Appendix C – Proponent Checklist

Page reference #	ARE YOU:	Yes ✓	No ✓
	An Aboriginal Non-Profit Housing Corporation?		
	Incorporated (or in the process of) in Ontario?		
	Located in non-reserve urban or rural areas of Ontario?		
	Is your Head Office located off – Reserve?		
	Is your Corporate Office located off – Reserve?		
	Are all your Operations located off – Reserve?		
	Providing housing for self-identifying First Nation, Métis and Inuit people who will reside off-reserve?		
	Able to demonstrate the project will be affordable for a minimum of 20 years?		
	Planning to utilize FIMUR program to house 100% First Nation, Métis and Inuit Households?		
	Intending to provide housing for First Nation, Métis and Inuit families and/or individuals, without priority given to members of any organization, First Nation, or tribal affliation unless otherwise provided for specifically under the program?		
	Giving priority to families escaping violence?		
	Submitting a proposal that corresponds to the goal and objectives of program, including eligible types of development?		
	In possession the capacity to develop, deliver and operate the project?		
	Utilizing the First Nation, Métis and Inuit community to the greatest extent possible?		

Page Reference #	HAS YOUR PROPOSAL:	Yes ✓	No ✓
	Outlined the justification for the project and provide evidence-based materials?		
	Provided housing that meets the needs identified in the provincial Off-Reserve Aboriginal Housing Trust (OAHT) engagement process?		
	Met the needs of First Nation, Métis and Inuit people living off-reserve in a specific community or area in Ontario, as demonstrated by the proponent in its proposal using studies and other evidence-based materials such as needs assessments, environmental scans, reports and waiting lists.		
	Incorporated a Support Services component, if applicable?		
	Identified maximum rent?		
	Outlined the size of project/number of units?		
	Provided culturally appropriate housing?		
	Addressed accessibility?		
	Been developed with the intent of affordability and cost effectiveness?		
	Provided an estimate of project costs including cost per unit and partnership contributions?		
	Proven to be financially viable by providing a 20 year projected cash flow statement?		
	Demonstrated energy efficiency and considered using green materials?		
	Provided a plan of action as to how you plan on hiring Aboriginal Apprentices and Employees in the construction or renovation phase of your development?		

Page Reference Number	Requirements
	Board of Directors must be comprised of a majority of Aboriginal Directors.
	Hiring policies should demonstrate the utilization of the talent, skills, and experience of the Aboriginal community; if applicable develop apprenticeships and implement training programs in an attempt to maximize First Nation, Métis and Inuit staffing. Please include a copy of your hiring policy.
	Only projects that are substantially "ready to go" will be considered for the 2017 and 2018 allocation
	Proponents that are comprised of partnerships with non-Aboriginal organizations will be required to demonstrate that the Aboriginal organization is the project lead and holds the majority for decision making purposes, either by agreement or by Board resolutions provided at the time of application. If applicable, a non-Aboriginal organization would be required to transfer the asset (property) to the Aboriginal organization partner.
	All proponents applying for units under the FIMUR 2014/20 Housing Program must be non-profit off-reserve Aboriginal Housing Providers
	Six copies of your proposal, and all attachments, must be sent in. All proposals must be submitted by mail/courier. Email and faxed proposals will not be accepted.

REQUIRED ATTACHMENTS:

Page Reference Number	
	Letters Patent
	Board Resolution
	Completed Request for Proposal
	Project Capital Budget
	Partnership Commitment (if applicable)
	Copy of Corporation’s Constitution and By-Laws
	Date of Last Financial Statement Audit
	Last Quarterly Financial Statement Report Presented to the Board
	Contact information or a reference from a major funding partner
	Management Letters from Auditor(s) for last three years
	20 Year Projected Cash Flow Statement

This checklist is provided as a summarized tool to help Proponents prepare thier submission. Requirements are fully outlined in the Guidelines and the RFP as applicable.

If you have any difficulty with this checklist, please contact us as soon as possible.