



410 Jarvis Street  
Whitehorse, YT, Y1A  
1-800-661-0408, ext. 5759

## Affordable Housing Construction Program Application Form

### AFFORDABLE HOUSING CONSTRUCTION PROGRAM BACKGROUND

#### Program Objective

The program aims to increase the quality of life in Yukon by improving the quality and availability of affordable rental housing, and alleviating shortage of accommodations, for individuals and families most in need.

#### Applicant Eligibility

##### 1. Applicants

- Any government (inclusive of settled FN);
- Non-profit organization;
- For-profit developer/landlord; or
- Potential developer/landlord.

##### 2. Shelter Eligibility

- Project must be located in rural Yukon outside of Whitehorse;
- Units must be targeted to tenants that have income below median household income for Yukon, as reported by Statistics Canada;
- Housing must be a self-contained independent living unit/dwelling;
- Property/ housing development must have the appropriate insurance; and
- Property and building must conform to applicable bylaws (e.g. zoning) and/or regulations of local jurisdiction having authority (e.g. Area Development Regulations).

### GENERAL INFORMATION

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business/Society #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PROJECT HIGHLIGHTS

Project Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Total Cost: \$\_\_\_\_\_

YHC Capital Funding Request: \$\_\_\_\_\_ (# of Units x \$50,000; up to \$500,000)

### Documentation Required

Please attach to this Affordable Housing Program Application a Project Outline, including:

#### Section 1 - Applicant Organization

1.1 General Information and Description of Applicant

1.2 Key Personnel

Attach Appendix: Supplementary Corporate Literature (if applicable)

Attach Appendix: CV's for Key Personnel (if applicable)

#### Section 2 – Past Projects and Demonstration of Success

2.1 Past Project Information and Success

2.2 Contact Information for Past Project - Positive Reference Check

#### Section 3 – Building Design and Construction Concept

3.1 Site Development

3.2 Architectural

3.3 Permits and Approvals

Attach Appendix: Land Site Map (required)

Attach Appendix: Design Drawings (required)

#### Section 4 - Project Organization and Management

4.1 Project Description

4.2 Project Plan and Construction Sequence

4.3 Implementation Schedule

4.4 Communication Plan

4.3 Property Management Plan

## Section 5 – Business Plan

- 5.1 Proposed Rental Population/ Demographics
- 5.2 Alignment with Housing Action Plan Priorities
- 5.3 Strategy for ensuring that those most in need of affordable housing will have improved access to affordable housing (include demographic information)
- 5.4 Description of the location (e.g. proximity to health care services, grocery stores, parking) and the demographic who will reside in the building and how it supports the goals of the local OCP (e.g. Heritage Bylaws, parking)
- 5.5 Building Make-up: Commercial, Market, and Affordable Rental Units
- 5.6 Proposed Number, Size of Units, and Rental Rates
- 5.7 Proposed rental scheme (i.e. rent rates showing affordability)
- 5.8 Pro-Forma of costs including land
- 5.9 Proposed Annual Operating and Maintenance Budget – Years 1-10

## Section 6 – Project Development and Overall Cost

- 6.1 Overall Project Costs and Identified Sources of Funding
- 6.2 Eligible IAH Fund Costs
- 6.3 Cash Flow

## Section 7 – Performance Measures

As applicable, the organization will have to provide Yukon Housing Corporation with the following information at a later date in order to meet Investment in Affordable Housing (IAH) Agreement/Social Infrastructure Fund (SIF) reporting requirements:

- a description of apprenticeship opportunities that will be provided
- the number of households that will no longer be in housing need as a result
- the number of households no longer living in inadequate conditions
- the number of seniors or persons with disabilities able to remain living independently
- additional funding generated from other sources

**Scoring Criteria:** (This section will be completed by Yukon Housing Corporation)

Criterion	Rating:
<p><u>Section 1 - Applicant Organization</u>            1.1 General Information and Description of Applicant            1.2 Key Personnel            Attach Appendix: Supplementary Corporate Literature (if applicable)            Attach Appendix: Supplementary CV's for Key Personnel (if applicable)</p>	
<p><u>Section 2 – Past Projects and Demonstration of Success</u>            2.1 Past Project Information + Success            2.2 Contact Information for Past Project – Positive Reference Check</p>	
<p><u>Section 3 – Building Design and Construction Concept</u>            3.1 Site Development            3.2 Architectural            3.3 Permits and Approvals            Attach Appendix: Land Site Map (Required)            Attach Appendix: Design Drawings (Required)</p>	
<p><u>Section 4 - Project Organization and Management</u>            4.1 Project Description            4.2 Project Plan and Construction Sequence            4.3 Implementation Schedule            4.4 Communication Plan            4.5 Property Management Plan</p>	
<p><u>Section 5 – Business Plan</u>            5.1 Proposed Rental Population/ Demographics            5.2 Alignment with Housing Action Plan Priorities            5.3 Strategy for ensuring that those most in need of affordable housing will have improved access to affordable housing including demographic information            5.4 Description of the location (e.g. proximity to health care services, grocery stores, parking) and the demographic who will reside in the building and how it supports the goals of the local OCP (e.g. Heritage Bylaws, parking)            5.5 Building Make-up: Commercial, Market, and Affordable Rental Units            5.6 Proposed Number of Units, Size of Units, and Rental Rates            5.7 Proposed rental scheme (i.e. rental rates showing affordability)            5.8 Pro-Forma of costs including land            5.9 Proposed Annual Operating and Maintenance Budget – Years 1-10</p>	
<p><u>Section 6 – Project Development and Overall Cost</u>            6.1 Overall Project Costs and Identified Sources of Funding            6.2 Eligible IAH Fund Costs            6.3 Construction Cash Flow</p>	
<p><b>RECOMMENDATION</b>  <i>(Incomplete criteria will require additional information from applicant)</i></p>	

The final assessment of the applicants will be based on the review of the six criterion sections: (1) Applicant Organization; (2) Past Projects and Demonstration of Success; (3) Building Design and Construction Concept; (4) Project Organization and Management; (5) Business Plan; and (6) Project Development and Overall Costs.

**Rating Notes**

Each area of the desirable criteria will be evaluated with respect to the requirements and content outlined in this document. Elements that do not have sufficient information will be deemed “Incomplete”. YHC will contact the Applicant and request additional information. The Applicant will be required to submit information to the satisfaction of YHC, who will re-evaluate the application.

Projects that meet YHC’s requirements will be rated as “Good” and may contain the proviso “Approval in Principle” because some documentation is still required. Evaluators may also rate the application as “Exceeds” and may not require further documentation.

General guidelines are as follows:

<b>Description</b>	<b>Rating</b>
Information provided but is deemed INCOMPLETE. YHC to contact Applicant and request additional information.	INCOMPLETE
Criteria categories are referenced and specific information pertaining to the application is provided; Specific details are provided; Applicant has addressed all of the information requirements; Evaluators understand the project without difficulty; Evaluators accept the performance as proposed is possible; Response to the Criteria is deemed to be GOOD.	GOOD
Criteria categories are referenced and specific information pertaining to the application is provided; Specific details are provided; Applicant has addressed all of the information requirements; Evaluators understand the project without difficulty; Evaluators accept the performance as exceeding expectations; Response to the Criteria is deemed to be EXCEEDS.	EXCEEDS

**AGREEMENT**

- 1) I/We have carefully examined the requirements and content, together with all other factors affecting the work, and hereby propose to complete the objectives in the manner identified in the Project Outline.
- 2) I/We have carefully examined the Project Outline together with all other factors affecting the work and hereby commit to develop the project in the manner proposed.
- 3) In the event of our project is approved, I/we agree to enter into a Transfer Payment Agreement with the YHC. In the event of conflict between terms and conditions of this program and the YHC Transfer Payment Agreement form, the terms and conditions of the Transfer Payment Agreement document prevail.
- 4) In consideration of being permitted to submit a project application, I/we agree that this project is irrevocable and open to acceptance by YHC at any time within ninety (90) days after the intake date of the program.
- 5) I/we represent and warrant that the applicant has full power and authority to enter into, perform and execute the Transfer Payment Agreement, and each person signing this application form on behalf of an applicant is properly authorized to do so.
- 6) I/we agree to be bound by statements and representations made in this application.
- 7) I/we have read these documents, understand them and intend to be bound by them.

Sign this form in the space(s) below as follows:

**Sole Proprietorship:**

Sole Proprietor to sign where indicated. Insert the words "Sole Proprietor" under Title(s).

**Partnership:**

Partner(s) to sign where indicated. Insert the word "Partner" against each signature under Title(s).

**Corporation:**

This Form must be signed by one (or more if required by the corporation's own procedures) duly authorized officer of the company, and the officer's position in the corporation indicated beside the signature. The Corporate seal of the company, if any, should also be affixed to this Form by a person authorized to do so.

Signature(s): \_\_\_\_\_ Title \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_