

Appendix 3 Submission Forms

(Refer to Table of Contents # 3. Expression of Interest Submission Requirements)

3.1 Contact Information

(For internal use only) BCHMC # _____
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Society Contact Information:

Name of Society: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____ Fax: _____ Email _____

Incorporation number: _____

Service Provider Contact Information:

Name: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____ Fax: _____ Email _____

Development Consultant Contact Information:

Name: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____ Fax: _____ Email _____

Contractor Contact Information:

Name: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____

Fax: _____

Email _____

Architect Contact Information:

Name: _____

Mailing address: _____

Contact person and position: _____

Telephone: _____

Fax: _____

Email _____

Brief Description of the Key Attributes of the Submission (Approximately 250 words)

- Anticipated residents to be housed;
- The Society's proposed approach to identifying and selecting residents;
- Support services and programming required and how these will be secured;
- The Society's underlying management philosophy for this development;
- Anticipated short and long-term outcomes for the residents,
- Partnerships that will be used in the management of the housing project;
- Fit between Society's mandate, experience, target clients and neighbourhood context;
- Community Relations approach for this project;
- Development experience; and,
- Property Management approach for this project

3.2 Letter of Committal

Submissions must include a letter of committal as below.

Date:

BC Housing
1701– 4555 Kingsway
Burnaby, BC V5H 4V8

Sample

Attention Karen Cooper, Director, Program Implementation

Re: Abbotsford - Expression of Interest for
2323 Emerson Street and/or 3106 Clearbrook Road [indicate applicable site]

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: _____

Name:

Title:

3.3 Board Resolution

A copy of a resolution by the Society's Board of Directors or Executive Committee authorizing approval of the Submission must be included in the submission.

Sample

(Name of Society)

(Date of Board Meeting)

(Members Present)

I certify that on (Date) the following motion was passed by (Name of Society).

Motion: That having reviewed the BC Housing Request for Expressions of Interest that (Name) be authorized on behalf of (Name of Society) to submit an expression of interest to BC Housing to operate supportive housing at 2323 Emerson Street (MSA Site) and/or 3106 Clearbrook Road (MRC Site) in the City of Abbotsford and to bind and make representations for (Name of Society).

Moved By:

Seconded By:

Motion Carried:

Certified a True Copy of Board Resolution

Signed
Secretary

3.4 Profile

Operating Vision

Philosophy and Experience with Target Population:

1. Please describe any experience which the Society has had with the intended priority tenant group and how that has influenced the Society's philosophy and practice.

2. Please 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. Please describe the Society's experience providing support services to the intended priority tenant group.

Outline of Operating Approach – Statement

Societies are requested to provide a short (maximum three pages) summary of the proposed approach to operating the development. This should include:

- Anticipated residents to be housed;
- The Society's proposed approach to identifying and selecting residents;
- Support services and programming required and how these will be secured;
- The Society's underlying management philosophy for this development;
- Anticipated short and long-term outcomes for the residents,
- Partnerships that will be used in the management of the housing project;
- Fit between Society's mandate, experience, target clients and neighbourhood context;
- Community Relations approach for this project;
- Development experience; and,
- Property Management approach for this project.

Corporate Governance

Please summarize the Society's organization, using the format below.

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		
Related Material		
Articles of Incorporation	Date:	Mission Statement

Please provide a profile of the society's officers, directors, and senior staff including their roles and their relevant experience, skills and/or education, if not already on file with BC Housing.

Financial

1. Fiscal year end:

2. Date of last audit:

Please provide a copy of the 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, if not already on file with BC Housing.

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:

Current Program/Service Delivery

List each program and service delivered, funding sources, amounts received from each source, and total current year budget for each.

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.

Operational Experience

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

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, use more appropriate terms.

Program/Service	Program Staff	Volunteers	Facilities Staff	Admin Staff
TOTAL				

Support Documentation

Please provide an organization chart that includes all full-time and part-time staff, and any volunteers. As well, provide brief job descriptions of staff positions especially as they relate to duties and experience with homeless and at risk of homeless populations.

Capital Contributions:

Additional Capital Contributions

Please summarize contributions which the Society 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)
Society			
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.

Property Management Budget

Please estimate the Society’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.

Operating Budget:

Please provide an estimated integrated operating budget for the Project in the general format below. All expense items in the Housing column (A) should equal the revenue in that column.

Revenue	A	B	Total C
Tenant rent			
BC Housing subsidy			
Other funding: specify source			
TOTAL REVENUE			

Expense	Housing A	Support B	Total C
Support Services: Staff (specify)			
SUBTOTAL: Support Services Staff			
Support Services Expenses: Non-staff (specify)			
SUBTOTAL: Support Services Non-staff			
Housing			
Maintenance			
Utilities			
Property tax			
Insurance (building)			
Other: specify			
SUBTOTAL: Housing			
Administration			
Management:			
On-site manager			
Clerical support / reception			
Bookkeeping			
Corporate management			
HR programs / education			
Office overhead / supplies			
Audit / legal			
Miscellaneous: specify			
SUBTOTAL: administration			
Principal & Interest			
TOTAL EXPENSES			

Capital Budget:

Please provide an estimated capital budget for the Project in the general format below.

	Total	Per Unit
1. Appraisals / studies		
2. Acquisitions and servicing		
3. Municipal services		
4. Utility fees		
5. Design consultants		
6. Consultants		
7. Miscellaneous soft costs		
8. Borrowing costs		
9. Construction		
10. Building start-up		
11. Contingencies		
12. Total Capital Budget		
13. Deductions		
NET CAPITAL BUDGET		