

**Schedule 7: RFP Submission Checklist**

**You Must Insert Organization Name Here**

This Checklist **MUST** appear at the **FRONT** of each copy of your completed RFP

Page #	Please check Yes or No in regard to your organization:	Yes	No
	Indigenous Non-Profit in Ontario		
	Board of Directors is comprised of a majority of Indigenous Directors. Please provide list of how each Board member self identifies and a bio for each member		
	Be incorporated (or in the process of incorporating) under the laws of the Province of Ontario or under the <i>Canada Not-for-profit Corporations Act</i>		
	Have its registered and chief executive/head offices within the Province of Ontario outside of the Greater Toronto Area (GTA)		
	Demonstrates that the rental development will provide affordable housing for a minimum of 20 years		
	Intends to provide housing for Indigenous families and/or individuals, without priority given to members of any organization, First Nation, or tribal affiliation		
	Proposal corresponds to the goals and objectives of the OPHI program, including eligible types of Capital Rental Housing		
	Has capacity to develop, deliver, and operate the development(s)		
	Hiring policies demonstrate the use of the talent, skills, and experience of the Indigenous community (example: apprentices)		

Page #	HAS YOUR PROPOSAL:	Yes	No
	Outlined the justification for the development and provided evidence-based materials?		
	Demonstrated the needs of Indigenous peoples living off-reserve in a specific community or area in Ontario, via evidence-based materials (e.g. needs assessments, environmental scans, reports, and waiting lists)?		
	Identified maximum rent?		
	Outlined the size of the development/number of households?		
	Demonstrated how the development(s) will adhere to applicable laws including the Accessibility for Ontarians with Disabilities Act (AODA) and Ontario Human Rights Code?		
	Been developed with the intent of affordability and cost effectiveness?		
	Demonstrated use of energy efficient features in building design and technology that exceeds current OBC standards. This would include reducing greenhouse gas emissions		
	Provided an action-plan to hire Indigenous Apprentices and Employees in the construction or renovation phase of your development?		

	Indicated the readiness of your development(s)? Developments that are substantially "ready to go"?		
	Demonstrated your capacity to provide the 25% contribution of the total capital cost not provided by OPHI funding		
	Indicated how, if development(s) is comprised of partnerships with non-Indigenous organizations, the Indigenous 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-Indigenous organization would be required to transfer the asset (property) to the Indigenous organization partner.		

**REQUIRED ATTACHMENTS:**

**Page  
Reference  
Number**

	Completed RFP Template (Schedule 3)
	<b>Completed Pre-qualification Certificate</b>
	<b>Signed</b> Letters Patent
	<b>Signed</b> Corporation’s Constitution and By-Laws
	<b>Signed</b> Latest audited financial statements
	Management Letters from Auditor(s) for <u>last three years</u>
	Contact information or a reference from a major funding partner
	Partnership Commitment letter(s), financial or in-kind, if applicable
	<b>Signed</b> Corporation’s Hiring Policies
	List # of Employees who self-identify as First Nations, Métis or Inuit
	List of Board of Directors and their self-identification as First Nations, Métis and/or Inuit. Must include a bio for each Board member
	Capital Budget (Schedule 4)
	20 Year Projected Cash Flow Statement (Schedule 5))
	Conditional Agreement of Purchase of Sale, if applicable
	Copy of Registered Charge (proof of ownership), if applicable
	Proof of Financial commitment from Financial Institution showing approval for 25% contribution
	Board of Directors or Management Responses to Management Letters (if applicable)
	<b>Signed</b> Motion from Board of Directors if using cash contribution for the 25%

This checklist is provided as a summarized tool to help Service Providers prepare their submission. Requirements are fully outlined in the Program Guidelines and the RFP document as applicable. If you have any difficulty with this checklist, please contact us as soon as possible.

Please email you completed proposal including all attachments to [ophi@oahssc.ca](mailto:ophi@oahssc.ca).

Name: \_\_\_\_\_  
Authorized Signing Authority

Signature: \_\_\_\_\_  
Authorized Signing Authority

Date: \_\_\_\_\_