



# **GTA Indigenous Supportive Housing Program (GTA ISHP)**

**Request for Proposals  
November, 2017**

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# **Miziwe Biik Development Corporation**

## **Introduction**

Miziwe Biik Development Corporation (MBDC) is a non-profit organization with a mission to provide services to Indigenous peoples living in the Greater Toronto Area (GTA). We are committed to strengthening the Indigenous community by providing opportunities that enable economic advancement in an environment supportive of Indigenous culture and identity.

MBDC, with the support of the Ontario Ministry of Housing (MHO), is providing funding for a new supportive housing program for the Indigenous community of the GTA.

The GTA Indigenous Supportive Housing Program (GTA ISHP) is a component of the Supportive Housing Investment Program, developed by the ministry to assist in their commitment of ending chronic homelessness by 2025. The GTA ISHP is specifically designed to be administered by Indigenous organizations for Indigenous people in need of housing assistance and support services.

MBDC is issuing this Request for Proposals (RFP) to Indigenous organizations with offices located in the GTA who wish to provide supportive housing to our Indigenous community, specifically to individuals and households who are experiencing homelessness or are precariously housed.

## **Needs and Resources**

There are significant supportive housing needs for Indigenous residents of the GTA. MBDC recognizes and promotes the need for collaboration and partnerships with various levels of government and community organizations, in order to provide supports and expand resources in the future.

MBDC has up to \$1.67 million available in the fiscal year of 2017-18 (ending March 31, 2018), up to \$3.33 million available in 2018-19 fiscal year and up to \$5.0 million available in the fiscal year 2019-2020. Funding will be on-going past 2020 with yearly amounts of no less than \$5.0 million. MBDC encourages proposals which will offer on-going supports for as long as they are required. Periodical assessments must be in place to monitor the changing needs of recipients.

In the fall of 2017, MBDC undertook a survey of organizations providing housing and support services to Indigenous residents living in the GTA in order to assess the deepest supportive needs within the community.

The survey identified the two most pressing support service needs were mental health supports and supports for persons dealing with addictions. For this RFP, MBDC will prioritize funding for

proposals which address these identified service needs. MBDC is committed to on-going community assessment to help determine up-to-date supportive needs and will continue to seek ways to expand resources.

## **Program Summary**

The funding available through the GTA ISHP can be used for three purposes: provision of support services, housing assistance and capital funding.

### Support Services

Supportive housing is recognized as key to helping people living with often complex health issues achieve housing stability. Supportive housing has a long track record of helping to meet the needs of the community to secure and maintain appropriate housing. It is an important aspect of reducing and preventing homelessness. Further background about supportive housing can be found in the attached GTA ISHP Program Guidelines.

The GTA ISHP funding can be used to pay for the cost of the support services/staffing which will help ensure a recipient is successfully housed.

Supports must be tied to a recipient who is, or will be, in receipt of housing assistance (either through the GTA ISHP or other housing assistance program).

Examples of supports can include:

- Counselling, case management, crisis prevention, harm reduction and intervention services;
- Assistance with substance use issues including: assessment; treatment services offered in residential and non-residential settings; relapse prevention; recovery planning; fetal alcohol supports, supports related to concurrent disorders and withdrawal services;
- Assistance in maintaining a residential tenancy including information about how to be a good neighbor and crisis intervention/eviction prevention; and
- Other support services needed to successfully maintain tenancies.

Additional example of eligible support services can be found in Appendix A of the Program Guidelines.

The support services could be provided by an Indigenous Service Provider (ISP) including housing provider or other service provider. As well, an ISP could contract a non-Indigenous service provider/health service agency for the provision of the support services.

## Housing Assistance

GTA ISHP funding can be used by the ISP to subsidize the rent paid by Indigenous households receiving support services to ensure affordability. Housing Assistance can be in the form of a Housing Allowance (paid directly to the recipient and portable), a Rent Supplement (paid directly to landlord or housing provider, non-portable) or an assistance which would help with first and last months' rent.

Housing assistance recipient must be, or will be in receipt of, support services through the GTA ISHP.

*Example #1:* If the market rent for a one bedroom apartment was \$1,100 per month and the single resident's source of income was from the Ontario Disability Support Plan (ODSP) and therefore only received the maximum shelter allowance of \$489 per month, the housing assistance could be \$611 per month in the form of a housing allowance or rent supplement, bridging the gap between the shelter allowance and the market rent.

*Example #2:* A housing assistance could be paid to an Indigenous household experiencing homelessness for them to use at any available rental unit (self-contained or shared living spaces) along with the required support services. Additionally, an ISP may be able to reduce the rent on an existing unit they may currently operate as long as there are no housing assistance initiatives currently in place. This could happen when there is turnover in the existing unit or if there are new units to be occupied.

The GTA ISHP recognizes there will be reasonable administration costs by providers in delivering and reporting on the outcomes of new supportive housing.

## Capital Building or Acquisition-Renovation

Organizations applying for capital funding must make provision for the support services and housing assistance as set forth in this RFP.

There is a very great need for new affordable rental housing across the GTA for Indigenous households, with a very particular need for supportive housing for Indigenous households.

The GTA ISHP provides additional capital funding of up to \$150,000 per unit for up to 50 new supportive housing units. The capital funding is provided at the time of occupancy and is provided in the form of affordability payments over a 20 year period to pay for up to 75% of the capital cost of the units.

The rents to be provided in units created through the GTA ISHP capital funding can be no more than 80% of CMHC average market rents in each of the 5 areas within the GTA. A chart outlining current maximum rents is attached in Appendix E.

The new supportive housing can be created through:

- new construction,
- the conversion of non-residential structures to residential housing
- The acquisition of existing vacant residential housing including housing that would need some renovation work.

## **Process**

ISPs and support service providers/agencies will be e-mailed a copy of this RFP as well as GTA ISHP Program Guidelines and be encouraged to attend information, Q & A session at MBDC, 167 Gerrard Street East, on Friday, December 8<sup>th</sup> at 10:30 am. Providers planning to respond to the RFP are encouraged to collaborate with other organizations, including support service organizations, other housing providers and private landlords.

Potential proponents are also encouraged to ask questions about their proposed submission in advance of the deadline for questions of December 13<sup>th</sup> at 2pm in order to ensure their proposal is eligible and to help strengthen the submission which must be submitted by January 12, 2018.

## **RFP Submission**

Indigenous non-profit organizations interested in responding to the RFP must provide a written submission (as set out in Table 1 below) and provide the related documentation and submit (3 printed copies plus one copy on an USB stick) to MBDC no later than **2:00 pm January 12, 2018**.

Submissions received after that time and date will not be considered.

Potential proponents should fully review the GTA ISHP Program Guidelines before submitting a proposal.

1. When completing the submission, applicants need to provide the information required to fully assess the proposal including an explanation of the local need for supportive housing, as well as how the outcomes of the supportive housing for persons experiencing homelessness will be measured and reported. The application should also set out the experience and strengths of the applicant and its collaborators/partners in supportive housing and include their delivery plan for supportive housing. The respondents should provide a project description which summarizes the activities to be undertaken (housing assistance and type of support service/s) and how the support service will prevent or transition people out of homelessness. The description should include stating the client group to be served as well as how those groups/individuals will be served over time. The proposal should also state how the proponent will work with

supportive housing recipients in order to collect data and information that will be part of the evaluation of this program.

The operating budget should set out the funds needed for:

- support services
- housing assistance
- administration of the supports

If successful, respondents to this RFP will receive a conditional letter of commitment (CLC) from MHO. Successful proponents will also be required to enter into a contribution agreement with MBDC for operating funding and, if appropriate, for capital funding.

**As the GTA ISHP funding is on-going and intended to provide supports for as long as recipients require, we strongly encourage proposals that include the current years' funding as well as plans for continued services in future years.**

**Timelines 2017-18 RFP funding allocation:**

Release: December 1, 2017

Information/Q & A Session: December 8<sup>th</sup> at 10:30 a.m. (at MBDC office at 167 Gerrard St. East, Toronto)

Deadline for questions: 12pm, January 5, 2018 (e-mail [lorna.lawrence@mbdc.ca](mailto:lorna.lawrence@mbdc.ca))

Response to Questions: January 8, 2018 (posted on MBDC website [www.mbdc.ca](http://www.mbdc.ca))

RFP closing date: 2pm, January 12, 2018

Decisions/awarding of proposals: January 30, 2018

Finalize Contribution agreements: February 15, 2018

**What to submit with the response to the RFP**

For all applicants, the submission should contain the following documentation:

- Project Summary Form, which must be included as the first page to your RFP submission (please see **Appendix A**);
- a written project proposal of no more than twenty (20) pages in the specified format and content requirements detailed below;

- Proponent Declaration Form (please see **Appendix B**);
- Relevant Financial Reporting Forms (please see **Appendix C**);
- Conflict of Interest Attest Statement (please see **Appendix D**) and,
- Any supporting documentation that is requested in Table #1

### **Format and Content of Project Proposals**

Written project proposals should be no more than twenty (20) pages in length. The format must follow the section headings and numbering set out in Table #1 if not requesting capital funding and Table #2 if requesting capital funding (below). Within each section, your RFP submission should provide a detailed account and description of the information requested. You are advised to make your RFP submission as clear, concise and complete as possible as only your RFP submission will be considered in the evaluation process.

**Please note:** For capital submissions, employment of apprentices by proponents and/or their contractors is strongly encouraged by MBDC. The number of employed apprentices and the experience received through this program is part of our administrative reporting requirements.

### **Submission of Proposals**

**Proposals must be submitted by mail, courier or hand delivered. Electronic or faxed submissions will not be accepted.**

Your RFP submission package should be sealed in an envelope, clearly marked “GTA ISHP RFP” and directed to the attention of:

GTA Indigenous Supportive Housing Program

Miziwe Biik Development Corporation

167 Gerrard St. East, 2nd Floor

Toronto, Ontario, M5A 2E4

Attn: Program Officer

**To be considered for the first round of the GTA ISHP program (2017-18 funding allocation) RFP submissions must be received by no later than 2:00 PM (local time), January 12, 2018.**

**Based on uptake and contingent on funding, MBDC will consider proposal submissions at other times throughout the year for 2018-19 and 2019-20 (and beyond) allocations.**

Upon receipt of a submission, all proponents will be provided with a notification of receipt by the GTA ISHP if received by the deadline.

MBDC will not be responsible for RFP submissions that are received beyond the submission deadline or in a manner other than that prescribed.

Proposals will be evaluated in consideration of the following:

- The proposal sets out a clear rationale how the funding will help with the issue of preventing homelessness through the provision of supportive housing.
- The proposal clearly sets out how individuals can be moved into supportive housing in a realistic timeframe.
- The experience of the proponent in understanding the operation of rental housing/accessing the housing market.
- The experience of the organization providing support services and the track record in those support service approach in successfully keeping residents housed.
- The proposed timelines, especially if requesting funding for the capital component, are achievable.
- A reasonable financial proposal given the funding parameters, including whether the program could be scaled if there is not as much funding available for one proposal.
- The proposal successfully sets out how it can facilitate the evaluation of the Indigenous Supportive Housing Program.

## Table #1

### If Requesting Funding for Support Services and/or Housing Subsidies (not Capital Funding)

#### Proposal Sections, Content Requirements, and Supporting Documentation

Section 1: Executive Summary
<p><b>Content Requirements:</b></p> <ul style="list-style-type: none"><li>• <b>A high-level description of the proposal, including the project team and qualifications, project partners, proposed location of existing housing, key project milestones, funding requested and general confirmation of overall financial viability.</b></li><li>• <b>A high level description of the support services to be provided.</b></li><li>• <b>A summary of the number of households to be assisted (both through support services and housing assistance) and a description of how the individuals/households will be identified as homeless or precariously housed and in need of support services and how those households will move into the identified housing.</b></li></ul>

## **Section 2: Qualifications and Experience**

### **Content Requirements:**

- 1. Names and position/title of the proponents' principals, executives including the Board of Directors**
- 2. Length of employment/office of all principals, executives and/or Board members**
- 3. Names and position/title of all project team members, including project manager**
- 4. Professional designations/credentials of all project team members, including project manager, if not already provided above**
- 5. Description of the roles and responsibilities of all project team members, including project manager**
- 6. Years of relevant work experience by project team members and project manager**
- 7. Number and description of comparable support services successfully completed or delivered in past five (5) years**
- 8. Names of all partner organizations (if applicable)**
- 9. Names, position/title, and professional designations/credentials of project leads at partner organization (if applicable), if not already provided above**
- 10. Description of roles and responsibilities of all partner organizations (if applicable) and if not already provided above**

## **Section 3: Neighbourhood and/or Housing location(s)**

### **Content Requirements:**

- 1. Name, address/location, and brief description of:**
  - a. Indigenous social and cultural support providers located within a 1 km radius of the proposed site(s)**
  - b. transit routes, walking paths, and bicycle trails accessible within a 1 km radius of the proposed site (s)**
  - c. full-service grocery stores within a 1 km radius of the project site (s)**
  - d. pharmacies, health care clinics, or hospitals within a 1 km radius of the project site(s)**
  - e. community centres, schools, and daycare facilities within a 1 km radius of the**

**project site(s)**

- 2. Listing of size and type (bachelor, one bedroom, two bedroom etc.) and accessibility of apartments proposed for use as supportive housing**

**Required Supporting Documentation:**

- Map (minimum 11" x 17") of neighbourhood highlighting apartment location(s)**
- Letter from Apartment owner indicating they will offer the unit(s) for supportive housing**

#### **Section 4: Proposal Concept (if new development)**

**Content Requirements:**

- 1. Details on number, type, approximate size of units and rationale for this arrangement**
- 2. Description of how the unit arrangement and design addresses the needs of the Eligible Tenant(s)**
- 3. Detailed description of the Eligible Project type (i.e. apartment, townhouse, stacked townhouse, rooming house (with or without shared kitchen or bathrooms) etc.)**
- 4. Number and location of parking spaces to be provided, if any**
- 5. Provision of space for support service staff and meeting space with residents**
- 6. Description of number and types of appliances to be included in the units**
- 7. Description of the amenities to be included in the project (i.e. bicycle storage, common room, lockers, laundromat, rooftop patio, etc.)**
- 8. Length of proposed affordability period (how long the landlord has agreed to offer these units as supportive)**

**Required Supporting Documentation:**

- One set of floor plans that clearly illustrates the site plan context, main floor level, typical floors including parking level where applicable.**

#### **Section 5: Work Plan and Development Timeline**

**Content Requirements:**

- 1. Detailed work plan describing the main tasks to be undertaken by the proponent and all subtasks required to execute the project including how homeless individuals will be**

**identified and moved into new supportive housing**

- 2. Detailed development schedule outlining the time requirements and points of completion of the main tasks and subtasks as defined in the work plan**
- 3. A summary of key milestones dates and description of contingency plans in the event project milestones not achieved**

### **Section 6: Tenant Selection and Support Services**

#### **Content Requirements:**

- 1. Description of the Eligible Tenant groups and supporting rationale**
- 2. Description of the support services to be provided and name/experience or organization providing the support services**
- 3. Description of tenant selection plan and eligibility screening strategy**
- 4. Contact and organization name of all groups providing Indigenous social/cultural supports**
- 5. Detailed description of all Indigenous social/cultural supports to be provided on-site**

#### **Suggested Supporting Documentation:**

- Copies of all contracts with all support service agencies and, if applicable, Indigenous social/cultural support providers**

### **Section 7: Financial Viability**

#### **Content Requirements:**

- 1. A description of the proposed rent levels and the amount of housing assistance to be provided.**
- 2. Details of lease arrangements for any on-site support office space in the building**

#### **Supporting Documentation:**

- Executed copies of all lease agreements for on-site support space, if applicable**

- **Copies of the proponent's audited financial statements for the last two years**

## **Section 8: Marketing and Operations**

### **Content Requirements:**

- 1. Description of marketing and outreach plans targeted to supportive units**
- 2. Description of leasing plan for commercial or institutional space included in project, if applicable**
- 3. Description of the proposed property management structure and supporting rationale**
- 4. Name, contact, and descriptions of qualifications of proposed property management firm**

### **Required Supporting Documentation:**

- **Copy of property management contract, if applicable**

**Table #2**

**If Requesting Capital Funding in addition to Support Services and/or Housing Subsidies**

**Proposal Sections, Content Requirements, and Supporting Documentation**

<b>Section 1: Executive Summary</b>
<b>Content Requirements:</b> <ul style="list-style-type: none"><li>• A high-level description of the project concept, including the project team and qualifications, project partners, proposed development site or location of existing housing, key project milestones/completion dates, funding requested and general confirmation of overall financial viability of the project.</li><li>• A high level description of the support services to be provided.</li><li>• A summary of the number of households to be assisted (both through support services and housing assistance) and a description of how the individuals/households will be identified as homeless or precariously housed and in need of support services and how those households will move into the identified housing.</li></ul>
<b>Section 2: Qualifications and Experience</b>
<b>Content Requirements:</b> <ol style="list-style-type: none"><li>11. Names and position/title of the proponents' principals, executives including the Board of Directors</li><li>12. Length of employment/office of all principals, executives and/or Board members</li><li>13. Names and position/title of all project team members, including project manager</li><li>14. Professional designations/credentials of all project team members, including project manager, if not already provided above</li><li>15. Description of the roles and responsibilities of all project team members, including project manager</li><li>16. Years of relevant work experience by project team members and project manager</li><li>17. Number and description of comparable projects/support services successfully completed or delivered in past five (5) years</li><li>18. Names of all partner organizations (if applicable)</li><li>19. Names, position/title, and professional designations/credentials of project leads at partner</li></ol>

organization (if applicable), if not already provided above

20. Description of roles and responsibilities of all partner organizations (if applicable) and if not already provided above

### **Section 3: Neighbourhood and Project Site or Housing location(s)**

#### **Content Requirements:**

3. Name, address/location, and brief description of:
  - a. Indigenous social and cultural support providers located within a 1 km radius of the project site(s)
  - b. transit routes, walking paths, and bicycle trails accessible within a 1 km radius of the project site (s)
  - c. full-service grocery stores within a 1 km radius of the project site (s)
  - d. pharmacies, health care clinics, or hospitals within a 1 km radius of the project site(s)
  - e. community centres, schools, and daycare facilities within a 1 km radius of the project site(s)
4. Description of the current use of the project site (if a new development)
5. List and description of all planning approvals required as a precondition to development (if applicable)
6. Description of and rationale for any minor variance requests (if applicable)
7. List and description of all easements and registered encroachments on development site (if applicable)
8. List and description of site work required as a precondition to development (i.e. demolition of existing structures, relocation of existing tenants, etc.)
9. Detailed description of environmental status of project site
10. Listing of site dimensions
11. Proof of sufficient water and waste water capacity
12. Confirmation that there are no outstanding legal or ownership issues or legal disputes where a firm, other than the proponent, previously had primary responsibility for the proposed development on the site
13. List of renovations to an existing building to be acquired (if applicable)

**Required Supporting Documentation:**

- Confirmation from a municipal official confirming the current zoning on the project site
- Copy of the official Zoning By-law description for project site
- Confirmation there is sufficient water and wastewater capacity to service the project
- Copies of all applicable planning applications filed (i.e. zoning by-law amendment, zone change, minor variance, site plan, etc.) and, if already attained, proof of council approval
- Map (minimum 11" x 17") of neighbourhood highlighting development site
- Four (4) photographs of the site (min. 5" x 7"), preferably one each facing north, south, east, and west
- Original legal survey of project site, if available
- Title search with respect to easements, encumbrances, and ownerships status of site
- Copies of all completed Environmental Site Assessment (ESA) reports
- Copy of Record of Site Condition (RSC), if applicable
- Copy of a letter of reliance granting third party reliance on any environmental documents to MBDC, if available

**Section 4: Project Concept (if new development)****Content Requirements:**

9. Details on number, type, approximate size of units and rationale for this arrangement
10. Description of how the unit arrangement and design addresses the needs of the Eligible Tenant(s)
11. Detailed description of the Eligible Project type (i.e. apartment, townhouse, stacked townhouse, etc.)
12. Number and location of parking spaces to be provided, if any
13. Describe any characteristics/materials used in the building, including low-maintenance features that will contribute to prolonging the useful life of the building and help to reduce on-going operating, maintenance/repair and capital replacement costs.
14. Description of number and types of appliances to be included in the units and any low energy/energy saving characteristics of the appliances

15. Description of the amenities to be included in the project (i.e. bicycle storage, common room, lockers, fitness facility/gym, laundromat, rooftop patio, etc.)

16. Length of proposed affordability period

**Required Supporting Documentation:**

- One complete set of design drawings (min. 11" x 17") that clearly illustrates the site plan context, main floor level, typical and unique floors including parking level where applicable, with building sections and elevations

**Section 5: Work Plan and Development Timeline**

**Content Requirements:**

4. Detailed work plan describing the main tasks to be undertaken by the proponent and all subtasks required to execute the project including how homeless individuals will be identified and moved into new supportive housing
5. Detailed development schedule outlining the time requirements and points of completion of the main tasks and subtasks as defined in the work plan
6. A summary of key milestones dates and description of contingency plans in the event project milestones not achieved

**Section 6: Community Engagement (if new development)**

**Content Requirements:**

1. Description of how the design/building integrates into the immediate neighbourhood
2. Description of the project consultation plan with neighbourhood residents and the broader community, if any or if necessary
3. Description of what will be done to respond to any questions or concerns raised through the community engagement process, if any or if necessary
4. Contingency plan in the event the project is appealed to the Ontario Municipal Board (OMB), if applicable

**Suggested Supporting Documentation:**

- Copies of any community engagement plans

- Copies of any communication material

### **Section 7: Project Construction (if applicable)**

#### **Content Requirements:**

1. Description of the steps that have already been taken to retain a building contractor
2. Description of any contractual relationships such as turnkey agreements or design-build contracts that have already been entered into with the builder, developer, or general contractor (please attach signed documents or draft agreements, if available)
3. Description of what will be done to minimize the construction impacts on neighbouring property owners
4. Description of the experience, qualifications, and professional designations/credentials of the builder, developer, or general contractor

#### **Suggested Supporting Documentation:**

- Copies of all signed contractual documents or draft agreements with builder, developer, or general contractor (if available)
- Project portfolio showcasing past projects successfully completed by the builder, developer, or general contractor

### **Section 8: Tenant Selection and Support Services**

#### **Content Requirements:**

6. Description of the Eligible Tenant groups and supporting rationale
7. Description of the support services to be provided and name/experience or organization providing the support services
8. Description of tenant selection plan and eligibility screening strategy
9. Contact and organization name of all groups providing Indigenous social/cultural supports
10. Detailed description of all Indigenous social/cultural supports to be provided on-site

#### **Suggested Supporting Documentation:**

- Copies of all contracts with all support service agencies and, if applicable, Indigenous social/cultural support providers

## **Section 9: Financial Viability**

### **Content Requirements:**

3. Total amount and average per unit capital funding requested and supporting rationale
4. A description of the proposed rent levels and the amount of housing assistance to be provided.
5. Name and contact information of financial institution providing construction or mortgage financing, if applicable
6. Details of lease arrangements for any on-site commercial and/or institutional space to be constructed
7. Detailed capital construction budget, operating budget and source of funding schedule (please complete and return the Financial Reporting Forms included as Appendix C to this RFP)
8. Where the project is part of a larger development or incorporates non-residential space, address any issues of phasing, common elements and attribution of use and costs of servicing and any other matters between the affordable rental component and the rest of the development

### **Supporting Documentation:**

- Executed copy of term sheet from financial institution for construction or mortgage financing, if applicable
- Executed copies of all lease agreements for on-site commercial or institutional space, if applicable
- An original letter from the proponent's financial institution or auditor providing assurance that the proponent has been and is financially viable and solvent as a going concern, and confirmation that the proponent has the financial capacity to complete the proposed project and that the undertaking of this project will not put any undue financial burden on the proponent
- Copies of the proponent's audited financial statements for the last two years

## **Section 10: Marketing and Operations**

**Content Requirements:**

5. Description of marketing and outreach plans targeted to both affordable and, if applicable, market units
6. Description of leasing plan for commercial or institutional space included in project, if applicable
7. Description of the proposed property management structure and supporting rationale
8. Name, contact, and descriptions of qualifications of proposed property management firm

**Required Supporting Documentation:**

- Samples of any existing marketing or promotional material
- Copy of property management contract, if applicable

**Appendix A:**

**Project Summary Form**



**GTA ISHP**

**REQUEST FOR PROPOSALS (RFP)**

**Project Summary Form**

This Form must be filled-out and included as the first section of your RFP submission. The information herein contained will not be used for the rated scoring, but rather to establish a basic profile of your organization and your project proposal for record keeping purposes.

**Proponent and Project Profile:**

1. Proponent name:	
<hr/> <hr/>	
2. Proponent contact:	
Name:	<hr/>
Position title:	<hr/>
Address:	<hr/>
City:	<hr/>
Postal Code:	<hr/>
Phone:	<hr/>

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Will you be working with any partner organizations or support agencies (please check only one)?

Yes*	<input type="checkbox"/>
No	<input type="checkbox"/>

\* If yes, please provide details below. If you will be working with multiple partner organizations and/or support agencies, please attach matching information for each partner organization and/or support agency.

Name of partner organization:

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Type of organization and nature of involvement:

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Contact at partner organization:

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of support agency:

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Type of support agency and nature of involvement:

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Contact at support agency:

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4. Type of project:

Making available existing units through adding support services/housing assistance	
Building new housing	
Acquisition/Rehabilitation*	
Conversion (non-residential to residential)	
Purchase of existing vacant scattered units	

\* Building must currently be vacant in order to qualify for funding.

5. Location of project or units to be purchased. If planning to purchase units at multiple addresses, please attach matching information for each unit.

Address: \_\_\_\_\_

City: \_\_\_\_\_

Legal description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PIN: \_\_\_\_\_  
 \_\_\_\_\_

6. Type and number of units:

Type	Number				
	Bachelor	1-BR	2-BR	3-Br	4-BR+
Affordable units					
Market units (if applicable)					
Non-Aboriginal units (if applicable)					
Totals					

7. Use and amount of non-residential (i.e. institutional/commercial) leased spaced to be included in project (if applicable):

Proposed use: \_\_\_\_\_

Gross square feet	
Percentage (%) of gross floor area of building	

8. Estimated project timeline for new construction, acquisition/rehabilitation, conversion:

Receipt of building permit	
Start of construction	
Completion of structural framing	
Substantial Completion Certificate	

9. Estimated project timeline for purchase of completed units. If planning to purchase units at multiple addresses, please attach matching information for each unit:

Execution of Agreement of Purchase and Sale (APS)	
Closing date	
Occupancy date	

**Appendix B:**

**Proponent Declaration Form**



**GREATER TORONTO AREA INDIGENOUS SUPPORTIVE HOUSING PROGRAM (GTA-ISHP)  
REQUEST FOR PROPOSALS**

**Proponent Declaration Form**

*This Form must be completed and returned with your submission.*

As an authorized agent, employee, officer, or director of (*please print the name of your organization*) \_\_\_\_\_, I (*please print your name*), \_\_\_\_\_, hereby attest that the information contained in our RFP submission is true and accurate to the best of my knowledge.

In signing below, I hereby understand and agree that providing inaccurate information may result in our RFP submission being disqualified for funding under the GTA-ISHP.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Position Title*

## Appendix C:

### Financial Reporting Forms



#### GTA ISHP

#### REQUEST FOR PROPOSALS

#### Financial Reporting Forms

*These Forms must be completed and returned with your RFP submission depending on whether your organization is requesting funding for*

- C1. Support Services/Housing Assistance/Administration*
- C2. Capital Budget if Building or Acquiring New Supportive housing*
- C3. Operating Budget if Building or Acquiring New Supportive housing*

**C1. Support Services/Housing Assistance/Administration**

**GTA Indigenous Supportive Housing Program**

**(GTA ISHP)**

**Proposed Operating Budget Template for Submission to RFP**

**Operating Funding**

**2017-18**

<b>Activity</b>	<b>Quarter 1 Apr - Jun \$</b>	<b>Quarter 2 Jul - Sep \$</b>	<b>Quarter 3 Oct - Dec \$</b>	<b>Quarter 4 Jan - Mar \$</b>	<b>TOTAL Projected \$</b>
<b>Housing Assistance</b>					0
<b>Support Services</b>					0
<b>Administration</b>					
<b>Total</b>					0

<b>Projected Households Assisted #</b>	
--	--

<b><u>Building Addresses for Supportive Housing</u></b>	<b><u>Number of supported Households</u></b>

**Operating Funding 2018-19**

<b>Activity</b>	<b>Quarter 1 Apr - Jun \$</b>	<b>Quarter 2 Jul - Sep \$</b>	<b>Quarter 3 Oct - Dec \$</b>	<b>Quarter 4 Jan - Mar \$</b>	<b>TOTAL Projected \$</b>
<b>Housing Assistance</b>					0
<b>Support Services</b>					0
<b>Administration</b>					
<b>Total</b>					0

<b>Projected Households Assisted #</b>	
--	--

<b><u>Building Addresses for Supportive Housing</u></b>	<b><u>Number of Supported Households</u></b>

**Operating Funding 2019-20**

<b>Activity</b>	<b>Quarter 1 Apr - Jun \$</b>	<b>Quarter 2 Jul - Sep \$</b>	<b>Quarter 3 Oct - Dec \$</b>	<b>Quarter 4 Jan - Mar \$</b>	<b>TOTAL Projected \$</b>
Housing Assistance					0
Support Services					0
Administration					
<b>Total</b>					0

<b>Projected Households Assisted #</b>	
--	--

<b><u>Building Addresses for Supportive Housing</u></b>	<b><u>Number of Supported Households</u></b>

**C3.Capital Budget, if developing or acquiring new supportive housing**

Land	\$
Survey	
Environmental assessment	
Legal fees	
Building permit fees	
Development charges	
Parkland levy	
Planning/development consultant	
Architect/engineer	
Mortgage insurance application fees	
Interest during construction (please note interest rate assumed)	
Taxes during construction	
Other soft costs	
Construction/renovation costs (please include the assumption of construction per square foot)	
Construction contingency	
Stoves and fridges	
Laundry equipment and other furnishings	
Parking - please note how many underground parking spaces are included)	
Landscaping	
Other	
<b>Total</b>	

**Proponent Equity and Financing**

Total Cost of Project	
Less: Proponent Equity	
Less: GTA ISHP Assistance Requested	
Total Equity	
Mortgage Required	

**C4. Operating Budget if Building or Acquiring New Supportive Housing**

<b>Revenues:</b>	
Bachelor apt rental revenue (list number of units and proposed per unit rent)	
One bedroom rental revenue (list number of units and proposed per unit rent)	
Two bedroom rental revenue (list number of units and proposed per unit rent)	
Three or more bedroom rental revenue (list number of units and proposed per unit rent)	
Sub-total	
Parking revenue, if applicable	
Laundry/other revenue	
Sub-total	
Less: vacancy loss/bad debts	
Net Revenue	

<b>Expenses:</b>	
Heating	
Water	
Hydro	
Maintenance	
Garbage	
Snow removal	
Insurance	
Management fees/custodian	

Municipal taxes	
Replacement reserves (4% of net revenue)	
Mortgage payments (please note interest rate, term of mortgage and amortization rate)	
Affordability payments	
Other Expenses	
Total operating expenses	
<b>Projected Surplus Year 1</b>	<b>\$</b>

**Appendix D:**

**Conflict of Interest Attest Statement**



**GTA-ISHP**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**Conflict of Interest Attest Statement**

*This Statement must be completed and returned with your submission.*

The following must be dated and signed by an authorized agent, employee, officer, or director of the proponent organization. Failure to complete and return this Conflict of Interest Attest Statement will result in your submission being disqualified.

As an authorized agent, employee, officer, or director of (*please print the name of your organization*) \_\_\_\_\_, I (*please print your name*), \_\_\_\_\_, hereby attest that our submission, prepared for *GTA ISHP (RFP)*, did not benefit through any knowledge or information unfairly acquired by way of an outside commitment, relationship, or financial interest with any agent, employee, officer, or director of Miziwe Biik Development Corporation or Miziwe Biik Aboriginal Employment and Training.

Furthermore, I attest that neither I, nor any agent, employee, officer, or director of our organization, or that of our partner organization (if applicable) or Aboriginal social/cultural support provider(s) (if applicable), had or has any outside commitments, relationships, or financial interests that could, or could be seen to, interfere with our unbiased and impartial

judgment respecting our contractual obligations to MBDC and the intended use of the funding available under the GTA ISHP.

In signing below, I hereby understand and agree that any failure to disclose a real or perceived conflict or interest respecting our submission could result in our submission being disqualified for funding.

A person related to an agent, employee, officer, or director includes an agent or employee, contractor, funding recipient, parent, spouse, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law, or grandparent, or a person with whom the director or officer has a business relationship.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Position Title*

\_\_\_\_\_

*Print Name*

Document #: 282643

**Appendix E:**

**Maximum Rents if new supportive housing receives GTA ISHP Capital funding (2017)**

Municipality	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom
Durham	\$629	\$782	\$893	\$1,012
Halton	\$723	\$928	\$1,059	\$1,250
Peel	\$676	\$881	\$1,014	\$1,124
Toronto	\$770	\$910	\$1,073	\$1,224
York	\$682	\$887	\$1,001	\$1,110