



**Ontario  
Aboriginal  
Housing Services**

**Request for Proposal**

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

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 how they can assist a diverse range of vulnerable people meet their short-term critical needs. This includes people living in community housing, supportive housing, people with low incomes, or others who require social services supports as well as those that are experiencing homelessness.

### **Operating Component (all eligible expenses must be spent by December 31, 2022)**

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

Eligible uses of funding under this component include but are not limited to:

- Continued use of motels or hotels as isolation centres or to support social distancing;
- Rental assistance such as funding for rent arrears and short-term housing allowances;
- Transportation costs;
- Food and supplies;
- Enhanced cleaning services;
- Non-medical staffing requirements (e.g., enhanced outreach services);
- Personal protective equipment; and
- Minor retrofits, alterations and repairs under \$50,000.
- Rent bank and emergency energy funds;
- Food banks and grocery gift cards;
- Community outreach to support vulnerable populations in self-isolation;
- Transportation for low-income individuals to get to and from medical appointments; and
- Funding administration needs, including staffing

SSRF Phase 5 funding is subject to:

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

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 Operating funding are as follows:

- 1. Enhanced safety in emergency shelters and other congregate care settings, through:**
  - continued operation of temporary emergency shelters spaces (e.g., in hotels or other facilities) to accommodate reduced overall shelter capacity resulting from COVID-19 safety requirements,
  - hiring additional staff to address capacity pressures, procuring Personal Protective Equipment, and implementing enhanced cleaning and isolation protocols,
  - increasing vaccination uptake among homeless individuals through outreach and clinics, and
  - creating isolation space to avoid COVID-19 positive individuals from being required to “shelter in place”.
  
- 2. Short-term, critical needs of vulnerable individuals** through the provision of emergency financial assistance (e.g., rent banks, housing allowances), food security programs, and mental health and addictions and other medical services.

## 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 constating documents
- demonstrate history of organizational sustainability

**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. Approval for funding will be subject to the execution of a Partnership Agreement.

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 and make recommendations to OAHS' Board of Directors who will approve successful proposals. The MMAH will provide final approval.). 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.

## 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 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 approval of proposals	TBD
OAHS notifies all Service Providers of final decisions	August 2022
Service Providers sign Partnership Agreements with OAHS	TBD

## 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](mailto:ishp@oahssc.ca)

Subject Line: Social Services Relief Fund (SSRF) Phase 5 Operating 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 Operating 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](mailto: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](mailto:ishp@oahssc.ca)