



The City of Brandon Multi-Family Affordable Housing Program guidelines



1. **Objective:** To support construction of new multi-family affordable housing in Brandon that rent at a maximum of current Brandon median rents (established annually by CMHC) inclusive of all utilities for families that have a gross annual household income that does not exceed the upper limit 2nd quintile family income (currently established at \$49,999 – August 2007) established by Statistics Canada.
2. **Description:** The City of Brandon Multi-Family Affordable Housing Program provides financial assistance for housing projects with 3 or more rental units that create affordable housing in Brandon as outlined in the objective of the program.
3. **Eligibility Criteria**
 - a. The applicant must be the property owner(s).
 - b. Projects must be located within the boundaries of the City of Brandon.
 - c. Projects must be new construction and not completed at the time of application.
 - d. Eligible affordable units being developed shall be a minimum of 1 bedroom units.
 - e. Eligible affordable housing units shall rent for a maximum of the current Brandon median rent (listed below) inclusive of all utilities for families that have a gross annual household income that does not exceed the upper limit 2nd quintile family income established annually by Statistics Canada.
 - 1 bedroom - \$565*
 - 2 bedrooms - \$675*
 - 3 bedrooms - \$815*
 - 4+ bedrooms - \$965*
 - f. If the housing project is eligible for federal / provincial funding, this funding must be accessed first, in order to qualify for funding under the City of Brandon Multi-Family Affordable Housing Program.
 - g. Before the release of the Multi-Family Affordable Housing Financial Assistance incentive, the property owner must be free of any City of Brandon Building and Safety Maintenance Orders and all outstanding taxes, utility charges or other amounts owing to the municipal government by the property owner must be paid.
 - h. The property owner agrees to enter into a 5-year agreement with the City of Brandon.
4. **Eligible Assistance**
 - a. The total Multi-Family Affordable Housing Program incentive amount per project will be based upon an approved application and supporting documents.
 - b. Additional information on by-law 6917 is available online at www.brandon.ca in the by-law section.
 - c. Total Multi-Family Affordable Housing Program incentive amount is limited by funds available for the City of Brandon affordable housing initiatives reserve fund and shall be allocated on a first come first serve basis.
 - d. The maximum Multi-Family Affordable Housing Program incentive available per unit through the City of Brandon Multi-Family Affordable Housing Financial Assistant program is calculated in one of two ways listed below.

1. When the applicant enters into a five year contract with the City of Brandon or designate, the maximum capital grant available per eligible unit through the City of Brandon Multi-Family Affordable Housing Financial Assistance Program when provincial or federal funding is utilized to fund the eligible residential units, shall be \$2,000 per eligible 1 bedroom unit, \$4,000 per eligible 2 bedroom unit and \$7,000 per 3+ bedroom units, earned over a minimum five (5) year period.
2. When the applicant enters into a five year contract with the City of Brandon or designate, the maximum capital grant available per eligible unit through the City of Brandon Multi-Family Affordable Housing Financial Assistance Program when eligible units do not qualify for provincial or federal funding, shall be \$12,000 for 1 bedroom units, \$14,000 for two bedroom units and \$17,000 for 3 or bedroom units, earned over a minimum five (5) year period.
3. **Application, Review, Agreements Signed and Approval Procedures**
 - a. Project proponents are encouraged to discuss the project proposal at the earliest possible opportunity with the Brandon Neighbourhood Renewal Corporation (BNRC) Housing Coordinator, before an application is submitted.
 - b. Applications will be considered on a first come, first serve basis.
 - c. All applications for financial assistance under the City of Brandon Multi-Family Affordable Housing Program must be submitted to BNRC Housing Coordinator for review. The City of Brandon Affordable Housing program review team has authority to approve or reject proposals based upon established evaluation criteria. All funding requests must be made on the supplied City of Brandon Multi-Family Affordable Housing Program application form and include necessary supporting documents and any other information requested by the City of Brandon Affordable Housing Review Team.
 - d. Once an application is approved by the City of Brandon Affordable Housing Review Team, the necessary agreements shall be prepared for signature by the applicant. Once agreements are signed, the project is deemed to have received final approval.
 - e. The specific arrangements for the payment of the City of Brandon Multi-Family Affordable Housing Program incentive will be determined on a project-by-project basis with the general understanding that the approved funds shall be paid to the project proponent upon completing construction of the eligible units and leasing the units to qualified tenants.
 - f. The applicant shall be required to provide annual proof via a signed tenant declaration form that the eligible rental units continue to meet the agreed upon rent and income thresholds. Thus it is recommended for those property owners that utilize leases when renting their multiple family units, that you make provision of an annual tenant declaration form a condition of the lease.