Application Preparation Checklist

* Any required information marked with a star (*) is to be submitted as part of a completed rationale document. The rationale document template is available on the [AHGP webpage](#).

Applicant information

✓	Required information	Description
	Name of your registered non-profit or charitable organization	-
	Registry of Joint Stocks or Federal Charitable Organization Registration Number	-

Organization information

✓	Required information	Description
	Description of your non-profit or charitable organization*	- Brief description of your organization including communities served and services provided
	Number of years your organization has been providing housing*	- If your organization does not yet provide housing, you can enter N/A
	All other residential properties your organization owns or manages*	- A list of all other residential properties that your organization owns and/or manages - If your organization does not currently own or operate any housing, you can enter N/A
	Any similar projects your organization has contributed to or led*	- If your organization has not participated in any similar projects, you can enter N/A

Project details

✓	Required information	Description
	Project title	-
	Brief project description	- Summary of the proposed project including information such as but not limited to the number of units, and type of housing (transitional, supportive, affordable rental, etc.)
	Address of the proposed project(s)	-
	Property ownership information	- Indication if the property is owned by your organization - If the property is not owned by your organization, a confirmation from the property owner of intent to convey or lease long-term to your organization is required
	Total number of housing units	- Total number of housing units in the proposed project
	Number of affordable housing units	- Number of affordable housing units in the proposed project
	Description of the level of affordability of the affordable housing units*	- Rent amounts can be presented as the intended rents themselves and/or rent levels as a proportion of Average Market Rent (AMR) in the CMHC Rental Market Survey Zone - Depth of affordability may alternatively be indicated in terms of shelter-costs-geared-to-income - Indicate whether housing would be affordable for the life of the building or for a limited number of years
	Anything additional included in rents	- Indication of anything additional included in rent amounts of the following categories: electricity; water; hot water; heat; air conditioning; natural gas; internet; and support services

✓	Required information	Description
	Any Priority Groups of the National Housing Strategy that the project aims to serve	- Indication of any Priority Groups of the National Housing Strategy of the following populations: survivors (especially women and their children fleeing domestic violence); seniors; Indigenous peoples; people with disabilities; people dealing with mental health and addiction issues; veterans; 2SLGBTQIA+; racialized groups; recent immigrants (including refugees); people experiencing homelessness
	Description of how the project will incorporate environmentally sustainable design*	- Description can include any features of your project which will positively impact the environmental sustainability - This could include but is not limited to use of sustainable materials; energy efficient design components; sustainable water management; green spaces; and consideration of embodied carbon
	Description of how the project will incorporate accessible design*	- Description can include any features of your project which will positively impact accessibility of the proposed project, with consideration for the populations served - This could include but is not limited to considerations made for improved physical accessibility (such as ramps, railings, grab bars, roll-in showers, etc.); going beyond minimum building code requirements for accessible units, or achieving more stringent standards for accessible housing
	Description of how the project will incorporate social equity*	- Description can include any features of your project which will positively impact social equity of the proposed project - This could include but is not limited to deep affordability of units; serving marginalized communities; providing support services for residents; and trauma-informed design
	A description of how the proposed repairs or renovations address life safety concerns, if applicable*	- If this is not applicable to your project, enter N/A

✓	Required information	Description
	A description of how the proposed repairs or renovations are necessary to maintain habitability of the affordable units, if applicable*	- Explanation of how units may become uninhabitable if the proposed project is not completed - If this is not applicable to your project, enter N/A
	List of those on the project management team and any relevant experience*	- May include staff of the organization, or partner organizations, contractors and consultants involved in completing the work or operating the housing
	Anticipated start date of construction	- Estimate of the start date of construction for the proposed project
	Anticipated date of project completion	- Estimate of the date of 100% occupancy of the proposed project

Unit breakdown

✓	Required information	- Description
	For shared housing: Number of affordable rooms and total rooms in a shared housing use, and approximate size of bedrooms in square metres	- Total number of shared housing rooms in the proposed project - Number of affordable rooms in the proposed project
	For individual housing units: Number of total units and affordable units by type	- Total number of units in the proposed project, broken down by type (1-bed, 2-bed, and 3+ bed units) - Number of affordable units in the proposed project, broken down by type (1-bed, 2-bed, and 3+ bed units)

Funding

✓	Required information	Description
	Requested funding amount	- Amount of funding you are requesting through this AHGP application
	Total required funding for the project	- Total amount of funding required for the project (from all funders)
	Confirmed funding from other sources*	- The numerical value and source of any <u>confirmed</u> funding for the project
	Pending funding from other sources*	- The numerical value and source of any <u>pending</u> funding for the project
	Description of how your non-profit organization will cover operating expenses*	- This may include a description of financial self-sustainability of the project or a description of confirmed or pending funding that would support the project's operational sustainability
	Description of the impact of an AGHP award on project feasibility and affordability of housing units*	- Description of how an AHGP award would improve feasibility of the proposed project or contribute to making units affordable, or more deeply affordable

Required documents

✓	Required information	Description
	If the property is not owned by the applicant, a signed letter or agreement confirming the property will be conveyed or a lease agreement will be in place	- This document may be an agreement of purchase and sale, a letter from the landowner confirming the intent to convey (or lease long-term) the land to your organization and the circumstances under which the land would be conveyed or leased
	Construction proforma	- Proforma identifying hard and soft costs associated with the development
	5-year operating proforma	- 5-year operating proforma including estimated operational costs and rental income, as well as any operational funding
	Estimates from at least 2 professional contractors	-
	Rationale document	- Any required information indicated in this checklist that is submitted through including a completed rationale document with your application

Optional documents

✓	Required information	Description
	Energy efficiency report	-
	Rent roll	-
	Supplemental documents	- Any additional documents you wish to provide to support your application