



# MODERATE INCOME RENTAL HOUSING PILOT PROGRAM: APPLICATION PROCESS, PROJECT REQUIREMENTS AND AVAILABLE INCENTIVES

*Authority - Director of Planning*  
*Effective \_\_\_\_\_, 2017*

This bulletin provides information on the application process, project requirements and incentives approved by City Council on \_\_\_\_\_, 2017 relating to the construction of moderate income rental housing.

Beginning January 1st, 2018, the City will begin accepting development proposals for new buildings where 100% of the residential floor area is secured rental housing and at least 20% of residential floor area is made available to moderate income households; earning between \$30,000 and \$80,000/ year.

This is a pilot program to test and demonstrate what is possible in different parts of the city. Staff will select up to 20 proposals to submit full rezoning applications between January 1<sup>st</sup> 2018 and July 1<sup>st</sup> 2019. All applications will proceed through a full rezoning process including public hearing. Following the pilot program, Staff will report back to City Council with lessons learned and, if appropriate, recommendations for a new, long term program to encourage the construction of moderate income rental housing.

## 1. Application Process

### 1a. Information Session

An information session will be held on December \_\_\_\_, 2017, \_\_ - \_\_ p.m. at \_\_\_\_\_. Staff will be on hand to discuss the Moderate Income Rental Housing Pilot Program in more detail and answer questions.

### 1b. Pre-Enquiry Application Form

Following the information session, interested proponents are encouraged to complete and submit a Pre-Enquiry Application Form (Appendix A) for review by an interdepartmental staff team. Proponents are not required to submit any form of development work (i.e. drawings or plans) at this stage.

Proponents who would like to present alternative options for a single site are asked to complete one form for each option.

The interdepartmental staff team will review the Pre-Enquiry Application Forms to identify projects that best meet and exceed the criteria of the pilot program. Key criteria that staff will apply in the review of the Pre-Enquiry Application forms include the depth and breadth of affordability being provided, the inclusion of family housing and locational considerations. As the purpose of the pilot is to demonstrate what is possible in different parts of the city, staff will seek to identify sites in a diversity of locations and zoning districts.

Proposals that are selected by the interdepartmental staff team will be invited to submit a full rezoning enquiry package.

### 1c. Rezoning Enquiry Package

The interdepartmental staff team will review and compare proposals at the enquiry stage to evaluate and assess the fit with the requirements of the pilot program and other Council policies and guidelines. Proposals that score well against set criteria will be selected to proceed further in the application process (See evaluation criteria in Appendix B).

### 1d. Rezoning Application

Proponents of selected projects will be notified and advised of the requirements to submit a full rezoning application.

## 2. Project Requirements

### 2a. Affordability in the Moderate Income Rental Units

The incentives outlined in section 3 below are designed to encourage the delivery of new buildings where 100% of the residential floor area is secured rental housing and at least 20% of residential floor area is made available to moderate income households; earning between \$30,000 and \$80,000/ year.

#### Targeted Rents in Moderate Income Rental Units (at Project Opening)

	Rents
Studio	\$950
1-Bed	\$1,200
2-Bed	\$1,600
3-Bed	\$2,000

Rent escalation in the moderate income units will be capped at the BC Residential Tenancy Act annual allowable increase, regardless of turnover.

### 2b. Requirements for Project Proponents

As a condition of development approval, applicants will be required to enter into a Housing Agreement with the City of Vancouver. The agreement will include the following requirements for the proponent regarding the operation of the moderate income rental units:

- **The Proponent will Verify Eligibility for New Tenants in Moderate Income Rental Units**
  - For new tenants, household income cannot exceed 4 times the annual rent for the unit (i.e. at least 25% of income is spent on rent).
  - There should be at least one occupant per bedroom in the unit.
- **The Proponent will Verify Eligibility for Existing Tenants in Moderate Income Rental Units**
  - Building operator will test existing tenants to ensure eligibility every 5 years after initial occupancy.
    - For existing tenants, household income cannot exceed 5 times the annual rent for the unit (i.e. at least 20% of income is spent on rent)
    - There should be at least one occupant per bedroom in the unit.
  - If an existing tenant no longer qualifies for their moderate income rental unit, the operator will issue a notice to end tenancy in accordance with the BC Residential Tenancy Act. The notice will take effect 6 months after the date of issuance.
  - Note: in order to support stability of tenure, Provincial regulations allow additional flexibility for operators who meet the definition of a “housing society”. The City will consider alternative proposals for ensuring that moderate income units continue to serve

targeted households over the long term while ensuring that existing tenants have stability of tenure.

- **The Proponent will Provide an Annual Report to the City of Vancouver on the Operation of the Moderate Income Rental Housing Units**
  - The report will be in a format deemed acceptable by the General Manager of Community Services or their designate
  - The report will be designed to ensure that the City can confirm that the building is operating as agreed and will include information on:
    - Rents collected in all units
    - Unit turnover and incomes of new tenants
    - Updated incomes for households who have occupied the unit for 5 years
  - The City may audit the information provided in the annual report.

### 3. Available Incentives

#### 3a. Development Cost Levy (DCL) Waivers

The City of Vancouver's Rental Incentive Guidelines include a detailed description of the criteria that must be met in order for a secured rental housing project to be eligible for a DCL Waiver. <http://vancouver.ca/files/cov/rental-incentive-guidelines.pdf>

These criteria will be applicable to 100% secured rental projects that include at least 20% of residential floor area as moderate income rental housing. Projects will be eligible for a DCL waiver provided they meet the requirements of the DCL by-law.

#### 3b. Senior Government Programs to Support Rental Housing Construction

##### Government of BC Programs

The BC Housing Community Partnerships Initiative provides financing to support the creation of affordable housing for low and moderate income households in communities across British Columbia. The following financing streams may be available to support proposals that include moderate income rental housing.

##### **Interim Construction Financing – available to both for profit and non-profit developers**

BC Housing can provide interim construction financing for the development of affordable housing which includes new construction and the purchase of existing buildings to preserve affordability. Interim financing may be approved up to 100% of the construction cost to complete the affordable housing portion of the project.

##### **Take-out Financing – available to non-profit developers**

BC Housing may also help eligible non-profit housing partners obtain take-out financing. BC Housing will make arrangements with a large number of approved lenders to obtain low interest rates and favourable terms through a competitive tender and selection process conducted and approved by BC Housing. All approved BC Housing take-out loans will have low cost Canada Mortgage and Housing Corporation (CMHC) loan insurance. This stream of financing is only available to non-profit developers.

Additional details including eligibility criteria are available on the BC Housing website: <https://www.bchousing.org/partner-services/funding-opportunities-for-housing-partners/community-partnership-initiative>

##### Government of Canada Programs

Interested proponents are encouraged to review the following CMHC programs that may be available to assist with project viability:

- Affordable Rental Innovation Fund: <https://www.cmhc-schl.gc.ca/en/inpr/afhoce/afhoce/affordable-rental-innovation-fund.cfm>
- Rental Construction Financing initiative: <https://www.cmhc-schl.gc.ca/en/hoficlincl/moloin/mupr/rental-construction-initiative.cfm>
- Seed Funding Program : [https://www.cmhc-schl.gc.ca/en/inpr/afhoce/afhoce/afhoce\\_001.cfm](https://www.cmhc-schl.gc.ca/en/inpr/afhoce/afhoce/afhoce_001.cfm)

### 3c. City of Vancouver Capital Grants for Non-Profit Developers

The City provides capital grants to improve the viability and/or the enhance affordability of social housing developments that meet the definition of “social housing”, as outlined in the City of Vancouver’s Zoning and Development By-law. Eligibility information (including affordability levels) and application forms are available by contacting affordable housing projects staff at: [housing@vancouver.ca](mailto:housing@vancouver.ca).

### 3d. Parking Requirement Reductions

#### Incentives for Secured Market Rental Housing

The City of Vancouver’s Parking By-Law outlines the reductions to parking requirements that can be considered for projects that provide “Secured Market Rental Housing”:  
<http://vancouver.ca/your-government/parking-bylaw.aspx>.

In order to encourage the construction of projects that include moderate income rentals, the City may consider additional relaxations beyond those provided to 100% secured market rental housing projects. For example:

- if the project is within two blocks of a rapid transit station, or within two blocks of the intersection of two distinct bus routes that run north to south and east to west, the minimum parking requirement can be relaxed to 30% less than what is required for projects that provide 100% of units at full market rates.
- in the Downtown District ODP area, consider reducing parking requirements beyond what is required in developments that provide 100% of units at full market rates.

The amount of parking that is provided will be discussed with the proponent during the enquiry stage.

### 3e. Relaxation of Minimum Unit Size and Configuration Requirements

The City of Vancouver requires that at least 35% of units in secured market rental housing projects have 2 or more bedrooms: <http://vancouver.ca/files/cov/family-room-housing-mix-policy-for-rezoning-projects-2016-07-13.pdf>.

This requirement for 35% family units will apply to projects that include at least 20% of residential units as moderate income rental housing and the unit type mix in the moderate income units will need to match that of the market rate units.

However, as an incentive to encourage construction of moderate income rental housing, the Director of Planning may relax minimum unit size and configuration requirements in the moderate income units. Potential relaxations in unit size (e.g. micro suites) and configurations (e.g. in board bedrooms) may be considered subject to evaluation of livability and design performance.

Proposals that include dwelling units that are less than 398 sq. ft. will need to be in appropriate locations and should include building design features to support livability in the smaller units (e.g. balconies on the smaller units and enhanced common amenity space(s) in the building).

### 3f. Expedited Processing

Proposals that meet the requirements of the Moderate Income Rental Housing Pilot Program will be prioritized for expedited processing by City staff.

### 3g. Additional Floor Area

The City of Vancouver’s Rental Incentive Guidelines provide the opportunity for additional floor area for projects that deliver 100% of residential floor area as secured market rental housing. The table below identifies areas of the City where additional height and density may be considered for rental projects that include at least 20% of residential floor area as moderate income rental housing.

#### General Guidelines for Additional Height and Density

	100% Secured Market Rental	<b>Additional Height and Density for Projects that Include at Least 20% of Residential Floor Area as Moderate Income Rental Housing</b>
<b>C-1</b>	Generally consider C-2 form	Over 4 and up to 6 storeys on arterial streets.
<b>C-2, C-2B, C-2C &amp; C-2C1</b>	Up to 6 storeys	Over 6 and up to 14 storeys at arterial intersections.
<b>C-3A</b>	Consider additional density; adhere to existing height limits and generally to guidelines	Supportable height and density will vary depending on the site.
<b>MC-1</b>	Consider modest increases in height and density	Over 6 and up to 14 storeys at arterial intersections.
<b>CD-1</b>	Consider redevelopment of sites with no existing rental housing	Consider redevelopment of a limited number of highly underutilized sites (e.g. < 0.75 FSR). Supportable height and density will vary depending on the site.
<b>RM zones</b>	Consider redevelopment of sites with no existing rental housing	Consider redevelopment of a limited number of highly underutilized sites with a low number of existing tenants. Up to 6 storeys on arterials. Consider higher forms at arterial intersections. On large sites off-arterials, consider up to 6 storeys where appropriate.
<b>RT zones</b>	On arterials, generally consider RM-4N form of dev.	Over 4 and up to 6 storeys on arterials. Consider higher forms at arterial intersections.
<b>RS zones</b>	None	On large sites off-arterials, consider up to 6 storeys where appropriate
<b>Downtown District ODP (excluding areas A, B, C1, F, K1, K2 &amp; K3)</b>	Consider development sites which allow for residential density where there are no conflicts with existing policies for social housing (e.g. the density bonus for social housing for small sites in the Downtown South). Consider additional density appropriate to context; adhere to existing height policies and limits.	

#### Additional Considerations

- Projects must consider and respect transitions to surrounding areas and homes.
- Neighbourhood context is an important consideration. In single family and duplex areas, projects in areas with existing precedents for higher buildings will be considered more appropriate locations for additional height and density.
- Policy direction in recently approved policy plan areas must be respected (e.g. Marpole, DTES, West End, Grandview-Woodland, Joyce Station Area, Cambie Corridor, Oakridge Transit Centre).
- Where existing zoning or street context supports provision of ground floor retail space, proposals should include ground floor retail.
- Where redevelopment impacts existing tenants, comprehensive tenant relocation planning is required: <http://vancouver.ca/people-programs/tenant-relocation-resources-for-owners-and-developers.aspx>
- Proposals for projects in areas not identified in the table above will not be considered. In particular, sites not identified as General Urban in the Regional Context Statement ODP cannot be considered.

Appendix A: Pre-Enquiry Application Form  
To Assess Adherence to Affordability and Locational Criteria

**Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Address**

\_\_\_\_\_

**Zoning District**

\_\_\_\_\_

**Form of Development and Rental Housing Information**

- Building Height (Storeys): \_\_\_\_\_
- Target Floor Space Ratio: \_\_\_\_\_
- Approximate Number of Total Units: \_\_\_\_\_
  - Studio units \_\_\_\_\_
  - 1-bed units \_\_\_\_\_
  - 2-bed units \_\_\_\_\_
  - 3-bed units \_\_\_\_\_
- Existing renter households impacted by the development: \_\_\_\_\_
- Inclusion of Non-Residential Uses?: Yes / No
  - If yes, please specify:

**Incentives the Project is Seeking**

- DCL Waiver
- Senior Government Programs to Support Rental Housing Construction
- City of Vancouver Capital Grants for Non-Profit Developers
- Parking Requirement Reductions (beyond the requirement for 100% market rental)
- Relaxation of Minimum Unit Size and Configuration Requirements
- Additional Floor Area
- Other:

**How does your Project meet the Requirements of the Moderate Income Rental Housing Pilot Program?** (Use extra sheets if needed.)

- Unit Mix and Rents
- Approach to Tenanting the Below Market Units
- Approach to Relocation of Existing Tenants (if Applicable)

Completed Enquiry Forms may be faxed, mailed or emailed to:

\_\_\_\_\_, Planning and Development Services  
453 West 12th Avenue, Vancouver, BC V5Y 1V4  
[rezoning@vancouver.ca](mailto:rezoning@vancouver.ca) Fax: 604.873.7060

Appendix B: Moderate Income Rental Housing Pilot Program  
Minimum Requirements and Evaluation Criteria

The criteria below will be applied in the evaluation of full rezoning enquiry packages submitted by proponents who have been invited to submit a package following review of a Pre-Enquiry Application Form (Appendix A).

The information set out below outlines the criteria that City staff will apply in evaluating and scoring development proposals for new buildings where 100% of the residential floor area is secured rental housing and at least 20% of residential floor area is made available to moderate income households; earning between \$30,000 and \$80,000/ year. The requirements identified are generally consistent with the standard level of detail required for most City of Vancouver rezoning review processes.

1. Development Site Information

Minimum Requirements	Examples of Questions that City Staff will Consider
<ul style="list-style-type: none"> <li>a. Site address</li> <li>b. Site ownership and relationship to applicant</li> <li>c. Site size</li> <li>d. Zoning</li> <li>e. Current improvements                             <ul style="list-style-type: none"> <li>i. Existing built floor area by type (residential, commercial, industrial)</li> <li>ii. Age of existing building(s)</li> <li>iii. # of existing residential units (rental, owner occupied, total)</li> </ul> </li> <li>f. Proposal for relocation of existing tenants (if applicable)</li> </ul>	<p>Is the requested information full and complete?</p> <p>Does the project impact existing tenants on the site?</p> <p>If applicable, is the proposal for relocation of existing tenants clear and robust?</p>

2. Development Proposal Design and Built Form Information

Minimum Requirements	Examples of Questions that City Staff will Consider
<ul style="list-style-type: none"> <li>a. Proposed building height and FSR</li> <li>b. Proposed building massing and shadow studies</li> <li>c. Context analysis</li> <li>d. Floor plans</li> <li>e. Parking provisions</li> </ul>	<p>Is the requested information full and complete?</p> <p>Does the proposed building massing integrate well with neighbouring buildings?</p> <p>Does the proponent offer strong and valid rationale for the design choice?</p>



3. Project Cost Information

Minimum Requirements	Examples of Questions that City Staff will Consider
<ul style="list-style-type: none"> <li>a. Hard Cost estimate and rationale</li> <li>b. Soft Cost estimate and rationale</li> <li>c. Interest rate</li> <li>d. Debt coverage ratio</li> <li>e. Equity investment</li> <li>f. Assumption for developer profit</li> <li>g. Interest rate assumptions</li> </ul>	<p>Is the requested information full and complete?</p> <p>Does the proponent provide proof to support their hard and soft cost estimates?</p> <p>Are the proponent's cost assumptions reasonable?</p>

4. Project Revenue Information

Minimum Requirements	Examples of Questions that City Staff will Consider
<ul style="list-style-type: none"> <li>a. Rent Roll at Initial Occupancy</li> <li>b. Rent Control Strategy and Cash Flow Model</li> </ul>	<p>Is the requested information full and complete?</p> <p>Are the proponent's revenue assumptions reasonable?</p> <p>Are minimum affordability requirements met? If not, how close is the proposal to meeting the minimum requirements?</p> <p>Is the applicant going beyond the minimum affordability requirements?</p> <p>Are minimum rent control requirements being met? If not, how close is the proposal to meeting the minimum requirements?</p> <p>Is the applicant going beyond the minimum rent control requirements?</p>

5. Operations Management Plan

Minimum Requirements	Examples of Questions that City Staff will Consider
<ul style="list-style-type: none"> <li>a. Approach to filling vacancies/ tenant selection</li> <li>b. Process for income testing</li> <li>c. Operating cost and replacement reserve: projected per unit per month</li> </ul>	<p>Is the requested information full and complete?</p> <p>How will the tenant selection process be managed?</p> <p>Does the applicant have experience managing tenant selection for below market units? If not, is the applicant proposing to contract this service to experienced service providers?</p> <p>What are the projected operating costs? Are the assumptions reasonable?</p>

6. Development Schedule

Minimum Requirements	Examples of Questions that City Staff will Consider
Development schedule and rationale	<p>Is the requested information full and complete?</p> <p>Does the proponent propose an efficient project timeline that is justified?</p>

7. Proponent and Consultant Team Profile

Minimum Requirements	Examples of Questions that City Staff will Consider
Proponent and Consultant Team Profile	<p>Is the requested information full and complete?</p> <p>How experienced is the proponent?</p> <p>Do they have the capacity to deliver the project on time, on budget, and as per the defined scope?</p>