

Number: CC49
Administered by: City Council
Approved by:
Effective date: June 29, 2021
Last Review: June 29, 2021
Next Review: 2025
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CITY OF
Lethbridge

AFFORDABLE AND SOCIAL HOUSING CAPITAL PROJECT GRANT

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe viable community, and to provide services to the community.

The City of Lethbridge strategically contributes to the development of affordable and social housing options for all residents, and the policy services to define the City's roles in this area. This policy follows the action-oriented framework established by The Municipal Housing Strategy to facilitate the allocation and administration of an affordable and social housing capital project grant.

PERSONS AFFECTED

City Council/City of Lethbridge Administration/Applicants

POLICY STATEMENT

The City of Lethbridge Administration will support the development of affordable and social housing needed in the community by providing financial support for eligible projects in pursuit of the following goals:

1. Support not-for-profit and for-profit organizations in the development of an adequate supply of affordable and social housing in Lethbridge
2. Provide financial assistance for these organizations in their efforts to purchase, construct, renovate or retrofit affordable and social housing units
3. Maximize the use of funds from other sources for investment in affordable and social housing.
4. Funding for the grant may be from multiple sources including the City of Lethbridge Housing Fund, other levels of government and other external sources such as philanthropic donations

APPLICATION INFORMATION:

1. Applicants must ensure that the application form is complete including required supporting documents. Additional requirements and/or supporting documents may be required on a case by case basis at the discretion of City of Lethbridge Administration based on the nature of the project proposed. Incomplete applications will be returned to applicant.
2. Once an application is deemed complete by City of Lethbridge Administration, the application will be presented to City Council for approval.

ELIGIBILITY CRITERIA

1. Approved projects shall include purchasing, constructing, renovating or retrofitting affordable and social housing units in the City of Lethbridge.
2. Approved projects shall align and address affordable and social housing needs identified by the Municipal Housing Strategy and/or other studies endorsed by the City of Lethbridge.
3. Approved projects must remain as social and/or affordable housing for a minimum of 20 years from the date of the last occupancy permit.
4. The grant funding requires applicants to contribute a minimum funding commitment of 25% of the total project costs associated with the affordable and social component of a proposed project.
5. Eligible Projects –
 - a. New facility construction
 - b. Facility expansion – Increasing number of available affordable or social units as part of an existing facility
 - c. Retrofit of existing housing units for conversion to affordable or social units
6. Ineligible costs include debt retirement and equipment and furnishings

FUNDING:

1. Grant funding is limited to a maximum of 75% of the total project costs, with actual amounts determined at the sole discretion of the City of Lethbridge Administration with consideration given to the criteria below.
 - a. Projects ability to support the needs of the community as defined in the Municipal Housing Strategy.
 - b. Demonstrated commitment, competence, and capacity to deliver project; and
 - c. Demonstrated financial resources to deliver the project including financial and operational ability to complete and maintain the project and capacity to handle development risks (i.e. cost overruns, delays).
2. Approved projects that do not start construction with reasonable progress, as determined by City Council, within 2 years of the approval will have approval cancelled and funding be reallocated to other projects.
3. Retroactive funding shall not be permitted.
4. Projects must receive all necessary approvals including but not limited to: development permit, building permits, etc. If any approval or permit lapses, funding approval may be cancelled, at City Council's discretion.

5. Land costs are eligible expense for the funding.
6. Funding will be dispersed as per the following:
 - a. 30% - execution of funding agreement
 - b. 30% - approval of a development permit for the project
 - c. 40% - upon receipt of an occupancy permit.
7. The parties will enter into a Grant Agreement that will set out further particulars as to the use of the grant funding and the responsibilities of the parties stated below.

RESPONSIBILITIES:

City Council to:

- a. Approve funding in excess of \$300,000 to support the Affordable and Social Housing Project Grant Policy;
- b. Evaluate the grant program prior to each budget cycle.

City of Lethbridge Administration to:

- a. Promote the City's Affordable and Social Housing Grant
- b. Assist organizations in applying for the grant
- c. Coordinate the project application review process
- d. Review all grant application and approve projects the meet the Eligible Criteria
- e. Administer the grant agreements including monitoring and reporting on results.
- f. Submit annual reports to the City Council
- g. Approve funding of \$300,000 or less to support the Affordable and Social Housing Project Grant policy.

Applicants to:

- a. Ensure the project will be operated as social or affordable housing for a twenty (20) year term
- b. Be responsible for all operating, maintenance and management costs of the project
- c. Providing to the City of Lethbridge Administration upon the City of Lethbridge's request such information, materials and reports relating to the Applicant's spending or use of the funds, in addition to such other requirements as may be set out in the Grant Agreement.

REFERENCES:

- Municipal Housing Strategy 2019 - 2025
- Affordable Housing and Homeless Policy (CC32)
- City of Lethbridge Municipal Development Plan

REVISION/REVIEW HISTORY:

- September 30, 2013: New Document (Affordable Housing Capital Project Grant)
- October 5, 2020: name changed to Affordable/Social Housing Capital Project Grant, deletion of references to Social Housing in Action Committee, and eligible projects extended to social housing
- June 17, 2021: name changed to Affordable and Social Housing Capital Project Grant