



Housing Priorities Grant Program

Not-For-Profit Organizations and Cooperatives
Guidance Information
2025



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Section A – Fund Information

The City of Richmond is committed to fostering a vibrant and inclusive community by addressing the growing need for affordable housing. The City’s 2017 Affordable Housing Strategy recognizes the need for housing options that serve low and moderate-income households, seniors, families and vulnerable populations. The Housing Priorities Grant Program builds on this commitment by providing financial support to accelerate the development of affordable rental housing.

This one-time \$10 million Housing Priorities Grant Program is part of a series of housing initiatives enabled through the Canadian Mortgage and Housing Corporation’s Housing Acceleration Fund (HAF) program. These initiatives aim to boost housing supply while supporting affordable, diverse and climate resilient communities.

Funding Streams

The Housing Priorities Grant Program has two main funding streams. One stream provides financial incentive to for-profit homebuilders to build more than any minimum required supply of affordable rental housing. The second stream, being the focus of this guidance document, is geared towards not-for-profit organizations (NPOs) and housing cooperatives (co-ops) that build, own, and manage affordable rental housing.

The two funding options made available to NPOs and Co-ops include funding for:

1. build-ready projects, for which funding can be used to offset City fees and charges; and
2. early-stage projects, for which grant funding can be used towards project conceptualization and the technical due diligence necessary to advance development approvals and permitting.

All Housing Priorities Grant Funding must be spent before December 14, 2027, so the Program aims to catalyze viable projects that face immediate funding challenges. NPOs and Co-ops applying for funding should have land available to develop the affordable housing.

For the purposes of this program affordable rental housing has rents that do not exceed the maximums established within the City's [Low-End Market Rental \(LEMR\) program](#) or, where BC Housing's Household Income Limits (HILs) are used, housing for which annual rents do not exceed 30 per cent of the HIL.

Applicant Eligibility

All applicants must meet the following criteria:

1. The applicant is a Not-For-Profit Organization compliant with the *Societies Act* or a Cooperative as specified by the *Cooperative Association Act*. Equity or Homeownership Cooperatives are ineligible as this organizational structure allows private ownership; and
2. The applicant will own the proposed affordable homes enabled by funding.

Additional eligibility criteria are outlined below for each funding stream.

Project Eligibility, Eligible Fees, and Total Grant Amounts

There are two main funding options that provide funds to projects at different stages in their development. Details regarding each stream are offered in Tables 1 and 2 below.

Funding Stream 1A - Build-Ready Projects

This funding option provides financial support to cover the cost of City fees associated with a build-ready project, such as Development Cost Charges (DCCs) and building permit fees. It is designed to reduce upfront financial barriers for NPOs and Co-ops, helping them move forward with shovel-ready affordable housing developments.

Table 1: Funding Stream 1A – Build-Read Projects

<p>Project Eligibility</p>	<p>The following must be met to be eligible for Grant Funding 1A:</p> <ul style="list-style-type: none"> • Project has conditional approval for a development application (i.e. third reading of a rezoning amending bylaw) and / or Council approval of the issuance of a development permit; and • The grant applicant is the NPO or Co-op owner of the conditionally approved development application; and • Eligible costs will be incurred before December 14, 2027.
<p>Eligible Fees</p>	<p>Eligible fees are those applicable <u>to the entire project</u> and are not limited to the proportion of fees that may be solely attributed to the affordable housing units. Eligible fees are fees typically paid by the applicant to the City and <u>may</u> include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Permit Fees (e.g., development permit fees, building permit fees, plumbing fees, and site servicing permit fees); • City Development Fees (e.g., plan processing fees, servicing agreement fees, lane closure fees, and administrative fees); and • City Development Cost Charges (DCCs)
<p>Ineligible Fees</p>	<p>Ineligible fees include: site servicing costs, credit card fees, taxes unrelated to an eligible fee, security deposits and third-party charges, including School Site Acquisition Charges, Metro Vancouver Water and Sanitary Sewer DCCs, and TransLink DCCs.</p>
<p>Grant Amount</p>	<p>The <u>lower</u> of \$40,000 per affordable rental home <u>or</u> the total of all Eligible Fees.</p>

Funding Stream 1B – Feasibility Funding for Early-Stage Projects

This option focuses on feasibility funding to offset the cost of project conceptualization and technical due diligence necessary to advance development approvals and permitting.

Table 2: Funding Stream 1B - Feasibility Funding for Early-Stage Projects

<p>Project Eligibility</p>	<p>The following must be met to be eligible for Grant Funding 1B:</p> <ul style="list-style-type: none"> • The project is not eligible for funding through Grant Funding 1A; and • The project will result in increased ownership of affordable rental housing for the applicant; and • The applicant has secured feasibility-related funding from another source(s), including, for example, BC Housing, the Canada Mortgage and Housing Corporation (CMHC), or private lending agencies such as the VanCity Community Foundation.
<p>Eligible Fees</p>	<p>Funding can be utilized to further develop a project and may include:</p> <ul style="list-style-type: none"> • Conceptual design by a qualified professional; • Consultant fees for the completion of project planning and sub-consultant work; • Consulting fees for the completion of technical due diligence (e.g., geotechnical investigation, traffic assessments, environmental site assessment, financial feasibility assessment, preliminary site servicing and grading plans, etc.)
<p>Ineligible Fees</p>	<p>The following list provides examples of ineligible expenses; however, the list is not exhaustive with expenses considered on a case-by-case basis</p> <ul style="list-style-type: none"> • Expenses that do not directly contribute to the delivery of the project; • Capital items, including the purchase of land; • Repayment or servicing of debt; • Existing projects, programmes or services ; and • Services, activities or programmes delivered from outside of BC
<p>Grant Amount</p>	<p>One-time grants of up to \$50,000 per development.</p>

Section B – Making an Application

To apply for funding, applicants must complete an application form and submit the completed form to affordablehousing@richmond.ca.

Application Deadline

All applications must be submitted by 5:00pm on March 26, 2025. The City may consider time sensitive applications in advance of the application deadline.

Application Review and Reporting

The following steps will be taken by staff from the City's Housing Office in reviewing and presenting a grant fund application to Council:

1. Review application for completeness. Where additional information is required staff from the Housing Office will contact the Applicant accordingly;
2. Apply Assessment Criteria (next page) to the proposal and undertake scoring;
3. Prepare a report to the City's General Purposes Committee to present the application, and a recommendation regarding whether or not to issue grant funding. Staff will confirm the date of the Committee meeting with the Applicant so that they may request a delegation to speak to their proposal. If a delegation is permitted by the Committee Chair, the Applicant will be provided five minutes to speak to their proposal;
4. If the recommendation is supported by the majority of Committee members the application and recommendation will proceed to the next Council meeting for a decision;
5. If the recommendation is not supported by the General Purposes Committee, the Application may be referred back to staff to work with the Applicant on refinement of the proposal or to provide the Committee with additional information, as required;
6. If the application is approved by Committee and subsequently Council, City staff will work with the Applicant to prepare and execute a Grant Funding Agreement. The City may also make an announcement, potentially with CMHC, to celebrate the award of grant funding;
7. If the application is not approved by Council, the Applicant may request a debrief with City staff to gain insights into the strengths and weaknesses of their application. Should further funding rounds occur applicants will have the opportunity to submit a new application;
8. Upon execution of a Grant Funding Agreement, staff will work with the successful applicant to prepare a monitoring and reporting program to ensure funding is allocated in accordance with the terms of the Agreement.

Assessment Criteria

Applications deemed complete will be assessed against the following criteria.

Criteria (weighting)	Components of Criteria
<p>Housing Benefits (45%)</p> <p><i>Proposal needs to show how they create additional affordable housing for the target cohorts</i></p>	<ul style="list-style-type: none"> • The number of additional affordable rentals and depth of affordability that the investment will enable relative to demand in that area. • The proportion of affordable houses expected to be enabled relative to specific housing needs of that area (i.e. family friendly 2- to 3-bedroom homes and accessible homes).
<p>Cost and Co-funding (20%)</p> <p><i>Proposal represents a cost-effective solution</i></p>	<ul style="list-style-type: none"> • The extent to which the proposal leverages other funding sources to deliver additional housing and provides value for money. • The impact that this funding will have on the housing development advancing, or on the pace and scale at which it will advance compared to what is currently expected.
<p>Capability and Immediacy (20%)</p> <p><i>Proposal provides assurance that if funding is approved, the project will advance at pace</i></p>	<ul style="list-style-type: none"> • Confidence in the ability of all parties to deliver the housing as proposed and at pace. • Demonstrated alignment where relevant between all necessary parties including provincial government, development partners and affected persons needed to advance the proposal.
<p>Supports Long-term Sustainable Affordable Housing Delivery (15%)</p> <p><i>Proposal supports long-term housing outcomes for Richmond</i></p>	<ul style="list-style-type: none"> • The extent to which the proposal addresses recycling or reinvestment of funding for future housing needs. • The extent to which the delivery model enables local leadership, collaboration or use of prudent commercial partnerships to deliver projects. • The extent to which the proposal enables wider well-being outcomes (e.g. job creation, utilization of Indigenous enterprises, climate change adaptation, etc.)

Questions Regarding the Application

If anything is unclear or you have questions about the Program or the application process, email the Housing Office at affordablehousing@richmond.ca.