



# City of Regina Housing Incentives Policy Capital Grant Application

## Section 1.0 Introduction

<b>Applicant Name:</b>	<b>Date Received (Office Use):</b>
<b>Project Name:</b>	<b>Received by (Office Use):</b>
<b>Application type:</b> <input type="checkbox"/> I am making an affordable rental application <input type="checkbox"/> I am making an affordable ownership application	

The City of Regina (City) invites organizations to submit proposals to address a wide range of housing issues in our community. In 2013, the City released its first Comprehensive Housing Strategy (CHS) which was intended to better align policies, programs and assets with current and future housing needs. Refining the Capital Incentive Program was identified as a priority in the CHS.

This application is for Capital Grant Contributions through the City’s Housing Incentives Policy (HIP). Grants range from \$10,000 to \$45,000 per unit, depending on location, unit type, and corporate status. Additional information about the HIP as well as the City’s residential tax exemption programs can be found online at: <https://www.regina.ca/home-property/housing/housing-incentives/>.

### Affordability Criteria

Capital grants are available to projects that meet affordability criteria as defined in the HIP.

Affordable Rental	Affordable Ownership
<ul style="list-style-type: none"> <li><u>Maximum Rental Rates &amp; Maximum Income Threshold:</u> The monthly rental rate and gross income of tenants are at or below the Maximum Rental Rates and Income Thresholds for a term of 10 years.</li> </ul>	<ul style="list-style-type: none"> <li><u>Maximum Income Thresholds:</u> The gross income of purchaser(s) is at or below the Maximum Income Threshold.</li> </ul>

Projects are eligible to apply for funding while development is underway (i.e., once a development/building permit has been issued). Applications will not be accepted retroactively once the building is complete and has received an occupancy permit.

All applications are accepted and reviewed for completeness between January 1<sup>st</sup> and July 31<sup>st</sup> for each funding year. Applications from non-profit housing providers in all Program Areas and from private sector developers in Program Areas 1 and 2 are evaluated in April and August with up to half the annual capital budget being allocated in April and the remainder in August. Applications from private sector developers in Program Areas 3 and 4 will be considered if any funding remains after all other applications are considered. Applications within each evaluation period are evaluated and prioritized for funding based on the Design and Development Criteria Scorecard.

**Complete this form and return by:**

**Mail/Drop off:**

City of Regina  
Social & Cultural Development Branch  
6th Floor, City Hall, 2476 Victoria Avenue  
PO Box 1790, Regina, SK S4P 3C8

OR

**Email:**

[CHS@regina.ca](mailto:CHS@regina.ca)

Along with your **completed** application form, the following information and attachments must be included:

<input type="checkbox"/> <b>Development/ Building Permit #</b> _____	<input type="checkbox"/> <b>Statutory Declaration – Membership Non-profit</b> (if applicable)
<input type="checkbox"/> <b>Legal Land Title (Proof of Ownership)</b> <sup>1</sup>	<input type="checkbox"/> <b>Proof of Charitable Status or ISC Incorporated Status</b>
<input type="checkbox"/> <b>Site Plan/ Floor Plans/ Elevation Drawings/ Renderings</b>	<input type="checkbox"/> <b>Proposed Budget</b>
	<input type="checkbox"/> <b>Scorecard &amp; Supporting Evidence</b>

**Section 2.0 Applicant Information**

**Applicant Name:** (Include registered company name, including numbered companies)

\_\_\_\_\_

**Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone / Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Yes, I am the landowner.

No, I am not the landowner. *If not the landowner, please provide the contact information for the legal landowner and a statement authorizing an application on their behalf.*

**Corporate Status:** (Proof of status must be provided)

- |  |  |
|--|--|
| <input type="checkbox"/> Charitable Non-Profit | <input type="checkbox"/> Membership Non-Profit (affidavit must be provided) <sup>2</sup> |
| <input type="checkbox"/> Private Sector        | <input type="checkbox"/> Other _____   |

<sup>1</sup> Only the landowner is eligible to receive the Capital Incentive Grant. If you are in the process of transferring ownership, please provide the Agreement to Purchase.

<sup>2</sup> 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.

## Section 3.0 Project Information

Project Name: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

### Project Overview

Please submit a Project Summary by:

- 1) **Submit** a 3-page (max) Project Proposal that details:
  - A summary of the project.
    - o What the project entails (e.g. housing type and tenure)?
  - How will the project address Regina's affordable housing needs?
    - o Who is the target population? What are the characteristics of the neighbourhood?
    - o How accessible is the project to nearby amenities/ services?
    - o What are the environmental benefits?
  - Any design/ development features as outlined in the Scorecard.
  - Are there support services?
    - o How do these align with elements of Housing First or aid the targeted population?
  
- 2) **OR** input **answers** to the questions below.

**Brief** (100 words or less) **project description:**

*Provide a general overview. What type of housing is being provided? Who is it for? What needs are being served?*

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

*Discussion how the project aligns with municipal priorities in the Comprehensive Housing Strategy.*

**Discuss below how the project addresses the Development Criteria as set out in the Score Card:** (Attach additional page if necessary)

*Discuss the demographics of the targeted population; accessibility to nearby amenities/ services; environmental benefits.*

### Section 4.0 Project Development Phasing

**Expected Total Project Costs:** (Attach proposed budget) \_\_\_\_\_

**Projected Construction Start Date:** \_\_\_\_\_

**Projected Completion Date:** \_\_\_\_\_

I have/will be making an application to other funding sources (provide program name):

\_\_\_\_\_

I request that the City of Regina provide a letter confirming that that Project is eligible for municipal incentives (please indicate the address):

\_\_\_\_\_

### Section 5.0 Housing Units

Indicate the types of units to be developed in the following table. All information is required. City of Regina staff will calculate the amount for which the project is eligible based on the information provided. If you require more space, attach a document with the same information.

Unit Type	Tenure	Approximate Size (sq. ft)	Number of Units	Program Area*

\* Refer to Appendix B for a map of the Program Areas

### Section 6.0 Declaration

Please indicate if the property is eligible for, has applied to receive or is already receiving a tax exemption under one of the following programs:

Program	Not Applicable	Eligible	Applied	Receiving
Heritage Incentives Policy				
Intensification Incentive Policy				
Revitalization Incentive Policy				
Other (please specify):				

### Section 7.0 Declaration

*I hereby certify that the above information is correct and complete, and that the applicant and owner agree to the terms and conditions of the Housing Incentive Policy. I acknowledge that the information collected on and within the application documents is handled and maintained in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Cities Act, The Uniform Building and Accessibility Standards Act and the City’s Building Bylaw and The Planning and Development Act.*

\_\_\_\_\_

Applicant name – Please Print

\_\_\_\_\_

Signature of Authorized Representative of Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Owner name – Please Print

\_\_\_\_\_

Signature of Authorized Representative of Owner

\_\_\_\_\_

Date

## APPENDIX A - Score Card - Design and Development Criteria

All applications to the Housing Incentive Policy **must complete this Score Card and submit it with an application for Capital Incentives**. Criteria are drawn from the Design and Development Criteria of the *Housing Incentives Policy*, as well as relevant policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)*. For each criterion, partial credit cannot be applied unless specified within the criteria. Applicants may be asked for further information or documentation to prove that they meet the requirements set out below. Supporting evidence may be identified on the initial application. While the applicant is asked to fill out and submit this form with the application, the final evaluation and determination of the points for each category shall be conclusively determined by the Executive Director.

DEVELOPMENT FEATURES		POTENTIAL POINTS	SUPPORTING EVIDENCE	EARNED POINTS
<b>Housing Needs (45 points)</b>	50% of units are <u>either</u> : 1) Modest housing (units equal to or less than 500 Square Feet) or 2) Large units for families (3 BR or more).	5	Indicate units on floor plan and in Section 5 of application	
	<b>Targeted at vulnerable populations:</b> 1. The housing is owned and/or operated by an Indigenous organization, First Nation, or service provider and is intended to serve Indigenous tenants; OR 2. The applicant has partnership(s) in place with community-based organization(s) to provide addictions counselling, independent living assistance, or other significant support services to tenants 3. The housing provider has partnered with women's shelter(s) to house women, and women with children, who have utilized women's shelter services, or are fleeing intimate partner violence.	20	Overview of organization and services provided and/or  Memorandum of Understanding (MOU)/agreement with an organization providing services to tenants	
	At least 10% of units meet accessible, barrier-free design principles (5% is required for multi-unit rental as per <i>The Uniform Building and Accessibility Standards Regulations</i> )	10	Indicate on floor plan	
	On-site Support Suite included (e.g., counselling, daycare)	10	Indicate on floor plan and MOU (if applicable)	
<b>Building and Urban Design Elements (13 points)</b>	<b>Street level activity/pedestrian comfort/safety:</b> 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; or c) ground floor commercial development has been included or retained in mixed-use building	3	Indicate the highlighted features on applicable elevation, site and floor plans.	
	<b>Facade design:</b> Building design includes variation in massing, materials or colour and avoids use of blank walls that are visually prominent.	3		
	<b>Open site design:</b> three points if <u>either</u> is met: a) there is continuity of the existing street and lane grid; or b) the development's front facades do not turn back on adjacent houses, street or other buildings (active streetwall)	3		
	<b>Active/weather-compatible amenity space and landscaping:</b> one point if <u>either</u> of the following is met: a) 15% or more amenity space (minimum of 10% required as per <i>Zoning Bylaw No. 2019-19</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 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	MOU outlining the responsibility of both parties.	
<b>Parking Facilities (5 points)</b>	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	Indicate on Site Plan	
	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. 2019-19</i> )	1		
	On-site Car Share or Bicycle Share for tenants	3	Car-share: provide an agreement with Regina Car Share or Equivalent  Bike share: provide a program description, membership requirements and other operational details	
<b>Adaptive Re-use/ Infill (7 points)</b>	Building Adaptive Re-use for conversion of a non-residential building to residential use	2	Include details of former site use in project summary	
	Infill on a previously developed vacant or brownfield site in an established residential or mixed-use neighbourhood.	5		
<b>Complete Neighbourhoods (22 points)</b>	Access to nearby public transit (within 400 m of a transit stop)	5	Provide a neighbourhood map identifying these points	
	Access to nearby licensed childcare (within 1000 m of licenced childcare centre)	5		
	Access to nearby employment opportunities or shopping facilities (< 1000 m to commercial district)	5	and/or	
	Access to nearby green public space (within 500 m to a public park)	2	Identify these elements in a list and the distance from the project based on pedestrian travel via existing sidewalks and public pathways.	
	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		
<b>Sustainable Design (8 points)</b>	On-site renewable energy generation	2	Identify in project summary	
	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	Copy of Energy Efficiency Compliance Form (NBC 9.36)	
	Green roof or passive solar design	1	Identify on site plan and in project summary  Provide quote for features in budget	
<b>TOTALS POTENTIAL POINTS:</b>		100	<b>PROJECT POINTS:</b>	
<b>MINIMUM TO QUALIFY FOR CAPITAL INCENTIVES</b>		40		
<b>CITY EVALUATION</b>		<b>COMPLETED BY STAFF</b>		

# Appendix B - Housing Incentives Policy Program Area Map

