



**Housing Delivery**  
200 - 352 Donald  
Winnipeg MB • R3C 2H8  
[manitoba.ca/housing](http://manitoba.ca/housing)

John Hoehn  
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Month **XX**, 2014

**PROPONENT NAME**  
**ADDRESS**  
**CITY/TOWN, MB POSTAL CODE**

Attention: **CONTACT NAME –TITLE**

**Re: Creation of ##-Units of Affordable Seniors' Housing at PROJECT ADDRESS in CITY/TOWN, Manitoba**

On behalf of the provincial government, Manitoba Housing is pleased to advise that a conditional funding allocation under Manitoba Housing's Rental and Cooperative Housing Program for the creation of a ##-unit housing complex consisting of ## affordable seniors housing units in CITY/TOWN, Manitoba (the "Project") has been approved in the amount of up to **WRITE THE VALUE E.G. TWO MILLION EIGHT HUNDRED EIGHT-EIGHT THOUSAND (\$X,XXX,XXX) Dollars.**

Based on your submission in response to Manitoba Housing's **Request for Proposal for the Development of Affordable Senior's Housing**, the details of the project funding are as follows:

Manitoba Housing conditional allocation:	\$ ###
Total number of eligible units:	##
Tenant Equity:	##
Land Equity:	##
Fundraising:	##
Mortgage Financing:	##
<b>TOTAL FUNDING &amp; FINANCING:</b>	<b>\$##</b>

The conditional allocation is based on the estimated capital project costs of **WRITE OUT VALUE – E.G. EIGHTEEN MILLION NINE HUNDRED THOUGHSDAND (\$18,900,000)** Dollars. Should the actual total capital costs be less or should the amount of the funding contributions indicated above be increased, Manitoba Housing reserves the right to reduce its contribution accordingly. The Recipient is solely responsible for all cost overruns of the Project.

In order to approve a final allocation Manitoba Housing requires the following documentation:

1. Final architectural drawings and specifications for the Project including all post-tender addendums and revisions for approval by Manitoba Housing.
2. A letter from the Project architect confirming the following:
  - a. The project is designed to qualify for Manitoba Hydro's Power Smart New Buildings Program as stipulated in the **Request for Proposals** document.
  - b. The project is designed in accordance with Manitoba Housing's Accessible Design Criteria as stipulated in the **Request for Proposals** document.
  - c. The project is designed in accordance with Manitoba Housing's Modesty Assurance Criteria as stipulated in the **Request for Proposals** document.

3. A written explanation of the tendering process utilized for the Project. The Manitoba Housing *Procurement Techniques Guidelines* are enclosed for your information and use in future projects.
4. A completed Project Description and Estimated Costs form including capital costs, unit breakdown (total number, bedrooms and size), operating costs and revenues including proposed rental rates and other information required therein.
5. Confirmation and details of any mortgage financing being provided by an approved lender; details of any equity being provided; and details of all other funding and financing.
6. Confirmation of the capital project bridge financing that is in place for the completion of the Project.
7. A true copy of **PROPONENT NAME**'s registered Articles of Incorporation, including any amendments; current Certificate of Status issued by the Companies Office; audited financial statements with comparative figures for the most recent two years; and a list of the current Board of Directors.
8. A cash flow projection for the entire Project.
9. Confirmation of site ownership and zoning in a form satisfactory to Manitoba Housing.
10. An Environment Site Assessment including a Phase II Environmental Site Assessment if necessary, that confirms the site has not been found to be contaminated at a level that would prevent or restrict the proposed use of the site.

Upon receipt and satisfactory review of the above documentation, Manitoba Housing will enter into a Financial Assistance Agreement (FAA) with **PROPONENT NAME** that stipulates the eligible project costs. Further, once finalized, the funding allocation to **PROPONENT NAME** will be made available in the form of a Forgivable Loan, secured by the registration of a charge against the title to the property in the appropriate Land Titles office. The Manitoba Housing Loan will be earned on a pro-rata monthly basis over a period of 15 years, at the end of which the charge against title will be released.

**Please ensure that no communication, publication, advertising or news release referring to the Project or the Manitoba Housing Loan occurs unless approved by Manitoba Housing. Manitoba Housing will coordinate with the Recipient an official event and/or announcement of the Project and may require additional announcements and/or events be coordinated with the Recipient including but not limited to a groundbreaking event and an official opening of the completed Project. Any and all communication activities, publications, advertising and news releases referring to this project will include appropriate acknowledgement of Manitoba Housing, in terms satisfactory to Manitoba Housing.**

**Project Officer Name** has been assigned as the Manitoba Housing Project Officer for this file. **He/she** will be working with you on a move forward basis with respect to the conditions outlined in this letter. You may reach **PO Name** by telephone at 204-945-XXXX or by email at **firstname.lastname@gov.mb.ca**.

Please have this letter executed by the authorized signing officers of **PROPONENT NAME** and return two copies of the signed letter to this office by **November 14, 2014**. We ask that you submit all documentation outlined in this letter to Manitoba Housing, c/o Housing Delivery 200 – 352 Donald, in Winnipeg, no later than **March 10, 2015** Failure to do so may result in the cancellation of this funding.

Should you have any questions or require further assistance, please contact me at 204-945-7573. We look forward to working with you on the successful completion of this project.

Sincerely,

John Hoehn  
A/Manager, New Project Delivery  
Housing Delivery Branch  
Manitoba Housing

enclosures

By signature below, the Recipient hereby acknowledges and agrees to the terms and conditions outlined in this letter.

**PROJECT NAME**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Date: \_\_\_\_\_

cc. Steven Spry, Manitoba Housing  
Dwayne Rewniak, Manitoba Housing  
**Project Officer,** Manitoba Housing