














FIMUR RFP Appendices
February 2010













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- E Proposed Partnership Agreement (separate)
- F Capital Budget, New Construction/Multiple Unit Acquisition/Rehabilitation
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Appendix C – Proponent Checklist







ARE YOU:

	Page Reference Number	
		An Aboriginal organization or have a partnership between Aboriginal and non-Aboriginal organizations?
		Incorporated (or in the process of) in Ontario?
		Located in non-reserve urban or rural areas of Ontario?
		Providing housing for self-identifying Aboriginal people who will reside off-reserve?
		Able to demonstrate the project will be affordable for a minimum of 20 years?
		Planning to utilize FIMUR program to house 100% Aboriginal Households?
		Intending to provide housing for Aboriginal families and/or individuals, without priority given to members of any organization, First Nation, or tribal affiliation unless otherwise provided for specifically under the program?
		Giving priority to families escaping violence?
		Submitting a proposal that corresponds to the goal and objectives of program, including eligible types of development?
		Of the capacity to develop, deliver and operate the project?
		Utilizing the Aboriginal community to the greatest extent possible?












HAS YOUR PROPOSAL:

	Page Reference Number	
		Outlined the justification for the project and provide evidence-based materials?
		Provided housing that meets the needs identified in the provincial Off-Reserve Aboriginal Housing Trust (OAHT) engagement process?
		Met the needs of Aboriginal people living off-reserve in a specific community or area in Ontario, as demonstrated by the proponent in its proposal using studies and other evidence-based materials such as needs assessments, environmental scans, reports and waiting lists.
		Incorporated a Support Services component, if applicable?
		Identified maximum rent?
		Outlined the size of project/number of units?
		Provided culturally appropriate housing?
		Addressed accessibility?
		Been developed with the intent of affordability and cost effectiveness?
		Provided an estimate of project costs including cost per unit and partnership contributions?
		Proven to be financially viable by providing a 20 year projected cash flow statement?
		Demonstrated energy efficiency and considered using green materials?

NOTE:

	Page Reference Number	
		Board of Directors must be comprised of a majority of Aboriginal Directors.
		Hiring policies should demonstrate the utilization of the talent, skills, and experience of the Aboriginal community; if applicable develop apprenticeships and implement training programs in an attempt to maximize Aboriginal staffing.
		Projects that are substantially "ready to go" would have a preference to those that may require lengthy, and costly, zoning or other processes.
		Proponents that are comprised of partnerships with non-Aboriginal organizations will be required to demonstrate that the Aboriginal organization is the project lead and holds the majority for decision making purposes, either by agreement or by Board resolutions provided at the time of application. If applicable, a non-Aboriginal organization would be required to transfer control of the asset (property) to the Aboriginal organization partner.
		All proponents applying for units under the FIMUR Housing Program must be non-profit off-reserve Aboriginal organizations or a partnership that has a specific mandate to design and deliver housing that meets the specific needs of the local Aboriginal community living off-reserve that will occupy the housing.
		Six copies of your proposal, and all attachments, must be sent in. All proposals must be submitted by mail/courier. Email and faxed proposals will not be accepted.

REQUIRED ATTACHMENTS:

	Page Reference Number	
		Letters Patent
		Board Resolution
		Completed Request for Proposal
		Project Capital Budget
		Partnership Commitment (if applicable)
		Copy of Corporation's Constitution and By-Laws
		Date of Last Financial Statement Audit
		Last Quarterly Financial Statement Report Presented to the Board
		Contact information or a reference from a major funding partner
		Management Letters from Auditor(s) for last three years
		20 Year Projected Cash Flow Statement

This checklist is provided as a summarized tool to help Proponents prepare thier submission. Requirements are fully outlined in the Guidelines and the RFP as applicable.

If you have any difficulty with this checklist, please contact us as soon as possible.

Schedule from RFP Submission to Project Occupancy

Activity	Date of Completion	Time Required (in weeks) for Task and any Comments
1. Land / lease negotiations complete		
2. Feasibility, scope development and costing completed		
3. Design drawings and outline specifications completed		
4. Municipal land use approvals achieved, including Dev. Permit		
5. Capital budget development completed		
6. Detailed support services plan completed and funding approved		
7. Operating budget completed and approved		
8. Review of working drawings by OAHSSC		
9. Final Project commitment from OAHSSC		
10. Completion and execution of contract documents		
11. Building permit issued		
12. Execution of lease, mortgage, operating agreements		
13. Construction start		
14. First construction advance		
15. Substantial completion		
16. Interest Adjustment Date		
17. Occupancy		

Appendix F

FIMUR PROJECT CAPITAL BUDGET, New Construction/Multiple Unit Acquisition/Rehabilitation

NAME OF PROJECT: _____

	PRELIMINARY		FINAL	
	ESTIMATE	OAHSSC APPROVAL	COST	OAHSSC APPROVAL
Stage Two Commitment Land Costs				
1 COST OF LAND				
1a PURCHASE PRICE				
1b DEMOLITION				
1c ZONING COSTS				
1d OTHER				
2 LEGAL FEES				
3 TITLE FEELS AND TRANSFER TAX				
4 SERVICING TO SITE				
5 DEVELOPMENT CHARGES				
6 SURVEY/TITLE INSURANCE				
7 ESA (I) (II) (III)				
7a GEOTECHNICAL REPORT				
INTEREST ON LAND BEFORE				
8 CONSTRUCTION				
9 APPRAISAL				
PLANNING				
9a ANALYSIS/INSPECTION				
10 <u>TOTAL LAND COST/ACQUISITION</u>				

Fees and Charges During Development

11 TAXES DURING CONSTRUCTION				
INSURANCE DURING				
12 CONSTRUCTION				
13 ARCHITECTS SERVICES				
13a CLIENT CONSULTANT				
14 LEGAL FEES OTHER THAN LAND				
15 BOARD ALLOWANCE				
GROUP CONSULTANTS				
15a (RG/OC)				
16				
17 INTEREST DURING CONSTRUCTION				
18 BUILDING PERMIT FEES				
19				
20 <u>TOTAL FEES AND CHARGES</u>				

Construction

21	CONTRACT AMOUNT				
22	RENOVATION/CONVERSION				
23	STOVES AND FRIDGES				
24	LAUNDRY EQUIPMENT				
25	FURNISHINGS & EQUIPMENT				
26	OTHER				
27	<u>TOTAL BUILDING</u>				

Landscaping and Site Improvements if under separate contract

28	SURFACE PARKING				
29	LANDSCAPING				
30	ON SITE SERVICING				
31	OTHER (SPECIFY)				
32	<u>TOTAL LANDSCAPING AND SITE IMPROVEMENTS</u>				
33	<u>SUBTOTAL</u>				

34	CONTINGENCY (NOT TO EXCEED 3%)				
35	GST				
36	<u>TOTAL</u>				

37	EQUITY CONSTRUCTION				
38	OTHER FUNDING SOURCES				
38	<u>NET CAPITAL COSTS</u>				

I/We the undersigned Proponent Group hereby declare that the information given in this form is complete and accurate to the best of my/our knowledge

PROPONENT GROUP SIGNATURE Signature	POSITION	DATE
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OAHSSC APPROVAL Signature	POSITION	DATE
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Appendix G FIMUR PROJECT CAPITAL BUDGET , Scattered Unit Acquisition/Rehabilitation

NAME OF PROJECT:

	PRELIMINARY		FINAL	
	ESTIMATE	OAHSSC APPROVAL	COST	OAHSSC APPROVAL
Stage Two Commitment Land Costs				
1 UNIT Acquisition Cost (total)				
1a PURCHASE PRICE				
REHABILITATION				
1b COSTS				
1c OTHER				
2 LEGAL FEES				
TITLE FEES AND TRANSFER				
3 TAX				
4 UNIT INSPECTION FEES				
5 APPRAISAL FEE				
6 SURVEY/TITLE INSURANCE				
7 ENGINEERING				
8 OTHER				
10 <u>TOTAL COST</u>				

Landscaping and Site Improvements if under separate contract

28 SURFACE PARKING				
29 LANDSCAPING				
30 ON SITE SERVICING				
31 OTHER (SPECIFY)				
32 <u>TOTAL SITE IMPROVEMENTS</u>				
33 <u>SUBTOTAL</u>				
34 CONTINGENCY (NOT TO EXCEED 3%)				
35 <u>GST</u>				
36 <u>TOTAL</u>				
37 EQUITY CONSTRUCTION				
38 OTHER FUNDING SOURCES				
38 <u>NET CAPITAL COSTS</u>				

I/We the undersigned Proponent Group hereby declare that the information given in this form is complete and accurate to the best of my/our knowledge

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OAHSSC APPROVAL Signature	POSITION	DATE
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Appendix H ACCESSIBILITY

The Directory for Accessibility is a centralized resource in Ontario that can help you make your property accessible.

Current Proposal for Built Standards (for public review)

http://www.mcass.gov.on.ca/mcass/english/pillars/accessibilityOntario/accesson/business/information/proposal/info_proposal.htm

I. PARKING LOTS:

A. Above Ground:

- Should be located close to entrance without steps or other obstacles between the lot and entrance way. Any curbs should be ramped.
- Should be signed for persons with disabilities
- Stalls should be twelve (12') feet wide minimum for an individual using a wheelchair. The recommended number of handicapped stalls in both visitor and assigned parking should be 3 to 5 per cent of stalls or in accordance with the number of designated suites.
- If possible parking stalls should be positioned in such a manner those individuals using wheelchairs, braces, or crutches do not have to walk or wheel behind parked cars.
- Where parking lot space is restricted, parking for a person with a disability should be located adjacent to walks or driveways or at the end of rows so that the standard size parking spaces can be utilized to accommodate.

B. Below Ground:

- Preferred 8' feet (minimum of 6' - 6") in height for van clearance.
- The preferred grade of the ramp approach is 1 in 12 (minimum of 1 in 10) preferably protected or covered.
- Preferably stalls should be 12 feet wide (minimum recommended width 11 feet) for individuals who use a wheelchair. Recommended number of handicapped stalls should be in accordance with the number of designated suites.
- Locate handicapped parking close to elevator with signage as described above.
- Access to the basement elevator should be level or ramped with two (2) feet latch side clearance. Consider also the pressure of the door closure and the key height (an automatic or power assisted door may be considered if the door is exceptionally heavy).

II. WALKS:

A. Curb Loading Area:

Use a minimum loading pad 6' curb length of a hard surface to connecting curb and sidewalk.

B. Ramps:

- If steps are present, there should also be a ramp with a grade of 1 in 12 (minimum of 1 in 10). If runs exceed 30 feet you will require a resting platform and straight clearance at the top of the ramp (minimum 5') and level areas at top, bottom and all turns. For heights less than 7" further information is available.

- Ramps with a grade of 1 in 12 must have one handrail, and ramps with a grade of 1 in 10 should have two handrails. These hand-rails should be placed at 2 feet 8 inches, & a lower guard rail should be centred at 7 inches; consider extending hand rails.
- The ramp should be constructed of a non-slip surface, i.e. broomed surface if the ramp is concrete.
- Maximum 1/2 inch bevelled threshold with 5 feet by 5 feet level platform in front of doors and top of ramps.

III. DOORS AND DOORWAYS:

A. Apartment Block Entrance Doorway:

- Entrance doorway should be 36" wide with a trip lock and bar release.
- Vestibule depth should be a minimum of 6 feet 6 inches in length. If pressure mats are required for doors increase the depth of the vestibule to the combined length of the mats plus 12 inches minimum.
- Vestibule width for one door should be at least five feet to accommodate two wheelchairs and seven feet for two doors.
- Key height should not exceed 42 inches; lower if possible. Locate lever type handle 36 inches to 38 inches above floor. Consider remote or power assist for exterior door.

B. Exterior Suite Door:

The entrance door width should be 36 inches preferred to 34 inches minimum, Use a 12 inch kick plate on the exterior of the door. Key height should not exceed 42 inches (consider provisions for automatic opening door AND electric door lock).

Use a lever type handle and a second pull handle should be located 8 inches from the hinge side of the door to assist in closing the door 32 inches to 36 inches above the floor.

C. Other Apartment Doors:

All other doors should have two feet of latch side clearance on the pull side of the door (Minimum suggested is 18 inches) and at least 2 feet 8 inches wide with 30 inch clear opening.

Pocket doors are preferred providing latches and operators are useable.

Lever handle should be substituted for knob handles on all doors, and a second handle should be placed 8 inches from hinge side on door to assist in closing the door, 32 inches to 36 inches above floor.

D. Balcony Door:

Swing out patio doors are preferred with a maximum half inch bevelled threshold include lever and second pull handle.

IV. INTERCOM SYSTEMS:

A. Entrance Intercom System:

Operating part should be located between 3 feet (36") and 4 feet, 3 inches (51") above the floor (Suggested 24 inches to 55 inches)

If possible button should be raised or recessed for tactile identification or have tactile numbers/letters placed beside them.

B. Interior Intercom:

Should be located 36 - 42" from floor in apartment entrance hallway.

Try to make provision for a second apartment block intercom to be installed in the master bedroom. This unit would not be wall mounted but instead fits into a box to allow the unit to be portable. The unit would be connected through a terminal strip located in the master bedroom. Controls for the electric lock of the apartment door entrance could also be connected to this intercom box. Please consult further for details.

V. MAILBOXES:

- The highest key level for a mailbox should be placed at 51" and no lower than 24".
- The numbers on the mailbox should be large and in contrasting colours to the mailbox.
- The numbers should be raised or indented.

VI. ELEVATORS:

Elevators are preferred for more than a one storey building.

- The minimum depth of the platform is 4'3", and minimum width of 6' 0". This is to accommodate two wheelchairs. (C.M.H.C.'s recommendation 4' 10" by 7'.)
- In the cab, the controls should be located between 3'0" and 4'0" from floor and 15" from the corner. (C.M.H.C. recommends no higher than 51"). Consider putting controls on side wall.
- The outside call button should be centred 40" above floor.
- The elevator door should have reversing safety edges, and preferably equipped with a photo-electric cell located 20" - 24" above the floor.
- Control buttons should be 5/8 of an inch in diameter preferably square with indented, or raised figures beside them.
- A flat handrail should be placed on at least one wall of the elevator at approximately 32" no deeper than 1 1/2".
- Minimum clear opening for the door should be 32".
- Should have a time adjustable latency for door closure. The door should remain open for a minimum of 5 seconds and then should close slowly.

VII. CORRIDORS:

- Should be 5' in width to accommodate two wheelchairs.
- Should be a slip resistant surface and a high lighting level.

VIII. CARPETING:

- Direct glue down level loop high density carpeting, no pad.

IX. CONTROLS:

Light Switches:

- Light switches should be mounted between 36" and 40" from the floor.

Outlets:

- Outlets should not be less than 20" from the floor.

Heating and Air Conditioning:

- Heat Controls should be at 36"- 42" from the floor preferably lever or push-button control.

Windows:

- Windows should be operational from a sitting position. Window sills should be approximately 2' - 8" from the floor.
- Casement windows are easier to handle than sliding or double hung.

X. CLOSETS:

- Closet rods should be no higher than 54" from the floor, 52" preferred.
- Closet doors should be bi-fold, accordion or sliding doors.
- Consider adjustable or pull-out shelving.

XI. KITCHEN:

A. Counter:

- Consider counters mounted on adjustable wall brackets, so that they may be modified for both the able-bodied and handicapped population. The desirable height of counters for the handicapped population is 34".
- 8" to 10" of toe space is needed.

B. Upper Kitchen Cabinets:

Upper Kitchen cabinets should be movable with adjustable wall brackets in the handicapped suite. Recommended height for handicapped individuals is 44".

C. Sinks:

- Use an offset trap at least 6" to the rear, trap and drain should be insulated.
- Use a 4" flexible pipe in plumbing to allow for adjustable counter height.
- Use a single lever side mounted faucet set.
- There should be 2' - 4" high minimum and if possible 36" wide of knee space under the sink. (minimum 30" in width)
- Leave cupboard doors in front of the sink and use a removable shelf.

D. Outlets:

- Provide a single duplex outlet on the front of the counter preferably near the stove.

E. Appliances:

Appliances should have front mounted controls; consider 34" high stove. Consider a counter top range and separate oven with side hinge door and side by side fridge and freezer.

F. Shelving and Drawers:

- Mount drawers on slide out roller bearing unit. Use drawers of varying depth.
- Try to make a pantry with a lazy susan, or pull out shelves.
- Consider a corner lazy susan.

G. Hardware:

- Hardware should be easily operated. Recommend plain loop handles with approximately 1 inch of finger space.

XII. BATHROOMS:

A. Bathtub:

- OPTIONAL: Raise bathtub to height of 22" with an open space underneath the bathtub at least 36" wide, six inches high and as deep as possible. Consider using a board to cover this space.
- Use a hand-held shower in tub with second holder placed on side wall within reach of user should be a lightweight unit with an on/off control, hose length minimum 5' preferably 6', and a sliding mount holder.
- Single lever thermostatic mixing valve is preferred.
- Provide minimum of 1/2" plywood backing for grab bars in tub recess.

B. Medicine Chest:

- If possible locate medicine cabinet on adjacent wall to sink with mirror placed above sink.
- Locate bottom shelf of medicine chest or mirror 36" - 40" off floor.
- Locate power outlet by sink and consider shelving if vanity is removed.

C. Sink:

- Mount top of sink at 33" from the floor using a space saver sink or a wall hung sink with brackets and an offset trap.
- Faucet set should be single lever if separate hot/cold use 2 1/2" blade handle

D. Toilet:

- Provide a minimum of 1/2" plywood backing for grab bars beside toilet. Wall hung toilets are preferred.
- Heavy Duty toilet seats with a front opening design are also preferred.
- Standard toilet height of approximately 14" should be used. If possible avoid the recessed toilet paper holder and locate the toilet paper holder on adjacent wall to toilet within 3 inches of the seat edge.
- Consider adequate space both in front of the toilet and on one side to enable both sliding and pivot transfer.

XIII. BEDROOM:

- Be aware of 5' turning space for bedroom layout.

XIV. BALCONIES:

- Ensure adequate turning space of 5' diameter. Railings should be designed to allow a view with both a horizontal and vertical component. Consider a horizontal element no higher than 32".

XV. MISCELLANEOUS ITEMS:

- Garbage Room Doors & Chutes: check for accessibility and usage.

Washer and dryers:

- Washers: Try and specify lowered units if possible, front loaders are preferred.
- Dryers: Make sure lint traps are accessible and convenient to clean.
- Counter-space: If possible, provide counter-space adjacent to washer or dryer at approximately 34" high.

What the person has to do; (practical assessment)

1. Entrance
 - Door
 - open by self
 - keyhole by self
 - ledge (electric vs. manual)
2. Buttons
 - Use by disabled person?
3. Elevator
 - Call button; getting in?
4. Apartment door
 - try key, opening door, getting in by self.
5. Storage shelf
 - how many shelves
6. Bathroom
 - Manual vs. electric wheelchair (which will be used?)
 - position re: toilet transfer
 - position re: tub transfer (shower spray, grab bars etc.)
 - position re: sink
 - Turn on taps, put plug in sink
 - Open medicine cabinet - how many shelves? - accessible
7. Bedroom
 - wheelchair in
 - open window
 - reach for hangers in closet
8. Heat and light switches
 - reachable?
9. Kitchen
 - try fridge (open, get something off shelves, freezer)
 - how many shelves can person get access into
 - stove - use of buttons and oven door
 - sink - place plug in drain and turn on taps
 - cupboards and shelves - useable?
 - kitchen table
 - outlets - accessible?
 - dishwasher
 - cupboard space for a: microwave

10. Living room

- getting in
- windows (doors to balcony)
- air conditioner
- intercom
- outlets

11. Laundry Room

- get in door?
- place to sort clothes?
- turn on controls?
- get things in and out of machines?
- put money in slot?

12. Garbage Room

- open door?
- where is slot (can a person with a disability open?)
- any help?

13. Car Park

- Underground? Clearance for a van?
- Access from parking space?

14. Grocery

15. Curbs

APPENDIX I – Ministry Contacts for Supportive Housing (Regional Offices)

Local Health Information Networks

<http://www.lhins.on.ca/contactus.aspx>

Ministry Community and Social Services Area Offices

http://www.cfcs.gov.on.ca/mcss/english/how/info_regionaloffices.htm