

Affordable Housing Incentive Program



Application Package



INCENTIVE PROGRAMS GUIDE •
APPLICATION FORM •
GENERAL ADMINISTRATION PROVISIONS •



Affordable Housing Incentive Program Guide General FAQ'S

1. WHO CAN APPLY?

Anybody intending to build affordable housing within the City of Brandon.

2. IS THERE A FEE TO APPLY? No.

3. HOW DO I APPLY?

- You can find the application package at <https://housingincentive.brandon.ca/>
- Complete and submit the application package ensuring that the required documentation is included.

4. WHAT IS THE A MINIMUM NUMBER OF DWELLING UNITS THAT NEED TO BE BUILT? Three

5. CAN I HAVE A MIX OF RESIDENTIAL AND COMMERCIAL USE?

- Yes, but it must have a primary residential use (70% or greater).

6. WILL THE AGREEMENT BE REGISTERED ON LAND TITLE? No.

7. ARE THERE RESTRICTIONS ON WHO I CAN RENT TO & WHAT THE RENTS ARE?

- Rent limits, and occupant(s) maximum annual household incomes are set annually within the Affordable Housing Rental Program Income Limits from Manitoba Housing.
- Alternatively, the limits may be determined by the terms of other funding programs used for the project offered by higher levels of government (ie: CMHC).

8. WHAT TYPE OF UNITS ARE INCLUDED IN THE PROGRAM?

- Residential rental dwelling unit
- A co-operative dwelling unit
- Owner-occupied dwelling unit that sells for a mortgage geared to income program

9. CAN I HAVE A MIX OF AFFORDABLE UNITS AND MARKET UNITS?

- Yes, however 50% or more of the total units need to be affordable.

10. HOW LONG DO THE UNITS NEED TO STAY AT THE AFFORDABLE RATES?

- 20 years (the duration of the tax credit incentive).

11. CAN I APPLY OTHER FUNDING PROGRAMS?

- Yes, this program is intended as a supplementary “top-up” to funding from higher levels of government.
- The project must not have received incentives or funding through the City of Brandon Downtown Market Housing Incentive By-law No. 7380.

12. CAN I USE THIS PROGRAM TO RENOVATE EXISTING DWELLING UNITS? No.

13. WHAT HAPPENS AFTER THE APPLICATION IS SUBMITTED?

- Submitted applications will be reviewed within 10 business days of submission to ensure it is complete. If your application does not meet the eligibility requirements, you will be notified in writing.
- Applications that are consistent with the as-of-right incentives as outlined in the by-law will be approved or denied by Administration within 10 business days of the completed application being received.
- The approval of applications will consider the expertise and experience of developers.
- The City reserves, at its discretion, the right to approve or deny all applications.

14. WHAT HAPPENS IF THE APPLICATION IS APPROVED?

- City administration will prepare and execute a Funding Agreement.
- Construction of the approved works may now commence. Project is to start within 120 days of approval. A building permit is to be issued within 6 months of incentive approval and be completed within 18 months of incentive approval (may apply for one 6-month extension).
- Upon construction completion, “after” photos of the project and paid invoices will be submitted to the City and staff will conduct a final site visit and inspection (as necessary) to ensure compliance with the Agreement.
- The owner is to contact the City in advance of any deviations from the approved design or Agreement. If the owner does not carry out its obligations under the Agreement, they shall pay to the City the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest.

15. WHERE CAN I FIND OUT MORE INFORMATION?

- The bylaw for this program can be accessed here: [Link to Bylaws](#)
- Contact the Housing and Wellness Programmer at:
housingandwellness@brandon.ca
(204) 729-2120

Affordable Housing Incentive Program Guide

Incentive Overview

	Non-Profit or Ind Gov			Private
FINANCIAL INCENTIVE	Owner-Occupied	Rental	CO-OP	Rental
Capital Grant (per Dwelling Unit)*	N/A	\$ 20,000	N/A	N/A
Development Charges Offsetting	100% (Priority)			100%
Tax Abatement (Incremental) **	N/A	50% - 20Yrs		

INCENTIVE INFORMATION AND TIMING

*Capital Grant

- o Priority for capital grants will be given to supportive or transitional housing projects for priority populations as defined by CMHC, including people experiencing or at risk of homelessness. Must receive financial support by another level of government.
- o Grant will be provided upon project milestones with minimum 10% held back until final occupancy.

**Tax Abatement Grant:

- o Applies to any increase in the total assessed value of a property from the base year resulting from the development of an eligible project.
- o The tax credit does not include special taxes, local improvement levies, or other such charges or fees properly imposed by the municipality on municipal taxes.
- o If final approval is issued before the end of March, the first tax credit installment shall be applied that same tax year. If final approval is issued after the end of March, the first tax credit will be applied the subsequent tax year.

Development Charge Off-Setting Grant will be provided when the building permit is issued.

City Owned Land (if available) may be offered for below market value in accordance with the City of Brandon [Land Transaction Policy](#).

Additional Incentives will be considered upon request

- o Applications requesting above base level funding will be considered if they are in alignment with the social needs key area Council identified which included a tactic to achieve net zero homelessness through the provision of additional supportive and transitional housing.
- o Staff will prepare and present a proposal to Council for consideration and approval.



Affordable Housing Incentive Program Application Form

GENERAL INFORMATION AND INSTRUCTIONS

1. Before filling out this application form, **please read the attached Program Guide (pages 1-4)**. The Program Guide describes the purpose and basic terms and conditions of the Affordable Housing Incentive Program.
2. If an agent is acting as the applicant for the property owner, please ensure that the required authorization is completed and signed by the owner as provided in the application form.
3. If you find insufficient space on this form to respond to questions, please provide additional information on a separate page and attach it to your completed application form.
4. Please ensure that the application form is complete and all required signatures and supporting documents have been supplied.
5. Please print (black or blue ink preferred) the information requested on the application form.
6. There is no application fee.
7. You may deliver your application in person, send it by mail or email to:

City of Brandon
Planning and Building
Attention: Housing and Wellness Programmer
638 Princess Avenue
Brandon, MB R7A 0P3

housingandwellness@brandon.ca

1. APPLICANT INFORMATION (PLEASE PRINT)

Name of Applicant: _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Name of Property Owner

(if different from Applicant): _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

Name of Contact:

(if different from Applicant): _____

Mailing Address: _____

Telephone Number: _____

E-mail: _____

2. PROPERTY INFORMATION

Address of Property: _____

Assessment Roll Number: _____

Existing Property Use: _____

Current Zoning Classification: _____

Is re-zoning required for the completion of this project? ☐ Yes ☐ No

Is property designated as a Municipal Heritage Site? ☐ Yes ☐ No

Are there any outstanding orders relating to this property? ☐ Yes ☐ No

If yes, describe: _____

Are there any outstanding utility charges on this property? ☐ Yes ☐ No

If yes, describe: _____

Are there any outstanding amounts owing to the City of Brandon for this property?

☐ Yes ☐ No

If yes, describe: _____

5. CONSTRUCTION SCHEDULE (APPROXIMATE)

Start Date _____ End Date _____

3. TAX INFORMATION

Current Assessed Value of Property (\$): _____ Year: _____

Current Assessed Value of Buildings (\$): _____ Year: _____

Current Property Taxes (Annual) (\$): _____ Year: _____

4. PROJECT DESCRIPTION

Describe the proposed housing project:

FLOOR AREA	SQUARE FEET	%
Commercial Floor Area:		
Residential Floor Area: (70% or more required)		
TOTAL FLOOR AREA:		

AFFORDABLE OR MARKET	# OF UNITS	UNIT TYPE Bachelor OR # of Bedrooms	UNIT SIZE (sq ft)
Project must include a minimum of three or more Affordable Units , with 50% of the total units meeting affordability criteria.			

6. FUNDING

Estimated Construction Value: _____

Is there a request for supplementary funding in addition to the standard funding allocated by this Incentive Program? ☐ Yes ☐ No

☐ If requesting additional funding, attach project capital budget.

If yes, please specify the additional funding requested and justification:

Provide details for funding programs from other levels of government that you intend to apply for to fund this project.

7. REQUIRED SUPPORTING DOCUMENTATION

Check off those for which you have included the required supporting documentation.

- ☐ a site plan if proposing a new building or building addition
- ☐ specifications of the proposed project, including a development plan for the improvements to be completed and preliminary construction drawings
- ☐ project development schedule
- ☐ status of title or an accepted offer to purchase for the site proposed, current within 30 days of the application
- ☐ environmental assessments (if necessary)

8. OWNER'S AUTHORIZATION (to be completed if an Agent is representing the property owner)

I, _____, being the registered owner of the subject lands hereby authorize _____ to prepare and submit this application for the Affordable Housing Incentive Program.

Signature of Owner: _____ Date: _____

9. LEGAL

- ☐ I / WE HEREBY APPLY for an incentive/grant under the City of Brandon Affordable Housing Incentive Program.
- ☐ I / WE HEREBY AGREE to abide by the terms and conditions of the grant/incentive programs.
- ☐ I / WE HEREBY AGREE to enter into an agreement with the City of Brandon that specifies the terms of the incentive(s)/grant(s).
- ☐ 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 Brandon by such inquiry as it deems appropriate, including inspection of the property for which the application is being made.
- ☐ I / WE HEREBY CERTIFY that as of the date of this application, no work has commenced on the project.
- ☐ I / WE HEREBY CERTIFY that the project will be started within six (6) months of receiving approval, it will be in continuous development for the length of the project and be completed within 18 months of the date of approval.
- ☐ I / WE HEREBY AGREE that if any statements or information in this application or submitted in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the incentive(s)/grant(s) may be delayed, reduced, or cancelled.
- ☐ I / WE HEREBY GRANT permission to the City, or its agents, to inspect the property that is the subject of this application.
- ☐ I / WE HEREBY AGREE that the incentive(s)/grant(s) may be delayed, reduced, or cancelled if the work is not completed, not completed as approved or if the contractors are not paid.
- ☐ I / WE HEREBY AGREE the program(s) for which application has been made herein is subject to cancellation and/or change at any time by the City in its sole discretion, subject to the terms and conditions specified in the Program. Participants in the program whose application has been approved and who has entered into an agreement with the City of Brandon will continue to receive their incentive(s)/grant(s), subject to their agreement.
- ☐ I / WE HEREBY ACKNOWLEDGE that all incentives/grants will be calculated and awarded in the sole discretion of the City of Brandon. Notwithstanding any representation by or on behalf of the City of Brandon, or any statement contained in the program, no right to any incentive/grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the agreement. The City of Brandon is not responsible for any costs incurred by the Owner / Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of an incentive/grant.
- ☐ I / WE HEREBY AUTHORIZE the City of Brandon to share the information provided in this application with other levels of government, including but not limited to provincial and federal agencies, that administer affordable housing programs. This information will be shared solely for the purpose of facilitating and streamlining the application process for affordable housing incentives.

Applicant Name (Print)

Signature

Date



General Administration Provisions

The provision of any financial grant/incentive is subject to the following general administration provisions:

- Owners of properties within the City of Brandon are eligible to apply for funding under the incentive programs. Application may be made on a “first come, first served basis” to the limit of the available funding, provided all eligible criteria and conditions are met. Where applicable, an agent may apply for funding with the written consent of the property owner.
- Property taxes must be and remain in good standing at the time of application and throughout the length of any incentive/grant commitment.
- All proposed development shall conform to the Zoning By-law and other planning requirements. There shall be no outstanding work orders issued by the City against the property. In addition, all improvements shall be made pursuant to a building permit
- and constructed in accordance with the Manitoba Building Code where required.
- Any property that has a heritage designation must be in compliance with the Heritage Resources Act in order to be eligible.
- The City may, at its discretion, extend or discontinue the program when and as it deems appropriate. Notwithstanding this, participants in the program may continue to receive approved incentives/grants after the closing of the program as determined through individual agreement with the City and subject to available funding approved by the City.
- The general administration of the program shall be the responsibility of the Planning and Buildings Department, in consultation with other departments as appropriate. Final decisions with respect to the applications and the allocation of funds (for as of right incentives) shall be made by Administration.
- Continuation of the Program requires funding either through the annual Capital Budget, or other levels of government and is subject to City Council approval.