

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

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)		

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?		

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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.		
Explain inclusivity of people who self-identify as being First Nations, both status and non-status?		
Explain inclusivity of people who self-identify as Métis?		
Explain inclusivity of people who self-identify as Inuit?		
Identify how you will be promoting the development to those who identify as First Nations, status and non-status, Métis, and Inuit?		

REQUIRED ATTACHMENTS:

- Signed Letters Patent
- Signed Corporation's Constitution and By-Laws
- Signed Latest audited financial statements
- Signed Corporation's Hiring Policies
- Management Letters from Auditor(s) for last three years. Must be able to show financial feasibility and any issues have been remedied. **If these management letters are not submitted, the proposal will not be put forward for review**
- Board of Directors or Management Responses to Management Letters from Auditors, outlining how any deficiencies in the management letter(s) will be remedied going forward
- List of Board of Directors members that includes Indigenous self-identification.
- Completed RFP Template
- Contact information or a reference from a major partner (if applicable)
- Partnership Commitment letter(s), financial or in-kind, if applicable. If you've received additional funding from another source, a financing approval letter and/or information regarding the approved funding must be provided (including amount of funding, if the funding will be registered on Title, etc)
- Board Motion supporting ISHP Capital Development
- If Applicable, Memorandum of Understanding (MOU) for any Partnership. MOU must be current and list the services that the partner will be providing to the development
- 20 Year Projected Cash Flow Operating Budget (included as schedule 4 with RFP package)

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- Capital Budget (included as schedule 5 in RFP package)
- Conditional Agreement of Purchase and Sale (APS), if applicable
- Copy of Registered Charge (proof of ownership), if applicable
- Copy of a current Environmental Survey Assessment (ESA), if applicable
- Copy of a current Geotechnical Report, if applicable

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

Salutation:	First Name:	Last Name:	Title:
Phone Number (Work):	Phone Number (Mobile):	Email:	

SIGNATURE

DATE