

Affordable Rental Housing



Forms

Private Sector

May 2009

Canada

Newfoundland
Labrador
Housing

**Affordable Rental Housing
Private Sector
May 2009**

Forms

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Each Affordable Rental Housing - Private Sector project proposal should include:

- Forms 1 to 8, fully completed
- Any additional information or documents requested in the forms

1. Proponent Information

1. Proponent - Organization: _____
2. Contact Person: _____
3. Mailing Address: _____

4. Phone: _____
5. Fax: _____
6. E-Mail: _____
7. Date of Incorporation: _____
8. Include a copy of the Certificate of Incorporation or a Certificate of Good Standing dated 2009, from the Provincial Department of Government Services.
9. Private-Sector Proponent: Yes No
10. How many other residential rental properties are currently owned and operated by the Proponent? _____

Provide the following for each:

Location	Number of Units	Indicate Seniors/Family/Individuals
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Proposed Project Need and Demand

1. Proposed Project Address: _____

2. Number of Proposed Units: _____
3. Describe the Catchment Area, which is the geographic area in terms of the communities the proposed project may serve:

4. Indicate the Target Populations, which is the demographic population to be served by the proposed project.
 independent seniors persons with disabilities _____ single individuals _____ families
5. For the Catchment Area, please answer the following with regard to the Target Population:
- i). Total number in target population (as indicated in 4) _____
 - ii). Number of housing units that currently exist to serve that population _____
 - iii). Vacancy rate in those existing projects _____
6. Provide information that supports the current or future need for the proposed project. List and submit copies of any recent studies, reports or surveys that are relevant.

7. List the sources of demographic and rental market information provided:

8. Additional supporting information:

Note: Sources of information which may be of assistance include Statistics Canada at www.statscan.ca, Government of Newfoundland and Labrador Division of Economic Research and Analysis at www.economics.gov.nf.ca and the Community Accounts website at www.communityaccounts.ca .

7. Estimated Construction Timeframe: _____ months.

This initiative is partially funded under the Government of Canada's Economic Action Plan. This economic stimulus plan requires that proponents begin construction on their projects within 3 months of receiving a final funding commitment.

C. Description of Existing Building

Complete this section, in addition to A and B of this form, for conversion of a non-residential structure or addition to an existing residential structure.

1. Current or most recent use of the building: _____
2. If the building was funded through a past government program for social housing or health purposes, provide details.
- _____
-

3. Is there an outstanding mortgage on the existing project? Yes No

4. Year the building was constructed: _____

5. Construction type: (i.e. wood frame, concrete block, etc.) _____

6. Number of storeys: _____

7. Gross area of building: _____ M²

8. Provide a condition report on the building, as per the Technical standards found in Appendix C of the Guidelines.

D. Drawings and Design Brief

1. Drawings

The following basic drawings must be submitted:

- **Site Plan:** Scale 1:200 showing: general site conditions, landscaping, parking, handicap access, general drainage and topography.
- **Elevations or a Perspective drawing:** Scale 1:100 showing: general massing, windows and doors, and materials being used.
- **Floor Plans:** Include 1:50 scale drawings for each individual type of residential suite; and 1:100 scale drawings for the overall plan of the building(s). Show all major dimensions and net areas of all suites, major rooms, circulation, amenity, and utility spaces. At this stage the floor plans should indicate a proposed furniture layout, including the appliances for the kitchen and fixtures for the bathroom.

Note: Drawings must clearly indicate the designer of the project.

2. Design Brief

_____ Provide a description of the following components, as defined below:

Components	Description
Site Work	
Building Envelope	
Woodwork	
Doors/Windows	
Finishes	
Manufactured Specialities	
Mechanical	
Electrical	

Include a description of the following in the above table:

Site Work: Access roads, water and sewer service, parking and walkways.

Building Envelope: Exterior walls, roof and foundation.

Woodwork: Kitchen cabinet hardware, including: drawer slides, door pulls, hinges; stair and corridor handrails, closet rods and shelves.

Doors/Windows: Doors, door frames, door hardware, windows.

Finishes: Flooring, including: vinyl, carpet, quarry tile; walls, including: ceramic tile; ceilings, including: acoustic ceiling tile.

Manufactured Specialities: Appliances, including: domestic kitchen and laundry; washroom accessories.

Mechanical: Fire extinguishers, plumbing fixtures, domestic fans, HVAC equipment.

Electrical: Service type and equipment (overhead or underground), including switches and receptacles; lighting fixtures, including interior/exterior, building security system, including intercoms, alarms.

4. Preliminary Capital Cost Estimate

Item	Cost
Land	
Current Appraised value of land	\$
Appraisal/Legal Fees	\$
Environmental	\$
Survey/Title/Recording Fees	\$
Other (Specify)	\$
Total Estimated Land Costs	\$
Building(s)	
Construction Contract/Services	\$
Appliances/Equipment	\$
Other (Specify)	\$
Total Estimated Building Costs	\$
Site Improvements	
On Site Servicing	\$
Landscaping	\$
Other (Specify)	\$
Total Estimated Site Improvements Costs	\$
Administration	
Architects Fees	\$
Audit/Legal Fees	\$
Consultant/Inspection Fees	\$
Contingency	\$
Interest Incurred During Construction	\$
Municipal Fees	\$
Other (Specify)	\$
Total Estimated Administration Costs	\$
Subtotal	\$
Net HST Paid (less any rebate)	\$
Total Estimated Capital Cost	\$

5. Capital Financing/Funding Sources

Permanent Loans/Mortgages	Total Financing/ Funding	Interest Rate	Term/Amort- zation	Annual Debt Service	Commitment Date
1.	\$	%	/ yrs	\$	
2.	\$	%	/ yrs	\$	
3.	\$	%	/ yrs	\$	
4.	\$	%	/ yrs	\$	
Owner's Equity					
5. Cash	\$				
6. Land	\$				
7. Property	\$				
Other Financing/Funding					
8. Other NL Govt./Agency	\$				
9. Federal Govt./Agency	\$				
10. Municipality	\$				
11. Grants	\$				
12. Other	\$				
Subtotal	\$				
Affordable Housing Program Forgivable Grant	\$				
Totals	\$ *				

Note: If approved, the disbursement of Affordable Housing forgivable loan funds is conditional on all other funding sources being confirmed and in place.

* should equal Total Estimated Capital Cost from 4. Preliminary Capital Cost Estimate.

6. Operating Budget

ESTIMATED ANNUAL REVENUES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
1. Rents (less vacancy rate of 5%)	\$	\$	\$	\$	\$
2. Other (Specify)	\$	\$	\$	\$	\$
3. Operating Contributions by Others	\$	\$	\$	\$	\$
TOTAL ESTIMATED ANNUAL REVENUES	\$	\$	\$	\$	\$

ESTIMATED ANNUAL EXPENSES	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Administration Expenses					
1. Accounting	\$	\$	\$	\$	\$
2. Professional Fees	\$	\$	\$	\$	\$
3. Office Overhead	\$	\$	\$	\$	\$
4. Salaries/Benefits	\$	\$	\$	\$	\$
5. Property Management Fees	\$	\$	\$	\$	\$
6. Other (specify)	\$	\$	\$	\$	\$
Sub-total: Administration Expenses	\$	\$	\$	\$	\$
Operating Expenses					
1. Heating, Lighting & Hot Water	\$	\$	\$	\$	\$
2. Security	\$	\$	\$	\$	\$
3. Insurance	\$	\$	\$	\$	\$
4. Municipal Taxes (property & water)	\$	\$	\$	\$	\$
5. Other (specify)	\$	\$	\$	\$	\$
Sub-Total: Operating Expenses	\$	\$	\$	\$	\$
Maintenance Expenses					
1. Building Maintenance (Materials/salaries)	\$	\$	\$	\$	\$
2. Grounds Maintenance (Materials/salaries)	\$	\$	\$	\$	\$
3. Service Contract (attach list)	\$	\$	\$	\$	\$
4. Garbage Removal	\$	\$	\$	\$	\$
5. Snow Clearing	\$	\$	\$	\$	\$
6. Other (specify)	\$	\$	\$	\$	\$
Sub-Total: Maintenance Expenses	\$	\$	\$	\$	\$
Other Expenses					
1. Debt Servicing*	\$	\$	\$	\$	\$
2. Replacement Reserve	\$	\$	\$	\$	\$
3. Other (specify)	\$	\$	\$	\$	\$
Sub-Total: Other Expenses	\$	\$	\$	\$	\$
Total Estimated Annual Expenses (a)	\$	\$	\$	\$	\$
Estimated Annual Revenues (b)	\$	\$	\$	\$	\$
Profit (Loss) (b-a)	\$	\$	\$	\$	\$

Complete the project viability tool available at www.cmhc-schl.gc.ca/en/inpr/afhoce/tore/into/into-002.cfm and include a copy in the project proposal submission.

7. CANADIAN ENVIRONMENTAL ASSESSMENT ACT (“CEAA”)

Funding for this program is subject to compliance with environmental assessment and mitigation requirements set out in the Canadian Environmental Assessment Act (CEAA).

Please complete the following:

CANADIAN ENVIRONMENTAL ASSESSMENT ACT (“CEAA”) PRE-SCREENING GUIDELINE

1. Does or will your project involve construction, expansion, modification or demolition within 30m of a water body? Yes No
2. Does or will your project involve construction, expansion or modification with a footprint of more than 500m² on land not serviced at the time of the commitment? Yes No
3. Does or will your project involve the likely releasing of a polluting substance into a water body?
 Yes No
4. Does or will your project involve the demolition of a building where its floor area is more than 1,000m² or where the project is to be carried out within 30m of another building? Yes No
5. Does or will your project (i) possibly affect the permafrost AND ii) take place on land not serviced at the time of the commitment AND iii) involve construction or expansion of a sidewalk, boardwalk, path, pedestrian ramp or access road longer than 100m? Yes No
6. Does or will your project involve construction or expansion or modification in a national park, park reserve, national historic site or historic canal? Yes No
7. Does or will your project involve a USE OTHER THAN: residential accommodations? Yes No

8. Letter of Commitment

All proposals must include a letter of commitment in the form below. This letter should be on the letterhead or from the business address of the Proponent and over the signature of an authorized signatory of the Proponent.

Date:

Newfoundland and Labrador Housing Corporation
P.O. Box 220, 2 Canada Drive
St. John's, NL
A1C 5J2

Attention: Manager, Affordable Housing

Re: Affordable Rental Housing

I (name) am the (position) of (full legal name), the Proponent making the attached submission. I have the authority to make this submission and bind and make representations for the (named Proponent). Through this submission, we agree to all the terms and conditions of the Affordable Rental Housing, Non Profit Sector, Guidelines and Forms, and we agree to be bound by statements and representations made in this submission.

We understand that our submission is subject to Access to Information and Protection of Privacy Act.

We certify that neither the officers nor directors have any actual or potential conflict of interest between our interests and the interests of Newfoundland and Labrador Housing Corporation under this process. We acknowledge that if a conflict exists, Newfoundland and Labrador Housing Corporation may, at its discretion, withhold consideration of our submission. Further, we understand that the Proponent may be required to execute a statutory declaration with respect to potential conflicts of interest.

We authorize and consent to Newfoundland and Labrador Housing Corporation receiving and exchanging with others, including credit, financial reporting, lending or granting agencies, and references provided in the submission, and with other persons with whom we have had dealings, credit and other relevant information about us. We understand that such information may be a factor in the decision of Newfoundland and Labrador Housing Corporation to enter into agreements.

I (We) understand and agree that Housing reserves the right of final approval for this proposal and that Housing may refuse to accept this proposal in its sole and absolute discretion.

Proponent's legal name: _____

Authorized Officer: _____ Date: _____

