

Cowichan Housing Association – Project Development Assistance Application

The Board of the Cowichan Housing Association reviews the Housing Trust Fund Allocations Committee's recommendation(s) and (a) grants funds to the proponent, (b) requests further information from the proponent or (c) rejects the application.

Application Assessment

The Housing Trust Fund Allocations Committee will evaluate all eligible applications to assess them according to the established criteria and weighting, including urgency of the need, number and size of dwelling units contemplated and potential impact of the affordable housing project to address regional and local housing needs.

Distribution

For projects that are approved, payment terms will be determined and described in an agreement that is signed by CHA and the organization. Funding will be disbursed based on agreed upon intervals and upon submission of invoices.

An approved proponent may, upon request, receive an advance of up to \$5,000.

Reporting Requirements

Projects will be required to submit quarterly and final Project Progress Report and a Final Report.

CHA may cancel or amend this process without liability at any time.

APPENDIX A: CHA PDF APPLICATION

A. ORGANIZATION INFORMATION		
Organization Name:		
Mailing Address:		
Contact Person:	Position	Telephone No.:
Contact Person Email:	Organization Website:	
<p>Organization Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> For Profit <input type="checkbox"/> Non Profit <input type="checkbox"/> Cooperative <input type="checkbox"/> Not incorporated <input type="checkbox"/> Incorporation pending <input type="checkbox"/> Draft Articles of Incorporation attached <input type="checkbox"/> Articles of Incorporation attached <input type="checkbox"/> Most recent Annual Financial Statement attached 		
B. PROPOSED PDF PROJECT INFORMATION		
Please provide relevant background on your organization and its mandate.		
Who will manage the proposed affordable housing project and what is their expertise?		
Describe the proposed affordable housing project concept.		

Who is the affordable housing project intended to serve? How has the need for this housing been demonstrated to date?
What are the proposed activities of the PDF project? When will these activities take place?
Who will you partner with and how will these partners be involved in the PDF project?
How will those most impacted by the issue being addressed be engaged in the PDF project?
What expertise and resources do you need to support your PDF project?
Other Comments
Project Start Date: Please use the format DD/MM/YYYY when entering dates.
Project End Date: Please use the format DD/MM/YYYY when entering dates.
Project Support: Please provide letters of support for your project.

APPENDIX B: CONFLICT OF INTEREST DECLARATION

Proponent Information	
Full Legal Name of Proponent	
Any other relevant name under which the proponent carries on Business	
Street Address	
City, Province	
Postal Code	
Phone Number	
Contact Person and Title	
Contact Phone	
Contact E-mail	

Conflict of Interest

For the purpose of this process, a conflict of interest is:

- a. In relation to the request for funding, the proponent has an unfair advantage or engages in conduct directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, having access to, confidential information of CHA in the preparation of its submission that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the application process, or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the PDF application process; or
- b. In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Proponent’s other commitments, relationships or financial interest (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If this section is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing this proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligation contemplated.

Otherwise, if the statement below applies, please check the box:

- The proponent declares that there is an actual or potential Conflict of interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the application.

If the Proponent declares an actual of potential Conflict of Interest, the proponent must set out details of the actual or potential conflict of interest in the below box:

Disclosure of Information

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure of this proposal by CHA to its staff and committees for the purposes of evaluating or participating in the evaluation of this proposal

Name and Title of Proponent

Signature of Proponent

Name of Witness

Signature of Witness

Date:

APPENDIX C: PROJECT ASSESSMENT CRITERIA

Society Capacity & Project Support

- Does the applicant have the expertise and track record to carry out the proposed project?
- What evidence of neighbourhood and community support has been supplied?
- Has the applicant sought funding from other government, community agencies, and/or health authority? What is the status of those applications?

Affordable Housing Concept

- Does the proposed project concept complement the priorities and strategies in the Cowichan Attainable Housing Strategy?
- If location is known, does the project adhere to the municipal/electoral area/neighbourhood plan?
- If the target group is known, does the concept address the accommodation needs of the target tenant group?

PDF Project Schedule

- Is the schedule for the proposed project realistic?

PDF Project Budget

- Is the project budget realistic?

Project Business Case (if relevant)

For projects that have developed their Business Case:

- Does the applicant clearly identify need and demand for the target tenant group?
- Does the proposed development project provide good value for money? (i.e. Economy, efficiency and effectiveness)
- Is the applicant using an appropriate procurement technique and are there any appearances or potential for conflict of interest?
- Are the capital and operating budgets realistic and all cost lines clearly defined with appropriate supporting documentation?
- Are the project costs reasonable and reflective of "fair market value"?
- Does the applicant have appropriate financial controls in place to track project capital cost?
- Is the applicant providing a financial contribution to the project? (i.e. equity or in-kind contributions)
- Does the application have a development schedule that includes:
 - description of results to be achieved
 - timelines for each activity
- Is the schedule realistic in today's market?

APPENDIX D: PROJECT QUARTERLY AND FINAL REPORT TEMPLATE

SECTION A: GENERAL INFORMATION	
1. Name of Organization	
2. Name of Lead Organization (if applicable)	
3. Project Title	
4. Project Manager / Grant Contact	
a. Name	
b. Title	
c. Email	
d. Telephone	
5. Executive Director or Senior Staff Person	
a. Name	
b. Title	
6. Report covers period from	
SECTION B: PDF PROJECT PROGRESS	
1. ACTIVITIES, PROGRESS AND TIMELINES	
a. Key activities undertaken this period	
b. Key activities going forward	
c. Describe changes to implementation plan and rationale	
2. GRANT CONDITIONS	
a. Are you able to meet the conditions outlined in your funding agreement? (if no, please explain)	
3. CHALLENGES AND SUCCESSES	
a. Describe any challenges that the project has experienced during the reporting period. How have these challenges been dealt with?	
b. Describe key successes you have had during this reporting period.	
c. In light of your successes and challenges, what are some key learnings that you can share?	
SECTION C: BUDGET	
a. Please provide a financial summary (See PDF Budget Template)	
b. Have there been any significant changes this reporting period?	
c. Are significant changes anticipated going forward?	

