

## GUIDELINES

These guidelines describe the requirements for consideration for CHIP Stream 2 grants. Below are guidelines on what characteristics are required, or not, for a CHIP application to be considered. The evaluation process for CHIP Stream 2 is designed to assess each project on both financial soundness and broader social impact. To ensure a balanced and transparent approach, applications will be evaluated using both quantitative and qualitative criteria.

For this funding call grant maximums have been set at:

- Housing Income Limit (HILs) unit: \$10,000 per unit
- Shelter Rate unit: \$25,000 per unit

### Section Overview

**Section 1: Applicant Information (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 (required)**- Please provide a brief description of the project.

**Section 3: Stream 2 Eligibility (required)** - Projects must meet key eligibility requirements for CHIP funding consideration.

- **Section 3.1 – Registration Status (required):** 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: (not required)** Complete this section only if applicable to your organization.
- **Section 3.3 – Organization Status (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 funding sources under consideration should be noted.
  - Outline the funding program being applied for or funding already committed (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 of equity committed)
- **Section 3.5 – Zoning Status:** Identify zoning status of your project.
- **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 and Qualitative Information (required) -

- **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 –Permitting Readiness:** Identify permit status for your project. A high-level project schedule should be attached.
  - **Status** – Application
  - **Status** – Issued
  - **Status** – Pending
- **Section 4.3 – 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 4.4 – 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 with answers to all required questions along with all required attachments.
- Applications must use the template Project Proforma and include all the necessary attachments (see CHIP Checklist).
- 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:

#### CHIP Stream 2 applications must:

- Be submitted by a non-profit housing society or co-op
- Have CHIP applications submitted to the City before submitting to the senior government funding program

- Demonstrate application for senior government funding housing programs with capital funding and operating subsidies to deliver enhanced affordability (e.g. CHF, IHF)
- Be successful in their senior government funding application to remain CHIP grant eligible
- Start construction within 24 months after senior government funding award
- Use grant for housing construction only (grant cannot be used for predevelopment costs)