

MIZIWE BIIK DEVELOPMENT CORPORATION



## **REQUEST FOR PROPOSALS**

**2022-23 Allocation**

**Indigenous Supportive Housing Program (ISHP)**

**Base ISHP Capital Funding for Supportive Housing  
Development**

***\*Subject to government funding approvals\****

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The ISHP capital funding will provide financial assistance in the form of interest-free, forgivable loans to non-profit Indigenous Housing Providers (IHP) or partnerships between private sector and non-profit IHPs, for the purpose of maintaining or expanding the supply of supportive housing for off-reserve Indigenous households on, or eligible to be on, social housing waiting lists.

### **Commitment Date**

Yearly allocations are required to be committed in advance of each fiscal year; for this RFP by November 30, 2022. Committed means:

- Miziwe Biik Development Corporation (MBDC) and proponent have entered into an Aboriginal Rental Contribution Agreement (ARCA) and
- MBDC has registered its security on title to the property.

Note – project construction **must** commence within **120 days** of entering into the ARCA.

For further program information and criteria, please refer to the Indigenous Supportive Housing Program (ISHP) Program Guidelines, April 2022 at [www.mbdc.ca](http://www.mbdc.ca).

### **Rents**

The rent levels, at the time of occupancy, will be set using 80% of the most recent Canada Mortgage and Housing Corporation (CMHC) Average Market Rents (AMR). Current AMR's are available at [www.mbdc.ca](http://www.mbdc.ca).

Proposal submissions that include both ISHP funded units and market rent units are permitted.

Ongoing operating costs associated with projects funded under the Base ISHP will be the responsibility of the Housing Provider and must be included in your proposal submission. Successful proponents are required to maintain projects as supportive housing for a minimum of ten years.

Proponents are encouraged to seek out Rent Supplements or Rent Geared to Income (RGI) subsidies through local municipalities and/or local service organizations.

**Rent charged for eligible units must include the utility costs of heat, hydro and water/wastewater.**

## **Eligible Tenants and Income Thresholds**

Your RFP submission must explain how the project intends to meet the following “Eligible Tenant” criteria:

1. Tenant(s) must be “Indigenous” or “Indigenous Households”;
2. Tenant(s) must be on, or eligible to be on, an existing social housing waiting list;

For the purpose of this RFP, “Indigenous” is defined as First Nations status or non-status, Métis or Inuit.

For the purpose of this RFP, “Indigenous Households” are defined as:

1. multiple tenants that are Indigenous; and/or
2. a family whereby at least one individual family member is Indigenous.

While it is recognized that the need for supportive housing affects a range of Indigenous households, MBDC would like proponents to target the following Provincial priority homelessness areas:

- Indigenous peoples experiencing homelessness or at risk of homelessness;
- Chronic homelessness;
- Youth Homelessness
- Homelessness following transitions from provincially-funded institutions and service systems (e.g. hospitals, prisons).

Proponent must demonstrate an approach for needs assessment/income verification of tenants to ensure that households in need are targeted.

## **Eligible Use of Funds**

The Base ISHP funds may be used for the following

New Facilities:

- Acquisition or acquisition/rehabilitation to create transitional or permanent supportive housing;
- Conversion of existing buildings to create transitional or permanent supportive housing
- Expansion of an existing transitional housing or permanent supportive housing facility

- Conventional or modular construction of a new permanent supportive or transitional housing facility or expansion of a current transitional or permanent supportive housing construction project in-progress to increase capacity

#### Retrofits:

- Renovation, retrofitting, repair and upgrading of existing transitional housing and permanent supportive housing facilities for example, to meet building code standards and public health requirements.

Loan funds are for capital cost construction matters only. The Base ISHP capital loan funds cannot be used for on-going operation/management costs in respect of the project.

Priority consideration will be given to RFP submissions that demonstrate the following community needs :

- best value for money
- target one of more of the Provincial priority homelessness areas
- units that are fully accessible
- housing assistances for those requiring deeper affordability for example, rent supplements
- support services e.g. supports that will assist tenants to remain housed
- culturally based programming included or within close proximity
- demonstrate how ongoing operating financial requirements will be met

#### **Form of Financial Assistance: MBDC Loan**

Successful RFP proponents will be eligible to receive an interest free loan/mortgage that is forgivable after twenty (20) years, provided the project maintains affordability during the twenty (20) year period and the loan is in good standing. Successful RFP proponents will enter into an Aboriginal Rental Contribution Agreement (ARCA) and Mortgage Agreement (MA) with MBDC, as security for the loan, which will be registered on title.

Funds will become available in staged draws in the same manner as construction loans during the development and construction of the project.

#### **Available Funding, 2022-23 Base ISHP Allocation: \$1,159,228**

Base ISHP Capital will fund up to 75% of the pro-rated share of the capital cost of the supportive housing units. This includes land, financing and construction costs less HST rebates.

### **Municipal Assistance and Requirements**

RFP proponents are not restricted from supplementing the funding available pursuant to the Base ISHP capital allocation with other forms of municipal assistance, such as grants and other loans to offset development charges, building permit fees etc.

### **Additional Mortgage Financing**

Your RFP submission should describe mortgage financing that is required to complete the project, and include any financing commitments or term sheets that have been obtained in connection with the project.

Your RFP submission should also detail how the project is financially viable and self-sustaining, taking into consideration the capital funding requested in this RFP, plus equity or private financing that the proponent intends to contribute/obtain along with the rents and other sources of income for the project.

### **Program Timeline**

Construction-ready projects will be given priority and it is expected that proponents will act in a prompt and timely manner during both the pre-development and construction phases of the program. Failure to do so may result in the reallocation of funds.

### **Questions or Inquires**

Questions or inquiries should be sent by email to the attention of Lorna Lawrence at [lorna.lawrence@mbdc.ca](mailto:lorna.lawrence@mbdc.ca) by May 17, 2022 at 2:00 PM. No questions or inquires should be directed to any other MBDC staff or Board member. Responses will be posted on the MBDC website ([www.mbdc.ca](http://www.mbdc.ca)) May 20, 2022.

### **Form of RFP Submission**

Proponents are required to provide one (1) electronic copy of their RFP submission, which 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**);
- 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

MBDC may request a hard copy be provided at a later date.

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

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 (page 7). 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.

Employment of apprentices by proponents and/or their contractors is strongly encouraged by MBDC.

### **Submission of Proposals**

Proposals must be submitted by electronic submission with the subject line Base ISHP Capital. Multiple email submissions due to file size should also include 1 of 2, 2 of 2 etc. in the subject line.

To be considered for the 2022-2023 Base ISHP capital allocation of funding, RFP submissions must be received by no later than 2:00 PM (local time), June 7, 2022.

Submissions received before the deadline will be provided with a notification receipt upon submission.

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

Details on the scoring criteria assigned to each section is set out in "Appendix E", Evaluation and Scoring.

**Table #1  
Proposal Sections, Content Requirements, and Supporting Documentation**

<b>Section 1: Executive Summary (Maximum 2 pages out of 20)</b>
<p><b>Content Requirements:</b></p> <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, key project milestones/completion dates, funding requested and general confirmation of overall financial viability of the project.</li> </ul>
<b>Section 2: Qualifications and Experience</b>
<p><b>Content Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Names and position/title of the proponents’ principals, executives including the Board of Directors</li> <li>2. Length of employment/office of all principals, executives and/or Board members</li> <li>3. Names and position/title of all project team members, including project Manager</li> <li>4. Professional designations/credentials of all project team members, including project manager, if not already provided above</li> <li>5. Description of the roles and responsibilities of all project team members, including project manager</li> <li>6. Years of relevant work experience by project team members and project manager</li> <li>7. Number and description of comparable projects successfully completed in past five (5) years</li> <li>8. Names of all partner organizations (if applicable)</li> <li>9. Names, position/title, and professional designations/credentials of project leads at partner organization (if applicable), if not already provided above</li> <li>10. Description of roles and responsibilities of all partner organizations (if applicable) and if not already provided above</li> </ol>
<b>Section 3: Neighbourhood and Project Site</b>
<p><b>Content Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Name, address/location, and brief description of:             <ol style="list-style-type: none"> <li>a. Indigenous social and cultural support providers located within a 1 km radius of the project site</li> <li>b. transit routes, walking paths, and bicycle trails accessible within a 1 km radius of the project site</li> <li>c. full-service grocery stores within a 1 km radius of the project site</li> <li>d. pharmacies, health care clinics, or hospitals within a 1 km radius of the project site</li> <li>e. community centres, schools, and daycare facilities within a 1 km radius of the project site</li> </ol> </li> <li>2. Description of the current use of the project site</li> <li>3. List and description of all planning approvals required as a precondition to development</li> <li>4. Description of and rationale for any minor variance requests</li> <li>5. List and description of all easements and registered encroachments on development site</li> <li>6. List and description of site work required as a precondition to development (i.e. demolition of existing structures, relocation of existing tenants, etc.)</li> </ol>



7. Detailed description of environmental status of project site
8. Listing of site dimensions
9. Proof of sufficient water and waste water capacity
10. 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

**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**

**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, etc.)
4. Number and location of parking spaces to be provided, if any
5. 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.
6. Description of number and types of appliances to be included in the units and any low energy/energy saving characteristics of the appliances
7. Description of the amenities and/or special features to be included in the project (i.e. bicycle storage, shared amenity space e.g. room or garden, lockers, fitness facility/gym, laundromat, rooftop patio, etc.)
8. 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:**

1. Detailed work plan describing the main tasks to be undertaken by the proponent and all subtasks required to execute the project
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: Community Engagement**

**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**

**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:**

1. Description of the Eligible Tenant groups and supporting rationale
2. Description of tenant selection plan and eligibility screening strategy
3. Detailed description of support services to be provided on-site
4. If applicable description and contact and organization name providing support services

**Suggested Supporting Documentation:**

- Copies of all contracts with all Indigenous social/cultural support providers

**Section 9: Financial Viability**

**Content Requirements:**

1. Total amount and average per unit capital funding requested and supporting rationale
2. A description of the proposed rent levels
3. Name and contact information of financial institution providing construction or mortgage financing, if applicable
4. Details of lease arrangements for any on-site commercial and/or institutional space to be constructed
5. 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)
6. 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:**

1. Description of outreach plans targeted to both supportive housing and, if applicable, market 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:**

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

## Appendix A: Project Summary Form

### Supportive Housing ISHP Base Capital 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:  _____				
2. Proponent contact: Name: _____ Position title: _____ Address: _____ City: _____ Postal Code: _____ Phone: _____ Fax: _____ E-mail: _____				
3. Will you be working with any partner organizations or support agencies (please check only one)? <table border="1"><tr><td>Yes*</td><td><input type="checkbox"/></td></tr><tr><td>No</td><td><input type="checkbox"/></td></tr></table> <p>* 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.</p> Name of <u>partner organization</u> : _____ _____  Type of organization and nature of involvement: _____	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes*	<input type="checkbox"/>			
No	<input type="checkbox"/>			

Contact at partner organization:

Name: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Name of support agency:

\_\_\_\_\_  
 \_\_\_\_\_

Type of support agency and nature of involvement:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact at support agency:

Name: \_\_\_\_\_  
 Job title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

4. Type of project (please check only one):

New construction	
Purchase of completed units	
Acquisition/Rehabilitation*	
Conversion (non-residential to residential)	

\* 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+
Supportive units					
Market units (if applicable)					
Non-Indigenous 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**

**Supportive Housing ISHP Base Capital  
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 Supportive Housing ISHP Base Capital.

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

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

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

\_\_\_\_\_  
*Print Name*

## Appendix C: Financial Reporting Forms

### Supportive Housing ISHP Base Capital REQUEST FOR PROPOSALS

#### Financial Reporting Forms

*These Forms must be completed and returned with your RFP submission.*

#### **Capital Budget**

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: Base ISHP Assistance Requested	
Total Equity	
Mortgage Required	

**Operating Budget**

<b>Revenues:</b>	
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	
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)	
Other expenses	
Total operating expenses	
<b>Projected Surplus Year 1</b>	<b>\$</b>

## **Appendix D: Conflict of Interest Attest Statement**

### **Supportive Housing ISHP Base Capital**

#### **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 *Supportive Housing ISHP Base Capital (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 Aboriginal Rental Program.

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: RFP Evaluation Criteria and Scoring

The following criteria will be used to evaluate and score eligible RFP submissions.

<b>Evaluation Criteria</b>	<b>Score</b>
<b>Section 1: Principles</b>	
Indigenous Housing Under Indigenous Control	/2
Full and Proper Accountability of Public Funds	/2
Full Transparency in the Project/Applicant Selection Process	/4
Administrative Efficiency	/7
<b>Total Eligible Score: Section 1</b>	<b>/15</b>
<b>Section 2: Experience</b>	
Length of Service Delivery in the GTA	/5
Construction Management Experience	/5
Property Management Experience	/5
<b>Total Eligible Score: Section 2</b>	<b>/15</b>
<b>Section 3: Financial Viability and Funding</b>	
Equity Contribution	/5
Affordability of Rents	/5
Per Unit Funding Request	/5
<b>Total Eligible Score: Section 3</b>	<b>/15</b>
<b>Section 4: Project Operations and Design</b>	
Social and Cultural Supports	/10
Affordability Period	/5
Access to Amenities	/5
Accessible Design	/5
Energy Efficiency	/10
Variety of Unit Types and Sizes	/5
<b>Total Eligible Score: Section 4</b>	<b>/40</b>
<b>Section 5: Project Readiness</b>	
Environmental Remediation	/5
Planning Approvals/Construction Readiness	/10
<b>Total Eligible Score: Section 5</b>	<b>/15</b>
<b>Total Score</b>	<b>/100</b>