

Independent Living BC
A Housing for Health Partnership

Call for Expressions Of Interest
to
Non-Profit Societies

Vancouver Island Health Authority

April 19, 2003

**BC Housing &
Vancouver Island Health Authority**

**Call for Expressions Of Interest
VIHA-EOI-#01**

April 19, 2003

Closing Date and Time:

This call will be open until **December 2, 2003** at **2:00 p.m.** Pacific Standard Time.

Closing Location:

BC Housing
Attention: Co-ordinator, Program Implementation
EOI for *Independent Living BC* VIHA-EOI-#01
Suite 601 - 4555 Kingsway
Burnaby BC V5H 4V8

Contact:

Ashley Chester

Telephone number: (604) 439-4190
Fax number: (604) 439-4793
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Table of Content

I.	Introduction	4
II.	Call for Expressions Of Interest to Non-Profit Societies	5
III.	Basic Program Requirements	6
IV.	The Assistance Available	7
V.	Context for Program Allocation in Vancouver Island Health Authority	8
	Existing and Planned Independent Living	8
	Open EOI Call	9
	Program Delivery	9
VI.	EOI and Funding Allocation Process	10
	EOI Stage.....	10
	RFP Stage.....	10
	Final Evaluation and Project Commitment Stage.....	10
VII.	Evaluation and Selection.....	11
VIII.	Submission Requirements	12
	Number of Copies, Closing Date and Location	12
	Information Meetings and Inquiries	12
	Mandatory Requirements	13
	Format.....	13
IX.	Submission Contents	14
	Summary Information.....	14
	Letter of Committal.....	17
	Society Capacity	18
	Project Rationale: Key Need Indicators	21
	Housing Concept.....	23
	Society and Community Equity Contributions	28
	Capital Budget.....	29
	Services Concept.....	37
	Operating Budget.....	41
	Schedules	48
Appendix A	Principles of <i>Independent Living BC</i>	50
Appendix B	Information and Requirements for Vancouver Island Health Authority.....	51
Appendix C	Evaluation Criteria	53

I. INTRODUCTION

Independent Living BC (the “Program”) is part of the government of British Columbia’s *New Era* commitment to add 5,000 additional community care spaces across the province by 2006. The Program objective is to provide affordable housing and services to help seniors and people with disabilities (the “Tenants”) maintain the independence they desire.

Independent Living BC is a partnership between BC Housing, the Ministry of Health Services (MHS) and the five regional health authorities of British Columbia.

Canada Mortgage and Housing Corporation, an agency of the federal government, is also a funding partner through the Canada-British Columbia Affordable Housing Agreement.

II. CALL FOR EXPRESSIONS OF INTEREST TO NON-PROFIT SOCIETIES

British Columbia Housing Management Commission (“BC Housing”) and the Vancouver Island Health Authority (“VIHA”) invite non-profit societies to submit Expressions Of Interest (the “EOI Submission”) to develop and operate housing and services for Tenants in their communities (the “Project.”).

While a prime target of the *Independent Living BC* program will be persons 75 years of age and older, environments designed specifically for other eligible groups of individuals, such as younger people with disabilities, are also welcome.

EOI submissions may propose projects which fall into the following categories:

- new construction;
- renovation of existing non-profit housing or health facilities;
- a combination of new construction “in-fill” and renovation; or
- the conversion or change of use of existing housing to housing with hospitality and personal care for Tenants eligible through the Program.

The “conversion category” refers to Projects that involve a change in use from an open tenancy to targeting those eligible for assistance through the *Independent Living BC* program. Conversion Projects do not require the alteration of the existing units or significant change to the floor plan of the existing building.

Independent living accommodation and services funded through the Program will be made available through both non-profit societies and the private sector. In this Call for Expressions Of Interest (the “EOI”), BC Housing and VIHA are requesting submissions from non-profit societies only.

III. BASIC PROGRAM REQUIREMENTS

The Program's detailed requirements are contained in *Independent Living BC Program Guidelines for Non-Profit Societies* (the "Program Guidelines") and *Independent Living BC Non-Profit Housing Design and Construction Standards* (the "Design and Construction Standards").

These documents can be found at www.bchousing.org/Supp_Liv/

For paper copies of these documents, please contact:

Robbin Benson
Development Services Branch
BC Housing
Phone: 604-439-4761 or 1-800-257-7756, ext. 4761
E-mail: rbenson@bchousing.org

This call for Expressions Of Interest document must be read in conjunction with the *Program Guidelines* and the *Design and Construction Standards*. What follows is only a brief summary of the Program.

All Tenants assisted through *Independent Living BC* will be selected and referred for tenancy by VIHA and will require both hospitality and personal care services.

Projects funded through *Independent Living BC* will incorporate the following elements:

- self-contained rental housing which provides the Tenants privacy and the ability to exercise their independence as they are able;
- hospitality services (a minimum of two meals daily, housekeeping, laundry service, social and recreational opportunities, and emergency response 24 hours a day);
- financial assistance from BC Housing and VIHA to make both the housing and hospitality services affordable for lower income Tenants; and
- personal care services for the activities of daily living according to the needs of the Tenants.

Personal care services – a key Program feature - is the provision of services to help with activities of daily living including assistance with bathing, dressing, mobility, and medication reminders. VIHA will coordinate the provision of personal care services to the Project.

Tenants will be seniors and adults with disabilities who are able to direct their own care and whose health will be better managed by support and care within a community setting rather than within a residential care setting.

People who are able to self direct their own care are cognitively capable of making decisions, can communicate effectively, have the ability to make informed, voluntary decisions regarding care requirements, and participate in the development of their care plan. They are able to use the emergency response system and take direction in an emergency situation.

IV. THE ASSISTANCE AVAILABLE

Tenants will pay a maximum of 70% of their after-tax income for the housing, hospitality and personal care services. Many Tenants will have minimal monthly incomes, often the basic federal and British Columbia government pensions of Old Age Security (OAS), the Guaranteed Income Supplement (GIS), and the Seniors Supplement, totaling approximately \$1020 monthly.

BC Housing and VIHA will provide assistance to bridge the gap between what the Tenants pay and the Society's breakeven costs.

BC Housing will provide both capital and operating assistance for the housing. The assistance with the capital costs includes a grant of up to \$25,000 per unit from the government of Canada, through BC Housing's partnership with Canada Mortgage and Housing Corporation under the Canada-BC Affordable Housing Agreement. BC Housing will also provide interim mortgage financing and will arrange mortgage insurance and takeout mortgages for the qualifying Projects. The on-going housing operating assistance will fund the difference between what the Tenants contribute to the housing and what the costs are, as agreed by the partners.

VIHA will fund the difference between what Tenants contribute to the service package (hospitality and personal care services) and what the agreed-to costs are.

Societies with new construction Projects must contribute, with their community partners, a minimum of 10% of the capital cost and whatever is required additionally beyond what BC Housing can contribute. This Society/community equity may take various forms including land provided by the Society, exemptions to municipal levies and taxes, and cash equity raised through fund-raising.

V. CONTEXT FOR PROGRAM ALLOCATION IN VIHA

BC Housing and VIHA are seeking to develop approximately 200 housing units with non-profit partners through this *Independent Living BC* EOI.

Based on population, and taking into account other initiatives already under way, VIHA will consider EOI submissions for Independent Living units in the following areas:

- Port Alberni / West Coast: up to 25 units
- Duncan / Chemainus: up to 75 units
- Capital Region especially Langford and Sooke: approximately 100 units

These targets must be understood in the context of projects which have already been initiated or are being reviewed as a result of the Ministry of Health Services *Transition Policy*, and other projects underway. (The *Transition Policy* guides how the health authorities proceed when they are closing or changing the use of existing residential care.)

Existing and Planned Independent Living

VIHA and BC Housing have already made commitments for 163 *Independent Living BC* units delivered through private sector operators in the following communities:

- Courtenay (45)
- Qualicum Beach (30)
- Nanaimo (30)
- Ladysmith (16)
- Sidney (24)
- Victoria (18)

In some other areas VIHA is exploring the conversion of obsolete residential care facilities and/or to build new Independent Living units in conjunction with residential care to create a “campus of care”. These are:

- Campbell River (approximately 40 units)
- Courtenay (approximately 40)
- Parksville (approximately 35)
- Nanaimo (approximately 40)
- Victoria (up to 120)
- Gulf Islands (approximately 30)

Units are being reserved for these projects while their feasibility is being investigated. Therefore, the opportunities in some communities are limited at the moment.

More funds may become available in the future depending on the success of these projects, the resources available, and VIHA’s ongoing assessment of community need. If more funding opportunities occur, an addendum will be issued to this EOI identifying the new areas from which submissions would be welcome.

Open EOI Call

This EOI is open until December 2, 2003. EOI submissions will be accepted anytime before that date and will be evaluated within 40 working days of the date of receipt by BC Housing. The preference is to evaluate EOI submissions competitively; however, those that evaluate well may be given an invitation to proceed to develop a detailed proposal without a competitive comparison.

Program Delivery

VIHA has particular policies on the delivery of Independent Living that potential societies should consider in developing their EOI submission, including:

- **Personal Care Services:** VIHA will always organize the delivery of personal and professional care services for its contracted units through the regular Home and Community Care services available to eligible Tenants.
- **Funding Formula:** VIHA will negotiate the level of funding with each Society based on the cost of the services provided.
- VIHA will contract with societies for either a full building, or for a number of units integrated within a larger building. Settings must have:
 - ❑ full apartment with 3 piece bathroom (may include studio units) and common dining and recreation areas including outdoor space;
 - ❑ barrier free design;
 - ❑ safety features including emergency call system and fire protections;
 - ❑ range of 10 to 40 VIHA contracted suites in the building (some exceptions in small rural communities); and
 - ❑ close proximity (e.g. within 750 meters) of amenities such as shops, library, parks, recreation centers.

For background information on VIHA's approach to Independent Living, please see Appendix C, *VIHA's Approach to Independent Living BC*.

VI. EOI AND FUNDING ALLOCATION PROCESS

The funding allocation process has the following stages:

- **EOI Stage.** The call for Expressions Of Interest is issued and interested societies submit their qualifications, their Project concept, and draft budgets. BC Housing and VIHA evaluate the submissions received. Societies with the most promising submissions are asked to make detailed proposals (the “RFP” stage).
- **RFP Stage.** The societies which have been asked to develop their concepts into detailed proposals will do so within a set timeline. In this stage, BC Housing will share some of the risk with the chosen societies by making Proposal Development Funding (the “PDF”) available to them.
- **Final Evaluation and Project Commitment Stage.** Detailed proposals are reviewed by BC Housing and VIHA to confirm that the potential in the EOI submissions has been realized with respect to the quality and cost of both the housing base and service delivery plan.

The final evaluation determines if BC Housing and VIHA will commit funding to complete the Project and enter into the necessary operating agreements with the societies.

VII. EVALUATION AND SELECTION

The selection of a successful Society will be based on information from the Society's submission and, if the submission has reasonable potential, through an interview with Society representatives.

The evaluation of EOI submissions will be done by a team with representation from BC Housing and VIHA.

The evaluation will include the following:

- An initial review will ensure that the mandatory requirements of the EOI have been met, that the submission is complete, and that the Project has a reasonable chance of success.
- If the above criteria are met, evaluators will visit the site, interview the Society's representatives, and evaluate the submission.
- The evaluation team will rank all Projects within the targeted geographic areas and within the same communities, where possible;
- The evaluation team will review the highest ranking submissions within each geographic area to insure that they meet the minimal attributes necessary to successfully develop and operate an *Independent Living BC* Project; and
- The evaluation team will identify the particular tasks that the societies with the highest ranking need to fulfil in order to respond successfully to an RFP.

Within the parameters of the VIHA targets, those societies showing the best potential and strong indicators of success will be asked to develop a detailed proposal. In some instances, they may be asked to address major issues prior to developing their proposals fully.

BC Housing and VIHA reserve the right at their sole discretion to cancel this EOI and to not ask any of the societies which respond to develop a detailed proposal. Societies are solely responsible for their own costs and expenses in preparing or presenting their EOI submission. Neither BC Housing nor the Vancouver Island Health Authority is liable to pay such costs and expenses nor to reimburse or compensate a Society under any circumstances.

VIII. SUBMISSION REQUIREMENTS

Number of Copies, Closing Date and Location

Four copies of submissions must be submitted, two in bound form and two in unbound form to facilitate easy reproduction. All four copies should be submitted in one package clearly addressed as follows:

BC Housing
Attention: Co-ordinator, Program Implementation
EOI for *Independent Living BC* VIHA-EOI-#01
Suite 601 - 4555 Kingsway
Burnaby BC V5H 4V8

Submissions will be accepted at the above address until **2:00 p.m. Pacific Standard Time on December 2, 2003**.

Submissions made by e-mail or facsimile will NOT be accepted.

Information Meetings and Inquiries

All societies intending to make a submission in response to this EOI are encouraged to register, attend and participate in one of the information sessions scheduled as follows:

Parksville

Tuesday, April 29
8:30 a.m. – 4:30 p.m.
Tigh-na-mara Resort Hotel
1095 East Island Highway

Victoria

Wednesday, April 30
8:30 a.m. – 4:30 p.m.
The Laurel Point Inn
680 Montreal Street

To register for the information session, please go to BC Housing's Web site at www.bchousing.org/Supp_Liv/ or call 1-800-257-7756, ext. 4761 or 604-439-4761.

Inquiries should be directed by e-mail, fax or post to:

Name: Ashley Chester, Co-ordinator, Program Implementation
E-mail: achester@bchousing.org
Fax: 604-439-4793

All questions must be made no later than 2:00 p.m. Pacific Standard Time on Friday, November 14, 2003.

Mandatory Requirements

All submissions must meet the following requirements:

- The Society must be an incorporated non-profit society or association – or in the process of incorporation. (For-profit entities are not eligible for this component of *Independent Living BC*.)
- The Society must control a mortgageable site for the Project.
- Submissions must be received by 2:00 p.m. Pacific Standard Time on December 2, 2003:

BC Housing
Attention: Co-ordinator, Program Implementation
EOI for *Independent Living BC* VIHA-EOI-#01
Suite 601 - 4555 Kingsway
Burnaby BC V5H 4V8

- Four copies of the submissions must be submitted, two in bound form and two in unbound form.
- Submissions must use the format on pages 14 to 48 of the EOI.

Format

Societies are required to provide the information requested in the specified format which can be downloaded for direct input at www.bchousing.org

- 1. Summary Information**
- 2. Letter of Committal**
- 3. Society Capacity**
- 4. Project Rationale**
- 5. Housing Concept**
- 6. Society and Community Equity Contributions**
- 7. Capital Budget**
- 8. Services Concept**
- 9. Operating Budget**
- 10. Schedules**