



**Call for Expression of Interest  
For**

**MANITOBA SUPPORTS COMMUNITY HELPERS PILOT  
PROJECT**

**Issued: June 20, 2023**

**Submission Deadline: July 17, 2023 at 11:59 PM CST**



## COMMUNITY HELPERS

### CALL FOR EXPRESSION OF INTEREST

**DEADLINE: July 17, 2023 AT 11:59 PM (CST)**

#### **BACKGROUND**

In October 2019, Manitoba announced a commitment to developing a new income support program for persons living with severe and prolonged disabilities that would also be separate and distinct from the existing Employment and Income Assistance (EIA) program. The Department of Families has since consulted broadly with Manitobans about how the new program should operate and what types of assistance might be provided.

Throughout community consultations and engagement held to date, Manitobans have emphasized the importance of ensuring that individuals living with severe and prolonged disabilities have access to a variety of supports that can assist in navigating and connecting to a wide-range of community offerings. Community engagement has also highlighted a need for the building of support networks, in particular persons hard to connect with and for persons experiencing homelessness, so as to strengthen community participation and inclusion for persons with disabilities.

On April 1, 2023, Manitoba Supports for Persons with Disabilities (Manitoba Supports) launched to the public and all Manitobans can now apply to the program. Manitoba Supports provides clients with financial assistance, health (dental, optical and prescription drug) coverage, and other special needs, including medical supplies and equipment.

The department is now seeking, through an Expression of Interest (EOI), an agency, or a collection of agencies throughout different regions, to deliver community-based assistance to support Manitobans to access services in the community and those provided by governments. The agencies will provide personnel who will offer navigational and support services targeted towards some of the most vulnerable Manitobans with disabilities, including those who would not normally apply for assistance and who may require high levels of support.

As part of the EOI selection process, preferences will be applied to organizations that are Indigenous-led, or who partner with Indigenous-led organizations, as well as organizations led by or partnering with persons with disabilities.

## **Purpose and Objective**

This EOI is seeking community-based agencies to offer personnel in pilot locations who are well-connected in the community and have knowledge of community resources to act as community helpers. These community helpers would identify and assist potentially vulnerable persons to access services and programming offered through Manitoba Supports to meet their financial needs, and to build support systems in the community for greater inclusion. Helpers will assist with non-financial supports, such as building access points, performing needs assessments and supportive planning, undertaking community outreach and providing supports during crisis. Successful agencies are expected to deliver these services for a period of one year (12 months). This will be a pilot project to determine future implementation plans of providing community helpers to assist potentially vulnerable persons to access services and programming.

## **EOI Guidelines**

### **PROGRAM PARAMETERS**

Community agencies operating and providing services in Manitoba are invited to apply to the EOI. Agencies can apply individually, or as a collective.

The successful agencies will provide community helper services for Manitobans likely to be eligible for, applying to, or receiving services from Manitoba Supports for Persons with Disabilities. Helpers are intended to support and empower persons, with potential emphasis on those with mental health and behavioural challenges, who may have difficulty accessing government supports through traditional avenues, or who may require more intensive supports.

Community helper services can include, but is not limited to:

- Active outreach to Manitobans with disabilities who face barriers to service access;
- Support for Manitobans with disabilities to complete application and intake processes for Manitoba Supports;
- Assistance contacting or connecting Manitoba Supports staff or other service providers on behalf of the client, as needed;
- Provision of support and referrals for Manitoba Supports clients to access other community resources, such as housing, food, mental health supports, etc.;
- Provision of services that are person-centred, culturally sensitive and appropriate, and respectful of the unique needs of clients;
- Mobile service delivery where appropriate, including outreach patrol, in locations where contact with clients is highly likely;
- Other appropriate activities as agreed to by the Manitoba government and successful agencies;
- Advocacy and relationship/trust building for connecting to services;

- Knowledge and delivery of trauma-informed care.

**Information requested:**

1. Brief description of your organization, including any history working with vulnerable Manitobans and persons with disabilities and/or experience supporting the delivery of government programs and services.
2. Description of the capacity of your organization or a collective of organizations to provide services to all regions of Manitoba, including urban, rural, and Northern communities.
3. Description of the proposed process for hiring community helpers. Please include:
  - a. A description of minimum education/training and work experience requirements
  - b. Your proposed recruitment process and mitigation plan
  - c. A copy of your organization's diversity, equity, and inclusion hiring policy or plan
  - d. The proposed process for screening applicants, including vulnerable sector checks
  - e. Expected start dates
  - f. Anticipated number of persons who could be supported per helper
  - g. Any strategies that can be considered to recruit and utilize persons with lived experience
4. A description of the kinds of supports you expect applicants and clients to require, and an explanation of the activities your agency will undertake to support them.
5. A proposed list of data and/or information that would be shared with the Manitoba government to support the evaluation process.
6. A proposed budget and timeline for expenditure of funds.

**WHO CAN APPLY**

To be eligible for the EOI, organizations must be:

- Non-profit organizations or registered charities located and operating in Manitoba with an established governing board.

**MINIMUM REQUIREMENTS:**

- The application is submitted by the established deadline.
- The application is completed in full, and all requested information is included.

- The proponent is available to begin delivering services by October 1, 2023 for a period of twelve (12) months.

## **WHAT WE FUND**

### **Eligible Activities**

Funding will be issued to eligible applicants who meet the criteria described above. Examples of eligible activities are also outline above.

### **Eligible Costs**

- salaries or wages for staff working on the proposed project;
- promotion of the project;
- administrative costs;
- equipment needed to deliver the services.

### **Ineligible Activities and Costs**

Activities and costs that are not eligible under the EOI include:

- activities that are not consistent with the objectives of the Manitoba Supports Community Helper pilot project;
- deficit financing or reduction;
- previously incurred costs;
- emergency funds for organizations;
- endowments;
- sponsorships and/or fundraising campaigns;
- project costs for other activities that are not specified in the application;
- on-going operational costs unrelated to the proposed project;
- funding to support unrelated activities and operations other than what is proposed.

## **FUNDING AMOUNT**

The EOI has up to \$700K available for community-based agencies in Manitoba to provide community helper services. This may be allocated to one or multiple agencies.

## **AMENDMENT OF PROPOSALS**

Proponents may amend their proposals prior to the Submission Deadline. To amend a proposal, the proponent must withdraw the previously submitted proposal and submit the amended proposal in accordance with the instructions set out above. The amended proposal must be submitted in its entirety on or before the Submission Deadline.

## **WITHDRAWAL OF PROPOSALS**

At any time throughout the EOI process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent by email to the EOI Contact and must be signed by an authorized representative of the proponent.

## **HOW TO APPLY**

Applications for the EOI must:

- be completed in full, using the EOI application form;
- include a project budget, workplan, and all information outlined above;
- be signed by an authorized organization representative;
- be submitted via email to [disabilitysupport@gov.mb.ca](mailto:disabilitysupport@gov.mb.ca) by July 17, 2023 at 11:59 p.m. CDT.

Although it is not required, organizations may choose to submit additional documents to support the proposed project.

Applications submitted to [disabilitysupport@gov.mb.ca](mailto:disabilitysupport@gov.mb.ca) will receive confirmation of submission within five business days. All applications submitted by the deadline will be notified of a decision.

If you require an alternate format or have any accessibility accommodation requests, please contact [disabilitysupport@gov.mb.ca](mailto:disabilitysupport@gov.mb.ca).

Additional information about Manitoba Supports for Persons with Disabilities can be found on the following website: <https://gov.mb.ca/fs/manitobasupports/index.html>

## **EXPRESSION OF INTEREST SIGNIFICANT DATES**

### **Intake Period**

The EOI will be accepting applications for a 4-week period from June 20, 2023 to July 17, 2023.

### **Information Sessions**

**Registration:** To register for the session(s), **please use Chrome as your browser**, then click on either link to complete your registration. After registering, you will receive a confirmation email containing information about joining the meeting.

#### **Information Session #1 – Virtual**

Date: Monday June 26, 2023

Time: 1:30PM-3:00PM

Click here to register for Zoom meeting:

<https://us06web.zoom.us/meeting/register/tZcpdemhqTgrGtMqWGonwm-Bs6BY6Yw1sl36>

#### **Information Session #2 - Virtual**

Date: Wednesday July 11, 2023

Time: 10:30AM-12:00PM

Click here to register for Zoom meeting:

[https://us06web.zoom.us/meeting/register/tZwsc-6urj8sG9z7A2-9i4\\_bgEbPFEvHC-dZ](https://us06web.zoom.us/meeting/register/tZwsc-6urj8sG9z7A2-9i4_bgEbPFEvHC-dZ)

All EOI proposals must be submitted to the Department of Families by email at [disabilitysupport@gov.mb.ca](mailto:disabilitysupport@gov.mb.ca) no later than July 17, 2023 at 11:59 pm CDT.

Following review of Expressions of Interest, department representatives may be in contact to request further information and negotiate terms. Funding and approval for the EOI will be subject to the Manitoba government's fiscal year: April 1, 2023 to March 31, 2024.

Manitoba may consult staff of a department, branch or division of the Government of Manitoba, a Manitoba Crown corporation or agency, or an academic institution, health authority or other entity providing education, health or social services funded by Manitoba that have had dealings with the proponent or the proponent's subcontractors.

Manitoba may use existing data and past performance in evaluating organizational knowledge, experience and expertise to address project objectives.

For expression of interest inquiries or questions, contact [disabilitysupport@gov.mb.ca](mailto:disabilitysupport@gov.mb.ca).



# COMMUNITY HELPER PILOT PROJECT EXPRESSION OF INTEREST APPLICATION



**Department of Families**  
Community Service Delivery  
300 - 114 Garry Street  
Winnipeg, MB R3C 4V4  
disabilitysupport@gov.mb.ca

## APPLICATION FORM

Organization and Contact Information			
<b>Operating Name:</b>	Click or tap here to enter text.		
<b>Legal Name:</b>	Click or tap here to enter text.		
<b>Website:</b>	Click or tap here to enter text.		
<b>Address:</b>	Click or tap here to enter text.		
	<i>Street Address</i>		
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
<b>Mailing Address:</b>	Click or tap here to enter text.		
<b>(if different)</b>	<i>Street Address</i>		
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	<i>City</i>	<i>Province</i>	<i>Postal Code</i>
<b>Business Number:</b>	Click or tap here to enter text.		
<b>Organization Contact:</b>	Click or tap here to enter text.	Click or tap here to enter text.	
	First Name	Last Name	
<b>Position:</b>	Click or tap here to enter text.		
<b>Phone:</b>	Click or tap here to enter text.		
<b>Email:</b>	Click or tap here to enter text.		

## Eligibility

NOTE: All items must be checked in order to be eligible for the EOI.

Confirmation that your organization is a not-for profit organization or charity with an established governing board.	<input type="checkbox"/> YES
Confirmation that your organization is located and operating in Manitoba and provides services to persons residing in Manitoba.	<input type="checkbox"/> YES
Confirmation that your organization is registered and in good standing with the Companies Office (not required for exempt organizations)	<input type="checkbox"/> YES
Confirmation that your project will begin prior to October 1, 2023 and be completed within one year from the start date.	<input checked="" type="checkbox"/> YES

**Consent to Information**

The personal information collected using this form is required for the administration of the Expression of Interest (EOI) and will be shared with the EOI advisors and selection committee. The information may also be shared with other government departments/agencies with interests in your project. The information will not be shared with any other third parties except as allowed by The Freedom of Information & Protection of Privacy Act. Please check the box if you understand and provide consent.	<input type="checkbox"/> YES
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**Project Information**

Provide a brief description of your organization including any history working with vulnerable Manitobans and persons with disabilities and/or experience supporting the delivery of government programs and services:

Click or tap here to enter text.

Provide a description of your organization’s proposed process for hiring community helpers:

Click or tap here to enter text.

Click or tap here to enter text.

Please provide a description of the kinds of supports you expect applicants and clients to require, and an explanation of the activities your agency will undertake to support them. Please also include a description of how your organization will deliver services to Manitobans in all regions of the province.

Click or tap here to enter text.

Please describe the expected deliverables, including how your organization will measure project outcomes, as well as number of persons who could be supported per helper, and any data that can be shared with the Manitoba government:

Click or tap here to enter text.

Please describe any risks you foresee with the delivery of your proposed project and include a risk mitigation plan:

Click or tap here to enter text.

**Declaration**

Confirmation that your organization has reviewed and understands the funding guidelines.	<input type="checkbox"/> YES
Following application selection and approval, an Agreement between the EOI Recipient and the Manitoba government will be negotiated. The Agreement will outline the terms and conditions with the EOI Recipient. This shall include but not be limited to project tasks and deliverables; the eligible use of funds; maximum project funding limits, project start and end date; publication terms, if any; agreement cancellation; payment processing including interim payment terms, if any; and reporting terms which typically contain interim and final reporting requirements.	<input type="checkbox"/> YES

<b>Date:</b>	Click or tap to enter a date.	<b>Name:</b>	
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