



BC Housing

PROVINCIAL HOMELESSNESS INITIATIVE

Request for Expressions of Interest to Non-Profit Societies

**To Operate Supportive Housing
at 3414/18 Carey Road
in the
District of Saanich**

August 15, 2008

BC HOUSING

Request for Expressions of Interest PHI-EOI-#18

August 15th, 2008

Closing Date and Time

Submissions must be received by
2:00 p.m. Pacific Daylight Time on Thursday, September 11th, 2008

Closing Location

Attention: Director, Program Implementation, Development Services
EOI for *Provincial Homelessness Initiative* PHI-EOI-#18
Suite 1701 - 4555 Kingsway
Burnaby BC V5H 4V8

Contact

All inquiries regarding this EOI should be directed to:

Name: Karen Cooper, Director, Program Implementation
Address: BC Housing, 1701– 4555 Kingsway, Burnaby BC V5H 4V8
Phone: 604-454-5426
E-mail: kcooper@bchousing.org
Fax: 604-439-4793

Table of Content

1. Introduction.....	3
.....1.1 Background	3
1.2 Provincial and Municipal Commitments and Objectives	4
1.3 Site Information and Context	5
2. Request for Expressions of Interest	5
2.1 Request.....	5
2.2 Roles	5
2.3 Society's Scope of Services	6
3. Expressions of Interest Submission Requirements.....	7
3.1 Contact Information	7
3.2 Letter of Committal	7
3.3 Board Resolution	7
3.4 Profile	7
4. Evaluation and Allocation Process.....	9
4.1 Evaluation.....	9
4.2 Project Allocation - Stages.....	9
5. Administrative Issues	10
5.1 Freedom of Information	10
5.2 Expenses.....	10
5.3 Disclaimer.....	10
5.4 Submission Protocol.....	10
APPENDIX 1: Evaluation and Scoring Matrix	11
APPENDIX 2: Checklist for Completion of EOI.....	12
APPENDIX 3: Submission Forms.....	13

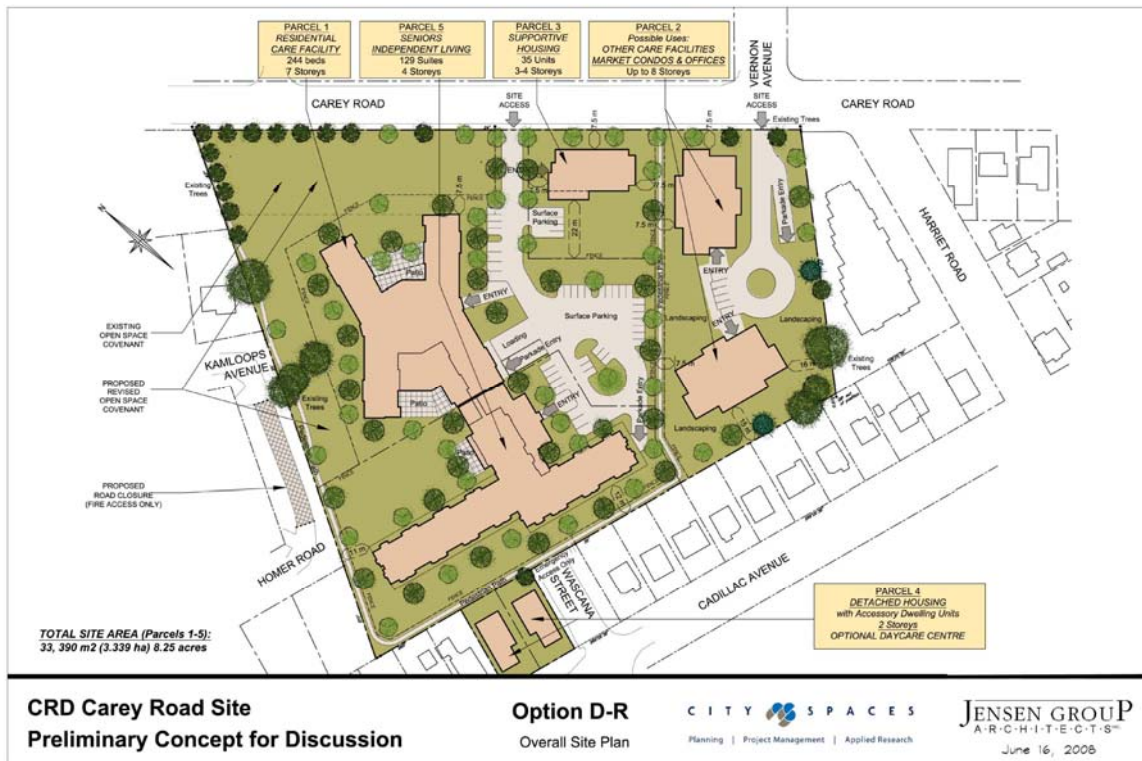
1. INTRODUCTION

1.1 Background

In order to provide safe, affordable housing solutions for British Columbians in need, BC Housing has partnered with the Capital Regional District (CRD) to create permanent supportive housing at 3414/18 Carey Road in Saanich BC. The CRD will make a portion of a 3.3 acre site available, by way of a long term lease, to a non-profit housing provider and BC Housing will provide capital and operating funding for the project. Approximately 35 units of supportive housing for homeless people are to be developed as determined through a rezoning process.

This document is intended to secure an Expression of Interest (EOI) from a non-profit society (the “Society”) to, by way of a leasehold interest, own and operate a development designed to provide housing with support services to those that are homeless or at risk of homelessness.

The Carey Road site is the former Mount View school site in Saanich. While the surrounding land uses are predominantly single family residential, the site is within walking distance to the Town and Country shopping centre and a range of service and amenity options. The conceptual plan for the Carey Road site encompasses a range of housing options along the housing continuum. Given the CRD’s mandate to provide affordable housing, preliminary plans for the site include facilities for assisted living, residential care and a mix of market housing or commercial uses.



1.2 Provincial and Municipal Commitments and Objectives

The objective of this Expression of Interest (EOI) is to identify a non-profit housing and service provider (the “Society”) to operate the supportive housing for homeless people at 3414/18 Carey Road.

The selected Society will have strong partnership abilities and experience in operating supportive housing projects for a tenant population that is conducive to the existing neighbourhood context. The project to be managed will become supportive housing that accommodates the homeless and those at risk of homelessness.

In order to provide a range of housing solutions and services, an objective of this EOI is to encourage Societies to partner with other providers and complete one submission.

Assistance to Societies is available in the following forms:

- A site already identified;
- A BC Housing selected architect to explore building form for the Society;
- Proposal Development Funding to be used to plan the project fully to the point where construction can occur;
- A CRD selected development consultant; and
- Capital and operating funding to cover the construction and operation of the housing project.

The Province will pay the costs to design the housing through to the issuance of development and building permits, including consultant fees and disbursements for the site. BC Housing will also arrange the operating funding to ensure support services will be provided with the building, and that staff will be on site 24 hours a day. BC Housing requires that the selected Society participate in a coordinated tenant selection process.

The CRD will lease the site to the selected Society for a period of 60 years with options to renew. The Society will be charged a nominal fee for rent for the lease as part of the conditions of the Operator Agreement.

The development will be exempt from property taxes as long as supportive housing and support services are provided for people who would otherwise be at risk of homelessness. Public consultation will occur, consistent with the Saanich’s established policies and practices for rezoning, subdivision and development permit applications.

1.3 Site Information and Context

Municipal Address	3414/18 Carey Road
Legal Description	Lot 1, Section 14, Plan VIP73602, District VI
Present Use	Former School Site
Area	A portion of 3.3 acres
Zoning	P-1

The site is currently zoned P-1, a public assembly zone. A rezoning is necessary in order to build housing on the site. Consideration of the rezoning proposal by Saanich will occur following a consultation process for the whole site initiated by the CRD. The selected Society is expected to be fully involved in all capacities in the municipal process including presentations to the media, the public or government.

BC Housing requires that the selected Society will have an open and collaborative relationship with existing residents and neighbours.

2. REQUEST FOR EXPRESSIONS OF INTEREST

2.1 Request

BC Housing invites non-profit societies to submit an Expression of Interest (the "Submission") to develop and manage the supportive housing at 3414/18 Carey Road.

The Submission form required to be completed is included as Appendix 3 to this document.

2.2 Roles

The selected Society will operate affordable housing and provide support services for the vulnerable or at risk of homelessness (the "Tenants").

The Society's role will be to provide:

- Leadership through the development process and to operate 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;
- Management of amenities necessary for the provision of those support services which BC Housing, and the Society agree are to be provided on site; and
- Property management services to maintain the building to an appropriate standard and delivered with an understanding of and commitment to supportive housing.

BC Housing will assign a Senior Project Officer to work with the selected Society to work through the development process at BC Housing.

2.3 Society's Scope of Services

The scope of services that the selected Society will be expected to provide in the development and operation of the Carey Road site is summarized below.

The selected Society will take on the role of developer of the project including providing input on project design, as well as participating in any public consultation and open houses for the development of the Project.

In addition to typical property management services, the selected Society will be required to design and implement a support service program, including staffing plans appropriate for the needs of the population being housed. In order to encourage a collaborative approach, these services may be provided directly by the Society, or in partnership with a separate Service Provider.

The Society must have the capacity to offer supportive services on or off site in the following areas:

- Referrals/linkages with other community-based organizations, local government agencies, and the continuum of health, mental health, and addiction services;
- Interface between residents and their case managers;
- Basic life skills training; and
- Permanent housing placement.

The delivery of these services will be governed through an Operator Agreement between BC Housing and the Society.

BC Housing's funding does not cover professional and clinical support services. If professional and clinical support services are required for the target tenants, the Society is responsible for coordinating the delivery and funding of these services directly with support ministries and agencies.

A feature of this EOI is that the selected Society is required to participate in a coordinated tenant selection process. The tenant selection process is intended to improve access for applicants and facilitate matching of applicants to appropriate housing and supports.

The selected Society is also required to become a member of the Housing Registry. The Housing Registry is a partnership between BC Housing and other affiliated housing organizations to provide a centralized database with current application information.

3. EXPRESSION OF INTEREST SUBMISSION REQUIREMENTS

The information requested through this EOI has been limited to simplify the application process for respondents on the basis that, in most instances, BC Housing has the information on file required to evaluate the Society in accordance with the evaluation criteria. In some cases, BC Housing may not have the requisite information available and may contact some respondents for additional information. Respondents have the option of providing additional information beyond the stipulated Submission Requirements in support of their application. Information must be provided in the order listed below and as outlined in Appendix 3.

3.1 Contact Information

A completed form as contained in Appendix 3 providing contact information for the Society and Service Providers must be included in the Submission.

3.2 Letter of Committal

A letter from the Society must be included in the Submission. An example is included in Appendix 3.

3.3 Board Resolution

A copy of a resolution by the Society's Board of Directors or Executive Committee authorizing the submission must be included in the Submission. An example is included in Appendix 3.

3.4 Profile

Appendix 3 contains the format and required fields of information to be provided by respondents to this Request for Expressions of Interest. In summary, the required information includes the following:

- **Vision for Operation of 3414/18 Carey Road**
 - The Society's Statement of Objectives for its operation of 3414/18 Carey Road
 - Fit between the Society's mandate, experience, target client population and neighbourhood context
 - Approach to public consultation and community relations
 - Partnerships and Collaboration - identify the compatibility and working relationship between partnering non-profit Societies

- **Experience**
 - In the provision of supported housing for homeless/ at risk of homelessness
 - Serving vulnerable populations including persons with mental health and addiction issues
 - Demonstrated ability to manage existing housing facilities or programs within financial guidelines
 - Demonstrated ability to manage the development of a new housing project and the associated Capital Budget

- Continuum of non-profit housing options currently offered
- Current community resource partnerships
- Development experience

- **Capacity**
 - Governance and board structure/membership
 - Scope of tenant support resources provided
 - Strength of property management resources
 - Tenant management and participation procedures

- **Financial**
 - Ability to provide an equity or other contribution to the project
 - Ability for Society and/or Service Provider partner to contribute towards the support service program
 - Copy of the most recent audited Financial Statement, if not already on file with BC Housing.

Supplementary Information

Supplementary information is not required but may be submitted.

4. EVALUATION AND ALLOCATION PROCESS

4.1 Evaluation

The successful Society will be selected by BC Housing based upon an evaluation of the Submission. The Evaluation and Scoring Matrix is included in Appendix 1.

4.2 Project Allocation – Stages

The allocation and BC Housing approval process involves the following stages:

- **Expression of Interest (EOI) Stage**

The Request for Expressions of Interest is issued and Societies provide their EOI Submissions in the form outlined in this document.

- **Evaluation Stage**

BC Housing reviews and evaluates the submissions received. Proponents may be contacted to clarify their submissions and/or to provide additional information.

- **Provisional Project Approval (PPA) Stage**

BC Housing grants Provisional Project Approval status to the selected Society. At this stage the Society are invited to implement the project including finalizing any building improvements and capital budget, property management and support service delivery plans, including operating budgets and staffing plans. These plans will form the basis of an Operating Agreement between BC Housing and the Society.

- **Final Project Commitment Stage**

When the terms and conditions of the PPA have been met to the satisfaction of BC Housing, BC Housing will grant Final Project Commitment. The conditions required to meet Final Project Commitment will include, but may not be limited to, the following:

- execution of an Operator Agreement between the Society and BC Housing;
- agreement on a support service and staffing model for the building; and
- confirmation of funding for service supports not funded by BC Housing.

5. ADMINISTRATIVE ISSUES

5.1 Freedom of Information

Submissions in response to this Expression of Interest will be treated in accordance with the relevant provisions of the Freedom of Information and Privacy Protection Act.

5.2 Expenses

Each Society is responsible for bearing the costs, at their own expenses, of preparing and submitting a proposal and any subsequent discussions with BC Housing. BC Housing is not liable to pay such costs and expenses or to reimburse or compensate a Society under any circumstances.

5.3 Disclaimer

BC Housing reserves the right at their sole discretion to cancel this EOI or to not select any Submission.

5.4 Submission Protocol

Societies responding to this call for Expressions of Interest must prepare their submission in the format outlined in Appendix 3 which has been provided in a word format for ease of completing your proposal.

Submit four (4) copies of the proposal in printed hardcopy unbound form and one electronic PDF version via memory stick or CD. All copies and the electronic version should be submitted in one package, clearly addressed as follows:

BC Housing
Attention: Karen Cooper, Director, Program Implementation, Development Services
EOI for Provincial Homelessness Initiative PHI-EOI-#18
Suite 1701 - 4555 Kingsway
Burnaby BC V5H 4V8

Submissions MUST be received at the above address no later than 2:00 p.m. Pacific Daylight Time on Thursday, September 11, 2008

Submissions received after the specified closing time will be returned, unopened, to the Society.

Submissions submitted by e-mail or facsimile will **NOT** be accepted.