

**AHO – ROUTINELY DISCLOSED RECORDS/INFORMATION**



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<b>Affordable Housing Office</b>			
<b>Program Name/ Government Funding Source</b>	<b>Type of Records/Information Routinely Disclosed</b>	<b>How are records released (i.e. Phone, Fax, Web, in person, etc)</b>	<b>Comments</b>
<b>RRAP Homeowner, Second Suites and EGLIH</b>	Personal information on household income and expenses, mortgages and taxes, details on loan amount & terms, construction quotes, funding advances and payment of suppliers and trades, building permits	Phone calls, photocopies of documents, or personal contact at the home	Information provided directly to applicant only.  Information also released to program funder, Canada Mortgage and Housing Corporation for the purpose of loan approval and construction draws.
<b>RRAP Disabled</b>	Personal information on household income and expenses, mortgages and taxes, personal health, details such as loan amount & terms, contractors quotes, funding advances and payment of suppliers and trades, building permits	Phone calls, photocopies of documents, or personal contact at the home	Information released directly to applicant or applicant's agent, i.e. health care worker.  Information also released to program funder, Canada Mortgage and Housing Corporation for the purpose of loan approval and construction draws.
<b>RRAP Rental, Rooming House, Conversion</b>	Project information on income and expenses, mortgages and taxes, details on loan amount & terms, construction quotes, funding advances and payment of suppliers and trades, building permits	Phone calls, photocopies of documents, or personal contact at the project site	Information released directly to applicant or applicant's agent, i.e. solicitor, construction manager, accountant.  Information also released to program funder, Canada Mortgage and Housing Corporation for the purpose of loan approval and construction draws.
<b>RRAP Program</b>	Overall budgets, units and funds allocated in each of the program areas	Phone, briefing notes, letters	Aggregated data only at municipal ( or community level)

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<b>SCPI Program</b>	<p>Names and addresses of proponent/organization applying to RFPs, proposal addresses and ward numbers; project details including type and no. of units, building height, etc.; people served (i.e. client group), support services received, estimated project costs, funding requested/recommended, funding mix/sources, details of grant amount, proponent equity in project, mortgage amount/details, details of financial incentives received from City (i.e. waiver of property taxes, fees and development charges), estimated construction start/projected occupancy.</p> <p>Number of proposals received for each RFP, selection process and criteria.</p>	<p>Released primarily in Council reports, follow-up press releases but also public announcements, public ceremonies, websites and meeting with proponents.</p> <p>Applicants notified by letter if proposal is recommended/not recommended for funding.</p>	<p>Information that is not included in Council reports is not routinely disclosed.</p> <p>RFP selection process and criteria are approved by the Affordable Housing Committee and Council.</p>
<b>AHP Program</b>	<p>Names and addresses of proponent/organization applying to RFPs, proposal address and ward number; project details including type and no. of units, building height, etc.; people served (i.e. client group), support services received, estimated project costs, funding requested/recommended, funding mix, details of grant amount, equity in project, mortgage amount/details, details of financial incentives received ( i.e. waiver of property taxes, fees and development charges), estimated construction start/projected occupancy</p> <p>Number of proposals received for each RFP, selection process and criteria.</p>	<p>Released primarily in Council reports, follow-up press releases but also public announcements, public ceremonies, websites and meeting with proponents.</p> <p>Applicants notified by letter if proposal is recommended/not recommended for funding.</p>	<p>Information that is not included in Council reports is not routinely disclosed.</p> <p>RFP selection process and criteria are approved by the Affordable Housing Committee and Council.</p>

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<p><b>CRF Fund, Mayor’s Homeless Initiative Reserve Fund</b></p>	<p>Names and addresses of proponent/organization applying to RFPs, proposal address and ward number; project details including type and no. of units, building height, etc.; people served (i.e. client group), support services received, estimated project costs, funding requested/recommended, funding mix, details of grant amount, equity in project, mortgage amount/details, details of financial incentives received ( i.e. waiver of property taxes, fees and development charges), estimated construction start/projected occupancy</p> <p>Number of proposals received for each RFP, selection process and criteria.</p>	<p>Released primarily in Council reports, follow-up press releases but also public announcements, public ceremonies, websites and meeting with proponents</p>	<p>CRF and Mayor’s Funds are municipal funding sources that are combined with other funding programs such as SCPI and the AHP.</p> <p>Information that is not included in Council reports is not routinely disclosed.</p> <p>RFP selection process and criteria are approved by the Affordable Housing Committee and Council.</p>
<p><b>Periodic Reports (to the Province, Federal Gov’t, Councillors, etc.)</b></p>	<p>Projects identified by addresses/wards, number of units per ward; status of project (i.e. approved, under construction, occupied); whether City-approved rent supplements were received; private sector participation in projects.</p>	<p>Information released in report form, including maps, charts and figures.</p> <p>Information also released over the telephone.</p>	<p>The Councillors, students conducting research, and the general public are the target audiences.</p>