

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;	E. Process and timing to select remaining required team members, and confirmation all required team members have been added	5. Phase 2: 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.
	✓			1.1.2 Confirmation of collaborative relationships	B. Letter confirming participation, equity contribution amount and D. Information on expectations or requirements of collaborative relationships	10. Phase 2: Provide confirmation that all equity required to be contributed during the project planning and development phase has been fully contributed. 12. Phase 2: 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 2: Provide a copy of any Supplementary Letters Patent issued during the planning and development phase.
	✓				B. Bylaws, including borrowing bylaw	16. Phase 2: 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 2: Provide written confirmation of the corporation's charitable status, if applicable.
	✓				A. Confirmation of good standing form re: Ontario Ministry of Finance and Canada Revenue Agency	18. Phase 2: 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.
	✓			1.1.5 Confirmation of good standing with Province of Ontario, Canada Revenue Agency and municipality	B. Confirmation of good standing letter or tax certificate from municipality	19. Phase 2: 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 2: 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.
	✓			1.2.3 Marketing plan for all non-residential space demonstrates full occupancy is achievable for all proposed spaces, both current and long-	A. Marketing plan for non-residential space	29. Phase 2: If the project includes non-residential space, provide an updated to the marketing plan for this space. If a tenant/occupant has already been identified, provide a signed letter confirming the terms that have been arranged.
	✓			1.3.1 All requirements to achieve development approvals and the issuance of the building permit are in place or underway.	A. Development schedule	30. Phase 2: Provide an updated development schedule that sets out remaining major milestones (e.g. application for building permit, construction start, financing in place, substantial performance, marketing, turnover). Indicate the date of milestones that have been achieved. Identify remaining risks to the project.
	✓				B. Official Plan Amendment required or achieved	31. Phase 2: If an Official Plan Amendment was required for municipal or Regional approvals, confirm the date the Amendment was approved.
	✓				C. Rezoning required or project in compliance	32. Phase 2: If rezoning was required and not in place at the time of proposal submission, provide an update on the status of the application and confirmation of final approval.
	✓				D. Minor variance required or project in compliance	33. Phase 2: If a Minor Variance was required and not in place at the time of proposal submission, provide an update on the status of the application and confirmation of final approval.
	✓				E. Development application review required or completed	34. Phase 2: Provide an update on the Development Application Review process and information on any actions that remain to be completed including the timeframe for completion.
	✓				F. Heritage approval required or completed	35. Phase 2: If the project requires Heritage approval, provide an update on the status of the approval, action taken since the proposal submission, and any remaining action required for approval including the timeframe for approval.

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	✓			1.3.1 All requirements to achieve development approvals and the issuance of the building permit are in place or underway.	I. Site Plan Agreement issued	38. Phase 2: Provide a copy of the executed Site Plan Agreement.
	✓				J. Approval by Conservation Authority or Niagara Escarpment	39. Phase 2: If the development requires approval from a Conservation Authority or the Niagara Escarpment Commission, provide confirmation that all approvals are in place.
	✓				K. Railway, transportation agency or utility approval required or	40. Phase 2: Where the development requires approval from a Railway, transportation agency or utility, provide confirmation that all approvals are in place.
	✓				L. Building Permit Application submitted	41. Phase 2: If the Building Permit Application had not been submitted at the time of proposal submission, confirm the date the Building Permit Application was submitted. If phased building permits have been issued, confirm the date for submission of the application for each phase.
	✓				M. Building Permit issued	42. Phase 2: If the Building Permit had not been issued at the time of proposal submission, provide a copy. If phased building permits have been issued, provide copies of all permits.
	✓					43. Phase 2: Confirm all requirements identified in the Phase 1 ESA report and, if applicable, the Phase 2 ESA report have been addressed.
	✓			1.3.1 All requirements to achieve development approvals and the issuance of the building permit are in place or underway		44. Phase 2: If a Record of Site Condition is required for municipal and Regional approvals and had not been completed at the time of proposal submission, provide an update and confirmation that the Record of Site Condition has been filed.
	✓					45. Phase 2: Provide a letter from the structural engineer that confirms all recommendations in the geotechnical report have been included in the project's design and drawings.
	✓					46. Phase 2: If a traffic study and/or a parking study was required, provide a copy of the completed study/studies.
	✓					47. Phase 2: If a noise study and/or vibration study was required, provide a copy of the completed study/studies.
	✓					48. Phase 2: If not previously provided, provide confirmation of acceptance of the stormwater management plan by any body with authority over the site.
	✓					49. Phase 2: If a wind study is required and was not previously provided, provide a copy of the completed study.
	✓			1.3.1 All requirements to achieve development approvals and the issuance of the building permit are in place or underway		50. Phase 2: If a shadow study is required and has not already been submitted, provide a copy of the completed study.
	✓				V. Tree Survey	51. Phase 2: If a tree survey or arborist's study is required and has not already been submitted, provide a copy of the completed study.
	✓				W. Green Development Standards	52. Phase 2: Provide written confirmation from the municipality that the project's design meets all local environmental design standards.
	✓				X. Local Development Standards	53. Phase 2: Provide an update confirming all of the applicable local Built Form Standards or Design Guidelines have been met during the project's design.
	✓			1.3.2 Region of Peel Design Standards are met based on design and drawings	A. Peel Affordable Housing Design Standards	97. Phase 2: Provide an update to any design features reported with the proposal submission that have since been modified or removed from the building's design. Indicate which features have been changed and the impact on the building's design and use by tenants.
	✓					97. Phase 4: What long-term operational efficiencies have been realized through the level of finishes provided in the building?
	✓				B. Accessibility Standards	106. Phase 2: Provide an update to any design features reported with the proposal submission that apply to universally accessible units, modifiable units or barrier-free units included in the building, or in any common space design features that relate to accessibility, that have since been modified or removed from the building's design. Indicate which features have been changed and the impact on the building's design and use by tenants.

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	✓			1.3.3 Proponent has control of site	A. Ownership, control of site	107. Phase 1: Provide confirmation in the form of a title search report obtained within the past twelve months that the site is owned with no liens or encumbrances registered on title except those that will be permitted under the funding Agreement. If the site is not yet owned by the proponent, provide a fully executed Agreement of Purchase and Sale including all appendices and schedules.
	✓			1.3.4 Process to handle transition from construction phase to occupancy phase has been prepared	A. Preparing for services and turnover	108. Phase 2: Using the attached checklist, provide a detailed schedule outlining the plan for commencement of initial operations.
	✓				B. Project Close-Out Plan with contractor/builder	109. Phase 2: Provide an update to the project close-out plan with the contractor/builder.
	✓			1.4.1 Identified capital costs are reasonable and comprehensive for a development of this type. All complexities have been addressed.	A. Pro forma for capital costs	110. Phase 2: Provide an updated detailed capital cost pro forma for all costs up to conversion to permanent financing.
	✓				C. Pro forma assumptions	112. Phase 2: For any budget line items that have increased or decreased by more than 5% of the original amount, provide updated assumptions.
	✓			1.4.2 Cash flow schedule for pre-development and development is appropriate and achievable	A. Cash flow schedule	113. Phase 2: Provide an updated cash flow schedule showing all capital costs and contributions to the end of the construction phase on a monthly basis, and identify any changes in amounts have increased or decreased by 5% or more from the original cash flow schedule.
	✓				B. Cash flow assumptions	114. Phase 2: For any cash flow line items that have increased or decreased by more than 5% of the original amount, provide updated assumptions.
	✓				C. Sources of Funds, confirmation from municipality	115. Phase 2: Provide confirmation for all incentives and contributions noted in the capital pro forma that were not included in the original submission and have since been received. Identify the source of any incentives or contributions to be received during the construction phase, and provide written confirmation from the funding source of the amount and timing for the contribution.
	✓			1.4.3 Required financing for the development phase has been secured	A. Documentation from lender confirms financing in place for development phase	116. Phase 2: Provide a mortgage term sheet and the mortgage agreement which confirms all required financing is in place for the construction phase. Where the term sheet or mortgage agreement sets out covenants to be met, provide confirmation of the timeline for completing all requirements.
	✓			1.4.4 Fundraising plan, if included as source of funds, is viable and timing is achievable.	A. Fundraising plan	117. Phase 2: If the project requires funds to be raised during the capital phase, confirm that all required funds have been raised.
	✓			1.4.7 Owner has capacity to secure all required financing	A. Documentation from lender confirms financing in place for operating phase	124. Phase 2: Provide information on steps taken to date and remaining action to obtain all required operating financing. This may be in the form of a lender's letter that sets out conditions and requirements that must be met, and financing terms. Include a term sheet if available.

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	✓			2.1.1 Requirements that protect/secure the rights of the Region are in place	A. Confirmation of bonding	128. Phase 2: Once the Proponent has executed agreement/contract with its Contractor, the Proponent is to obtain and provide confirmation of bonding (in accordance with the contribution or loan agreement) and the Multiple Obligee Rider has been executed in the Region's favour. If the Region of Peel has accepted another alternative to bonding (i.e. letter of credit or other mechanism satisfactory to the Region of Peel), provide confirmation this has been undertaken to the satisfaction of the Region.
	✓				B. Confirmation of insurance	129. Phase 2: Once the Proponent has executed the construction contract, provide evidence of the contractor's/project's insurance by means of an insurance certificate executed by the broker which confirms all required insurance is in place as identified in the Contribution Agreement for the period up to construction completion and commencement of occupancy.
	✓				C. WSIB eligibility certificate confirming contractor or	130. Phase 2: For each funding request, provide a current WSIB eligibility certificate confirming the contractor/developer is eligible and has WSIB coverage or agreed alternative.
	✓				E. Contribution Agreement Registered on Title	132. Phase 2: Confirm the Contribution Agreement has been reviewed by both parties and is fully executed. Provide an updated title search report to confirm the Contribution Agreement has been registered on title.
	✓				F. Additional Required Agreements Registered on Title or PPSA	133. Phase 2: Provide confirmation that all other applicable agreements (e.g. bridge loan, rent supplement, financing, general security agreement, assignment of rents, etc.) have been registered on title or PPSA.
	✓			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 2: Request funds from Region of Peel based on achievement of milestones set out in funding agreement(s).
✓	✓			2.2.1 Schedule of approvals required for development	A. Summary of status of approvals, further approvals required for development to commence	146. Phase 1 a: Official Plan Amendment
	✓					146. Phase 1 b: Rezoning
	✓					146. Phase 1 c: Minor Variance
	✓					146. Phase 1 d: Development Application review
	✓					146. Phase 1 e: Heritage Approval
	✓					146. Phase 1 f: Servicing capacity
	✓					146. Phase 1 g: Site Plan Application
	✓					146. Phase 1 h: Site Plan Agreement
	✓					146. Phase 1 i: Conservation Authority/Niagara Escarpment Approval
	✓					146. Phase 1 j: Railway/Transportation Agency/Utility Approval
	✓					146. Phase 1 k: Building Permit Application
	✓					146. Phase 1 l: Building Permit Issued
	✓					146. Phase 1 m: Phase 1 ESA
	✓					146. Phase 1 n: Phase 2 ESA
	✓					146. Phase 1 o: Record of Site Condition
	✓					146. Phase 1 p: Geotechnical Study
	✓					146. Phase 1 q: Traffic/Parking Study
	✓					146. Phase 1 r: Noise/Vibration Study
	✓					146. Phase 1 s: Stormwater Management Plan
	✓			146. Phase 1 t: Wind Study		
	✓			146. Phase 1 u: Shadow Study		
	✓			146. Phase 1 v: Tree Study		

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	✓			2.2.1 Schedule of approvals required for development	A. Summary of status of approvals, further approvals required for development to commence	146. Phase 1 w: Green Development Standards
	✓					146. Phase 1 x: Local Development Standards or Design Guidelines
	✓					146. Phase 2: Update the current status of the site in terms of all remaining approvals required for the building permit to be issued, and timing for achieving each remaining task.
	✓					146. Phase 2 a: Official Plan Amendment
	✓					146. Phase 2 b: Rezoning
	✓					146. Phase 2 c: Minor Variance
	✓					146. Phase 2 d: Development Application review
	✓					146. Phase 2 e: Heritage Approval
	✓					146. Phase 2 f: Servicing capacity
	✓					146. Phase 2 g: Site Plan Application
	✓					146. Phase 2 h: Site Plan Agreement
	✓					146. Phase 2 i: Conservation Authority/Niagara Escarpment Approval
	✓					146. Phase 2 j: Railway/Transportation Agency/Utility Approval
	✓					146. Phase 2 k: Building Permit Application
	✓					146. Phase 2 l: Building Permit Issued
	✓					146. Phase 2 m: Phase 1 ESA
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✓			146. Phase 2 u: Shadow Study			
✓			146. Phase 2 v: Tree Study			
✓			146. Phase 2 w: Green Development Standards			
✓			146. Phase 2 x: Local Development Standards or Design Guidelines			
	✓			3.1.1 The project encourages Active Living	A. Plan to encourage active living	155. Phase 2: 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?
	✓			3.1.2 The project has a community engagement plan that will generate support and address	A. Community Engagement Plan	156. Phase 2: Provide an update that confirms the activities in the project's community engagement plan have been fully completed.
	✓				A. Description of innovative components selected	162. Phase 2: Provide an update on the inclusion of planned innovative components noted in the proposal submission. Indicate which planned components are included in the building's final plan, and any changes that have been made.
	✓			3.2.3 What partnerships, if any, are proposed to provide support services to tenants in the building; is funding committed?	A. Support Program Plan	164. Phase 2: If applicable, provide update and confirmation of funding for support service plan.
	✓			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 2: Confirm your awareness of local rules established by the Region of Peel for this funding program and provide written confirmation that the project will 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.