



CITY OF TORONTO 2026 CALL FOR APPLICATIONS

**Rental Housing Supply Program:
Community Housing Pre-Development
Fund (CHPF)**

Application Package

Date Issued: March 9, 2026

Table of Contents

- Introduction..... 3**
- 1. Contact Information and How to Apply..... 3**
- 2. Eligibility Criteria..... 4**
- 3. Evaluation Criteria..... 4**
- Community Housing Pre-Development Loan Fund (CHPF) Application Package..... 7**
 - Part A. Cover Letter..... 7
 - Part B . Proposal Submission Form..... 8
 - Part C. Business Case and Funding Uses.....17
- Appendix 1. Community Housing Predevelopment Fund (CHPF) Program Call for Applications Terms and Conditions20**
- Appendix 2 Mandatory Submission Form.....31**
- Appendix 3. Capital Budget Form.....36**
- Appendix 4. Operating Budget Form39**
- Appendix 5. Mandatory Documents Checklist.....42**

Introduction

The City created the Community Housing Pre-Development Fund (CHPF) as an interest-free repayable loan program to support Community Housing Providers with the costs associated with pre-development activities required to develop Affordable Rental Homes and advance the HousingTO 2020-2030 Action Plan.

Please review the *Community Housing Pre-Development Fund Guidelines* (found on the Call for Applications website [here](#)) to familiarize yourself with the available resources and to determine your project's eligibility, prior to making an application. This document outlines all requirements and provides detailed instructions for applicants interested in applying for CHPF.

This Call for Applications will remain open throughout 2026 to continually receive applications until the City has exhausted loan funding and make funding decisions periodically throughout the year.

Applicants are required to visit the City's website regularly prior to submitting an application to ensure they are reflecting the latest version of program materials.

1. Contact Information and How to Apply

All eligible organizations are invited to submit an application through this Call for Applications.

Applicants are required to review all program materials available on [the City's Open Calls for Affordable Housing Initiatives webpage](#) in detail prior to applying, including the guidelines, the application package, (this document including Appendices) Terms and Conditions (Appendix 1) and the CHPF Pre-Development Funding Agreement.

By submitting an application, Applicants will be required to certify that they have reviewed all these documents and agree to the Terms and Conditions of the application process in Appendix 1 by signing the Mandatory Submission Form in Appendix 2. All forms must be signed by an authorized signatory for the Applicant. Electronic signatures are accepted.

Applicants are also required to include a completed Submission Checklist, contained as Appendix 5 of this document, with their application to assist in ensuring all requirements are met. Applicants are responsible for ensuring they have submitted all required materials.

The final submission should be made to RHSP@toronto.ca as two PDF documents: one combined PDF for the complete application package and a second consolidated PDF for all supplementary information. Name the PDF documents using your project name.

Any communications and questions regarding this application should be sent by email to one of the City Contacts below.

City Contacts:

RHSP@toronto.ca

Merrilees Willemse

merrilees.willemse@toronto.ca

Aria Popal

aria.popal@toronto.ca

Leah Cooke

Leah.cooke@toronto.ca

2. Eligibility Criteria

Applications will be reviewed for completeness and eligibility based on the criteria set out below. For additional details on project eligibility, see the Guidelines.

The City shall not be obliged to accept any applications in response to this Call for Applications.

Eligibility Requirements:	
1. A minimum of 20% of units as Affordable Rental Homes (in alignment with the requirements outlined in the Guidelines)	Pass/Fail
2. Rents for Affordable Rental Homes do not exceed the current RHSP Affordable Rents.	Pass/Fail
3. Evidence of one of the following: a) project land ownership; b) lease secured for sufficient time to provide the minimum affordability period (40 years) with provisions that permit development/redevelopment of the project land; or c) or a Signed Letter of Intent or Agreement of Purchase and Sale by both parties which meets the requirements of the Guidelines.	Pass/Fail
4. Project is an “Eligible Type” as outlined in the CHPF Guidelines	Pass/Fail
5. Demonstration of a viable path to achieving construction start within three years	Pass/Fail

3. Evaluation Criteria

Applications will be assessed based on the criteria set out below. Please review them carefully as you prepare your application.

A successful application must score a minimum of 70 points **in total** and no less than 70% **in each section**.

Criteria	Available Evaluation Points
Mandatory Documentation <ol style="list-style-type: none"> 1. Cover letter 2. Proposal Submission Form 3. Capital and Operating Funding Forms 4. Predevelopment work schedule 5. Mandatory Submission Form 6. Articles of Incorporation/Letters Patent for the Application 7. Current Parcel Register, Signed APS/LOI, or Copy of Lease 8. Business Case and relevant attachments 9. PAC Comments or ZAP 	Pass/Fail
1 Project Information Higher scores are provided to: <ul style="list-style-type: none"> • Projects with higher percentage of Affordable Rental Homes • Projects for Supportive Housing • Projects proposed with longer terms of affordability (up to 99 years). • Projects with land already owned or leased. • Projects with proposed project details aligned with Pre-Application Consultation meeting comments. • Projects within proximity to higher-order transit, including subway stations, GO rail stations, and/or surface transit in dedicated transit corridor/lane. 	30
2 Applicant Qualification and Experience Higher scores are provided to: <ul style="list-style-type: none"> • Indigenous Housing Providers and Black-Mandated Organizations and Applicants serving priority population groups as identified in the HousingTO Action plan. • Applicants with demonstrated experience in operating affordable, RGI and supportive housing. • Applicants with demonstrated track record in undertaking development projects on time and on-budget. • Applicants with dedicated and experienced internal or external resources to project manage the development work. • Applicants with demonstrated corporate financial viability and no financial defaults that are better positioned to secure construction funding and financing and complete project. 	25
3 Business Case Higher scores are provided to: <ul style="list-style-type: none"> • Proposals with detailed and realistic cost expenditure plans. • Proposals that include detailed invoices or quotes for pre-development services. • Proposals with vendors selected/hired to conduct the pre-development work. 	30

4 Pre-development Work Schedule

15

Higher scores are provided to:

- Projects that have completed some due diligence
- Projects that have a realistic timeline for achieving construction start within the next three years.

TOTAL 100 Points

Community Housing Pre-Development Loan Fund (CHPF) Application Package

Part A. Cover Letter

The cover letter will introduce the Applicant and the members of the team making the application to the City. The cover letter should be signed by someone authorized to sign on behalf of the Applicant.

- 1) Please include as part of the cover letter an organizational chart showing the relationship among all parties to the application, including the legal names of the applicant, registered owner(s), beneficial owner(s), and general partners (if any of the foregoing are a limited partnership), and any other parties to the development.

Note: Any beneficial owners included in the CHPF application must be Community Housing Providers, as confirmed by the submission of Articles of Incorporation and two years of financial statements for any organization to be party to the CHPF Agreement.

- 2) In addition, please include the following information:

- A description of the existing site, including any rental replacement units and if the existing units are tenanted.
- A detailed description of the proposed development, including the intended tenants if known.
- A description of the partnerships formed that will develop and operate the project.
- Information on whether the application has previously been approved by the City for incentives or other related programs and/or if there are any existing agreements with the City.
- Whether the Applicant is from a Black-led organization, an Indigenous housing provider and/or serving women.

Part B. Proposal Submission Form

The form must be signed and submitted by someone authorized by the applicant.

Application Submission Date (yyyy-mm-dd):

A. Applicant Information

Please complete all parts of Proposal Submission Form.	
Company/Organization name (“the Applicant”)	
Company Signer name (First, Last)	
Company/Organization address	
Company/Organization phone	
Company/Organization email	
Contact person (if not the signer)	
Contact person telephone number	
Contact person email	

B. Applicant Organization Information

<p>Select your organization type and provide your Registration Number or Corporation Number.</p> <p>Applicants must include:</p> <ol style="list-style-type: none"> 1. a copy of the Articles of Incorporation/Letters Patent for the Applicant; and 2. a Certificate of Status (Ontario Corporation) or Certificate of Compliance (Federal Corporations) for the relevant entity/entities; and 3. Audited financial statements for the two (2) most recent years available. If two years of financial statements for the applicant aren't available, statements for the Beneficial Owner/parent Non-Profit Organization must be provided. 		
Non-Profit or Co-operative Corporation	Registration Number:	
Indigenous Housing Provider*	Non-profit Registration number (if applicable):	

*Note: *The City is establishing a separate application process for Indigenous Housing Providers, with Calls opening in Spring, 2026. Indigenous Housing Providers are encouraged to apply through the dedicated Indigenous stream. Visit the [RHSP webpage](#) to learn more about this process and sign up for the Listserv to receive notifications for upcoming Calls for Application.

C. Applicant Partnership Information

Please fill out the following information if you are partnering with any other organization to deliver and operate this project.	
No, I am not partnering with another organization to deliver this project	
Yes, I am partnering with other organization(s) to deliver this project	
Yes, I am partnering with another organization to operate the building (please include their name and contact information)	
Organization #1 Name	
Organization Information	Non-Profit or Co-operative Corporation Indigenous Housing Provider <input type="checkbox"/> Private company <input type="checkbox"/>
Contact Name (First, Last)	
Contact Information (email address)	
Role on Project:	
Organization #2 Name	
Organization Information	Non-Profit or Co-operative Corporation <input type="checkbox"/> Indigenous Housing Provider <input type="checkbox"/> Private company <input type="checkbox"/>
Contact Name (First, Last)	
Contact Information (email address)	
Role on Project:	

D. Development Partners and Land Ownership

Please select the option that best describes your project and provide the information asked of that option. If you have selected Other, please provide further information and include the necessary attachments.

Option A: The land is currently owned by the Applicant. If this box is checked, answer questions 1 to 4 and include a current copy of the parcel register for the property with the application.		<input type="checkbox"/>
1.	Please list the Registered Owner(s), including the Applicant (if applicable):	
2.	Please list the Beneficial Owner(s), including the Applicant (if applicable):	

3.	Please list the General Partner(s), including the Applicant (if applicable):	
4.	Is there an existing mortgage on the land/buildings? If yes, include how much is outstanding currently. If no, put N/A.	
	Option B: The lands are not currently owned by the applicant but there is a signed Agreement of Purchase and Sale (APS). If this box is checked, include a signed APS with the application (see <i>Guidelines for further information</i>)	<input type="checkbox"/>
	Option C: The lands are not currently owned by the applicant but there is a signed Letter of Intent signed by both parties. If this box is checked, include a signed LOI with the application (see <i>Guidelines for further information</i>)	<input type="checkbox"/>
	Option D: The land is currently leased by the applicant. If this box is checked, answer questions 5-7 and provide a current copy of the lease with the application.	<input type="checkbox"/>
5.	Indicate the length left on the term of the lease:	
6.	Is there a leasehold mortgage on the leasehold interest? If yes, include how much is outstanding at this time. If no, put N/A.	
7.	Does the lease allow for contemplated development? If yes, indicate the exact section of the lease. If no, please explain.	
	OTHER: Please explain the relationship between the applicant and the landowner and provide supporting documentation.	<input type="checkbox"/>

E. Project Description

Please provide as much detail on this project as possible including best estimates known at this time:

Short Description (1-2 sentences):	
Project's Municipal address	
Ward Name	
Closest major intersection and proximity to higher-order transit, including subway stations, GO rail stations, and/or surface transit in dedicated transit corridor/lane	
Percentage of affordable units (of total number of residential units) (Minimum is 20%)	
Total number of proposed Supportive units	
Total number of RGI units proposed (i.e. to receive housing benefits or rent supplement from the City (RGI))	
Length of affordability in years (Minimum is 40 years)	
Gross Residential Floor Area (m ²) Market + Affordable area	
Affordable Gross Residential Floor Area (m ²)	
Gross Non-Residential Floor Area (m ²) (i.e. commercial, retail space) Note: Administration office and program space for residential units are to be considered part of residential space.	
Total Gross Floor Area (m ²)	
Anticipated construction start date:	

F. Development Review Application Status

Please indicate the current stage and any relevant application numbers of the Planning approvals process for the proposed project including the permitting stage, whether any permits have been issued, and confirm if any application fees have already been partially paid. Provide this information in the "Explanation" section. Select all that currently apply and attach any relevant documentation.	
Pre-Application Consultation (PAC) has been completed and application feedback received from City staff. <i>These comments are to be included in your application materials.</i>	<input type="checkbox"/>
Zoning By-law and/or Official Plan Amendment application(s) have been submitted and/or under review	<input type="checkbox"/>
Zoning By-law and/or Official Plan Amendment application(s) have been approved by City Council	<input type="checkbox"/>
Complete Zoning By-law Notice (ZAP) has been issued by Toronto Building and Community Planning has provided concurrence that required variances are minor and do not require Zoning By-law Amendment application(s) or Official Plan Amendment application(s).	<input type="checkbox"/>
Complete Zoning By-law Notice (ZAP) has been issued by Toronto Building indicating the design complies with zoning, and/or Committee of Adjustment decision has approved all variances identified in a complete Zoning By-law Notice	<input type="checkbox"/>
Site Plan Application has been submitted and/or under review	<input type="checkbox"/>
Site Plan Application has been approved by City staff (NOAC issued)	<input type="checkbox"/>
Building Permit application has been submitted	<input type="checkbox"/>
Explanation/Other:	<input type="checkbox"/>

G. Proposed Unit Mix

Please provide any known details of proposed residential units in the new development. If multiple rent levels are charged, please enter them on separate lines

Total number of residential units: Include the total number of proposed residential units in the development, including any rental replacement units:

Affordable Rental Homes: Only include units meeting the definition of Affordable Rental Home, as defined in the RHSP Program Guidelines		
Unit Mix	# of Affordable units*	Monthly Rent (\$)**, ***
Dwelling room		
Studio		
1- bedroom		

2- bedroom		
3- bedroom		
4-bedroom		
Total Affordable Units		

* Do not include rental replacement units, if applicable

**Find the maximum current affordable rents under the RHSP [here](#)

*** Affordable rents are to include utilities, where tenants pay for any utility cost they are entitled to a utility allowance deduction from their monthly occupancy cost. Current utility allowances can be found [here](#).

Rent-Controlled Units: **Rent-controlled units are not eligible for CHPF Loan funding, only Affordable Rental Homes meeting the definition above.			
Only include units meeting the definition of Rent-Controlled unit, as defined in RHSP Current Rent Levels, found here			
Unit Mix	# of Rent-Controlled units*	Monthly rent (\$) **	Unit size (m2)
Studio			
1- bedroom			
2- bedroom			
3- bedroom			
4-bedroom			
Total Rent-Controlled Units			

Other Residential Units: Include all other proposed residential units in the development, (including monthly rent if proposed tenure is rental)				
Unit Mix	# of units*	Monthly rent (\$) **	Unit size (m2)	Total rental replacement units***
Dwelling room				
Studio				
1- bedroom				
2- bedroom				

3- bedroom				
4-bedroom				
Total Rental Replacement Units***				
Total Other Residential Units				

*Loan funding is not available for rental replacement units or units that are not Affordable Rental Homes through this Call for Applications.

**If applicable: i.e. for condo ownership units this does not apply.

*** Rental replacement units should be counted in the total unit count.

H. Applicant Qualification and Experience

Applicant Experience

Demonstrate the Applicant's experience and qualifications in conducting pre-development due-diligence work by providing the following:

Indicate if your organization has internally dedicated resources that will be leading the project	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Include resumes with details of their professional qualifications or applied experience in conducting predevelopment due diligence work, the locations and types of projects undertaken and number of years of management experience.</p> <p>Indicate if carrying a loan in arrears; been in any financial defaults in the last 10 years or led housing projects with cost overruns.</p> <p>Applicants are strongly encouraged to identify a project manager to oversee the pre-development activities and include a summary of their skills and qualifications below.</p>	

Indicate if your organization has any experience in developing housing projects of a similar scale to that being proposed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>Include any relevant project details, timelines, internal or external resources used for housing development, ability to complete project on-time and on-budget, etc.</p>

<p>Indicate if the applicant has experience in operating affordable housing.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Include any relevant details of your organization’s experience in operating housing projects of similar size (including RGI, affordable, supportive housing units) including location number of units, internal or external resources used for property management, etc.</p>	

Please include a signed consent authorizing the disclosure of personal information to the City, or its designated agent, for each resume that is submitted. However, the Applicant will accept all liability for disclosure if any consent is not provided to the City.

I. Development Partner Experience

For the partners identified in Section C above, please provide the following details.

<p>Include their experience and expertise in relation to similar projects and an outline of the duties and responsibilities to be assumed in the pre-development work.</p>
<p>Include any relevant details of your consultants’ experience in conduction pre-development due-diligence work such as previous examples, timelines, number of years of conducting due-diligence pre-development work (such as Official Plan amendments, Rezoning Applications, Site Plan approvals, etc.), ability to complete the project on time and on budget, internal or external resources used for pre-development work.</p>

Please include their resumes as part of the application. Resumes should include the following details: the locations and types of projects undertaken, types of activities/services provided, number of years of management experience.

J. References

Please provide in the box below up to three references for pre-development due-diligence work conducted over the past five years by the Applicant or development partners including:

- I. Name of the reference and their relationship to the Applicant;
- II. A contact name and title, postal address, telephone number, e-mail, and website, if any;
- III. A description of the project, highlighting the number of units, location, type of residents, tenure, age of building, specific features, etc.
- IV. Services provided for the reference and for what period. Note any specific difficulties encountered in the management of the project, if applicable, and outline how they were overcome.

Part C. Business Case and Funding Uses

What are the intended uses of repayable loan funding acquired through this program? Please provide details including the use of professional consultants, studies, vendors etc. and provide any additional items for spending by activity. The services of a Cost Consultant and Escrow Agent are eligible costs and required as part of your application. Funding decisions will be made by the City based on detailed information provided in this business case. The City will not provide any one project more than \$50,000 in loan funding per Affordable Rental Home.

Projects should apply to Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) for incentives for eligible units, see application information and materials here. Only costs not covered under the ARRCHI program should be included in your CHPF business case.

If additional space is required, you may attach a full breakdown of the proposed Pre-Development work.

	Description of Proposed Work	Vendor (if selected)	Estimated Amount (attach quote or invoice if available)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
	Total Requested Loan Amount from Community Housing Pre-Development Fund*		

*See Guidelines section 2.1.8 on further details around unit types that can be counted towards the requested loan amount

Work Completed To-Date

Has any pre-development due diligence been completed on this site? If yes, please

explain and include detailed costs and attach invoices incurred since February 28, 2025, to your application. Please include the extent of due diligence already completed and whether there are any issues of note that arose as a result of such due diligence:

Other Capital Funding/Financing Sources

Are you applying for, or have you secured, any other sources of **capital** (including any pre-development) funding, financing, equity or donations to support your project? If so, please describe below.

	Source	Purpose	Amount	Status
1				
2				
3				
4				
5				

Operating Funding Sources

Are you applying for, or have you secured, any other sources of **operating** funding, financing, or donations to support your project? This includes any RGI funding or any rent supplements that are known at this time. If so, please describe below.

	Source	Purpose	Amount	Status
1				
2				
3				
4				
5				

Part D. Pre-Development Work Schedule

A detailed project Gantt chart is to be attached to the application, and must include at a minimum the following:

- Assumed construction period, including substantial completion and building occupancy;
- Anticipated funding and/or financial milestones, as appropriate;
- Anticipated municipal approvals, as appropriate; and
- Any other relevant project schedule details, as appropriate.

Appendix 1. Community Housing Pre-Development Fund (CHPF) Program Call for Applications Terms and Conditions

Table of Contents:

- 1) Applicant's Responsibility
- 2) City Contacts and Questions
- 3) Addenda
- 4) Questions
- 5) Exceptions to Mandatory Requirements, Terms and Conditions
- 6) Incurred Costs
- 7) Post-Submission Adjustments and Withdrawal of Applications
- 8) Gifts or Favours Prohibited
- 9) Acceptance of Applications
- 10) Verification
- 11) Ownership, Confidentiality and Accuracy of City-Provided Data
- 12) Ownership and Disclosure of Application Documentation
- 13) Intellectual Property Rights
- 14) Failure or Default of Applicant
- 15) Governing Law
- 16) Call for Applications Dispute Procedure
- 17) Limitation of Liability

1. Applicant's Responsibility

It shall be the responsibility of each Applicant:

- to examine all the components of the Call for Applications for the Community Housing Pre-Development Fund (CHPF) Program (the "Call for Applications"). The Guidelines, these terms and conditions, the Developer and Operator Code of Conduct and all appendices, template agreements, forms and addenda included with the CHPF Application Package (the Application) form part of the Call for Applications;
- to acquire a clear and comprehensive knowledge of the requirements before submitting an application;
- to become familiar, and comply, with all of the City's applicable policies and by-laws at <https://www.toronto.ca/business-economy/doing-business-with-the-city/understanding-the-procurement-process/purchasing-policies-legislation/>

The failure of any Applicant to receive or examine any document, form, addendum, Agreement or policy shall not relieve the Applicant of any obligation with respect to its Application or any Agreement entered into based on the Applicant's Application.

a) Honesty and Good Faith

Applicants shall respond to the City's Call for Applications in an honest, fair and comprehensive manner that accurately reflects their capacity to satisfy the requirements stipulated in the Application. Applicants shall make an Application only if they know they can satisfactorily perform all obligations of any resulting agreement(s) in good faith.

Applicants shall alert the City Contact to any factual errors, omissions and ambiguities that they discover in the Call for Applications as early as possible in the process.

b) Conflicts of Interest or Unfair Advantage

Applicants must declare and fully disclose any actual or potential conflicts of interest or unfair advantages related to the preparation of their Application or where the Applicant foresees an actual or potential conflict of interest in the performance of any resulting agreement(s). Such potential conflicts of interest or unfair advantages include, but are not limited to:

- a) Engaging current or former City employees or public office holders to take any part in the preparation of the Application or the performance of any resulting agreement(s) if awarded, any time within two (2) years of such persons having left the employ or public office of the City;
- b) Engaging any family members, friends or private business associates of any public office holder which may have, or appear to have, any influence on the selection process, or subsequent performance of any resulting agreement(s);
- c) Prior involvement by the Applicant or affiliated persons in developing any project specifications or requirements or other evaluation criteria for the Application;
- d) Prior access to confidential City information by the Applicant, or affiliated persons, that is materially related to the solicitation and that was not readily accessible to other prospective Applicants;
- e) The Applicant or its affiliated persons are indebted to or engaged in ongoing or proposed litigation with the City in relation to a previous agreement;
or
- f) Any City employee, Council member or member of a City agency, board or commission or employee thereof has a financial interest in the Application.

c) Collusion or unethical practices

No Applicant may discuss or communicate, directly or indirectly, with any other Applicant or their affiliated persons about the preparation of the Applicant's Application including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge of any other Applicant making an Application for

the same project or program. Applicants shall disclose to the City Contact any affiliations or other relationships with other Applicants that might be seen to compromise the principle of fair competition, including any proposed subcontracting relationships.

d) Interference prohibited

No Applicant may threaten, intimidate, harass, or otherwise interfere with any City employee or public office holder in relation to their duties. No Applicant may likewise threaten, intimidate, harass, or otherwise interfere with an attempt by any other prospective Applicant to make an Application for a City project or to perform any resulting agreement(s) awarded by the City.

e) Misrepresentations prohibited

Applicants are prohibited from misrepresenting their relevant experience and qualifications in relation to any selection process and must acknowledge that the City's process of evaluation may include information provided by the Applicant in its Application as well as records of past performance on previous projects with the City or other public bodies.

2. City Contacts

All communications concerning this Call for Applications should be sent to by email to one of the City Contacts listed below:

RHSP@toronto.ca

Merrilees Willemse
merrilees.willemse@toronto.ca

Aria Popal
aria.popal@toronto.ca

Leah Cooke
Leah.cooke@toronto.ca

No City representative, whether an official, agent or employee, other than those identified “City Contacts” are authorized to speak for the City with respect to this Call for Applications, and any Applicant who uses any information, clarification or interpretation from any other representative does so entirely at the Applicant’s own risk. **Not only shall the City not be bound by any representation made by an unauthorized person, but any attempt by an Applicant to bypass the Call for Applications process may be grounds for rejection of its Application.**

From and after the date of the submission of an Application until such time as a decision has been made with respect to the Application, no communication with respect to this matter shall be made by any of the Applicant, or its representatives, including a third-

party representative employed or retained by it (or any unpaid representatives acting on behalf of either), to promote its Application or oppose any competing Application, nor shall any Applicant, or its representatives, including a third party representative employed or retained by it (or any unpaid representatives acting on behalf of either), discuss the Call for Applications or its Application with any City staff, City officials or Council member(s), other than a communication with the "City Contact" identified in this Call for Applications.

Applicants should be aware that communications in relation to this Call for Applications outside of those permitted by this Call for Applications contravene the Lobbying By-law, an offence for which a person is liable to a maximum fine of \$25,000.00 on a first conviction and \$100,000.00 on each subsequent conviction.

Notwithstanding anything to the contrary as set out in the Call for Applications, each Applicant shall comply with the obligations with respect to lobbying as set out in the City of Toronto Municipal Code, Chapter 140. The links to the City's Lobbying By-law and Interpretive Bulletin on Lobbying and Procurement are as follows:

- http://www.toronto.ca/legdocs/municode/1184_140.pdf
- <https://www.toronto.ca/city-government/accountability-operations-customer-service/accountability-officers/lobbyist-registrar/guidelines-regulatory-bulletins/interpretation-and-advisory-bulletins/>

3. Addenda

If it becomes necessary to revise any part of this Call for Applications, the revisions will be by addendum posted electronically in Adobe PDF format on the City's website at <https://www.toronto.ca/community-people/community-partners/housing-partners/open-requests-for-proposals/>.

The City will post Addenda with relevant questions and answers on the Affordable Housing website.

No oral or written explanations, instructions or interpretations shall modify any of the requirements or provisions of the Call for Applications unless in the form of an addendum.

The City reserves the right to revise or remove this Call for Applications at any time.

Applicants and prospective Applicants should monitor the website linked above as frequently as they deem appropriate to inform themselves of any addenda, until the day of the deadline. The City is not responsible for any incomplete or incorrect Applications resulting from the issuance of an addendum or an Applicant's failure to update its Application in response to an any revised document(s).

All Applicants must acknowledge receipt of all addenda in the space provided on the Mandatory Submission Form.

Any reference in the Call for Applications to any document comprising the Call for Applications includes any amendments to such document made in accordance with this section.

4. Questions

Applicants finding errors, omissions, conflicts, ambiguities or discrepancies in the Call for Applications or having questions, comments or concerns regarding the Call for Applications, its process and related matters ("Questions") may submit such Questions to the City Contact.

The City will make reasonable efforts to respond to Questions in a timely fashion. However, the City shall have no obligation to respond to any or all Questions, and the City's determination as to whether or not it will respond to any Question shall be in the City's sole and absolute discretion. The onus is on each Applicant to confirm the City has received all correspondence from the Applicant.

Although it is the City's practice to make available to all Questions received as well as responses to such Questions: (i) for Questions of an administrative nature; or (ii) where an Applicant's Question is identified as commercially confidential in nature and where, the City in its sole and absolute discretion deems the Question or response to be commercially confidential, the City may provide a response only to that Applicant. The City reserves the right to edit Questions for clarity and applicability to all Applicants generally.

Pursuant to the article above titled "Addenda", responses to Questions prepared and circulated by the City are not documents forming part of this Call for Applications and do not amend the Call for Applications, unless such responses form part of an Addendum.

5. Exceptions to Mandatory Requirements, Terms and Conditions

If an Applicant wishes to suggest a change to any mandatory requirement, term or condition set forth in any part of this Call for Applications, it should notify the City Contact in writing before submitting an Application. The Applicant must clearly identify any such requirement, term or condition, the proposed change and the reason for it. If the City wishes to accept the proposed change, the City will issue an addendum as described in the article above titled "Addenda". The decision of the City shall be final and binding, from which there is no appeal. Changes to mandatory requirements, terms and conditions that have not been accepted by the City by the issuance of an addendum are not permitted and any Application that takes exception to or does not comply with the mandatory requirements, terms and conditions of this Call for Applications will be rejected.

6. Incurred Costs

The City will not be liable for, nor reimburse, any Applicant, as the case may be, for costs incurred in the preparation, submission or presentation of any Application, for interviews or any other activity that may be requested as part of the evaluation

process or the process for the negotiation or execution of an Agreement with the City, as the case may be.

The rejection or non-acceptance of any or all Applications shall not render the City liable for any costs or damages to any firm that submits an Application.

7. Post-Submission Adjustments and Withdrawal of Applications

An Applicant may amend its Application at any time after email submission of the Application provided that the City's evaluation process has not yet commenced. If an Applicant amends its Application, the Applicant must resubmit the Application in full by email, indicating that it is a revised Application.

An Application may be withdrawn by delivering written notice of withdrawal to the City Contact by email. For clarity, an application may only be withdrawn by delivering such notice to the City Contact and cannot be withdrawn by any other means. Any Applications that are properly withdrawn before they have been examined or evaluated, will not be examined or evaluated for the purpose of the Call for Applications but shall be retained for the City's record retention purposes.

Following the submission of an Application, City staff will notify Applicants of any missing information or documents, and the Applicant will be required to submit the requested materials. Please note, applications that do not meet the eligibility requirements will be deemed ineligible for further review and the Applicant must resubmit the Application in full by email, indicating that it is a revised Application.

Applicants may resubmit a complete application at any time but City staff will review applications in the order complete applications are received.

8. Gifts or favours prohibited

No Applicant and no employee, agent or representative of the Applicant, may offer or give any gifts, favours or inducements of any kind to any City employees or public office holders, or otherwise attempt to influence or interfere with their duties in relation to the selection process or management of any resulting agreement.

If the City determines that this article has been breached by or with respect to An Applicant, the City may exclude its Application from consideration, or if an Agreement has already been entered into, may terminate it without incurring any liability.

9. Acceptance of Applications

The City shall not be obliged to accept any Application in response to this Call for Applications. The City may, without notice or incurring any liability or cost to any Applicant:

- a) accept or reject any Application(s) at any time;
- b) waive immaterial defects and minor irregularities in any Applications;
- c) following the submission of an Application, notify any Applicant of any missing information/document(s) in their Application and provide the Applicant with five (5) business days to submit missing information/document(s). If the missing information/document(s) relates to an eligibility requirement, failure to submit the missing information/document(s) within the five (5) business days will result in the Application being deemed ineligible for further review and the Applicant must resubmit the Application in full by email, indicating that it is a revised Application
- d) suspend, modify and/or cancel this Call for Applications (with or without the substitution of another Call for Applications) in whole or in part;
- e) enter into one or more Agreements in relation to this Call for Applications to as many Applicants as the City deems appropriate;
- f) if the Call for Applications is cancelled, the City may reissue a solicitation to one, some or all of the Applicants and/or any other person;
- g) exercise any other right or option provided for in, or in connection with this Call for Applications, including the rights and options set out in the applicable by-laws, policies and procedures established by the City;
- h) do nothing in relation to the Applications or the Call for Applications.

10. Verification

The City reserves the right to verify with any Applicant or with any other person any information provided in its Application but shall be under no obligation to receive further information. The City may rely on the representations, experience and expertise of the Applicants as set out in their Applications.

11. Ownership, Confidentiality, and Accuracy of City-Provided Data

The Call for Applications and all correspondence, documentation and information provided by City staff to any Applicant in connection with, or arising out of this Call for Applications, or the acceptance of any Application (the "City Materials") and all intellectual property rights therein:

- a) are and shall remain the sole property of the City;
- b) must be treated by Applicants as confidential;
- c) must not be used for any purpose other than for replying to this Call for Applications, and for fulfillment of any related subsequent Agreement; and
- d) immediately upon the request of the City, must be returned by the Applicant to the City and all electronic copies must be destroyed.

Unless and to the extent provided otherwise in any resulting agreement(s), the City and its advisers make no representation or warranty as to the accuracy or completeness of the City Materials, and disclaim all express and implied representations, warranties and conditions in connection with the City Materials. Any quantities shown or data contained in the City Materials are estimates only. Use of or reliance by Applicants on the City Materials shall be at the Applicant's sole risk and without recourse against the City.

12. Ownership and Disclosure of Application Documentation

The documentation comprising any Application submitted in response to this Call for Applications, along with all correspondence, documentation and information provided to the City by any Applicant in connection with, or arising out of this Call for Applications ("Application Materials"), once received by the City:

- shall become the property of the City and may be appended to the Agreement with the successful Applicant;
- shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"), and may be released, pursuant to that Act.

NOTE: Because of *MFIPPA*, prospective Applicants are advised to identify in their Application material any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

Each Applicant's name and Application may be made public. Application Materials will, as necessary, be made available:

- on a confidential basis, to advisers retained by the City to advise or assist with the Call for Applications process;
- to members of Council in accordance with the City's procedures; and
- to members of the public pursuant to MFIPPA.

The City will not return the Application or any other Application Materials.

13. Intellectual Property Rights

Each Applicant warrants that the information contained in its Application does not infringe any intellectual property right of any third party and agrees to indemnify, defend and save harmless the City and its agencies, boards, commissions, elected officials, officers, employees, servants, agents, volunteers, advisers and contracted personnel, if any, against all claims, actions, suits and proceedings brought against or losses, costs, expenses, or damages suffered, sustained or incurred by them which may be directly or indirectly attributable to, or arising or alleged to arise out of the infringement or alleged infringement of any patent, copyright, trademark, or other intellectual property right in connection with their Application.

14. Failure or Default of Applicant

Without prejudice to any other right or remedy available to the City under the Call for Applications or at law, if the Applicant, for any reason, fails or defaults in respect of any matter or thing which is an obligation of the Applicant under the terms of the Call for Applications, the City may disqualify the Applicant from the Call for Applications and/or from competing for future solicitations issued by the City.

In addition, the City may withdraw any offer of assistance awarded to the Applicant as a result of its Application and a contravention of these terms and conditions may also be grounds for the termination of any agreement entered into with the Applicant in connection with the Call for Applications.

The Applicant and its affiliates, associates, third-party service providers, and subcontractors shall not release for publication any information in connection with this Call for Applications or any Agreement without prior written permission of the City.

15. Governing Law

This Call for Applications and any Application submitted in response to it and the process contemplated by this Call for Applications including any ensuing Agreement shall be governed by and construed in accordance with the applicable City by-laws and policies, the laws of the Province of Ontario, and the federal laws of Canada. Any dispute arising out of this Call for Applications or this Call for Applications process will be determined by a court of competent jurisdiction in the Province of Ontario.

If any provision of the Call for Applications or its application to any party or circumstance is unenforceable, the provision shall be ineffective only to the extent of the unenforceability without: (i) invalidating the remaining provisions of the Call for Applications; (ii) changing the fundamental nature of the obligations assumed by the parties; and (iii) affecting its application to other parties or circumstances.

16. Call for Applications Dispute Procedure

- a) Applicants should seek a resolution of any dispute arising from the Call for Applications by communicating directly with the Executive Director, Housing Secretariat as soon as possible from the time when the basis for the dispute became known to them. Any dispute must be received in writing by the Executive Director, Housing Secretariat no later than ten (10) days after the date of the award notification, or where a debriefing has been requested, no later than five (5) days after such debriefing is received. Any dispute that is not timely received or in writing will not receive further consideration.
- b) Any written dispute that cannot be resolved by the Executive Director, Housing Secretariat through consultations with the Applicant, shall be referred by the Executive Director, Housing Secretariat to the Deputy City Manager, Development & Growth Services or their designate(s) for an impartial review, based on the following information: A specific description of each act or omission alleged to have materially breached the Call for Applications process;

- i. A specific identification of the provision in the Call for Applications process that is alleged to have been breached;
 - ii. A precise statement of the relevant facts;
 - iii. An identification of the issues to be resolved;
 - iv. The Applicant's arguments, including any relevant supporting documentation; and
 - v. The Applicant's requested remedial action
- c) The Deputy City Manager or their designate(s), in consultation with the City Solicitor, may:
- i) Dismiss the dispute;
 - ii) Accept the dispute and direct the Executive Director, Housing Secretariat to take appropriate remedial action; or
 - iii) Report to City Council with recommendations on the appropriate action, as applicable.

17. Limitation of Liability

Notwithstanding anything in the Call for Applications and any express or implied duties or obligations of the City to the contrary, the City and each of its agencies, boards, commissions, elected officials, officers, employees, servants, agents, volunteers, suppliers, advisers and contracted personnel will have no liability to any person, including any Applicant and prospective Applicant for any damages, costs, liabilities, losses or expenses including direct, indirect, special or punitive damages, or for loss of profits, loss of opportunity or loss of reputation arising out of or otherwise relating to:

- a) the Call for Applications;
- b) participation of any such person in the Call for Applications process; or
- c) the City's acts or omissions in connection with the conduct of the Call for Applications process, including the acceptance, non-acceptance or delay in acceptance by the City of any Application. This limitation applies to all possible claims, whether arising in contract, tort, equity, or otherwise, including any claim for a breach by the City of a duty of fairness, if any.

By submitting an application to the City, each Applicant irrevocably and unconditionally waives any claims for damages, costs, liabilities, losses and expenses, and shall not seek any order for injunctive relief or specific performance, against the City, its agencies, boards, commissions, elected officials, officers, employees, servants, agents, volunteers, advisers and contracted personnel.

Each Applicant agrees that, despite this section or any limitations of liability or releases in favour of City, if the City is found to be liable, in any way whatsoever, for any act or omission in respect of the Call for Applications, the total liability of the City to any Applicant or any other person participating in the Call for Applications process, and the aggregate amount of damages recoverable against City for any matter relating to or arising from any act or omission by the City, whether based upon an action or claim in contract, warranty, equity, negligence, intended conduct or otherwise, including any action or claim arising from the acts or omissions, negligent or otherwise, of the City shall be no greater than the Applicant's cost of preparing its Application.

Notwithstanding the City's limitation of liability, the Applicant may seek a debriefing or may pursue a dispute of the Call for Applications process in accordance with Section 16 (Call for Applications Dispute Process).

Appendix 2: Mandatory Submission Form

1. Proponent Information

Please fill out the following information, naming one individual to be the Proponent's contact for the application review process and for any clarifications or communication that might be necessary. If there is more than one applicant, each applicant must complete this form.
Full Legal Name of Proponent*:
Any Other Relevant Name under which the Proponent Carries on Business:
Business Address:
City, Province
Postal Code:
Company Website (if any):
Proponent Contact Person
Name:
Title:
Phone:
Email:

2. Organizational Status

Is the Proponent incorporated as not-for-profit organization?

Yes

No

3. City Policies

The Proponent makes the following declarations and agrees to provide the City with ongoing disclosure of any changes to the declarations and information provided below during the application review process or the term of any resulting agreement(s). The Proponent shall provide the City with ongoing disclosure, should the Proponent be selected and any of the information declared below changes.

4. Operator Code of Conduct

The Proponent declares that it has read and understands its obligations under the Operator Code of Conduct and certifies that the Proponent and the members of its team have not engaged in any conduct prohibited under the Operator Code of Conduct and, if successful, will perform any resulting agreement(s) in compliance with the Operator Code of Conduct. The Proponent confirms that any disclosures in respect of the Operator Code of Conduct are set out below.

a) Collusion and Unethical Practices

If the Proponent declares an affiliation or other relationship with other Proponents that might be seen to compromise the principle of fair competition, the Proponent must set out the details below. If no details are provided, the Proponent is deemed to declare that it has no such affiliation or relationship.

Illegality

If the Proponent declares any previous convictions of itself or any members of its team under the Criminal Code, the Competition Act or other applicable law, for which they have not received a pardon, the Proponent must set out the details below. If no details are provided, the Proponent is deemed to declare that it or the members of its team have no such convictions.

b) Conflicts of Interest or Unfair Advantage

Potential Conflicts of Interest and unfair advantages include:

- i. engaging current or former City employees or public office holders to take any part in the preparation of the Proposal or the performance of any resulting agreement(s) if selected, any time within two (2) years of such individuals having left the employ or public office of the City;
- ii. engaging any family members, friends or private business associates of any public office holder which may have, or appear to have, any influence on the selection process, or subsequent performance of any resulting agreement(s);
- iii. prior involvement by the Proponent or any members of its team in developing any specifications or requirements or other evaluation criteria for the application review process;
- iv. prior access to confidential City information by the Proponent, or any members of its team, that is materially related to the application review process and that was not readily accessible to other prospective Proponents;
- v. the Proponent or any members of its team are indebted to or engaged in ongoing or proposed litigation with the City in relation to a previous agreement;
- vi. any City employee, Council member or member of a City agency, board or commission or employee thereof has a financial interest in the Proponent.

For the purposes of this section, Proponents must disclose the names of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) were employees of the City within twenty-four (24) months prior to the closing deadline; and (b) disclose all pertinent details including whether such former City employees participated in the preparation of the Proposal or will participate in the performance of the agreement if awarded to the Proponent.

If the Proponent declares any other actual or potential Conflict of Interest or unfair advantage, the Proponent must set out details of the actual or potential Conflict of Interest below. If no details are provided, the Proponent is deemed to declare that it has no actual or potential conflict of interest or unfair advantage.

5. Declaration of Compliance with Anti-Harassment/Discrimination Policy

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code and the Charter of Rights and Freedoms. In addition, the City also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. By completing this Mandatory Submission Form, the Proponent declares as follows:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating City Division, in consultation with the City Solicitor, may result in the termination of the contract.

6. Declaration of Compliance with the City’s Fair Wage and Labour Trades Policy

By completing this Mandatory Submission Form, the Proponent declares that the Proponent and the members of its team agree to abide by the City’s [Fair Wage and Labour Trades Policy](#), as applicable.

7. Declaration of Compliance with Accessible Customer Service Training Requirements

By completing this Mandatory Submission Form, the Proponent declares that the Proponent and the members of its team agree to comply with the City’s [Accessible Customer Service Training Requirements](#).

8. Environmentally Responsible Procurement Statement

The Proponent has read the City’s [Environmentally Responsible Procurement Policy](#) and makes the following statement: Environmentally preferred products/services are being used:

Yes

No

If yes, the Operator confirms the following brief statement of the environmental benefit of the product/service:

9. Gender Diversity

As part of City Council's support to enhance gender diversity on boards of corporations, all corporations conducting business with the City of Toronto are encouraged to utilize an intersectional analysis to strive to have gender parity on their corporate boards.

10. City of Toronto Grant Principles

All corporations conducting business with the City of Toronto are encouraged to follow the principles outlined in the [2017 document For Public Benefit: City of Toronto Framework for Working with Community-Based Not-For-Profit Organizations](#), and the City of Toronto Grant Principles ([Appendix to Appendix A of the Toronto Grants Policy, 2019](#)). The principles include committing to transparency, openness, accountability, equity, diversity, and inclusion, both as principles and as tools for ensuring that the impact of effective city-sector collaborations are enjoyed by all residents in Toronto. These principles also include special recognition and consideration of First Nations, Inuit

and Métis rights as they are distinctively recognized and affirmed in Section 35 of the Canadian Constitution.

11. Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed in accordance with the terms of the Program Guidelines and Application Package or where required by law or by order of a court or tribunal.

In addition to the foregoing declarations made on behalf of the Proponent, I/we, the authorized signing officer(s) of the Proponent acknowledge and confirm that:

- (a) I/we have the authority to bind the Proponent;
- (b) I/we submit this Proposal on behalf of the Proponent for Non-profit Housing Providers to for the above named project
- (c) I/we acknowledge receipt of the following addenda by number and date (if applicable):
 - 1. Addendum # Date
 - 2. Addendum # Date
 - 3. Addendum # Date
- (d) I/we have carefully reviewed the Program Guidelines and Application Package including all appendices and have a clear and comprehensive understanding of the requirements;
- (e) I/we have submitted all the relevant information and if selected, agree to the terms and conditions set out in the Program Guidelines and Application Package , as described in our Proposal as submitted, and pursuant to the Contribution Agreement with the City of Toronto;
- (f) I/we have carefully reviewed the Template Contribution Agreement, and acknowledge that should we be selected for the Program the only amendments that will be accepted by the City will be to correct errors or to address project specific terms and conditions; and
- (g) I/we attest to the accuracy of the information provided in this Proposal.

Signature of Authorized Signing Officer*:	Signature of Authorized Signing Officer*:
Name:	Name:
Title:	Title:
Phone:	Phone:
Fax:	Fax:
Email:	Email:

*The authorized signing officer(s) is/are the party or parties who will represent the Proponent in all contractual matters requiring a signature.

THIS FORM MUST BE SIGNED AND SUBMITTED WITH YOUR PROPOSAL OR YOUR PROPOSAL WILL BE DECLARED INCOMPLETE AND WILL NOT BE ACCEPTED.

Appendix 3. Capital Budget Form

Please complete the following budget form using the best information available to you.

Project Address: _____

	Total estimated cost (CAD \$)	Check which of these costs are included in your total estimated costs for this section	Comments/ explanation
Hard costs		<input type="checkbox"/> Base Construction cost <input type="checkbox"/> Environmental Remediation <input type="checkbox"/> Appliances <input type="checkbox"/> Furniture & Equipment <input type="checkbox"/> Construction Contingency <input type="checkbox"/> Escalation <input type="checkbox"/> Other	
Land Costs		<input type="checkbox"/> Purchase price <input type="checkbox"/> Land Transfer Tax <input type="checkbox"/> Legal fees <input type="checkbox"/> Title Insurance	
Soft Costs – Consultants		<input type="checkbox"/> Architectural <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Landscape <input type="checkbox"/> Fire/Code <input type="checkbox"/> Cost Consultant/Quantity Surveyor	

	Total estimated cost (CAD \$)	Check which of these costs are included in your total estimated costs for this section	Comments/ explanation
		<input type="checkbox"/> Environmental <input type="checkbox"/> Traffic <input type="checkbox"/> Development <input type="checkbox"/> Other	
Site Costs		<input type="checkbox"/> Building appraisal <input type="checkbox"/> Property appraisal <input type="checkbox"/> Land Survey/Topographical Survey <input type="checkbox"/> Geotechnical Assessment <input type="checkbox"/> Environmental Assessment	
Legal and Organizational		<input type="checkbox"/> Legal Fees - Development Approval <input type="checkbox"/> Legal Fees- Contracts and Agreements <input type="checkbox"/> Organizational Expenses (specify- e.g. rent-up) <input type="checkbox"/> Community Consultation and Communications <input type="checkbox"/> Insurance during Construction and Final Cost Audit <input type="checkbox"/> Escrow Agent <input type="checkbox"/> Quantity Surveyor	
Financing Cost		<input type="checkbox"/> Other (specify- e.g. lenders fees)	
Fees and Permits		<input type="checkbox"/> Building Permit Fees (estimate)	

	Total estimated cost (CAD \$)	Check which of these costs are included in your total estimated costs for this section	Comments/ explanation
		<input type="checkbox"/> Planning Application Fees (estimate) <input type="checkbox"/> Development Changes (estimate) <input type="checkbox"/> Parkland Dedication Fees <input type="checkbox"/> Educational Development Charges for the Toronto District Catholic School Board <input type="checkbox"/> Hydro & Water Connection Fee <input type="checkbox"/> Property Taxes During Construction (estimate) <input type="checkbox"/> Other (specify- e.g. storm water management, trees)	
Total Projected Capital Cost:		\$	

Appendix 4. Operating Budget Form

Please complete the following budget form using the best information available to you. Assume budget is for a calendar year, assuming normal building occupancy.

Project Address: _____

	Check which of these costs are included in your total estimated costs for this section	Total Estimate Cost (CAD\$)	Comments/explanation
Project Revenue	<input type="checkbox"/> Gross Rental Income (includes tenant rents and housing benefits contributions) <input type="checkbox"/> Laundry Income <input type="checkbox"/> Parking Income <input type="checkbox"/> Other Revenue sources <input type="checkbox"/> Gross Project Revenue <input type="checkbox"/> Vacancy allowance <input type="checkbox"/> Bad debt allowance <input type="checkbox"/> Other (explain)		
Project Expenses	<input type="checkbox"/> Administration Costs <input type="checkbox"/> Property Management <input type="checkbox"/> Maintenance Staff <input type="checkbox"/> Salaries and Benefits <input type="checkbox"/> Repairs and Maintenance (supplies, trades and		

	Check which of these costs are included in your total estimated costs for this section	Total Estimate Cost (CAD\$)	Comments/explanation
	service contracts including sprinklers, snow removal etc.) <input type="checkbox"/> Other operating Expenses (e.g. Insurance) <input type="checkbox"/> Capital Replacement Reserve (minimum 8% of gross revenue) <input type="checkbox"/> Other (explain)		
Utilities	Heat (common areas and units) <input type="checkbox"/> Electricity (common areas and units) <input type="checkbox"/> Electricity (common areas and units) <input type="checkbox"/> Water/Sewer (common areas and units) <input type="checkbox"/> Garbage Levy (common areas and units) <input type="checkbox"/> Other (explain)		
Sub -Total Operating Expenses			
Mortgage payments			
Total Project Expenses			

	Check which of these costs are included in your total estimated costs for this section	Total Estimate Cost (CAD\$)	Comments/explanation
Operating Surplus/Deficit			Net Project Revenue less Total Project Expenses

Appendix 5. Submission Checklist

Required information and documentation as part of a complete application is listed below. Please submit your complete application package as **two PDF documents to RHSP@toronto.ca** (one combined PDF for the complete application package and a second consolidated PDF for all supplementary information. Name the PDF documents using your project name).

Section	Description	
Part A. Cover Letter.	A cover letter included with all the requirements listed in Section A, including an organization chart and project details.	
Part B. Proposal Submission Form	All sections and relevant fields are completed.	
Part C. Business Case and Funding Uses	All sections including Capital and Operating Funding Sources and a Pre-development work schedule.	
Appendix 2. Mandatory Submission Form	All sections and relevant fields are completed and signed (electronic signatures are accepted).	
Appendix 3. Capital Budget Form	A Capital Budget is filled out using the form provided.	
Appendix 4. Operating Budget	An Operating Budget is filled out using the form provided.	
Supplementary Information and Attachments	Audited financial statements for the two (2) most recent years available for Applicant and/or Beneficial Owner/parent Organization (if applicable)	
	Articles of Incorporation/Letters Patent for the Application are provided for Applicant and Beneficial Owner (if applicable)	
	A current Parcel Register for the property, OR A copy of the Lease is provided (if property is leased by the Applicant), OR A signed copy of the Agreement of Purchase and Sale (APS) or signed Letter of Intent (LOI) (if property is not currently owned by the Applicant)	
	Attachments provided as back-up documentation for funding amounts outlined in Part C Business Case, including invoices and consulting contracts, etc.	
	Pre-Application Consultation (PAC) Comments received from the Development Review Division or ZAP.	