Northern Housing Incentive
Application Guide

Program Overview

This program provides grant funding to local governments to create a 'Dollars to the Door' program that will enhance and support economic development by encouraging new investments in residential housing. As part of Northern Development's overall strategy to stimulate welcoming and thriving communities, the Northern Housing Inventive program is intended to incentivize private and not for profit developers to construct new market rate and affordable housing units and improve the housing supply in communities where the availability of housing has become a barrier to economic development.

Funding Terms

Local governments are eligible to receive a grant of up to $10,000 per dwelling created in a multi-unit market housing project to a maximum contribution of $200,000.

> *Example: Local Government 'A' has secured a developer who wishes to build 10 new townhomes in the community. The local government can then apply for the Northern Housing Incentive Program for $100,000 ($10,000/unit). If approved, the grant provided to the local government must be passed along to the developer as a direct incentive upon completion of the development.*

Application Intake Periods

Northern Development will receive and approve Northern Housing Incentive applications on a tri-annual basis.

Applications must be received prior to midnight on the intake deadline day to be eligible for consideration in that funding cycle.

In fairness to all grant applicants, applications that are received after the deadline will be moved to the next funding cycle.

Eligibility

Eligible Applicants

*All applicants must be located within Northern Development's service region.

- Municipalities
- Regional districts

Eligible Types of Housing

- Affordable rental or ownership
- Market rental or ownership

Ineligible Types of Housing

- [Subsidized housing](#)
- [Supportive housing](#)
- [Transition housing](#)
- [Emergency/homeless shelters](#)
- [Retirement homes, nursing homes and assisted living facilities](#)

Project Eligibility

In order to qualify for funding the project shall meet the following criteria;

- The project addresses a specific or multiple needs identified within the community's housing needs assessment.
- Project(s) consist of the construction of a minimum of four new self-contained residential dwelling units
- Self-contained dwelling units may be created in new construction
- Conversion of a commercial/institutional building or other non-residential property into new housing units
- Renovations to existing housing units are ineligible.
- Projects are shovel ready upon confirmation of funding, meaning all necessary bylaw amendments have been completed
- Applications where the community's housing incentive program policy require a developer commitment to the applicable performance requirements of the BC Energy Step Code will receive priority over those that do not
- Construction must be completed, and the occupancy permit awarded, within two years of the approval date
- Projects started prior to notification of funding approval are not eligible, however, Northern Development can provide flexibility on this providing permission is sought prior to the start of construction along with a strong rationale. Waiving of this requirement is considered on a case by case basis and permission to start does not guarantee or imply approval of the grant request.

Application and Program Requirements

All applicants are required to confirm and/or submit the following information. Only applications that meet these requirements will be processed.

- A resolution of support by the respective local government
- Submit a complete Northern Development [Northern Housing Incentive Application Form](#)
- Applicants must submit a draft copy of their housing incentive program policy and associated documents with their application
- Copy of a housing needs assessment that has been completed and adopted by Council within the last five years

Application Assessment

In addition to application and project eligibility criteria, Northern Development considers the following strategic factors when reviewing funding requests:

- Has the community taken any prior steps to attract suitable housing developments?
- Level of alignment between the proposed development and the recommendations included in the community's housing needs assessment
- Has the applicant provided evidence of broad-based support from multiple stakeholders?
- Has the applicant provided a copy of their most recent housing needs assessment report?
- Is the project 'shovel ready' upon approval of Northern Development funding?
- Will the project take place in an unincorporated community or municipality with a population under 1,000?
- Will the project utilize vendor(s) from within the Northern Development region?
- Will the project include accessibility units for people who experience disabilities?
- Will the project contribute to environmental sustainability?

Reporting

Applicants should be aware that there are reporting requirements for this program and should be prepared to meet them.

Approved funds will be disbursed to the local government following the completion of the project supported through the incentive program and submission of required reporting documentation is deemed satisfactory by Northern Development.

- A project is considered complete once a final occupancy permit is issued
- Reporting must be submitted using Northern Development's Northern Housing Incentive Reporting Form along with required attachments
- Grants will be disbursed in one payment upon completion of all units included in the development
- The grant provided to the local government must be passed along to the developer

To Apply

Please review all program documents in detail as incomplete applications will not be reviewed.

Completed application forms with all supplementary materials are to be provided electronically through the Online Application System.

Questions?

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Application Requirements – Step by Step

Select the program you want to apply to from the Active Programs menu.

Please note that applications should contain all relevant information requested as part of the application form. Fields with a red asterisk * *are mandatory and will need to be completed before you can proceed further through the application form.*

Applicant and Project Information

- Information about you, and the organization you are applying for, will populate automatically. Input the name of the project, the project's proposed start and end date, a concise description of the project and its rationale.
- You also have the option to include additional milestones/dates related to your project.

Project Funding Information

- Enter the detailed project budget, including all relevant expense items, into the budget section. You will have the ability to upload any quotes in this section that support the budget.
- Enter the grant amount you are requesting from Northern Development. Please refer to the program guide for funding terms.
- Enter all other funding sources. For funding sources that are confirmed, you will need to provide the date the funding was confirmed and upload a confirmation document. For funding sources that are NOT confirmed, you will provide the expected date of the funding decision. This information is required to proceed further with the application.
- *Please note that the application will not proceed further if the project budget and funding are not balanced.*

Attachments

- Through the application form, you will be prompted to upload documents, required or optional, that support information supplied as part of the application. The Attachment section is where you can upload any additional documents that you want to submit that supports the project scope, rationale or other details.

Project Overview

- Provide details about the housing development(s) your community wishes to incentivize.

- Provide information about how the housing development aligns with your communities housing needs assessment.
- Provide details about how the community will market and promote the housing incentive program.
- Provide information on how the housing incentive program has been customized to meet the community's housing needs/goals.

Development Plan

- Provide specific details about the development including address and type of housing.

Unit Type

- Provide details about the types of units proposed in the development.

Economic Impact

- Provide details about the direct permanent and temporary jobs created.
- Provide the expected sale or monthly rental price revenue per unit.
- Provide the current property tax revenue.
- Provide the expected property tax revenue.

Attachments

- Upload the draft copy of the local government's housing incentive program policy and associated documentation.
- Upload the adopted housing needs assessment.
- Upload council or board meeting minutes adopting the housing needs assessment.