

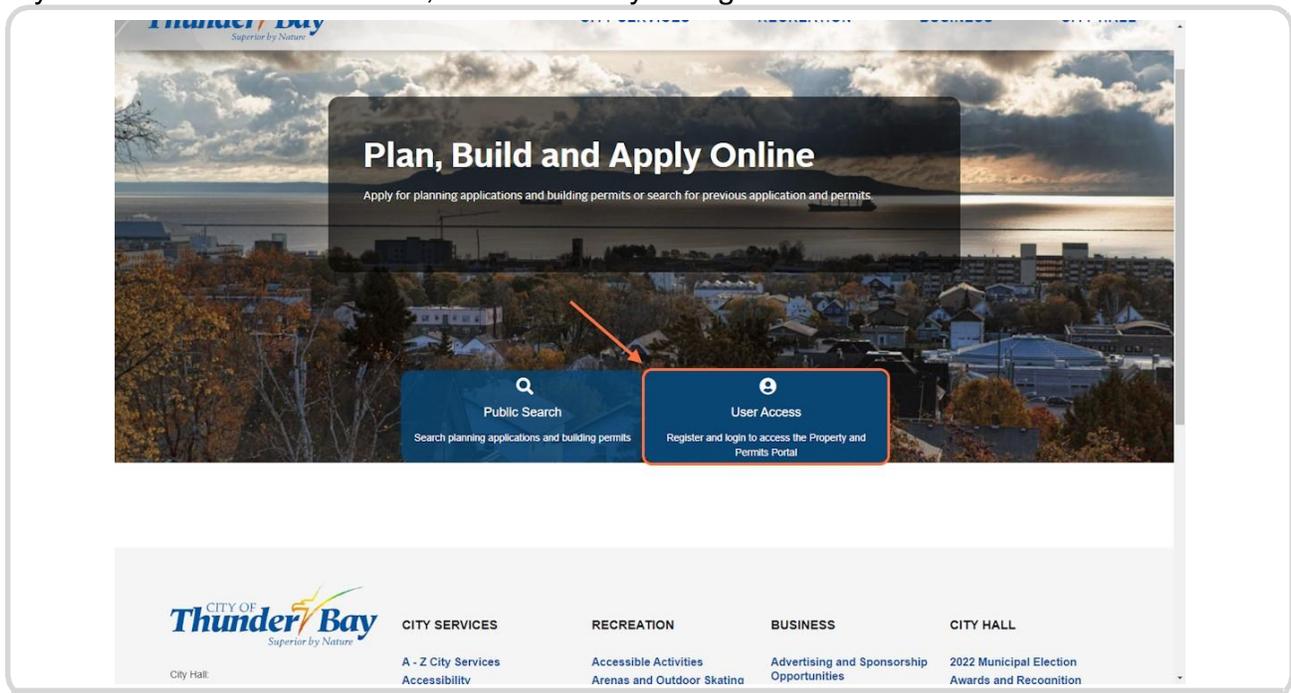
How to Submit an Online Housing Community Improvement Plan Grant Application

This is a user guide on how to use the online portal to submit your Housing Community Improvement Plan application

STEP 1: Click on User Access to login to your account

If you have an account to apply online, this is where you login.

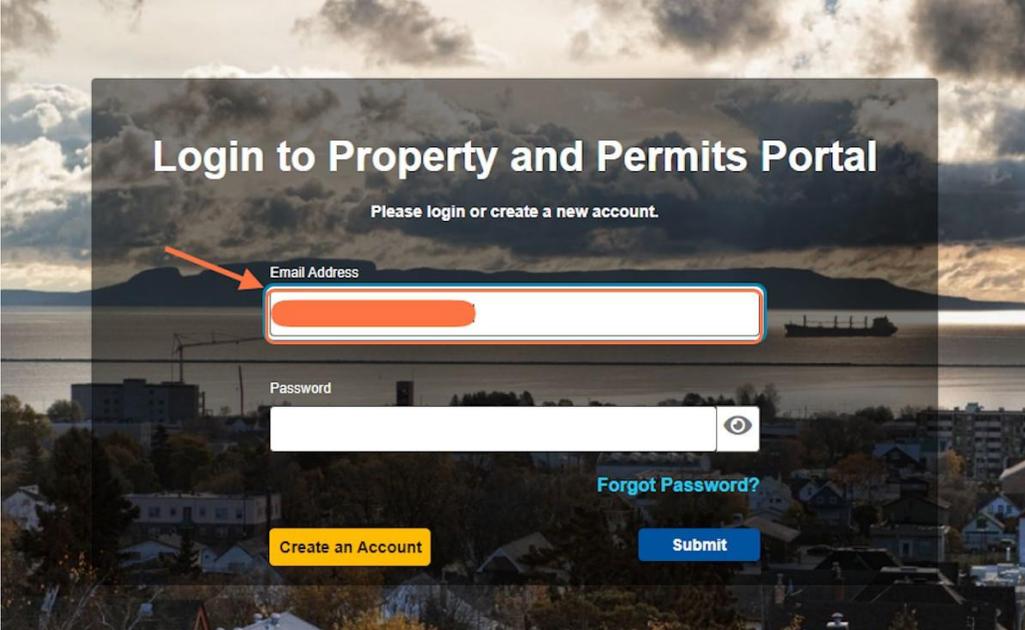
If you do not have an account, this is where you register to create one.



STEP 2: Type the email address for your account into the Email Address field

If you do not have an account, click “Create an Account” and follow the instructions.

Return to this step when you register for your new account.



Login to Property and Permits Portal

Please login or create a new account.

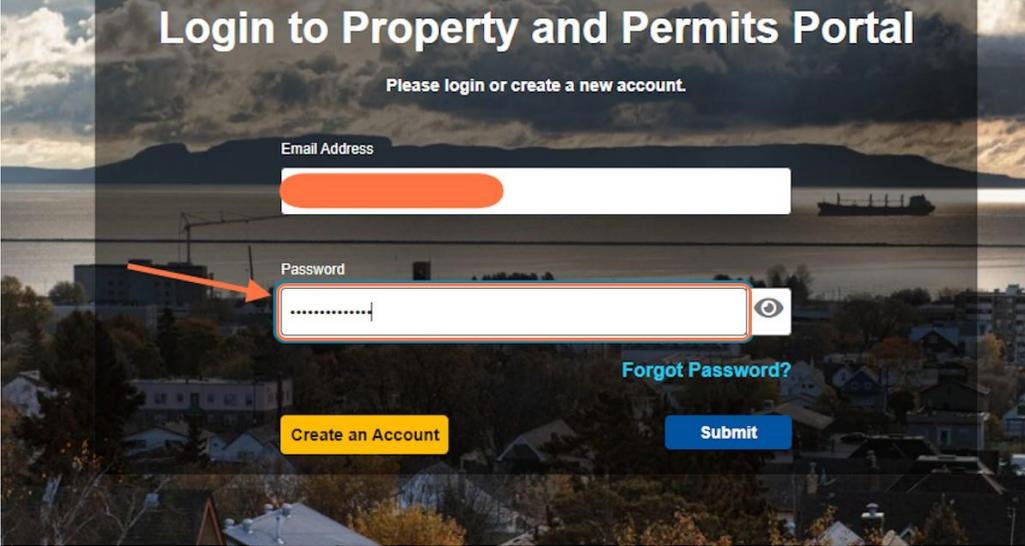
Email Address

Password

Forgot Password?

Create an Account Submit

STEP 3: Enter your account password into the Password field



Login to Property and Permits Portal

Please login or create a new account.

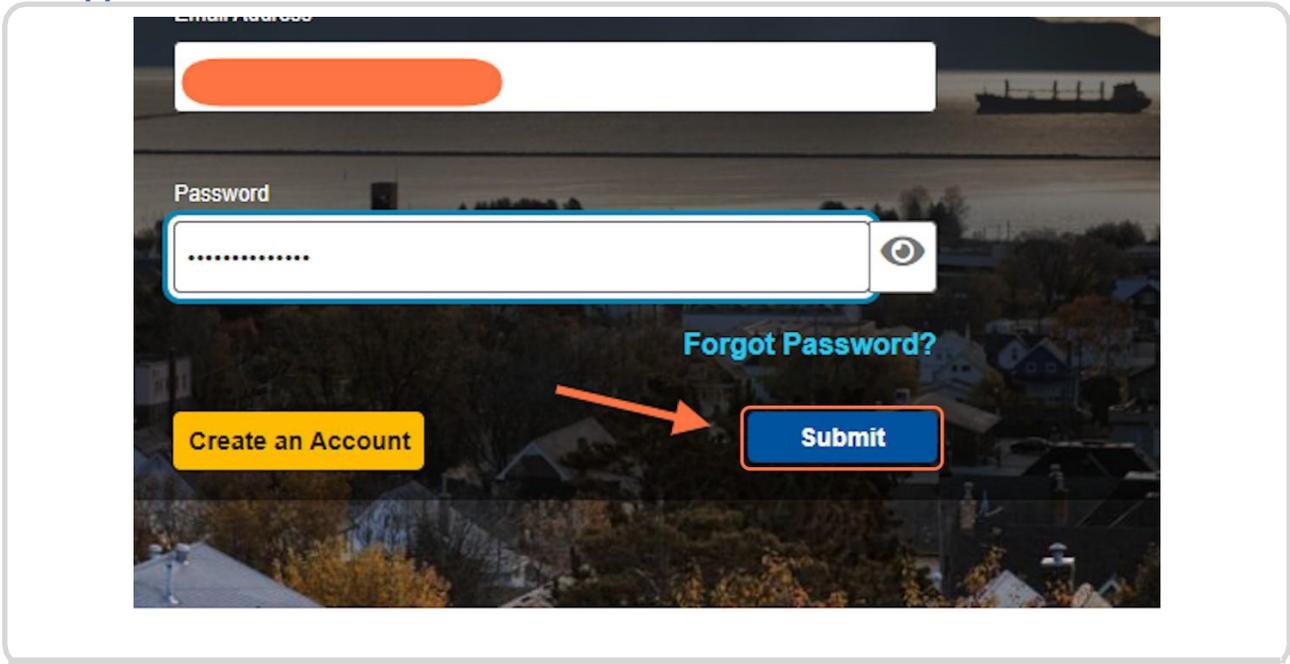
Email Address

Password

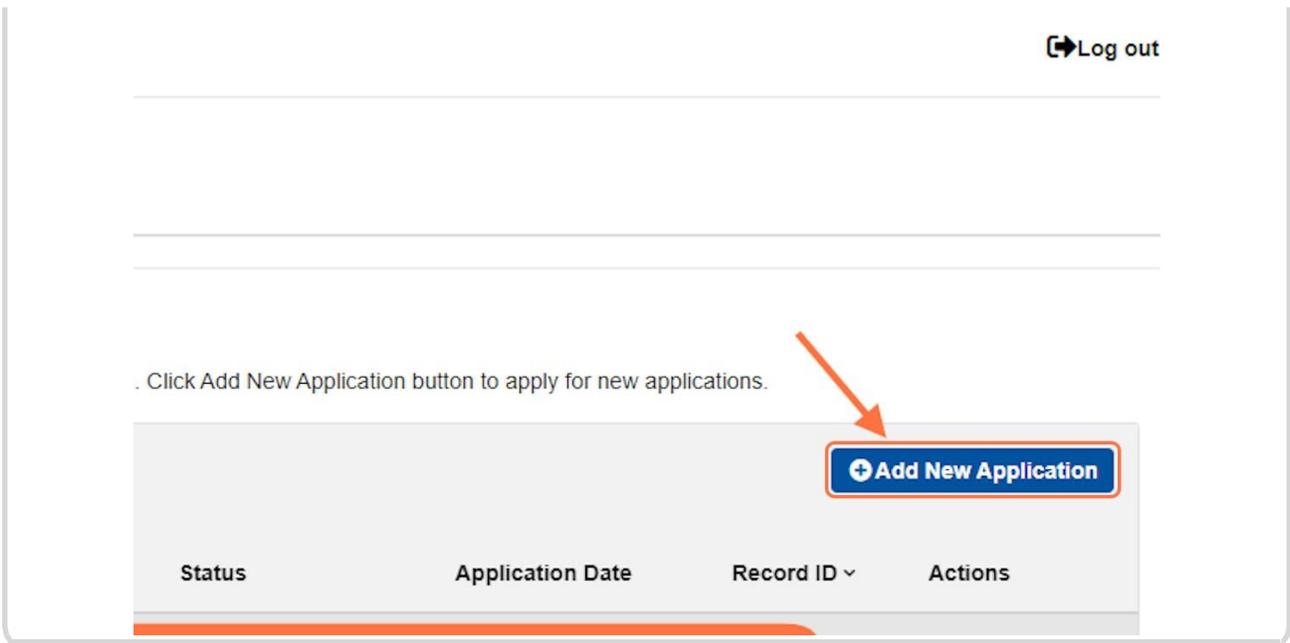
Forgot Password?

Create an Account Submit

STEP 4: With your email address and password entered, click on Submit to get to your application menu

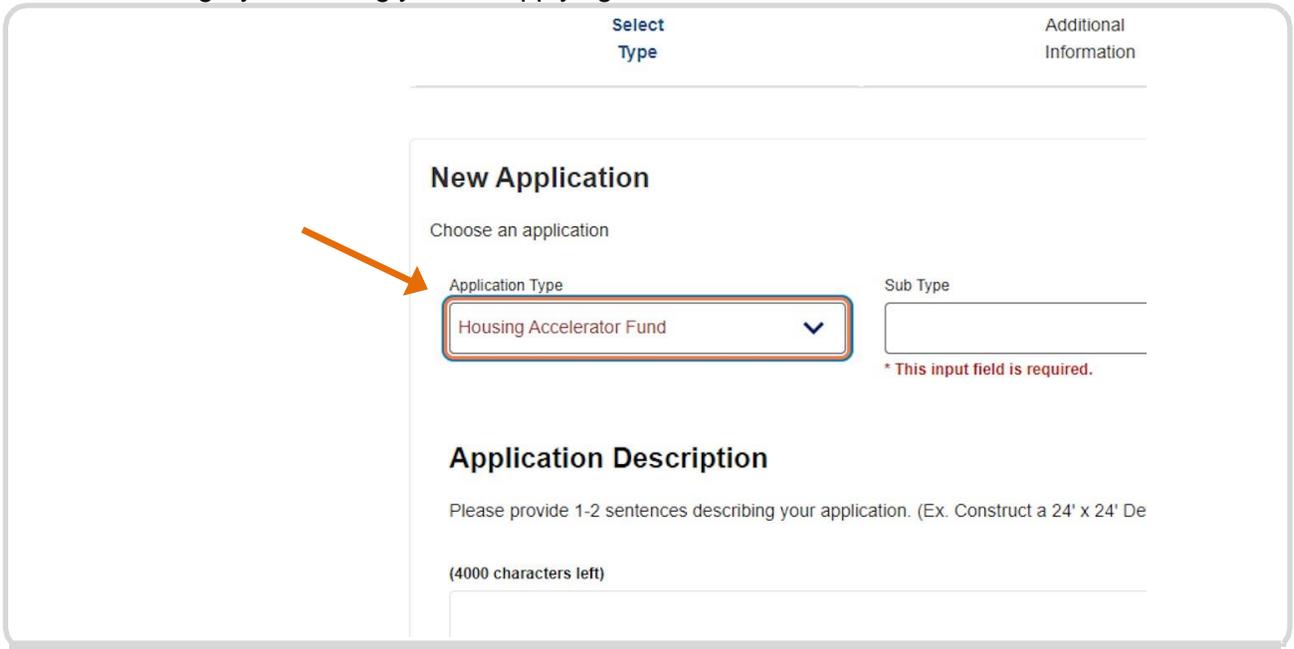


STEP 5: Click on Add New Application to start the application process



STEP 6: Select Housing Accelerator Fund from the Application Type

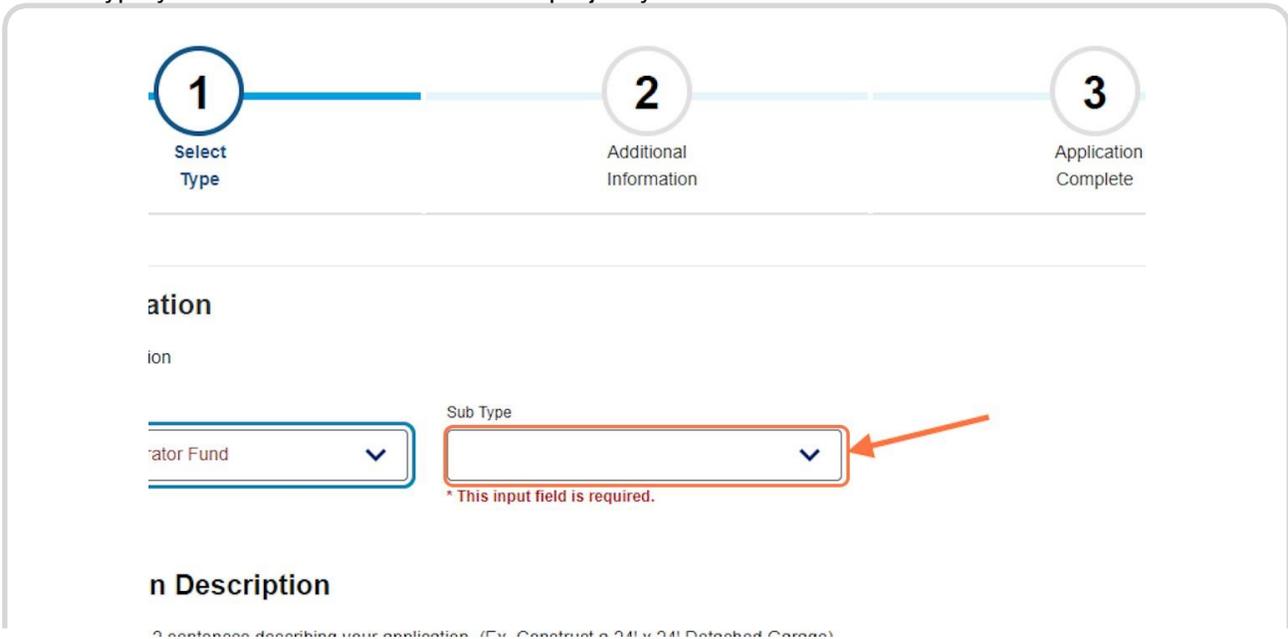
This is the category of funding you are applying to



The screenshot shows a form titled "New Application" with a "Select Type" tab and an "Additional Information" tab. Under "Select Type", there is a section "Choose an application" with two dropdown menus: "Application Type" and "Sub Type". The "Application Type" dropdown is highlighted with a red box and an orange arrow pointing to it, and it is currently set to "Housing Accelerator Fund". Below the dropdowns is a red asterisk and the text "* This input field is required." Below this is a section titled "Application Description" with a text area and a character count "(4000 characters left)".

STEP 7: Select “Multi-Unit Residential Grant” OR “Additional Dwelling Units Grant” from the Sub Type drop-down

These are the actual grants within the Housing Community Improvement Plan you want to apply for. The sub type you choose needs to match the project you would like to do.



The screenshot shows a progress bar with three steps: "1 Select Type", "2 Additional Information", and "3 Application Complete". Below the progress bar is a section titled "Application" with a "Sub Type" dropdown menu. The "Sub Type" dropdown is highlighted with a red box and an orange arrow pointing to it. Below the dropdown is a red asterisk and the text "* This input field is required." Below this is a section titled "Application Description" with a text area and a character count "(4000 characters left)".

STEP 8: Write a brief description of your project in the text field

This is a required field because it shows up during application processing and can be very helpful for the administrator

The screenshot shows a web application interface with three progress indicators at the top: 'Select Type' (active), 'Additional Information', and 'Application Complete'. The main form is titled 'New Application' and includes a section for 'Choose an application' with two dropdown menus: 'Application Type' (set to 'Housing Accelerator Fund') and 'Sub Type' (set to 'Multi-Unit Residential Grant'). Below this is the 'Application Description' section, which contains a text area labeled 'Project description' with a character count '(381 characters left)'. A red arrow points to the text area, and a red box highlights it. At the bottom of the form are 'Cancel' and 'Continue' buttons. The City of logo is visible at the bottom left.

STEP 9: Click on Continue to go to the acknowledgement

This screenshot shows a close-up of the 'Application Description' section. It features a 'Sub Type' dropdown menu set to 'Multi-Unit Residential Grant'. Below the dropdown is a text area with a character count '(381 characters left)'. A red arrow points to the 'Continue' button at the bottom right of the form.

STEP 10: Read through the acknowledgement and click the box at the bottom of the agreement when you finish

Acknowledgement

All information included in this application will be kept confidential until it is approved. I/We agree that all attached materials will become the property of the City of Thunder Bay upon submission.

This application is being made in accordance with the City of Thunder Bay Housing Community Improvement Plan. The undersigned hereby applies for the Housing Community Improvement Plan in accordance with the application herewith submitted and acknowledges that the proposed work must comply with provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of The City of Thunder Bay. All required permits and licences must be obtained prior to initiation of the proposed works.

The undersigned hereby applies for the Housing Community Improvement Plan, adopted by by-law 296-2024. Note: If the applicant is not the owner of the property, the owner's permission for all proposed work must be submitted with this application.

OWNER'S AUTHORIZATION

- This must be uploaded if the applicant is not the registered property owner. If the registered owner is a corporation, please include documentation demonstrating signing authority.

I/We acknowledge that personal information collected on this form is collected pursuant to the Planning Act, R.S.O. 1900, c.P.13 for the purpose of processing this planning application.

I/We certify that the information given herein is true, correct, and complete in every respect and may be verified by the City by such inquiry as it deems appropriate.

I/We hereby acknowledge that if our application is pre-approved, I/We will be required to enter into a Financial Incentive Program Agreement with the City of Thunder Bay.

I/We hereby acknowledge that the City of Thunder Bay is not responsible for costs (unless otherwise approved and agreed upon) that are associated with this application, costs related to the anticipation for a grant, or any other costs incurred in relation to the financial incentive program.

I/We hereby acknowledge that it is understood that work carried out prior to February 29th, 2024 will not be eligible for funding.

Please check the box to acknowledge you have read and understand the above.

[Back](#) [Continue](#)

STEP 11: Click on Continue to move on to the Property Details section

Please read and understand the above.

[Continue](#)

RECREATION **BUSINESS** **CITY HALL**

STEP 12: Type the address for your project in the search bar

This is where your project is located, NOT your home or business address (unless they are the same).

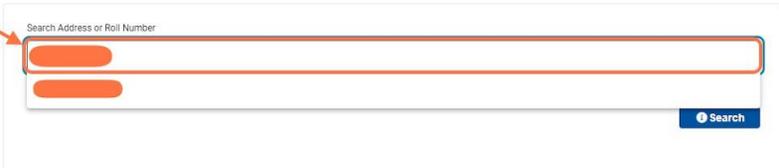
To select a property using the search function, enter the address for the property you are searching for. Start typing the address (not including unit number). A drop down list of suggested properties will be generated. Choose the correct address from the drop down list and click "Search". Click the "Select" button located beside the correct address. If you know the Roll Number of a property, simply type the Roll Number.

To select a property using the map, navigate the map to the desired location by clicking and dragging your cursor. Use the "+" and "-" buttons on the top left of the map to zoom in and out. Click any property boundary to bring up a pop-up window with the parcel details. To select the property click the "Select Property" button.

To select additional properties you can repeat either methods above.

2. Confirm you have selected the correct property or properties

Scroll to the bottom of the page to view "Selected Addresses". All properties under this list are currently selected for this application. Please review the list carefully as you will not be able to return to this page. To remove a property click the "Remove" button next to that property's description. Once the correct properties are selected, click "Continue".



Search Address or Roll Number

Search

Search Address using the Map

STEP 13: Click on the address that drops down below to confirm your address

Property Address

11. Find and select the subject property or properties

To select a property using the search function, enter the address for the property you are searching for. Start typing the address (not including unit number). A drop down list of suggested properties will be generated. Choose the correct address from the drop down list and click "Search". Click the "Select" button located beside the correct address. If you know the Roll Number of a property, simply type the Roll Number.

To select a property using the map, navigate the map to the desired location by clicking and dragging your cursor. Use the "+" and "-" buttons on the top left of the map to zoom in and out. Click any property boundary to bring up a pop-up window with the parcel details. To select the property click the "Select Property" button.

To select additional properties you can repeat either methods above.

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Scroll to the bottom of the page to view "Selected Addresses". All properties under this list are currently selected for this application. Please review the list carefully as you will not be able to return to this page. To remove a property click the "Remove" button next to that property's description. Once the correct properties are selected, click "Continue".

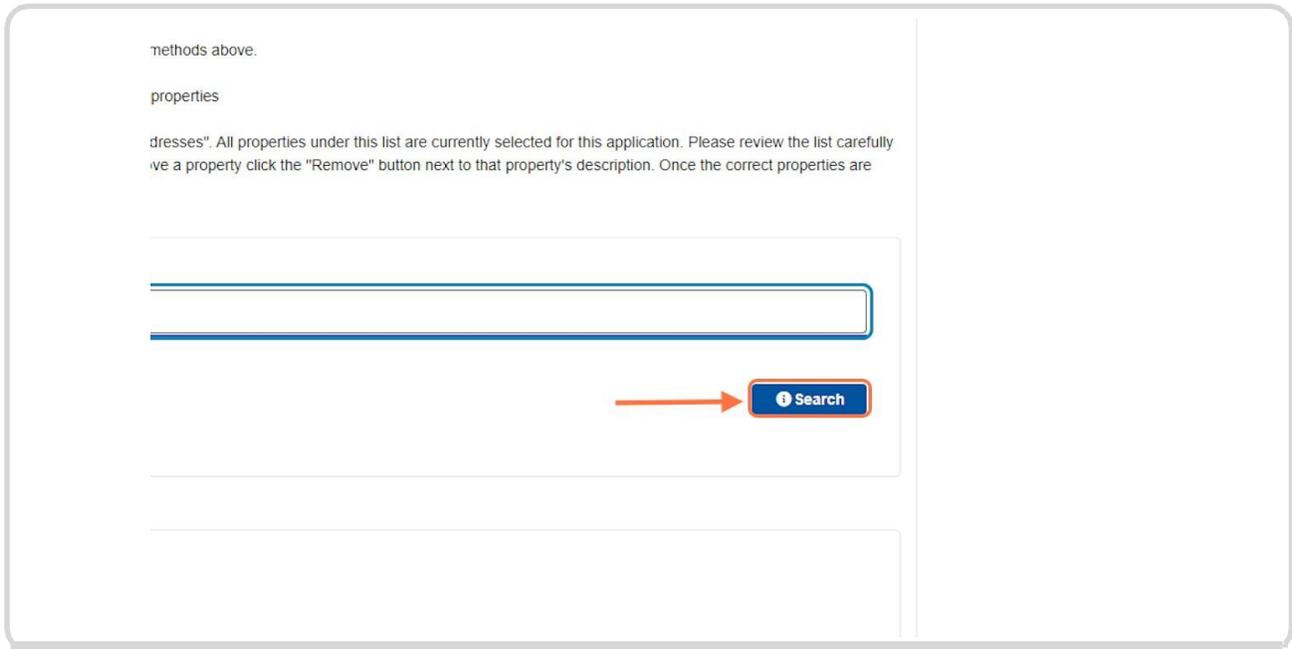


Search Address or Roll Number

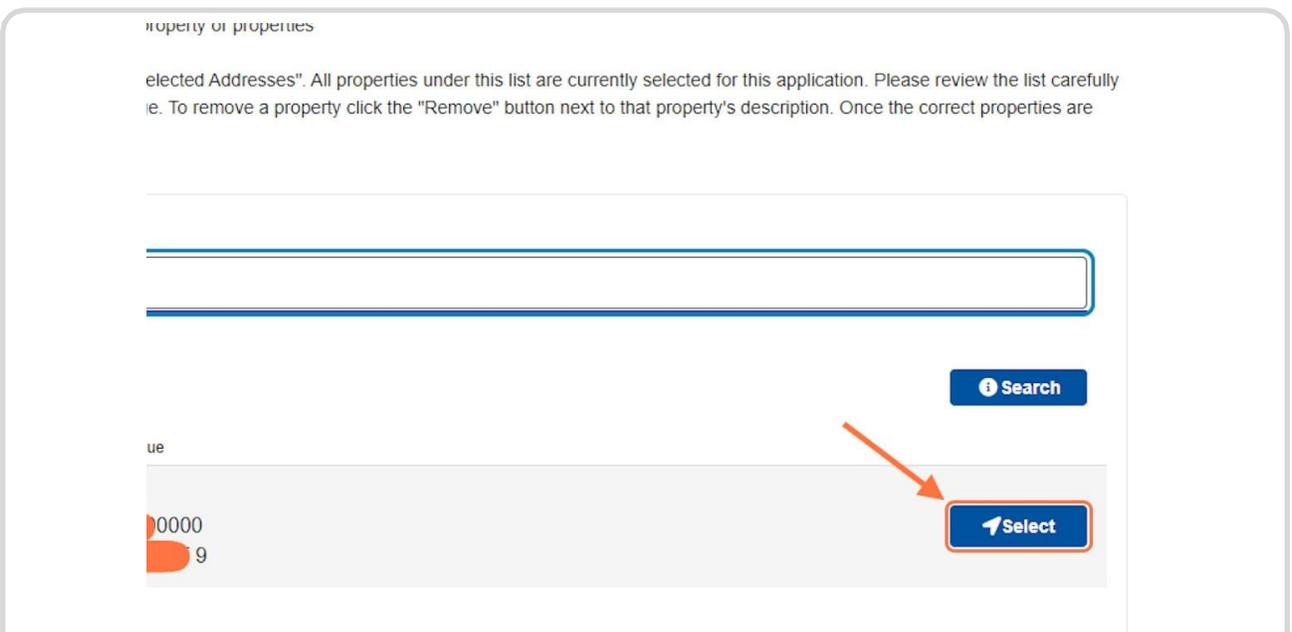
Search

Search Address using the Map

STEP 14: Click the Search button below the address field

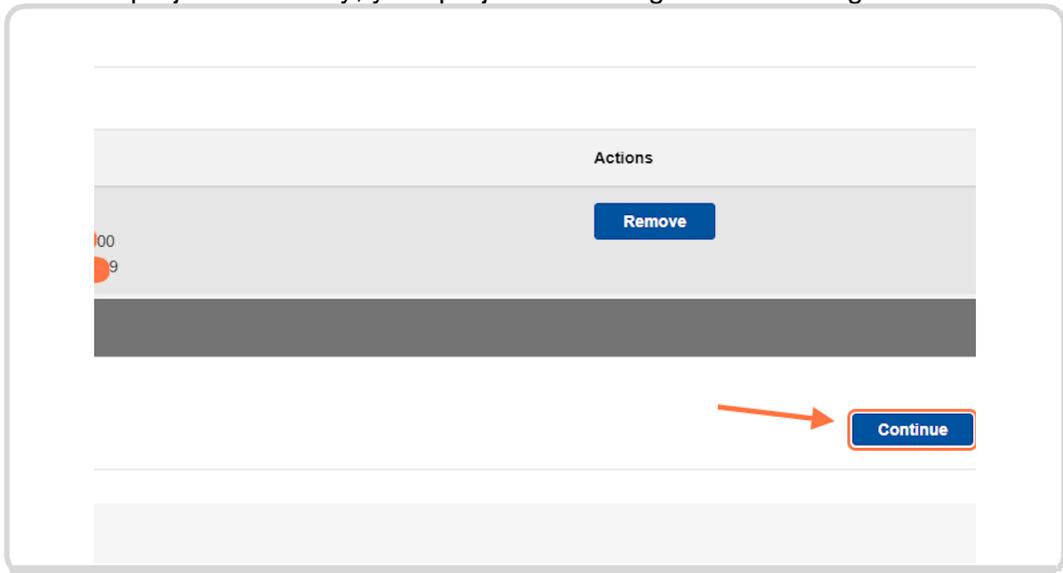


STEP 15: Scroll down the page and click on Select beside the property information to choose this property for your application



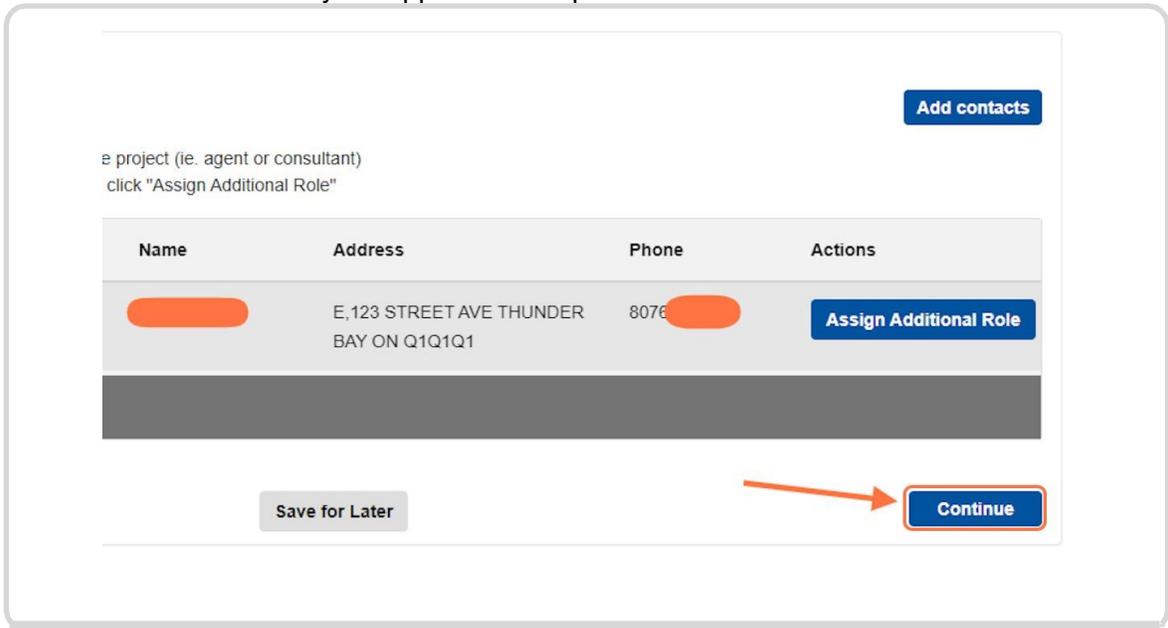
STEP 16: Click on Continue at the bottom of the page to move to the People Details section and confirm your profile.

Note: If an error message appears at the top of the page saying the property is not within the project boundary, your project is not eligible for these grants.



STEP 17: Make sure your profile information is correct, then click Continue to move to the Application Information Section

This information will be tied to your application so please make sure this is correct.



STEP 18: Complete each section of the Grant Application Form

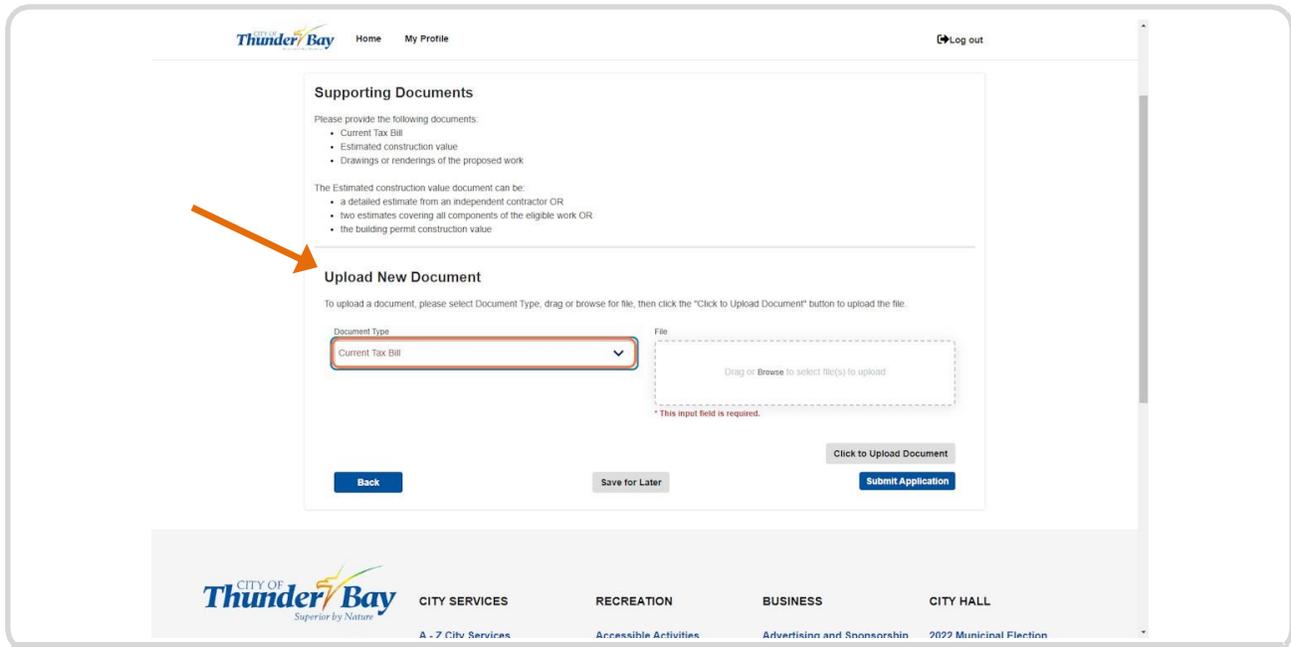
The screenshot shows the 'Grant Application Form' page on the City of Thunder Bay website. The page includes a navigation bar with 'Home', 'My Profile', and 'Log out' links. The main content area is titled 'Grant Application Form' and contains a sub-section 'Declaration Information'. This section has four radio button questions, each with a 'Yes' and 'No' option and a red asterisk indicating that the field is required. The questions are: 1) 'Project is located within the Community Improvement Project Area for this Community Improvement Plan', 2) 'Project results in the creation of Housing Accelerator Fund targeted new residential units', 3) 'Can you confirm that the project will not be used as short-term accommodation (ex. Air BnB)?', and 4) 'Can you confirm that the property is not in a position of tax arrears at the time of the application, OR an alternate payment plan arrangement/agreement is in place?'. Below these questions is a list of community improvement objectives with a 'Yes' or 'No' radio button. The 'Building Permit Information' section contains a text input field for the 'Building Permit Record #'. The 'City of Thunder Bay' logo is in the top left corner.

STEP 19: Once you fully complete the Application Information section, click on Continue at the bottom of the page to move to the Supporting Documents Section.

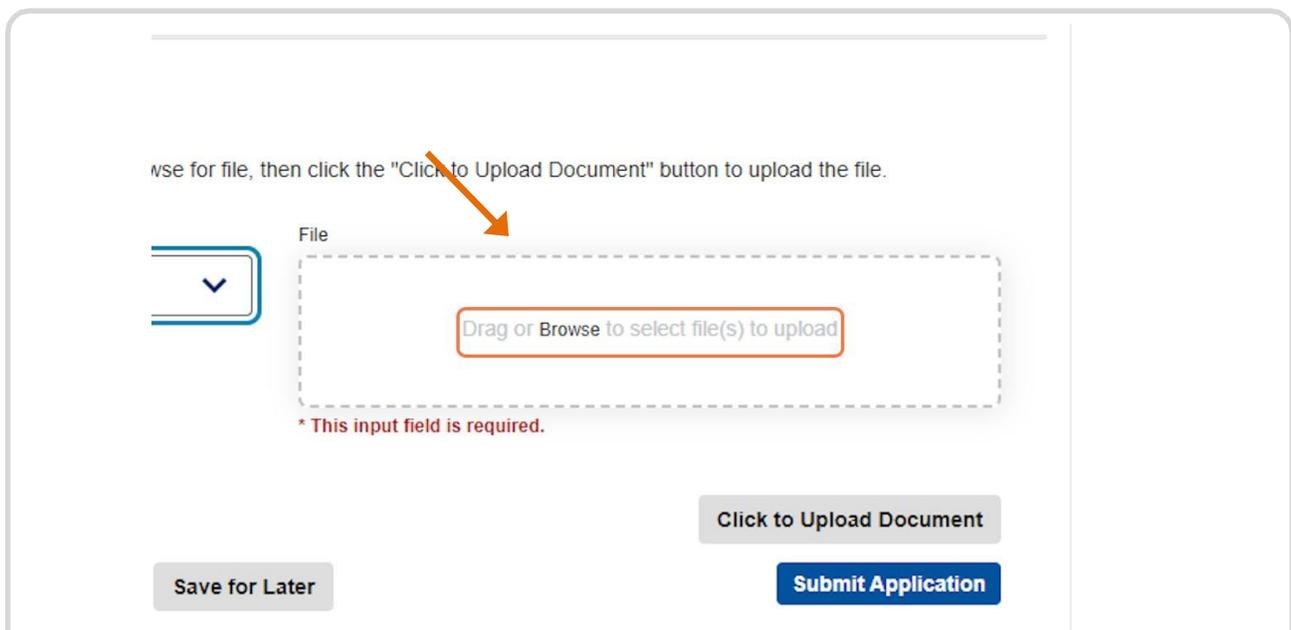
Note: If you need to stop, you can click Save for Later and come back to your application

The screenshot shows a close-up of a form field titled 'What is the estimated date of completion?'. The field contains the date '11-30-2024' and a calendar icon on the right. Below the field are two buttons: 'Save for Later' and 'Continue'. An orange arrow points from the 'Continue' button towards the right. The 'City of Thunder Bay' logo is visible in the top left corner of the page.

STEP 20: Click on the Document Type drop-down and select one of the documents listed at the top of the page (Ex. Current Tax Bill)

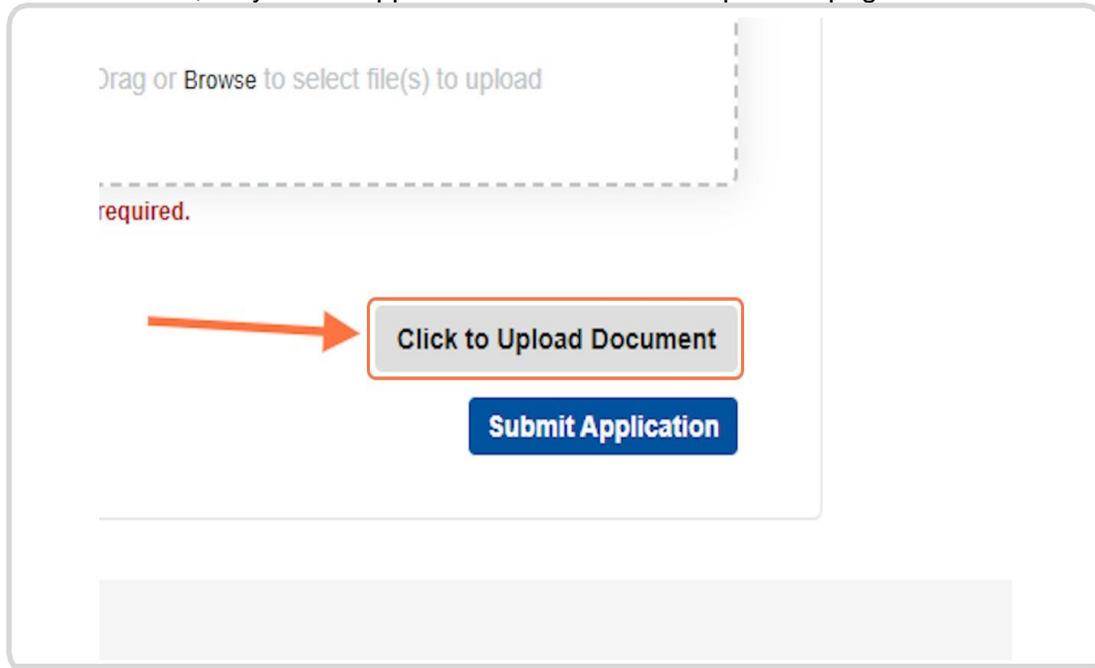


STEP 21: Click on Brows to select the document file from your computer that matches the drop-down list OR drag the file to the box



STEP 22: Click on the Click to Upload Document Button to upload the file to your application

The supporting document will not begin to upload until you click this button.
Repeat this for each of the documents listed on the page.
As you add documents, they will disappear from the list at the top of the page.



STEP 23: Once you have submitted the required documentation, click on Submit Application to finish

If you need to get more documentation for your application, you can also click on Save for Later at the bottom middle of the page and you can come back to finish later.

Note: If you have not submitted all the required supporting documents, a red banner will appear at the top of the page saying, "Please complete all required fields to continue".

