



# Rental Development Program

## Program Guide

ISSUED BY SASKATCHEWAN HOUSING CORPORATION

### PUBLIC DISCLOSURE

The parties agree that all reports, other documentation and information that are required to be provided to Saskatchewan Housing Corporation (SHC) by the Sponsor pursuant to this Agreement may be made public, except information SHC obtains pursuant to Appendix D that the Sponsor has requested to be kept confidential. Any commitment SHC makes with respect to confidentiality would be subject to the operation of law.

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# Project Information

## 1. Introduction

### 1.1 Background

- The Rental Development Program (RDP) provides one-time capital funding to support the development of affordable rental housing for households with low incomes in Saskatchewan. The RDP is funded by the provincial government through Saskatchewan Housing Corporation (SHC).
- Sponsors may apply for up to 70 per cent of eligible capital costs for affordable housing units. A minimum of 30 per cent must be supplied by the sponsor and other funders. The RDP does not provide operating dollars.
- Currently, the RDP focus is on creating spaces for individuals and households that are “hard-to-house”.
- This RDP Application is part of the competitive selection process undertaken by SHC to ensure that the most appropriate, financially viable, and cost-effective projects receive funding. SHC will fund the minimum amount that a project needs to achieve affordable rents and financial viability.
- Starting in 2026, successful sponsors will be required to apply to Build Canada Homes (BCH).
- SHC’s role in the delivery of the RDP includes:
  - assisting sponsors in the development of their proposals and projects;
  - prioritizing and conditionally approving proposals for funding in accordance with the RDP objectives;
  - providing due diligence throughout the pre-development and development of approved projects and;
  - inspection services.

### 1.2 Definitions

**Accessibility:** Accessibility includes access to a building or unit, and ability to enter and maneuver in a space (e.g. ramps, wider doorways and hallways, etc.). It does not necessarily include all items required to provide a fully barrier-free living space (e.g. roll-in showers, lowered countertops).

**Affordable Housing:** “Hard-to-house” households typically do not reach the maximum income levels under SHIM-Low. Rent levels are required to be appropriate and affordable to the actual and known incomes of tenant households, or to fall within the Saskatchewan Income Support (SIS) shelter benefits and other eligible benefits.

**Barrier-Free:** A building (and its interior facilities) is barrier-free if it is fully accessible to and can be approached, entered, and used by a person with a particular physical or sensory disability. This requires attention to every fixture and finish in the unit, such as low-slope ramps, door levers, roll-in showers, lowered kitchen countertops and sinks, and raised electrical outlets and switches.

**Build Canada Homes (BCH):** Build Canada Homes (BCH) is a federal Crown corporation that delivers support for new affordable and non-market housing. More information on BCH and the application portal

can be found here: <https://www.bch-mc.ca/>

**Common Area:** Common areas are for public or corporate use and may include recreational, programming or office spaces (excluding passageways). However, common area should be limited to activities directly related to carrying out the core business of the project.

**Conditional Approval Letter (CAL):** A CAL is a contract entered into by a successful sponsor and SHC, setting out funding limits and requirements for the development of a project. A conditionally approved sponsor will be required to sign a CAL and meet specified conditions prior to receiving funding. For a sample copy, please visit the [RDP Webpage](#).

**Eligible Capital Cost:** The actual cost of all materials and services required to acquire, develop, design, construct or improve and finance the housing component of the project.

**Forgivable Loan:** A loan that is forgiven incrementally over a period of years, in accordance with the summary provided in the Project Development and Operating Agreement (PDOA). Forgivable loans are only provided to sponsors who are in good standing with SHC, and typically for the RDP, are forgiven after 10 to 20 years.

The forgiveness term depends on the principal amount of the forgivable loan and the number of housing units funded.

**“Hard-to-house”:** Households that have difficulty obtaining or maintaining stable housing because of disability, addictions, health issues, behavioral issues or mental health conditions. These individuals often need support services to access and maintain a stable housing situation and may be experiencing or at risk of homelessness.

**Independent Living:** There is a contractual relationship between the landlord and the tenant that conforms to the standards under *The Residential Tenancies Act, 2006*. The RDP requires all projects to fall under the Act, but sponsors with exemptions may be considered.

**Modern Methods of Construction (MMC):** Construction approaches that use off-site manufacturing, advanced materials, standardized components or enhanced on-site processes to improve construction speed, quality and efficiency. Examples include modular room units, panelized systems such as structural insulated panels, prefabricated kitchen and bathroom modules, mass timber, pre-approved structural components such as trusses and other site process improvements. SHC encourages the use of MMC where possible.

**Modesty Requirements:** See [Appendix B](#) for clarification.

**National Occupancy Standards:** See [Appendix C](#) for clarification.

**Project:** The affordable rental units and support services proposed to be developed by a Sponsor responding to this Application.

**Project Development and Operating Agreement (PDOA):** A PDOA is a contractual agreement between SHC and an RDP sponsor that provides the terms and conditions of the construction, operation, and forgiveness of a project. A conditionally approved sponsor is required to sign a PDOA. For a sample copy of the PDOA please visit the [RDP Webpage](#).

**Saskatchewan Household Income Maximum (SHIM):** The maximum annual income that a household may have at the time occupancy commences for a funded housing unit. The SHIMs are calculated based on the total gross annual household income from all sources (taxable and not taxable). A detailed list of income inclusions and exclusions can be found in [Appendix B](#) of the PDOA.

SHIMs are reviewed annually by SHC and are subject to change. SHIMs effective July 1, 2026 are:

**Table 1: 2026 SHIMs**

| Bedroom                               | One bedroom | Two bedroom | Three bedroom | Four bedroom |
|---------------------------------------|-------------|-------------|---------------|--------------|
| No Disability                         | \$50,500    | \$62,000    | \$75,000      | \$90,000     |
| Disability<br>(115% of No Disability) | \$58,100    | \$71,300    | \$86,300      | \$103,500    |
| Requires Fully Accessible Unit        | No Limit    | No Limit    | No Limit      | No Limit     |

Careful consideration must be given to actual incomes of the intended tenants and the rental rates affordable to those incomes. “Hard-to-house” households typically do not reach the limits of SHIM.

**Sponsor:** Under the RDP, an eligible sponsor is a corporation holding land title to a housing project. The sponsor is signatory to the PDOA.

**Support Services:** Services that are required by the household to both maintain occupancy in the housing unit and meet the requirements of a lease agreement with the sponsor. Examples include counselling, addictions management, life-skills training, and support for mental health. Securing funding for support services and support services in and of themselves are the responsibility of Sponsor.

**Universal Design:** The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

## 2. Project & Eligibility Requirements

### 2.1 Housing Unit Details

The proposed housing units must reflect modest residential accommodation, and facilities and can include common areas required by households and service providers. The housing units shall comply with and must include the following:

- Four or more housing units will be developed;
- The project must qualify for capital funding from BCH;
- The project must not have started construction prior to SHC approval;
- The units must be for independent living in accordance with *The Residential Tenancies Act, 2006*(RTA) (unless exempted);
- The project must be in a community with a population of more than 5,000 or be in a community within the Northern Saskatchewan Administration District (NSAD); and
- The project must be located off-reserve.

Sponsors must also confirm the project details are consistent with:

- Building Requirements;
- Modesty Guidelines; and
- National Occupancy Standards (recommended).

Secondary suites, building camps, group homes, nursing homes, special care homes, student dormitories, and other licensed facilities are not eligible. Only projects that create new affordable housing units are eligible. This could include:

- New construction
- Conversion from non-residential building to residential
- Acquisition and renovation which adds new residential units

If possible, units are to incorporate barrier-free and universal design elements. Additional information on universal design is available at [CMHC's website](#).

## 2.2 Sponsor

Eligible sponsors for this Request for Applications are:

- non-profit housing organizations or rental co-operatives;
- municipal governments and their agencies; and
- Indigenous governments and organizations (including First Nation bands, tribal councils and Métis organizations).

Additionally, sponsors must:

- be registered in Saskatchewan;
- have capacity to deliver any proposed services to targeted households, or have a confirmed partnership from a recognized agency to ensure delivery of services;
- practice good governance and have the financial and leadership capacity to ensure the long-term viability of the project; and
- be in good standing with SHC.

## 2.3 Tenant

### 2.3.1 Tenant Income

- The tenants' total household income must fall under SHIMs at time of application.
- The total household income includes all income earned by adults over the age of 18 who reside within the unit. For further clarification, refer to Income Schedule B on the sample PDOA on Saskatchewan.ca. "Hard-to-house" households typically do not reach the income maximums outlined in the SHIMs.

### **2.3.2 Rent Levels**

Rent levels must be fixed, appropriate, and either:

- affordable to targeted households based on their actual and known incomes; or
- fall under the combination of SIS shelter benefit and other eligible housing benefits.

Consideration needs to be given to affordability of the rent level and prioritization of eligible applicants with the lowest incomes.

### **2.3.3 Occupancy**

Tenants must be housed in units appropriate for the household composition, and without vacant bedrooms. Consideration should be given to National Occupancy Standards. Bachelor/studio suites are an exception and can be treated as one-bedrooms.

## **2.4 Support Services**

- Sponsors will provide support services (offered on or off site) as required by “hard-to-house” households to access and maintain their occupancy in the housing unit. For example, support services may be those required by persons with physical disabilities, mental illness, addictions, behavioral challenges or a number of issues concurrently.
- Sponsors must clearly demonstrate what supports or services are needed by the proposed households and how those supports and services will be funded/provided.

## **2.5 Need and Demand**

Sponsors should carefully consider the proposed community’s need for rental units, the demand for this type of housing, the availability and appropriateness of existing housing options, and the long-term viability of the proposed project.

## **2.6 Partnerships**

SHC supports community partnerships including Reaching Home and homelessness programming. Sponsors should clearly indicate any partnerships with municipalities or service providers. This will be part of the project consideration and evaluation process.

# **3. Sponsor Instructions**

## **3.1 Application Format**

- Sponsors must submit a complete proposal in the formats provided. Failure to respond to any portion will reduce the potential to be prioritized for funding. See the checklist in the application form for all required forms and documents.
- Sponsors should identify any information in their proposal considered confidential or proprietary. Sponsors acknowledge that SHC and all materials in its possession are subject to Saskatchewan’s *Freedom of Information and Protection of Privacy Act*.

- Forms and inclusions can be completed in ink or electronically. Electronic signatures are acceptable.

### **3.2 Application Conditions**

- Applications become the property of SHC and will not be returned.
- All supporting documentation must be labeled and attached to application forms.
- A copy of the full application must be kept by the Sponsor for their records.
- All costs incurred by the Sponsors in the development of the proposal are the sole responsibility of the Sponsors.
- SHC reserves the right to reject any or all proposals.

SHC may undertake public development and ownership of a project, should proposals received not address community needs or program priorities.

## **4. Rental Development Program**

### **4.1 SHC Process**

Upon conditional project approval, sponsors will be offered a CAL and PDOA. The CAL and PDOA are subject to change. Sample copies are available upon request.

- Sponsors are subject to development conditions incorporated within the signed CAL and PDOA. Most conditions must be addressed to SHC's satisfaction prior to the advancement of any funds. These conditions include:
  - confirmation that all required capital contributions are in place;
  - confirmed funding for any support services; and
  - service contracts, if applicable, executed and provided to SHC.
- SHC will register a mortgage against the title to the property in second position to private lender financing. The SHC mortgage must be registered prior to the advancement of any funds.
- Funding will be advanced either proportionally based on construction progress, or by a single advance at the time of completion or occupancy, at the discretion of SHC.

Development Milestones following approval:

- SHC CAL signed;
- Construction drawings, specifications and/or scope of work finalized and approved by SHC;
- Tender documents finalized;
- Tender completion and final capital cost determined;
- Contract award;
- SHC PDOA signed;

- SHC Mortgage registered;
- Construction commencement;
- Substantial completion;
- Final project audit; and
- Household occupancy.

### 4.3 Forgiveness

- The RDP loan is interest-free unless there is a breach of contract, such as compromise of affordability, housing ineligible households, or discontinuance of services.
- Forgiveness of the loan is calculated on a sliding scale based on the funding per unit, with the maximum forgiveness period being 20 years.

### 4.4 Operating and Compliance

- SHC will monitor projects and ensure compliance over the term of the forgiveness period including verification that projects remain affordable as specified in the agreement, and support services are provided;
- Annual reporting to SHC is required.
- All units receiving RDP funding are recommended to be occupied according to National Occupancy Standards; and
- Any rent increases or changes to service requirements are subject to SHC approval.

## 5. Application Evaluation

Applications are evaluated using the 100-point RDP assessment tool based on the following criteria:

| Assessment Ratings                                                   | Points |
|----------------------------------------------------------------------|--------|
| Sponsor Operating Experience                                         | 15     |
| Sponsor Project Development Experience                               | 15     |
| Other funding confirmed or requested (Municipal, BCH, other Federal) | 10     |
| Affordability                                                        | 15     |
| Support Services                                                     | 10     |
| Targeted Clients                                                     | 10     |
| Project Readiness                                                    | 15     |
| Modern Methods of Construction                                       | 10     |
| Total Points                                                         | 100    |

## 6. Submitting an Application

- All documents should be submitted together electronically in a single package, including Appendix D, Appendix E, and the complete Application Form. For a complete list of required forms, and required or recommended documentation, consult Form section 2 of the Application Form. The Affidavit must be executed by an individual in the corporation having authority to do so.
- A cover letter outlining the business case for the proposed project, and factors not covered elsewhere, is strongly recommended as is any additional information.
- Applications must be made electronically to [RDP@gov.sk.ca](mailto:RDP@gov.sk.ca).
- It is the sponsor's responsibility to ensure the application has been received by SHC.
- Applications will only be accepted until 5:00 pm (Saskatchewan Time) on November 2, 2026. Late and/or incomplete submissions may not be considered.
- For additional information on the application process, to submit feedback and questions of clarification, please email [RDP@gov.sk.ca](mailto:RDP@gov.sk.ca) and a Project Development Consultant will follow up.

## Appendix A: Building Requirements

All RDP projects must be developed in accordance with the zoning, building code, and energy code requirements of the authority having jurisdiction. Many resources are available on [Saskatchewan.ca](http://Saskatchewan.ca).

Where possible, units are to incorporate barrier-free and universal design elements. Additional information on universal design is available [here](#).

### Inspections During Construction

SHC officials have the right to inspect the project anytime during the construction period. None of the inspections performed by SHC shall reduce the responsibility of the project owner, contractors or consultants.

#### *A) Mandatory SHC Inspection Requirements:*

- Prior to the closing of the purchase of an existing building.
- Pouring of the concrete for the foundation.
- Installation of weeping tile and washed rock prior to backfill.
- Completion of rough framing.
- Installation of insulation, vapour barrier and windows.
- Substantial completion.
- Final inspection.

#### *B) Additional Inspections:*

- One-year warranty inspection.
- Verification of work complete for construction progresses.

## Appendix B: Modesty Guidelines

SHC requires that the design of a project reflect modest accommodation through the building footprint, size of units, amenities available, finishes, and construction materials, systems or techniques used in and during the projects construction. Common areas will also be considered as part of overall project modesty.

Household unit size – as a general guideline, unit area is limited to:

| Area Type       | Square Meters   | Square Feet  | Amount of People |
|-----------------|-----------------|--------------|------------------|
| Rooming house   | 11.2 sq. meters | 120 sq. ft.  | 1 person         |
| Bachelor/studio | 40 sq. meters   | 425 sq. ft.  | 1 person         |
| 1-Bedroom       | 51 sq. meters   | 550 sq. ft.  | 1-2 persons      |
| 2-Bedroom       | 76 sq. meters   | 820 sq. ft.  | 2-3 persons      |
| 3-Bedroom       | 87 sq. meters   | 940 sq. ft.  | 3-4 persons      |
| 4-Bedroom       | 98 sq. meters   | 1060 sq. ft. | 4-5 persons      |

\*Area guidelines include sleeping quarters and does not include common areas.

### Modesty Standards

- The project must recognize modesty standards through quality of unit-finishes, relative to the needs and services of the intended household and the affordability of rent.
- Initial proposed unit size must remain consistent throughout project development and into occupancy.
- Floor areas may exceed unit size guidelines should the proposed household require added space to accommodate mobility requirements.
- Floor areas may also be increased when staircases reduce the building footprint.

The following examples may be considered immodest:

- Glazed balconies
- Greenhouses
- Skylights
- Fireplaces
- Non-standard wall
- Special windows
- Air conditioning
- Hot tubs
- Garages
- Non-standard ceiling
- Raised floor levels
- Sunken floors
- Excessive detailing
- Non-standard finishes
- Dishwashers
- Ensuite washer/dryer (in apartments)
- Covered parking

Project sponsors must provide these guidelines to developers, architects, designers or any other relevant part of the project development team.

SHC will review all proposals to ensure the proposed design is modest, suitable for the household, and an efficient use of resources.

## Appendix C: National Occupancy Standards

### ***(Recommended)***

All units receiving RDP funding are recommended to be occupied according to National Occupancy Standards. Tenant households must be appropriate to the unit size.

**Households with children or dependents (including couples in the third trimester of pregnancy) must be assigned housing that meets the following parameters:**

- Single parents, or couples, are entitled to bedrooms of their own;
- Any other adult(s) in a household are entitled to their own bedroom(s);
- There should be no more than two children to a bedroom; and
- Two children of the opposite sex should only share a bedroom if they are both under five years of age.

**Households without children or dependents must be housed according to the following standards:**

- Single adults, or couples, are entitled to a single bedroom;
- If there are two adults in a household who are not married or common-law, each is entitled to a bedroom of their own; and
- Senior or disabled couples are entitled to separate bedrooms if there are medical reasons why they cannot share a bedroom.

**Bachelor suites (no bedrooms) are regarded as one-bedroom suites under the Standards.**

*All bedrooms in a unit should be occupied by a member of the household.*