



BC Housing

PROVINCIAL HOMELESSNESS INITIATIVE

Request for Expressions of Interest to Non-Profit Societies



**To Operate Supportive Housing
at 1134 Queens Avenue,
in the
City of Victoria**

June 13, 2008

BC HOUSING

Request for Expressions of Interest PHI-EOI-#15

June 13, 2008

Property Viewing

A non-mandatory tour of the building and site will be held
on June 19, 2008 from 2:00 to 3:00 p.m.
for interested proponents

Closing Date and Time

Submissions must be received by
2:00 p.m. Pacific Daylight Time on Thursday, July 24, 2008

Closing Location

BC Housing
Attention: Director, Program Implementation, Development Services
EOI for *Provincial Homelessness Initiative* PHI-EOI-#15
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	3
	1.3 Site Information and Context	4
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.....	6
	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.....	8
	4.1 Evaluation.....	8
	4.2 Project Allocation - Stages.....	8
5.	Administrative Issues	9
	5.1 Freedom of Information	9
	5.2 Expenses.....	9
	5.3 Disclaimer.....	9
	5.4 Submission Protocol.....	9
APPENDIX 1: Evaluation and Scoring Matrix		10
APPENDIX 2: Checklist for Completion of EOI.....		11
APPENDIX 3: Submission Forms.....		12

1. INTRODUCTION

1.1 Background

BC Housing recently purchased the Queens Court (1134 Queens Avenue) apartment building to provide safe, affordable housing solutions with supports for those in need. A qualified building manager is currently operating the tenanted building but it is the intention of BC Housing to select an experienced non-profit Society to operate the building and provide support services.

The building contains 28 units including; 4 bachelor, 14 one-bedroom and 10 two-bedroom units and a total floor area of 22,577 sq. ft. Each unit has a full kitchen and bathroom. Queens Court is located approximately 1.5 km northeast of downtown Victoria, as illustrated below.



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”)¹ interested in operating the housing at 1134 Queens Avenue.

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 vulnerable and those at risk of homelessness. Given the location of the building, light supportive services are likely to be most suitable for this building.

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

Assistance to Societies is available in the following forms:

- A site already identified; and,
- Capital funding to cover the cost of the housing, through the minor renovation process.

BC Housing will also arrange the operating funding to ensure support services will be provided with the building, and staff will be on site 24 hours a day. BC Housing requires that the selected Society participate in a coordinated tenant selection process.

BC Housing will lease the site to the selected Society for a period of 10 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.

1.3 Site Information and Context

Municipal Address	1134 Queens Avenue,
Legal Description	Lot 1, Section 3, Plan 29788, Victoria District, PID: 001-349-520
Present Use	Apartment
Area	0.5 ac (.20 ha)
Zoning	R3-2, Multiple Dwelling District

¹ For ease of reference, Submissions made by both one Society and partnerships of two Societies will be referred to as the “Society” in this document.

Queens Court was built in 1976. The building is immediately adjacent to George Jay Elementary School in a primarily single-family residential neighbourhood. Consequently, this site has been identified for light support services and given the number of two-bedroom units would be conducive for family housing. From discussions with the property manager, it is expected that many of the existing tenants would fit into the intended tenant profile.

The site is zoned R3-2, Low Profile Multiple Dwelling District. The current use appears to conform to the zoning as it relates to the existing tenancy. Future tenancy of the property through a non profit housing provider needs to be aware of exclusions within the R3-2 zone that include "*persons that are detained as prisoners pursuant to judicial process, or a facility in which persons are treated for alcohol or drug addiction*".

As the building was purchased last year by BC Housing, and there is no rezoning or change in proposed use, a formal public consultation process is not required by the City of Victoria. However, BC Housing requires that the selected Society will have an open and collaborative relationship with existing residents and neighbors.

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 housing at 1134 Queens Avenue.

The required Submission form 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 to operate appropriate housing solutions;
- 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 but 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 Queens Court is summarized below.

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 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 1134 Queens Avenue**
 - The Society's Statement of Objectives for it's operation of 1134 Queens Avenue
 - Fit between the Society's mandate, experience, target client population and neighbourhood context
 - Strategy for transitioning the existing tenants
 - Approach to public consultation and community relations
 - If applicable, 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
 - Continuum of non-profit housing options currently offered
 - Current community resource partnerships
- **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-#15
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, July 24, 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.