This page sets out the instructions for completing the Prescribed Form: Engagement.

All capitalized terms used in these instructions and the Proposal Form, unless otherwise stated, have the meanings ascribed to them in the RFP.

INSTRUCTIONS APPLICABLE TO THIS PRESCRIBED FORM: ENGAGEMENT

a. This instruction page is not required to be submitted as part of the completed Prescribed Form.
b. The Prescribed Form: Engagement is required to be submitted electronically via the File Transfer Site prior to the Proposal Submission Deadline in accordance with Section 3.9 of the RFP.
c. Pages of the Prescribed Form: Engagement should be kept together in sequential order.
d. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in the Prescribed Form: Engagement, no amendments may be made to the wording of the Prescribed Form: Engagement.
e. The Prescribed Form: Engagement should be completed in its entirety unless instructions are provided to the contrary. Fields marked <if applicable> should be completed if applicable to the Proposal. If not applicable, they should be marked "N/A".
f. The Prescribed Form: Engagement must be signed by a person with authority to bind the Proponent. The Prescribed Form: Engagement may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.
g. With the exception of this instruction page, instructions within the Prescribed Form: Engagement will be enclosed in brackets < >.

Section 1 – Proponent and Proposal Information (mandatory)

Unique Project ID:	
Legal name of the Proponent:	
Name of Renewable Low-Impact Electricity Project:	

Section 2 – General Public Engagement (mandatory)

The Proponent has submitted evidence, attached as Exhibit A to this Prescribed Form, demonstrating they have met the requirements with respect to engagement with the general public as set out in the Section 2.7 of the RFP. *<check each of the below to confirm>*		
a.	The Proponent has provided notice to communities in close proximity to the proposed Project Site of their intention to submit a Proposal for the GCP no later than twenty (20) Business Days after the RFP Effective Date.	☐
b.	The Proponent publicly posted its contact information and Project details in a way that is easily accessible to the general public no later than thirty (30) Business Days of the RFP Effective Date.	☐
c.	The Proponent has identified a lead contact for questions and feedback.	☐
d.	The Proponent has provided opportunities, which include an in-person open house or public meeting, for the general public to comment and provide feedback prior to the Proposal Submission Deadline.	☐
e.	The Proponent declares they have ensured information distributed to the general public is accurate, current, and accessible through multiple channels (including a non-internet channel).	☐
	<list all channels of communication with the general public (e.g. phone, email, social media, letters, in-person opportunities) below>	

Section 3 – Scored Criteria: Engagement (optional)

To be eligible for engagement points as set out in Section 4.3f) of the RFP, the Proponent must provide the information requested below.

<check each of the below, if applicable>		
a.	The Proponent has submitted a report, attached as Exhibit B of this Prescribed Form, summarizing feedback from communities in close proximity to the Project Site which includes examples of how the Proposal has evolved to address feedback received from the general public (as applicable).	☐
b.	The Proponent has formed a community liaison committee composed of members of communities in close proximity to the Project Site and submitted a terms of reference for the community liaison committee, attached as Exhibit C of this Prescribed Form, that describes the membership, meeting structure and frequency, and the mandate of such community liaison committee.	☐
c.	The Proposal includes letters of support, attached as Exhibit D of this Prescribed Form, from local governments and/or local groups or communities.	☐
d.	The Proposal demonstrates engagement with the Mi'kmaq of Nova Scotia and includes, attached as Exhibit E to this Prescribed Form, i. a summary of engagement activities with Mi'kmaq of Nova Scotia communities in close proximity to the Project Site; and ii. evidence of feedback received from the Mi'kmaq of Nova Scotia and if / how the Proponent was reasonably able to implement that feedback in the Project design and/or Proposal.	☐

I hereby confirm that I am an individual with the authority to bind the Proponent and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Proponent.

Proponent Name:	
Per:	
Print Name:	
Print Title:	
(I have authority to bind the Proponent)	
Date Signed:	

EXHIBIT A
EVIDENCE DEMONSTRATING ENGAGEMENT REQUIREMENTS (MANDATORY)

<Note: Attached evidence may include screenshots of any electronic communications (e.g. webpages, social media), pdf or image file of local newspaper ads, letters, or other documentation. Each screenshot or other documentation must clearly show the date (and the URL if applicable) of such screenshot or other documentation.>

EXHIBIT B
REPORT ON FEEDBACK FROM COMMUNITIES IN CLOSE PROXIMITY TO THE PROJECT SITE (OPTIONAL)

EXHIBIT C
TERMS OF REFERENCE FOR COMMUNITY LIASON COMMITTEE (OPTIONAL)

EXHIBIT D
LETTERS OF SUPPORT FROM LOCAL GOVERNMENTS AND / OR LOCAL GROUPS OR COMMUNITIES (OPTIONAL)

EXHIBIT E
EVIDENCE OF ENGAGEMENT WITH THE MI'KMAQ OF NOVA SCOTIA (OPTIONAL)