



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**EXPRESSION OF INTEREST NO. 2024-002 EOI**

**#1 Development of Transitional Housing Facilities**

**Or**

**#2 Development of Affordable Housing**

**For**

**The District of Thunder Bay Social Services Administration Board**

## **Option #1 Development of Transitional Housing Facilities and Services** **Submission Details**

The District of Thunder Bay Social Services Administration Board (TBDSSAB) is seeking Expressions of Interest (EOI) from non-profit organizations wishing to develop/operate Transitional Housing Facilities and provide appropriate support services.

***Transitional housing*** is defined as a supportive, yet temporary, type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support (for addictions and mental health, for instance), life skills, and in some cases, education and training. Transitional housing living accommodation is intended to be provided for no more than a four-year period, and is exempted from the Residential Tenancies Act, 2006, under section 5.1.

TBDSSAB's goal is to increase access to transitional housing for those who require additional supports and treatment in order to live independently. This may include individuals who are currently street engaged, living in substandard housing, exiting from provincial or federal institutions, or dealing with mental health and/or substance use issues. The development of a culturally respectful, community-based approach to transitional housing with supports will specifically address the most vulnerable populations needing assistance.

TBDSSAB requires investment, including financial, human resources and operational, from the proponent to support the ongoing services and staffing required to assist the transitional tenants. Further, organizations whose primary operational objective is to support individuals in addressing mental health and addictions, health concerns, or life stabilization supports would be ideal.

### **Submission Requirements**

#### **Eligible respondents must demonstrate the following:**

- Be a legal corporate entity in the province of Ontario.
- Experience in the delivery of health supports, mental health & addictions treatments, lifeskills and stabilization services, and other related supports and services.
- Ability to establish service agreements with defined outcome deliverables related to the service of vulnerable populations.
- Ability to manage day-to-day operational matters related to the operation of a transitional housing property.
- Ability to maintain a staff of experienced, licensed (where appropriate), trained and proficient individuals.

## **Eligible Projects**

### **New Facilities:**

- Acquisition and, where required, rehabilitation of existing buildings to create transitional housing or permanent supportive housing.
- Conversion of existing buildings to create transitional or permanent supportive housing.
- Expansion of an existing transitional housing or permanent supportive housing facility.
- Conventional or modular construction of a new permanent supportive or transitional housing facility or expansion of a current transitional or permanent supportive housing construction project in-progress to increase capacity.

## **Access and Eligibility of Tenants**

All tenants of the proposed properties would require registration with TBDSSAB and a completed housing application. Applicants would be reviewed by TBDSSAB, and eligible applicants would then be identified for possible rent geared-to-income assistance and access to appropriate housing. Applicants may qualify for designation on the High Needs Homeless list, which would provide prioritized access to appropriate transitional housing. All intake processes will be addressed by TBDSSAB.

Applicants may be referred from emergency shelters, community support organizations, or direct connection with TBDSSAB.

## **Preferences**

While all responses to this EOI will be considered, TBDSSAB is most interested in responses which address the following key criteria:

- Experience in delivering a transitional housing model, complete with supports.
- 24 hour/day presence at the properties.
- Financial, Human Resources and operational investment by the proponent in the ongoing operations of the transitional housing projects.
- Identification of needs and supports required from TBDSSAB.

TBDSSAB will also give priority to responses which:

- Have access to next-stage independent housing options.
- Offer ongoing supports following exit from transitional housing.
- Offer an Indigenous cultural and learning experience.
- Have experience in working with vulnerable populations.
- Work with harm reduction principles.

## **Submission Details**

### **In the response to the EOI, respondents should include:**

- The name of the respondent organization and the key contact information (phone number, mailing and e-mail addresses).
- The respondent's experience in providing housing and resident supports, including Lifeskills, educational enhancements, job readiness training, mental health and addictions counselling, healthy lifestyle promotion and other related skills and services.
- The location/address of similar facilities and services currently offered including the number of individuals supported, services provided, and outcomes achieved.
- Proposed staffing model, service plan, and key measurables.
- Proposed new tenant intake plan, individual evaluation strategy, and determination model for supports and services.
- Plans for an evaluation model to show the impact of services and the results of transition to next-stage housing.
- Any relevant partnerships (other agencies, supports, other program funding).
- The respondents experience in residential development, construction, and property/tenant management.
- The location/address of the proposed site (if known).
- Zoning of the site (including any information as to the need for rezoning, minor variances, etc.).
- The environmental status of the land (include a copy of a Phase 1 Environmental Assessment, if completed).
- The number, type and size of the units offered for this program.
- Proposed drawings and site plan for the project.
- Proposed timing of construction start.
- The proposed rents (and whether utilities are likely to be included).
- A preliminary capital budget with proponent contribution and operating budget.

### **Review Criteria**

TBDSSAB will review all EOI's and determine the general viability of proposals as well as the ability to meet the defined needs outlined in this EOI.

TBDSSAB will review submissions based on the following:

- Addresses community need.
- Appropriateness of services delivered.
- Identification of a service plan.
- Quantifiable outcomes for transition to more independent housing.
- Readiness to assume operation with appropriate staff, resources and leadership based on timeframes provided.
- Financial sustainability.

TBDSSAB may, as a result of the EOI, decide to proceed directly to negotiate a contract with a respondent or may seek to engage a number of respondents in further discussions.

TBDSSAB reserves the right to reject all EOI's and take no further action.

## **Option #2 Development of Affordable Housing** **Submission Details**

The District of Thunder Bay Social Services Administration Board (TBDSSAB) is seeking Expressions of Interest (EOI) from non-profit organizations wishing to create affordable rental housing within the District of Thunder Bay.

Responses to this EOI received by TBDSSAB will be considered for funding opportunities through various loan and grant programs over the next few years.

TBDSSAB would like to hear from respondents their ideas, concepts or specific responses to create new affordable housing for low and moderate income households in communities throughout the District of Thunder Bay.

TBDSSAB will review all EOI's and determine the need and the general viability of proposals.

### **Submission Requirements**

#### **Eligible projects must be one of the following:**

- Affordable rental new construction.
- Affordable rental acquisition and, where required, rehabilitation of existing residential buildings to maintain or increase the affordable rental housing stock.
- Conversion of non-residential buildings or units to purpose-built rental buildings/units.
- New permanent supportive or transitional housing facility or expansion of a current transitional or permanent supportive housing construction project in-progress to increase capacity.

Community housing redevelopment which involves building new affordable rental units/additions on community housing sites may be eligible provided that the appropriate ministerial or service manager consent, as applicable, is obtained as per the *Housing Services Act, 2011*.

#### **Projects that are not eligible include:**

- Nursing and retirement homes.
- Owner-occupied housing.
- Student residences.
- Projects proposed by private sector proponents without non-profit/municipal/co-operative partnership.

While the rental housing proposed can be for a range of unit sizes, it should be noted that the greatest need identified by TBDSSAB Community Housing Waitlist is for one-bedroom units.

The proposed units must be suitable for tenants to live independently (non-congregate housing).

Apartment buildings being proposed in excess of one floor must include accessibility considerations.

Preference will be given to responses that incorporate energy efficiency measures, positive design, and barrier free features for persons with disabilities.

Funding may be in the form of a long-term forgivable capital loan which is available during the development and construction phases of the project, or a long-term low interest loan repayable over a 20 year period. Total amount and percentage of project funding is to be determined.

Projects must remain affordable for a minimum period of 20 years. Affordability is defined as having rents for the project that are at or below 80% of the Canada Mortgage and Housing Corporation (CMHC) Average Market Rent (AMR) for the specific area at the time of occupancy. Average rent is calculated using actual rents paid by tenants and any rent supplements provided by the Service Manager.

## **Preferences**

While all responses to this EOI will be considered, TBDSSAB is most interested in responses which are construction ready:

- Building site is acquired.
- Zoning is in place.
- Financial viability has been proven.
- Project targets a priority group (as identified in Appendix A).

TBDSSAB will also give priority to responses which:

- Have rent levels lower than 80% or AMR.
- Include all utilities in rent.
- Have proponent contributions greater than 25% of project costs.
- Feature energy efficiency measures.
- Offer accessibility features for persons with disabilities.
- Are linked to tenant support services.
- Offer affordability for longer than 20 years.

## **Submission Details**

### **In the response to the EOI respondents should include:**

- The name of the respondent and the key contact information (phone number, fax number, mailing and e-mail addresses).
- The respondents experience in residential development, construction, and property/tenant management.
- The location/address of the proposed site (if known).
- Zoning of the site (including any information as to the need for rezoning, minor variances, etc.).
- The environmental status of the land (include a copy of a Phase 1 Environmental Assessment, if completed).
- The number, type and size of the units offered for this program.
- Proposed drawings and site plan for the project
- Proposed timing of construction start.
- The proposed rents (and whether utilities are likely to be included).
- A preliminary capital budget with proponent contribution and operating budget.
- Mortgage financing details (if known).
- Any relevant partnerships (other agencies, supports, other program funding).

## **Review Criteria**

TBDSSAB will review submissions based on the following:

- Value for money.
- Community need.
- Readiness for development.
- Financial sustainability.

TBDSSAB may, as a result of the EOI, decide to proceed directly to negotiate a contract with a respondent (though obtaining a pool of responses for future development is also a goal).

TBDSSAB reserves the right to reject all EOI's and take no further action.



## **Submission Deadline for both options**

Expressions of Interest are to be addressed to:

The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, ON P7E 1B5

and should be received by 4:00 p.m. local time on Friday, June 28, 2024.

Expressions of Interest may be submitted by email to the contact person named below, or it may be sent to the address specified above by mail or delivered by courier, in each case prior to the closing time.

Dave Stewart  
Supervisor, Purchasing & Inventory Control  
[david.stewart@tbdssab.ca](mailto:david.stewart@tbdssab.ca)

## **Questions**

All questions/inquiries related to this EOI shall be directed in writing via electronic mail to Dave Stewart, Supervisor Purchasing and Inventory Control as per contact information listed above.

Any information provided by anyone other than the above mentioned will not be considered binding, nor will it change the requirements of this EOI.

## **Late Expression of Interest**

TBDSSAB, may in its discretion, accept, or reject and return, any EOI received after the closing time

## **Lack of Information**

Following receipt of an EOI, TBDSSAB may, in its sole discretion and without having any duty or obligation to do so, request that the respondent provide TBDSSAB with additional information to clarify or substantiate the information provided by the respondent.

If a respondent fails to provide information required for TBDSSAB evaluation of the respondent's qualifications or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the EOI.

## **Confidentiality**

Any and all information collected and discussed with regards to the above EOI's, are to be kept private and confidential between the respondent and TBDSSAB. No public disclosures to any third party, are to take place unless agreed upon by both parties.