

Instructions: In all fields with gray text, type or select responses. Keep comments concise. Do no alter gray boxes which are autocalculated. Submit this file in Excel (.xlsx) format. PDF not accepted for this file only.

PDF Application Opportunity	
Would you like BC Housing to apply information in this submission toward a request for Project Development Funding (PDF)?	Yes
If yes, complete the PDF Budget in separate tab to apply for up to \$250,000.	

Housing Provider/Proponent Profile		Total Units
Housing Provider Name	Organization Name	0
Address (Street, City, Postal Code)	Address (Street, City, Postal Code)	(Autocalculation, do not enter data above)
Submission Contact Name	Submission Contact Name	
Submission Contact Email	Submission Contact Email	
Submission Contact Phone	Submission Contact Phone	

Project Location Profile	
Region (Health Authority)	(Select)
Street Address of housing development	Street Address or "Unknown"
City	City
Postal Code	Postal Code
Project/Development Name	Name or "Unknown"

Target Population	
Choose one or more target population groups	
Target Population 1	(Select)
Target Population 2	(Select)
Target Population 3	(Select)
Target Population 4	(Select)
If "other groups," list target group(s) (Select)	
If "other groups," specify groups in the need/demand analysis section below	
Confirm: Residents live independently (of BC Housing funded services)	(Select)

Need & Demand Analysis (Limit 150 words)	
Briefly describe how the housing addresses regional demand for specific target population, community impact, and nearby housing projects. (Reference local housing Needs Assessment or other relevant document/research); If a redevelopment of existing housing, include justification for building replacement.)	

BC Housing Cross-Subsidy	
Is there an expectation of funding for this project from BC Housing other than CHF (i.e., expecting to get funding from other BC Housing programs)?	(Select)
Is there an existing BC Housing program at the same building site (with same PID)?	(Select)
Is there another BC Housing project (in progress or applied for) at the same building site (with same PID)?	(Select)
If Yes to any of the above, include operating and capital budgets for BC Housing subsidized operations or capital projects on the site, whether shared or independently managed.	
(If necessary, comments on cross-subsidy)	

Unit Designation		
Building 1		
Rent Category	CHF Program Benchmark (% required)	No. of Units
Market		30% (input number of units)
Rent Geared to Income (RGI)		50% (input number of units)
RGI Deep Subsidy		20% (input number of units)
Building Total Units		0 (Autocalculation)
Building 2		
Rent Category	CHF Program Benchmark	No. of Units
Market		30% (input number of units)
Rent Geared to Income (RGI)		50% (input number of units)
RGI Deep Subsidy		20% (input number of units)
Building Total Units		0 (Autocalculation)
Building 3		
Rent Category	CHF Program Benchmark (% required)	No. of Units
Market		30% (input number of units)
Rent Geared to Income (RGI)		50% (input number of units)
RGI Deep Subsidy		20% (input number of units)
Building Total Units		0 (Autocalculation)
Building 4		
Rent Category	CHF Program Benchmark	No. of Units
Market		30% (input number of units)
Rent Geared to Income (RGI)		50% (input number of units)
RGI Deep Subsidy		20% (input number of units)
Building Total Units		0 (Autocalculation)
Building 5		
Rent Category	CHF Program Benchmark	No. of Units
Market		30% (input number of units)
Rent Geared to Income (RGI)		50% (input number of units)
RGI Deep Subsidy		20% (input number of units)
Building Total Units		0 (Autocalculation)
Total Units for All Buildings		0 (Autocalculation)

Accessible Units	Accessible Units (% of Total Units)	(Autocalculation)
No. Accessible Units for All Buildings	(input number of units)	(Autocalculation)

Project Concept			
Unit Details (All buildings combined)	Number of units	Unit Size	Target Population
Four-Bedroom Units	(Number of units)	(unit sq ft)	(Target Population)
Three-Bedroom Units	(Number of units)	(unit sq ft)	(Target Population)
Two-Bedroom Units	(Number of units)	(unit sq ft)	(Target Population)
One-Bedroom Units	(Number of units)	(unit sq ft)	(Target Population)
Studios	(Number of units)	(unit sq ft)	(Target Population)
TOTAL RESIDENTIAL SQ FT	total residential sq ft		

Building type	Building 1	Building 2	Building 3	Building 4	Building 5
Storeys #	(Select)	(Select)	(Select)	(Select)	(Select)
Parking Surface	(Select)	(Select)	(Select)	(Select)	(Select)
Parking	input no. parking spaces (total sq ft)	input number parking spaces (total sq ft)	input number parking spaces (total sq ft)	input number parking spaces (total sq ft)	input number parking spaces (total sq ft)
Office space	input no. office spaces (total sq ft)	input no. office spaces (total sq ft)	input no. office spaces (total sq ft)	input no. office spaces (total sq ft)	input no. office spaces (total sq ft)
Meeting rooms	input no. meeting rooms (total sq ft)	input no. meeting rooms (total sq ft)	input no. meeting rooms (total sq ft)	input no. meeting rooms (total sq ft)	input no. meeting rooms (total sq ft)
(Other (common) spaces - add rows as needed)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)
(e.g., Resident Storage)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)
(e.g., Laundry shared)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)
(e.g., Commercial units (daycare, gym, etc.))	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)	input no. spaces (total & sq ft)
Green spaces	For each space, size, description and location				

Construction Contract	type of contract	
Construction Methodology	(Limit 100 words: Briefly describe construction methodology)	
Design Rationale & Benefits	(Limit 100 words: Briefly describe design choice and benefits. If applicable, include details about Indigenous design elements.)	
Is this a redevelopment project?	(Select)	(Describe building's current occupancy.)
Select Drawings Included	Site Plan	(Select)
	Floor Plan	(Select)
	Building Schematics	(Select)
	Concept	(Select)
	Other	(Indicate other drawings)

BC Building Eligible Entity		(Select)
If partnership, will ownership ultimately reside with the non-profit society, housing co-op, municipal housing provider or First Nations?		(Select)
If partnership, list partner(s). Indicate if any is 51%+ Indigenous owned.		
(List partners here)		
If partnership, partnership agreements or other documentation of partnership are included?		(Select)

Mortgageable Interest		
Proponent's Interest (%)	At completion	Current
Type	(Select)	(Select)
If other than 100% (at completion or current), list the entities and % for each	Entity 1 - X%	Entity 1 - X%
	Entity 2 - X%	Entity 2 - X%
Are any of these documents included in submission?	Contract of purchase and sale	(Select)
	Letter of Intent to Purchase	(Select)
	Council resolution confirming lease	(Select)
	Letter of Offer/Intent to Enter Lease	(Select)
Are there any legal notations, charges, liens, conditions or reverter (current or in process) impacting the proponent's interest in the property?		(Select)
If yes, is a disclosure statement included?	(Select)	
If applicable, is lease registered?	(Select)	
Is the land owned by a municipality or is land use otherwise restricted?		(Select)
If yes, are lease terms, municipal agreement, explanation of approvals required and any other restrictions included as documents?		(Select)
(If necessary, comments on Mortgageable Interest)		

Building Ownership		
Proponent's Ownership (%)	At completion	Current (only complete if a building is currently on the site)
Type	(Select)	(Select)
If other than 100% (at completion or current), list the entities and % for each	Entity 1 - X%	Entity 1 - X%
	Entity 2 - X%	Entity 2 - X%
(If necessary, comments on building ownership)		

Zoning	(Select)	(Indicate dates in Project Schedule below)
Subdivision	(Select)	(Indicate dates in Project Schedule below)
If in either is in progress, is evidence included to support the project schedule, (e.g., written confirmation from planning department municipal staff)?		(Select)

Indigenous Lands (if applicable)		
Member approval status	(Select)	(Indicate dates in Project Schedule below)
Site Services	(Select)	(Indicate dates in Project Schedule below)
Engagement plan details	(describe engagement plan)	

Tenant Relocation Plan		Only applicable to redevelopment projects; Do not duplicate information from the communication plan
Requirements	Activities	
Provide information on your Communication Strategy with respect to:	No tenants will be displaced as part of this development. The project is developing on bare land that will be	
Existing tenants		
Municipality		
Internal & External Stakeholders		
Where will you relocate existing tenants during the construction phase?		
Based on your existing building, how will you maintain unit/family composition during the relocation?		
In case of financial implications for existing tenants, how are you planning to address these? (BC Housing does not fund tenant relocation)		
What logistics support can you provide to your existing tenants during the move?		

Do you have the ability to partner with other Non-Profit partners should the need arise? Please provide documentation, e.g. MOU, partnership agreement, communication/confirmation of partnership	
How will you address possible tenants' increased fears about losing housing, temporary loss of social support, etc.?	
How will you address the unique needs of members from equity seeking and protected groups (e.g., women, people with disabilities, Indigenous peoples including First Nations, Metis and Inuit, racialized peoples, members of the LGBTQIA2S+ communities, religious and/or linguistic minorities, and neurodivergent persons)?	

Organization Leadership		
	Name	Title
Executive Director (or equivalent)	Name	Title
Board Chair	Name	Title

Other senior leaders and Board members directly involved in the project may be listed in the **Project Governance** section, below.

Project Governance	
Select response option:	(Select)
Role	Responsibilities/Accountabilities
(Role 1)(Individual or group)	(Responsibilities/Accountabilities)
(Role 2)	(Responsibilities/Accountabilities)
(Role 3)	(Responsibilities/Accountabilities)

Organizational References & Capacity			
Provide info/references for three projects.			Comments (<i>Limit 100 words</i>)
MQHS - Waterstone 80 Units	Project 1 Scope	Maintained same scope as original plan	MDS Provided Development Consulting Services to MQHS for the development of the Waterstone (80 units) in Chilliwack, BC. Construction began in August 2017 and complete on-time in February 2019. Featuring a mix of one- to four-bedroom units, 50% are adaptable and 5 one- MDS provided development consulting services to Pathways Ability Society. The project was supposed to start construction in Spring 2020 but there was a delay of approx. 5 months while the building was used as an Emergency Shelter due to COVID. Construction started MDS worked as Development Consultant for DQCHS for the design and construction of new units in Quesnel - a rural community in Northern BC.
	Project 1 Schedule	Early/On schedule	
	Project 1 Budget	Within 10% of budget	
Pathways Abilities Society - 68 units	Project 2 Scope	Maintained same scope as original plan	
	Project 2 Schedule	3-5 months delay	
	Project 2 Budget	Within 10% of budget	
Dakeh & Quesnel Community Housing Society - K	Project 3 Scope	Maintained same scope as original plan	
	Project 3 Schedule	Early/On schedule	
	Project 3 Budget	Within 10% of budget	
Project 1 Reference	Janice Silver, CEO	Mamele'awt Qwesome/To'o Housing Society	P: 604.820.3324 / E: jsilver@mqhs.ca
Project 2 Reference	Charisse Daley, Executive Director	Pathways Abilities Society	P: 250.763.4837 / E: ed@pathwayskelowna.ca
Project 3 Reference			P: 250.592.3306 / E: executivedirector@dqchs.org
Organization's years of property development experience	Luanne Ruotsalainen, Executive Director	Dakeh & Quesnel Community Housing Society	35+ (MDS)
Number of proposals/projects commencing/active next 24-30 months			ten - twelve
Typical number of projects in progress			60
If project is approved, does the organization have capacity to take on the work?			Yes
If necessary, comments on Organizational References & Capacity. If no direct property development experience, explain competency to take on this project. (e.g., other project management, real estate or construction experience, expert personnel/board members/consultants)			

Project/Development Team			
	Name & Title	Company	Phone / Email
Development Consultant	Lindsay Monk, Regional Director North Island	M'akola Development Services	P. 778.265.7489 // E: lmonk@makoladev.com
	Sarah Smith, Regional Director Vancouver Island	BC Housing	E. ssmith@bchousing.org
	Reference 1		
Reference 2	Amanda Owens	Ksan Society	
Years of industry experience		35	
Signed BC Housing Development Consultant Agreement is included?		Yes	
Number of bids for projects commencing/active next 24-30 months		10	
Typical number of projects in progress		60	
If project is approved, confirmed to be able to take on the work?		Yes	
Architect (performing the work)	(Name, Title)	Doug Cole Architect	360.630.7228 / doug.cole.architect@gmail.com
Reference 1	(Name, Title)	Owner of Cabins at Terrace Beach	250.726.2101 / ron@thecabins.ca
Reference 2	(Name, Title)	Icon Developments	250.726.7608 / jamie@icon-developments.com
AIBC Membership in Good Standing	(Select)		
Years of industry experience		40	
Number of bids for projects commencing/active next 24-30 months		2	
Typical number of projects in progress		45087	
If project is approved, confirmed to be able to take on the work?		Yes	
Construction Contractor	(Name, Title)	(Company)	(Phone / Email)
Reference 1	(Name, Title)	(Company; can be BC Housing)	(Phone / Email)
Reference 2	(Name, Title)	(Company; can be BC Housing)	(Phone / Email)
Builders' License from BCH Licensing and Consumer Services		(Select)	(Comments on Builders' License, if needed)
Years of industry experience		(Yrs)	
Number of bids for projects commencing/active next 24-30 months		(Input no. Bids)	
Typical number of projects in progress		(Input no. projects)	
If project is approved, confirmed to be able to take on the work?		(Select)	
Describe procurement methodology for the project team, even if already retained.		(procurement methodology)	
If Construction Contractor is not yet retained, describe construction procurement strategy.		(if applicable, procurement strategy)	
(If necessary, comments on Project/Development Team; if years of industry experience are limited, include related education and experience in real estate, project management, construction, design, etc.)			

Construction & Delivery Partnerships	
(Do not duplicate if partnership already described above.)	
If partnerships for construction and project delivery, list partner(s). Indicate if any is Indigenous owned (51%+).	
(List partners here)	
If partnership, partnership agreements or other documentation of partnership are included?	(Select)

Cost per Square Foot & Source of Construction Budget						
	Building 1	Building 2	Building 3	Building 4	Building 5	
Building type	(Select)	(Select)	(Select)	(Select)	(Select)	(Autocalculation)
Storeys #	(Select)	(Select)	(Select)	(Select)	(Select)	(Autocalculation)
Parking Surface	(Select)	(Select)	(Select)	(Select)	(Select)	(Autocalculation)
Cost per Square Foot (across all buildings)	\$ (Cost per Sq Ft in CAD)					
Basis of cost per square foot estimate	(describe basis)					
Source of construction budget	(Select)	If other, describe source		(only if "Other," source of construction budget)		

Communication Plan			
Group	Project Phase(s)	Communication Method	Frequency
(Group 1)	(Project Phase(s))	(Communication Method)	(Frequency)
(Group 2)	(Project Phase(s))	(Communication Method)	(Frequency)
(Group 3)	(Project Phase(s))	(Communication Method)	(Frequency)
(Group 4)	(Project Phase(s))	(Communication Method)	(Frequency)
(Group 5)	(Project Phase(s))	(Communication Method)	(Frequency)

Project Schedule				
	Amend Activity/Milestones for other approval authorities (i.e., First Nations)			
Activity/Milestone	Estimated Start Date	Estimated End Date	How many months post-award needed to get this in place?	Comments, Impact on Critical Path, Assumptions
Notice of Award	Estimate a date for evaluators to gauge as the schedule start date.		(Select)	(Comments, Impact on Critical Path, Assumptions)
OCP/Rezoning Application	Estimated Start Date or n/a	Estimated Start Date or n/a	(Select)	(Comments, Impact on Critical Path, Assumptions)
Public Hearing	Estimated Start Date or n/a	Estimated Start Date or n/a	(Select)	(Comments, Impact on Critical Path, Assumptions)
Final Municipal Approval/Adoption	Estimated Start Date or n/a	Estimated Start Date or n/a	(Select)	(Comments, Impact on Critical Path, Assumptions)
Development Permit	Estimated Start Date or n/a	Estimated Start Date or n/a	(Select)	(Comments, Impact on Critical Path, Assumptions)
Lease execution & registration	Estimated Start Date or n/a	Estimated Start Date or n/a	(Select)	(Comments, Impact on Critical Path, Assumptions)
Building Permit Submission	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)
Building Permit Approval	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)
BC Housing Provisional Project Approval (PPA) (optional to include PDF)	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)
BC Housing Final Project Approval (FPA)	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)
Construction Start	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)
Construction Complete	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)
Tenant Move In	Estimated Start Date	Estimated Start Date	(Select)	(Comments, Impact on Critical Path, Assumptions)

Outstanding Rezoning Requirements	
Requirement to be fulfilled	Describe plan to meet requirement.
(requirement 1 or n/a)	(plan)
(requirement 2)	(plan)
(requirement 3)	(plan)

Outstanding Development Permit Requirements	
Requirement to be fulfilled	Describe plan to meet requirement.
(requirement 1 or n/a)	(plan)
(requirement 2)	(plan)
(requirement 3)	(plan)

Sustainability & Resilience	
Step Code	(Select)
GHG	(Select)
Energy Modeling Report with Thermal Comfort Analysis is included	(Select)
Sensitivity Analysis is included	(Select)
Fully electrified (low carbon source)	(Select)
If no justification of how full electrification jeopardizes project is included	(Select)
(If necessary, comments on Sustainability & Resilience)	

Passive Cooling Strategies		
	Is the design strategy included?	Describe briefly how the strategy is included in project or explain why strategy is not included
Optimized solar orientation	(Select)	
Optimized form factor, insulation and thermal bridging	(Select)	
Optimized Thermal Layout	(Select)	
Optimized retention and planting of trees	(Select)	
Incorporated external/overhand shading	(Select)	
Optimized window-wall ratio	(Select)	
Optimized window frames & reduced SHGC	(Select)	
Included operable windows & optimize cross ventilation	(Select)	

Additional Sustainability & Resilience Measures	
Detail measures not already included above or in the Energy Modelling Report	
Third-party sustainability standards	(Third-party sustainability standards)
Resilience measures	(Resilience measures)
Sustainability features	(Sustainability features)

Equity & Contributions Evidence				
	Amount Included in Capital Budget (\$)	Status of Funds	Related Documents Included	
Land (equity)(\$)	(\$) or n/a		Appraisal	(Select)
Cash - (Indicate Source)	(\$) or n/a	(Select)	Letter(s) of Support/Other	(Select)
Cash - (Indicate Source)	(\$) or n/a	(Select)	Letter(s) of Support/Other	(Select)
Cash - (Indicate Source)	(\$) or n/a	(Select)	Letter(s) of Support/Other	(Select)
Development Cost Waiver	(\$) or n/a	(Select)	Municipal Letter/Approval	(Select)
Partner/Funder	(\$) or n/a	(Select)	Letter/agreement	(Select)
Non-provincial grants	(\$) or n/a	(Select)	Confirmation Letter	(Select)
(If necessary, comments on Equity & Contributions)				

Instructions: For each risk topic, note any risks to the project along with mitigation strategies. If the risk isn't applicable to your project, type "n/a" in the risk description. Select a likelihood and consequence for each risk considering the mitigation strategies. Submit this file in Excel (.xlsx) format. PDF not accepted for this file only.

Risk Category	Risk Topic	Risk description	Mitigation Strategies	Likelihood	Consequence
Project Risks	Site			Unlikely (2)	Significant (3)
	Scope			(Select)	(Select)
	Schedule			Almost Certain (5)	Insignificant (1)
	Impact/Closures			(Select)	(Select)
Financial Risks	Project cost			(Select)	(Select)
	Program alignment (Financial)			(Select)	(Select)
	Capital funding/Financing			(Select)	(Select)
	Project contingency			(Select)	(Select)
	Cost escalation			(Select)	(Select)
	Operating costs			(Select)	(Select)
	Operating funding sources			(Select)	(Select)
	Financial security provisions			(Select)	(Select)
	Other financial			(Select)	(Select)
Project Alignment	Program alignment (Non-financial)			(Select)	(Select)
	Mass Timber			(Select)	(Select)
	Childcare			(Select)	(Select)
	Clean BC			(Select)	(Select)
	Labour objectives			(Select)	(Select)
	Indigenous relations & engagement			(Select)	(Select)
	Other alignment risks			(Select)	(Select)
Project Team Characteristics	Project Structure			(Select)	(Select)
	Developer			(Select)	(Select)
	Governance structure			(Select)	(Select)
	Performance & reporting			(Select)	(Select)
	Other project team risks			(Select)	(Select)
Planning	Design			(Select)	(Select)
	Cost consultant report			(Select)	(Select)
	Land Ownership			(Select)	(Select)
	Geotechnical			(Select)	(Select)
	Environmental			(Select)	(Select)
	Hazardous material			(Select)	(Select)
	Safety			(Select)	(Select)
	Zoning & Permitting			(Select)	(Select)
	Impacted parties consultation			(Select)	(Select)
	Approvals			(Select)	(Select)
	Other site related risks			(Select)	(Select)



Capital Budget for CHF

Instructions:

- 1) Input known values in column I, based your own calcuations.
- 2) Only mixed-use developments require Column L/M. Otherwise, leave blank.
- 3) Italicized lines are required, as marked.
- 4) Optional to include significant assumptions/rationale in Comments.

SOCIETY:	Organization Name		
PROJECT			
ADDRESS:	Street Address or "Unknown"	City	(Select)

Cost Type (Budget Code)	Budget Description	Total Budget Amount	Comments
12100	APPRAISALS/STUDIES	N/A	
12105	Appraisal	-	
12110	Market Rent Appraisal	-	
12115	GST Appraisal	-	
12120	Market/Feas Study	-	
12125	Need & Demand Assessment	-	
12130	Traffic Study	-	
	<i>Total Appraisals/Studies</i>	-	
12150	ACQUISITION AND SERVICING	N/A	
12155	Land Value	-	
12160	Offsite Service Costs	-	
12165	Environmental Remediation	-	
12170	Property Transfer Tax	-	
12171	PTT - Purchase	-	
12172	PTT - Lease	-	
12175	Demolition	-	
12180	Mortgage Buy-out	-	
	<i>Total Acquisition and Servicing</i>	-	
12200	MUNICIPAL FEES	N/A	
12201	Municipal Fees	-	
12205	Building Permit	-	
12210	Development Cost Charges	-	
12215	Regional Dev'ment Cost	-	
12220	OCP/Rezoning Appl.	-	
12225	Subdivision Appl.	-	
12230	Mun. Connection Fee	-	
12235	Building Grade	-	
12240	Development Permit	-	
	<i>Total Municipal Fees</i>	-	
12250	UTILITY FEES	N/A	
12252	Gas Connection Fees	-	
12255	Hydro Connection Fees	-	
12260	Cable Connection Fees	-	
12265	Telephone Connection Fees	-	
	<i>Total Utility Fees</i>	-	
12350	DESIGN CONSULTANTS	N/A	
12355	Architect Contract	-	
12356	Arch. Cont. Sub-Consu	-	
12357	Arch. Cont. Fees	-	
12358	Arch. Cont. Disb.	-	
12360	Structural	-	
12365	Electrical	-	
12370	Mechanical	-	
12375	Landscape	-	
12380	Building Envelope	-	
12385	Code Consultant	-	
12390	Civil Consultant	-	
12395	Certified Professional	-	
12400	Security Consultant	-	
12405	Acoustic	-	
12410	Kitchen Consultant	-	
12415	Interior Designer	-	
12420	LEED Consultant	-	
12430	Model Maker	-	
12445	Misc Design Consultant Costs	-	
	<i>Total Design Consultants</i>	-	
12450	CONSULTANTS	N/A	
12455	Development Consultant	-	
12456	Dev. Consult. Fees	-	
12457	Development Consult. Disbursements	-	
12458	Dev. Consult. Extraordinary Travel	-	
12460	Geotechnical	-	
12465	Surveyor	-	
12470	Topographical Surveyor	-	
12475	Cost Consultant	-	
12480	Environmental Consultant	-	
12485	Hazardous Materials Consultant	-	
12490	Arborist	-	
12500	Service Delivery Consultant	-	
12505	Fire Safety Plan	-	
12510	Maintenance & Renewal Plan	-	
12515	BC Housing Inspector	-	
12516	BCH Inspector Fees	-	
12517	BCH Inspector Disbursements	-	
12520	Direct Delivery	-	
12525	Community Consultant	-	
12545	Miscellaneous Consultants	-	
	<i>Total Consultants</i>	-	
12550	MISCELLANEOUS SOFT COST	N/A	
12555	Property Taxes pre IAD	-	
12560	Utilities pre IAD	-	
12565	Course of Const. Insurance	-	
12570	Professional E&O Insurance	-	
12575	Society Org. Costs	-	
12580	Society Legal Fees	-	
12585	BC Housing Legal Fees	-	
12590	BCH Program Sign	-	
12595	BCH Recoverable Costs	-	
12600	Maintenance Costs	-	
12605	Title Fees	-	
12610	Security pre-construction	-	
12615	GST - Self Supply	-	
12616	GST - No rebate	-	
12620	GST - Non Self Supply	-	
12625	Tenant Relocation Costs	-	
	<i>Total Miscellaneous Soft Cost</i>	-	
12650	BORROWING COSTS	N/A	
12655	Interest pre IAD	-	
12660	Loan Admin Fee	-	
12665	Mortgage Insurance Fee	-	
12670	Loan Fee	-	
	<i>Total Borrowing Costs</i>	-	
12700	CONSTRUCTION	N/A	
12705	Construction Contract 1	-	
12706	Construction Manager	-	
12707	Project Manager	-	
12708	Construction Manager Disbursements	-	
12709	Support/Service Delivery	-	
12710	Construction Costs	-	
12715	Documentation Cost	-	
12720	Construction Contract 2	-	
12730	Construction Contract 3	-	
12740	Construction Contract 4	-	
12750	Landscaping	-	
12755	Unit appliances	-	
12760	Common Laundry/kitchen	-	
12765	Commercial Kitchen Appliances	-	
12770	On-Site Security	-	
12775	Building Warranty	-	
12780	Independent Testing	-	

All projects.
Enter values in Column I.

CHF Residential Component	
Component 1 Budget Amount	Comments
N/A	
-	
N/A	
-	
N/A	
-	
N/A	
-	
N/A	
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N/A	
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N/A	
-	
N/A	

SOCIETY:	Organization Name		
PROJECT			
ADDRESS:	Street Address or "Unknown"	City	(Select)

Cost Type (Budget Code)	Budget Description	Total Budget Amount	Comments
12795	Miscellaneous Constructions Costs	-	
	Total Construction	-	
12800	BUILDING START-UP/COMMISSIONING	N/A	
12805	Project Commissioning	-	
12810	Vacancy Loss	-	
12815	Marketing	-	
12820	Common Dining/Furnishings	-	
12825	Office Equipment	-	
12830	Maintenance Equipment	-	
12835	Support Serv Equip/Sup	-	
12845	Misc. Building Start-Up Costs	-	
	Total Building Start-up/Commissioning	-	
12850	CONTINGENCIES	N/A	
12855	Project Contingency	2	
12859	Miscellaneous	2	
12860	Design Contingency	2	
12861	Schedule Contingency	2	
12862	Construction Contingency	2	
12863	Geographical Risks	2	
12864	Soft Cost Risks	2	
12865	Escalation Contingency	2	
	Total Contingencies	16	
	GROSS BUDGET	16	
12900	DEDUCTIONS	N/A	
12910	Land Equity	2	
12921	Society Equity Held by BCH	2	
12922	Society Equity	2	
12945	BC Housing Grants	2	
	Total Deductions	8	
	NET CAPITAL BUDGET	8	

All projects.
Enter values in Column I.

CHF Residential Component	
Component 1 Budget Amount	Comments
-	
N/A	
-	
N/A	
1	
1	
1	
1	
1	
1	
1	
1	
8	
8	
N/A	
1	
1	
1	
1	
4	
4	

Mixed use developments only. Instructions below.

Non-CHF Residential and Non-Residential Components	
Component 2 Budget Amount	Comments
-	
N/A	
-	
N/A	
1	
1	
1	
1	
1	
1	
1	
1	
8	
8	
N/A	
1	
1	
1	
1	
4	
4	

Instructions for Mixed-Use Developments

Mixed use developments must split out the CHF eligible components of the project from the ineligible components.

Eligible components (Column I) include the CHF funded residential units and any of the following associated with these units: circulation and ancillary spaces; amenities, and parking.

Ineligible components (Column L) include commercial units and any of the following not associated with CHF funded units: office, programing or ancillary spaces; amenites and parking.

Ineligible components will not receive capital funding through the CHF program.

APPENDIX 4 - Operating Budget for Community Housing Fund RFP 2023	
Explanatory comments required in orange cells. View instructional notes by hovering over cells with red triangle in top right corner.	
SOCIETY NAME:	Organization Name
PROJECT NAME:	Name or "Unknown"
DATE PREPARED:	

Section 1: Units and Rents		Market Rent		Rent Geared to Income (RGI)		Deep Subsidy		REQUIRED COMMENTS: explain basis of market rent estimate for each unit type and average RGI resident income for RGI estimates (e.g. 70% of HIL, 60% of HIL, etc.)		
Unit Type	# Units	Monthly Rent per Unit	# Units	Monthly Rent per Unit	# Units	Monthly Rent per Unit	Total Units			
Studio	0	\$0	0	\$0	0	\$0	0	0	\$0	
1 Bedroom	0	\$0	0	\$0	0	\$0	0	0	\$0	
2 Bedroom	0	\$0	0	\$0	0	\$0	0	0	\$0	
3 Bedroom	0	\$0	0	\$0	0	\$0	0	0	\$0	
4 Bedroom	0	\$0	0	\$0	0	\$0	0	0	\$0	
Total Units / Rent Contribution	0	\$0	0	\$0	0	\$0	0	0	\$0	

Section 2: Budget Projection								
Budget Item	Monthly for Year 1	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	EXPLANATORY COMMENTS REQUIRED for all orange cells
REVENUE								
Tenant Revenue								
Tenant Rent Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Vacancy Loss (s/b negative amount)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	explain basis of estimated vacancy loss
Non-Residential Revenue								
Commercial Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Laundry Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Lease Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Other Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	For each revenue line, add a comment in column J explain how the figure was arrived at for each revenue stream. E.g. for parking, expected monthly charge and estimated uptake.
Parking Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Building Manager Rents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Space Rental	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL REVENUE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
EXPENSES								
Building Expenses								
Cablevision	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Explain whether cable will be included or surcharged and basis of assumption
Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Explain what is included/excluded in assumptions, such as whether units are individually metered, what building elements are expected to be electric, any other key assumptions.
Heating Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide details of estimate (type of heating, are units individually metered, etc.)
Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide details/source of estimate and any assumptions (e.g. water conservation measures, etc.)
Insurance Premiums	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide details - e.g. includes CGL? valuation, source of estimate
Waste Removal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide details (type of service, basis of estimate, location considerations)
Property Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide details - valuation, any expected municipal exemptions
Building Staff Salaries and Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide FTE and rates for each position and coverage; align with staffing schedule if included in submission.
Administrative Expenses								
Administration Charge	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate (e.g. allocation)
Internet	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Memberships & Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
General Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate - include items such as bank service charges, sundry, marketing and provide details in comments
Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Maintenance Expenses								
Maintenance Labour and Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide FTE and rates for each position
Exterior Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Interior Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Janitorial/Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Pest Control	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Snow Removal/Salting	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Provide basis for estimate
Service Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	List which services are included under service contracts and amounts
Financing and Reserves								
Mortgage Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	provide basis for P&I estimate (principle, amortization, interest rate, etc.)
Capital Fund Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Apply \$60 PUPM for Studio/1BR, \$72 PUPM for 2BR and larger
TOTAL EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
NET SURPLUS(DEFICIT) * Deficit = Subsidy Required	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Prepared By:	
Name:	
Title:	

Section 3: Summaries (For Information Only - Do not enter any data in this section)			
Units Breakdown		# Units	% Units
Market Rent		0	0%
Rent Geared to Income (RGI)		0	0%
Deep Subsidy		0	0%
Total Units		0	0%
Total Sectional Revenue and Expenses		PUPM	
Vacancy Loss %	0.0%	#DIV/0!	
Tenant Revenue	\$0	#DIV/0!	
Non-Residential Revenue	\$0	#DIV/0!	
Total Revenue	\$0	#DIV/0!	
Building Expenses	\$0	#DIV/0!	
Administrative Expenses	\$0	#DIV/0!	
Maintenance Expenses	\$0	#DIV/0!	
Capital Fund Contribution	\$0	#DIV/0!	
Mortgage costs	\$0	#DIV/0!	
Total Expenses	\$0	#DIV/0!	
NET SURPLUS(DEFICIT*) *Deficit = Subsidy Required	\$0	#DIV/0!	

2324-041 Appendix 14 Response Template Part A - PDF Budget

Instructions: PDF budget is not a requirement for the CHF RFP. Optional to request PDF budget using the worksheet below. Select "Yes" at the top of the Project Profile tab under "PDF Application Opportunity" to activate the PDF application process should submission for CHF be unsuccessful. Submit this file in Excel (.xlsx) format. PDF not accepted for this file only.



Project Development Funding (PDF) Application
(limit of \$250,000)

Society Name:		Organization Name		Incorporation #:		(enter incorporation #)							
Project Address:		Street Address or "Unknown"		City		Region (Select)							
<input type="checkbox"/> Not Incorporated		<input type="checkbox"/> Draft Articles of Incorporation attached		<input type="checkbox"/> Private Non-Profit									
<input type="checkbox"/> Incorporation Pending		<input type="checkbox"/> Articles of Incorporation attached		<input type="checkbox"/> Co-operative									
<table><tr><td>DD</td><td>MM</td><td>YY</td></tr><tr><td></td><td></td><td></td></tr></table>		DD	MM	YY				Incorporation Date		<input type="checkbox"/> Other (Specify):		<div></div>	
DD	MM	YY											

	Total PDF Budget	Previous PDF Approved	PDF Requested	Total PDF Approved
12100 Appraisals/Studies				
12105 Appraisal				
12110 Market Rent Appraisal				
12115 GST Appraisal				
12120 Market/Feas Study				
12125 Need & Demand Assessment				
12130 Traffic Study				
12150 Acquisition & Servicing Costs				
12155 Land Value				
12160 Offsite Service Costs				
12165 Environmental Remediation				
12170 Property Transfer Tax (PTT)				
12171 PTT - Purchase				
12172 PTT - Lease				
12175 Demolition				
12180 Mortgage Buy-out				
12200 Municipal Fees				
12201 Municipal Fees				
12205 Building Permit				
12210 Development Cost Charges				
12215 Regional Dev'ment Cost				
12220 OCP/Rezoning Application				
12225 Subdivision Appl.				
12230 Mun. Connection Fee				
12235 Building Grade				
12240 Development Permit				
12250 Utility Fees				
12252 Gas Connection Fees				
12255 Hydro Connection Fees				
12260 Cable Connection Fees				
12265 Telephone Connection Fees				
12350 Design Consultants				
12355 Architect Contract				
12356 Arch. Cont. Sub-Consult				
12357 Arch. Cont. Fees				
12358 Arch. Cont. Disb.				
12360 Structural				
12365 Electrical				
12370 Mechanical/Peer Review				
12375 Landscape				
12380 Building Envelope				
12385 Code Consultant				
12390 Civil Consultant				
12395 Certified Professional				
12400 Security Consultant				
12405 Acoustic				
12410 Kitchen Consultant				
12415 Interior Designer				
12420 Sustainability/Step Code Consult.				
12421 Energy Performance/Step Code-Fees				
12422 Energy Performance/Step Code-Disbs				
12430 Model Maker				
12445 Misc Design Consultant Costs				
12450 Consultants				
12455 Development Consultant				
12456 Dev. Consult. Fees				
12457 Dev. Consult. Disb.				
12458 Dev. Consult. Ex. Travel				
12460 Geotechnical				
12465 Surveyor				
12470 Topographical Surveyor				
12475 Cost Consultant				
12480 Environmental Consultant				
12485 Hazardous Meterials Consultant				
12490 Arborist				

	Total PDF Budget	Previous PDF Approved	PDF Requested	Total PDF Approved
12500 Service Delivery Consultant				
12505 Fire Safety Plan				
12510 Maintenance & Renewal Plan				
12525 Community Consultant				
12545 Miscellaneous Consultants				
12550 Miscellaneous Soft Costs				
12575 Society Org. Costs				
12580 Society Legal Fees				
12585 BC Housing Legal Fees				
12620 GST non Self-Supply				
12625 Tenant Relocation Costs				
12560 Borrowing Costs				
12655 Interest pre IAD				
12700 Construction				
12706 Construction Manager				
12850 Contingencies				
12855 Project Contingency				
Subtotal	-	-	-	-
Goods and Services Tax (GST)	-	-	-	-
Total	-	-	-	-

Comments: