

**ALBERTA HOUSING AND URBAN AFFAIRS  
HOUSING FOR THE HOMELESS  
2009/2010 REQUEST FOR PROPOSALS**

Earlier this year, Alberta made history by becoming the first and only province in Canada to adopt a 10-year strategy to end homelessness as we know it today. *A Plan for Alberta: Ending Homelessness in 10 Years* is based on the premise that ending homelessness will only occur when we shift focus from finding people a place to sleep, to finding people a place to live.

Alberta's plan puts the housing needs of homeless individuals and families first, then provides the right services needed to address the inherent causes of homelessness – whether these be addiction treatment, job retraining or life skills coaching. The result is a movement away from funding temporary shelters and emergency care to helping communities implement a bold new direction.

This year, the Alberta government will invest \$100 million in capital funding to develop 700 housing units specifically to house homeless people. Over the next three years, the goal is to support the development of 2,700 housing units, which will make a profound difference in the lives of these vulnerable people.

**Through this 2009/2010 RFP, Housing and Urban Affairs is seeking submissions from organizations to create housing units specifically for homeless people across the province.**

**There must be a municipally approved plan to end homelessness to qualify for funding.**

Included in this RFP are the Application Form, Modesty Assurance Guidelines and the Conditional Grant Funding Agreement.

Eligible Organizations:

- Any municipality
- Any duly incorporated not-for-profit organization registered under the *Alberta Societies Act* or corporation under the *Business Corporations Act* (Part 9)
- Private sector developers/contractors

Request for Proposals Timelines:

- Issuance of the Request for Proposals – June 30, 2009
- Closing Date: 4:30 p.m. Mountain Daylight Time on Friday, October 2, 2009.
- Proposal Evaluation - Completed November 13, 2009
- Approval notification to successful organizations – December, 2009
- Announcement of successful applicants – Individual announcements will follow approval notification
- Conditional Grant Funding Agreements in place - on or before March 31, 2010

To be considered for funding proposals must:

- Be submitted on or before the “Closing Date”
- Conform to the project and funding requirements of the RFP
- Be made on the application form provided
- Ensure information requested on the application is complete
- The application is duly signed by the applicant’s signing authorities

Submission of Request for Proposals:

- Eligible organizations must submit an original and one copy of the proposal on or before 4:30 p.m. on Friday, October 2, 2009 to:

Delivery Address:

Housing and Urban Affairs  
Housing Development and  
Operations  
3<sup>rd</sup> Floor, 44 Capital Boulevard  
10044-108 Street  
Edmonton, Alberta T5J 5E6  
Attention: Mr. Walter Tauber

Mailing Address:

Housing and Urban Affairs  
Housing Development and  
Operations  
PO Box 927  
Edmonton, Alberta T5J 2L8  
Attention: Mr. Walter Tauber

All envelopes are to be clearly marked “Housing for the Homeless – 2009/2010 Request for Proposals”.

- All proposals will be stamped with the date and time received. Proposals received after the “Closing Date” will not be accepted and will be returned unopened to the applicant.
- Responses to the RFP must be completed on the application form provided. The application form must include all required information and must be signed by authorized officers of the organization.
- The Ministry reserves the right, in its sole and unfettered discretion, to reject any or all proposals or to cancel this RFP.
- The Ministry makes no representation or warranties, expressed or implied, as to the accuracy and/or completeness of the information provided in this RFP.

RFP Inquiries:

- Any inquiries respecting the RFP may be directed through the toll-free Government RITE line **780-310-0000** to one of the following:

*North*

Mr. Walter Tauber	Phone: 780-422-8137	<a href="mailto:walter.tauber@gov.ab.ca">walter.tauber@gov.ab.ca</a>
Ms. Dora Fitz	Phone: 780-427-0093	<a href="mailto:dora.fitz@gov.ab.ca">dora.fitz@gov.ab.ca</a>
Mr. Paul Kuzel	Phone: 780-422-8229	<a href="mailto:paul.kuzel@gov.ab.ca">paul.kuzel@gov.ab.ca</a>

*South*

Ms. Diane Cox	Phone: 403-297-5734	<a href="mailto:diane.cox@gov.ab.ca">diane.cox@gov.ab.ca</a>
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- Any inquiries respecting support services may be directed to:  
Mr. Stephen Manley Phone: 403-297-7461 [stephen.manley@gov.ab.ca](mailto:stephen.manley@gov.ab.ca)
- No inquiry will be responded to after 4:30 pm Friday, September 18, 2009.

**PROGRAM PRINCIPLES**

Purpose:

To assist eligible organizations with one-time grant funding to provide permanent, safe housing for the homeless.

- Housing units will be modest in terms of floor area and amenities
- Housing First approach given highest priority
- Housing units will be sustainable for 20 years
- Will meet both community and provincial plans to end homelessness

Procurement:

- If the organization receiving grant funding is subject to the Trade, Investment and Labour Mobility Agreement (TILMA), or if it distributes grant funds to an entity that is subject to TILMA, the subsequent procurement of goods and services must be in accordance with the requirements of TILMA.

Project Requirements:

- Projects can include the construction of new rental units, the purchase and renovation of existing rental accommodation, or the conversion of non-residential space to residential units.

- Housing units may be targeted to client groups with common support requirements, mixed market or individual units in multiple locations
- Rents will be based on the client's ability to pay, eg., 30 percent of income
- A mixed market housing project includes both housing for the homeless and market housing units. (Note: Only housing for the homeless units are eligible for funding.)
- Units must provide modest, self contained accommodation of suitable space and size to meet household needs.
- If a residential project is funded in whole or part by the Government of Alberta, dwelling units, which could be adapted to meet barrier-free design principles, shall be provided as follows:
  - 2 or more in a project of 10 to 25 dwelling units
  - 5 or more in a project of 26 to 50 dwelling units
  - 10 or more in a project of 51 to 100 dwelling units
  - 15 or more in a project of 101 to 200 dwelling units
  - 20 or more in a project exceeding 200 dwelling units
- Where possible and practical, projects should utilize green technologies that promote the conservation of non-renewable resources, minimize environmental impact, or include building components that contribute to the economic efficiency of the facility over the long term.
- Some examples are:
  - Site Development: minimize storm water run-off, encourage car pooling and bicycling, increase urban density and green space
  - Water Efficiency: eliminate site irrigation, reduce water consumption, minimize or treat wastewater
  - Energy Efficiency: reduce building energy consumption, use renewable energy, eliminate ozone-depleting chemicals, commission building systems
    - ❖ For new construction of low-rise housing, projects will be designed to meet or exceed the energy efficiency provisions of the Model National Energy Code of Canada for Houses 1997 (MNECH). For new construction of larger multi-unit residential buildings, project will be designed to meet or exceed the energy efficiency provisions of the Model National Energy Code of Canada for Buildings 1997 (MNECB). EnergyStar rated products must be used instead of conventional products where available and practical.

- ❖ For the renovation of existing low-rise housing where specific building systems or components are to be renovated, retrofitted or replaced, the replacement systems or components will meet or exceed the energy efficiency provisions of the MNECH. For the renovation of existing high-rise buildings where specific building systems or components are to be renovated, retrofitted or replaced, the replacement systems or components will meet or exceed the energy efficiency provisions of the MNECB. EnergyStar rated products must be used instead of conventional products where available and practical.
- Material Selection: minimize construction waste, re-use existing building façade, use recycled and salvaged materials, use renewable construction materials and design and build more durable buildings
- Indoor Environmental Quality: incorporate daylighting, use low off-emitting materials, provide operable windows and occupant control of work space, improve delivery of ventilation air
- Innovation in Design: incorporate innovative environmental features not covered in other areas
- Where possible and practical, proponents are encouraged to incorporate neighbourhood revitalization elements that enhance existing neighbourhood resources, support economic development, provide public services and improve the quality of life for residents.
- Some examples are:
  - Amenities: outdoor play spaces, multi-purpose resident/ public meeting rooms, daycare facilities, dedicated space for after school programs or training, fitness rooms, community/residence gardens, and common areas
  - Housing for Life/Flex housing: features that allow changes to be made to the unit that meet evolving needs of its residents as they age or become disabled. Examples: wide hallways (4 feet) slip resistance flooring, no-step/slip entrance ways. For ideas visit: <http://www.cmhc.ca/en/co/buho/flho/index.cfm>
  - Smart Growth: designs enhance the physical/mental health, reduce crime or fear of crime, protect the environment, increase neighbourhood desirability, etc. Example: green spaces, gardens, pathways, enhanced vegetation. For ideas visit: <http://www.smartgrowth.org>; Crime Prevention, Through Environmental Design. <http://www.rcmp-grc.gc.ca/ccaps-spcca/safecomm-seccollect-eng.htm>

- Mixed-use: blending of housing and commercial spaces
  - Mixed-income developments: Housing serves residences of varying income levels
  - Community involvement: the community's ideas and goals are incorporated into the project as demonstrated through meeting minutes or letters of support from community associations, local support agencies, planning departments, or business development associations
- Projects should demonstrate effective partnerships that reduce the cost of financing and required debt service costs, thereby increasing the affordability of units to the homeless in the form of reduced rents.

Funding:

- Housing and Urban Affairs will provide a one-time capital grant, payable in instalments in accordance with the terms of the Conditional Grant Funding Agreement (attached).
- Approved Grant Recipients will be required to provide banking information to enable the electronic funds transfer of payments.
- Total provincial funding from all government sources or government-funded agencies cannot exceed 70 percent of the total capital costs.
- Costs associated with providing support services will be coordinated by a community-based organization, i.e., Calgary Homeless Foundation or Homeward Trust Edmonton. *Note: Support service costs are not to be included under the capital funding initiative.*
- The proponent of each selected project will be required to enter into a Conditional Grant Funding Agreement with the Queen in Right of the Province of Alberta as represented by the Minister of Housing and Urban Affairs.
- Housing and Urban Affairs will monitor projects to ensure compliance over the term of the Conditional Grant Funding Agreement, including verification that each approved project has been completed and remains as specified in the Agreement.
- Approved grant recipients will be required to provide evidence of community engagement on the project prior to disbursement of funds.

Submission Requirements:

Housing and Urban Affairs reserves the right to reject any proposals that do not meet the criteria. All costs incurred by the organizations in developing and preparing their proposals are at the sole cost of the organizations. Proposal requirements include:

- Proposal applications must be completely filled out, dated and signed, and all the supporting documentation included.
- The Proposal must include the name and address of the organization that is making the submission and the names, addresses and telephone numbers of the contact individuals.
- All funding sources must be confirmed in writing by the appropriate authority.
- Mortgage funds required must be supported by a letter from a recognized financial institution, expressing an interest or offering a proposal to provide the required mortgage loan.
- Applicants will be required to have: the land title in the name of the applicant, an approved development permit, a letter of commitment from a recognized financial institution, a copy of the executed construction/renovation contract, and an environmental assessment (if applicable) before the first instalment is issued.
- An organization, other than a management body under the *Alberta Housing Act* and municipalities, is required to provide the following information:
  - Certificate and Articles of Incorporation and if applicable, charitable status
  - History of the organization including a current list of board members/directors
  - A description of the organization's involvement with the project and similar initiatives undertaken over the past three years
  - Current, unqualified Audited Financial Statement for the organization making the application
- Proposals must include an itemized breakdown of the projected total capital costs and all funding sources to pay for these costs. If the project includes housing units for the homeless and market units, a breakdown of the entire project costs and a separate breakdown of the total capital costs associated specifically with the housing units for the homeless is required. Costs of green technologies and/or revitalization elements should be identified separately.

- Proposals must include a five-year projection of the annual revenues and the operating costs.
- Approved projects must attain construction completion within 2 years of the effective date of this agreement unless a written request for extension is received and approved by the Minister.
- Where possible, proposals should include background information on the contractors or builders that will be involved in the development of the project and the individuals or companies that will administer the project.

Evaluation Process:

- An evaluation team of Housing and Urban Affairs representatives, together with other entities as may be deemed appropriate, will undertake the review and assessment of project proposals.
- Proposals selected for funding will be determined by using the program guidelines and project evaluation criteria, such as: financial viability and sustainability.




Evaluation Criteria:

- Proposals will be rated by using the following key factors:
  1. Financial:
    - The percentage of total provincial grant funding that is requested for the development of the project
    - Confirmation of all funding making up the difference between the total capital cost of the project and the grant requested
  2. Project:
    - Proposal conforms to the Modesty Assurance Guidelines
    - Per unit cost of construction or purchase/renovation
    - Adaptable units provided in accordance with the Alberta Building Code
    - Green technology is utilized
    - Revitalization elements are included
    - Pre-construction requirements (for example, title, zoning, development permits and drawings)
    - Previous development experience

3. Sustainability of the project includes:
  - Revenues must offset operating expenses
  - Property management expertise
  - Pro-forma provides an allowance for replacement reserve
  - Debt service costs included
  
4. Affordability:
  - Monthly rent must be within the household's ability to pay

Request for Proposals:

A detailed application template (below) has been developed for organizations to use for the proposal submission.

-  Detailed Project Proposal Application Form
-  Modesty Assurance Guidelines
-  Sample Grant Funding Agreement