



## PART 2 – Required Attachments

Please ensure each application package contains the following supporting information. Applications will be deemed incomplete if all required information is not submitted. Under extenuating circumstances and at the discretion of The City, applicants may be asked to clarify application material prior to and during the evaluation process.

Label all files as per the direction indicated on **Application Submission Instructions**.

### 1. **Status**

An eligible applicant is:

- a) an Indigenous non-profit, charitable organization, or
- b) an Indigenous government with an explicit mandate to serve, support and deliver non-market housing and programs for Indigenous by Indigenous, or
- c) a signatory of Treaty 7, or
- d) Historic Northwest Métis - Otipemisiwak Métis Government, Métis Nation Battle River Territory (Nose Hill Métis District 5 and Elbow Métis District 6), or
- e) an Indigenous urban social or housing organization who intend to develop and operate non-market housing in Calgary.

Supporting information required with applicant submission to validate applicant status:

- Details on organizational structure and organizational chart with member particulars (name, position, start date, profile summary, etc.).
- Government of Alberta Corporation/Non-Profit Search for the applicant, and any proposed partners, carried out within the last 30 days.
- Certificate of Incorporation, organizational bylaw, or statement of organizational profile indicating a mandate to support Indigenous non-market housing.

### 2. **Indigenous Non-Market Housing Experience**

Applicants must have a minimum of 5 years of recent experience in the operation and management of Indigenous non-market housing. Supporting information required with applicant submission:

- A list of facilities operated and managed by the Applicant for a minimum of 5 years. Provide details of location (property address), type of property, client profile, number of units and duration of operational and management services.
- A description of facility operating standards and protocols including statements on how the operation of existing Indigenous non-market housing incorporates:
  - i. A commitment to the active principles of Ownership, Control, Access, and Possession (OCAP) and For Indigenous By Indigenous (FIBI)



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- ii. A commitment and demonstration of the principles of Ethical Space, Sanctified Kindness, and Relationality; specifically, through the co-creation of the project with community input including Elders guidance.
- iii. A commitment to both Western and Indigenous knowledge and practice through an intentional alignment to Natural Laws (Siim'ohksin/Wahkotowin).

### 3. **Development/Construction Experience**

Applicants must have a minimum of 5 years of recent experience in designing, developing and constructing multi-unit residential projects in Calgary. Supporting information required with applicant submission:

- Three (3) letters from references familiar with the applicant's work and experience in designing, developing and constructing multi-unit residential projects over the past 5 years.
- Documentation to demonstrate applicant's experience in designing, developing and constructing, including a list of completed and current projects of similar size and scope as the proposed subject building with details of location (property address), type of property and asset class, number of levels, number of units, overall project budget and year completed.
- If the applicant does not meet these criteria, they may partner with one or more organizations which does meet these criteria. All partnerships should be clearly documented in the attachments through a letter of intent or a memorandum of understanding signed by the applicant and the partner.

### 4. **Financial Strength**

Supporting information required with applicant submission:

- Audited financial statements for past three (3) years. Audited financial statements must demonstrate good and prudent financial management with balanced budgets, prudent reserves, a good balance sheet position and reasonable borrowing capacity in place.
- Disclosure of any commitments or contingent liabilities.
- Applicant's bank or other financial institution(s)' letters of reference and credit check.
- List of assets owned at fair market value.
- A signed letter from the Chief Financial Officer (or equivalent financial authority) of the Applicant to demonstrate to The City that the Applicant has sufficient financial standing and capacity to carry out their respective role(s) on the Project.
- Documentation validating secured sources of capital funding to support project development, including cash, financing, land equity, grants, in-kind, preapproved loans, forgivable loans, etc.



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### 5. **Ability to Leverage Financial Support**

Supporting information required with applicant submission:

- A description of organizational depth and strength to secure capital and operational funding from Provincial and Federal levels of government and any other sources.
- Three detailed examples where the Applicant was able to secure capital or operational funding from third party sources (ie. charitable organizations, local non-profit agencies, Provincial and Federal levels of government).

### 6. **Support Service for Indigenous Residents**

Supporting information required with applicant submission:

- A letter or other documentation describing the extent of support services provided to future residents. In the case of third-party supports, a letter, or memorandum of understanding, or formal agreement outlining the scope of social services provided to future residents. Support services must be designed to benefit Indigenous residents.

### 7. **Development Details**

- If available, submit a copy of proposed development intentions including:
  - i. Site plan
  - ii. Building details including unit yield, mix, and configuration
  - iii. Indigenous design considerations
  - iv. Timeline
  - v. Project budget

- Supporting information required with applicant submission:

Evidence demonstrating the Financial Capacity to undertake timely development and construction of non-market housing units on land disposed of by The City, and Administrative Capacity to operate and maintain the constructed units as non-market housing units for the entire term of the Housing Agreement is required. Completion of Appendix "A" Project Proforma **is required**. The Applicant will need to disclose how they intend to bridge any shortfall(s) where net operating income is negative.

## DEFINITIONS

### **Ethical Space**

An invitation to co-create a space between different cultures and knowledge systems. It is about relationality and creating a place for knowledge systems to interact with mutual respect, kindness, generosity and other basic values and principles. All knowledge systems are equal; no single system has more weight or legitimacy than another. The decision to enter ethical space is thus not asking parties to renounce their respective commitments or relinquish their jobs or roles. Rather, it



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is an opportunity for parties on both sides to communicate and be transparent about these commitments. An ethical space reflects a new way of thinking, a new way of doing things that does not diminish what already exists. Both a western written culture and an Indigenous oral culture are distinct, each with their own unique practices. Each culture can bring practices forward that together set the fundamental principles for how to move ahead, resulting in an ethical space, a place of cultural safety. Ethical space is less about making Indigenous ways the entire focus and more about creating a true team environment, where the parties deliberately level the playing field.

### **Indigenous & Western Knowledge**

Indigenous knowledge is diverse, with unique contributions & insights that are often place-based and embedded in language, place & Natural law. Western knowledge is based on empirical truths and one-knowable reality enacted through a variety of knowledge traditions, methods, tools, and approaches to knowing & recording the world.

### **Natural Laws (Making Relatives/Relationality)**

Natural laws are understood as the worldviews/a way of life that informed Indigenous communities prior to colonization. Siim'ohksin and Wahkotowin are ways of understanding for example, what home meant to Indigenous peoples prior to colonization; concepts of relationality to each other and the land. The Nitstitapi (Blackfoot) say that their worldview comes from the Sky People; this is where the stories of creation and Natural laws are born. Every Indigenous nation has their own distinct worldview, the way in which they spiritually and physically situate themselves in the world relative to all other beings; that is, their relationships. The act of 'Making Relatives' is reflected within the concept of Siim'ohksin (Blackfoot) or Wahkotowin (Cree) and refers to the fact that all things in creation are related. Relationship is understood through the cultural principles of Discipline, Responsibility, Respect, and Accountability. When we talk about using a Siim'ohksin or Wahkotowin approach, we are talking about using an oral approach to making relatives. Each term is similar in context, thus validating the other. Both function in an oral capacity on a human level, within the environment (urban, in this respect) among the community, family, and individual. Siim'ohksin or Wahkotowin are the closest approximations for the Western idea of 'Making Relatives' and underscores a complex ideology and ceremony of building relationships.

### **Ownership, Control, Access, and Possession (OCAP)**

The First Nations principles of OCAP establish how First Nations' data and information will be collected, protected, used, or shared. Standing for ownership, control, access and possession, OCAP is a tool to support strong information governance on the path to First Nations data sovereignty. Given the diversity within and across Nations, the principles will be expressed and asserted in line with a Nation's respective world view, traditional knowledge, and protocols. For information on OCAP, please access The First Nations Principles of OCAP at the First Nations Information Governance Centre at:

<https://fnigc.ca/ocap-training/>



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### Sanctified Kindness

Is a practice that creates a safe space for open conversation, equality, compassion, and gentleness to all living things; it can create a safe space for learning and understanding. It can provide the foundations for truth and reconciliation, and the first steps towards eliminating systemic racism. Early education and awareness are critical elements of sanctified kindness.

*We were given sanctified kindness through the smudge. It brought us together as relatives, with the whole environment: plants, animals, all human beings. We believe no one was stronger than the other, but we all need each other to achieve goals. - Reg Crowshoe*

To Indigenous people, sanctified kindness is one of the Natural laws, it brings people together as relatives, with the whole environment, plants, animals, and all human beings. It is about building that relationship. If coming from a world of sanctified kindness, anything is possible. The concept of sanctified kindness aligns with the idea of “sharing with compassion”; it is the giving of a resource, including stories, to help the community