



**THE CORPORATION OF THE VILLAGE OF TELKWA  
“DOLLARS TO DOOR” HOUSING INCENTIVE PROGRAM  
APPLICATION GUIDE**

<p>What is the “Dollars to Door” Program?</p>	<p>Northern Development Initiative Trust (NDIT) funds this program to enable local governments, such as the Village of Telkwa, to encourage economic development opportunities by incentivizing market-based multi-family residential developments.</p> <p>For more information on this program, please review the Village of Telkwa Housing Incentive Program Policy.</p>
<p>What must I include in my application?</p>	<p>The following is a general breakdown of the information to be included with the Dollars to Door application:</p> <ol style="list-style-type: none"><li>1. Completed application form;</li><li>2. Application fee of \$400.00;</li><li>3. Building permit application for the proposed development;</li><li>4. Detailed project timeline listing major milestones;</li><li>5. Proposed budget details;</li><li>6. Recent photographs of the site;</li><li>7. A letter of intent (describing the project proposed, anticipated benefits to the community and current status); and</li><li>8. If the project intends to create “entry-level home ownership”, submit a written confirmation indicating the Developer’s willingness to enter into a housing agreement with the Village at the Developer’s cost, and provide details of:<ol style="list-style-type: none"><li>a. Anticipated sale price range</li><li>b. Process proposed to choose eligible owners</li><li>c. Details of the units (eg. size, number of bedrooms, etc).</li></ol></li></ol>
<p>When should I submit my application?</p>	<p>The Village of Telkwa will receive applications under this program contingent on the NDIT funding availability and completion of projects previously approved under this program. Visit the Dollars to Door Program webpage under “Business &amp; Development” on the Village of Telkwa’s website for the latest updates.</p>

<p>How does the Dollars to Door Program work?</p>	<ol style="list-style-type: none"> <li>1. <b>Submit Application</b> – Submit a completed application with the supporting documents and application fee.</li> <li>2. <b>Village Review</b> – Once submitted, Village staff review the application for conformance with the Village Bylaws and calculate the proposed development’s desirability score. Once reviewed, applications will be placed in a queue on a first-come-first-serve basis.</li> <li>3. <b>Application to NDIT</b> – Village staff will submit applications to NDIT under the Northern Housing Incentive Program, with all the supporting documents, which includes a Council resolution confirming Council’s support for the project. Once the Village applies to NDIT, it may take up to three (3) months to hear a final decision on grant approval.</li> <li>4. <b>NDIT Approval</b> – The Village will notify the applicant once a decision on the grant application is received from NDIT. The project’s construction shall commence only after receiving a positive grant notification in writing.</li> <li>5. <b>Construction Phase</b> – Once approved by NDIT, the project must be completed within two (2) years. The Applicant must notify the Village if the project is delayed due to unforeseen circumstances and is unlikely to meet the two (2)-year timeline. Delay in project completion may lead to cancellation of the approved funds, subject to NDIT’s decision.</li> <li>6. <b>Project Completion</b> – Issuance of an Occupancy Permit confirms the completion of an approved project. If the project creates entry-level ownership units, the Developer must sign a housing agreement with the Village and bear the associated costs. Once all supporting documents are gathered, the Village will submit the final reporting form to NDIT.</li> <li>7. <b>Disbursement of Funds to Developer</b> – The Village will reimburse the Developer upon receiving the approved funding from NDIT.</li> </ol>
<p>How is an application evaluated or scored?</p>	<p>Village staff will evaluate each application received based on its own merits and the potential to enhance community wellbeing. The factors considered include:</p> <ul style="list-style-type: none"> <li>• Addressing one or more of the housing needs identified in the Village of Telkwa Housing Needs Report (2020).</li> <li>• Contributes to environmental sustainability and accessibility.</li> <li>• Supports sustainable land use practices.</li> <li>• Contributes to local economic development.</li> </ul>

What is the maximum funding I can receive?	If approved, the maximum funding that a Developer may receive per dwelling unit created is \$10,000, to a maximum of twenty (20) units in a development.
What is the application fee?	The processing fee for applications received under the Dollars to Door Program is \$400.00.

For further information, please contact:

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*This guide is meant for information purposes only. Please consult the Village of Telkwa "Dollars to Door" Housing Incentive Program Policy for definitive requirements and procedures.*