



VILLAGE OF HAINES JUNCTION

Affordable Housing Construction Grant

Policy #41-24

1 Purpose

The Village of Haines Junction recognizes that financial barriers to developing affordable housing exist. The Affordable Housing Construction Grant program will assist local developers with offsetting the cost of building a dwelling unit for affordable rent or sale within the municipality. This program will increase housing supply and improve affordability for people in our community.

2 Policy Statement

The Affordable Housing Construction Grant program aims to assist local developers with the construction of new affordable dwelling units within the Village of Haines Junction by providing financial assistance for eligible projects. The goal of this policy is to support housing development while increasing affordability for residents. This policy outlines the criteria, incentives, and guidelines for accessing this grant funding.

3 Definitions

- 3.1 **Affordable Housing** means rent below the most recent median monthly rent as per the most recent Yukon Bureau of Statistics Yukon Rent Survey (see table *Median rent, total units and vacancy rate (for all buildings with rental units), by size and community*) or sale price resulting in annual housing costs less than 30% of the median a household's before-tax income as per the most recent Statistics Canada Census Data.
- 3.2 **Affordable Housing Construction Grant** means financial assistance provided by the Village of Haines Junction to support developers in the construction of new affordable housing dwelling units.
- 3.3 **Dwelling Unit** means one or more rooms for the use of one household as a residence containing cooking, living, sleeping and sanitary facilities.

4 Eligibility Criteria

- 4.1 This opportunity is restricted to local developers. Applicants must reside in within the Municipality of Haines Junction or within the regional catchment / surrounding communities (e.g. Pine Lake Subdivision, Nygren Subdivision, the Agriculture Subdivision at Pine Lake, or on the Haines Road).
- 4.2 The maximum eligible grant per applicant to construct a new dwelling unit will be \$25,000 per dwelling.

- 4.3 The property must be located within the municipal boundary of the Village of Haines Junction.
- 4.4 Applicants must own the property on which the housing development is to be constructed.
- 4.5 If the applicant is in an Agreement for Sale with the Yukon Government or the Village of Haines Junction for a vacant lot, they may also be eligible for the grant.
- 4.6 The property and proposed development must comply with the Village's Official Community Plan, Zoning Bylaw and the National Building Code.
- 4.7 Applicants must be in good standing with the Village of Haines Junction.
- 4.8 Property taxes for the property must be paid in full and the property must have no other outstanding financial claims upon it by the Village of Haines Junction.
- 4.9 Applicants must provide proof of financing or a declaration that the applicant has the funds necessary to complete the project.

5 Application Guidelines and Procedures

- 5.1 To receive an Affordable Housing Construction Grant as laid out in this policy, property owners must fill out the application form, provide a complete statutory declaration, provide a complete project proposal and attach all necessary documentation.
- 5.2 Applications for the Affordable Housing Construction Grant will be accepted for projects that were started after the Housing Accelerator Fund effective date of January 11, 2024. The project start date will be determined by the issuance of the development permit to undertake the project.
- 5.3 Any developments for which funding is provided for must be completed by July 11th, 2027. At the discretion of the Village of Haines Junction, developments only partially completed prior to the deadline may be eligible for prorated funding.
- 5.4 An application will be considered complete when the following documents and requirements have been met:
 - A completed and signed Affordable Housing Construction Grant application form.
 - A completed project proposal.
 - Other supporting documents and information as requested in the Affordable Housing Construction Grant application.

6 Application Evaluation and Grant Award Process

- 6.1 Once an application is deemed complete it will be reviewed and evaluated by the Village of Haines Junction in Fall 2024 using the Affordable Housing Construction Grant evaluation matrix.
- 6.2 The funding allocated for this project is \$250,000. Affordable Housing Construction Grants will be awarded to the highest scoring applications until all funding has been allocated. The Village will attempt to notify all applicants of the outcome of their application within 5 business days of the submission deadline. Successful applicants will have 10 business days to notify the Village of their intention to accept the grant. If the funds are turned down or that time has elapsed without communication from the applicant, the Village will then offer the grant to subsequent applicant(s) on the waitlist.

7 Disbursement of Funds

- 7.1 Affordable Housing Construction Grant funds will be disbursed in two installments: 75% of the grant will be paid upon the satisfactory completion of framing and insulation inspection, and the remaining 25% once construction has been completed all required final inspection reports confirm compliance with governing codes and legislation. All Affordable Housing Construction Grant cheques will be made payable to the applicant.

8 Implementation of Policy

- 8.1 Applications must comply with the Village's Official Community Plan, Zoning Bylaw, policies and other bylaws.
- 8.2 Applicants who receive an Affordable Housing Construction Grant to develop a unit for rent and do not make the dwelling unit available for rent at an affordable rate for a period of ten (10) years from the date of occupancy and/or accept a reasonable rental request from a prospective tenant will be required to repay a proportionate amount of the grant for the period that the dwelling unit was not available for rent at an affordable rate. Failure to make the repayment will result in the amount being added to the following year property taxes.
- 8.3 Applicants who receive an Affordable Housing Construction Grant to develop a unit for sale and do not make the dwelling unit available for sale at an affordable price immediately after the date of occupancy and/or accept a reasonable offer to purchase from a prospective purchaser will be required to repay the grant amount. Failure to make the repayment will result in the amount being added to the following year property taxes.
- 8.4 To receive the first disbursement of funds, the applicant must provide a cost breakdown, pictures, and proof that the framing and insulation inspection has been passed.
- 8.5 To receive the last disbursement of funds, the application must provide a final cost breakdown, pictures and proof that construction is complete. Final inspection reports will be required.
- 8.6 If a development or building permit is revoked, cancelled, voided or amended to be outside of the eligibility criteria, the Affordable Housing Construction Grant will be considered invalid. A new application may be submitted in such cases.
- 8.7 The Affordable Housing Construction Grant will cover up to 5% of actual, eligible costs, to the maximum amount of \$25,000 per dwelling unit.
- 8.8 The Affordable Housing Construction Grant cannot be used for the renovation of an existing dwelling unit, nor for landscaping or other improvements not directly related to the creation of a new dwelling unit.
- 8.9 Receiving an Affordable Housing Construction Grant under this policy does not preclude an applicant from applying for and receiving different grants, subsidies or loans provided by the Village or other organizations.

9 General Information

- 9.1 Applications can be obtained by the Village of Haines Junction by email at projects@hainesjunction.ca, in person at the Village Office located at 178 Backe Street, Haines

Junction or on the Village website at www.hainesjunction.ca.

- 9.2 Completed application forms are to be returned to the Village of Haines Junction in person, by email to projects@hainesjunction.ca, or by regular mail.
- 9.3 Questions about the application can be directed to Lianna Grice, Project Manager and Asset Manager, projects@hainesjunction.ca
- 9.4 Upon approval the applicant will be notified and forwarded a copy of the application and approval conditions.

10 Term of Agreement

- 10.1 The term of an Affordable Housing Construction Grant agreement cannot exceed July 11th, 2027.
- 10.2 Terms of the agreement will be reviewed on a yearly basis. Should no action be taken toward fulfilling the agreement by the applicant (e.g., no development activity), the Village of Haines Junction reserves the right to revoke the agreement with written notice.

POLICY TITLE: Affordable Housing Construction Grant
POLICY #: 41-24
EFFECTIVE DATE: 2024/09/25
ADOPTED BY COUNCIL ON: 2024/02/25
RESOLUTION #: #264-24



Bruce Tomlin – Mayor



David Fairbank – CAO



Appendix A - Affordable Housing Construction Grant Process



Appendix B - Affordable Housing Construction Grant Proposal Evaluation

Core Requirements

- Affordable Housing development
- Village of Haines Junction Resident or Company
- Project located within the Village of Haines Junction
- Project completion prior to July 11, 2027

Scoring Matrix

Applications will be subject to the following scoring formula:

0 points

- Missing information

40% of available points

- Approaching: awarded to responses considered insufficient to meet the criteria or where the information provided cannot be understood.

60% of available points

- Meets: awarded to responses that meet the basic criteria and demonstrate a basic ability to perform the services.

80% of available points

- Good: awarded to responses that meet the established criteria and provide in clear detail the proponent's ability to perform the services.

100% of available points

- Exceeds: awarded to responses that exceed the established criteria and indicate a superior approach to performing the services.

Evaluation Criteria

Project Plan (40 points)

The Plan for the project should include: a description of how the proposed project supports an established community housing need(s), a site plan and a description of the land tenure, a construction schedule and a management approach.

	Missing (0 points)	Approaching (4 point)	Meets (6 points)	Good (8 points)	Exceeds (10 points)
Brief description of how project supports an established community housing need(s) (maximum points = 10)					
Site plan and land tenure (maximum points =10)					
Construction schedule with key milestones and completion date (maximum points = 10)					
Management approach of the tenancies and the asset or home ownership initial sale (maximum points = 10)					
Total:					

Qualifications and Experience (30 points)

Applicants will be scored on past projects that are similar in scope, scale and location to the proposed project, and for which the current applicant was the prime delivery agent.

1. The specific role played in the project;
2. A description of each past project, and why it is similar in scope and scale to the proposed project;
3. Elements that deemed the projects a success. i.e.: met the original intent, came in on budget or under budget, successfully housed clients, met build and occupancy time lines etc.
4. References: for the past project examples identified above, applicants must provide an independent client contact that can be used as a reference to verify the information provided, including quality of product and service achieved (name, title, organization, address, phone number and email address)

	Score
Project 1 (maximum score = 15) 1. Role 2. Description of project and how it is similar to this proposal 3. Success criteria	
Project 1 (maximum score = 15) 1. Role 2. Description of project and how it is similar to this proposal 3. Success criteria	
Total:	

Construction Financial Viability (15 points)

Applicants must provide a business plan that demonstrates that the project will remain financially viable throughout construction. Information should include:

- Total construction costs (design, permitting, site preparation, construction, commissioning); total operating costs; cost and source of financing

	Missing (0 points)	Approaching (4 point)	Meets (6 points)	Good (8 points)	Exceeds (10 points)
Demonstrated financial viability over 20 year period (Maximum = 20 points)					
Total:					

Affordable Rental or Sale Feasibility (15 points)

Applicants must provide an approach that outlines affordability. Information should include:

- Affordable sale price upon initial sale (units for sale only)
- Financial feasibility outlining total operating costs; cost and source of financing; expected revenue; and 20-year cash flow

	Missing (0 points)	Approaching (4 point)	Meets (6 points)	Good (8 points)	Exceeds (10 points)
Demonstrated financial viability over 20 year period (Maximum = 20 points)					
Total:					

Overall Score: /100