



CITY OF TORONTO

Invitation to Prequalify Community Housing Providers ("Invitation") for Affordable Housing Projects

Issued: June 2, 2026

Submission Deadline: July 24, 2026

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SECTION 1 – OVERVIEW AND TIMELINES

1.1 Introduction

- 1.1.1. The City of Toronto's [HousingTO 2020-2030 Action Plan](#) sets a target of approving 65,000 rent-controlled homes including affordable rental homes, rent-geared to-income homes, and supportive homes, by 2030. In 2025, City Council adopted the [Toronto Builds Policy Framework](#), which guides the City's approach to redevelop public land to create a range of new rental homes, including in partnership with the community housing sector.
- 1.1.2. To support the successful delivery and operation of homes for Toronto residents, the City of Toronto ("the City") is launching this Invitation process to prequalify multiple experienced Community Housing Providers and Umbrella Organizations, in order to streamline subsequent selection processes for a variety of specific Housing projects on public land and/or being developed in partnership with the City, that may range in size from 10 to 200 units or more, depending on the specific site and context. The City intends to establish a list of Prequalified Housing Providers in the following categories:
- Category 1: Operation of Affordable Rental Housing;
 - Category 2: Operation of Supportive Housing;
 - Category 3: Development and Operation of Affordable Rental Housing
 - Category 4: Development and Operation of Supportive Housing.
- 1.1.3. To be eligible for prequalification, Applicants must meet the evaluation criteria for Category 1 (Operation of Affordable Rental Housing) and may also seek to be prequalified in one or more other categories.
- 1.1.4. Through this Invitation process, the City will look to prequalify all Community Housing Providers and Umbrella Organizations that can satisfy the evaluation criteria in one or more Categories as outlined in the previous section. As opportunities to develop and/or operate Affordable Rental Housing and Supportive Housing projects arise over the next four years, the City may elect to give those prequalified through this invitation in the relevant category or categories the opportunity to make proposals in respect of specific Housing Projects through a Second Stage Request For Proposals (RFP) process as outlined in Appendix 3. Where authorized by City Council, the City may also prioritize those prequalified through this invitation when considering development partners or operators on a non-competitive basis.
- 1.1.5. This Invitation is intended only for Community Housing Providers and Umbrella Organizations. The City invites the following types of organizations to submit proposals in response to this Invitation:
- Non-profit Housing Organizations;
 - Non-profit Housing Co-operatives;
 - Indigenous Housing Providers; and,

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- Umbrella Organizations
- 1.1.6. The terms and conditions found in this Invitation, including Section 4, relate to the process for prequalification of Community Housing Providers and Umbrella Organizations. Prequalified Housing Providers selected through this Invitation will be required to enter into a Framework Agreement with the City, in the form set out in the Framework Agreement included with this Invitation, which will set out the terms of their participation in the Prequalified Housing Provider List.
 - 1.1.7. The terms and conditions applicable to any Second Stage RFP are as set out in the Framework Agreement. Details of any Housing Projects offered to the Prequalified Housing Provider List and related terms and conditions will be set out in the Second Stage RFP, including related legal agreements.
 - 1.1.8. Prequalified Housing Providers will maintain prequalified status for a term of four (4) years (the “**Term**”), which Term may be extended or terminated at the City's sole discretion, as more particularly set out within the Framework Agreement.
 - 1.1.9. Prequalified Housing Providers will be required to review the information contained in their Submission every year and advise the City of any changes in accordance with the Framework Agreement. The City also reserves the right to request updated information or confirmation respecting previously submitted information at any time during the Term.
 - 1.1.10. The City may remove or add Community Housing Providers and Umbrella Organizations to the Prequalified Housing Provider List within the Term as more particularly set out in the Framework Agreement.
 - 1.1.11. No legal relationship or obligation will be created between an Applicant and the City unless and until a Framework Agreement is executed between the Applicant and the City. No legal relationship or obligation will be created between Prequalified Housing Providers and the City through this Invitation process, other than as set out in the Framework Agreement, until: (i) a Second Stage RFP has been issued; (ii) a Prequalified Housing Provider is selected for a Housing Project; and (iii) a written agreement has been executed between the City and the Prequalified Housing Provider, which may include the acceptance of a signed offer to lease by the City, execution of a lease/sub-lease, a contribution agreement, or other agreements as required (the “**Housing Project Agreements**”). Prequalified Housing Providers will be contacted regarding any Second Stage RFPs in accordance with the process set out in the Framework Agreement. The City at its discretion may choose not to use the Prequalified Housing Providers List for Housing Projects within the Term.
 - 1.1.12. Prequalified Housing Providers will not automatically meet the Housing Project requirements of any Second Stage RFP. The factors which were examined during this Invitation process may not be re-examined or re-evaluated by the City during the consideration and selection process associated with any Second Stage RFP. It will be necessary for a Prequalified Housing Provider to demonstrate its qualifications with respect to the Housing Project through its proposal in response to a Second Stage RFP.
 - 1.1.13. This Invitation shall be governed by and interpreted in accordance with the process terms and conditions set out in Section 4 (General Invitation Process Terms and Conditions).

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1.2 City Contacts

1.2.1. The contact person at the City for all matters related to the Invitation process (the “**City Contact**”) is set out below:

Name and Title
Name: Gwen Potter-King
Title: Senior Strategic Policy Consultant
Email: HousingSecretariatRFP@toronto.ca

1.2.2. All communications relating to this Invitation must be submitted to the City Contact by email.

1.2.3. Only communications received by the City Contact in the manner permitted by this Section 1.2 (City Contact) will be considered in the Invitation process.

1.3 Invitation Documents

1.3.1. Prior to submitting a Submission, prospective Applicants shall examine all components of the Invitation (including all reference documents, appendices, forms and Addenda) and, in accordance with Section 4.4 (Questions) promptly notify the City Contact of any perceived errors, omissions, conflicts, ambiguities or discrepancies in the Invitation.

1.3.2. It shall be the responsibility of each Applicant to acquire from online or other sources or in person from the City Contact, as specified in the Invitation, any document that is referenced or mentioned in this Invitation which is not included herein.

1.3.3. The failure of any Applicant to acquire, receive or examine any document, form, Addendum, or policy shall not relieve the Applicant of any obligation with respect to its Submission. The City is not responsible for any misunderstanding on the part of any Applicants concerning this Invitation or its processes.

1.4 Invitation Timetable

1.4.1. The City’s currently proposed schedule for each step in the Invitation process is set out in the table below. Registration for virtual information meetings will be posted on the Open Calls for Affordable Housing Initiatives – City of Toronto website **one week prior to the information sessions.**

Event	Date /Time
1. Issue Date of Invitation on the City Website	June 2, 2026,

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2. Optional Pre-Submission Information Virtual Meeting	June 23, 2026, 9:30am – 11:00am
3. Optional Pre-Submission Information Virtual Meeting for Indigenous Housing Providers	Date and time to be confirmed
4. Deadline for Questions	July 6, 2026
5. Submission Deadline	July 24, 2026, 4:00pm
6. Rectification Period	July 23-July 30, 2026
7. Anticipated Selection of Prequalified Housing Providers and Execution of Framework Agreements	September 2026

The City reserves the right to, in the City’s sole and absolute discretion, at any time:

- a) revise the Invitation schedule, to accelerate, eliminate or postpone any of the dates or times set out in this Invitation, including the Submission Deadline;
- b) to add to, delete or re-order any of the milestones set out in this Invitation, at any time; or modify the Invitation process.

1.5 Information Meetings

All Housing Providers are encouraged to attend an optional meeting to familiarize themselves with this Invitation process. The optional meeting will take place virtually at 9:30am on June 23, 2026.

An additional optional information session for Indigenous Housing Providers will be scheduled and the date will be posted to the City’s Open Calls for Affordable Housing Initiatives page once confirmed.

SECTION 2 – SUBMISSION REQUIREMENTS

This Section lists the requirements for Submissions. All Community Housing Providers and Umbrella Organizations seeking to be pre-qualified through this Invitation (“Applicants”) must fully respond to the Mandatory Submission Requirements in the following sections:

- 2.1 Executive Summary
- 2.2 Organizational Qualifications
- 2.3 Corporate Financial Viability
- 2.4 Affordable Rental Housing Management Qualifications
- 2.5 Mandatory Submission Form

In addition to those listed above, Applicants seeking to be prequalified in the Development and/or Supportive Housing Operation categories must complete the relevant section(s):

- 2.6 Development Qualifications
- 2.7 Supportive Housing Qualifications

To assist in the preparation of Submissions, Appendix 2 contains a Submission Checklist for Applicants of all required documents.

Mandatory Submission Requirements

2.1. Executive Summary (Not Scored)

2.1.1. Letter of Introduction

The Letter of Introduction will introduce the Applicant to the City by setting out a brief outline of the Applicant and the members of the team making the Submission. The Letter of Introduction should be signed by the person(s) authorized to sign on behalf of, and to bind the Applicant to, statements made and information contained in the Submission.

2.1.2. Table of Contents

Include page numbers and identify all included materials in the Submission including appendices and their tab numbers.

2.1.3. Summary of Submission

The summary should outline in a clear and concise manner the key qualifications of the Applicant, including the categories the Applicant is seeking to be qualified for.

2.2. Organizational Profile

2.2.1. Organizational history: Provide a brief (1 to 2 pages) profile and summary of the organization’s history including the date the organization started and its growth, services offered by the organization, total number of employees, major funders, and current major strategic partnerships.

2.2.2. Organizational vision: Provide a brief (1 to 2 pages) summary of the organization's major strategic objectives over the next 5-to-10-year time period. This may include specific

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plans to expand services or introduce new services, advance specific partnership, change organizational mandates, or other priorities of the organization.

2.2.3. Corporate Information

Please attach copies of the organization's Articles of Incorporation or Letters Patent, the general and borrowing by-laws, as well as a list of the directors including first and last names, years served on the board, and position on the board.

2.2.4. The Submission should be on behalf of a single legal entity only, which entity would sign the Framework Agreement, if prequalified, and enter into any Housing Project Agreements with the City, if successful in any Second Stage RFP. If the Applicant has been formed for this purpose, provide information about each member organization. Describe the legal nature of the relationship and the roles and responsibilities of each member organization. Provide details of how and when the organizations have worked together in the past, if available.

2.2.5. Board of Directors

Please attach the board motion approving the Submission.

2.3. Affordable Rental Housing Management Qualifications

This section must demonstrate the Applicant or any direct or indirect controlling organization's experience in operating a range of good quality rental housing, providing property management services, and maintaining a portfolio of rental housing in a state of good repair. This may also include examples of the Applicant's experience working with a Supporting Organization to provide property management services, or experience.

Applicants that work with one or more Supporting Organizations must provide details of how they selected the Supporting Organization(s) and the nature of the partnership(s), including the roles and responsibilities of the Applicant and any Supporting Organization(s).

Applicants that are Umbrella Organizations must provide details of how they enable the creation of Community Housing Providers to operate Affordable Rental Housing, including describing any ongoing role and relationship for the Umbrella Organization to ensure the success of a Community Housing Provider.

Provide the following details:

2.3.1. An outline that demonstrates the Applicant's ability to effectively manage Affordable Rental Housing by summarizing experience in property management and maintenance of multi-unit purpose-built rental buildings, which may include rent-controlled, affordable, supportive, transitional, or social/rent-geared-to-income housing. This outline should broadly introduce the organization's experience in this area. Applicants should provide a summary of their current portfolio of purpose-built rental projects including: the property ownership/sub-lease arrangement, size of building (storeys), building type and systems, number of units and breakdown by housing type (e.g. affordable, supportive, etc.), and location (in table form or as an appendix is acceptable). Applicants that work with one or more Supporting Organizations to operate Affordable Rental Housing must describe the partnership model they use, how they selected their Supporting Organization(s), the role of the Applicant and the Supporting Organization(s). Umbrella Organizations must

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describe the portfolio of purpose-built rental housing projects for which they played a direct role in creating a project-specific Community Housing Provider to operate the homes and describe any ongoing role in these projects.

2.3.2. Detailed case studies/examples for at least two (2) and no more than four (4) affordable, transitional, social, or supportive housing projects managed over the past five (5) years by the Applicant or any direct or indirect controlling organization, or by the Applicant in partnership with a Supporting Organization. The case studies should include:

- a description of the property, highlighting the type and size of the building, age of building, number of units, location, and any other relevant features of the property (Applicants are encouraged to include a variety of projects of different sizes);
- a description of the housing program (e.g. rent-geared-to-income, affordable, mixed), project residents (e.g. if the building houses seniors, women and children, single adults exiting homelessness, etc.), and nature of tenure (e.g. transitional, permanent);
- a description of any specific difficulties encountered in the management and maintenance of the project, if applicable, and how they were overcome.
- Applicants that work with one or more Supporting Organizations to operate Affordable Rental Housing must provide a description of the partnership(s), how they were established and the role of the Applicant and the Supporting Organization(s).
- Applicants that are Umbrella Organizations must provide a detailed description of their role in creating a project-specific Community Housing Provider for their case studies and identify how they ensured the entities they create have the qualifications and capacity to effectively manage these projects.

2.3.3. References for each of the case studies/examples, including:

- name of the reference and their relationship to the Applicant;
- a contact name and title, postal address, telephone number, e-mail and website, if any, for a reference for the project; and
- services provided to the reference and for what period.

2.3.4. Information on the Applicant's approach to capital asset management and maintenance, including organizational capital management strategies, plans, or policies. This section must demonstrate successful management of capital assets through the use of tools such as replacement reserve funds, capital replacement reserve studies and/or building condition assessments, using examples as appropriate. Applicants that work with one or more Supporting Organization(s) to operate Affordable Rental Housing must include the Applicant's and Supporting Organization(s) roles in managing capital assets. Applicants that are Umbrella Organizations must also describe how the entities they have created

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meet these requirements described above and describe any ongoing role for the Applicant in managing capital assets.

- 2.3.5. Please summarize your organization's commitment and experience to participate in the City of Toronto's Affordable Housing Access Systems ("Access System"), including the preparation of Access Plans for approval by the City, and participating in the Choice-based Housing Offer Process (MyAccessToHousingTO), and/or any experience with managing Referral Agreements. Applicants must acknowledge the City is creating a centralized affordable housing access system and agree to participate in this Access System when tenanting new affordable rental homes, unless otherwise approved in an Access Plan.
- 2.3.6. A list of and resumes for key individuals and consultants (if known at this time) employed or retained by the Applicant that would be involved in property management indicating their experience and expertise in operating Affordable Rental Housing, including a signed consent authorizing the disclosure of personal information to the City, for each resume that is submitted. However, the Housing Provider will accept all liability for disclosure if any consent is not provided to the City.
- 2.3.7. Applicants that currently work with (a) Supporting Organization(s) to manage Affordable Rental Housing must provide a list of the Supporting Organization(s) with which they partner, the form of partnership typically used including division of roles and responsibilities, and the key individuals involved in property management. A signed consent authorizing the disclosure of this information to the City for each Supporting Organization is required. However, the Applicant will accept all liability for disclosure if any consent is not provided to the City.

2.4. Corporate Financial Viability

In this section, the Applicant must demonstrate they are a financially sound and viable organization that has the experience and capability to successfully operate a project by providing the following:

- 2.4.1. A summary of the organization's financial capacity and experience in sound financial management of Affordable Rental Housing, including operating housing budgets. Describe the processes, tools, or methods used by your organization, any direct or indirect controlling organization, or your organization in partnership with a Supporting Organization, to monitor and control budgets and support long-term financial sustainability, with reference to the size of the budget(s), including but not limited to budgeting and forecasting, cost management and reserve planning. Umbrella Organizations must describe how they ensure that project-specific Community Housing Providers have the financial capacity and experience to operate Affordable Rental Housing as described. Applicants may describe and provide evidence of their experience managing housing projects in a state of good repair over the long term.
- 2.4.2. Demonstrated organizational experience in the delivery of programs and services funded by government, including housing benefits, housing support services funding and/or housing capital/repair funding. A proven track record of effectively delivering programs or services funded by the City of Toronto will be considered an asset.
- 2.4.3. Proof of financial viability - audited financial statements or annual report for the two (2) most recent financial years available.

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2.5. Mandatory Submission Form

- 2.5.1. Each Applicant shall complete and submit all information and respond to all items in the mandatory submission form set out in Appendix 1 (Mandatory Submission Form) (“**Mandatory Submission Form**”).
- 2.5.2. The Proposal Submission Form contains confirmatory statements and declarations and requires the Applicant to provide contact information and other details about its Submission.

Submission Requirements to be Prequalified in Additional Categories

2.6. Development Qualifications

In this section, the Applicant must demonstrate their experience and capacity to build high-quality, purpose-built, affordable and/or supportive rental housing. Please note, a thorough response to this section is mandatory in order to be eligible to be pre-qualified for development opportunities.

Applicants who lead development projects by working with one or more Supporting Organizations must identify how they selected the Supporting Organization(s) and the roles and responsibilities of the Applicant and the Supporting Organization(s), in addition to describing how they meet the requirements described below through these partnerships.

Applicants that are Umbrella Organizations must also describe the role of entities they create in facilitating the development of Affordable Rental Housing, and their ongoing role in leading development projects.

The following must be included in the submission:

- 2.6.1. An outline that demonstrates the Applicant or any direct or indirect controlling organization has a robust development management and/or construction team including the staff, organizational capacity, housing development experience and/or construction capability to advance Affordable Rental Housing through due diligence, design, planning approvals, construction and to completion. This may include a summary of how these qualifications are met through employees of the Applicant, or a summary that demonstrates the Applicant’s experience establishing partnerships with one or more Supporting Organizations or creating a project-specific Community Housing Provider to provide these services on previous development projects.
- 2.6.2. Details of all housing developments in pre-construction, under construction, and completed by the Applicant or any direct or indirect controlling organization, the Applicant in partnership with a Supporting Organization, or a project-specific Community Housing Provider created by an Applicant that is an Umbrella Organization, over the last 10 years, including the construction start and completion date, building size, location, planning approvals required, construction type, mix of unit type and tenure, and any unique features. For each development, include information on the role of the Applicant in the development, as well as all related entities, partners, or hired consulting and development firms and their roles. Note any specific difficulties which were encountered and outline how they were overcome.

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- 2.6.3. Demonstration the Applicant has the financial capacity and experience to obtain and secure the necessary funding and/or financing for new development, by providing the following:
- Details of funding and/or financing secured by the Applicant, any direct or indirect controlling organization, or the Applicant in partnership with a Supporting Organization for development projects completed in the last 10 years including the building address, size, amount of capital funding and financing secured in relation to the total development costs, the name of the lender, source/type of financing (e.g. CMHC program, private lender), and amount of equity contributed by the proponent.
- 2.6.4. A summary of the Applicant or any direct or indirect controlling organization's approach to anticipating and managing risk throughout the development process. This may include tools or strategies used to identify, evaluate, and mitigate risks, specific experience on previous development projects managing risk, and/or experience retaining professional services to manage risks related to cost, schedule, quality, or other elements. Applicants that work with one or more Supporting Organizations and Applicants that are Umbrella Organizations must describe their approach to managing risk in the context of these partnerships, including the role of the Applicant and any Supporting Organization(s).
- 2.6.5. A summary of the Applicant or any direct or indirect controlling organization's experience with building and maintaining positive neighbour, community, and stakeholder relations through the development process. This may include a description of how the Applicant has worked with (a) Supporting Organization(s) or project-specific Community Housing Providers created by the Applicant to build and maintain positive neighbour, community and stakeholder relations. This section should include a summary of experience leading community engagement related to new housing projects, and experience maintaining positive relationships with neighbours and stakeholders, including with reference to specific examples.
- 2.6.6. References for housing projects completed by the Applicant, any direct or indirect controlling organization, the Applicant in partnership with a Supporting Organization, or a project-specific Community Housing Provider created by the Applicant over the past five (5) years must include:
- name of the reference and relationship to the Applicant;
 - a contact name and title, postal address, telephone number, email and website, if any;
 - a description of the project - highlighting its date, scale and whether it was completed on schedule and on budget;
 - the timing and duration of the involvement in the project; and
 - services provided to or by the reference (i.e., construction, project management or architectural services).
- 2.6.7. Resumes for key individuals and consultants employed or retained by the Applicant or any direct or indirect controlling organization as an appendix to the proposal indicating

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their experience and expertise in affordable housing development. Include a signed consent form authorizing the disclosure of personal information to the City, 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.

- 2.6.8. Applicants that currently work with (a) Supporting Organization(s) to develop Affordable and/or Supportive Housing projects and Applicants that are Umbrella Organizations must provide a list of the Supporting Organization(s) with which they partner, the form of partnership typically used including division of roles and responsibilities, and the key individuals involved in development. A signed consent authorizing the disclosure of this information to the City for each Supporting Organization is required. However, the Applicant will accept all liability for disclosure if any consent is not provided to the City.

2.7. Supportive Housing Qualifications

This section must demonstrate the Housing Provider's experience and qualifications in delivering a range of housing and well-being support services and serving vulnerable or marginalized populations ("Priority Populations"). Please note a thorough response to this section is mandatory in order to be eligible to be pre-qualified for Supportive Housing opportunities.

Applicants who operate Supportive Housing by working with one or more Supporting Organizations must identify how they selected the Supporting Organization(s) and the roles and responsibilities of the Applicant and the Supporting Organization(s) and describe how they work with the Supporting Organization(s) to meet the requirements outlined below.

Applicants that are Umbrella Organizations who do not directly own or operate Supportive Housing must provide details of how they enable the creation of project-specific Community Housing Providers to operate Supportive Housing, including describing any ongoing role and relationship for the Umbrella Organization. The following must be provided in the submission:

- 2.7.1. Please describe the qualifications (skills and experience) of your organization for delivering culturally-responsive, trauma-informed support services that serve individuals who are at risk of or experiencing homelessness, particularly chronic homelessness, with particular attention to each of the support service components outlined in Appendix 4. This may include experience delivering these services directly, establishing partnerships with other organizations to deliver support services, or a combination of the above, or experience in creating project-specific Community Housing Providers that deliver support services.
- 2.7.2. Detailed case studies of at least two (2) and no more than four (4) Supportive Housing projects managed over the past five (5) years by the Applicant or the Applicant in partnership with (a) Supporting Organization(s), or a project-specific Community Housing Provider created by an Applicant that is an Umbrella Organization. The case studies should include:
- a description of the project highlighting the size of the building, number of units, location, and any other relevant features of the property (Applicants are encouraged to include a variety of projects from different sizes);
 - a description of the Supportive Housing program including the staffing model, support services provided, approach to case management, and any

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partnerships with other community-based organizations and health/mental health care organizations

- a profile of the programs' clients (e.g. if the program supports seniors, women and children, single adults exiting homelessness, etc.), and nature of tenure (e.g. transitional, permanent);
- Financial information including the source of support services funding, a summary of any funding agreements with government for support funding, and total annual amount of support services funding.
- a contact name and title, postal address, telephone number, e-mail and website, if any, for a reference for the project;

2.7.3. Please summarize your organization, or any direct or indirect controlling organization's qualifications (skills and experience) to participate in the City of Toronto's Coordinated Access System. Applicants must acknowledge they will accept referrals from the City of Toronto's Coordinated Access System, specifically the Priority Access to Housing and Supports (PATHS) process, unless otherwise approved in an Access Plan.

2.7.4. Provide a brief outline that indicates the Priority Population(s) the Applicant has experience supporting, either directly or through (a) partnership(s) with a Supporting Organization and demonstrates experience and qualifications with supporting the selected Priority Population(s). Applicants are encouraged to select only those populations for which they can demonstrate specific experience and qualifications supporting to achieve positive housing and well-being outcomes. This should include references to any specialized housing or support programs, and any positions or staff qualifications within the organization intended to support the Priority Population.

2.8. General Submission Requirements

2.8.1. Submissions must be submitted by email prior to the Submission Deadline to the City Contact. Submissions will be deemed to be received on the date that they are sent. Submissions will be rejected as non-compliant if submitted by any other mechanism including, but not limited to, post, courier, fax, or orally, unless specifically requested by the City Contact by way of Addendum.

2.8.2. The City will not accept any Submissions that are attempted to be submitted after the Submission Deadline.

2.8.3. It is the Applicant's sole responsibility to ensure its Submission is received by the Submission Deadline in accordance with the requirements of this Invitation. The receipt of a Submission can be delayed due to a number of factors including "internet traffic", file transfer size and transmission speed. The Applicant should allow sufficient time to ensure that technical issues do not impede its ability to submit its Submission before the Submission Deadline.

2.8.4. Applicants must submit their Submissions in the format presented, prescribed and compatible with the requirements of the Invitation, including all attachments. Failure to fully complete the forms presented in this Invitation or to include and submit the required attachments or separate documentation, as applicable, may result in the Submission being rejected as non-compliant.

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2.8.5. The forms, documents and other items outlined in this Section 1.9 (Submissions) must be completed in their entirety and in accordance with the requirements of the Invitation. Failure to so submit any such items may result in the Submission being rejected as non-compliant.

(1) Any documents forming part of Submission must:

- i. not be defective, corrupted or blank;
- ii. be provided in Word or PDF format and be able to be opened and viewed by the City; and
- iii. not have a security password.

(2) All Applicants should exercise extreme care when completing their Submissions, as failure to complete the Submission fully or to comply with the requirements of this Invitation may cause the Submission to be rejected as non-compliant.

(3) The Applicant shall complete and submit all information required in Section 2 of this Invitation (Submission Requirements), including all forms.

(4) In addition to reviewing the Submission Materials, the City reserves the right to verify past performance of the Applicant with the City's performance records on relevant City projects (including the City's agencies and corporations).

SECTION 3 – EVALUATION

3.1. Stages of Evaluation

The City will conduct the evaluation of Submissions in the following stages.

3.1.1. Stage 1: Submission Requirements

The Submissions will be reviewed to determine whether they comply with all of the mandatory requirements of the Invitation, including the requirements of Section 2 (Submission Requirements).

All Submissions must include the following:

- (1) Application Checklist
- (2) Mandatory Submission Form
- (3) Executive Summary
- (4) Organizational Profile
- (5) Affordable Rental Housing Operation Qualifications (scored)
- (6) Corporate Financial Viability (scored)

Applicants seeking to be prequalified in optional categories must also submit the following sections:

- (1) Development Qualifications (scored)
- (2) Supportive Housing Operation Qualifications (scored)

If a Submission fails to satisfy all of the mandatory submission requirements, the City will issue the Applicant a rectification notice identifying the deficiencies and providing the Housing Provider an opportunity to rectify the deficiencies. If the Submission fails to satisfy the mandatory submission requirements within the rectification period identified in Section 1.4 its Submission will be excluded from further consideration. The rectification period will begin to run from the date and time that the City issues a rectification notice to the Applicant.

Each Submission will be evaluated using consistent selection criteria in order to determine eligibility of Applicants, generally, and separately evaluated for optional qualifications related to development and/or Supportive Housing. The Submission Evaluation Tables for general qualification and for optional qualifications are included in Section 3.6.

3.1.2. Stage 2: Binding Agreement following Second Stage Request for Proposal

The selection of Prequalified Housing Providers through this Invitation by the City will not constitute a legally binding offer to enter into an agreement on the part of the City or the Prequalified Housing Provider and there will be no legally binding relationship created with any Prequalified Housing Provider prior to the execution of a Housing Project Agreement.

Invitation to Prequalify Not-for Profit Housing Providers

Section 3 – Evaluation

3.2. Evaluation and Selection Process

- 3.2.1. The Selection Committee will be comprised of members from the Housing Secretariat, Housing Development Office, and other relevant City staff as determined by the Executive Director, Housing Secretariat and Executive Director, Housing Development Office. The Selection Committee may at its sole discretion retain additional committee members or advisors.
- 3.2.2. The Selection Committee will evaluate Submissions based on the information provided by the Applicants in their Submissions. Submissions will be scored but not ranked. Applicants that achieve an overall score of 70% or more in Affordable Housing Operation or achieve an overall score of 70% or more in Affordable Housing Operation and one or both of the optional qualification areas (Supportive Housing Operation and Development), as set out in section 3.6, will be selected to qualify to respond to Second Stage RFPs. If an Applicant is selected as a Prequalified Housing Provider, ranking will only occur through the Second Stage RFP. Further selection details are stated in the Evaluation Tables (Section 3.6).
- 3.2.3. The City may elect to require one or more Applicants to attend an interview with the Selection Committee. The interview will be used to clarify information in Submissions only. No new information is permitted through the interview, nor are Applicants able to modify any elements of their submission through the interview. The interview will be used to confirm or clarify information in the Submission before the Selection Committee makes a final decision. Interviews may be conducted in person, by phone or through an electronic video conferencing platform, at the discretion of the Selection Committee.
- 3.2.4. The representatives of an Applicant who attend an interview are expected to be knowledgeable in the content of the Invitation and the Submission. The Selection Committee may interview any Applicant(s) without interviewing others, and the City will be under no obligation to notify those Applicants not receiving an invitation for an interview. No Applicant will be entitled to be present during, or otherwise receive, any information regarding any interview with any other Applicant.
- 3.2.5. The Selection Committee may also ask Applicants for clarification in writing. A request for clarification is only intended to remove contradictions or ambiguities in a Submission to permit a fair evaluation. No new information is allowed. The Selection Committee may request this further information from one or more Applicant and not from others. Any information provided in writing by an Applicant in response to a request for clarification will form part of their formal Submission

3.3. Selection of Prequalified Housing Providers

- 3.3.1. Applicants who are qualified through this Invitation Process will be notified in writing by the City. The Applicant will be required to execute the Framework Agreement in accordance with the timeline and any other terms set out therein, following which the Applicant will be confirmed as a Prequalified Housing Provider. The results will also be available on the City's website: <https://www.toronto.ca/community-people/housing-shelter/building-affordable-homes/housing-initiatives/>.
- 3.3.2. The process for the selection of a Prequalified Housing Provider for a Specific Project will be as set out in the Framework Agreement and as may be further detailed in the

Invitation to Prequalify Not-for Profit Housing Providers

Section 3 – Evaluation

Second Stage RFP and subject to the terms and conditions contained therein, including any agreements appended thereto.

3.4. Offers to Agencies and Corporations

After acceptance of a Submission, the Prequalified Housing Provider acknowledges and agrees that the City may inform its agencies and corporations of the Prequalified Housing Provider selection. The agencies and corporations may rely on the qualifications confirmed by the City through this Invitation process and invite the Prequalified Housing Provider to respond to requests for proposals (or similar offerings) in relation to the operation of Affordable and/or Supportive Housing Projects and if selected, the Prequalified Housing Provider shall use commercially reasonable efforts to negotiate a separate and distinct contract with the applicable agency or corporation based on the terms set out in the project specific offering. The Prequalified Housing Provider further acknowledges and agrees that the City shall not be liable for any separate contracts negotiated with any of the City's agencies and corporations by the Prequalified Housing Provider.

3.5. Debriefing

Unsuccessful Applicants may request a debriefing after receipt of notification of the outcome of the selection process. All requests must be in writing to the City Contact by email and must be made within sixty (60) days of notification of the outcome of the selection process. The intent of the debriefing information session is to aid the Applicant in presenting a better submission in subsequent opportunities. Any debriefing provided is at the sole and absolute discretion of the City, and not for the purpose of providing an opportunity to challenge the Invitation process.

Invitation to Prequalify Not-for Profit Housing Providers
Section 3 – Evaluation

3.6. Evaluation Tables

Below are the evaluation criteria which will be used to evaluate submissions and determine whether an Applicant has been successful through this invitation to prequalify. Please note there are unique evaluation criteria for Affordable Rental Housing Operation, Supportive Housing Operation, and Development.

All Applicants must score 70% overall in Category 1 to be deemed Prequalified. Applicants who are seeking prequalification for Category 2, Category 3 or Category 4 must also meet additional requirements, as outlined below:

- (1) Category 1 (Operation of Affordable Housing): Applicants must score 70% overall in Operation of Affordable Rental Housing
- (2) Category 2 (Operation of Supportive Housing): Applicants must score 70% overall in each of Operation of Affordable Rental Housing AND Operation of Supportive Housing
- (3) Category 3 (Development and Operation of Affordable Rental Housing): Applicants must score 70% overall in each of Operation of Affordable Rental Housing AND Development
- (4) Category 4 (Development and Operation of Supportive Housing): Applicants must score 70% overall in each of Operation of Affordable Housing AND Operation of Supportive Housing AND Development

Operation of Affordable Rental Housing

Selection Criteria	Score
Skills and experience managing affordable rental housing including tenant relations, property management and maintenance, including case studies	40
Approach to capital asset management	20
Experience with City Access Systems	10
Corporate financial viability	30
Total	100

Operation of Supportive Housing

Selection Criteria	Score
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Invitation to Prequalify Not-for Profit Housing Providers
Section 3 – Evaluation

Qualifications (skills and experience) delivering support services, including case studies.	50
Skills and experience participating in City housing access systems	20
Experience supporting priority populations	30
Total	100

Development of Affordable/Supportive Rental Housing

Selection Criteria	Score
Development Management experience, including case studies demonstrating relevant experience	40
Financial capacity and experience securing development funding and/or financing	30
Managing development risk	20
Community engagement and consultation	10

SECTION 4 – GENERAL PROCESS TERMS AND CONDITIONS

4.1. No Incorporation by Reference

The entire content of the Applicant's Submission should be submitted in a fixed form and the content of websites or other external documents referred to in the Applicant's Submission will not be considered to form part of the Submission.

4.2. Prohibited Communications

4.2.1. Applicants and prospective Applicants shall not, and shall cause their representatives not to discuss, disclose or communicate, directly or indirectly, any details pertaining to or in connection with their Submission or this Invitation to:

- (1) any employee, official, agent, elected or appointed official or other representative of the City other than the City Contact; or
- (2) anyone not specifically involved in their Submission (including, without limitation, any other Applicant),

except as may be authorized in writing by the City Contact.

4.2.2. Other than the City Contact, no City representative, whether an official, agent or employee, is authorized to speak for the City with respect to this Invitation. Any Applicant who uses or relies on any representation, information, clarification, correspondence or other communication from any other City representative does so entirely at the Applicant's own risk and the City shall not be bound by such representation, information, clarification, correspondence or other communication.

4.2.3. Notwithstanding anything to the contrary set out in this Invitation, each Applicant shall comply with the obligations with respect to lobbying as set out in the City of Toronto Municipal Code, Chapter 140. The links to the City's Lobbying By-Law and Interpretive Bulletin on Lobbying and Procurement are as follows:

- (1) http://www.toronto.ca/legdocs/municode/1184_140.pdf
- (2) <https://www.toronto.ca/city-government/accountability-operations-customer-service/accountability-officers/lobbyist-registrar/guidelines-regulatory-bulletins/interpretation-and-advisory-bulletins/>

4.2.4. Communications in relation to this Invitation outside of those permitted by the applicable City policies and this Invitation contravene the Lobbying By-law, an offence for which a Person is liable to a maximum fine of \$25,000.00 on a first conviction and \$100,000.00 on each subsequent conviction. In addition, the Housing Provider Code of Conduct provides that any Applicant found in breach of the provisions therein respecting prohibited communications may be subject to disqualification from this Invitation or suspended from future selection processes in the sole and absolute discretion of the City.

4.2.5. Without limiting any other provision of this Section 4.1 (Prohibited Communications), any attempt by an Applicant to bypass the Invitation process may be grounds for rejection of its Submission.

Invitation to Prequalify Not-for Profit Housing Providers

Section 4 – General Process Terms and Conditions

4.3. Addenda

- 4.3.1. The Invitation may only be amended by Addendum in accordance with this Section 4.3 (Addenda). Prior to the Submission Deadline, the City may at any time or times modify the Invitation in whole or in part through the issuance of an Addenda, if deemed necessary by the City. Each Addendum shall form an integral part of this Invitation.
- 4.3.2. All Addenda will be on the City website [<https://www.toronto.ca/community-people/community-partners/affordable-housing-partners/open-requests-for-proposals/>]. Housing Providers must monitor this webpage frequently until the day of Submission Deadline. Only answers to issues of substance will be posted. The City reserves the right to revise this Invitation up to the Submission Deadline.
- 4.3.3. Applicants shall be wholly responsible for checking and reviewing any posted Addenda and ensuring the completeness of the Invitation (as amended) and their Submissions (as impacted by such Addenda). The City is not responsible for any incomplete or incorrect Submissions resulting from the issuance of an Addendum or an Applicant's failure to update its Submission in response to an Addendum.
- 4.3.4. The City will make all reasonable efforts to issue the final Addendum (if any) no later than five (5) days prior to the Submission Deadline. If any Addendum requires substantial amendments to the Invitation, the City may, in its sole and absolute discretion, extend the Submission Deadline.
- 4.3.5. Other than documents issued as part of the Invitation (including Addenda), the City shall not be responsible for any explanations, instructions or interpretations even if provided by its actual or purported employees, designees or agents at an Information Meeting. No oral or written explanations, instructions or interpretations shall modify any of the requirements or provisions of the Invitation unless in the form of an Addendum.
- 4.3.6. Any reference in this Invitation to any document comprising this Invitation includes any amendments to such document made in accordance with this Section 4.3 (Addenda).

4.4. Questions

- 4.4.1. Prospective Applicants finding errors, omissions, conflicts, ambiguities or discrepancies in the Invitation or having questions, comments or concerns regarding this Invitation, its process and related matters ("**Questions**") may submit such Questions to the City Contact using the communication method set out in Section 1.2.
- 4.4.2. The City will make reasonable efforts to respond to Questions received by the deadline for Questions set out in the Invitation timetable in Section 1.4 (Invitation Timetable). However, the City shall have no obligation to respond to any or all Questions, and the City's determination as to whether or not it will respond to any Question shall be in the City's sole and absolute discretion. The onus is on each Applicant to confirm the City has received all correspondence from the Applicant.
- 4.4.3. Although it is the City's practice to make available to all Questions received as well as responses to such Questions: (i) for Questions of an administrative nature; or (ii) where a prospective Applicant's Question is identified as commercially confidential in nature and where, the City in its sole and absolute discretion deems the Question or response to be commercially confidential, the City may provide a response only to that Applicant.

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Section 4 – General Process Terms and Conditions

The City reserves the right to edit Questions for clarity and applicability to all Applicants generally.

- 4.4.4. Pursuant to Section 4.3 (Addenda), responses to Questions prepared and circulated by the City are not Invitation documents and do not amend the Invitation, unless such responses form part of an Addendum.

4.5. Non-binding Prequalification Process

4.5.1. No Contract A and No Claims

While only Submissions submitted by the Submission Deadline will be considered, this prequalification process is not intended to create and will not create a formal, legally binding agreement and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (1) this Invitation will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (2) neither the Applicant nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the establishment of a Prequalified Housing Providers List or the failure to honour a Submission submitted in response to this Invitation.

4.5.2. No Contract until Execution of Signed Housing Project Agreement

This Invitation process is intended to identify Prequalified Housing Providers to streamline the Second Stage RFP for the development and/or operation of specific Housing Projects. No legal relationship or obligation will be created between the Prequalified Housing Provider and the City other than as set out in the Framework Agreement through this Invitation process until a Second Stage RFP has been issued, a Prequalified Housing Provider is selected (the "Selected Housing Provider ") for a Housing Project and a written agreement has been executed between the City and the Selected Housing Provider, which may include the acceptance and/or execution of Housing Project Agreements.

4.6. General Process Terms and Conditions

- 4.6.1. Applicants acknowledge that their Submissions are governed by the terms and conditions set out in this Invitation as well as the applicable by-laws, policies and procedures established by the City. It is the responsibility of the Applicant to review and comply with all such policies.
- 4.6.2. Applicants should structure their Submissions in accordance with the instructions in this Invitation. Where information is requested in this Invitation, any response made in a Submission should reference the applicable section numbers of this Invitation.
- 4.6.3. The City will have no obligation to consider information, documentation or other content not included in a Submission for the purpose of evaluation. For clarity, the City will not consider any content referred to in but not included in the Submission, including information referenced by links to websites or other external documents.

Invitation to Prequalify Not-for Profit Housing Providers
Section 4 – General Process Terms and Conditions

4.6.4. When evaluating Submissions, the City may request further information from an Applicant or third parties in order to verify, clarify or supplement the information in the Submission. The City may revisit and re-evaluate the Submission response on the basis of any such information.

4.7. Applicants Shall Bear Their Own Costs

Each Applicant shall bear all costs, expenses and financial obligations associated with or incurred by the Applicant (i) to prepare and present its Submission or to otherwise participate in this Invitation process and any Second Stage RFP, including, if applicable, costs incurred for samples, interviews or demonstrations; and (ii) to establish any legally binding contract with the City resulting from any Second Stage RFP.

4.8. Limitation of Liability

4.8.1. Notwithstanding anything in the Invitation and any express or implied duties or obligations of the City to the contrary, the City and each of its agencies and corporations, elected officials, officers, employees, servants, agents, volunteers, suppliers, advisers and contracted personnel will have no liability to any Person, including any Applicants and prospective Applicants, for any damages, costs, liabilities, losses or expenses including direct, indirect, special or punitive damages, or for loss of profits, loss of opportunity or loss of reputation arising out of or otherwise relating to:

(1) this Invitation;

(2) participation of any such Person in this Invitation process; or

(3) the City's acts or omissions in connection with the conduct of this Invitation process, including the acceptance, non-acceptance or delay in acceptance by the City of any Submission. This limitation applies to all possible claims, whether arising in contract, tort, equity, or otherwise, including any claim for a breach by the City of a duty of fairness, if any.

4.8.2. By submitting a Submission to the City, each Applicant irrevocably and unconditionally waives any claims for damages, costs, liabilities, losses and expenses, and shall not seek any order for injunctive relief or specific performance, against the City, its agencies and corporations, elected officials, officers, employees, servants, agents, volunteers, advisers and contracted personnel.

4.8.3. Each Applicant agrees that, despite this Section 3.3 (Limitation of Liability) or any limitations of liability or releases in favour of City, if the City is found to be liable, in any way whatsoever, for any act or omission in respect of the Invitation, the total liability of the City to any Applicant or any other Person participating in the Invitation process, and the aggregate amount of damages recoverable against City for any matter relating to or arising from any act or omission by the City, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the City shall be no greater than the Applicant's cost of preparing its Submission.

4.8.4. Notwithstanding the City's limitation of liability, the Applicant may seek a debriefing or may pursue a Submission Dispute of the Invitation.

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4.9. City Materials

- 4.9.1. The Invitation and all correspondence, data, plans, materials, drawings, specifications, reports, estimates, summaries, photographs, models and all other information and documentation in any form provided or made available to any Applicant or prospective Applicant by, or on behalf of, the City in connection with, or arising out of this Invitation (collectively, the “**City Materials**”) and all intellectual property rights therein:
- (1) are and shall remain the sole and absolute property of the City;
 - (2) must be treated by Applicants and prospective Applicants as confidential and Applicants must maintain such confidentiality;
 - (3) must not be disclosed without prior written authorization from the City;
 - (4) must not be used for any purpose other than for replying to this Invitation or the Second Stage RFP and
 - (5) immediately upon the request of the City, must be returned by the Applicant to the City and all electronic copies must be destroyed.
- 4.9.2. Unless and to the extent provided herein, the City and its advisers make no representation or warranty as to the accuracy or completeness of the City Materials, and disclaim all express and implied representations, warranties and conditions in connection with the City Materials. Use of or reliance by Applicant on the City Materials shall be at the Applicant’s sole risk and without recourse against the City.
- 4.9.3. It is the Applicant’s responsibility to make their own independent investigations, due diligence, projections and conclusions, and consult their own advisors, to obtain all the information necessary to:
- (1) verify and confirm the accuracy and completeness of the City Materials, unless and to the extent provided otherwise herein;
 - (2) satisfy themselves as to all existing requirements of this Invitation; and
 - (3) prepare their Submissions in response to this Invitation.

4.10. Ownership of Submission Materials

- 4.10.1. The documentation comprising any Submission, along with all correspondence, data, plans, materials, drawings, specifications, reports, estimates, summaries, photographs, models and all other information and documentation in any form provided or made available to the City by, or on behalf of, any Applicant in connection with, or arising out of this Invitation (collectively, the “**Submission Materials**”) and all intellectual property rights therein, once received by the City:
- (1) shall become the sole and absolute property of the City; and
 - (2) shall become subject to MFIPPA, and the City may be required to disclose the Submission Materials members of the public, pursuant to MFIPPA.

4.10.2. Each Applicant:

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- (1) represents and warrants that the information contained in its Submission Materials does not infringe any intellectual property right of any third party;
- (2) hereby assigns and transfer to the City, and shall cause all its personnel and other third parties to assign and transfer to the City, all right, title and interest in the Submission Materials, including intellectual property rights therein:
- (3) shall cause all its personnel and other third parties to waive, for the benefit of the City, their respective moral rights (and any similar rights to the extent that such rights exist) in and to the Submission Materials; and
- (4) shall indemnify, defend and hold harmless the City and its agencies and corporations, elected officials, officers, employees, servants, agents, volunteers, advisers and contracted personnel, if any, against all claims, actions, suits and proceedings brought against, or losses, costs, expenses, damages suffered, sustained, or incurred by them which may be directly or indirectly attributable to, or arising or alleged to arise out of the infringement or alleged infringement of any patent, copyright, trademark, or other intellectual property right of a third party in connection with the Submission Materials.

4.10.3. Applicants are also advised that MFIPPA does provide protection for confidential and proprietary business information. For the purposes of the City's compliance with MFIPPA, Applicants are advised to identify in their Submission Materials material any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

4.10.4. Each Applicant's name and Submission may be made public. Submission Materials will, as necessary, be made available:

- (1) on a confidential basis, to advisers retained by the City to advise or assist with the Invitation process;
- (2) to members of Council in accordance with the City's procedures; and
- (3) to members of the public pursuant to MFIPPA.

4.10.5. The City will not return the Submission or any other Submission Materials.

4.11. Failure or Default of Applicant

4.11.1. Without prejudice to any other right or remedy available to the City under this Invitation or at law, if the Applicant, for any reason, fails or defaults in respect of an obligation of the Applicant under the terms of the Invitation, the City may disqualify the Applicant and/or Prequalified Housing Provider from the Invitation and/or from competing for any future selection processes issued by the City.

4.11.2. The City may disqualify the Prequalified from any selection process that the City is required to reissue as a result of the Prequalified Housing Provider's failure or default under the Framework Agreement or where the City deems that the Prequalified Housing Provider has abandoned the Framework Agreement.

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4.12. No Guarantee of Housing Opportunities

The City makes no guarantee of the extent of opportunities that may be made available through any Second Stage RFP to Prequalified Housing Providers. The City may elect to offer opportunities to Community Housing Providers not selected through this Invitation for the development and/or operation of Housing Projects.

4.13. Submission Dispute Procedure

4.13.1. Applicants should seek a resolution of any dispute by communicating directly with the Executive Director, Housing Secretariat and the Executive Director, Housing Development Office, as soon as possible from the time when the basis for the dispute became known to them. Any dispute must be received in writing by the Executive Director, Housing Secretariat and the Executive Director, Housing Development Office no later than ten (10) days after the date of notification of the outcome of the selection process, or where a debriefing has been requested, no later than five (5) days after such debriefing is received. Any dispute that is not timely received or in writing will not receive further consideration.

4.13.2. Any written dispute that cannot be resolved by the Executive Director, Housing Secretariat and the Executive Director, Housing Development Office through consultations with the Applicant, shall be referred by the Executive Director, Housing Secretariat and the Executive Director, Housing Development Office to the Deputy City Manager, Development and Growth Services or their designate(s) for an impartial review, based on the following information:

- (1) A specific description of each act or omission alleged to have materially breached the Invitation process;
- (2) A specific identification of the provision in the Invitation that is alleged to have been breached;
- (3) A precise statement of the relevant facts;
- (4) An identification of the issues to be resolved;
- (5) The Applicant's arguments, including any relevant supporting documentation; and
- (6) The Applicant's requested remedial action.

4.13.3. The Deputy City Manager or their designate(s), in consultation with the City Solicitor, may:

- (1) Dismiss the dispute;
- (2) Accept the dispute and direct the Executive Director, Housing Secretariat and Executive Director, Housing Development Office to take appropriate remedial action; or
- (3) Report to City Council with recommendations on the appropriate action, as applicable.

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4.14. Housing Provider Code of Conduct

Each Applicant and Prequalified Housing Provider shall comply with the Housing Provider Code of Conduct as set out in the Framework Agreement.

4.15. Governing Law and Enforceability

- 4.15.1. The terms and conditions of the Invitation process are to be governed by and construed in accordance with applicable City by-laws and policies, the laws of the province of Ontario and the federal laws of Canada applicable therein.
- 4.15.2. The terms and conditions of the Invitation process are included for greater certainty and intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision).
- 4.15.3. If any provision of the Invitation or its application to any party or circumstance is unenforceable, the provision shall be ineffective only to the extent of the unenforceability without: (i) invalidating the remaining provisions of the Invitation; (ii) changing the fundamental nature of the obligations assumed by the parties; and (iii) affecting its application to other parties or circumstances.

4.16. Invitation Definitions and Interpretation

4.16.1. Definitions

Throughout this Invitation, unless inconsistent with the subject matter or context, the following definitions shall apply:

- (1) “**Access Plan**” means a policy established by the Applicant or Prequalified Housing Provider, and approved by the Housing Secretariat, specifying how tenants are to be selected and how information about such process is disseminated to the public.
- (2) “**Addenda**” or “**Addendum**” means a document containing additional information and/or changes to the Invitation issued by the City through the [Housing Secretariat RFP website](#), prior to the Submission Deadline.
- (3) “**Affordable Housing**” means rental or ownership housing where the monthly occupancy cost or purchase price is set in accordance with the City’s definition of affordable housing and or any associated program requirements, in accordance with an agreement with the City, including a contribution agreement or a delivery agreement.
- (4) “**Affordable Housing Access System**” means the system used to manage applications for Affordable Housing and administer the Choice-Base Housing Offer Process, as directed by the City.
- (5) “**Affordable Rental Housing**” means permanent or transitional rental housing that is operated as Affordable Housing.
- (6) “**Applicant**” means a Person that submits a Submission in response to this Invitation and “**Applicants**” shall have a corresponding meaning.
- (7) “**Category**” means one of the following categories on the Prequalified Housing Provider List and “**Categories**” has the corresponding meaning:

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- Category #1: Operation of Affordable Rental Housing
 - Category #2: Operation of Supportive Housing
 - Category #3: Development and Operation of Affordable Rental Housing
 - Category #4: Development and Operation of Supportive Housing
- (8) “**Choice-Based Housing Offer Process**” means the process specified by the City for households who have applied for housing benefits and/or Affordable Rental Housing to express interest in available homes.
- (9) “**City**” means the **City of Toronto**;
- (10) “**City Contact**” has the meaning set out in Section 1.2 (City Contact).
- (11) “**City Materials**” has the meaning set out in Section 3.6 (City Materials).
- (12) “**Community Housing**” means social, Affordable, or Supportive Housing that is owned and/or operated by a Community Housing Provider, as well as Toronto Community Housing Corporation (TCHC) and Toronto Seniors Housing Corporation (TSHC).
- (13) “**Community Housing Providers**” collectively refers to Non-profit Housing Organizations, Non-profit Housing Co-operatives, and Indigenous Housing Providers, that own and/or operate Community Housing
- (14) “**Framework Agreement**” means the framework agreement to be entered into between the City and each Prequalified Housing Provider in the form included with this Invitation.
- (15) “**Housing Project**” means a specific project for the development and/or operation of Affordable Rental Housing and/or Supportive Housing and which may be identified by the City in a Second Stage RFP;
- (16) “**Housing Project Agreement**” means an agreement that may be executed between the City and a Prequalified Housing Provider following a Second Stage RFP, including an offer to lease, a lease or sub-lease, a Contribution Agreement, or other agreement as required;
- (17) “**Housing Supports**” means those housing stabilization and eviction prevention services as defined in section 2.7.
- (18) “**Indigenous Housing Provider**” Indigenous Housing Providers must be Non-Profit Housing Organizations in which Indigenous people are key decision-makers, such as Board members and/or senior management. Indigenous Housing Providers are organizations who have a mandate to provide housing/services primarily to Indigenous people and are accountable to the Indigenous community by having a Board of Directors elected by, and from, the Indigenous community.
- (19) “**Invitation**” means this Invitation to Prequalify in its entirety, including all documents and Addenda that may be issued by the City.

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- (20) **“MFIPPA”** means the Municipal Freedom of Information and Protection of Privacy Act, as amended, supplemented, re-enacted or replaced from time to time.
- (21) **“Non-binding Prequalification Process”** has the meaning set out in Section 4.5 (Non-Binding Prequalification Process);
- (22) **“Non-profit Housing Co-operative”** means a co-operative corporation in good standing incorporated as a non-profit housing co-operative as defined in the Co-operative Corporations Act, R.S.O. 1990 c. C.35
- (23) **“Non-profit Housing Organization”** means a corporation in good standing incorporated under the Not-for-Profit Corporations Act, 2010, S.O. 2010, c.15 or the Canada Not-for-Profit Corporations Act, S.C. 2009, c.23, and includes an Indigenous Housing Provider or community land trust so incorporated.
- (24) **“Person”** means any individual, partnership, limited partnership, firm, joint venture, syndicate, company or corporation with or without share capital, trust, trustee, executor, administrator or other legal personal representative, governmental authority or entity however designated or constituted;
- (25) **“Prequalified Housing Provider”** means an Applicant that has been selected for the Prequalified Housing Providers List as confirmed by way of entering into a Framework Agreement;
- (26) **“Priority Population”** means one of the following groups:
- (i) 2SLGBTQ+ individuals;
 - (ii) Black people;
 - (iii) Indigenous Peoples who are First Nations, Inuit or Metis;
 - (iv) People experiencing mental health and/or substance use issues;
 - (v) People with developmental disabilities
 - (vi) People with physical disabilities;
 - (vii) Racialized groups;
 - (viii) Recent immigrants or refugees; and
 - (ix) Seniors / older adults;
 - (x) Veterans;
 - (xi) Women, and/or women and their children;
 - (xii) Women and/or women and their children fleeing domestic/intimate partner violence
 - (xiii) Youth (aged 16-24).

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Section 4 – General Process Terms and Conditions

- (27) **“Second Stage Request for Proposals (RFP)”** means the process for selecting one of the Prequalified Housing Providers for the purpose of a specific Housing Project;
- (28) **“Submission”** means a submission submitted by an Applicant in response to the Invitation, which includes all of the documentation necessary to satisfy the submission requirements of the Invitation and **“Submissions”** shall have a corresponding meaning;
- (29) **“Submission Deadline”** means the specified deadline for Submissions to be submitted to the City as indicated in the Invitation timetable in Section 1.5 (Invitation Timetable);
- (30) **“Submission Form”** is Mandatory Form 1 as appended in Part 3 (Submission Form);
- (31) **“Submission Materials”** has the meaning set out in Section 3.7 (Ownership of Submission Materials);
- (32) **“Support Services”** refers to services, in addition to housing stabilization and eviction prevention, that tenants receive to promote housing stability, health, and well-being. Additional information on eligible support services is available in Appendix 4.
- (33) **“Supporting Organization”** means a Person with whom the Applicant or Prequalified Housing Provider intends to work with in the operation of a Housing Project by virtue of an agreement with the Prequalified Housing Provider;
- (34) **“Supportive Housing”** means Affordable Rental Housing and a combination of housing assistance and Support Services that enable people needing Support Services to live as independently as possible in their community and improve their well-being;
- (35) **“Umbrella Organization”** means a corporation that is in good standing under its governing corporate legislation, no part of the income of which is payable to or is otherwise available for the personal benefit of any proprietor, member or shareholder thereof, that does not directly operate Affordable Rental Housing, but which has a primary purpose to support Community Housing Providers in the development and operation of Community Housing.
- (36) **“Working Day”** or **“Business Day”** means a day other than:
- a) a Saturday, Sunday, statutory holiday, or statutory vacation day that is observed by the City of Toronto; or
 - b) a day identified by the City of Toronto as a designated or statutory holiday;

4.16.2. Interpretation

- (1) Except where otherwise requested, all documents relating to the Submission and all communications between Applicants and the City will be in the English language.
- (2) Except where otherwise disclosed, all references to times in this Invitation will mean local time in Toronto, Ontario, Canada.
- (3) The phrase “includes” “, include” or “including” means “includes, without limitation” or “including” or “include, without limitation”.
- (4) In the Invitation, unless the context otherwise requires, words importing the singular include the plural and vice versa and words importing gender include all genders.

Invitation to Prequalify Not-for Profit Housing Providers
Section 4 – General Process Terms and Conditions

- (5) Unless otherwise stated herein, all amounts in the Invitation are in Canadian dollars.
- (6) In addition to the words defined herein, the other words used in this Invitation shall be interpreted consistent with the definitions contained in the City's by-laws and policies.

APPENDIX 1 – MANDATORY SUBMISSION FORM

See Fillable pdf.

Invitation to Prequalify Not-for Profit Housing Providers
APPENDIX 2 – SUBMISSION CHECKLIST

APPENDIX 2 – SUBMISSION CHECKLIST

Below details the requirements for submissions, based on the pre-qualification sought by the Applicant.

Requirements for all Submissions

- Executive Summary
- Letter of Introduction
- Table of Contents
- Summary of Submission
- Organizational Profile
- Affordable Rental Housing Operation Qualifications
- Corporate Financial Viability
- Mandatory Submission Form

Additional Requirements for Applicants Seeking Prequalification in Optional Categories

- Development Qualifications
- Supportive Housing Operation Qualifications

Invitation to Prequalify Not-for Profit Housing Providers

APPENDIX 3 – SECOND STAGE REQUESTS FOR PROPOSALS FOR HOUSING PROJECTS

APPENDIX 3 – SECOND STAGE REQUEST FOR PROPOSALS FOR HOUSING PROJECTS

1.1. Communications

Communications by the City with Prequalified Housing Providers regarding any Second Stage Request for Proposals (RFP), will be made by email using the address provided by the Prequalified Housing Provider to the City in their Submission. The City may also elect to post Requests for Proposals, and associated addenda, on the City's website. Prequalified Housing Providers are responsible for providing the City with any updates to their contact information at all times during the term of their prequalification status.

1.2. Second Stage Requests for Proposals ("RFPs")

1.2.1. The City will issue an RFP to Prequalified Housing Providers, in accordance with the City's requirements for the Housing Project:

- (1) Where a Housing Project requires an operator of Affordable Rental Housing, all Prequalified Housing Providers will be eligible to submit a Proposal.
- (2) Where a Housing Project requires an operator of Supportive Housing, only those Prequalified Housing Providers qualified in Category #2: Operation of Supportive Housing will be invited to submit a Proposal
- (3) Where a Housing Project entails the development and operation of Affordable Rental Housing, only those Prequalified Housing Providers qualified in Category #3: Development and Operation of Affordable Rental Housing will be eligible to submit a Proposal.
- (4) Where a Housing Project entails the development and operation of Supportive Housing, only those Prequalified Housing Providers qualified in Category #4: Development and Operation of Supportive Housing will be eligible to submit a Proposal.
- (5) Any Proposal from an Umbrella Organization must be submitted jointly by the Umbrella Organization and the Community Housing Provider proposed to enter into the Housing Project Agreement with the City. The Proposal must outline the nature of the relationship between the Umbrella Organization and the Community Housing Provider. The Umbrella Organization must exercise a level of control over the Community Housing Provider to the satisfaction of the Executive Director, Housing Secretariat and/or the Executive Director, Housing Development Office, which level of control, as may be further prescribed in the Second Stage RFP.

1.2.2. The Second Stage RFP will set out, among other things, the details of the Housing Project or group of Housing Projects, Housing Project Agreement(s), and further terms and conditions respecting the operation of the Housing Project(s), including such matters as:

- (1) The nature of the agreement(s) between the City and the Housing Provider selected through the Second Stage RFP (offer to lease, lease, contribution agreement, etc.);
- (2) Term;

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APPENDIX 3 – SECOND STAGE REQUEST FOR PROPOSALS FOR HOUSING PROJECTS – TERMS

- (3) Requirements in relation to affordable and rental housing such as the duration and depth of affordability, rent control, maximum rents, etc.;
 - (4) Details respecting Access Plans and/or tenant eligibility requirements, specific Priority Populations and necessary supports, if any; and
 - (5) Requirements in relation to provision of support services; and
 - (6) Contributions from the City (if any);
- 1.2.3. Any Prequalified Housing Provider interested in operating or developing and operating the Housing Project(s), as applicable, or an Umbrella Organization interesting in creating a new site-specific Community Housing Provider to operate or develop and operate the Housing Project(s), must submit a proposal to the City in accordance with the terms and conditions of the Second Stage RFP and in the specified timeframe set out therein. The proposal required by the City may include, and may not be limited to:
- (1) An operating and management plan specific to the Housing Project(s) being offered
 - (2) An annual building operating budget, and 10-year operating budget specific to the Housing Project(s) being offered
 - (3) For Development opportunities, a development plan and schedule for the development, and a funding and financing plan, and proposed development management and consultant teams with examples of past relevant experience
 - (4) For Supportive Housing opportunities, a support services plan, and support services operating budget, specific to the Housing Project(s) being offered, including details on how the support services plan will contribute to positive housing and wellbeing outcomes for the identified tenant population
 - (5) Other requirements as may be necessary at the sole discretion of the City
- 1.2.4. Unless otherwise specified in a Second Stage RFP, the process for the selection of a Prequalified Housing Provider to operate the Housing Project(s) through a Second Stage RFP process will be as set out in Schedule B of the Framework Agreement. The award of Housing Projects will be subject to the terms and conditions contained in Schedule B of the Framework Agreement, to the extent applicable, and the Second Stage RFP, including any agreements appended thereto.
- 1.3. General**
- 1.3.1. Each Prequalified Housing Provider hereby acknowledges and agrees that the selection by the City of the Prequalified Housing Providers for the Prequalified Housing Provider List does not guarantee that any Prequalified Housing Provider will be selected to operate a Housing Project.
 - 1.3.2. As the need to operate Housing Projects arises, the City may contact Prequalified Housing Providers as set out in this Appendix and the Framework Agreement. However, the City shall be under no obligation to select a Prequalified Housing Provider for any Housing Project from the Prequalified Housing Providers List or through a Second Stage

Invitation to Prequalify Not-for Profit Housing Providers
APPENDIX 3 – SECOND STAGE REQUEST FOR PROPOSALS FOR HOUSING PROJECTS –
TERMS

RFP. The City may elect to offer opportunities to Community Housing Providers not selected through this Invitation.

APPENDIX 4 – SUPPORT SERVICES DETAILS

A) Support Services Components

Housing Stability Supports such as housing placement activities, rehousing activities, housing-set up activities, and housing stabilization activities. All services should be rooted in a Housing First approach which focuses on helping people to find permanent housing as quickly as possible, with the supports they need to maintain it. This includes rapid access to housing with no housing readiness requirements, client choice, support services, and a focus on community integration.

Eviction Prevention Supports that aim to support tenants before a crisis occurs and reduces incidents of homelessness recidivism such as mediation activities, landlord liaison activities, hoarding supports, rent repayment plans and damage repair activities. Proponents should also consider services and supports for tenants to transition to lower levels of support and/or discharge plans with supports if tenants wish to move out (e.g. to a standard rental apartment).

Economic Integration Supports such as connecting tenants to income assistance, pre- and post-employment activities, and education and training assistance;

Social and Community Integration supports such as cultural, recreation and sport activities and Indigenous Elder consultations, gatherings, preparation of traditional foods, and navigation of urban services that help establish and maintain a culturally relevant support network (i.e. Indigenous language and culture classes). This may include directly providing cultural, recreation or sport programming, or facilitating connections to these and other services in the community. Additionally, this may include Indigenous cultural supports gained through informal or formal partnerships with Urban Indigenous organizations that have the ability to work with Indigenous clients who so choose to receive culturally specific supports in relation to Indigenous specific case management, supporting clients to access ceremony, traditional healing, and sacred medicines. As well as the ability to refer clients to culturally specific community workshops, gatherings, and recreational activities

Health and Wellness Services that seek to improve the physical and mental health and well-being of tenants such as brokering and navigating access to clinical, health and treatment services through case management, harm reduction services. Harm reduction services should be designed to reduce substance-related harm without requiring abstinence. For Indigenous residents, consider professional fees and honoraria for Indigenous Elders or traditional healers, and supports for access to traditional and culturally sensitive healing services (i.e. healing circles, sweat lodge ceremonies, access to traditional medicine). Proponents are strongly encouraged to highlight their experience establishing partnerships with health and community health partners to provide access to health-funded services in the community, or the provision of health services directly in the building.

Basic Need Supports that contribute to housing stability such as food provision, life skills development, groceries, hygiene supplies, laundry, shoes and clothing, hoarding supports, personal identification, access to technology in a community setting, bus or transit fare related to integration activities. For Indigenous tenants, funding may also support culturally relevant services and connections with community (i.e. local and/or home community including First Nations, Inuit band, or Métis settlement, etc.), cultural ceremonies, access to traditional foods and medicines and other supports with the goal of increasing cultural connections and an individual's sense of belonging in a community.

B) Eligible Support Services

HOUSING SUPPORTS

Housing Set-up (one-time costs)

Activities which cover costs associated with setting up a housing unit, including maintenance (for example painting), moving, furniture, kitchen, basic groceries and supplies at move-in, etc. If another program offers first and last month's rent or damage deposits (e.g. Ontario Works), that funding should be exhausted first for these purposes.

CLIENT SUPPORT SERVICES

Client support services include individualized services to help improve integration and connectedness to support structures, such as the provision of basic needs and treatment services. They may also include services to support the economic, social and cultural integration of individuals and families. These services should be the foundation of the Support Services Plan.

Economic Integration Services

Eligible activities include:

- Income assistance: services directed towards individuals and families to help them access income benefits (for example Ontario Works or Ontario Disability Support Program social assistance, child benefits, disability benefits, veterans' allowance, old age security, or employment insurance).
- Employment assistance: pre- and post-employment services (for example job search assistance, interview preparation) that bridge individuals and families to the labour market and assist them to maintain employment and build self-sufficiency.
- Education and Training assistance: services to support essential skills development (for example, reading, document use, numeracy, writing, oral communication, working with others, thinking, computer use and continuous learning), services to connect individuals and families to education and training programs and services to support the successful participation in these programs (for example bus passes, clothing or equipment, food and non-alcoholic beverages, internet access for the duration of the program).

Ineligible activities include:

- Employment activities normally delivered by other federal, provincial or territorial labour market programs
- Job wages for individuals participating in an education, training, or pre-employment program
- Salary for a full-time teacher to provide an alternative to provincial education
- Tuition
- Workplace skills development
- Apprenticeship grants

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APPENDIX 4 – SUPPORT SERVICES DETAILS

Social and Community Integration Services

Eligible activities include:

- Supports to improve social integration, for example, costs of participation or provision of cultural/art/recreational/sports activities.
- Indigenous Elder consultation, gathering and preparation of traditional foods.
- Establishing and maintaining culturally relevant responses and supports to help Indigenous individuals and families (for example navigation of urban services including to help establish and maintain culturally relevant support networks within an urban environment; Indigenous language and culture classes).

Ineligible activities include:

- Purchase of alcoholic beverages.

Health and Wellness Services

Health and wellness services are activities that seek to improve the physical and mental health and well-being of individuals and families who are homeless or at imminent risk of homelessness. Proponents are strongly encouraged to highlight their experience establishing partnerships with health and community health partners to provide access to health-funded services in the community, or the provision of health services directly in the building.

Eligible activities include:

- Brokering and navigating access to clinical, health and treatment services (includes mental health and addictions support) through case management, including through an Intensive Case Management team.
- Partnership development, liaison and integration to bring together services to support the needs of individuals or families or to establish case management teams where none exists.
- Mental health and addictions supports could include assessment, support, treatment, withdrawal and counselling services; case management and navigation; delivery of harm reduction activities; prevention, interventions and recovery related supports.
- Other health-related supports not covered under MHA supports could include community nursing; community paramedicine; assistance with medication; and wellness/health promotion activities and education.
- Delivery of harm reduction activities that seek to reduce risk and connect individuals and families with key health and social services. These activities may include, for instance, storage, distribution and provision of materials and/or supplies (for example needles), prevention interventions (for example targeted programming to prevent substance abuse in homeless youth and/or youth at-risk of homelessness); managed alcohol programs, connecting individuals to harm reduction services.
- Professional fees for services provided in support of Indigenous individuals and families (for example services provided by Indigenous Elders or traditional healers). The value of

Invitation to Prequalify Not-for Profit Housing Providers

APPENDIX 4 – SUPPORT SERVICES DETAILS

professional fees, gifts or honoraria must be proportional to the service rendered and should not exceed the reasonable and customary amount for each service.

- Supports to access traditional or culturally sensitive healing services (for example healing circles, sweat lodges ceremonies, access to traditional medicines) that are not offered through provincial programming. Eligibility is not based on service location (for example may be local or require travel to a non-local Indigenous community).

Ineligible activities include:

- Providing general health and medical services and mental health or addictions support services that are not identified as an eligible activity above, and/or that are already provided through provincial areas of responsibility.
- For example, an ACT team provides access to services that are the responsibility of the Province and therefore cannot be funded with support service dollars (e.g. psychiatrist, doctor, nurse, substance abuse specialist). However, assisting with project coordination of an Assertive Community Treatment team, and linking individuals and families to existing Assertive Community Treatment teams is eligible.

Basic Needs Services

Funding for basic needs services support outcomes that contribute to housing stability a reduction in homelessness recidivism. For Indigenous individuals and families, funding could support culturally appropriate services and connection with community (for example local and/or home community, including First Nation band, Inuit band, Métis settlement, etc.).

Eligible activities include:

- Essential services related to the provision of food and shelter, including shower and laundry facilities, food banks, soup kitchens, community kitchens and drop-in centres.
- Life skills development (for example budgeting, cooking).
- Longer-term food programs that are part of another eligible activity (for example, activities that assist with community reintegration)
- Culturally relevant supports for Indigenous people (for example, cultural ceremonies, traditional supports and activities with the goal of increasing cultural connections and an individual's sense of belonging in a community).
- Groceries, personal hygiene and supplies.
- Clothing, footwear and blankets.
- Storage for belongings (up to 3 months)
- Access to traditional foods and medicines.
- Personal identification.
- Access to technology (for example phones, community voice mail, safe apps, computers, etc.) in a community setting (for example in a resource or drop-in centre).

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- Bus or public transit tickets related to integration activities (for example, job search/interviews, appointments/reconnecting to family).
- Transportation to home community