

PROPOSAL PREPARATION TOOL

This tool is intended to identify the areas that may require due diligence in preparation for a funding call. These questions are intended to help your organization identify the proposed project's strengths and gaps, including areas that may require attention to support a successful proposal.

Not all questions need to be answered; however, the more that can be answered fully, the more successful a project proposal may be.

SECTION 1 – CONTACT AND DECISION MAKING

1. Who is your organization's primary contact person for this project?
2. Does your organization have a delegated authority for project-related decisions or approvals? If not, what is your organization's current process? For example, does your organization's Board of Directors have subcommittees, such as a building/development committee or an executive committee that would be responsible for making decisions?
3. What sort of financial oversight does your board provide (e.g. finance committee, consistent treasurer/board review of actual versus budgeted operating costs)?
4. How will your organization manage the additional workload of planning and operating the new project? Will new staff be hired and have you drafted job descriptions?

SECTION 2 - CLIENTS AND CONCEPT

1. Please describe any *available* data regarding the need in your community for affordable housing (i.e. aging population, lack of affordable options, existing reports quantifying this data for your area, etc.):
2. Does your organization keep a waitlist for housing? If yes, how many people are currently on the list? What is the longest amount of time people have been on the waitlist? Please provide any other anecdotal data you have about need based on your experience as a housing provider.
3. What is the target tenant type for this project and how does it align with your proposed project? How will the unit mix reflect this tenant type?

4. How long has your organization been operating housing? Do you have experience developing new housing in partnership with external funders?
5. Has your organization secured any contractors or consultants for this project (e.g. architect, contractor, etc.)? If yes, which firms were selected?

SECTION 3 – PROJECT DEVELOPMENT AND OPERATIONS

1. What will this new project be called? If no name has been selected, please suggest a temporary name.
2. What is the address of the property?
3. Why was this particular piece of land selected (i.e. near support services; near public transportation; etc.)? How is it suited to support your target populations housing needs?
4. Have you considered liability associated with this new project such as insurance or a risk assessment?
5. Have any due diligence studies (e.g., environmental, geotechnical, survey, title – encumbered/free and clear, etc.) been completed on the land and/or any design development been completed?
6. Will this project require subdivision, demolition, remediation of contamination, rezoning, or site infrastructure or servicing (e.g., water/sewer/road access/power – hydro or gas). If yes, please detail the progress of each requirement.
7. Are you familiar with energy and sustainability requirements? Are you considering any specific energy targets?
8. Considering your target tenant type and unit mix, what level of affordability are you aiming for (e.g., HILs, shelter rate, etc.)? *(Note: please refer to the specific funding call's criteria)*

- To build an operational budget for this new development, it is useful to know your anticipated general operating costs. Please base these estimates on your current operational expenditures.

Operational Budget			
	Annual	Monthly	PUPM
Admin/property management (% of revenue)	\$ -	\$ -	\$ -
Administration salary/benefits	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
Replacement reserve PUPM	\$ -	\$ -	\$ -
Maintenance salaries	\$ -	\$ -	\$ -
Maintenance benefits	\$ -	\$ -	\$ -
Maintenance	\$ -	\$ -	\$ -
Professional fees (audit and legal)	\$ -	\$ -	\$ -
Sewer and water	\$ -	\$ -	\$ -
Waste removal	\$ -	\$ -	\$ -
Onsite tenant support	\$ -	\$ -	\$ -
Elevator maintenance	\$ -	\$ -	\$ -
Landscaping	\$ -	\$ -	\$ -
Common utilities (gas, hydro)	\$ -	\$ -	\$ -
Phone and fax	\$ -	\$ -	\$ -
Property taxes	\$ -	\$ -	\$ -

SECTION 4 – EQUITY

- What revenue-generating strategies will your organization employ (e.g. mixed-use rents, including some at market; lease commercial space; partnerships, etc.), if any?
- Please describe your organization’s equity contributions (e.g. land, cash, assets, in-kind, etc.) and their values.
- Please describe the contributions you anticipate from other sources (i.e. land, cash, assets, etc.) and their values. *(Note: please refer to the specific funding call’s criteria)*

SECTION 5 – IMPACT

1. What benefits will this new project bring to your organization (e.g. expand mission, expand population groups served, strengthen partnerships, etc.)?

2. What benefits will this new project bring to the community your organization works within?

3. What impact will this new project have on the individuals who will move into the new rental units?

SECTION 6 – CURRENT HOUSING OPERATIONS

To demonstrate your organization’s capacity to build and operate a new development, the application requires an overview of your current housing operations. If you have more than four developments/examples, please select the projects most relevant or comparable to the proposed project.

Please identify your current housing operations by completing the table below:

Current Housing Operations				
Development name				
Location (address)				
Years in operation				
Target tenant type				
Service provider				
Type of housing				
Total # of units				
# of affordable units				

ATTACHMENTS/SUPPORTING DOCUMENTS

The following items will likely be required for any funding application:

- Electronic signature of primary contact (if approved; for proposal cover letter use only)
- JPG or PNG file of organization logo
- Organization letterhead
- Society Certificate of Good Standing (can be ordered online from [BC Registry Services](#))
- Constitution and Bylaws
- Certificate of Incorporation
- Board of Directors
 - Board members' profiles (list of names, roles, professions, etc.; short bios)
 - List of board committees (e.g. executive, finance, fundraising)
- Staff job descriptions (as relevant to the new project)
- Organization chart
- Title search and/or Contract of Purchase and sale of land for new project (if applicable)
- Letters of support for the new project (recommend submitting from your municipal government (and relevant municipal committees), Neighbourhood Improvement Association, community members, partnering organizations, etc.)