



**Ontario
Aboriginal
Housing Services**

Request for Proposal

Ontario Priorities Housing Initiative (OPHI) 2023-24

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
- Identifying potential community partners.

This RFP contains one OPHI funding stream: the Capital Rental Housing Funding.

Capital Rental Housing Component (must be committed by Dec 15, 2023)

OPHI Capital Rental Housing component has a total funding contribution of up to \$2,404,785 in 2023-24 for Service Providers who are interested and have the experience and capacity to develop Affordable Housing.

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

- Service Provider owning “ready to go” land to develop OR have a firm Agreement of Purchase and Sale in place for vacant land or a residential building for renovation
- Service Provider fulfilling Partnership Agreement requirements; and
- Program prioritization by Program Administrator

Service Providers are asked to read the RFP carefully and are invited to submit a proposal in accordance with the RFP 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 people 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 Capital Rental Housing Funding 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 OPHI 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 funding

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

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 information provided complies with Program Guidelines. ***OAHS must receive completed electronic proposal packages no later than 2:00 p.m. Eastern Standard Time (EST) on Wednesday, September 27, 2023, to be considered for funding under OPHI.***

Proposals 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).

Successful applicants will be informed via a Conditional Letter of Commitment by Ministry of Municipal Affairs and Housing (MMAH). 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 a proposal, nor guarantee that all funding requested by successful applicants will be approved.

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

- Key organizational information to be provided

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 type of 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 new rental housing units at affordable rents.

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 the capacity to deliver a Capital Rental Housing Development. As well, Service Providers should include organizational profiles of potential partners.

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 units. You must ensure you describe efforts to reach all three Indigenous Peoples (First Nation (status or non-status), Métis or Inuit) 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. Efforts 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: Capital Rental Housing Funding Details

The total OPHI Capital funding allocation is limited to \$2,404,785. 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 supporting contributions cannot be considered. Whether you choose to use your organization's cash equity or borrow the portion, a Motion from your Board of Directors is required to apply for the OPHI Capital Rental Housing Funding.

Please note:

- 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 (Schedule 4)
- Include required Capital and Operating Budgets (Schedule 4 and 5) in your proposal.

Section 9: Development Team

Please provide as much information as possible regarding your development team and indicate if they are Indigenous or employed by an Indigenous organization.

Section 10: 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. **You must already own the property (copy of the registered Charge is required) or include an executed Agreement of Purchase and Sale with a closing within 60 days of receiving your Conditional Letter of Commitment. Construction Start must occur within 120 days of signing your Partnership Agreement.)**

Section 11: Schedule

Include a Gantt chart, or you may use the schedule included in **Schedule 3 attachment (OPHI RFP Template)**.

Section 12: Financial Summary for Capital Costs

Please attach the Capital Budget (Schedule 4) and Operating Cash Flow for Capital Development (Schedule 5). The information provided **in Schedule 3** must be consistent with the Capital and Operating Cash Flows Budgets submitted.

Section 13: Service Provider and Community Contributions

In addition to the 75% of total Capital 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' independent Proposal Review Committee (PRC) will evaluate the proposals received and recommend the funding amounts to be notionally allocated to successful applicants. 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 Conditional Letters 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 OPHI.
- Feasibility: The proposal is achievable within the proposed timelines, budget, 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.
- Demonstrated history of organizational sustainability.

Accountability

- MMAH has the final decision-making authority for Service Providers participating in OPHI;
- OAHS will be responsible for administering and allocating funds to any Participating Service Providers 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.

Important Dates

Activity	Date
OAHS issues Request for Proposal (RFP) to Service Providers	Wednesday August 30, 2023

RFP closing	Wednesday September 27, 2023
OAHS Proposal Review Committee (PRC) meets to review RFPs	October 2023
OAHS Board reviews PRC recommendations	October 2023
MMAH reviews and approves OAHS Board recommendations	TBD
OAHS notifies Service Providers of RFP decision	TBD
MMAH notifies successful Service Providers with Conditional Letter of Commitment (CLC) for Rental Development Funding	TBD
Service Providers sign Partnership Agreements with OAHS	No later than December 15, 2023
OAHS flows 1 st payment to Service Providers	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:

1. Emailed to: ophi@oahssc.ca

Subject Line: *“Ontario Priorities Housing Initiative (OPHI)” RFP*

RFP Must-Haves

1. Proposals are to be completed in full; incomplete proposals will not be considered.
2. Service Providers must use provided fillable RFP Template (Schedule 3). 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.

An electronic copy of your proposal must be emailed to ophi@oahssc.ca by Wednesday September 27th, 2023 at 2:00 pm 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: ophi@oahssc.ca