be considered the property of the proponents and will only be available to the department officials evaluating the proposal. Once approved, proposals submitted to the department are subject to the Newfoundland and Labrador **Access to Information and Protection of Privacy Act (ATIPPA)**. By entering into an agreement with the department, proponents agree to public disclosure of their proposal content. Any information in the proposal that the proponent considers proprietary should be marked as "confidential", and will be subject to appropriate consideration as defined within ATIPPA. Submitted proposals, and content within, become property of the Government of Newfoundland and Labrador.

Evaluation reviews made public through ATIPPA will not include any materials deemed proprietary in nature. If selected agencies have access to immigrants' personal information that is protected under ATIPPA, agencies should understand that they may not disclose or reveal any such personal information. Failure to comply with these regulations may result in criminal prosecution or civil liability of the agency and the individual(s) involved.