



Cornerstones:

Edmonton's plan for affordable housing

Cornerstones Grant Program for Affordable Housing Build New Long Term Affordable Housing

Application Form

A. Basic Project Information

Project Name:	<i>[text]</i>
Applicant Corporation	<i>[text]</i>
Legal Site Description (Plan, Block, Lot)	<i>[text]</i>
Project Address	<i>[text]</i>
Current Zoning	<i>[text]</i>
Type of Structure(s)	<i>[text]</i>
Tenure of Affordable Units (Rental, Co-op, Other)	<i>[text]</i>
Total Size (Square Feet)	<i>[text]</i>
Total Estimated Capital Cost	<i>[text]</i>

B. Development Timetable

Indicate the actual or expected date by which the following activities (if applicable) will have been completed.

Activity	Expected Completion Date	Comments
Financing Confirmed	<i>[text]</i>	<i>[text]</i>
Working Drawings	<i>[text]</i>	<i>[text]</i>
Construction Tender	<i>[text]</i>	<i>[text]</i>
Building Permit	<i>[text]</i>	<i>[text]</i>
Construction Commencement	<i>[text]</i>	<i>[text]</i>
Substantial Completion	<i>[text]</i>	<i>[text]</i>



Housing and Economic Sustainability



C. Funding & Calculations

- List all funding sources, including grants and debt financing.
- Complete this section after completing Sections F, G, H and I.
- For **Affordable Housing Construction Cost** (Item i below), transfer figure from Section I, Capital Cost Budget, Line Item #14 (Affordable column only).
- For **Affordable Housing Capital Cost** (Item j below), transfer figure from Section I, Capital Cost Budget, Line Item #30 (Affordable column only).
- For the **Number of Affordable Housing Units** (Item k below), transfer figure from Section F, Line Item #13 (Units).
- Note: In order for proper display & printing, the embedded table (below) must be scrolled to the top after data input.

Total Project		
a	Requested Cornerstones Funding:	
b	Unencumbered Equity:	
c	Debt Financing:	
d	Other (See Note 1):	
e	Other (See Note 2):	\$ -
f	Total Capital Cost	\$ -
g	Note 1:	
h	Note 2:	
Cornerstones Affordable Housing Component		
i	Affordable Housing Construction Cost	
j	Affordable Housing Capital Cost	
k	Number of Affordable Housing Units	
l	Affordable Housing Square Feet	
	Calculations:	
m	Cornerstones Funding Per Affordable Unit: (a) / (k)	#DIV/0!
n	Affordable Housing Construction Cost per Square Foot: (i) / (l)	#DIV/0!
o	Cornerstones Funding % of Affordable Housing Capital Cost: (a) / (j)	#DIV/0!
p	Unencumbered Equity % of Affordable Housing Capital Cost: (b) / (j)	#DIV/0!

D. Applicant Track Record

- Please provide the following information regarding the organization submitting the proposal:
 - housing background, expertise and managerial competence
 - past projects with housing-related activities and the outcomes of those projects
 - financial soundness

[text]

E. Project Concept

Please describe the proposed Project, (including, but not necessarily limited to, the following information):

1. Preliminary Project Concept, including,
 - project design and unique features
 - partner/collaborative organizations, relationships and financial contributions (inc. equity)
 - use of energy efficient technology
 - the ways operating costs are being optimized/minimized (management strategies, technologies etc.)
2. How the proposed Project addresses priorities of the Cornerstones Plan and the Edmonton Community Plan on Housing and Support Services – including the targeted household types (single person, lone-parent family, Aboriginal, recent immigrant, other) and the ways the proposed Project meets their needs
3. Details of consultation with the surrounding community

[text]

F. Revenue – Affordable Housing Component

Using the table below, calculate the amount of revenue anticipated from rents and other sources only for the Project's Affordable Housing Component.

- For apartment units, the cost of utilities (heat and water) must be included in the proposed monthly rent per unit. For row/townhouse units, the cost of individually metered utilities (i.e. utilities not included in rent) should not be included in proposed monthly rent per unit.
- Transfer **Net Annual Revenue** (Item #20 below) to Section H Operating Budget, Line Item #1.
- Note: In order for proper display & printing, the embedded table (below) must be scrolled to the top after data input.
- In column E below, "AMR" means Average Market Rent by unit type.

	A	B	C	D	E	F
		Units	Area (Sq. Feet)	Proposed Monthly Rent per Unit	% of AMR	Revenue
	Category					
	Affordable Units					
1	Studio/Bachelor					\$ -
2	Studio/Bachelor Adaptable					\$ -
3	One-Bedroom					\$ -
4	One-Bedroom Adaptable					\$ -
5	Two-Bedroom					\$ -
6	Two-Bedroom Adaptable					\$ -
7	Three-Bedroom					\$ -
8	Three-Bedroom Adaptable					\$ -
9	Four-Bedroom					\$ -
10	Four-Bedroom Adaptable					\$ -
11	Five+ Bedroom					\$ -
12	Five+ Bedroom Adaptable					\$ -
13	Sub-total	0				\$ -
	Additional Monthly Revenue					
14	Parking					\$ -
15	Other (see Note 1)					\$ -
16	Sub-total					\$ -
17	Total Monthly Revenue					\$ -
18	ANNUAL REVENUE					\$ -
19	Less Annual Vacancy Allowance (Market +/- 1%)					\$ -
20	Net Annual Revenue					\$ -
21	Note 1:					

G. Revenue – Non-Affordable Housing Component

Using the table below, calculate the amount of revenue anticipated from rents and other sources only for the Project's Non-Affordable Housing Component (if any).

- For apartment units, the cost of utilities (heat and water) must be included in the proposed monthly rent per unit. For row/townhouse units, the cost of individually metered utilities (i.e. utilities not included in rent) should not be included in proposed monthly rent per unit.
- Transfer **Net Annual Revenue** (Item #15 below) to Section H, Operating Budget, Line Item #2.
- Note: In order for proper display & printing, the embedded table (below) must be scrolled to the top after data input

	A	B	C	D	F
	Category	Units	Area (Sq. Feet)	Proposed Monthly Rent per Unit	Revenue
	Non-Affordable Units				
1	Studio/Bachelor				\$ -
2	One-Bedroom				\$ -
3	Two-Bedroom				\$ -
4	Three-Bedroom				\$ -
5	Four-Bedroom				\$ -
6	Five+ Bedroom				\$ -
7	Sub-total	0			\$ -
8	Commercial				\$ -
	Additional Monthly Revenue				
9	Parking				\$ -
10	Other (see Note 1)				\$ -
11	Sub-total				\$ -
12	Total Monthly Revenue				\$ -
13	ANNUAL REVENUE				\$ -
14	Less Annual Vacancy Allowance				\$ -
15	Net Annual Revenue				\$ -
16	Note 1:				

H. Operating Budget

	Category	Year 1	Year 2	Year 3
	ESTIMATED REVENUES			
1	Net Annual Revenue - Affordable			
2	Net Annual Revenue - Non-Affordable			
3	Other (See Note 1)			
4	TOTAL ESTIMATED REVENUES	\$ -	\$ -	\$ -
	ESTIMATED EXPENSES			
	Administration Expenses			
5	Accounting/Audit/Legal			
6	Advertising			
7	Office Supply/Postage			
8	Salaries/Benefits			
9	Other (see Note 2)			
10	Sub-total	\$ -	\$ -	\$ -
	Utilities			
11	Gas			
12	Electricity			
13	Water and Sewer			
14	Waste Removal			
15	Communications (TV, Phone, Internet)			
16	Security			
17	Other (see Note 3)			
18	Sub-total	\$ -	\$ -	\$ -
	Maintenance Expenses			
19	Snow Removal & Landscaping			
20	Cleaning/Janitorial			
21	Elevator			
22	Repairs			
23	Property/Building Management			
24	Other (see Note 4)			
25	Sub-total	\$ -	\$ -	\$ -
	Other Expenses			
26	Debt Servicing			
27	Insurance			
28	Property Taxes			
29	Replacement Reserve ([x] %)			
30	Other (see Note 5)			
31	Sub-total	\$ -	\$ -	\$ -
32	TOTAL ESTIMATED EXPENSES	\$ -	\$ -	\$ -
33	Surplus (Revenues less Expenses)	\$ -	\$ -	\$ -
34	Surplus as % of Total Revenue	#DIV/0!	#DIV/0!	#DIV/0!
35	Note 1:			
36	Note 2:			
37	Note 3:			
38	Note 4:			
39	Note 5:			

I. Capital Cost Budget

- Note: 'Other' is the Non-Affordable Housing portion of the project (if any).
- Note: In order for proper display & printing, the embedded table (below) must be scrolled to the top after data input.
- In row 28 below, enter a negative number.

	Category	Affordable	Other	Total
	Land			
1	Acquisition			\$ -
2	Appraisal/Legal Fees			\$ -
3	Demolition			\$ -
4	Environmental			\$ -
5	Local Improvements during construction			\$ -
6	Property Tax during construction			\$ -
7	Survey/Title/Recording Fees			\$ -
8	Other (see Note 1)			\$ -
9	Sub-total	\$ -	\$ -	\$ -
	Construction Costs			
10	Construction Contract/Services			\$ -
11	Landscaping			\$ -
12	Contingency			\$ -
13	Other (see Note 2)			\$ -
14	Sub-total	\$ -	\$ -	\$ -
	Other Costs			
15	Appliances/Equipment			\$ -
16	Architects/Consultant Fees			\$ -
17	Legal Fees			\$ -
18	Quantity Surveyor Fees			\$ -
19	Marketing & Rent Up			\$ -
20	Interest Incurred During Construction			\$ -
21	Municipal Fees & Charges			\$ -
22	EPCOR Fees & Charges			\$ -
23	Project Development Fee			\$ -
24	Signage/Grand Opening			\$ -
25	Other (see Note 3)			\$ -
26	Sub-total	\$ -	\$ -	\$ -
	GST			
27	GST (5%)			\$ -
28	Less GST Rebate			\$ -
29	Net GST Amount	\$ -	\$ -	\$ -
30	Total Estimated Capital Cost	\$ -	\$ -	\$ -
31	Note 1:			
32	Note 2:			
33	Note 3:			

J. Applicant Information	
Corporate Name	<i>[text]</i>
Address	<i>[text]</i>
Phone	<i>[text]</i>
Fax	<i>[text]</i>
Email	<i>[text]</i>
Contact Person	<i>[text]</i>
Contact Person Title	<i>[text]</i>

K. Project Consultant Information (If different from Applicant)	
Name	<i>[text]</i>
Address	<i>[text]</i>
Phone	<i>[number]</i>
Fax	<i>[number]</i>
Email	<i>[text]</i>
Contact Person	<i>[text]</i>
Contact Person Title	<i>[text]</i>
Signing Authorities	<i>[text]</i>

STATUTORY DECLARATION

**CANADA
PROVINCE OF ALBERTA
TO WIT:**

**IN THE MATTER OF
DECLARATION OF COPY OF
Cornerstones Grant Application Funding**

I, _____, of the City of Edmonton, in the Province of Alberta, do solemnly declare:

- I am an authorized signing officer(s), partner(s) or the sole proprietor of the Applicant Corporation identified in Section J of this grant application form, and as such have authority to bind the Applicant Corporation to this application.
- I attest that the information submitted is correct to the best of my knowledge, is true, complete, and accurately describes the proposed project as one that provides affordable housing units for eligible tenants.
- I grant permission to the City of Edmonton to carry out necessary inquiries to verify accuracy of information contained herein.
- **I acknowledge that I have read and understand the terms and conditions of the Applicant Information Guide that shall govern any funding that may be approved.**
- **I understand that information contained in this Application Form will be used to evaluate and approve funding, and that any misrepresentation in the information submitted in this form may constitute a substantial breach of the Funding Agreement, and result in Funding being withheld or returned.**

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath.

DECLARED before me at the City of)
Edmonton, in the Province of Alberta,)
this ____ day of _____, 20 ____ .) _____
)
)
)

Commissioner for Oaths in and for the
Province of Alberta

FOIP (Freedom of Information & Privacy Act)

Personal information provided herein is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used for the purpose of operating the City's Cornerstones Grant program and may be disclosed to the Government of Alberta for purposes of oversight and to ensure accountability. Your personal information will be protected in accordance with the FOIP Act. Any questions may be directed to the Director of Housing Implementation, 11th Floor, 10250 – 101 St., NW, Edmonton, Alberta, T5J 3P4, Phone: 311 or (780) 442-5311.

Required Application Package Contents - Checklist:

All items below except #10 and #11 are mandatory on all submissions.

Items #10 and #11 are mandatory where land use is 'Discretionary' or where Rezoning is required.

Mark all items included in the package with a '✓'.

#	[✓]	Package Item
1		Fully completed application form signed & dated
2		Independent appraisal of land
3		Initial cost estimate by a Quantity Surveyor
4		Land Title or Offer to Purchase
5		Audited financial statements or other acceptable financial report
6		Current corporate board membership
7		Certificate of Incorporation
8		Written confirmation of debt financing (expression of interest)
9		Good Neighbour Agreement signed & dated
10		Development Permit should conditions warrant
11		Rezoning approval document should conditions warrant
12		Floor plans, elevation plans and site plans
13		Crime Prevention Through Environmental Design (CPTED) assessment by a qualified security consultant

Submission

Please submit three (3) completed Packages to:

Housing and Economic Sustainability
Sustainable Development
11th Floor, HSBC Place, 10250 – 101 Street,
Edmonton, Alberta T5J 3P4
Attention: Housing Facilitator