



BC Housing

## **PROVINCIAL HOMELESSNESS INITIATIVE**

### **Request for Expressions of Interest to Non-Profit Societies**



**To Operate Supportive Housing  
at 1172 Yates Street  
in the  
City of Victoria**

**June 27, 2008**

# BC HOUSING

## Request for Expressions of Interest PHI-EOI-#17

June 27, 2008

### Property Viewing

A non-mandatory viewing of the building will be held  
July 9, 2008 from 12:30 pm to 1:30 pm  
at 1172 Yates Street

### Closing Date and Time

Submissions must be received by  
**2:00 p.m. Pacific Daylight Time on Thursday, August 7, 2008**

### Closing Location

BC Housing  
Attention: Director, Program Implementation, Development Services  
EOI for *Provincial Homelessness Initiative* PHI-EOI-#17  
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

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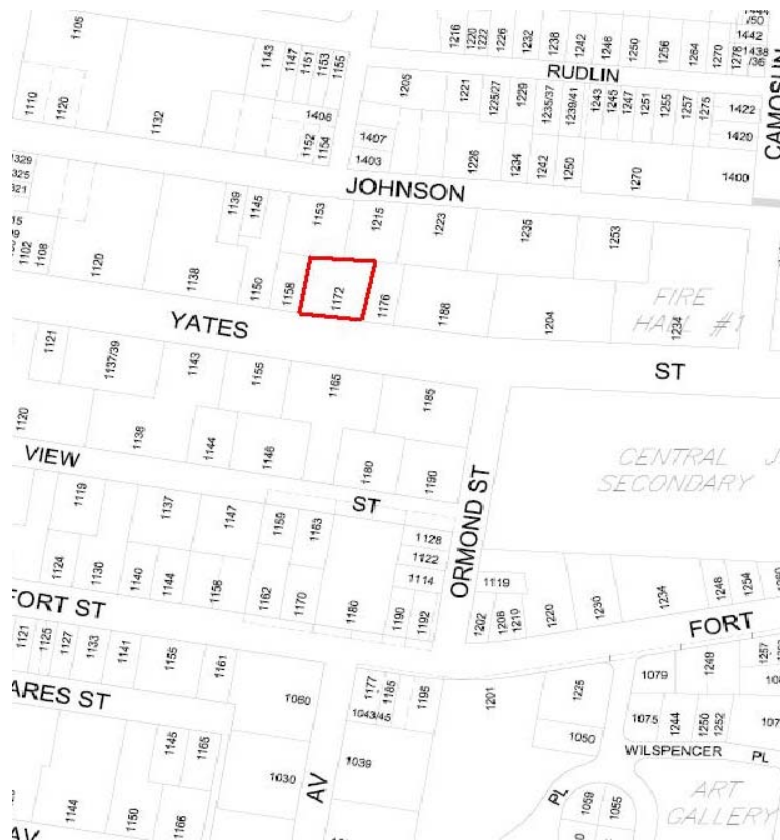
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# 1. INTRODUCTION

## 1.1 Background

BC Housing recently purchased Magdelaine Court (1172 Yates Street) 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 to provide support services.

Magdelaine Court (1172 Yates Street) is a 20 unit building just east of downtown Victoria. Built in 1969, the building has a mix of unit types with 4 bachelor, 12 one bedroom and 4 two bedroom suites and a total floor area of 14,557 sq.ft. Each unit has a full kitchen and a 4-piece bathroom. On-site, there are 17 parking spaces, 5 of which are covered. The site is located as illustrated below.



## 1.2 Provincial and Municipal Commitments and Objectives

The objective of this request for Expression of Interest (EOI) is to identify a non-profit housing and service provider (the “Society”)<sup>1</sup> interested in operating the housing at 1172 Yates Street.

Successful proponents 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.

Assistance to societies is available in the following forms:

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

BC Housing will pay the costs of minor repairs and outstanding maintenance and improvements to fire and life safety system to conform to BC Housing standards.

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

Priority will be given to people who live in Victoria and are homeless or at-risk of homelessness. The services and housing are to be available to both men and women.

## 1.3 Site Information and Context

<b>Municipal Address</b>	1172 Yates Street,
<b>Legal Description</b>	Lot 1, Section 14, Plan 23311, Victoria district. PID: 003-078-779
<b>Present Use</b>	Apartment
<b>Area</b>	0.33 ac (.13 ha)
<b>Zoning</b>	R3-1, Multiple Dwelling District

The site is zoned R3-1 (Multiple Dwelling District) and fronts on to Yates Street, a busy one-way arterial road. Buses run regularly along Yates Street. The area is primarily residential

<sup>1</sup> 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.

with a mix of apartment buildings, commercial space and single family homes. Just east of the site on Yates Street is Central Secondary high school.

The site is in close proximity to the amenities of downtown as well as bus transportation. Given the limited amenity and program space and the surrounding residential uses and school sites, the preferred client type is those who need light, or off-site supports.

The current use appears to conform to the zoning. Future tenancy of the property through a non profit housing provider would need to be cognizant of exclusions within the R3-1 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 permitting process, consultation is not required but a consultation plan to deal with resident and neighbourhood questions would be helpful.

## **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 1172 Yates Street.

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

### **2.2 Roles**

The selected Society will develop and operate affordable housing for adults who are homeless 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 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. 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 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 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 1172 Yates Street**
  - Society's Statement of Objectives for it's operation of 1172 Yates Street
  - Fit between Society's mandate and experience and target client population
  - 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/Societies 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 selected Societies. At this stage the Societies 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 Operator 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 proponent 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 proponent 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 4 (four) 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-#17*  
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, August 7, 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.