



Housing Delivery
352 Donald Street
Winnipeg MB • R3B 2H8
manitoba.ca/housing

NAME
EMAIL ADDRESS@gov.mb.ca
Tel: (204) 945-XXXX
Fax: (204) 948-3035

DATE

PROPONENT CONTACT NAME
POSITION
PROPONENT NAME
ADDRESS
CITY/TOWN MB RXX XXX

Dear **PROPONENT CONTACT NAME**:

I am writing with respect to **PROPONENT NAME**'s application for Proposal Development Funding (PDF) for the development of a **BRIEF PROJECT DESCRIPTION** project in **TOWN/CITY NAME**.

As per the **DATE** letter to you from **John Hoehn** of Housing Delivery, **PROPONENT NAME**'s PDF loan application for \$**XXX** has been approved under the standard terms and conditions of the PDF loan program. Please provide the following so that Manitoba Housing may finalize the setup of the PDF loan:

- A resolution by the Board of Directors of **PROPONENT NAME** approving the acceptance of up to \$**XXX** in PDF loan monies and authorizing the signing officers to execute the enclosed **four** promissory notes;
- Execution of all **four** enclosed promissory notes by the authorized signing officers of **PROPONENT NAME**; and
- Written confirmation signed under seal by **PROPONENT NAME**'s secretary that the Articles of Incorporation for **PROPONENT NAME** dated **INCORPORATION DATE** and Articles of Amendment for **PROPONENT NAME** dated **DATE** [if applicable] are still current and without further amendment.

Manitoba Housing will advance \$10,000 in PDF loan monies to **PROPONENT NAME** upon satisfactory receipt of the above noted items. **PROPONENT NAME** may be eligible for further PDF loan monies once invoices and/or statements of expenditure which reconcile the initial \$10,000 advance are provided to Manitoba Housing and the following condition/s is/are met to Manitoba Housing's satisfaction:

- Confirmation that the proposed project site is not at risk of contamination at a level which may prevent or restrict use of the land for the proposed project.

Please note that all PDF loan disbursements beyond the initial \$10,000 advance are provided upon invoice/receipt reconciliation. Prospective disbursements shall be provided pursuant to the terms and conditions of the PDF loan program and **PROPONENT NAME**'s submitted schedule of proposal development costs. All activities undertaken prior to PDF loan approval or undertaken without Manitoba Housing's advance consent are ineligible expenses.



Please additionally note that all advanced PDF loan monies are to form part of the capital cost of the project and they are to be repaid from the first funding advance should a capital funding commitment be secured. PDF loan approval does not however guarantee capital funding or any other further project support from Manitoba Housing.

Please feel free to contact me at 945-XXXX should you have any questions or require further clarification on any of the above.

Yours truly,

NAME

Encl.

cc: HOUSING PROJECT CONSULTANT