

(For internal use only) BCHMC # _____

7. SUBMISSION CONTENTS

Societies responding to this call for Expressions of Interest 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. Submission contents have been provided in a word format for ease of completing your proposal.

7.1 Summary Information

Society Contact Information:

Name of society: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____ Fax: _____

E-mail address: _____

Incorporation number: _____

Major Funding Partner Reference Contact Information

Name of organization: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____ Fax: _____

E-mail address: _____

7.2 Letter of Committal

Submissions must include a letter of committal as below and a copy of a resolution by the Society's Board of Directors or Executive Committee authorizing approval of the Submission.

Date: _____

BC Housing
601– 4555 Kingsway
Burnaby BC V5H 4V8

Sample

Attention: James Munro, Director, Regional Development

Re: Expression 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 Expression 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 Society will be required to execute a statutory declaration with respect to conflict of interest if our Society 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.

Society's legal name: _____

Authorized Officer: _____ Date: _____

Attachment: Copy of Resolution authorizing approval of the submission

7.3 Corporate Governance

Please summarize the society's organization, using the format below. Alter as necessary. (see Section 6.4)

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 the society's officers, directors, and senior staff including their roles and their relevant experience, skills and/or education.
2. Copy of the society's Certificate of Incorporation, Constitution and By-Laws.
3. Most recent letter of opinion and any recent management letters from the society's auditor with the most recent financial statements available for a full fiscal year.
4. Society's mission statement or any promotional material.

7.4 Financial Management Profile (see Section 6.5)

- 1. Fiscal year end: _____
- 2. Date of last audit: _____

Please list the following according to your last audited financial report:

- 3. Assets: _____
- 4. Liabilities: _____
- 5. Retained earnings: _____

- 6. Income:
 - a. income from clients / tenants _____
 - b. income from government agencies (specify all sources) _____
 - c. fundraising and other sources (specify) _____
 - d. Total Income** _____

- 7. Expenses:
 - a. mortgage expense or rent _____
 - b. total payroll (including benefits) and service contracts _____
 - i. support services _____
 - ii. property management _____
 - c. overhead _____
 - d. Total Expenses** _____

- 8. Last fiscal year's surplus (deficit):** _____
- 9. Accumulated surplus (deficit): _____
- 10. Restricted reserves: _____

7.5 Current Program/Service Delivery

List each program and service delivered, funding sources, amounts received from each source, and total current year budget for each. (see Section 6.5)

Program (name or describe)	Funding Source	Funding Value	Annual Budget
TOTAL			

Provide details of any shared services from other projects managed by your society, and any shared services with other societies.

7.6 Operational Experience

Name of Property	Location	# of Bldgs	Years Owned or Rented	# of Units	Tenant Types Served	Support Services Offered	Annual Operating Budget
TOTAL							

Philosophy and Experience with Target Population:

1. Describe any experience which the society has had with the intended priority tenant group the society has identified in Section 7.9, Building Preference, and how that has influenced the society’s philosophy and practice.

2. Describe relationships (informal or formal) with other organizations / agencies / individuals which the society considers advantageous in working effectively with the intended priority tenant group.

3. Has the society had any experience providing support services to the intended priority tenant group?

7.7 Staffing Capacity

Please indicate the number of staff employed in the delivery of programs and services being offered in the current fiscal year. Please use Full Time Equivalents (“FTEs”) to count staff. FTE means the number of hours one person would work if they worked one shift (7 – 8 hours daily), five days a week all year minus all statutory holidays and vacation time. If the general staffing categories are inappropriate, substitute more appropriate terms. (see Section 6.7)

Program/Service	Program Staff	Volunteers	Facilities Staff	Admin Staff
TOTAL				

Support Documentation:

Provide an organization chart that includes all full-time and part-time staff, and any volunteers. As well, provide job descriptions of staff positions (if available).

7.8 Tenant and Community Relations Strategy

Describe current procedures for dealing with tenant complaints and behaviours that threaten or interfere with the rights for privacy and security of other tenants. Indicate tenant resources in the community that could be utilized to benefit your intended priority tenant group. Where available, tenant participation plans should also be described.

7.9 Capital Contributions and Property Management

.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			
Provincial Government Agencies (other than BC Housing)			
Federal Government Agencies			
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.

.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.

7.10 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 construction and assembled a team.

7.11 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 December 1, 2007, and
- Two weeks required for review by BC Housing of the building plans at each of the schematic, design development and contract document stages.

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
- 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
- Land lease and construction contract executed
- Construction start
- Construction completion (substantial performance)