

Request for Proposals

For the Repair and Renovation of Social Housing

ADDENDUM #4

Questions and Answers

Issued: November 4, 2020

1. **Question:** What does it mean to be in good standing with the City?

Response: As a social housing provider you must be in compliance with the legislated requirements and local rules outlined in City Guidelines [2013-3](#) or have a plan in place to address any non-compliance issues. If you are not in good standing with the City, connect with your Housing Consultant to discuss.

2. **Question:** Is it possible to get Appendix 1 - Proposal Summary Form and other Appendixes in their own separate pdf. When we try and pull out the information for Appendix 1 to begin to enter the form all the formatting is lost. We hope to get a form we can just enter the information rather than have to recreate and/or reformat.

Response: If you copy each appendix into Word and use the far right Paste icon under Paste Options when you go to click Paste you should get the form in a fillable state. Complete and scan the form, and include it in your proposal.

3. **Question:** What are the terms of the Promissory Note for projects of \$250,000 or less and the mortgage with the City required for projects of more than \$250,000 up to \$1 million?

Response: The Promissory Note is a simple legal document signed by the organization stating that they will repay the funds awarded to them if they are in default under the Contribution Agreement (CA) between the City and the housing provider. In other words, if there is a default under the agreement that is not corrected, the organization promises to pay the City back any funding remaining under the terms of the CA. Funding would be repayable based on 10% being forgiven each year. When the CA expires after 10 years the Promissory Note is cancelled.

The mortgage with the City is a 10 year mortgage which is registered on the title of the property but is without principle or interest payments. It is only due if the organization defaults on the terms of the CA and is repayable based on 10% of the funds being forgiven each year. See Section 4 of the Contribution Agreement for more details.

4. **Question:** As the Ministry of Housing requires Service Manager Consent to register a mortgage, will Successful Proponents be able to receive Consent in a timely manner to allow for the signed Contribution Agreement to be registered and work to proceed?

Response: Yes, the City of Toronto as Service Manager will provide Consent in a timely manner to allow for work to proceed once the Successful Proponent has signed the Contribution Agreement. However, no payments can be made until the Promissory Note is provided or mortgage has been registered.