

**City of Toronto**

**Rental Housing Supply Program:  
Capital Funding Stream**

**2025 Application Package**

**Date Issued: March 6, 2025**



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# 1.INTRODUCTION

Community Housing Providers and Private-Sector Housing Organizations are encouraged to apply to the Rental Housing Supply Program (RHSP) Capital Funding Stream to receive Capital Funding towards the development of new Affordable Rental Housing. Capital Funding is limited and will be awarded following a thorough evaluation and prioritization of applications by City staff.

Applicants who also require Incentives for their project must complete a separate [RHSP Affordable Rental and Rent-Controlled Housing Incentives Application](#). This Application window is open on a rolling basis to receive applications at any time.

Please read the **RHSP Capital Funding Stream [Guidelines](#)** to learn about the available resources and determine your project's eligibility prior to making an application.

This Application package contains instructions and all required materials for Applicants to make a complete application.

**Section 2** provides an overview of the Call for Applications process, including key dates and application submission instructions.

**Section 3** includes detailed requirements for Applicants to include in their application.

**Section 4** provides information around application evaluation and prioritization.

**Appendices 1-5** contains all mandatory forms/appendices that must be completed and submitted as part of a complete application.

This Call for Applications is subject to the Terms and Conditions included as Appendix 2 to this Application Package.

## 2. FUNDING CALL FOR APPLICATIONS PROCESS

### Key Dates

	Activity	Timeline
1	Call for Applications Issued	March 6, 2025
2	Information Sessions	March 17, 2025 March 20, 2025
3	Deadline to Submit Written Questions to <a href="mailto:HousingSecretariatRFP@toronto.ca">HousingSecretariatRFP@toronto.ca</a>	April 15, 2025
4	Last Addendum Issued	April 25, 2025
5	Deadline to Submit Applications	May 2, 2025 at 5:00 pm
6	Report to City Council for Final Approval	Summer 2025

All questions received throughout the Call for Applications period will be collected and answered by way of addenda following the schedule above, which will be posted on the application webpage [here](#).

Any communications and questions regarding this Call for Applications must also be submitted by email to [HousingSecretariatRFP@toronto.ca](mailto:HousingSecretariatRFP@toronto.ca).

## SUBMITTING A COMPLETE APPLICATION

### Preparing and Submitting Your Application

Applicants should review Section 3 of this document in detail to understand the requirements of an application for Capital Funding. Applicants are also required to include a completed Submission Checklist, contained as Appendix 1 of this document, with their application to assist in ensuring all requirements are met. Applicants are responsible for ensuring they have submitted all required materials.

Applicants are required to review all program materials in detail prior to applying, including the Program Guidelines, this Application Package and Appendices, including the Terms and Conditions and template Contribution Agreement. By submitting an application, Applicants will be required to certify that they have reviewed all these documents and agree to the Terms and Conditions of the application process in Appendix 2. Application supports from Infrastructure Institute and Toronto Alliance to End Homelessness are available for applicants and detailed in Section 4.3 of the Guidelines.

Complete applications can be made by way of email with all documents included as attachments, to [HousingSecretariatRFP@toronto.ca](mailto:HousingSecretariatRFP@toronto.ca).

### **3. PREPARING A FUNDING APPLICATION**

Applicants must complete and submit a written application that fully responds to all components as outlined in this section, and includes all required attachments, mandatory forms, and appendices. To assist in preparing and submitting a complete application, a Submission Checklist is available as Appendix 1 which lists all required submission documents.

Required sections of a complete application are described below.

#### **1. Mandatory Information – Not Scored**

##### **1.1 Letter of Introduction**

The Letter of Introduction will introduce the Applicant and the members of the team making the application to the City. The Letter of Introduction should outline in a clear and concise manner the key qualifications of the Applicant and the key features of the project. It should not exceed four pages.

##### **1.2 Table of Contents**

Include page numbers and identify all included materials in the application submission.

##### **1.3 Submission Checklist**

Using the form attached as Appendix 1, include a completed checklist as an appendix to the application.

##### **1.4 Mandatory Forms**

Using the forms attached as Appendix 3, include the Forms as an Appendix to the Application.

##### **1.5 Proponent Details - Project Data Spreadsheet**

Using the Project Data Spreadsheet attached as Appendix 4, complete the Proponent Details Tab information and attach relevant supporting documentation, including parcel register and/or land lease as appropriate.

Also attach an Organization Chart showing the relationship among all parties to the application, including the legal names of the Applicant, Registered Owner(s), Beneficial Owner(s), and General Partner(s), and any other parties to the development as part of the Letter.

## 2. Development Qualifications – 20 Points

This section of the application should demonstrate the Applicant's experience and capacity to build a range of rental housing, including Affordable Rental Housing, in accordance with the RHSP Guidelines, by providing the following:

- 2.1. A summary that demonstrates the Applicant (including partnership entities if applicable) has an experienced development management and/or construction team including the staff, organizational capacity, and ability to develop the proposed project.
- 2.2 A list of up to five (5) housing developments completed over the last ten (10) years by the Applicant (including partnership entities if applicable), containing all details listed in the template below, including references. Applicants should recreate a table in the format below to provide this information in their submission.

<b>Development Project #</b>	
Project Name and Address	
Size of the Development (number of storeys, number of residential units, number of affordable rental units)	
Required Planning Approvals	
Type of Construction Contract	
Funding and Financing Sources	
Project Tenure	
Target Tenant Group (if rental, if applicable)	
Specific Features	
Outline any specific difficulties encountered during the project and how these difficulties were overcome.	
Note the extent to which projects were completed and are operating successfully.	
<b>Reference Information</b>	
Name of reference and relationship to Applicant	
A contact name and title, telephone number, and email	
Services provided by or to the reference (i.e. construction, project management, architectural services etc.)	

- 2.3 A list of the key consultants and individuals on the Applicant's (including partnership entities if applicable) development and/or construction team (e.g. development manager, project manager, environmental consultant, architect, builder, general contractor, cost consultant etc.), citing their experience and expertise in relation to similar projects and indicating the duties and responsibilities to be assumed in the development of the proposed project.

- 2.4** Resumes for the key individuals and consultants (including partnership entities if applicable) listed as part of the development and construction team as an Attachment to the Application. The Attachment should include a signed consent form authorizing the disclosure of personal information to the City, to Canada Mortgage and Housing Corporation (CMHC), and to Miziwe Biik Development Corporation (MBDC) if applicable or its designated agent(s), for each resume that is submitted. However, the Applicant will accept all liability for disclosure if any consent is not provided to the City, CMHC, and MBDC.

### **3. Corporate Financial Viability and Financing Experience – 10 Points**

This section of the application is intended to demonstrate that the Applicant is a financially sound and viable organization that has the experience to obtain the necessary funding and financing to complete the proposed project by providing the following. If a subsidiary corporation is to be used for development or management purposes, please provide information on both the parent and subsidiary corporations:

- 3.1** A summary of the Applicants' experience and financial capacity to secure capital funding and construction financing for the purpose of developing new rental housing. Applicants must include a list of projects in the past five (5) years for which construction financing has been secured, including the amount, type, and source of financing (e.g. CMHC, private lending, etc.).
- 3.2** If the Applicant is an approved Frequent Builder as identified by CMHC, this should be indicated in the application. Include an accompanying letter/approval issued by CMHC confirming Frequent Builder status.
- 3.3** If the Applicant has been formed by another entity/entities to develop and/or manage the proposed project, provide the names of the entities and the information in 3.4 and 3.5 below with respect to each entity and describe the legal nature of the relationship and the roles and responsibilities of each party. Please provide details of how and when the parties have worked together in the past.
- 3.4** Audited financial statements for the two (2) most recent years available, including showing the status of reserve funds as an Attachment to the Application.
- 3.5** Copies of the organization's Articles of Incorporation or Letters Patent, the general and borrowing bylaws, as well as a list of the directors as an Attachment to the Application.

#### **4. Affordable and Rental Housing Management Qualifications – 15 Points**

This component of the application is intended to demonstrate the Applicant or a proposed property manager's experience in operating quality rental housing, providing sound property management, maintaining a portfolio of rental housing in a state of good repair, and the ability to provide appropriate supports to residents, by providing the following:

- 4.1** An outline that demonstrates the Applicant has the experience to effectively manage the proposed housing project over the term, including the role of any proposed property manager or contracted organizations in providing services to the building and tenants.
- 4.2** Up to three (3) examples of rental housing projects of similar size and type as the proposed project managed over the past five (5) years by the Applicant, proposed property manager, or the entities identified in 3.3. Examples of permanent rental housing should be prioritized, however experience operating transitional housing may also be provided. This must include the following:
  - Project details including address, number of units, type of units (i.e. RGI, affordable rental, supportive, market rental etc.), primary tenant group, age of building, any other relevant or unique details of the project.
  - Details of effective management strategies used by the Applicant or the proposed property manager, the property management services provided, and approach to maintenance. Please provide details of best practices, management approach, an organizational chart outlining the relationships among the parties involved, the status of any arrears and vacancies.
  - Housing stability supports provided and approach to eviction prevention, if any.
  - If supportive housing, any support services provided.
  - Reference information including their name, telephone and email contact information, relationship to the Applicant or partner, and description of what services were provided by the reference and for what period.
- 4.3** A description of the Applicant's approach to capital asset management and maintenance. The Application should demonstrate successful management of capital assets through the use of tools such as replacement of reserve funds, capital replacement reserve studies, and/or building condition assessments.
- 4.4** A list of key consultants, organizations and individuals known at this time on the Applicant's building management team, their experience, and expertise in relation to similar projects and an outline of the duties and responsibilities to be assumed in the operation and management of the building.
- 4.5** Resumes for key individuals and consultants involved in building management and any proposed support service provision as an attachment to the Application. Include a signed consent authorizing the disclosure of personal information to the City, or its designated agent, CMHC, or MBDC if applicable, for each resume that is submitted. However, the Proponent will accept all liability for disclosure if any consent is not provided to the City, CMHC, and MBDC.



## 5. Capital Funding & Construction Financing Plan – 20 Points

This section of the application is intended to demonstrate that the Applicant has a sound capital funding and financing plan to develop the proposed project, which clearly outlines all proposed funding and financing sources and justifies the requested amount of capital funding from the City. Applicant must provide the following:

- 5.1** A description of the proposed funding and financing plan for the project including details of all proposed capital funding, equity contributions, construction financing, mortgage financing and contributions or grants from other sources. Applicants must provide an indication as to how financing will be secured, when confirmation of City funding is needed to secure financing, and must also include a strategy or proposal to address any funding shortfall, if applicable.

Supporting documentation for any financing applications that are in progress must be provided (for example, Letter of Interest, Certificate of mortgage Insurance, Conditional Financing Approval, Notice of Complete Financing application, Loan Agreements, etc.)

All Applicants are encouraged to apply for funding and financing available through [CMHC's National Housing Strategy programs](#) as a component of the capital funding stack for the project. In particular, Applicants must indicate on their Application if they intend to pursue one of the following CMHC programs: Apartment Construction Loan Program, Affordable Housing Fund, Co-op Housing Development Program, or MLI Select.

**The amount of Capital Funding requested from the City of Toronto should be detailed and fully supported in the application. The City may provide up to \$260,000 in grant funding per Affordable Rental Home where an Applicant can demonstrate this funding is required to fill an outstanding equity gap after contributions from the Applicant, other government sources, and construction financing have been maximized.**

- 5.2** A completed Capital Budget (using the form attached as Appendix 4) with detailed notes on assumptions used to arrive at cost figures as an Attachment to the Application. Include cost figures for the entire development and describe the method used to estimate the costs.

**Applicants are strongly encouraged to include the highest class of cost estimate for the project (e.g. Class D, Class C), if one is available.**

- 5.3** If the Applicant intends to apply to one of the following CMHC programs, they are required to submit as part of their RHSP application a completed CMHC Financial Viability Assessment spreadsheet associated with the program as an Attachment to the Application. These are available on the CMHC website at the links below.

- [Apartment Construction Loan Program](#)
- [Affordable Housing Fund](#)
- [Co-op Housing Development Program](#)

- 5.4** A monthly cash flow plan for the City's requested Capital Funding contribution, in keeping with the anticipated development schedule from Section 6.6 which indicates the major development milestones. To be submitted as an Attachment to the Application.

NOTE: The flow of Capital Funding will be tied to the development schedule as agreed to between the Applicant and City and included in the Contribution Agreement. The City reserves the right to adjust the payment schedule should the Applicant not meet the development milestones as outlined in their application. Should approved proponents fail to meet their proposed development milestones, the Capital Funding and City's commitment to the Affordable Rental Homes may be withdrawn.

## **6. Proposed Development Plan and Schedule – 20 Points**

This section of the application is intended to provide detailed information about the proposed development project including the current development status, proposed building design, and that the project accords with the program requirements as outlined in the RHSP Guidelines, by providing the following:

- 6.1** A description of the proposed development including size, residential and non-residential components, proportion and type of Affordable Rental Housing to be provided, and any other unique features of the development. This may include reference to how the proposed design addresses the needs of the intended tenant group of the proposed project. This description should expand on the project details provided in the Project Details Tab in Appendix 4 – Project Data Spreadsheet and describe how the proposed development responds to the Affordable Rental Housing Design Guidelines particularly in relation to unit mix and sizes.
- 6.2** Details on the accessibility features of the proposed development. Applications must comply with Ontario Building Code (OBC) requirements regarding the number of accessible, barrier free units. In addition to barrier-free units, Applicants are encouraged to propose units that use adaptable or universal design features, both in the market and affordable rental components.
- 6.3** An explanation of the approach taken to achieve a high performance and low-emission building. Applications must comply with the relevant Toronto Green Standard (TGS) at the time of their planning application (as of 2024, TGS V4 Tier 1). For more information, visit the website [here](#).
- 6.4** A summary of all legal, environmental and site due diligence completed on the lands or related to the proposed project to date, and a list of additional due diligence activities planned or required. Particular attention should be paid to the status of any legal encumbrances, environmental site assessments, and to infrastructure/site servicing requirements.

- 6.5** Information related to development review status including approvals completed to date and anticipated approvals required as outlined below. **Information provided on development review status must reflect the project as specifically outlined in this application. If the project proposed in this application differs from what has been reviewed or approved through the development review process, as confirmed by Development Review staff, the application's review will be based on the confirmed status.**

As outlined in the RHSP Guidelines, Applicants are required to have completed a Pre-Application Consultation (PAC) with City staff prior to applying to this Call for Applications. The project's development review status must be reflected within the development schedule provided in Section 6.6.

Applicants should recreate the table below in their submission to provide this information for the proposed project.

	List any:	Relevant City of Toronto Application Number:
Development approvals completed		
Development applications in progress		
Anticipated additional development approvals required		

NOTE: Capital Funding is limited and will be subject to a competitive evaluation. To ensure limited funding is allocated to projects that have a viable path to construction, Applicants are required to have completed a Pre-Application Consultation (PAC) or submitted a planning application for the project through the City's Development Review Division prior to applying. Applicants that have demonstrate the ability to achieve earlier construction starts will be prioritized.

- 6.6** As an attachment, a project development schedule in legible Gantt Chart (or similar) format indicating specific dates for the development milestones, including, but not limited to, contract tendering and closing, any remaining planning and building approvals required, applying for and securing funding and financing, start of construction, completion of structural framing, substantial completion, and occupancy of the units.

## 7. Building Operating & Management Plan – 15 Points

This section of the application is intended to demonstrate that the proposed development is financially viable, can be kept at a state of good repair, and continue to provide quality, affordable, rental housing throughout the Affordability Period. This section must also speak to plans for tenanting the new homes. **Please note, access to all affordable housing units will be required to utilize the Centralized Affordable Rental Housing Access System unless otherwise approved by the Housing Secretariat through an accepted referral agreement.** Please provide the following:

- 7.1 An explanation of the roles and relationships of the various parties involved in the proposed project's operation, including what organization will be responsible for property management and any support services, if applicable; the proposed tools and approaches that will be employed to ensure the building is maintained in a state of good repair over the term of the agreement; and how tenant relations will be managed including how an eviction prevention approach will be taken.
- 7.2 A completed 10-year Operating Budget (in the form attached as Appendix 4 – see Project Data Spreadsheet), including detailed notes on assumptions to arrive at cost figures. Please include figures for the entire Property, including other components, if any. NOTE: Operating budgets are to be based on 2025 costs, showing assumptions for escalation until time of occupancy.
- 7.3 Housing Benefits deepen affordability in affordable rental homes to rents that are geared to household income (RGI). A minimum of 20% of the affordable rental homes in the project must be made available for Housing Benefits. Provide a summary of the percentage of Affordable Rental Homes for which you are requesting Housing Benefits for beyond the minimum 20% requirement.). Where available this should include details on other operating funding sources for Housing Benefits, and a breakdown of what percentage of units will be made available for Housing Benefits through other sources, and what from the City. Provide documentation to confirm and/or details of how and when confirmation will be provided for any other sources and their amounts.

Applicants should recreate the table below in their submission to provide this information for the proposed project.

Category	Value
Proposed percentage of affordable rental units to be made available to households in receipt of Housing Benefits	
Estimated total annual operating funding required for Housing Benefits	
Confirmed non-City operating funding sources for Housing Benefits	
Requested City operating funding for Housing Benefits	

- 7.4** Describe the proposed tenant group for the housing project, if any. Include any details of support services to be provided for tenants to assist in their housing stability, if applicable. Note that approval of a successful project does not endorse the proposed intended tenant group - all access pathways and tenant groups must be approved by the City as part of an Access Plan.

If applicable, include any proposed details on referral agreements/head leases with non-profit organizations and outline the intended tenant groups associated with these units. For proposed referral agreements, Applicants are encouraged to consult the City's HousingTO Plan and identify intended tenant groups who are among the City's priority population groups, including women and gender diverse people, Indigenous peoples, Black and racialized groups, seniors, youth, 2SLGBTQ+ communities, people with disabilities, and people experiencing homelessness. Applicants are encouraged to describe how the operation and management plans will address the needs of intended tenant group(s).

## **8. Community Consultation and Communications Plan – 5 Points**

This component of the application is intended to demonstrate the Applicant's capacity and plans to engage and consult with the local community and relevant stakeholders, to facilitate the successful delivery of the project, and establish positive relations with the community. Please provide the following:

- 8.1** A summary of any engagement with community and elected officials that has been completed to date, and an outline of any specific neighborhood issues identified which may require particular attention in the community consultation and communication plan, and.
- 8.2** An outline of the proposed community consultation and communication plan going forward, which reflects the development life cycle of the project (i.e. consultations required as part of securing municipal approvals, communications required during construction, etc.).
- 8.3** Where already completed as part of the process of securing municipal planning approvals, a summary of the community consultation and communication activities undertaken.

## 4. EVALUATION

Applications will be evaluated based on the Review Criteria below. Applications must score a minimum of 70% to pass. Passing applications will then be prioritized based on overall score and the prioritization criteria also outlined below. Prioritized applications will be recommended to City Council for final approval.

Review Criteria		Available Points
1	Mandatory Information and Executive Summary	Not scored
2	Development Qualifications	20
3	Corporate Financial Viability & Financing Experience	10
4	Affordable and Rental Housing Management Qualifications	15
5	Proposed Capital Funding and Financing Plan	20
6	Proposed Development Plan and Schedule	20
7	Building Operating and Management Plan	10
8	Community Consultation and Communications Plan	5
TOTAL		100 Points

## **Prioritization**

Projects that demonstrate they are advancing the City's priorities under the HousingTO Plan will be prioritized to receive Capital Funding. Projects meeting some or all of the following criteria will be prioritized in the evaluation process:

- i. Proposals from Community Housing Providers with experience working with the City to deliver or operate Community Housing;
- ii. Proposals for Supportive Housing, particularly where the Applicant can demonstrate access to other sources of operating funding for support services;
- iii. Proposals offering a higher number and/or percentage of Affordable Rental Homes than the minimum requirement of 20%;
- iv. Proposals that include longer terms of affordability for Affordable Rental Homes, up to 99 years;
- v. Proposals that are eligible for or have secured funding and/or low-cost financing from other orders of government, and require smaller amounts of RHSP Capital Funding from the City;
- vi. Proposals that demonstrate the ability to achieve earlier construction start, by having progressed through the Development Review process;
- vii. Proposals that include more Affordable Rental Homes sized as family units (2-3 bedrooms) than required in the City's Affordable Rental Housing Design Guidelines, where appropriate based on the intended tenant group;
- viii. Proposals from projects led by and/or intending to serve priority populations including Indigenous, Black and racialized communities, women and gender diverse people, seniors, youth, 2SLGBTQ+ communities, people with disabilities, people experiencing homelessness, and other equity-deserving groups; and
- ix. Proposals that exceed minimum City requirements related to energy efficiency and accessibility.