

Algoma District Services Administration Board
Conseil d'administration des services du district d'Algoma

ALGOMA DISTRICT SERVICES ADMINISTRATION BOARD (ADSAB)

RFP-2017_001

**RFP for Affordable Housing Under the 2016 Social
Infrastructure and Investment Fund/Investment in Affordable
Housing (Extension) Programs**

**Issued by the Algoma District Services
Administration Board**

1.0 Investment in Affordable Housing (2016 SIF IAH/IAH-E)

1.1 Program Background and Objectives

Under this program proposals will be received and evaluated by the Director of Finance and Infrastructure and the CAO. Submissions which meet the program requirements will be presented to the Board for consideration.

The Board will decide which project(s) will be submitted to the Ministry of Housing to receive approval for program funding.

Selected proposals will receive funding under the 2016 SIF IAH and/or IAH-E Program. Proponent budgets and development schedules should reflect the program's timeline.

Supported by the principles of Ontario's Long-Term Affordable Housing Strategy (LTAHS), 2016 SIF IAH/IAH-E builds on the successes of previous housing programs including the Canada-Ontario Affordable Housing Program (AHP)

The 2016 SIF IAH/IAH-E has the following key objectives:

- Improve access to affordable housing that is safe, sound, suitable and sustainable for households across Ontario
- Provide Service Managers with the flexibility to meet local needs and priorities identified in their Housing and Homelessness Plan
- Address the affordable housing needs of specific priority groups and contribute to the province's overall targets for seniors and persons with disabilities
- Offer funding for an array of housing options that address affordable housing units and building design
- Incorporate energy efficiency and accessibility into affordable housing units and building design
- Reduce greenhouse gas emissions as a result of increased energy efficiency in social housing stock
- Increase resources available to address housing needs of households by encouraging contribution by other including the private and not-for-profit sectors
- Extend useful life and long term physical sustainability of social housing projects
- Promote and support the use of apprentices and training of skilled labour

1.2 Purpose of this Request for Proposal (RFP)

The exact number of units funded will be at the discretion of the Ministry of Housing. Priority will be given to proposals that best satisfy program requirements. The Ministry has indicated that projects should be ready to start construction no later than 120 days after an agreement is signed. The selected project must complete construction within two years of signing an agreement

1.3 Information on Algoma District Services Administration Board (ADSAB)

ADSAB is responsible for community based planning and delivery of a variety of Housing and Homelessness Programs across the ADSAB jurisdiction

The ADSAB Jurisdiction reaches from Spanish in the East to White River in the West and encompasses all of the Algoma District excluding the City of Sault Ste. Marie and the Sault North Planning Area

1.3.1 Housing Program Objectives

Through this Request for Proposal, ADSAB expects to implement some of its key housing objectives. These are to:

- Facilitate the development of safe and affordable rental housing that is well designed, well managed and financially sound
- Provide a range of long term affordable housing choices to low and moderate income households across the District
- Create buildings that are energy efficient, promote conservation and provide accessibility
- Reduce the waiting list for social housing and shelter subsidies

1.3.2 Summary of Requirements

ADSAB is most interested in proposals that have the following characteristics:

- Proposals that advance the Board's housing objectives
- Proponents have strong development, property management and financial capabilities
- Proposals are financially viable and best leverage the financial assistance available
- Minimum program requirements are exceeded in more than one area

1.4 Instructions to Proponents

1.4.1 Forms

The forms provided with this RFP shall be used or your proposal will be rejected.

1.4.2 Acceptance of Terms

Each Proponent, by submitting a Proposal represents that the Proponent has read, understands and accepts the terms and conditions of the Request for Proposal in full.

2.0 Program Requirements

2.1 Available Funding and Incentives

The maximum amount available in 2017/18 through the 2016 SIF IAH/IAH-E programs is \$1,174,390. Funding for the Rental Housing component is provided as a forgivable capital loan that is available during the construction phase of the project and is registered on title.

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Overview/Terms of Reference

The Rental Housing Component will fund up to 75% of the total capital cost per unit or \$150,000 per unit, whichever is less. Total capital costs include land, financing, hard (construction) and soft costs but less any HST rebates. An example is provided below.

Example: 10 unit project

Total Capital Cost = \$1,800,000

Total Capital Cost per unit = $\$1,800,000 \div 10 = \$180,000$

2016 SIF IAH funding per unit is the lesser of:

(a) 75% of \$180,000 = \$135,000 or

(b) \$150,000

The maximum funding per unit will be \$135,000.

The total maximum 2016 SIF IAH funding for the project will be \$1,350,000.

2.1.1 Municipal Financial Incentive

Municipalities, according to the program criteria, are required to offer financial assistance in the form of an equalization of the property tax rates of multi-residential rental projects to single residential tax rates. Proponents are required to negotiate with the Municipality where their project will be built for the multi-residential property tax rate to be set at the single residential rate for approved projects for the term of the program.

2.1.2 Funding Schedule

Program funding will be flowed by ADSAB following confirmation that conditions contained in the initial commitment letter signed by ADSAB have been met (e.g., title, project financing has been secured, proof of insurance has been supplied etc.). Payments will be flowed in accordance to Project milestones as noted in the Sample Funding Advance Schedule provided below.

FUNDING ADVANCE SCHEDULE

Development Milestone	New Construction Progress Payments
<ul style="list-style-type: none">• Signing of Contribution Agreement and registration of security on title• First available Building Permit received• Project Construction start	50%
<ul style="list-style-type: none">• Completion of structural framing for new constructionOr• 50% completion for acquisition and rehabilitation projects	40%
<ul style="list-style-type: none">• Confirmation of occupancy• Submission of Initial Occupancy Report and Confirmation of Employment of Apprentices Report• Submission of an updated capital cost statement in a form acceptable to the Ministry	10%
Total	100%

Requirements

Funding will only flow when the following conditions have been presented to ADSAB:

- Proof of owner equity (does not apply to non-profit proponents) applied to the project
- Proof of insurance
- Proof of mortgage financing commitment
- Proof of achievement of the development milestone
- Proponents must demonstrate that they are Canadian Businesses and are in compliance with all tax regulations
- Proof of security registered on title
- Submission of required reports. Construction drawings must be supported by Quantity Surveyor or equivalent

2.2 Project Financing

Proponents must provide a letter from their primary lender indicating the lender's interest or commitment in financing the project. The commitment is conditional on obtaining program funding. CMHC mortgage insurance is required.

2.3 Affordability Term of the Program

Projects approved under the Rental Housing component must remain affordable for a minimum period of 20 years. Affordability is defined as having rents for the project that are at or below 80% of CMHC Average Market Rent (AMR) at the time of occupancy (or a business case must be provided supporting rent amounts if CMHC AMR is unavailable for the area). Projects may include both 2016 SIF IAH/IAH-E units and market units, but only units with rents that meet affordability requirements will receive 2016 SIF IAH/IAH-E funding.

2.4 Contribution Agreement

Proponents must sign a financial Contribution Agreement with ADSAB in order to access funding.

The agreement outlines the terms and conditions of funding, the Proponent's obligations with respect to the program, the project milestones and the payment schedules. As noted in Section 2.1, funding is provided in the form of a loan and is registered on title. The cost of registering security may be included in the capital cost of the project. If there is a significant breach in the terms of the agreement, all financial assistance plus interest and costs will be required to be repaid to ADSAB.

Requirements

The Proponent must indicate a willingness to execute a Contribution Agreement with ADSAB. Note: The agreement will only be executed following recommendation of the proposal by the Board and approval by the Minister of Housing.

2.5 Eligible Proponents

Private for profit firms, non-profit and co-operative housing organizations are eligible to submit proposals either independently or in a private/public partnership venture.

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Overview/Terms of Reference

This program provides an opportunity for private sector builder/developers, non-profit organizations, and charitable organizations to participate. Organizations with strong development and management experience and financial capabilities are particularly encouraged to apply.

Requirements

Proponents must complete all forms as noted on Form 1 Proposal Checklist. In addition, and as is noted on the forms, Proponents are to provide the following:

- Evidence of financial competence including at a minimum, copies of the current and previous years' audited financial statements of the Proponent and any partners. If audited statements are not available, additional information to substantiate or establish liquidity and debt management is required. Proponents whose financial statements show an accumulated deficit will not be considered.
- Previous development history including number and types of projects built. If the experience is limited, the Proponent must demonstrate that it has acquired the necessary expertise by, for example, entering into an agreement with a qualified third party. Executed copies of any such agreements must be included as part of the submission. Agreements can be conditional based on the receipt of program funding.
- Previous property management experience including number of projects, size, type (commercial/residential), and client group served. If the experience is limited, the Proponent must demonstrate that it has acquired the necessary expertise by, for example, entering into an agreement with a qualified third party. Executed copies of any such agreements must be included as part of the submission. Agreements can be conditional based on the receipt of program funding.
- References may be requested.
- All Proponents must be incorporated. A copy of the incorporation documents must be provided. Proponents must declare and outline the relationship of any subsidiaries involved as well as provider financial statements for these entities.
- Copy of partnership agreement(s), if applicable.
- List of team members including architect, engineer, consultants, and contractors. Provide resumes that indicate type and level of expertise that each member brings to the team relative to project development, residential construction, project management and rental housing management.

2.5.1 Proponent Equity Contribution

Private developers must meet the minimum equity investment program criteria of 10% of the project's lending value. Proponents are encouraged to make equity contributions over and above the minimum program requirements. Equity must be in the form of land and/or cash.

Where a private for profit Proponent partners or enters into a joint venture agreement with a non-profit or charitable organization, the minimum equity contribution is reduced to 4%

Charitable and non-profit organizations are not required to have owner's equity to be eligible for funding. They must however, meet all other requirements.

2.5.2 Interest in Land

Proponents must have secured a site and verify their interest in the land. Land can either be owned outright or under option to purchase. If land is owned by a related organization, a valid offer to purchase must be provided. If there is an option to purchase a site, the expiry date of the option must coincide with the program timelines and permit construction to start within 120 days of the project being selected under the program.

Requirements

Proponents must:

- Submit Form 10 – Proof of Ownership
- Valid copy of Option to Purchase or Purchase and Sale Agreement

2.6 Project Qualifications

2.6.1 Eligible Developments

Types of developments that are eligible for consideration include:

- New construction, including additions and extensions
- Acquisition and, where required, rehabilitation of existing residential buildings to maintain or increase the affordable rental housing stock
- Conversion of non-residential buildings or units to purpose-building rental building/units

Mixed-use development proposals (e.g., commercial/residential) are also eligible. The non-residential component should not exceed 20% of total gross floor area and 20% of the total project loan value in order to be eligible for CMHC insurance.

Proponents should note that no part of the funding received under this RFP is to be used for any non-residential component.

Rental projects registered as a condominium are not eligible for funding. Proponents should note that if a project is registered as a condominium after Contribution Agreements have been signed and funds have been advanced, Proponents will be considered “non-compliant”. All financial assistance plus interest and costs will be required to be repaid to ADSAB.

Requirements

A business case is required for proposals that involve additions to existing rental residential properties.

The business case must demonstrate the benefits and include the following:

- A building condition assessment or audit prepared by a qualified person or firm
- Full financial disclosure such as a copy of the current and previous years’ audited financial statement for the property
- If the proposal involves the displacement of existing tenants, the business case must also contain a tenant relocation plan acceptable to ADSAB

Proposals that do not submit a business case where one is stipulated will not be considered for funding.

For all applicants, loans relating to non-residential components may not exceed 75% of the lending value attributed to the non-residential component. The Proponent must provide evidence that the non-residential component is financially viable on its own. All non-residential cost estimates must be supported by a Quantity Surveyor or equivalent.

2.6.2 Excluded Developments

Housing developments that are not eligible for funding under the 2016 SIF IAH/IAH-E include the following:

- Nursing Homes and retirement facilities
- Student housing/residences
- Social housing projects in receipt of ongoing federal funding
- Projects that have received funding under the federal Residential Rehabilitation Assistance Program (RRAP)
- Shelters, crisis care facilities and other temporary facilities
- Ownership housing or secondary suites in owner occupied housing
- Mobile homes that may be offered for rent
- Life Lease developments
- Projects where an occupancy permit has been issued prior to the awarding of the RFP
- Condominiums

2.6.3 Supportive Housing Proposals Only

To be designated as supportive housing, projects must be in receipt of support service funding from the appropriate Provincial support service Ministry i.e. Ministry of Health & Long Term Care.

Requirements

Proponents must provide the following:

- Evidence that they have secured capital and/or on-going operating funding from the support Ministry. The amount of capital funding and/or annualized operating dollars must be identified along with the terms and conditions for the funding.
- A description of the project and services to be provided and an indication of how the services will benefit the tenants. The tenants to be served must be part of those groups targeted through the RFP.
- A separate capital budget for the support service (if additional support service space is required).
- A separate operating budget for the support services to be provided. The support service budget must indicate that the provision of services is financially viable on its own and does not negatively impact the housing component.
- A description of how tenants will be selected.
- Identify who will provide the services. If the proponent is not the service provider a copy of the contract with the service provider must be included. The contract can be conditional on receiving 2016 SIF IAH/IAH-E funding.

2.7 Planning Approvals

All proposals are subject to the normal planning approvals and associated community consultation process and public hearings, where applicable. All Proponents will require the appropriate municipal planning approvals to be in place before they will be recommended to the Ministry of Housing.

Proponents must demonstrate the project is compliant with local planning and building code requirements.

ADSAB Requirements

Proponents will be required to submit the following:

- Site Screening Questionnaire, Form 4a, where a Phase 1 Environmental Site Assessment in accordance with the Ministry of the Environment's *Guideline for Use at Contaminated Sites in Ontario* is not provided (refer to Project Review Form 4) or a copy of the Environmental Site Assessment report
- Evidence that they have applied for or received a Building Permit and Site Plan approval
- Two copies of the approved Site Plan or application for Site plan and documentation
- A Development Schedule showing key dates including but not limited to: any planning approvals, environmental site assessments, construction schedule, substantial completion and occupancy

Proposals that require official plan amendments, zoning amendments, minor variances, or other such Planning Act applications, cannot be considered until the approvals are in place.

2.8 Building Design Standards

All projects must conform to the most recent edition of the Ontario Building Code standards and local by-laws. The design concept should demonstrate good planning principles and design features consistent with the property's surrounding land uses.

Requirements

Proponents are required to submit the following:

- One original and two copies of building specification.
- One original and one copy of drawings submitted as part of the building permit/approval process.
- A rationale for the design in relation to the clients served and the community in which the project is to be located.
- Identify the use of any municipal design criteria used in developing the proposal.
- Describe any building standards that exceed the norm as defined by the Ontario Building Code.

ADSAB Preference

Proposals already having a building permit (but construction has yet to begin) or that are building permit ready will be evaluated more highly. Priority consideration will be given to projects that:

- Provide employment to apprentices.
- Have contributions by others.
- Are sponsored by providers that agree to protect affordability periods beyond the minimum 20 year term to ensure a longer supply of affordable housing stock.
- Are fully accessible and/or have units that are accessible to persons with disabilities.

2.8.1 Accessibility

ADSAB encourages Proponents to include designs that accommodate universal accessibility for persons with disabilities, including the incorporation of certain features such as accessible building entrances, useable kitchens, and doors and grab bars in bathrooms at low or no additional cost. Accessibility provisions must be detailed on the Proposal Summary - Form 3.

2.8.2 Energy Efficiency

The inclusion of energy efficiency measures will be evaluated favourably. The Province is working with the Ontario Power Authority's Conservation Bureau to establish an energy efficiency financial incentive program to promote the use of energy efficient technologies and end-use products. Information is available at the following websites:

- Federal Office of Energy Efficiency <http://www.oeenrncan.gc.ca>
- Ministry of Energy www.energy.gov.on.ca
- Conservation Bureau of the Ontario Power Authority <http://www.conservaionbureau.on.ca>
- Housing Services Corporation www.hscorp.ca

Proposals that use resistance electric heat as the primary heating source are not encouraged. The Ontario Building Code contains many updates with regard to improved energy efficiency and alternative technologies. Proponents are to ensure that any proposal meets or exceeds energy conservation measures or features must be detailed on the Proposal Summary - Form 3.

Requirements

- Buildings must meet the energy efficiency requirement of the 2012 Ontario Building Code Part 12 and Ontario's Building Code (Ontario Regulation 332/12) Divisions 2 and 4 of the Ministry's Supplementary Standard SB-10 (Chapter 1 and 2, Division 2 and 3, SB-10).

Suite Meters

As of January 1, 2011, it is mandatory that suite meters be installed in all new social and affordable housing units.

The *Energy Consumer Protection Act, 2010* and Ontario Regulation 309/10 set out the rules for suite meter installation. For further information, please contact the Ontario Energy Board's (OEB) Consumer Relations Centre at 1-877-632-2727 or 416-314-2455 or go to www.ontarioenergyboard.ca.

Please note that although suite meters are required to be installed, the decision to bill tenants directly as a result of suite metering will be at the discretion of each housing provider.

2.8.3 Environmental Assessment

- Projects funded under the 2016 SIF IAH/IAH-E are now subject to the Canadian Environmental Assessment Act (CEAA 2012). Confirmation by a qualified professional such as the project architect or engineer that the project has complied with the CEAA 2012 is required. Compliance of the CEAA and the provision of confirmation is required. Please refer to Form 4a for specific consideration.

2.9 Location and Building Type

Proposals from all areas within the ADSAB jurisdiction are eligible.

Building types under this program can be townhouses either stacked or row housing, low-rise or high-rise apartment buildings.

2.10 Unit Sizes

The minimum size requirements for units built under the Investment in Affordable Housing for 2016 SIF IAH/IAH-E Programs are specified in the table provided below. Sizes listed exclude hallways, amenity areas, etc.

Suite Unit Size

Building Type	One Bedroom	Two Bedroom	Three Bedroom
Apartment	60.4m2/650 sq. ft.	79.0m2/850 sq. ft.	92.9m2/1000 sq. ft.
Town/Row House	65.0m2/ 700 sq. ft.	83.6m2/900 sq. ft.	102.2m2/1100 sq. ft.

For wheelchair accessible units, use 112% of the above areas.

*Areas are measured from inner surfaces of all walls enclosing the unit and not including balconies unless fully glassed enclosed balconies are provided.

2.11 Unit Type

All unit types must be self-contained and address ADSAB's Housing & Homelessness Plan and the needs of applicants on the social housing waiting list. The waiting list includes the following household types:

- Seniors
- Disabled
- Families and individuals

Requirements

Proponents are to provide a rationale for the number and type of units proposed. Please note that all units must be self-contained.

Supportive housing proponents must supply a rationale for their project design. The design must address tenant needs and be endorsed by the appropriate support service Provincial Ministry.

Note: Bachelor units are not eligible for funding through this RFP.

2.12 Target Population

The program is targeting low-to-moderate income households on, or eligible to be on, the centralized waiting list for social housing. Target populations include the following:

- Low income seniors
- Persons with disabilities
- Indigenous peoples
- Victims of domestic violence
- Low income Single and families
- Chronically homeless
- Homelessness following transitions

Requirements

Proponents must include a rationale for their proposed target population. Proponents must provide evidence of demand for their projects (i.e. market studies, need and demand, survey results, etc).

2.13 Income Limits

The income limit of the project must be provided along with the rationale to support the limit chosen. The income limits establish the maximum amount of annual income that households may have to be eligible to occupy a unit under the Program. The maximum income limit for the project must not exceed \$62,500.

2.14 Tenant Selection

The selection of tenants for units created under the program is the responsibility of the Proponent on a project-specific basis. Proponents are responsible for establishing an application form and maintaining a waiting list for the projects. Tenants are to be selected in accordance with program guidelines, targets, rent levels and maximum income limits established for the program by ADSAB.

Proponents are encouraged to select applicants from the social housing waiting list.

The Program is not subject to the *Housing Services Act* 2011. Provisions of the *Residential Tenancies Act* 2006 (and successor legislation) apply to the program.

Requirements

Proponents must indicate their willingness to commit to a formal and consistent method of selecting tenants that conforms to all aspects of program requirements and that is acceptable to ADSAB.

Successful proponents will be required to submit a comprehensive plan detailing the tenant selection process following the execution of the Contribution Agreement. The plan must be approved by ADSAB prior to implementation.

2.15 Rent Levels

Projects approved under this initiative may have varying rent levels. However, funding from this RFP is only applicable to units that meet program criteria.

2.16 Rent Increases

Proponents shall not increase the rent during the affordability period by more than the rent guideline established for each calendar year pursuant to the *Residential Tenancies Act* 2006 (the Act) or any successor legislation.

In signing the Contribution Agreement, the Proponent agrees to abide by the rent increase guideline of the *Residential Tenancies Act* 2006, or any successor legislation, notwithstanding that the Act does not apply to the project.

2.17 Financial Plan

The financial viability of the proposed project must be clearly demonstrated for both capital and its ongoing operation over the affordability period.

If the proposed project shares any common areas with another residential or non-residential property not funded by the Program, Proponents are required to define what areas are shared or in common and how the costs for those common areas are to be apportioned.

Where the proposed project is an addition to an existing rental building or a conversion of non-residential space within an existing rental building then, the financial viability of each of the components as well as the entire development or project must be demonstrated. As previously noted, 2016 SIF IAH/IAH-E funds cannot be used for units that are not designated as Affordable Rental Units by ADSAB. Proponents should note that projects must be eligible and qualify for CMHC mortgage loan insurance.

For all applicants, loans relating to non-residential components may not exceed 75% of the lending value attributed to the non-residential component.

Requirements

The Financial Plan must address the following items:

- Capital Budget - for both the residential and any non-residential components of the project.
- Capital Financing Plan – Proponents must have secured financing for the Project. A commitment letter from a lender is required. CMHC mortgage loan insurance is required.
- Operating Budget for the term of the program.
- Property Management Plan.
- No co-mingling of 2016 SIF IAH/IAH-E funds with other corporate financial activities.

Non-profit Proponents with existing projects that are subject to the Housing Services Act, 2011 will be required to provide financial reporting for the new project separate from the activity of the existing social housing operations to the satisfaction of ADSAB. That is, 2016 SIF IAH/IAH-E activities cannot be co-mingled with other activities of the corporation.

2.17.1 Capital Budget

The capital budget must provide detailed estimates of all anticipated costs related to property acquisition, servicing, insurance, consultants, and construction/renovation costs including contingencies and the acquisition of appliances and furnishings for common areas and office. The capital budget is to show the application of the Proponent's equity and financial contributions provided by the federal and provincial governments. The capital budget must be fully supported with estimates prepared by a Quantity Surveyor or equivalent.

Requirements

Proponents must undertake the following:

- Complete Form 5 – Capital Budget for both the residential and any non-residential/shelter components showing Proponent equity and listing all assumptions made. An electronic version of Form 5 is available.
- Complete Form 6 – Building Drawings and Site Plan Checklist.
- A separate capital budget is required for non-residential/shelter space as well as residential space that is not part of the program.
- Provide a letter from the primary lender regarding their intent to finance the project (minimum mortgage term of 10 years). This can be conditional on obtaining program funding.*
- Provide common area cost sharing arrangements applicable to projects containing non-residential/shelter space or residential units which will not be subject to AHP funding.
- The capital budget must be supported by cost estimates prepared by a Quantity Surveyor or equivalent.

*Proponents should note that projects 1st mortgage financing must qualify for CMHC mortgage loan insurance. Should the project be selected under the program, the proponent must provide proof that the project has secured CMHC mortgage loan insurance.

2.17.2 Operating Budget

The operating budget is to provide a 5-year forecast demonstrating the project's ongoing financial viability. It is to include detailed estimates including but not limited to: administration, management fees, maintenance, utilities, insurance and capital reserve contribution. In developing the budget, the benefits of the application of the single residential tax rate in determining the property taxes must be clearly demonstrated.

Requirements

Proponents must undertake the following:

- Complete Form 5 showing the year 1 project operating budget. All cost estimates must be supported.
- Complete Form 7 - Operating Budget for years 2, 3, 4 and 5.
- List and provide supporting document to explain all assumptions used in forecasting the budget, e.g., inflation rates, revenue increases, single residential tax rate, etc.
- Minimum capital reserve contribution of 4% of effective gross income for 2016 SIF IAH/IAH-E units.
- A separate operating budget for support services, non-residential/shelter or residential space that is not funded under this program is required.

Note: Projects that are submitted showing an operating deficit will not be considered. The revenues from IAH funded units cannot be used to offset losses in the non-residential components.

2.17.3 Property Management Strategy

Proponents should be considering the preparation of a comprehensive property management plan early on in the process. Such a plan should address key items including but not limited to: staffing levels, preventative maintenance, marketing, tenant selection, purchasing policies and internal control procedures.

For the purposes of this RFP, ADSAB is most interested in who will be managing the property and their level of experience as per Section 2.5 of this RFP, tenant selection and marketing strategy.

Requirements

Proponent must provide the following information:

- Identify whether the property will be self-managed or contracted out
- Experience of person(s) or firm providing the service
- Copy of an executed property management agreement or memorandum of understanding conditional upon the execution of a Contribution Agreement, if applicable
- Outline of tenant selection process
- Marketing strategy to reduce the risk of vacancy loss

2.18 RFP Schedule and Program Timeline

Time is of essence in terms of securing Program funding. Proposals which can be proceed to construction sooner, rather than later will be given priority for funding.

Proposals best meeting the Program criteria and timelines will be presented to the Board for recommendation to the Ministry of Housing.

Description	Date
Call for Proposals Issued	April 2017
Proposal Submission Deadline	May 19, 2017
Project Occupancy	No later than March 31, 2018

Proposals best meeting the Program criteria and timelines will be reviewed by the Board for recommendation to the Ministry of Housing

Construction Start

- Projects must start construction within 120 days of signing a Contribution Agreement.
- Projects that do not start construction within 120 days of signing a CA may, at the Ministry's discretion, have program funding withdrawn and re-allocated.
- Written confirmation of construction start must be provided.
- Periodic Program site inspections will be conducted at the discretion of ADSAB.
- Project must complete construction within two years of signing an agreement.

Form 1 – Part A: Forms Checklist

ITEM	INCLUDED OR PROVIDE COMMENT	STAFF USE
Form 1: Proposal Checklist Part A: Forms Checklist Part B: Submission Checklist – Information Only for Proponent – Do Not Submit Part C: Mandatory Eligibility Checklist – Staff Use Only - Do Not Submit		
Form 2: Form of Proposal		
Form 2a: Addendum Acknowledgment Form		
Form 3: Proposal Summary		
Form 4: Municipal Planning Review Form		
Form 4a: Site Screening and CEAA Questionnaire		
Form 5: Project Application, Capital and First Year Operating Budget		
Form 6: Building and Site Plan Drawings Checklist, Copy of building Permit and Site Plan		
Form 7: Operating Budget (Year 2 to Year 5)		
Form 8: References		
Form 9: Statement of Equity Contribution		
Form 10: Proof of Ownership Interest in Land		
Form 11: Statement of Insurance		
Form 12: Tax Compliance		
Form 13: Service Manager Consent (Non-Profit Providers only)		
Form 14: Statement of Use of Apprentices		

Signature of Proponent

Dated at _____ this _____ day of _____, 20 ____.

Form 1 – Part A: Forms Checklist II

ITEM	INCLUDED OR PROVIDE COMMENT	STAFF USE
Funding will only flow when the following conditions have been presented to ADSAB:		
Proof of owner equity (does not apply to non-profit Proponents) applied to project		
Proof of insurance		
Proof of mortgage financing commitment		
Proof of achievement of the development milestone		
Proponents must demonstrate that they are Canadian businesses and are in compliance with all tax regulations		
Proof of security registered on title		

Signature of Proponent

Dated at _____ this _____ day of _____, 20 ____.

Form 1 Part B: Submission Checklist

Please ensure your proposal includes the information listed below either as a separate attachment and/or written directly on the applicable forms provided as may be appropriate.

PROPONENT INFORMATION
Provide details on proponent type, i.e. private sector developer, non-profit corporation etc: proof of legal incorporation in Ontario or Canada – attach copy; reference to any past projects, particularly those which demonstrate the ability of the proponent to develop and manage affordable rental housing; evidence of a successful track record, including contacts and references; demonstrate an awareness and familiarity to social and neighbourhood factors; provide copy of the current and previous audited financial statements.
DEVELOPMENT/MANAGEMENT TEAM / BOARD OF DIRECTORS INFORMATION
Project team information including architect, engineer, consultants, contractors, suppliers and any partnership arrangements. Details should include a list of professional contacts available to the proponent including providers of financial, legal, planning and architectural services. For Non Profits include a list of Board of Directors and a copy of minutes approving application under the RFP.
JOINT VENTURE / PARTNERSHIP INFORMATION
List all partner organizations and their involvement, include written confirmation of other program funding from partners, if applicable. Provide evidence of a successful track record and financial competence for any/all partners involved.
DESIGN CONCEPT & DRAWINGS
Note the rationale for any design considerations in relation to tenant mandate, services, etc.; provide details on implementation plan/development schedule showing dates for achieving key milestones including any planning approvals, building permits, construction schedule and occupancy; accessible units and energy conservation features.
MANDATE / TARGET MARKET
Identify the rationale for target/mandate of project; evidence that the proposal promotes affordable rental housing opportunities in geographic areas of the ADSAB jurisdiction where the existing supply of rental housing is limited and there is a demonstrated need.
FINANCIAL OVERVIEW
The Proponent should demonstrate the financial viability of the proposed project over the 20 year affordability period; the ability to maintain monthly rental rates at targeted levels; provide details on any financial commitments, if available; explanation/evidence of sufficient funding for total project costs, including equity contribution.
PROPERTY MANAGEMENT AND MARKETING PLAN
Provide a description of the tenant selection process and the general approach to property management; the activities involved in marketing the proposed project and description of all community consultation regarding the proposed project.

Form 1 Part C: Mandatory Eligibility Checklist

Submissions under this RFP that do not demonstrate compliance with all the following minimum eligibility criteria will not be selected for funding. To be considered for funding, the Proponent and the project must comply with all eligibility requirements as set out in this RFP and by the Ministry of Housing.

CRITERIA	CGS STAFF ONLY
The Proponent meets all corporate and equity requirements, i.e., is a non-profit corporation (0% equity); private sector corporation 10% equity or private sector corporations if in partnership with a non-profit, 4% equity	
The Proponent has provided valid proof of ownership of project site or long term lease, option to purchase or option for a long term lease.	
The Proponent has demonstrated that proposal is development ready and will achieve full occupancy by March 31, 2018.	
Non-profit housing corporations that currently own and manage social housing projects and wish to use their land as equity have demonstrated that the necessary consents from ADSAB can be obtained in a reasonable period of time.	
The Proponent demonstrates a willingness to create affordable rental housing for one or more of the target population(s) and to comply with program criteria for tenant selection and initial maximum tenant income limits.	
The Proponent commits to providing affordable rents at or below the Average Market Rents for the 20 year affordability period.	
The Proponent acknowledges that rent increases for all units funded under this program are subject to the legislation.	
The Proponent acknowledges and demonstrates willingness to comply with the Terms and Conditions set out in Section 2.0 of this RFP.	
The Proponent has a proven track record in developing and managing affordable rental housing projects and experience working with the proposed target population(s) and/or has contracted with experienced firms or individuals.	
The Proponent and any/all partners and affiliates identified in the proposal demonstrate the capacity and financial capability to undertake the proposed development.	
All project design details meet the program criteria for location (located within the ADSAB jurisdiction), building type (is new construction, conversion of non-rental space to rental, or a substantial rehabilitation of a residential building that is vacant and uninhabitable), project size and unit type and size.	
The proposed project demonstrates financial viability over the affordability period.	
The Proponent acknowledges and demonstrates willingness to obtain CMHC mortgage insurance.	
The Proponent has submitted all signed submission forms as noted on Form 1 of this RFP.	
The Proponent acknowledges and demonstrates a willingness to enter into a Contribution Agreement with ADSAB and all other agreements/undertakings required under this program, as set out in Section 2.4 of this RFP.	

1.0 FORM OF OFFER

The Proponent's registered legal business name and mailing address is:

Telephone: _____ Fax: _____

Email: _____

Primary contact:

I/We hereby offer to perform the services as indicated in the Proposal Call for Affordable Housing under the 2016 *Social Infrastructure Fund/Investment In Affordable Housing (Extension) Program* in consideration of ADSAB paying me/us in accordance with the 2016 SIF IAH/IAH-E guidelines and the terms, conditions and provisions outlined in this ADSAB Request for Proposals.

I/We enclose as part of the submission, the forms in response to all mandatory requirements, including:

- Form 1: Part A: Forms Checklist
- Form 2: Form of Proposal
- Form 2a Addendum Acknowledgment Form (if addendums have been issued)
- Form 3: Proposal Summary
- Form 4: Municipal Planning Review Form
- Form 4a: Site Screening & CEAA Questionnaire
- Form 5: Capital and First Year Operating Budget
- Form 6: Building Drawing and Site Plan Checklist
- Form 7: Operating Budget (Year 2-5)
- Form 8: Statement of Equity Contribution
- Form 9: Proof of Ownership
- Form 10: Statement of Insurance Provisions
- Form 11: Tax Compliance
- Form 12: Ministerial Consent
- Form 13: Statement of Use of Apprentices

Form 2

I/We have received and allowed for Addenda in preparing our submission and have completed, signed and included the Addendum Acknowledgment Form of this Proposal document as acknowledgment.

I/We have carefully examined the proposal documents and have a clear and comprehensive knowledge of the services required under the proposal. By this submission, we agree and consent to the terms, conditions and provisions of the proposal.

I/We understand that my/our submission is based upon its acceptance in whole or in part within twelve months of the date of the Conditional Letter of Commitment and is irrevocable during that period.

I/We hereby confirm that there is not, nor was there any actual or perceived unfair advantage or conflict of interest in our submission or our performing of, or observing the contractual obligations of the Proponent in the Agreement. ***(or if applicable, strike out the above and include the following:)***

"The following is a list of situations, each of which may be a conflict of interest or any instance of unfair advantage, or appears as potentially a conflict of interest of unfair advantage in our company's/organization's submission or the contractual obligations of the Proponent under the Agreement.

(attach a separate sheet if required)

By our submission, I/we have/have no ***(strike out the inapplicable portion)*** knowledge of our ability to avail ourselves of confidential information of ADSAB and/or Crown (other than confidential information which may have been disclosed by the Ministry to the Proponents in the normal course of the proposal) and the confidential information was relevant to the work, its pricing or the proposal evaluation process.

"Confidential information", for the purposes of this Form, refers to confidential information of ADSAB (other than confidential information which is disclosed to Proponents in the normal course of the proposal); the confidential information is relevant to the services required by the proposal, its pricing or the proposal evaluation process and the disclosure of which could result in prejudice to ADSAB or an unfair advantage to the Proponent.

The following people participated in the preparation of our submission:

NAME OF INDIVIDUAL	ADDRESS	TELEPHONE
1		
2		
3		

Form 2

I/We hereby consent, pursuant to subsection 17 (3) of the *Freedom of Information and Protection of Privacy Act*, to the disclosure, on a confidential basis, of this proposal by ADSAB to consultants retained for the purpose of evaluating or participating in the evaluation of this submission and to the Ministry of Housing's consultants retained for the same purposes.

I/We hereby consent to ADSAB performing reference checks with the references listed in my/our proposal (if included).

I/We understand that in the event that my/our proposal is selected by ADSAB and approved by the Ministry of Housing, in whole or in part, I/we agree to finalize and execute the Agreement in accordance with the proposal.

I/We understand that in the event that my/our submission is selected by ADSAB and approved by the Ministry of Housing, in whole or in part, I/we agree to provide proof of insurance coverage required by the Agreement in the form of a valid certificate of insurance and that the Ministry of Housing will require this proof prior to executing the Agreement.

SIGNED, SEALED AND DELIVERED

in the presence of

I have the authority to bind the Corporation/Company/Partnership

Signature of Witness

Signature of Proponent

Position

Print Name

Date Signed

Signature of Witness

Signature of Proponent

Position

Print Name

Date Signed

Addendum Acknowledgement Form

Failure to complete this form when addendums have been issued may render your Proposal as non-compliant. Please ensure you complete this form if an addendum(s) has been issued.

If awarded the contract, the Proponent agrees to complete the work in accordance with the Instruction to Bidders and Tender Specifications, and the following Addenda:

Addendum No. ____, dated ____, 2017. Addendum No. ____, dated ____, 2017.

Addendum No. ____, dated ____, 2017. Addendum No. ____, dated ____, 2017.

Addendum No. ____, dated ____, 2017. Addendum No. ____, dated ____, 2017.

I have read, acknowledge and understand all terms, conditions and requirements contained in this Proposal.

Company Name: _____ **HST #** _____

Address: _____

Telephone: _____ **Fax #:** _____

DATE: _____ **E-Mail** _____

Name And Position Of Person Signing: _____
(Please Print)

Signature: _____

"I Have The Authority To Bind The Corporation/Company/Partnership"

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED.

PROPOSAL SUMMARY**Form 3**

PROPONENT INFORMATION	
Legal Name of Proponent:	
Proponent Address:	
Contact Phone Number:	
Contact Email Address:	
Proponent Type: (please check) <input type="checkbox"/> Private Sector <input type="checkbox"/> Municipal Non-profit <input type="checkbox"/> Co-operative <input type="checkbox"/> Private Non-profit <input type="checkbox"/> Joint Venture/Partnership <input type="checkbox"/> Other (specify): _____	
Incorporation: All applicants must be incorporated	
Date the Corporation was established:	
<i>Incorporation Number #</i> <input type="checkbox"/> Attach a list of the Board of Directors, subsidiary companies and their directors. For non-profits also include a copy of the minutes approving the application under this RFP.	Charitable Number (if applicable)
Proponent Mission Statement <input type="checkbox"/> State the mission and primary activities of your organization and any partners (Attach existing literature –brochure, printout from website, etc.)	
CAPACITY AND FINANCIAL CAPABILITY	
Proponent to demonstrate the capacity and financial ability to develop and manage affordable rental housing. Proponent to provide evidence of financial competence and a successful track record including a description of similar projects completed detailing budget price, completion price, size, scheduled date of completion, and actual date of completion; contacts and references; demonstrate awareness and familiarity to social and neighbourhood factors. Demonstrated financial capacity to undertake additional projects is required. Include at a minimum, copies of the current and previous years' audited financial statements and any relevant bank statements, letters of credit etc.	
<input type="checkbox"/> Current and previous years' audited financial statements and other relevant bank statements attached.	
<u>DETAILS OF CAPACITY AND FINANCIAL ABILITY</u>	

PROPOSAL SUMMARY**Form 3****JOINT VENTURE/PARTNERSHIP INFORMATION (if applicable)**

List all partner organizations and their involvement, include written confirmation of other program funding from partners, if applicable. Provide evidence of a successful track record and financial competence for any/all partners involved. Provide copy of partnership agreement or memorandum of understanding, previous and current years' audited financial statements and other relevant bank statements.

- ☐ Copy of partnership agreement or memorandum of understanding attached
- ☐ Current and previous years' audited financial statements and relevant bank statements attached
- ☐ Not applicable

LAND**Proposed Project Location:**

Municipality: _____

Street Address _____

Legal Description: _____

Interest in Land:

- ☐ Freehold

Proponent's Proof of Ownership is required. Please complete Form 10.

Current Land Owner: ☐ Proponent

- ☐ Government (Please specify level)

Level: ☐ Municipal ☐ Provincial ☐ Federal

- ☐ Other, e.g. Non-Profit Organization, private individual or firm (Please specify)

PROPONENT EQUITY

Private sector applicants must provide a minimum of 10% equity or 4% if in partnership with a non-profit*. Please demonstrate that this proposal meets this requirement. Proponent's proof of equity is required. Please complete Form 9.

Equity Contribution Source _____ Amount \$ _____ % of Project Cost: _____%

Equity Contribution Source _____ Amount \$ _____ % of Project Cost: _____%

* Not Applicable if non-profit or charitable project with no private sector partner.

PROPOSAL SUMMARY

Form 3

SUPPORTIVE HOUSING SERVICES**Sources(s) for services: (please check)**☐ MOHLTC (Ministry of Health and Long-Term Care)

Date of Confirmation: _____

☐ MCSS (Ministry of Community and Social Services)

Date of Confirmation: _____

☐ Other (specify): _____☐ Not Applicable**Organization(s) that will be responsible for service provision (if known)**

Contact information for organizations responsible for service provision (if known)

Contact Name

Position

E-mail Address

Telephone No. *(incl. Area code and Ext.*Fax No. *(incl. Area Code)***Contact Address**

No. Street

Unit/Suite/P.O. Box #

City/Town

Province

Postal Code

Amount of capital funding provided by support service Ministry \$ _____☐ Letter of funding confirmation attached**Amount of annualized operating funding being provided by support service Ministry \$ _____**☐ Letter of funding confirmation attached

PROPOSAL SUMMARY**Form 3****Existing Social Housing Providers Only**

Does this proposal include using equity from an existing social housing project? ☐ Yes ☐ No

Does this proposal include the sale, severance and or encumbrance of existing social housing lands? ☐ Yes ☐ No

If you answered yes to either or both of the above questions provide project name and address in the space provide below.

Project name _____

Address _____

Note: Non-Profit Social Housing Proponents are required to obtain consent from ADSAB prior to proceeding to develop existing project sites.

*ADSAB may require the creation of a new Non-Profit Housing Corporation.

PROJECT TEAM

Provide a list of the Development Team Members (including architect, engineer, consultants, contractors, suppliers and any partnership arrangements) and describe their background and expertise. Provide a resume that indicates the type and level of expertise each member brings to the team.

Details should include a list of professional contacts available to the Proponent including providers of financial, legal, planning and architectural services.

Proponents must demonstrate and provide details including the experience and team member expertise in each of the four areas:

- a. Project Development
- b. Residential Construction
- c. Project Management
- d. Rental Housing Management

Team Member	Background/Expertise
	<input type="checkbox"/> Resume Attached
	<input type="checkbox"/> Resume Attached
	<input type="checkbox"/> Resume Attached

PROPOSAL SUMMARY**Form 3****MANDATE /TARGET MARKET**

Briefly describe the mandate, target population (e.g. senior, disabled, working poor etc.), rationale and evidence that the proposed project promotes affordable rental housing opportunities in the ADSAB jurisdiction where the existing supply of rental housing is limited and that there is a demonstrated need.

Client Group(s) Served:

(Please indicate the # of units that fall into one or more of the following categories)

☐ Singles* _____

☐ Seniors _____

☐ Family _____

☐ Accessible/Special needs _____

☐ Other (please describe): _____

Total number of units _____

*16-59 year old singles or couples with no dependents

RATIONAL FOR TARGET/MANDATE

PROPOSAL SUMMARY**Form 3****PROJECT DETAILS****Type of Development**

Please check applicable type:

- ☐ New Construction
☐ Conversion of Non-Residential Properties/Space to Rental
☐ Additions to Existing Rental Properties*
☐ Other (please specify) _____

*** A business case and tenant relocation plan (if applicable) is required.**

Is this a mixed-use development?

☐ Yes ☐ No

If yes, specify the intended use of the non-residential space and size expressed both in square metres and percentage of total gross floor area. Forms 5, 6 and 7 are also to be completed separately for any non-residential space.

Is Condominium registration contemplated?

☐ Yes ☐ No

Is a Life Lease contemplated?

☐ Yes ☐ No

Built Form (please check _____)

- ☐ High Rise specify (number of stories) _____ ☐ Town/Row House _____
☐ Low Rise specify (number of stories) _____ ☐ Townhouse Stacked _____

Planning and Building Type

Please attach the following:

- ☐ Evidence that the Proponent has applied for a building permit and site plan approvals.

☐ One original and two copies of specifications and one original and one copy of drawings showing at a minimum the site plan, configuration of units, elevations, number of parking spaces, amenity space and any wheelchair accessible features (as per Building Permit Application requirements).

☐ A development schedule showing key dates including: any planning approvals, Environmental Site Assessments, building permit, demolition permit, construction schedule, substantial completion and occupancy.

PROPOSAL SUMMARY**Form 3**

Please provide the following information:

- A rationale for the design in relation to the clients served and the community in which the project is to be located.
- Identify the use of any accepted growth management principles (provincial and municipal) and any municipal design criteria and official plan policies that may have been used to develop the proposal.
- Describe any specific energy efficiency provisions that have been included in the design. Provide an energy management plan showing the impact on initial construction costs and long term operating expenses.
- Describe proposed building standards that exceed the norm as defined by the Ontario Building Code.

PLANNING AND BUILDING TYPE DESCRIPTIONS

PROPOSAL SUMMARY**Form 3****AFFORDABILITY**

Total number of units in the project _____

Total number of 2016 SIF IAH/IAH-E funded units _____

Please complete the Tables below with respect to unit rents. Average Market Rents must be in accordance with the rents indicated in Section 2.16.1 of the RFP.

Unit Rents

Unit Type	# of Units	Proposed Rent	2016 SIF IAH/IAH-E Market Rent*	Proposed Rent as a Percentage of 2016 SIF IAH/IAH-E Market Rent
1 bedroom				
1 bedroom (A)				
2 bedroom				
2 bedroom (A)				
3 bedroom				
3 bedroom (A)				
4 bedroom				
4 bedroom (A)				

* Wheelchair *accessible units***SUMMARY OF RENTAL INFORMATION**

Number of Units: (Please ensure that detailed unit information is provided in the space provided in Form 7-Operating Budget Worksheet)

Total number of Units		
Total number of Units with Rents Above 2016 SIF IAH/IAH-E Market Rent		(not eligible for subsidies)
Total Number of Eligible Units		(total units less ineligible units)
Total Number of 2016 SIF IAH/IAH-E Units		% of total eligible units
Total number of units with Rents below 2016 SIF IAH/IAH-E rent		% of total eligible units

PROPOSAL SUMMARY**Form 3****FINANCIAL PLAN**

Complete the Capital and Operating Form 5, and the proposed Operating Budget Form 7.

Note: Forms 5 and 7 are also to be completed for any non-residential space included in the Proposal. Non-residential space must be self-supporting.

The Proponent is required to:

- Demonstrate the ability to financially sustain the proposed project for both the short and long-term and ability to maintain monthly rental rates at targeted levels.
- Provide details on any financial commitments.
- Provide explanation/evidence of sufficient funding for total project costs, including equity contributions.
- Provide supporting documentation for all estimates.

Attach the following:

- ☐ Proof of funding for any required support services attached.
- ☐ Copies of the current land appraisal report as prepared by an accredited appraiser attached.
- ☐ Letter from primary lender regarding financing arrangements.
- ☐ List of all assumptions as per Section 2.19.2 of this RFP.

Details of Financial Plan

- Supporting documentation for capital costing prepared by either a Quantity Surveyor or equivalent.
- Supporting documents for all operating cost estimates.

PROPOSAL SUMMARY**Form 3****PROPERTY MANAGEMENT STRATEGY**

Proponents should be considering the preparation of a comprehensive property management plan early on in the process. Such a plan should address key items including but not limited to: staffing levels, preventative maintenance, marketing, tenant selection, purchasing policies and internal control procedures.

For the purposes of this RFP, ADSAB is most interested in who will be managing the property and their level of experience as per Section 2.5 of this RFP, tenant selection and marketing strategy.

Proponent must provide the following information:

- Identify whether the property will be self-managed or contracted out
- Experience of person(s) or firm providing the service
- Outline of tenant selection process
- Marketing strategy to reduce the risk of vacancy loss

If property management services are to be contracted out, please attach the following:

☐ Copy of executed property management agreement or memorandum of understanding conditional on the project selection.

PROPERTY MANAGEMENT PLAN

PROPOSAL SUMMARY**Form 3****FINANCIAL ASSISTANCE REQUESTED**

Please indicate the amount of 2016 SIF IAH/IAH-E capital loan you are requesting in your proposal.

Amount Requested Per Unit	\$
Net HST	\$
Total Amount Requested Per Unit	\$
Affordability Term (minimum 20 years) Affordability Term Offered:_____years	

Please confirm your HST rebate factor used to calculate the Net HST, shown above:

PROPOSAL SUMMARY**Form 3****DECLARATION**

I/we confirm that the Proposal Summary contains all information necessary to address the requirements under the 2016 Social Infrastructure Fund/Investment In Affordable Housing (Extension) Program.

I/we have the authority to bind the Proponent and the corporation.

Proponent Name & Position (Print Name)

Proponent Signature

Proponent Name & Position (Print Name)

Proponent Signature

Municipal Planning Review Form

Form 4

*To be completed by the Proponent.****Municipal Contacts (if any)***

Planning Department Contact Name:	
Building Department Contact Name:	

A. PROPONENT INFORMATION			
Legal Name of Proponent:			
Proponent Address:			
Contact Phone Number:			
Proposed Project Location			
Municipal Address: _____ located in _____			
Legal Description: _____			
B. UNITS SIZES			
	Unit Type	Proposed # of Units	Unit Sizes
	1 bedroom		
	1 bedroom (wheelchair accessible)		
	2 bedroom		
	2 bedroom (wheelchair accessible)		
	3 bedroom		
	3 bedroom (wheelchair accessible)		
	4 bedroom		
	4 bedroom (wheelchair accessible)		
	TOTAL # OF UNITS		
	Number of Visitable Units		

Municipal Planning Review Form

Form 4

C. PLANNING AND BUILDING DETAILS

Please indicate which of the following are Required, Approved or In Process for this project. Attach copies of all applications, applicable documentation and approvals received. Where approvals are In Progress, please provide comments.

<u>Applicable</u>	<u>Required</u>	<u>Approved</u>	<u>In Process</u>	<u>Not</u>
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision or Condominium Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variances and/or Consent Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

Estimated Construction Start Date: _____ Completion Date: _____

D. ENVIRONMENTAL ASSESSMENT

☐ Completed Environment Site Assessment(s) (ESA) (attached)

If **no**, complete the Site Screening Questionnaire on Form 4a.

E. SITE USE**Current Use**

Please check applicable use.

- | | |
|--|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial/Industrial |
| <input type="checkbox"/> Agricultural | <input type="checkbox"/> Mixed residential/commercial |
| <input type="checkbox"/> Heritage Site | <input type="checkbox"/> Vacant (Brownfield) |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Vacant (Greenfield) |

Proposed Use

Please check applicable use.

- | | |
|--|---|
| <input type="checkbox"/> Residential | <input type="checkbox"/> Mixed residential/commercial |
| <input type="checkbox"/> Residential/ Infill Development | <input type="checkbox"/> Other (specify) _____ |

Site Description

Total Area of Project Property (Site) _____

Total Area of Building Footprint _____

Number of Parking Spaces _____

Parking Type: ☐ Surface ☐ Underground

Unit of Measurement M2 or Sq ft _____

Municipal Planning Review Form

Form 4

F. MUNICIPAL PROGRAMS

Please check applicable program(s) project is participating in

☐ Community Improvement Plan

☐ Business Improvement Area

☐ Other (specify) _____

Is the proposed site a priority area for development? Please explain.

G. OTHER REQUIREMENTS

Is there sufficient sewer and water capacity?

☐ Yes

☐ No

If no, provide details.

Does the scale and form of the proposal conform to the existing neighborhood? Include a description of the surrounding neighborhood.

Does the proposal include energy conservation features that exceed current Ontario Building Code requirements? Please provide details.

Does the proposal incorporate design features for the physically disabled that exceed current Ontario Building Code requirements? Please provide details.

Any other comments?

Proponent (*Print Name*) _____

Proponent (Signature) _____

Dated at _____ this _____ day of _____, 20 _____

SITE SCREENING QUESTIONNAIRE**Form 4a**

This form must be completed for all submissions where a Phase 1 Environmental Site Assessment in accordance with the Ministry of Environment's Guideline for Use at Contaminated Sites in Ontario is not provided to ADSAB.

Location of Subject Lands:

Legal Address: _____

1. Is the project on lands, or adjacent to lands, that were previously used for the following:

a) Industrial uses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Commercial uses where there is a potential for site contamination e.g., a gas station or a dry-cleaning plant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Where filling has occurred?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Underground storage tanks or buried waste on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) An orchard, and where cyanide products may have been used as pesticides?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f) A weapons firing range?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the nearest boundary of the proposal within 500 metres (1,640 feet) of the fill area of an operating or former landfill or dump?

☐ Yes ☐ No
3. If there are existing or previously existing buildings, are there any building materials remaining on the site which are potentially hazardous to public health (e.g., asbestos, PCB's, etc.)?

☐ Yes ☐ No
4. Is there any other reason to believe that the lands may have been contaminated based on previous land use?

☐ Yes ☐ No

If the answer to any of Questions 1 through 4 is Yes, a Phase 1 Environmental Site Assessment, in accordance with the Ministry of the Environment's *Guideline for Use at Contaminated Sites in Ontario*, is required with the submission.

5. Has an Environmental Site Assessment been prepared for this site within the last 5 years, or is an Environmental Site Assessment currently being prepared for this site?

☐ Yes ☐ No

(If yes, please submit two copies of the Phase 1 Site Assessment Report with the application).

SITE SCREENING QUESTIONNAIRE

DECLARATION

Form 4a

*****This form must be completed, signed and stamped by a Professional Engineer and by the Property Owner.**

To the best of my knowledge, the information provided in this questionnaire is true, and I do not have any reason to believe that the subject site is contaminated.

Consulting Engineer:

Name (Please Print)

Signature

Stamp Here

Name of Firm: _____

Address: _____

Telephone: _____ Fax: _____ Date: _____

Property Owner, or Authorized Officer:

Name (Please Print)

Signature

Name of Company (if Applicable): _____

Title of Authorized Officer: _____

Address: _____

Telephone: _____ Fax: _____ Date: _____

Guide to Completing the Project Application Form 5

GUIDE TO COMPLETING THE PROJECT APPLICATION FORM 5 CAPITAL & FIRST YEAR OPERATING BUDGET

Page 1 of Form 5

CORPORATION

Enter corporation name, address and contact information.

PROJECT INFORMATION

Enter project name, project address and the proposed number of units.

PROJECT DETAILS

Check appropriate boxes for User Type, Project Type, Design Type and Procurement Technique. Enter mortgage amount, interest rate and term of mortgage, as well as number of buildings and storeys proposed.

PROJECT DESCRIPTION

This portion of the form shows the number of units for each size, the net and gross floor area of each unit size and the capital cost per unit.

Number Of Units

Enter the number of regular units for each bedroom size indicated.

Enter the number of handicapped wheelchair accessible units for each bedroom size indicated.

Net Floor Area M²/Ft²

Net floor area is the livable space in each unit.

Net floor area for apartments is measured from the inside walls of the apartment. Significant in-suite storage area is excluded from the calculation of the net floor area (i.e. if lockers are included in the units rather than elsewhere in the building). However closets are included in the net floor area.

For non-apartment forms, net floor area is calculated to the outside of walls or to the mid-point of adjoining walls. Basements and staircases are excluded from the net floor area calculations for non-apartment forms.

Net floor area (or livable floor area) is generally shown on the architectural plans for the project or can be calculated by the Project Architect.

For regular units, enter the net floor area per unit for each bedroom size indicated.

For handicapped units, enter the net floor area per unit for each bedroom size applicable.

For non-shelter facilities, enter the total net floor area in the "Total" (rightmost) column. If there are rental units which will not be funded by the IAH loan, attach the particulars for those units in a separate schedule and add the unit area to the "total" in the (right most) column.

Gross Floor Area M²/Ft²

Gross floor area is the total area of the building including circulation space and amenity areas. The total gross floor area for the project can be prorated on a per unit basis.

Usually the unit's net floor area is approximately 85% of the unit's gross floor area.

Gross floor area is generally shown on the architectural plans or can be calculated by the Project Architect.

Complete this section in the same manner as the Net Floor Area except use the gross floor area per unit.

Capital Costs

To obtain the capital cost for each unit type and size multiply the gross floor area per unit by the per square metre or per square foot construction cost provided by the Project Architect.

Complete this section in the same manner as the Net Floor Area.

LAND PARTICULARS

This part of the form provides details on the intended site for the project.

Indicate if an official plan amendment is necessary. Information on the Official Plan designation for a proposed site can be obtained from a municipal planning department.

Indicate if rezoning is required for the intended use of the site. The zoning designation of a proposed site can be obtained from the municipality.

Legal Description

Enter a legal description of the property. Use a separate sheet if additional space is required.

Tenure

Indicate whether the land will be owned freehold by the Corporation or if it will be held in a long term lease.

Services Installed

Check those services that have been installed to the lot line. The availability of services affects the appraisal of land value.

It is essential that services to the site are carefully checked with the appropriate utility and municipal authority.

Page 2 of Form 5**CAPITAL COSTS****NON-SHELTER CAPITAL COSTS**

The Capital Costs for any Non-Shelter component must be shown separately. Your Project Architect should be able to provide you with a breakdown. No Federal/Provincial/Municipal funds can be used to write down the Capital Cost of the Non-Shelter (Commercial) portion of the project. Items that cannot be easily segregated should be pro-rated based on square footage.

The capital cost of the non-shelter component also includes the costs related to any rental units which will NOT be funded by 2016 SIF IAH/IAH-E program loan. The non-shelter component of the portfolio may consist of commercial space, a care component funded by other levels of government or agencies, or other spaces or expenditures of the portfolio not related to the provision of shelter.

LAND ACQUISITION AND SERVICING

Line 1 Purchase Price

Enter the actual cost of purchasing the property, with or without buildings. If land is currently owned, enter appraised value of land.

Line 2 Legal Fees

Enter the legal fees for land closing cost.

Legal fees not associated with land purchase (e.g. mortgage related costs) should not be shown on this line.

Line 3 Title Fees & Transfer Tax

The figure to be inserted on this line has two components.

Land Transfer Tax, payable to the Provincial Government, is a percentage of the purchase price.

The other component is disbursements such as fees for title searches, tax certificates, sheriff's certificates, retail sales tax on goods included in existing buildings, etc.

The Corporation's lawyer can provide an estimate of both components of this line item.

Line 4 Servicing To Site

This line item covers costs associated with bringing services to the property line.

Services which may be required include roads, sewers, water mains, and hydro.

Laterals to the property from main services may or may not be included.

The Corporation should consult with local utilities and public works for estimates on the cost of providing services, whether laterals should be included in this figure, etc.

Line 5 Imposts And Levies

Many municipalities require payments in the form of impostos or levies to cover costs of providing municipal infrastructure.

Charges are usually levied on a per unit basis related to the housing type proposed. In some cases, a flat fee for sewer and water hook-ups is charged.

The Corporation should obtain from the municipality written confirmation of the cost of impostos or levies for the proposed project.

Include only costs of impostos or levies to be paid directly by the Corporation.
If these fees are to be paid by the contractor, include instead on line 22 - New Construction.

Line 6 Surveys

Enter the cost of having all required surveys for the site completed by an Ontario Land Surveyor.

A foundation survey is often required for mortgage purposes and is completed during construction after the foundation is in place.

Estimates of the cost of the required surveys can be obtained from the project's architectural consultant or from the surveyor who will complete the work.

Line 7 Soils Test

The Project Architect or soils consultant will be able to provide an accurate estimate of these costs.

Line 8 Interest On Land To Start Of Construction

If a corporation borrows money to purchase land, enter the interest charges on these funds. An addendum showing the calculation of this figure should be attached.

Interest should be calculated only until the anticipated date of the first mortgage draw, at which time funds for the land can be advanced from the mortgage to repay funds borrowed from other sources.

Line 9 Other Land Costs

Enter an estimate for special items such as rezoning costs, demolition, site maintenance (e.g. weed control), taxes to the start of construction, and other miscellaneous expenses related to land acquisition.

An addendum showing the breakdown of this figure should be attached.

Contingency for land acquisition should be shown on line 35, not under this line item.

Line 10 Total Land Cost

Total both shelter and non-shelter components of line items 1 through 9 for Total Land Cost.

FEES AND CHARGES

Fees and charges which are spent in developing a project are contained in this part of the form.

Line 11 Taxes During Construction

In general, tax assessments remain constant from purchase to occupancy of the project.

In some cases, taxes during construction will be included in the construction contract. If so, include instead on line 22 - New Construction.

Line 12 Insurance During Construction

Insurance requirements are contained in the Contribution Agreement.

The lender's requirements for insurance should be included in some cases, the provision of insurance is included in the construction contract and is the contractor's responsibility. If this is the case, this amount will be reflected on line 22 - New Construction.

Line 13 Architect's/Consultant's Fees

Enter the amount of the fees for the Project Architect and/or Prime Technical Consultant.

Most professional associations have fee schedules, based on project costs which can be used to estimate fees.

Fees for sub-consultants hired by the Project Architect are generally included in architectural fees.

Technical contracts showing fees should be attached when available.

Line 14 Legal Fees Other Than Land

Enter the amount of any legal fees related to the mortgage and other incidentals.

It is important that legal fees for both the lender's and the Corporation's lawyers are included.

Line 15 Organization Expenses

Organization expenses include administration expenses such as:

- Office staff (admin./clerical) salaries and wages
- Transportation and communication costs such as telephone, postage, and delivery charges, travel, and other related expenses
- Materials and services such as advertising costs, accounting fees, office rental, staff training, and other related expenses
- Costs of supplies such as office furniture and equipment, office supplies and stationery, other related expenses; and
- Chargebacks

Line 16 Mortgage Finder's/Broker's Fees

If a corporation chooses to use a mortgage broker to negotiate a loan for the project, enter the finder's fee.

A copy of the agreement with a mortgage broker must also be attached.

Line 17 Interest During Construction

Interest begins to accumulate on mortgage funding from the time it is advanced. This interest is capitalized as part of the project cost until the Interest Adjustment Date.

Interest during construction can be a significant amount, and therefore it is important that it is accurately estimated in the project budget.

In early submissions of this form, before a construction schedule is available, the following formula provides an acceptable estimate of interest during construction:

$$\frac{(\text{land cost} + 90\% \text{ of remaining costs})}{2} \times \frac{\text{Construction period (months)}}{12} \times \frac{\text{Interest Rate}}{12}$$

Ninety percent of costs are used for this calculation because 10% of costs are held back for 45 days after substantial completion to comply with the Construction Lien Act.

The actual rather than the appraised land value should be used for the purposes of this calculation.

When a construction contract is signed, the contractor should be asked for a tentative schedule of advances. This schedule can then be used to calculate interest on advances more accurately.

Line 18 Building Permit Fees

This is the cost of obtaining a building permit from the municipal building services department.

If this cost is included in the construction contract, include instead on line 22 – New Construction.

Line 19 Mortgage Underwriting Fee

The Underwriting Fee is an application fee charged by CMHC to cover the administrative costs for providing mortgage insurance.

Line 20 Other Fees And Charges

Enter the amount of any other fees and charges related to the project. These may include consultant's fees not included elsewhere and audit fees for the capital cost audit.

A breakdown should be attached if necessary.

Line 21 Total Fees And Charges

Total shelter and non-shelter components of line items 11 through 20 for Total Fees and Charges.

BUILDING INFORMATION

This portion of the form contains the costs of building and furnishing the building.

Line 22 New Construction

Enter the cost of constructing a building.

In the early submissions, an estimate of construction costs prepared by the Project Architect is acceptable.

After tenders are received, the actual value of the construction contract is shown. The construction contract will detail exactly what is included in the contract price. A draft or actual contract document must be attached as soon as available to inform the Service Manager of what exactly is included in the estimates provided.

Line 23 Renovation/Conversion

Enter the costs of renovating or converting existing buildings.

Also provide a precise listing of the work to be completed.

In the early submissions, estimates prepared by an estimator or appraiser are acceptable.

A fixed price contract (to the greatest extent possible) should be provided in later submissions.

Line 24 Elevator

Enter the cost of installing an elevator if elevator installation is not included in the construction contract.

If the elevator cost is included in the construction contract, include instead on line 22 – New Construction.

Line 25 Stoves And Fridges

Enter the cost of purchasing, shipping, and installing all stoves and fridges.

Provide back-up material to substantiate the figure on this line, when available.

Line 26 Laundry Equipment

Enter the actual cost of purchasing laundry equipment. A rule of thumb is that one washer and dryer is required for every 20 units.

Provide back-up material substantiating estimates, when available.

Line 27 Furnishings

Furnishings are moveable items purchased and owned by the project in common areas such as lobbies, recreational, and on-site offices.

The requirements of each project should be carefully considered, keeping in mind the norm in private rental accommodation.

Line 28 Other Building Costs

Enter other costs associated with building construction.

Show a breakdown of these expenses.

Line 29 Total Building

Total shelter and non-shelter components of line items 22 through 28 for Total Building Cost.

LANDSCAPING AND SITE IMPROVEMENTS

This part of the form shows costs related to site development, servicing and landscaping.

Line 30 Surface Parking

Complete this line if there is a separate contract for surface parking. This contract would include costs of paving, marking, driveways, curbs, parking illumination, etc.

If surface parking is included in the construction contract, include instead on line 22 – New Construction.

Underground parking is generally included in the construction contract and would not be shown on this line.

Line 31 Landscaping

Enter all costs related to the planting of grass, trees and shrubs, and exterior work such as special flooring for outdoor recreational areas, walkways, fencing, and other environmental or decorative items if there is a separate landscaping contract.

If landscaping is included in the construction contract, include instead on line 22 – New Construction.

Line 32 On-Site Servicing

Enter all on-site servicing and hook-up costs.

Items which would be included on this line are:

- Transformers
- Septic systems
- Well drilling
- Hook-ups to water and sewer mains

Provide a breakdown of these items.

If on-site servicing is included in the contract price, include instead on line 22 – New Construction.

Line 33 Other Landscaping And Site Improvements

Provide a breakdown of any costs show on this line.

Line 34 Total Landscaping And Site Improvements

Total shelter and non-shelter components of line items 30 through 33 for Total Landscaping and Site Improvements Cost.

Line 35 Contingency

A contingency is included in the project budget to cover the costs of unexpected problems in the construction of the project. The contingency cannot be used to upgrade a project.

The contingency allowance is determined as a percentage of construction costs (lines 22, 24, and 34). The required contingency varies with procurement technique as follows:

Full Tender Call	10% of construction contract
Modified Tender Call (where architect is retained by contractor)	5% of construction contract
Proposal Call	3% of construction contract
Turnkey	1% of construction contract
Rehabilitation	15% of cost of renovation and repair

Line 36 Total Capital Costs

Total shelter and non-shelter components of line items 10, 21, 29, 34 and 35 for Total Capital Costs.

Page 3 of Form 5**EXPENSES – OPERATING BUDGET****NON-SHELTER – OPERATING BUDGET**

All Non-Shelter revenues and expenses must be shown separately from the Shelter budget. Where expenses cannot be easily segregated cost should be assigned to the Non-Shelter portion based on square footage. Surpluses from the Non-Shelter operation can be used to offset Shelter losses, however, Non-Shelter losses cannot be offset by Shelter surpluses.

LABOUR AND RELATED EXPENSES (MAINTENANCE)

The cost of salaries and benefits for staff hired directly by the Corporation for non-administrative purposes are recorded on this part of the form.

Line 37 Salaries

Enter the salaries of maintenance personnel hired directly by the Corporation.

Maintenance activities include:

- Janitorial and custodial activities;
- Site maintenance, e.g. planting, snow removal, grass cutting, etc.
- Repairs
- Preventative maintenance

Salaries for administrative staff or the labour component of contracted maintenance services should not be included on this line.

Line 38 Temporary Help

Enter the cost of salaries for temporary maintenance staff hired directly by the Corporation.

Line 39 Employee Benefits

Enter the amount for employee benefits (excluding accommodation).

The cost of benefits should be 15% of salaries.

Attach a schedule showing benefits to be provided.

Line 40 Other Labour And Related Expenses

Enter the amount for other labour maintenance expenses.

Attach a schedule providing a breakdown of these expenses.

If staff is receiving a benefit on the rent of his unit by paying less than market rent, the value of this benefit should be shown on line 40.

This benefit should also show on the superintendent's T4 income tax slip.

The amount of the benefit is 100% of the difference between the market rent for the unit and the amount of rent paid by the employee.

Line 41 Total Labour And Related Expenses

Total shelter and non-shelter components of line items 37 through 40 for Total Labour and Related Expenses.

MATERIALS AND SERVICES (MAINTENANCE)

This part of the form covers the cost associated with material and contracted services for project maintenance.

Line 42 Building – General

Enter the amount for cleaning and general maintenance supplies or services of a general nature.

Examples of service contracts to be included are:

- Pest control, window washing, janitorial services, etc.

Include costs for supplies such as:

- Garbage bags, cleaning supplies, light bulbs, keys and locks, carpentry material and hardware.
- Repairs of a minor nature should also be included on this line.

Attach a schedule showing a breakdown of this line item.

Line 43 Elevators

Enter the cost for elevator maintenance, inspection, repairs, permits, etc.

Elevator maintenance is usually contained in a fixed monthly contract with the installer.

The terms and conditions of the warranty on the installation contract should be noted when calculating first year maintenance costs.

Attach an elevator service contract when available.

Line 44 Electrical Systems

Enter the cost for electrician's services and supplies for electrical repairs. Also include the cost for repair replacement of:

- Fixtures, wiring, fire alarms and smoke detectors, intercoms, and emergency generators.

These costs are minimal in a first year budget because many of these items are under warranty.

Servicing of equipment such as pumps, fans or motors would also be included, as well as inspection costs.

Purchasing of supplies such as batteries, fixtures, switches, fuses, outlets, and cover plates is also charged here.

Line 45 Equipment

Enter the amount for purchases of small tools, lawn mowers, trimmers, snow blowers, vacuum cleaners, etc. Attach a schedule of equipment to be purchased.

Repairs to equipment, including refrigerators and stoves, are also shown on this line. Repair costs for a first year budget should be minimal since most equipment will be under warranty.

Line 46 Grounds

Enter the costs of grounds maintenance.

Include costs for supplies such as:

- Seeds, fertilizer, perennials, garden tools, hoses and watering devices, and gas and oil (other than that used for space heating).

Include costs for services such as:

- Gardening, patch paving, curb and sidewalk repairs, grass cutting, fence repairs and maintenance, landscape repairs, tree replacement and sodding

Snow removal services not included in general municipal services, should also be shown on this line. Salt and sand are supplies likely to be needed.

If snow removal is to be contracted out, attach a contract.

Repair and replacement of playground equipment is included on this line as is underground garage door repairs.

Line 47 Heating, Air Conditioning And Plumbing

Enter the costs for materials, supplies, services of plumber, furnace repairs etc. and subcontracts for repairs or maintenance of septic beds, annual cleaning of hot water tanks, chimney cleaning, sprinklers, pipes, taps, air circulation or cooling, filters, belts, vents, boilers, burners, heated ramps, furnace clean outs, make up air systems, water softeners.

Many of the heating, air and plumbing systems will be under warranty in year 1.

Line 48 Painting

Enter the costs for painting supplies and services.

A cyclical painting program for repainting of public spaces should be established. Move out repainting should be calculated from anticipated turnover rates.

Painting costs should be minimal in a first year budget.

Line 49 Waste Removal

Enter the costs for waste removal not included in municipal service. This may include:

- Bulk lift services, cartage costs, dumping charges, repairs to compactors or chutes, and pick up of abandoned furniture.

Line 50 Security

Enter the costs for purchased security services or special mechanical systems relating to the internal security of the project. The intercom communication network, fire extinguishers, hoses, pumps and alarm upkeep and maintenance are common examples.

Line 51 Social and Recreation

Enter the costs for supplies or services related to common rooms, indoor/outdoor play areas, shuffle board etc. These are not related to programs but rather the physical maintenance of these facilities.

Line 52 Other (specify)

Enter the costs for special or unique project maintenance. Attach a breakdown of these expenses. They could include such things as master T.V. antenna, signs and lobby directory board, cost of moving used appliances within the building, first aid kits, etc. The list will vary with the design, services, and facilities of the project.

Line 53 Total Materials And Services

Total shelter and non-shelter components of line items 42 through 52 for Total Materials and Services.

UTILITIES

The cost of utilities is shown in this section of the form.

Line 54 Electricity

Enter the cost of electricity for the project.

If the project is electrically heated, include heating costs.

The Corporation should check with the local hydro commission for an estimate of hydro cost for the project.

Line 55 Fuel

Enter the cost of fuel (oil or natural gas).

An estimate of these costs can be obtained from the local gas company.

Line 56 Water

Water and sewer charges are based on consumption.

The Corporation should obtain an estimate of these charges from the utility company.

Line 57 Other utility charges

Other utility charges shown on this line should be specified.

Enter rental charges for hot water tanks.

Line 58 Total Utilities

Total shelter and non-shelter components of line items 54 through 57 for Total Utilities.

OTHER EXPENSES

Other non-administrative costs are shown on this section of the form.

Line 59 Municipal Taxes

Enter the amount for property taxes.

The Corporation should get an estimate of these taxes (assessment rate X mill rate) from the municipal tax department.

Line 60 Amortization

Your lender can provide an estimate of the annual amortization.

Line 61 Insurance

Enter the costs of insurance for the building. This would include all risk property insurance (fire, wind, etc.), public liability insurance, boiler and machinery insurance, and possibly rent loss insurance.

The minimum coverage requirement is normally set by the lender.

Replacement cost insurance is recommended.

Bonding insurance and Board member insurance are not shown on this line but on line 70.

Line 62 Bad Debt

This line shows bad debt. It is normally about 1% to 3% of rental revenue.

Line 63 Contingency

Attach a schedule showing a breakdown of this line item, if applicable.

Line 64 Other (specify)

Other charges shown on this line should be specified.

Line 65 Total Other Expenses

Total shelter and non-shelter components of line items 59 through 64 for Total Other Expenses.

ADMINISTRATIVE OVERHEAD

Costs associated with ongoing administrative overhead are shown on this section of the form.

Line 66 Salaries

Enter the costs for salaries for administrative personnel.

Line 67 Temporary Help

Enter the costs for salaries for temporary employees.

Line 68 Employee Benefits

Enter the cost of employee benefits.

The cost of benefits should be estimated at 15% of salaries.

Attach a schedule showing those benefits which are to be provided.

Line 69 Transportation And Communication

Enter the costs for the following items:

- Telephone, delivery services, postage, staff recruitment, advertising (vacancy, tenders, recruitments, etc.), publications.

Attach a breakdown of the budget for this item.

Line 70 Materials And Services

The following is included on this line:

- Rent for office space where applicable
- Staff parking (for cars used for business purposes) where applicable
- Insurance (bonding and Board member)
- Staff training and education (including transportation and accommodation if applicable)
- Corporate memberships (Credit Bureau, etc.)
- Professional services (legal, audit, banking, and accounting)

Line 71. Supplies

Provide a breakdown of the budget for this item. Items to be recorded on this line include:

- Office Equipment (rent and purchase)
- Vehicles (large portfolios only)
- Office supplies (stationery, maps, books, etc.)

Line 72 Other (specify)

Other administration costs should be shown on this line.

Chargebacks for municipal services should be shown on this line. Attach a schedule of charge backs.

Line 73 Total Administrative Overhead

Total shelter and non-shelter components of line items 66 through 72 for Total Administrative Overhead.

Line 74 Replacement Reserves

Replacement Reserves are shown on this section of the form.

Beside normal general building maintenance expenses, a special account is to be set up with annual installments to replace specialized items and major equipment which have shorter life cycles than that of the building as a whole. Specifically, these items are:

- Roof covering
- Boilers and/or furnaces
- Water tanks
- Electrical transformers
- Appliances
- Furnishings
- Floor coverings
- Hard surface parking areas
- Solar heating equipment, if applicable

While the lender may establish a fixed amount based upon the specific proposal at the time of mortgage certification, for preliminary estimating use one of the following guides:

- \$250 to \$300 per unit

Line 75 Total Expenses

The total should be the operating expense figure plus amortization costs.

Total shelter and non-shelter components of line items 41, 53, 58, 65, 73 and 74 for Total Operating Expenses.

Page 4 of Form 5

REVENUE – OPERATING BUDGET

Rental revenues are calculated on this part of the form.

The rents should reflect the approved program rent levels.

Line 76 To 80. Bachelor Units, 1 Bedroom, 2 Bedrooms, 3 Bedrooms, 4 Bedrooms

Input the number of units for each bedroom size. Input the market rent for each size of unit in the second column. Multiply the number of units for each bedroom size times the monthly market rent for that unit size times 12 to calculate the annual rent revenue for each type of unit. Transfer this amount to the total column.

Line 81. Gross Rent Revenue

This line represents the annual rent revenue for all units. Total lines 76 through 80 for a Total Gross Rent Revenue.

Line 82. Allowances (Vacancies)

This line shows an allowance for vacancy loss. It is normally about 1% to 3% of rental revenue, but may be higher in year 1 to allow for the rent up period.

Line 83. Net Rent Revenue

This is the gross rent revenue (line 81) less the allowances (line 82).

Line 84. Laundry Revenue

Enter the anticipated laundry revenue on this line.

Line 85 Parking Revenue

In some communities, it is the practice to charge tenants for both surface and underground parking, while in other communities charges are made only for underground parking.

The Corporation should follow local practice for determining parking charges if any.

Line 86 Non-Shelter Revenue

Enter all non-shelter related revenues, i.e. commercial leases. Any profits from the non-shelter facilities of the project must be used to offset operating losses of the shelter component. However, profits from the shelter component cannot be used to offset losses in the non-shelter component.

Line 87 Other (specify)

Enter any other project income.

Line 88 Total Revenues

Total shelter and non-shelter components of line items 83, 84, 85, 86 and 87 to determine Total Revenues.

Line 89 Total Surplus/Deficit

This is the difference between Total Revenues (line 88) and Total Expenses (line 75 on page 3).

The major figures from the body of the form are summarized in this section.

CAPITAL FINANCING

All figures are carried forward from page 4 To page 5 Capital Financing lines 90 through 95.

The sources of funding for the capital costs of the project are shown on this section of the form.

Line 90 Total Capital Cost

This amount is carried forward from line 36 on page 2.

Line 91 Municipal Contribution

Line 92 Federal/Provincial Contributions

This refers to the amounts contributed by the Federal and Provincial governments in the form of a 20 year interest free loan. This loan becomes forgivable if all program requirements are met for the full term of the Agreement. The letter from the Minister of Housing will make reference to the total Federal/Provincial contributions.

Line 93 Proponent Equity

This refers to any equity provided by the Proponent as required by the program.

Line 94 Other (Specify)

This amount refers to any equity provided through special start-up grants and donations from a third party.

Line 95 Total Mortgage Amount

This is the Total Capital Cost (line 90) minus all sources of funding (lines 90 to 94) to produce the Total Mortgage Amount.

Mortgage Details – Please provide name of lender, amortization period, interest rate and term.

SERVICES INCLUDED IN RENTAL RATES

Services included in the rents are summarized in this section of the form. This information is important because it impacts on the rents to be charged for the project.

Indicate yes or no beside each service listed. If a service is provided indicate particulars (e.g. gas or electric).

Page 5 of Form 5**PROJECT SUMMARY**

The major figures from the body of the form are summarized in this section.

CAPITAL FINANCING***OPERATING BUDGET***

Total Revenue (line 88 from page 4) less Total Expenses (line 75 from page 3) determines the Total Surplus/Deficit amount.

DECLARATION

In this section, the Corporation verifies the accuracy of the information on the form.

The authorized person is required to sign the "Form 5" on behalf of the Corporation indicating their title and the date that the document is signed.

Algoma District

Project Application

Services Administration Board

Form 5

Corporation

Page 1

Name of Corporation		
Address of Corporation		
Contact Person - Name	Position	Telephone Number

Project Information

Project Name		Proposed # Units
Project Address		

Project Details (Check applicable box)

User Type	Mortgage		
	Amount	Interest Rate	Term
<input type="checkbox"/> FAMILY <input type="checkbox"/> SENIOR <input type="checkbox"/> MIXED <input type="checkbox"/> SPECIAL			

Project Type

☐ NEW ☐ ACQUISITION ☐ ACQUISITION AND REHAB ☐ CONVERSION FROM NON-RESIDENTIAL

Design Type

☐ ELEVATED APTS ☐ WALKUP APTS ☐ ROW HOUSE ☐ STACKED ROW HOUSE

of Buildings # of Storeys

Procurement Technique

☐ FULL TENDER ☐ MODIFIED TENDER CALL ☐ TURNKEY ☐ PROPOSAL CALL

Project Description

Per Unit		Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	TOTAL
No. of Units	Regular						
	Handicapped						
	Total						
Net Floor Area in m ² /ft ²	Regular						
	Handicapped						
	Non-Shelter						
	Total						
Gross Floor Area in m ² /ft ²	Regular						
	Handicapped						
	Non-Shelter						
	Total						
Capital Costs	Regular						
	Handicapped						
	Non-Shelter						
	Total						

Land Particulars

Select
Yes or No

1. Is the intended use and design allowed in the Official Plan?
2. Is the Site, as of the date of this Application, zoned for the intended use and design of the Project?

Legal Description (Attach if necessary)

Tenure

Services Installed (Check if yes)

☐ SANITARY SEWERS ☐ STORM SEWERS ☐ WATER ☐ CURBS ☐ PAVED ROADS ☐ SIDEWALKS ☐ WELL

**Algoma District
Services Administration Board**
**Project Application
Form 5**

Capital Costs		Shelter	Non-Shelter	Page 2 Total
Land Acquisition and Servicing	1. Purchase Price			
	2. Legal Fees			
	3. Title Fees & Transfer Tax			
	4. Servicing to Site			
	5. Imposts and Levies			
	6. Surveys			
	7. Soils Tests			
	8. Interest on Land to Start of Construction			
	9. Other (specify)			
10. Total Land Cost				
Fees & Charges	11. Taxes during Construction			
	12. Insurance during Construction			
	13. Architect's/Consultant's Fees			
	14. Legal Fees other than Land			
	15. Organization Expenses			
	16. Mortgage Finder's/Broker's Fees			
	17. Interest during Construction			
	18. Building Permit Fees			
	19. Mortgage Underwriting Fee			
	20. Other (specify)			
21. Total Fees & Charges				
Building	22. New Construction			
	23. Renovation/Conversion			
	24. Elevator			
	25. Stoves and Fridges			
	26. Laundry Equipment			
	27. Furnishings			
	28. Other (specify)			
29. Total Building Cost				
Landscaping and Site Improvement	30. Surface Parking			
	31. Landscaping			
	32. On site servicing			
	33. Other (specify)			
34. Total Landscaping and Site Improvement				
35. Contingency				
36. Total Capital Costs (lines 10+21+29+34+35)				

*All lines are to be entered. Where an item is included in another line, indicate where the amount is included. For example, If Servicing to Site (line 4) is included in the New Construction (line 22), please indicate "included in line 22" on line 4. The non-shelter component of the portfolio may consist of commercial space, a care component funded by other levels of government or agencies, or other spaces or expenditures of the portfolio not related to the provision of shelter.

**Algoma District
Services Administration Board**
**Project Application
Form 5**
Expenses - Operating Budget
Page 3

		Shelter	Non-Shelter	Total
Labour and Related Expenses (Maintenance)	37. Salaries			
	38. Temporary Help			
	39. Employee Benefits			
	40. Other (specify)			
41. Total Labour and Related Expenses				
Materials & Services (Maintenance)	42. Building - General			
	43. Elevators			
	44. Electrical Systems			
	45. Equipment			
	46. Grounds			
	47. Heating, Air and Plumbing			
	48. Painting			
	49. Waste Removal			
	50. Security			
	51. Social and Recreation			
	52. Other (specify)			
53. Total Materials and Services				
Utilities	54. Electricity			
	55. Fuel			
	56. Water			
	57. Other (specify)			
58. Total Utilities				
Other Expenses	59. Municipal Taxes			
	60. Amortization			
	61. Insurance			
	62. Bad Debt			
	63. Contingency			
	64. Other (specify)			
65. Total Other Expenses				
Administrative Overhead	66. Salaries			
	67. Temporary Help			
	68. Employee Benefits			
	69. Transportation and Communication			
	70. Materials and Services			
	71. Supplies			
	72. Other (specify)			
73. Total Administrative Overhead				
74. Replacement Reserves				
75. Total Expenses (lines 41+53+58+65+73+74)				

**Algoma District
Services Administration Board**
**Project Application
Form 5**
Revenue - Operating Budget

Page 4

		Number of units	Market Rent/mo.			Shelter	Non-Shelter	Total
	76. Bachelor		X		X 12			
	77. 1 Bedroom		X		X 12			
	78. 2 Bedrooms		X		X 12			
	79. 3 Bedrooms		X		X 12			
	80. 4 Bedrooms		X		X 12			
81. Gross Rent Revenue								
	82. Less: Allowances (Vacancies)							
83. Net Rent Revenue (line 81 minus 82)								
	84. Laundry Revenue							
	85. Parking Revenue							
	86. Non-Shelter Revenue							
	87. Other (specify)							
88. Total Revenues (lines 83+84+85+86+87)								
89. Total Surplus/Deficit (line 88 minus 75)								

Capital Financing

		Shelter	Non-Shelter	Total
	90. Total Capital Cost (line 36)			
	91. Less: Municipal Contribution			
	92. Less: Federal/Provincial Contributions			
	93. Less: Proponent Equity			
	94. Less: Other (specify)			
95. Total Mortgage Amount (line 90 minus (91+92+93+94))				
Mortgage Details	Name of Lender		Interest Rate	
	Amortization Period		Term	

Services Included in Rental Rates

Service	Yes or No	Particulars
Heating		
Domestic Hot Water		
Stove		
Refrigerator		
Hydro		
Washer/Dryer in Unit only		
Parking		
Other		

**Algoma District
Services Administration Board**
**Project Application
Form 5**
Project Summary

Page 5

Capital Financing

	Shelter	Non-Shelter	Total
90. Total Capital Cost (line 36)			
91. Less: Municipal Contribution			
92. Less: Federal/Provincial Contributions			
93. Less: Proponent Equity			
94. Less: Other (specify)			
95. Total Mortgage Amount (line 90 minus (91+92+93+94))			

Operating Budget

	Shelter	Non-Shelter	Total
88. Total Revenue			
75. Less: Total Expenses			
89. Total Surplus/Deficit (line 88 minus 75)			

Declaration

I understand that:

1. The Contribution Agreement with ADSAB governs in the operation of the project. A fully executed Agreement will indicate final approval of the project.
2. The project must adhere to all the construction standards and planning criteria in effect on the date of the Contribution Agreement.
3. As an applicant, I am responsible for my own contract with the builder.

I declare that the information disclosed is complete and accurate to the best of our knowledge and furthermore, declare that I have authority from the Board of Directors to sign this document on behalf of the Corporation.

Signature

Date

Title

Submission	Date
INITIAL	
INTERIM	
FINAL	

BUILDING AND SITE PLAN DRAWINGS CHECKLIST

When applying for a Building Permit for a new building, the applicant is required to complete a Document Submission Checklist – New Buildings with Building Services. As well, the applicant is required to complete and submit an application for Site Plan approval with Planning Services. This RFP requires the Proponent to provide the following as part of your submission:

Documents to be submitted as part of the submission	Attached
Building Permit Application including one set of original drawings and one additional copy of drawings OR	
Copy of building permit including one set of original drawings and one additional copy of drawings	

Documents to be submitted as part of the submission	Attached
Site Plan Approval Documents OR	
Approved Site Plan	

Operation Budget

YEAR 2 TO YEAR 5 (YEAR 1 – USE FORM 5)

PART A

RENTAL REVENUE

2016 SIF IAH/IAH-E Funded Units - Affordable Units

Bdrm Type	# of Units	Year 2			Year 3			Year 4			Year 5		
		Monthly Rent	x 12 Months	Total	Monthly Rent	x 12 Months	Total	Monthly Rent	x 12 Months	Total	Monthly Rent	X 12 Months	Total
Bach			12	\$		12	\$		12	\$		12	\$
1-bdrm			12	\$		12	\$		12	\$		12	\$
2-bdrm			12	\$		12	\$		12	\$		12	\$
3-bdrm			12	\$		12	\$		12	\$		12	\$
4-bdrm			12	\$		12	\$		12	\$		12	\$
		Total Affordable		\$			\$			\$			\$

TOTAL RENTAL REVENUE (Affordable)	\$		\$		\$		\$
--	----	--	----	--	----	--	----

Operation Budget

YEAR 2 TO YEAR 5 (YEAR 1 – USE FORM 5)

	Year 2		Year 3		Year 4		
NON-RENTAL REVENUE							
Parking and Laundry	\$		\$		\$		\$
Interest	\$		\$		\$		\$
Total	\$		\$		\$		\$
OTHER REVENUE							
Gifts, Donations	\$		\$		\$		\$
Other	\$		\$		\$		\$
Total	\$		\$		\$		\$
TOTAL REVENUE							
	\$		\$		\$		\$
SHELTER EXPENSES							
Operating Costs							
Maintenance Salaries, Wages and Benefits	\$		\$		\$		\$
Maintenance Material and Services							
Building and Equipment	\$		\$		\$		\$
Elevators	\$		\$		\$		\$
Electrical Systems	\$		\$		\$		\$
Heating, Air and Plumbing	\$		\$		\$		\$
Grounds	\$		\$		\$		\$
Painting	\$		\$		\$		\$
Waste Removal	\$		\$		\$		\$
Security	\$		\$		\$		\$
Total	\$		\$		\$		\$
Utilities							
Hydro - Res. Units (if applicable)	\$		\$		\$		\$
Heating- Common Areas	\$		\$		\$		\$
Heating - Res. Units (if applicable)	\$		\$		\$		\$
Water - Common Areas	\$		\$		\$		\$
Water - Res. Units (if applicable)	\$		\$		\$		\$
Total	\$		\$		\$		\$

Operation Budget

YEAR 2 TO YEAR 5 (YEAR 1 – USE FORM 5)

	Year 2		Year 3		Year 4		Year 5
Administration							
Salaries, Wages and Benefits	\$		\$		\$		\$
Management Fees	\$		\$		\$		\$
Materials and Services (Office)	\$		\$		\$		\$
Other	\$		\$		\$		\$
Total	\$		\$		\$		\$
Other Expenses							
Insurance	\$		\$		\$		\$
Vacancy Loss & Bad Debts	\$		\$		\$		\$
Total	\$		\$		\$		\$
Total Operating Costs	\$		\$		\$		\$
Municipal Taxes	\$		\$		\$		\$
Mortgage Payments	\$		\$				
Interest	\$		\$		\$		\$
Principal Repaid	\$		\$		\$		\$
Total	\$		\$		\$		\$
Transfer to Capital Reserve Fund	\$		\$		\$		\$
Contingency (5%)	\$		\$		\$		\$
TOTAL SHELTER EXPENSES	\$		\$		\$		\$
Excess (Deficiency) of Revenue over Expenses	\$		\$		\$		\$

Operation Budget

PART B**RENTAL REVENUE****NON-2016 SIF IAH/IAH-E Funded Units – Market Units**☐Check if **not** applicable

Bdrm Type	# of Units	Year 2			Year 3			Year 4			Year 5		
		Monthly Rent	x 12 Months	Total	Monthly Rent	x 12 Months	Total	Monthly Rent	x 12 Months	Total	Monthly Rent	X 12 Months	Total
Bach			12	\$		12	\$		12	\$		12	\$
1-bdrm			12	\$		12	\$		12	\$		12	\$
2-bdrm			12	\$		12	\$		12	\$		12	\$
3-bdrm			12	\$		12	\$		12	\$		12	\$
4-bdrm			12	\$		12	\$		12	\$		12	\$
		Total Market		\$			\$			\$			\$

TOTAL RENTAL REVENUE (Market Units)	\$		\$		\$		\$
--	----	--	----	--	----	--	----

Operation Budget

	Year 2		Year 3		Year 4		Year 5
NON-RENTAL REVENUE							
Parking and Laundry	\$		\$		\$		\$
Interest	\$		\$		\$		\$
Total	\$		\$		\$		\$
OTHER REVENUE							
Gifts, Donations	\$		\$		\$		\$
Other	\$		\$		\$		\$
Total	\$		\$		\$		\$
TOTAL REVENUE	\$		\$		\$		\$
SHELTER EXPENSES							
Operating Costs							
Maintenance Salaries, Wages and Benefits	\$		\$		\$		\$
Maintenance Material and Services							
Building and Equipment	\$		\$		\$		\$
Elevators	\$		\$		\$		\$
Electrical Systems	\$		\$		\$		\$
Heating, Air and Plumbing	\$		\$		\$		\$
Grounds	\$		\$		\$		\$
Painting	\$		\$		\$		\$
Waste Removal	\$		\$		\$		\$
Security	\$		\$		\$		\$
Total	\$		\$		\$		\$
Utilities			\$		\$		\$
Hydro - Res. Units (if applicable)	\$		\$		\$		\$
Heating- Common Areas	\$		\$		\$		\$
Heating - Res. Units (if applicable)	\$		\$		\$		\$
Water - Common Areas	\$		\$		\$		\$
Water - Res. Units (if applicable)	\$		\$		\$		\$
Total	\$		\$		\$		\$

Operation Budget

	Year 2		Year 3		Year 4		Year 5
Administration							
Salaries, Wages and Benefits	\$		\$		\$		\$
Management Fees	\$		\$		\$		\$
Materials and Services (Office)	\$		\$		\$		\$
Other	\$		\$		\$		\$
Total	\$		\$		\$		\$
Other Expenses							
Insurance	\$		\$		\$		\$
Vacancy Loss & Bad Debts	\$		\$		\$		\$
Total	\$		\$		\$		\$
Total Operating Costs	\$		\$		\$		\$
Municipal Taxes	\$		\$		\$		\$
Mortgage Payments	\$		\$				
Interest	\$		\$		\$		\$
Principal Repaid	\$		\$		\$		\$
Total	\$		\$		\$		\$
Transfer to Capital Reserve Fund	\$		\$		\$		\$
Contingency (5%)	\$		\$		\$		\$
TOTAL SHELTER EXPENSES	\$		\$		\$		\$
Excess (Deficiency) of Revenue over Expenses	\$		\$		\$		\$

Operation Budget

PART C - SUMMARY

	Year 2		Year 3		Year 4		Year 5
REVENUE							
Affordable Units – 2016 SIF IAH/IAH-E Funded Units	\$		\$		\$		\$
Market Units –Non 2016 SIF IAH/IAH-E Funded Units	\$		\$		\$		\$
Total Rental Revenue	\$		\$		\$		\$
SHELTER EXPENSES							
Affordable Units –2016 SIF IAH/IAH-E Funded Units	\$		\$		\$		\$
Market Units –Non 2016 SIF IAH/IAH-E Funded Units	\$		\$		\$		\$
Total Shelter Expenses	\$		\$		\$		\$
Excess (Deficiency) of Revenue over Expenses	\$		\$		\$		\$

Statement of Equity Contributions**Form 8**

I/We hereby declare that I/we will supply the Equity Contribution for the following amounts if I/We are a successful project.

Type or Form of Equity <i>(Include any details of any specified designation/application)</i>	Amount <i>(If other than cash, show how this was calculated)</i>

I/We have authority to bind the Proponent.

I/We have authority to bind the Proponent.

(Print Name and Title, if appropriate)

(Print Name and Title, if appropriate)

Signature of Proponent (s)

Signature of Proponent (s)

Date

Date

Proof of Ownership Interest in Land

Form 9

We hereby declare that I/we own the land designated as the site for my/our proposed project known municipally as (street address) _____ and described legally as _____.

OR

I/We hereby declare that I/we hold a valid purchase agreement for the land designated as the site for my/our proposed project known municipally as (street address) _____ and described legally as _____ . A certified copy of said Option or Agreement of Purchase & Sale is attached.

I/We have authority to bind the proponent. I/We have authority to bind the proponent.

(Print Name and Position)

(Print Name and Position)

Signature of Proponent

Signature of Proponent

Date

Date

Statement of Insurance**Form 10**

Prior to commencement of any contract/agreement arising out of this Request for Proposal (RFP), I/we hereby agree to provide ADSAB and any other party ADSAB may reasonably require with a valid Certificate of Insurance and any renewal/replacement as may be necessary, confirming the insurance coverage requirements outlined in this RFP document and stating any pertinent exclusions as applicable, contained by the policy(ies).

I/we further agree that these insurance requirements will be included in any Agreement made with any contractor requiring the contractor to comply with these insurance requirements set out in the contract/agreement by obtaining similar types of insurance and providing the contractor with valid Certificates of Insurance.

I/we further agree to provide insurance as contained in attachment one to this document in a form satisfactory to and as requested by ADSAB.

I/we further acknowledge that the Province, ADSAB and CMHC may request indemnification in their respective standard forms.

I/We have authority to bind the Proponent. I/We have authority to bind the Proponent.

(Print Name and Title, if appropriate)

(Print Name and Title, if appropriate)

Signature of Proponent (s)

Signature of Proponent (s)

Date

Date

Statement of Insurance Provisions

Attachment 1 to Form 10

Insurance Requirements

Builder's All Risk Insurance (property insurance) for the full replacement value of the completed construction project, including earthquake and flood.

The Policy must include the following:

- a) Replacement cost value
- b) Stated amount co-Insurance
- c) Waiver of subrogation
- d) Loss payable in favour of (insert name of building owner or whoever has a financial interest)

Note: All deductibles and/or self-insured retention's are the responsibilities of the contractor.

Boiler & Machinery Insurance (including pressure objects, machinery objects and service supply objects) on Comprehensive basis.

The Policy must include the following:

- a) Repair and/or replacement value
- b) Stated amount co-insurance
- c) Waiver of subrogation
- d) Loss payable in favour of (Contractor and/or Owner)

Wrap Up Liability Insurance for Third Party Bodily Injury; Personal Injury and Property Damage to an inclusive limit not less than \$5,000,000 per occurrence and \$5,000,000 products and completed operations aggregate. The insurance shall be in the joint names of Algoma District Services Administration Board, Designated Consultants, Designated Contractors, all other contractors, sub-contractors, suppliers and/or tradesmen while working on the site, engineers, architects, consultants or other person which ADSAB reasonably may require to be added as insured parties.

The Policy must include the following:

- a) Premises and operations
- b) Owner's and contractor's protective liability
- c) Broad form products and completed operations liability
- d) Cross liability
- e) Blanket written and oral contractual liability
- f) All risks tenant's legal liability
- g) Hoist liability
- h) Fire fighting and forest fire fighting expense liability
- i) Employers liability and voluntary compensation
- j) Non-owned automobile liability
- k) Directors, officers, employees, shareholders, legislators, and officials involved in the project added as insureds and/or additional insureds
- l) Shoring, blasting, excavating, under-pinning, demolition, pile driving and caisson work, work below and above ground surface, work below and above water, tunneling and grading, and similar operations associated with the construction work, as applicable
- m) Sudden and accidental pollution liability with a discovery provision of not less than one hundred and twenty (120) hours and a subsequent reporting provision of not less than one hundred and twenty (120) hours
- n) 30-day written notice of cancellation

Assuming there is some engineering/architect work involved, then Errors & Omission Insurance should be a requirement or the general contractor must ensure the engineers and architects have this coverage in place.

Professional Errors & Omissions Liability Insurance, insuring liability for errors and omissions in the performance or failure to perform the services contemplated in this contract, in the amount not less than \$2,000,000 per claim in the aggregate amount.

Automobile Insurance as per statutory requirements in Ontario and/or other jurisdictions, Ontario Automobile Policy (OAP 1) Owner's Policy Sections 3 and 4, auto liability for a limit not less than \$2,000,000 per occurrence, including Accident Benefits and where applicable Section 7, Loss or Damage Coverage.

Proof of WSIB Coverage - If the contractor does not provide a policy endorsement for Employer's Liability and Voluntary Compensation, the contractor shall submit a valid Clearance Certificate of WSIB coverage to (insert name of municipality), prior to the commencement date of this contract/agreement. The contractor shall ensure that each subcontractor complies with the WSIB requirements set out in this article.

Note: WSIB Clearance Certificates are valid for 90 days. A new Clearance Certificate must be provided every 90 days or every time there is a new contract/agreement.

Proof of Insurance - The contractor shall provide ADSAB with a valid Certificate of Insurance and a renewal replacement as may be necessary, confirming the insurance coverage requirements and stating any pertinent exclusions as applicable, contained by the policy(s), prior to commencement of this contract/agreement and referencing this contract/agreement. The contractor shall ensure that each subcontractor complies with the insurance requirements set out in the contract/agreement by obtaining similar types of insurance and providing the contractor with valid Certificates of Insurance.

In cases of smaller scale projects, then the standard RMIS insurance wording for Commercial General Liability Insurance as set out below could be used in place of Wrap-Up Liability Insurance. However, all other coverage should remain in place.

Commercial General Liability Insurance for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000 per occurrence, \$5,000,000 products and completed operations aggregate.

The Policy is to include the following:

- a) ADSAB as an additional insured
- b) Contractual liability
- c) Products and completed operations
- d) Employers liability and voluntary compensation (See Note below)
- e) 30-day written notice of cancellation
- f) Tenants legal liability, and
- g) Non-owned automobile coverage with blanket contractual

Note: In contracts where WSIB coverage is requested but the Proponent is not under or can opt out of WSIB, Employers Liability and Voluntary Compensation Coverage is acceptable. Otherwise, a valid Clearance Certificate must be obtained.

Tax Compliance

Form 11

The Ontario Government expects all Proponents to pay their Provincial taxes on a timely basis. In this regard, proponents are advised that any contract with the Ontario Government will require a declaration from the successful proponents that his/her company's Provincial taxes are in good standing.

In order for a company to be considered for a contract award, the Proponent must submit the following statement of the company's tax compliance status.

I/WE hereby certify that _____ at the time of submitting this proposal,
(Legal Name of Proponent)

is in full compliance with all tax statutes administered by the Ministry of Finance of Ontario and that, in particular, all returns required to be filed under all Provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

Dated at _____ this _____ day of _____, 20 ____ .

Signature of Proponent (or an authorized signing officer who binds the Proponent)

(Print Name)

Consent

Form 12

1.0 Declaration Confirming Consent from the Service Manager (*Note: For Non-Profit Social Housing Proponents Only*)

In order for a submission to be considered under the 2016 *Social Infrastructure Fund/Investment in Affordable Housing (Extension) Program*, each nonprofit housing corporation currently administered by ADSAB as the Service Manager, must ensure compliance with Sec. 161 & 162 of the *Housing Services Act, 2011*.

I/we hereby confirm that our request to the Service Manager for Ministerial Consent was approved this _____ day of _____

Dated at _____ this _____ day of _____ 20____.

(Signature of Proponent or an
Authorized Signing Officer who binds the Corporation/Company/Partnership)

(Print name)

(Title)

(Telephone) (Fax)

***** Attach copy of Consent letter from the Service Manager.**

Statement of Use of Apprentices**Form 13**

Under the 2016 SIF IAH/IAH-E Program, the Province of Ontario has asked Service Managers to give priority consideration to projects employing apprentices in the residential housing sector.

ADSAB is therefore requesting that proponents identify the number of apprentices they will employ and the type of trade the apprentices are training in. Proponents selected under the 2016 SIF IAH/IAH-E will be required to report regularly on their use of apprentices.

This confirms that _____ intends
Name of the Proponent
on employing the following apprentices:

TYPE OF TRADE	NUMBER OF APPRENTICES

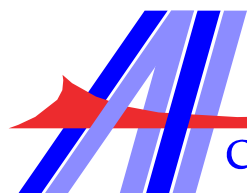
I/We have authority to bind the Proponent

Print Name and Position

Signature of Proponent

Date

Attach This Label Sheet to the Front of Your Proposal Envelope/Package Submission



Algoma District Services Administration Board
Conseil d'administration des services du district d'Algoma

Request for Proposal

Return To:

ADSAB

**Attention: Lisa Krug, Director of Finance and Infrastructure
1 Collver Road
Thessalon, ON
P0R 1L0**

RFP-2017_001

**RFP for Affordable Housing Under the 2016 Social Infrastructure
Fund/Investment in Affordable Housing (Extension) Programs**

Proponent Name: _____

Address: _____

For ADSAB Use Only:

Date and Time Received:

Note: This address label/sheet must be affixed to the front of your sealed Proposal envelope or package submission. ADSAB will not be held responsible for envelopes or packages that are not labeled.