



Guidelines for Per Door Grant Applications

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 Barrie's Strategic Initiatives, Policy and Analysis (SIPA) Branch of Development Services at HousingCIP@barrie.ca.

An application for a Per Door Grant can only be submitted during specified intake periods and will be reviewed for compliance with the eligibility criteria established in the Housing Community Improvement Plan (CIP) by Development Services, in consultation with Financial Services.

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

- ✓ Complete and signed application form
- ✓ Owner's Authorization form, if applicable (included with application form)
- ✓ Cover letter (see details on application form)
- ✓ Completed Project Details Spreadsheet (template provided)
- ✓ Site plan drawing or concept plan (see details on application form)
- ✓ Confirm that a complete Site Plan Control application has been submitted to Development Services, if applicable, prior to making your Per Door Grant application (included on application form)
- ✓ Confirm that an occupancy permit has not been issued (included on application form)
- ✓ Agree to enter into a legal agreement with the City of Barrie if you are approved for a Per Door Grant (included on application form)

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 **flexible financial assistance to incentivize the creation of more affordable and rental housing units within the City of Barrie**. The intent of the Per Door Grant is to simplify the incentive process by providing **one single capital grant in place of tying incentives to specific fees and charges**, such as cash-in-lieu fees, application fees, development charges (DCs), or other charges. It also will allow the City more flexibility to assess the feasibility and merits of a specific project and offer more subsidy if it is warranted.

The City recognizes that each organization has different funding requirements to include affordable housing units for middle and low-income households as part of its development, based on numerous factors such as size, scale, location and project details. For this reason, **rather than setting a fixed grant amount, applicants are responsible for determining a reasonable amount of incentive per unit that will be required for their project, taking into consideration requirements such as depth and duration of affordability, unit mix and type of development**. Applicants will be required to justify the incentive amount requested, and City staff will use that to determine if it is reasonably tied to the affordability provided, length of affordability, and the total number of new housing units that will be created.

When reviewing applications, City staff will comprehensively consider the basic eligibility criteria in Section 3.3.1 of the Housing CIP, the program specific criteria noted in Section 3.3.2, the present value of the rent or ownership differences (market versus affordable) over the life of the agreement, pro forma details, and additional costs that may be incurred to meet the affordable rent or ownership rates required as defined per the [Development Services Housing Bulletin](#).

Grant money can be utilized towards any eligible project development costs, but cannot exceed total costs of development or redevelopment, or be used towards operational costs. If awarded a 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 grant provided; this will be registered on title of the subject lands.

Eligibility Criteria

To be eligible for a Per Door Grant, applicants must meet all the eligibility criteria in Sections 3.3.1 and 3.3.2 of the [Housing CIP](#). Please read and review the Housing CIP before completing this application to confirm your understanding of the Housing CIP and that your project meets all eligibility criteria. The Housing CIP can be accessed on the City's website at: <https://www.barrie.ca/government-news/adopted-strategies-plans/housing-community-improvement-plan>

Per Door Grant funding is awarded on a competitive basis and is not guaranteed. Please review the [Per Door Grant Score Card](#) for details regarding the maximum number of points available under each scored criteria, available online here: <https://www.barrie.ca/Housing-CIP-Scorecard.pdf>

All applicants must meet the General Eligibility and Requirements in Section 3.3.1 of the Housing CIP, which include:

- **Application In-take Period:** Applicants must submit a completed application form, in addition to all required supporting information and materials, must be received by the application intake deadline.
- **Multiple Incentives:** Applicants can apply for multiple CIP financial incentive programs, if eligible. When stacking CIP grants, the total combined grant funding shall not exceed eligible costs. City CIP incentives may be stacked with other government programs and funding [e.g. Canada Mortgage and Housing Corporation (CMHC) funding].
- **Eligible Costs:** Project costs incurred prior to an application under this CIP shall be eligible for funding, provided the project has not yet been issued an Occupancy Permit by Building Services. Eligible costs cannot exceed project development or redevelopment costs. Applicants will be required to submit overall project costs, including basic development pro forma details.
- **Agreement Requirements:** An agreement between the City and the owner (registered or assessed owners of lands/buildings) will be required for all successful applicants. The agreement 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.
- **Development Status:** Projects must have submitted a complete Site Plan Control application to Development Services, if applicable, prior to making an application to the CIP. Applications must also be received prior to the issuance of an Occupancy Permit by Building Services. Projects with Site Plan Control approval, or that are exempt from Site Plan Control approval, and can demonstrate an ability to quickly submit a Building Permit application and commence a housing start will be given preference.
- **Non-profit and Charitable Organizations:** The Per Door Grant is available to both non-profit and charitable organizations, and market/for-profit housing developers. The City encourages partnerships between non-profit and charitable organizations and market developers. Applications by non-profit and charitable organizations, and partnerships with them, will be given preference.
- **Prior Experience:** Applicants are not required to have had prior experience developing the housing proposed, however preference will be given to those applicants who can demonstrate they have successfully completed projects of a similar nature in the past or have retained the expertise to do so.

- **Location:** Projects must be located within the City of Barrie. Project sites located within growth areas (e.g. Urban Growth Centre, Major Transit Station Areas, etc.), near transit, and near community resources and services (e.g., retail, community amenities, parks, schools, childcare facilities, medical facilities, libraries, community centres, etc.) will be given preference and scored higher. Project sites shall not be located on lands subject to flooding hazards, erosion hazards, including wetlands.
- **Proximity to Transit Facilities:** Project sites located within proximity to transit facilities (e.g., GO Station, Barrie Transit Terminal, or transit bus route or stop) will be given preference and scored higher.
- **Building and Site Design:** Applicants who incorporate energy efficiency and reduced environmental impact above minimum standards will be given preference and scored higher. Applicants who incorporate high quality urban design, a mix of uses on site or within the building or provide additional on-site amenities such as childcare facilities and community amenities, will be given preference and scored higher.
- **Accessible Design:** Applicants who provide accessible/barrier-free units above minimum requirements will be given preference and scored higher. For multi-residential developments, applicants who provide a greater allocation of family sized units or greater mix of unit sizes will be given preference and scored higher.
- **Municipal Services:** Applicants must demonstrate, to the satisfaction of the City of Barrie, that there are adequate and available municipal services (i.e. including sewer, water, and storm water) and utilities with appropriate capacity to service the proposed development.
- **Density:** Proposed development must meet or exceed the City's Official Plan density requirements.
- **Taxes:** The property under consideration 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.

In addition to the general criteria, there are additional specific eligibility criteria for non-profit and charitable organizations, and for-profit/market developers in Section 3.3.2 of the [Housing CIP](#), which is summarized below:

Eligibility Criteria	Non-Profit and Charitable Organizations	For-profit/Market Developers
Minimum number of affordable units	Projects must result in at least one (1) new affordable housing unit. Projects that include a higher percentage of affordable housing units will be given preference. For projects that provide shared living/co-living arrangements, an increase in shelter capacity, bedrooms, or beds provided will qualify as one (1) new affordable housing unit.	Projects should meet the minimum targets in the Official Plan (15 to 20 percent of total units, depending on location and type of development) or 1 affordable dwelling unit, whichever is higher. Where the application of the per cent minimum results in a numeric fraction, fractions shall be rounded down to the nearest whole number if 0.49 or under and rounded up to the nearest whole number if 0.5 or above. Market rate purpose-built rental projects will be considered for funding, however projects that commit to providing affordable housing units will be given preference.

Affordability	Affordable units must meet the applicable affordable rent or ownership criteria established in the most current Development Services Housing Bulletin . Projects proposing deeper affordability levels (i.e., more affordable than the minimum requirements) will be given preference.	Affordable units must meet the applicable affordable rent or ownership criteria established in the most current Development Services Housing Bulletin . Projects proposing deeper affordability levels (i.e., more affordable than the minimum requirements) will be given preference.
Type of housing permitted	There is no restriction on built form or density, but projects must be new construction (new building, addition to existing building, or conversion of existing building resulting in at least one additional dwelling unit). Projects can be standalone residential development or mixed-use.	The development must be medium or high-density residential development. There is no restriction on the specific built form, but projects must be new construction (new building, addition to existing building, or conversion of existing building resulting in new dwelling units). Projects can be standalone residential development or mixed-use.
Housing tenure permitted	Rental housing (where there is a landlord-tenant relationship and tenants are recognized by the Residential Tenancies Act), nonprofit co-operatives (under the Co-operative Corporations Act), ownership housing, and other affordable housing (e.g. emergency or transitional housing units, shared living accommodations, etc.) are all permitted.	Rental housing (where there is a landlord-tenant relationship and tenants are recognized by the Residential Tenancies Act), nonprofit housing co-operatives (under by the Co-operative Corporations Act), ownership housing, and other affordable housing (e.g. emergency or transitional housing units, shared living accommodations, etc.) are all permitted.
Affordability Period	Affordable units must remain affordable for a minimum of 25 years following initial occupancy. Projects guaranteeing affordability for more than 25 years will be given preference.	Affordable units must remain affordable for a minimum of 25 years following initial occupancy. Projects guaranteeing affordability for more than 25 years will be given preference.

If co-applying with a non-profit or charitable organization to provide the affordable units, the requirements for non-profit and charitable organizations should be followed.

For the purposes of implementing the Per Door Grant, “purpose-built rental” shall mean housing built specifically for long-term rental accommodation and “non-profit and charitable organizations” shall have the same meaning as used in subsection 4.2(1) of the Development Charges Act, being:

- a) a corporation to which the Not-for-Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary object is to provide housing,
- b) a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing, or
- c) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, 2022, c. 21, Sched. 3, s. 4.

Application Review and Approval

The application process for Per Door Grants is outlined in Section 3.3.4 of the [Housing CIP](#) and summarized below:

1. **The City will issue a request for proposals at least once per calendar year, subject to available funding.** The details of the applications intake period and amount of funding available will be released on the City's dedicated [Housing CIP web page](#) and advertised by the City through established communication methods (e.g. City website, press releases, social media, etc.).
2. **Submit your completed application and required supporting materials during the intake period to HousingCIP@barrie.ca before the application deadline.** Applications must include all required supporting information/documents as indicated on the application form and in this guide.
3. **Applications and supporting documentation will be reviewed by Development Services staff as received to ensure they are complete and meet eligibility requirements.** If applications are incomplete, missing supporting documentation, or basic eligibility requirements are not met or cannot be confirmed, staff will contact the applicant via email so they can correct or submit the additional information. Similarly, applicants will be informed if their application is acceptable for review and consideration.
4. **Once the application intake period has ended, all accepted applications will be reviewed by Development Services staff, and will be scored using an [evaluation score card](#).** While reviewing applications, staff may request clarification or additional supporting documentation and may perform site visits and inspections as necessary. Development Services staff reserve the right to negotiate the requested funding amount with applicants as deemed necessary, based on project merit or funding limitations.
5. **Development Services staff will provide all score cards and make written recommendations of grant approvals to an interdepartmental Grants Review Group.** The Grants Review Group, comprised of members of the Executive Management Team, will make the final decisions on the allocation of grants, including the amount of funding provided. Grants may be awarded for a lesser amount than what was applied for based on merit or limited funding. If staff are making a funding recommendation for an amount other than what was applied for the applicant will be contacted beforehand.
6. **Applicants will be notified if their applications have been awarded CIP funding or not and instructed on next steps for accessing grant money.** Successful applicants will be required to enter into an agreement with the City of Barrie outlining the amount to be paid by the City, the payment period, and any other applicable terms and conditions. Per Door Grants are paid at the time a final Occupancy Permit is granted, however 50% of the grant can be paid at the time of approval to applicants who are non-profit and charitable organizations. See Section 4.3 of the Housing CIP for more information. Unsuccessful applicants can request a debrief meeting with Development Services staff to better understand why their application was not successful.

All successful applicants will work with Legal Services to finalize and register the necessary legal agreement(s). **Agreements may identify required construction timelines to ensure that projects receiving a Per Door Grant are committed to moving forward with their projects expeditiously. Agreements will also identify annual reporting requirements for affordable housing units.** The City may discontinue or rescind any financial incentive, plus interest, where there is not compliance with an executed agreement, including reporting requirements to ensure affordability is maintained per the agreement.

Should you have questions regarding the Per Door Grant application process or eligibility requirements, please contact the City of Barrie Development Services Department at (705) 726-4242, or via email at HousingCIP@barrie.ca.