



The Corporation of the City of Sault Ste. Marie

Planning and Enterprise Services

99 Foster Drive, Sault Ste. Marie, ON P6A 5X6
saultstemarie.ca | 705.759.5368 | housingcip@cityssm.on.ca

PER DOOR GRANT

Housing Category	Precinct	Tenure Types	Maximum Grant Value (per unit)
Affordable	1	Purpose-Built Rental, Freehold	Bachelor: \$45,000 1 Bedroom: \$50,000 2 Bedroom: \$55,000 3+ Bedroom: \$60,000
	2 or 3	Purpose-Built Rental, Freehold* *Only available to not-for-profit entities	Bachelor: \$40,000 1 Bedroom: \$45,000 2 Bedroom: \$50,000 3+ Bedroom: \$55,000
Market Rate	1	Purpose-Built Rental, Freehold	Any Size - \$30,000
	2	Purpose-Built Rental, Freehold* *Only available to not-for-profit entities	Any Size - \$10,000

Only available for lands designated Residential, Commercial, Institutional

Please read the following before filling out this application.

How to Apply for the Per Door Grant

This application can be submitted via email to the City of Sault Ste. Marie's Planning Department at housingcip@cityssm.on.ca.

Applications will be processed on a quarterly basis (every 3 months) with a decision being made at the end of each period. Once an application is received and deemed complete, it will be reviewed for compliance with the eligibility criteria established in the Housing Community Improvement Plan (CIP). **A building permit must be obtained within 3 months of receiving approval or the City may revoke any approval that has been granted.**

For the City to accept an application as complete, applicants must submit or attest to the following:

Application Requirements

- ✓ Complete and signed application form
- ✓ Proof of Ownership (PIN)
- ✓ Corporate Profile Report (if applicable)
- ✓ Project Budget dated within 6 months of this application and prepared by a qualified professional
- ✓ Photos depicting the current condition of the eligible property
- ✓ Owner's Authorization, if applicable
- ✓ Site plan drawing or concept plan (include with application form)
- ✓ If applicable confirm that the approved Site Plan Agreement has been registered on title (include with application form)
- ✓ Confirm that an occupancy permit has not been issued
- ✓ Agree to enter into a legal agreement with the City of Sault Ste. Marie if you are approved for a Per Door Grant
- ✓ Complete the project details form attached to this application (Application Addendum)



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About the Per Door Grant Program

The **Per Door Grant program** is offered through the **Housing CIP**. The Per Door Grant is intended to provide an incentive towards the creation of up to 4 new housing units within the City of Sault Ste. Marie.

The City has set amounts for these grants that factor in both affordability and tenure, as well as where they are located throughout the Municipality. These grants apply to projects that contain up to four dwelling units. Affordable housing rates are determined and updated yearly through the Province's *Affordable Residential Units for the Purposes of the Development Charges Act Bulletin*. When reviewing the application, City staff will comprehensively consider the basic eligibility criteria in Section 3 of the Housing CIP and the program specific criteria noted in Section 2.4.

Per Door Grant funding is awarded on a competitive basis and is not guaranteed. Applications will be graded as per the Per Door Grant Scorecard. Please review the Score Card for details regarding the maximum number of points available under each scored criteria, located in the appendix.

Eligibility Criteria

To be eligible for a Per Door Grant, applicants must meet all the eligibility criteria in section 2.5 and 3 of the Housing CIP. Please read and review the Housing CIP before completing this application to confirm your project meets all eligibility criteria. The Housing CIP can be accessed on the City's website at: <https://saultstemarie.ca/housing>.

Affordability Commitment

Applicants who receive a grant for an affordable unit will be required to maintain affordability for at least 20 years. The owners/applicants will be required to enter into an agreement that specifies the terms, duration, and default provisions of the incentive(s) to be provided; this agreement will be registered on title of the subject lands. The City may discontinue or rescind any financial incentive where there is non-compliance with an executed agreement.

Application Review and Approval

Once an application has been received, the applicant will be notified if any information is missing, or to confirm the application is complete and being reviewed. Applications will be reviewed by Planning staff to verify information provided and confirm eligibility for the Per Door Grant per the Housing CIP criteria. Please review Section 2.4 of the Housing CIP and the Per Door Score Card (Appendix A) to see how applicants will be graded.

We aim to review and confirm Per Door Grant eligibility within three weeks of receipt of a completed application. Once staff have confirmed your eligibility, you will be notified of your successful application, the registration of the agreement will be the responsibility of the applicant. Agreements may identify required construction timelines to ensure that projects receiving a Per Door Grant are committed to moving forward with their projects expeditiously.

Should you have questions regarding the Per Door Grant application process or eligibility requirements, please contact us:

housingcip@cityssm.on.ca

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Received by:

Date:

Application No.:

PER DOOR GRANT APPLICATION

Note: all applications must be completed in their entirety, signed, and submitted to the Planning Department with all necessary attachments and documentation. **Incomplete applications will be returned.**

Section 1: Applicant Information

Applicant	
Name:	
Address:	
Telephone:	
Email:	

Registered Owner (if different from the applicant)	
Name:	
Address:	
Telephone:	
Email:	
If the applicant/owner is a corporation or partnership, please include a Corporate Profile Report (Corporate Search)	
All Mail to be Directed to: Applicant ☐ Owner ☐ Both ☐	

Section 2: Project Information

Civic Address of Subject Property

Legal Description (Lot/Concession/ Registered Plan Number)

Assessment Roll Number:

Is the Property in Tax Arrears? (i.e. Are there any unpaid property taxes that are past the due date?)

Yes ☐

No ☐

Please describe what the property currently looks like and how the property is used today (e.g., building height, building/façade condition, vacant land etc:

Please describe in detail how the property will be improved:

Total number of new residential units being created:

Total number of affordable units (as defined in the Province's most recent *Affordable Residential Units for the Purposes of the Development Charge Act*):

Tenure of Unit(s):

☐ Freehold

☐ Rental

☐ Combination of freehold & rental units

Expected construction start date:

Expected project end date:

Please be advised that commencing work after submitting an application but before receiving approval is done at the applicant's own risk.

Project cost estimate (ensure to attach quotes):

I/We acknowledge that the total combined funding from all grant sources/government funding cannot exceed eligible costs	☐
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Current assessed value of property:

Requested Grant Amount:

Are there any outstanding work orders on this property or any property the applicant owns or is affiliated with either as a sole owner, partnership, or corporation? If yes, please identify the nature of the work order(s):
Yes ☐
No ☐

	Yes	No
Fire Code	☐	☐
Building Code	☐	☐
Property Standards	☐	☐
Zoning By-law Infractions	☐	☐
Other Municipal By-law Infraction	☐	☐

Please attach copies of existing work orders or enforcement notices to this application, if applicable.

Have you or your company previously applied for funding under the Housing Community Improvement Plan initiative? If yes, please provide details and whether or not you were successful:

Please list any building permits that have been issued:

Section 3: Financial

Please list all other funding sources/grants you have obtained or applied for (please include any details/explanations regarding funding sources for this property):	
Funding Source	Amount

- ☐ I acknowledge that the total combined funding from all grant sources/government funding (e.g. Canada Mortgage and Housing Corporation (CMHC) funding, The Corporation of the City of Sault Ste. Marie funding, etc.) cannot exceed eligible costs.

To be eligible for a Per Door Grant, the property under consideration or any property the owner/applicant owns or is affiliated with either as a sole owner, partnership, or corporation shall not be in a position of property tax arrears or shall have a payment schedule acceptable to the Chief Financial Officer at the time of application.

- ☐ I confirm that all property taxes for all properties owned by or affiliated with the owner/applicant are in good standing.

Do you wish to apply for the Municipal Fees Rebate Program as Well? Yes No

Section 4: Agreement Requirements

If awarded a Per Door Grant, an agreement between the City and the owner (registered or assessed owners of lands/buildings) will be required, which will set out the terms, duration, and default provisions of the incentive(s) to be provided; this will be registered on title of the subject lands. The City may discontinue or rescind any financial incentive where there is not compliance with an executed agreement.

- ☐ I acknowledge and agree to enter into a legal agreement with the City of Sault Ste. Marie regarding the terms of any awarded Per Door Grant and agree to cover any costs associated with registering the agreement on title.

If awarded a Per Door Grant, the grants will only be provided after the improvements to the property are complete and documentation is provided to the City for review.

Section 5: Certification

- i. All information provided is subject to the Municipal Freedom of Information Act and the Corporation of the City of Sault Ste. Marie's financial reporting duties.
- ii. The Per Door Grant is not intended to be retroactive and should be discussed with staff before submitting an application if this applies to the project
- iii. The applicant consents to the use of their name and address in connection with any program funding announcements

Section 6: Signatures & Declarations

- ☐ I/We agree to abide by the terms and conditions of the rebate program.
- ☐ I/We understand that the rebate can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers are not paid.
- ☐ I/We hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Corporation of the City of Sault Ste. Marie (the Corporation). If any information provided is or subsequently become untrue, incorrect and/or incomplete, the Corporation may immediately cancel the rebate and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights.

- ☐ I/We are not involved in any action or proceeding involving claim for damage with the Corporation.

Section 7: Consent of the Owner / Applicant to the use and disclosure of personal information

- ☐ I/We hereby apply for a Per Door Grant under The Corporation of the City of Sault Ste. Marie Housing Community Improvement Plan. I/We agree to abide by the conditions of the grant program.

Section 8: Owner's Attestation.

- ☐ I/We hereby certify that the information given herein is true, correct, and complete in every respect and may be verified by The Corporation of the City of Sault Ste. Marie.
- ☐ I/We hereby agree to submit all required material on a yearly basis as specified in the agreement.
- ☐ I/We hereby acknowledge that any units receiving Per Door Grant funding shall not be used as short-term rentals.
- ☐ I/We grant authorization to _____ to complete this application.
- ☐ I/We confirm that an occupancy permit has not been issued for the subject property.
- ☐ I/We confirm that the items under "Application Requirements" have been satisfied, or are not applicable to this application. If non-applicable, please list these items below:

1.	2.
3.	4.
5.	6.

Applicant Signature:

_____	_____	_____
Print Name	Signature	Date

Registered Owner(s) Signature:

_____	_____	_____
Print Name	Signature (I have the authority to bind the corporation, where applicable)	Date

APPLICATION ADDENDUM

Please answer the following questions regarding the proposed project. Be advised that information provided will be assessed using the Per Door Score Card (Appendix A) to determine eligibility. You are encouraged to answer each question thoroughly and include as much detail as possible.

1. Where are you at in the development approval stage for this project?

- ☐ Project is at conception or preliminary design stage
- ☐ Zoning is in place, but Site Plan approval is outstanding or underway
- ☐ Ready for or at Building Permit Stage

2. In which Strategic Development Area is the subject property located?

- ☐ 1
- ☐ 2
- ☐ 3

3. Will the units be affordable as per the definition provided in the Per Door Application?

- ☐ All units affordable
- ☐ Mix of affordable and market rate units (specify number of each _____)

4. Will any units be rented below the required maximum rent for affordable units that is permitted?

- ☐ Yes (if yes, by how much as a percentage _____)
- ☐ No

5. Will the affordability component be guaranteed beyond the 20 year required commitment for affordability?

- ☐ Yes (If so, for how long beyond the requirement _____)
- ☐ No

6. Are you a registered non-profit or charitable organization?

- ☐ Yes
- ☐ No

7. Do you have previous experience building housing or have you hired an experienced firm to assist with the project?

- ☐ Have prior experience
- ☐ Have experienced firm to assist
- ☐ Both
- ☐ Neither

8. Please elaborate on any of the following building design elements that will be part of your project

a) Barrier-free design above the minimum requirements (as per OBC and Zoning By-law)

b) Energy efficiency/greenhouse reduction and climate resilience measures above the minimum requirements/standards (as per OBC)

c) Innovation – utilizing modular or other innovative construction methods that can serve as an example for future developments

Appendix A

Per Door Grant Score Card

Criteria	Factor	Points Available	Maximum Points
Development Status	Zoning By-law permits proposed use/built form and preliminary site design is underway	5	15
	Nearing Building Permit Ready: Zoning approved and site plan control has been submitted and under review; if site plan control is not required, draft site design has been provided	10	
	Building Permit Ready: zoning approved, site plan control approved or not required, building permit application submitted or issued	15	
Location	Located in the First Neighbourhoods	20	20
	Located in an Other SDA	15	
Affordability	The units to be incentivized are affordable	20	30
	Rental rates are lower than the minimum required (deeply affordable or specialty housing)	5	
	Affordable units are guaranteed beyond the minimum 20 year commitment	5	
Housing Provider	Non-profit or charitable organization as primary applicant or partner	5	10
	Relevant prior experience or has hired an experienced firm	5	
Building Design	Includes barrier free design above the minimum requirements/standards	10	25
	Includes energy efficient/greenhouse gas reduction and climate resilience measures above the minimum requirements/standards	10	
	Innovation - utilizing modular or other innovative construction methods that can serve as an example for future developments	5	
Total Score			100