



**Ontario
Aboriginal
Housing Services**

Request for Proposal

**SOCIAL SERVICES RELIEF FUND
(SSRF Phase 5)**

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 Social Services Relief Fund (SSRF) Phase 5 by:

- Defining their capacity to develop and/or acquire new rental units or complete retrofits and upgrades to existing units as outlined in the SSRF Phase 5 Program Guidelines.

Capital Component (must be committed via an executed Partnership Agreement by Dec 31, 2022)

SSRF Phase 5 Capital component has a total funding contribution up to \$2,353,414.00.

There are two components of capital funding under:

- New Facilities; and
- Retrofits and Upgrades

Eligible uses of funding under the two components include:

- Major retrofits and upgrades to an existing emergency shelter, and/or congregate living space to continue to ensure shelter spaces adhere to public health directives (e.g., additions to an existing facility to allow minimum spacing of beds; self-contained bedrooms and washrooms) and support independent units aligned with more permanent forms of housing where possible.
- Acquisitions that would be converted/upgraded to provide longer-term housing solutions.
- Retrofit of existing transitional or supportive housing facility, and/or creating new innovative models of transitional and supportive housing.

Other eligible costs may include labour, applicable taxes, building permits, legal fees, certificates, signage, appraisal fees, inspection fees, drawing and specification and any other costs that OAHS, as the Indigenous Program Administrator (IPA), deems reasonable and that are agreed to by the Ministry of Municipal Affairs and Housing (MMAH).

SSRF Phase 5 funding is subject to:

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

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

Program Guidelines

The objectives for SSRF Phase 5 are as follows:

1. Mitigate ongoing risk for vulnerable people, especially in congregate care settings:
 - Where appropriate, support changes to the physical design of congregate spaces, permit physical distancing and other modifications based on public health guidance; and
 - Provide ongoing services and supports to address immediate pandemic needs of vulnerable people.
2. Encourage longer-term housing-based solutions to homelessness post COVID-19:
 - Service Providers are encouraged to use funding in ways that create longer-term housing solutions, move towards client service models that are innovative, and support client and organizational readiness for potential future outbreaks or emergencies.

Eligibility Criteria - Service Providers

Service Providers must:

- be an Indigenous non-profit organization
- be incorporated (or in the process of incorporating) under the laws of the Province of Ontario or under the *Canada Not-for-profit Corporations Act*
- have its registered and chief executive/head offices within the Province of Ontario outside of the Greater Toronto Area (GTA)
- have the mandate to serve Indigenous peoples expressly stated in the objects or statements of purpose of the organization's constituting documents
- provide, or seek to provide through SSRF 5 funding, safe, affordable and culturally appropriate housing to self-identifying Indigenous persons who do/will not reside on reserve
- demonstrate history of organizational sustainability
- permit OAHS to register required security in no less than second place on title of properties subject to SSRF 5 funding

Any funding received by a Service Provider from OAHS pursuant to this RFP must be used solely for off-reserve locations that accord with the SSRF Phase 5 Program Guidelines.

RFP Distribution

The RFP will be distributed to Service Providers virtually 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.

Proposal Submission

Interested Service Providers are invited to complete the SSRF 5 Proposal Template and submit to OAHS.

Service Providers are strongly encouraged to review the Program Guidelines (prior to completing their proposal to ensure that it follows all Program Guidelines). ***OAHS must receive completed proposals no later than 2:00 p.m. Eastern Standard Time (EST) on Wednesday, July 6, 2022, to be considered for funding under SSRF Phase 5.***

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.

It is anticipated that applicants will be notified by the end of August 2022 with a Conditional Letter of Commitment from MMAH if their submission was successful. Approval for funding will be subject to the execution of a Partnership Agreement with OAHS before **November 15, 2022**.

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

Proposal Requirement

SSRF Phase 5 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.

Additional Requirements

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

Assessment of Proposals

OAHS' independent Proposal Review Committee (PRC) will evaluate the proposals received and recommend the funding amounts to be notionally allocated to successful Service Providers for Capital funding. 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.

- Organizational Capacity and Partnerships: The proposal demonstrates the Service Provider’s capacity, which may include partnerships, infrastructure, and resources to deliver SSRF Phase 5.
- Feasibility: The proposal is achievable within the proposed timelines, budget, and 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 SSRF Phase 5.
- 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 IPA (i.e., OAHS). The PA contains the accountability framework for SSRF Phase 5 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.

Important Dates

Activity	Date
OAHS issues Request for Proposal (RFP) to Service Providers	May 13, 2022
RFP closing	July 6, 2022
OAHS Proposal Review Committee (PRC) meets to review Proposals	July 2022
OAHS Board reviews PRC recommendations	July 2022
MMAH provides Conditional Letter of Commitment to successful applicants	TBD
OAHS notifies all Service Providers of final decisions	TBD
Service Providers sign Partnership Agreements with OAHS	No later than November 15, 2022
Closing date of Agreement of Purchase and Sale (if applicable)	No later than December 15, 2022

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:

Emailed to: ishp@oahssc.ca

Subject Line: Social Services Relief Fund (SSRF) Phase 5 Proposal

Proposal Must-Haves

1. Proposals are to be completed in full; incomplete proposals will not be considered.
2. Service Providers must use provided fillable SSRF 5 Proposal Template. When additional information must be provided, ensure it is properly labeled and numbered according to corresponding RFP Template sections.
3. All supporting documentation must be included at time of submission.
4. Proposals submitted after the deadline will not be considered.

Your proposal must be emailed to ishp@oahssc.ca by July 6, 2022, 2:00pm EST, including all attachments.

5. You must have a confirmation of receipt from OAHS, or your proposal will not be considered as received.

If you have any questions, please submit to OAHS by:

Email: ishp@oahssc.ca