



**Ontario
Aboriginal
Housing Services**

Request for Proposal

**Ontario Priorities Housing Initiative
(OPHI)**

Ontario Aboriginal Housing Services

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Purpose

The purpose of this Request for Proposal (RFP) issued by Ontario Aboriginal Housing Services (OAHS) is to provide Service Providers with an opportunity to be selected as a recipient of the Ontario Priorities Housing Initiative (OPHI) funding by:

- Defining their capacity to develop Affordable Rental Housing
- And / or
- Defining their Rent Supplement needs and;
 - Identifying potential community partners.

This RFP contains two OPHI funding streams: Rent Supplement Funding (operating) and Rental Housing Funding (capital).

Rent Supplement Funding (April 1, 2020 to March 31, 2022)

OPHI Rent Supplement Funding will be available to Service Providers for two years, depending on Service Provider need and subject to funding approval. Available funding per year is as follows:

April 1, 2020-March 31, 2021 - \$300,000
April 1, 2021-March 31, 2022 - \$600,000

The administration of Rent Supplement Funding to Service Providers is subject to:

- Service Providers fulfilling Partnership Agreement requirements; and,
- Program prioritization by Program Administrator.

Rental Housing Capital Component (must be committed by Dec 31, 2020)

OPHI Rental Housing component has a total funding contribution of \$1,153,944 in 2020-21 for Service Providers who are interested and have the experience and capacity to develop Affordable Housing.

The administration of the Rental Housing component of the OPHI funding is subject to:

- Service Providers fulfilling Partnership Agreement requirements; and
- Program prioritization by Program Administrator

Service Providers are asked to read the RFP carefully, and are invited to submit an application in accordance with the application instructions.

Program Guidelines

This RFP should be read in conjunction with the Program Guidelines, included as Schedule 1. The Program Guidelines outline the eligibility criteria and other required information for Service Providers applying for funding.

OPHI is part of the Ontario's Community Housing Renewal Strategy which is a multi-year plan to stabilize and grow Ontario's community housing sector, with the aim of achieving the following outcomes;

- Increasing the supply and appropriate mix of affordable and adequate housing;
- Providing Indigenous (First Nation, status or non-status, Métis or Inuit) peoples with improved access to affordable housing and support that meet their needs to achieve housing stability; and,
- Improving efficiency of the community housing system to ensure value for money and long – term sustainability

Eligibility Criteria - Service Providers

Service Providers applying for both Rent Supplement Funding and Rental Development Funding must:

- be an Indigenous (First Nation, status or non-status, Métis or Inuit) non-profit organization;
- be incorporated (or in the process of) in Ontario or incorporated under the Canada Business Corporations Act with a head office, corporate office, and operations that are in Ontario and all must be located off-reserve;
- be located off-reserve in urban or rural areas of Ontario, outside the Greater Toronto Area (GTA); and,
- provide services to self-identifying Indigenous (First Nation, status or non-status, Métis or Inuit) peoples who will not reside on a reserve.

RFP Distribution

The RFP will be distributed electronically to Service Providers via OAHS' housing and support service provider networks and on the OAHS website. In addition, the OAHS Board of Directors and member organizations will distribute the RFP through their networks.

RFP Submission

Interested Service Providers are invited to complete the RFP (Schedule 3) and submit to OAHS. Service Providers are strongly encouraged to review the Program Guidelines (Schedule 1) prior to completing their proposal to ensure that all criteria regarding the Housing Support Services and Rental Housing components of their RFP comply with Program Guidelines. ***OAHS must receive completed electronic and hard copy RFPs no later than 2:00 p.m. Eastern Standard Time (EST) on Tuesday, December 3, 2019 to be considered for funding under OPHI.***

Submissions received after the designated date and time will not be reviewed. Service Providers will receive an email acknowledgement of receipt of their submissions. Key contact information must be provided in the event that OAHS must contact the Service Provider. Service Providers are encouraged to make use of the application period to review the RFP requirements and Program Guidelines, draft responses, form partnerships, and use the application supports being made available by OAHS (see Schedule 6 for Frequently Asked Questions).

After April 1, 2020, applicants who have applied for Rental Housing Capital funding will be informed via a Conditional Letter of Commitment by Ministry of Municipal Affairs and Housing (MMAH) if their submission was successful. Approval for funding will be subject to the execution of a Partnership Agreement with OAHS.

OAHS cannot guarantee funding to all Service Providers who submit an RFP, nor guarantee that all funding requested by successful applicants will be approved.

RFP Requirement

OPHI submissions will be assessed favourably for engaging in partnership opportunities. If a submission is selected for funding, the Service Provider will be the signatory to the Partnership Agreement entered into with OAHS and will be identified as the funding recipient.

Components of the Proposal

The following components are to be completed in Schedule 3 RFP Template. Please review the following program criteria to ensure the proposal addresses the requirements outlined below:

Section 1: Organization Information

Section 2: Applicant Contact Information

- Key contact information must be provided in the event that OAHS must contact the Service Provider.

Section 3: Overview

Service Providers must provide an overview of their project and its focus. In this section, applicants are required to:

- Provide a description of the project, highlighting how it meets the objectives of OPHI and how it provides locally relevant, community-driven solutions; and
- Identify the characteristics and number of people and/or rental units to be supported with OPHI funding;

Section 4: Business Case (Rationale and Existing Evidence)

Proposals should provide context and information about the population and the types of needs in the Service Provider communities, while also describing the approaches to be used to help those in need to obtain and retain housing through:

- Rent Supplements; and/or
- New rental housing units at an affordable rate.

The business case should also include, if applicable:

- Background information, research, and evidence from local practices and other jurisdictions that the approaches to be used are successful tools to assist tenants; and
- Evidence that addresses the number and characteristics of people to be served by the proposal.

Section 5: Organizational Capacity

Service Providers are required to describe and confirm the capacity of their organization (and where applicable, their potential partner organizations) to deliver the proposed services and projects.

The proposal should demonstrate capacity to deliver Rent Supplements and / or Rental Housing Development, if applicable. As well, Service Providers should include organizational profiles of potential partners.

Please include a list of your Board of Directors and indicate which Board members identify as being First Nations, status and non-status, Inuit or Métis if applicable.

Please include the number of Employees in your organization and indicate how many employees identify as being First Nations, status and non-status, Inuit or Métis if applicable.

All Corporate By-Laws, Letters Patent, Corporate Policies and Motions from your Board included in the proposal must be signed by a duly appointed authorized signing authority for your organization.

Section 6: Inclusivity of Services

Service Provider **must define the efforts** their organization will make to encourage First Nations, status and non-status, Inuit and Métis people to access your proposed OPHI-funded services. You must ensure you describe efforts to reach all three Indigenous (First Nation, status or non-status, Métis or Inuit) peoples in Schedule 3 separately. If available, please include copies of your promotional information and/or administrative documents you will use to promote your services to all Indigenous peoples including, First Nations, status and non-status, Inuit and Métis people. Effort must be quantifiable.

Section 7: Partnerships and Collaboration

Service Providers are required to describe and detail the partnerships and collaborations that would support their proposal. Preference will be given to submissions that can successfully:

- Highlight key partnerships that would be leveraged to maximize the benefits of the proposal and provide stronger service integration; and
- Include a variety of new and enhanced arrangements that cover areas such as financial or in-kind contributions, capacity building, or training in addition to service delivery.

Section 8: Referral Services

Service Providers must explain if and how they will accept referrals to provide Rent Supplements to Indigenous (First Nation, Status or Non Status, Métis or Inuit) peoples living in non-profit housing. For example, if you are a non-profit housing provider, will you accept referrals from other non-profit housing providers?

Section 9: Rent Supplement Delivery Plan

Service Providers must provide a Rent Supplement delivery plan to help substantiate and assess the funding request, and include the following information:

- Project timelines (e.g., expected start date);
- A summary of the key activities to be completed, with expected start dates for each activity (e.g., planning of rent supplement assistance and sub-agreements with partner agencies; selection of recipients; and flow of funds);
- A summary of the roles and responsibilities of Service Provider staff members and other participating organizations, pertaining to program planning and delivery of rent supplements.
- How the program will be promoted to eligible recipients and what will be the selection criteria;
- How the Service Provider work with recipients to collect data and information as part of program evaluation (e.g., to determine how the program meets the recipient's needs).

Service Providers are encouraged to combine funding sources in support of their project. The proposed budget(s) should fully disclose continued and / or anticipated cash or in-kind contributions from lead or participating organizations, and any relevant funding sources for ongoing or existing streams of programs or services that are being leveraged as part of the project proposal.

See attached guidelines Page 10-12

Section 10: Financial Summary for Rent Supplement Cost Breakdown

Complete Schedule 5.

Section 11: Rental Housing Capital Component Details

The total OPHI Capital funding allocation is limited to \$1,153,944.00. Your organization may choose to apply for all or a portion of the funding. The OPHI funds will cover 75% of development costs less HST rebates. Each development will require a minimum of a 25% contribution by the Service Provider.

Please indicate where you will be getting the 25% contribution and provide proof that either the funds are available within your organization, or include a letter from a financial institution stating that you will qualify for the amount you require for your 25% contribution. Proposals without supported contributions cannot be considered. Whether you choose to use your organization's cash equity or borrow the portion, a signed Motion from your Board of Directors is required to apply for the OPHI Capital funding.

50% upon first building permit received
40% upon 50% completion
10% upon occupancy

Service providers must be able to fund all pre-developments expenses while awaiting progress draw remittances. The 25% contribution must match your proposed Capital Development Budget. Refer to OPHI Guidelines.

Service Providers must be willing to allow OAHS to be registered as first on title for the OPHI capital contribution.

Section 12: Development Team

Please provide as much information as you can regarding your development team and indicate if they are Indigenous (First Nation, Status or Non Status, Métis or Inuit) or employed by an Indigenous (First Nation, Status or Non Status, Métis or Inuit) organization.

Section 13: Property Details

Please indicate where the property you plan on developing is located and if the property is already zoned for the development you are planning on constructing. If you are applying for Rental Development funding you must already own the property or have an offer to purchase the property included in your proposal.

Section 14: Schedule

If you are submitting a proposal for Rental Housing funding you must include Gantt chart or you may use the schedule included in Schedule 3.

Section 15: Financial Summary for Capital Costs

Please attach the Capital Budget (Schedule 4). The information provided in **Schedule 3** must be consistent with the Capital Budget submitted.

Section 16: Service Provider and Community Contributions

In addition to the 75% of total Rental Housing funding, your organization may receive monetary or in-kind contributions from local partners such as a land donation, or a grant equivalent for Development Cost Charges. Please indicate any contributions in this section.

Additional Requirements

Service Providers are required to complete, sign, and submit the RFP Submission Checklist (Schedule 7) and provide all required documentation listed within.

Assessment of Proposals

OAHS' Proposal Review Committee (PRC) will evaluate the proposals received, and recommend the funding amounts to be notionally allocated to successful Service Providers for Rent Supplements and Rental Housing expenses. The PRC will submit recommended proposals to OAHS' Board or Directors who will approve successful proposals. The MMAH will provide final approval to successful applicants via a Conditional Letter of Commitment (CLC). Proposals will be assessed based on how they best meet the guidelines and desired outcomes of the program. Upon review, selected Service Providers must sign a Partnership Agreement (PA) with OAHS prior to receiving funding.

Proposals will be assessed in accordance with the following criteria:

- **Alignment and Rationale:** The proposed approach aligns with the vision and objectives of the Program; the Service Provider has demonstrated a need for the funding.
- **Program Design and Scalability:** The proposal is scalable and can be adjusted based on available funding.
- **Implementation:** If applicable, the proposal outlines a clear implementation plan that describes how the Service Provider plans to deliver Housing Services Funding and assist qualifying recipients, monitor progress of OPHI in their community, and ensure data collection as part of the overall program objectives.
- **Organizational Capacity and Partnerships:** The proposal demonstrates the Service Provider's capacity, which may include partnerships, infrastructure, and resources to deliver OPHI.
- **Feasibility:** The proposal is achievable within the proposed timelines, budget and, for the Rental Housing component, the proposed construction and long-term mortgage or financing, and relevant milestones, indicators, and outcomes have been identified with a view to measuring progress and overall project success.

Accountability

- The MMAH has the final decision-making authority for organizations participating in OPHI;
- OAHS will be responsible for administering and allocating funds to any participating organizations in accordance with the requirements of their Partnership Agreement.

Service Providers will be:

- Required to submit regular reporting that will be used by OAHS to assess the progress of implementation, the need for funds, as well as compliance with financial and auditing requirements, as required by the Partnership Agreements.

Partnership Agreement (PA)

Service Providers are required to enter into a Partnership Agreement (PA) with the Program Administrator (i.e. OAHS). The PA contains the accountability framework for OPHI, and outlines the roles and responsibilities of the parties involved, and the terms and conditions upon which funds will be provided.

Under the PA, Service Providers shall provide OAHS with additional information, data, and reports as required by OAHS to report on progress made towards achieving program outcomes.

Under the PA, as it pertains to Rental Housing capital funding, Service Providers shall be made aware that OAHS must be registered as First on Title. OAHS interest will be registered as a mortgage, in first position on title and registered with the land registry office to secure our interest. As OAHS is responsible to the MMAH to ensure that Rental Housing funding will maintain the Affordability Period which is a twenty (20) year period following the date of the first (1st) occupancy of a Unit in the Project. An Assignment of Rents will be included in the PA including register in land/titles registry system and Personal Property Security Act (PPSA).

Important Dates

Activity	Date
OAHS issues Request for Proposal (RFP) to Service Providers	September 30, 2019
RFP closing	December 3, 2019
OAHS Proposal Review Committee (PRC) meets to review RFPs	January 2020
OAHS Board reviews PRC recommendations	TBA
MMAH reviews and approves OAHS Board recommendations	TBA
OAHS notifies Service Providers of RFP decision	TBA
MMAH notifies successful Service Providers with Conditional Letter of Commitment (CLC) for Rental Development Funding	TBA
Service Providers sign Partnership Agreements with OAHS	TBA
OAHS flows funding to Service Providers	TBA

No Commitment to Fund

OAHS makes no commitment to fund any applicant and;

- May choose which applicants to fund, if any; and
- Shall not be responsible for any cost or expenses incurred by any applicant, including any costs or expenses associated with preparing and submitting responses to this RFP.

Submitting your completed proposal:

1. Seven (7) hard copies must be sent to:

Ontario Aboriginal Housing Services
"Ontario Priorities Housing Initiative (OPHI)" RFP
500 Bay St.
Sault Ste. Marie, ON P6A 1X5

2. One **Flash Drive** containing the entire proposal must accompany the seven hard copies.

RFP Must-Haves

1. Proposals are to be completed in full; incomplete proposals will not be considered.
2. Supporting documents for all items included in check list must be included.
3. Service Providers must use provided fillable RFP Template. When additional information must be provided, ensure it is properly labeled and numbered according to corresponding RFP Template sections.
4. All supporting documentation must be included at time of submission.
5. Proposals submitted after the deadline will not be considered.
6. **A Flash Drive including your entire proposal must be sent with your seven hard copies by December 3, 2019, 2:00 pm EST, including all attachments.**
7. **Seven hard copies of your proposal must be received by December 3, 2019, 2:00 pm EST, including all attachments.**
8. Hard copies of your proposal must be submitted by mail or courier. Faxed or only email submissions will not be accepted. A courtesy reminder to Service Providers that overnight service from Purolator or FedEx may not be available in all areas; check with your shipping provider and plan accordingly.

9. You must have a confirmation of receipt from OAHS or your RFP will not be considered as received.

If you have any questions please submit to OAHS by:

Mail: Ontario Aboriginal Housing Services
Attn: *“Ontario Priorities Housing Initiative (OPHI)” RFP Questions*
Address: 500 Bay St.
Sault Ste. Marie, ON P6A 1X5

Or

Email: ophi@oahssc.ca