



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** March 2, 2023  
**From:** Kim Somerville **File:** 07-3190-01/2023-Vol 01  
 Director, Community Social Development  
**Re:** 2023 UBCM Poverty Reduction Planning and Action Program Grant Submission

### Staff Recommendations

1. That a resolution indicating support for the City’s application to the 2023 UBCM Poverty Reduction Planning and Action Program in the amount of \$50,000 and willingness to provide overall grant management, as described in the report titled “2023 UBCM Poverty Reduction Planning and Action Program Grant Submission,” dated March 2, 2023, from the Director, Community Social Development be endorsed; and
2. That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5 Year Financial Plan (2023–2027) be amended accordingly.

Kim Somerville  
 Director, Community Social Development  
 (604-247-4671)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Richmond Public Library	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>

## Staff Report

### Origin

In 2020, the Provincial Government launched the Poverty Reduction Planning and Action Program, which provides funding through the Union of BC Municipalities (UBCM) for local governments to engage in projects that reduce poverty in their communities. That same year, the City received a grant through the program to develop a poverty reduction and prevention action plan that resulted in the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. In 2022, the City received a second grant through the program to develop the Community Services Pop Ups pilot project, which will conclude in April 2023.

On December 14, 2022, a new round of funding was announced by UBCM and submissions are now being accepted for the 2023 program, which is designed to support projects that reduce poverty (Attachment 1). The grant application requires a Council resolution indicating support for the proposed project as well as a willingness to provide overall grant management. The purpose of this report is to seek Council endorsement of the City's 2023 UBCM Poverty Reduction Planning and Action Program grant application.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6–A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

*6.4 Support vulnerable populations through collaborative and sustainable programs and services.*

This report also supports the following actions in the City's 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond:

*1.2 Pursue funding opportunities to advance poverty reduction and prevention initiatives;*

*2.9 Develop programs and services that respond to the specific needs of demographics at risk of or living in poverty; and*

*3.2 Implement targeted outreach that facilitates connections to community programs and services for residents at risk of or living in poverty (e.g. community navigator programs).*

### Analysis

The UBCM Poverty Reduction Planning and Action Program provides funding in two streams: Stream 1: Poverty Reduction Plans and Assessments, and Stream 2: Poverty Reduction Action, which provides funding of up to \$50,000 to fund projects that work to reduce poverty at the local level. To apply for Stream 2 funding, municipalities must have a poverty reduction plan and the proposed project outcomes must be linked to corresponding actions in the municipality's plan. On December 6, 2021, City Council adopted the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond, which guides the City's approach, in collaboration with the community, to reduce and prevent poverty in Richmond over the next ten years. The plan includes

actions around developing targeted programs that reduce barriers for vulnerable population groups in Richmond, such as lone-parent families, newcomers and residents experiencing homelessness.

Currently, the City in partnership with the Richmond Public Library is completing the Community Services Pop Ups pilot project (Pop Ups). Held on the second Thursday of each month at Brighthouse Library, these free drop-in sessions connect residents at risk of or living in poverty to community-based programs and services. To date, the Pop Ups have averaged over 60 community members per session with 16 community organizations participating each month. In the first three months of program delivery (November 2022–February 2023) over 180 individuals have been supported, demonstrating a clear need in the community for increased access to community-based resources and supports.

Staff have submitted a grant application for Stream 2: Poverty Reduction Action of the 2023 UBCM Poverty Reduction Planning and Action Program for \$50,000 to meet the March 17, 2023 deadline, which requires a Council resolution supporting the grant application. Due to the tight timeline, a Council resolution in support of the grant application can be provided to UBCM after the grant deadline. Should Council endorse the grant application, staff will provide UBCM with a copy of the Council resolution to support the City's submitted application. Should the grant application be successful, the City will be required to enter into a funding agreement with UBCM.

The proposed project will build on the success and learnings of the Pop Ups and focus on developing a pilot program that will offer peer-to-peer resource navigation at multiple library locations, such as Brighthouse, Cambie and Ironwood libraries. As part of the pilot, two persons with lived and living experience will be trained as resource navigators, who will help connect community members at risk of or living in poverty to community-based programs and resources. Resource navigation will be offered on a weekly basis at regularly scheduled times, including evenings and weekends, to support individuals who may face barriers to accessing services during traditional service hours (Monday to Friday, 9 a.m.–5 p.m.). Additionally, different activities, such as a housing navigation workshop, employment readiness workshop and/or a monthly coffee chat, will be offered during the pilot to provide additional supports for participants. A Community Team of persons with lived and living experience, including the project's resource navigators, will be formed to support the development and implementation of these activities.

The main goals of the project are to offer navigation supports that address identified needs in the community; to provide vulnerable residents with increased access to community resources outside of the City Centre area and traditional service hours; and to promote greater social inclusion by expanding peer and community-based networks. As well, the project will explore opportunities to continue the supports after the grant is complete, including funding options required to sustain the program.

By offering one-to-one assistance to and from persons with lived and living experience, the project will also foster meaningful peer relationships, strengthen feelings of purpose and belonging, and promote upskilling among vulnerable community members. The proposed project will further actions in the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond, specifically actions 2.9 and 3.2 that relate to the development of program and service delivery and the implementation of targeted outreach that facilitates community connections for residents at risk of or living in poverty.

The Richmond Public Library has agreed to host the resource navigation pilot program and will work with City staff to co-lead the project. The Community Poverty Reduction and Prevention Table will act as the project's Steering Committee and a project coordinator will be hired on contract through a portion of the grant to lead project development and implementation, which will involve recruitment, training and supervision of the Community Team. Persons with lived and living experience will be involved throughout the project and will be paid a Living Wage for their time. A communications and engagement plan will also be developed along with resource materials, such as navigation tools for use during training and for the provision of peer-to-peer support.

The project will be evaluated throughout its implementation and learnings will be summarized in a final evaluation report, including key findings and considerations for program sustainability.

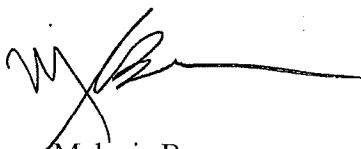
Work to date with the Pop Ups has identified that there continues to be a need in the community for poverty reduction initiatives that increase outreach to Richmond's vulnerable population groups. The proposed resource navigation pilot program will offer increased access to navigation supports and will empower residents with lived and living experience to engage in knowledge sharing and capacity building between peers. Providing these types of opportunities will support poverty reduction and prevention in Richmond and will help more individuals and families gain the necessary skills and community connections needed to move out of poverty.

### **Financial Impact**

The proposed project expenses will be fully covered by the grant. Should the application for up to \$50,000 funding be successful, the Consolidated 5 Year Financial Plan (2023–2027) will be amended accordingly.

### **Conclusion**

The UBCM Poverty Reduction Planning and Action Program Grant provides an opportunity for the City of Richmond and community partners to further actions in the 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond. Staff recommend that a resolution indicating support for the City's application to the 2023 UBCM Poverty Reduction Planning and Action Program and willingness to provide overall grant management if the application is successful be endorsed.



Melanie Burner  
Program Manager, Social Development  
(604-276-4390)

Att. 1: UBCM Poverty Reduction Planning & Action Program – 2023 Program & Application Guide

# Poverty Reduction Planning & Action Program

## 2023 Program & Application Guide

### 1. Introduction

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In March 2019, the Province of BC released their poverty reduction strategy: [TogetherBC: British Columbia's Poverty Reduction Strategy](#). Mandated through the *Poverty Reduction Strategy Act*, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. *TogetherBC* is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

With investments from across government, *TogetherBC* reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty, and build a better BC for everyone.

Local governments have long-advocated for a provincial poverty reduction strategy and are crucial partners in this work. They are at the front-line of seeing the impacts of poverty in their communities and play a central role in developing local solutions with community partners and other levels of government.

#### Poverty Reduction Planning & Action program

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy. In 2020, the Province provided \$5 million over three years and the program is administered by the Union of BC Municipalities (UBCM). The first three intakes of the program in Spring 2020, Spring 2021, and Spring 2022 awarded over \$3 million to more than 100 local governments across the province.

Recognizing that three previous intakes have been held for this program, under the 2023 intake, applications under Stream 2: Poverty Reduction Action may be prioritized over Stream 1: Poverty Reduction Plans and Assessments.

### 2. Eligible Applicants

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All local governments (municipalities, regional districts, and the Islands Trust) in BC are eligible to apply.

Eligible applicants can submit one application per intake, including regional applications or participation as a partnering applicant in a regional application.

### 3. Grant Maximum

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The 2023 Poverty Reduction Planning & Action program provides two streams of funding. Projects funded under Stream 1 may receive up to 100% of the cost of eligible activities to a maximum of \$25,000. Projects funded under Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$50,000. Regional projects under either Stream 1 or Stream 2 may receive up to 100% of the cost of eligible activities to a maximum of \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Poverty Reduction Planning & Action program.

## 4. Eligible Projects

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To qualify for funding, applications must demonstrate the extent to which proposed activities will reduce poverty at the local level and:

- Focus on one or more of the six priority action areas identified in *TogetherBC*:
  - Housing
  - Families, children and youth
  - Education and training
  - Employment
  - Income supports
  - Social supports
- Be a new project (retroactive funding is not available);
- Be capable of completion by the applicant within one year from the date of grant approval;
- Involve key sectors of the community including community-based poverty reduction organizations, people with lived experience of poverty, businesses, local First Nations and/or Indigenous organizations.

Within the six priority areas, eligible projects may also address one or more of the other key priorities identified in *TogetherBC*: mental health and addictions, food security, transportation, and/or access to health care.

### Regional Projects

Funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a resolution as outlined in Section 7 of this guide. Each partnering applicant is required to submit a resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the grant funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

## 5. Requirements for Funding

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As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events must meet public health orders and/or guidance in relation to COVID-19.
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

In addition, as part of both the development of the application package and the delivery of the approved project, local governments are encouraged to engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

## 6. Eligible & Ineligible Costs & Activities

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### Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

#### Stream 1: Poverty Reduction Plans and Assessments

The intent of this funding stream is to support communities to develop or update assessments or plans in order to reduce poverty at the local level. The funding maximum under Stream 1 is \$25,000 for a single applicant and \$150,000 for regional applications.

Under Stream 1, eligible activities must be cost-effective and include:

- Development of a local Poverty Reduction plan or assessment that addresses one or more of the six priority action areas as identified in *TogetherBC*;
- Engagement of people living in poverty or with a lived experience of poverty in planning activities;
- Adding a poverty reduction lens including specific activities and outcomes to support people living in poverty, to existing plans or policies, such as:
  - Official Community Plans or community or neighbourhood plans;
  - Zoning and other policies;
  - Development permit requirements;
  - Emergency response, evacuation, and/or emergency support services plans;
  - Food security and food systems planning;
  - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.).

#### Stream 2: Poverty Reduction Action

The intent of this funding stream is to support communities to undertake local projects in order to reduce poverty at the local level. The funding maximum under Stream 2 is \$50,000 for a single applicant and \$150,000 for regional applications.

In order to be eligible for Stream 2 funding, eligible applicants are required to have completed a Poverty Reduction plan or assessment, or demonstrate that their Official Community Plan, or an equivalent plan, is inclusive of poverty reduction principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Pilot projects to evaluate the impact of providing supports such as reduced-fare transit, recreation passes, or other service opportunities for low-income residents;
- Supporting financial security through tax-filing programs;
- Awareness campaigns to reduce stigma around poverty and promote social inclusion;
- Social enterprise initiatives that provide supported employment opportunities for people with multiple barriers to employment;
- Local food security initiatives including food-waste diversion projects and community kitchens that support training and social inclusion, as well as access to food;
- Pilot projects to assist key populations living with low income as identified in *TogetherBC*;

Stream 2 of the 2022 Poverty Reduction Planning & Action program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to people living in poverty, that are clearly linked to activities identified in the application, and that are intended to reduce poverty at the local level will be considered for funding under Stream 2.

Capital costs cannot exceed 25% of the total requested Stream 2 grant (i.e. an application for a \$50,000 grant cannot include more than \$12,500 in capital costs).

### **Eligible Activities Applicable to Both Funding Streams**

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Honoraria for community member participants who are living in poverty. It is expected that the payment of honoraria should align with current best practices and that any honoraria paid for the ongoing participation of people living in poverty should be at least the current provincial minimum wage;
- Honoraria for cultural leaders, Elders, Indigenous knowledge keepers, and/or cultural keepers when they are scheduled to speak, present, or teach. Note: these honoraria should reflect the role of Indigenous Peoples as subject matter experts and be equitable to consultant rates;
- Consultant costs;
- Incremental staff and administration costs;
- Public information costs.

### **Ineligible Costs & Activities**

Any activity that is not outlined above or is not directly connected to activities approved in the application is not eligible for grant funding. This includes:

- Development of feasibility studies and/or business cases;
- Development of architectural, engineering, or other design drawings for the construction or renovation of facilities providing services to people living in poverty;
- Long-term, permanent capital investments including the purchase of land and/or buildings;
- Major capital improvements to existing facilities and/or construction of new, permanent facilities;
- Regular salaries and/or benefits of applicant staff or partners;
- Routine or ongoing operating costs or activities (e.g., heating and lighting; security; software or service subscriptions, or membership fees);
- Routine or ongoing planning costs or planning activities that are not incremental to the project;
- Purchase of software, software licences, service subscriptions, or membership fees;
- Legal, audit, or interest fees or fees to incorporate a society;
- Project-related fees payable to the eligible applicant(s) (e.g. permit fees, DCCs, etc.);
- Existing programs with established, designated funding from other partners;
- Purchase of promotional items, door/raffle prizes, give-away items, and/or gifts for community members;
- Fundraising, lobbying, or sponsorship campaigns;
- Costs related to developing or submitting the application package.



## 7. Application Requirements & Process

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### Application Deadline

The application deadline is **March 17, 2023**. Applicants will be advised of the status of their application within 90 days of the application deadline.

### Required Application Contents

- Completed Application Form;
- Detailed project budget, including itemized costs/activities that will be funded by the grant and separating out any in-kind and/or cash contributions from the applicant(s) or other grant funding;
- Council, Board, or Local Trust Committee resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- **For regional projects only:** Each partnering eligible local government must submit a Council, Board, or Local Trust Committee resolution that clearly indicates support for the primary applicant to *apply for, receive, and manage the grant funding on their behalf*;

**Resolutions from partnering applicants must include the specific language above.**

### Submission of Applications

Applications should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Higher application review scores will be given to projects that:

- Align with the intent and objectives of the Poverty Reduction Planning & Action program;
- Demonstrate direct participation in the proposed activities by people living in poverty or with a lived experience of poverty;
- Include anticipated outcomes and a clear and achievable evaluation framework on how the success of the project or plan will be measured;
- Demonstrate clear and definable benefit to the community as a whole;
- Demonstrate evidence of engagement with First Nations, Indigenous organizations and/or Métis Chartered Communities (e.g., collaborative planning tables; incorporating First Nation values and perspectives in proposed activities; existing outreach, plans, engagement reports or processes; including First Nation engagement costs in the budget);
- Include partnerships and demonstrated community support, including community-based poverty reduction organizations, people with lived experience of poverty, and/or businesses;
- Demonstrate cost-effectiveness of the project, including in-kind or cash contributions to the project from the eligible applicant(s), community partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding. Applications under Stream 2: Poverty Reduction Action may be prioritized over Stream 1: Poverty Reduction Plans and Assessments.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Recommendations will be made on a provincial priority basis. All funding decisions will be made by UBCM.

**All application materials will be shared with the Province of BC**

## **8. Grant Management & Applicant Responsibilities**

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Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

### **Notice of Funding Decision & Payments**

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM within 30 days.

Grants under the Poverty Reduction Planning & Action program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM, and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

### **Progress Payments**

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

### **Changes to Approved Projects**

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90 days to review.

To propose changes to an approved project, approved applicants are required to submit:

- Amended application package, including updated, signed application form, budget, and an updated Council, Board, or Local Trust Committee resolution; and
- For regional projects only, evidence of support from partnering applicants for proposed amendments will be required; and

- Written rationale for proposed changes to activities and/or expenditures.

Applicants are responsible for any costs above the approved grant unless an amended application is submitted and approved prior to work being undertaken.

### **Extensions to Project End Date**

All approved activities are required to be completed within the timeframe identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

## **9. Final Report Requirements**

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All funded activities must be completed within one year of notification of funding approval and the final reports are due within 30 days of project completion.

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form with all required attachments;
- Detailed financial summary that includes the actual expenditures from the Poverty Reduction Planning & Action program and other sources of funding (if applicable) and that aligns with the actual activities outlined in the final report form;
- For Stream 1 only: electronic copy of the completed plan or assessment;
- Copies of any materials that were produced with grant funding;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

### **Submission of Final Reports**

Final reports should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to Local Government Program Services, Union of BC Municipalities by email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca).

**All final reports will be shared with the Province of BC**

## **10. Additional Information**

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For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities  
525 Government Street  
Victoria, BC V8V 0A8

Email: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Phone: (250) 356-7123

For more information on BC's Poverty Reduction Strategy, please refer to [TogetherBC](#).