



# **NEGOTIATED REQUEST FOR PROPOSALS**

MHHD2023-004

## **NEGOTIATED REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF SOCIAL HOUSING UNITS**

NRFP#: MHHD2023-004

**Issued By: Manitoba Housing**

**Issue Date: July 7, 2023**

**Submission Deadline: September 5, 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

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## **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 has made a public commitment to add 300 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.

The intent of this Negotiated Request for Proposals (NRFP) is to solicit Proposals from qualified Proponents 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.

Manitoba Housing has \$13.1M in capital funding available towards the development of Social Housing Units. The maximum contribution per Social Housing Unit is \$150K. However, preference will be provided to Proponents seeking lesser contributions per unit to maximize the number of units possible developed through this NRFP and therefore encourages Proponents to seek other funding sources.

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 5.4. While the overall Project may

provide other types of housing that charge market or Affordable Rents, funding through this NRFP will be only for the Social Housing Units in the Project.

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](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 National Housing Strategy (NHS) bi-lateral agreement. Stacking of Federal and Provincial funds related to NHS 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 Definitions

For the purpose of this NRFP:

**“Accepted Proponent”** means a Proponent that has been selected following successful negotiation to 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 “B”.

**“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 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.

**“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.

**“Proponent”** means a non-profit or for-profit corporation, or any other legal entity that is not an individual and that submits a Proposal to Manitoba Housing in response to this NRFP. This may include municipalities, private and public/municipal non-profit housing corporations, housing cooperatives, and private developers.

**“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 “C”.

**“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.

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#: MHHD2023-004  
Title: Social Housing NRFP  
Submission Deadline: September 5, 2023  
Proponent Name  
Proponent Return Address

**It is solely the Proponent’s responsibility to ensure that the Proposal is received at the designated location prior to 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](mailto: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 Proposal Format**

Proponents must submit their Proposal setting out the information requested in Section 3.4 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.

### **3.4 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 "D".



## 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) If presently incorporated, 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) If not incorporated, details on current group membership and any prospective plans for incorporation.
- vi) A copy of the organization's latest annual report and audited financial statements for the parent company and any subsidiary housing corporation 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) Identification of the type of development for the Project, as outlined in Appendix “A”.
- 3) A description of the proposed ownership structure.
- 4) Total unit count and total Social Housing Unit count within the Project.
- 5) Unit type (bachelor, one –bedroom etc.), and square footage of each Social Housing Unit.
- 6) For acquisition projects that require repairs or rehabilitation, an outline of work required to bring units to a minimum level of health and safety standard. If available, include evidence of the work required and evidence that the housing units are not currently providing adequate housing.
- 7) Identification of the amenity and/or programming space within the Project, if applicable.
- 8) Conceptual drawings and site plan (if available).
- 9) 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.
- 10) Evidence of community support for the Project, including details and appropriate evidence of any established or potential partnership arrangements (if applicable).

## **D. 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 “C”, 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. Building and Site Details**

A description of the proposed site for the Project which includes attention to the following:

- 1) Current ownership and use of the land and/or building(s).
- 2) Current zoning and if re-zoning and/or variances are required.
- 3) Evidence of Proponent control (e.g., status of title, purchase/sale agreement, option to purchase, leasehold details) or evidence that the property is being offered for sale by the property owner (e.g., letter from the property owner stating its intent to transfer/sell the property to the Proponent with disclosure of terms and conditions).
- 4) Property Value – municipal assessment, appraised value, or opinion of value from a realtor.
- 5) Consistency with community plans and/or municipal planning requirements.
- 6) 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.
- 7) Soil conditions and a statement on the results of any past environmental site assessment work, if applicable.
- 8) For existing buildings include a description of the current condition of the building and any building inspection reports, hazardous materials assessments and/or any other assessments that have been done on the property.
- 9) A description of whether or not there are any encumbrances registered on title preventing or restricting use of the site for residential purposes, or any other existing encumbrances and when and how they will be discharged. ■

Proponents should exercise caution if entering into agreements or options for site and/or building acquisition, as further approval will be required to provide funds to successful Proponents. Manitoba Housing will not be responsible for costs incurred by Proponents in securing or holding land and or land and existing buildings.

## **F. 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 proposed level of capital funding per Social Housing Unit required from Manitoba Housing.
- 9) Identifying the number and type of 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.

## **G. 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. Transfer of ownership of the Project site to the Proponent (if required).
  - ii. Securing necessary zoning/variances (if required).
  - iii. Preparation of final working drawings and specifications.
  - iv. Construction start date.
  - v. 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 "E". Contractual commitments made by a Proponent that are not consistent with these guidelines may not be accepted by Manitoba Housing.
- 4) Acquisition strategy to be used to acquire the site and/or building(s), if applicable. This should include key assumptions being made about the proposed site and/or building(s), and the technical strategies the Proponent plans to use to manage risks

and meet the Project development plan and timetable.

- 5) Proponents that are proposing acquisition and major renovation of existing housing units, should include a plan to make units tenantable without displacing and/or minimal interruption to existing tenants, if applicable.
- 6) 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.
- 7) How the overall Project integrates with the immediate neighbourhood and/or community, and information on unit design features.
- 8) 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.

## **H. 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 client group aligns with Manitoba's homelessness strategy "A Place for Everyone" and the intent of this NRFP, as referenced in Section 1.1.
- 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.

## **I. 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.

## **J. Application for Conditional Allocation**

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

### **3.5 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 3.5):

- (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 5.4, 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 provides Social Housing Units, as defined in this NRFP.
- 4) The proposed Project location is within the Province of Manitoba but not in a recognized or designated as a First Nation community.
- 5) Evidence the Proponent has ownership or control of the site and/or building(s), or evidence the proposed site and/or building(s) is available for purchase or lease.
- 6) Proposals include submission of a completed Application for Conditional Allocation (Appendix "D") and signed by an appropriate signing authority. Manitoba Housing will not accept any other pro forma as a replacement to Appendix "D".

### **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	50 Maximum Points
Support Services	25 Maximum Points
Property and Site Details	50 Maximum Points
Financial Viability and Value for Money	100 Maximum Points
Development Plan and Timetable	50 Maximum Points
Property Management Plan	25 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. 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 “C”. 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. 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.
- 3) **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 to deliver Support Services for the intended client group. 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 “C” 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) **Property and Site Details** – Proposals will be evaluated on the appropriateness of the site and/or building(s), if applicable for the proposed Project, taking into account such issues as proximity of services and amenities (appropriate to target client group), current zoning, compatibility with adjacent land uses, environmental and/or building conditions, and any other land or property related factors which may hinder completion of the Project as proposed. Proposals will also be evaluated on the readiness of the site and/or building(s) and/or how long it will take for the site and/or building(s) to be ready for construction relative to the proposed project concept.
- 5) **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, as well as Proposals requiring lower per unit Financial Assistance relative to the maximum level of Financial Assistance available through this NRFP. 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.
- 6) **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. Regarding acquisition and renovation of existing buildings, Proposals will also be evaluated on the length of time it will take to make the Social Housing Units ready for tenancy.
- 7) **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. 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.

- 8) **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.

Once Manitoba Housing has considered all preceding factors, location and project type will also be considered to ensure projects are not concentrated in one central location and are not of similar project type.

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 Negotiation 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.

Manitoba Housing may, in its sole discretion, decide to enter in an FAA with more than one Proponent. If so, the negotiation process will repeat with the next-best-ranked Proponent.

#### **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.

<b>Milestone</b>	<b>Projected Date</b>
Release of Negotiated Request for Proposals (NRFP)	July 7, 2023
Last day for Proponents to submit inquiries	August 28, 2023
Submission Deadline for Proposals	September 5, 2023
Review and evaluation of Proposals by Evaluation team	September, 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.

Housing models such as scattered site housing in the community, a congregate setting such as an apartment block, or other housing models may all be successfully used to meet varying housing needs.

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 requiring a lower per unit funding contribution. 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.

Capital funding 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 Social Housing Units which shall be rented out to Eligible Tenants at Social Rents for a period of 20 years.

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.

Proponents are encouraged to incorporate units in the Project, apart from the Social Housing Units, that may be rented out above Social Rents, to improve the Projects overall financial viability.

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, scattered sites within the community/neighbourhood (single-detached housing or semi-detached housing, duplex etc.) or a combination of both. Projects must be comprised of one of the following:

- (a) conversion from non-residential to residential use;
- (b) new construction;
- (c) renovation of vacant, derelict residential buildings;
- (d) acquisition of market units for conversion to Social Housing Units;
- (e) Rehabilitation of vacant units within an existing residential building; and
- (f) Renovation of substandard units that not currently providing adequate housing.

Manitoba Housing may also take into account project location and type.

Acquisition based project approach must describe the current use, and how acquisition increases the supply of Social Housing Units. The intent of this NRFP is to increase the number of Social Housing Units. The acquisition of existing Social Housing Units, or Affordable Housing Units that are fully operational and currently providing adequate housing are not eligible under this NRFP. Please note if acquiring a property and/or undertaking a renovation to an existing residential building, funding requests will only be considered where the existing units are sub-standard and the Project will not displace current tenants.

Projects not eligible under this NRFP also include nursing homes and other long-term care facilities, crisis care facilities, and ownership housing of any kind.

Projects targeting the development of Social Housing Units which include a shelter

component or other alternative mixed housing are eligible, however Manitoba Housing will not provide funding for these components.

### 3.2 Community Location

Proposals may target the development of Social Housing Units anywhere in Manitoba, with the exception of recognized or designated First Nation communities.

### 3.3 Land

Projects on leased land may be considered for Financial Assistance provided that it is permissible under applicable legislation and the terms and conditions of the land lease are acceptable to Manitoba Housing. The lease cannot expire before the expiration of the Financial Assistance Agreement.

### 3.4 Proponent

Eligible Proponents include municipalities, private and public/municipal non-profit housing corporations, and private developers. 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. Units may include those that offer fully self-contained suites or private rooms with shared bathroom and/or kitchen facilities (with this design consideration contingent on the target population). Manitoba Housing will give preference to Projects that incorporate self-contained suites.

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://efficiencymb.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 “F”.

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 “G”.

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 1.2 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 to units leased at Social Rents. Projects may incorporate the development of units that are scheduled to be leased 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 “C”. 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 startup funds to furnish homes

Activities and costs that are not eligible under the EOI 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” – ELIGIBLE PROJECT CAPITAL COSTS**

A Project’s total eligible capital costs are defined 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.

The cost of freehold land, or the capitalized value of the ground rent in the case of leasehold land, must not exceed the market value at its highest and best use as estimated by a qualified appraiser. For existing properties, the acquisition costs should not exceed the 'as is' market value, as estimated by a qualified appraiser.

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 “C” - 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. If you are providing services in Brandon, Thompson or Winnipeg, 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. o Promote participants' interdependence in the community.
  - g) Provide daily in-home services with participants for the first 30 days after move in and Monday to Friday for the subsequent eleven months.
  - h) Provide a 24/7 response to tenants and landlords for a minimum of three months after move-in.

## APPENDIX “D” – APPLICATION FORM FOR CONDITIONAL ALLOCATION

### SECTION 1: PROPONENT INFORMATION

---

Name of Proponent

---

Legal Name of Proponent

---

Contact Person Name

Title

---

Phone Number

Alternate Phone Number

---

Email Address

---

Mailing Address

---

Municipality

Province

Postal Code

---

Corporation Type (i.e. Non-profit, etc.)

### SECTION 2: DEVELOPMENT TEAM

---

Project Development: Company Name and Address

Contact Name and Phone Number

---

Architect: Company Name and Address

Contact Name and Phone Number

---

Law Firm: Company Name and Address

Contact Name and Phone Number

---

Lender: Company Name and Address

Contact Name and Phone Number

---

Other(please specify): Company Name and Address

Contact Name and Phone Number





**Circulation and Service Areas Size (b)(in square feet)**

**Total Gross Area of Building (a) + (b) = \_\_\_\_\_ (d)**

**Residential Portion [(d) / (a) x 100] = \_\_\_\_\_ %**

**Non- Residential Portion [(d) / (b) x 100] = \_\_\_\_\_ %**

**MONTHLY RENTAL INCOME**

Unit Size	Social			Affordable			Market			
	# Units	Rent t*	Total	# Units	Rent t**	Total	# Units	Rent	Total	
1 bdrm										
2 bdrm										
3 bdrm										
4 bdrm										
Total (a)				Total (b)				Total (c)		

\*Must not exceed SHRP rates

\*\*Must not exceed AHRP rates

**Total Annual Rental Income: [(a) + (b) + (c)] x 12 = \_\_\_\_\_**

**ESTIMATED ANNUAL OPERATING COSTS OF BUILDING**

**Proponent Estimate**

**MHRC use only**

**Maintenance**

- 1. Maintenance and Repairs \_\_\_\_\_
- 2. Elevator \_\_\_\_\_
- 3. Snow and Waste Removal \_\_\_\_\_
- 4. Grounds Maintenance \_\_\_\_\_
- 5. Other (specify) \_\_\_\_\_
- 6. **Subtotal Maintenance** \_\_\_\_\_

**Utilities**

- 7. Heating \_\_\_\_\_
- 8. Light and Power \_\_\_\_\_
- 9. Water and Sewer \_\_\_\_\_
- 10. Janitorial (payroll/supplies) \_\_\_\_\_
- 11. Security \_\_\_\_\_
- 12. Other (specify) \_\_\_\_\_
- 13. **Subtotal Utilities** \_\_\_\_\_

**Administration**

- 14. Management (fees/salaries/supplies) \_\_\_\_\_
- 15. Audit and Legal \_\_\_\_\_
- 16. Property Taxes \_\_\_\_\_
- 17. Insurance \_\_\_\_\_
- 18. Bad Debts \_\_\_\_\_
- 19. Replacement Reserve \_\_\_\_\_
- 20. Other Expenses (specify) \_\_\_\_\_
- 21. **Subtotal Administration** \_\_\_\_\_

**22. Annual Operating Costs  
(lines 6 + 13 + 21) =** \_\_\_\_\_

**23. Annual Loan Repayment  
(line 74e) =** \_\_\_\_\_

**24. Total Annual Operating Costs  
(Lines 22 + 23)** \_\_\_\_\_

## ESTIMATED ANNUAL REVENUE

	Proponent Estimate	MHRC use only
<b>Annual Revenues</b>		
25. Base Rents	_____	_____
26. Parking	_____	_____
27. Laundry	_____	_____
28. Surcharges, user fees, etc.	_____	_____
29. Other (specify)	_____	_____
30. Other (specify)	_____	_____
<b>31. Total Annual Revenue</b>	_____	_____
<b>Non-residential Portion</b>		
32. Other (specify)	_____	_____
33. Other (specify)	_____	_____
34. Other (specify)	_____	_____
<b>35. Total Annual Revenue for Non-residential Portion</b>	_____	_____
<b>36. Total Annual Revenue (line 31 + 35) =</b>	_____	_____

## ESTIMATED CAPITAL COSTS

	Proponent Estimate (excluding GST)	Estimated GST (if applicable)	Total Estimate (including GST)	MHRC Use Only
<b>Acquisition and Servicing</b>				
37. Purchase price of Land	_____	_____	_____	_____
38. Off-site Servicing	_____	_____	_____	_____
39. Legal Service (for land acquisition)	_____	_____	_____	_____
40. Surveys, Soil Tests Land Title and related Fees	_____	_____	_____	_____
41. Variance Fees and Appraisal	_____	_____	_____	_____
42. Other (specify)	_____	_____	_____	_____
<b>43. Subtotal Property Acquisition and Servicing Costs</b>	_____	_____	_____	_____
<b>Fees and Charges</b>				
44. Interest Prior to I.A.D.	_____	_____	_____	_____
45. Taxes during Construction	_____	_____	_____	_____
46. Insurance during Construction	_____	_____	_____	_____

	<b>Proponent Estimate (excluding GST)</b>	<b>Estimated GST (if applicable)</b>	<b>Total Estimate (including GST)</b>	<b>MHRC Use Only</b>
47. Utilities during Construction	_____	_____	_____	_____
48. Architect and Engineering fees	_____	_____	_____	_____
49. Development/project Management fees	_____	_____	_____	_____
50. Legal Charges (excluding land acquisition)	_____	_____	_____	_____
51. Permits and Other Development Fees	_____	_____	_____	_____
52. Mortgage Insurance And application fees	_____	_____	_____	_____
53. Rent up Costs	_____	_____	_____	_____
54. Audit Charges	_____	_____	_____	_____
55. Other (specify)	_____	_____	_____	_____
<b>56. Subtotal Fees and Charges</b>	_____	_____	_____	_____
<b>Building and Landscaping Costs</b>				
57. Building Construction Costs	_____	_____	_____	_____
58. Rehabilitation/demolition/ Conversion Costs	_____	_____	_____	_____
59. Onsite Servicing (specify)	_____	_____	_____	_____
60. Landscaping	_____	_____	_____	_____
61. Stoves, refrigerators, Laundry Equipment	_____	_____	_____	_____
62. Hard Furnishings	_____	_____	_____	_____
63. Maintenance Equipment	_____	_____	_____	_____
64. Contingency	_____	_____	_____	_____
65. Other (specify)	_____	_____	_____	_____
<b>66. Subtotal Building and Landscaping Costs</b>	_____	_____	_____	_____
<b>67. Total Project Capital</b>	_____	_____	_____	_____
<b>Cost (lines 43 + 56 + 66)</b>	_____	_____	_____	_____

**ESTIMATED FINANCING**

**Proponent Estimate                      MHRC use only**  
**Project Financing Details**

68. Total Project Capital Cost (line 67) \_\_\_\_\_  
 69. Less: Total Equity and Funding (line 77) \_\_\_\_\_  
 70. Less: Approved Mortgage Financing \_\_\_\_\_  
 Mortgage Term: \_\_\_\_\_ years  
 Interest Rate: \_\_\_\_\_ %  
 Amortization Period: \_\_\_\_\_ years  
 Annual Loan Repayment: \$ \_\_\_\_\_

**71. Total Requested Housing Program**  
**Funding (line 68 – 69 – 70) =** \_\_\_\_\_

**Equity and Funding Details**

72. Proponent Equity \_\_\_\_\_  
 73. Proponent Equity (unencumbered Funds) \_\_\_\_\_  
 74. Capital Grants (non-Manitoba Housing) \_\_\_\_\_  
 75. Other (specify) \_\_\_\_\_  
 76. Other (specify) \_\_\_\_\_

**77. Total Equity and Funding**  
**(lines 72 to 76)** \_\_\_\_\_

**DECLARATION**

I/We have carefully examined the Negotiated Request for Proposals (NRFP) documents, including all addenda and have a clear and comprehensive knowledge of the requirements under the NRFP. By this submission, I/we agree and consent to the terms, conditions and provisions of the NRFP.

I/we hereby confirm that the Proposal contains all information necessary to address the requirements and eligibility of this NRFP.

I/we acknowledge that the design and construction of Projects must comply, at minimum, with the current requirements stipulated in Appendix “A”.

The information in our Proposal as well as any attachments are to the best of our knowledge, accurate statements of fact.

**AUTHORIZED SIGNING AUTHORITY**

(Party or Parties who will represent the Proponent in all contractual matters requiring a signature and have the authority to bind the Proponent)

\_\_\_\_\_  
 Name (print)

\_\_\_\_\_  
 Name (print)

---

Position

---

Position

---

Signature

---

Signature

---

Date

---

Date

---

Address

---

Address

---

Telephone Number

---

Telephone Number

---

Name and Signature of Witness

---

Name and Signature of Witness

## APPENDIX “E” – 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” – 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.