



CITY OF TORONTO 2026 CALL FOR APPLICATIONS

**Rental Housing Supply Program:
Community Housing Pre-Development
Fund (CHPF)**

Loan Program Guidelines

Date Issued: March 9, 2026

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1. PROGRAM OVERVIEW

1.1 RHSP Program Background

Adopted by Council in 2024, the Rental Housing Supply Program (RHSP) provides City financial contributions to support rental housing projects at different stages of development. These contributions include pre-development loan funding, capital funding, and financial incentives for projects that meet the City's affordable housing requirements.

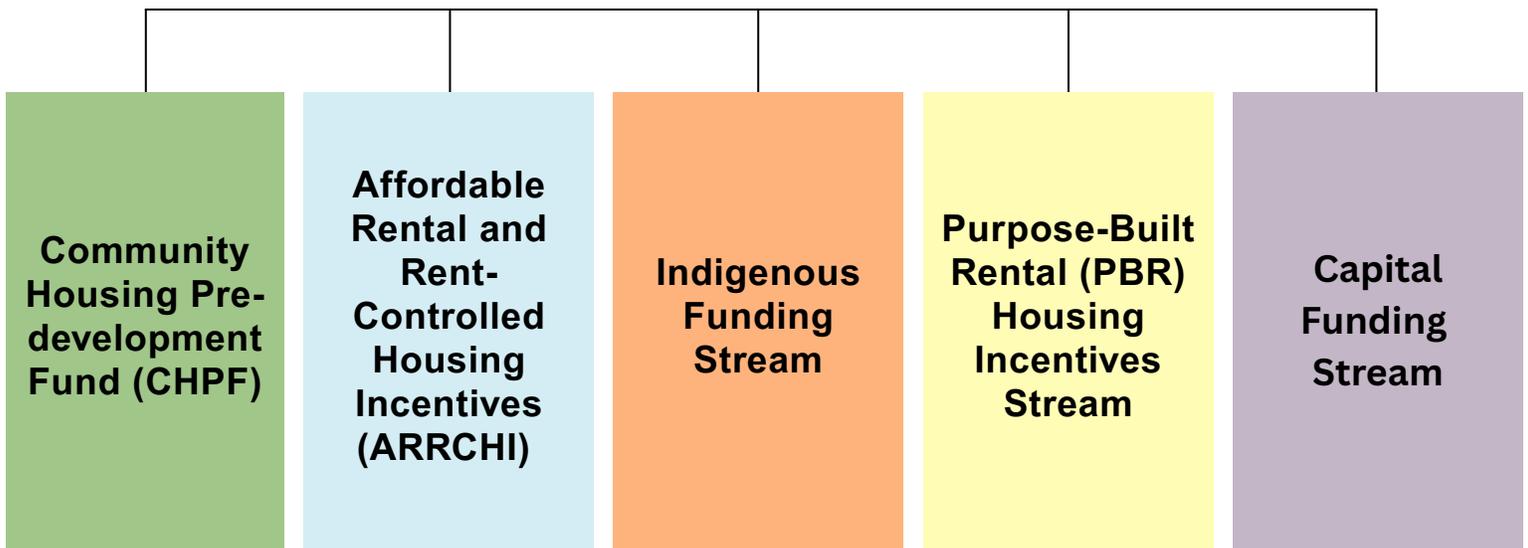
The RHSP advances the City's HousingTO 2020-2030 Action Plan (HousingTO Plan) by supporting a range of new rental homes that advance the City's housing targets. These targets include approving 65,000 rent-controlled homes by 2030, comprised of 6,500 Rent-Geared-to-Income (RGI) homes, 41,500 affordable rental homes, 18,000 supportive homes, and 17,500 rent-controlled homes. The RHSP will also help the City meet its provincial housing target of starting construction on 285,000 new homes by 2031.

Participation and funding from all orders of government is required to deliver the HousingTO Plan. The Federal Government has programs to support the creation of new affordable rental housing through the Canada Mortgage and Housing Corporation (CMHC) and Build Canada Homes (BCH). All applicants are strongly encouraged to consider these and other funding programs when planning to create new affordable and rental housing.



The RHSP is delivered through five streams: the Community Housing Pre-Development Fund (CHPF), the Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) stream, the Purpose-Built Rental (PBR) Housing Incentives stream, Capital Funding stream, and the Indigenous Funding stream. Descriptions of the streams are included below. Further information can be found on the City's [Open Calls for Affordable Housing Initiatives](#) page.

RENTAL HOUSING SUPPLY PROGRAM



<p>Community Housing Pre-Development Fund (CHPF)</p>	<p>The Community Housing Pre-Development Fund (CHPF) is an interest-free repayable loan program available to Community Housing Providers to fund pre-development activities required to develop new Affordable Rental Homes. The CHPF aims to support the Community Housing sector’s development capacity supporting them to progress their affordable housing project towards construction start.</p>
<p>Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) Stream</p>	<p>The Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) Stream provides eligible rental homes access to financial incentives including a waiver of planning application and building permit fees, and an exemption of development charges (DCs), community benefits charges (CBCs), and parkland dedication fees (where not already exempted under provincial legislation). Eligible projects can also receive an exemption from property taxes for the duration of affordability.</p>
<p>Indigenous Funding Stream</p>	<p>The Indigenous Funding Stream provides capital grant funding and pre-development loan funding dedicated to Indigenous organizations to advance the HousingTO Plan target of approving 5,200 homes for Indigenous, by Indigenous, and the City’s commitments to truth, justice, and reconciliation.</p>
<p>Purpose-Built Rental (PBR) Housing Incentives Stream</p>	<p>The Purpose-Built Rental (PBR) Housing Incentives stream is unlocking new purpose-built rental housing supply while also securing the creation of new affordable rental homes in projects that can rapidly begin construction.</p> <p>This stream is currently closed. The City continues to advocate for funding from other orders of government to launch a second phase and unlock more rental homes.</p>
<p>Capital Funding Stream</p>	<p>The Capital Funding stream provides grant funding to support the development of new RGI, Supportive, and Affordable Rental Homes. Eligible Community Housing Providers and private sector housing organizations can receive grant funding through a competitive Call for Applications to close funding gaps and accelerate the construction start dates for projects that prioritize key outcomes as identified by the City.</p>

1.2 Community Housing Pre-Development Fund (CHPF) Program Background

CHPF is an interest-free repayable loan program available to Community Housing Providers to support the costs associated with pre-development activities required to develop new RGI, Supportive, and Affordable Rental Homes. The program is designed to fill cash flow gaps between early due diligence and the period when a project can secure capital funding or financing, at which time the CHPF loan is repaid. By structuring CHPF as a revolving loan fund, the City intends to create a sustainable program providing ongoing pre-development funding for the Community Housing sector.

There is approximately \$10 million in interest-free, repayable loan funding available in 2026 through this Call for Applications. This call for applications will remain open on a rolling basis and continue to accept applications until the City has exhausted available 2026 CHPF loan funding. The City will make funding decisions periodically throughout the year.

Community Housing Pre-Development Fund Program Guidelines (“the Guidelines”) provide information to assist eligible organizations that wish to advance eligible housing development projects through pre-development stages. The Guidelines are organized into four main sections:

1. Rental Housing Supply Program Overview
2. CHPF Requirements
3. City Benefits Available under the CHPF
4. Application and Review Process

Please note that any updates or revisions to these Guidelines or the Call for Applications will be issued by addendum and posted electronically on the RHSP Call for Applications webpage on the City’s website found [here](#).

CHPF complements pre-development programs offered by others, including government funding as well as training programs such as the Social Purpose Real Estate (SPRE) National Accelerator offered by the Infrastructure Institute at the University of Toronto’s School of Cities.

1.3 Definition of Key Program Terms

Access Plan: A policy established by the Applicant and approved by the Executive Director, Housing Secretariat which shall specify how tenants are to be selected for the Affordable Housing Units and how information about such process is disseminated to the public.

Affordable Housing Unit: A housing unit in which Affordable Rent is charged, as defined within the Template Predevelopment Loan Fund Agreement, commonly referred to throughout Program Materials as Affordable Rental Units, Homes and/or Housing.

RHSP Affordable Rent or RHSP Affordable Rents: Monthly occupancy costs at or below the lesser of the City's Affordable Rents and the Provincial Affordable Rents.

Average Market Rents or Average Rents or AMR: Average monthly Toronto-wide rents by unit type as determined in the end-of-year survey of City-wide rents for the prior calendar year published by CMHC; if CMHC does not publish a survey of City-wide rents, then "Average Market Rents" for the calendar year shall be City-wide average rents as determined by the City acting reasonably.

Black-Mandated Organization: Meets four key criteria:

- **Mandate / Mission** - Has a mandate that explicitly states they serve Black communities and are grounded in Black/African-centred approaches across services and programs.
- **Governance** - Is led by a majority of staff and board members who self-identify as Black or of African descent.
- **Population Served** - Primarily serves Toronto's diverse Black communities.
- **Community Accountability & Trust** - Responds to community needs, and develops and maintains relationships with the communities served or other Black-mandated organizations and groups.

City's Affordable Rents: Monthly Occupancy Costs that are at or below the lesser of Average Market Rent or 30% of the before-tax monthly income of renter households in the City as follows:

1. studio units: one-person households at or below the 50th percentile income;
2. one-bedroom units: one-person households at or below the 60th percentile income;
3. two-bedroom units: two-person households at or below the 60th percentile income;
4. three-bedroom units: three-person households at or below the 60th percentile income,
5. all as determined by the City and published on the City's website.

City Benefits: Refers to a range of City funding and Incentives provided to support the development of affordable and rent-controlled housing.

Community Housing: Housing that is owned and/or operated by Community Housing Providers, as well as Toronto Community Housing Corporation (TCHC), and Toronto Seniors Housing Corporation (TSHC).

Community Housing Providers: Means Non-Profit Housing Organizations (including community land trusts), Non-Profit Housing Co-operatives, and Indigenous Housing Providers.

Incentives: Refers to a variety of exemptions and/or waivers provided by the City including from development charges, parkland dedication fees, community benefits charges, planning application fees, building permit fees, and property taxes.

Indigenous Housing Providers: Indigenous Housing Providers (IHPs) must be a Non-Profit Housing Organizations in which Indigenous people are key decision-makers, such as Board members and/or senior management. IHPs are organizations who have a mandate to provide housing/services primarily to Indigenous people and are accountable to the Indigenous community by having a Board of Directors elected by, and from, the Indigenous community.

Monthly Occupancy Costs: Means the total of the monthly rent payable to the Proponent for a Unit including the cost of hydro, heat, water and hot water; and monthly occupancy costs do not include charges for applicable taxes, parking, cable, internet, telephone or any other like charges.

Non-Profit Housing Co-operative: means a co-operative corporation in good standing incorporated as a non-profit housing co-operative as defined in the Co-operative Corporations Act, R.S.O. 1990, c. C.35, also referred to as a “Co-op”.

Non-Profit Housing Organization: means a corporation in good standing incorporated under the Not-for-Profit Corporations Act, 2010, S.O. 2010, c.15 or the Canada Not-for-Profit Corporations Act, S.C. 2009, c.23, and includes an Indigenous Housing Provider or community land trust organized on a not-for-profit basis.

Pre-Development Activities: Activities related to site and project due diligence required to prepare a project for entering the development phase (i.e. detailed design, building permit, financing, and construction).

Provincial Affordable Rents: The affordable rents by bedroom type set out in the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin”, as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing pursuant to section 4.1(2) of the Development Charges Act, 1997, S.O. 1997, c. 27, or successor legislation.

Rent-Geared-to-Income (RGI) Homes: Also referred to as subsidized or social housing, is housing where rent is no more than 30% of a household’s monthly Adjusted Family Net Income (AFNI). For households in receipt of social assistance, the rent is based on the rent benefit set by the Ontario government.

Rent-Controlled Rent: Monthly occupancy costs for a unit that are at or below one hundred fifty percent (150%) of the Average Market Rents when first rented to a new tenant, and that are increased in respect of a tenancy not more than annually and by no more than the rent increase guideline plus two per cent.

Rent Increase Guideline: The prevailing rent increase guideline established each calendar year pursuant to the Residential Tenancies Act, 2006, S.O. 2006, c. 17, or any successor legislation.

Supportive Housing: Permanent Rental Housing where additional wrap-around support services are provided to tenants to improve their housing stability, health, and well-being. These homes are generally operated with RGI and prioritized for individuals experiencing or at risk of homelessness.

Transitional Housing: A type of temporary housing designed to help people move from homelessness or unstable housing into permanent housing, typically for a period ranging from a few months to up to four years and often requiring participation in on-site programming.

Utility Allowance: Means the average amount of separately metered utility costs, determined by the City and published on the City's website.



1.4 Stay Informed

Organizations are encouraged to join the City's Affordable Rental Housing RFP & Opportunities Registry Listserv by signing up on the City's [Rental Housing Supply Program](#) website. Registered organizations will be notified by email of any program updates and when calls for applications and proposals are issued.

2. PROGRAM REQUIREMENTS

2.1 Minimum Eligibility Requirements

This section describes core eligibility requirements for Affordable Rental Housing projects that can be supported through the program.

Section A. Project and Organization Requirements

2.1.1 Eligible Organization Types

The CHPF is available to the following organizations with demonstrated interest and plans to expand their Affordable Rental Housing portfolio in Toronto. The Applicant must be one of the following:

- Non-Profit Housing Organizations,
- Non-Profit Housing Co-Operatives (Co-ops)
- Indigenous Housing Providers*

*The City is establishing a separate application process for Indigenous Housing Providers, with Calls opening in Spring, 2026. Indigenous Housing Providers are encouraged to apply through the dedicated Indigenous stream. Visit the [RHSP webpage](#) to learn more about this process and sign up for the Listserv to receive notifications for upcoming Calls for Application.

Eligible applicants can apply to CHPF for projects that are delivered in partnership with the for-profit sector. The City requires ownership of the development to remain with an eligible Community Housing Providers, including during the period of operating the Affordable Housing in order to be eligible for the CHPF program funding.

2.1.2 Eligible Project Types

CHPF is intended to support the development of net-new Affordable Rental Housing within the following project types:

- New construction of affordable rental housing
- Conversion of non-residential buildings to affordable rental housing
- Addition of new affordable rental housing buildings/units to existing sites/buildings
- Social housing redevelopment that involves building new units/additions on social housing sites may also be eligible, provided appropriate consents are obtained under the Housing Services Act, 2011

For further clarity of the above eligible project types:

- Applications that include Affordable Rental Homes located at different addresses (e.g. scattered, small developments) that will be developed in tandem are eligible to be submitted as a portfolio under CHPF, so long as they will be developed and operated by the same Applicant.
- Rent-Controlled units: Up to 80% of the units provided in the development can be provided as Rent-Controlled units (a minimum of 20% of units must be Affordable Rental Units), however the Rent-Controlled Units are not eligible to be included in the amount of repayable loan funding requested for CHPF repayable loan funding.
- Affordable Rental Homes Secured Through City Planning Policies: Projects that include affordable housing secured through Planning policies and programs, including the Official Plan, Secondary Plans, site and area specific policies, Inclusionary Zoning, the conversion of office space to residential use, or through in-kind community benefits charges are eligible to apply. Affordable units secured under these policies are only eligible to be counted in the \$50,000 of repayable loan funding available per Affordable Rental Home if the application demonstrates that the proposed affordability under CHPF exceeds the minimum requirements that are set out in the relevant Planning policies. Any Affordable Housing Units that are required in lieu of replacing office space will not be eligible to receive funding, but can be counted towards the minimum 20% of residential units as Affordable Rental Homes, should they meet CHPF eligibility requirements.

- Rental replacement units: Projects involving the demolition and replacement of existing rental units cannot include those units toward the minimum 20% Affordable Rental Home requirement under RHSP and are not eligible to receive City Benefits for those units, regardless of whether the project is subject to Toronto's Residential Rental Property Demolition and Conversion Control By-law (Chapter 667 of the Toronto Municipal Code).

Applicants are strongly encouraged to provide rental housing where there is a landlord-tenant relationship and tenants are recognized by the Residential Tenancies Act, 2006 (RTA). In limited circumstances, the City may support Transitional Housing which do not operate with a RTA lease. Projects may also be non-profit housing co-operatives as defined in the Co-operative Corporations Act.

2.1.3 Ineligible Project Types

The following project types are not eligible for funding under this program:

- Nursing and retirement homes
- Long-term care homes
- Shelters and crisis care facilities
- Student residences

2.1.4 Control of Land (owned, to be owned and/or leased)

The CHPF loan fund is intended to support Community Housing Providers to develop new Affordable Rental Homes on land they own, lease, or have a binding agreement to acquire an interest in. For lands subject to a lease agreement, the lease must include a provision that allows the proponent to pursue the development of Affordable Rental Homes and be for sufficient duration to meet the minimum affordability period of 40 years.

If the lands are not currently owned or leased by the Applicant at least one of the following documents must be included with the application:

1. A Letter of Intent (LOI) between the Applicant and the entity that owns the land. The LOI needs to include a statement confirming when a binding agreement of purchase and sale will be entered into and at what project stage the land is expected to be transferred to the Applicant; or,
2. A signed Agreement of Purchase and Sale (APS) for the lands. Materials to submit include:
 - A statement that the APS is in full force and effect and has not been terminated;
 - A statement that all conditions that are required to be met as of the date of the application have been met or waived by both the purchaser and the vendor;
 - Confirmation of the anticipated closing date; and
 - Evidence that Applicant is able to fund the closing of the purchase.

Projects that are subject to a LOI or APS and who meet the requirements above may receive conditional approval under CHPF. Approval of the loan and execution of the Pre-Development Funding Agreement will be conditional on the following:

- The execution of the Pre-Development Funding Agreement between the City, the Applicant, and landowner, securing the value of the loan on title with the loan flowing to the non-profit Applicant; or
- Securing the value of the loan on other assets owned by the Applicant.

The City will review all applications where the Applicant does not own or lease the project lands, on a case-by-case basis and in accordance with the requirements in this section. The City has full discretion to refuse any LOI, offer to lease or APS regardless of its contents or proposed terms.

Where the registered owner of the lands that are being developed does not also own the beneficial interest in those lands, the owner of the beneficial interest must also meet the definition of a Community Housing Provider, and evidence must be submitted with the application.

Note: Land and building acquisition costs are not eligible under the RHSP. Applicants interested in pursuing an acquisition opportunity are encouraged to consider the City's Multi-Unit Residential Acquisition (MURA) Program.

2.1.5 Development Review Status

The CHPF loan is intended to support projects that have completed some pre-development and due diligence work and can demonstrate a viable path to achieving construction start within approximately three years. Applicants are required to have completed a Pre-Application Consultation (PAC) and have received PAC Comments and Planning Application Checklist Package from the City's Development Review Division prior to applying for CHPF.

For a development of ten or fewer units that are either in compliance with Zoning or only requires a Minor Variance, a Zoning Notice (ZAP), can be submitted in place of confirmation of PAC.

Project approval through the RHSP is not an endorsement from the City and does not indicate support or approval of any current or pending planning application(s) by the City. It is the responsibility of proponents to secure all planning and building approvals required with the relevant City Division, Committee, or City Council.

2.1.6 Securing the CHPF Repayable Loan (Legal Agreements)

Whenever providing funding towards affordable housing projects, the City secures the affordable housing outcomes achieved by way of legal agreements and by registering the value of City Benefits on title to the lands:

- City Benefits for Affordable Housing Units must be secured via a Pre-Development Funding Agreement with the City.
- The value of the CHPF repayable loan will be secured by way of a Charge/Mortgage of Lands (the “City Charge”) registered against the Applicant’s lands for the length of the loan period.

For more details refer to the Pre-Development Funding Agreement released as part of the Call for Applications on the City’s [Open Calls for Affordable Housing Initiatives](#) page.

The Community Housing Pre-Development Fund provides repayable loan funding for a range of pre-development activities. Costs incurred after February 28, 2025, including but not limited to the following activities are eligible:

- Business plans, including costs related to responding to requests for proposals
- Analysis of need and demand for the proposed project
- Preliminary design, project drawings and specifications
- Environment site assessments
- Preliminary financial feasibility
- Accessibility modelling study
- Energy modelling study
- Engineering studies
- Geotechnical reports
- Construction cost estimates
- Development Consultants
- Professional appraisals, Completion appraisals Site surveys, Special purpose surveys
- Quantity surveyor/ Cost Consultant (required for draw requests)
- Costs associated with an escrow agent (required for setting up payment of loan disbursements)
- Contract documents
- Final viability report
- Project viability study
- Registration of security

Note: Projects should apply to Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) for waivers of municipal fees, including planning application and building permit fees, and an exemption of DCs, CBCs, and parkland dedication fees. See application information and materials [here](#).

Section B. Affordable Housing Requirements

2.1.8 Proportion of Affordable Housing

To be eligible to apply for CHPF, a minimum of 20% of the project’s residential units must be Affordable Rental Units.

Small projects delivering 10 residential units or fewer, will be exempt from the requirement to provide 20% of residential units as affordable rental housing in order to be eligible for CHPF, subject to consultation with City Planning.

If an applicant has been previously approved for City funding and/or incentives and is applying for CHPF, all Affordable Rental Units in their proposed project will need to comply with RHSP affordability requirements. If a project is approved, this may require amendments to existing agreements.

2.1.9 Rent

Rents for Affordable Rental Homes cannot exceed the RHSP Affordable Rent. The table below outlines the current RHSP Affordable Rents. Affordable rents are to include utilities, where tenants pay for any utility cost they are entitled to a utility allowance deduction from their monthly occupancy cost. Current utility allowances can be found [here](#).

Unit Type	Maximum Rent
Dwelling Room	\$873
Studio	\$1,127
1-Bedroom	\$1,426
2-Bedroom	\$1,985
3-Bedroom	\$2,250
4-Bedroom	\$3,245

Any updates to RHSP Affordable Rents will be published on the [Rental Housing Supply Program](#) website as new rates become available, and the Guidelines will be updated via an Addendum should the posted rate change.

2.1.10 Rent Increases

Rents for Affordable Rental Homes increase by no more than the Rent Increase Guideline, to an amount not to exceed the current RHSP Affordable Rent. On turnover, the rent cannot exceed the RHSP Affordable Rent.

2.1.11 Duration of Affordability

The units must be secured as affordable rental housing for a minimum period of 40 years from the date of first occupancy, with a target period of 99 years.

2.1.12 Unit Mix and Sizes

The Affordable Rental Homes must comply with unit size and mix requirements as determined by the Executive Director, Housing Secretariat, and may include the [City's Affordable Housing Design Guidelines](#). Generally, the Affordable Rental Homes in the development must be equivalent in mix of unit types (e.g., studio, 1-bedroom) and in size of units, as to the other residential units in the development.

2.1.13 Creating new rent-geared-to-income and supportive homes

Creating new RGI and supportive housing are critical components of Toronto's HousingTO Plan and the City welcomes applications that intend to build more of these homes. Applicants who intend to offer rental units as RGI or supportive housing should provide this information as part of their application. Applicants proposing supportive housing are strongly encouraged to identify their own sources of operating funding for support services. The City cannot guarantee the availability of RGI subsidies or support services funding.

2.2 Housing Benefits Requirements

Applicants must make a minimum of 20% of the Affordable Rental Homes in the development eligible for tenants in the receipt of housing benefits to provide an RGI-level home. Applicants may indicate in their CHPF Application if they are willing to make a greater proportion of the Affordable Rental Homes available to households in receipt of housing benefits (beyond the minimum 20%), and whether they will require operating subsidies for these units from the City or have their own sources. The City is not able to guarantee the availability of rent supplement funding on any given year or on an ongoing basis.

Successful CHPF Applicants can apply for RHSP ARRCHI, and/or Capital Funding to receive housing benefits funding from the City to provide RGI homes to qualified households.

2.3 Operating and Access Requirements

Organizations approved through CHPF must follow the City's requirements for tenant selection, income verification, reporting, and the overall administration of Affordable Rental Homes, as applicable. These ongoing operating requirements are detailed in the Pre-Development Funding Agreement.

- New prospective tenants of Affordable Rental Homes are to be income-tested to ensure their household income is no more than four times the rent of their unit. This applies for all new households, at initial occupancy and on turnover of a unit.
- Tenanting of all Affordable Rental Homes must be completed in accordance with a City-approved Access Plan, which must be agreed upon before occupancy.

3. CITY BENEFITS AVAILABLE UNDER THE CHPF

3.1 Available Loan Funding

There is approximately \$10 million in interest-free, repayable loan funding available in 2026 through this Call for Applications.

Approved projects will be provided **interest-free repayable loan funding** for eligible pre-development activities proposed through the business case. Funding amounts will be determined based on details provided in the business case only. Applicants are required to submit detailed business cases including specific activities and actual or estimated costs, and include quotes or invoices where possible. The City will not provide more than \$50,000 per Affordable Rental Home in loan funding to any one project.

3.2 Advancing of Pre-Development Funds

The intent of pre-development loan funding is to ensure steady progress of Community Housing development projects towards securing planning approvals and achieving construction start within three years.

Successful Applicants will be required to:

- Execute a Pre-Development Funding Agreement with the City outlining obligations of the Applicant with respect to the pre-development work.
- Register a mortgage on title or provide other satisfactory security, as determined by the Executive Director, Housing Secretariat, in consultation with the City Solicitor, in favour of the City, for the value of the City's pre-development funding.
- Apply for other available Federal or Provincial pre-development funding programs, where available.

Successful Applicants must secure the services of a cost consultant and escrow agent. The loan funding approved under this program will be held in escrow by the Successful Applicant's escrow agent and disbursed to Successful Applicant generally in accordance with the payment schedule below. A cost consultant report will be required to be submitted for each requested draw.

Payment structure will generally reflect the following guidelines:

- 100% of the loan is advanced to the escrow agent following execution of the Pre-Development Funding Agreement and Escrow Agreement and satisfaction of conditions precedent;
- Up to 30% of the loan will be advanced to the Applicant from the escrow agent upon execution of the Agreements; and
- The remaining 70% of funding will be advanced to the Applicant from the escrow agent based on paid invoices evidencing eligible costs incurred as outlined in Section 2.1.7. of these Guidelines.

As part of the review and approval process, City staff will make the determination of the eligible amount for the first release based on the business case submitted by the Applicant and may alter the payment schedule from the above guidelines.

3.3 Repayment Structure

Repayment structure of the pre-development funding will vary on a project-by-project basis; however, repayment will be required to begin no later than the earlier of:

- The date at which the Applicant has made their first construction funding or financing draw; or,
- Three years (36 months) from approval of CHPF by the City.

The Executive Director, Housing Secretariat retains the right to extend the term of the pre-development loan at their sole discretion.

3.4 Terms of Forgiveness

The pre-development loan funding may be forgiven in whole or in part at the sole discretion of the Executive Director, Housing Secretariat in consultation with the Executive Director, Housing Development Office under limited circumstances where the project:

1. is not feasible as an affordable rental development as a result of findings of pre-development site due diligence;
2. faces significant changes to project specifications and timelines as part of the pre-development due diligence work that render the project non-viable,
3. faces unresolvable barriers such as changes to government funding programs, or inability in securing construction financing against the Applicant's best efforts; and
4. faces other conditions beyond the Applicant's control including market, project governance or legislative changes that will prevent the project proceeding against the Proponents' best efforts.

3.5 Development Review Supports and Services

Approved projects will be assigned a Housing Development Officer who will support the successful applicant in the delivery of the new affordable housing project.

Projects approved through RHSP may be supported through a prioritized development review process called the Priority Development Review Stream (PDRS). The City has taken various steps to improve the development review process, to improve the speed, flexibility and predictability of how the City processes development applications and to ensure a more streamlined process for all applications. Projects approved under the CHPF are considered for inclusion in the PDRS, but are not guaranteed to be supported through PDRS.

4. APPLICATION AND REVIEW PROCESS

Applicants are required to review all CHPF materials in detail prior to applying, including the Guidelines, Application Package, Template Pre-Development Funding Agreement, and the Terms and Conditions. By submitting an application, Applicants will be required to certify that they have reviewed all these documents, agreed to the terms of the Pre-Development Funding Agreement, and agreed to the Terms and Conditions of the application process.

4.1 Application Package

Applicants must submit a complete application package. A detailed list of instructions and all requirements is provided in the Submission Checklist and Application Package found on the City's [Open Calls for Affordable Housing Initiatives](#) page.

The business case is a critical component of the application package and will form the basis of any funding decisions made by the City. The business case must provide a clear scope of work and planned expenditures and be accompanied by a work schedule demonstrating the work is necessary to advance the project towards planning approval and construction start. Applicants should keep in mind that there is limited funding available, and the Call for Applications is a competitive process.

4.2 Review Process

Applications for CHPF will be evaluated by a review committee of City staff from the Housing Secretariat and the Housing Development Office. Proposals will be scored using a consistent set of criteria as outlined in the Application Package. Following the review process, City staff may invite select Applicant(s) to participate in an interview, to better understand and assess the proposed project and confirm their eligibility for pre-development funding.

4.3 Evaluation Criteria

Applications will be assessed based on the criteria set out below. A successful application must score a minimum of 70 points in total, as well as a minimum of 70% within each section of Criteria outlined below. The City shall not be obliged to accept any applications in response to this Call for Applications. Please see the application package for more information on priority scoring.

Criteria	Available Points
1 Project Information	30
2 Applicant Qualification and Experience	25
3 Business Case	30
4 Pre-development Work Schedule	15
TOTAL	100 Points

4.4 Approval Process

Successful Applicants will be notified in writing of the outcome of their application once the review process has been completed and approved by the Executive Director, Housing Secretariat. Successful Applicants will be required to execute Pre-development Funding Agreement within 90 days of application approval.