



# Health Services Integration Fund

## Call-out for Letters of Intent 2023 -2024

First Nations and Inuit Health Branch

Alberta Region



# HEALTH SERVICES INTEGRATION FUND 2023-2024

## INTRODUCTION

The Government of Canada is committed to a renewed Nation-to-Nation relationship with Indigenous peoples based on reconciliation, self-determination, and the recognition of rights, respect, cooperation and partnership. Localizing governance over health, to the extent that First Nations desire it, is key to this relationship and aligns with the wisdom of the Alberta Elders Declaration, the United Nations Declaration on the Rights of Indigenous Peoples and the Report of the Truth and Reconciliation Commission of Canada.

The Health Services Integration Fund (HSIF) supports First Nations to implement time limited projects that develop plans, conduct engagement, design alternative models of service delivery, and otherwise increase the accessibility, coordination and quality of health services for their members. This is important because accessible, person-centred, culturally safe health services/programs are a key positive determinant of health status.

## TIMELINE

This call for Letters of Intent will be open from March 13, 2023 to April 28, 2023.

## PROGRAM OBJECTIVES AND FUNDING

### HSIF Program Objectives

The Health Services Integration Fund (HSIF) aims to:

- Support collaborative planning amongst First Nation communities/organizations, provincial ministries/agencies and the First Nation and Inuit Health Branch to advance health care services;
- Increase First Nations and Inuit control over health service delivery; and
- Build multi-party partnerships and trilateral tables to advance health service integration.

In Alberta, HSIF funding supports First Nations to address locally identified health priorities. Previous HSIF projects have included transforming models of service delivery; implementing multilateral initiatives; and, leveraging points of alignment with provincial priorities such as improving access to primary care and chronic disease management support on reserve. HSIF funding cannot be used for health service delivery activities or capital/infrastructure costs.

## Funding Allocation

HSIF will allocate up to \$944,230 in 2023/24, \$1,233,430 in 2024/25 and \$1.9 million in 2025/26, to support HSIF projects in Alberta. The suggested budget amount for applicants is as follows:

<i>Applicant</i>	<i>Annual Allocation</i>
<i>Project involving single Nation</i>	<i>\$75,000</i>
<i>Project involving multiple Nations (2+)</i>	<i>\$150,000</i>

However, Nations or organizations who anticipate project costs above the suggested funding amount – for instance, due to considerations such as remoteness, number of Nations involved, or the scope of project deliverables – are welcome to apply for differing amounts and provide a rationale for the project’s needs.

## STACKING OF ASSISTANCE

First Nations are encouraged to explore opportunities to leverage provincial funding to support implementing their HSIF projects. Although the stacking of assistance clause is mandatory per the Directive on Transfer Payments, please be assured that where the province contributes funding to an HSIF project, the stacking of assistance clause will not be invoked.

## ELIGIBLE APPLICANTS

Eligible recipients for this funding include:

- First Nation communities;
- Tribal Councils;
- First Nation organization or Treaty Organization; and
- First Nations authority, board, committee or other entity approved by Chief and Council;

Applicants are encouraged to apply as aggregated groups (ie. as a Tribal Council, or as a group of partnering communities) if they are interested to do so. For projects that involve multiple Nations, the Letter of Intent must include letters of support (Chief and Council etc.) by all Nations impacted.

Please note that priority will be given to First Nation communities and organizations that did not receive HSIF funding in the previous 2020-2021 call-out process.

## ASSESSMENT CRITERIA FOR LETTERS OF INTENT

**Please see Annex A for items for content requirements and an optional template to support submissions.** An Adjudication Committee with representation from First Nations from Treaty 6, Treaty

7 and Treaty 8, and FNIHB-AB will be convened to review the submissions against the criteria outlined in Annex A.

**Annex A: HSIF Letter of Intent Assessment Criteria and Optional Template**

*Please note that this template is provided for Nations or organizations that may wish to use for ease of application. The template is optional and applicants may submit in other formats, while addressing the required criteria included herein. Please feel free to paste the template onto organizational stationary.*

<b>2023-2024 HSIF Letter of Intent: Criteria and Optional Template</b>		
First Nations and Inuit Health Branch – Alberta Region		
<b>Part 1 – Organizational Information</b>		
<b>Recipient Name</b> <i>Please identify legal name of the organization</i>		
<b>Organization Type</b> <i>Select one of the following: <u>First Nation Community</u>; <u>Tribal Council</u>; <u>Health Organization</u></i>		
<b>Address</b> <i>Please include full mailing address</i>		
<b>Phone Number</b> (   )	<b>Email Address</b>	
<b>Project Lead</b>		
<b>Given Name</b>	<b>Family Name</b>	<b>Title</b>
<b>Phone Number</b>	<b>Email Address</b>	
<b>Part 2 – Project Description</b>		
<b>Project Name</b> <i>The project title conveys the project’s central focus and is detailed enough to tell the reader at a glance what the project is about</i>		
<b>Funding Arrangement Holder</b> <i>What organization/community do you propose will receive and manage the HSIF funding to carry out this project?</i>		
<b>Project Duration</b>		

Please insert the planned start and end date of the project. **At this time, HSIF Letters of Intent are only being solicited to provide HSIF funding for fiscal years 2023-24 to 2025-26.**

**Funding Request**

Please state the total funding requested to complete the project and include a high-level budget (see Part 3 below for a sample budget template).

**Project Team**

Please describe the team that will implement the project. Identify dedicated team members including the project lead or manager, research and technical assistant(s), support staff, consultants, contractors etc., as well as the role and involvement of Nation/Organization leadership.

**Partnership Mandate and Letters of Support**

Please summarize the discussion that has occurred with the groups who are proposed to be involved in the project. If multiple Nations and/or organizations are participating, please indicate the mandate received by each Nation or organization’s leadership. Ultimately, integration projects need the support of all partners – First Nations, provincial and federal – and will need to demonstrate the commitment of the partners to be funded. As such, please include letters of support from Nation or partner organization leadership with your Letter of Intent to demonstrate mandate and commitment.

**Project Context**

Project context considerations:

- Briefly outline the need that the HSIF project is meant to address.
- Why is now the right time for this project?
- Does this HSIF project build on previous work?

**Project Description**

**Objective**

Please describe the principle objective(s) of the project. If the project supports enhanced coordination for pandemic response, please identify here.

**Project Activities**

Please describe the proposed project activities.

**Sustainability**

HSIF funds time limited projects. Please describe how the project deliverables will be sustainable after the project has ended.

**Part 3 – Sample Budget Template**

<b>Item</b>	<b>Budget (\$)</b>
Salaries/Wages	
Equipment and Supplies	
Information, Documents, Web	
Facility Rentals	

<i>Travel</i>	
<i>Professional Fees (Facilitator/Trainer)</i>	
<i>Administration Costs</i>	
<i>Others (Specify):</i>	
<b>Total:</b>	

## **Annex B: Frequently Asked Questions - HSIF Letters of Intent**

### **Is our project idea eligible under HSIF?**

HSIF supports partnership projects that:

- Support collaborative planning amongst First Nation communities/organizations, provincial ministries/agencies and the First Nation and Inuit Health Branch to advance health care services;
- Increase First Nations and Inuit control over health service delivery; and
- Build multi-party partnerships and trilateral tables to advance health service integration.

HSIF cannot support service delivery activities (ie. funding health professionals to provide services delivery to Nation members) or for capital/infrastructure.

FNIHB-AB is available to support the development of project ideas and discuss potential projects as requested. If you'd like to discuss your project idea, please contact Laura Taylor by email [Laura.Taylor@sac-isc.gc.ca](mailto:Laura.Taylor@sac-isc.gc.ca).

### **When is the Letter of Intent due? How do I submit it?**

Letters of Intent are due on April 28, 2023. Please submit Letters of Intent by email to Ibrahim Agyemang at [Ibrahim.Agyemang@sac-isc.gc.ca](mailto:Ibrahim.Agyemang@sac-isc.gc.ca).

### **What criteria will be used to select Letters of Intent for detailed work plan and budget development?**

Letters of Intent will also be assessed against the criteria outlined in Annex A. Broadly, these speak to:

- Commitment to results
  - Identification of deliverables to monitor progress and outcomes
  - Includes clear and concise description of project benefit
  - Demonstrates how activities will be sustainable upon completion of activities
- Partnership mandate
  - For projects that support multiple Nations, please include letters of support from leadership or Band Council Resolutions for all Nations impacted.
  - As applicable, please include formal letters of support and commitments from any other project partners (eg. provincial and federal programs).
- Organizational Information
  - Includes contact information and a description of a project team that corresponds to identified activities and timelines
- Budget
  - Includes a high level budget containing only eligible expenses that corresponds to identified activities and timelines.

### **Who will decide which Letters of Intent will be selected to develop a full detailed work plan and budget?**

An Adjudication Committee with representation from First Nations from Treaty 6, Treaty 7 and Treaty 8, and FNIHB-AB will be convened to review the submissions against the criteria for recommendation identified above.

### **What happens if our Letter of Intent is selected?**

First Nations that are successful in the Letter of Intent process will be asked to submit a detailed work plan and finalized budget. FNIHB-AB will be available to assist in the development of these materials as requested.

### **What are eligible activities and costs under HSIF?**

HSIF funding cannot be used for new direct service delivery activities or capital/infrastructure costs. Please be advised that administration costs should not exceed ten percent of the total budget (ie. total costs for equipment and office rental, supplies and services, and other administration). Eligible activities include: (i) undertaking integration projects & initiatives, (ii) trilateral health engagement, (iii) building community and organizational capacity to undertake/engage in integration, (iv) integration policy development, (v) knowledge translation and exchange. Eligible costs include:

- **Personnel:** includes the cost of salaries and benefits for the project team, including project manager, research and technical assistants, other support staff as well fees paid to contractors/consultants who work on the project
- **Supplies & Services:** expendable office materials, printing, telephone, photocopying, postage, computer services, equipment rental and repair costs
- **Professional Fees:** legal and accounting services associated with the project
- **Travel & Accommodation:** project-related travel expenses such as private vehicle mileage, air, train or bus fares, meals, accommodation and per-diem costs – all within federal Treasury Board guidelines
- **Equipment & Office Rental Cost:** purchases of minor office equipment and furniture, information and communication equipment costs, rent and utilities costs if not provided in-kind, free of charge or through another program
- **Communication & Dissemination:** partner or stakeholder engagement costs, conference and meeting costs – not travel portion, advertising, promotion and translation expenses, and dissemination of the results of the initiative, knowledge transfer and/or knowledge translation costs
- **Training & Staff Development:** must be directly related to the project

### **What are the reporting requirements?**

An annual project report is due on July 29.

### **How can I find out more?**

If you have any further questions please feel free to contact Laura Taylor by email at [Laura.Taylor@sac-isc.gc.ca](mailto:Laura.Taylor@sac-isc.gc.ca).