

Cornerstones Grant Program for Affordable Housing Build New Long Term Affordable Housing Pre-Application Checklist

Applicant:	[name of organization]
Project:	[location]

The following information will determine whether or not this potential project meets Cornerstones criteria for advancing to the Application and Evaluation stage.

Part A – Basic Requirements

[✓ ✕]	#	Description
	RA-1	Project must be located within the boundaries of the City of Edmonton.
	RA-5	Affordable Housing units must be self-contained suites.
	RA-6	Applicant must demonstrate need and demand for the housing being proposed in view of <i>Cornerstones Plan</i> and <i>Community Plan on Housing and Support Services</i> targets.
	RA-7	Project must comprise rental or homeownership (e.g. continuing co-op; Habitat for Humanity) housing units.
	RA-8	Project can be solely residential, or its units must be part of a mixed-use development.
	RA-9	Project must contain a minimum of five (5) Affordable Housing units.
	RB-1	Project Applicants/Sponsors must meet the Program's minimum 10% applicant equity requirements for all units for which Program funding is being applied.
	RB-2	At the time of formal application, proposed lands must be controlled by the applicant either through ownership or by a legally binding Offer to Purchase.
	RC-1	Applicants must be incorporated.



Part B – Additional Requirements

[✓ ✕]	#	Description
	RA-2	Appropriate zoning must be in place for the proposed Project; if rezoning is required, rezoning approval is required before formal application is submitted.
	RA-3	Projects requiring variances or are classified as Discretionary Use are required to have an acceptable Development Permit before formal Application is submitted.
	RA-4	Applicant or parties hired by the Applicant must have experience in building and managing multi-family units.
	RC-2	Applicants must undertake public information and communication activities that will enhance opportunities for open, transparent and effective communications with citizens in the surrounding community. Communication activities must meet City policy, standards and expectations.
	RC-3	The proposed Project must advance and be consistent with achieving the City of Edmonton's strategic goals.

Proceed?	Yes / No
Date of decision	
If Yes, date that Application Form was sent to Proponent:	
If No, date that Proponent was notified by phone or email	
Completed by:	
Comments:	

Prepared by:	
Name:	
Title:	
Date:	

