



# Affordable Housing ~~Pilot~~ Pre-Development Funding Program: Guidelines & Application

Planning and Social Development Departments  
City Hall – 171 Main St  
Penticton, BC V2A 5A9

T: 250-490-2512  
E: [SocialDevelopment@penticton.ca](mailto:SocialDevelopment@penticton.ca)

## Program Overview

The Penticton Affordable Housing Pre-Development Funding ~~Pilot~~ Program was established for the purpose of providing one-time funding through to non-profit organizations in need of pre-development funding in their efforts to build and operate affordable housing. Through this program, the City of Penticton will support non-profit partners with financial assistance to improve the viability and/or affordability of non-market housing developments.

To enhance partnerships between the City of Penticton and non-profit housing operators, this program is intended to not only provide financial assistance, but extra technical support where staff capacity allows such as: project support, technical review of site plans and capital grant applications.

## Who Can Apply?

Typically, eligible applicants must be a registered non-profit society or partner with a registered non-profit society that will own and/or operate the housing. If you are not a registered non-profit society, please contact the City of Penticton to determine eligibility prior to submitting a funding application.

## Project Eligibility

- Feasibility of project and capacity of non-profit operator
- New development or addition on an existing site that would increase the number of affordable housing units
- Experience (past and local)
- Demonstrate which larger funding initiative is being pursued (i.e. Community Housing Fund (CHF), Federation of Canadian Municipalities (FCM) funding, Canada Mortgage and Housing Corporation (CMHC)-funding, etc)
- Timeline and number of units - bonus points based on higher number of possible units

## Project Priorities

- Projects that have secured additional forms of capital and operating funding
- Projects desired to offer affordable family housing with two-bedroom or larger units
- Projects targeting youth, seniors, single-parent families, or other equity-seeking groups and individuals facing barriers based on factors such as race, ability, and gender identity, such as: Indigenous people, newcomers, members of the 2SLGBTQIA+ community, racialized people, persons with disabilities, and unhoused people



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- Housing for individuals and families who are either experiencing homelessness or are at risk

## Application Guidelines & Requirements

The goal is a flexible program that can be applied for with quick notice to respond to other granting timelines, avoiding the limitations of annual/periodic grant request intakes. With a rolling intake window, staff will work to process all program applications within 3-4 weeks.

It's expected the City will limit each application to a maximum of approximately \$50,000 in order to provide opportunities for more projects to utilize the funding program. A maximum of \$100,000 may be granted through this program each year, with exemptions decided by Council on a case-by-case basis. Funding for this program is contingent on OAP Reserve funding being available.

Approved applications will be held to parameters of their application. They will have the City invoiced for the works agreed upon, and provide the City a record of the final work prepared as a result of the agreement (i.e. plans, report, appraisal, etc.) ~~for City records and~~ to demonstrate what the funds went towards. Throughout the project, applicants are required to submit project updates to the City.

## Important Notes

- The City reserves the right to accept or reject any application, or to fund differently from the funding framework above without limitation.
- Applicants are advised that the City will publish project eligibility information from applications to demonstrate that the projects have met all the eligibility requirements. Staff will report back to Council on the selected requests and partnerships annually at the end of the pilot program.
- If all or part of the approved funds remain unspent, the funds must be returned to the City.
- After approval, any changes in the proposed use of funds must be made by formal request and agreement by the City, otherwise funding may be denied.
- Funding recipients must acknowledge funding support from the City of Penticton in all communications materials, media coverage, and verbal promotion pertaining to the project.
- All documentation submitted to the City as part of the funding application becomes property of the City.



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### How to Apply

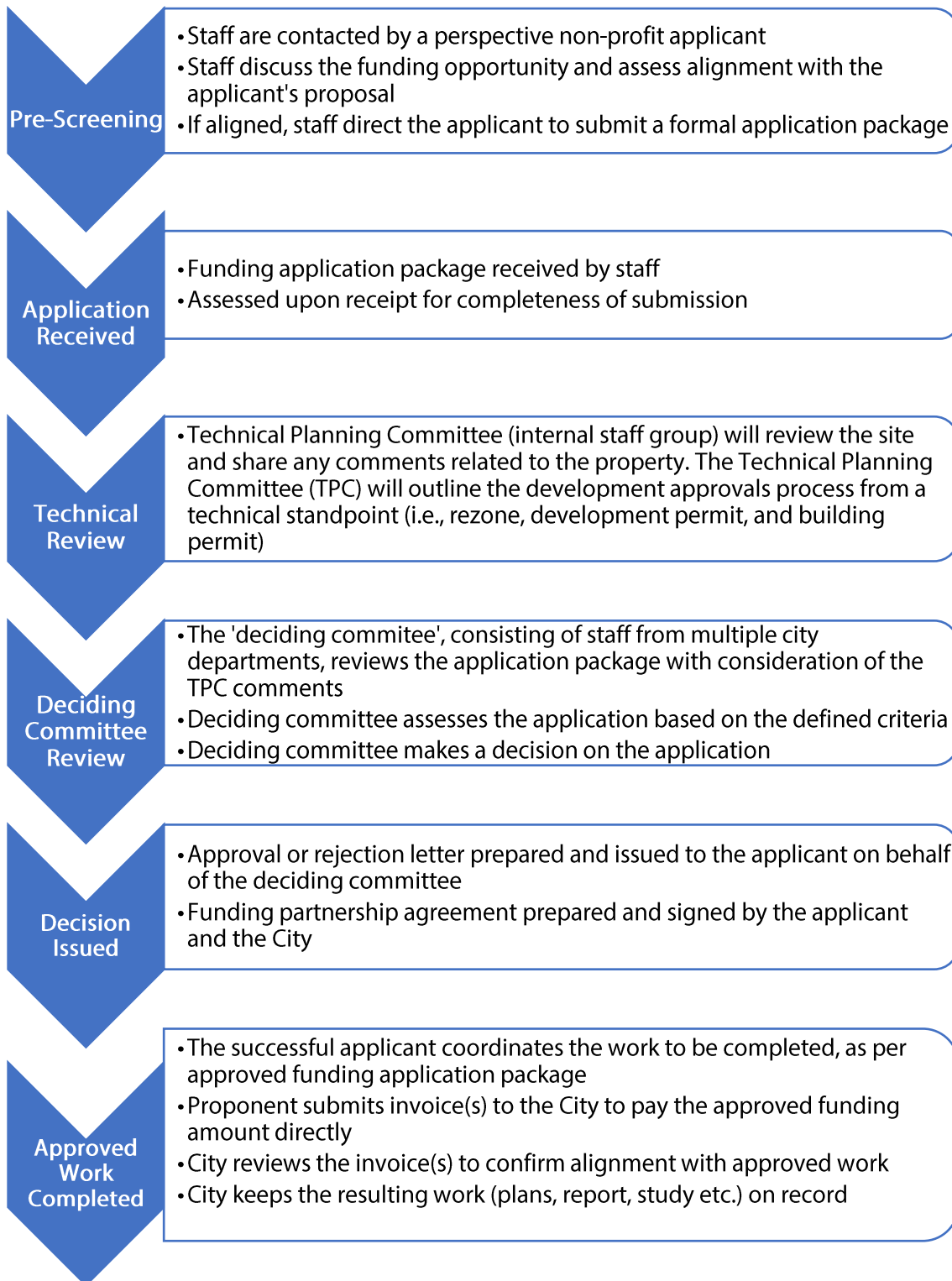
- Contact City staff at [SocialDevelopment@penticton.ca](mailto:SocialDevelopment@penticton.ca) for a pre-screening discussion about your project and how the Affordable Housing ~~Pilot~~ Pre-Development Funding Program may apply.
- After pre-screening and initial feedback from City staff, submit the completed Affordable Housing ~~Pilot~~ Pre-Development Funding Program application form (and attachments) to [SocialDevelopment@penticton.ca](mailto:SocialDevelopment@penticton.ca). Funds must be spent by December 31 ~~in the year the funds were approved, 2025~~.



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## APPLICATION FORM

1. *What is the affordable housing project site address? Is this site listed as an 'opportunity site' in the Social Housing and Infrastructure Plan?*
2. *What type of affordable housing is your project? For eligible projects and definitions, please review Program Guidelines.*
3. *Describe why your organization is qualified to provide housing.*
4. *Who is the target population being served by the affordable housing project proposed?*
5. *Please identify and describe which priorities are being met by this project.*
6. *Describe how your project is affordable to the target population. Include rental rates and what is included in the rent.*
7. *Is this project: a) a renovation, or b) new construction? If a), please explain your relocation strategy for existing tenants.*
- 7.8. *How many units are in the facility? (current and proposed)*
- 8.9. *What are the sizes of the units (bachelor, 1 bedroom, 2 bedroom, 3 bedroom, 4 bedroom)? (current and proposed)*



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~~9.10.~~ *How many units will be designed to be accessible? Describe the building features that will be included to achieve accessibility standards.*

~~10.11.~~ *Describe how this housing project is **designed to** sensitively integrated into the neighbourhood.*

~~11.12.~~ *How will the affordable units benefit the quality of life of the residents who will live in the units?*

~~12.13.~~ *What services or programs, if any, will be provided to the residents? Where will these be held?*

~~13.14.~~ *How will the housing project be managed? Please identify if there is an on-site manager or caretaker and what hours they will be on site.*

~~14.15.~~ *How does this project address Penticton's affordable housing needs?*

~~15.1. Is this project: a) a renovation, or b) new construction? If a), please explain your relocation strategy for existing tenants.~~

**16. Who is providing funding to this project? What other funding has been/will be applied for related to this project?**

Federal Government:

Provincial Government:

Other:



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17. How much money is requested from the City's Affordable Housing ~~Pre-Development Pilot~~ Funding Program for this project? Please submit quotes or estimates, if available.

18. How will the funds requested be used?

~~19. How will the overall project be sustained and managed? Include your operating scheme for the units.~~

~~20.~~ 19. \_\_\_\_\_ What type of statistical information will be maintained on the affordable housing project? How can the City of Penticton obtain this information?

~~21.~~ 20. \_\_\_\_\_ Who are partners in this affordable housing project?

~~22.~~ 21. \_\_\_\_\_ Please provide an expected timeline in establishing the housing project. Please indicate when you hope to ~~complete the project~~ be open for business.

~~23.~~ 22. \_\_\_\_\_ Please attach the following documents:

- Budget and/or pro forma for the overall affordable housing project, including revenue and expenses for construction and operation;
- Mission Statement and Strategic Plan for the project;
- Design specifications for construction or renovation, if not already provided during the planning stage; and
- No more than three references confirming your ability to develop and manage housing-related projects.

**Name and signature of the person(s) who completed this application.**

Name:

Signature:

Name:



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*Signature:*

**LEGAL SIGNING OFFICERS (provide copy of business number or society papers).**

By signing this document and submitting this application, you confirm the information provided is accurate and complete. The City may delay or decline incomplete applications.

The City of Penticton Planning and Social Development Department thank you for making an application.