



Sustainable Planning and Community Development
1 Centennial Square
Victoria, BC V8W 1P6
T 250.361.0382
E communityplanning@victoria.ca

Victoria Housing Reserve Fund Application Checklist

Please ensure all items below are included with your application. If you have questions about your eligibility, or about this or any part of the application package, please call or email the Community Planning Division using the contact information below.

- X Completed application checklist
X Letter to Mayor and Council describing project and how it meets Victoria Housing Reserve Fund Program objectives as outlined in the Program Guidelines
X Completed Application Form
X Building plans
X Site plans
X Capital budget
X 10-year operating budget
X Housing operator's most recent audited financial statements (including management letter if available)

I have read and understand the Victoria Housing Reserve Fund Guidelines:

Handwritten signature of Kaeley Wiseman

Kaeley Wiseman

September 26, 2019

Signature

Print Name

Date

Applications will be accepted in person at City Hall, by mail, or by email. Please contact Community Planning to ensure receipt of your application package. The City of Victoria is not responsible for lost or missing applications.

Community Planning Division
1 Centennial Square, Victoria, BC V8W 1P6
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Phone: 250.361.0382

September 26, 2019

Mayor and Council
City of Victoria
1 Centennial Square
Victoria, BC

Re: Application for Funding for the Gorge View Society Project on 11 Chown Place, Victoria

Dear Mayor and Council,

On behalf of Gorge View Society (the Society), please find an enclosed application in response to the Victoria Housing Reserve Fund call for the affordable housing development project on 11 Chown Place, Victoria, BC.

As a housing provider in the Capital Region, the Society is aware of the growing need for affordable housing for low income families and independent seniors. While this project will help in reducing the gap through providing the much-needed housing for low income independent seniors and families in Victoria; the Society realizes that seniors specific funding is available and as such, is seeking a contribution of **\$295,000** from City of Victoria’s Housing Reserve Fund for the seniors units of this project. This contribution will help realize the project’s vision of affordability and will help make the project financially feasible.

Table 1 outlines how the project meets and exceeds the requirements outlined in the program guidelines.

Table 1: Project and Program Alignment

Program Requirements and Guidelines	How the project meets the guidelines and requirements
<p>Partnerships</p> <ul style="list-style-type: none"> • Include financial leveraging and partnerships with other government funding agencies, private industry, community agencies and/or individuals. 	<ul style="list-style-type: none"> • The Society has leveraged funds from BC Housing, Canada Mortgage and Housing Corporation and the Victoria Presbytery of the United Church of Canada. The project will be done in partnership with the community and other levels of government. • <i>See attached budget showing equity contributions from partners.</i>
<p>Mixed affordability</p>	<ul style="list-style-type: none"> • The project will provide subsidized units, Rent Geared to Income (RGI)

CitySpaces Consulting Ltd.

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Victoria

Vancouver



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<ul style="list-style-type: none"> • Target housing for very low, low, and median income households as defined above. • Projects that provide a component of housing for people with low and very low incomes first, over moderate income households. 	<ul style="list-style-type: none"> • units, affordable units and market units, demonstrating the rent mix. • The proposed rents fall within the program's affordability targets and income thresholds for 2019-2024. • <i>See attached building designs and budget.</i>
<p>Unit sizes and demographic mix</p> <ul style="list-style-type: none"> • 2 bedrooms or larger. • Housing for individuals and families who are either experiencing homelessness or are at risk. 	<ul style="list-style-type: none"> • The project provides a range of unit mixes - one bedroom, two- and three-bedroom for seniors and families • <i>See attached building designs.</i>
<p>Accessibility</p> <ul style="list-style-type: none"> • Projects that serve persons with disabilities. 	<ul style="list-style-type: none"> • The project includes accessible units for seniors and people living with disabilities. • <i>See attached designs.</i>
<p>Tenant assistance</p> <ul style="list-style-type: none"> • Adhere to the Tenant Assistance Policy and submit a Tenant Assistance Plan for staff approval. 	<ul style="list-style-type: none"> • Tenancies will be managed in accordance with the terms of the operating agreement and the Residential Tenancy Act and regulation.
<p>Location</p> <ul style="list-style-type: none"> • Projects within the City of Victoria. 	<ul style="list-style-type: none"> • The project is in the Burnside Gorge neighbourhood boundaries of Victoria. • <i>See attached title and map showing the site.</i>
<p>Perpetual affordability</p> <ul style="list-style-type: none"> • If approved, enter into a Housing Agreement securing units funded as affordable housing in perpetuity, or for a time negotiated and approved by Council motion. 	<ul style="list-style-type: none"> • The Society will enter into a Housing Agreement with the City to ensure perpetual affordability for a time approved by Council.



Should you have any questions or require any clarifications on this application, do not hesitate to reach out on email: kwiseman@cityspaces.ca or Phone: 250 580 3835.

Sincerely,

Kaeley Wiseman



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Victoria Housing Reserve Fund Application for Funding

The Victoria Housing Reserve Fund Program Guidelines contain important information on project eligibility and the application process. Please review the guidelines prior to completing an Application for Funding.

The entire Application for Funding must be completed along with all other documents identified on the Application Checklist. Please attach additional pages if more space is needed.

An appointment is strongly encouraged prior to applying for funding to ensure the project meets eligibility criteria. To make an appointment, email communityplanning@victoria.ca.

If you have any questions about the criteria or the process, please contact the Community Planning Division at communityplanning@victoria.ca or 250.361.0382.

1. Letter to Mayor and Council

Please include a letter to Mayor and Council highlighting key aspects of the proposed project and how it meets the objectives of the Victoria Housing Reserve Fund Program as outlined in the Program Guidelines.

2 Proponent Information

Organization Name _____ Non-profit Society Yes No

Contact Person/Position _____

Business Address _____

Telephone _____

Fax _____

Email _____

Date of Incorporation _____


Canada Revenue Agency Charity # _____

Previous Projects Funded through the Victoria Housing Reserve Fund, if any: _____

I have read and understand the Victoria Housing Reserve Fund Program Guidelines

I understand funding is a one-time, non-renewable grant

Application Date mm/dd/yyyy _____

Applicant Signature  _____

3. Project Summary

Submission of building and site plans are required as part of the application package.

Address/location of project _____

Developer and contact information (if different from the Proponent) _____

Project Architect and contact information _____

Owner and Operator of Housing _____

Housing type (strata/apt etc.), number of units and sizes (bedrooms) _____



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Victoria Housing Reserve Fund Application for Funding

Target population, incomes (as defined in the Program Guidelines) and target rents or sale price per unit

Support services provided (if any)

Additional features

Target Completion Date

How does the project meet the objectives of the Victoria Housing Reserve Fund Program as described in the Program Guidelines?

Describe how the project is consistent with the City's Official Community Plan (OCP), Neighbourhood Plan policies and zoning.

What development approvals are required or have been received?



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4. Experience and Capacity to Develop and Manage Affordable Housing

Outline the proponent's experience in the development and management of affordable housing. How does this project compare to this previous experience and the proponent's capacity to complete the project in the short-term and manage it over the long-term?

5. Project Financing and Sustainability

Describe how the funding model will support long-term financial sustainability and housing affordability. Please also attach a detailed Capital Budget and 10-year Operating Budget. For affordable home ownership projects, detail how the units will be affordable and will remain so over time.

6. Partnerships

List partners in this project (developers, agencies, other levels of government etc.), and detail their involvement.



7. Tenant Assistance

If there are existing tenants involved in the project, describe how the tenants will be assisted throughout the project. Refer to the [Tenant Assistance Policy and Guidelines](#) for further information. Please indicate the following:

a. Compensation by Tenancy Length

b. Notification to End Tenancy

c. Moving Expenses

d. Relocation Assistance

e. Right of First Refusal

f. Vulnerable Tenants

Note: Please be advised that additional information may be requested as part of the Tenant Assistance Plan for Council's consideration.

8. Other Information

Provide any other information that supports your application.