

# CMHC – Nova Scotia National Housing Strategy Agreement Affordable Housing Program (AHP) Application Package

## Program Overview

The Affordable Housing Program (AHP) provides a capital contribution of up to \$50,000 per self-contained residential unit as forgivable loan to support the development of new affordable rental housing in communities. Proponents must be a non-profit, co-operative, or private company registered and in good standing.

Eligible projects include new construction, preservation of vacant rental units, and conversion of existing structures. The AHP contribution allows housing developers to achieve rents that are below average market rents for the local community in which the project is located.

HNS provides funding for up to half the units in a project to maintain a desirable income mix; however, other ratios can be considered. Project minimum is 4 self-contained residential units exceptions may be made for projects in rural communities. HNS will consider all AHP proposals, but is under no obligation to approve every application submitted for funding under the program.

Successful applicants will be informed via a formal Conditional Funding Approval Letter issued by Housing Nova Scotia. **Projects under construction/renovation prior to formal funding approval are not eligible for consideration for funding under the Affordable Housing Program.**

Housing Nova Scotia may require additional information to assess your application for funding at any time during the proposal review process. If that is the case, HNS staff will contact you.

For program eligibility or funding conditions questions, email: [AffordableHousing@novascotia.ca](mailto:AffordableHousing@novascotia.ca)

## CMHC National Housing Co-Investment Fund

**NOTE:** Proponents applying for funding through the CMHC National Housing Co-Investment Fund (NHCF) are not eligible for funding through the Affordable Housing Program. *HNS will soon launch a new funding stream to support NHCF proposals.*

## Submission Checklist

Proponents must complete and sign the submission checklist provided in Section 1 of this Application Package. **Please, complete the application in its entirety and provide all supporting documentation.**

## Housing Nova Scotia Modesty Standards

Affordable housing floor area and amenities must be modest. Amenities should be like those available in comparable units in the local community. No luxurious amenities (e.g. saunas and pools).

HNS has set basic maximum standards for unit sizes; but these can be adjusted to conform to community norms if they

will not affect the project’s financial viability or ability to attain affordable rents.

Apartment Type	Sq. Meters	Sq. Feet
Bachelor (Studio)	41.8	450
1 Bedroom	60.4	650
2 Bedroom	79.2	853
3 Bedroom	92.9	1,000

The calculation of the unit size is based on the Net Unit Area. In-suite storage and closets are to be included in the Net Unit Area. Balconies are to be excluded.

SECTION 1: Submission Checklist	Enclosed (Y/N)
Section 2 - Signed Legal Declaration	
Completed Section 3 – Typewritten Narratives: Project Description, Proponent, Proposed Site, Energy Efficiency, Accessibility, Market Demand & Target Clients, Project Funding & Financing	
Completed Section 4 – Submission Summary	
Completed Section 5 – Project Site	
Municipal Confirmation of Zoning compliance	
Development Agreement, if applicable	
Approved Site Plan	
Building Permit(s)	
Phase I Environmental Site Assessment Report	
Geological/Soil Test, if applicable	
Well Flow Test, if applicable	
Completed Section 6 – Project Design & Drawings	
Please note that Housing Nova Scotia can accept PDF files via email of up to 20 MB in size.	
Preliminary Plans & Specifications for the Project	
Completed Section 7 – Capital Costs Estimates	
Class B or Class C Cost Estimate	
Purchase & Sale Agreement or current Property Appraisal completed by an independent, Accredited Appraiser Canadian Institute (AACI) certified appraiser	
Cost Consultant Report, if available	
Completed Section 8 – Pro Forma Operating Budget	
Completed Section 9 – Project Financing – Sources of Capital Funding	
Completed Section 10 – Proposed Development Schedule	
Completed Section 11 - Project Development Team	
Letters confirming contributions from sources other than CMHC or Proponent	
Conversion & Preservation Projects ONLY – Additional Information noted in Section 3 (Please provide explanation re any missing documents in a sperate file)	

## Declaration

I/We acknowledge receipt of the Housing Nova Scotia AHP Application Package and have read it in its entirety. We have reviewed the submission checklist in Section 1 and have ensured our application is complete. Separate attachments and documents to support the application for funding, as requested throughout the application package, have been enclosed with the application. Where documents are required but cannot be submitted, explanations have been provided.

We further acknowledge that we are not applying for funding through the CMHC National Housing Co-Investment Program for the proposed project.

Name (Please Print):

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Title:

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Signature:

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## Submission

Please submit the complete application package (including a signed Legal Declaration – see Section 2) and supporting documents, in Word, Excel and/or PDF format, to: **[affordablehousing@novascotia.ca](mailto:affordablehousing@novascotia.ca)**

*Housing Nova Scotia can accept PDF files via email of up to 20 MB in size.*

***Due to COVID-19 restrictions, we are unable to accept courier packages. Proponents must submit proposals electronically to [affordablehousing@novascotia.ca](mailto:affordablehousing@novascotia.ca).***

Please ensure you include a signed Sections 1 and 2 (Legal Declaration).

## SECTION 2: Legal Declaration

*Please insert appropriate details relating to this application in the highlighted fields.*

Proponent's Name: \_\_\_\_\_

Name of Firm or Registered Non-Profit: \_\_\_\_\_

Firm or Non-Profit's Mailing Address: \_\_\_\_\_

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

Housing Nova Scotia  
Department of Infrastructure & Housing  
**Attn: Manager, Affordable Housing**  
P.O. Box 702 Stn Central  
Halifax, NS B3J 2T3

**Re: Affordable Housing Program – Proposal PID** \_\_\_\_\_  
**Civic Address/Lot #** \_\_\_\_\_, \_\_\_\_\_, **Nova Scotia - Number of proposed affordable units** \_\_\_\_\_

I \_\_\_\_\_ (Authorized Officer's Name), \_\_\_\_\_ (Title)  
of \_\_\_\_\_ (Name of Firm or Registered Non-Profit), am submitting the attached application  
package I have the authority to make this submission and make representations for \_\_\_\_\_  
(Name of Firm or Registered Non-Profit).

Through this Proposal, we agree to all the terms and conditions of the Affordable Housing Program and we agree to be bound by statements and representations made in this Proposal.

We understand that our Proposal is subject to the Freedom of Information and Protection of Privacy Regulations. We certify that neither the officers nor directors have any actual or potential conflict of interest between our interests and the interests of Housing Nova Scotia under this unsolicited proposal.

We authorize and consent to receiving and exchanging information with others, including credit rating, financial reporting, and lending references provided in the Proposal. We authorize and consent to receiving and exchanging information with CMHC regarding any CMHC project financing for this project, including but not limited to SEED funding, if applicable. We understand that such information may be a factor in the decision of Housing Nova Scotia to enter into agreements for the purposes of the Affordable Housing Program.

Proponent's Legal Name: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

## SECTION 3: Narratives

*Submit a typewritten narrative which incorporates the following sections with this completed application form.*

### Project Description

Brief summary of the proposed project, including the objectives of the proposed housing development, the type of project (new construction, preservation, or conversion), the design (*row house, duplex, tri-plex, apartment building, etc.*) and construction materials, heating system, total number of units, total number of affordable units, appliances, amenities (e.g. laundry facilities), unit features, proposed common areas (e.g. sitting area, walkways, garden, etc.) landscaping and parking (number of stalls and surface material), exterior lighting, security; and plans for property management. If applicable, the summary should describe the commercial/retail space to be incorporated in the proposed development.

### Proponent Information

Describe the company/organization's experience with housing development, construction, rental property management, and working with low income households. Brief background of the individuals involved in the proposed development.

### Geographic Location/Proposed Project Site

Describe the proposed site topography and proximity to services (e.g. public transportation, medical centres, hospitals, educational institutions, banks, post office, shopping, laundromat, public library, entertainment and recreation facilities, etc.) within the local community that would interest potential tenants.

### Energy Efficiency

Describe features incorporated in the project design relating to environmental sustainability specifically the attainment of reduced energy consumption and Greenhouse Gas (GHG) emissions. Proponents are encouraged to contact Efficiency Nova Scotia to explore programs and opportunities to incorporate energy efficient design features before submitting a proposal to Housing Nova Scotia. Energy audits are encouraged to identify potential cost-saving and grant opportunities to reduce development costs. Energy rebates should be reflected in the Sources of Capital Funding (**SECTION 9 – PROJECT FINANCING – SOURCES OF CAPITAL FUNDING**).

### Accessibility

Housing Nova Scotia encourages the inclusion of accessible and ageing-in-place design features to support the housing needs of all Nova Scotians. All projects funded through the Affordable Housing Program must comply with Housing Nova Scotia Visitability Guidelines and accessibility regulations in Nova Scotia Building Code Act.

A minimum of 10% of the units in a project must comply with Barrier-Free design requirements. Note: HNS may waive its Visitability Guidelines for preservation and conversion projects where the cost to incorporate visitable design features are prohibitive due to the structure's existing configuration. Proponents are responsible for ensuring proposed renovations comply with current building code regulations.

Please describe additional universal design features beyond these minimum requirements incorporated in the project design to enhance accessibility and support ageing-in-place.

## SECTION 3: Narratives (cont.)

### Market Demand & Target Market

Describe the target market for the affordable units (e.g. seniors, non-elderly singles, families). Note anticipated household income and any exceptional circumstances (e.g. single-parent families, income assistance recipients, etc.) for which you intend to focus your marketing efforts.

Proposal submissions should demonstrate and substantiate an unmet need for the proposed housing development in the community and how the proposed units will effectively alleviate that need. In addition, proponents must provide current, community-specific rental market information to support the proposed rents (market and affordable) indicated in the application. Finally, where available, formal market studies and waitlists for the proposed units may support demand for the proposed development.

### Project Funding & Financing

Identify funding sources for the proposed housing project and confirm support of individual funding sources. In addition, indicate which CMHC programs, if any, through which you will seek funding for the proposed development and the current stage of the application process. (CMHC programs may include SEED Funding, Rental Construction Financing, and CMHC FLEX.) Finally, please advise if you have engaged in initial discussions with your commercial lender.

### Conversion & Preservation Projects Only – ADDITIONAL INFORMATION REQUIRED

In addition to the narratives outlined above and forms contained in this application package, proposals for conversion and preservation projects must include the following:

- Identify current or recent use of the building in the Project Description;
- Provide recent photographs of the property and building interior/exterior;
- Provide a current property appraisal noting all building details including age, construction type, number of floors, gross floor area, heating and ventilation systems, amenities, parking spaces etc.;
- Provide copies of all engineering/building condition audit reports and environmental assessment reports about the property and structure;
- Provide a detailed condition report indicating the current condition of the following components for all conversion projects: siteworks and access, building envelope (exterior walls, roofs, windows, door and foundation), building interior, mechanical and electrical systems, fire and building code compliance and environmental conditions (lead paint, asbestos, fuel tanks, PCBs, etc.);
- Provide details regarding current mortgage encumbrances, including outstanding balance, lender, interest rate, term expiry date, and maturity date.

## SECTION 4: Submission Summary

### PROPONENT'S CONTACT INFORMATION

Full Legal Name of Proponent: \_\_\_\_\_

Registry of Joint Stocks Number: \_\_\_\_\_

Date Incorporated/Registered: \_\_\_\_\_

Legal Structure (Check Appropriate Box)

- Non-Profit
- Society
- Registered Charity
- Non-Profit Co-operative
- Limited by Guarantee Company
- Sole Proprietorship
- Partnership
- Corporation
- For-Profit Co-operative

Executive Director/President: \_\_\_\_\_

Telephone Number: _____	Email Address: _____
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Contact Person for Proposal (if different from above): \_\_\_\_\_

Position/Title of Contact Person: \_\_\_\_\_

Telephone Number: _____	Email Address: _____
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Proponent's Mailing Address: \_\_\_\_\_

Proponent's Civic/Courier Address: \_\_\_\_\_

Will you be forming a partnership with another company, organization(s), or person(s),  
for the purpose of developing or constructing this housing project?  Yes  No

**If yes, please provide the following information:**

Name of Person/ Company/Organization: \_\_\_\_\_

Contact Name & Title/Position: \_\_\_\_\_

Telephone Number: _____	Email Address: _____
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## SECTION 4: Submission Summary (cont.)

### PROPONENT'S LAWYER

Lawyer's Name & Law Firm:

Telephone Number:

Email Address:

Lawyer's Mailing Address:

### PROPONENT'S EXPERIENCE

Do you have experience working with Low Income Households/Clients?

Yes  No

# of Years' Experience working with Low Income Households/Clients:

Years

Do you have property management experience?

Yes  No

# of Years' Property Management Experience

Years

Do you have Real Estate Development experience?

Yes  No

# of Years' Real Estate Development Experience

Years

If you are forming a partnership with another organization(s) or person(s) for the purpose of developing or constructing this housing project, please provide details regarding their experience in real estate development, construction, property management, and working with low income households/clients.

### PROPERTY MANAGEMENT

Will you be forming a partnership with another company, organization, or person(s), for the purpose of managing this housing project once it is built?

Yes  No

If yes, please provide the following information:

Name of Company/Organization:

Contact Name & Title/Position:

Telephone Number:

Email Address:



## SECTION 4: Submission Summary (cont.)

### PROJECT FUNDING

Have you applied for CMHC SEED Funding for this Project?  Yes  No

Have you applied for CMHC Rental Construction Financing for this Project?  Yes  No

Have you applied for funding under the CMHC National Co-Investment Fund (NHCF) for this Project?  Yes  No

If CMHC funding has been approved under any program, what is the total amount of CMHC funding for the project? (Enclose Commitment Letter or Letter of Intent for each CMHC program) \$ \_\_\_\_\_ Loan

\_\_\_\_\_ \$ \_\_\_\_\_ Grant

Amount of Capital Contribution Sought under AHP \$ \_\_\_\_\_

Number of Units for which a Capital Contribution under AHP is sought \_\_\_\_\_ Units

Amount of Funding provided by third parties other than CMHC or HNS \$ \_\_\_\_\_

**SECTION 4: Submission Summary (cont.)**

**PROJECT SUMMARY**

Estimated Construction Period	Months
Total Number of Units in the Project	Units
Total Number of Market Units	Units
Total Number of Affordable Units	Units

**Proposed Unit Configuration: Please complete the table below**

Unit Size	Total # of Units	# of Barrier-Free Units	# of Affordable BF Units	# of Visitable Units	# of Affordable Visitable Units
1 Bedroom					
1 Bedroom + Den					
2 Bedroom					
3 Bedroom					
4 Bedroom					
<b>TOTAL Units</b>					

**Proposed Rent Structure of Project: Please complete the table below**

Unit Size	Market Rent	# of Market Units	Affordable Rent	# of Affordable Units
1 Bedroom				
1 Bedroom + Den				
2 Bedroom				
3 Bedroom				
4 Bedroom				
<b>TOTAL Units</b>				

**Rent Inclusions Market Units (select all that apply):**

Heat     Hot Water     Domestic Electricity     Parking     Storage

**Rent Inclusions Affordable Units (select all that apply):**

Heat     Hot Water     Domestic Electricity     Parking     Storage

PLEASE NOTE THE FOLLOWING when completing the unit configuration table, the combined total number of Barrier-Free Units and Visitable Units cannot exceed the total number of units for each unit size.

PLEASE NOTE THE FOLLOWING DEFINITIONS when completing the rent table:

Market Rent applies to units that will not receive funding under the HNS AHP and will be rented at market rates. Affordable Rent is the affordable rent proposed for units funded under the Affordable Housing Program. The final approved rent structure will be discussed with proponents prior to issuing a formal AHP Conditional Funding Approval Letter.

Proponents are encouraged to include heat, hot water, and parking in rents for units funded through the Affordable Housing Program. Fees for additional services such as cable must be optional and cannot be included in the rent for units funded through the Affordable Housing Program.

## SECTION 5: Project Site

### SITE DETAILS

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Property Identification Number (PID)

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Civic Address (Lot Number may be used where civic address has not been assigned.)

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### MUNICIPAL ZONING REQUIREMENTS

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Has a Development Agreement been approved for the proposed project?  Yes  No  
*(If yes, please enclose a copy of the approved Development Agreement.)*

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Does the proposed project comply with current zoning?  Yes  No  
*(Please attach a copy of documentation from the regional municipality having jurisdiction confirming the project complies with current zoning.)*

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Has a Site Plan been approved by the municipality having jurisdiction?  Yes  No  
*(If yes, please enclose with AHP application.)*

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Have building permits been issued for the proposed project?  Yes  No  
*(If yes, please enclose with AHP application.)*

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Will the parcel be subdivided for the proposed housing development?  Yes  No

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If the parcel will be subdivided, has the subdivision application been submitted?  Yes  No

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Please note any special requirements or current issues relating to municipal approvals (e.g. wetland preservation, geological/soil tests, traffic studies, etc.).

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## SECTION 5: Project Site *(cont.)*

### SITE SERVICING

Is proposed site serviced? (e.g. municipal sewer/water, electrical service)  Yes  No

Does the site require a well  Yes  No

If the project will be serviced by an existing well, has a flow test been conducted?  Yes  No

Please provide relevant details re any outstanding items and/or plans relating to site servicing.

### ENVIRONMENTAL SITE ASSESSMENT

Has a Phase I Environmental Site Assessment been completed within the last 12 months?  Yes  No  
*(If yes, please enclose a copy of the report with the AHP application. ESA reports based on commercial use will not be accepted.)*

Has clearance been granted by the Department of Environment for the proposed residential development?  Yes  No

If environmental clearance has not been granted, please list outstanding work to be completed to achieve environmental clearance and the time frame in which this work is projected to be complete. *(A separate sheet may be used, as needed.)*  
Please ensure costs to attain environmental clearance are included in the Land Costs *(Section 7)*.

## SECTION 6: Project Design & Drawings

### DESIGN – ACCESSIBILITY

Does the project design comply with Housing Nova Scotia Visitability Guidelines, and accessibility regulations under the Nova Scotia *Building Code Act*?  Yes  No

Does the project have an elevator? *(If yes, please indicate number.)*  Yes  No

### DESIGN – ENVIRONMENTAL SUSTAINABILITY

Has an Efficiency NS Energy Audit been conducted for the proposed project?  Yes  No

### DESIGN – MODESTY GUIDELINES

Please indicate the average unit size in the table below.

Unit Type	Market Unit Dimension (SF)	Affordable Unit Dimension (SF)
Bachelor/Studio		
One Bedroom		
One Bedroom + Den		
Two Bedroom		
Three Bedroom		
Four Bedroom		

Please note any discrepancies in finishes and materials, if applicable, between the market and affordable units on a separate sheet.

Total Floor Area (Project) SF

Total Residential Floor Area (Project) SF

### DESIGN – PARKING

Please indicate the number of parking spaces below.

Underground - #	Exterior - #	Disabled - #

Will the parking area(s) and walkways be paved?  Yes  No

## SECTION 6: Project Design & Drawings (cont.)

### DRAWINGS

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Preliminary Plans & Specifications Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Issued for Permit Drawings Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Issued for Pricing Drawings Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Issued for Construction Drawings Attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Preliminary Plans and Specifications for the Project (including building elevations and one set of suite layouts) with details/specifications regarding finishes and amenities must be submitted with the application. Where, preliminary plans have been updated, the current set of plans should be submitted with the application. Drawings must be stamped by an Engineer or Architect licensed in Nova Scotia.

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Drawings must clearly demonstrate compliance with Housing Nova Scotia Visitability Guidelines and provincial building code accessibility requirements. Please note that Housing Nova Scotia can accept PDF files via email of up to 20 MB in size.

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If drawings are not enclosed with the application, please provide an explanation:

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## SECTION 7: Capital Cost Estimates

<b>LAND COSTS</b>	<b>ESTIMATE (\$)</b>
Land <sup>1</sup>	
Acquisition Costs	
Soil Test	
Survey	
Demolition	
Title/Recording	
Appraisal	
Site Servicing	
<b>TOTAL LAND COSTS</b>	

## SECTION 7: Capital Cost Estimates (cont.)

<b>BUILDING COSTS</b>	<b>ESTIMATE (\$)</b>
Consultants (Architect, Engineers, etc.)	
Development Charges – Building Permit Fees	
Planning Approvals	
Legal Fees	
Construction Contract	
Construction Management Costs	
Appliances	
Laundry Equipment	
Construction Interest	
Utilities Fees during Construction	
Insurance during Construction	
Municipal Fees (if applicable)	
Property Taxes during Construction	
CMHC Mortgage Insurance Premium	
CMHC Mortgage Insurance Application Fee	
Landscaping	
Surface Parking	
Contingency	
HST Paid	
Less HST Rebate	
Net HST Paid	
<b>TOTAL BUILDING COSTS</b>	
<b>TOTAL DEVELOPMENT COSTS</b>	
<b>AVERAGE COST PER UNIT</b>	
<b>Total Floor Area (SF)</b>	
<b>Net Residential Floor Area (SF)</b>	
<b>BASE CONSTRUCTION COST PER SF</b>	

<sup>1</sup>Land is valued based on acquisition cost if purchased within last 12 months or current appraised value. Please enclose a copy of the Purchase & Sale Agreement or current Property Appraisal completed by an independent, Accredited Appraiser Canadian Institute (AACI) certified appraiser. Property appraisal must indicate the current value of the property as well as the “as complete” value.

Please also enclose a copy of the Class B or Class C Cost Estimate, if available, on which these cost estimates are based.



## SECTION 8: Pro Forma Operating Budget

Please indicate the inflation rate employed to calculate the following projections: %

<b>ESTIMATED ANNUAL REVENUE</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Gross Potential Revenue – Market Units	\$	\$	\$	\$	\$
Gross Potential Revenue – Affordable Units	\$	\$	\$	\$	\$
Gross Potential Revenue – Commercial Space	\$	\$	\$	\$	\$
Revenue from Other Sources (specify)	\$	\$	\$	\$	\$
Less: Vacancy Allowance (Specify Percent: %)	\$	\$	\$	\$	\$
<b>TOTAL PROJECTED INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>ESTIMATED ANNUAL EXPENSES</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
Property Taxes	\$	\$	\$	\$	\$
Utilities – Electricity	\$	\$	\$	\$	\$
Utilities – Water	\$	\$	\$	\$	\$
Utilities – Furnace Oil/Natural Gas	\$	\$	\$	\$	\$
Property Insurance	\$	\$	\$	\$	\$
Snow Removal	\$	\$	\$	\$	\$
Garbage Removal	\$	\$	\$	\$	\$
Landscaping	\$	\$	\$	\$	\$
Maintenance & Repairs	\$	\$	\$	\$	\$
Replacement Reserve	\$	\$	\$	\$	\$
Service Contracts	\$	\$	\$	\$	\$
Property Management Fees	\$	\$	\$	\$	\$
Salaries & Benefits	\$	\$	\$	\$	\$
Professional Fees	\$	\$	\$	\$	\$
General Administration	\$	\$	\$	\$	\$
Other (specify):	\$	\$	\$	\$	\$
<b>TOTAL OPERATING EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Net Cash Flow Income	\$	\$	\$	\$	\$
Debt Service Costs	\$	\$	\$	\$	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>NET OPERATING INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## SECTION 9: Project Financing – Sources of Capital Funding

<b>FUNDING TYPE</b>	<b>VALUE (\$)</b>	<b>FUNDING SOURCE</b>
Proposed AHP Capital Contribution		Housing Nova Scotia
Rental Construction Financing Initiative		CMHC
CMHC SEED Funding		CMHC
Proponent's Land Contribution <sup>1</sup> (Equity)		Proponent
Proponent Equity <sup>1</sup> (Cash/Liquid investments)		Proponent
Municipal In-Kind Contributions <sup>3</sup>		
Contributions from Other Sources <sup>2</sup> <i>[Specify Type (e.g. grant/donation etc.) and Source]</i>		
Contributions from Other Sources <sup>2</sup> <i>[Specify Type (e.g. grant/donation etc.) and Source]</i>		
<b>TOTAL CAPITAL CONTRIBUTIONS</b> <i>(Must equal Total Estimated Development Costs – Section 7)</i>		

<sup>1</sup> Land must be unencumbered to be recognized as a source of capital funding for the proposed project. A Purchase & Sale Agreement or current Property Appraisal prepared by an independent, AACI certified appraiser must be enclosed with the AHP application. Proponents must provide a minimum equity investment equivalent to 20% of the project's eligible capital development costs. The equity investment must be in the form of cash or unencumbered land.

<sup>2</sup> Capital Contributions from other sources may include private donations, third party grants, municipal grants or loans, or other sources of cash contributions to the project. Documentation confirming amount and terms of funding must be enclosed with the AHP application.

<sup>3</sup> In-Kind Contributions include municipal land contributions, waiver of development charges and fees, or tax rebates. Documentation confirming value and terms of the in-kind contribution from municipal sources must be enclosed with the AHP application.

## SECTION 10: Proposed Development Schedule

Indicate the actual completion date for milestones which have already been attained in the Completion Date Column, and provide the proposed completion date for milestones which are incomplete in the Proposed Date column.

MILESTONE EVENT	COMPLETION DATE	PROPOSED DATE
Concept Plan		
SEED Funding Confirmed		
Preliminary Need and Demand Study		
Preliminary Proposed Development		
Consultant Selected		
Preliminary Design		
Environmental Site Assessment		
Structural Engineer's Report <i>(Preservation/Conversion Projects)</i>		
Property Appraisal <i>(Unimproved)</i>		
Land Optioned		
Zoning in Place or Approved Development Agreement		
Preliminary Cost Estimates – Class C		
Adequate Equity <i>(Land/Cash)</i> Confirmed		
Conventional Lender Financing Confirmed		
HNS Funding Confirmed		
Municipal Contribution/Funding Confirmed		
Other Funding Sources Confirmed (Specify: )		
Schematic Design Drawing Complete		
Cost Estimates – Class B		
Tender/Construction Documents Complete		
Tender Close/Final Costs Determined		
Contract Awarded		
Construction Commencement		
Substantial Completion of Project		
Occupancy Permit/Lease Units to Tenants		
Project Stabilization – Fully Leased		

## SECTION 11: Project Development Team

Provide contact details for each member of your Project Development Team. If you have not engaged a particular consultant or service provider, indicate if your firm/organization will undertake this work or if you will hire a consultant later.

### PROJECT DEVELOPMENT CONSULTANT OR ARCHITECT

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Company/Organization	
Contact Name & Title/Position	
Telephone Number:	Email Address:

### MECHANICAL ENGINEER

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Company/Organization	
Contact Name & Title/Position	
Telephone Number:	Email Address:

### STRUCTURAL ENGINEER

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Company/Organization	
Contact Name & Title/Position	
Telephone Number:	Email Address:

### ELECTRICAL ENGINEER

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Company/Organization	
Contact Name & Title/Position	
Telephone Number:	Email Address:

## SECTION 11: Project Development Team (cont.)

### GENERAL CONTRACTOR

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Company/Organization		
Contact Name & Title/Position		
Telephone Number:	Email Address:	

### LENDER

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Company/Organization		
Contact Name & Title/Position		
Telephone Number:	Email Address:	

### PROPERTY MANAGER

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Company/Organization		
Contact Name & Title/Position		
Telephone Number:	Email Address:	

### OTHER

Will this consultant be hired at a later date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your firm/organization undertaking this work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Company/Organization		
Contact Name & Title/Position		
Telephone Number:	Email Address:	