

Government of Alberta ■

**AFFORDABLE SUPPORTIVE LIVING INITIATIVE
GRANT APPLICATION PROCESS**

FOR

***MEDICINE HAT AND SMOKY LAKE
Affordable Supportive Living Projects***

Prepared by: ALBERTA SENIORS

GRANT APPLICATION NO.: AS-ASLI-GAP-2011(2)

ISSUED: JANUARY 24, 2012

CLOSING DATE AND TIME: MARCH 7, 2012 at 4:30 p.m.

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GRANT APPLICATION PROCESS

Article 1 Introduction

1.1 Invitation to Grant Applicants

Alberta Seniors is currently accepting applications for capital grants for the development of affordable supportive living projects for the following two locations that have been identified by Alberta Health Services as having the greatest need for additional access to affordable supportive living accommodations and services. This includes:

1. Medicine Hat – 80 affordable supportive living units⁽¹⁾
2. Smoky Lake – 40 affordable supportive living units⁽²⁾

⁽¹⁾ 50% of these units must be designed for SL3/SL4, and 50% must be designed for dementia care (SL4-D) with consideration of flexible design. The 80 units could be split between multiple projects in Medicine Hat based on provider submissions.

⁽²⁾ 50% of these units must be designed for SL3/SL4, and 50% must be designed for dementia care (SL4-D) with consideration of flexible design.

Grant Applicants may submit applications for grant funding support to design, construct, substantially finance and operate a Development consisting of supportive living units.

After the Grant Applications are received and before a final decision is reached, each project grant application will be reviewed by a cross-government panel and will first be evaluated against established program criteria and then on the amount of funding requested as per Schedule B.

The Grant Applicant selected through the evaluation process will be invited to conclude an arrangement with the Project Sponsor, as is further described in Schedule A.

The purpose of the capital grant is to help increase the supply of **new** affordable supportive units in the province. This will provide more options for seniors and persons with disabilities to remain as independent as possible while addressing their changing accommodation and service needs.

1.2 The Grant Agreement

The selected Grant Applicant will have an opportunity to conclude an arrangement with the Project Sponsor, on terms and conditions satisfactory to the Project Sponsor, which shall be reflected in the Grant Funding Agreement to be executed with the Project Sponsor. The terms of the Grant Funding Agreement will be discussed and negotiated between the Project Sponsor and the selected Grant Applicant.

Article 2

The Grant Application Process

2.1 General Information and Instructions

The following tentative timetable shall apply to this Grant Application Process:

| | |
|---|--------------------------------|
| Issue Date of Grant Application Process | <i>January 24, 2012</i> |
| Grant Application Submission Deadline | <i>4:30 p.m. March 7, 2012</i> |
| Tentative Selection Date of Preferred Grant Applicant | <i>TBD</i> |

Prospective Grant Applicants must structure their Grant Applications in accordance with the instructions set out in this Grant Application Process. Where information is requested in the Grant Application Process, any response made in a Grant Application should reference the applicable section numbers of the Grant Application Process where that request is made.

It is the prospective Grant Applicant's responsibility to comply with the requirements of this Grant Application Process. The Project Sponsor may disqualify and not consider any submissions from a Grant Applicant that do not comply with the requirements of this Grant Application Process.

2.2 Communication/Questions After Issuance of Grant Application Process

- a) *Prospective Grant Applicants to Review Grant Application Process*
 - (i) The Project Sponsor and its advisors do not make any representation, warranty or guarantee as to the accuracy of the information contained in the Grant Application Process or issued by way of addenda.
 - (ii) It is the prospective Grant Applicant's responsibility to avail itself of all the necessary information to prepare a Grant Application in response to this Grant Application Process.

- b) *All New Information to Prospective Grant Applicants by way of Addenda*
 - (i) If the Project Sponsor, for any reason, determines that it is necessary to provide additional information relating to this Grant Application Process, such information will be communicated to all prospective Grant Applicants by addenda through the Alberta Seniors website (www.seniors.alberta.ca/continuingcare/asli/). Each addendum shall form an integral part of this Grant Application Process.
 - (ii) Prospective Grant Applicants are responsible for obtaining all addenda issued by the Project Sponsor.

- c) *Extension of Grant Application Submission Deadline*
 - (i) The Project Sponsor may, within its discretion and at any time, extend the Grant Application Submission Deadline.

2.3 Submission of Grant Applications

a) A Grant Applicant must submit in **One (1)** sealed package:

(i) (The “**Grant Application Envelope**”):

- I. One (1) original copy of its Grant Application;
- II. One (1) copy of the Business Case; and
- III. Nine (9) loosely bound (i.e., binders) copies.
- IV. Two (2) electronic copies of its Grant Application on compact disc (CD). The CD should have two folders, one for the Grant Application, and a second with the Business Case.

This envelope or package must be labelled with the Grant Applicant’s name and marked “Grant Application Envelope”.

(ii) The outside of the sealed Grant Application package must be prominently marked with the Grant Application title and number (see Grant Application Process cover), with the full legal name and return address of the Grant Applicant, with the Grant Application Submission Deadline date and time.

(iii) Grant Applications shall be submitted to the Project Sponsor at the following address:

Ralph Hubele
Alberta Seniors
Supportive Living and Long-Term Care Branch
4th Floor, Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta, T5J 4R7
Tel (780) 644-7648
Fax: (780) 644-5499
Email: ralph.hubele@gov.ab.ca

(iv) The postal code is to help in identifying the building only. The onus shall remain solely with Grant Applicants to instruct courier/delivery personnel to deliver Grant Applications to the exact floor location specified before the Grant Application Submission Deadline. Prospective Grant Applicants assume sole responsibility for late deliveries if these instructions are not strictly adhered to.

(v) Grant Applications submitted in any other manner will be disqualified.

b) *Grant Applications Must Be Submitted On Time at Prescribed Location*

(i) Grant Applications must be submitted at the location set out above on or before the Grant Application Submission Deadline. Grant Applications submitted after the Grant Application Submission Deadline will be disqualified. Late Grant Applications will be returned unopened to the Grant Applicant.

- c) *Amending or Withdrawing Grant Applications Prior to Grant Application Submission Deadline*
- (i) At any time prior to the Grant Application Submission Deadline, a prospective Grant Applicant may amend or withdraw a submitted Grant Application. After the Grant Application Submission Deadline, a Grant Application can only be withdrawn.
 - (ii) Any amendment should clearly indicate what part of the Grant Application the amendment is intending to replace or whether the amendment is in response to subsequent information provided by the Project Sponsor.
 - (iii) Any amendment must be submitted in the same manner as prescribed in the Grant Application Process for the submission of Grant Applications. Any amendment submitted by any other method shall not be accepted.
- d) *The Project Sponsor May Seek Clarification and Incorporate Response into Grant Application*
- (i) The Project Sponsor may seek clarification and supplementary information from Grant Applicants after the Grant Application Submission Deadline. Any response received by the Project Sponsor from a Grant Applicant shall, if accepted by the Project Sponsor, form an integral part of that Grant Applicant's Grant Application.
- e) *Grant Application Property of the Project Sponsor*
- (i) The Grant Application and any accompanying documentation submitted by a Grant Applicant shall become the property of the Project Sponsor and shall not be returned to the Grant Applicant.
- f) *Consortium Grant Applications*
- Where Consortium Grant Applications are proposed, the following applies:
- (i) a Prime Grant Applicant **must** be designated and assume responsibility and liability for the acts and omissions of all members of the consortium, and have the authority to sign on behalf of the consortium and bind the consortium to all statements or agreements made on behalf of or by the consortium.

2.4 Evaluation of the Grant Applications

The evaluation of the Grant Applications will be conducted by the Project Sponsor in accordance with the procedure described in Schedule B. Grant Applicants should note that a Grant Application must meet the requirements of each phase to proceed to the next phase of the evaluation process. The evaluation criterion is located at Schedule B.

2.5 Execution Of Agreement

The selected Grant Applicant will be required to enter into a Grant Funding Agreement with the Project Sponsor prior to receiving any grant funding. The Grant Applicant acknowledges that the selection of the Grant Applicant's application does not legally bind the Project Sponsor with entering into the Grant Funding Agreement or to provide any funding to the Grant Applicant.

a) *Selection of Grant Applicant*

- (i) Notice of selection by the Project Sponsor to the selected Grant Applicant shall be in writing. The selected Grant Applicant shall enter into discussions with the Project Sponsor with a view to concluding an arrangement and shall satisfy any other applicable condition of this Grant Application Process, as requested by the Project Sponsor. The form of the Grant Funding Agreement shall be presented to the selected Grant Applicant prior to the commencement of discussions.

b) *Notification to Other Grant Applicants of Award and Debriefing*

- (i) Once a Grant Applicant has been selected by the Project Sponsor to enter into discussions with the Project Sponsor to negotiate the terms of the Grant Funding Agreement, some or all of the other Grant Applicants will be notified by the Project Sponsor in writing of the Project Sponsor's decision to proceed with the selected Grant Applicant. If requested in writing by a Grant Applicant, the Project Sponsor will provide a debriefing of the Project Sponsor's evaluation of that Grant Applicant's Grant Application.

2.6 Prohibited Communications

All communications with respect to the Grant Application Process will be directed to the Project Sponsor Contact or designate **only**. Any attempt to communicate with any other person employed by or representing the Project Sponsor, including any member of Alberta Health Services, any member of the Government of Alberta or any elected official may result in the disqualification of the Grant Applicant.

- (i) Grant Applicants are advised that no indulgence or forbearance by the Project Sponsor to disqualify a Grant Applicant in any particular circumstance shall be deemed to constitute a general waiver of the Project Sponsor's right to disqualify such Grant Applicant. In addition, the Project Sponsor may, in its sole discretion, exercise any other remedy available to it at law or in equity.

b) *Grant Applicant Not to Communicate with Media*

- (i) A Grant Applicant may not at any time, directly or indirectly, communicate with the media in relation to this Grant Application Process or the execution of the Agreement, without first obtaining the written permission of the Project Sponsor Contact. Failure by a Grant Applicant to comply with this requirement may lead to the Grant Applicant's Grant Application being disqualified.

Article 3

Additional Terms

3.1 General Powers of the Project Sponsor

The Grant Applicant acknowledges that by submitting a Grant Application the Project Sponsor may:

- a) make public the names of any or all Grant Applicants;
- b) verify with any Grant Applicant or with a third party any information set out in a Grant Application, including rejecting any Grant Applicant statement, claim or representation if such statement, claim or representation is patently unwarranted or is questionable. The Project Sponsor shall have no duty or obligation to verify or investigate any information it may receive, regardless of the source or nature of the information;
- c) check references other than those provided by any Grant Applicant;
- d) disqualify any Grant Applicant whose Grant Application contains misrepresentations or any other inaccurate or misleading information or fails to comply with the terms and conditions of this Grant Application Process;
- e) disqualify a Grant Application where the Grant Applicant has previously breached an agreement with the Project Sponsor, the Grant Applicant has been charged or convicted of an offence or committed a default in respect of a previous agreement with the Project Sponsor;
- f) cancel this Grant Application Process at any stage and issue a new Grant Application Process;

By submitting a Grant Application, the Grant Applicant authorizes the collection by the Project Sponsor of the information including any applicable personal information as set out under set out under (b) and (c) in the manner contemplated in those subparagraphs.

3.2 Entering into the Grant Funding Agreement with the Selected Grant Applicant

- a) In the event that the Project Sponsor and the selected Grant Applicant are unable to conclude an arrangement within a reasonable period of time, as determined within the Project Sponsor's sole discretion, the Project Sponsor may:
 - (i) extend the period for discussions and negotiations of the Agreement;
 - (ii) terminate all discussions and negotiations with the selected Grant Applicant and cancel its identification of such Grant Applicant as the selected Grant Applicant; and
 - (iii) select another Grant Applicant to discuss and negotiated for the purposes of entering into the Agreement.
- b) the Project Sponsor may also, within its sole discretion, cancel its decision to enter into an Agreement with a selected Grant Applicant where a change in ownership of the selected Grant Applicant has occurred from the Grant Application Process Closing Time, which

has not been consented to by the Project Sponsor, or any other material change has occurred with respect to the selected Grant Applicant's Grant Application.

- c) In addition to the above, the Project Sponsor may finalize the terms and conditions of the Agreement with the selected Grant Applicant and,
 - (i) prior to executing the Agreement, as an interim measure, may choose to enter into a letter of intent with the selected Grant Applicant on terms satisfactory to the Project Sponsor; and
 - (ii) may, in its sole discretion, negotiate changes, amendments, or modifications to the selected Grant Applicant's Grant Application.

3.3 Conflict of Interest

Grant Applicants and prospective Grant Applicants shall disclose all support and any conflict of interest in accordance with the requirements of Appendix 2 of Schedule D "2011-12 Affordable Supportive Living Initiative Grant Application". The Grant Applicant acknowledges that the Project Sponsor will review any conflict of interest identified and may in its sole discretion disqualify a Grant Applicant with a conflict of interest.

3.4 Freedom of Information and Protection of Privacy Act

The personal information provided on this grant application is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the *FOIP Act*. The information will be used for the purpose of selecting recipients of capital grants for the development of affordable supportive living projects. If you have any questions about the collection of this information, you can contact Ralph Hubele from the Affordable Supportive Living Initiative at (780) 644-7648.

3.5 Grant Applicant's Costs

The Project Sponsor shall not be liable to pay any costs or expenses of any Grant Applicant or to reimburse or compensate a Grant Applicant under any circumstances, regardless of the outcome of the Grant Application Process.

3.6 Compliance with Applicable Laws

It will be a condition of this Grant Application Process and the Grant Funding Agreements that the selected Grant Applicant agrees to comply with all of the applicable laws of Alberta and Canada, including the *Occupational Health and Safety Act* (Alberta), the *Human Rights, Citizenship and Multiculturalism Act* (Alberta) and the privacy statutes applicable in the province of Alberta.

Article 4

Definitions

4.1 Definitions

Unless otherwise specified in this Grant Application Process, capitalized words and phrases have their prescribed meaning set out in the Agreement.

- (a) **“AHS”** means Alberta Health Services;
- (b) **“AS”** means Alberta Seniors;
- (c) **“Agreement”** or **“Grant Funding Agreement”** has the meaning ascribed thereto in Section 1.2;
- (d) **“Annual”** means twelve months;
- (e) **“Business Days”** means every day except Saturdays, Sundays and any statutory holiday in the Province of Alberta;
- (f) **“Capital Renewal Reserve Account”** means a sum of money agreed by the Parties set aside annually, or otherwise provided for the sole purpose of ensuring the availability of funds to carry out periodic major cyclical maintenance, renewal upgrading and modernizing the Facility reasonably anticipated;
- (g) **“Commercial Capacity”** means retail and office space which may include community services space;
- (h) **“Complementary Capacity”** means independent housing and supportive living units;
- (i) **“Consortium Grant Application”** means a Grant Application submitted by two or more persons/entities;
- (j) **“Core Capacity”** means that portion of the Development allocated to the provision of eligible supportive living units per Article 1.
- (k) **“Days”** means calendar days;
- (l) **“Development”** means collectively, the Core Capacity, the Complementary Capacity and the Commercial Capacity included and incorporated within the community;
- (m) **“Eligible Units”** mean those units as identified in Article 1;
- (n) **“Evaluation Team”** means the individuals who have been selected by the Project Sponsor to evaluate the Grant Applications;
- (o) **“Facility”** means the Development to be constructed by the selected Grant Applicant as part of the Project;
- (p) **“Functional Program”** means the study and documentation that transforms operational needs and program functions into a plan that details the form of the structure as it should be designed and implemented;

- (q) **“Long-Term Care”** means at any time the long-term care (nursing home) beds in the Core Capacity which meet the standards, conditions and requirements of both Alberta Health and Wellness and Alberta Health Services. Long-term care beds operate under the *Nursing Homes Act*;
- (r) **“Mandatory Requirements”** means the criteria described as the mandatory requirements in Section 9 of Schedule D;
- (s) **“Prime Grant Applicant”** means one of the Grant Applicants in a Consortium Grant Application that is responsible for the submission of the Grant Application and compliance with all terms and conditions in this Grant Application Process;
- (t) **“Project”** means the proposed supportive living accommodation in response to the Grant Application Process;
- (u) **“Project Agreements”** means those agreements the Project Sponsor will require that the selected Grant Applicant enter into, which may include without limitation, an AHS Master Services Agreement, AS Grant Funding Agreement and any other security agreement provided by the selected Grant Applicant to the Project Sponsor pursuant to the Project Agreements;
- (v) **“Project Sponsor”** means Alberta Seniors (“AS”);
- (w) **“Project Sponsor Contact”** means the person designated by the Project Sponsor to be the contact person with during the Grant Application Process;
- (x) **“Grant Applicant”** means an entity that submits a Grant Application in response to this Grant Application Process;
- (y) **“Grant Application”** means all of the documentation submitted by the Grant Applicant in response to the Grant Application Process, which has been accepted by the Project Sponsor. The terms ‘response’ and ‘submission’ are also used to mean Grant Application;
- (z) **“Grant Application Process”** means this Grant Application Process for the 2011-2012 Affordable Supportive Living Initiative program issued by the Project Sponsor and any addenda thereto;
- (aa) **“Rated Criteria”** means the criteria described as rated criteria in Schedule B;
- (bb) **“Services”** mean the services required pursuant to this Grant Application Process as described in Schedule A; and
- (cc) **“Should”** indicates a requirement that the Project Sponsor would like the Grant Applicant to address in its Grant Application.
- (dd) **“Supportive Living”** means the provision of services for individuals who require both supportive housing and on site personal care on an unscheduled basis throughout the 24-hour day. Scheduled care may also be needed.

Services are provided through a partnership between AHS and a housing operator that allows AHS to assess and place individuals in a supportive housing setting, with rental agreements to ensure access to lower income individuals and standards of care and service that meet AHS standards.

Professional services are provided by AHS Home Care. Personal care is provided by health care aides and licensed practical nurses, funded by AHS and employed by the Supportive Living operator and on site 24/7.

The Supportive Living resident does not require 24 hour a day RN care.

- (ee) **“Supportive Living Dementia Units”** means secured and safe living units which are designed to provide maximum utilization for clients with moderate to late-stage dementia.

Schedule A

The Services/Requirements

1. Background

This Grant Application Process is to select a Grant Applicant to design, construct, substantially finance and operate a Development consisting of Core Capacity for any of the following two locations:

- 80 affordable supportive living units in Medicine Hat⁽¹⁾
- 40 affordable supportive living units in Smoky Lake⁽²⁾

⁽¹⁾ 50% of these units must be designed for SL3/SL4, and 50% must be designed for dementia care (SL4-D) with consideration of flexible design. The 80 units could be split between multiple projects in Medicine Hat based on provider submissions.

⁽²⁾ 50% of these units must be designed for SL3/SL4, and 50% must be designed for dementia care (SL4-D) with consideration of flexible design.

The selected Grant Applicant may also develop and deliver Complimentary and Commercial capacity and services which, in combination with the affordable supportive living units will combine to create a community of care.

2. Purpose and Objectives

(a) The Grant Application Process is intended to select a Grant Applicant to provide Services for the number of units identified in the projects listed above. Information sought from Grant Applicants includes:

- Where applicable, the proposed Consortium business arrangement including a more complete description of the Consortium relationships, responsibilities, operating framework, a copy of the draft consortium agreement or the planned timeline for the formalization of the Consortium business arrangement, and the verification or identification of the proposed Consortium legal entity;
- A more detailed outline of what the Grant Applicant will bring to the community and who its users will be;
- An expanded vision for the proposed community related to land utilization and site amenities;
- Confirmation of site selection and clarification of land status;
- A more detailed timeline for the development of the facility and related capacity and transitioning activities;
- Conceptual plans including block schematics which illustrate room layouts and key relationships;
- A more detailed description of the size and configuration of the facility and the means by which flexibility to accommodate changing client needs will be accommodated;
- Confirmation of compliance with Provincial standards and guidelines;
- Conceptual plans including a more detailed description of proposed Complementary and Commercial Capacity (if applicable) and services to be incorporated within the community supported by market research and providing a firm timetable for the delivery of such components;
- A detailed capital renewal program for the Project;

- Further information regarding the proposed business model as it pertains to the capital plan, operating plan, market research and provision of evidence in support of claimed advantages or savings which the model offers;
- Detailed business plans and financial pro forma for the Project including the identification of any proposed contribution by the Project Sponsor;
- Identification of specific project management resources who will be assigned and have major responsibility during the development phase of the Project;
- Description of staffing strategy covering the appointment of key operational resources who will be responsible for managing the delivery of care related services; and
- Awareness of required accreditation, licensing and insurance.

3. Scope or Work/Services

3.1 Core Capacity Requirements

The Grant Application Process outlined a requirement for the number of eligible units per facility. It also expressed the desire that the partnering relationship between the Project Sponsor and the selected Grant Applicant under which this facility would be developed and operated would facilitate the establishment of a community of care.

The Grant Applications must demonstrate the capability and flexibility to deliver services that respond appropriately to the care needs of an increasingly complex and frail clientele (physically and/or cognitively). Therefore it is essential that the Facility in which care services are provided is functionally appropriate to accommodate a range of clients from SL3 to SL4D clientele and that the selected Grant Applicant's care philosophy, services and programming are aligned and reflect the increased care needs.

3.1.1 Services and Standards

i) Supportive Living

Publicly-funded continuing care health services to be provided by the **successful** Grant Applicant must comply with the *Continuing Care Health Service Standards* (July 2008) (found at www.health.alberta.ca/newsroom/pub-continuing-care.html).

The successful Grant Applicant is responsible to comply with the *Supportive Living Accommodation Standards* (April 2010) (www.seniors.alberta.ca/continuingcare/slas), as amended from time to time.

The successful Grant Applicant must also maintain a current license under the provisions of the *Supportive Living Accommodation Licensing Act* (found at: www.qp.alberta.ca/570.cfm?frm_isbn=9780779748266&search_by=link), as monitored and administered annually through Alberta Seniors.

ii) Supportive Living 4-Dementia (SL4-D)

The SL4-D option provides services for individuals with moderate to later stages of dementia or other forms of cognitive impairment. These individuals require a secure environment that can accommodate clients at a high risk of wandering and unpredictable behaviours but still maximize independence to the greatest extent possible. The SL4-D program considers and augments the limitations of individuals having difficulties understanding or responding to their situation

because of cognitive impairment. The program includes directed social and recreational activities and behavioural assessment and care adaptation. Most, although not all, of these individuals will require environmental security either through environmental adaptations (e.g. elevator controls) or locked access.

iii) Staffing Relationship Supportive Living 4 (SL4) to Supportive Living 4-Dementia (SL4-D)

SL4-D clients require a staff mix and environment that compensates for losses associated with dementia or similar cognitive decline. SL4 and SL4-D clients have the need for the 24/7 presence of a Licensed Practical Nurse (LPN) to manage their health and care needs around the clock. Usually the SL4-D individuals also require behaviour-response mapping assessment and follow-up with trial and error approach, personal care, cueing, reassurance, direction, socialization, and engagement on an unscheduled basis. In SL4 and SL4-D the LPN is the on-site nurse professional leading the Health Care Aide (HCA) staff compliment, liaising with the clients' physicians and other health professionals for day-to-day health care management. As noted above, the Case Manager and availability of an on-call Registered Nurse provides consultative and immediate back-up for assessment, treatment, or care plan revisions outside of the LPN scope of practice.

The selected Grant Applicant is responsible to follow guidelines established by Alberta Health Services for making decisions related to the level of living option required for clients and the staffing mix, care and services within the living options.

These documents outline operator and facility standards and operator responsibilities in respect of the client group.

3.1.2 Design Standards and Guidelines

The Grant Applicants will provide accommodations that meet or exceed legislated requirements including Alberta Building Codes, Fire Safety Codes, Land Use (zoning) Bylaws, all as established by the local building authority and the Province of Alberta. Operators will demonstrate efforts to incorporate features that maximize accessibility, resident privacy, and personal choice. For further information the *Architectural Design Requirements* can be found at www.seniors.alberta.ca/continuingcare/asli/proposals/adrequirements.asp.

The building must meet the design requirements for B2 building classification of the Alberta Fire Code.

Barrier-free design is required throughout resident accessible areas to comply with the latest *Barrier Free Design Guidelines* of the Safety Code Council. For further information the *Barrier Free Design Guidelines* can be found at www.safetycodes.ab.ca/Public/Pages/Publications.aspx.

The minimum size (area per bed) of a supportive living accommodation is 81m², based on total square footage of the entire building divided by the total number of units built. Included in the 81m², is the minimum average room size of 32.5m² (approximately 350 square feet), which represents roughly 40% of all the space in the entire building. The Evaluation Committee has the discretion to relax the architectural guidelines with regards to grant applications for small supportive living accommodations (i.e. ten or fewer bedrooms).

3.1.3 Care Standards

Continuing Care standards are detailed in “*Continuing Care Health Service Standards*” (July 2008) (found at www.health.alberta.ca/newsroom/pub-continuing-care.html) and will be obligatory as set out in the Master Services Agreement(s) with the successful Grant Applicant. The continuing care standards further develop, describe and consolidate service requirements, obligations and responsibilities of the Successful Grant Applicant and all other AHS service providers. Such continuing care standards will be consistent with the legislation, regulations and standards described in this Grant Application Process.

AHS has established guidelines for making decisions related to the level of living option required for clients. The successful Grant Applicant is responsible to follow these guidelines.

3.1.4 Functional Program

The development of the Functional Program for the facility is to be carried out in a collaborative manner between the selected Grant Applicant, and the Project Sponsor. Once developed, the Project Sponsor must sign off as approving the Functional Program prior to detailed design activities.

3.2 Independent Housing

Grant Applicants are encouraged to propose a variety of options to provide site suitable housing that will support individuals to “age in the community”. The options presented should reflect documented market needs, preferences and trends while providing a range of affordability to ensure that the community is accessible to a broad range of individuals with varying means.

3.3 Complementary Capacity

Grant Applicants are encouraged to propose related commercial capacity opportunities. It is anticipated that such capacity would foster a sense of community by creating additional opportunities for resident interaction and enhance resident satisfaction and enjoyment of their environment by providing convenient access to site appropriate products and services.

Complementary businesses must, as a minimum, fall within the following parameters:

- Must be consistent with the Project Sponsor’s vision, mission, values and principles;
- Must not be controversial, inconsistent with or undermine the Project Sponsor’s image, reputation or values (e.g. non-health related enterprise);
- Must be site complementary, providing services which support and benefit residents, staff and visitors.
- Must not be a destination enterprise which generates high traffic or parking requirements (e.g. non-health related retail enterprise);

- Hours of business must be consistent with the normal expectations of a quiet residential area; and
- Must comply with all legislation, regulations and municipal bylaws, including land use restrictions.

The Project Sponsor does not wish to unreasonably limit or restrict the commercial potential of the site by being overly prescriptive concerning the types of enterprises that would be considered compatible and acceptable. However, it will exercise final authority over the interpretation and application of the guidelines outlined in this section.

3.4 Service Agreement

As part of the Project Agreements, the selected Grant Applicant will be required to enter into a Master Services Agreement with AHS for the provision of the care services.

4. Location Preference

In finalizing the selection of a site for the proposed development, Grant Applicants are requested to consider the Project Sponsor's preferences and the following location considerations:

- The location of the proposed project should reflect the growth pattern of the Municipality;
- Resident safety and security is important in location consideration;
- Site accessibility and availability of public transportation having regard for residents, their family and staff should be considered;
- Proximity to amenities and commercial outlets are important, bearing in mind the need to avoid the noise and congestion which may attend major shopping outlets;
- The need to avoid the traffic noise often experienced along major transportation corridors should be considered; and
- The appropriateness and compatibility of surrounding uses.

5. Financial Arrangements

Under the proposed project structure the selected Grant Applicant will:

- Design, build and finance the proposed facility;
- Design, build, finance, market and operate any proposed seniors' housing to be developed in conjunction with the facility;
- Design, build and finance any related Commercial Capacity to be developed in conjunction with the facility; and
- Provide professional and non-professional services to residents in the supportive living units.

As a term of the Master Services Agreement, AHS shall endeavour to neither penalize the Service Provider for resourcefulness, frugality or good management nor reward the Service Provider for poor management or improvidence. This allows Service Providers to retain positive funding variations and apply to normal business functions.

Alberta Health Services will entertain service contracts up to 32 years to facilitate financing up to a 30 year term.

The selected Grant Applicant will be solely responsible for the costs of constructing and financing any related developments including independent housing, as well as any Commercial Capacity which it establishes a part of the community of care.

5.1 Capital Funding

Program funds will be used to provide a provincial contribution towards the initial capital cost of the project. Once the capital grant is approved:

1. The successful Grant Applicant must sign the Grant Funding Agreement within six (6) months of the approval date.
2. 50 per cent of the grant will be advanced when the grant funding agreement is signed and evidence of land ownership or a long-term lease (minimum 32 years) and a copy of the development permit are provided;
3. An additional 40 per cent of the grant will be advanced upon receipt of a Construction Progress Report, showing that the project is at least 50 per cent complete. As well, a copy of the building permit, construction insurance and WCB coverage must be submitted if not provided earlier;
4. The remaining 10 per cent will be advanced upon receipt of a Certificate of Substantial Performance, a signed Construction Progress Report, a complete Supportive Living Cost and Activity Survey, the Audited Financial Statements and Final Capital Costs as specified in the BUSINESS CASE of the Grant Application.
5. Construction must start within six (6) months and be completed within twenty-four (24) months upon signing the grant funding agreement. The Minister, at his or her discretion, may demand that the grant be returned if there is insufficient evidence of the project progressing in accordance with the schedule that meets the required timelines.
6. The Minister may grant an extension to the above deadlines if the delay is caused by extraordinary circumstances beyond the control of the Grant Applicant.

The grant recipient will be required to establish a separate bank account for the grant and any interest accrued and provide annual reports on the bank account to the department. This will ensure that the grant funds are not assimilated into the grant recipient's general operating accounts.

5.2 Operating Funding

Health care services in Supportive Living will be funded by AHS for services to individuals residing in the eligible units requiring health services and personal care support. All individuals residing in the accommodation are eligible for assessment of their health needs by AHS Home Care professional staff.

The Table below summarizes the revenue streams available to the selected Grant Applicant.

| | Accommodation (Resident) | Health Care Services |
|----------------------------|--|---|
| Supportive Living 3 to 4-D | Affordability Guidelines Maximum \$1700/mo. | AHS Funding methodology for Supportive Living |
| Supportive Living 2 | Market conditions | Home Care by AHS |
| Independent Living | Market conditions | Home Care by AHS |

NOTE: The ASLI Business Case will require detail from the Grant Applicant describing the care model (hours of care, etc.) as well as specific associated costs involved with delivering the care. For the purpose of consistency and comparability between the Grant Applications, an annual health services funding level has been provided within the business case for Grant Applicants to work from. The rate provided (\$118 per resident day) is an estimate provided solely for the purposes of ensuring this comparability and is not to be assumed as the actual funding for the project. The successful Grant Applicant will work with AHS on the actual funding details once the project has been awarded.

5.3 Affordability Guidelines

Grant Applicants are advised that all eligible supportive living units must meet affordability guidelines. The monthly rate that the selected Grant Applicant may charge the client for hospitality services, as set out in the “Supportive Living Framework” (March 2007) document, cannot exceed the regulated maximum private room rate set for a long-term care facility (currently **\$1700** per month).

6.0 Reporting Requirements

The selected Grant Applicant will be required to comply with the Reporting Requirements to be set out in the Alberta Health Services Master Services Agreement; and on occasion, provide ad hoc reports requested by AHS, all in form and substance reasonably satisfactory to AHS.

The selected Grant Applicant will be required to comply with the Reporting Requirements to be set out in the Affordable Supportive Living Initiative Grant Funding Agreement; and on occasion, provide ad hoc reports requested by AS, all in form and substance reasonably satisfactory to AS.

7.0 Insurance

The Grant Applicant and/or its agents or contractors must at their expense maintain appropriate comprehensive liability and property insurance coverage both during construction and over the life of the Program and Master Services Agreement. The coverage and the terms and conditions of which must be acceptable to the Project Sponsor.

8.0 Accreditation

The Grant Applicant may be required to be accredited by a recognized body in the future for health care services; however, accreditation is not a mandatory requirement for those submitting ASLI Applications and no further documentation needs to be supplied along with ASLI application.

Schedule B

Evaluation of Grant Applications

The evaluation of Grant Applications will be conducted by the Project Sponsor in stages, as described below. A Grant Application must meet the requirements of each stage to proceed to the next stage. The evaluation of Grant Applications by the Project Sponsor will be conducted on the basis of the members of the Evaluation Team arriving at a consensus.

All grant applications submitted will be divided and evaluated on the eight locations that have been identified in Article 1.

1. Stages of Grant Application Evaluation

The evaluation of the grant applications will be conducted as follows:

- (a) **Stage I** will consist of a review by the Project Sponsor Contact to determine which grant applications comply with all of the Mandatory Requirements. Grant applications that do not comply with all of the Mandatory Requirements will be disqualified. Applicants are asked to complete a form located in the 2011/12 Affordable Supportive Living Initiative Grant Application to indicate compliance with the following mandatory requirements:
- **COMPLETION OF BUSINESS CASE.** Incomplete business case forms will be deemed as not meeting the mandatory requirement and will be disqualified.
 - **LAND.** Applicants must provide evidence of an offer to purchase, ownership or long-term lease agreement (32 years) on a site for the project. If evidence is provided, the Evaluation Team will still rate and score proposed land based on how far along the project is. If evidence is not provided the mandatory requirement is deemed not to be met and the application will be disqualified. Subsequent to grant funding being awarded, if the original agreement to secure land sale falls through, the Grant Funding Agreement will be reassigned to another applicant.
 - **TIMELINESS.** Applicant must demonstrate project can be developed in timely manner. Projects must demonstrate they will be under construction in six (6) months and completed within two (2) years of the effective date of signing the grant funding agreement. Non-timely projects will be deemed as not meeting the mandatory requirement and the application will be disqualified.
 - **IDENTITY OF CARE PROVIDER:** The application must identify a partnership with a care provider. Applications that have not provided identity of a care provider will be deemed as not meeting the mandatory requirement and the application will be disqualified.
 - **AFFORDABILITY.** Applicants must include a statement in the proposal that acknowledges that the room, board and housekeeping charges to clients will not exceed the maximum regulated accommodation rate for private rooms in long-term care facilities (currently \$1,700 per month) for the duration of the term of the grant funding agreement. If statement is missing, the application will be deemed as not meeting the mandatory requirement and will be disqualified.

- **QUALITY OF ACCOMMODATION.** Applicants will be reviewed for prior compliance in existing facilities with the Supportive Living and Long-Term Care Accommodation Standards as administered by AS. In the event that an operator has been issued significant non-compliances to the Accommodation Standards, the application will be deemed as not meeting the mandatory requirement and will be disqualified.

(b) In **Stage II** the Grant Applications will be ranked on the basis of the five (5) Rated Criteria of the written application. Applications that reach or exceed the minimum score for each Rated Criterion and the total minimum required points will be considered for final selection. The remainder of the applications will not be considered further.

The criteria to be used by the Evaluation Team in the scoring of each eligible application are as follows:

| Criteria | Weighting | Minimum Percent of total points required to qualify |
|---------------------------------------|----------------------------------|--|
| Facility Design and Enhanced Services | 25% | 50% |
| Financial Feasibility | 25% | 50% |
| Land | 15% | 50% |
| Community Inclusion | 10% | 50% |
| Operator Qualifications | 25% | 50% |
| Total | 100 % of points available | Minimum of 65% of total available points required to proceed to Final Selection of evaluation |

Final Selection - the Evaluation Team will review and rank the applications for the geographical area being evaluated (from Stage II), and will make a recommendation to the Minister based on the Grant Application meeting the established program criteria (above) while having the lowest grant funding request. The Minister will have final approval.

The selected Grant Applicant will be provided with an opportunity to conclude an arrangement with the Project Sponsor. The Project Sponsor makes no commitment of any kind, in law or in equity, to the selected Grant Applicant until the Grant Funding Agreement has been executed between the Project Sponsor and the selected Grant Applicant.

Schedule C
Completing the Mandatory Requirements Form

1. Mandatory Requirements
 - (a) Instructions
 - i. Grant Applicants are required to use information from Schedule D – “Capital Grant Application for (**Name of Project**)” in response to completing this mandatory requirements form. Grant Applicants who do not complete this specific form will not be eligible for the Grant Application Process.
 - ii. Grant Applicants are to answer the Mandatory Requirements in the chart detailed in the 2011/12 Affordable Supportive Living Initiative Grant Application.
 - iii. The Mandatory Requirements should be addressed as follows: 1) “Yes” indicates compliance and 2) “No” indicates non-compliance. **Note:** Responding “**No**” to any mandatory requirement will make the Grant Application non-compliant and will result in disqualification from further evaluation.
 - iv. The Grant Applicant should indicate in the table the relevant section and page number(s) in its Grant Application where the information relevant to each Mandatory Requirement can be found.
 - v. The Grant Applicant must provide evidence for each Mandatory Requirement where evidence is requested.