



Affordable Housing Capital Grant Application

The Affordable Housing Capital Grant provides funding in the form of a 15-year forgivable loan and is available to Lanark County property owners, community agencies, non-profit and for-profit residential developers who are planning to build new affordable rental housing units or convert non-residential buildings to new affordable rental housing units. Homeowners in Lanark County who are planning to add a secondary unit in their owner-occupied home that will be rented out may also be eligible. The maximum funding is based on the cost of approved work items and HST, payable up to \$25,000, with an additional \$10,000 for units built in the Municipality of Mississippi Mills.

Program Information

1. Funding is intended to create:
 - New purpose-built rental housing.
 - Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of affordable housing stock (e.g. a single home converted to two units, an apartment building in disrepair)
 - Conversion of non-residential buildings or units to purpose-built affordable residential rental buildings or units (e.g. a commercial building converted to rental housing).
 - Addition of new affordable buildings or units to existing residential and non-residential buildings (e.g. adding a rental housing unit above a store).
 - Social/affordable housing redevelopment which involves building new affordable units on existing social housing sites.
 - Secondary suites or additional residential units (e.g. coach house or apartment over a garage) that are being rented out and where the homeowner lives in the primary dwelling.
2. The proposed rental unit must be a self-contained unit with a private kitchen, bathroom facilities, and sleeping areas, within your existing family home or on the property lot of your single-family home. The local planning/building department will set additional rules for secondary suites/ rental units around parking requirements, exits and entrances, servicing or minimum or maximum unit size.
3. Repairs or modifications already started or completed prior to project approval are not eligible for funding.
4. Applicants must currently occupy the home for which the Secondary Suite Application is submitted, and it must be the primary residence of the applicant(s)/owner(s) for the duration of the Affordability Period (15 years).
5. The building permit must be attached to the application form.
6. A sub search will be completed to verify ownership of the property for project funding.
7. Insurance, property taxes and mortgage of the property must be paid up to date.
8. Insurance coverage for the full market value of the home must be current.
9. The homeowner must be a Canadian citizen, landed immigrant, or have refugee claimant status.
10. The home must be deemed structurally sound to accommodate the renovation.
11. Zoning must be in place to allow the secondary suite or additional residential unit.
12. A Loan Agreement must be signed for all funding approved, and a mortgage will be registered on the title of the property.
13. Lanark County will discharge the mortgage at the end of the forgiveness period of the loan (15 years) at Lanark County's expense.
14. Construction must commence within 120 days of written project approval from Lanark County. Construction must be completed, including a valid occupancy permit, within 24 months of the date the funding agreement is signed.
15. Rents charged during the Affordability Period (15 years), cannot exceed 100% of the Average Market Rent as determined and communicated annually by the Lanark County Housing Services Department. The current maximum unit rents are as follows:



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Unit Size	100% AMR	Maximum monthly rent if utilities are included
Bachelor	\$900**	\$1,000
One-Bedroom Unit	\$900*	\$1,000
Two-Bedroom Unit	\$1,119*	\$1,219
Three+ Bedroom Unit	\$1,346*	\$1,446
Source: * Data provided by the Ministry of Municipal Affairs and Housing ** Value set by Lanark County where there is no data, approved by the Ministry of Municipal Affairs and Housing Note: AMRs are updated on an annual basis. Rents for affordable units under this program must remain at the affordable level for the full term of the agreement.		

16. The homeowner will select the tenant that moves into the rental unit. Prior to move-in, the tenant must be determined as eligible by the Social Housing Registry to rent the unit, as follows:
- a. At least one member of the household is 16 years of age or older, and able to live independently.
 - b. Each member of the household is a Canadian citizen; or has made an application for status as a permanent resident; or has made a claim for refugee protection, and no removal order has become enforceable against any member of the household.
 - c. No member of the household owes arrears to any social housing provider in Ontario.
 - d. No member of the household has been convicted of misrepresenting their income for the purpose of receiving rent-g geared-to-income assistance in the past two years.
 - e. The gross household income of residents in the affordable rental housing units shall not be more than the maximum income limits prescribed in the *Housing Services Act*. The maximum household income limits are updated on an annual basis. The landlord must follow the County's requirements for tenant selection, income verification for the first year of residency (when the tenant applies for the housing unit), reporting, and overall administration of affordable rental housing units.

Table 2: Maximum Gross Annual Household Income for Residents of Affordable Rental Housing Units

Household Size	Gross Annual Household Income
Bachelor Unit Household	\$27,500
One Bedroom Household	\$36,000
Two Bedroom Household	\$42,500
Three Bedroom Household	\$48,000
Four+ Bedroom Household	\$59,500
Note: The income limits are based on one, two, three and four+ bedroom Housing Income Limits prescribed in the <i>Housing Services Act</i> .	

- f. Household assets are below the Lanark County Housing Services Asset Limit: \$200,000.

Submit completed application and supporting documentation to:

Lanark County - Housing Services
 99 Christie Lake Road
 Perth, ON K7C 3C6

For information and assistance completing your application, please call 613-267-4200 ext. 2402, or 1-888-9-LANARK, ext. 2402.

Remove and retain pages 1 and 2 of the application for your information.



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For Office Use Only

Date received: _____

Date application deemed complete:

Applicant/Owner Information:

Names of owner(s) on title for the property for which this application is made:

1.

2.

3.

Required: Two pieces of identification that includes legal name, date of birth, one which includes a photo, and one which includes a signature (e.g. driver's license, Ontario Photo Card, Age of Majority Card, or Canadian Passport) for each applicant/owner. Note: Health cards cannot be accepted as identification.

Property Address:

Number	Street	Unit/Suite/P.O. Box
City/Town	Province	Postal Code
Telephone Number	Alternate Telephone Number	Email*

Please complete the attached Consent to Email form.

Is this the primary residence of all homeowners? Yes No

Alternate contact in the event that you cannot be reached:

Name	Telephone Number
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Proposed Project Information:

Has the applicant/owner(s) and/or this property received previous government funding through any other programs?

	Yes	No
(e.g. Homeownership, Renovate Lanark)	<input type="checkbox"/>	<input type="checkbox"/>

If yes, provide the project reference number, details of the work completed, and the date of approval.

Property Description:

Semi-detached Detached Townhouse/Rowhouse Other

Age of house:	Value of House:	Current Number of Bedrooms in home:
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Is this a mobile home? Yes No



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Property Clearance:		
Mortgage paid up-to-date? Yes <input type="checkbox"/> No <input type="checkbox"/>	Insurance paid up-to-date? Yes <input type="checkbox"/> No <input type="checkbox"/>	Property taxes paid up-to-date? Yes <input type="checkbox"/> No <input type="checkbox"/>
Required: Copy of most recent mortgage statement for the property (usually issued at the end of the year).	Required: Copy of current insurance certificate or policy for the property.	Required: Copy of most recent property tax bill for the property.
What is the total value of all mortgages and liens registered on the property? \$ _____		
Are any of the homeowners in the process of applying for bankruptcy, or have an active bankruptcy filed? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Are there currently any municipal or provincial work orders on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Scope of Work:
Estimated project cost \$ _____
Attach all of the following documents: <input type="checkbox"/> Building permit, or where a building permit is not required, written verification is required from the municipality that project is approved for secondary suite or additional residential unit zoning. <input type="checkbox"/> Site drawings: floor plan drawings for <u>both</u> the primary dwelling unit and the rental unit <input type="checkbox"/> Project quotes <input type="checkbox"/> Any additional information relevant to the project: _____ _____ _____

Project Funding:
A maximum loan of \$25,000 can be approved, with an additional \$10,000 for projects in Mississippi Mills. Provide verification and details of how the remainder of the project is being funded. Attach loan documents or financial statements. Details: _____ _____ _____ _____

Proposed Rent
Number of bedrooms in rental unit: <input type="checkbox"/> Bachelor <input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedrooms Proposed Monthly Rent: \$ _____
Rents must not exceed the annual Average Market Rent table. A reduction of rent is encouraged if the tenant is to pay some, or all, utilities.
Which utilities will be included in the rent? Check Box for Estimated Monthly Cost if not Included: <input type="checkbox"/> Electricity \$ _____ <input type="checkbox"/> Heat \$ _____ <input type="checkbox"/> Water \$ _____



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Applicant/Owner's Declaration and Acknowledgement:

- I/we hereby confirm that I/we are the owners of the house and property located at the address identified in this application, and that no other person is an owner.
- I/we hereby grant permission to Lanark County to make any necessary inquiries to verify the information provided in this application as it relates to eligibility for the Affordable Housing Capital Grant.
- I/we hereby acknowledge that if this application is approved, funding will only be used for work approved, and does not apply to any work started or completed before this application.
- I/we hereby acknowledge that if this application and project is approved, I/we cannot apply for any provincial tax rebate programs for these repairs.
- I/We hereby authorize the inspection of this property as required by Lanark County.
- I/We understand any inspections conducted are for administrative and assessment purposes only. These inspections do not determine compliance with by-laws or building codes and provide no guarantees.
- I/We authorize a representative of Lanark County to take digital photographs of the property/home for the purpose of documenting the project for Affordable Housing Capital Grant.
- I/we hereby certify that all information contained in this application is true and complete in every respect.
- I/we acknowledge that in the event that Lanark County discovers that a false declaration has been made on this application, Lanark County shall have the right to cancel the approval, and I/we will be liable for repayment of all funds issued under the Affordable Housing Capital Grant on my/our behalf.
- I/we acknowledge that we must sign a Loan Agreement for the amount of approved funding before funding is advanced.
- I/we acknowledge that the funded rental unit must be rented by an eligible tenant, with Affordable rents charged, for the duration of the Affordability Period (15 years).

I/we acknowledge and consent that a mortgage will be registered on the property for the amount of approved OPHI funding. Lanark County will discharge the mortgage at the end of the forgiveness period of the loan (15 years) at Lanark County's expense. I/We acknowledge that in the event of default as outlined in the Promissory Note Agreement, I/we, as the homeowner(s), will be responsible to discharge the mortgage at our cost.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

Personal information contained in this Application or any attachments hereto, is collected for the purpose of determining eligibility for Affordable Housing Capital Grant funding under the Ontario Priority Housing Initiative (OPHI) program. Questions about this collection should be directed to the Lanark County, Housing Services Department, 99 Christie Lake Road, Perth, ON K7H 3C6, or telephone 613-267-4200 ext. 2402, or 1-888-9-LANARK, extension 2402.



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Required Documents Checklist

Your application will be delayed if any required documents are missing. Copies of the following documents must be attached to your application:

Item:	Yes	No	Not Applicable
Government issued photo identification (e.g. passport, driver's licence, Ontario Photo Card, Age of Majority card), copied front and back, that includes legal name, date of birth, and signature, must be provided for each applicant/owner.	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of any other government funding received (e.g. Investment in Affordable Housing (IAH) – Homeownership or Renovate Lanark, Residential Renovations Assistance Program (RRAP), Affordable Housing Program (AHP) - Homeownership or other), Ontario Priorities Housing Initiative (OPHI) if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of current insurance certificate or insurance policy for the property.	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of recent property tax bill.	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of most recent mortgage statement for the property (usually issued at the end of the year).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building permit, or where a building permit is not required, written verification from the municipality that project is approved for secondary suite or additional residential unit zoning is required.	<input type="checkbox"/>	<input type="checkbox"/>	
Site drawings: floor plan drawings for both the primary dwelling unit and the rental unit.	<input type="checkbox"/>	<input type="checkbox"/>	
Quotes for the project costs.	<input type="checkbox"/>	<input type="checkbox"/>	
Financial documents for remainder of project funding.	<input type="checkbox"/>	<input type="checkbox"/>	

**LANARK
COUNTY**
Housing Services Department
Consent to Email

As we continue to move to a paperless environment, Lanark County has introduced the ability to communicate with applicants and tenants through email. In order for authorized staff to communicate with you through email, you must provide consent. Please review the following conditions and risks and sign the consent to indicate you agree to receive future communication from Lanark County, Housing Services Department, by email.

It is important for you to know that Lanark County staff will only use email to communicate information of value for the delivery of housing programs. Email will be used to communicate housing offers, eligibility decisions, appointments, sharing of relevant information, annual reviews, etc.

All communications may become part of your file. You have the same right of access to such communications as you do to the remainder of your file. If you have signed consent to share information with other programs administered by Lanark County, your email messages may be forwarded to another Lanark County staff member as needed to deliver service. Your messages and/or information may be shared with external service providers, for programs you are currently receiving. We will not share your messages externally unless you have consented or authorized by provincial or federal law.

Conditions for use:

- Messages should be brief. Please telephone the office or make an appointment to discuss more involved matters.
- If you need to discuss something urgently or to communicate time sensitive matters, please call our office.
- It is your responsibility to follow up with Lanark County staff if required.
- It is your responsibility to notify Lanark County of any changes to your email address.
- Messages may be printed and retained on your file.
- Email privileges will be removed for frivolous messaging, threatening or inappropriate messages, spamming or excessive messaging resulting from impatience.
- Emails to Lanark County staff must include the name of the staff to which you are sending the email, and the sender's full name.

What can email messaging be used for?

- Schedule, re-schedule, cancel or confirm appointments.
- Sharing information – e.g. change of address, phone number or other personal documents.
- Sending notice of decisions.
- General inquiries e.g. request a form, a referral, etc.
- Attempt to contact when unable to contact by phone.

Lanark County will reply to your email within one business day during business hours. If response is not received within one business day, the staff may be out of office; please call the office to ensure your needs are met.

Risks of using email:

There are some risks with using email. These risks include, but are not limited to:

- Messages can be accidentally sent to the wrong person by mistyping or using inaccurate email address.
- It is possible for a third party to breach the confidentiality of email and intercept messages without authorization or detection.
- Email messages can be altered, forwarded or circulated; stored electronically or on paper; and broadcast to unintended recipients.
- If you share your email address, information may be inadvertently communicated to others.
- Messages may be read on cell phones and laptops, which are vulnerable to being stolen or lost.
- Email is vulnerable to hacking, spam, viruses or someone trying to access your information.



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Risks can be reduced by ensuring you do not open email messages and attachments from unknown contacts and keeping your email address up-to-date with Lanark County. Ensure your phone is password protected. We recommend you also add Lanark County as a “contact” so you can readily recognize emails coming from our office, and Lanark County emails will not be sent to Junk Mail.

Lanark County will make every effort to maintain the security and confidentiality of email information sent and received, but full security and confidentiality cannot be guaranteed. Lanark County, Housing Services Department is not liable for breaches of confidentiality caused by yourself I hereby agree and give consent to the Lanark County, Housing Services Department, to communicate with me by email.

I understand my email address will not be shared, sold, or used for any purpose other than to support the delivery of services to me by the Lanark County, Housing Services Department, except where required by law. In giving consent, I acknowledge I have reviewed and understand the risks and conditions for communicating by email with the Lanark County, Housing Services Department.

This consent is provided voluntarily and will remain valid as long as I am receiving services from the Lanark County, Housing Services Department, or until such time that I withdraw my consent, or email privileges are removed by Lanark County.

EMAIL CONSENT:

I give consent to the use of email by and with the Lanark County, Housing Services Department to support program delivery. No Yes

Email address to use for email messaging: _____

I have received a copy of, and have read, the Information Sheet and the Consent to Email.

Name of recipient (please print)	Signature	Date
Name of spouse, if applicable	Signature	Date

Please note it is your responsibility to notify us of any changes to your contact details.

Notice with Respect to the Collection of Personal Information

Personal information provided in this consent and through email messages between applicants and/or tenants and authorized representatives of Lanark County is collected and used in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*, or as otherwise required or permitted by law. This consent applies to information shared in the form of electronic data exchanges for the delivery of housing programs.