

## **Housing Accelerator Fund Missing Middle Intensification (Infill and ADU) Grant (hereinafter referred to as the “Program”)**

### **1. Program Overview/Purpose**

The goal of the Housing Accelerator Fund Middle Intensification (Infill and ADU) Grant Program is to develop new dwelling units on properties containing existing buildings in the City of Fredericton (“City”) during the Housing Accelerator Fund (HAF) funding period (2024-2026).

### **2. Application**

This Program applies to landowners constructing an accessory dwelling unit (ADU) or a net new unit on a property containing an existing building. The net new dwelling unit(s) may be the result of new construction, renovation, re-use or re-purposing of existing buildings or accessory buildings.

The Director of Planning and Development, or designate thereof, is solely responsible for administering this Program including approving landowners receiving funding and determining the grant amount for each successful Applicant.

### **3. Definitions**

**CMHC** means Canada Mortgage and Housing Corporation

**Accessory Dwelling Unit** means “basement apartment” and “garden suite” as defined in By-law No. Z-5, A Zoning-By-law for the City of Fredericton, as amended, a successor by-law, or any other secondary dwelling unit which, in the sole opinion of the Director of Planning and Development, is consistent with the program.

**Conversion, Conversion with Additions, and Converted dwelling** means a new unit created consistent with the definitions of these uses as defined in By-law No. Z-5, A Zoning-By-law for the City of Fredericton, as amended, or a successor by-law.

**Net New Unit** means a residential unit created under this program that increases the number of units located on an existing property.

### **4. Available Grant Amount**

A grant amount of \$15,000 per new net new unit is available to successful Applicants.

Grants from this Program cannot be used in conjunction with other City HAF initiatives/grants.

As per CMHC requirements for the HAF program, contributions from the City from HAF funds may be used in conjunction with other Provincial, CMHC or federal government programs if applicable and available.

### **5. Eligibility Requirements**

- Units must be located in the City of Fredericton.
- Projects must be connected to municipal water and sanitary sewer services.
- Applicants must be the owner of the land.
- Units must be used as long-term tenancy – defined as a lease with term of greater than six months.

- The proposed project must comply with By-law No. Z-5, a Zoning By-law for the City of Fredericton and By-law No. R-15, A Building By-law for the City of Fredericton both as amended from time to time.
- Only developments that have applied for a building permit after the December 12, 2023 signing of the Housing Accelerator Fund Contribution Agreement between CMHC and the City of Fredericton are eligible for grants.
- Applicants must add one net new unit to the subject property resulting in a minimum of two dwelling units on the property.
- Construction must be completed within twelve (12) months of the issuance of a building permit.

## **6. Ineligible Projects include the creation of Short-Term Rental units.**

## **7. Application and Review Process**

An Application Form, in the form attached hereto as Appendix A, must be completed, and submitted following the issuance of a building permit.

Applications will be reviewed and processed in the order they are received.

A committee will review each Grant application. The committee will be comprised of the following:

- Director of Planning and Development or delegate
- City Treasurer or delegate
- Affordable Housing Development Coordinator, Chair

If the application is not approved, the Affordable Housing Development Coordinator will provide a letter of explanation.

If the request is approved, the Affordable Housing Development Coordinator will notify Applicants of requirements to be satisfied by the Applicant, within thirty (30) days of receipt of the completed and signed Application Form.

When multiple applications are received at the same time, funding will be committed to projects in the order they were received. Eligible projects that are not selected and funded during the first cycle may be added to a waitlist and evaluated against projects in other HAF funding cycles. If construction has proceeded on projects that did not originally receive funding, Applicants must submit a statement of continuing need for funding.

Though Applicants may submit more than one application, the consideration and potential approval of subsequent applications will be contingent upon availability of any funds remaining in the Program.

Grant funding is dependent on the receipt of federal funding from the HAF and grants will be available until HAF funding is depleted for any year under the three (3) year program. The grant may be cancelled at the sole and absolute discretion of the Director of Planning and Development where the HAF funding is depleted or revoked.

The City retains the right to audit and confirm that the ADU(s) created under this program continue to be used as rental accommodation.

#### **8. Disbursement Process**

Upon completion of the construction of an accessory dwelling unit (ADU) or a net new unit on a property containing an existing building:

- All payments will be made by direct deposit only.
- A final building inspection by the Building Inspector for the City of Fredericton shall be completed, the results of which being acceptable to the City
- A copy of a validly executed lease agreement between the owner of the ADU(s) and tenants provided to the City of Fredericton; and
- Satisfaction of any other conditions under this grant program.

Grants will not be disbursed if the Applicant has not completed construction within twelve (12) months of the date the building permit is issued.

Grants will not be disbursed if the Applicant has property tax arrears or water/sewer arrears with the City or if the project is in violation of City by-laws or has any outstanding City orders.

This Program expires upon the disbursement of all HAF funds.

#### **9. Contact Information**

Affordable Housing Development Coordinator  
housing@fredericton.ca

## Appendix A

### Housing Accelerator Fund Missing Middle Intensification (Infill and ADU) Grant

**Note:** All sections must be completed, and all required documents attached before the application can be reviewed. The application should be sent to [housing@fredericton.ca](mailto:housing@fredericton.ca)

#### SECTION 1 – Applicant Information

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Person authorized to legal bind / sign documents on behalf of the landowner:

\_\_\_\_\_

Are you the legal owner of the property? ☐ Yes ☐ No – Please indicate the legal owner's contact information below

Owner: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

#### PROPERTY INFORMATION

Civic Address of the Project \_\_\_\_\_

\_\_\_\_\_

Service New Brunswick Property ID (PID):

\_\_\_\_\_

\_\_\_\_\_

Legal Description of the Property (Lot and Plan Numbers)

\_\_\_\_\_

Pre-existing Development on Property:

New Development to create Net New Units:

Building Permit Number:

**TO BE COMPLETED BY THE PROPERTY OWNER**

Are you currently in good standing with the City of Fredericton, meaning you have no unpaid taxes, water/sewage fees or outstanding property related by-law violations? ☐ Yes ☐ No

Owner's Printed Name

Owner's Signature

DD/MM/YYYY

**SECTION 2 – Documents to attach:**

**The following documents must be attached to your signed Application Form:**

- a. Building Permit

## CERTIFICATION

The Applicant HEREBY APPLIES for a grant under the **Housing Accelerator Fund Missing Middle Intensification (Infill and ADU) Grant** program (the “Program”).

The Applicant certifies that it has read and understands the Program and agrees to abide by the terms and conditions of the Program.

The Applicant certifies that the information contained in this Application is true, correct, and complete in every respect and may be verified by the City of Fredericton by such inquiry as it deems appropriate, including inspection of the property for which this application is being submitted.

The Applicant certifies that the property for which an Application has been submitted, is not in violation or contravention to any City of Fredericton by-law, and applicable provincial or federal law and is not subject to any outstanding orders or any other enforcement procedures of the City of Fredericton.

The Applicant certifies that the property for which an Application has been submitted, is not in a position of property tax arrears and that all property taxes owing shall be paid prior to the disbursement of grant.

The Applicant further certifies that if at any time the occupation, use, development and/or improvement of the property for which an Application has been submitted, is non-compliant with the by-laws of the City of Fredericton, and not used as rental housing, upon notification by the City of Fredericton to the landowner, the Director of Planning and Development, or designate thereof, at their option and without prejudice to any other remedy which may be available, cancel remaining disbursement/grant payments and/or refuse the approval of any subsequent grant funding Applications under the Program being the Housing Accelerator Fund Missing Middle Intensification (Infill and ADU) Grant Program.

Dated at the City of Fredericton this \_\_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year).

\_\_\_\_\_  
Name of Owner or Authorized Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Owner or Authorized Agent

☐ I have the authority to sign on behalf of the owner named below.

\_\_\_\_\_  
Name of owner

**Submit the completed application form and attachments via email to: [housing@fredericton.ca](mailto:housing@fredericton.ca)**

**FOR LOCAL GOVERNMENT USE ONLY**

**To be completed by City of Fredericton staff**

Application Number: \_\_\_\_\_

The application is/is not approved in the amount of \$ \_\_\_\_\_ payable to

\_\_\_\_\_.

\_\_\_\_\_

Director of Planning and Development (or designate)

Date: \_\_\_\_\_, 20\_\_