



Ontario Aboriginal Housing Services

Request for Proposal

Indigenous Supportive Housing Program (ISHP): Operating Stream

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 Applicants with an opportunity to be selected as a recipient of the Indigenous Supportive Housing Program (ISHP) 25-26 Operating Stream by:

- Defining their supportive housing needs.
- Informing OAHS about their ability to deliver housing assistance, support services and,
- Identifying potential community partners.

ISHP Operating Funding (up to \$4,072,056.66 + 7.5% administration funds) will be available to Applicants as a one-year term, depending on Applicant need and subject to funding approval, (i.e. the maximum one-year funding term would end March 31, 2026). Possible extensions to Applicant Operating Funding agreements beyond March 31, 2026, will be dependent on The Ministry of Municipal Affairs and Housing (MMAH). The administration of Operating Funding to Applicants is subject to:

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

OAHS is interested in supporting Applicants to collaborate with sector organizations (housing, health, community services, and children and youth sectors) to develop a coordinated supportive housing system with flexible approaches to meet peoples' changing needs, and to assist people to obtain and retain safe, affordable, and adequate housing with the appropriate level and type of support services.

Applicants are asked to read the RFP carefully and are invited to submit an application in accordance with the application instructions. Program Operating Funding will be provided to those Applicants selected in 2025-2026 and ongoing (subject to annual provincial budget approvals and fulfillment of accountability requirements).

Program Guidelines

This RFP should be read in conjunction with the Program Guidelines, included in Schedule 1. The Program Guidelines outline the eligibility criteria, background and policy context for the program, and other required information for Applicants applying for funding, and for those approved to deliver the program.

ISHP is designed to address homelessness within the Indigenous community, which is one of four Provincial homelessness priority areas. Reducing and preventing homelessness within the Indigenous community will also support the province's three additional priority areas (i.e. chronic homelessness, youth homelessness, and homelessness following transitions from provincially-funded institutions), as there is an over-representation of the Indigenous community within these homelessness areas. In alignment with these Provincial priorities, Applicants are encouraged to demonstrate how ISHP will be used to address multiple priority areas within the Indigenous community, whenever appropriate.

Eligibility Criteria - Applicants

Applicants applying to Operating Funding must:

- be an Indigenous 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.
- offer services off-reserve in urban or rural areas of Ontario, outside the Greater Toronto Area (GTA).
- provide, or seek to provide through ISHP, supportive housing for self-identifying Indigenous people who will not reside on a reserve; and,
- have mandate to serve Indigenous peoples in their Articles of Incorporation.

RFP Distribution

The RFP will be distributed electronically to Applicants via OAHS' housing and support applicant 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 Applicants are invited to complete the proposal and submit it to OAHS. The fillable RFP template is included in Schedule 3. Applicants are strongly encouraged to review the Program Guidelines (Schedule 1) prior to completing their application to ensure that their RFP complies with Program Guidelines. ***OAHS must receive an electronic copy of the proposal no later than 2:00 p.m. Eastern Standard Time (EST) on January 20, 2025, to be considered for funding under ISHP.***

Submissions received after the designated date and time will not be reviewed. Applicants will receive an email acknowledgement of receipt of their submissions. Key contact information must be provided in the event that OAHS must contact the Applicant. Applicants 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 5 for Frequently Asked Questions).

In spring 2025, applicants will be informed via a Conditional Letter of Commitment from OAHS 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 Applicants who submit an RFP, nor guarantee that all funding requested by successful applicants will be approved.

Single RFP Requirement

Each Applicant may submit only one (1) proposal, which can be comprised of multiple projects. Partnerships and collaborations are essential components of ISHP; submissions will be assessed favourably for engaging in partnership opportunities. If a submission is selected for funding, the Applicant will be the signatory to the Partnership Agreement entered into with OAHS and will be identified as the funding recipient.

Components of the Proposal

Section 1: Organization Information

Complete all sections in RFP Template.

Section 2: Applicant Contact Information

Complete all sections in RFP Template.

Section 3: Overview

Applicants 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 provides locally relevant, community-driven solutions that focus on preventing and / or transitioning people out of homelessness.
- Identify the client group(s). Description of client groups should also highlight any cross-cutting at-risk groups, including adults with developmental disabilities, youth, and adults with mental health concerns, for example.
- Describe how the proposal addresses client needs that change over time (e.g., continuing assessments of eligibility and continuing to support at-risk youth after they leave transitional housing).

Applicants are permitted to adopt an existing model of supportive housing that works well in their own communities, or other jurisdictions. If this approach is used, then the proposal should describe how the model will be expanded locally. Funds can be used for a variety of housing models, including, but not limited to transitional and long-term supportive housing.

Section 4: Business Case (Rationale and Existing Evidence)

Applicants are required to provide a business case for the submitted proposal. The business case must

outline the rationale for the given program(s) or service(s) and identify how it intends to address local needs for housing and support services of people experiencing homelessness.

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

- housing assistance and/or support services; and/or
- new housing units with housing assistance and/or support services.

The business case should also include:

- Job descriptions for any roles requested to be funded through ISHP.
- Background information, research, and evidence from local practices and other jurisdictions that the approaches to be used are successful tools to assist clients; and
- Evidence that addresses the number of target clients to be served by the proposal.

Section 5: Organizational Capacity

Applicants 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 all aspects of the proposal (housing assistance, rent supplements, and support services, as applicable), including organizational profiles of potential partners.

Section 6: Inclusivity of Services

Applicants must define the efforts their organization is making or will make to promote and encourage services to First Nations, Inuit, and Métis people inclusively.

Section 7: Partnerships and Collaboration

Applicants are required to explain 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.

Evidence suggests that single service arrangements using a siloed approach may not be the best way to support improved individual outcomes. Robust partnerships, service integration and wrap-around services are increasingly shown to have a positive impact, especially for individuals with complex needs.

Applicants must include and identify the following information in their application:

- Names of key organizations that partner to deliver the program / service, and how the partnership may be different or unique in contributing to innovative program and service delivery. (It is recognized that some applicants may not be able to confirm specific partnerships in time to meet this application deadline; however, these applicants are encouraged to describe the steps needed to confirm these partnerships and their experiences with existing relevant partnerships).
- Service integration because of partnerships.
- Specific benefits of the partners involved, including clearly defined roles and responsibilities of the network of partners in the project, as well as any accountability towards program performance, risk, and use of project funding.
- Community-level coordination with local community agencies that provide housing and homelessness-related services (such as emergency shelter solutions, street outreach, drop-ins and not-for-profit agencies) to facilitate the referral, housing and ongoing supports processes that may be required; and
- Information on how partnerships are leveraging other resources (e.g., other funded partnership arrangements, networks, local partnership arrangements, or communities of practice) that are relevant to the proposal. This should include the dollar value of funding and in-kind contributions that will be leveraged from partners, if the application is selected for funding.

Note: If approved for funding, applicants are not permitted to transfer funds to a third-party partner for expenditure. All funds must be used by the applicant directly to provide supportive housing to clients. Fees for services are eligible expenses. Funding must be documented in your General Ledgers and audited financial statements.

Section 8: Project Delivery Plan and Budget

Applicants must provide an Operating Budget (Schedule 4) and project 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 housing assistance and/or support services to be provided; sub-agreements with partner agencies; selection of recipients; and flow of funds).
- A summary of the roles and responsibilities of applicant staff members and other participating organizations, pertaining to program planning and delivery.
- A risk assessment that identifies potential risks to successful project delivery, implications, likelihood (low, medium, high), impact (low, medium, high) and mitigation strategies for each identified risk; and
- A project performance measurement plan that describes how the success of the proposal will be assessed locally.

Applicants 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.

Successful applicants will need to demonstrate the capacity to deliver funding and assist recipients and monitor the progress of ISHP in their community. Applicants are permitted to submit a proposal that is comprised of several sub-projects, which may target different populations with unique needs.

Applicants are also encouraged to consider the following questions when describing their delivery plan in the application:

- How will the program be promoted to eligible recipients and what will be the selection criteria?
- How will recipients be assisted to find safe and adequate housing? What support services will be offered?
- How will the applicant monitor recipients, to promote and ensure their ongoing participation?
- How will the applicant 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)?

Section 9: Financial Summary for Operating Costs

Complete Schedule 4

Additional Requirements

Applicants are required to complete and submit the RFP Checklist (Schedule 6) and provide all required documentation listed within.

Additional Requirements for Current Service Providers

As part of the proposal, applicants who currently receive OPHI, MHA, or ISHP operating funding must:

- Have submitted all fully completed Q3 reporting by Jan 15, 2025
- Complete all applicable tabs in Schedule 4
- Not have any outstanding reports or documents that have been requested by OAHS

Assessment of Proposals

OAHS' Proposal Review Committee (PRC) will evaluate the proposals received and recommend the funding amounts to be notionally allocated to successful applicants for operating expenses. The PRC will submit their recommendations to OAHS' Board or Directors who will approve successful applications. All applicants will be notified of their status, whether successful or not.

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 applicant has demonstrated a need for funding.
- Program Design and Scalability: The proposed program will support recipients in an adequate and equitable way; the proposal is scalable and can be adjusted based on available funding.
- Implementation: The proposal outlines a clear implementation plan that describes how the applicant plans to deliver funding and assist qualifying recipients, monitor progress of ISHP in their community, and ensure data collection as part of the overall program objectives.
- Organizational Capacity and Partnerships: The proposal demonstrates the Applicant’s capacity, which may include partnerships, infrastructure, and resources to deliver ISHP.
- Feasibility: The proposal is achievable within the proposed timelines and budget.

Accountability

OAHS will be:

- The final decision-making authority for organizations participating in the project.
- Responsible for administering and allocating funds to any participating organizations in accordance with the requirements of their Partnership Agreement.

Applicants will be:

- Required to submit regular reporting and quarterly general ledgers 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)

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

Under the PA, applicants 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 applicants	December 10 2024
RFP closing	January 20, 2025
OAHS Proposal Review Committee (PRC) meets to review RFP’s	February 2025

OAHS Board reviews PRC recommendations	February 205
OAHS notifies applicants of RFP status	TBA
Applicants sign Partnership Agreements with OAHS	TBA
OAHS flows funding to Applicants/Applicants	TBA

No Commitment to Fund

OAHS makes no commitment to fund any applicant and

- May choose which applicants to fund, if any, at its sole and absolute discretion; 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.

In addition: This RFP is PENDING continued funding.

Submitting your completed proposal:

1. One (1) electronic copy emailed to: ishp@oahssc.ca

Subject Line: *“Indigenous Supportive Housing Program” RFP*

RFP Must-Haves

1. Proposals are to be completed in full; incomplete proposals will not be considered.
2. Applicants must use the provided fillable RFP Template. When additional information must be provided, ensure it is properly labeled and numbered according to the corresponding RFP Template sections.
3. All supporting documentation must be included at the time of submission.
4. Proposals submitted after the deadline will not be considered.
5. **An electronic copy of your proposal must be emailed to ishp@oahssc.ca by January 20, 2025, 2:00 pm EST, including all attachments. Faxed or mailed proposals will not be accepted.**
6. You must have confirmation of receipt from OAHS, or your RFP will not be considered as received.

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

Email: ishp@oahssc.ca