



**City of Saskatoon Application for Affordable Housing Capital Grant**

Part 1: Basic Information	
<b>Applicant Name:</b>	
<b>Project Name:</b>	

The City of Saskatoon (City) welcomes proposals from organizations addressing a wide range of housing issues in our community. We encourage submissions from both experienced and new project developers. Only projects located within city limits will be considered. The City provides funding for project development only and does not provide any ongoing operational funding. Application forms for other City housing initiatives (Mortgage Flexibilities Support Program, New Rental Construction Land Cost Rebate Program, Secondary Suite Permit Rebate and Downtown Housing) are available online at [www.saskatoon.ca/go/housing](http://www.saskatoon.ca/go/housing).

The City's Capital Grant for Affordable Housing is part of Innovative Housing Incentives (Policy No. C09-002), and provides funding towards the capital costs of constructing affordable housing within the Saskatoon city limits. The program provides funding of up to 10% of the capital cost. Applications will be evaluated using the City's Point System (attached) for capital grants; the grant percent will be determined based on the number of points received in the evaluation process. The evaluation matrix is based on the priorities identified in the City's Housing Business Plan (see below).

Grants are subject the maximum limits in the table below. For projects earning less than a ten percent grant the maximum limits will be prorated (e.g., the maximum grant for a two bedroom unit earning an eight percent grant is \$16,000 per unit).

Housing Type	Three or More Bedroom Home	Two Bedroom Home	One Bedroom or Bachelor Home	Renovation of Market Apartments	Residential Care Homes and Shelters
<b>Maximum Grant</b>	\$25,000	\$20,000	\$17,000	\$12,000 (Per Unit)	\$10,000 (Per Unit)

Funding under this program is available for both permanent affordable housing and transitional housing. In either case, residents of the home will need to be within the Moderate Saskatchewan Household Income Maximum (SHIMs) as determined by the Ministry of Social Services. The SHIMs as of October 1<sup>st</sup>, 2014 are outlined in the table below.

Household Type	One Bedroom or Bachelor	Two Bedroom	Three Bedroom	Four Bedroom
Non-disabled	\$38,000	\$46,000	\$51,200	\$62,500
Disabled	\$43,700	\$52,900	\$58,800	\$71,900

Please refer to Innovative Housing Policy No. C09-002 for details on the City's terms, criteria, and requirements for funding, including definitions of low income households, priorities for funding, and which items, facilities and/or amenities the City will consider funding.

The following six priorities for attainable housing are identified in the City's 2013 – 2022 Housing Business Plan:

1. Creating attainable housing in all neighbourhoods,
2. Accessible (barrier free) housing,
3. Neighbourhood revitalization,
4. Safe and adequate housing,
5. Housing that meets identified needs, and
6. Innovative and energy efficient housing

### Application Instructions

Please provide as much information as possible at the time of your application using attachments where necessary. Letters of support from partner organizations in the community are encouraged.

Along with your completed application form, please include the following attachments:

- Detailed Capital Budget;
- Proof of Incorporation in the Province of Saskatchewan;
- Site plan, drawings, and renderings;
- Information about the construction, design, and efficiency of the home;
- Business Plan including project timeline;
- Information about your company including recently completed projects

The following document is intended to facilitate the collection of information from project developers to allow the City to make informed decisions on applicable forms of support, and request basic details of your project for submission to City Council for approval. This includes expected construction costs, expected operating costs for homeowners, expected completion dates and when the funds will be required. Please refer to Innovative Housing Policy No. C09-002 for details on the City's terms, criteria, and requirements for funding, including definitions of low income households, priorities for funding, and which items, facilities and/or amenities the City will consider funding.

Part 2: Application					
Applicant Information					
Sponsoring Organization – include registered company name, including numbered companies.					
Contact Information					
Name and title:					
Address:					
Phone number:					
Fax number:					
Email address:					
Corporation Status					
Proof of corporate status must be provided.					
Non-profit	<input type="checkbox"/>	For profit	<input type="checkbox"/>	Co-operative	<input type="checkbox"/>
Other: _____					
Other _____					
Project Description					
Project name or title					
Project location (civic address, neighbourhood, or area).					
Projected Construction Start Date					



(when construction will begin)	
Projected date of completion (ready for occupancy)	
Registered owner of site (if not registered owner of site, provide appropriate documentation e.g., proof of agreement).	
Brief (50 words) description of your project: <ul style="list-style-type: none"> <li>- What type of housing is being provided?</li> <li>- Who is it for?</li> <li>- What needs are being served?</li> </ul>	
Identify which housing tenures will be used: affordable rental, rent-geared-to-income ownership, co-op housing, co-housing, rent-to-own, life lease. If a mix of tenures provide percentage of each type of housing.	
How have you identified the need for the housing that you intend to provide? Please provide copies of any letters of support from community organizations.	
Current zoning of site	

Please contact the City's Planning and Development Branch (306-975-2645) for confirmation of the compatibility of the intended uses for this property (including all onsite facilities such as offices, counselling areas, etc.) with City Zoning and/or Building Code Regulations.

Written confirmation of zoning compliance and/or a building permit (where applicable) will be required prior to the release of any City funds.

Person Contacted	Phone Number	Notes

Project Development Costs Expected Total Project Costs **		
Cost Breakdown	Costs	Notes
Building/land acquisition costs	\$	
Renovation/construction costs	\$	
Other costs (legal fees, training costs, contingency, client or resident meetings)	\$	
Total	\$	

Please describe the construction and design of the development. Will any innovative construction, materials or techniques be employed?



\*\* Please attach proposed budget, if available

**Housing Units**

Total Number of housing units/rooms		
Unit Tenure	Condominium	No. Units _____
	Rental	No. Units _____
	Transitional Housing	No. Units _____
	Freehold ownership	No. Units _____
	Other (describe)	_____
	Crisis Shelter	_____

Number of bedrooms and bathrooms in each unit type (e.g., 5 Homes, with 3 Bedrooms, 1 Bathroom).	_____ Homes with _____ Bedrooms, _____ Bathroom
	_____ Homes with _____ Bedrooms, _____ Bathroom
	_____ Homes with _____ Bedrooms, _____ Bathroom

How many of the homes are a barrier-free design? Please describe the type of barrier-free design.

**Residential Income Level**

The City of Saskatoon requires that any project receiving a capital grant is designated for low-income households. Please show how you define low-income, and show how accountability and/or verification will be provided to City of Saskatoon to demonstrate use by low-income residents.

**For Shelter or Transitional Housing**

Expected range of housing charges per day, week or month (indicate)

**For Permanent Housing**

Expected Occupancy Costs per Month If available, please provide a detailed unit by unit breakdown on a separate sheet.

Rent or Monthly Mortgage Payments (25 year amortization, with 5% interest)	
Property Taxes (if ownership housing)	
Utilities	
Condo, Co-op or Admin Fees	
Other Charges	

**Safe and Secure Housing**

Will this development incorporate CPTED principles into the design? If



multi-unit rental, will the landlord commit to obtaining the Crime-Free Multi Housing Designation?				
<b>Environmental Benefits</b>				
List the features included in this development that provide environmental benefits. If applicable, provide the monthly savings that will result by adopting these features (e.g., energy efficient compared to a conventional furnace).	Feature	Estimated Monthly Savings in Operating Costs		
<b>Income Range</b>				
What is the income range of households that will be able to afford to purchase a home in this development and what percentage of their gross income will they be spending on housing?				
<b>Other Development On Site</b>				
Describe any other development that is part of this project, e.g., market-priced housing, rental housing, retail, daycare.				
Type of Development	Description	Total Area		Capital Cost
		ft <sup>2</sup>	%	
<i>Homes receiving Capital Grant from the City of Saskatoon</i>				
Total Project (if applicable)		100		
<b>Support Programs and Services</b>				
Describe the services or other support programs that will be provided to residents.				
Facility or Service	Description	Capital Cost of Program		



Funding, Financing, and Sustainability			
Amount of Funding being Request from the City of Saskatoon	Total Amount		Percentage of Total Project Cost
	\$ _____		_____ %
How will these funds be used?			
Have you applied for any additional funding support from the City? E.g., Vacant Lot Incentive, tax abatements, loans, grants, environmental incentives or waving offsite levies?			
Are/have these homes been part of the public housing stock?			
Will this project improve the neighbourhood by renovating or removing a rundown building or developing a vacant or brownfield site? Please describe in detail.			
Has any City Housing Subsidy been applied to these units in the past?			
Other capital funding sources. Written verification of additional development funding will be required prior to any approved City funds being released.	Agency/Institution	Amount	Requested, Committed, or Received?
	<i>City of Saskatoon (proposed)</i>		
	Total		
I hereby certify that the above information is correct and complete, and that _____ agrees to the terms and conditions of support.			
Authorized representative of sponsoring organization		Title of authorized representative and printed name	
Date			

### Innovative Housing Incentive Program – Capital Grant Point System Evaluation

A new points system has been developed to achieve various targets within the Housing Business Plan. The Innovative Housing Incentive Program is the City's main incentive program for affordable and special needs housing. The program offers a capital grant of up to 10 percent of the total capital cost of affordable housing projects. Housing created under this incentive must be provided to households within incomes below the Saskatchewan Household Income Maximums (SHIMs) described in Appendix 2 of the Housing Business Plan.

The program offers a base level of municipal support equal to three percent of the total capital costs. The capital grant can be increased to a maximum of up to 10 percent of the total capital cost of affordable housing projects. Grants are calculated on a points system with extra points assigned for each housing priority addressed within the City's Housing Business Plan.

Proponent	Project Location	Date Application Received	Date Application Evaluated
Housing Business Plan Priority	Criteria	Possible Points	Points Earned
Base Grant	Projects must serve households below provincial SHIMs	3 percent	3
Leveraging Funding from Senior Levels of Government	Secured funding from federal or provincial government under an eligible grant program	2 percent	
Significant Private Partnership	There is a significant donation (at least 10 percent in-kind or donation) from a private donor, faith group or service club.	1 percent	
Accessible Housing	At least 5 percent of units meet barrier	1 percent	



	free standards		
Neighbourhood Revitalization	a. Project improves neighbourhood by renovating or removing rundown buildings; and/or	1 percent	
	b. Developing a vacant or brownfield site.	1 percent	
Mixed Tenure Development	Project has a mix of affordable/market units or a mix of rental/ownership	1 percent	
Safe and Secure Housing	a. Landlord is committed to obtaining Crime Free Multi Housing certification for the project, and/or	1 percent	
	b. incorporates CPTED principles into design	1 percent	
Supportive Housing	The proposal includes ongoing supports for the residents to assist them in staying housed such as drug and alcohol free, cultural supports, elements of Housing First.	1 percent	
Meets specific identified Housing Need	Project meets an identified housing need from a recent study such as: <ul style="list-style-type: none"> <li>a. Homelessness,</li> <li>b. Large Family housing (3 bedrooms or more)</li> <li>c. Accommodation for students</li> <li>d. Aboriginal housing</li> </ul>	2 percent	
Innovative Housing	Project uses innovative design, construction technique, materials or energy saving features.	1 percent	
Innovative Tenure	Innovative Housing tenures such as Rent to Own, Life Lease, Land Trust, Sweat Equity, Co-op Housing or Co-Housing	1 percent	
<b>Notes:</b>			<b>Total Points and Capital Grant Percent Earned</b>