**Action Ottawa**

**Affordable Housing Initiative**

**Request for Qualifications – RFQ No. A02013 – 1A**

**Questions and Answers – July 19, 2013**

**Question 1:***What is the City’s target for the number or percentage of supportive housing/housing with supports that are accessible? Do they have targets, for the overall system and/or for this instance?*

**Answer:** Our requirement is that at least 5% of new units be wheelchair accessible, designed as per CSA Standards CAN/CSA-B651-04(R2010): Accessible Design for the Built Environment guidelines. Our RFP typically recommends that we provide or exceed 10% when possible. The number of accessible units is higher depending on future tenants’ needs or target client groups.

**Question 2:** *You mentioned that the city wants these new units to take individuals from these “emergency shelters”. What is the definition of “emergency shelter” that you are using? Does it include individuals who are stuck in acute care, rehab and LTC facilities who could better be served in these new units?*

**Answer:** The emergency shelter system includes the two family emergency shelters owned and operated by the City and the emergency shelter providers under contract to the City to provide shelter accommodation to homeless men, women and youth. The purpose of this specific RFQ/RFP process is to accommodate the specific needs of individual men and women with complex needs and length of stays exceeding 2 years in the emergency shelter system.

**Question 3:** *You only mentioned “individuals”. You did not mention “family units”. Are couples and single parents with child(ren) not occupying emergency shelters? Are they being excluded from this instance? If so, why? And will they be included in the future?*

**Answer:** Council identified two housing priorities; families, and supportive housing. Since 2011, significant investments have been made to help families with housing needs including households with children accommodated in the shelter system. Investment in housing for families has included annualized funding of $3.4 Million toward rent supplements and $1.6 Million toward housing allowances, 28 new family units on Carson’s Road, 74 new units, many of which are suitable for families, under construction at 800 Montreal Road, and 10 new family units planned for Old St. Patrick Street. The purpose of this specific RFQ/RFP process addresses the second priority identified by Council, supportive housing, which is to accommodate the specific needs of individual men, women with complex needs and length of stays exceeding 2 years in the emergency shelter system.

**Question 4:** *Is there a way of creating “age appropriate” clusters?  For instance, there are many young people with MS or Spinal Cord injuries who get placed in areas where they are not with peers. Is there something that can be done to address this in this process?*

**Answer:** Yes, age appropriate clusters may be proposed for specific client groups and may be accommodated in different ways depending on proposals submitted and needs of the individuals.

**Question 5:** *In the application form, the City is asking for references from clients. The term "clients" is confusing. Can you clarify what a client is? Are clients tenants, program participants or are they organizations that we have partnered and worked with?*

**Answer:** References may include any level of government (including the City), other partner agencies or organizations that you have had a contract with or who is very familiar with your organization’s work and conduct.

**Question 6:** *If two agencies are applying as co-lead agencies/partners; should they completing two (2) applications forms?*

**Answer:** If you can fit the information clearly on one application form and provide a copy of all relevant information (e.g., audited financial statements) then one application will suffice. Otherwise, you may use two application forms.

**Question 7:** *Is there any new information to be shared in regards to the possible piece of land that the City has?*

**Answer:** Not at this time.

**Question 8:** *The list of partners on page four is it the partners we have now, or the ones we intend to have for this particular project? If we do not provide any, do we indicate we are interested in partnering with other agencies or do we leave it blank?*

**Answer:** The list of partners on page four of the application is partners you intend to have for this particular project. If interested in partnering with other agencies please indicate this.

**Question 9:** *Do references need to be supported with reference letters?*

**Answer:** No

**Question 10:** *Can ministries and local LHIN act as references for the RFQ?*

**Answer:** Yes