

# Community Planning for Housing Application Guide



## Program Overview

The Community Planning for Housing program provides grant funding for municipalities and regional districts within Northern Development's service area to assist with the cost of hiring incremental planning capacity for a 12-month period.

The program is expected to provide communities with the planning capacity, knowledge and experience they need to identify housing issues and develop appropriate responses that will encourage the development of housing that meets the needs of their community.

## Funding Terms

Northern Development commits to one placement per regional development area for a total of \$160,000 annually through the Community Planning for Housing program.

Local governments are eligible to receive up to \$40,000 from Northern Development to assist with the salary cost of hiring incremental planning capacity for a 12-month period.

Host communities are required to provide a minimum of \$10,000 toward the salary to support a minimum base salary of \$50,000. The local government must pay mandatory employment related costs (MERCs) that include CPP, EI premiums and a minimum of 4% vacation pay (or provide vacation days) in addition to the salary. Incentives such as benefits (medical, dental, etc.), allowances (housing, vehicle, phone), or bonuses can be offered at the discretion of the local government however are not eligible for reimbursement.

## Application Intake Deadlines

Community Planning for Housing program applications will be accepted until midnight on November 30 to be eligible for consideration for funding. Applicants will receive a decision within 30 days of the application deadline.

## Program Criteria

- All municipalities and regional districts within the Northern Development Initiative Trust region are eligible to apply.
- Preference will be provided to collaborative applications where multiple communities have equal access to the planner.
- A job description and 12-month work plan are included with the grant application.
- Existing employees are ineligible.
- Planner duties must be dedicated and focused on housing related items. Applications that include routine planning duties will be deemed ineligible.
- Host local government is committing a financial contribution toward the planner's salary and expenses.

## Job Description and Work Plan Activities

Local governments are required to provide Northern Development with a job description and work plan when applying. The position description and work plan are intended to demonstrate the planner's focus on housing related activities.

## Disbursement Schedule

Approved applicants must fill the role within 90 days of approval. Communities that fail to fill the position within 90 days will have their funding de-committed. The local government will be required to provide a copy of the signed employment contract between the local government and the employee within 90 days of approval.

Approved local governments must provide a signed employment contract to confirm they have filled the position. Upon confirmation of hiring, Northern Development will provide a 50% advance of the approved grant amount. The remaining 50% will be disbursed upon submission and approval of the final reporting documents.

## Reporting Deadlines

To access the rebate, local governments must complete and submit Northern Development's reporting form and all required attachments including pay summary(s). The reporting form must be provided to Northern Development within 30 days of the contract end date.

Northern Development staff will review and verify complete reporting for the year and, based on acceptance, the remaining grant up to \$20,000 is issued to the local government.

## To Apply

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

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email **by November 30**.

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## Questions?

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