

Active in Phase				Evaluation Criteria	Required Documentation From Owner/Developer	Items for Consideration
1: Selection	2: Planning & Development	3: Construction	4: Operations			
			✓	1.1.1 Demonstrated development and management capacity of owner/operator and professional development/management team throughout all phases of the project (e.g. project vision, site selection, feasibility; project planning, design and financing; construction). Confirmation that all professional team members required have been selected or process has been developed to select remaining team members.	E. Process and timing to select remaining required team members, and confirmation all required team members have been added	5. Phase 4: What team members have been selected since the proposal was submitted? Provide information on specific qualifications that were required of new team members and confirm each qualification requirement has been met. Indicate the role of the new team member, provide a resume and bio, and provide a summary of any projects the new team member has undertaken with other team members.

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			✓	1.1.2 Confirmation of collaborative relationships	D. Information on expectations or requirements of collaborative relationships	12. Phase 4: Confirm that any requirements or conditions required by individuals or organizations involved in collaborative relationships for their participation during the project planning and development phase have been met.
			✓	1.1.4 Confirmation that the proponent meets all of the Region's requirements for organizational structure? (e.g. legally incorporated, letters patent/articles of incorporation and bylaws permit organization to develop proposed project)	A. Articles of Incorporation/Letters Patent	15. Phase 4: Provide a copy of any Supplementary Letters Patent issued during the operation phase.
			✓		B. Bylaws, including borrowing bylaw	16. Phase 4: Provide a copy of any new bylaws enacted by the corporation since the proposal submission was made. Confirm the corporation's bylaws permit the corporation to undertake the planned development activity.
			✓		C. Charitable status confirmation	17. Phase 4: Provide written confirmation of the corporation's charitable status, if applicable.

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			✓	1.1.5 Confirmation of good standing with Province of Ontario, Canada Revenue Agency and municipality	A. Confirmation of good standing form re: Ontario Ministry of Finance and Canada Revenue Agency	18. Phase 4: For Proponents subject to Ontario corporate tax, provide a completed Tax Compliance Declaration Form which confirms the corporation is in full compliance with all Ontario tax statutes, and all returns required to be filed have been filed and all taxes due and payable have been paid.
			✓		B. Confirmation of good standing letter or tax certificate from municipality	19. Phase 4: For Proponents subject to Ontario corporate tax, provide a Filing and Balance Confirmation Letter from Canada Revenue Agency confirming tax obligations have been met.
			✓			20. Phase 4: Provide a letter or certificate issued by the municipality that confirms all property taxes due have been paid in full as of the last day of the previous calendar month.
			✓	1.1.6 Demonstrated management capacity of owner/operator and professional management team throughout operating phase of the project	A. Property management plan	21. Phase 4: Provide an annual update to your detailed property management plan outlining how the building is being managed. If a property management firm manages the project, provide updated information on the terms of the agreement. If a property manager manages the project, confirm the individual is a direct employee of the corporation and provide information on the terms of the arrangement. (only applies to buildings to be owned and operated by proponent)
			✓		D. AIR returns for past three years for social housing providers	24. Phase 4: If the proponent is a social housing operator, provide the most recently submitted copy of the AIR return including responses from the Service Manager on adjustments to be made. (only applies to projects to be owned and operated by proponent)

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			✓	1.2.3 Marketing plan for all non-residential space demonstrates full occupancy is achievable for all proposed spaces, both current and long-term	A. Marketing plan for non-residential space	29. Phase 4: If the project includes non-residential space, provide a copy of a signed lease for all non-residential space.
			✓	2.1.1 Requirements that protect/secure the rights of the Region are in place	B. Confirmation of insurance	129. Phase 4: Provide an insurance certificate confirming all required building and liability insurance is in place as identified in the Contribution Agreement throughout the operation and management phase, until the expiry of the agreement.
			✓		I. Initial and Annual Occupancy Reports	136. Phase 4: Provide the Initial Occupancy Report as required by the Contribution Agreement. During each year of the affordability period, provide an Annual Occupancy Report as required by the Contribution Agreement
			✓	2.1.6 Oversight for requesting and disbursing capital funds is in place	A. Process for recording costs, requesting funds and disbursing capital advances	143. Phase 4: Request funds from Region of Peel based on achievement of milestones set out in funding agreement(s).
			✓	3.1.1 The project encourages Active Living	A. Plan to encourage active living	155. Phase 4: Since the proposal was submitted, have any changes been made to the building's design that would impact encouraging residents to have an active living lifestyle?
			✓	3.1.3 The project will create a complete community and engage residents in the building and greater community	A Plan for inclusive community	159. Phase 4: Provide an update on action taken to encourage the residents of the building to engage in the greater community and the outcome.

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			✓	The project will create a complete community and engage residents in the building and greater community		160. Phase 4: What action has been taken to bring together individuals of different abilities and backgrounds? What successes have been achieved, and what additional action is planned?
			✓		A. Description of innovative components selected	162: Phase 4: What has been the outcome of innovative components included in the project? Have the identified benefits been fully realized?
			✓	3.2.5 An tenant satisfaction survey will be completed on a regular basis during the affordability period to confirm the building and unit are meeting the needs of the tenants.	A. Plan for Quality Improvement and tenant Satisfaction Survey	168. Phase 4: Provide an update on activities undertaken to achieve quality improvement and tenant satisfaction during the operating phase.
			✓	3.3.2 The project will ensure all local rules set out in the Contribution Agreement and amended by the Region of Peel are followed.		174. Phase 4: Confirm your awareness of local rules established by the Region of Peel for this funding program and provide written confirmation that the project will continue to fully comply with all current requirements for tenant selection as they exist today and all requirements as issued by the Region of Peel throughout the affordability period.