



**Housing Services
Services de logement**

A city where everyone has a place to call home • Une ville où tout le monde a un chez-soi

Action Ottawa Affordable Housing Initiative

APPLICATION PACKAGE

June 29, 2015



ottawa.ca

City services **3-1-1**
Services municipaux

TTY/ATS 613-580-2401

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1. NAME OF ORGANIZATION OR LEAD RESPONDENT		
2. TYPE OF ORGANIZATION (Note: All applicants must be incorporated)		
<input type="checkbox"/> Non-profit Corporation <input type="checkbox"/> Private Corporation		
Date of Incorporation	Incorporation Number	Charitable Number (if applicable)
3. CONTACT FOR THE ORGANIZATION		
Name		Job Title
Telephone	Fax Number	Email Address
4. MAILING ADDRESS OF ORGANIZATION		
Street Address		
City and Province		Postal Code
Telephone	Fax Number	Email Address
5. CONTACT PERSON FOR PROJECT INFORMATION (if different than above)		
Name		Job Title
Telephone	Fax Number	Email Address



Provide a brief description of your organization's mission.

Provide a brief description of the primary activities of your organization.



Provide a list of the Board of Directors, subsidiary companies and their directors

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Identify Partner Organization(s) Information (if applicable):

Organization Name:	Type of Corporation	Letter or Memorandum of Understanding (Attached):		Board Resolution (Attached)	
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No



Good Standing with the City of Ottawa:

The applicant must not be in receipt of a “Notice of Breach” of any existing contracts with the City of Ottawa that has not been rectified to the City’s satisfaction by the time of closing of this RFP.

- I have no contracts with the City
- I have current contracts with the City:
 - No, I am not in Breach.
 - Yes, we are in receipt of a “Notice of Breach”

Comments:

Organizations that are in Breach of an existing contract with the City are not eligible to apply.



Conflict Of Interest Declaration

(To be submitted by the Proponent)

(Name of Proponent)

1. We confirm that neither the Proponent nor any of its Team Members has or will directly or indirectly employ, engage or retain an employee, servant, Council member or agent of the City in relation to the Affordable Housing Request for Proposals.

2. Except as disclosed below, we are not aware of any City employee, Council member or member or employee of a City agency, board or commission having a financial interest in our Proponent team:
 -
 -
 -

1. The Proponent team has/has no (strike out the inapplicable portion) knowledge of or the ability to avail itself of confidential information of the City of Ottawa in relation to the Affordable Housing project other than confidential information, which may have been disclosed by the City of Ottawa to Registered Parties in the normal course of the RFP.

2. We hereby confirm that, except as otherwise disclosed herein, we are not aware of any conflict of interest (real or perceived or potential) in submitting a response to this RFP, nor is one anticipated in the event the undersigned Proponent responds (as part of a consortium) to a subsequent RFP.

Signature of Authorized Representatives of the Proponent

(Signature)

Name:

Title:

Date:

REFERENCE FORM

Each proponent shall provide a minimum of **2 references** from clients for Canadian projects for whom they have provided similar services within the past five years.

Reference Name (Company, organization, tenant)

Contact Person

Title

Street Address

City and Province

Postal Code

Telephone

Date work undertaken

Canadian project? Yes No

Nature of the project

Reference Name (Company, organization, tenant)

Contact Person

Title

Street Address

City and Province

Postal Code

Telephone

Date work undertaken

Canadian project? Yes No

Nature of the project

Reference Name (Company, organization, tenant)

Contact Person

Title

Street Address

City and Province

Postal Code

Telephone

Date work undertaken

Canadian project? Yes No

Nature of the project



SIGNATURE FORM

I hereby certify that all information provided in this application is as accurate as possible in all respects, and certify my intent to implement this project as presented, should it be selected for funding. I further certify there is no conflict of interest between said corporation (s) or its/their employees with respect to this project and the City of Ottawa.

Name of Corporation: _____

Signed: _____

I have the authority to bind the Corporation

Name of Signatory
(Please print)

Date: _____

Signed: _____

I have the authority to bind the Corporation

Name of Signatory
(Please print)

Date: _____

Note: *Municipal Freedom of Information and Protection of Privacy Act:*

The City of Ottawa is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, as amended ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the City in response to this Request for Proposal ("RFP") may be available to the public unless the party submitting the information requests that it be treated as confidential.

All information is subject to MFIPPA and may be subject to release under the Act, notwithstanding your request to keep it confidential.



Mandatory Requirements Checklist

Requirement from Section 5.0 of the RFP	Meets Requirement	
	YES	NO
5.1 Proponent is an incorporated private or non-profit organization <ul style="list-style-type: none"> ▪ Annual Report and Audited Financial Statements Provided ▪ Articles of Incorporation Included 		
5.2 Written confirmation of partnerships <ul style="list-style-type: none"> ▪ Including board resolutions if applicable 		
5.3 Project meets affordability requirements (weighted average of all rents is less than 80% of CMHC AMR)		
5.4 Confirmation of a pre-consultation with the Planning and Growth Management Department		
5.5 Letter from Financial Institution or Lender		
5.6 Mandatory insurance requirements have been reviewed and included into budget		
5.7 Proponent is in good standing with the City of Ottawa		
5.8 Project meets required equity requirement (e.g., Private sector developers contributes at least 10% equity to the project)		
5.9 Meet the Maximum Unit Size and Minimum Unit Count		
5.10 IAH 2014 Program Requirements: <ul style="list-style-type: none"> ▪ Suite Metre requirement ▪ Apprenticeship Reporting ▪ Compliance with Canadian Environmental Assessment Act 2012 ▪ Energy Efficiency Requirements Have been acknowledged.		

Checklist of Attachments to complete Action Ottawa Qualification

Ten (10) Hard Copies & One (1) Electronic Copy of Request for Proposal Document:

Provide One Copy of:

1. Conflict of Interest Declaration
2. Reference Form
3. Signed and dated signature page
4. Articles of Incorporation
5. Most recent Audited Financial Statement
6. Letters of Participation and/or Memorandum of Understanding and Board Resolutions from partners.