



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

REQUEST FOR PROPOSALS

**For
Remainder YEAR 3 2019/20 Allocation**

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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 \$207,000 available in Year 3 ISHP, (fiscal year of 2019-20, ending March 31, 2020). MBDC encourages proposals which will offer on-going supports as required up to the end of 2022. 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 the provision of support services, or support services in conjunction with housing assistance in the form of rent supplements. Support services should enhance ones' ability to remain housed.

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 Program Guidelines are available in PDF at www.mbdc.ca.

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 must be in the form of 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 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.

RFP Submission – Operating Funding (Housing Assistance and Support Services)

Indigenous non-profit organizations interested in responding to this RFP for Operating funding must provide a written submission as set out in Table 1, Page 9 and provide the related documentation and submit **three (3) printed copies** plus one copy on an USB stick to MBDC according to the **Timelines** on Page 6.

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

Potential proponents should fully review the GTA ISHP Program Guidelines (please see www.mbdc.ca for a copy of the Program Guidelines) before submitting a proposal. ***Please note that the Program Guidelines are for reference purposes only and funding amounts, yearly allocations and dates in the Program Guidelines may differ (MBDC currently has \$207,000 available in Year 3 ISHP) due to recent program changes.**

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

For operating funding, successful proponents will be required to enter into a Housing Assistance and Support Services Agreement with MBDC.

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 – Operating Funding: YEAR 3, 2019-20 RFP funding allocation

Deadline for questions: 12pm June 6, 2019 (e-mail questions to tanya.hilsher@mbdc.ca).

Responses will be posted on our website at www.mbdc.ca by June 7, 2019.

RFP closing date: 2pm, June 14, 2019

Decisions/awarding of proposals: Monday, June 24, 2019

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**);
- Proposed Operating (please see **Appendix C**) 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. 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.

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

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.
- Proposed timelines.
- 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

Proposal Sections, Content Requirements, and Supporting Documentation

Section 1: Executive Summary
Content Requirements: <ul style="list-style-type: none">• 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.• A high-level description of the support services to be provided.• 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.
Section 2: Qualifications and Experience
Content Requirements: <ol style="list-style-type: none">1. Names and position/title of the proponents' principals, executives including the Board of Directors2. Length of employment/office of all principals, executives and/or Board members3. Names and position/title of all project team members, including project manager4. Professional designations/credentials of all project team members, including project manager, if not already provided above5. 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: 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 4: 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 5: 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 6: 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

Appendix A:

Project Summary Form

This Form must be filled-out and included as the first section of your RFP submission.

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>	Yes*	<input type="checkbox"/>	No	<input type="checkbox"/>	
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 <u>partner organization</u> : _____					
Type of organization and nature of involvement:					

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:	_____

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

Proposed Operating Template

C1. Support Services/Housing Assistance/Administration

GTA Indigenous Supportive Housing Program
 (GTA ISHP)
 Proposed Operating Budget Template for Submission to RFP

Operating Funding
 2019-20

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

Projected Households Assisted #	
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<u>Building Addresses for Supportive Housing</u>	<u>Number of supported Households</u>