

## GUIDELINES

Below are guidelines on what characteristics are required, or not, for a CHIP application to be considered. The evaluation process for CHIP Stream 1 is designed to assess each project on both its financial soundness and broader social impact. To ensure a balanced and transparent approach, applications will be evaluated using both quantitative and qualitative criteria.

Grant maximums have been set at \$65,000/unit for this funding call, not to exceed the cumulative value of senior government funding being provided on a per unit basis.

### Section Overview

**Section 1: Applicant Information** - All answers in this section are required. The following information is required from all applications:

- Provision of names, bios and positions of board members
- Provision of constitution and by-laws that include provision of affordable housing
- Provision of a completed Applicant Portfolio List (template can be downloaded from CHIP website)

**Section 2: Project Information** - All answers in this section are required.

**Section 3: Stream 1 Eligibility** - All answers in this section are required. Projects must meet key eligibility requirements for CHIP funding consideration.

- **Section 3.1 – Registration Status:** An answer in this subsection is required. An organization must be one (or more) of a registered non-profit society, charitable organization, non-profit cooperative, Musqueam, Squamish or Tsleil-Waututh First Nations Band Council or Urban Aboriginal non-profit society, in each case having an independent, active governing body composed of volunteers (i.e. a Board of Directors/Council).
- **Section 3.2 – Charitable Status:** Charitable status is not required. Complete this section only if applicable to your organization.
- **Section 3.3 – Organization Status:** All answers in this subsection are required. Organizations must be in good standing under their incorporating statutes and Certificate of Good Standing must be provided. Organizations must be financially sound and verified by the provision of the most recently audited financial statements.
- **Section 3.4 – Funding Status:** All answers in this subsection are required. Projects that have fully secured some (i.e. obtained final approval) or all of their funding stack will score higher.
  - There must be provisionally secured funding from at least one senior government funding program, with substantiating evidence demonstrating the committed funding (e.g. Letter of Intent from senior government funding partner, or in the case of organizational equity, a letter from CEO or Board Chair confirming the amount). If unable to request a letter due to the Provincial election, please note this in your application.
  - At a minimum there must be a Class B estimate, prepared by a qualified professional, included in the application package.
  - The project pro-forma must demonstrate the project is not reliant on an ongoing operating subsidy to remain financially sustainable at the target level of affordability. A completed Project Proforma must be

submitted using the provided template. Project Proformas that do not use the provided template will not be evaluated.

- The project delivery team should already be formally engaged and ready to commence work. The application must include basic details on the composition of the team (e.g. name, role, date engaged).
- **Section 3.5 – Zoning Status:** Appropriate zoning for the proposed project must be in place, although consideration will be given to those projects where rezoning enactment is still pending but expected imminently.
- **Section 3.6 – Ownership Status:** This is to confirm ownership or clarify ownership of the project. Ownership other than fee-simple (e.g. long-term lease or sub-lease) does not exclude an applicant from consideration of CHIP, subject to further review by the City.

**Section 4: Project Quantitative Information** - These are measurable, objective elements that focus on financial and operational aspects of the project. The Project Proforma submitted will be the primary source to assess the cost-efficiency and affordability of each project coupled with the responses to the **Funding Status** in subsection 3.4. The following key quantitative criteria will constitute 70% of the score:

- **Cost and Funding Efficiency:** Is the project optimizing its resources and usage of the requested CHIP grant? How cost-efficient is the project on a per-unit basis, and what is the proportion of the requested CHIP grant relative to total project cost? Projects that are cost-efficient and require proportionally less CHIP grant are prioritized.
  - **Operating Efficiency:** How well is the project maximizing rentable area for use by tenants relative to its gross buildable area, and how cost-efficient will that space be to operate and maintain on an ongoing basis? Is the project maximizing usable space for tenants? Projects that combine efficient use of space with programmatically appropriate operating costs are rewarded, with additional points awarded for reliable supporting documentation (e.g. audited financial statement for comparable projects).
  - **Non-Debt and Equity Funding:** Projects that attract a proportionately greater amount of non-debt funding (grants, donations, or other non-loan financing) are financially more stable and face fewer financial risks in the long term. By contributing equity, applicants also demonstrate their own commitment, reducing reliance on external financing and increasing project resilience. Projects that can leverage other sources of funding as well as their own will score higher.
  - **Affordability Impact:** The deeper the affordability and/or the greater the proportion of affordable units, the higher the score, with priority for those projects that deliver incremental affordable units above required minimums.
- **Section 4.1 – Affordability:** An answer in this subsection is required. Explain how CHIP funding would benefit your project and identify where it can be optimized.
  - **Section 4.2 – Operating Efficiencies:** Answers in this subsection are required. Information provided in this section will be considered when evaluating **Operating Efficiency**, listed above.

**Section 5: Project Qualitative Information** - These focus on inherently non-quantitative elements of the project that are not found in financial viability metrics. This information will constitute 30% of the score.

- **Section 5.1 – Funding and Permitting Readiness:** Projects that are further along in the development process will score higher. Information from subsection 3.4 on **Funding Status** will also be considered in the scoring. A high-level project schedule should be attached.
- **Section 5.2 – Mix:**
  - **Family Unit Proportion:** Projects that offer a higher percentage of family-sized units (2- and 3-bedroom) than the minimum required by policy will score higher.

- **Priority Population Housed:** Projects that house one or more priority populations (Indigenous, Black or other racialized households, seniors, lone-parent households, and people with accessibility needs), receive additional points in the evaluation.
- **Section 5.3 – Other City Goals:**
  - **Indigenous led projects:** As a City of Reconciliation, projects that are Indigenous led will be prioritized.
  - **Sustainability:** Some funders and/or City policies require specific sustainability targets. Identify what this project is expected to achieve.
  - **Other City Objectives:** Projects that align with other key objectives outlined in City policy and planning documents will score higher (see Appendix B).

#### **Application Qualities:**

- Applications must be complete, all required questions should be answered, and all required attachments must be provided.
- Applications must use the template Project Proforma and include all the necessary attachments (see CHIP Checklist).
- Applications must demonstrate how the grant improves project affordability, with priority for projects that will meet the City’s definition of social housing.
- Applications must demonstrate contingency planning efforts should they not receive funding.
- Applications should refer to Appendix B to find City plans, policies, and strategies that could be applicable to project proposals.

#### **Organizational Qualities:**

- Organizations should have values and objectives that are in broad alignment with the City of Vancouver, which includes – as stated within the *City’s Housing Vancouver Strategy* – metrics on providing non-market housing.
- Organizations should have a history of completing or be in process of completing other non-market housing projects to demonstrate they have experience with, an understanding of, and capacity to undertake non-market housing development.

#### **Scoring & Weighting:**

The evaluation process for CHIP Stream 1 is designed to assess each project on both its financial soundness and broader social impact. To ensure a balanced and transparent approach, applications will be evaluated using both quantitative and qualitative criteria.

##### Quantitative

The quantitative assessment, which makes up **70%** of the total score, is weighted as follows:

- Cost and Funding Efficiency
- Operating Efficiency
- Non-Debt and Equity Funding
- Affordability Impact

##### Qualitative

The qualitative criteria described above will make up **30%** of your score, weighted as follows:

- Indigenous led project
- Funding Readiness
- Permit Readiness
- Family Unit Mix
- Priority Population Housed
- Sustainability Goals
- Meeting Other City Objectives (10%)