

APPENDIX "A"

PART 1: PROJECT DESCRIPTION

<p>Project Name & Civic Address</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Developer Name & Contact Information</p> <p>_____</p> <p>_____</p> <p>_____</p>																								
<p>Legal Description of Land & Title Number</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Developer Type</p> <p><input type="checkbox"/> Non-Profit Housing Corporation</p> <p><input type="checkbox"/> Housing Cooperative</p> <p><input type="checkbox"/> Other (specify): _____</p> <p>Date of Incorporation or Registration in MB: _____</p>																								
<p>Project Type</p> <p><input type="checkbox"/> New Construction <input type="checkbox"/> Acquisition & Rehabilitation</p> <p><input type="checkbox"/> Acquisition only <input type="checkbox"/> Acquisition & Conversion</p> <p><input type="checkbox"/> Other (specify): _____</p>	<p>Tenant / Resident Type</p> <p><input type="checkbox"/> Family <input type="checkbox"/> Single</p> <p><input type="checkbox"/> Senior <input type="checkbox"/> Student</p> <p><input type="checkbox"/> Persons with Disabilities</p> <p><input type="checkbox"/> Other (specify): _____</p>																								
<p>Dwelling Type (see attached definitions)</p> <p><input type="checkbox"/> High-Rise (8+ storeys) <input type="checkbox"/> Townhouses</p> <p><input type="checkbox"/> Mid-Rise (5-7 storeys) <input type="checkbox"/> Row houses</p> <p><input type="checkbox"/> Low-Rise (2-4 storeys) <input type="checkbox"/> Semi-Detached</p> <p><input type="checkbox"/> Motel/Hostel (1 storey) <input type="checkbox"/> Single-Detached</p> <p><input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Other (specify): _____</p> <p>Buildings on Site: <i>Select</i> # of Floors: <i>Select</i></p> <p>Notes: _____</p>	<p>Tenure Type</p> <p><input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental</p> <p><input type="checkbox"/> Rent to Own <input type="checkbox"/> Cooperative</p> <p><input type="checkbox"/> Life Lease</p> <p><input type="checkbox"/> Other (specify): _____</p>																								
<p>Foundation Type</p> <p><input type="checkbox"/> Slab on Grade <input type="checkbox"/> Other (specify): _____</p> <p><input type="checkbox"/> Crawlspace</p> <p><input type="checkbox"/> Full Basement</p>	<p>Housing Type</p> <p><input type="checkbox"/> Permanent 0 <input type="checkbox"/> Assisted Living 0</p> <p><input type="checkbox"/> Transitional 0 <input type="checkbox"/> Other (specify): 0</p> <p><input type="checkbox"/> Supportive 0</p> <p><input type="checkbox"/> Emergency 0 <i>Please indicate # of units</i></p>																								
<p>Heating Fuel</p> <p><input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas</p> <p><input type="checkbox"/> Ground-Source <input type="checkbox"/> Other (specify): _____</p>	<p>Proposed Property Management by</p> <p><input type="checkbox"/> Developer</p> <p><input type="checkbox"/> Other (specify): _____</p>																								
<p>Heating System</p> <p><input type="checkbox"/> Forced air <input type="checkbox"/> Hot water/baseboard radiation</p> <p><input type="checkbox"/> Electric/baseboard radiation <input type="checkbox"/> Other (specify): _____</p> <p><input type="checkbox"/> Geothermal (specify): _____</p>	<p>Proposed Construction Contract</p> <p><input type="checkbox"/> General Tender</p> <p><input type="checkbox"/> Construction Management</p> <p><input type="checkbox"/> Other (specify): _____</p>																								
<p>Construction Method</p> <p><input type="checkbox"/> Wood Frame</p> <p><input type="checkbox"/> Steel Frame</p> <p><input type="checkbox"/> Concrete Frame</p> <p><input type="checkbox"/> Other (specify): _____</p>	<p>Services Installed</p> <p><input type="checkbox"/> Sanitary Sewers <input type="checkbox"/> Storm Sewers</p> <p><input type="checkbox"/> Combined Sewers <input type="checkbox"/> Well</p> <p><input type="checkbox"/> Septic Field <input type="checkbox"/> Municipal Water</p> <p><input type="checkbox"/> Curbs <input type="checkbox"/> Paved Roads</p> <p><input type="checkbox"/> Sidewalks <input type="checkbox"/> Natural Gas</p> <p><input type="checkbox"/> Hydro</p>																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Appliances in Common Areas</th> <th style="text-align: right;"># of Units</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Refrigerator</td><td style="text-align: right;">0</td></tr> <tr><td><input type="checkbox"/> Stove</td><td style="text-align: right;">0</td></tr> <tr><td><input type="checkbox"/> Washer</td><td style="text-align: right;">0</td></tr> <tr><td><input type="checkbox"/> Dryer</td><td style="text-align: right;">0</td></tr> <tr><td><input type="checkbox"/> Microwave</td><td style="text-align: right;">0</td></tr> <tr><td><input type="checkbox"/> Dishwasher</td><td style="text-align: right;">0</td></tr> <tr><td><input type="checkbox"/> Other (specify): _____</td><td style="text-align: right;">0</td></tr> </tbody> </table>	Appliances in Common Areas	# of Units	<input type="checkbox"/> Refrigerator	0	<input type="checkbox"/> Stove	0	<input type="checkbox"/> Washer	0	<input type="checkbox"/> Dryer	0	<input type="checkbox"/> Microwave	0	<input type="checkbox"/> Dishwasher	0	<input type="checkbox"/> Other (specify): _____	0	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Appliances in Residential Units</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Refrigerator</td></tr> <tr><td><input type="checkbox"/> Stove</td></tr> <tr><td><input type="checkbox"/> Washer</td></tr> <tr><td><input type="checkbox"/> Dryer</td></tr> <tr><td><input type="checkbox"/> Microwave</td></tr> <tr><td><input type="checkbox"/> Dishwasher</td></tr> <tr><td><input type="checkbox"/> Other (specify): _____</td></tr> </tbody> </table>	Appliances in Residential Units	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove	<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer	<input type="checkbox"/> Microwave	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Other (specify): _____
Appliances in Common Areas	# of Units																								
<input type="checkbox"/> Refrigerator	0																								
<input type="checkbox"/> Stove	0																								
<input type="checkbox"/> Washer	0																								
<input type="checkbox"/> Dryer	0																								
<input type="checkbox"/> Microwave	0																								
<input type="checkbox"/> Dishwasher	0																								
<input type="checkbox"/> Other (specify): _____	0																								
Appliances in Residential Units																									
<input type="checkbox"/> Refrigerator																									
<input type="checkbox"/> Stove																									
<input type="checkbox"/> Washer																									
<input type="checkbox"/> Dryer																									
<input type="checkbox"/> Microwave																									
<input type="checkbox"/> Dishwasher																									
<input type="checkbox"/> Other (specify): _____																									
<p>Zoning Information</p> <p><input type="checkbox"/> Subdivision Required Current Zoning: _____</p> <p><input type="checkbox"/> Re-Zoning Required Required Zoning: _____</p> <p><input type="checkbox"/> Variances Required</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">On-Site Parking</th> <th style="text-align: right;"># of spaces</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/> Surface Parking</td><td style="text-align: right;">0 spaces</td></tr> <tr><td><input type="checkbox"/> Covered Parking</td><td style="text-align: right;">0 spaces</td></tr> <tr><td><input type="checkbox"/> Other (specify): _____</td><td style="text-align: right;">0 spaces</td></tr> <tr><td>Total spaces:</td><td style="text-align: right;">0</td></tr> </tbody> </table>	On-Site Parking	# of spaces	<input type="checkbox"/> Surface Parking	0 spaces	<input type="checkbox"/> Covered Parking	0 spaces	<input type="checkbox"/> Other (specify): _____	0 spaces	Total spaces:	0														
On-Site Parking	# of spaces																								
<input type="checkbox"/> Surface Parking	0 spaces																								
<input type="checkbox"/> Covered Parking	0 spaces																								
<input type="checkbox"/> Other (specify): _____	0 spaces																								
Total spaces:	0																								
<p>Energy Efficiency Program</p> <p><input type="checkbox"/> Manitoba Hydro Power Smart- New Buildings Program <i>Select</i></p> <p><input type="checkbox"/> LEED <i>Select</i></p> <p><input type="checkbox"/> Other (specify): _____</p>	<p>Project Consistency Confirmation</p> <p><input type="checkbox"/> Meets Manitoba Housing's Accessible Design Criteria</p> <p>Indicate # of fully accessible units: _____</p> <p><input type="checkbox"/> Complies with Manitoba Housing's Modesty Assurance Criteria</p> <p><input type="checkbox"/> Complies with Manitoba Housing's Procurement Guidelines</p>																								

I certify that this is a true description of the Project as of the date set out below:

Initials of Authorized Officer of the Developer: _____

Date: _____

Appendix "A" - Part 1: Project Description (continued)

Function	Description of units/spaces	sq.ft./unit or room	Total # of units	# of Fully Accessible units	# of units Below Grade	Total sq.ft.	Total M ²
a - Residential Units	Studio						0
	1 Bedroom						0
	2 Bedroom						0
	3 Bedroom						0
	4 Bedroom						0
Total Residential Units			0	0	0	0	0
b - Residents Amenity	Lounge						0
	Multi-Purpose Room						0
	Resident Laundry						0
	Common Dining Room						0
	Common Kitchen						0
	Common Washrooms						0
Total Amenity			0	0	0	0	0
c - Administration/ Program Support	Offices						0
	Staff Washrooms						0
	Other:						0
	Other:						0
	Other:						0
Total Admin/Support			0	0	0	0	0
d - Circulation	Corridors and Lobby						0
	Stairs						0
	Elevators						0
Total Circulation			0	0	0	0	0
e - Service Rooms	Janitor's Room						0
	Staff Laundry						0
	Electrical/Mechanical						0
	Refuse						0
	General Storage						0
Total Service Rooms			0	0	0	0	0
SUMMARY							
a - Total Residential Area			0	0	0	0	0
b - Total Residents Amenity			0	0	0	0	0
c - Total Admin/Support			0	0	0	0	0
d - Total Circulation			0	0	0	0	0
e - Total Service Rooms			0	0	0	0	0
f - Gross Building Area (a+b+c+d+e)						0	0
Land Area							

Contact Information	Address	Contact Person & Title	Phone #
Developer	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		
Development Consultant	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		
Architectural Firm	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		
Contractor	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		
Law Firm	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		
Other (specify):	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		

GST REGISTRATION NUMBER:		[enter GST Registration Number]	
PROJECTED TIMELINE:			
Property Possession Date: YY/MM/DD	Construction Tender Date YY/MM/DD	Construction Start Date YY/MM/DD	Occupancy Date YY/MM/DD
[enter date]	[enter date]	[enter date]	[enter date]

I certify that this is a true description of the Project as of the date set out below:

Initials of Authorized Officer of the Developer: _____

Date: _____

APPENDIX "A"

PART 2: ESTIMATED PROJECT COSTS

Project Costs	Developer's Estimate of Costs (exclusive of GST)	Estimated GST (if any)	Approved by MHRC (exclusive of GST)	GST (if any)
			Column A	Column B
Acquisition of Land or Buildings				
1. Land Cost (including existing structures, if any) Based on: Select				
2. Off-site Servicing (specify):				
3. Legal Services and Disbursements, Land Titles Registration fees and Land Transfer Tax				
4. Surveyor's Fees, Environmental Site Assessment (incl. Soil Tests and Report)				
5. Zoning Variance Fees				
6. Appraisal Fees				
7. Other (specify):				
Sub-total Acquisition of Land or Buildings				
Design, Financing and Development				
8. Architect/Engineering/Other Consulting Fees (specify):				
9. Legal Fees				
10. Development/Project Management Fees				
11. Insurance During Construction				
12. Interest During Construction				
13. Property Taxes During Construction				
14. Utilities During Construction				
15. Geothermal Feasibility Study				
16. Permits/Other Development Fees (specify):				
17. Rent up (e.g. marketing) (specify):				
18. Other (specify):				
19. Other (specify):				
Sub-total Design, Financing and Development Costs				
Construction Costs				
20. Construction Based on: Select				
21. Rehabilitation/Conversion/Demolition				
22. Onsite Servicing				
23. Landscaping				
24. Stoves, refrigerators and laundry equipment				
25. Hard Furnishings (specify and explain why necessary):				
26. Maintenance Equipment (specify):				
27. Contingency				
28. Other (specify):				
Sub-total Construction Costs				
On Completion				
29. Appraisal of Completed Housing Complex				
30. Auditor's Fees				
31. Other (specify):				
Sub-total On Completion Costs				
TOTAL PROJECT COSTS	-	-	-	-
Total Column A + Column B	-		-	
Less GST payable during construction	-		-	
Less Other Rebates/Recoveries (List):				
NET PROJECT COSTS	-		-	

I certify that this is a true description of the Project as of the date set out below:

Initials of Authorized Officer of the Developer: _____

Date: _____

APPENDIX "A"

PART 3: SOURCES OF FUNDING

Financing Information	Developer's Estimate	Approved Estimate
Sources of Funding (Specify sources and amounts)		
1. Developer's Minimum Contribution.		
2. Approved Lender - (if any) Mortgage Term: _____ years Interest Rate: _____ % Amortization Period: _____ years Annual Loan Repayment: \$ _____ (principal and interest)		
3. Other Approved Lenders (if any) (specify source, amount and terms)		
4. MHRC Funding up to	-	-
5. GST payable and to be recovered by MHRC		
6. a. List all other Funding Sources (if any):		
b.		
c.		
d.		
Total Funding	\$ -	\$ -
Approved Net Project Costs (from Part 2)	\$ -	\$ -

I certify that this is a true description of the Project as of the date set out below:

Initials of Authorized Officer of the Developer: _____

Date: _____

APPENDIX "B"
Audited Statement of Actual Costs

Please Choose		MHRC Reference Number:	
Project Address:		Date of Total Completion:	
Please Choose			
Attach separately any further explanations required, as well as a listing of all unpaid accounts as at the date of the auditor's examination, which are included in the capital cost.			

PROJECT COSTS	Approved by MHRC (Exclusive of GST)	Actual
Acquisition of Land or Buildings		
1. Purchase Price of Land (and existing structures, if any)		
2. Off-site Servicing (specify)		
3. Legal Services and Disbursements, Land Titles Registration fees and Land Transfer Tax		
4. Surveyor's Fees, Environmental Site Assessment (Incl. Soil Tests and Report)		
5. Zoning variance fees		
6. Appraisal Fees		
7. Other: (specify)		
Sub-total Acquisition of Land or Buildings	0.00	0.00
Design, Financing and Development		
8. Architect/Engineering/other Consulting Fees (specify)		
9. Legal Fees		
10. Development Consultant/Project Management Fees		
11. Insurance During Construction		
12. Interest During Construction		
13. Property Taxes During Construction		
14. Utilities During Construction		
15. Geothermal Feasibility Study		
16. Permits/Other Development Fees (specify)		
17. Rent up (eg. marketing) (specify)		
18. Other: (specify)		
19. Other: (specify)		
Sub-total Design, Financing and Development Costs	0.00	0.00
Construction Costs		
20. Construction		
21. Rehabilitation/Conversion/Demolition		
22. Onsite Servicing		
23. Landscaping		
24. Stoves, refrigerators and laundry equipment		
25. Hard Furnishings (specify)		
26. Maintenance Equipment (specify)		
27. Contingency		
28. Other (specify)		
Sub-total Construction Costs	0.00	0.00
On Completion		
29. Appraisal Fee (of Completed Housing Complex)		
30. Auditor's Fees		
31. Other (specify)		
Sub-total On Completion Costs	0.00	0.00
GST on above Project Costs	0.00	
TOTAL APPROVED ESTIMATED PROJECT COSTS	0.00	
RECOVERIES	Approved Estimate	Actual
1. GST ¹		
2. Other (specify)		
Sub-total Recoveries	0.00	0.00
NET ACTUAL PROJECT COSTS (Actual Project Costs less Recoveries)		0.00

PROJECT FUNDING / FINANCING	Approved Estimate	Actual
1. MHRC Loan ²		
2. Approved Lender		
3. Recipient Contribution		
4. Other Funding Source (specify)		
5. Other Funding Source (specify)		
6. Other Funding Source (specify)		
7. Other Funding Source (specify)		
TOTAL PROJECT FUNDING / FINANCING	0.00	0.00

¹ If this is a Manitoba Housing owned project, include 100% of the GST paid on the above expenses. If it is Recipient owned, include any rebates or credits on account of GST which the recipient has received or is entitled to receive on account of the project.

² Actual = total amount received for projects costs to the date of this audited statement.

Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, this statement presents fairly the Actual Costs of the Project as of the date set out below.

Auditor's Signature

Date

Please Choose

Date

APPENDIX "C"

MHRC'S CONFLICT OF INTEREST POLICY AND GUIDELINES

INTRODUCTION

The Manitoba Housing and Renewal Corporation (MHRC) in coordination with the Province of Manitoba is charged with the responsibility of protecting the public interest, particularly in regards to accountability for the spending of tax dollars. External agencies are perceived by the public as extensions of government. As such, boards of directors and employees of external agencies delivering services on behalf of government are accountable to the public and are particularly vulnerable to charges of conflict of interest. As a funder of many external agencies, the Province of Manitoba expects agencies to adopt the following conflict of interest policy and guidelines for their boards of directors and employees.

By stating clearly the standards of conduct expected of board members and employees, the guidelines serve as a preventative measure so board members and employees do not inadvertently place themselves in a position of perceived, potential or actual conflict of interest. Furthermore, the sections dealing with disclosure and appeals provide for avenues to clarify and resolve issues before they become a problem.

The aim of the conflict of interest guidelines is to strike a balance between legitimate protection of public interest and the protection of the board members' and employees' personal and professional interests.

It is the responsibility of the board of directors to ensure that these guidelines are communicated to all board members and employees of the individual external agencies and to establish procedures for ensuring compliance with the standards set out in the policy and guidelines.

POLICY STATEMENT

The Province of Manitoba expects boards of directors and employees of external agencies which it funds to maintain high standards of integrity, impartiality and ethical conduct. Board members and employees must be constantly aware of the need to avoid situations which might result either in actual, potential or perceived misconduct, or conflicts of interest and to conduct themselves in a manner which commands the respect and confidence of their fellow citizens.

This policy, including disclosure requirements, applies to all members of the boards of directors and all employees of external agencies. The policy and guidelines contained herein should complement rather than replace the provisions of relevant legislation, or any other statute, collective agreement, rule or statement which applies to boards of directors or employees of external agencies, and in the event of a conflict, relevant legislation shall govern and supersede this policy.

DEFINITION

A conflict of interest is any situation in which a board member or employee of an external agency has an employment, business or personal interest which results or appears to result in:

- (a) an improper material interest or an advantage by virtue of the person's position;
- (b) an interference with the objective exercise of the person's duties.

A material interest includes any matter or situations where a board member or employee has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

REQUIREMENTS FOR DISCLOSURE

Members of the boards of directors and employees of external agencies are responsible for disclosure of any situation or matter where they have an actual or perceived conflict of interest or the potential for a conflict of interest.

Conflict of interest declarations should be filed annually at a minimum or updated immediately where:

- (a) an actual, potential or perceived conflict situation arises where none existed previously;
- (b) change occurs which alters the nature or degree of the conflict, subsequent to a declaration being made.

Where a conflict of interest has been found to exist, the board member or employee, if necessary, will be required to take steps to avoid the conflict of interest. As well, where a perceived or potential conflict situation may exist, the board member or employee will be provided with advice on what steps need to be taken to remove the perception of or other potential for a conflict of interest.

Where a board member is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the board of directors.

A board member shall disclose in writing to the board of directors, or request to have entered in the minutes of meetings of the board of directors, the nature and extent of his/her interest.

The board of directors shall decide by majority vote of other members at the meeting whether a perceived or actual conflict of interest exists in the case of a board member.

No board member shall be present during any discussions of the board or vote on any matter where it has been decided that a material interest exists. The minutes of the board meeting shall in each case record the member's disclosure of interest and the fact he/she took no part in the discussion or decision. In addition, the board member must refrain from attempting, directly or indirectly, to influence the decision of the board.

The board of directors may choose to delegate to an executive committee of the board, the authority to decide whether a material interest exists for board members.

If the executive committee of the board cannot decide, the matter shall be referred to the full board for decision.

Where an employee is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the board of directors or the board's delegate.

An agency employee shall disclose in writing to the board of directors, or the board's delegate, the nature and extent of his/her interest.

The board of directors shall decide by majority vote whether a perceived, potential or actual conflict of interest exists in the case of an employee.

The board of directors may choose to delegate to the executive director or executive management committee, the authority to decide whether a material interest exists for employees, subject to a quarterly review and ratification of those decisions by the board.

If the board's delegate cannot decide, the matter shall be referred to the board of directors for decision.

No employee shall participate in negotiations, decision-making or activities where it has been decided that a material interest exists.

GUIDELINES

The range, complexity and unique nature of individual external agencies' activities are such that it is not possible to outline all conflict of interest situations.

- 1) Board members and employees shall not engage directly or indirectly in any personal business transaction or private arrangement for personal profit which accrues from or is based upon their official position or authority or upon confidential or non-public information which they gain by reason of such position or authority.
- 2) Board members and employees shall not divulge confidential or restricted information to any unauthorized person or release such information in advance of authorization for its release.
- 3) Board members and employees shall not act in any official matter where there is a personal interest which is incompatible with an unbiased exercise of official judgement.
- 4) Board members and employees must declare where they have direct or indirect personal business or financial activities which conflict with their official duties and responsibilities.
- 5) Board members and employees shall not place themselves in a position where they are under obligation to any persons who might benefit from special considerations or favours on their part.

APPEALS

A board member who disputes the manner of application of these guidelines within his/her agency may appeal such application to an independent arbitrator agreed to by both parties.

An employee who disputes the manner of application of these guidelines may appeal such application to the board of directors.

A board member or employee, at his/her option, may have a representative present at the appeal.

DISCIPLINARY ACTION

Departure from any of these rules by board members, without the specific prior approval of the majority of board members, may be cause for dismissal from the board.

Departure from any of these rules by employees, without the specific prior approval of a board of directors, or board's delegate, may be cause for disciplinary action.

SPECIFIC PROVISIONS FOR AGENCIES

While the guidelines mentioned above should be sufficient to protect against conflict of interest in a vast majority of cases, individual agencies may wish to develop additional more specific conflict of interest guidelines. In certain cases, the Minister may request more specific conflict of interest guidelines. These additional guidelines may also be necessary in response to particular statutory requirements, specific operational requirements, problems unique to a particular agency or at the request of Government.

On request, any additional guidelines developed for an organization should be made available to Government for approval prior to distribution and implementation.