

### Project Eligibility Evaluation Form – Rosalie’s Village 4351 West Saanich Road

Applications for funding will be evaluated by staff based on the following eligibility criteria.

Eligibility Criteria	Yes	No	Notes
1. Does the proponent qualify as a non-profit society?	X		The Society of Saint Vincent de Paul of Vancouver Island is confirmed as a registered non-profit society in British Columbia and is registered with the Canada Revenue Agency as a charitable organization.
2. Does the project address the Housing Fund’s objectives?	X		The target population for Rosalie’s Village is young single mothers (31 years old or younger) and children who are homeless or at risk of homelessness. The proponent has also confirmed that they are currently working with the Province to secure a youth tenancy agreement that will allow Rosalie’s Village to also accommodate single mothers between the ages of 16 to 19 and their children. The project will also accommodate older women referred from transition houses or subsidized family housing, whose children have reached adulthood. There will also be three dedicated emergency shelter units (two 1-bedroom and one 2-bedroom) for women and children fleeing unsafe or inadequate situations. The project will also include a free on-site daycare for tenant’s children (five years of age and under) along with other related supports. Rosalie’s Village will also provide the opportunity to refer eligible tenants from the Saint Vincent de Paul Centre in downtown Victoria to more stable housing at Rosalie’s Village, thereby creating available space to better house individuals who are chronically homeless or at risk in the Centre along with a higher level of support. The project also includes several partnerships with government and community/service agencies. The proposed target population aligns with the fund’s objective to provide affordable housing for people with no, low or moderate incomes as well as the objective to support projects outside of Victoria that support youth and the chronically homeless .
3. Is the project in keeping with the OCP, Neighbourhood Plan policies and zoning?	X		Although this project is outside the boundary of the City of Victoria, approval of this grant request will advance the <i>Official Community Plan</i> objectives and policies regarding the provision of rental housing options and entering into partnerships with other levels of government and agencies to help achieve new affordable housing initiatives. OCP (policy 13.6) encourages partnerships with the CRD, its member municipalities and other partners to improve regional housing affordability and increase housing supply and diversity across the region through funding contributions and implementation of regional plans and initiatives. The project has received all necessary development approvals from the District of Saanich.

Eligibility Criteria	Yes	No	Notes
4. Does the proponent have experience in developing and operating non-profit housing?	X		The Society of Saint Vincent de Paul of Vancouver Island is one of the longest serving Societies in Victoria and has developed and managed several non-profit housing developments throughout the region, including St. Andrews (Saanich), Saint Vincent de Paul Centre (Victoria), and Hope Centre (Sooke). Additionally, they have a proven track record of using social enterprise to support the long-term viability of their operations.
5. Does the project leverage funding from other sources?	X		The project has been provided with the following funding commitments: <ul style="list-style-type: none"> <li>• \$3.9 million – BC Housing</li> <li>• \$1.27 million (land and fundraising) Society of Saint Vincent de Paul</li> <li>• \$630,000 – Capital Region Housing Trust</li> <li>• \$400,000 – Government of Canada (Homeless Partnering Strategy)</li> <li>• \$172,000 – District of Saanich (Affordable Housing Fund)</li> <li>• \$10,000 – Canada Mortgage and Housing Corporation</li> </ul>
6. Are the project Capital and Operating budgets viable and sustainable?	X		A detailed capital and five year operating budget has been provided to the City of Victoria. Staff have reviewed this financial information and conclude that the project is financially viable and sustainable to a level sufficient to operate and provide the housing and supports outlined into the long-term. BC Housing will also purchase and own 18 units within the project through the Provincial Rental Housing Corporation which provides additional assurance of the long-term viability and sustainability of this project. The Society of Saint Vincent de Paul has also agreed to enter into a legal agreement with the City of Victoria to protect its financial commitment and to ensure the ongoing provision of affordable housing in perpetuity.

## Project Risk Evaluation

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Type of Risk	Project Score (from 1 – 10)
What is the risk that the project will not be completed?	1
What is the risk that the project will not continue to be used over the long term?	1
<b>Project Score</b>	2

### **RISK ASSESSMENT CRITERIA**

Scoring from 1 – 10 with the risk increasing from 1 being an extremely low risk to 10 being an extremely high risk.

*1. What is the risk that the project will not be completed?*

This evaluation should take into account the track record of the proponents in getting projects built and completed through to occupancy. Consideration should be given to the proponent's experience with projects of similar scale and complexity and the specifics of the business plan for the current project.

*2. What is the risk that the project will not continue to be used over the long term?*

This evaluation should take into account the track record of the proponents in owning and operating projects of a similar scale and complexity. Consideration should be given to the proponent's operating plan for the project.



## CITY OF VICTORIA HOUSING RESERVE FUND PROGRAM APPLICATION GUIDELINES

### Program Overview

The fund was established for the purpose of the providing grants for capital funding:

- To assist in the development and retention of housing for households with no, low or moderate incomes to support community diversity and infrastructure; and
- To facilitate the development of affordable rental housing.

### Who can apply?

Eligible applicants must be a non-profit society or have a partnership with a non-profit organization that will own and operate the housing.

*The City encourages partnerships between non-profit societies and the private development industry.*

### Project Eligibility

Priority for project funding will be based on a consideration of the following criteria:

- Projects that include leveraging and partnerships with other government funding agencies, private industry, community agencies and/or individuals;
- Projects that target housing for no, low or moderate income households (definition below).
- Projects that address the housing needs of families with dependent children, youth and the chronically homeless;
- Projects that are in the City of Victoria (except for those specifically directed to youth and the chronically homeless);
- Proponents with a proven track record of developing and operating non-profit housing.

### Funding Assistance

The maximum assistance for eligible projects, under this program, is in the form of a grant of up to \$10,000 per unit.

Should construction of a project for which a grant is approved not commence within two years of the Development Permit approval or should a Development Permit in respect of an approved project not be issued within two years of Council's approval of the grant, the approved grant shall be rescinded.

The City reserves the right to accept or reject any application for funding without limitation.

### Application Procedure

1. The proponent meets with the designated staff representative to determine project eligibility.
2. Once it is determined that the project can be considered within the program, the proponent is directed to proceed with a full application.
3. Proponent provides an application package for review.
4. Using the Victoria Housing Reserve Fund Guidelines, the Administrator evaluates and scores the application.
5. The Administrator submits the evaluation of the application and a recommendation report to Council for consideration, upon which Council will either approve or reject the recommendation, or request that the Administration provide further information.

*Approval of funding under this program does not limit Council's decision making with regard to Rezoning, Development Variance or Development Permit or any other approvals.*

### Definition of Low and Moderate Income

#### Low Income

For the purpose of the definition of low income households in this policy, the City endorses the Housing Income Limits as published by BC Housing on an annual basis.

*2014 Housing Income Limits (HIL's) for Victoria: Bachelor = \$29,000  
1 Bdrm = \$34,500  
2 Bdrm = \$43,000  
3 Bdrm = \$59,000  
4+ Bdrm = \$65,000*

#### Moderate Income

Households with incomes below the Victoria CMA median income are considered to be moderate income for the purposes of this policy.

*\*\*The 2011 Victoria CMA household median income = \$61,553.00 per annum (Source: Statistics Canada)*

Affordable housing is defined as costing no more than 30% of gross household income.

### Development Cost Charges

All housing projects will be required to pay all City permits, fees and Development Cost Charges.

### Contacts

*Sustainable Planning and Community Development  
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