PART 1: PROJECT DESCRIPTION

Project Name & Civic Address	Developer Name & Contact Information
Legal Description of Land & Title Number	Developer Type
	Non-Profit Housing Corporation
	Housing Cooperative
	Olher (specify);
	Date of Incorporation or Registration In MB;
Project Type	Tenant / Resident Type
New Construction Acquisition & Rehabilitation	Family Single
Acquisition only Acquisition & Conversion	SeniorStudent Persons with Disabilities
Other (specify):	Other (specify):
Dwelling Type (see attached definitions)	Tenure Type Pentel
High-Rise (6+ storeys) Townhouses Mid-Rise (5-7 storeys) Row houses	Owner Occupied Rental Rent to Own Cooperative
Low-Rise (2-4 storeys) Semi-Detached	Life Lease
Motel/Hostel (1 storey) Single-Detached	Other (specify):
Other (specify): Other (specify):	
Buildings on Site: Select # of Floors: Select	
Notes:	
Expression Type	Housing Type
Foundation Type Stab on Grade Other (specify);	Permanent .0 Assisted Living 0
Crawlspace	Transitional 0 Other (specify): 0
Full Basement	Supportive 0
	Emergency 0 Please indicate # of units
Heating Fuel	Proposed Property Management by
Electric Natural Gas	Developer
Ground-Source Other (specify):	Other (specify):
Heating System	Proposed Construction Contract
Forced air Hot water/baseboard radiation	General Tender
Electric/baseboard radiation Other (specify):	Construction Management
Geothermal (specify):	Other (specify):
Construction Method	Services installed
Wood Frame	Sanitary Sewers Storm Sewers
Steel Frame	Combined Sewers Well
Concrete Frame	Septic Field Municipal Water Curbs Paved Roads
Other (specify):	Curbs — Paved Roads Sidewalks Natural Gas
	Hydro
	Appliances in Residential Units
Appliances in Common Areas # of Units	Refrigerator
Refrigerator 0 Stove 0	Stove
Slove0	Washer
Dryer. 10	Dryer
Microwave. 0	Microwave
Dishwasher 0	Dishwasher Other (specify):
Other (specify): 0	Other (special):
Zoning Information	On-Site Parking # of spaces
Subdivision Required Current Zoning:	Surface Parking 0 spaces Covered Parking 0 spaces
Re-Zoning Required Required Zoning:	Covered Parking 0 spaces Other (specify): 0 spaces
Variances Required	Total spaces: 0
	Project:Consistency Confirmation
Energy Efficiency Program Manihoba Hydro Power Smart- New Buildings Program Select	Meets Manitoba Housing's Accessible Design Criteria
LEED Select	Indicate # of fully accessible units:
Other (specify):	Complies with Manitoba Housing's Modesty Assurance Criteria:
	Complies with Manitoba Housing's Procurement Guidelines
	and the second s
J cértif	y that this is a true description of the Project as of the date set out below:
1,230,22	of Authorized Officer of the Developer:
niuais	ANTIONIZED OFFICE ALTRE DEVENOES.
Date:	

	Appendix "A" - F	Part 1: Project De	scriptio	on (continue	ed)		
Function	Description of units/spaces	sq.ft./unit or room	Total # of units	# of Fully Accessible units	# of units Below Grade	Total sq:ft:	Total M²
	Studio						
- Walatidan Nat	1 Bedroom						
a - Residential Units	2 Bedroom	<u> </u>				<u> </u>	
Sinco.	3 Bedroom						
	4 Bedroom						
Total Residentia	ıl Units		0	0	0	0	
	Lounge						
	Multi-Purpose Room						
b - Residents	Resident Laundry						
Amenity	Common Dining Room						
ane	Common Kitchen						
	Common Washrooms						
	Other:						
Total Amenity			0	0	0	Ò	
	Offices						
) - 	Staff Washrooms						
Administration/ Program	Other:						
Support	Other:						
	Other:		<u> </u>				
Total Admin/Sup	pport		0	0.00	0	0	
	Corridors and Lobby	-					
d - Circulation	Stairs						
	Elevators						
otal Circulation			0	0	0	0	400000000
	Janitor's Room						<u> </u>
	Staff Laundry						
- Service	Electrical/Mechanical						
Rooms	Refuse						
	General Storage						
	Other:						
Total Service Ro	ems		O	0	0	Ŭ	
- Total Resider			0	0	0	0	
- Total Resider			0	0	0	0	
- Total Admin/S	<u> </u>		0	0	0	0	
1 - Total Circulat			Ö	Ö	0	Ó	
- Total Service		2536000000000000000000000000000000000000	0	0	0 %	0	
	g Area (a+b+c+d+e)		35.00G		MILLIONE	0	
	9	Company of the Compan	Very contactor	harmana and saddon a	Mississippediates.		

Contact Information	Address	Contact Person & Title	Phone #
eveloper	[Address]	[Name, Title]	(Phone Number)
enter namel	(City/Town, MB POSTAL CODE)		
evelopment Consultant	[Address]	[Name, Title]	[Phone Number]
enter name)	[City/Town, MB PÖSTAL CÖDE]		
Architectural Firm	[Address]	[Name, Title]	[Phone Number]
[enter name]	[City/Town, MB POSTAL CODE]		
Contractor	[Address].	[Name, Title]	(Phone Number)
(enter name)	[City/Town, MB POSTAL CODE]		
Läw Firm	[Address]	[Name, Title]	[Phone Number]
enter namej	[City/Town, MB POSTAL CODE]		
Other (specify):	[Address]	[Name, Title]	[Phone Number]
(enter name)	[City/Town, MB POSTAL CODE]		

Q##				
	GST REGISTRATION NUMBER:		lenter GST Registration No	umber].
		Took transferentielen terreter er e	D TIMELINE:	
	Property Possession Date:	Construction Tender Date	Construction Start Date	Occupancy Date
	YY/MM/DD	YY/MM/DD	YY/MM/DD	YY/MM/DD
	[enter date]	[enter date]	[enler date]	[enterdate]

I certify that this is a true description of the Project as of the date set out below:
Initials of Authorized Officer of the Developer:
Date:

APPENDIX "A"

PART 2: ESTIMATED PROJECT COSTS

	ENGRACHWOUS SERVICE STORM	YERVINORSH TOURST TOURS IN THE	HANNELSTANDERFORMATION AND AND AND AND AND AND AND AND AND AN	
			Арргочео ву	
	Developer's Estimate of Costs (exclusive	Estimated GST	MHRC (exclusive of	
Project Costs	of GST)	(if any)	GST)	GST (if an
Project Costs Acquisiton of Eand of Building:			egijiin∌Δ	Golumni
1. Land Cost (including existing structures, if any)				
1. Land Cost (including existing structures, it ality) Based on: Select		•		
2. Off-site Servicing (specify):				
Legal Services and Disbursements, Land Titles Registration fees and Land Transfer Tax	1			
4. Surveyor's Fees, Environmental Site Assessment (incl. Soil Tests and Report)				
5. Zoning Variance Fees				
6. Appraisal Fees				
	<u></u>			
7. Other (specify):				
Sub-total Acquisition of Land or Buildings		To the second se		
Casinin Financing and Cavelopment				
Architect/Engineering/other Consulting Fees (specify):				
9. Legal Fees				
10. Development/Project Management Fees				
11. Insurance During Construction				
12. Interest During Construction				
13. Property Taxes During Construction				
14. Utilities During Construction				
15. Geothermal Feasibility Study	-			
16: Permits/Other Development Fees (specify):				
17. Rent up (e.g. marketing) (specify):				
18. Other (specify);	<u> </u>			
19. Other (specify):				00000000000000000000000000000000000000
Sub-total Design, Financing and Development Costs				
Construction Costs				
20, Construction				
Based on: Select				
21, Rehabilitation/Conversion/Demolition				
22. Onsite Servicing.				
23. Landscaping				
24. Stoves, refrigerators and laundry equipment				
26. Hard Furnishings (specify and explain why necessary):				
26. Maintenance Equipment (specify):				<u> </u>
27. Contingency	-			
28, Other (specify):			\$9580 N \$196835 NA	30 Satisticat
Sub-total Construction Costs				
Gn/Completion				
29, Appraisal of Completed Housing Complex			<u> </u>	
30, Auditor's Fees				1
31. Other (specify);		100000000000000000000000000000000000000		Table 1 of State of Table
Sub-total On Completion Costs	-		VIII (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990) (1990)	percentario (1966)
TOTAL PROJECT COSTS	-	-		
	<u> </u>		<u> </u>	
Total Column A.+ Column B	<u> </u>			
ess GST payable during construction	-		-	<u> </u>
Less Other Repates/Recoveries (List):			ļ	ļ
				
	_		ļ <u></u>	
			ļ	
NET PROJECT COSTS	1	l .		1

certify that this is a true description of the Project as of the date set out below:	
nitials of Authorized Officer of the Developer:	
Date:	

APPENDIX "A"

PART 3: SOURCES OF FUNDING

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

I certify that this is a true description of the F	Project as of the date set out below:
Initials of Authorized Officer of the Develope	т
Date:	

PART 4: PROJECT TIMELINE AND ESTIMATED CASH FLOW

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This schedule is a ponetal guide and does not reflect all requirements to complete the Project and is not mended to serve by a complete schedule or list of undertakings.

tecrify that this is a true descriptor of the Project as of the date set out below: Intials of Authorized Officer of the Developer. Date:
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APPENDIX "B" Audited Statement of Actual Costs

Please Choose	MHRC Reference Number:	
Project Address: Please Ch	Date of Total Completion:	1
Attach separately any further explanations required, as well		ints as at the date of the
auditor's examination, which are		
RONEOT GOSTAS	Approximation .	Acual
cquisition of Land or Buildings	(Ctalistracides))	
Purchase Price of Land (and existing structures, if any)		Manual Designation of Programme Control of Programm
. Off-site Servicing (specify) . Legal Services and Disbursements, Land Titles		
Registration fees and Land Transfer Tax		
. Surveyor's Fees, Environmental Site Assessment incl. Soil Tests and Report)		
Zoning variance fees		
. Appralsal Fees : Other, (specify)		
ub-total Acquisition of Land or Buildings	0.00	D _i O
Design, Financing and Development Architect/Engineering/other Consulting Fees (specify)		
: Legal Fees		
Development Consultant/Project Management Fees Insurance During Construction		
2. Interest During Construction		
Property Taxes During Construction Utilities During Construction		
5. Geothermal Feasibility Study		
6. Permits/Other Development Fees (specify)		
7. Rent up (eg. marketing) (specify) 8: Other: (specify)		
9; Other: (specify)		
Sub-total Design, Financing and Development Costs Construction Costs	0.00	0:0
0. Construction		
21. Rehabilitation/Conversion/Demolition		
2. Onsite Servicing 3. Landscaping		
4. Stoves, refrigerators and laundry equipment		
5. Hard Furnishings (specify) 6. Mäintenance Equipment (specify)		
27. Contingency		
28. Other (specify) Sub-total Construction Costs	0.00	0.0
on Completion		
29, Appraisal Fee (of Completed Housing Complex) 30, Auditor's Fees		
31. Other (specify)		Parametra (18 Conservor) and access in Pari Array
Sub-total On Completion Costs 3ST on above Project Costs	0.00	0,0
TOTAL APPROVED ESTIMATED PROJECT COSTS	.0.00	
REGOVERIES	Approved Estimate	AGID)
I. GST ¹ 2. Other (specify)		
Sub-total Recovertes	0:00	0.0
NET ACTUAL PROJECT COSTS (Actual Project Costs less Recoverles)		· · · · · · · · · · · · · · · · · · ·
PROJECT PUNDING / FINANOING	Approved Editinate	Aguel
1. MHRC Loan ² 2. Approved Lender		
3. Recipient Contribution		
4. Other Funding Source (specify) 5. Other Funding Source (specify)		
5. Other Funding Source (specify) 5. Other Funding Source (specify)		
7. Other Funding Source (specify) TOTAL PROJECT FUNDING / FINANCING	0,00	0,0
If this is a Macifoba Housing owned project, include 100% of the GST paid on the at	ove expenses If it is Recipient owned, in	- 1
account of GST which the recipient has received or is antilled to receive on account of Actual = total amount received for projects costs to the date of this audited statemen		
Our examination was made in accordance with generally accepted a		/ included such tests and other
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APPENDIX "C"

MHRC'S CONFLICT OF INTEREST POLICY AND GUIDELINES

INTRODUCTION

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

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

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

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

POLICY STATEMENT

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

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

DEFINITION

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

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

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

REQUIREMENTS FOR DISCLOSURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix "C" - MHRC's Conflict of Interest Policy and Guidelines (continued)

GUIDELINES

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

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

APPEALS

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

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

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

DISCIPLINARY ACTION

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

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

SPECIFIC PROVISIONS FOR AGENCIES

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

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