

 M O N C T O N	POLICY	Owner Department: Planning and Development
	Affordable Housing – Non-profit Soft Costs Grant Program	
Effective Date: November 16, 2023	Last Reviewed Date: Click to select a date.	City Council Approval Dates: November 14, 2023
Approving Authority: Moncton City Council	Replaces No.: List Policy or Policies or N/A if it doesn't replace any.	

1. Purpose Statement

The main purpose of the *Affordable Housing – Non-profit Soft Costs Grant Program* is to incentivize, by way of grants, the development of new, affordable housing developments. The *Affordable Housing – Non-profit Soft Costs Grant Program* includes a grant of \$10,000 or \$20,000 per organization to assist with covering the soft costs associated with the development of new affordable housing.

2. Application

This Policy applies to non-profit corporations proposing to develop affordable housing.

3. Definitions

Affordable housing: means low-cost housing oriented toward low income or non-income generating residents that is operated by a non-profit corporation.

Building permit: means a ‘permit’ issued pursuant to the *Building Code Administration Act, S.N.B. 2020, c. 8*, or any amendment thereto.

CMHC: means the Canada Mortgage and Housing Corporation.

Development: means ‘development’ as defined in the *Community Planning Act, SNB 2017, c. 19*.

HAF: means the CMHC Housing Accelerator Fund.

4. Policy

Administration

- (1) The Director of Planning and Development, or designate thereof, is responsible for administering this Policy.

Eligibility

- (2) The applicant must be registered as a non-profit corporation under applicable provincial or federal legislation.

Application and Review Process

- (3) Any applicant wishing to be considered for a grant under this Policy must complete and submit an Application Form (see Appendix A) to the City of Moncton prior to developing affordable housing.
- (4) Applications will be processed in order of receipt.
- (5) As a supplement to the Application Form, the applicant must submit the following information:
 - a. Overview and history of the non-profit corporation;
 - b. Financial statements over the past 5 years demonstrating the financial health and stability of the non-profit corporation (note: an exemption may be given by the Director of Planning and Development, or designate thereof, in cases where the non-profit corporation was recently established, but the corporation has demonstrated success in supplying affordable housing over their period of incorporation);
 - c. Description of the soft costs to be covered using the grant funds, which may include any of the following:
 - i. The retention of consultants to explore opportunities to develop new affordable housing;
 - ii. The retention of consultants to manage the development of new affordable housing;
 - iii. The retention of consultants to develop plans, drawings, or studies to develop new affordable housing; or
 - iv. Any other soft costs to assist with the development of new affordable housing (note: the Director of Planning and Development, or designate thereof, may exercise discretion in determining whether proposed soft costs meet this requirement and are eligible for program funding).

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Grant Disbursements

- (6) Grants will be disbursed in order of successfully completed Application and approval by the application review committee, which shall include the:
 - a. Director of Planning and Development or designate thereof;
 - b. Director of Recreation or designate thereof; and
 - c. Controller / Deputy Treasurer or designate thereof.
- (7) Upon approval of the Application (note: the Director of Planning and Development is the signing authority of the application review committee), a grant in the amount outlined below will be disbursed to the non-profit corporation.
- (8) The City of Moncton may request any information from the non-profit corporation on the use of funds, including but not limited to receipts indicating that the grant funds were used in accordance with the approved purposes.

HAF Funding Period

- (9) A grant in the amount of \$20,000 may be disbursed to a non-profit corporation during the HAF funding period.
- (10) Grant funding under (9) is dependent on funding from the HAF.
- (11) Despite the approval of an Application, scheduled disbursements may be cancelled at the discretion of the Director of Planning and Development, or designate thereof, where there is indication that HAF funding is depleted or will be revoked.
- (12) A non-profit corporation may only be awarded one \$20,000 grant from HAF funding.

Post HAF Funding Period

- (13) Following the depletion of HAF funds and pending other fundings sources for the *Affordable Housing – Non-profit Soft Costs Grant Program*, a grant in the amount of \$10,000 may be disbursed to a non-profit corporation.
- (14) Grant funding under (13) may only be awarded to one non-profit corporation per year.
- (15) Where there is more than one Application under review for grant funding under (13), Applications from non-profit corporations who have not yet received any grant under the *Affordable Housing – Non-profit Soft Costs Grant Program* shall be prioritized.

Option for Reimbursement

- (16) Despite (3) and (5) b. and where a non-profit corporation cannot demonstrate (1) financial health and stability and (2) recent success in supplying affordable housing over their period of incorporation, the non-profit corporation may apply for and be granted funding following the issuance of a building permit for new affordable housing.
- (17) Where a non-profit corporation applies under (16), receipts for eligible soft costs under (5) c., for the total grant amount sought, shall be submitted prior to the disbursement of funds.

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- (18) For this reimbursement stream, the total amount per grant disbursement during the HAF funding period shall not exceed \$20,000.
- (19) For this reimbursement stream, the total amount per grant disbursement following the depletion of HAF funds shall not exceed \$10,000.

5. Administration and Contact

City Clerk's Office

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca

6. Appendix A – Application Form

Section A – Landowner and Applicant / Agent Information

Name of Non-profit Corporation: _____

Mailing Address of Non-profit Corporation: _____

Phone: _____ Fax: _____

Email: _____

Section B – Attachments:

Please attached the following documents to your Application.

- 4. (2):** Proof of registration of non-profit corporation
- 4. (5) a.:** Overview and history of the non-profit corporation
- 4. (5) b.:** Financial statements over the past 5 years demonstrating the financial health and stability of the non-profit corporation (note: may be exempted under 4. (5) b.)
- 4. (5) c.:** Description of the activities to be undertaken using the grant funds

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Section C – Undertaking

I/WE HEREBY APPLY for a grant under this Policy.

I/WE HEREBY AGREE that I/we have read and understand this Policy and to abide by the terms and conditions of the *Affordable Housing – HAF Non-profit Soft Costs Grant Program* as specified in this Application.

I/WE HEREBY CERTIFY that the information contained in this Application is true, correct, and complete in every respect and may be verified by the City of Moncton by such inquiry as it deems appropriate, including inspection of the property for which this Application is being submitted.

I/WE HEREBY CERTIFY that the granted funds shall only be used for the approved purposes outlined in section 4. (5). Where the City of Moncton is made aware of the inappropriate use of granted funds, the City of Moncton may, at its option and without prejudice to any other remedy which may be available, refuse the approval of any subsequent grant funding Applications under the *Affordable Housing – Non-profit Soft Costs Grant Program* or any other program of the City of Moncton.

Dated at the _____, this ____ (day) of _____ (month),
_____ (year).

Name of Owner or Authorized Agent

Title

Signature of Owner or Authorized Agent

7. Appendix B – Approval Form

(To be completed by the staff of the City of Moncton.)

Application Number: _____

I have reviewed the application and hereby approve disbursement of the *Affordable Housing – Non-profit Soft Costs Grant Program* funds in the amount of
_____.

Director of Planning and Development, or Designate thereof:

Date: _____