

Housing Needs Assessment Application Guide



Program Overview

This program provides one-time grant funding to local governments for the development of a comprehensive housing needs assessment that covers the entire community and meets the requirements of the 'Local Government Statutes (Housing Needs Reports) Amendment Act.'

Funding Terms

One-time grant funding per eligible local government up to \$10,000 to a maximum of 50% of the eligible project budget.

Up to \$200,000 will be available annually between 2019 – 2021 through the Housing Needs Assessment program.

Application Intake Periods

Funding applications are accepted on a continual basis until the annual program allotment has been committed.

Applications are reviewed as received for eligibility and completeness. Northern Development will provide a decision within 30 days of receipt of a complete application.

Eligibility

Eligible Applicants

*All applicants must be located within [Northern Development's service region](#).

- Municipalities
- Regional districts

Eligible Costs

- Consulting fees
- Consultant travel costs directly associated with completion of the study
- Meeting room/AV rental costs directly associated with community and/or industry engagement
- External printing costs directly associated with producing a final report
- Cost of obtaining research material (industry reports, peer-reviewed journals) directly relevant to the study may be eligible
- PST

Ineligibility

Ineligible Costs

- GST
- Costs incurred (work started and/or deposits paid) prior to signing an agreement with Northern Development
- Food/beverage costs
- Staff travel or wages
- Incremental staff and administration costs
- Training for local government staff
- Routine or ongoing operating and/or planning costs
- Capital costs
- Purchase of software or subscription services

Application and Program Requirements

Only applications that meet these requirements will be processed.

- Housing Needs Assessment Report must meet the provincial requirements (name of regulation to be added when available)
- A community or region wide housing needs assessment that is either new or an update to an existing eligible plan
- Project must be completed within 12 months of approval
- Report must be received and adopted by appropriate Municipal Council or Regional District Board
- The report must be published and accessible on the local government's website
- Submit a complete [Housing Needs Assessment Application Form](#)
- Confirmation of other funding is required
- Project funding cannot exceed project costs
- A resolution of support by the respective local government
- Northern Development's funding cannot exceed 50% of the eligible costs

Reporting

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

Approved Housing Needs Assessment projects are required to complete and submit a completed final reporting form following the completion of the project prior to Northern Development releasing funding. A project is considered complete when:

- The report has been finalized and adopted by appropriate Municipal Council or Regional District Board
- All eligible expenses have been invoiced

To Apply

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

Applications are approved on a first come first serve basis until the annual funding allocation has been fully committed.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email at info@northerndevelopment.bc.ca.

Questions?

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