



NEW NOT-FOR-PROFIT AFFORDABLE RENTAL & CO-OP HOUSING INCENTIVE (PILOT)

Planning and Housing Policy Division
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PURPOSE

To encourage the development of new not-for-profit affordable rental and co-operative housing units in the form of a grant that covers non-capital upfront costs associated with removing barriers to advancing a project from idea to shovel-ready, as defined in Council Policy FIN-GRA-2038 (Not-For-Profit Affordable Rental & Co-op Housing Incentive).

DEFINITIONS

Affordable Dwelling Units means:

Affordable dwelling units approved for grant funding must meet the definition of affordable housing as defined by the City's Official Plan or most current [Provincial Planning Statement](#) for the minimum period of affordability.

Non-Profit Housing Developer means:

- a) A corporation to which the Not-for-Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary objective is to provide housing;
- b) A corporation without share capital to which the Canada Not-for-Profit Corporations Act applies, that is in good standing under that Act and whose primary objective is to provide housing;
- c) A non-profit housing co-operative that is in good standing under the Co-operative Corporations Act; or,
- d) An organization that is a registered charity within the meaning of the Income Tax Act (Canada) or a non-profit organization exempt from tax under paragraph 149 (1) (l) of that Act, and whose land is owned by the organization, all or part of which is to be used as affordable housing.

Supportive Housing means "alternative housing" that focuses on rehabilitation and community integration. They are generally operated by non-profit agencies and staff are composed of individuals trained in social work or psychiatric rehabilitation.

ELIGIBILITY CRITERIA

- a) Projects will be subject to financial review to confirm project viability.
- b) The applicant must meet the definition of a Non-Profit Housing Developer.
- c) Incentives only apply to the creation of new Affordable Dwelling Units.
- d) Primary use of the qualifying dwelling units must be residential.
- e) Eligible projects are those that are in the early stages of ideation or concept development through building permit review. Projects with a building permit issued for the proposed new units are not eligible for the program.
- f) Eligible projects may include a for-profit development where a portion of units are Affordable Dwelling Units that are managed and operated by a Non-Profit Housing Developer. Funding would only be available for the affordable dwelling units.
- g) Eligible units must maintain affordability for a duration of 25 years.
- h) Proof of ownership or legal right to develop on lands.

- i) The applicant and/or property owner, the *Non-Profit Housing Developer*, or any related corporation, must not have any open violations; any record of unresolved or recurring violations; outstanding property tax, development charge, utility, or other arrears; any ongoing pattern or history of such arrears; or, any other outstanding obligations to the City.

SUBMISSION REQUIREMENTS (additional information can be provided in a cover letter)

- ☐ Completed application form
- ☐ Proof of incorporation (any document demonstrating the recipient is duly incorporated, organized, established and validly existing under the laws of its jurisdiction of incorporation, operation and organization, as the case may be. For example, **articles of incorporation**)
- ☐ Certified resolution of the Board of Directors authorizing this project
- ☐ If proposed partnership, copy of signed agreement for Non-Profit Housing Developer to manage affordable dwelling units within the development
- ☐ Copy of any consultant or agent agreements, if applicable (to demonstrate due authorization if you are making the application on behalf of a person or entity intending to apply for grant funding)
- ☐ Project budget (including source of equity) and how funds will be used (refer to Appendix A: List of Eligible Expenses)
- ☐ Conceptual site layouts, if available
- ☐ Project schedule
- ☐ Financial statements - audited financial statements for the last 3 consecutive years or since the beginning of your operation (whichever is less)
- ☐ Details, if any, from previous projects (resume, financial statements, rent rolls, general contractors, examples of adherence to project budgets)
- ☐ Land status OR proof of ownership, if applicable:
 - Offer to purchase, option to purchase and/or property assessment notice
 - Copy of ownership details and all registered documents and encumbrances or agreements on title, if applicable (please include a recent parcel register)
 - Copy of purchase and sale agreement, if applicable
 - Copy of lease or lease agreement, if applicable
- ☐ Complete application package should be submitted by email only to planning.applications@kitchener.ca (maximum 10 MB). You may request a ShareFile link for submissions greater than 10MB.

APPLICATION DETAILS

1. Applicant (must be a Non-Profit Housing Developer)

Contact Name: _____ Name of Non-Profit Housing Developer: _____
 Phone: _____ Email: _____
 Street Address: _____
 City/Province: _____ Postal Code: _____

2. Registered Owner of Subject Property

Name(s): _____ Company (if applicable): _____
 Phone: _____ Email: _____
 Street Address: _____
 City/Province: _____ Postal Code: _____

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3. Project Partner (if applicable)

Contact Name: _____ Company (if applicable): _____
 Phone: _____ Email: _____
 Street Address: _____
 City/Province: _____ Postal Code: _____

4. Authorized Agent (if applying on behalf of Non-Profit Housing Developer)

Contact Name: _____ Company (if applicable): _____
 Phone: _____ Email: _____
 Street Address: _____
 City/Province: _____ Postal Code: _____

5. Property Information

a) Municipal address(es) of subject property:

b) Legal description of subject property:

(include Lot & Registered Plan Number and Parts on Reference Plan, if applicable)

c) Does the existing property have any mortgage or encumbrances?

No ☐ If yes, please describe: _____

6. Project Details

a) Description of Proposal (*Example: To build a 6-storey mixed use development containing 100 units - 30 affordable rental housing units and 70 market value units - with ground floor commercial space*):

b) Number of new Affordable Dwelling Units being created:

c) How many of these units will be deeply affordable and/or supportive?

d) Additional Funding - Indicate whether you have applied (or intend to apply) for additional funding through other sources (for example, CMHC, Build Canada Homes, Provincial programs, mortgage funding):

☐ Yes ☐ No

If yes, please provide details below:

e) What is the current stage of your project? (conceptual development, Site Plan approval in progress, etc.)

When do you anticipate receiving a building permit for the new units?

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- f) As a Non-Profit Housing Developer, please explain your experience developing non-profit affordable housing (or your development partner's experience. For example, how many years of experience developing a similar project of scale):
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- g) Are there any existing rental units on site that will be impacted by this development and if so, what is your plan for accommodating existing tenants?
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6. Project Details (cont'd)

h)	New affordable rental dwelling units:	New affordable <u>supportive</u> rental dwelling units:	New <u>deeply</u> affordable rental dwelling units:	New <u>deeply</u> <u>affordable</u> and <u>supportive</u> rental dwelling units
Total Gross Floor Area				
Total Number of units				
Number of units and monthly rental cost	Studio # _____	Studio # _____	Studio # _____	Studio # _____
	Rent \$ _____	Rent \$ _____	Rent \$ _____	Rent \$ _____
	1 bedroom # _____	1 bedroom # _____	1 bedroom # _____	1 bedroom # _____
	Rent \$ _____	Rent \$ _____	Rent \$ _____	Rent \$ _____
	2 bedroom # _____	2 bedroom # _____	2 bedroom # _____	2 bedroom # _____
	Rent \$ _____	Rent \$ _____	Rent \$ _____	Rent \$ _____
	3 bedroom # _____	3 bedroom # _____	3 bedroom # _____	3 bedroom # _____
	Rent \$ _____	Rent \$ _____	Rent \$ _____	Rent \$ _____
	Other # _____	Other # _____	Other # _____	Other # _____
	Rent \$ _____	Rent \$ _____	Rent \$ _____	Rent \$ _____

Mentorship Program Participation

Would you be interested in participating in a mentorship program with other non-profit organizations to both partner with and shadow the development process for non-profit housing applications?

☐ YES ☐ NO

Do you see yourself as a mentor or mentee? _____

Notes:

1. Funding will be disbursed in stages, based on achieving project milestones.
2. Subject to available funding and eligibility requirements.
3. Council Policy FIN-GRA-2038 may be amended or discontinued at any time, at Council's discretion.

If approved, a legal agreement will be prepared by the City Solicitor and executed by all parties prior to the release of funding.

ACKNOWLEDGEMENT

I acknowledge that confirmation of eligibility for this request does not guarantee incentives under Council Policy FIN-GRA-2038. I understand that the information contained in this application is true and correct and will immediately advise the City of any changes that affect this application.

Signature of Applicant _____
(must have authority to bind the corporation)

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APPENDIX A: List of Eligible Expenses

- analysis of need and demand for the proposed project
- project viability assessment plan/analysis -pro forma
- preliminary financial feasibility
- business plans
- property appraisal
- land surveys
- planning analysis and studies
- project drawings and specifications (conceptual to detailed design)
- environmental site assessments
- geotechnical surveys (e.g., soil load bearing tests)
- energy modelling
- accessibility modelling studies (cost-benefit analysis)
- engineering studies (e.g., wind, shadow, and transportation analyses)
- construction cost estimates
- Quantity Surveyor
- contract documents
- legal fees associated with land development
- interior design consultant services
- other plans or studies, as required through a Planning Act application or building permit
- municipal, development permit and other government agency fees not covered by our affordable rental housing fee waiver program
- other items not on this list subject to City of Kitchener approval