



Meet with a Housing Representative for a Pre-application meeting

Meet with a Development Services Representative for a Pre-application meeting (if a Development Permit has not been applied for).

Submit a completed application package to the Housing Representative during the Application Period.

Applications are **reviewed** by the Technical Review Committee.

Applicants may be asked to **provide clarifications**.

The Selection Committee may **make a recommendation** to Council for consideration.

Decision

Council will make **decisions** on grant funding approvals.

Applicants may be asked to **provide additional information** and **answer questions** at Council or Committee meetings.

Affordable Housing Grant Funding Agreement / Disbursement

Following approval of required documentation, the City and the Applicant will **enter into a Affordable Housing Grant Funding Agreement** to be registered on title.

First disbursement of funding (30%) to be paid by the City upon execution of agreement and removal of conditions precedent.

Construction / Disbursement

Second Disbursement of Funding - (30%) of the construction funding to be paid by the City when the development has reached **30% completion** and the Applicant has provided required documentation to the City.

Construction / Disbursement

Third Disbursement of Funding - (30%) of the construction funding to be paid by the City when the development has reached **60% completion** and the Applicant has provided required documentation to the City.

Occupancy / Disbursement

Final Disbursement of Funding - (10%) of the construction funding to be paid by the City when the development is **complete** and the Applicant has provided required documentation to the City.

Visual inspection by a City representative is required.

Monitoring

Annual Monitoring will be ongoing for the term of the Affordable Housing Grant Funding Agreement.

The applicant is responsible for **submitting required documentation** to the City for review, at the applicant's sole expense.