



Not-For-Profit Affordable Rental & Co-op Housing Incentive Program Frequently Asked Questions

1. How much funding can a project receive from the Not-For-Profit Affordable Rental & Co-op Housing Incentive Program?

This program aims to provide a grant of \$10,000 per unit (up to a max of 50 units per project) for not-for-profit affordable rental or co-op housing units. The grant can cover non-capital upfront costs relating to site design and development approvals to help advance projects from an idea to being shovel ready.

2. How much money is available for the Not-For-Profit Affordable Rental & Co-op Housing Incentive Program?

City Council approved \$5.2M for the Not-For-Profit Affordable Rental & Co-op Housing Incentive Program funded by the federal government through the Housing Accelerator Fund in coupled with City funding to support up to 520 new affordable units.

3. Who can apply for this program?

Applicants must meet the definition of Non-Profit Housing Developer which is one of the following:

- a. A corporation to which the Not-for-Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary objective 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 objective is to provide housing;
A non-profit housing co-operative that is in good standing under the Co-operative Corporations Act; or, d) An organization that is a registered charity within the meaning of the Income Tax Act (Canada) or a non-profit organization exempt from tax under paragraph 149 (1) (l) of that Act, and whose land is owned by the organization, all or part of which is to be used as affordable housing.

4. If a potential project is more than 50 units, can it still apply?

Yes. We anticipate projects submitted will include various sizes of development, including projects with a mix of rents. As long as the eligibility criteria for the program can be met, the project will be eligible for the \$10,000 per unit for the 50 units maximum.

5. If a proponent has more than one building/ project, is it possible to apply for the “\$10,000 per unit for 50 units” in each building?

The grant is intended to provide \$10,000 per unit per project. Each qualifying project would be on its own lot and function as a separate project.



Not-For-Profit Affordable Rental & Co-op Housing Incentive Program Frequently Asked Questions

6. What is the program's definition of affordability?

Affordability is defined by Kitchener's Official Plan and included in the program's policy as the lesser of:

- a. A unit for which the rent or housing co-op monthly charges (similar to rent) does not exceed 30 percent of the gross annual household income for low- and moderate-income households; or,
- b. A unit for which the rent or housing co-op monthly charges (similar to rent) is at or below the average market rent of a unit in the regional market area.

From staff's review based on current (2023) data, average market rent is presently the lesser as noted below:

Average Market Rent (AMR)

0 bedroom	\$1164
1 bedroom	\$1346
2 bedrooms	\$1658
3 bedrooms	\$2039

7. If a project is taken over (i.e., purchased or donated) from a private sector partner that may already have site plan approval, are any of these expenses recoverable?

If the application meets the eligibility criteria and a building permit has not been issued for the affordable housing units, the project could qualify for the program. Note that projects that already have building permits issued for affordable housing units are not eligible for this program. For specific scenarios, please contact staff to discuss your application.

8. How does the "concierge service" work? How is it different from the 1:1 mentorship option being explored?

Concierge service is a service Kitchener offers. When an applicant makes us aware of their affordable housing project, one of the Planning team's project managers is assigned to work closely with the applicant's team and City staff to assist with meeting funding deadlines and development timelines. The project manager helps coordinate issue resolution and liaise with the applicant's project manager to ensure the submissions are addressing conditions of approval.

The 1:1 mentorship program is an idea that City Council requested staff explore that would connect experienced affordable housing developers with less experienced ones for support and knowledge-sharing. The application form includes a question where you can express interest in participating in a mentorship program either as a mentor or mentee. Staff will gauge interest as applications are received to explore this program idea.



Not-For-Profit Affordable Rental & Co-op Housing Incentive Program Frequently Asked Questions

- 9. If the proponent is exploring options and doesn't have a specific site determined, can they still apply to support the feasibility and financial analysis work?**

To qualify for the program, a site must be identified. This supports program objectives which require building permit issuance by September 1, 2026.

- 10. What happens if proponent is not able to get a building permit issued by September 1, 2026? Are there scenarios the City would consider still providing the funding?**

The application does require a project schedule indicating how the applicant plans to meet the funding timeline. The main funding source for this program through the Housing Accelerator Fund is contingent on obtaining a building permit before September 1, 2026. The City cannot guaranty full funding for projects that do not meet this timeline. Funding will be released incrementally at key development application milestones. City staff, through the concierge service, will work closely with the applicant to mitigate issues through the approvals process.

- 11. How will the funding be disbursed for approved projects?**

The City plans to disburse funds over a series of development milestones rather than reimbursing actual expenses. This should reduce the administrative burden on applicants, while still providing accountability as the project advances to successful completion. A summary report will be required at each project milestone which will be outlined in an agreement. The City retains the right to ask for more detailed financial information, but generally funds will be released in conjunction with the completion of each project milestone.

- 12. How can I apply for the incentive and where can I get more information about the program?**

The application form and additional information about the program is available at www.kitchener.ca/HousingIncentives. For questions on the program, please contact PlanningPM@kitchener.ca