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**CITY OF**  
*Lethbridge*

## **AFFORDABLE/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 and viable community, and to supply desirable and/or necessary services to the community.

The City of Lethbridge strategically contributes to the development of affordable housing options for all residents. The purpose of this policy is to establish the framework for the allocation and administration of an affordable/social housing capital project grant that will assist in the development of affordable housing.

### **PERSONS AFFECTED**

City Council/Grant Administrator/Community Housing Providers

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to leverage its role in land development to provide financial support through the Housing Capital Grant for eligible facilities and projects in pursuit of the following goals:

1. Support not-for-profit and private organizations in the development of an adequate supply of social and affordable housing in Lethbridge
2. Provide financial assistance for these organizations in their efforts to construct, renovate or retrofit social and affordable housing units
3. Maximize the use of funds from other sources for investment in social and affordable housing
4. Funding for the grant will be from the Housing Fund which receives an annual contribution from subdivision surplus

Grant allocation principles:

1. Will have a standardized application process that is made available on an ongoing basis. All organizations must submit an application to be considered for funding
2. Each application will be assessed against the following evaluation criteria:
  - a. Demonstrated capacity to deliver project;
  - b. Demonstrated financial resources to deliver the project; and
  - c. The project meets the needs of the community as defined in the Municipal Housing Strategy.
3. The Affordable Housing Capital Grant funding is approved on a “matched grant basis” - up to 1/3 Housing Capital Grant and minimum 2/3 sources raised by the applicant. City of Lethbridge operating or capital budget funds cannot be used for matching.
4. The maximum level of funding for any one project will be \$300,000.
5. Debt retirement as well as equipment and furnishings will not be eligible for funding support

**RESPONSIBILITIES**

City Council to:

- a. Approve funding available for the grant
- b. Evaluate the grant program outcomes prior to each budget cycle

Grant Administrator to:

- a. Promote the program
- b. Approve grant allocation for each project
- c. Assist organizations in applying for the grant
- d. Coordinate the project application review process
- e. Administer the grant agreements including monitoring and reporting on results.

Successful Applicant Organizations to:

- a. Ensure the project will be operated as social or affordable housing for a twenty (20) year term. In the event that the organization cannot fulfill the term of the contract the organization will repay a prorated portion of the grant to the City
- b. Provide proof of matching funds within 18 months of receiving approval for the Affordable/Social Housing Project grant. Upon verification of matching funds, the organization will receive 90% of the approved grant. The final 10% will be released upon completion of the project and provision of a financial report to the City of Lethbridge
- c. Be responsible for all operating, maintenance and management costs of the project
- d. File a financial accounting statement of expenditures and revenues of the capital project in accordance with the principle of full financial disclosure

## **DEFINITIONS**

- a. Eligible Facilities - housing unit (s) that meet the criteria of “social or affordable housing” as defined by Canada Mortgage and Housing Corporation. Units must be available for rent and are not intended as home ownership opportunities
- b. Eligible Organizations - registered private or not for profit organizations or public institutions with demonstrated experience in housing management
- c. Eligible Projects -
  - i. New Facility Construction
  - ii. Facility expansion - increasing number of available social or affordable units as part of an existing facility
  - iii. Retrofit of existing housing units for conversion to social or affordable units
- d. Grant Administrator - the employee designated by the Director of Community Services who is directly responsible for the administration of the grant program
- e. Registered Organization - an organization registered (and in good standing) under one of the following: Societies Act of Alberta, Companies Act of Alberta, Business Corporations Act of Alberta, Special Act of the Parliament of Canada, or Special Act of the Alberta Legislature

## **REFERENCES**

- Affordable Housing and Homeless Policy (CC32)

## **REVISION 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