



What is Dollars to the Door Program?

It is a program established by the Town of Smithers to encourage local economic development opportunities by incentivizing market-based multi-family residential developments. The Northern Development Initiative Trust (NDIT) funds the program.

Am I eligible to apply for the program?

You are eligible to submit an application under this program if your proposed project meets the following criteria:

- Create at least four (4) new self-contained dwelling units either in a new multi-family development or by converting a non-residential building;
- Located outside the Downtown Revitalization Area;
- Support one or more of the following housing forms: market rental housing; entry-level home ownership; senior housing; one/two bedroom units; and housing for families;
- The project is 'shovel ready';
- Aim to complete the project within two (2) years after the issuance of the Building Permit;
- You are the registered Owner of the property; and
- The proposed project intends to meet STEP Code 2 or above

What projects are not eligible?

You will not be eligible to apply for funding under this program if the proposed project falls in one of the following categories:

- Renovation of existing multi-family dwelling units
- Detached dwelling units or mobile homes.
- The rent/sale price of the units created are subsidized by government/agency/organization.
- The project is in the construction stage

What must I include in my application?

The following is a general breakdown of the information to be included with the Dollars to the Doors Program application:

- Completed Application & fee must be submitted with the Building permit application for the proposed development;
- Detailed project timeline listing major milestones;
- Proposed Budget Details;
- Recent Photos of the site;
- A letter of intent (describing the project purpose, anticipated benefits to the community, and current status); and
- 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 Town, and providing details of:
 - Anticipated sale price range
 - Process proposed to choose eligible owners
 - Details of the units (.e.g., size, number of bedroom)

When should I submit the application

The Town will receive applications under this program contingent on the NDIT fund availability and completion of projects previously approved under this program. Visit the Dollars to the Doors Program webpage on the Town's official website for the latest updates.

How does the Dollars to the Door program work?

- 1 **Submit Application** – Submit a completed application with the supporting documents and fees.
- 2 **Review** – Once submitted, Town staff review the application for conformance with Town 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.
- 3 **Submit application to NDIIT** – Town staff will submit applications to NDIIT under the Northern Housing Incentive Program, with all the supporting documents, which include a Council resolution confirming Council’s support for the project. Once the Town applies to NDIIT, it may take up to three months to hear a final decision on grant approval.
- 4 **Grant Approval from NDIIT** – The Town will notify the applicant once a decision on the grant application is received from NDIIT. The project’s construction shall commence only after receiving the grant notification.
- 5 **Construction Phase** – Once approved by NDIIT, the project must be completed within the next two years. The Applicant must notify the Town if the project is delayed due to unforeseen circumstances and is unlikely to meet the 2-year timeline. Delay in project completion may lead to cancellation of the approved funds, subject to NDIIT’s decision.
- 6 **Project Completion** – 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 Town and bear all the associated costs. Once all supporting documents are gathered, the Town will submit the final reporting form to NDIIT.
- 7 **Disbursement of funds to the Developer** – The Town will reimburse the developer upon receiving the approved fund from NDIIT.

How is an application evaluated/scored?

Staff will evaluate each application received based on its own merits and the potential to enhance community wellbeing. The factors considered are:

- Directly addresses one or more of the housing needs identified in Smithers, which include: market rental housing, seniors housing; entry-level ownership; one-two bedroom housing; and housing for families;
- Contributes to environmental sustainability and accessibility;
- Supports sustainable and compact land use practices; and
- Contributes to local economic development.

What is the maximum funding I can receive?

If approved, the maximum funding that you may receive per dwelling unit created is \$10,000, to a maximum of 20 units in a development.

What is the application fee?

The processing fee for applications received under the Dollars to the Door Program is \$400.

For Further Information Contact:

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PO Box 879
Smithers, BC V0J 2N0

Office Hours
Monday to Friday (except holidays)
8:30 am to 4:30 pm

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This guide is meant for informational purposes only. Please consult the Town of Smithers’ NDIIT Housing Incentive Program Policy DEV-014 for definitive requirements and procedures.

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