

Provincial Homelessness Initiative

Request For Expressions Of Interest to Non-Profit Societies

Kelowna

November 29, 2005

BC Housing

**Request For Expressions Of Interest
PHI-EOI-#03**

November 29, 2005

Mandatory Information Meeting:

All interested proponents must attend and register
at the mandatory information meeting on

Friday, December 9, 2005 at 9:30 a.m.

Closing Date and Time:

Submissions must be received by

2:00 p.m. Pacific Standard Time on **Thursday, February 2, 2006**

Closing Location:

BC Housing
Attention: Manager, Program Development, Development Services
EOI for *Provincial Homelessness Initiative* PHI-EOI-#03
Suite 601 - 4555 Kingsway
Burnaby BC V5H 4V8

Contact:

Ashley Chester
Telephone number: 604-439-4190
Fax number: 604-439-4793
E-mail: achester@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 \$84,000,000 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. KELOWNA CONTEXT

After the announcement of the Premier’s Task Force, an information package was assembled for the Mayor of Kelowna for meetings with potential partners.

This package included:

- Recommendations from the Community Plan for Reducing Homelessness, produced by the Kelowna Homeless Steering Committee, under the Supporting Community Partners Initiative of the National Homelessness Initiative;
- Data providing information on existing services and housing needs of low income populations; and
- As background information, a series of Homeless Census reports produced out of the Kelowna Drop-In Centre, with the assistance of volunteers and federal funding.

An initial meeting of representatives of the City, the Interior Health Authority, the Ministry of Children and Family Development, the Ministry of Human Resources, and BC Housing was held in October 2004. Following the initial meeting, the local participants mobilized as an ad hoc committee around the needs of Kelowna as related to the Premier’s Task Force mandate.

Meetings were held on a regular basis to arrive at recommendations for the Premier's Task Force. A consultation meeting was held with representatives of the Homelessness Steering Committee and Poverty Task Force to provide information on the Premier's Task Force process. Several revisions were made during the process to incorporate direction from the Premier's Task Force. The final proposal was taken by the Mayor to Premier's Task Force meeting in March.

On March 30, 2005, two projects were announced for Kelowna, based on the recommendations of the local Task Force:

- 1) Relocation and redesign of the 76-bed shelter operated by the Kelowna Gospel Mission (the "KGM") and targeted to single adults. Funding estimates include:
 - Federal capital funding of approximately \$250,000.
 - Provincial capital funding of approximately \$250,000.
 - City will lease the land to KGM at a nominal cost.
 - Other capital contributions will come from KGM equity and fundraising efforts.
 - Annual operating funding of \$277,000 will continue to be provided by Ministry of Human Resources.

- 2) A new development with 30 transitional housing units targeted to single adults. Funding estimates include:
 - Federal capital funding of approximately \$2.25 million.
 - Provincial capital funding of approximately \$2.25 million.
 - City will lease the land to the society at a nominal rent.
 - Annual operating costs of about \$500,000 from Interior Health. Support services would include a range of services for people struggling with alcohol, drug, and mental health-related issues.

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

BC Housing, the Interior Health Authority (the "IHA"), and the City of Kelowna (the "City"), 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 component for a 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 **30 units** of transitional housing for adults with mental illnesses and/or substance abuse problems (the "Tenants"). The services required by the Tenants on site will be provided directly by Interior Health.

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 IHA, 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 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, and/or the IHA case manager.

IHA's role will be to:

- Assess and select clients appropriate for tenancy in the housing;
- Notify the Society of the selected applicants prior to residency; and
- Provide individualized health services and supports as required.

The relationship between IHA and the Society will be the subject of contract allowing IHA to enter the property to deliver services to the Tenants.

III. 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 adults with mental illnesses or physical disabilities and/or substance abuse problems, 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.

IV. THE ASSISTANCE AVAILABLE

Assistance will be made available in the following forms:

- A site already identified and supported by the City of Kelowna (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.

IHA will provide directly the services required by the Tenants to address those matters which have contributed to their inability to find suitable housing.

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.** BC Housing and IHA review and evaluate the Submissions received. The proponents are contacted to clarify their Submissions and/or to arrange for an interview. The evaluators 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 and IHA 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, BC Housing, and IHA 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.
 - 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 BC Housing and Interior Health.

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, evaluators will interview the Society's representatives and score the Submission.
- The evaluation team 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:

BC Housing, Interior Health, and the City of Kelowna reserve the right at their sole discretion to cancel this EOI. Societies are solely responsible for their own costs and expenses in making their Submission. Neither BC Housing, Interior Health nor the City of Kelowna is 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.
- A representative of the Proponent must attend and register at the Mandatory Information Meeting noted below.
- Submissions must use the Format as stipulated below.
- Six 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: Manager, Program Development, Development Services
EOI for *Provincial Homelessness Initiative* PHI-EOI-#03
Suite 601 - 4555 Kingsway
Burnaby BC V5H 4V8

- All Submissions must be received at the above address no later than **2:00 p.m. Pacific Standard Time on Thursday, February 2, 2006.**
- Submissions submitted by e-mail or facsimile will NOT be accepted.

Mandatory Information Meeting

A representative of the Proponent must attend and register at the Mandatory Information Meeting held on:

Friday, December 9, 2005 at 9:30 a.m.
Okanagan Regional Library
1380 Ellis Street, Kelowna

Inquiries

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

Name: Ashley Chester, Manager, Program Development,
Development Services
Address: BC Housing, 601 – 4555 Kingsway, Burnaby BC V5H 4V8
E-mail: achester@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.

IX. SUBMISSION CONTENTS

<p>(For internal use only) BCHMC # _____</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
TOTAL ANNUAL PROGRAMMING BUDGET		

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 running harm reduction services or providing housing for tenants receiving harm reduction services?

Proponents are asked to summarize:

- 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 IH 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.

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. 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.

FUNCTION	Size/unit (sq. ft.)	Number of units	Total
Living units¹			
Sub-total (a)			
Common areas²			
Sub-total (b)			
Administration³			
Sub-total (c)			
Support services⁴			
Sub-total (d)			
TOTAL (a+b+c+d)			

4.2 Commercial Space

The site has the capacity for commercial (retail or office) space on the ground floor. Does the Proponent have any ideas and/ or contacts which would facilitate a revenue-generating use of that space?

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

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

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

⁴ 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 and IHA)			
Federal Government Agencies (other than through Canada/BC Affordable Housing Program Agreement)			
Other			
TOTAL			

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 BC Housing, IHA and the City to communicate/consult with the larger Kelowna 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 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 March 1, 2006, i.e. formal notification of the EOI results on February 28, 2006; 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

Appendix A

EVALUATION CRITERIA

All submissions will be evaluated on the relative merits of the Submission compared to the other submissions. BC Housing and Interior Health will score all categories jointly though each will bring particular interests and expertise to bear in specific areas.

The numbers in brackets after each sub-category (from 1 to 3) reflect the relative importance of that sub-category in the general category. The higher the number, the more important the sub-category.

The scoring matrix is as follows:

Category	Weighting
Proponent Capacity: <ul style="list-style-type: none"> • Corporate experience and community base (2) • Philosophy and experience with target population (3) • Governance (1) 	
Scoring sub-total	45
Housing concept and program <ul style="list-style-type: none"> • Housing (1) • Amenity/service spaces (2) • Commercial use (3) 	
Scoring sub-total	10
Financial <ul style="list-style-type: none"> • Capital contributions (2) • Property management budget (3) 	
Scoring sub-total	15
Communications and consultation strategy <ul style="list-style-type: none"> • Early planning stage (2) • Formal municipal approval (3) • On-going operations (2) 	
Scoring sub-total	10
Project team <ul style="list-style-type: none"> • Development team (3) • Procurement technique (1) 	
Scoring sub-total	10
Schedule <ul style="list-style-type: none"> • Comprehensive (1) • Credible integration of tasks (3) 	
Scoring sub-total	10
TOTAL	100

Appendix B

SITE DESCRIPTION

The site described below is being made available by the City of Kelowna at a nominal rent by way of lease to Provincial Rental Housing Corporation ("PRHC") for a 60 year term. (PRHC is a land holding company whose sole purpose is to hold land for BC Housing.)

PRHC will make the site available to the successful Proponent through an assignment of the lease.

Civic Address: 1436 St. Paul Street, Kelowna

Ownership City of Kelowna

Parcel Identifiers: 012-101-613

Lot 16 District Lot 139 Osoyoos Division Yale District Plan 800

and

012-101-630

Lot 17 District Lot 139 Osoyoos Division Yale District Plan 800

Size: 1,244 square meters

Zoning: C4, Urban Centre Commercial

Current Use: Parking lot