

AFFORDABLE HOUSING STUDY GRANT PROGRAM GUIDE

1) Program Description

This program offers a grant equal to 50% of the cost of studies or plans up to a maximum of \$7,500 undertaken to establish one or more of the following:

- the feasibility of including at least 30% affordable rental housing units within a new development on a vacant or under-utilized property, or rehabilitation/retrofit of an existing building; or,
- the feasibility of incorporating building materials or systems that reduce life cycle costs.

2) Who can apply?

Any property owner within the CIP Project Area looking to conduct studies or plans to establish the goals mentioned in the Program Description. Visit [Affordable Rental Housing Community Improvement Plan](#) for more eligibility requirements. The City retains the right and absolute discretion to reject an application received from a person or corporation which in the opinion of the City or its professional advisers, does not possess the experience, financial, technical, personnel or other resources that may be required to carry out the obligations that the applicant proposes to assume under the terms of its application.

3) How does the program work?

The program is structured as a matching grant where the City will provide a grant equal to 50% of the cost of preparing studies or plans up to a maximum of \$7,500 per property/project. Funding must be approved prior to the preparation of any study or plans.

4) What conditions must be met to be eligible for a grant?

In addition to the General Program Requirements, the following program specific requirements must also be met:

- An application for the Affordable Housing Study Program must include a study plan and a cost estimate, as well as identify who will carry out the study.
- All studies and plans must be submitted to the City for the City's review and retention;
- Studies must be prepared by a qualified professional as determined by the City and must meet the City guidelines, by-laws, policies, procedures, and standards, where applicable.

5) Is there a fee to apply?

No.

6) When will the grant funds be advanced?

The grant will be advanced in full once the study and/or plans have been submitted to the City, reviewed by City staff, and deemed to meet the City's guidelines, by-laws, policies, procedures, and standards.

7) How do I apply for a grant?

- a) Arrange a pre-application meeting with staff to determine program eligibility, proposed scope of work, project timing, etc....
- b) If authorized to apply for a grant, complete and submit the application form. Ensure that all required signatures have been provided and that the application is accompanied by all required documentation as shown in the required documents checklist.

8) What happens next?

- Applications and supporting documentation are reviewed by staff to ensure that they meet all the eligibility requirements. If your application does not meet the eligibility requirements, you will be notified of this in writing.
- Staff may request clarification or additional supporting documentation.
- Staff may require the applicant to present their project to the City's Affordable Rental Housing Committee.
- Staff will perform an initial site visit(s) and inspection(s) of the property (as necessary).

- A recommendation on the grant application is made by staff and forwarded to Council or Council's designate.
- You will be notified in writing of the decision made by Council or Council's designate on your application.
- If your application is approved by Council or Council's designate, you will receive a grant approval letter specifying the amount of the grant and the requirements that must be met to receive payment of the grant.
- Once you have received the City's approval letter, preparation of the study/ plans may commence.
- Contact City staff when the study/plans are completed.
- Submit to the City a copy of the study/ plans, and a copy of an invoice(s) showing that the study/plans have been paid for in full.
- The actual grant amount will be calculated based on 50% of the original cost estimate for the study/plans or 50% of the actual cost of the study/drawings, whichever is less.
- Upon review and approval of all submitted documentation, the City will issue a grant cheque to the applicant for the full amount of the approved funding.
- The applicant will be asked to complete a grant receipt form and return this to the City.
- The City reserves the right to audit the cost of the affordable housing study/plans prior to advancing the grant payment.

For further information on this program, please contact Nicolas Aiello, Planning Supervisor – Policy at (905) 735-1700, Extension 2132 or via e-mail at nicolas.aiello@welland.ca