



**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

Affordable Housing

REOI APPLICATION FORM

March 2019



Table of Contents

Declaration of Legal Names.....	2
Good Standing with the City of Ottawa:	5
Conflict of Interest Declaration.....	6
Signature Form	7
Checklist of Attachments to complete Qualification	8



Declaration of Legal Names

1. LEGAL NAME OF ORGANIZATION and LEAD RESPONDENT

2. TYPE OF ORGANIZATION

(Note: All applicants must be incorporated)

Non-profit Corporation

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
Website		

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 and activities.

Large empty rectangular box for providing a brief description of the organization's mission and activities.

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

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 REOI.

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, including directors, has or will have directly or indirectly employed, engaged or retained 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:

- ..
- ..
- ..

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:

Date:

Title:

Signature Form

SIGNATURE FORM

I hereby certify that all information provided in this application is, to the best of my knowledge, accurate in all respects, and I 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 Qualification

Five (5) Copies of Proposal Document including Form A

Provide One Copy of:

- | | |
|---|--------------------------|
| 1. Conflict of Interest Declaration | <input type="checkbox"/> |
| 2. Procurement Documents for Consultants (if Applicable) | <input type="checkbox"/> |
| 3. Signed and dated signature page | <input type="checkbox"/> |
| 4. Articles of Incorporation | <input type="checkbox"/> |
| 5. Most recent Audited Financial Statements | <input type="checkbox"/> |
| 6. Letters of Participation and/or Memorandum of Understanding and Board Resolutions from partners. | <input type="checkbox"/> |
| 7. List of Board of Directors | <input type="checkbox"/> |

