

**IX. SUBMISSION CONTENTS**

<p><b>(For internal use only)</b> <b>BCHMC # _____</b></p>
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**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 / shelters:** List the number and type of units of housing / beds owned or managed.

	# of units (or beds)
Emergency shelters	_____
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
<b>TOTAL ANNUAL PROGRAMMING BUDGET</b>		

Number of staff: \_\_\_\_\_ (Full Time Equivalentents)  
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?
5. Has the Proponent had any experience operating harm reduction services or providing housing for tenants receiving harm reduction services? (if applicable)

Proponents are asked to summarize: (if applicable)

- Their understanding of service delivery based on a harm reduction strategy.
- The impact of the harm reduction strategy on their role as housing provider.
- What routine property management approaches would need to be modified to provide the housing base to make harm reduction successful.
- How they envision working with the Tenants and Fraser Health staff to ensure a consistent harm reduction approach.

### 3.3 Corporate Governance

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

<b>Board/Committee Structure</b>	<b>Number of Members and Chair or Board Liaison (when applicable)</b>	<b>Role</b> (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. Building Concept / Program

##### 4.1 Housing Program

Describe the Proponent’s concept of the housing portion of the building including the space requirements for the amenities and services areas and the apartments for the residents.

<b>FUNCTION</b>	<b>Size/unit (sq. ft.)</b>	<b>Number of units</b>	<b>Total</b>
<b>Living units<sup>1</sup></b>			
<b>Sub-total (a)</b>			
<b>Common areas<sup>2</sup></b>			
<b>Sub-total (b)</b>			
<b>Administration<sup>3</sup></b>			
<b>Sub-total (c)</b>			
<b>Support services<sup>4</sup></b>			
<b>Sub-total (d)</b>			
<b>TOTAL (a+b+c+d)</b>			

##### 4.2 Non Residential Space

The site has the capacity for retail and / or commercial at grade, along with assembly and/or community uses at grade. Does the Proponent have any ideas and / or contacts which would facilitate a revenue-generating use of that space?

<sup>1</sup> Living unit: Describe general type only (e.g. studio, one bedroom), approximate size of unit, and number of each type.

<sup>2</sup> Common areas: Describe areas intended for casual use by tenants, e.g. lounges, activity rooms, laundry facilities, etc. size of each, and number.

<sup>3</sup> Administration: Describe general type (e.g. office, reception waiting area, office storage), size of each, and number.

<sup>4</sup> Support services: Describe general type (e.g. interview rooms, bathing/shower room, staff room), size of each, and number.

## 5. Financial

### 5.1 Additional Capital Contributions

Please summarize any contributions which the Proponent proposes to bring to the Project, identifying the source and nature of the contribution.

Source	Description (including contributor and any conditions)	Capital	Operational (per year)
Proponent			
Municipal Government	Building site		
Provincial Government Agencies (other than BC Housing)			
Federal Government Agencies (other than through Canada/BC Affordable Housing Program Agreement)			
Other			
<b>TOTAL</b>			

#### Support Documentation: Proponent and Community Contributions

Please submit copies of written commitments for financial support from community supporters, including letters of conditional support from service clubs or foundations.

### 5.2. 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.

## **6. Communications and Consultation Strategy**

The Proponent will be expected to work closely with the Funding Partners to communicate / consult with the larger Coquitlam community and the Project's immediate neighbours.

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 Coquitlam and a good neighbour. It should cover all phases from early planning and Development Permit application through to on-going operations. It should explain how feedback will be used.

Please propose a strategy, the roles each partner would play, and the means for implementing it, covering each of the following stages of the Project's lifecycle:

1. The early planning stage.
2. The formal municipal approval stage.
3. The on-going operations stage.

### 7. Project Development Team

Project manager: (corporate name and contact) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Procurement strategy. Indicate if the Proponent has determined its approach for constructing the Project and assembled a development team.

Design-tender

Architect: (corporate name and contact) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Design-build

Developer: (corporate name and contact) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Developer's architect: (contact) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Construction management at risk

Construction manager: (contact) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Support Documentation: Development Team

Provide the qualifications and experience of the members of the development team.

## 8. Schedule

Proponents are asked to submit a schedule, identifying “milestones” including those outlined below, on the road to Project completion and occupancy. Please use a Gantt chart or similar graphic format to outline the start and completion of each task and what tasks are occurring simultaneously with others.

Please make the following assumptions:

- Start date of February 28, 2007, i.e. formal notification of the EOI results on March 21, 2007; and
- Three weeks required for review by BC Housing of the building plans at each of the schematic, design development and contract document stages.

Please integrate into the schedule all public consultation exercises which are required.

The following activities would typically be included in a schedule: (not necessarily in the order presented below)

- Initial due diligence on site;
- Development of design program;
- Design concept and initial feasibility;
- Completion of design drawings;
- Municipal approval received;
- Completion of contract documents (working drawings and specifications);
- Capital budget development completed (construction price confirmed);
- Operating budget (housing) completed;
- Final project approval; execution of operating agreements;
- Land lease and construction contract executed ;
- Construction start;
- Construction completion (substantial performance);
- Occupancy commences / completed.