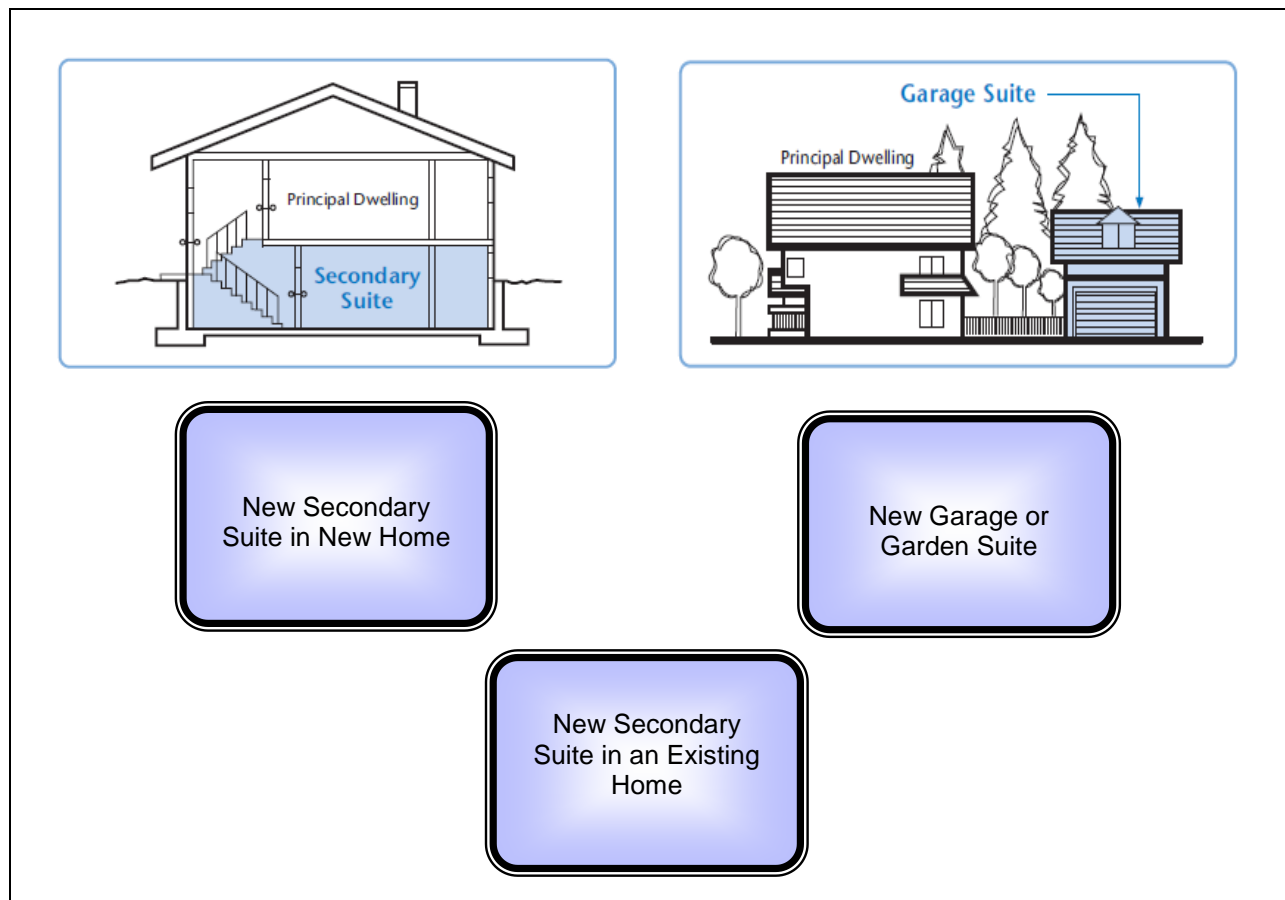


Secondary Suite Grant Funding Program Information Guide and Application Form

Building a New Secondary Suite in a New Home
Building a New Secondary Suite in an Existing Home
Building a New Garage or Garden Suite



****Any work carried out prior to receipt of written confirmation of grant funding approval is not eligible for Program funding****

Introduction

Interested in building a **new Secondary Suite** (in a new home or an existing home), or building a **new Garage or Garden Suite**? You may be eligible for up to \$20,000 in funding through the Secondary Suite Grant Funding Program: *Edmonton's Plan for Affordable Housing*. This guide will give you the information you need to begin the application process.

Please note there is a separate Information Guide for **upgrading existing suites**. Further documentation may be required and applicants should contact the Secondary Suites Grant Coordinator with questions. Call 311 and ask for the Secondary Suites Grant Coordinator, or e-mail secondariesuites@edmonton.ca .

Grant Application

- The Secondary Suites grant application form is attached. The City will evaluate completed grant applications and the following required documentation:
 - Two itemized estimates¹ of the total construction cost of the proposed Suite;
 - Copy of a valid Development Permit and Building Permit;
 - Copy of a floor plan of the proposed Suite approved by a City Plans Examiner;
 - Copy of land title or valid offer to purchase to confirm ownership of the property;
 - Copy of a current property tax notice/assessment;
 - Confirmation of project financing.
- Complete grant application packages are to be submitted to:

Mailing Address:

Real Estate and Housing
Secondary Suites
2nd Floor Edmonton Tower
10111 – 104 Avenue
Edmonton, AB T5J 0J4

- Funding will be committed based on the figures submitted. No cost over-runs will be covered by the City of Edmonton. The Branch decision is final.
- The City of Edmonton will make every effort to notify an applicant within 10 working days on the status of their completed application and required documentation.

¹ One estimate is required for Building a New Secondary Suite in a New Home.

Definitions

- **Secondary Suite** means development consisting of a Dwelling located within, and Accessory to, a structure in which the principal Dwelling is Single Detached Housing, Semi-detached Housing, Duplex Housing, or Row Housing. A Secondary Suite has cooking facilities, food preparation; sleeping and sanitary facilities which are physically separate from those of the principal Dwelling within the structure. A Secondary Suite also has an entrance separate from the entrance to the principal Dwelling, either from a common indoor landing or directly from outside the structure. This Use Class includes the Development or Conversion of Basement space or space above ground level to a separate Dwelling, or the addition of new floor space for a Secondary Suite to an existing Dwelling. A Secondary Suite shall not be subject to separation from the principal Dwelling through a condominium conversion or subdivision. This Use Class does not include Apartment Housing, Garden Suites, Lodging Houses, Blatchford Lane Suites, Blatchford Accessory Suites, or Blatchford Townhousing.
- **Garden Suite** means an Accessory building containing a Dwelling, which is located separate from the principal Use which is Single Detached Housing, and which may contain a Parking Area. A Garden Suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal Dwelling located on the Site. This Use Class does not include Secondary Suites, Blatchford Lane Suites, or Blatchford Accessory Suites.

Program Purpose

- The *Secondary Suites Grant Funding Program* is intended to increase the supply of long-term affordable housing rental units that conform to City zoning and Provincial building code requirements.

Program Details

- The *Secondary Suites Grant Funding Program* provides funding to assist a property owner construct:
 - a new Secondary Suite on a property where no primary residential unit exists
 - a new Secondary Suite on a property where an existing primary residential unit exists
 - a new Garage or Garden suite on a property
- **Secondary Suites grants provide conditional funding assistance to qualifying applicants on a first-come-first-served basis, up to a maximum of \$20,000 per**

Secondary Suite and no greater than 50% of the eligible construction costs. A flat rate for maximum reimbursement on selected eligible costs will be applied.

Please note: The property is security for the obligation of the owner up to the maximum grant funding amount and constitutes a charge against the property. The City will file a caveat that will be discharged upon expiry or termination of the 5-year operating agreement.

- The City funded Suite must be rented to an eligible tenant earning within the maximum income by household size thresholds during the 5-year operating agreement.
- Sale of the property prior to the terms of the 5-year operating agreement will result in full repayment of the entire grant amount.
- The Secondary Suite Program requires the property owner to use their own funds and not other government funding for their proportionate share of the Program funded suite.
- The Secondary Suite Program total annual budget is based on the City's limited Provincial and City funding sources. Therefore, funding commitments to the Secondary Suites Program is conditional on budget availability.

Eligible Applicants

- Applicants to the Secondary Suites Program must:
 - Show commitment to the purpose of the Program by demonstrating the ability to oversee construction and manage the Suite over the 5-year term of the operating agreement with the City;
 - Must be the owner-occupier of the primary residence;
 - Provide receipts indicating that project costs beyond the grant funding amount have been paid prior to accessing grant funding.
- Any work carried out prior to receipt of written confirmation of funding approval is not eligible for Program funding.
- An applicant who is in property tax arrears is not eligible for Program funding.
- The applicant/owner must have secured the property, as evidenced by holding title or having a valid offer to purchase, before applying for Program funds.
- An applicant approved for funding under this Program must abide by the requirements for a landlord under the Residential Tenancies Act.²

² For additional information please contact the Landlord Tenant Advisory Board (LTAB) at: 6606 – 127 Avenue, Edmonton, AB, T5C 1R9, (780) 496-5959, www.edmonton.ca/ltab

Eligible Costs

- Eligible costs means all reasonable costs related to constructing a modest, self-contained Program-funded Secondary Suite:
 - Eligible costs include: required servicing, building materials, and qualified labour for construction to meet minimum health and safety code requirements for Secondary Suites, development and construction permits;
 - Ineligible costs include: furnishings, appliances, site development and costs incurred prior to approval of Secondary Suites grant funding.
- A flat rate for maximum reimbursement on selected eligible costs will be applied.
- All construction costs must be approved by the Housing Branch and meet the Alberta Building Code. Any construction costs beyond the scope of the Program will not be covered by Program funding.
- Inspection staff will provide a specification report outlining “qualifying” and “mandatory” repairs required under the Program. Repairs must bring the Suite up to a minimum level of health and safety.

Eligible Properties

- The project must be located within the boundaries of the City of Edmonton.
- The project can only be developed in, or accessory to, a single detached house, semi-detached, duplex and row housing house.
- Only one Secondary Suite is permitted per property.
- The applicant/owner must have secured the property, as evidenced by holding title or having a valid offer to purchase, before applying for Program funds.
- The property must meet City zoning and Alberta Building Code requirements to permit a Secondary Suite.
- A proposed Suite must comply with the Edmonton Zoning Bylaw prior to being considered for funding.
A suite must comply with Edmonton Zoning Bylaw minimum and maximum suite size requirements:

Eligible Tenants

- A Program funded Suite must be rented to a household with less than maximum income³ that is capable of independent living without in-situ Support Services, and requires no on-going housing operating subsidies from the government.

³ The City determines whether a tenant qualifies based on the calculation of maximum income in the City of Edmonton for that year. Information on the maximum income for specific household sizes in Edmonton is available from the City’s Housing Branch as well as August 2018

Grant Approval Process

- The City will issue a letter to an approved applicant enclosing a draft 5-year operating agreement that specifies the approved grant amount and the terms and conditions of the grant approval. In response, an applicant shall sign and return all copies of the operating agreement. The operating agreement will commit an applicant to ensure that the new Suite is rented to a household earning less than maximum income.
- One hundred percent (100%) of Program approved funds may be paid to the applicant upon a final inspection by the City Housing Branch after all work is completed and receipt of all required final inspection reports which confirm compliance with appropriate governing codes and legislation. All grant funding cheques will be made payable to the applicant.
- The City retains the right to access the property and monitor the project and ensure compliance with all terms and conditions of the operating agreement over its 5-year term. The City may inspect a Program-funded property on an annual basis. The applicant and tenant must provide a City Inspector access within one week of a request being made to enter the premises for up to 5 years after the receipt of Program funding.
- The applicant is required to notify the City of any ownership or Suite tenancy changes before the 5-year term has completed.
- Approval of an application will be revoked if the work is not completed within 12 months of the date of the approval letter. All required documentation and a request for final inspection by the City must be submitted by this time.
- An applicant who breaches the terms of the signed operating agreement will be required to repay the entire grant amount in full.

on the City web site <http://www.edmonton.ca>. It is the responsibility of the Owner to inform the City that the tenant is earning less than maximum income for their household size.

HOUSING AND HOMELESSNESS



Application Form

Secondary Suites Grant Funding Program

- Building a New Secondary Suite in a New Home
- Building a New Secondary Suite in an Existing Home
- Building a New Garage or Garden Suite

Note: Incomplete applications will not be accepted. A complete application includes attaching:

- Valid Development and Building Permits;
- Two itemized estimates of the total construction cost of the proposed Suite;
- Copy of a floor plan of the proposed suite approved by a City Plans Examiner;
- Copy of land title or valid offer to purchase;
- Copy of current property tax notice or assessment;
- Confirmation of project financing.

Completed applications will be considered on a first-come-first-served basis.

Approved homeowners may be eligible for a reimbursement of up to 50% of the project's eligible costs, to the maximum grant amount.

APPLICANT(S) – All persons on Title

Property Owner(s)	Contact Name (if different)
Name of spouse (if not on title)	Does the spouse reside (or have they ever resided) on the property? YES/NO

MAILING ADDRESS/CONTACT INFORMATION

Street No.	Street Name	Unit/Apt. No.	City	Province	Postal Code
Telephone Numbers	Home ()	Work ()	Cell ()		
Email					

PROPERTY TO BE DEVELOPED

Street No.	Street Name	City	Province	Postal Code
Legal Description (Plan, Block & Lot)				

ESTIMATED PROJECT COST DETAILS

Item	Estimate 1	Estimate 2*
Total Estimated Construction Costs Inc. GST		
Other Costs: i.e. Building Permits, Drawings, etc. Inc. GST		
Total Estimated Project Costs		

* One estimate is required for Building a New Secondary Suite in a New Home.

DECLARATION

<ol style="list-style-type: none"> 1. I/We hereby grant permission to the City of Edmonton to carry out necessary inquiries to verify accuracy of information contained herein. 2. I/We hereby confirm that I/we am/are the owner(s) of the said property. 3. I/We commit to be the owner occupier of the principal residential unit committed to meeting the terms of the five year operating agreement. 4. I/We hereby authorize an inspection of my/our property at any reasonable time with the appropriate advance notice. 5. I/We acknowledge that any work carried out prior to receipt of written confirmation of funding approval is not eligible for Program funding. 6. I/We hereby commit to rent the Suite to a household earning less than the maximum income for their household size in Edmonton for a period of five years. (Please note the five year term commences from the first day of the month following the date the final Grant Funding cheque is issued.) 7. I/we will notify the City of any and all building ownership or Suite tenancy changes within the five year term. 8. I/We acknowledge that I/we must expend one hundred percent (100%) of required owner contribution prior to receiving any City grant funding. 9. It is understood by the parties that the Secondary Suite Grant Funding Program requires the Owner to use the Owner's funds and not other Government funding for its proportionate share of the Program Funded Suite. 10. I/We acknowledge: <ol style="list-style-type: none"> (a) that I/we have read and understand the terms and conditions of the Information Guide that shall govern any funding that may be approved; and, (b) that I/we will enter into an operating agreement. 11. The information contained herein is true. 	
Date	Signature(s) of Applicant(s) on Title

The personal information requested in this form 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 Grant Funding 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 Secondary Suites Coordinator, 2nd Floor, 10111 – 104 Avenue NW, Edmonton, Alberta, T5J 0J4. Phone: 311 or (780)-442-5311.