

## APPENDIX B

### 6.0 Summary Information

Societies responding to this call for Request for Proposals must follow the order of the format. below in their submissions. Whether using the provided form, or creating an original document, the Society must use the headings and numbers provided.

### 6.1

#### Sponsor

Name of Society: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person and Position: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Incorporation Number: \_\_\_\_\_

Canada Customs and Revenue Agency Charity Number (if applicable): \_\_\_\_\_

**6.2 Letter of Committal****LETTER OF COMMITTAL**

All Expressions Of Interest must include a letter of committal in the form below and a copy of a resolution by the Society's Board of Directors or Executive Committee authorizing approval of the submission.

Date: \_\_\_\_\_

Sample

BC Housing  
301 – 3440 Douglas  
Victoria BC V8Z 3L5

Attention: Mr. Roger Butcher

**Re: Call for Expressions Of Interest**

I, (name) am the (position) of (Society's full legal name), the proponent of the attached Submission. By a resolution passed by the Society'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 Society. Through this Submission, we agree to all the terms and conditions of the call 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 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 Society will be required to execute a statutory declaration with respect to conflict of interest if our Society is asked to make a detailed proposal.

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.

Society's Legal Name: \_\_\_\_\_

Authorized Officer: \_\_\_\_\_ Date: \_\_\_\_\_

### **6.3 Overall Services**

Summarize the overall services provided by the Society at this time. Include the overall number of clients served by program.

### 6.4 Supportive Housing

Describe each supportive housing project that is operated by the Society in terms of:

- project name;
- location;
- number of units or beds;
- the client group served;
- community and/or funding partners;
- services provided; and
- number and role of staff (If available, attach Society organization chart or job descriptions)

Project name: \_\_\_\_\_

Location: \_\_\_\_\_

Number of units or beds; \_\_\_\_\_

Client group served; \_\_\_\_\_

Community and/or funding partners; \_\_\_\_\_

Services provided; \_\_\_\_\_

Number and role of staff \_\_\_\_\_

\_\_\_\_\_

**(If available, attach Society organization chart or job descriptions)**

Project name: \_\_\_\_\_

Location: \_\_\_\_\_

Number of units or beds; \_\_\_\_\_

Client group served; \_\_\_\_\_

Community and/or funding partners; \_\_\_\_\_

Services provided; \_\_\_\_\_

Number and role of staff \_\_\_\_\_

\_\_\_\_\_

**(If available, attach Society organization chart or job descriptions)**

Attach additional pages on other supportive housing projects, as desired.

### **6.5 Outline Operating Approach – Statement**

Societies are requested to provide a short (maximum two pages) summary of the proposed approach to operating the Humboldt Street development. This should include:

- Anticipated residents to be housed;
- Taking into account Section 4, the Society's proposed approach to identifying and selecting residents;
- Support services and programming required and how these will be secured;
- The Society's underlying management philosophy for this development; and
- Anticipated short and long-term outcomes for the residents.