**Appendix 7 - Minimum Requirements Check List**

**(Version 1.0)**

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| --- | --- |
| **Proponent Name:** |  |
| **Proposed project address:** |  |

Proponents and their projects shall meet following Minimum Requirements to be advanced to the next step of evaluation. Please complete this check list and check off the required documentation that has been included in your submission. The completed and signed Minimum Requirement Check List must be submitted together with the proposal.

* 1. **Proponent Eligibility**

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| --- | --- | --- | --- | --- |
| **Eligible Proponent** | | **Information/Documentation Required** | | |
|  | Non-profit society |  | Confirmation of good standing with applicable corporate registrar. | | |
|  | Housing co-operative |  | Confirmation of good standing with applicable corporate registrar. | | |
|  | Municipal housing provider |  |  | | |
|  | First Nation |  | Indian Act | | |
|  |  |  | Land Code | | |
|  |  |  | Treaty | | |
|  |  |  | Self Governance | | |
|  | Private partnerships with one of the above entities who will ultimately hold ownership |  | Acknowledgement of Partnership or legal partnership agreement | | |
|  |  |  | Confirm Non-Profit entity will ultimately hold ownership and will be the recipient of grant funds and long-term financing | | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Mortgageable Interest & Restriction**

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| --- | --- | --- | --- | --- |
| **Mortgageable Interest** | | **Information/Documentation Required** | | |
|  | Fee Simple (Housing provider is the owner) |  | Land title | |
|  | Fee Simple (Housing Provider is not currently the owner) |  | Land title | |
|  |  |  | Purchase and Sale Agreement | |
|  |  |  | A letter of intent to purchase | |
|  |  |  | Evidence/documentation on how the land will be transferred to the provider | |
|  | Leasehold with minimum 60-year term (Off-Reserve) |  | Land title | |
|  |  |  | Lease agreement | |
|  |  |  | An offer/letter of intent to enter a lease | |
|  |  |  | Municipal council resolution confirming a lease | |
|  |  |  | An offer/letter of intent to enter a lease. | |
|  | Leasehold with minimum 60-year term (On-Reserve) |  | Lease agreement | |
|  |  |  | An offer/letter of intent to enter a lease | |
|  |  |  | Confirmation of First Nation to support the project | |
|  |  |  | Confirmation of First Nation to work towards the issuance of a leasehold tenure that meets BC Housing’s requirements as the project advances | |
| **Mortgageable Interest Restriction** | | **Information/Documentation Required** | | |
|  | I confirm the legal interest in the property is not unduly restricted by any legal notation, charge, lien, condition or reverter that would conflict with CHF Program Requirements or require additional subsidy to meet third party requirements | | | |
|  | The legal interest in the property is not unduly restricted |  | Disclose any legal notation, charge, lien, condition or reverter on title or in process that would place a restriction for the proposed site | |
|  |  |  | Demonstrate how they will not impact ability to delivery on CHF Program Requirements | |
|  |  |  | Provide any lease terms or municipal agreements | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Cross-subsidy**

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| **Cross-subsidy** | | **Information/Documentation Required** | |
|  | I confirm there is no layering or cross-subsidy from other BC Housing programs for the proposed project. | | |
|  | I confirm financial independence is demonstrated in the submitted Capital Budget and Operating Budget. | | |
| **Section below for BC Housing evaluator only (do not use)** | | | |
| Meet requirement? | |  |  |
| **Notes** | | | |
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* 1. **Site Investigation and Land Analysis**

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| --- | --- | --- | --- | --- |
| **Site Investigation and Land Analysis** | | **Information/Documentation Required** | | |
|  | I confirm the feasibility of the proposed project |  | Submitted all completed due diligence reports | |
|  | Proposed project does not require rezoning | | | |
|  | Proposed project requires rezoning |  | Current zoning | |
|  | Status of rezoning | |
|  | Current and future land ownership and plans for subdivision | |
|  | Current Band Council Resolution that supports project | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Design**

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| **Design** | | **Information/Documentation Required** | | |
|  | I confirm the proposed project design will meet within +/- 5% the CHF efficiency standard of 82%. This refers to funded space through CHF only |  | Submitted current drawings and identified what stage of drawings based on definitions within **Section 5** (Drawings and Document Requirements) in [**BCH-Design Guidelines and Construction Standards**](https://www.bchousing.org/publications/BCH-Design-Guidelines-Construction-Standards.pdf). | |
|  | I confirm non-residential space will not exceed 30%. |  | Submitted generic functional plan. Details can be found **Section 1 – Subsection 3.2 Building Size (New Construction Project)** in [**BCH-Design Guidelines and Construction Standards**.](https://www.bchousing.org/publications/BCH-Design-Guidelines-Construction-Standards.pdf) | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Fire and Life Safety**

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| --- | --- | --- | --- | --- |
| **Fire and Life Safety** | | **Information/Documentation Required** | | |
|  | I confirm the proposed project includes sprinklers in the building |  | Submitted confirmation by architect through current drawings | |
|  | Submitted confirmation by architect through letter | |
|  | I confirm overheating risks will be mitigated in residential units |  | Submitted energy model confirming overheating risk not to exceed 20 overheating hours per year | |
|  | Submitted architect’s letter to describe mitigation strategy | |
| ***Refer to BC Building Code 10.2.3.4 or 9.36 (or VBBL 10.2.2.5)*** | | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Development Consultant Agreement**

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| **DC Agreement** | | **Information/Documentation Required** | | |
|  | I confirm in-house Development Consultant will be used for the proposed project. | | | |
|  | I confirm 3rd party Development Consultant has been engaged under executed BC Housing Development Consultant Agreement. |  | Included executed BC Housing Development Consultant Agreement in the submission. | |
|  | I confirm 3rd party Development Consultant will be engaged under BC Housing Development Consultant Agreement. | | | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Schedule**

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| --- | --- | --- | --- | --- |
| **Schedule** | | **Information/Documentation Required** | | |
|  | I commit the construction of the proposed project will start within 24 months of Notice of Award |  | Submitted detailed project schedule to illustrate the start of construction within 24 months of Notice of Award | |
|  | Entire development team that has been retained has reviewed, confirmed and signed-off the submitted schedule | |
|  | Confirmation by Authority Having Jurisdiction (AHJ)/Municipality/First Nation of land use and permit approval timelines indicated in schedule | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Financial Capacity**

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| --- | --- | --- | --- | --- |
| **Financial Capacity** | | **Information/Documentation Required** | | |
|  | I confirm our organization’s financial capacity as a borrower. |  | Submitted last three years audited financial statements or an unaudited financial statement for the most recent fiscal year that closed (if the FYE was less than 4 months prior to the RFP Submission Date, with the expectation that the audited financial statements will be subsequently submitted). | |
|  | Submitted Compilation or Review Engagement financial statements, and the submitted financial statements have met all prior internal and external (e.g. funder) requirements (if proponent does not have audited statements). | |
|  | Provided three years of financial statements for a relevant related entity where available, and/or provide financial statements as of incorporation to current (if Proponents that are recently formed, and do not have three full years financial history). | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Capital Budget**

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| --- | --- | --- | --- | --- |
| **Operating Budget** | | **Information/Documentation Required** | | |
|  | I confirm the construction costs included in the capital budget submission are validated by Construction Manager or Quantity Surveyor. |  | Construction costs included in the capital budget are validated by Construction Manager. | |
|  | Construction costs included in the capital budget are validated by Quantity Surveyor. | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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* 1. **Operating Budget**

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| --- | --- | --- | --- | --- |
| **Operating Budget** | | **Information/Documentation Required** | | |
|  | I confirm the expenses in the submitted Operating Budget are valid. |  | Expenses are validated based on actuals for comparable buildings in our Portfolio Summary. | |
|  | Expenses are validated based on a report prepared by a qualified appraiser or licensed property manager. The report has been included in the submission. | |
| **Section below for BC Housing evaluator only (do not use)** | | | | |
| Meet requirement? | |  | |  |
| **Evaluator’s notes** | | | | |
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|  | By checking this box, I acknowledge and understand that I am responsible for validating all information provided above and all relevant documents have been included in the submission.  I understand information provided above will be further verified in the evaluation. Incorrect information may result in the submission being removed from further evaluation. |

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Name of Proponent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Authorized Signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title of Authorized Signatory



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature of Authorized Signatory

(*Insert signature image*)