



Centre Wellington

Level One Housing Rehabilitation and Conversion Grant/Loan Information Guide

Purpose:

The Level One Housing Rehabilitation and Conversion Grant/Loan Program offers grants and/or loans for the following improvements to buildings and properties within the Township's "Central Business District":

- Rehabilitation of existing upper floor/rear building residential units;
- Conversion of existing commercial/residential/mixed use building space to residential;

The purpose of the program is to assist with the financing of improvements to private properties/buildings that would otherwise be considered cost prohibitive by a property owner/tenant. The program will promote the reuse of buildings and increase the range of uses and number of affordable housing units/people living in the "central business district".

Availability:

The program is available to owners of properties (and tenants with written authorization from owners) within the Township's designated "Central Business District" that meet the general eligibility criteria.

Funding is available for a limited number of projects on a yearly basis. Applications will be processed on a first come, first served basis.

The Level One Housing Rehabilitation and Conversion Grant/Loan Program may not be combined with any other Township Financial Program available through the CIP.

Details:

The Township will provide up to 50% of the cost of eligible construction costs to a maximum of \$4,000 per unit by providing an interest free loan and/or grant. If both loans and grants are provided, they will be equally apportioned, meaning the maximum Township contribution for the rehabilitation or conversion would be a \$2,000 interest free loan and a \$2,000 grant.

Applicants may be eligible for grants/loans for the rehabilitation or conversion of a maximum of 2 units.

Eligibility:

Building and property improvements to existing commercial, industrial, or mixed-use buildings may be eligible for the Level One Facade, Building, and Property Improvement Grant/Loan Program.

The following types of projects may be eligible for the Housing Rehabilitation and Conversion Grant/Loan Program:

- Interior design and restoration to existing upper floor/rear residential units in a mixed-use building, which will improve living conditions, result in an increase in value, or bring units into compliance with the applicable codes and By-laws; and
- Conversions of existing commercial, residential, or mixed-use building space where two or more new upper floor/rear residential units are created.

Additional Eligibility Requirements

In addition to the eligibility requirements identified, the following general eligibility criteria must be met:

- a) All proposed projects must help achieve the goals and objectives for community improvement as identified in Section 3.2 of the Community Improvement Plan;
- b) The total of the grants and rebates provided to an applicant shall not exceed the eligible cost of the community improvement project with respect to those lands and buildings;
- c) Property owners are eligible for financial incentives. In some cases, tenants to whom the owner has provided written consent for the application may also be eligible;
- d) Applications must be submitted in accordance with requirements for financial incentive applications provided in Section 4.6 of the Community Improvement Plan;
- e) Applications must be submitted to the Township and approved prior to commencing any community improvement works;
- f) Financial Incentives will not be applied retroactively to works started prior to approval of the applications by Council or its delegate;
- g) No incentives will be issued for eligible works under this program which have received grants under any other Township incentive program for the same works;
- h) The decision of the Township regarding the total amount of eligible costs and the calculation of the actual total redevelopment Grant and annual Grant payments is final;
- i) No incentives will be issued for any type of development, redevelopment, or remediation of 'Greenfield properties' (i.e., properties located outside of the 'Built Boundary', as identified on Schedule A-1 of the Township Official Plan);

j) Applications for Level One ('Improve 1') incentives must be for properties located within any of the following areas of the Township's 'Urban Centre', unless otherwise stipulated in the Program Specific Eligibility Criteria:

- i) The Downtown areas of Fergus and Elora-Salem (lands designated 'Central Business District' by Schedule A-1 of the Township of Centre Wellington Official Plan, as amended);
- ii) Existing Industrial Areas (lands designated 'Industrial' by Schedule A-1 of the Township of Centre Wellington Official Plan, as amended);
- iii) Highway Commercial Areas (lands designated 'Highway Commercial' by Schedule A-1 of the Township of Centre Wellington Official Plan, as amended);
- iv) Residential Transition Areas (lands designated 'Residential Transition Area' by Schedule A-1 of the Township of Centre Wellington Official Plan, as amended); and
- v) Mixed-Use Areas (lands designated 'Mixed-Use' by Schedule A-1 of the Township of Centre Wellington Official Plan, as amended).

l) A landowner or tenant may apply for one financial incentive per application, provided that the incentive program has been put into effect by the Township at the time of application;

m) A landowner or tenant may not be approved for multiple financial incentive applications, unless otherwise stipulated in the Program-specific eligibility criteria;

n) The property owner must have no outstanding property tax arrears, or any other Township accounts receivable on the subject property at the time of application;

o) Outstanding work orders (building, fire, zoning, etc.) must be satisfied prior to funding approval;

p) Where required, in accordance with the Financial Incentive Program descriptions in Section 4.6 of the Community Improvement Plan, owner(s)/tenants must match the Township's financial contribution;

q) Proposed projects must be in accordance with all applicable County, Township and Conservation Authority policies, by-laws, provisions, standards, and guidelines (unless an application for an Official Plan Amendment or Zoning By-law Amendment is associated with the proposal); The proposed exterior design of buildings, including signage, must be consistent with any applicable Urban Design Guidelines, including those prepared as part of the 'improve Centre Wellington' process;

s) Projects must be completed in accordance with applicable planning approvals and required permits; and

t) Completed projects must be consistent with the original project description provided by the applicant, supporting materials, and any applicable program agreement, to the satisfaction of the Township.

Payment:

Grants/loans will be provided on a one-time-basis upon successful completion of the approved project, to the satisfaction of the Township.

The loan will be reflected on the tax roll and will be registered and discharged by the Township in accordance with S. 32(2) of the Planning Act. The loan will be interest free with a maximum amortization period of 5 years. The loan is fully open and may be repaid in full at any time prior to the end of the term, without penalty.

Repayments of the loan will be calculated on a maximum 5-year amortization period commencing on the first anniversary of the approval of the Financial Assistance Agreement between the Township and the owner(s) and annually on the anniversary date thereafter until paid in full.

The obligation to repay the loan will be registered on the title of the subject property and transferred to successors in title. Repayment will become the responsibility of new owners.