



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

## First Nation Partnership Program Application Form

### Program Objectives

The program aims to increase the quality of life in Yukon by improving the quality and availability of affordable housing for First Nation members, and alleviate shortage of accommodations for First Nation members and families in need.

### Applicant Eligibility

- First Nation Governments;
- First Nation Development Corporations; and
- First Nation Housing Providers.

### Shelter Eligibility

- Housing occupants must be within YHC's household income limits (HILs)

### GENERAL INFORMATION

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

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

Business/Society #: \_\_\_\_\_ (if applicable)

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

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

### PROJECT HIGHLIGHTS

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

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

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

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

Capital Upgrades Request: \$ \_\_\_\_\_ (# of Units)

Rent Supplement Request: \$ \_\_\_\_\_ (# of Rent Supplement Agreements)

**Project Types**

- New Construction (Attach a Project Outline – See Appendix A)
- Capital Upgrades (Attach required documents as per Appendix B)
- Rent Supplement Request (For new construction only – See Appendix C)

**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:

**First Nation:**

First Nation Chief to sign where indicated.

**First Nation Development Corporation:**

President/CEO to sign where indicated.

**First Nation Housing Provider:**

This Form must be signed by one (or more if required by the organization’s own procedures) duly authorized officer of the organization, and the officer’s position indicated beside the signature.

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

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

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

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

**First Nation Partnership Program  
Appendix A  
Documentation Required for New Construction**

For an application related to new construction, please attach to this Application a Project Outline, including:

Section A - Applicant Organization

A.1 General Information and Description of Applicant

A.2 Key Personnel

Attach Appendix: Supplementary Corporate Literature (if applicable)

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

Section B – Past Projects and Demonstration of Success

B.1 Past Project Information + Success

B.2 Contact Information for Past Project – Positive Reference Check

Section C – Building Design and Construction Concept

C.1 Site Development

C.2 Architectural

C.3 Permits and Approvals

Attach Appendix: Land Site Map (Required)

Attach Appendix: Design Drawings (Required)

Section D - Project Organization and Management

D.1 Project Description

D.2 Project Plan and Construction Sequence

D.3 Implementation Schedule

D.4 Communication Plan

D.5 Property Management Plan

Section E – Business Plan

E.1 Proposed Rental Population/ Demographics

E.2 Alignment with Housing Action Plan Priorities

E.3 Strategy for ensuring that those most in need of affordable housing will have improved access to affordable housing including demographic information

E.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)

E.5 Building Make-up: Commercial, Market, and Affordable Rental Units

E.6 Proposed Number of Units, Size of Units, and Rental Rates

E.7 Proposed rental scheme (i.e. rental rates showing affordability)

E.8 Pro-Forma of costs including land

E.9 Proposed Annual Operating and Maintenance Budget – Years 1-10

Section F – Project Development and Overall Cost

F.1 Overall Project Costs and Identified Sources of Funding

F.2 Eligible IAH Fund Costs

F.3 Construction Cash Flow

**Section G: 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><b>Section A - Applicant Organization</b></p> <p>A.1 General Information and Description of Applicant</p> <p>A.2 Key Personnel</p> <p>Attach Appendix: Supplementary Corporate Literature (if applicable)</p> <p>Attach Appendix: Supplementary CV's for Key Personnel (if applicable)</p>	
<p><b>Section B – Past Projects and Demonstration of Success</b></p> <p>B.1 Past Project Information + Success</p> <p>B.2 Contact Information for Past Project – Positive Reference Check</p>	
<p><b>Section C – Building Design and Construction Concept</b></p> <p>C.1 Site Development</p> <p>C.2 Architectural</p> <p>C.3 Permits and Approvals</p> <p>Attach Appendix: Land Site Map (Required)</p> <p>Attach Appendix: Design Drawings (Required)</p>	
<p><b>Section D - Project Organization and Management</b></p> <p>D.1 Project Description</p> <p>D.2 Project Plan and Construction Sequence</p> <p>D.3 Implementation Schedule</p> <p>D.4 Communication Plan</p> <p>D.5 Property Management Plan</p>	
<p><b>Section E – Business Plan</b></p> <p>E.1 Proposed Rental Population/ Demographics</p> <p>E.2 Alignment with Housing Action Plan Priorities</p> <p>E.3 Strategy for ensuring that those most in need of affordable housing will have improved access to affordable housing including demographic information</p> <p>E.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)</p> <p>E.5 Building Make-up: Commercial, Market, and Affordable Rental Units</p> <p>E.6 Proposed Number of Units, Size of Units, and Rental Rates</p>	

E.7 Proposed rental scheme (i.e. rental rates showing affordability)	
E.8 Pro-Forma of costs including land	
E.9 Proposed Annual Operating and Maintenance Budget – Years 1-10	
<b>Section F – Project Development and Overall Cost</b>	
F.1 Overall Project Costs and Identified Sources of Funding	
F.2 Eligible IAH Fund Costs	
F.3 Construction Cash Flow	
<b>RECOMMENDATION</b>	
<i>(Incomplete ratings will require additional information from applicant)</i>	

The final assessment of the applicants will be based on the review of the six criterion sections: (A) Applicant Organization; (B) Past Projects and Demonstration of Success; (C) Building Design and Construction Concept; (D) Project Organization and Management; (E) Business Plan; and (F) 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:

Description	Rating
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

**First Nation Partnership Program**  
**APPENDIX B**  
**Documents Required for Renovations**

For an application related to renovations, please attach to the First Nation Partnership Application form the following:

- Inspection Report, including proof of fees and permit fees paid
- Scope of work, including two quotes (to include sustainability considerations)
- Property details
- Total amount of funding being requested
- Any building permits that are open
- Building specifications
- Project Cash Flow

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 households that no longer need urgent repair
- the number of seniors or persons with disabilities able to remain living independently
- additional funding generated from other sources

## APPENDIX C

### First Nation Partnership Program Rent Supplement Request

The Rent Supplement program is for social housing eligible clients whose income falls below the established social housing Housing Income Limits for the community (visit YHC's web site at [www.ykhousing.ca](http://www.ykhousing.ca) for current amounts). The YHC program enables the corporation to pay the median market rent directly to the landlord, and the tenant pays the Corporation 25% of their income. The landlord/tenant relationship is between the client and the private landlords.

Funding is available until March 31, 2018.

Provide a First nations application form.

Provide a narrative which explains your rent supplement proposal in terms of location, contractual relationship between the Applicant and the landlord, confirming tenant eligibility, rent collection and the landlord/tenant relationship.

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:

- the number of households receiving rent supplements or equivalent
- 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