

A scenic view of the Toronto skyline across a body of water, featuring a bridge in the foreground and various skyscrapers in the background, including the CN Tower.

CITY OF TORONTO CALL FOR APPLICATIONS

Rental Housing Supply Program (RHSP) Indigenous Funding Stream

Application Package

Date Issued: August 26, 2026

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Introduction

Through the adoption of the HousingTO 2020-2030 Action Plan, City Council has committed to supporting the approval of 5,200 new affordable rental and supportive homes to be delivered by Indigenous Housing Providers for Indigenous Peoples. The City has earmarked a minimum of 20% of its capital grant and loan funding available through the Rental Housing Supply Program to support Indigenous-led housing projects by Indigenous Housing Providers.

Through a Memorandum of Understanding (MOU) with Miziwe Biik Development Corporation (MBDC), the RHSP Indigenous Funding Stream is intended to support the delivery of new homes and identify new development opportunities for the non-profit Indigenous Housing Provider sector. Through this partnership, the Indigenous Funding Stream was co-developed with MBDC; MBDC will support the funding stream's implementation and evaluation processes, including validating the Indigenous Housing Provider Letter of Attestation.

Please review the *RHSP Indigenous Funding Stream Program Guidelines* (found on the Call for Applications website [here](#)) to familiarize yourself with the available resources and to determine your project's eligibility, prior to making an application. Applicants are required to visit the City's website regularly prior to submitting an application to ensure they are reflecting the latest version of program materials.

This document outlines all requirements and provides detailed instructions for applicants interested in applying for the Community Housing Pre-Development Fund (CHPF), Affordable Rental and Rent-Controlled Housing Incentives and Capital Funding.

This Call for Applications will remain open throughout 2026 to continually receive applications until the City has exhausted available funding and make funding decisions periodically throughout the year.

1. Contact Information and How to Apply

Through this funding stream, eligible Indigenous Housing Providers may apply for any combination of funding and City benefits outlined below. Applicants will outline the requested incentives or funding through the Application Package and are encouraged to submit one Application Package per project. If an eligible Indigenous Housing Provider has more than one housing project and is requesting different incentives/funding for their respective projects, they will be required to submit separate Application Packages.

Applicants are required to review all program materials available on [the City's Open Calls for Affordable Housing Initiatives webpage](#) in detail prior to applying, including the Program Guidelines, the Application Package, (this document including Appendices)

Terms and Conditions (Appendix 1), the Pre-Development Funding Agreement and the Contribution Agreement.

By submitting an application, Applicants will be required to certify that they have reviewed all these documents and agree to the Terms and Conditions of the application process in Appendix 1 by signing the Mandatory Submission Form in Appendix 2. All forms must be signed by an authorized signatory for the Applicant. Electronic signatures are accepted.

Applicants are also required to include a completed Submission Checklist, contained as Appendix 5 of this document, with their application to assist in ensuring all requirements are met. Applicants are responsible for ensuring they have submitted all required materials.

The final submission should be made to RHSP@toronto.ca as two PDF documents: one combined PDF for the complete application package and a second consolidated PDF for all supplementary information. Name the PDF documents using your project name.

Any communications and questions regarding this application should be sent by email to both of the City Contact emails below.

City Contacts:

- RHSP@toronto.ca, and
- Lamia Aganagic, lamia.aganagic@toronto.ca

If you require accessibility support for any of the program materials and fillable forms, please contact the Housing Secretariat contacts noted above.

2. Eligibility Criteria

Applications will be reviewed for completeness and eligibility based on the criteria set out below. For additional details on project eligibility, see the Guidelines.

Applicants are permitted to submit an application for the same project with funding requests from more than one funding stream. These requirements are outlined below.

The City shall not be obliged to accept any applications in response to this Call for Applications.

Eligibility Requirements:	
1. Applicants must qualify under the RHSP Indigenous Housing Provider definition and eligibility criteria of this funding call and submit an Indigenous Housing Provider Letter of Attestation.	Pass/Fail
2. A minimum of 20% of units as Affordable Rental Homes (in alignment with the requirements outlined in the Guidelines)	Pass/Fail
3. Rents for Affordable Rental Homes do not exceed the current RHSP Affordable Rents.	Pass/Fail
4. Affordable rents maintained for at least 40 years	Pass/Fail
5. Evidence of one of the following: a) project land ownership; b) lease secured for sufficient time to provide the minimum affordability period (40 years) with provisions that permit development/redevelopment of the project land; or c) a Signed Letter of Intent (LOI) or Agreement of Purchase and Sale (APS) by both parties which meets the requirements of the Guidelines.	Pass/Fail
6. Project is an “Eligible Type” as outlined in the Guidelines	Pass/Fail
7. Demonstration of a viable path to achieving construction start within two years if seeking Capital funding, and within three years if seeking CHPF and ARRCHI only.	Pass/Fail
8. Completed a Pre-Application Consultation (PAC) with City staff and received their Planning Application Checklist or submit proof of Zoning approval (Council decision), proof of Site Plan Application (SPA) approval, Notice of Approval Conditions (NOAC) or proof of Building Permit Approval (issued permit).	Pass/Fail

3. Evaluation Criteria for CHPF

Applications applying for pre-development loan funding will be assessed based on the criteria set out below. Please review them carefully as you prepare your application.

A successful application must score a minimum of 70 points **in total** and no less than 70% **in each section**.

Criteria	Available Evaluation Points
Mandatory Documentation	Pass/Fail
1. Cover Letter	
2. Proposal Submission Form	
3. Capital and Operating Funding Forms	
4. Predevelopment Work Schedule	
5. Mandatory Submission Form	
6. Articles of Incorporation/Letters Patent for the Application	
7. Current Parcel Register, Signed APS/LOI, or Copy of Lease	
8. Business Case and relevant attachments	
9. PAC Comments or ZAP	
10. Indigenous Housing Provider Letter of Attestation	
1 Project Information	30
Higher scores are provided to:	
• Projects with higher percentage of Affordable Rental Homes • Projects for Supportive Housing • Projects proposed with longer terms of affordability (up to 99 years). • Projects with land already owned or leased. • Projects with proposed project details aligned with existing Planning permissions or Pre-Application Consultation meeting comments. • Projects within proximity to higher-order transit, including subway stations, GO rail stations, and/or surface transit in dedicated transit corridor/lane.	
2 Applicant Qualification and Experience	25
Higher scores are provided to:	
• Applicants with demonstrated experience working with the City and Miziwe Biik Development Corporation. • Applicants with demonstrated experience in operating affordable, RGI and supportive housing. • Applicants with demonstrated track record in undertaking development projects on time and on-budget. • Applicants with dedicated and experienced internal or external resources to project manage the development work.	

Applicants with demonstrated corporate financial viability and no financial defaults that are better positioned to secure construction funding and financing and complete project.	
3 Business Case and Funding Uses	30
Higher scores are provided to:	
- Proposals with detailed and realistic cost expenditure plans. - Proposals that include detailed invoices or quotes for pre-development services. - Proposals with vendors selected/hired to conduct the pre-development work.	
4 Pre-development Work Schedule	15
Higher scores are provided to:	
- Projects that have completed some due diligence - Projects that have a realistic timeline for achieving construction start within the next three years with a detailed schedule outlining steps to achieve approvals, permits and construction start.	
TOTAL	100 Points

4. Evaluation Criteria for Capital Funding

Applications applying for capital funding will be assessed based on the criteria set out below. Please review them carefully as you prepare your application.

A successful application must score a minimum of 70 points **in total** and **receive a passing grade in each section below**.

Criteria	Available Evaluation Points
Mandatory Documentation	Pass/Fail
- Cover Letter - Proposal Submission Form - Capital and Operating Funding Forms - Predevelopment Work Schedule - Mandatory Submission Form - Articles of Incorporation/Letters Patent for the Application - Current Parcel Register, Signed APS/LOI, or Copy of Lease - PAC Comments - Indigenous Housing Provider Letter of Attestation	
1 Development Qualifications	20

Higher scores are provided to:

- Projects that have progressed towards completing all legal, environmental and site due diligence on the lands
 - Projects that have a realistic and detailed timeline for achieving construction start within the next two years
-

2 Corporate Financial Viability & Financing Experience

10

Higher scores are provided to:

- Applicants with demonstrated corporate financial viability and no financial defaults that are better positioned to secure construction funding and financing and complete project
 - Applicants with a demonstrated track record in undertaking development projects on-budget
-

3 Affordable and Rental Housing Management Qualifications

15

Higher scores are provided to:

- Proposals from Indigenous Housing Providers that can demonstrate experience working with the City and Miziwe Biik Development Corporation
 - Proposals from Indigenous Housing Providers to deliver or operate Supportive Housing, particularly where the Applicant can demonstrate access to other sources of operating funding for support services
 - Proposals from Indigenous Housing Providers with demonstrated experience in operating and managing affordable, RGI and supportive housing
-

4 Capital Funding and Financing Plan

20

Higher scores are provided to:

- Proposals that have secured funding and/or financing from other orders of government
-

5 Proposed Development Features, Plan and Schedule

20

Higher scores are provided to:

- Proposals with a higher percentage of Affordable Rental Homes than the minimum requirement of 20%
 - Proposals with a longer term of affordability (up to 99 years)
 - Proposals that include more Affordable Rental Homes sized as family units (2-3 bedrooms) than required in the City's Affordable Rental Housing Design Guidelines (where appropriate)
 - Proposals that have progressed towards completing all legal, environmental and site due diligence on the lands
-

• Proposals that have a realistic and detailed timeline of steps required for achieving construction start within the next two years • Proposals with sustainability and accessibility features that exceed program requirements • Proposals with proximity to higher-order transit, including subway stations, GO rail stations and/or surface transit in dedicated transit corridors/lanes.	
6 Building Operating and Management Plan	10
Higher scores are provided to:	
• Proposals with a dedicated and experienced building operation and management resources to oversee the project	
7 Community Consultation and Communications Plan	5
Higher scores are provided to:	
• Proposals that have initiated and/or undertaken engagement with the local Indigenous community • Proposals that have a dedicated engagement consultant and/or team to support the project's objectives	
TOTAL	100 Points

RHSP Indigenous Funding Stream Application Package

Part 1. Cover Letter

The cover letter will introduce the Applicant and the members of the team making the application to the City. If applying for more than one funding stream, it should outline the funding stream(s) being applied for including the funding amounts and incentives requested. Applicants intending to operate units as Rent-Geared-to-Income (RGI) or supportive housing units should provide this information as part of their cover letter. The cover letter should be signed by someone authorized to sign on behalf of the Applicant.

- 1) Please include as part of the cover letter an organizational chart showing the relationship among all parties to the application, including the legal names of the applicant, Registered Owner(s), Beneficial Owner(s), and General Partners (if any of the foregoing are a limited partnership), and any other parties to the development.

Note: Any beneficial owners included in the RHSP application must be an Indigenous Housing Provider, as confirmed by the submission of Articles of Incorporation, two years of financial statements and Indigenous Housing Provider Letter of Attestation for any organization to be party to the CHPF Agreement and/or Contribution Agreement.

- 2) The cover letter should outline the key features of the project and should not exceed four pages. In addition, please include the following information:

- A description of the existing site, including any rental replacement units and if the existing units are tenanted or previously a condominium project.
- A detailed description of the proposed development, including the intended tenants if known.
- Information on land ownership, including whether the project is on City-owned or City-controlled land.
- A description of the partnerships formed that will develop and operate the project, if applicable.
- Information on whether the application has previously been approved by the City for incentives or other related programs and/or if there are any existing agreements with the City related to the site (or sites is a scattered homes proposal).

Please complete Subsections A through I for all projects applying for Capital Funding and Pre-development Loan Funding.

Part 2. Proposal Submission Form

Through your submission form, Applicants must indicate which City benefits they are submitting a proposal for. Any Applicants approved for Capital Funding will be deemed eligible for financial incentives and fee waivers through ARRCHI. The form must be signed and submitted by someone authorized to sign on behalf of the Applicant.

Application Submission Date (yyyy-mm-dd):

	CHPF	Capital Funding	DC	Parkland	CBC	RoDARS Fees	Planning Fees	Building Fees	Property Tax
Affordable rental housing units	☐	☐	☐	☐	☐	☐	☐		☐
Rent-controlled units			☐	☐	☐	☐	☐	☐	☐
Total Funding Request (\$)									

A. Applicant Information

Please complete all parts of Proposal Submission Form.	
Company/Organization name ("the Applicant")	
Company/Organization name ("the Co-Applicant")	
Company Signer name (First, Last)	
Company/Organization address	
Company/Organization phone	
Company/Organization email	
Contact person (if not the signer)	
Contact person telephone number	
Contact person email	

B. Applicant Organization Information*

Applicants must include:
1. a copy of the Articles of Incorporation/Letters Patent for the Applicant; and
2. a Certificate of Status (Ontario Corporation) or Certificate of Compliance (Federal Corporations) for the Applicant and Co-Applicant (if applicable); and

3. Audited financial statements for the two (2) most recent years available showing the status of reserve funds. If two years of financial statements for the Applicant aren't available, statements for the Beneficial Owner/parent Non-Profit Organization must be provided; and 4. <u>a signed copy of the Indigenous Housing Provider Letter of Attestation</u>		
Indigenous Housing Provider	Non-profit Registration number (if applicable):	

C. Applicant Partnership Information

Please fill out the following information if you are partnering with any other organization to deliver and operate this project. If you are not partnering with another organization to deliver this project, skip to Subsection D.	
No, I am not partnering with another organization to deliver this project	
Yes, I am partnering with other organization(s) to deliver this project	
Yes, I am partnering with another organization to operate the building (please include their name and contact information)	
Organization #1 Name	
Organization Information	Indigenous Housing Provider
Contact Name (First, Last)	
Contact Information (email address)	
Role on Project:	
Organization #2 Name	
Organization Information	Non-Profit or Co-operative Corporation Indigenous Housing Provider Private company
Contact Name (First, Last)	
Contact Information (email address)	
Role on Project:	

D. Development Partners and Land Ownership

Please select the option that best describes your project and provide the information asked of that option. If you have selected Other, please provide further information and include the necessary attachments.

Option A: The land is currently owned by the Applicant. If this box is checked, answer questions 1 to 4 and include a current copy of the parcel register for the property dated within 60 days of the application .		
1.	Please list the Registered Owner(s), including the Applicant (if applicable):	
2.	Please list the Beneficial Owner(s), including the Applicant (if applicable):	
3.	Please list the General Partner(s), including the Applicant (if applicable):	
4.	Is there an existing mortgage on the land/buildings? If yes, include how much is outstanding currently. If no, put N/A.	
Option B: The lands are not currently owned by the applicant but there is a signed Agreement of Purchase and Sale (APS) or Letter of Intent (LOI) with the co-applicant, signed by both parties. If this box is checked, include a signed APS or signed LOI with the application and a current copy of the parcel register for the property dated within 60 days of the application (<i>see Guidelines for further information</i>).		
Option C: The land is currently leased by the applicant. If this box is checked, answer questions 5-7 and provide a current copy of the lease with the application and current copy of the parcel register for the property dated within 60 days of the application.		
5.	Indicate the length left on the term of the lease:	

6.	Is there a leasehold mortgage on the leasehold interest? If yes, include how much is outstanding at this time. If no, put N/A.	
7.	Does the lease allow for contemplated development? If yes, indicate the exact section of the lease. If no, please explain.	
Option D: The project is on City-owned land or is a City-led site. If this box is checked, please provide a current copy of the lease and a current copy of the parcel register for the property dated within 60 days of the application with the application and explain the relationship below.		
OTHER: Please explain the relationship between the applicant and the landowner and provide supporting documentation.		

E. Project Description

Please provide as much detail on this project as possible including best estimates known at this time:

Short Description (1-2 sentences):	
Project's Municipal address	
Ward Name	
Closest major intersection and proximity to higher-order transit, including subway stations, GO rail stations, and/or surface transit in dedicated transit corridor/lane	
Percentage of affordable units (of total number of residential units) <i>(minimum is 20%)</i>	
Total number of proposed Supportive units	
Total number of RGI units proposed (i.e. to receive housing benefits or rent supplement from the City (RGI))	
Length of affordability in years proposed for Affordable Units <i>(minimum is 40 years)</i>	
Gross Residential Floor Area (m ²) Market + Affordable area	
Affordable Gross Residential Floor Area (m ²)	
Gross Non-Residential Floor Area (m ²) (i.e. commercial, retail space) Note: Administration office and program space for residential units are to be considered part of residential space.	
Total Gross Floor Area (m ²)	

Gross Construction Floor Area (GCFA)	
Number of resident parking spaces	
Number of visitor parking spaces	
Anticipated construction start date	

F. Development Review Application Status

Please indicate the current stage and any relevant application numbers of the Planning approvals process for the proposed project including the permitting stage, whether any permits have been issued, and confirm if any application fees have already been partially paid. Provide this information in the "Explanation" section. Select all that currently apply and attach any relevant documentation, including site plan drawing, elevations and site statistics available.	
Pre-Application Consultation (PAC) has been completed and application feedback received from City staff. <i>The PAC Submission and City-Issued Planning Application Checklist are to be included in your application materials.</i>	
Zoning By-law and/or Official Plan Amendment application(s) have been submitted and/or under review.	
Zoning By-law and/or Official Plan Amendment application(s) have been approved by City Council. <i>Council approval of Zoning is to be included in your application materials.</i>	
Complete Zoning By-law Notice (ZAP) has been issued by Toronto Building and Community Planning has provided concurrence that required variances are minor and do not require Zoning By-law Amendment application(s) or Official Plan Amendment application(s). <i>ZAP and confirmation of minor Zoning change are to be included in your application materials.</i>	
Complete Zoning By-law Notice (ZAP) has been issued by Toronto Building indicating the design complies with zoning, and/or Committee of Adjustment decision has approved all variances identified in a complete Zoning By-law Notice. <i>ZAP and/or Committee Decision are to be included in your application materials.</i>	
Site Plan Application has been submitted and/or under review	
Site Plan Application has been approved by City staff (NOAC issued) <i>NOAC/SPA Approval to be included in your application materials.</i>	
Building Permit application has been submitted.	
Explanation/Other:	

G. Proposed Unit Mix

Please provide any known details of proposed residential units in the new development. If multiple rent levels are charged, please enter them on separate lines.

	Dwelling room	Studio	1-bedroom	2-bedroom	3-bedroom	4-bedroom	Total units
Affordable Rental Units							
# of Affordable Rental Units							
Monthly Rent (\$)							
Unit size (m2)							
Rent-Controlled Units							
# of Rent-Controlled Units							
Monthly Rent (\$)							
Unit size (m2)							
Rental Replacement Units*							
# of Rental Replacement Units							
Other Residential Units***							
# of Other Residential Units (Market, Condo)							
Unit size (m2)							
Total Units in Proposed Development							
% of Total Units that are Affordable Rental Units							

*Capital and loan funding and incentives are not available for rental replacement units or units that are not Affordable Rental Homes through this Call for Applications. Rental replacement units should be counted in the total unit count.

H. Other Funding/Financing Sources

Are you applying for, or have you secured, any other sources of **capital** (including any pre-development) funding, financing, equity or donations to support your project from any government and/or non-governmental entity (including any equity contribution,

donations)? If so, please describe below. You may attach supplementary information (e.g. confirmation letters from lender) in support of funding sources with your application.

	Amount	Source and/or Program	Reference Contact Information	Notes	Secured?
1					Yes ☐ No ☐
2					Yes ☐ No ☐
3					Yes ☐ No ☐
4					Yes ☐ No ☐
5					Yes ☐ No ☐

Are you applying for, or have you secured, any other sources of **operating** funding, financing, or donations to support your project? This includes any RGI funding or any rent supplements that are known at this time. If so, please describe below.

	Amount	Source and/or Program	Reference Contact Information	Notes	Secured?
1					Yes ☐ No ☐
2					Yes ☐ No ☐
3					Yes ☐ No ☐
4					Yes ☐ No ☐
5					Yes ☐ No ☐

I. Road Closures

What is the estimated timeline for road closures associated with your project? High level estimates are sufficient.

Estimated Date of Road Closure Start:

Estimated Date of Road Closure End:

Road Name	Length of Lot Boundary or Closure (m)
Road 1:	
Road 2:	
Road 3:	
Road 4:	

J. Development Work Schedule

A project GANTT chart is to be attached to the application, and must include at a minimum the following:

- Assumed construction period, including key milestones, substantial completion and building occupancy;
- Anticipated funding and/or financial milestones, including agreement dates, first draw date and other milestones as appropriate;
- Anticipated municipal approvals, including steps required to obtaining approvals, as appropriate; and
- Any other relevant project schedule details, as appropriate, to demonstrate path to construction.

For projects applying for CHPF, please complete the Application Components below. If applying for only Capital Funding, please proceed to Part 4.

Part 3: CHPF Application Components

1. Applicant Qualification and Experience

Demonstrate the Applicant's experience and qualifications in conducting pre-development due-diligence work by providing the following:

Please indicate if your organization has internally dedicated resources that will be leading the project. Applicants are strongly encouraged to identify a project manager to oversee the pre-development activities and include a summary of their skills and qualifications below.	Yes ☐ No ☐
Include resumes with details of their professional qualifications or applied experience in conducting predevelopment due diligence work, the locations and types of projects undertaken and number of years of management experience. Indicate if carrying a loan in arrears, been in any financial defaults in the last 10 years or led housing projects with cost overruns.	

*If you are also applying for Capital Funding, you do not need to fill out the next section. This information is requested through **Part 4: Capital Funding – Section 1.***

Please indicate if your organization has any experience in developing housing projects of a similar scale to that being proposed.	Yes ☐ No ☐
Include any relevant project details, timelines, internal or external resources used for housing development, ability to complete project on-time and on-budget, etc.	

*If you are also applying for Capital Funding, you do not need to fill out this section. This information is requested through **Part 4: Capital Funding - Section 3.***

Please indicate if the applicant has experience in operating affordable housing.	Yes ☐ No ☐
Include any relevant details of your organization's experience in operating housing projects of similar size (including RGI, affordable, supportive housing units) including location number of units, internal or external resources used for property management, etc.	

2. Development Partner Experience

*If you are also applying for Capital Funding, you do not need to fill out this section. This information is requested through **Part 4: Capital Funding – Section 1b.***

For the partners identified in the Section above, please provide the following details.

Include their experience and expertise in relation to similar projects and an outline of the duties and responsibilities to be assumed in the pre-development work. Include any relevant details of your consultants' experience in conduction pre-development due-diligence work such as previous examples, timelines, number of years of conducting due-diligence pre-development work (such as Official Plan amendments, Rezoning Applications, Site Plan approvals, etc.), ability to complete the project on time and on budget, internal or external resources used for pre-development work. Please include their resumes as part of the application. Resumes should include the following details: the locations and types of projects undertaken, types of activities/services provided, number of years of management experience.

Please include a signed consent authorizing the disclosure of personal information to the City and Miziwe Biik Development Corporation, or its designated agent, for each resume that is submitted. However, the Applicant will accept all liability for disclosure if any consent is not provided.

3. References

*If you are applying for Capital Funding, you do not need to fill out this section. This information is requested through **Part 4: Capital Funding - Section 1a.***

Please provide in the box below up to three references for pre-development due-diligence work conducted over the past five years by the Applicant or development partners including:

- I. Name of the reference and their relationship to the Applicant;
- II. A contact name and title, postal address, telephone number, e-mail, and website, if any;
- III. A description of the project, highlighting the number of units, location, type of residents, tenure, age of building, specific features, etc.
- IV. Services provided for the reference and for what period. Note any specific difficulties encountered in the management of the project, if applicable, and outline how they were overcome.

4. Business Case and Funding Uses

What are the intended uses of repayable loan funding acquired through this program? Please provide details including the use of professional consultants, studies, vendors etc. and provide any additional items for spending by activity. The services of a Cost Consultant and Escrow Agent are eligible costs and required as part of your application. Funding decisions will be made by the City based on detailed information provided in this business case. The City will not provide any one project more than \$50,000 in loan funding per Affordable Rental Home.

Projects approved for Capital Funding will be considered for Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) for incentives for eligible units. Only costs not covered under the ARRCHI program should be included in your CHPF business case.

If additional space is required, you may attach a full breakdown of the proposed Pre-Development work.

	Description of Proposed Work	Vendor (if selected)	Estimated Amount (attach quote or invoice if available)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Total Requested Loan Amount from Community Housing Pre-Development Fund*		

*See Guidelines Section 2.1.7 on further details around unit types that can be counted towards the requested loan amount.

5. Work Completed To-Date

Has any pre-development due diligence been completed on this site? If yes, please explain and include detailed costs and attach invoices incurred since February 28, 2025, to your application. Please include the extent of due diligence already completed and whether there are any issues of note that arose as a result of such due diligence:

For projects applying for Capital Funding, please complete the Application Components below.

Part 4: Capital Funding Application Components

1. Development Qualifications

Please demonstrate the Applicant's (including partnership entities if applicable) experience and capacity to build Affordable Rental Housing and how the Applicant has an experienced development management and/or construction team including the staff, organizational capacity, and ability to develop the proposed project.

a. Housing Development References

Please provide a list of up to three (3) housing developments completed over the last ten (10) years by the Applicant (including partnership entities if applicable), containing all details listed in the template below, including references. Applicants should recreate a table in the format below to provide this information in their submission.	
Development Project #	
Project Name and Address	
Size of the Development (number of storeys, number of residential units, number of affordable rental units)	
Required Planning Approvals	
Type of Construction Contract	
Funding and Financing Sources	
Project Tenure	
Target Tenant Group (if rental, if applicable)	
Specific Features	
Outline any specific difficulties encountered during the project and how these difficulties were overcome.	
Note the extent to which projects were completed and are operating successfully.	
Reference Information	
Name of reference and relationship to Applicant	
A contact name and title, telephone number, and email	
Services provided by or to the reference (i.e. construction, project management, architectural services etc.)	

b. Key Consultants and Resumes

Please provide a list of the key consultants and individuals on the Applicant's (including partnership entities if applicable) development and/or construction team (e.g.

The resumes for the consultants and individuals listed (citing their experience and expertise in relation to similar projects and indicating the duties and responsibilities to be assumed in the development of the proposed project) must be included as an attachment to the Application ("Attachments").

2. Corporate Financial Viability and Financing Experience

Indicate if your organization is an approved Frequent Builder as identified by CMHC (an accompanying letter/approval issued by CMHC should be included as an Attachment to this Application).	Yes ☐ No ☐
Please demonstrate the Applicant's experience and financial capacity to secure capital funding and construction financing for the purpose of developing new rental housing.	

3. Affordable and Rental Housing Management Qualifications

Please demonstrate the Applicant's or a proposed contracted property manager's experience in operating quality rental housing, providing sound property management, maintaining a portfolio of rental housing in a state of good repair, and the ability to provide appropriate supports to tenants.

a. References

Provide a list of up to three (3) rental housing projects of similar size and type as the proposed project managed over the past five (5) years by the Applicant, proposed contracted property manager or other entities identified. Examples of permanent rental housing should be prioritized however, experience operating transitional housing may also be provided. Applicants should recreate a table in the format below to provide this information in their submission.	
Rental Housing Project #	
Project Name and Address	
Size of the Development (number of storeys, number of residential units, number of affordable rental units)	
Primary Tenant Group	
Age of Building	
Status of Arrears and/or Vacancies	
Housing Stability Supports Provided (if any)	
Property Management Strategies (property management services provided, approach to maintenance)	
Reference Information	
Name of reference and relationship to Applicant	
A contact name and title, telephone number, and email	
Services provided by or to the reference (i.e. property management, maintenance etc.)	

b. Capital Asset Management and Maintenance

Please describe the Applicant's approach to capital asset management and maintenance including successful management of capital assets using tools such as replacement of reserve funds, capital replacement reserve studies and/or building condition assessments.

c. Key Consultants and Resumes

Please provide a list of the key consultants, organizations and individuals on the Applicant's (including partnership entities if applicable) building management team and an outline of the duties and responsibilities to be assumed in the operation and management of the building.

The resumes for the consultants and individuals listed (citing their experience and expertise in building management and any proposed support service provision) and indicating the duties and responsibilities to be assumed in the development of the proposed project must be included as an attachment to the Application ("Attachments").

The Attachments should include a signed consent form from the consultant or individual(s) that authorizes the disclosure of personal information to the City and to Miziwe Biik Development Corporation (MBDC) or its designated agent(s) for each resume that is submitted.

4. Capital Funding & Construction Financing Plan

CMHC Programs

All Applicants are encouraged to apply for funding and financing available through [CMHC's National Housing Strategy programs](#). If the Applicant intends to apply to one of the following CMHC programs, they are required to submit as part of their RHSP Indigenous Funding Stream Capital Funding application a completed CMHC Financial Viability Assessment spreadsheet associated with the program as an Attachment to the Application. These are available on the CMHC website at the links below.

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

Please describe the proposed funding and financing plan for the project including details of all proposed capital funding, equity contributions, construction financing, mortgage financing and contributions or grants from other sources.

Provide an indication as to: i) how financing will be secured, ii) when confirmation of City funding is needed to secure financing and iii) a strategy to address any funding shortfalls. Supporting documentation for any financing applications that are in progress must be provided (e.g. Letter of Interest, Loan Agreements, Certificate of Mortgage Insurance etc.).

To be submitted as an Attachment to the Application:

- A monthly cash flow plan for the City's requested Capital Funding contribution, in keeping with the anticipated development schedule which indicates the major development milestones.

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

5. Proposed Development Features, Plan and Schedule

Building on the details provided in Part B of the Application Package, please provide a description of the proposed development design including size, residential and non-residential components, proportion and type of Affordable Rental Housing to be provided, accessibility features, sustainability features, and any other unique features of the development.

a. Site Due Diligence

If you are also applying for CHPF for this project, you do not have to complete this section.

Please provide a summary of all legal, environmental and site due diligence completed on the lands or related to the proposed project to date, and a list of additional due diligence activities planned or required with particular attention to the status of any legal encumbrances, environmental site assessments, and to infrastructure/site servicing requirements.

6. Building Operating & Management Plan

Please note that all affordable housing units will be required to utilize the Centralized Affordable Rental Housing Access System. All housing benefit units, including Rent-Geared-to-Income (RGI) units, must be filled through the City's centralized RGI waitlist, with Indigenous priority applied where applicable. Alternative Indigenous referral pathways will be considered, subject to approval by the Housing Secretariat.

Please explain the roles and relationships of the various parties involved in the proposed project's operation, including what organization will be responsible for property management and any support services, if applicable.

Outline the proposed tools and approaches that will be employed to ensure the building is maintained in a state of good repair over the term of the agreement; and how tenant relations will be managed including how an eviction prevention approach will be taken.

a. Housing Benefits

Please provide a summary of the percentage of Affordable Rental Homes for which you are requesting Housing Benefits for (beyond the minimum 20% requirement). If relevant, please confirm how and when other funding sources and their amounts will be provided.

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

b. Supporting Indigenous Tenants

Please describe how the operation and management plans for the proposed project will address the needs of Indigenous residents; include any details of support services to be provided for tenants to assist in their housing stability, if applicable. Note that all access pathways must be approved by the City as part of an Access Plan.

c. Referral Agreements

If applicable, include any proposed details on referral agreements/head leases with non-profit organizations.

To be submitted as an Attachment to the Application:

- A completed 10-year Operating Budget (based on 2026 costs, showing assumptions for escalation until time of occupancy, in the form attached as Appendix 5), including detailed notes on assumptions to arrive at cost figures. Please include figures for the entire Property, including other components, if any.

7. Community Consultation and Communications Plan

This section of the application is intended to demonstrate the Applicant's plans to engage and consult with the local Indigenous and non-Indigenous community, agency partners and relevant stakeholders, to facilitate the successful delivery of the project, and establish positive relations with the community.

A summary of;

- any engagement with the Indigenous community undertaken to date
- any engagement with elected and City officials undertaken to date
- any engagement as part of the planning approvals process (if applicable)

An outline of the proposed community consultation and communication plan going forward, which reflects the development life cycle of the project (i.e. consultations required as part of securing municipal approvals, communications required during construction, etc.). and an outline of any specific challenges which may require particular attention.

Appendix 1. RHSP Indigenous Funding Stream Terms and Conditions

Table of Contents:

- 1) Applicant's Responsibility
- 2) City Contacts and Questions
- 3) Addenda
- 4) Questions
- 5) Exceptions to Mandatory Requirements, Terms and Conditions
- 6) Incurred Costs
- 7) Post-Submission Adjustments and Withdrawal of Applications
- 8) Gifts or Favours Prohibited
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- 10) Verification
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- 13) Intellectual Property Rights
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- 17) Limitation of Liability

1. Applicant's Responsibility

It shall be the responsibility of each Applicant:

- to examine all the components of the Call for Applications for the RHSP Indigenous Funding Stream (the "Call for Applications"). The Guidelines, these terms and conditions, the Developer and Operator Code of Conduct and all appendices, template agreements, forms and addenda included with the RHSP Indigenous Funding Stream Application Package (the Application) form part of the Call for Applications;
- to acquire a clear and comprehensive knowledge of the requirements before submitting an application;
- to become familiar, and comply, with all of the City's applicable policies and by-laws at <https://www.toronto.ca/business-economy/doing-business-with-the-city/understanding-the-procurement-process/purchasing-policies-legislation/>

The failure of any Applicant to receive or examine any document, form, addendum, Agreement or policy shall not relieve the Applicant of any obligation with respect to its Application or any Agreement entered into based on the Applicant's Application.

a) Honesty and Good Faith

Applicants shall respond to the City's Call for Applications in an honest, fair and comprehensive manner that accurately reflects their capacity to satisfy the requirements stipulated in the Application. Applicants shall make an Application only if they know they can satisfactorily perform all obligations of any resulting agreement(s) in good faith.

Applicants shall alert the City Contact to any factual errors, omissions and ambiguities that they discover in the Call for Applications as early as possible in the process.

b) Conflicts of Interest or Unfair Advantage

Applicants must declare and fully disclose any actual or potential conflicts of interest or unfair advantages related to the preparation of their Application or where the Applicant foresees an actual or potential conflict of interest in the performance of any resulting agreement(s). Such potential conflicts of interest or unfair advantages include, but are not limited to:

- a) Engaging current or former City employees or public office holders to take any part in the preparation of the Application or the performance of any resulting agreement(s) if awarded, any time within two (2) years of such persons having left the employ or public office of the City;
- b) Engaging any family members, friends or private business associates of any public office holder which may have, or appear to have, any influence on the selection process, or subsequent performance of any resulting agreement(s);
- c) Prior involvement by the Applicant or affiliated persons in developing any project specifications or requirements or other evaluation criteria for the Application;
- d) Prior access to confidential City information by the Applicant, or affiliated persons, that is materially related to the solicitation and that was not readily accessible to other prospective Applicants;
- e) The Applicant or its affiliated persons are indebted to or engaged in ongoing or proposed litigation with the City in relation to a previous agreement;
or
- f) Any City employee, Council member or member of a City agency, board or commission or employee thereof has a financial interest in the Application.

c) Collusion or unethical practices

No Applicant may discuss or communicate, directly or indirectly, with any other Applicant or their affiliated persons about the preparation of the Applicant's Application including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge of any other Applicant making an Application for

the same project or program. Applicants shall disclose to the City Contact any affiliations or other relationships with other Applicants that might be seen to compromise the principle of fair competition, including any proposed subcontracting relationships.

d) Interference prohibited

No Applicant may threaten, intimidate, harass, or otherwise interfere with any City employee or public office holder in relation to their duties. No Applicant may likewise threaten, intimidate, harass, or otherwise interfere with an attempt by any other prospective Applicant to make an Application for a City project or to perform any resulting agreement(s) awarded by the City.

e) Misrepresentations prohibited

Applicants are prohibited from misrepresenting their relevant experience and qualifications in relation to any selection process and must acknowledge that the City's process of evaluation may include information provided by the Applicant in its Application as well as records of past performance on previous projects with the City or other public bodies.

2. City Contacts

All communications concerning this Call for Applications should be sent by email to both of the City Contacts listed below:

- RHSP@toronto.ca
- Lamia Aganagic, lamia.aganagic@toronto.ca

No City representative, whether an official, agent or employee, other than those identified "City Contacts" are authorized to speak for the City with respect to this Call for Applications, and any Applicant who uses any information, clarification or interpretation from any other representative does so entirely at the Applicant's own risk. **Not only shall the City not be bound by any representation made by an unauthorized person, but any attempt by an Applicant to bypass the Call for Applications process may be grounds for rejection of its Application.**

From and after the date of the submission of an Application until such time as a decision has been made with respect to the Application, no communication with respect to this matter shall be made by any of the Applicant, or its representatives, including a third-party representative employed or retained by it (or any unpaid representatives acting on behalf of either), to promote its Application or oppose any competing Application, nor shall any Applicant, or its representatives, including a third party representative employed or retained by it (or any unpaid representatives acting on behalf of either), discuss the Call for Applications or its Application with any City staff, City officials or Council member(s), other than a communication with the "City Contact" identified in this Call for Applications.

Applicants should be aware that communications in relation to this Call for Applications outside of those permitted by this Call for Applications 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.

Notwithstanding anything to the contrary as set out in the Call for Applications, 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:

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

3. Addenda

If it becomes necessary to revise any part of this Call for Applications, the revisions will be by addendum posted electronically in Adobe PDF format on the City's website at <https://www.toronto.ca/community-people/community-partners/housing-partners/open-requests-for-proposals/>.

The City will post Addenda with relevant questions and answers on the website noted above.

No oral or written explanations, instructions or interpretations shall modify any of the requirements or provisions of the Call for Applications unless in the form of an addendum.

The City reserves the right to revise or remove this Call for Applications at any time.

Applicants and prospective Applicants should monitor the website linked above as frequently as they deem appropriate to inform themselves of any addenda, until the day of the deadline. The City is not responsible for any incomplete or incorrect Applications resulting from the issuance of an addendum or an Applicant's failure to update its Application in response to an any revised document(s).

All Applicants must acknowledge receipt of all addenda in the space provided on the Mandatory Submission Form.

Any reference in the Call for Applications to any document comprising the Call for Applications includes any amendments to such document made in accordance with this section.

4. Questions

Applicants finding errors, omissions, conflicts, ambiguities or discrepancies in the Call for Applications or having questions, comments or concerns regarding the Call for

Applications, its process and related matters ("Questions") may submit such Questions to the City Contact.

The City will make reasonable efforts to respond to Questions in a timely fashion. 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.

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

Pursuant to the article above titled "Addenda", responses to Questions prepared and circulated by the City are not documents forming part of this Call for Applications and do not amend the Call for Applications, unless such responses form part of an Addendum.

5. Exceptions to Mandatory Requirements, Terms and Conditions

If an Applicant wishes to suggest a change to any mandatory requirement, term or condition set forth in any part of this Call for Applications, it should notify the City Contact in writing before submitting an Application. The Applicant must clearly identify any such requirement, term or condition, the proposed change and the reason for it. If the City wishes to accept the proposed change, the City will issue an addendum as described in the article above titled "Addenda". The decision of the City shall be final and binding, from which there is no appeal. Changes to mandatory requirements, terms and conditions that have not been accepted by the City by the issuance of an addendum are not permitted and any Application that takes exception to or does not comply with the mandatory requirements, terms and conditions of this Call for Applications will be rejected.

6. Incurred Costs

The City will not be liable for, nor reimburse, any Applicant, as the case may be, for costs incurred in the preparation, submission or presentation of any Application, for interviews or any other activity that may be requested as part of the evaluation process or the process for the negotiation or execution of an Agreement with the City, as the case may be.

The rejection or non-acceptance of any or all Applications shall not render the City liable for any costs or damages to any firm that submits an Application.

7. Post-Submission Adjustments and Withdrawal of Applications

An Applicant may amend its Application at any time after email submission of the Application provided that the City's evaluation process has not yet commenced. If an Applicant amends its Application, the Applicant must resubmit the Application in full by email, indicating that it is a revised Application.

An Application may be withdrawn by delivering written notice of withdrawal to the City Contact by email. For clarity, an application may only be withdrawn by delivering such notice to the City Contact and cannot be withdrawn by any other means. Any Applications that are properly withdrawn before they have been examined or evaluated, will not be examined or evaluated for the purpose of the Call for Applications but shall be retained for the City's record retention purposes.

Following the submission of an Application, City staff will notify Applicants of any missing information or documents, and the Applicant will be required to submit the requested materials. Please note, applications that do not meet the eligibility requirements will be deemed ineligible for further review and the Applicant must resubmit the Application in full by email, indicating that it is a revised Application..

Applicants may resubmit a complete application at any time but City staff will review applications in the order complete applications are received.

8. Gifts or favours prohibited

No Applicant and no employee, agent or representative of the Applicant, may offer or give any gifts, favours or inducements of any kind to any City employees or public office holders, or otherwise attempt to influence or interfere with their duties in relation to the selection process or management of any resulting agreement.

If the City determines that this article has been breached by or with respect to An Applicant, the City may exclude its Application from consideration, or if an Agreement has already been entered into, may terminate it without incurring any liability.

9. Acceptance of Applications

The City shall not be obliged to accept any Application in response to this Call for Applications. The City may, without notice or incurring any liability or cost to any Applicant:

- a) accept or reject any Application(s) at any time;
- b) waive immaterial defects and minor irregularities in any Applications;
- c) following the submission of an Application, notify any Applicant of any missing information/document(s) in their Application and provide the Applicant with five (5) business days to submit missing information/document(s). If the missing

information/document(s) relates to an eligibility requirement, failure to submit the missing information/document(s) within the five (5) business days will result in the Application being deemed ineligible for further review and the Applicant must resubmit the Application in full by email, indicating that it is a revised Application.

- d) suspend, modify and/or cancel this Call for Applications (with or without the substitution of another Call for Applications) in whole or in part;
- e) enter into one or more Agreements in relation to this Call for Applications to as many Applicants as the City deems appropriate;
- f) if the Call for Applications is cancelled, the City may reissue a solicitation to one, some or all of the Applicants and/or any other person;
- g) exercise any other right or option provided for in, or in connection with this Call for Applications, including the rights and options set out in the applicable by-laws, policies and procedures established by the City;
- h) do nothing in relation to the Applications or the Call for Applications.

10. Verification

The City reserves the right to verify with any Applicant or with any other person any information provided in its Application but shall be under no obligation to receive further information. The City may rely on the representations, experience and expertise of the Applicants as set out in their Applications.

11. Ownership, Confidentiality, and Accuracy of City-Provided Data

The Call for Applications and all correspondence, documentation and information provided by City staff to any Applicant in connection with, or arising out of this Call for Applications, or the acceptance of any Application (the "City Materials") and all intellectual property rights therein:

- a) are and shall remain the sole property of the City;
- b) must be treated by Applicants as confidential;
- c) must not be used for any purpose other than for replying to this Call for Applications, and for fulfillment of any related subsequent Agreement; and
- d) immediately upon the request of the City, must be returned by the Applicant to the City and all electronic copies must be destroyed.

Unless and to the extent provided otherwise in any resulting agreement(s), 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. Any quantities shown or data contained in the City Materials are estimates only. Use of or reliance by Applicants on the City Materials shall be at the Applicant's sole risk and without recourse against the City.

12. Ownership and Disclosure of Application Documentation

The documentation comprising any Application submitted in response to this Call for Applications, along with all correspondence, documentation and information provided to the City by any Applicant in connection with, or arising out of this Call for Applications ("Application Materials"), once received by the City:

- shall become the property of the City and may be appended to the Agreement with the successful Applicant;
- shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"), and may be released, pursuant to that Act.

NOTE: Because of *MFIPPA*, prospective Applicants are advised to identify in their Application material any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

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

- on a confidential basis, to advisers retained by the City to advise or assist with the Call for Applications process;
- to members of Council in accordance with the City's procedures; and
- to members of the public pursuant to MFIPPA.

The Applicant(s) acknowledges that its/their Application Materials will be shared with Miziwe Biik Development Corporation.

The City will not return the Application or any other Application Materials.

13. Intellectual Property Rights

Each Applicant warrants that the information contained in its Application does not infringe any intellectual property right of any third party and agrees to indemnify, defend and save harmless the City and its agencies, boards, commissions, 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, or 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 in connection with their Application.

14. Failure or Default of Applicant

Without prejudice to any other right or remedy available to the City under the Call for Applications or at law, if the Applicant, for any reason, fails or defaults in respect of any matter or thing which is an obligation of the Applicant under the terms of the Call for

Applications, the City may disqualify the Applicant from the Call for Applications and/or from competing for future solicitations issued by the City.

In addition, the City may withdraw any offer of assistance awarded to the Applicant as a result of its Application and a contravention of these terms and conditions may also be grounds for the termination of any agreement entered into with the Applicant in connection with the Call for Applications.

The Applicant and its affiliates, associates, third-party service providers, and subcontractors shall not release for publication any information in connection with this Call for Applications or any Agreement without prior written permission of the City.

15. Governing Law

This Call for Applications and any Application submitted in response to it and the process contemplated by this Call for Applications including any ensuing Agreement shall be governed by and construed in accordance with the applicable City by-laws and policies, the laws of the Province of Ontario, and the federal laws of Canada. Any dispute arising out of this Call for Applications or this Call for Applications process will be determined by a court of competent jurisdiction in the Province of Ontario.

If any provision of the Call for Applications 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 Call for Applications; (ii) changing the fundamental nature of the obligations assumed by the parties; and (iii) affecting its application to other parties or circumstances.

16. Call for Applications Dispute Procedure

- a) Applicants should seek a resolution of any dispute arising from the Call for Applications by communicating directly with the Executive Director, Housing Secretariat 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 no later than ten (10) days after the date of the award notification, 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.
- b) Any written dispute that cannot be resolved by the Executive Director, Housing Secretariat through consultations with the Applicant, shall be referred by the Executive Director, Housing Secretariat to the Deputy City Manager, Development & Growth Services or their designate(s) for an impartial review, based on the following information: A specific description of each act or omission alleged to have materially breached the Call for Applications process;
 - i. A specific identification of the provision in the Call for Applications process that is alleged to have been breached;

- ii. A precise statement of the relevant facts;
 - iii. An identification of the issues to be resolved;
 - iv. The Applicant's arguments, including any relevant supporting documentation; and
 - v. The Applicant's requested remedial action
- c) The Deputy City Manager or their designate(s), in consultation with the City Solicitor, may:
- i) Dismiss the dispute;
 - ii) Accept the dispute and direct the Executive Director, Housing Secretariat to take appropriate remedial action; or
 - iii) Report to City Council with recommendations on the appropriate action, as applicable.

17. Limitation of Liability

Notwithstanding anything in the Call for Applications and any express or implied duties or obligations of the City to the contrary, the City and each of its agencies, boards, commissions, elected officials, officers, employees, servants, agents, volunteers, suppliers, advisers and contracted personnel will have no liability to any person, including any Applicant and prospective Applicant 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:

- a) the Call for Applications;
- b) participation of any such person in the Call for Applications process; or
- c) the City's acts or omissions in connection with the conduct of the Call for Applications process, including the acceptance, non-acceptance or delay in acceptance by the City of any Application. 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.

By submitting an application 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, boards, commissions, elected officials, officers, employees, servants, agents, volunteers, advisers and contracted personnel.

Each Applicant agrees that, despite this section 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 Call for Applications, the total liability of the City to any Applicant or any other person participating in the Call for Applications 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 Application.

Notwithstanding the City's limitation of liability, the Applicant may seek a debriefing or may pursue a dispute of the Call for Applications process in accordance with Section 16 (Call for Applications Dispute Process).

Appendix 2. Mandatory Submission Form

Mandatory Submission Form

1. Proponent Information

Please fill out the following information, naming one individual to be the Proponent's contact for the application review process and for any clarifications or communication that might be necessary. If there is more than one applicant, each applicant must complete this form.
Full Legal Name of Proponent*:
Any Other Relevant Name under which the Proponent Carries on Business:
Business Address:
City, Province
Postal Code:
Company Website (if any):
Proponent Contact Person
Name:
Title:
Phone:
Email:

2. Organizational Status

Is the Proponent incorporated as not-for-profit organization?

- ☐ Yes
☐ No

3. City Policies

The Proponent makes the following declarations and agrees to provide the City with ongoing disclosure of any changes to the declarations and information provided below during the application review process or the term of any resulting agreement(s). The Proponent shall provide the City with ongoing disclosure, should the Proponent be selected and any of the information declared below changes.

4. Operator Code of Conduct

The Proponent declares that it has read and understands its obligations under the Operator Code of Conduct and certifies that the Proponent and the members of its team have not engaged in any conduct prohibited under the Operator Code of Conduct and, if successful, will perform any resulting agreement(s) in compliance with the Operator Code of Conduct. The Proponent confirms that any disclosures in respect of the Operator Code of Conduct are set out below.

a) Collusion and Unethical Practices

If the Proponent declares an affiliation or other relationship with other Proponents that might be seen to compromise the principle of fair competition, the Proponent must set out the details below. If no details are provided, the Proponent is deemed to declare that it has no such affiliation or relationship.

Illegality

If the Proponent declares any previous convictions of itself or any members of its team under the Criminal Code, the Competition Act or other applicable law, for which they have not received a pardon, the Proponent must set out the details below. If no details are provided, the Proponent is deemed to declare that it or the members of its team have no such convictions.

b) Conflicts of Interest or Unfair Advantage

Potential Conflicts of Interest and unfair advantages include:

- i. engaging current or former City employees or public office holders to take any part in the preparation of the Proposal or the performance of any resulting agreement(s) if selected, any time within two (2) years of such individuals having left the employ or public office of the City;
- ii. engaging any family members, friends or private business associates of any public office holder which may have, or appear to have, any influence on the selection process, or subsequent performance of any resulting agreement(s);
- iii. prior involvement by the Proponent or any members of its team in developing any specifications or requirements or other evaluation criteria for the application review process;
- iv. prior access to confidential City information by the Proponent, or any members of its team, that is materially related to the application review process and that was not readily accessible to other prospective Proponents;
- v. the Proponent or any members of its team are indebted to or engaged in ongoing or proposed litigation with the City in relation to a previous agreement;
- vi. any City employee, Council member or member of a City agency, board or commission or employee thereof has a financial interest in the Proponent.

For the purposes of this section, Proponents must disclose the names of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) were employees of the City within twenty-four (24) months prior to the closing deadline; and (b) disclose all pertinent details including whether such former City employees participated in the preparation of the Proposal or will participate in the performance of the agreement if awarded to the Proponent.

If the Proponent declares any other actual or potential Conflict of Interest or unfair advantage, the Proponent must set out details of the actual or potential Conflict of Interest below. If no details are provided, the Proponent is deemed to declare that it has no actual or potential conflict of interest or unfair advantage.

5. Declaration of Compliance with Anti-Harassment/Discrimination Policy

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code and the Charter of Rights and Freedoms. In addition, the City also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. By completing this Mandatory Submission Form, the Proponent declares as follows:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating City Division, in consultation with the City Solicitor, may result in the termination of the contract.

6. Declaration of Compliance with the City's Fair Wage and Labour Trades Policy

By completing this Mandatory Submission Form, the Proponent declares that the Proponent and the members of its team agree to abide by the City's [Fair Wage and Labour Trades Policy](#), as applicable.

7. Declaration of Compliance with Accessible Customer Service Training Requirements

By completing this Mandatory Submission Form, the Proponent declares that the Proponent and the members of its team agree to comply with the City's [Accessible Customer Service Training Requirements](#).

8. Environmentally Responsible Procurement Statement

The Proponent has read the City's [Environmentally Responsible Procurement Policy](#) and makes the following statement: Environmentally preferred products/services are being used:

☐ Yes

☐ No

If yes, the Operator confirms the following brief statement of the environmental benefit of the product/service:

9. Gender Diversity

As part of City Council's support to enhance gender diversity on boards of corporations, all corporations conducting business with the City of Toronto are encouraged to utilize an intersectional analysis to strive to have gender parity on their corporate boards.

10. City of Toronto Grant Principles

All corporations conducting business with the City of Toronto are encouraged to follow the principles outlined in the [2017 document For Public Benefit: City of Toronto Framework for Working with Community-Based Not-For-Profit Organizations](#), and the City of Toronto Grant Principles ([Appendix to Appendix A of the Toronto Grants Policy, 2019](#)). The principles include committing to transparency, openness, accountability, equity, diversity, and inclusion, both as principles and as tools for ensuring that the impact of effective city-sector collaborations are enjoyed by all residents in Toronto. These principles also include special recognition and consideration of First Nations, Inuit

and Métis rights as they are distinctively recognized and affirmed in Section 35 of the Canadian Constitution.

11. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed in accordance with the terms of the Program Guidelines and Application Package or where required by law or by order of a court or tribunal.

In addition to the foregoing declarations made on behalf of the Proponent, I/we, the authorized signing officer(s) of the Proponent acknowledge and confirm that:

- (a) I/we have the authority to bind the Proponent;
- (b) I/we submit this Proposal on behalf of the Proponent for Non-profit Housing Providers to for the above named project
- (c) I/we acknowledge receipt of the following addenda by number and date (if applicable):
 - 1. Addendum # Date
 - 2. Addendum # Date
 - 3. Addendum # Date
- (d) I/we have carefully reviewed the Program Guidelines and Application Package including all appendices and have a clear and comprehensive understanding of the requirements;
- (e) I/we have submitted all the relevant information and if selected, agree to the terms and conditions set out in the Program Guidelines and Application Package , as described in our Proposal as submitted, and pursuant to the Contribution Agreement with the City of Toronto;
- (f) I/we have carefully reviewed the Template Contribution Agreement, and acknowledge that should we be selected for the Program the only amendments that will be accepted by the City will be to correct errors or to address project specific terms and conditions; and
- (g) I/we attest to the accuracy of the information provided in this Proposal.

Signature of Authorized Signing Officer*:	Signature of Authorized Signing Officer*:
Name:	Name:
Title:	Title:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

*The authorized signing officer(s) is/are the party or parties who will represent the Proponent in all contractual matters requiring a signature.

THIS FORM MUST BE SIGNED AND SUBMITTED WITH YOUR PROPOSAL OR YOUR PROPOSAL WILL BE DECLARED INCOMPLETE AND WILL NOT BE ACCEPTED.

Appendix 3. Capital Budget Form (CHPF + Capital Funding)

Please complete the following budget form using the best information available to you.

Project Address: _____

	Total estimated cost (CAD \$)	Check which of these costs are included in your total estimated costs for this section	Comments/ explanation
Hard costs		☐ Base Construction cost ☐ Environmental Remediation ☐ Appliances ☐ Furniture & Equipment ☐ Construction Contingency ☐ Escalation ☐ Other	
Land Costs		☐ Purchase price ☐ Land Transfer Tax ☐ Legal fees ☐ Title Insurance	
Soft Costs – Consultants		☐ Architectural ☐ Structural ☐ Mechanical ☐ Electrical ☐ Landscape ☐ Fire/Code ☐ Cost Consultant/Quantity Surveyor	

	Total estimated cost (CAD \$)	Check which of these costs are included in your total estimated costs for this section	Comments/ explanation
		☐ Environmental ☐ Traffic ☐ Development ☐ Other	
Site Costs		☐ Building appraisal ☐ Property appraisal ☐ Land Survey/Topographical Survey ☐ Geotechnical Assessment ☐ Environmental Assessment	
Legal and Organizational		☐ Legal Fees - Development Approval ☐ Legal Fees- Contracts and Agreements ☐ Organizational Expenses (specify- e.g. rent-up) ☐ Community Consultation and Communications ☐ Insurance during Construction and Final Cost Audit ☐ Escrow Agent ☐ Quantity Surveyor	
Financing Cost		☐ Other (specify- e.g. lenders fees)	
Fees and Permits		☐ Building Permit Fees (estimate)	

	Total estimated cost (CAD \$)	Check which of these costs are included in your total estimated costs for this section	Comments/ explanation
		☐ Planning Application Fees (estimate) ☐ Development Changes (estimate) ☐ Parkland Dedication Fees ☐ Educational Development Charges for the Toronto District Catholic School Board ☐ Hydro & Water Connection Fee ☐ Property Taxes During Construction (estimate) ☐ Other (specify- e.g. storm water management, trees)	
Total Projected Capital Cost:		\$	

Appendix 4. Operating Budget Form (CHPF + Capital Funding)

Please complete the following budget form using the best information available to you. Assume budget is for a calendar year, assuming normal building occupancy.

Project Address: _____

	Check which of these costs are included in your total estimate costs for this section	Total Estimate Cost (CAD\$)	Comments/explanation
Project Revenue	☐ Gross Rental Income (includes tenant rents and housing benefits contributions) ☐ Laundry Income ☐ Parking Income ☐ Other Revenue sources ☐ Gross Project Revenue ☐ Vacancy allowance ☐ Bad debt allowance ☐ Other (explain)		
Project Expenses	☐ Administration Costs ☐ Property Management ☐ Maintenance Staff ☐ Salaries and Benefits		

	Check which of these costs are included in your total estimate costs for this section	Total Estimate Cost (CAD\$)	Comments/explanation
	☐ Repairs and Maintenance (supplies, trades and service contracts including sprinklers, snow removal etc.) ☐ Other operating Expenses (e.g. Insurance) ☐ Capital Replacement Reserve (minimum 8% of gross revenue) ☐ Other (explain)		
Utilities	Heat (common areas and units) ☐ Electricity (common areas and units) ☐ Electricity (common areas and units) ☐ Water/Sewer (common areas and units) ☐ Garbage Levy (common areas and units) ☐ Other (explain)		
Sub -Total Operating Expenses			
Mortgage payments			

	Check which of these costs are included in your total estimate costs for this section	Total Estimate Cost (CAD\$)	Comments/Explanation
Total Project Expenses			
Operating Surplus/Deficit			Net Project Revenue less Total Project Expenses

Appendix 5. 10-Year Operating Budget for Capital Funding

Indigenous Housing Provider

Letter of Attestation

Must be Completed by Authorized Signing Officer

RE: Rental Housing Supply Program Indigenous Funding Stream

I, [FULL NAME], currently serve as the [POSITION] of [ORGANIZATION NAME]. I can attest that the entity I represent, [ORGANIZATION NAME], meets the definition of an **Indigenous Housing Provider** permanently based in the Greater Toronto Area (“GTA”), and that [ORGANIZATION NAME] provides housing and/or services **primarily** to Indigenous people in the GTA. I can attest that [ORGANIZATION NAME] meets the qualification criteria set out in the Call for Applications established for the Rental Housing Supply Program to qualify as an **Indigenous Housing Provider**.

Full Name

Signature

Title

Date: _____

Witness Name

Signature

Appendix 6. Indigenous Housing Provider Letter of Attestation

Appendix 7. Indigenous Funding Stream Submission Checklist

Required information and documentation as part of a complete RHSP application is listed below. Please submit your complete application package as **two PDF documents to RHSP@toronto.ca** (one combined PDF for the complete application package and a second consolidated PDF for all supplementary information). Name the PDF documents using your project name.

Application Package Component	Capital Funding	Community Housing Pre-development Fund
Part 1 – Cover Letter*		
Part 2 – Proposal Submission Form*		
Part 3 – CHPF Application Components		
Part 4 – Capital Funding Application Components		
Appendix 2 - Mandatory Submission Form		
Appendix 3 - Capital Budget Form		
Appendix 4 - Operating Budget Form		
Appendix 5 – 10-Year Operating Budget		
Appendix 6 – Indigenous Housing Provider Letter of Attestation		
CMHC Financial Viability Assessment		

*If applying for both Capital and CHPF for the same project, only one Cover Letter and Proposal Submission Form is required.

Supplementary Information and Attachments	Audited financial statements for the two (2) most recent years available for Applicant and/or Beneficial Owner/Parent Organization (if applicable)
	Articles of Incorporation/Letters Patent for Applicant and Beneficial Owner (if applicable)
	A current Parcel Register for the property
	A copy of the Lease (if property is leased by the Applicant) OR a signed copy of the Agreement of Purchase and Sale (APS) or signed Letter of Intent (LOI) (if applicable)
	Pre-Application Consultation Comments (PAC) from the Development Review Division
	Resumes with consent forms (Section 1 and 3 of Capital Funding)
	Monthly cash flow plan (Capital Funding)

Appendix 8. Pre-Development Loan Funding Template Agreement

Appendix 9. Template Contribution Agreement