



Rental Development Program

Application

ISSUED BY SASKATCHEWAN HOUSING CORPORATION

PUBLIC DISCLOSURE

The parties agree that all reports, other documentation and information that are required to be provided to Saskatchewan Housing Corporation (SHC) by the Sponsor pursuant to this Agreement may be made public, except information SHC obtains pursuant to Appendix D that the Sponsor has requested to be kept confidential. Any commitment SHC makes with respect to confidentiality would be subject to the operation of law.

Table of Contents

Application Form3

1. Affidavit 3

2. Checklist 4

3. Sponsor Information 5

4. Sponsor Project Development Experience 6

5. Sponsor Operating Experience 7

6. Project Development and Operating Team 8

7. Need and Demand..... 10

8. Community Support 11

9. Project Description 12

10. Project Readiness..... 14

11. Capital Budget..... 15

12. Sources of Capital Funding..... 16

13. Target Clients 17

14. Support Services 18

15. Affordability..... 19

16. Operating Budget..... 20

Appendix A – Funding Source Disclosure Authorization23

Appendix B – Conflict of Interest Form24

Application Form

Sponsor: _____ Community: _____

1. Affidavit

Saskatchewan Housing Corporation may request clarification or additional information.

I have read and understand the terms of the Rental Development Program application, including:

- Program Guide
- Appendix A – Funding Disclosure Authorization
- Appendix B – Conflict of Interest

All information, to the best of my ability, has been provided and is accurate. I am a representative of the company and authorized to respond to this request for applications.

Dated this _____ day of _____, 20_____.

Organization: _____

Per: _____

Per: _____

(c/s)

2. Checklist

Required

- | | |
|---|---|
| ☐ Completed Application Form | ☐ Articles of Incorporation |
| ☐ Cover Letter | ☐ Corporate Profile Report |
| ☐ Funding Source Disclosure Authorization (Appendix A) | ☐ Class D Estimate (or higher class) |

Optional

- | | |
|--|--|
| ☐ Letter(s) of Support | ☐ Zoning Confirmation |
| ☐ Memorandum of Understanding (MOU) | ☐ Offer to Purchase |
| ☐ Tenant Waitlist | ☐ Consulting Contracts |
| ☐ Construction Drawings | ☐ Construction Contracts |
| ☐ Sources of Funding | ☐ Property Management Experience |
| ☐ Land Title | ☐ Conflict of Interest (Appendix B) |
| ☐ Land Listing (if no land title) | |

3. Sponsor Information

Organization Name: _____

Mailing Address: _____

Municipality: _____ Province: _____ Postal Code: _____

Primary Contact: _____ Title: _____

Phone Number: _____ Email: _____

Organization Type

- | | | |
|---------------------------------------|--|--|
| ☐ Municipality | ☐ Indigenous Government | ☐ Private Corporation |
| ☐ Co-operative | ☐ Non-Profit | ☐ Management Body |

Is the organization incorporated in Saskatchewan?

- ☐ Yes ☐ No ☐ Pending

If yes, please attach the Articles of Incorporation. If not, please comment:

Corporate Profile

Please provide a current corporate profile report of your organization. Any conflict of interest between members of the board and the project should be identified as per Appendix F.

4. Sponsor Project Development Experience

In the past 5 years, have you:

developed other housing projects? ☐ Yes ☐ No

developed a housing project with SHC? ☐ Yes ☐ No

If you answered yes to any of the questions above, please identify **all** the properties. Your development experience is part of the assessment of the application. Duplicate this page as needed.

Project Name: _____ **Project Address:** _____

Municipality: _____

Construction Method

Building Type: _____

☐ Stick-Build

Number of Units: _____

☐ Modular

Date of Completion: _____

☐ Other: _____

Project Name: _____ **Project Address:** _____

Municipality: _____

Construction Method

Building Type: _____

☐ Stick-Build

Number of Units: _____

☐ Modular

Date of Completion: _____

☐ Other: _____

Project Name: _____ **Project Address:** _____

Municipality: _____

Construction Method

Building Type: _____

☐ Stick-Build

Number of Units: _____

☐ Modular

Date of Completion: _____

☐ Other: _____

Project Name: _____ **Project Address:** _____

Municipality: _____

Construction Method

Building Type: _____

☐ Stick-Build

Number of Units: _____

☐ Modular

Date of Completion: _____

☐ Other: _____

Project Name: _____ **Project Address:** _____

Municipality: _____

Construction Method

Building Type: _____

☐ Stick-Build

Number of Units: _____

☐ Modular

Date of Completion: _____

☐ Other: _____

5. Sponsor Operating Experience

In the past 5 years, have you:

managed other housing projects? ☐ Yes ☒ No

managed a housing project with SHC? ☐ Yes ☐ No

If you answered yes to any of the questions above, please identify **all** the properties. Your development experience is part of the assessment of the application. Duplicate this page as needed.

Project Name: _____	Project Address: _____
Municipality: _____	Building Type: _____
Number of Units: _____	Managing Since: _____

Project Name: _____	Project Address: _____
Municipality: _____	Building Type: _____
Number of Units: _____	Managing Since: _____

Project Name: _____	Project Address: _____
Municipality: _____	Building Type: _____
Number of Units: _____	Managing Since: _____

Project Name: _____	Project Address: _____
Municipality: _____	Building Type: _____
Number of Units: _____	Managing Since: _____

Project Name: _____	Project Address: _____
Municipality: _____	Building Type: _____
Number of Units: _____	Managing Since: _____

6. Project Development and Operating Team

Any potential conflict of interest between the Project Development and Operating Team and the project sponsor should be identified in Appendix B.

Owner

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Architect/Consultant

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

General Contractor

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Lender

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Property Manager

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Service Provider

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Other:

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

Other:

Organization: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Email: _____

7. Need and Demand

Sponsors must carefully consider the proposed community's need for rental units, the demand for this type of housing, the availability and appropriateness of existing housing options, and the long-term viability of the proposed project.

- Please provide any available data that supports your project. For example, community plans, affordable housing strategies, reviews of availability or affordability in your area, or other needs/demographic assessment data such as Statistics Canada, CMHC Rental Market data, Population Health data.
- Please provide updated waiting lists for your proposed project in the following format:

Household #	Targeted Household Make-Up	Approx. Monthly Gross Income (all sources)	Sources of Income (eg. SAID, SIS, OAS, GIS)	Current Living Arrangements (eg. house, apartment, rooming house, couch-surfing, shelter)	Difficulties experienced in acquiring and maintaining suitable housing (eg. mental health challenges, physical disability, addictions)
Example	1 Senior, 1 adult, 2 kids	\$1200	OAS, SAID, P/T work	Sharing house with another family	Mental illness in adult, minor physical impairment in senior, child with trauma
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Comments:

8. Community Support

Projects may be subject to a public consultation process, as determined by the municipality and, unless the community shares your housing objectives, getting a project started may be very difficult.

It is recommended to engage municipal support early in the development process. Please provide a letter(s) of municipal and community support.

Please identify a strategy to engage the community or neighborhood, and to alleviate any concerns that may arise.

Comments:

9. Project Description

Project Name: _____

Civic Address: _____

Legal Description: _____

Municipality: _____

Will the proposed project comply with *The Residential Tenancies Act, 2006*?

☐ Yes ☐ No ☒ Exemption

What is the project's delivery process?

- ☐ New Construction
- ☐ Conversion from Non-Residential to Residential
- ☐ Acquisition and Renovation

What is the project's building form?

- | | |
|---|--|
| ☐ Single Detached | ☐ Duplex |
| ☐ Low-rise Apartment | ☐ Rooming House |
| ☐ Semi Detached | ☐ Townhouse |
| ☐ High-rise Apartment (5+ Storeys) | ☐ Other: _____ |

Will the building utilize Modern Methods of Construction? Check all that applies.

- ☐ Off-site modular/room modules
- ☐ Panelized systems (e.g., SIP Panels)
- ☐ Preformed subassemblies (e.g., prewired/preplumbed kitchen or bathroom modules)
- ☐ Mass timber / engineered wood products
- ☐ Pre-approved structural components (e.g., trusses) and site-process enhancements
- ☐ Other, please describe.

Please describe the type of units you are proposing

(include, accessible, unit type, number of units, average square feet)

Please provide a description of common space:

Approximate area of common space (square feet): _____

Is the project expected to contain any of the immodest features identified in the Program Guide?

☐ Yes ☐ No

If yes, please explain:

10. Project Readiness

Is the land identified? ☐ Yes ☐ No

If yes, provide the listing for the land.

Do you already own the land? ☐ Yes ☐ No

If yes, provide the land title.

Is the proposed site serviced? If yes, check all that apply.

- | | | |
|--|---------------------------------------|---------------------------------------|
| ☐ Sanitary sewers | ☐ Storm sewers | ☐ Electricity |
| ☐ Natural gas | ☐ Sidewalks | ☐ Roads/Alleys |
| ☐ Water service | ☐ Curbs | ☐ Gutter |

Have you completed environmental and/or geotechnical assessments of the proposed site?

If so, are there any issues related to the property and if so, please provide a remediation plan to resolve the issue, including the cost and timeline.

Geotechnical Assessment Complete ☐ Yes ☐ No

Environmental Assessment Complete ☐ Yes ☐ No

Remediation Plan Attached ☐ Yes ☐ No

Is the land zoned appropriately for this project? ☐ Yes ☐ No

If yes, provide confirmation of zoning suitability.

Do you have preliminary construction drawings? ☐ Yes ☐ No

If yes, provide the construction drawings.

Are you already working with a general contractor or project manager? ☐ Yes ☐ No

If yes, provide the construction contract.

11. Capital Budget

How did you estimate the project's total capital cost?

☐ Class D estimate or higher

☐ Public tender

☐ Quote from a contractor

☐ Other: _____

<i>Item</i>	<i>Estimated Cost</i>
Total Property	
Acquisition	
Soil test, ESA, survey, etc.	
Title/Recording fees	
Appraisal	
Site Services	
Other:	
Total Building	
Building Contract	
Appliances	
Building Services	
Landscaping	
Other	
Total Administration	
Consulting fees	
Legal fees	
Printing/Advertising	
Operation during rent up	
Capital cost audit	
Other:	
Total Taxes	
PST	
GST (50% if you have the GST rebate)	
Total Project Cost	
Average Unit Cost	

Does your organization receive a GST rebate? ☐ Yes ☐ No

12. Sources of Capital Funding

List all funding sources, such as financing and grants, whether confirmed or unconfirmed. If the sponsor plans to finance part of the project out of its own resources, provide a letter of interest from the financial institution or funding partners. All other funding sources must be confirmed in writing by the appropriate authority.

Capital Funding	Source	Value	Status (Confirmed, Pending, Received, or Have Not Applied)	Type (Grant, Loan, In-Kind, or Forgivable loan)
Sponsor Equity/Cash				
Sponsor Land Value*				
Mortgage Financing				
Municipal Funding				
RDP Request				
Other				
	Total Funding:			

*The value of the land contribution is defined by an appraised value report completed by an accredited appraiser.

- Sponsors may request up to 70 % of eligible capital costs.
- The total estimated capital cost and the total sources of funding must be the same. If there is a funding shortfall, please explain how the shortfall will be covered.
- SHC requires confirmation of adequate cash flow throughout the construction period. Please confirm by providing evidence of all funding approved and a cash flow forecast.
- Successful sponsors will be required to apply to Build Canada Homes (BCH).

13. Target Clients

Please describe the target clients that your project will house:

Identify the specific support services your target clients require to remain stably housed:

14. Support Services

What support services will your project provide?

How is your organization providing these support services? If service partnerships are critical to the success of the households, a formal agreement or memorandum of understanding will be required.

Attach additional pages as necessary.

- Service Agency Partnerships
- Internal Service Provision
- Funding
- Staffing Levels (Qualifications)
- Expected Outcomes

Whether proposing to provide internal or external support services, please provide a resumé outlining the provider's experience in service provision, including:

- Support services previously provided;
- When did the organization start;
- Funding sources;
- Number of households served; and
- Outcomes indicating the organization's success in the provision of services.

15. Affordability

Unit Type: _____

Housing Expense

Rent: _____

Utilities: _____

Total Expense: _____

Housing Income

SIS: _____

SAID: _____

SHB: _____

Other: _____

Total Income: _____

Net Income: _____

Unit Type: _____

Housing Expense

Rent: _____

Utilities: _____

Total Expense: _____

Housing Income

SIS: _____

SAID: _____

SHB: _____

Other: _____

Total Income: _____

Net Income: _____

Unit Type: _____

Housing Expense

Rent: _____

Utilities: _____

Total Expense: _____

Housing Income

SIS: _____

SAID: _____

SHB: _____

Other: _____

Total Income: _____

Net Income: _____

Net Income: _____

Unit Type: _____

Housing Expense

Rent: _____

Utilities: _____

Total Expense: _____

Housing Income

SIS: _____

SAID: _____

SHB: _____

Other: _____

Total Income: _____

Net Income: _____

Net Income: _____

16. Operating Budget

Unit Type	Number of Units	Proposed Rental Rate	Monthly Revenue	Annual Revenue
Rooming House				
Bachelor				
One Bedroom				
Two Bedroom				
Three Bedroom				
Four+ Bedroom				
Total				

Cost Item	Cost per Unit per Month	Annual Total Cost
Total Revenues		
Rent revenue (Average)		
Less bad debt/vacancy loss		
Sundry		
Total Utilities		
Electricity		
Heating		
Water		
Internet		
Total Operating		
Janitorial Supplies		
Janitorial Labour/Benefits		
Grounds Material		
Grounds Labour/Benefits		
Equipment		
Security		
Waste/Snow Removal		
Tenant Placement		
Insurance		
Drug Screening		
Housewares and Bedding		

Cost Item	Cost per Unit per Month	Annual Total Cost
Total Maintenance		
Building Exterior		
Building Interior		
Building Labour/Benefits		
Heating, Plumbing, etc.		
Appliance Repair		
Electrical Systems		
Maintenance Overhead		
Painting - Exterior		
Painting - Public Areas		
Painting - Suites		
Other:		
Total Modernization & Improvement Reserve		
Roofing		
Floor Covering		
Ceramic Tile		
Plumbing & Heating		
Appliances		
Other		
Total Administration		
Staff		
Staff Benefits		
Vacation Coverage		
Travel		
Computer		
Phone		
Office Supplies		
Other		
Total Taxes		
Property Taxes		
PST		

Cost Item	Cost per Unit per Month	Annual Total Cost
GST		
Less GST Rebate		
Total Expenses After Taxes		
Mortgage Payments Principal/Interest		
Net Operating Cash Flow		

Please identify what utilities the tenant is responsible for:

☐ Electricity

☐ Heat

☐ Water

What risks do you perceive to long-term viability? (e.g. vacancy, rising interest rates, vandalism)

What measures would you take to address these risks?

SHC reviews the operations of all housing sponsors from time to time. The periodic reviews are conducted for two main reasons:

- To ensure sponsors maintain compliance with their agreements.
- To provide sponsors with information that will help them operate as efficiently and effectively as possible.

Areas that are reviewed may include:

- Delivery of programs and services;
- Governance;
- General administration;
- Client relations including safety and security;
- Asset management; and
- Financial administration.

If you have an operations plan in place or additional information on the above or regarding the project, please provide.

Appendix A – Funding Source Disclosure Authorization

Complete the following for each funding partner. Examples of funding partners are private lending/financial institution, municipality, provincial government, federal government, or any other funding contributor.

Funding Provider A:

Funding Type: _____

Mailing Address: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Funding Provider B:

Funding Type: _____

Mailing Address: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Funding Provider C:

Funding Type: _____

Mailing Address: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Funding Provider D:

Funding Type: _____

Mailing Address: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Appendix B – Conflict of Interest Form

SHC, in its sole discretion, may disqualify a proposal and its sponsor if SHC determines that a conflict of interest exists.

Conditions for a Conflict of Interest to exist may include:

- When there is any financial interest of the sponsor in the Project Development and/or Operating Team (Team);
- When one or more of the agents, officers, directors, shareholders or partners of the sponsor is also an agent, officer, director, shareholder or partner of the Team;
- When any agent, officer, director, shareholder or partner of the sponsor has any financial interest whatsoever in the Team;
- When any agent, officer, director, shareholder or partner of the Team advances any funds to the sponsor, other than an interim lender advancing funds to enable the Sponsor to pay for construction and other Project costs;
- When the Team provides and pays on behalf of the sponsor for any project costs;
- When the Team takes stock or any interest in the sponsor as part of the consideration to be paid them;
- When there exists or comes into being any side deals, agreements, contracts, or undertakings entered into, which create or will create a conflict of interest as set forth above.

If there is a potential for a conflict of interest to exist, please advise in writing for SHC review.

Comments: