

NEGOTIATED REQUEST FOR PROPOSALS

MHHD2023-005



NEGOTIATED REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF SOCIAL HOUSING UNITS AT 575 BALMORAL STREET, WINNIPEG, MB

NRFP#: MHHD2023-005

Issued By: Manitoba Housing
Issue Date: August 1, 2023
Submission Deadline: October 17, 2023, 2:00 p.m. Central Time

Proposals should be enclosed in a sealed envelope addressed to:

Manitoba Housing
Housing Delivery Branch
200 – 352 Donald Street
Winnipeg, MB R3B 2H8
Attn: Sandra Oberdorfer, NRFP Administrator

The NRFP#, Submission Deadline, and the Proponent's name and return address should appear on the face of the envelope.

Available in alternate format upon request

TABLE OF CONTENTS

1.0 INTRODUCTION	3
1.1 Background	3
1.2 Description of Site and Buildings	4
1.3 Definitions.....	4
2.0 SPECIFICATIONS.....	7
3.0 PROPONENT’S INSTRUCTIONS	8
3.1 Submission Address and Deadline	8
3.2 Proposal Inquiries.....	9
3.3 Non-Mandatory Site Visit	9
3.4 Proposal Format.....	9
3.5 Proposal Content	10
3.6 NRFP Terms and Conditions	15
4.0 PROPOSAL EVALUATION AND SELECTION	17
4.1 Evaluation Committee.....	17
4.2 Evaluation Process.....	17
4.3 Mandatory Requirements	18
4.4 Evaluation Criteria.....	18
4.5 Negotiation Agreement	21
4.6 Notification to Proponents	22
4.7 Estimated Timetable	22
4.8 Clarifications	22
APPENDIX “A” – SPECIFICATIONS	24
APPENDIX "B" - SITE DETAILS.....	28
APPENDIX “C” – ELIGIBLE PROJECT CAPITAL COSTS	31
APPENDIX “D” - SUPPORT SERVICES LEVELS	32
APPENDIX “E” – APPLICATION FORM FOR CONDITIONAL ALLOCATION	35
APPENDIX “F” – PROCUREMENT GUIDELINES	36
APPENDIX "G" - ENERGY AND ENVIRONMENTAL DESIGN GUIDELINES	38
APPENDIX “H” – ACCESSIBLE DESIGN CRITERIA.....	39
APPENDIX "I" - BUILDING ASSESSMENT REPORT	41

1.0 INTRODUCTION

1.1 Background

The Province of Manitoba recognizes its crucial role in ensuring that all Manitobans have access to adequate, affordable, and suitable housing. Therefore, in February 2023, the Province announced a Provincial Homelessness Strategy – A Place for Everyone. The strategy identifies that addressing homelessness is a shared responsibility, requiring collaboration with other levels of government and community organizations. The strategy is structured around five pillars: modernizing emergency response, providing housing with supports, preventing homelessness, developing person-centered service, and building rural and northern capacity.

As part of the Homelessness Strategy, the Province of Manitoba is committed to adding new Social Housing Units throughout the province. To assist in achieving this goal, Manitoba Housing is providing capital funding to help house Manitobans that have been homeless or are at risk of being homeless, including those who are not housed, inappropriately housed, or precariously housed and who might live with multiple health and social barriers. Homeless individuals and/or families exiting this situation often require support to connect with services, heal, and maintain their tenancies. Using a Housing First approach, people are able to navigate through crisis, achieve healthy goals, and build positive relationships in their community.

As part of the government's priority to provide housing opportunities, the intent of this Negotiated Request for Proposals (NRFP) is to solicit Proposals from qualified proponents to acquire and re-develop the property located at 575 Balmoral Street in Winnipeg, for the supply of Social Housing Units, which include Support Services, intended for people experiencing, or at risk of, homelessness or who have been homeless in the past. Options for development include demolition and a new build or remediating the existing buildings on the site. Projects not eligible under this NRFP include assisted-living housing, nursing homes, and other long-term care facilities, shelters, crisis care facilities and ownership of any kind.

Proposals will only be accepted from entities that fall within the definition of Proponent below. Preference will be given to proponents that identify as Indigenous Organizations. Manitoba Housing is prepared to provide up to \$2.2M in capital funding, and the Property located at 575 Balmoral, Winnipeg MB for \$1.00, towards the development of Social Housing Units. Manitoba Housing's total capital contribution will recognize the capital funding provided and the Property value for 575 Balmoral Street. The redeveloped project must include a minimum of 25 social housing units. The Project may include additional units that charge market and or affordable rents. While Manitoba Housing is open to all proposed options for the re-development of the site, given the property's size, location, zoning, and existing site issues (see Section 1.2), Manitoba Housing will prioritize new construction projects, which increase unit density (if possible).

In addition, subject to further approvals, Rent Supplement assistance may be available from Manitoba Housing to assist Accepted Proponents. A Rent Supplement agreement

would allow landlords to receive Affordable Rents for the Social Housing Units by topping up the amount Eligible Tenants are required to pay. Further detailed specifications are outlined in Appendix “A”.

Manitoba Housing will enter into negotiations for a Financial Assistance Agreement (FAA) with Accepted Proponents for projects that provide Social Housing Units. Projects may include the types of developments as outlined in Appendix “A”.

Manitoba may consider funding for Support Services through this NRFP, subject to further approvals.

Manitoba Housing will be using a competitive selection process and Proposals will be evaluated based on the Evaluation Criteria in Section 4.4.

To read *A Place for Everyone – A collaborative Homelessness Strategy for Manitoba* go to: https://www.gov.mb.ca/fs/homelessness/pubs/homelessness_strategy.pdf

This NRFP includes funding support from the Canada Mortgage and Housing Corporation, under the Investment in Affordable Housing (IAH) bi-lateral agreement. Stacking of Federal and Provincial funds related to IAH dollars may not be eligible. Proponents are responsible for determining if any identified contributions by others are eligible for stacking purposes under this NRFP.

1.2 Description of Site & Buildings

Civic Address: 575 Balmoral Street, Winnipeg, Manitoba.

Legal Description: Lot 1 Plan 48715 WLTO in RL 1 Parish of St John and in RL 78 Parish of Saint James.

575 Balmoral Street is a 25-unit residential building complex featuring a number of structures with a central courtyard. It is situated between Balmoral Street and Kennedy Street, near Cumberland Avenue in the Central Park neighbourhood. The total gross area of 575 Balmoral Street is approximately 13,000 square feet. See Appendix “B” for further details about the Property.

1.3 Definitions

For the purpose of this NRFP:

“Accepted Proponent” means a Proponent that has been selected following successful negotiation to enter into, and does enter into, a Financial Assistance Agreement with Manitoba Housing.

“Affordable Housing Units” means rental and/or cooperative housing units that charge rents at or below Affordable Rents and follow the Manitoba Housing’s Affordable Housing Rental Program guidelines. More information on the program guidelines can be

found here <https://www.manitoba.ca/housing/tenants/pubs/rental-housing-program-policy-manual-2021-03-18.pdf>

“Affordable Rents” means the Affordable Housing Rental Program Rents inclusive of essential utilities (heat, hydro, and water). The Affordable Housing Rental Program Rents are reviewed by Manitoba Housing annually and published on the Manitoba Housing website at: <https://www.gov.mb.ca/housing/progs/pil.html#affordable>.

“Conditional Allocation” means a specified amount of funding reserved by Manitoba Housing on a conditional basis, which conditions shall include the execution of a Financial Assistance Agreement, for an Accepted Proponent.

“Eligible Project Capital Costs” means the capital costs of a Project eligible for Financial Assistance, as set out in Appendix “C”.

“Eligible Tenant” means a tenant that is qualified to rent a Social Housing Unit according to the Social Housing Rental Program guidelines and meets the requirements of Section 3.6 of Appendix “A” hereto.

“Equity” means unencumbered funds or real property, and capital contributions from other funders.

“Evaluation Committee” means the group of individuals brought together by Manitoba Housing for the purpose of assessing how well each Proposal meets the Evaluation Criteria.

“Evaluation Criteria” means those criteria against which each Proposal will be assessed to determine how well they meet Manitoba Housing’s requirements.

“Financial Assistance” means a capital contribution through a forgivable loan that will be provided by Manitoba Housing, in the form of capital funding and the Property, to an Accepted Proponent towards the Eligible Project Capital Costs of their Project.

“Financial Assistance Agreement” or “FAA” means the contract to be entered into, following successful negotiations, between an Accepted Proponent and Manitoba Housing setting out the terms and conditions negotiated, under which any Financial Assistance will be provided to the Accepted Proponent.

“Indigenous Organizations” means a band as defined by the Indian Act or an organization whose by-laws require at least 51% of its board members be Indigenous persons residing in Manitoba.

“Indigenous person of Manitoba” means:

- (a) a person of First Nation ancestry, including treaty, status, or registered Indian,

- non status, or non-registered Indian, and a Métis person, who is a Canadian citizen and resides in Manitoba or
- (b) a person of Inuit ancestry, who is Canadian citizen and resides in Manitoba.

“Mandatory Requirements” means the minimum requirements that a Proposal must contain in order to receive further consideration, as set out in Section 4.3.

“National Occupancy Standard” means the following criteria to ensure a household is not crowded: a maximum of two (2) and a minimum of one (1) person, per bedroom.

“Non-Residential Portion” means public space, recreation facilities, or associated hard furnishings, commercial facilities, community multi-purpose space, or other built areas or non-residential space appropriate to the Project but which do not form part of the components of residential accommodations related to living facilities, shared or otherwise, and a modest amount of amenity space which may be shared with other occupants of a Project.

“Notice of Conditional Allocation” means notification in writing by Manitoba Housing to a Proponent of Proposal approval and Manitoba Housing’s issuance of a Conditional Allocation.

“Program Income Limit” – means the Social and Affordable Housing Rental Program Income Limits for families and households without children. These are reviewed annually by Manitoba Housing and published on the Manitoba Housing website at: <https://www.gov.mb.ca/housing/progs/pil.html>

“Project” means the housing project proposed to be developed by a Proponent responding to this NRFP.

“Property” means the property as described in Section 1.2.

“Proponent” means a non-profit corporation, Indigenous Organization or other level of government that submits a Proposal to Manitoba Housing in response to this NRFP. This may include municipalities, private and public/municipal non-profit housing corporations, and housing cooperatives.

“Proposal” means a written submission by a Proponent in response to this NRFP, which includes all the documentation necessary to satisfy the submission requirements of this NRFP.

“NRFP” means this Negotiated Request for Proposals package in its entirety, inclusive of all schedules, appendices, and all addenda that may be issued by Manitoba Housing in respect of the NRFP.

“Rent Supplement” means a rent subsidy provided by Manitoba Housing to an Accepted Proponent under a Rent Supplement Agreement. The rent subsidy provided is equal to the difference between the Affordable Rents and the rent an Eligible Tenant is required to pay (the rent-geared-to-income (RGI) rate) of a Social Housing Unit.

“Shall” and “Must” denote a requirement that Manitoba Housing regards as critical. Failure of a Proponent to acknowledge the requirement and affirm its ability to meet the requirement will result in a significantly reduced rating in the evaluation of the Proposal.

“Social Housing Units” means the rental and/or cooperative housing units funded and developed under this NRFP, which are rented at Social Rents in accordance with the Financial Assistance Agreement for a period **of twenty (20) years or more**. This includes following the guidelines of the Social Housing Rental Program.

“Social Housing Rental Program” means subsidized rental housing for low-income Manitobans in core housing need (adequate, affordable and suitable housing). Tenants must have a total adjusted household income at or below the Social Housing Rental Program Income Limits established by Manitoba Housing. Further information on the Social Housing Rental Program can be found on the Manitoba Housing website at: <https://www.manitoba.ca/housing/tenants/pubs/rental-housing-program-policy-manual-2021-03-18.pdf>

“Social Rents” mean the Social Housing Rental Program Rents, inclusive of essential utilities (heat, hydro, and water), and is the maximum monthly rent that can be charged to a tenant household for units receiving Financial Assistance from Manitoba Housing through this NRFP. The rent a tenant pays is based on a percentage of total gross household income. This is commonly referred to as rent-geared-to-income. Further information on such rents can be found in on the Manitoba Housing website at: <https://www.manitoba.ca/housing/tenants/pubs/rental-housing-program-policy-manual-2021-03-18.pdf>.

“Submission Deadline” means the date and time set out in Section 3.1 of this NRFP.

“Support Services” means services provided to Eligible Tenants, that align with the levels set out in Appendix “D”.

“Will” or “Should” denote a requirement that Manitoba Housing regards as an important objective. Failure of a Proponent to acknowledge the requirement and affirm its ability to meet the requirement will result in a reduced rating in the evaluation of the Proposal.

2.0 SPECIFICATIONS

Detailed specifications of this NRFP are attached as Appendix “A”.

3.0 PROPONENT'S INSTRUCTIONS

3.1 Submission Address and Deadline

Proponents must submit four (4) hard copies of their Proposal and one copy in Adobe PDF format on a USB stick, addressed as follows and delivered to:

Manitoba Housing
Housing Delivery Branch
200-352 Donald Street
Winnipeg, Manitoba R3B 2H8
Attn: Sandra Oberdorfer, NRFP Administrator

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted. **Proposals must be received no later than the Submission Deadline (as indicated on the front page of the NRFP)** at the above address.

Proposals received after the Submission Deadline will not be accepted and will be returned to the Proponent unopened.

Manitoba Housing may extend the Submission Deadline by issuing an addendum at any time prior to the Submission Deadline or prior to the date and time previously specified in any addendum extending the Submission Deadline. Addenda will be posted on Manitoba Housing's website. It is the responsibility of Proponents to check the appropriate sites regularly for any addenda.

The appropriate signing officer or officers of the Proponent must sign Proposals, in ink. Proposals, once submitted, become the property of Manitoba Housing. All Proposals will be kept in the strictest of confidence subject to such disclosure as may be required under the provisions of The Freedom of Information and Protection of Privacy Act or The Personal Health Information Act. The information may also be shared, on a confidential basis, with technical advisors and other government departments/agencies with interests in your project. Information will not be shared with any third parties except as allowed by the Freedom of Information and Protection of Privacy Act.

Proposals should be submitted in a sealed envelope and delivered by mail or by courier to the above noted address. Please include on the front of the envelope the following:

NRFP#: MHHD2023-005
Title: 575 Balmoral NRFP
Submission Deadline: October 17, 2023
Proponent Name
Proponent Return Address

It is solely the Proponent's responsibility to ensure that the Proposal is received at the designated location noted above prior to the Submission Deadline. This requirement applies equally to mailed proposals, which must physically arrive and be received at the designated location by the Submission Deadline. Manitoba

Housing is not responsible for lost Proposals.

3.2 Proposal Inquiries

Proponents shall be solely responsible for obtaining all information that may be necessary in order to understand the requirements of this NRFP and submit a Proposal in accordance with the terms and conditions of this NRFP. No allowance shall be made for the failure of a Proponent to obtain such information or to make such investigations.

Proponents shall examine the NRFP as soon as possible after receipt. Should a Proponent discover any errors or omissions, the Proponent shall notify the NRFP Administrator as soon as possible so further instructions may be issued to all Proponents before the Submission Deadline. Manitoba Housing endeavours to provide accurate information; however, it is not responsible for errors or omissions.

All inquiries related to this NRFP are to be made, in writing, at least five (5) business days prior to the Submission Deadline as noted above. Inquiries received after this date may not be answered. Written inquiries are to be directed to:

Housing Delivery Branch
200-352 Donald Street
Winnipeg, Manitoba R3B 2H8
Email: housingprograms@gov.mb.ca
Att: Sandra Oberdorfer

Written inquiries submitted by e-mail will be accepted.

Proponents are responsible for ensuring that Manitoba Housing has received their inquiries at least 5 business days prior to Submission Deadline.

3.3 Non-Mandatory Site Visit

A NON-MANDATORY site visit will be held on August 17, 2023, at 2:00 PM Central Standard Time. To confirm your attendance at the site visit and to gain access to the grounds, please notify the [NRFP administrator](#) at least 24 hours prior to the site visit. All costs incurred by the potential Proponents to attend the site visit will be at their expense. Manitoba Housing will not reimburse any Proponent for expenses related to the site visit.

3.4 Proposal Format

Proponents must submit their Proposal setting out the information requested in Section 3.5 of this NRFP and any relevant comments, according to, and in the order of, the various sections, subsections, and clauses presented in this NRFP. Simplicity and clarity of responses are important. Proponents should avoid including extraneous or irrelevant information. Failure to respond to any section, subsection or clause will reduce the assessed value of the Proposal. Failure to respond to any of the Mandatory Requirements within the rectification period will result in the rejection of the Proposal.

All Proposals should be submitted in an 8.5" x 11" format and bound in such a manner as to lay flat when opened.

3.5 Proposal Content

Proposals must contain the following items:

A. Letter of Introduction

- 1) A letter introducing the Proponent and signed by the persons authorized to sign on behalf of and to bind the Proponent to the statements made in response to this NRFP. The letter should contain the same signatures as on the Application for Conditional Allocation, Appendix "E".

B. Proponent Qualifications

- 1) Information about the Proponent, including:
 - i) An organizational/firm profile that includes the applicant organization's origins and history, as well as the organization's experience and accomplishments in relation to the development and management of housing.
 - ii) The organization's mandate and a description of services provided to clients.
 - iii) Human resources (numbers and types), this refers to individuals employed by the Proponent, organization or professionals hired to provide a service, not the Board of Directors.
 - iv) A copy of the organization's Articles of Incorporation, including any amendments and/or relevant corporate by-laws, and current list of Board of Directors.
 - v) A list of current shareholders that own ten or more percent of the shares, if applicable
 - vi) A copy of the organization's last two annual reports and last two completed audited financial statements for the organization and any parent company or organization and any subsidiary involved in the Proposal.
 - vii) An outline that demonstrates how the Proponent and any consultants selected by the Proponent have the staff, organizational capacity, and housing development experience/expertise to project manage the design, financing, and development of the Project.
- 2) Include three (3) project references, if available, where the Proponent acted as a housing developer and or a housing operator. References should include how the previous project(s) is comparable in size, scope, nature, and complexity to the Project being proposed. The references should demonstrate the Proponents ability to successfully complete a housing project and ensure the ongoing operational viability. For each project reference, the following information should be provided:
 - i) A brief description of the Project, including project budget, size and unit count;

- ii) The year the Project was started and completed, or when the Proponent became owner;
- iii) Role or involvement of the Proponent;
- iv) Identify which of the proposed team members, if any, were involved in each project, and identify what their roles and responsibilities were;
- v) Size of the Project (number of units);
- vi) Starting budget and final budget;
- vii) Operating budget if an existing project;
- viii) Contact information of individuals who may be contacted by Manitoba Housing for information on the Proponents performance as a housing developer or property manager.

Proponent's status in relation to Manitoba and Manitoba Housing's record of past performance may be a factor in Manitoba Housing's determination of the Proponent's capacity. Proponents should provide contact information for any Provincial contacts that may speak to past or current delivery performance.

C. Project Concept

A detailed overview of the proposed Project which includes:

- 1) A narrative description of the overall Project concept and development approach.
- 2) A description of how the proposed Project is suitable for the site, including how it addresses safety and security concerns with the site.
- 3) Proposed density and if any re-zoning or variances are required to accommodate the proposed Project.
- 4) Identification of the type of development for the Project, as outlined in Appendix "A".
- 5) A description of the proposed ownership structure.
- 6) Total unit count and total Social Housing Unit count within the Project.
- 7) Unit type (bachelor, one –bedroom etc.), and square footage of each Social Housing Unit.
- 8) Identification of the amenity and or programming space within the Project, if applicable.
- 9) Conceptual drawings (if available).
- 10) A detailed description of any Non-Residential Portions of the Project. Such work should include the marketing plan for each use and a clear breakdown of the projected operating costs, and revenues associated with such space.
- 11) Evidence of community support for the Project, including details and appropriate evidence of any established or potential partnership arrangements (if applicable).
- 12) Describe how the Project and client group aligns with Manitoba's Homelessness Strategy – "A Place for Everyone: A Collaborative Homelessness Strategy for Manitoba, and how the Project may align with other government priorities.
- 13) How the proposed Project and building design is compatible with the neighbourhood, and other community plans and or municipal planning requirements.
- 14) A description of services and local public amenities available to the site, relevant to target client group including a map of the neighbourhood highlighting the Project site.

D. Community Need and Support Services

A detailed overview of the Support Services being offered which includes:

- 1) An itemized list of the Support Services being offered to Eligible Tenants and by whom. This can include services within the residential building and or within the community.
- 2) A description of how the Support Services will be delivered, including any partnership agreements.
- 3) Identification of the specific client target group(s) to be served.
- 4) Describe how the Support Services align with Appendix “D”, and how many Eligible Tenants you intend to support in each level.
- 5) A profile of the Support Service organization(s) anticipated to be engaged to deliver the proposed Support Services, including the origins and history of such organization(s), as well as their envisioned role in the Project.
- 6) A brief description of the organizations experience in providing Support Services.
- 7) Information should be provided that describes the service providers’ capacity to deliver the proposed Support Services. This should include information related to the service providers existing capacity to deliver the proposed Support Services.
- 8) Details on the source of funding for the proposed Support Services, requests to the Government of Manitoba for funding, and details on the current status of funding to provide the proposed Support Services.
- 9) Contact information of individuals who may be contacted by Manitoba Housing as references for information on the performance of the intended Support Service organizations.

E. Financial Viability and Value for Money

A detailed overview of the financial viability of the Project which includes:

- 1) A clear breakdown of all projected capital costs, operating costs, and operating revenues for the Project.
- 2) A description of the cost estimate provided, any cost assumptions used to complete the estimate, as well as the source of the estimate i.e., consultant, quantity surveyor, project manager etc.
- 3) A clear breakdown of all Project capital funding such as mortgage financing, Equity contributions by the Proponent or others, income from any Non-Residential Portions, and grants.
- 4) Appropriate evidence should be provided that any financial contributions have been secured, or an explanation as to how and when such evidence will be available.
- 5) A detailed budget of the proposed Support Services, including how the Support Services will be funded. This should include the proposed level of Support Services

- funding requested from the Government of Manitoba, if applicable.
- 6) A written confirmation of funding availability for delivering Support Services, detailing the amount and the duration of the funding commitment.
 - 7) A breakdown of the estimated annual cost for any Non-Residential Portions, if applicable. Including how the Non-Residential Portions will be funded or self-sustaining and not negatively impact the viability of the residential portion.
 - 8) Identifying the number of Social Housing Units that are proposed to receive Rent Supplement, from Manitoba Housing, if applicable.

Manitoba Housing reserves the right to consider viability of the capital project separately from its operational viability.

F. Development Plan and Timetable

An outline of the Proponent's anticipated project development work plan/approach that includes:

- 1) Information on specific activities, tasks, key milestones, and allocated human and financial resources. This should also include a timetable that outlines proposed dates and durations for key milestones. Functions such as, but not limited to, the following:
 - i. Securing necessary zoning/variances (if required).
 - ii. Preparation of final working drawings and specifications.
 - iii. Construction start date.
 - iv. Project completion date.
- 2) Outline of the work plan/approach for fulfilling obligations required by any funders and/or lenders, to access capital funds for the Project, including information on specific activities, tasks, key milestones, and allocated human and financial resources.
- 3) Information should be provided on the anticipated project procurement process. It should be recognized that Manitoba Housing requires a transparent procurement process and Proponents are encouraged to acquaint themselves with the Manitoba Housing procurement guidelines attached as Appendix "F". Contractual commitments made by a Proponent that are not consistent with these guidelines may not be accepted by Manitoba Housing.
- 4) Proposals should also describe the overall approach to the design of the development and how it meets the housing needs of the target client group.
- 5) How the overall Project integrates with the immediate neighbourhood and/or community, and information on unit design features.

- 6) Provide information which confirms and details how the Project is consistent with Manitoba Housing's physical design requirements as set out in Appendix "A".

Proponents are cautioned not to finalize their Project designs as Manitoba Housing requirements may impact final design. Manitoba Housing shall not be responsible for any costs required to adjust Project designs.

G. Property Management Plan and Operational Viability

A detailed overview of the post-construction property management plan which includes:

- 1) Details on how property management will be carried out and by whom.
- 2) If self-management is planned, the Proponent must demonstrate how they have the experience and capacity to self-manage the Project.
- 3) If the property is to be acquired and the current management plan is to remain, please provide details on the current management plan.
- 4) A tenanting plan on how the Proponent intends to reach and select Eligible Tenants from the target client group to occupy the Social Housing Units.
- 5) How the proposed property management plan aligns with the needs of the client group.
- 6) Proponents must also include a detailed explanation of how management of any Non-Residential Spaces will be carried out and by whom. Including how the Non-Residential Space will be self-sustaining and not negatively impact the viability of the residential portion.
- 7) Provide a detailed explanation of how management of any Support Services will be carried out and by whom.

H. Risk Management Plan

Proponents should provide a detailed assessment of potential risks and a mitigation plan for ensuring the Project can be delivered in accordance with the requirements of this NRFP. Proponents should pay special attention to potential risks for achieving the delivery timeline proposed and include details on how they will mitigate these risks should they arise. Proponents must also include operational risks, such as managing vacancies, managing challenging tenants etc. and how they would be mitigated.

I. Application for Conditional Allocation

A completed and appropriately signed Application for Conditional Allocation (attached to this NRFP as Appendix "E"). **Manitoba Housing will not accept any other format as a replacement to Appendix "E".**

3.6 NRFP Terms and Conditions

A Proponent should clearly understand, and by submitting a Proposal agree, that it's Proposal or any part of its Proposal is subject to the following conditions, in addition to any other terms and conditions set out in this NRFP:

1) Disqualification

No Proposal will be considered which is received after the Submission Deadline. No Proposal will be considered from a Proponent where Manitoba Housing, in its sole discretion, determines that a potential conflict of interest exists. No Proposal will be considered that is in any way conditional or that proposes to impose conditions on Manitoba Housing that are inconsistent with the requirements of this NRFP, and the terms and conditions stipulated herein.

2) Right of Rejection

The submission of a Proposal, the receipt of a Proposal by Manitoba Housing and the opening of a Proposal, or any one of those, does not constitute acceptance, in any way whatsoever, of a Proposal. A Proposal is not, and shall not be deemed, in any way to be a unilateral contract. Selection of a Proposal after an evaluation process shall be deemed to only be an opportunity to enter into negotiations with the Proponent.

3) Conflict of Interest

Manitoba Housing may reject any Proposal if Manitoba Housing, in its sole discretion, determines that an actual or potential conflict of interest exists.

4) Amendment of NRFP

Manitoba Housing may amend or clarify this NRFP by one or more addenda issued before the Submission Deadline. Manitoba Housing will not issue an addendum later than 48 hours before the Submission Deadline except for an addendum which extends the Submission Deadline.

5) Right to Reissue NRFP

Manitoba Housing reserves the right to reissue the NRFP where, in Manitoba Housing's sole opinion, an insufficient number of Proposals submitted in response to the NRFP warrant acceptance or where it would be in the best interest of Manitoba Housing to do so.

6) Cost of Proposal

All costs incurred in the preparation, presentation and submission of a Proposal and all related costs, including, without limitation, rectification and providing additional information, shall be borne entirely by the Proponent.

7) Cancellation of NRFP

Manitoba Housing may cancel this NRFP at any time, with no liability whatsoever to any Proponent.

8) No Contract A and No Claims

This NRFP is not intended to create and shall not create a formal, legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

(a) this NRFP shall not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and

(b) neither the Proponent nor Manitoba Housing shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the outcome of the NRFP process, including any decision by Manitoba Housing to enter into an Agreement with a Proponent, any decision by Manitoba Housing not to enter into an Agreement with a Proponent or a decision by a Proponent to withdraw its Proposal.

9) No Contract until Execution of Written Agreement

This NRFP process is intended to identify prospective service providers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and Manitoba Housing by this NRFP process until the successful negotiation and signing of a written Agreement for the acquisition of the Services.

10) Non-binding Financial Estimates

While financial projections, if any, provided in Proposals will be non-binding prior to the signing of a written Agreement, such information will be assessed during the evaluation of the Proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered financial projections could adversely impact any such evaluation or ranking or the decision of Manitoba Housing to enter into an Agreement for the Services.

11) Decisions of Evaluation Committee

All decisions on the degree to which a Proposal meets the stated criteria or the score assigned to a Proponent or to part of a Proposal will be determined solely by the Evaluation Committee. The Evaluation Committee's determinations in this regard are final and may not be appealed by a Proponent.

12) Project Partnerships

Project partnership responses will be accepted with the understanding that Manitoba Housing will regard only one of the parties of the partnership as the Proponent.

Proposals must clearly indicate which party is the Proponent. The Proponent will be completely responsible for all additional parties.

13) Interpretation and Governing Law

These NRFP Terms and Conditions (Section 3.6):

- (a) Are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Manitoba and the federal laws of Canada as applicable.

14) Amendment or Withdrawal of Proposal

Proponents may amend Proposals submitted in response to this NRFP prior to the Submission Deadline by submitting an amendment clearly identifying the change or by submitting a new Proposal that clearly indicates that it is to replace the Proposal previously submitted by the Proponent.

Amendments submitted after the Submission Deadline will not be considered by Manitoba Housing.

It will be solely the responsibility of the Proponent that submits an amendment to ensure that the amendment is received prior to the Submission Deadline.

All amendments or requests to withdraw a submitted Proposal shall be in writing submitted to Manitoba Housing at the address set out in Section 3.1 of this NRFP. All such amendments or requests shall be submitted on the Proponent's letterhead and shall be signed by the persons authorized to sign on behalf of and to bind the Proponent.

4.0 PROPOSAL EVALUATION AND SELECTION

4.1 Evaluation Committee

The Evaluation Committee will be made up of representatives from the Departments of Families and Mental Health and Community Wellness. The Evaluation Committee will be responsible for reviewing and evaluating Proposals submitted in response to this NRFP. Manitoba Housing may, at its sole discretion, retain additional committee members or professional advisors as is determined to be prudent or necessary.

4.2 Evaluation Process

The NRFP evaluation process is a selection procedure to determine the ranking of Proposals to determine the Proponent(s) to invite to enter into negotiations to finalize a FAA. It will be finalized through completion of the following stages:

- 1) Proponents to submit Proposals to Manitoba Housing in response to this NRFP.
- 2) Manitoba Housing will screen Proposals to ensure that the Proposals meet all Mandatory Requirements of this NRFP. If a Proposal fails to satisfy any of the mandatory submission requirements, Manitoba Housing will issue a rectification notice to the Proponent. The rectification notice will identify the deficiencies and provide the Proponent with a period of three (3) business days (the Rectification Period) to rectify the identified deficiencies. If the Proponent fails to satisfy these mandatory submission requirements within the Rectification Period, its Proposal will not be considered further.
- 3) Proposals that meet the Mandatory Requirements of this NRFP will be evaluated and ranked by the Evaluation Committee in accordance with the criteria identified in Section 4.4, to determine which Proposals are most responsive to the requirements detailed in this NRFP and provide the best overall value to the Government of Manitoba.
- 4) Final project selection is based on the established Evaluation Criteria, as well as other factors such as Manitoba Housing's strategic priorities.

4.3 Mandatory Requirements

Proposals will be screened by reference to the Mandatory Requirements. The Mandatory Requirements are:

- 1) Receipt of Proposal prior to the Submission Deadline.
- 2) Submission of four (4) hard copies and one electronic copy in Adobe PDF format on a USB of the Proposal.
- 3) Proposal includes a minimum of 25 Social Housing Units, as defined in this NRFP.
- 4) For incorporated Proponents, Articles of Incorporation, including any amendments, current by-laws, list of directors and officers, and a current Certificate of Status.
- 5) If the Proponent has shareholders, a list of current shareholders that own ten or more percent of the shares, if applicable
- 6) Proponent has provided satisfactory evidence they are an eligible organization under this NRFP.
- 7) Proposals include submission of a completed Application for Conditional Allocation (Appendix "E") and signed by an appropriate signing authority. Manitoba Housing will not accept any other pro forma as a replacement to Appendix "E".

4.4 Evaluation Criteria

Proposals that meet the Mandatory Requirements of this NRFP will be evaluated based on the Evaluation Criteria outlined below. The Evaluation Criteria is a tool for evaluation but is not the sole criterion for a decision.

Manitoba Housing will also consider how the selection of Proponents taken together fits with Manitoba Housing's and Manitoba's province-wide housing goals and priorities.

Proponents are advised to carefully review the Evaluation Criteria prior to preparing their Proposals in response to this NRFP.

Evaluation Criteria:

Proponent Qualifications	75 Maximum Points
Proposal Concept and Best Use of Site	75 Maximum Points
Community Need and Support Services	25 Maximum Points
Financial Viability and Value for Money	100 Maximum Points
Development Plan and Timetable	50 Maximum Points
Property Management Plan	50 Maximum Points
Risk Management Plan	25 Maximum Points
	400 Maximum Points

Proposals will be scored using a point ranking system based on evaluation criteria above. Total points will be calculated for each Proposal and Proponents will be ranked in order from highest to lowest points. Proponents should note the following:

- 1) Proponent Qualifications** – Proposals will be evaluated on the demonstrated experience, expertise, capacity and track record of Proponents with developing and managing housing projects. Consideration will be given to Proposals that link Proponents which have less experience with partners and/or consultants with more substantial experience if adequate documentation is provided describing roles, responsibilities, and contractual agreements. Maximum points will be awarded to Proponents with extensive and successful documented experience developing housing projects similar in scope and scale to the proposed Project, and where it is evident the Proponent has the capacity to complete the Project as proposed. Preference will be given to Indigenous Organizations.

Scoring will be reflective of the quantity and quality of the Project references related to Proponent's ability and capacity as a housing developer and/or housing operator.

Proponent's status in relation to Manitoba and Manitoba Housing's record of past performance may be factored into Manitoba's determination of the Proponent's qualifications to provide the services. The status in relation to Manitoba and record of past performance of the top-ranked Proponent will be assessed.

- 2) Project Concept** – Proposals will be evaluated on the clarity and soundness of the overall Proposal. This shall include, but not be limited to, consideration of whether the Project is adequately described, whether the overall logic of the Project is sound, and consistent with Manitoba's Homelessness Strategy and the needs of high-risk groups, and whether the Support Services model is aligned with the target client group, housing model, and Support Services outlined in this NRFP and the Appendix "D". Proposals will also be evaluated on the level of community support for the Project and whether there is any heightened risk or likelihood that the Project cannot be completed as proposed. Consideration will also be made for the proposed tenancing plan and how it aligns with the client group and housing

model outlined in Section 1.1. Preference will be given to Projects which create new Social Housing Units that are self-contained over Projects which propose single-room occupancy or renovation of existing substandard housing units. Preference will be given to Proposals that increase the density of units on the site and address safety and security concerns.

- 3) Community Need and Support Services** – Proposals will be evaluated on the demonstrated experience, expertise, capacity and track record of Proponents, including those of any Support Services organizations they propose to work with in the community to deliver Support Services for the intended client group. Preference will be given to Proposals that demonstrate a strong understanding of the community needs and how the proposed Project will meet the needs of the target group, including accessibility, and any Non-Residential Portion. Consideration will be given to Proposals that link Proponents which have less experience with partners that have more substantial experience in providing Support Services to the intended client group, if adequate documentation is provided describing the roles, responsibilities and contractual agreements between the partners. Maximum points will be awarded to Proponents whose Proposals include a comprehensive Support Services plan that aligns with the Support Services criteria set out in Appendix “D” and, where there is a demonstrated long-term willingness and ability to provide Support Services that the target clientele may require to achieve successful tenancy.
- 4) Financial Viability and Value for Money** – Proposals will be evaluated on the financial feasibility and sustainability of the Project, including feasibility and sustainability of the proposed operating budget. This will include, but not be limited to, such elements as projected positive project cash flow, appropriate pro forma benchmarking, reasonableness of any fundraising targets, and documented availability/confirmation of all non-Manitoba Housing funding and/or financing. In addition, Manitoba Housing will favour Proposals with higher Equity contributions as a percentage of total Eligible Project Capital Costs. Preference will also be given to Proponents that demonstrate proof of adequate funding for the Support Services or capacity to secure funding either directly or through their partner agencies.
- 5) Development Plan and Timetable** – Proposals will be evaluated on the appropriateness of the proposed project design and development plan relative to target clientele’s housing needs and conformity with Manitoba Housing requirements as outlined in this NRFP (e.g., Manitoba Housing’s accessibility provisions, physical design requirements and Manitoba Housing’s procurement guidelines). In addition, Proposals will be evaluated on their planned development timetable, with preference given to Proposals which appropriately demonstrate a reasonable ability to commence construction within a short time period and complete the Project within a reasonable timeframe. Proposals will also be evaluated on the length of time it will take to make the Social Housing Units ready for tenancy.

- 6) Property Management Plan and Operational Viability** – Proposals will be evaluated on the proposed post-construction property management plan, including management of the building, Support Services and any Non-Residential Portions to the extent that it demonstrates financial viability and that the Accepted Proponent can continue to provide quality, affordable, rental housing with supports throughout the terms of the agreements with Manitoba Housing. Preference will be given to Projects which plan to engage experienced, qualified property management services, or where evidence is provided that the Proponent is already a well-established property manager with experience serving people experiencing or at risk of homelessness.
- 7) Risk Management Plan** - Proposals will be evaluated on the appropriateness and awareness of potential project risks and a plan to mitigate identified risks, ensuring the Project is delivered on time and in accordance with this NRFP. Manitoba Housing is looking for Proposals that outline realistic project risks and mitigation plans that make it clear the Proponent has a clear understanding of how to deliver the type of development being proposed for the Project.

Proposals will also be evaluated using additional criteria relating to alignment with Manitoba's homelessness strategy priorities, as outlined in Section 1.1 and Provincial priorities.

4.5 Negotiated Agreement

Manitoba Housing may invite the top-ranked Proponent, as determined through the evaluation process, to enter into negotiations to finalize the FAA. Negotiations may include requests by Manitoba Housing for supplementary information from the Proponent to verify, clarify or supplement the information provided in its Proposal or to confirm the conclusions reached in the evaluation, and may include requests by Manitoba Housing for improved pricing or performance terms from the Proponent.

Manitoba Housing intends to conclude negotiations with the top-ranked Proponent within a period of seven days commencing from the issuance of the invitation to enter negotiations. If the parties cannot conclude negotiations and finalize the FAA within that time period, Manitoba Housing may discontinue negotiations with the top-ranked Proponent and invite the next-best-ranked Proponent to enter into negotiations. This process shall continue until:

- (a) an FAA is successfully negotiated and finalized;
- (b) there are no more eligible Proponents remaining; or
- (c) Manitoba Housing elects to cancel the NRFP process.

If Manitoba Housing and a Proponent successfully negotiate the FAA, Manitoba Housing will prepare the finalized FAA for signing by both parties. There will be no legally binding relationship created with any Proponent prior to the signing of the FAA, and the performance of any work will not commence until the FAA is fully signed by both the Proponent and Manitoba Housing. Manitoba Housing is not responsible for any costs incurred prior to the execution of the FAA.

4.6 Notification to Proponents

Manitoba Housing will notify all Proponents of the outcome of the NRFP process, after the FAA or FAAs is/are signed. If Manitoba Housing decides not to enter into an FAA with any Proponent, all Proponents will be given written notice of the decision.

4.7 Estimated Timetable

Proposals submitted under this NRFP proceed through an application and review process as outlined below. The following dates are targets only and are subject to revision by Manitoba Housing.

Milestone	Projected Date
Release of Negotiated Request for Proposals (NRFP)	August 1, 2023
Last day for Proponents to submit inquiries	October 10, 2023
Submission Deadline for Proposals	October 17, 2023
Review and evaluation of Proposals by Evaluation team	October 2023
Notice of Conditional Allocation to Accepted Proponents	December 2023

4.8 Clarifications

As part of the evaluation process, the Evaluation Committee may make requests for further information with respect to the content of any Proposal in order to clarify the understanding of the Proponent's response. The clarification process shall not be used to obtain required information that was not submitted by the Submission Deadline, provide new information or to promote the Proponent's submission. The Evaluation Committee may request this further information from one or more Proponents and not from others. Clarification requests may have a response time that must be met by the Proponent.

APPENDIX “A” – SPECIFICATIONS

1. PROJECT BACKGROUND

The purpose of this NRFP is to select Proponents who will enter into a Financial Assistance Agreement (FAA) to develop Social Housing Units. This NRFP is targeted towards individuals and families that are homeless, have been homeless in the past and or at risk of being homeless. These individuals and families may require supports to secure and maintain stable, long-term housing.

Proposals may include Projects for demolition and new construction or remediating the existing buildings on the site. Projects must include a minimum of 25 Social Housing Units rented in accordance with the Social Housing Rental Program plus where possible, additional units of either social, affordable, or market housing. Proponents are strongly encouraged to include a unit mix that is most desirable to serve the target group and which best supports operational viability of the proposed Project.

Eligible Projects under this NRFP must offer Support Services to assist the client group. Support Services may be necessary to assist someone to achieve tenancy success. Proponents can either provide Support Services or partner with agencies to provide the Support Services that Eligible Tenants might require to achieve successful tenancy. These services may be made available either on-site (in the same building as the housing units) or off-site within the community.

2. LEVEL OF ASSISTANCE

Manitoba Housing will strive to maximize the number of Social Housing Units developed under this NRFP and will therefore give preference to Proposals that provide more than 25 Social Housing Units as required by this NRFP. Similarly, Proponents are encouraged to leverage as much Equity and other funding or financing sources as possible to extend Manitoba Housing’s funding capacity to increase the number of Social Housing Units made available through this NRFP.

Financial Assistance is provided under a FAA. This will be in the form of a one-time capital contribution available through a fully forgivable secured loan that does not have to be repaid if the terms and conditions of the FAA are adhered to. To be eligible for Financial Assistance, Proposals must target the development of a minimum of 25 Social Housing Units which shall be rented out to Eligible Tenants at Social Rents for a period of 20 years. The forgivable loan will be secured by way of mortgage in the amount of the Financial Assistance.

The Government of Manitoba, subject to various necessary approvals, may also make available funding for Support Services to Accepted Proponents who provide Social Housing Units through this NRFP. Support Services funding is typically provided through a service purchase agreement.

Manitoba Housing, subject to various necessary approvals, may also make available a

limited amount of Rent Supplement assistance to Accepted Proponents who provide Social Housing Units through this NRFP. Rent Supplement Agreements are typically five (5) year terms and may have an opportunity for renewal.

Funding from the Government of Manitoba for capital funding, Support Services funding and/or Rent Supplement assistance is provided under separate agreements. All agreements include an auditing component. An Audited Financial Statement may be required to be submitted to Manitoba Housing within 90 days of Project completion. This shall include verification of the expenditures.

Manitoba Housing will also expect that less Financial Assistance will be required for those Proponents requesting Rent Supplement.

It is anticipated that Accepted Proponents will receive a Notice of Conditional Allocation from Manitoba Housing by December 2023. Manitoba Housing expects Accepted Proponents to apply for building permits within six (6) months of the issuance of the Notice of Conditional Allocation, with Project completion to occur within 21 months of permit approval. Any delays with such Project milestones may result in Manitoba Housing withdrawing its Conditional Allocation.

Prior to the issuance of a FAA and within six (6) months of Manitoba Housing's Notice of Conditional Allocation, Proponents will be required to demonstrate that funds are available to the Proponent, and that together with Manitoba Housing's commitment, are sufficient to complete the Project.

3. ELIGIBILITY REQUIREMENTS

3.1 Type of Development

Projects eligible for Financial Assistance under this NRFP include housing units within a single apartment block or separate buildings.

Projects may include demolition and new build or rehabilitation of the existing buildings on site. Manitoba Housing will prioritize new construction Projects that increase the unit density on the site.

Proponents are encouraged to include demolition and new build to ensure safety and security concerns with the existing site can be properly addressed through redesign of the site and building(s). If rehabilitation is being proposed, Proponents must clearly indicate how the proposed Project addresses safety and security issues.

Projects not eligible under this NRFP include any project that has as a component of assisted-living housing, nursing home units, and other long-term care facilities, shelters and crisis care facilities and ownership of any kind. Similarly, they cannot include Life Lease, or similar models where tenant equity is leveraged as a funding source.

3.4 Proponent

Eligible Proponents include Indigenous Organizations, municipalities, private and public/municipal non-profit housing corporations, and non-profit corporations. Proponents may partner with other organizations to provide additional funding support and the required Support Services designed for the intended client group.

3.5 Physical Design

Unit types must be appropriate for the intended target population and be occupied in accordance with the National Occupancy Standards (where possible.). Manitoba Housing will give preference to Projects that include self-contained units.

Amenity space includes common rooms such as a multi-purpose room, kitchenette, public washroom, laundry rooms, and resident storage space. Administration space includes office space and space for the delivery of on-site programming to support building residents. The construction of these spaces, if applicable, may be considered Eligible Project Capital Costs.

Proponents are cautioned not to finalize their Project designs as Manitoba Housing requirements may impact final design.

Environmental Sustainability and Energy Efficiency

New construction and renovation Projects funded by Manitoba Housing must meet Efficiency Manitoba's New Buildings Program 2.2 certification for energy efficiency (or equivalent program, if applicable). For more information on Efficiency Manitoba's programs please visit <https://efficiency.mb.ca/business/programs-for-property-managers/>. Where Manitoba contributes 30 per cent financially (Financial Assistance and Rent Supplement), Manitoba's Energy Design Guidelines will be required in addition to the Efficiency Manitoba's New Buildings Program 2.2. Manitoba's Energy Design standards exceed the requirements of the Efficiency Manitoba New Buildings Program 2.2. Further information can be found outlined in Appendix "G".

In addition, projects will be required to provide information on the anticipated reduction in greenhouse gas emission for the Project and confirmation of the reduction of energy efficiency and greenhouse house gas emissions achieved post-construction.

Accessibility Provisions

Manitoba Housing encourages the use of universal design and enhanced accessibility features. All new construction projects must include a minimum of five (5) per cent accessible units. For senior housing projects that receive over 30 per cent financially (Financial Assistance and Rent Supplement), all units must be accessible. For all other senior housing projects, 20 per cent of the units must be accessible. Manitoba Housing Accessible Design Criteria is outlined in Appendix "H".

Proponents are encouraged to incorporate accessibility design standards in conversion, rehabilitation and acquisition Projects wherever possible and practical. Such opportunities shall be assessed on a per Project basis and will be dependent upon specific Project feasibility and design considerations.

3.6 Income Limits and Tenant Selection

Eligible households are low-income renters that are considered to be individuals or families that are homeless, at risk of becoming homeless, or have been homeless in the past.

To ensure that Social Housing Units produced as a result of this NRFP are made available to low-income households, tenants of Social Housing Units must have a total household income at or below the Program Income Limits as defined in Section 1.3 of the NRFP.

Total income includes employment and income assistance, employment insurance benefits, disability benefits, wages and salaries, net income from self-employment, investment income, retirement pensions, and miscellaneous income such as alimony or government transfer payments.

Proponents will be required to have procedures in place to ensure a fair and open process for tenant selection. Accepted Proponents must verify the income of a perspective tenant as a condition of signing a lease with the tenant to ensure compliance with this requirement.

The unit must be governed by a contractual agreement between the landlord and the tenant as defined by the *Residential Tenancies Act* and the tenant must be accountable for the terms and conditions of tenancy. Housing clients must have leases and all the rights of a tenant, but there may be house rules and restrictions due to the need to share space with others. Security of tenure must not be determined by a client's participation in Support Services.

3.7 Rent Levels

Financial Assistance is only available for units being developed and to be rented at Social Rents. Projects may incorporate the development of units that are scheduled to be rented above applicable Social Rents, and Proponents are encouraged to incorporate such units provided appropriate need/demand exists. Such units will not however be eligible for Financial Assistance.

The Social Housing Units created through this NRFP are intended for people experiencing homelessness to be rented on an RGI basis.

3.8 Support Services

Support Services are intended for people experiencing homelessness and are further outlined in Appendix "D". Understanding that Indigenous peoples are over-represented in the community facing homelessness, we encourage Proponents and/or their Support Services partners to use a two-eyed

seeing approach: balancing Indigenous knowledge and traditional methods of healing with Western methods.

Subject to further approvals, Manitoba may provide funding for Support Services.

Eligible Costs for Support Services funding by Manitoba Housing include;

- Administration
- Salaries or wages, professional development and travel of service delivery staff
- Service delivery expenses including repair of rental unit damage by participants, participant transportation, incidentals and start-up funds to furnish homes

Activities and costs that are not eligible under the NRFP include:

- deficit financing or reducing
- previously incurred costs
- emergency funds for organizations
- endowments
- sponsorships and/or fundraising campaigns
- project costs for other activities that are not specified in the application
- proposals solely for infrastructure improvements
- on-going operational costs unrelated to the proposed project
- housing costs
- property management

APPENDIX “B” – SITE DETAILS

Manitoba Housing owns the Property known as 575 Balmoral in Winnipeg, and is planning to make it available to the Accepted Proponent for \$1.00. The site is further described below:

Civic Address:	575 Balmoral Street, Winnipeg, Manitoba
Legal Description:	Lot 1 Plan 48715 WLTO in RL 1 Parish of St John and in RL 78 Parish of Saint James.
Assessed Value:	\$1.55M
Present Use:	Vacant Residential Buildings
Current Zoning:	Downtown Living Sector (D)
Estimated Parcel Size:	13,000 square feet

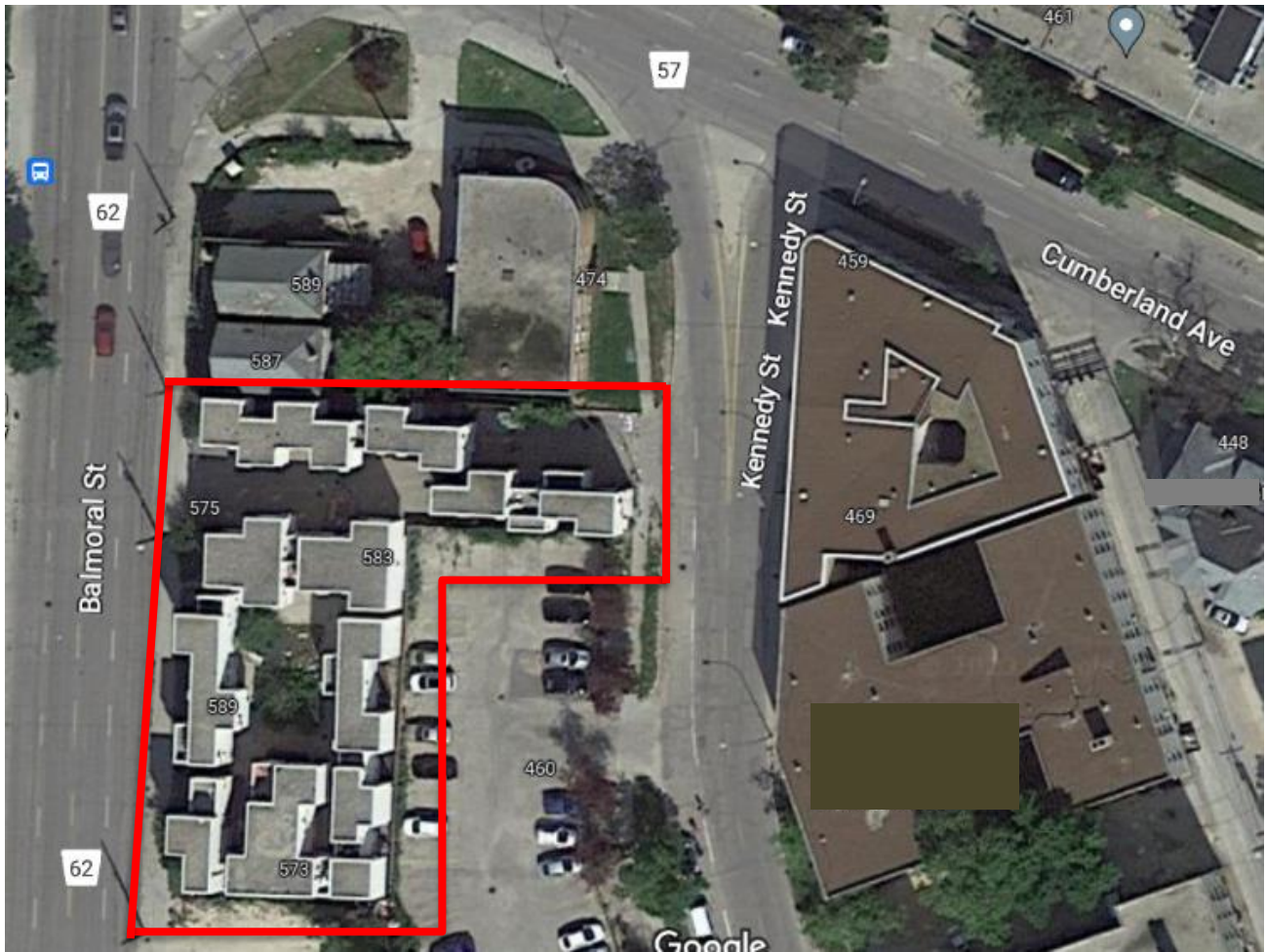
The Property is described in the aerial site map and survey provided below, located in the City of Winnipeg’s, Central Park neighbourhood. The Property includes a 25-unit residential building complex featuring a number of structures with a central courtyard. It is situated between Balmoral Street and Kennedy Street, near Cumberland Avenue. The map is not intended to depict actual property boundaries or the exact size and location of the Property or site services and is provided for context only. There is a non-mandatory site visit planned for August 17, 2023, which will offer Proponents opportunity to further investigate the Property, please see Section 3.3 of the NRFP for further details.

The buildings on the Property have been vacant since 2019 and a 2019 structural building assessment of the property indicated that significant repairs and upgrades are required to resume occupancy, see Appendix “I”. In addition, the following issues have been identified with the buildings/property:

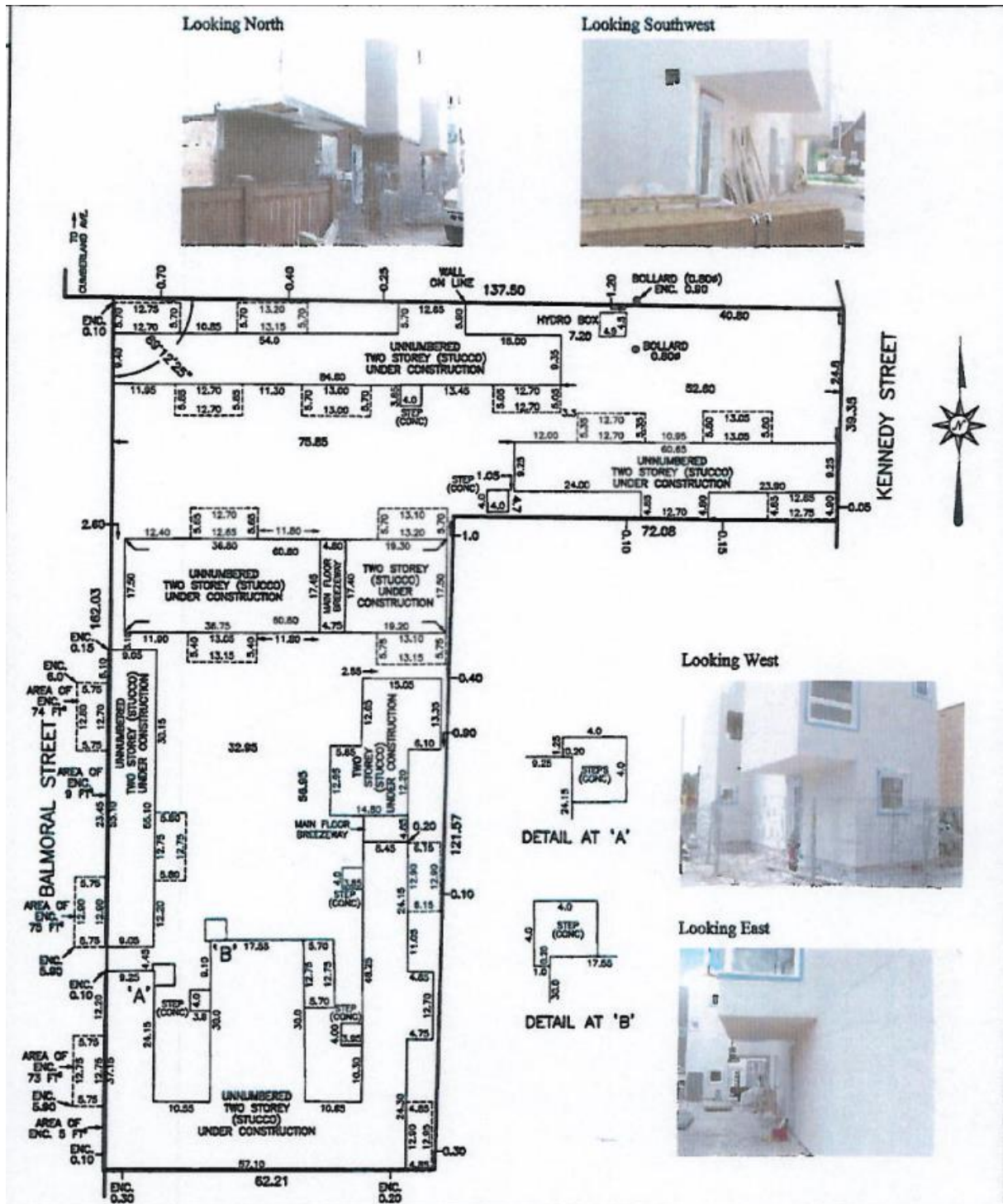
- Floor plans lack functionality.
- Entrances to upper units are designed in a way that makes moving large furniture in and out of units difficult or impossible.
- Safety/security issues due to blind spots between buildings and access around property.

The site has full municipal servicing and the City of Winnipeg has confirmed it is currently zoned Downtown Living Sector (D). For more information on the Downtown Living Sector (D) zoning requirements please contact the City of Winnipeg. All proponents are required to conduct their own due diligence regarding the site and City of Winnipeg zoning bylaws. **Applicants may contact [Karin Kliewer](#), Downtown Planner at the City of Winnipeg for information about zoning, Downtown Urban Design, and available programs that could support social housing on this site.**

Ariel view of site:



Site Survey:



APPENDIX “C” – ELIGIBLE PROJECT CAPITAL COSTS

A Project’s total eligible capital costs are determined by Manitoba Housing and include:

- Land acquisition
- Municipal servicing
- Landscaping
- New Construction, building acquisition, renovation, rehabilitation or conversion
- Hard furnishings
- Net soft costs

Within the above categories, only those items in keeping with individual Project requirements are used to determine Eligible Project Capital Costs. The cost of acquiring excess land which is intended for future development is not eligible. Municipal service costs are to be prorated with other potential users and must not exceed a reasonable cost per unit of the housing to be serviced.

Hard furnishings required for the operation of the eligible designated residential component are eligible costs. Hard furnishings generally include appliances, built-ins, non-movables and major pieces of maintenance equipment. Additional furnishings which are appropriate to the Project may be eligible, such as lounge furniture and drapes. Soft furnishings such as bed linen, tablecloths, dishes and cutlery are not eligible.

Net soft costs include the following items, but less any revenue (e.g., rent, interest, etc.) received prior to the interest adjustment date (IAD):

- Architect and engineering fees
- Resource group fees
- Other consultants' fees
- The cost of permits, levies and impost charges
- Taxes
- Insurance during construction
- Interest on advances during construction
- Interest charges on interim financing
- Organization expenses
- Legal fees
- Audits
- Enrolment in recognized provincial warranty programs
- Advertising costs for tenders
- Lenders' and brokerage fees
- Other costs as deemed eligible by Manitoba Housing’s sole discretion

APPENDIX “D” - SUPPORT SERVICES LEVELS

Level 1 - Rapid re-housing (Tier 2 of the provincial mental health framework)

Provide brief, targeted and structured intervention. Teams will provide general case management to help participants acquire ID, access other basic services (e.g., income), and secure rental housing. Time limited services to support stability will be provided. Services may include structured brief and targeted intervention such as the following:

- 1) Assist participants with completing a standardized rental application;
- 2) Arrange visits to the rental units that match participants' preferences and accompany participants as required;
- 3) Assist participant to set up interviews with the landlord;
- 4) Prepare participant for landlord interviews (i.e., coach participants on how to respond to potential questions about challenges with housing history);
- 5) Accompany participants to interviews as required and negotiate with or on behalf of participants;
- 6) Ensure that the participants understand lease requirements before signing;
- 7) Conduct a move in condition report with the tenant and document with pictures.
- 8) When appropriate, an agreement between your agency and landlord including specifying length of time for support involvement. Daily in home check-ins with clients for the first thirty days may include evening and weekends. Agency involvement could continue after the initial thirty days of tenancy;
- 9) Obtain participant consent to release information to and from the landlord.
- 10) Define with landlord, tenant and agency expectations of who to contact if and when issues arise;
- 11) Provide tenant orientation and move in supports including education around tenant rights and responsibilities;
- 12) Provide tenant support for unit set up and awareness of local community amenities and resources;
- 13) Daily in-home visits for the first month after moving in and weekly visits for the second and third month;
- 14) Remain the point of contact for the tenant and landlord in the event that personal or tenancy issues arise;
- 15) Arrange for a warm hand off of people to intensive case management if the rapid rehousing services are not sufficient to maintain tenancies. Use the Coordinated Access intake process to find a suitable service provider.

Level 2 - Intensive case management (Tier 3 of the mental health framework)

Support individuals experiencing chronic or episodic homelessness identified through a Coordinated Access intake process (if one is available in your community).

Teams provide case management services to facilitate access to housing, health and social services along with the supports offered. Teams may coordinate connections to home or mobile withdrawal services, primary care, addiction medicine, home care, community counselling, or other supports. Intensive Case Management (ICM) includes the rapid rehousing services plus the following:

- 1) Support participant housing stability including:
 - a) Provide services that affect daily functioning, fulfilling responsibilities as a tenant, social interactions among tenants, and accessing resources. These include in-home tenant support for management of premises (cleaning/maintenance), management of behaviour (conflict, disturbances, harm minimization), and

- management of finances (payment of rent).
 - b) Assist tenants to plan and execute housing moves including support to fulfill lease obligations and coordinate necessary resources to facilitate housing opportunities.
 - c) Maintain ongoing communication and engage in support to housing providers.
- 2) Daily in-home visits for the first month after move in and a minimum of twice weekly check-ins in subsequent months. In home visits may be reduced to weekly once housing is stable.
 - 3) Remain the point of contact for the tenant and landlord in the event that personal or tenancy issues arise; Support participant progress on individually identified goals related to recovery, health, self-sufficiency, and social integration including:
 - a) Develop and utilize a variety of individualized, culturally based engagement strategies to facilitate relationships and interactions.
 - b) Develop, support, and review practical plans to remain housed, meet health and personal goals, and increase capacity utilizing a harm reduction approach.
 - c) Assist with crisis prevention and recovery planning.
 - d) Link clients to health professionals and holistic approaches.
 - e) Support self-determination, capacity building, and independence in day-to-day activities.
 - f) Facilitate social integration and development of relationships within and outside the program.
 - 4) Encourage participant's journey through Housing First upon attainment of housing stability to alternate formal and informal services including:
 - a) Foster integration of alternate supports for participants who have remained stably housed for 12 months, and whose needs can be supported by a less intense level of service.
 - b) Support transition of participants when alternate services are established and are adequately sustaining participant stability.
 - c) Re-engage supports, if required, for people who have left the program in the last year.
 - d) When a participant transitions from ICM be mindful of the established relationship. Consider celebrating the success through ceremony and encouraging the participant to volunteer for the agency to maintain a connection.
 - 5) Utilize Housing First closure processes and provide a warm hand off to appropriate community resources for participants who require alternative levels of support. Participants eligible for closure include those who:
 - a) Cannot be located or leave the community.
 - b) Choose the services of another Housing First or community agency whose housing with supports model is more appropriate.
 - c) Have experienced a permanent decline in health status and they no longer have the capacity to work towards housing goals for independent living and have obtained housing and supports of an alternate care provider.

Level 3 - Assertive community treatment or Flexible Assertive Community Treatment (Tier 4 of the mental health framework)

Assertive community treatment is a multidisciplinary team-based approach to support individuals living in the community who are dealing with multi-layered mental health

issues. Flexible assertive community treatment recognizes that recovery can be circular and require adaptation in the intensity of support. Flexibility encourages participants' resilience and promotes addressing the personal needs of individuals. Teams provide access to clinical and holistic supports (physical and mental health clinicians, elders and knowledge keepers) and assertive case management to assist with activities of daily living as required for tenancy stability. Teams may have to coordinate connections to additional case management, community based substance use services, supportive recovery housing, primary care, home care, and other services. FACT and ACT include the rapid re-housing services, ICM, plus the following:

- 1) Support participant progress on individually identified goals related to recovery, health, self-sufficiency, and social integration including:
 - a) Team members available 24/7 and provide real-time support.
 - b) The expected ratio is 1:10 staff to clients.
 - c) Establish partnerships with medical staff and elders to provide a two eyed seeing approach, collaboration and/or integration of Indigenous knowledge and traditional methods of healing to support individual's journey
 - d) Provide or connect to a variety of services (psychiatry, primary care, trauma recovery, family repatriation, justice system interactions, harm reduction for problematic substance use, cultural identity and reclamation, daily living skills, advocacy for benefits and entitlements, supported 6 employment services) that participants identify as needed to attain their goals.
 - e) Provide medication management where necessary following agency policies and procedures for appropriate handling and provision.
 - f) Offer group-based support, intervention and social activities.
 - g) Promote participants' interdependence in the community.
 - h) Provide daily in-home services with participants for the first 30 days after move in and Monday to Friday for the subsequent eleven months.
 - i) Provide a 24/7 response to tenants and landlords for a minimum of three months after move-in.

APPENDIX “E” – APPLICATION FORM FOR CONDITIONAL ALLOCATION

SEE SEPARATE ATTACHMENT

APPENDIX “F” – PROCUREMENT GUIDELINES

While Manitoba Housing will consider a number of procurement techniques under specific circumstances, the standard and preferred technique is public general tender. Any departure from public tendering shall require the Proponent to provide a thorough rationale for their intended method and requires approval by Manitoba Housing.

1) For General Contract

- A minimum three-week public tender period is required.
- At least three (3) bona fide bids must be received (see definition of bona fide Construction Manager, below).
- A 10% Bid Bond and a 50% Performance Bond, in favour of the owner, is required.
- The Contractor shall be experienced and capable of performing the work under the contract, satisfactory to Manitoba Housing.
- The Contract shall be reviewed by and acceptable to Manitoba Housing prior to tendering.

2) For General Contract (Invitational Tender)

- Requirements are the same as above except the tender would be invitational to at least five (5) bidders acceptable to Manitoba Housing.
- Manitoba Housing approval is required prior to tender.

3) For Construction Management

- A minimum of 75% of the total construction budget shall be fixed prices based on signed contracts with sub-trades/suppliers prior to commitment.
- No advances for any portion of the work shall be made unless signed contracts are in place.
- All sub-trades shall be competitively tendered. A minimum of three bona fide bids shall be received for each sub-trade tender.
- Fee Proposals from at least two bona fide construction managers must be received. Fee Proposals should be based on complete working drawings and specifications but must be based on at least completed preliminary drawings and outline specifications for the Project, which include the designs of all major systems and subsystems, as well as the results of all site/installation investigations.
- Construction managers shall have completed at least two projects of comparable scale and complexity on time and within budget as indicated by evidence satisfactory to Manitoba Housing. Projects would generally be deemed comparable if they involve the same building technique and/or housing form and are at least 75% of the scale of the proposed project. The time period of the previous experience is relative only to the degree that the firm still has the skills and adequate staff available with the skills which were applied in the previous comparable projects.
- The Management Fee shall be within current market limits and acceptable to Manitoba Housing.
- Fee structure shall be:
 - 25% pre-construction stage;
 - 65% construction stage: fee divided by number of months in schedule and if project falls behind, then monthly fee is postponed;
 - 10% post construction stage.

- The Construction Manager shall have no more than (0.15% x construction budget) autonomous signing authority.
- The Site Supervisor's remuneration shall be specifically identified and acceptable to Manitoba Housing.
- All sub-trades with contract values over \$25,000, or 5% of the construction budget, shall provide a 50% Performance Bond or a 50% unconditional irrevocable Letter of Credit approved as to form and held by the owner's Lawyer. The owner may choose to require more Surety from Sub- Contractors.
- Sub-trades with prices less than 90% of the next lowest bid must be bonded.
- The construction budget shall be acceptable to Manitoba Housing and shall consist of a minimum 5% contingency (new construction) or 10% contingency (rehab or conversion). General Conditions shall represent 5% of the total construction budget, unless otherwise accepted by Manitoba Housing.
- The total construction budget (including the above noted requirements) shall not exceed the Project's valuation as determined by a registered quantity surveyor appointed by Manitoba Housing at their option.
- Conflicts of interest are disallowed; for example, the architectural firm cannot act as construction manager, the construction management firm cannot be a tendered sub-trade or supplier, the development consultant cannot be either a sub-trade or construction manager, etc.

APPENDIX "G" - ENERGY AND ENVIRONMENTAL DESIGN GUIDELINES

SEE SEPARATE ATTACHMENT

APPENDIX “H” – ACCESSIBLE DESIGN CRITERIA

Accessibility has to follow the most current code not the least of which must meet

Required Features for Accessible Units*		Minimum (mm)	Maximum (mm)
Doorways	Clear Width	850	915
Peep Hole	Height from floor	1,100	
Hallways	Width	915	1,220
Window Sills	Height from floor	800	915
Outlets (telephone, cable, etc.)	Height from floor	450	
Light switches, Intercom, thermostat	Height from floor	1,220	
Turning Radii (all rooms)		1,500	1,525
Rods in Clothes Closets/shelves	Height from floor	450	1,220
Kitchen Counter	Height from floor	810	850
Lateral transfer area – by toilet		915	
Bathroom Sink	Height from floor	800	860
Level threshold at entrance			
D-type handles			
Lever-type faucets			
Easily opened doors			
Grab Bars in Bathroom		2	
Hand-held shower on an adjustable rod			
Pull-up space under bathroom sink			
Pull-down seat in shower			
Mirror	Height from floor	1,000 or tilted	
Medicine cabinet	Height from floor		1,220

Rocker-style or large knob light switches			
Flooring- securely fastened to floor – low level carpet			
Offset pipes under sinks			
Knock-out cupboards below kitchen sink			

*All housing being developed for seniors must incorporate the accessible design features.

Visitable Design

Visitable Design refers to the accessibility of the main floor of a residential unit and any main floor common areas. Projects should include an accessible path of travel from the street, sidewalk or driveway to a main entrance of the building and/or main floor entrance of the dwelling unit(s). Visitable units include a no-step entry access to the dwelling unit, interior doorways on the main floor with a minimum clear width of 32 inches, and a minimum clear width of 36 inches to access all main floor activity areas including the washroom. Access to main floor washrooms that shall enable a person using a mobility device, such as a wheelchair, to enter, close the door and use the facilities.

APPENDIX "I" – BUILDING ASSESSMENT REPORT

SEE SEPARATE ATTACHMENT