

INDIGENOUS SUPPORTIVE HOUSING PROGRAM (ISHP) CAPITAL FUNDING

**Schedule 6: RFP Submission Checklist**

Service Provider Organization: \_\_\_\_\_

**This Checklist MUST appear at the FRONT of your completed Proposal**

<b>SERVICE PROVIDER ORGANIZATION:</b>	<b>Yes</b>	<b>No</b>
Is an Indigenous Non-Profit	<input type="checkbox"/>	<input type="checkbox"/>
Board of Directors is comprised of a majority of Indigenous Directors. Attach list of Board of Directors members that includes Indigenous self-identification	<input type="checkbox"/>	<input type="checkbox"/>
Is incorporated (or in the process of incorporating) under the laws of the Province of Ontario or under the <i>Canada Not-for-profit Corporations Act</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has its registered and chief executive/head offices within the Province of Ontario outside of the Greater Toronto Area (GTA)	<input type="checkbox"/>	<input type="checkbox"/>
Will be delivering the Capital funding off reserve	<input type="checkbox"/>	<input type="checkbox"/>
Intends to provide supportive or transitional housing for a minimum of 10 years to Indigenous families and/or individuals experiencing homelessness, without priority given to members of any organization, First Nation, or tribal affiliation	<input type="checkbox"/>	<input type="checkbox"/>
Has capacity to develop and deliver housing for Indigenous people in service area	<input type="checkbox"/>	<input type="checkbox"/>
Hiring policies demonstrate the use of the talent, skills, and experience of the Indigenous community	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOES YOUR PROPOSAL:</b>	<b>Yes</b>	<b>RFP Page #</b>
Correspond to the goals and objectives of the ISHP program, including eligible types of Capital Rental Housing?	<input type="checkbox"/>	
Provide evidenced-based justification for the proposed ISHP development?	<input type="checkbox"/>	
Demonstrate the needs of Indigenous peoples living off-reserve in a specific community or area in Ontario, via evidence-based materials (e.g., needs assessments, environmental scans, reports, and waiting lists)?	<input type="checkbox"/>	
Identify maximum rent(s)?	<input type="checkbox"/>	
Outline the size / number of households in development?	<input type="checkbox"/>	

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Demonstrate how the development will adhere to applicable laws including the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code?	<input type="checkbox"/>	
Been developed with the intent of affordability and cost effectiveness?	<input type="checkbox"/>	
Demonstrates that the rental development will provide supportive or transitional housing for a minimum of 10 years with affordable rents for a minimum of 20 years?	<input type="checkbox"/>	
Demonstrate use of energy efficient features in building design and technology that exceeds current Ontario Building Code (OBC) standards? This includes reducing greenhouse gas emissions.	<input type="checkbox"/>	
Provide an action plan to hire Indigenous Apprentices and Employees in the construction or renovation phase of your development?	<input type="checkbox"/>	
Indicate the readiness of your development? Development should be “ready to go” (ie: already own land OR have an executed Agreement of Purchase and Sale)	<input type="checkbox"/>	
Indicate how, if development(s) is comprised of partnerships with non-Indigenous organizations, the Indigenous organization is the project lead and holds the majority for decision-making purposes, either by agreement or by Board resolutions provided at the time of application. If applicable, a non-Indigenous organization would be required to transfer the asset (property) to the Indigenous organization partner.	<input type="checkbox"/>	
Explain inclusivity of people who self-identify as being First Nation, both status and non-status?	<input type="checkbox"/>	
Explain inclusivity of people who self-identify as Métis?	<input type="checkbox"/>	
Explain inclusivity of people who self-identify as Inuit?	<input type="checkbox"/>	
Identify how you will be promoting the support services to those who identify as First Nation, status and non-status, Métis, and Inuit?	<input type="checkbox"/>	

**REQUIRED ATTACHMENTS:**

- Signed** Letters Patent
- Signed** Corporation's Constitution and By-Laws
- Signed** Latest audited financial statements
- Signed** Corporation's Hiring Policies
- Management Letters from Auditor(s) for last three years. Must be able to show financial feasibility and any issues have been remedied. *\*\*If these management letters are not submitted, the proposal will not be put forward for review\*\**
- Board of Directors or Management Responses to Management Letters from Auditors, outlining how any deficiencies in the management letter(s) will be remedied going forward
- List of Board of Directors members that includes Indigenous self-identification.
- Completed RFP Template
- Contact information or a reference from a major partner (if applicable)
- Partnership Commitment letter(s), financial or in-kind, if applicable. If you've received additional funding from another source, a financing approval letter and/or information regarding the approved funding must be provided (including amount of funding, if the funding will be registered on Title, etc)
- Board Motion supporting ISHP Capital Development
- Memorandum of Understanding for and Partner providing support services for the development for a minimum 10 years. MOU or operating agreement must be current and list the services that the partner will be providing
- 20 Year Projected Cash Flow Operating Budget (included as schedule 4 with RFP package)
- Capital Budget (included as schedule 5 in RFP package)
- Conditional Agreement of Purchase and Sale (APS), if applicable
- Copy of Registered Charge (proof of ownership), if applicable
- Copy of a current Environmental Survey Assessment (ESA), if applicable
- Copy of a current Geotechnical Report, if applicable

This checklist is provided as a summarized tool to help Service Providers prepare their submission. Requirements are fully outlined in the Program Guidelines and the RFP document as applicable. If you have any difficulty with this checklist, please contact us as soon as possible.

**ATTENTION: Your RFP and all attachments must be emailed to [ishp@oahssc.ca](mailto:ishp@oahssc.ca)**

**If any of the application or supporting documents are missing, your proposal may not be reviewed.  
Please ensure ALL relevant and required documentation is sent with your submission**

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

Authorized Signing Authority

Signature: \_\_\_\_\_

Date: \_\_\_\_\_