



REQUEST FOR PROPOSALS:

Creating Opportunities for Affordable Homeownership Via Capital Funding for New Construction, Rehabilitation or Conversion

RFP #: HDB2017 – 001
Issued By: Manitoba Housing
Issue Date: August 11, 2017
Submission Deadline: October 6, 2017
4:00 p.m. Central Time

Proposals should be enclosed in a sealed package addressed to:

Housing Delivery Branch
Attention: Terry Kozak
RFP Coordinator
Manitoba Housing
200 – 352 Donald Street
Winnipeg, MB R3B 2H8

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

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1.0 INTRODUCTION

1.1 Background

Manitoba Housing (legally known as The Manitoba Housing and Renewal Corporation) strives to enhance the quality of life of Manitobans by providing access to safe and affordable housing throughout the province, particularly for those of low- and moderate-income, or those with specialized needs. Manitoba Housing delivers a range of program and service delivery options across a continuum of housing needs.

While the opportunity to own a home is important to many Manitoba families, housing market conditions have placed homeownership out of the reach of many households. In order to help low- and moderate-income families access homeownership and build equity, Manitoba Housing offers homeownership assistance, often through partnerships with community organizations.

Manitoba Housing is seeking Proposals from qualified organizations that are interested in creating homeownership opportunities for low- to moderate-income families in Manitoba. With funding support from the Canada Mortgage and Housing Corporation (CMHC), Manitoba Housing is prepared to reserve up to \$1,000,000 in Financial Assistance through this two-part Request for Proposals (RFP). Funds for this RFP may be accessed for new construction, rehabilitation or conversion of homes to be sold to Eligible Homebuyers. A second RFP titled Creating Opportunities for Affordable Homeownership Via Homebuyer Assistance (RFP#HDB2017-002) will be released concurrently with this RFP. The total funding amount being reserved for both RFP's is up to \$1,000,000 million. Proponents that plan to undertake both new construction or rehabilitation projects and acquisition only projects must submit separate proposals (i.e. one proposal for all new construction, rehabilitation and/or conversion, and one proposal for acquisition/homeowner assistance only projects).

All Projects selected through this RFP are expected to begin within three months of Manitoba Housing's funding approval and all Projects must be completed within two years of Manitoba Housing's funding approval. More information on project timelines can be found in Section 2.8.

Due to the tight funding deadline, Manitoba Housing's preference is to work with more than one Proponent to help ensure projects are delivered within the allowable timeframes.

A competitive selection process is being used to ensure that the most appropriate, sound and cost-effective Proposals are selected. Further details on the selection process can be found in Section 4 of this RFP.

1.2 Definitions

For the purpose of this RFP:

- **“Accepted Proponent”** means a Proponent whose Proposal provides high value in meeting the Evaluation Criteria and is selected to receive a Conditional Allocation from Manitoba Housing.
- **“Conditional Allocation”** means a specified amount of funding reserved by Manitoba Housing on a conditional basis for an Accepted Proponent.
- **“Dependent”** A person under the age of 22, or a person under the age of 26 who is registered in full time study, or a person of any age who is recognized as a dependent of someone in the household for income tax purposes.

However, household income includes all income from persons 18 and over with an income source that will be residing at the home.

- **“Eligible Homebuyer”** means a household with dependents, where total household income is at or below the Second Quintile of Family Housing Income (2QFI) for Manitoba and where the household does not currently own a home or have any vested interest in a residential property.
- **“Evaluation Committee”** means the group of individuals brought together by Manitoba Housing for the purpose of assessing how well the Proposals meet the Evaluation Criteria.
- **“Evaluation Criteria”** means those criteria against which Proposals will be assessed to determine how well they meet Manitoba Housing’s requirements.
- **“Financial Assistance”** means a one-time financial contribution through a forgivable loan that will be provided by Manitoba Housing to an Accepted Proponent.
- **“First-time Homebuyer”** means a prospective homebuyer who has not owned a home within the past five (5) years.
- **“Mandatory Requirements”** means the minimum elements that a Proposal must contain in order to receive further consideration, as set out in Section 4.3.
- **“Project”** means the affordable homeownership unit(s) proposed to be developed by a Proponent responding to this RFP. Project means the newly constructed, rehabilitated or converted affordable homeownership units proposed to be developed by a Proponent responding to this RFP.
- **“Proponent”** means a non-profit or for-profit corporation, or any other legal entity that submits a Proposal to Manitoba Housing in response to this RFP. This may include municipalities, private and public/municipal non-profit housing corporations, condominium corporations, and private developers.

- **“Proposal”** means a written submission by a Proponent in response to this RFP, which includes all of the documentation necessary to satisfy the submission requirements of the RFP.
- **“Request for Proposals or RFP”** means this Request for Proposals package in its entirety, inclusive of all schedules and appendices and all addenda that may be issued by Manitoba Housing in respect of the RFP.
- **“Shall”** and **“Must”** denote a requirement that Manitoba Housing regards as mandatory. If a Proposal does not contain or comply with a Mandatory Requirement, the Proposal will be rejected and not evaluated further.
- **“Submission Deadline”** means the date and time set out on the title page of this RFP or any amendment to that date and time made by Manitoba Housing by way of addendum to that date and time.
- **“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 PROJECT SPECIFICATIONS

2.1 Objective

The objective of this RFP is to increase access to homeownership for low- and moderate-income families in Manitoba.

2.2 Eligible Activities

The following activities are eligible for Financial Assistance under this RFP:

- rehabilitation of existing homes
- conversion from non-residential use to homeownership
- demolition and new construction
- new construction on vacant land

In all cases, homes must be sold to Eligible Homebuyers.

Homes may be detached, semi-detached, duplexes, attached, or condominium units and each home **must** be comprised of two-bedrooms or more.

Starting on January 1, 2018, Manitoba’s *New Home Warranty Act* will come into effect. For more information on the *New Home Warranty Act* visit:
http://www.gov.mb.ca/cca/cpo/home_warranty_protection.html

Projects and activities not eligible under this RFP include (a) rental housing, (b) projects which do not provide owner-occupied housing, (c) pre-development loans, and (d) projects/properties that have already secured a financial commitment from Manitoba Housing. Manitoba Housing will not provide Financial Assistance to support the conversion of housing units that are currently leased at or below Manitoba Housing's current applicable Affordable Housing Rental Program Rents to owner-occupied housing, except in appropriately documented special circumstances deemed satisfactory at Manitoba Housing's sole discretion.

2.3 Homebuyers

Accepted Proponents must sell or facilitate the sale of each home to an Eligible Homebuyer. An Eligible Homebuyer:

1. **Must** have a total household income at or below the upper limit of the Second Quintile of Family Housing Income (2QFI) for Manitoba. At this time, the current upper income limit of 2QFI in Manitoba is \$71,255.

Total income includes wages and salaries, net income from self-employment, investment income, retirement pensions, and miscellaneous income such as alimony or government transfer payments of all household members 18 years of age and older.

2. **Must** not currently own a home or have any vested interest in a residential property.
3. **Must** be a household with dependents.

The homebuyer should qualify for a mortgage from a *National Housing Act* approved lender and the initial mortgage term should not be less than five (5) years.

2.4 Home Sale Price

Homes are expected to be sold at fair market value and market value appraisals may be required. The maximum purchase price of \$250,000 has been established for the Winnipeg Census Metropolitan Area (CMA) and Brandon Census Agglomeration (CA). The maximum purchase price for all other centres in Manitoba is \$225,000.

The funding formula will take into consideration the construction/renovation costs for the home minus the purchase price. Capital funding may not exceed \$50,000 per unit. Proposals that are targeting purchase prices below the aforementioned maximum levels must clearly demonstrate the rationale of how it impacts on enhancing affordability for targeted households.

The home sale price must be affordable for households with pre-tax incomes no greater than the current upper income limit of 2QFI in Manitoba.

2.5 Location of Projects

Proposals may target newly constructed, rehabilitated, or converted housing projects anywhere in Manitoba with the exception of recognized or designated First Nation communities. Proponents should carefully consider the need for the type of housing in the community or area proposed, the demand for low to moderate-income housing, as well as the availability and appropriateness of existing housing options. Priority will be given to projects that include delivery of homeownership opportunities in northern, rural and remote regions of Manitoba.

2.6 Eligible Proponents

Eligible Proponents include municipalities, private and public/municipal non-profit housing corporations, condominium corporations, and private developers.

2.7 Physical Design

All projects should provide modest, self-contained accommodation of suitable space and size to meet the needs of larger family households. Projects should ensure a modest project design in relation to unit sizes, features, and amenities. The following elements are NOT considered modest:

- Fireplaces or wood burning stoves
- Skylights and special windows
- More than one eating area
- Non-standard wall, ceiling, and floor finishes
- Elevated decks or balconies

New construction projects are expected to achieve a Power Smart designation in accordance with Manitoba Hydro's Power Smart New Homes Program. Further information on Manitoba Hydro's Power Smart New Homes Program can be found at https://www.hydro.mb.ca/your_home/new_homes/index.shtml.

All newly constructed homes are expected to be built in accordance with Manitoba Housing's Visitable Design Standards as outlined in Appendix "A". Proposals that include conversion and rehabilitation Projects are encouraged to meet the Visitable Design Criteria wherever possible and practical.

In addition, all Projects should incorporate green building and sustainable design practices that go beyond Manitoba Hydro Power Smart New Homes Program where determined feasible.

2.8 Project Schedule

In order to meet the deadlines associated with funding made available through this RFP, Manitoba Housing is seeking Proposals that demonstrate an ability to meet the following milestones:

Project Commitment	No later than March 31, 2018
Project Start	No later than June 15, 2018
Audited Financial Statement Submitted to Manitoba Housing	Within 90 days of Project completion. No later than March 1, 2020
All Financial Assistance (non-capital funding) Cash Flowed and Reported	No later than March 20, 2020

Accepted Proponents that receive a capital contribution from Manitoba Housing must submit an Audited Financial Statement for the Project within 90 days of Project completion. **All Audited Financial Statements must be submitted no later than March 1, 2020.** Audited Financial Statements must include verification of the expenditures and revenues based on the application for Financial Assistance.

All other forms of financial assistance from Manitoba Housing must be cash flowed and expenditures reported by no later than March 20, 2020.

PROJECTS must demonstrate progress toward this deadline by reaching milestones in an approved schedule. **Due to funding deadlines, Projects that do not reach milestones in a timely manner may result in Manitoba Housing withdrawing its project commitment.**

2.9 Financial Assistance

A one-time financial contribution is available through a fully forgivable loan that does not have to be repaid if specific terms and conditions are adhered to.

As part of its Evaluation Criteria, **Manitoba Housing will favour proposals with lower capital funding requirements.**

Loans may be provided on a per unit basis and the amount of the loan will be determined based on the Project's need. Capital funding may not exceed \$50,000 per unit. Buyer incentives such as funding for acquisitions, down payment assistance and/or closing costs, can be made in a separate submission as part of a concurrent RFP HDB2017-002. The total maximum amount of combined Financial Assistance available from Manitoba Housing through RFPs HDB2017-001 and HDB2017-002 shall not exceed \$70,000 per owner occupied unit. Accepted Proponents must enter into a funding agreement with Manitoba Housing.

Administrative expenses are ineligible.

The Accepted Proponent(s) must sell or facilitate the sale of the housing unit to an Eligible Homebuyer and the Accepted Proponent(s) must ensure that the Eligible Homebuyer enters into a purchase agreement that stipulates that the forgivable loan provided by Manitoba Housing shall be forgiven over a minimum period of ten (10) years.

In addition, the Accepted Proponent(s) must ensure that the Eligible Homebuyer registers a mortgage to secure Manitoba Housing's forgivable loan in the event the

home is sold, rented, transferred or ceases to be occupied by the Eligible Homebuyer during the forgiveness period.

2.10 Reporting Responsibilities

Each Accepted Proponent will be expected to collect and report information about the use of Manitoba Housing funds at least quarterly, including, but not limited to:

- Property location & activity
- Funds budgeted and expended
- Beginning and ending dates of activities
- Purchase price
- Sale price
- Buyer income, family composition & other information required to document eligibility
- Apprentice employment report (if applicable)
- Other data needed to support Manitoba Housing's reporting requirements and performance measures

3.0 INSTRUCTIONS TO PROPONENTS

3.1 Submission Address and Deadline

Proponents **must** submit four (4) hard copies and one (1) electronic copy (a PDF document on CD-ROM or USB flash drive) of their Proposal, in a sealed package that is clearly and legibly identified on the outside and delivered to:

Manitoba Housing
Housing Delivery Branch
200-352 Donald Street
Winnipeg, Manitoba R3B 2H8
Attn: Terry Kozak

The package should identify the RFP number, the Submission Deadline, and the Proponent's name and return address on the face of the package.

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will **not** be accepted.

Proponents that plan to undertake both new construction or rehabilitation Projects and acquisition only Projects must submit separate proposals (i.e. one proposal for all new construction and/or rehabilitation and one proposal for acquisition only Projects).

The Submission Deadline is as set out on the title page to this RFP. Manitoba Housing may extend the Submission Deadline by issuing an addendum at any time before the Submission Deadline or before the date and time previously specified in any addendum extending the Submission Deadline.

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

The appropriate signing officer or officers of the Proponent **must** sign Proposals in ink.

It is solely the Proponent's responsibility to ensure that the Proposal is received at the designated location prior to the Submission Deadline.

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 RFP and submit a Proposal in accordance with the terms and conditions of this RFP. No allowance shall be made for the failure of a Proponent to obtain such information or to make such investigations.

Proponents shall examine the RFP as soon as possible after receipt. Should a Proponent discover any errors or omissions, the Proponent shall notify the RFP Coordinator as soon as possible so further instructions may be issued to all Proponents before the Submission Deadline.

All inquiries related to this RFP are to be received, in writing, **at least five (5) business days** prior to the Submission Deadline as set out on the title page to this RFP. 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
Fax: 204-948-3035
Email: housingprograms@gov.mb.ca
Attn: Terry Kozak, RFP Coordinator

3.3 Addenda

The RFP Coordinator may, at any time before the Submission Deadline, issue addenda correcting errors, discrepancies, or omissions in the RFP or clarifying the meaning or intent of any provision therein. Addenda will be posted on Manitoba Housing's website at <http://www.manitoba.ca/housing/progs/rfp-homeownership-2.html>. It is the responsibility of potential Proponents to check Manitoba Housing's website for any addenda. The Proponent shall acknowledge receipt of addenda on the Submission Form (Appendix "B"). Failure to acknowledge receipt of addendum may render a Proposal non-compliant.

3.4 Proposal Format

Proponents should submit their Proposal setting out the information requested in Section 3.5 of this RFP and any relevant comments, according to, and in the order of, the various sections, subsections, and clauses presented in this RFP. 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 will result in the rejection of the Proposal.

3.5 Proposal Content

To be considered for a Conditional Allocation, Proponents must be able to meet the proposal conditions listed in this RFP and the Proposal should contain the following:

A. Letter of Introduction

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 RFP. The letter should contain the same signatures as on the Submission Form, which is found attached to this document as Appendix “B”.

B. Proponent Qualifications

Information about the Proponent, including:

- An overview of the organization’s history and experience with capital Projects in relation to providing homeownership opportunities for low-moderate income families.
- A listing of past similar Projects undertaken by the Proponent, including information on schedule and budget performance, and the objective achieved. This should identify any Projects that were under an agreement with Manitoba Housing.
- Human resources required and available to deliver the project (number of people, role of each person and depth of experience).
- An outline that demonstrates how the Proponent and team members selected by the Proponent have the staff, organizational capacity, and relevant experience/expertise to deliver the proposed project.
- Details of any established or potential partnership arrangements including the roles, responsibilities and contractual agreements between the partners.
- A copy of the Proponent’s Articles of Incorporation, including any amendments and/or relevant corporate by-laws, and current list of Board of Directors of the Proponent together with a disclosure of Board memberships of other affiliated corporations of any current Board member of the Proponent **must** be included with the Proposal.
- A copy of the Proponent’s audited financial statements for the parent company and any subsidiary housing corporation involved in the Proposal **must** be included with the Proposal.
- The Proponent **must** also identify at least two (2), to a maximum of three (3) individual(s) who may be contacted by Manitoba Housing for information on the Proponent’s performance related to providing homeownership opportunities similar to the objectives of this RFP. The following information **must** be provided for each reference:
 - name of primary contact and position
 - telephone number for primary contact and entity
 - e-mail address for primary contact
- In addition to contacting the references for the purpose of checking the Proponent’s record of past performance, Manitoba Housing, at its discretion, reserves the right to check the Proponent’s record of past performance with any other sources identified by Manitoba Housing without prior notice to the Proponent. If the references or other sources provide information that overall discloses a material discrepancy between

what the Proponent has indicated and what the references indicate, Manitoba Housing may disqualify the Proponent.

C. Project Concept

A detailed overview of the proposed Project should include the following:

- A narrative description of the overall project concept.
- The type of project (i.e. new construction, rehabilitation) as well as a rationale to support the type of project. Proponents should explain the need for the type of housing in the community or area proposed, the demand for low- to moderate-income housing, as well as the availability and appropriateness of existing housing options.
- Proposed number, type and size of units targeted as well as a description of the building types.

D. Homebuyer Selection

A description of the proposed homebuyer selection process and selection criteria including, at minimum, details on:

- Overview of the selection process.
- The specific client group(s) to be served.
- Target household income level.
- How the Proponent will assess household level of need.
- Suitability of the home(s) for target household with respect to household composition and number of bedrooms in the unit.
- Conformity with requirements outlined in Section 2.3 of this RFP.
- Details on how the Proponent will assess financial capability of the prospective homebuyer to purchase and sustain the home. If the project is a condominium, provide details on monthly condominium fees.
- Details on any opportunities to be provided to prospective homebuyers to prepare for homeownership.

E. Property Details

- Identify the geographic location(s) that will be targeted.
- Describe how the targeted locations will provide the services and local public amenities that are relevant to families (include map(s) for context).
- If known, provide the following information for each property:
 - Address
 - Evidence of Proponent control (e.g., status of title, purchase/sale agreement, option to purchase) or evidence that the property is being offered for sale by the land owner to the Proponent (e.g. letter from the land owner stating its intent to transfer/sell land to the Proponent with disclosure of terms and conditions).
 - Current monetary value of the property (e.g., municipal assessment, market price).
 - Current and required zoning and details of any required subdivision.

- Past and current use of the land including and a statement on the results of any past environmental site assessment work.
- A description of whether or not there are any encumbrances registered on title 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 acquisition at this stage, as the development schedule of potential Projects may not proceed on a timetable dictated by site acquisition requirements and Manitoba Housing will not be responsible for costs incurred by Proponents in securing or holding land.

F. Financial Plan and Cost-Effectiveness

- Proponents must identify the total cost to undertake the Project.
- Provide all financial details for the project including funding/financing sources, amounts, and current status of funding from each source. This should include any construction loan financing, equity contributions (including sweat equity) by the Proponent or others, grants and requested Financial Assistance from Manitoba Housing.
- Proponents must provide the estimated sale price(s) of each property and the source of the estimated sales
- Attach evidence demonstrating that the financial contributions have been secured, or provide an explanation as to how and when such evidence will be available.
- Describe any requirements for loan guarantee(s).
- Explain how Manitoba Housing's funding will be used and why it is needed to carry out the project.

G. Project Delivery Plan and Timetable

- A description of the Proponent's project management methodology including method of cost control throughout the Project, method of schedule control throughout the Project, as well as monitoring and reporting systems, performance measurements and quality control throughout the Project.
- An outline of the Proponent's anticipated project work plan/approach that includes information on specific activities, tasks, key milestones, and allocated human and financial resources for each activity. This should also include a timetable that outlines proposed dates and durations for functions such as, but not limited to, the following:
 - Acquisition of land (if required)
 - Securing necessary zoning/variances (if required).
 - Preparation of final drawings and specifications (if applicable).
 - Plan of subdivision (if required)
 - Project delivery/construction start date(s).
 - Selection of Eligible Homebuyer(s).
 - Finalization of sale to Eligible Homebuyers(s).
 - Start of Project occupancy.
 - Audited Financial Statement submitted to Manitoba Housing

- Final funding advance request submitted to Manitoba Housing
- In addition, the project development/work plan should include an explanation of the project procurement process. Proposals should clearly indicate any commitment they may have to incorporating procurement practices that support apprenticeship training and skills development as part of their project. This should also include an explanation of how apprenticeship training and skills development opportunities will be integrated into the Project.
- A detailed assessment of potential risks and a plan to mitigate risks ensuring the Project is delivered in accordance with RFP requirements; and
- Project information should be provided outlining whether the Proponent intends to incorporate any green building or sustainable design practices into the Project which go beyond Manitoba Hydro's Power Smart New Homes Program standards, and whether the Proponent has examined the feasibility of any such inclusion. This should include an itemized list of all green building features that will be incorporated. Proponents should refer to Manitoba's draft Residential Green Building Program, attached as Appendix "D" for a listing of green building measures.

H. Submission Form

A completed and appropriately signed Submission Form (attached to this RFP as Appendix "B").

3.6 Proposal Conditions

A Proponent should clearly understand, and by submitting a Proposal agrees, that its 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 RFP:

A. Disqualification

No Proposal will be considered which is received after the Submission Deadline. No Proposal will be considered from a Proponent where Manitoba Housing determines that a potential conflict of interest exists. Conflict of Interest Policy and Guidelines can be found in Appendix "C" of this RFP. 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 RFP and the terms and conditions stipulated herein.

B. 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. It is an offer by the Proponent to Manitoba Housing to carry out the provisions set out in this RFP. A Proposal may be accepted or rejected at the discretion of Manitoba Housing.

A Proposal, or any part of a Proposal, is not accepted unless Manitoba Housing accepts it in writing and the written acceptance has been delivered to the Accepted Proponent.

Manitoba Housing reserves the right to waive deficiencies in any Proposal. The decision as to whether a deficiency will be waived or will require that a Proposal be rejected will be made by at the discretion of Manitoba Housing.

Manitoba Housing may reject or accept all or any part of a Proposal or any of the Proposals submitted in response to this RFP. Manitoba Housing is under no obligation whatsoever to accept the Proposal with the lowest cost or any Proposal.

C. Right to Re-issue RFP

Manitoba Housing reserves the right to re-issue the RFP where, in the opinion of Manitoba Housing, it would be in the best interest of Manitoba Housing to do so.

D. Cost of Proposal

Manitoba Housing is not liable for any costs incurred by Proponents in the preparation, presentation, or submission of a response to this RFP. Manitoba Housing shall not be responsible for any liabilities, costs, expenses, loss or damage occurred, sustained or suffered by any proponent, prior to or subsequent to, or by reason of any delay in the acceptance of a Proposal.

E. 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.

F. 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.

G. Insurance Requirements

In instances where the Accepted Proponent holds title to the Project, the Accepted Proponent will be required to provide a Certificate of Insurance as evidence for the following required coverage:

- a) commercial general liability insurance against claims for personal and bodily injury, death, or damage to property of others, arising out of all operations of the Recipient, its officers, employees, contractors, agents and volunteers;

- b) Prior to commencement of construction of the Project and until completion thereof, “builder’s risk” insurance covering the Project for full replacement value, including the estimated project costs;

Without limiting or restricting the generality of the above, such insurance shall:

- a) name The Manitoba Housing and Renewal Corporation (MHRC), its officers, employees, and agents as Additional Insured’s with respect to the operations performed under the funding agreement;
- b) provide two million dollars (\$2,000,000.00) per occurrence minimum limits of non-profit organization directors and officers liability insurance;
- c) provide two million dollars (\$2,000,000.00) per occurrence minimum limits of third party liability; and
- d) contain a clause which states that the insurers, during the term of the agreement, will not cancel, materially alter, or cause the policy to lapse without giving 30 days prior notice in writing to MHRC.

H. Confirmation of Design Power Smart Designation and Visitable Design

All new construction PROJECTS are required to qualify under Manitoba Hydro’s Power Smart New Homes Program. Prior to the disbursement of funding the Accepted Proponent must demonstrate that the project is designed in accordance with the New Homes program and that the project meets Manitoba Housing’s Visitable Design criteria.

I. Proposal Ownership and Confidentiality

Proposals, once submitted, become the property of Manitoba Housing. All Proposals will be kept in confidence by Manitoba Housing subject to such disclosure as may be required for internal approvals and process or under the provisions of *The Freedom of Information and Protection of Privacy Act* or *The Personal Health Information Act* or other law, or to satisfy a court order.

J. 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.

K. Amendment of RFP

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

L. No Contract A and No Claims

This RFP process 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 RFP 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 RFP process, including any decision by Manitoba Housing to enter into an funding agreement with a Proponent, any decision by Manitoba Housing not to enter into an funding agreement with a Proponent or a decision by a Proponent to withdraw its Proposal.

M. No Contract until Execution of Written Agreement

This RFP 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 RFP process until the successful negotiation and signing of a written funding agreement.

N. Non-binding Price Estimates

While the pricing information provided in Proposals will be non-binding prior to the signing of a written funding 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 pricing, could adversely impact any such evaluation or ranking or the decision of Manitoba Housing to enter into a funding agreement for the services.

O. Cancellation of RFP

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

P. Interpretation and Governing Law

These RFP Terms and Conditions:

- 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.

Q. Right to Negotiate

Manitoba Housing may invite the top-ranked Proponent(s), as determined through the evaluation process, to enter into negotiations to finalize the funding agreement. 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(s) within a period of 15 working days commencing from the issuance of the invitation to enter negotiations. If the parties cannot conclude negotiations and finalize the funding agreement within that time period, Manitoba Housing may discontinue negotiations with the top-ranked Proponents(s) and invite the next best- ranked Proponent(s) to enter into negotiations.

This process shall continue until:

- (i) funding agreements are successfully negotiated and finalized;
- (ii) there are no more eligible Proponents remaining; or
- (iii) Manitoba Housing elects to cancel the RFP process.

If Manitoba Housing and a Proponent successfully negotiate the funding agreement, Manitoba Housing will prepare the finalized funding agreement for signing by both parties.

There will be no legally binding relationship created with any Proponent prior to the signing of the funding agreement, and the performance of the services will not commence until the funding agreement is fully signed by both the Proponent and Manitoba Housing.

3.7 Amendment or Withdrawal of Proposal

Proponents may amend Proposals submitted in response to this RFP 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 the

Evaluation Committee.

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 RFP. 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 Manitoba Housing. The Evaluation Committee will be responsible for evaluating the Proposals received in response to this RFP and recommending the Proposal(s) in which Manitoba Housing wishes to proceed with a conditional allocation with the intent to enter into a funding agreement for the Project.

4.2 Evaluation Process

The RFP evaluation process is a selection procedure. It will be finalized through completion of the following stages:

- 1) Proponents to submit Proposals to Manitoba Housing in response to this RFP.
- 2) The Evaluation Committee will screen each Proposal to ensure that the Proposals meet all the Mandatory Requirements of this RFP. Proponents of Proposals that fail to meet all of the Mandatory Requirements will be notified by Manitoba Housing and will be given three (3) business days to rectify the noted deficiencies. Failure of the Proponent to satisfy the identified deficiencies within three business days will result in Proposal rejection.
- 3) Proposals that meet the Mandatory Requirements of this RFP will be evaluated and ranked by the Evaluation Committee in accordance to the criteria identified in Section 4.4, to determine which Proposals are the most responsive to the requirements detailed in this RFP and provide the best overall value to Manitoba Housing.
- 4) Following proposal evaluation, Manitoba Housing may proceed to check the past performance of the highest scoring Proposals in accordance with the procedure outlined in Section 4.5.

4.3 Mandatory Requirements

Proposals received by the Submission Deadline will be assessed to determine which fulfil the mandatory submission requirements. **Proposals received after the Submission Deadline will not be accepted and will be returned to the Proponent unopened.**

The mandatory submission requirements are as follows:

	Submission of four (4) hard copies and one (1) electronic copy of the Proposal.
	The submission must include the applicant organization's Articles of Incorporation including any amendments and/or relevant corporate by-laws, and a current list of Board of Directors (Section 3.5 (B)).
	The submission must include the most recent copy of the Proponents audited financial statements for the parent company and any subsidiary corporation involved in the RFP (Section 3.5 (B)).
	The submission must include at least two references related to the Proponent's performance related to providing capital affordable housing opportunities similar to the objectives of this RFP as instructed in Section 3.5 (B).
	The Proponent must include separate completed Submission Forms (Appendix B) for each project submitted under the RFP and that has been signed by the appropriate signing authority.
	Total capital funding requested must not exceed \$50,000 per unit.
	Total Financial Assistance requested must not exceed \$70,000 if a Proponent is submitting proposals for <u>both</u> capital funding (HDB2017-001) and home buyer assistance(HDB 2017-002)
	The Proposal must confirm the Project's consistency with the following objectives: -target homeownership -target at least two-bedrooms per unit -target households with incomes at or below \$71,255 -target households with Dependents -target households that do not currently own a home or have any vested interest in a residence/land.

If a Proposal fails to satisfy any of the Mandatory 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 Requirements within the Rectification Period, its Proposal will be excluded from further consideration.

4.4 Evaluation Criteria

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

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

Category	Points
1. Proponent Qualifications	/100
2. Project Concept	/75
3. Homebuyer Selection Plan	/50
4. Property Details	/100
5. Financial Plan & Cost-Effectiveness	/75
6. Project Delivery Plan & Timetable	/100
Grand Total	/500

Proposals will be scored using a point ranking system based on selection criteria 1 through 6 above. Proponents should note the following:

Proponent Qualifications

Proposals will be evaluated on the applicant organization's demonstrated experience in relation to providing capital homeownership opportunities for low-moderate income families. Preference will be given to Proponent's that are able to demonstrate extensive experience in providing affordable homeownership opportunities, particularly projects that are comparable in size and scope to that proposed.

In addition, proposal evaluation in this category will consider the Proponent's demonstrated level of expertise and knowledge both at an organizational level and on an individual member level with respect to the development and sale of homes to low-moderate income households. Consideration will also be given to the Proponent's planned level of human resources available for the Project, the financial state of the Proponent, as well as the strength and extent of any partnerships in place to help carry out the Project. Consideration will also be given to Proposals that link Proponents which have less expertise and knowledge with partners that have more substantial experience if adequate documentation is provided describing the roles, responsibilities and contractual agreements between the partners. Preference will also be given to Proponent's that are able to demonstrate a significant level of team expertise, knowledge and resources to undertake the project.

Project Concept

Evaluation in this category will consider the clarity of the Proposal. This will include an assessment of whether the proposal is well-written with complete and clearly articulated information.

In addition, proposal evaluation in this category will consider the overall logic of the proposed project and the extent to which the project makes sense as a whole. This includes particular consideration of the soundness of the project concept, and whether it and other project elements are consistent with community need and demand as well as RFP objectives. This also includes consideration of the level of risk, and whether there is any heightened risk or likelihood that the Project cannot be completed as proposed.

Homebuyer Selection Plan

To help address the housing needs of Indigenous families, Manitoba Housing will give greater scoring consideration to Proposals that target housing for Indigenous families. Consideration will also be given to Proposals that include a homebuyer selection plan that aims to provide housing for families with specialized needs as well as proposals that target First-time Homebuyers.

Manitoba Housing will also evaluate the overall comprehensiveness of the proposed homebuyer selection plan and related procedures that the Proponent will follow in selecting prospective homebuyers. This will include how the Proponent will evaluate the target household's level of need, target household income level and suitability of the home for the target homebuyer as well as demonstration of how the prospective homebuyer will have the financial capability to purchase and sustain the home.

Property Details

Manitoba Housing will evaluate Proposals based on the readiness of the proposed sites for project development with preference given to Proponent's that are able to provide the following: satisfactory evidence of Proponent site(s) control, satisfactory evidence that the site(s) is appropriately zoned, evidence that the site(s) is environmentally acceptable, and confirmation that there are no encumbrances or any other land-related factors which may hinder the Project as proposed.

Evaluation will also consider the appropriateness of targeted locations for the proposed projects, taking into account such issues as proximity of services and amenities (appropriate to families) and compatibility with adjacent land uses. In addition, Manitoba Housing will give greater scoring consideration to Proposals that target homeownership opportunities in northern, rural, and remote locations. Rural communities will include all eligible locations that have a population of less than 10,000 persons as per the 2016 Census of Canada (Statistics Canada).

Financial Plan and Cost-Effectiveness

Evaluation in this category will take into account the soundness of the financial plan as well as the demonstrated need for Financial Assistance. Manitoba Housing will give preference to Proposals with sound financial plans where the need for Financial Assistance is clearly demonstrated.

Manitoba Housing will give preference to Proponents that are able to contribute financially toward their Project. Financial contributions may take the form of unencumbered funds, in-kind contributions, real property, or grants from other sources. As part of the evaluation, Manitoba Housing will favour Proposals with higher Proponent financial contributions as a percentage of the total request Financial Assistance from

Manitoba Housing if Proponents include confirmation of the funding from the funding source.

Evaluation in this category will additionally consider the total amount of funding requested from Manitoba Housing with greater scoring consideration given to Proponent`s that request lower per unit Financial Assistance relative to the maximum Financial Assistance available under this RFP.

Project Delivery Plan and Timetable

Proposals will be evaluated on the level of comprehensiveness and overall quality of the project delivery plan relative to the information requested in Section 3.5 (G). In addition, Proposals will also be evaluated on their planned project delivery timetable, with preference given to proposals which appropriately demonstrate a reasonable ability to meet the Project Schedule as outlined in Section 2.8.

Project evaluation will favour proposals that incorporate green building or renovation practices which go substantially beyond applicable current Manitoba Hydro Power Smart standards, yet balance Project feasibility and construction cost-efficiency. Proposals that commit to participating in Manitoba's Residential Green Building Program will receive maximum points in this category.

In addition, Proponent`s that demonstrate a commitment and practical approach to incorporating procurement practices that support apprenticeship training and skills development as part of their project will be favoured over proposals that do not incorporate apprenticeship training and skills development opportunities. A firm commitment supported by a plan describing how apprenticeship training and skills development will be incorporated into the Project is required to receive greater scoring consideration.

4.5 Past Performance

Following the evaluation of Proposals, Manitoba Housing may contact the references provided by the top-ranking Proponents and may consult staff of a department, branch or division of the Government of Manitoba; a Manitoba Crown Corporation or agency; or an academic institution, health authority or other entity providing education, health or social services funded by Manitoba; who have had dealings with the Proponent or proposed consultants, subconsultants, contractors and subcontractors.

Manitoba Housing may determine, in its sole and absolute discretion, a Proponent's record of past performance is unsatisfactory based on any of the following factors:

- (a) a Proponent or proposed consultant, subconsultant, contractor or subcontractor is debarred from participating in the public procurement process of any of the following:
 - (i) a department, branch or division of Manitoba;
 - (ii) a Manitoba Crown Corporation or agency, or
 - (iii) an academic institution, health authority or other entity providing education, health or social services funded by Manitoba.

- (b) a Proponent's performance of a project or agreement for which a reference was checked by Manitoba was unacceptable, deficient, improper, incomplete or late according to such reference.
- (c) a Proponent or proposed consultant, subconsultant, contractor or subcontractor is a party to a legal proceeding that discloses or concerns improper, incomplete or negligent implementation of a project or part of a project or failure to comply with any term or condition of the agreement governing the project, and such legal proceeding has been initiated by any of the following:
 - (i) a department, branch or division of Manitoba;
 - (ii) a Manitoba Crown Corporation or agency; or
 - (iii) an academic institution, health authority or other entity providing education, health or social services funded by Manitoba.
- (d) a Proponent or proposed consultant, subconsultant, contractor or subcontractor has initiated a legal proceeding against any entity listed in clauses (c) (i), (c) (ii) or (c) (iii) above, and Manitoba Housing is of the opinion that its existence is likely to adversely affect working relationships on the Project or under the funding agreement with Manitoba Housing.

If Manitoba Housing determines a record of past performance as unsatisfactory, Manitoba Housing may, in its absolute discretion, disqualify the Proponent and reject its Proposal.

4.6 Acceptance of Proposal

Upon the completion of an evaluation of a Proposal, Manitoba Housing will signify its acceptance in writing to the successful Proponents by way of Conditional Allocation letters.

Once all conditions outlined in the Conditional Allocation letter are satisfactorily met, a funding agreement will be issued by Manitoba Housing. The Accepted Proponent will have a specified amount of time to fully execute the funding agreement, after which Manitoba Housing may cancel the funding agreement if not executed and engage in negotiations with another Proponent(s) or reconsider other Proponents' submissions or cancel and re-issue this RFP, or any combination thereof.

Subject to the requirements of *The Freedom of Information and Protection of Privacy Act (Manitoba)*, no scores will be released to any party, other than the Proponent's own score being released to the Proponent, upon request.

Manitoba Housing reserves the right to not accept any Proposal. Proponents will be notified in writing should their Proposal not be accepted.

4.7 Estimated Timetable

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

Milestone	Projected Date
Release of Request for Proposals (RFP)	August 11, 2017
Last day for Proponents to submit inquiries	September 29, 2017
Submission Deadline for Proposals	October 6, 2017
RFP Decision Letters	November 2017
Project Commitment	January 2018
Expected Project Start	Spring 2018
Expected Project Completion and Occupancy	Fall 2019

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: VISITABLE DESIGN STANDARDS

Visitable housing is the concept of designing and building homes with a basic level of accessibility. Visitable homes provide independent access for everyone, including people with limited mobility for those with disabilities.

A level of entrance provides easier access to the home for all ages and abilities. People who may require the use of mobility aids such as wheelchairs, walkers or scooters, as well as seniors and families with small children, can benefit from visitable homes.

Visitable Design Features

- One level, no-step entrance – minimum 36 inches (91.4 centimetres) wide – on an accessible route;
- Wider doorways – minimum of 32 inches (81.3 centimetres) clear passage throughout; and,
- A wheelchair accessible bathroom on the main floor.

Other Visitable Design Features that can be included to improve a home

- Reinforced bathroom walls (for the installation of grab bars, if desired);
- Levered door handles and single-lever kitchen and bathroom faucets;
- Raised electrical outlets – 18 inches (45.7 centimetres) from the floor;
- Lowered climate controls; and,
- Lowered light switches – 48 inches (121.9 centimetres) from the floor.

APPENDIX B: SUBMISSION FORM



PART 1: Proponent Information

Name of Proponent

Legal Name of Proponent

Contact Person Name

Title

Phone Number

Alternate Phone Number

Email Address

Mailing Address

Number/P.O. Box

Street

City/Town

Postal Code

Organization Type

Non-Profit Corporation

Cooperative

Corporation

Other (specify): _____

Municipality

Corporate Status

Incorporated (attach articles)

Date of Incorporation: _____

GST Registration Number

APPENDIX B: SUBMISSION FORM

PART 2: Project Team

Role on Project Team	Contact Name
Company Name	Title
Phone Number	Email
Mailing Address	
Role on Project Team	Contact Name
Company Name	Title
Phone Number	Email
Mailing Address	
Role on Project Team	Contact Name
Company Name	Title
Phone Number	Email
Mailing Address	

APPENDIX B: SUBMISSION FORM

PART 2: Project Team

Role on Project Team	Contact Name
Company Name	Title
Phone Number	Email
Mailing Address	
Role on Project Team	Contact Name
Company Name	Title
Phone Number	Email
Mailing Address	
Role on Project Team	Contact Name
Company Name	Title
Phone Number	Email
Mailing Address	

APPENDIX B: SUBMISSION FORM

PART 3: Property Information		If property addresses are known, complete Part 3 for each property.	
Address			
Street Number / Name / Section Number		City / Town	
Project Type		Building Type (to be sold to Eligible Homebuyer)	
Acquisition only		Detached Other: _____	
Conversion		Semi-detached _____	
Rehabilitation		Duplex	
New construction		Attached	
Unit Type	Number of Units	Unit Size (sq.ft.)	
2-bedroom	_____	_____	
3-bedroom	_____	_____	
4-bedroom	_____	_____	
Other: _____	_____	_____	
Property Ownership Status		Title Number	
Owned by Proponent		Are there are any encumbrances registered on title restricting use of the site for residential purposes?	
Offer to Purchase Accepted			
Offer to Purchase Pending			
(attach evidence)			
Are there any known environmental concerns with this property?			
Are there any structures on the property that will be demolished?			
Is the property appropriately zoned for the Project?			
Is a plan of subdivision required to accommodate the Project?			
Current Property Value		Estimated Unit Sale Price	
\$ _____		\$ _____	
Amount of Financial Assistance Requested for this Property			
\$ _____			

APPENDIX B: SUBMISSION FORM

PART 4: Project Cost Estimate	Proponent Estimate (\$)
Property Acquisition and Servicing Costs	
1. Purchase Price of Land	
2. Off-site Servicing (specify):	
3. Legal Fees, Land Titles Registration Fees and Land Transfer Tax	
4. Surveyor's Fee, Soil Tests and Reports (if applicable)	
5. Zoning/Variance Fees	
6. Appraisal Fees	
7. Other (specify):	
<i>Subtotal Property Acquisition and Servicing Costs</i>	
Fees and Charges	
8. Architect/Engineering/other Consulting Fees	
9. Legal Fees	
10. Development/Project Management Fees	
11. Insurance	
12. Property Taxes	
13. Utilities	
14. Geothermal Feasibility Study	
15. Permits and Other Development Fees	
16. Marketing	
17. Interest Charges on Construction Loan	
18. Audit Charges	
19. GST	
20. Other (specify):	
<i>Subtotal Fees and Charges</i>	
Building and Landscaping Costs	
21. Building Construction Costs	
22. Onsite Servicing (specify)	
23. Landscaping	
24. Stoves, Refrigerators, Laundry Equipment	
25. Hard Furnishings	
26. Contingency	
27. Other (specify)	
<i>Subtotal Building and Landscaping Costs</i>	
28. Total Project Cost	

APPENDIX B: SUBMISSION FORM

PART 5: Equity and Funding Details	Estimated Amount (\$)	Confirmed? (Y/N)
29. Proponent Equity		
30. Municipal Funding		
31. Grants (non-Manitoba Housing)		
32. Bridge Financing		
33. Other (specify):		
34. Total Equity and Funding (sum of lines 29 - 33)		
35. Total Project Cost (Part 4, line 28)		
36. Projected Sales Revenue		
37. Surplus/Shortfall (line 35 - line 36)		
38. Request for Financial Assistance		

The request for Financial Assistance to Manitoba Housing should be reflected in line 38 only.

Instructions:

In the event line 37 shows a breakeven or surplus, ensure that the need for Financial Assistance is clearly explained in the Proposal.

If the Proposal does not request Financial Assistance in the form of a capital contribution, complete line 38 and ensure the Proposal clearly explains how the requested Financial Assistance will be used.

PART 6: Proponent Declaration

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

I/We hereby confirm that the proposal submission contains all information necessary to address the requirements and eligibility of this RFP.

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

I/We hereby acknowledge receipt of all addenda issued via Manitoba Housing's website at: <http://www.manitoba.ca/housing/progs/rfp-homeownership-2.html>

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 of Witness

Name of Witness

Signature of Witness

Signature of Witness

APPENDIX “C”: 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.

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.

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.

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.

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.

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.

GBP Form 3: Information for RESIDENTIAL BUILDINGS

This Form supports the Residential reporting requirements and is part of your funding agreement. Residential building criteria are described in GBP Manual Section 6: <http://www.gov.mb.ca/mit/greenbuilding/index.html>

SECTION A: Building Information (To be completed by Building Owner or Funding Recipient¹)

INSTRUCTIONS: Return completed forms to the FUNDER² by the following timelines:

- GBP Form 3 must be returned before completion of schematic design
- GBP Form 4 must be returned within 60 days of building occupancy

PROJECT NAME:

STREET: CITY: POSTAL CODE

NUMBER OF UNITS: NUMBER OF STOREYS: BUILDING AREA³: (m²)

Description (if needed):

Project Type: ☐ New Construction ☐ Major Renovation ☐ Addition

Contribution from GRE⁴ Organization: \$

Estimated construction cost⁵: \$

Estimated total capital cost⁶: \$

Property Legal Description:

Estimated Construction start date: / mm/yyyy

Estimated Occupancy/Substantial completion date: / mm/yyyy

Name of Funding Recipient¹:

¹BUILDING OWNER (or FUNDING RECIPIENT): The legal owner of the property and/or the organization that enters into a funding agreement with a GRE to construct, add to or renovate a building. To complete the forms the owner may assign a delegate.

²FUNDER: A GRE⁴ organization that provides funds for a building project.

³BUILDING AREA: The total of each horizontal floor area above grade measured to the outside face of the exterior wall. Where a floor is partially below grade and area is to be occupied, occupied floor area is to be included in total. Where exterior envelope is complete but interior is left unfinished for future occupancy, the unfinished area is to be included in total.

⁴GOVERNMENT REPORTING ENTITY (GRE): Core government and Crown organizations, government business enterprises and public sector organizations such as regional health authorities, school divisions, universities and colleges. A list is provided in the Government of Manitoba Annual Report, Summary Financial Statements, Schedule 8.

⁵CONSTRUCTION COST: The direct costs related to construction. Does not include design fees or land. Construction costs include materials, labour and installation.

⁶CAPITAL COST: Includes construction costs, design and other professional fees plus other costs related to the project.

GBP Form 3: Information for RESIDENTIAL BUILDINGS

Section B: Green Building Criteria (To be completed by Building Owner or Funding Recipient ¹)

INSTRUCTIONS: Review the criteria below and confirm with a " ✓ " that it will be added to the Owner's Project Requirements (OPR)* and be conveyed to the project team. If a criteria is not confirmed with a check, provide a narrative for the funder, explaining the rationale. Certain criteria have reporting requirements on GBP Form 4. Ensure reporting requirements are assigned to the project team during design. Refer to GBP Manual - Section 6 for descriptions of the following GBP criteria. All the criteria are achievable in Manitoba.

1. Verify Energy Efficient Design

Protects the owner investment, proves delivery of green building criteria and provides quality assurance.

Complete section applicable to Part 3[†] or Part 9[§], Class C (residential occupancy) according to Manitoba Building Code.

☐ Part 3[†] (indicate acceptance of design, commissioning and testing commitments):

1.1 Energy Efficient Design Standard Design building to meet the Manitoba Hydro Power Smart New Buildings Program. Contact Manitoba Hydro Power Smart Program during pre-design to review the program requirements.	☐ Report Required
1.2 Commissioning At minimum, a Commissioning Professional will verify that the buildings mechanical/electrical systems, envelope and windows are designed and constructed to the Owner's Project Requirements (OPR), calibrated to the specifications and building staff received training and systems manuals. Refer to GBP Guideline 3.5.	☐ Report Required
1.3 Testing Refer to GBP Guideline 3.7 Airtightness and Water Penetration Testing for Residential Buildings. - Inspect/test air leakage and water penetration at windows, doors, walls, skylights and curtain walls at mock up and prior to project close out - Test air and water tightness of the building envelope Units or assemblies that fail must be corrected and retested at contractor's expense until a passing grade is achieved. Results must be reported to the Commissioning Professional.	☐ Report Required

☐ Part 9[§] (indicate acceptance of design, commissioning and testing commitments):

1.1 Energy Efficient Design Standard Design building to meet the Manitoba Hydro Power Smart New Homes Standard. Contact Manitoba Hydro Power Smart Program before pre-design to discuss the program requirements.	☐ Report Required
1.2 Commissioning Air balance testing is required for ventilation and heating systems in accordance with Heating Refrigeration and Air Conditioning Institute of Canada (HRAI). Complete the Residential and Ventilation Record and review the results with the owner and project team immediately after testing.	☐ Report Required
1.3 Testing Blower door test is required and must achieve overall tightness of less than or equal to 1.5 air changes per hour @ 50 Pascal's (ACH50). See GBP Guideline 3.7.	☐ Report Required

2. Project Planning & Design

Maximizes potential for occupant comfort, optimizing community infrastructure and financial/environmental sustainability.

2.1 Use an integrated design approach. See GBP Guideline 3.3. Some projects will not require all the professionals listed below. Only identify the professionals currently engaged in your project: ☐ Report Required

NAME & ORGANIZATION	
IDP Facilitator:	
Architect:	
Sustainability Consultant:	
Commissioning Professional:	
Mechanical Engineer:	
Electrical Engineer:	
General Contractor:	
Energy Modeller:	
Building Operator:	
Landscape Architect:	
Interior Designer:	
Occupant Representative:	

* Owner's Project Requirements: A document that describes the building owner’s goals, building performance expectations and requirements for the project and its commissioned systems. It is used throughout project delivery and the commissioning process as a reference for baseline decision making.

† PART 3 BUILDING: A building whose area exceeds 600 m² or is 3 storeys or more in height.

§ PART 9 BUILDING: The building that is 3 storeys or less in height with a building area not exceeding 600 m².



GBP Form 3: Information for RESIDENTIAL BUILDINGS

2. Planning & Design (continued)		
2.2	Conduct a life-cycle cost analysis on major building systems (envelope, HVAC, lighting & renewables).	☐
2.3	Provide a permanent space for sorting and storage of recyclables.	☐
2.4	Provide secure, convenient, accessible active transportation storage facilities.	☐
2.5	Design a sustainable landscape to reduce potable water use.	☐
2.6	Conserve potable water. Select efficient fixtures/fittings and consider other conservation measures.	☐ Report Required
2.7	Design for healthy air quality. Design ventilation systems in accordance with ASHRAE 62.1-2013 (sections 4-7) for Part 3 buildings and in accordance with CAN-CSAF326 M91 for Part 9 buildings.	☐
2.8	Install a permanent meter(s) to measure potable water use for the building and grounds.	☐
2.9	Install a permanent meter(s) to measure each energy source used in the building and grounds.	☐
2.10	Locate building close to community amenities.	☐
3. Adaptation & Resilience <i>Reduces potential risks associated with climate change and energy supply volatility.</i>		
3.1	Consider renewable energy source options.	☐ Report Required
3.2	Consider designing to accommodate future use of renewables.	☐ Report Required
4. Use of Sustainable Materials <i>Augments occupant health, supports resource conservation and supports a green economy in Manitoba.</i>		
4.1	Select low-emitting finishes, furnishings, products and materials.	☐
4.2	Give preference to products manufactured in Manitoba.	☐
4.3	Give preference to materials with recycled content.	☐
4.4	Consider the reuse of existing buildings and salvaged building components.	☐
5. Responsible Construction <i>Protects the community & the environment by using construction practices that avoid waste and pollution. See GBP Guideline 3.4</i>		
5.1	Require plans for Erosion and Sedimentation Control.	☐
5.2	Require plan for Indoor Air Quality Management.	☐
5.3	Implement a Construction Waste Management plan, report construction & demolition waste diverted from landfill.	☐ Report Required
6. Transition to Occupancy <i>Ensures persistence of green building investments during occupancy.</i>		
6.1	Develop non-smoking policy/practices to address and prevent smoke migration.	☐
6.2	Participate in local recycling programs where feasible.	☐
6.3	Track/monitor building energy use, water use and ghg emissions.	☐ Report Required
6.4	Require the purchase of energy efficient electronics and appliances.	☐
6.5	Require the purchase of low emitting products and furnishings.	☐
6.6	Require green cleaning methods, equipment and products.	☐
6.7	Provide energy and water use education to occupants.	☐

Building Owner Acknowledgement (Check the boxes that apply and sign below):	
☐ I have reviewed the applicable sections of the GBP Manual and included the checked criteria in the OPR.	
☐ I will convey the GBP criteria in Section B to the project team.	
☐ I am providing GBP Form 3 to the FUNDER before completion of schematic design.	
☐ I will provide GBP Form 4 & supporting documentation to the FUNDER within 60 days of occupancy.	
☐ I will develop an "energy and water use" education package and distribute it to building occupants.	
NAME OF BUILDING OWNER OR FUNDING RECIPIENT (PRINT)	POSITION
	/
SIGNATURE OF BUILDING OWNER OR FUNDING RECIPIENT	DATE (mm/yyyy)
PHONE:	EMAIL:

GBP Form 3: Information for RESIDENTIAL BUILDINGS

SECTION C1: To be completed by the FUNDER (Project/Funding Officer)

INSTRUCTIONS TO FUNDER:
GBP FORM 3 AND GBP FORM 4 ESTABLISH THE REQUIREMENTS OF THE MANITOBA GREEN BUILDING POLICY and THE MANITOBA GREEN BUILDING PROGRAM.

- GRE organizations must:
- Confirm that the GBP requirements are included in applicable funding agreements
 - Collect GBP Form 3 and GBP Form 4 within the appropriate timelines (see Section A: Instructions to Owner)

NAME OF PROJECT/FUNDING OFFICER		FUNDER (Department or Branch)
PHONE: (PROJECT/FUNDING OFFICER)	EMAIL:	
\$		/
PROVINCIAL CONTRIBUTION	FILE NUMBER	DATE of FUNDING AGREEMENT (mm/yyyy)
		/
SIGNATURE OF PROJECT/FUNDING OFFICER		DATE of FORM 3 RECEIVED (mm/yyyy)

SECTION C2: To be completed by the FUNDER's Green Building Program Liaison

- INSTRUCTIONS: 1. Email GBP Form 1 and any attachments to GBCT greenbuilding@gov.mb.ca within 10 days of receipt.
2. Retain a copy of this form to prove compliance with the Manitoba Green Building Policy.

NAME OF LIAISON	DEPARTMENT
	/
SIGNATURE OF LIAISON	DATE SUBMITTED TO GBCT (mm/yyyy)

Section C3: To be completed by Green Building Coordination Team (GBCT)

	/
NAME & SIGNATURE OF GBCT	DATE RECEIVED (mm/yyyy)

GBP Form 4: Reporting for RESIDENTIAL BUILDINGS

This Form is required by Manitoba's Green Building Policy and forms part of your funding agreement. Descriptions for this reporting requirement is found in the GBP Manual Section 6: <http://www.gov.mb.ca/mit/greenbuilding/index.html>

SECTION A: Building Information (To be completed by Building Owner or Funding Recipient¹)

INSTRUCTIONS: GBP Form 4 must be returned within 60 days of building occupancy

PROJECT NAME:

STREET:

CITY:

POSTAL CODE

NUMBER OF UNITS:

NUMBER OF STOREYS:

BUILDING AREA: (m2)³

Project Type:

☐ New Construction

☐ Major Renovation

Contribution from GRE⁴ Organization:

\$

Construction cost⁵:

\$

Total capital cost⁶:

\$

Property Legal Description:

Construction start date:

/

mm/yyyy

Occupancy date:

/

mm/yyyy

Name of Funding Recipient¹:

COMPLETNESS CHECKLIST:

- ☐ Table 1
- Energy Efficient Design & Testing
- AND
- ☐ Power Smart Acceptance Letter
- ☐ Table 2
- Commissioning
- ☐ Table 3
- Integrated Design Process
- ☐ Table 4
- Evaluate Renewable Energy Sources
- ☐ Table 5
- Conserve Potable Water - Efficient Fixtures & Fittings
- ☐ Table 6
- Conserve Potable Water - Conservation Options
- ☐ Table 7
- Construction Waste Management
- ☐ Table 8
- Energy Use, Water Use & GHG Tracking

¹BUILDING OWNER (or FUNDING RECIPIENT): The legal owner of the property and/or the organization that enters into a funding agreement with a GRE to construct, add to or renovate a building. To complete the forms the owner may assign a delegate.

²FUNDER: A GRE⁴ organization that provides funds for a building project.

³BUILDING AREA: The total of each horizontal floor area above grade measured to the outside face of the exterior wall. Where a floor is partially below grade and area is to be occupied, occupied floor area is to be included in total. Where exterior envelope is complete but interior is left unfinished for future occupancy, the unfinished area is to be included in total.

⁴GOVERNMENT REPORTING ENTITY (GRE): Core government and Crown organizations, government business enterprises and public sector organizations such as regional health authorities, school divisions, universities and colleges. A list is provided in the Government of Manitoba Annual Report, Summary Financial Statements, Schedule 8.

⁵CONSTRUCTION COST: The direct costs related to construction. Does not include design fees or land. Construction costs include materials, labour and installation.

⁶CAPITAL COST: Includes construction costs, design and other professional fees plus other costs related to the project.

GBP Form 4: Reporting for RESIDENTIAL BUILDINGS

Section B: Project Report (To be completed by Building Owner or Funding Recipient¹)

INSTRUCTIONS: Complete the following tables and submit the form to your FUNDER. Refer to GBP Manual - Section 6 for guidelines and criteria descriptions.

Table 1: Energy Design & Testing (GBP Form 3 criteria 1.1 & 1.3)

Airtightness and Water Penetration Testing Indicate "✓" to confirm the requirement was met. Leave blank if the requirement was not met or attempted. Only complete the column for applicable building type, Part 3 or Part 9	PART 3: Residential Buildings	PART 9: Residential Buildings
ASTM E783- Standard Test Method for Field Measurement of Air Leakage Through Installed Exterior Windows and Doors	☐	☐
ASTM E1105 – Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors and Curtain Walls by Uniform or Cyclic Static Air Pressure Difference Dynamic Water Penetration	☐	☐
ASTM E1186 – Practices for Air Leakage Site Detection in Building Envelopes and Air Barriers	☐	☐
AAMA 501.1- Standard Test Method for Water Penetration of Windows, Curtain Walls, and Doors Using Dynamic Pressure	☐	☐
AAMA 501.2 – Quality Assurance and Diagnostic Water Leakage Field Check of Installed Storefronts, Curtain Walls & Sloped Glazing Systems	☐	NA
ASTM D4551 – Test Method for Pull-off Strength for Coatings Using Portable Adhesion Testers	☐	☐
Air leakage testing protocol Part 3: Residential Buildings: *USACE Air Leakage Test Protocol For Building Envelopes version 3. *This will be superseded by ASTM WK35913 Standard Test Method for Determining the Air Leakage Rate of Large or Multi Zone Buildings upon publication.	☐	NA
Air leakage testing protocol Part 9: Residential Buildings CGSB 149.10 Determination of the Air tightness of Building Envelopes by the Fan Depressurization Method	NA	☐
Energy Efficient Design Power Smart Program Acceptance Letter attached	☐	☐

Table 2: Commissioning (GBP Form 3 criteria 1.2)

Indicate "✓" to confirm the requirement was met. Leave blank if the requirement was not met or attempted. Only complete the column for applicable building type, Part 3 or Part 9	PART 3	PART 9
HRAI Residential Mechanical and Ventilation Record reviewed with building owner/project team.	NA	☐
Commissioning Professional verified that building’s mechanical/electrical systems, envelope and windows were designed and constructed to OPR, calibrated to the specifications and building staff received training and systems manuals.	☐	☐

Table 3: Integrated Design Process (IDP) (GBP Form 3 criteria 2.1)

Identify IDP Members that participated throughout the design process:	NAME	ORGANIZATION
IDP Facilitator:		
Architect:		
Sustainability Consultant:		
Commissioning Professional:		
Mechanical Engineer:		
Electrical Engineer:		
General Contractor:		
Energy Modeller:		
Occupant Representative:		
Project Manager:		
Construction Manager:		
Other:		
Other:		



GBP Form 4: Reporting for RESIDENTIAL BUILDINGS

Table 4: Evaluate Renewable Energy Sources (GBP Form 3 criteria 3.1 & 3.2)

Identify the energy sources (other than natural gas, hydro electric, diesel and propane), that were evaluated (discussed in IDP session), installed or accommodated in the building design for future installation.

	Considered	Installed	Accommodated
Wind	☐	☐	☐
Solar (thermal)	☐	☐	☐
Solar (photovoltaic)	☐	☐	☐
Ground Source Heat Pump	☐	☐	☐
Biomass	☐	☐	☐
Other	☐	☐	☐

Table 5: Conserve Potable Water - Efficient Fixtures & Fittings (GBP Form 3 criteria 2.6)

Please list flow rates for the following:

Lavatory & hand faucet (l/m)	Shower head (l/m)	Kitchen faucet (l/m)	Water Closets (toilets) (l/f)	Urinals (l/f)	Pre-rinse spray valve (l/m)	Other	Other	Other
_____	_____	_____	_____	_____	_____	_____	_____	_____

Table 6: Conserve Potable Water - Conservation Options (GBP Form 3 criteria 2.6)

Identify the water saving measures that were considered/evaluated (discussed in IDP session), installed or accommodated in design for future installation.

	Considered	Installed	Accommodated
Greywater re-use	☐	☐	☐
Rainwater Collection - interior	☐	☐	☐
Rainwater Collection - exterior	☐	☐	☐
Other: _____	☐	☐	☐

Table 7: Construction Waste Management (GBP Form 3 criteria 5.3)

Please list amount of construction waste that was directed to the following facilities:

_____ tonnes directed to Landfill

_____ tonnes directed to Recycling Facility

_____ tonnes salvaged

_____ tonnes directed to other (specify): _____

Table 8: Energy Use, Water Use and GHG Tracking (GBP Form 3 criteria 6.3)

Indicate commitment to track building energy use, water use & ghg emissions.	☐ Portfolio Manager account has been set-up
Please identify person responsible for administration of Portfolio Manager account:	NAME:
	EMAIL:

Building Owner Acknowledgement (Check the boxes that apply and sign below):

☐ I have reviewed the information in Tables 1-8 and deem them accurate to the best of my knowledge.

☐ Power Smart Acceptance Letter is attached.

☐ I will email Power Smart Designation letter upon receipt to GBCT - greenbuilding@gov.mb.ca.

☐ I am providing GBP Form 2 to the FUNDER within 60 days of occupancy.

NAME OF FUNDING BUILDING OWNER or FUNDING RECIPIENT (PRINT)

POSITION

SIGNATURE OF BUILDING OWNER OR FUNDING RECIPIENT

DATE (mm/yyyy)

PHONE:

EMAIL:



GBP Form 4: Reporting for RESIDENTIAL BUILDINGS

SECTION C1: *To be completed by the FUNDER (Project/Funding Officer)*

INSTRUCTIONS:
GBP FORM 3 AND GBP FORM 4 ARE REQUIRED BY THE FUNDING AGREEMENT
GRE organizations must:

- Confirm that the GBP criteria is incorporated into funded building projects
- Collect GBP Form 3 and GBP Form 4 within the appropriate timelines (see Section A: Instructions to Owner)

NAME OF PROJECT/FUNDING OFFICER		FUNDER (Department or Branch)
PHONE: (PROJECT/FUNDING OFFICER)	EMAIL:	
\$		/
PROVINCIAL CONTRIBUTION	FILE NUMBER	DATE of FUNDING AGREEMENT (mm/yyyy)
		/
SIGNATURE OF PROJECT/FUNDING OFFICER		DATE of FORM 4 RECEIVED (mm/yyyy)

SECTION C2: *To be completed by the FUNDER's Green Building Program Liaison*

NAME OF LIAISON	DEPARTMENT
	/
SIGNATURE OF LIAISON	DATE SUBMITTED TO GBCT (mm/yyyy)

Section C3: *To be completed by Green Building Coordination Team (GBCT)*

	/
NAME & SIGNATURE OF GBCT	DATE RECEIVED (mm/yyyy)