



City of Regina

City of Regina Housing Incentives Policy Capital Grant Application

This application is for Capital Grant Contributions through the City’s Housing Incentives Policy. A summary of the Policy and information about the Housing Incentives Program are available on Regina.ca under the Housing section.

Note: To be eligible, applications must be made while development is underway and will not be accepted retroactively once development is complete.

Applicant Information

Sponsoring Organization: (Include registered company name, including numbered companies)

Name and Title: _____

Address: _____

Phone / Fax: _____

Email: _____

Corporate Status: (Proof of status must be provided)

- Charitable Non-Profit
- Private Sector
- Co-operative
- Membership Non-Profit (affidavit must be provided)¹
- Other _____

Present Owner (if different from Applicant):

Full Name(s) of Owner: (Include registered company name, including numbered companies)

Address: _____

Phone / Fax: _____

¹ To be considered as a Non-Profit Housing Provider under the Housing Incentives Policy, all membership non-profit corporations must submit an affidavit with its application confirming that the corporation provides housing primary for the benefit of the public at large instead of its members. If the affidavit is not provided it will be considered a Private Sector application.

Email: _____

Project Information

Project Name: _____

Civic Address: _____

Legal Description: _____

Brief project description: (50 words or less)

Identify how the project supports the development of affordable housing in Regina: (Attach additional page if necessary)

For developments of four or more units, please complete the Score Card at the end of this application. Discuss below how the project addresses the Development Criteria as set out in the Score Card: (Attach additional page if necessary)

For rental projects, will the units be rented directly to a 3rd Party Support Organization which in turn will rent the units to low-income households?

Yes No

If Yes, please list the name of the organization and append a copy of an agreement, letter or memorandum of understanding describing their involvement

Current Zoning of the Site: (As noted on Building Permit) _____

Program Area for the Site: (As set out in Appendix A in the Housing Incentives Policy) _____

Project Development Costs

Expected Total Project Costs: (Attach proposed budget)

Expected Completion Date: _____

Housing Units

Total Number of Housing Units _____

Unit Type

	Bachelor	1 Bedroom	2 Bedrooms	3+ Bedrooms
Number of Units				
Unit Size (ft ²)				

Unit Tenure (# of Units)

Rental _____

Ownership _____

Condominium _____

Other _____

Total Amount of Capital Grant Requested

(Capital Grant amounts by Program Area are provided in **Appendix B** to this Application Form)

On-Site Support Suite ²	at \$10,000/suite =
On-Site Support Suite ²	at \$20,000/suite =
≤ 2 Bedroom Unit(s)	at \$10,000/unit =
≥ 3 Bedroom Unit(s)	at \$15,000/unit =
≤ 2 Bedroom Unit(s)	at \$20,000/unit =
≥ 3 Bedroom Unit(s)	at \$25,000/unit =
TOTAL	

Intensification Levy Rebate

New affordable housing units that are committed Capital Grants³ are also eligible for a rebate of the City's Intensification Levy. The Intensification Levy is payable at the time of Development Permit or Building Permit issuance. To confirm if your project is required to pay an Intensification Levy, contact Planning & Development Services at 306.777.7000 or visit Regina.ca/servicerequest.

Are you seeking a rebate of the Intensification Levy?

Yes No

Confirm Intensification Levy Rebate Amount

Semi-Detached Unit(s)	at \$8,400/unit =
Townhouse Unit(s)	at \$8,100/unit =
Apartment Unit(s) (less than 2 Bedrooms)	at \$4,200/unit =
Apartment Unit(s) (2 or more Bedrooms)	at \$6,100/unit =
TOTAL	

² Housing Incentives Policy limits one on-suite support grant per Project.

³ Only affordable units that receive capital grants are eligible for an Intensification Levy rebate.

Trusted Non-Profit Housing Providers that have a proven track record of completing affordable housing developments in a timely matter as determined by the Executive Director can request to have their Intensification Levy paid directly from the City's Social Development Reserve instead of having to pay the Levy upfront as part of their Development or Building Permit application.

To confirm if your organization has Trusted Non-Profit Housing Provider status please contact City Staff at chs@regina.ca.

Do you Request to have the eligible Intensification Levy Rebate paid directly from the Social Development Reserve?

Yes⁴

No

Total Grant Request

Capital Grant Request \$

Intensification Levy Request \$

Total \$

Affordability Criteria

Capital grants are available to projects that provide affordable housing as defined in the Housing Incentives Policy.

- 1) Maximum Rental Rates- For rental units, verification that rents are at or below the Maximum Rental Rates as determined by the City of Regina based on Saskatchewan Housing Income Maximums (SHIM) as defined by Saskatchewan Housing Corporation (SHC) is required. Rent rates must remain at this level for a minimum of five years.
- 2) Maximum Income Thresholds- For rental units, verification that income levels of tenants are at or below Saskatchewan Housing Income Maximums (SHIM) for each unit size is required. For ownership units, verification of income levels at or below the Maximum Income Threshold for affordable ownership as defined by the Housing Incentives Policy is required of the developer.

⁴ Note that Applicants will be required to enter into a legal agreement with the City setting out the terms and conditions of receiving the Intensification Levy Rebate before the City will issue a Development or Building Permit. This may extend the time required to obtain a Permit.

Developer will be asked to provide this information to the City of Regina.

Please provide (now or when available)

Site Plan

Floor Plans

Elevation Drawings

Development Permit, or date when application was submitted _____(date)

Title

Building Permit, or date when application was submitted _____(date)

Proposed Budget or Cost Estimate

A Copy of Applicants Corporate Profile

Confirmation of partnership with Support Service Provider (required for On-Site Support Suite grant)

Additional Sources

I have/will be making application for the applicable Tax Exemption under the Housing Incentives Policy.

I have/will be making application to Saskatchewan Housing for a provincial housing program:

_____ (Provincial program name)

I have/will be making application to CMHC for a federal housing program:

_____ (Federal program name)

Do you request the City of Regina provide a letter confirming that the Project is eligible for municipal incentives?

No

Yes – please indicate where the letter(s) should be addressed (e.g. Saskatchewan Housing Corporation, CMHC, lending institution etc.)

I hereby certify that the above information is correct and complete, and that the applicant agrees to the terms and conditions of the Housing Incentives Policy.

Applicant Name – Please Print

Signature of Authorized Representative of Sponsoring Organization

Date

Owner name – Please Print

Signature of Authorized Representative of Owner

Date

Applications for capital grants are accepted starting January 1 of each year. Applications made by Non-Profit Housing Providers will be reviewed based on Housing Incentives Policy and Score Card criteria between January 1 and July 31. Applications from Private-Sector Developers may be submitted at any time. Review of applications for Private-Sector Developers will be considered starting August 1st once all Non-Profit applications have been considered. Applications must be deemed complete by City of Regina Administration before a review will be done.

Complete this form and return it to:

**City of Regina
Social & Cultural Development Branch
6th Floor, City Hall, 2476 Victoria Avenue
PO Box 1790, Regina, SK S4P 3C8
Phone: 306-777-7000 Fax: 306-777-6822
chs@regina.ca**

All personal information collected on this form is handled and maintained in accordance with the City of Regina's Customer Privacy Policy, which is available on **Regina.ca**.

APPENDIX A - Score Card - Design and Development Criteria

Developments of four units or more including single buildings, planned group developments and multi-dwelling housing forms must complete this Score Card and submit it with an application for Tax Exemptions. Criteria are drawn from the Design and Development Criteria of the Housing Incentives Policy (November 2013) as well as relevant policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)*. In addition, redeveloped school sites are subject to the "School Site Re-Use Guidelines" (Appendix B of the OCP). Applicants may be asked for further information or documentation to prove that they meet the requirements set out below.

DEVELOPMENT FEATURES		POTENTIAL POINTS	EARNED POINTS ⁵	Staff Use
Housing Needs (45 points)	50% of units are either: 1) Modest housing (units equal to or less than 500 Square Feet) or 2) Large units for families (3 BR or more). 50% of units must be either unit type to receive points.	5		
	Project supported under CMHC's National Housing Co-Investment Fund or Sask Housing's Rental Development Program ⁶	20		
	Accessible, barrier free design principles (wheelchair accessible buildings, units and bathrooms) of 10% or more of units (5% is required for multi-unit rental as per <i>The Uniform Building and Accessibility Standards Regulations</i>)	10		
	On-site Support Suite included (e.g.: counselling, day care)	10		
Building and Urban Design Elements (13 points)	Street level activity/pedestrian comfort/safety: three points if <u>one</u> of the following is met: a) porches or programmed amenity space (e.g. benches, play equipment, bike racks, etc.); b) there is interface with the street such as low or no fences; c) ground floor commercial development has been included or retained in mixed-use building	3		
	Façade design: Building design includes variation in massing, materials or colour and avoids use of blank walls that are visually prominent.	3		
	Open site design: three points will be earned if either is met: a) there is continuity of the existing street and lane grid; b) the development's front facades do not turn back on adjacent houses, street or other buildings	3		
	Active/weather-compatible amenity space and landscaping: one point if either of the following is met: a) 15% or more amenity space (minimum of 10% required as per <i>Zoning Bylaw No. 9250</i>) for 20 or more units (includes amenities for children, families, seniors, etc.); b) landscape improvements in excess of minimum requirements (significant addition or conservation of trees, hedges, bushes, shrubs)	1		
	Construction uses and skill development and training initiatives recognized by the Saskatchewan Apprenticeship and Trade Certification Commission or under a Ministry of Economy Labour Market Development Program	3		

⁵ Partial points are not permitted unless otherwise noted.

⁶ Or similar Provincial or Federal Government program as determined by City Staff.

Parking Facilities (5 points)	Parking/vehicular access is by the rear lane. Where no rear lane exists, the any front yard parking is screened by the residential buildings or landscaping.	1		
	Enclosed or covered bicycle parking in excess of 10% of units (5% is required for multi-unit as per City of <i>Regina Zoning Bylaw No. 9250</i>)	1		
	On-site Car Share or Bicycle Share for tenants ⁷	3		
Adaptive Re-use/Infill (7 points)	Building Adaptive Re-use for conversion of a non-residential building to residential use	2		
	Infill on a previously developed vacant or brownfield site in an established residential or mixed-use neighbourhood.	5		
Complete Neighbourhoods⁹ (22 points)	Access to nearby public transit (within 400 m of a transit stop) ⁸	5		
	Access to nearby licensed child care (within 1000 m of licenced child care centre)	5		
	Access to nearby employment opportunities or shopping facilities (within 1000 m of commercial district)	5		
	Access to nearby green public space (within 500 m to a public park)	2		
	Access to nearby leisure facilities (within 1000 m of a public leisure centre)	2		
	Access to nearby schools (within 500 m of an elementary, secondary or high school)	2		
Sustainable Design (8 points)	On-site renewable energy generation	1		
	Outdoor landscaping or irrigation systems that meeting one of the following requirements: (a) an irrigation system that uses grey water (b) an irrigation system equivalent for water capture, storage and reuse; or (c) permeable pavement	1		
	Energy Efficiency (25% better than National Building Code)	5		
	Green roof or passive solar design	1		
	TOTALS		100	
MINIMUM TO QUALIFY FOR CAPITAL INCENTIVES			40	
CITY EVALUATION		completed by staff		

⁷ For a car share, an agreement with Regina Care Share or equivalent is required; for a bike share program documents including a program description, membership requirements and other operational details are necessary to receive points.

⁸ Project is eligible if the subject property is within 400m of a planned transit stop in an approved Concept Plan.

⁹ Based on the travel distance of a pedestrian using existing sidewalks or public pathways.