

Provincial Homelessness Initiative

Request For Expressions Of Interest
to
Non-Profit Societies

Coquitlam

February 2007

BC Housing

**Request For Expressions Of Interest
PHI-EOI-#05**

February 7, 2007

Closing Date and Time:

Submissions must be received by

2:00 p.m. Pacific Daylight Saving Time on **Thursday, March 15, 2007**

Closing Location:

BC Housing
Attention: Regional Development Manager, Development Services
EOI for *Provincial Homelessness Initiative* PHI-EOI-#05
Suite 601 - 4555 Kingsway
Burnaby B.C. V5H 4V8

Contact:

Armin Amrolia
Regional Development Manager

Telephone number: 604-439-4198

Fax number: 604-439-4726

E-mail: aamrolia@bchousing.org

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I. INTRODUCTION

The Provincial Homelessness Initiative (“PHI”) is part of the government of British Columbia’s strategy to address the affordable housing needs of the most vulnerable citizens in a sustainable manner through partnerships with local communities and the voluntary sector.

In September 2004, the **Premier’s Task Force on Homelessness, Mental Illness and Addictions** (the “Premier’s Task Force”) was established. The mandate of the Premier’s Task Force was to identify the needs and strategies required to address homelessness in diverse communities across the Province.

On December 3, 2004, the Governments of Canada and British Columbia announced the second phase of the Canada–British Columbia Affordable Housing Program Agreement. The federal and provincial partners agreed to contribute \$42 million each to make available \$84 million to help B.C. communities tackle the needs of the homeless or those at risk of homelessness including the following groups:

- people with mental illnesses and physical disabilities;
- those with drug and alcohol addictions;
- urban Aboriginal peoples at risk;
- youth at risk; and
- women and children fleeing abusive relationships.

The kind of services which may be required to help those seeking a transition to self-reliance and independence might include:

- drug and alcohol treatment;
- various types of counseling and therapy;
- life skills and job training.

II. COQUITLAM CONTEXT

As part of its Affordable Housing Strategy, the City of Coquitlam is making available to the non-profit housing sector, a vacant 18,651 square foot site currently zoned CS-1 (Service Commercial). The site is designated C-7 (Transit Village Commercial) in the City Wide Official Community Plan and is located in the Burquitlam Neighbourhood planning area. The existing land use designation and proposed zoning supports higher density mixed use residential with the possibility of retail and/or commercial at grade, along with assembly and/or community uses at grade. The site is within 2 blocks (5 – 10 minute walk) from the planned Burquitlam Station on the Evergreen Light Rail Transit line. The proposed zoning is intended to promote the optimum use of rapid transit service and to minimize the necessity for automobile transportation.

The City of Coquitlam’s desire is to see proposals that will accommodate 35 to 55 units of affordable housing in conjunction with 2,000 to 3,000 commercial space at grade in accordance with the zoning requirements. The site will require re-zoning to the designated C-7 zone to achieve this mix. The range of units proposed will depend on the amount of support/program space (if any) and the size of units required by the Proponent.

All inquiries regarding the site shall be directed to:

Perry Staniscia, *R.I.(B.C.), FRI, CRF, RPA, CSM, CPM*
Manager Lands & Properties
City of Coquitlam
Phone: 604-927-3017; Fax: 604-927-3015
3000 Guildford Way, Coquitlam, B.C. V3B 7N2
pstaniscia@coquitlam.ca

All other inquiries shall be directed to:

Armin Amrolia
Regional Development Manager
BC Housing
Phone: 604-439-4198; Fax: 604-439-4726
601 – 4555 Kingsway, Burnaby, B.C. V5H 4V8
aamrolia@bchousing.org

III. REQUEST TO NON-PROFIT SOCIETIES FOR EXPRESSIONS OF INTEREST

BC Housing and the City of Coquitlam, collectively referred to as the “Funding Partners”, invite non-profit societies (the “Proponent”) to submit their Expressions Of Interest (the “EOI Submission”) to develop and manage the housing and commercial (if applicable) components of the project (the “Project”) which will address the needs of those who are homeless or at-risk of homelessness.

The successful society (the “Society”) will join with the Funding Partners to develop and operate 35 to 55 units of affordable housing for the homeless or for those at risk of being homeless such as people with mental illnesses and physical disabilities, those with drug and alcohol addictions, urban Aboriginal peoples at risk, youth at risk and women and children fleeing abusive relationships (the “Tenants”).

The Society will provide:

- leadership through the development process to plan and build appropriate housing;
- self-contained rental housing providing the Tenants with privacy, safety, and the ability to exercise their independence within the guidelines set out by a tenancy agreement;
- a building with the amenities necessary for the provision of those support services which BC Housing and the Society agree must be provided on site; and
- property management services to maintain the building to an appropriate standard but delivered with an understanding of and commitment to a harm reduction (if applicable) philosophy and approach to supportive housing.

The Society will have no responsibility for the service consumer’s health or health services. This responsibility will rest with the Tenant, his/her family members.

IV. BASIC PROGRAM REQUIREMENTS

The main objective of the Provincial Homelessness Initiative is to bring together various levels and agencies of government and community groups to develop housing and support service strategies which will help the most vulnerable through a transition from homelessness (or high risk for homelessness) to independence and/or stability.

Tenants may be people with mental illnesses and physical disabilities, those with drug and alcohol addictions, urban Aboriginal peoples at risk, youth at risk and women and children fleeing abusive relationships who need affordable, stable, and appropriate housing as part of their transition to stability.

Assistance under the Provincial Homelessness Initiative is subject to the Society complying with certain terms and conditions which will generally include that the Project:

- continues to address the needs of the most vulnerable in the local community;
- is effective in alleviating that need and facilitating for its clients the transition to greater stability;
- maintains support from local community and government; and
- operates in a cost-effective and sustainable manner, providing good value for the public monies expended.

V. THE ASSISTANCE AVAILABLE

Assistance will be made available in the following forms:

- a site already identified and supported by the City of Coquitlam (see Appendix B);
- capital funding in the form of a forgivable loan to cover the cost of the housing, through the Canada–BC Affordable Housing Program Agreement administered by BC Housing;
- Proposal Development Funding to be used to plan the Project fully to the point where construction can occur.

VI. EOI AND FUNDING ALLOCATION PROCESS

The funding allocation process has the following stages:

- **EOI Stage.** The Request for Expressions of Interest is issued and interested societies make their EOI Submissions in the form outlined in this document.
- **Evaluation Stage.** The Funding Partners review and evaluate the Submissions received. The Proponents are contacted to clarify their Submissions and/or to arrange for an interview. The Funding Partners will select Submissions that best match the objectives set out in this EOI.
- **Development Stage.** The successful Society is notified that its Submission has been selected and advised of the terms and conditions for final project approval (the “Project Commitment”). The unsuccessful Proponents are advised accordingly. BC Housing works with the successful Society to facilitate success in meeting the terms and conditions of the Project Commitment.
- **Project Commitment Stage.** When the terms and conditions have been met, formal Project Commitment is given and the Project construction begins.

Project Commitment Conditions

The Project Commitment may include the following conditions:

1. Completion of working drawings and specifications and approval by BC Housing.
2. Confirmation of all approvals required by the municipality and any other authority with jurisdiction.
3. Confirmation of the capital budget and agreement by BC Housing.
4. Agreement among the Society and BC Housing on operating relationships and agreements.
5. Registration on the property's land title, in a form provided by BC Housing, of a forgivable mortgage with the following general terms:
 - the land is to be used only for the development and operation of affordable housing with support services as intended;
 - provided the land is used for the intended purpose, the principle amount owing will be reduced by 1/25 each year, commencing in year 11; and
 - the balance of the loan will become payable if the land ceases to be used for the intended purpose. Interest will accrue from the date that the loan becomes payable at bank prime plus 2% compounded.
6. Other conditions that BC Housing determines are required to protect the public investment.

Funds will be advanced to the Society in the form of Proposal Development Funding (the "PDF") to help it meet the Project Commitment Conditions for which it is responsible. Once all conditions have been satisfied, the funds will be advanced as appropriate during the construction phase with claims verified by the Project architect.

VII. EVALUATION AND SELECTION

The evaluation of EOI Submissions will be completed by the Funding Partners.

The selection of a successful Proponent will be based on the information provided in the Submission and from any subsequent follow-up or interviews. The Submission will be verified through such means as are reasonably available, for example, reference checks. If the Submission indicates that the Society has reasonably strong qualifications for the role it seeks to perform, the Society's representatives will be interviewed.

The interview will address those questions which arise from the Submission but may also probe in more depth the Society's abilities, preparation, and particular ideas/preferences in undertaking the Project. The information gained from the interview will be considered in determining the Society's final scoring.

Typically, 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 consistent with the objectives of the EOI, and that the Society's qualifications indicate that it has a reasonable chance of success;
- if the above criteria are met, the Funding Partners will interview the Society's representatives and score the Submission; and
- the Funding Partners will identify the Society with the highest score and identify any particular concerns it wants that Society to address in order to achieve Final Project Commitment.

NOTE:

The Funding Partners reserve the right at their sole discretion to cancel this EOI or to not select any proposal. Societies are solely responsible for their own costs and expenses in making their Submission. The Funding Partners are not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances.

VIII. SUBMISSION REQUIREMENTS**Mandatory Requirements**

All Submissions must meet the following requirements:

- proponents must be an incorporated non-profit society or in the process of incorporation;
- submissions must use the Format as stipulated below;
- six (6) copies of the Submission must be submitted, three in bound form and three in unbound form to facilitate easy reproduction;
- all six copies should be submitted in one package clearly addressed as follows:

BC Housing
Attention: Armin Amrolia
Regional Development Manager, Development Services
EOI for Provincial Homelessness Initiative PHI-EOI-#05
Suite 601 - 4555 Kingsway
Burnaby B.C. V5H 4V8

- All Submissions must be received at the above address no later than **2:00 p.m. Pacific Daylight Saving Time on Thursday, March 15, 2007.**
- Submissions submitted by e-mail or facsimile will NOT be accepted.

Inquiries

All inquiries about this EOI should be directed by e-mail, fax or Canada Post to:

Name: Armin Amrolia
Regional Development Manager, Development Services
Address: BC Housing, 601 – 4555 Kingsway, Burnaby B.C. V5H 4V8
E-mail: aamrolia@bchousing.org
Fax: 604-439-4726

Format

Proponents are required to provide the information requested in the specified format (Section IX Submissions Contents) which may be downloaded for direct input at BC Housing's web site: www.bchousing.org/programs/proposals.

Some sections request Support Documentation, for example, letters confirming support from the municipality. Please insert that documentation immediately following the section in which the request is made, not in appendices at the end of the submission.