

**REACHING HOME**

**FUNDING TOOLKIT**

Funded by the Government of Canada’s Reaching Home: Canada’s Homelessness Strategy

**Welcome to the Reaching Home Program!**

Thank you for the work you’re doing to address and end homelessness in your community.

This document contains a

high-level overview of Reaching Home payment claims, reporting requirements, and deadlines to help your organization understand the process.

Please review at the beginning of your contract period to ensure you’re set up for collecting and entering the right data

throughout the fiscal year.

Your specific reporting requirements are dependent on the type of project you’ve been

funded for.

*Refer to Schedule F of your*

*Reaching Home contract for your specific reporting requirements.*

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Reaching Home generally operates on a

reimbursement model, where funding recipients track expenses and submit payment claims. Capital projects may differ. (see Schedule D of your contract for more

information).

As part of your program funding through the Government of Canada’s Reaching Home: Canada’s Homelessness Strategy, your organization is required to collect and share data with the federal government through Infrastructure Canada.

Your reports help the government track program spending, impact, and efficacy, and help inform policy and program development.

Please review Schedule F of your contract for reporting requirements. Your unique

claim sheet will be sent to you by United Way BC staff.

**Payment Claims: Monthly or Quarterly**

In general, you must claim the following amounts to the nearest dollar for each claim period that are in line with your approved

budget from Schedule C in your contract:

To be reimbursed for your Reaching Home project spending each period, you must submit a payment claim form to

**reachinghome@uwbc.ca**

Staff wages

Professional fees

Depending on your contract, you may be required to submit payment claims monthly

or quarterly.

Travel

Capital assets

Other activity related costs

Administrative costs

Organizational infrastructure costs

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**Claim Form**

**Quarterly Activity Report**

All organizations are required to track project data and demographics. This information is

submitted as a Quarterly Activity Report four times a year:

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Q1 Report (April 1 - June 30): due July 31st

Q2 Report (July 1 - September 30): due October 31st Q3 Report (October 1 - December 30): due January 31st Q4 Report (January 1 - March 31): due April 30th

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Download your Quarterly Activity report **here**.

Submit quarterly reports to **reachinghome@uwbc.ca**

*\*Note: Some funding recipients may be required to submit their activity reports on a monthly basis. Please refer to Schedule F of your contract for specific reporting requirements.*

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Number of people receiving a core service and contacted for their 3-month followup

Number of people who received a secondary service

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Number of people placed into more stable housing

and contacted for their 12-month followup

Number of people placed into Emergency Housing

Number of instances of temporary

accommodations as part of the response to COVID-19

**Quarterly Activity Report**

**1.**

**All funded projects are required to complete Section 1 of the Quarterly Activity**

**Report. Demographics are not required for this section.**

**ACTIVITY**

**DATA REQUIRED**

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Report on progress Amendments

Success stories/lessons learned

Additional information as per program specific requirements Other information

**All Funded Activities**

**2.**

**\*Some funded projects are required to complete Section 2.**

**Your Quarterly Activity Report will be customized to the activity reporting required specific to your contract. This may include the following:**

*Note: demographics must be filled out for each Section 2 activity.*

**ACTIVITY**

**DATA REQUIRED**

**DEMOGRAPHICS**

**Housing Services**

Required

**Prevention and Shelter Diversion**

Required

**Client Supported Services: Social and Economic Integration**

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Change in income Change in employment Job training

Education

Required

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**QUARTERLY REPORT SECTION 2**

**QUARTERLY REPORT SECTION 1**



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**Annual Reporting Requirements**

Data for annual reports is tracked and reported to Infrastructure Canada ome programthrough the Reaching Home Data Collection Tool for Results Reporting Online, also known as RROL. UWBC, as the Community Entity, will report on data collected through your quarterly reports*.* *Please refer to your Reaching Home contract to confirm your reporting requirements.*

**Reimbursements**

Depending on your contract and project, payments are generally reimbursed monthly or quarterly upon receiving your payment claims form. Please refer to your contract for specific information.



For any questions or clarifications about Reaching Home in your community, please contact:

**reachinghome@uwbc.ca**

For specific reporting questions, we may

need to contact Infrastructure Canada on your behalf.

Thank you for taking the time to review this document and preparing for your

Reaching Home reporting for the upcoming year.

You can find more information about the Reaching Home program [**here**](https://www.canada.ca/en/employment-social-development/programs/homelessness.html).

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