



**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 is required and 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.

Council will make **decisions** on grant funding approvals.  
Applicants may be asked to **provide additional information** and **answer questions** at Council or Committee meetings.

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.

**Second Disbursement of Funding - (30%)** of the construction funding to be paid by the City when the **development is at least 30% complete** and the applicant has provided required documentation to the City.

**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.

**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.

**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.