Guide to documents and resources created and shared from the Affordable Housing Development Navigator (AHDN) Project 2021-2022

This guide has been developed to help you find the resources that can best serve in your work. There is a mixture of videos, reports, and tools created and brought together based on the process and needs as they arose for the Affordable Housing Development Navigator Project completed in Dartmouth, NS 2021-2022. If you wish to learn more about this project please reach out to the Public Good Society of Dartmouth (https://www.publicgoodsociety.ca/) at thepublicgoodsociety@gmail.com

A. **Promotional video**: A short video demonstrating the need and value of this project, inviting non-profits in similar situations to check out the resources and take heart, they are not alone!

B. **Documents & reports**: This series of documents outlines different aspects of the process.
    1. ***Pre-conditions: Social Innovation Lab on Affordable Housing.*** This process set up the pre-conditions for the AHDN project and is where the idea for the project began.
    2. The ***AHDN Project Proposal*** which details core elements of the project such as the context and goals of the project.
    3. ***AHDN Project Narrative***. This document details the AHDN project including:
        Part 1 - Initiation Phase: Laying the foundations and building the team
        Part 2 - Execution Phase: Capacity building sessions for community nonprofits
        Part 3 - Closure Phase: Sensing into what's needed next
    4. ***Mid-Way AHDN Project Reflections***, March-June 2022
        For this report all participants of the project were interviewed asking questions like: What's working?/successes; What's not working?/challenges; and How can we improve this process going forward?
    5. ***Oversight Committee Terms of Reference.*** This document gives information about how the Oversight Committee was structured and the role it served for the project.

C. **Workshop videos & resources:** Video series of presentations made by the Navigators/Architects. This is a series of videos recorded during workshops where a small group of architects shared knowledge and expertise about the early stages of developing affordable housing. See the excel document ***AHDN Workshop Recording Catalog*** for descriptions of what to find in each video presentation and associated resources linked.
    1. What is a housing development project? (26 min)
    2. City plans & zoning (23 min)
    3. Affordability vs. cost (9 min)
    4. Pre-design phase (10 min)

5. [CMHC presentation on funding programs](#) (28 min)
6. [Cost planning & control](#) (51 min)
7. [Schematic design phase](#) (10 min)
8. [Creating compelling stories](#) (47 min)
9. [Project teams & contracts](#) (50 min)
10. [Conversations with affordable housing funders](#) (22 min)

D. **Tools & templates**: Resources created by the Navigators/Architects to support early stage development of housing projects by non-profits:
1. **Glossary of Terms:** This glossary includes language and concepts used in housing development projects as a guide for folks new to the sector. It's in both an excel document (that can be revised and added to as a living document) and a PDF.
2. **Phases of Design Graphic:** This graphic illustrates the different stages and phases of developing affordable housing. It's a helpful map to understand the full spectrum of a housing project and where you can find your project on it.
3. **Project Charter Template**: The Project Charter is the starting place of any group looking to dive into an affordable housing development project. This can be completed with the team and Board members before taking any further steps. The project charter has been included as both a slide and a word document.
4. **Task Tracking & Deliverables Template:** This document is a tool to track the major elements of starting an affordable housing project. It covers the process from ideation, through planning to early in design. There is a template as well as an example of how this can be used.