

IX. SUBMISSION CONTENTS

(For internal use only)
BCHMC # _____

1. Summary Information

Housing Provider

Name of Proponent: _____

Mailing address: _____

Telephone: _____ Fax: _____

E-mail address: _____

Date of incorporation: _____

Canada Revenue Agency charity number: _____

Contact person and position: _____

Telephone: _____

2. Letter of Committal

Submissions must include a letter of committal as below and a copy of a resolution by the Proponent’s Board of Directors or Executive Committee authorizing approval of the Submission.

Date: _____

BC Housing
601– 4555 Kingsway
Burnaby BC V5H 4V8

Sample

Attention: Co-ordinator, Program Implementation

Re: Request For Expressions Of Interest

I, (name) am the (position) of (Proponent’s full legal name), the Proponent of the attached Submission. By a resolution passed by the Proponent’s Board of Directors on (date), a copy of which is attached, I have the authority to make this Submission and bind and make representations for the Proponent. Through this Submission, we agree to all the terms and conditions of the Request For Expressions Of Interest (the “EOI”) and we agree to be bound by statements and representations made in this Submission.

We understand that our Submission is subject to the *Freedom of Information and Protection of Privacy Act* under which applicants can request that provincially-funded bodies such as BC Housing release information on the allocation of provincial program funds. Records can be withheld if their disclosure would be harmful to the business interests of the provincial body or the party with which it is doing business; however, in the case of a dispute, the final decision is made by the Information and Privacy Commissioner.

We certify that neither the officers nor directors have any actual or potential conflict of interest between our interests and the interests of BC Housing under this EOI process. We acknowledge that if a conflict exists, BC Housing may, at its discretion, withhold consideration of our Submission. Further, we understand that the president of the Proponent will be required to execute a statutory declaration with respect to conflict of interest if our Proponent is asked to make a detailed Submission.

We authorize and consent to BC Housing receiving and exchanging with others, including credit bureaus, any references provided in the Submission, and with other persons with whom we have had dealings, credit and other information about us. We understand that such information may be a factor in the decision of BC Housing to enter into agreements for this EOI.

Proponent’s legal name: _____

Authorized Officer: _____ Date: _____

3. Proponent Capacity

3.1 Corporate Experience and Community Base

Housing: List the number and type of units of housing / beds owned or managed.

	# of units (or beds)
Housing with supports	_____
Permanent housing	_____
Other (specify) _____	_____
TOTAL	_____

Program / service delivery: List the number and type of programs / services delivered and the funding sources and budget for each.

Program (name or describe)	Funding source	Annual budget
TOTAL ANNUAL PROGRAMMING BUDGET		

Number of staff: _____ (Full Time Equivalents)

Number of directors (board members): _____

Number of members who are not also directors: _____

Volunteers involved in program delivery: _____

1. Does your organization have any formal relationship with other community groups, for example a provision in your by-laws requiring membership by some directors in a "parent" organization? (Describe briefly if "yes".)
2. Does your organization have an historical relationship with other community groups? For example, was your organization founded by a service club or religious organization?
3. Does your organization have a fund-raising committee, branch, or relationship with a foundation? Has your organization received assistance from the United Way?
4. When was the last major capital project undertaken by the Proponent? Briefly describe its scope.

3.2 Philosophy and Experience with Target Population

1. Describe any experience which the Proponent has had with the target client group and how that has influenced the Proponent's philosophy and practice.
2. What is the Proponent's property management strategy for the Project?
3. Please describe relationships (informal or formal) with other organizations / agencies / individuals which the Proponent considers advantageous in working effectively with the client group.
4. Has the Proponent had any experience providing support services to the proposed target population?

3.3 Corporate Governance

Please summarize the Proponent's organization, using the format below. Alter as necessary.

Board/Committee Structure	Number of Members and Chair or Board Liaison (when applicable)	Role (brief description as appropriate)
General Membership		
Board of Directors		
Executive Committee		
Nominating (or Recruiting) Committee		
Operations (or Services) Committee		
Finance (or Audit) Committee		
Residents' Activities (or Liaison) Committee		
Development (or Special Projects) Committee		
Fundraising (or Community Liaison) Committee		
Volunteer Activities Committee		

Support Documentation: Proponent Experience, Organization, and Capacity

Please submit any of the following which are available:

1. Profile of your officers, directors, and your senior staff including their roles and their relevant experience, skills and/or education.
2. Copy of the Proponent's Certificate of Incorporation, Constitution and By-Laws.
3. Most recent letter of opinion and any recent management letters from the Proponent's auditor with the most recent financial statements available for a full fiscal year.
4. Proponent's mission statement or any promotional material.

4. Property Management Budget

Please estimate the Proponent's costs for providing basic property management for this Project including the following:

- maintaining financial records;
- collecting rents and paying housing-related expenses;
- performing basic janitorial and minor maintenance tasks;
- maintaining necessary maintenance records;
- organizing all cyclical maintenance;
- other property management tasks (please specify).

Support Documentation: Property Management

Please explain major assumptions used in arriving at your estimates, for example, existing infrastructure and/or experience managing other housing.

5. Communications and Consultation Strategy

The Proponent may be expected to work closely with BC Housing to communicate / consult with the larger Burnaby community and the Project's immediate neighbours.

As well, proponents should note that a local community group, the Confederation Park Community Coalition Committee, was formed with a specific interest in the future plans for this development.

The strategy should address who will be living in this housing, the services they will be receiving, and what measures will be taken to ensure that the Project will be an asset to the City of Burnaby and a good neighbour. The communication plan should explain how feedback will be used and how this will be communicated to the CPCCC.