# Action Ottawa

# Affordable Housing Initiative

# 2017 APPLICATION FORM

## July 5th, 2017

Table of Contents

[Action Ottawa 1](#_Toc486940086)

[Affordable Housing Initiative 1](#_Toc486940087)

[2017 APPLICATION FORM 1](#_Toc486940088)

[July 5th, 2017 1](#_Toc486940089)

[Conflict of Interest Declaration 6](#_Toc486940090)

[Checklist of Attachments to complete Action Ottawa Qualification 8](#_Toc486940091)

|  |
| --- |
| 1. **LEGAL NAME OF ORGANIZATION and LEAD RESPONDENT** |
|  |
| 1. **TYPE OF ORGANIZATION**   (Note: All applicants must be incorporated) |
| Non-profit Corporation  Private Corporation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Incorporation | Incorporation Number | | | Charitable Number (if applicable) |
| 1. **CONTACT FOR THE ORGANIZATION** | | | | |
| Name | | Job Title | | |
| Telephone | Fax Number | | | Email Address |
| 1. **MAILING ADDRESS OF ORGANIZATION** | | | | |
| Street Address | | | | |
| City and Province | | | Postal Code | |
| Telephone | Fax Number | | | Email Address |
| Website | | | | |
| 1. **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 and activities.** |
|  |
| **Provide a brief description your proposal** |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Provide a list of all members of the Board of Directors, subsidiary companies and their directors** | | | | | | | | | |
|  | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Identify Partner Organization(s) Information (if applicable):** | | | |
| **Organization Name:** | **Type of Corporation** | **Letter or Memorandum of Understanding**  **(Attached):** | **Board Resolution**  **(Attached)** |
|  | * Non-profit Corporation * Private Corporation | * Yes * No | * Yes * No |
|  | * Non-profit Corporation * Private Corporation | * Yes * No | * Yes * No |
|  | * Non-profit Corporation * Private Corporation | * Yes * No | * Yes * No |
|  | * Non-profit Corporation * Private Corporation | * 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

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)

We confirm that neither the Proponent nor any of its Team Members has or will have 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 Qualifications.  
  
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. ..
2. ..
3. ..
4. 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.  
     
   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 RFQ, 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:

|  |
| --- |
| ***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. |

|  |
| --- |
| Checklist of Attachments to complete Action Ottawa Qualification |
| **Ten (10) Copies** of Proposal Document including Forms A through G  **Provide One Copy of:**   1. Conflict of Interest Declaration 2. Procurement Documents for Consultants (if Applicable) 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. 7. List of Board of Directors |