

Housing Redevelopment Grant Pilot Program

Information Guide

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Introduction	3
Program Details	3
Program Goals	3
Application and Evaluation Criteria	4
Agreement Terms	6
Application Process	7
Disclaimers	9
Reservation of Rights	9
No Liability	10
Contact Us	10
Resources	11
Appendix I - Application Requirements	12
Appendix II: Required Documentation and Typical Disbursement Schedule	18



Introduction

'Problem properties' are properties that present a concern to the neighbourhood, pose risk to tenants and surrounding residents, and have a recurring history of violations and non-compliance. These developments are often boarded-up, derelict, or frequently require visits from enforcement agencies. Enforcement strategies offer the potential to resolve specific issues in the short term, however, a driver of problem properties in Edmonton is a lack of affordable housing options for people who face barriers to accessing other housing options.

To achieve the objectives of reducing the number of problem properties and increasing the supply of low-barrier, safe, affordable housing in Edmonton, Edmonton's City Council approved the creation of a Housing Redevelopment Grant Pilot Program (the "Program"). The Program will support the redevelopment of problem properties into new affordable housing developments including affordable family housing and housing for individuals with low incomes.

This document provides information on the Program, how it works and how to qualify.

Program Details

The Program aims to identify **up to a maximum of five problem properties** for redevelopment for affordable housing purposes, with total funding for the Program in the amount of \$1.5 million from the Affordable Housing Reserve. This is a pilot program, and if the outcomes are effective and desirable the City may consider making additional funding available.

Under the Program, the City may provide grant funding to a successful Development Partner for up to 40 percent of their capital costs incurred to redevelop a property for affordable housing purposes. Note that the City will not contribute grant funding to a Development Partner's costs of acquiring the property.

Program Goals

The primary goals of the Program are to:

- redevelop problem properties to positively contribute to the community;
- develop and support good management of affordable housing by non-profit housing organizations
- reduce repeated calls for service and enforcement (including, but not limited to, police, fire, bylaw, and public health);
- increase the quality of affordable housing in neighbourhoods; and
- prototype and provide insight into eligibility criteria and program requirements for a potential permanent grant program.



Proposed developments that may be considered for funding include:

- Affordable near-market rental;
- Affordable homeownership;
- Mixed-income developments with an affordable housing component;
- Mixed-use developments with an affordable housing component;
- Supportive housing developments; and
- Rent-geared-to-income/deep subsidy.

Application and Evaluation Criteria

The Program is open to applications from non-profit organization applicants (each called a “Development Partner”). The City may select one or more Development Partners to receive grant funding under the Program based upon the following criteria and the supplemental requirements described in the Appendices:

Qualifications of Development Partner

The Development Partner must provide a description of its mandate, its connection to the community in which the proposed development is to be located, and a summary of its previously completed affordable housing developments. The Development Partner must demonstrate experience in property development, project management and property management.

Context and Ownership

The Development Partner must be the registered fee simple owner of, or have a signed purchase agreement for, a property located in the City of Edmonton that has a significant detrimental impact to surrounding properties, including but not limited to:

- nuisance conditions;
- property deterioration;
- safety issues or concerns;
- structural integrity; and/or
- fire risks and hazards.

Properties considered for inclusion in the pilot program will need to be already vacant or tenants must be on short-term leases that expire and enable residents to be transitioned out of the housing prior to redevelopment.

The City shall consider the neighbourhood affordable housing target and ratio, and broader geographic context, of the proposed development.



Public Engagement

The Development Partner must describe what public engagement actions it intends to undertake to engage with the public in the development process. Public engagement actions may include (but are not limited to) sharing information about the development, and providing contact information about the proponent, gathering input on a Good Neighbour Plan, and gathering input on building design.

Property Information

The Development Partner must provide the City with copies of the following documents:

- current Environmental Site Assessment Repository Search and Environmental Law Centre search, together with the results of any environmental reports for the property in the event any reports were obtained by the Development Partner;
- current tax search;
- current title search;
- current adjacent title search; and
- real property report and certificate of compliance, non-conformance, or non-compliance (not required for foreclosure or government-ordered sales or where the property is being demolished as part of the proposed development).

Design Plans

The Development Partner must provide a project description on how the proposed development will integrate with the neighbourhood, distance to major amenities and services, a description of how the proposed development will meet accessibility standards as outlined in Appendix I, and proposed construction commencement and completion dates (with construction commencement to be within two years of the execution of a Grant Funding Affordable Housing Agreement with the City of Edmonton).

Affordable Housing Proposal

The Development Partner must provide a summary of the proposed affordable housing development, including:

- proof of financial viability of the proposed development;
- description of the proposed development, including particulars of affordable housing component and any market component;
- the proposed [type of affordable housing](#);
- the proposed form of tenure;
- the proposed term of affordability;
- the proposed availability of residential units to various persons, including:
 - minimum percentage of units to be used for affordable housing;
 - eligibility criteria for occupants of affordable housing units, which must (at minimum) be occupants with an annual household income below threshold limits set by the City;
 - payments proposed to be charged to affordable housing occupants. At a minimum, rent payments for tenancies must not exceed 80 percent of the average market rental rates as determined by CMHC or must be rent-gear-to-income with payments that do not



- o Note, additional eligibility or payment criteria for occupants may be imposed by the City of Edmonton; and
- details on the proposed operation and management of the residential units.

Agreement Terms

- If a Development Partner is selected by Administration, the Development Partner shall be required to enter into a Grant Funding Affordable Housing Agreement with the City of Edmonton.
- The City may provide grant funding to the Development Partner for up to 40 percent of their capital costs incurred to redevelop the property into a site for affordable housing, in an amount within available budget funds allotted for the Program. The City will not contribute grant funding to the Development Partner’s costs to acquire the property.
- The term of the Grant Funding Affordable Housing Agreement is a maximum of 40 years.
- Construction of the development must commence within two years of the execution of the Grant Funding Affordable Housing Agreement.
- Prospective occupants of the development must qualify for affordable housing under criteria established or approved by the City.
- The City will be entitled to register a caveat or other instruments on title to protect its interest under the agreement.
- In the event of a substantial breach of the agreement by the Development Partner, remedies may include but are not limited to grant funding being repayable to the City on a pro-rated basis.

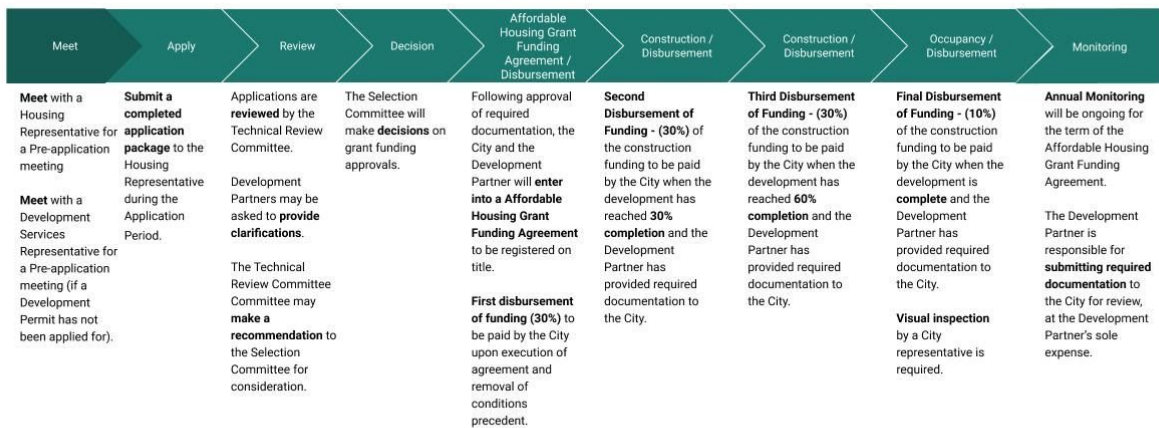
Applications are accepted and reviewed based on the following schedule:

Application Intake	February 22 - May 24, 20201
Application Processing	May 24 - June 18, 2021
Grant Award Decision	June 30, 2021
Grant Disbursement	Disbursement will be in accordance with Affordable Housing Grant Funding Agreement



Application Process

Please reference Appendix I for detailed application requirements.



Process Chart
Housing Redevelopment Grant Pilot
Version: January 2021

Step 1: Pre-application Discussions

All Development Partners must arrange for an initial pre-application meeting with a representative from the City of Edmonton’s Affordable Housing and Homelessness Section (“Housing Representative”) to review the suitability of a proposed development for application to the Program. City Administration may reasonably request due diligence documentation from the Development Partner, to be provided at the Development Partner’s sole expense.

*Before meeting with a Housing Representative, please review the required checklist (see appendices) outlining the minimum documentation required at each stage of the process in order to move forward.

Step 2: Pre-application Meeting (with Development Services Representative)

All Development Partners must meet with a representative from the City of Edmonton’s Development Services (“Development Services Representative”) to discuss the development proposal if a Development Permit has not been applied for or issued. City Administration may reasonably request due diligence documentation from the Development Partner, to be provided at the Development Partner’s sole expense.

Step 3: Apply for the Grant Program

If Administration determines that a proposed development may proceed to a formal grant application, the Development Partner will be provided with a Grant ID to begin the application process.

A separate grant application is required per development.



To ensure your application will be processed, please be prepared to submit specific documentation and provide clarifications throughout the process. Inability to provide the required documentation will result in the withdrawal of your application.

Please note: the City of Edmonton may share your development details with other orders of government.

Step 4: Review

Completed applications received during an application period are reviewed by the Technical Review Committee against the Program goals and application and evaluation requirements and criteria.

Step 5: Decision

Next, the Selection Committee will prioritize applications received based on alignment with the City of Edmonton's priorities and outcomes as outlined in [City Policy C601 Affordable Housing Investment Guidelines](#) and the [Affordable Housing Investment Plan](#). The Selection Committee will determine which applications are approved for receipt of grant funding.

Please note: your development may be publicized in City of Edmonton materials, media and Council Reports.

Step 6: Affordable Housing Grant Funding Agreement

The City will provide an Affordable Housing Grant Funding Agreement to the Development Partner to review.

The City and the Development Partner must enter into an Affordable Housing Grant Funding Agreement, with registration of the said Agreement as a caveat against the title to the development land standing in the name of the Development Partner as the registered fee simple owner. The caveat remains registered on title for the term of the said Agreement.

Step 7: Disbursement of Grant Funding

The typical documentation requirements and disbursement schedule is as generally and non-exhaustively shown in Appendix II.

Step 8: Monitoring

Annual monitoring will be ongoing for the term of the Affordable Housing Grant Funding Agreement at the sole cost and expense of the Development Partner. Annual monitoring requirements may include, but are not limited to, reporting on occupancy of affordable units, annual statement of operations for the development, and annual audited financial statements. Additional reporting requirements may apply for developments operated under the Supportive Living Accommodation Licencing Act, if applicable.



Disclaimers

Please note, at minimum and without limitation, the City reserves the right to withhold payment of grant funding where:

- The Developer Partner has made any material misrepresentation or provides any materially false or materially misleading information to the City;
- The Developer Partner or any associate or affiliate entity of the Developer Partner is in arrears on any payment or reporting obligation to the City under the terms of any other agreement made with the City;
- The Developer Partner has outstanding amounts owing to the City due to property taxes that are past due or in arrears;
- The Developer Partner is in litigation with the City over any matter;
- The Developer Partner is or becomes bankrupt, insolvent, commits an act of bankruptcy, makes a general assignment for the benefit of creditors, has a receiver or trustee appointed, or ceases to function as an active legal entity under the laws of Alberta;
- The Developer Partner is or becomes the subject of a Canada Revenue Agency judgment or tax lien; or
- There is a judgment, tax lien, builders' lien, or certificate of lis pendens registered against the title to the land on which the proposed development will be situated.

Reservation of Rights

The City reserves the right, in its sole discretion, to:

- require any or all prospective or actual Development Partner to provide further clarification on information submitted, or to provide additional information or materials to assist in a review of its submission;
- accept, reject, or further negotiate with any or all prospective or actual Development Partners;
- amend, modify, cancel, or suspend the Program or any or all stages of the Program, at any time, for any reason;
- recommence the grant process for new responses or enter into negotiations for grant funding;
- extend from time to time any date, time period, or deadline provided for in the selection process, upon written notice to all affected Developer Partners; and



- not enter into a Grant Funding Affordable Housing Agreement with any Development Partner.

No Liability

By participating in any aspect of the Program, the Development Partner, whether prospective or actual, specifically agrees that it will have absolutely no claim against the City or any of its employees, advisors, or representatives for anything resulting from the exercise of any or all of the rights set out herein.

Without limiting the generality of the foregoing, the Development Partner, whether prospective or actual, also agrees that in no event will the City, or any of its employees, agents, advisors, or representatives be liable, under any circumstances, for any claim, or to reimburse or compensate it in any manner whatsoever, including, without limitation, for the costs of preparation of any submission, loss of anticipated profits, loss of opportunity, or any other matter.

The pre-application meeting and any submission process is only intended to solicit interest and information from a prospective Development Partner or Development Partner, as the case may be, and does not create any legally binding arrangement with the City. The pre-application meeting and submission process will not give rise to any "Contract A" based tendering law duties or any other legal or equitable obligations arising out of any process contract or collateral contract. Neither the Development Partner, whether prospective or actual, or the City has, or will have, the right to make a claim of any kind, whatsoever, against the other, with respect to the award of a contract, the failure to award a contract, or the failure to honour a response to the submission process.

Contact Us

If you have any questions about the Program, are interested in applying, or would like to book a pre-application meeting, please send your inquiry to housing@edmonton.ca or call 780-496-4878. We will be in touch with you within three business days.



Resources

- [City of Edmonton Maximum Allowable Rental Rates \(MARR\) & Maximum Average Income Thresholds](#)

Housing information and data

- [City of Edmonton's Glossary of Housing Terms](#)
- [CMHC Minimum Environmental & Accessibility Requirements - New Construction](#)

Relevant City Initiatives, Guidelines, Policies

- [Policy C601 - Affordable Housing Investments Guidelines](#)
- [Policy C532 - Sustainable Building Policy](#)
- [Updated Affordable Housing Investment Plan 2019-2022](#)
- [CONNECTEDMONTON](#)
- [The City Plan](#)
- [City Initiatives](#)
- [Accessibility - City of Edmonton Safety Codes Permits and Inspections Section plain-language interpretation of National Building Code-2019 Alberta Edition](#)
- [Environmental Site Assessment Guidebook](#)



Appendix I - Application Requirements

Prior to being permitted to submit a grant application, prospective Development Partners shall meet with Administration to review the suitability of a proposed development for the Program. The City may reasonably request due diligence documentation from the prospective Development Partner about the proposed development, at the prospective Development Partner's sole expense.

If permitted to submit a grant application, Development Partners will be required to provide a more fulsome application to the City addressing all application requirements, which may include further due diligence documentation, at the Development Partner's sole expense.

Context and Ownership

Context

- The proposed development lands must be located within the boundaries of the city of Edmonton.
- Provide a narrative describing how the proposed development lands meet the qualifications for redevelopment under the Program, including how the candidate property has a significant detrimental impact to surrounding properties, and how the proposed development will support achievement of the Program goals.
- The proposed development lands must have a significant detrimental impact to surrounding properties, including but not limited to:
 - nuisance conditions;
 - property deterioration;
 - safety issues or concerns;
 - structural integrity; and/or
 - fire risks and hazards.

Examples of information to identify potential qualifying lands include:

- Photographs of the proposed development lands
- Property inspection report
- Records of the following, available from:
 - https://selfserve.edmonton.ca/Default.aspx?PossePresentation=NewRequest&PosseObjectDef=j_SEARCHOFFILES
 - Copies of Building Plans (such as blueprints or stamped drawings)
 - Copies of Permits (does not include building plans such as blueprints or stamped drawings)
 - Outstanding Inspections
 - Bylaw Infraction Complaints (within 1 year period)
 - Compliance Certificates
 - Search of records for safety codes deficiencies from the Safety Codes Council:
<https://www.safetycodes.ab.ca/permits-inspections/issued-orders/>
- Confirmation that the proposed development lands are already vacant or tenants are on short-term leases that expire and enable residents to be transitioned out of the housing prior to



redevelopment. A tenant relocation plan, if there are existing tenants that will be required to move to accommodate the redevelopment, will be required prior to entering into an Affordable Housing Agreement.

- The City shall consider the neighbourhood affordable housing target and ratio, and broader geographic context, of the proposed development.

Ownership

- Address of proposed development lands (municipal address and legal description)
- Confirmation of fee simple ownership of the proposed development lands by the Development Partner
 - Current title search; OR
 - Purchase contract (confirming the Development Partner’s right as purchaser to fee simple ownership of the proposed development land)

Public Engagement

- Record of previous communications and engagement
- [Public engagement plan](#)
- [Good Neighbour Plan](#)

Property Information

- Copy of all encumbrances registered on proposed development lands
- Confirmation of appropriate Zoning for proposed development lands
- Current Environmental Site Assessment Repository Search and Environmental Law Centre search, together with the results of any environmental reports for the proposed development lands in the event any reports were obtained by the Development Partner. Further Environmental Site Assessments or environmental reporting may be requested by the City, in its sole discretion, in the event of potential or known contamination.
- Current tax search
- Current title search
- Current adjacent title search
- Real property report and certificate of compliance, non-conformance, or non-compliance (not required for foreclosure or government-ordered sales or where the property is being demolished as part of the proposed development).

Design Plans

The Development Partner must provide a project description on how the proposed development will integrate with the neighbourhood, proximity to amenities and services, particulars of how the proposed development will meet accessibility standards, and proposed construction commencement and completion dates (with construction commencement to be within two years of the execution of a Grant Funding Affordable Housing Agreement with the City of Edmonton).

- Proximity to amenities / services, outlining distances to the following:

- Bus Stop
- LRT Station or Major Transit Centre
- Grocery Store
- Park / Green Space
- Recreation / Community Centre
- Health Services
- Public School
- Child Care Services
- Other
- Number of units, including breakdown of units per number of bedrooms and bathrooms
- Description of amenities for residents
- Set of drawings (please refer to [Multi-Unit Residential Checklist](#) or [Commercial/Industrial checklist](#) for full details) including:
 - Site Plan
 - Landscape Plans
 - Floor Plans
 - Elevation Drawings
 - Fire Access Plan
 - Description of:
 - Community value adds, such as public art, preservation of historic resources, streetscape improvements, child care services, improvement to community facilities
 - Alignment with City Plans, Policies and [Initiatives](#), such as [CONNECTEDMONTON](#), [The City Plan](#), Winter City Design Guidelines, Live Active, Age Friendly Edmonton, Fresh - Edmonton's Food and Urban Agriculture Strategy
- Description of how the proposed development will integrate with the neighbourhood
- Description of Environmental/Energy Efficiency Features achieved by the proposed development
 - Developments must achieve a 15% decrease in operating energy consumption and greenhouse gas emissions relative to the National Energy Code for Buildings. Developments that achieve greater decreases will score higher during the evaluation process.
- Description of Accessibility Standards achieved by the proposed development
 - Developments must meet minimum accessibility requirements of the National Building Code 2019 Alberta Edition. Developments that provide barrier-free common areas, universal design, or accessible units will score higher during the evaluation process.
 - Identify any accessibility requirements from the National Building Code 2019 Alberta Edition
 - State whether or not common areas will be barrier-free
 - Provide the total number of units that will be Adaptable Dwelling Units in accordance with National Building Code 2019 Alberta Edition 3.8.4*
 - If applicable, provide a narrative of the details of the proposed accessibility strategy within each unit (refer to [CMHC Minimum Environmental & Accessibility Requirements - New Construction](#) Table A) and identify the barrier-free features from the approach to the building, through the common areas and into the accessible units (refer to [CMHC Minimum Environmental & Accessibility Requirements - New Construction](#) Table B)



- Description of Universal Design achieved by the proposed development
 - If applicable, provide a narrative of the details of the proposed universal design strategy within the dwelling units and throughout the common areas (refer to [CMHC Minimum Environmental & Accessibility Requirements - New Construction Table C](#))
 - *Please note 10% of units must be Adaptable Dwelling Units as full or partial funding may be received from the Government of Alberta.
- Project Schedule, including but not limited to expected completion dates for the following:
 - Financing confirmed
 - Closing date (fee simple ownership by the Development Partner)
 - Development Permit Issued
 - Construction Tender
 - Building Permit Issued
 - Construction Commencement (must be within 2 years of execution of grant funding affordable housing agreement with City)
 - Construction Completion
 - Occupancy Permit
- For rehabilitation of existing buildings:
 - Building Condition Assessment Report (if available)
 - Maintenance Report (if available)
 - Facility Drawings or As-Built Drawings (if available)

Qualifications of Development Partner

- [Statutory Declaration](#)
- Development Partner's incorporation or constating documentation
- Proof of the Development Partner's status as a non-profit organization
- Current copies of the following searches:
 - Corporate Registry Search on the Development Partner
 - Personal Property Registry Search on the Development Partner
 - Bankruptcy Search on the Development Partner
- Written confirmation that neither the Development Partner nor any of its board members have ever been convicted of a criminal offence for fraud, theft, or money laundering
- A summary outlining the Development Partner's ability to carry out the proposed development
 - A description of the Development Partner's mandate (mission and history)
 - A description of the Development Partner's connection to the neighbourhood and community in which the proposed development is to be located
 - A description that outlines the experience of the Development Partner, and any entity to be retained by the Development Partner for the proposed development, in the operation and property management of affordable housing developments, including:
 - Name of the property
 - Property address
 - Type of property (e.g. row house, low rise apartments)
 - Number of units
 - Programs and support services provided (e.g. off-site support services, on-site support services)

- Number of years of management experience
- Written confirmation as to whether the Development Partner is constructing the development itself, or alternatively, the name of the contracted builder or developer involved in the construction of this development
- Experience of the Development Partner, and/or their contracted builder or developer in construction, including a list of developments completed or that are in progress, of similar size and scope as the proposed development, with the following details:
 - Name of the property
 - Property address
 - Type of property (e.g. single detached, row house, low rise apartments)
 - Number of units
 - Overall budget for the proposed development
 - Year complete
- Written confirmation as to whether the Development Partner or its project team, consulting firm, or sub-consultant are licensed or eligible for licensing in Alberta with the Alberta Association of Architects (AAA). If applicable, please provide a list of developments recognized by awards

Affordable Housing Proposal

The Development Partner must provide a summary of the proposed affordable housing development, including:

- Description of the proposed development, including particulars of the affordable housing component and any market component;
- The proposed [type of affordable housing](#);
- The proposed form of tenure;
- The proposed term of affordability (applications that proffer the longest affordability term, up to a maximum of 40 years, will be ranked higher at the evaluation stage);
- Description of occupancy model and how it ensures continuous affordable housing use for the term of the agreement proposed with the City;
- The proposed availability of residential units to various persons, including:
 - Minimum percentage of units to be used for affordable housing
 - Eligibility criteria for occupants of affordable housing units, which must (at minimum) be occupants with an annual household income below threshold limits set by the City;
 - Payments proposed to be charged to affordable housing occupants. At a minimum, rent payments for tenancies must not exceed 80 percent of the average market rental rates as determined by CMHC or must be rent-g geared-to-income with payments that do not exceed 30 percent of the occupant's monthly gross household income. Mortgage payments must not exceed 25 percent of the occupant's monthly gross household income (refer to the resources section on page 11 for the current year's City of Edmonton threshold limits and CMHC average rental rates)
 - Additional eligibility or payment criteria for occupants may be imposed by the City of Edmonton
 - Details on the proposed operation and management of the residential units
 - On-site / mobile support; full-time or part-time programming



- Service provision (e.g. meals, laundry, specific utilities, parking), indicating whether the cost of services are included in rent / mortgage payments
 - Description of ongoing collaboration with homeless-serving or other social service agencies, if any
- Description of demonstrated need and demand for type of housing; this may include but is not limited to:
 - Market study demonstrating the same housing type need
 - Waiting list for same type of housing
 - Vacancy information
- Description of target market:
 - The demographic being served (e.g. individuals, families, seniors, at risk of homelessness). Please specify the number of units dedicated to vulnerable populations and people experiencing chronic homelessness
 - Description of occupant selection
 - self-referred, coordinated intake or referred by others

Financial Information

Proof of financial viability of the proposed development:

- Completed copy of the appropriate Financial Assessment Spreadsheet
 - [Financial Assessment Spreadsheet - Housing Redevelopment Grant Pilot Program](#)
- Audited financial statements for the previous three years
 - If the audited financial statement is not available at time of application, a Review Engagement Report may be accepted at the sole discretion of the City during the application stage. The City will require an audited financial statement prior to execution of the Affordable Housing Agreement that is satisfactory to the City.
- Confirmation of equity
 - Proof of 10% of the total capital construction cost of the proposed development must be provided by the Development Partner as unencumbered equity
- Confirmation of other funding sources and/or financing
 - Written proof of each lender or funder's commitment to the proposed development, including the intended funding amounts and any conditions
- Cost Estimates
 - Class D Quantity Survey Report or cost consultant certified report. If neither are available at the time of application, a breakdown of forecasted costs provided by a certified architect or engineer may be accepted at the sole discretion of the City.

*Please note: following approval of the application, a cost consultant certified report will be required prior to execution of the Affordable Housing Grant Funding Agreement.
- Confirmation of the availability of a performance bond, labour and material bond, and proof of construction insurance, that is satisfactory to the City.
- Appraisal Report (Completed by a qualified AIC (Appraisal Institute of Canada) designated Appraiser)

Appendix II: Required Documentation and Typical Disbursement Schedule

The following table provides a general and non-exhaustive description of typical Affordable Housing Grant Funding Agreement requirements only, and nothing contained herein shall in any way be deemed to fetter the City’s authority in any way whatsoever, and the approval of an Affordable Housing Grant Funding Agreement and its terms and conditions must be in a form and content acceptable to the City Manager.

Typical documents required for the Affordable Housing Grant Funding Agreement, to the satisfaction of the City	
Confirmation of Ownership	<ul style="list-style-type: none"> • Certificate of Title demonstrating ownership of the land in the name of the Development Partner as the registered fee simple owner. • Confirmation of registration of the Affordable Housing Grant Funding Agreement as a caveat against title to the land in the name of the Development Partner as the registered fee simple owner
Development Details	<ul style="list-style-type: none"> • Development Permit • Building Permit, including adaptable unit requirements • Occupancy Permit • Preventative maintenance and repair schedule for the development • Executed Good Neighbour Plan
Financial Information	<ul style="list-style-type: none"> • An independent report prepared by a licensed and certified third party quantity surveyor retained by the Development Partner confirming the estimated total capital costs of the development, with said report issued post-building permit • Progress payment certificates prepared by a licensed and certified third party quantity surveyor retained by the Development Partner confirming physical construction of the development at payment milestones (30% and 60% of construction completion) • Construction completion certificate prepared and approved by a licensed and certified third party quantity surveyor retained by

	<p>the Development Partner confirming physical construction of the development is complete</p> <ul style="list-style-type: none"> ● Statement of final capital costs prepared and approved by a licensed and certified third party quantity surveyor retained by the Development Partner ● Production of an appropriate statutory declaration(s) at time of each payment milestone, confirming payment of contractors and subcontractors is up to date ● Proof of a Performance Bond, Labour and Material Bond, and proof of insurance ● A copy of the Development Partner's licence in good standing for the development under the <i>Supportive Living Accommodation Licencing Act</i>, if applicable ● Annual monitoring documents, including reporting on occupancy of affordable units, annual statement of operations for the development, and annual audited financial statements. Additional reporting requirements may apply for developments operated under the <i>Supportive Living Accommodation Licencing Act</i>, if applicable
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