

Provide the names and experience of the project management team for the project:

This Not-For-Profit organization is:

☐ Incorporated

☐ A partnership

☐ An Indigenous organization

☐ A rental co-operative

Attached are the following documents:

☐ Articles or Certificate of Incorporation

☐ Corporate Profile Report

SUBJECT PROPERTY INFORMATION

The subject property:

☐ is owned by the organization

☐ has accepted offer to purchase

Closing date:

☐ is leased by the organization long-term

Municipal address of the subject property:

Legal description of the subject property:

Current zoning of the subject property:

Is the applicant the sole registered owner of the subject property?

☐ Yes

☐ No

If the response is no, please provide details:

Does the Not-For-Profit have a relationship with a for-profit entity regarding the proposed project?

☐ Yes

☐ No

If the response is yes, please describe the relationship between the for-profit entity and this project:

Are there any known restrictions or encumbrances on the property?

☐ Yes

☐ No

Please describe any applicable encumbrances:

Is the property subject to tax arrears, outstanding utility charges, work orders or any other legal claim, or lien?

Yes

No

If the above response is yes, please describe:

Identify where the property is located in proximity to any transit and specify which transit lines are easily accessed. Include proximity to closest transit hub:

Describe how the proposed project will align with the Net-Zero Strategy:

Identify proximity of the property to any nearby services and amenities (ie. grocery store, park, school, library, childcare centre, pharmacy, healthcare centre, community centre):

Describe the proposed project (building type, number of storeys, number of units and bedrooms, if any non-residential uses will be included, any on-site amenities or building features):

If this project is a conversion of non-residential buildings (in whole or in part) to affordable residential rental housing, please include information on the current structure(s), including age and prior use of the building:

Attached the following documents:

Current parcel register/proof of ownership OR accepted offer to purchase

Long-term lease agreement and owner consent (if applicable)

Solicitor's certification that there is no ongoing or pending litigations or liens filed against the Applicant or the subject property

TENANT INFORMATION

Who are the affordable units intended to serve?

Provide a description of any tenant support services that will be offered for tenants onsite:

Describe how this project will align with the Community Safety Well-Being Plan:

Describe any community spaces/promotion of social inclusion that this project will provide:

Will there be barrier-free units included in the project? If so, how many will be affordable?

RENT AFFORDABILITY

To be eligible to apply for a grant, a minimum of 30% of the units must be affordable. Affordable Units are defined in the Policy as being rental housing units whereby the rent of a unit, inclusive of all utilities, is set at or below 80% of Canada Mortgage and Housing Corporation's (CMHC) Average Market Rent, by bedroom type, in the regional market area, for a minimum of 10 years. The average market rent table and the affordable threshold for 2023 is:

Unit Size (by # of bedrooms)	Average Market Rent	80% of Average Market Rent
Bachelor	\$ 823	\$ 658
1 bedroom	\$ 1,054	\$ 843
2 bedrooms	\$ 1,320	\$ 1,056
3+ bedrooms	\$ 1,678	\$ 1,324
Average	\$ 1,221	\$ 977

Total number of units to be provided (affordable and market rent):

Total number of bedrooms to be provided (affordable and market rent):

Indicate the types of affordable rental units that will be provided:

Bachelor

1 bedroom

2 bedrooms

3 bedrooms

Provide a breakdown of the number of above types of market units to be built, average size of each type in square metres, and proposed market monthly rent for each type of unit proposed:

What is the percentage of affordable rental units within the project:

What is the duration of affordability in years (minimum 10 required):

Indicate the types of market rate rental units that will be provided:

Bachelor

1 bedroom

2 bedrooms

3 bedrooms

Provide a breakdown of the number of above types of market units to be built, average size of each type in square metres, and proposed market monthly rent for each type of unit proposed:

Percentage of the building dedicated to residential units:

BUILDING INFORMATION

How will the construction contract be managed?

Structure Type:

Construction Type:

Building Type:

Overall area of the building in square metres:

Heating Source:

Air Conditioning:

Does the project include accessibility standards that exceed accessibility requirements in the Building Code?

Yes

No

Describe how the project will exceed accessibility requirements in the Building Code, if applicable:

Does the project include energy efficiency features and exceed energy efficiency requirements in the Building Code?

Yes No

Please describe how the project will exceed energy efficiency requirements of the Building Code, if applicable. Please include any renewable energy systems, use of low-carbon and/or recycled materials:

Describe how the project is consistent with the City's Urban Design Guidelines and how the project will be integrated into the community through high quality urban design:

Does this project maximize the unit density to the limit permitted under the Zoning by-law? Please describe:

Has this project been through a pre-consultation with the City to identify any amendments to the Official Plan or Zoning by-law, or any minor variances?

Yes No

Are there any known minor variances and/or amendments to the Official Plan or Zoning By-law that will be required?

Yes No

Identify any amendments by regulation that are required:

Note any hearing date related to the above:

Approximate date of Building Permit application:

Proposed approximate start date of construction or redevelopment:

Proposed approximate completion and occupancy date:

Please provide any additional information of your vision/focus for the proposed project, including any additional information that would differentiate your project from others:

Attached the following documents:

- Copy of all existing agreements between the Not-For-Profit and the for-profit entity constructing the units
- Any building plans, drawings and/or site plans available for this project
- Supporting information regarding accessibility from a qualified professional
- Supporting information regarding energy efficiency from a qualified professional
- Letters of support and/or community feedback gathered via consultation

OPERATION OF THE BUILDING

Who will manage the rental housing?

Provide a description of the property manager's ability to manage rental housing for the duration of the project agreement. Describe rental housing projects managed by the property manager, including project locations and sizes:

Years performing residential rental property construction projects:

Years managing market residential rental properties:

Years managing affordable residential rental properties:

Describe the financial sustainability of the project and how operational costs will be covered:

FINANCIAL INFORMATION

Amount of funding requested:

Describe the capital costs for which funding is requested:

Provide details of any equity to be contributed by the applicant:

Has this project applied for, or intend to apply for, other sources of funding?

Yes No

Describe the sources, purposes, and amounts of funding sought from other sources and whether such funding has been approved.

Has the property received a grant or rebate under this or any other Community Improvement Plan program?

Yes No

If so, please provide detail of which grant, the amount granted, and the date received:

For each existing debt instrument linked to the land, the project, and/or any existing building, please specify the type of debt, outstanding amount, amortization, monthly payment, financial institution, and whether the instrument will remain:

Does the project have a Debt Coverage Ratio of at least 1.0 or break-even?

Attached the following documents:

Two most recent audited financial statements

Additional information provided to substantiate or establish liquidity and debt management

A copy of the project proforma including the proposed capital and operating budgets

DOCUMENT CHECKLIST

Requirement	Name of document(s)	Comments
Articles or Certificate of Incorporation		
Corporate Profile Report		
Current parcel register/proof of ownership OR accepted offer to purchase		
Long-term lease agreement and owner consent (if applicable)		
Solicitor's certification that there is no ongoing or pending litigations or liens filed against the Applicant or the subject property		
Copy of all existing agreements between the Not-For-Profit and the for-profit entity constructing the units (if applicable)		
Building plans, drawings and/or site plans available for this project		
Supporting information regarding accessibility from a qualified professional		
Supporting information regarding energy efficiency from a qualified professional		

Requirement	Name of document(s)	Comments
Two most recent audited financial statements		
Additional information provided to substantiate or establish liquidity and debt management		
A copy of the project proforma including the proposed capital and operating budgets		
Letters of support and/or community feedback gathered via consultation		
Any additional relevant documentation		

DECLARATION AND SIGNATURE

I have read, understood, and agree with all the preceding statements:

I agree this is true

I confirm that I am authorized to submit this application on behalf of the applicant:

I agree this is true

I have authority to bind the applicant:

I agree this is true

Authorized signing officer full legal name:

Title:

Email:

Phone:

Declaration and authorized signature:

Date Signed: