



# Housing Incentive Program

Please check applicable boxes:

- Applying for a Pre-Development Grant
- Applying for a City Fee Rebate Application

The Housing Incentive Program (“HIP”) supports the *Foundations for Home-Calgary’s Corporate Affordable Housing Strategy (2016)* (“CAHS”) objective to: “Get the Calgary Community Building”. HIP includes two components which are available to non-profit affordable housing providers upon the approval of their applications by The City of Calgary (“The City”):

1. A grant of up to \$50,000 to cover a recipient’s expenses on pre-development activities associated with such recipient’s affordable housing project; and
2. A rebate on eligible City development fees related to a recipient’s affordable housing project (See Appendix A).

HIP supports a broad range of affordable housing projects that play an important role in the housing spectrum including housing for women fleeing domestic violence, seniors housing, assisted living and affordable homeownership. HIP is intended to reach a wide variety of non-profit housing providers, both large and small with varied levels of development experience, planning to build affordable housing projects in Calgary. HIP is delivered in coordination with Canada Mortgage and Housing Corporation, The City’s land disposition practices, and The City’s planning approvals to improve the application experience for non-profit housing providers.

HIP funding is only available for projects located within Calgary city limits. This includes both non-market rental and non-market homeownership. New construction and redevelopment of existing units are eligible for HIP funding.

Applicants must submit a completed application with supporting documentation attached and signed by an authorized representative. **Applications may be submitted anytime, however, may be waitlisted depending on available funding.** Submissions are reviewed on a first come, first serve basis. Information collected from the application will be used to screen for eligibility and provide additional context to the HIP Administrator.

If an application is approved, the applicant will receive a letter from The City identifying a commitment amount set aside for the proposed project. The City may cover a greater amount of funding if requested, depending on budget availability.

**Important Information:**

- The City owns all applications and they will not be returned;
- The City reserves the right to reject applications that are incomplete or contain errors. Further, an application may be rejected on the basis of an applicant’s past performance in The City’s other programs. Similarly, The City may also rely on its current experience with the applicant to determine eligibility for future City programs;
- The Pre-Development Grant and the City Fee Rebate and are only available to non-profit organizations;
- City fees not listed and/or identified as ineligible in Appendix A of the application may be proposed by the applicant, but approval is not guaranteed and is at the discretion of the Affordable Housing Manager;
- Expenses incurred from October 2016 no later than 24 months of the “effective date” are eligible for reimbursement;
- Any financial and records information submitted by the applicant to The City is governed by the *Freedom of Information and Protection of Privacy Act*, RSA 2000 (“FOIP”).

The Applicant **acknowledges, agrees and consents** to The City that The City may:

- Use relevant financial and associated documents to process applications and render decisions;
- Publicize the details of the housing project, the grant amount and the name of the successful applicant; and,
- Share information about this application with CMHC

**Section 1.0**

**Applicant Information**

<b>Organization</b>	
<b>Contact Person</b>	
<b>Contact Address</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	
Please indicate your organization’s mandate and mission.	

If your organization is an affiliate, please explain how it is related to its parent/sibling/subsidiary organization(s):

## Section 1.0

### Applicant Information

Identify relevant experience building and managing affordable housing developments in Calgary.

Indicate the number of affordable housing units your organization currently manages:

<p>Is this your first time applying for HIP funding?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If yes, please Attach proof of your organization's non-profit status (i.e. charitable registration number, articles of incorporation under Alberta Companies Act (PART 9), etc. registration with Canada Revenue Agency.</p>

**Section 2.0**

**Project Description**

Legal Description (Lot, Block, Plan)	
Municipal Address	
Project Description and Community Impact	
Type of Project	<input type="checkbox"/> New Construction <input type="checkbox"/> Redevelopment <input type="checkbox"/> Conversion (e.g. from industrial to affordable rental)
Building Type	<input type="checkbox"/> High-rise Apartment <input type="checkbox"/> Mid-rise Apartment <input type="checkbox"/> Townhouse <input type="checkbox"/> Single-family <input type="checkbox"/> Secondary suite
Number of units of Affordable Housing	

Number of units of Market Housing (e.g. Mixed development)																	
Project Status																	
Please identify if your project has the following	<table> <tr> <td><b>Pre-application #</b></td> <td><b>N</b></td> <td><b>Y</b></td> <td><b>PE20-</b></td> </tr> <tr> <td><b>Development Permit #</b></td> <td><b>N</b></td> <td><b>Y</b></td> <td><b>DP20-</b></td> </tr> <tr> <td><b>Land Use #</b></td> <td><b>N</b></td> <td><b>Y</b></td> <td><b>LOC20-</b></td> </tr> <tr> <td><b>Subdivision #</b></td> <td><b>N</b></td> <td><b>Y</b></td> <td><b>SB20-</b></td> </tr> </table>	<b>Pre-application #</b>	<b>N</b>	<b>Y</b>	<b>PE20-</b>	<b>Development Permit #</b>	<b>N</b>	<b>Y</b>	<b>DP20-</b>	<b>Land Use #</b>	<b>N</b>	<b>Y</b>	<b>LOC20-</b>	<b>Subdivision #</b>	<b>N</b>	<b>Y</b>	<b>SB20-</b>
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### Section 3.0

#### Project Team

Please attach project team description to the application, which identifies all project team members, including their title and role, affiliated organization, area of expertise as it pertains to the development project and years of experience.

### Section 4.0

## Project Timeline

Indicate activities and expected date completion. Be sure to identify the month and year (if possible).

Predevelopment Activities	Land Use Approval	Construction	Construction Completion

## Section 5.0

### Project Funding Resources

Please indicate your confirmed and unconfirmed project resources:

Type of Resource	Confirmed/ Unconfirmed Source	Confirmed Amount	Unconfirmed Amount
Cash equity			
Land equity			
Financing			
Gift-In-Kind			
Mortgage Receivables			

Other contribution			
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Please indicate how additional funding will be secured, if required.

Please indicate if a capital funding agreement has been executed:

- Yes  
 No

If, “yes”, please provide details (e.g. with whom, the amount, the date, affordability requirements (may be provided as attachment)).

## Section 6.0

### Project Affordability

Full grants are available for projects (i) where the average rent per residential unit in the building does not exceed 90% of average market rent (AMR)<sup>1</sup>, (ii) for long-term care or designated supportive living facilities or (iii) for affordable homeownership projects, in accordance with the table below. For rental projects where the average rent per residential unit in the building exceeds 90% of AMR or where only a portion of the project qualifies as a long-term care or designated assisted living facility, the rebate will be pro-rated based on the number of qualifying units or beds, in accordance with the table below.

<input type="checkbox"/>	<p>Rental project where average rent per residential unit in the building is <b>no greater than</b> 90% of AMR (check the box if applicable).</p> <p>Total number of units: _____</p>
<input type="checkbox"/>	<p>Rental project(s) where average rent per residential unit in the building <b>is greater</b> than 90% of AMR (check the box if applicable and indicate number of units below):</p> <p>Number of units rented less than 90% of average market rent: _____</p> <p>Total number of units: _____</p>

<sup>1</sup> AMR = average market rent for a unit of the same number of bedrooms (if applicable) and in the same zone of the city of Calgary, according to the most recent CMHC Rental Market Report for Calgary

<input type="checkbox"/>	<p>Project qualifies as a long-term care or supportive living facility (LTC/DSL) under applicable legislation and is offered at no more than the maximum accommodation charges for long-term care and designated supportive living established by the Government of Alberta from time to time (check the box if applicable).</p> <p>A Project that does not qualify as a LTC/DSL Facility but may qualify if 1) all units in the Project are offered to residents at no more than the Maximum Accommodation Rates, 2) units will be provided exclusively to households earning a combined income below the Calgary median income.</p>
<input type="checkbox"/>	<p>Project in which a portion of the development qualifies as a (LTC/DSL) under applicable legislation and is offered to residents at no more than the maximum accommodation charges for long-term care and designated supportive living established by the Government of Alberta from time to time.</p> <p>A portion of a development Project that does not qualify as a LTC/DSL may qualify if all units in that portion of the Project are offered to residents at no more than the Maximum Accommodation Rates and if the applicant is able to demonstrate to The City's satisfaction that such units will be provided exclusively to households with a combined household income below the Calgary median income.</p> <p>(check box if applicable and indicate number of units or beds below):</p> <p>Number of qualifying beds or units: _____</p> <p>Total number of beds or units: _____</p>
<input type="checkbox"/>	<p>Affordable homeownership project that offers mortgages to households who have a combined household income below the Calgary median income and do not qualify for conventional financing (<b>please attach supporting documentation, e.g. letter of approval from CMHC</b>) (check the box if applicable).</p>

**NOTE: PLEASE COMPLETE SECTION 7.0 IF APPLYING FOR PRE-DEVELOPMENT GRANT. PROCEED TO SECTION 8.0 TO COMPLETE APPLICATION FOR THE CITY FEE REBATE**



## Section 7.0

### Pre-Development Funding

Please complete the following.

Please note that the City reserves the right to verify requests for funding as it relates to the Housing Incentive Program. The maximum grant amount is \$50,000; however, the actual grant amount will be based on demonstrated project need and affordability.

Only expenses in the following categories incurred between January 1<sup>st</sup> 2016 and 12 months after the effective date of the Legal Agreement are eligible for reimbursement under this grant:

Activity	HIP funds requested	Any other funds confirmed	Total funds required
Housing market studies to evaluate need and demand for the proposed project			
Development of a business plan			
Exploration of funding sources			
Environmental Site Analysis			
Geotechnical report			
Preliminary design of the housing development			
Evaluation of procurement options for materials or services (excluding housing itself)			
Preliminary financial feasibility analysis / costing report			
Incorporation as a not-for-profit organization			
<b>Total requested (max. \$50,000)</b>			

## Section 8.0

### Fee Rebate

Only City Fees incurred between January 1<sup>st</sup>, 2016 and 24 months after the effective date of the Legal Agreement are eligible for reimbursement under these grants. Please indicate the estimated amount of eligible City fees you anticipate incurring during this period. Eligible and Ineligible Fees are identified in Appendix A. Applicant may propose for consideration additional fees not identified in Appendix A, however there is no guarantee they will be funded.

<b>Fees Expected Between January 1, 202__ and December 31, 202__</b>	<b>Amount</b> (indicate actual or estimate)
	\$
	\$
	\$
	\$
	\$
	\$

## Section 9.0

### Conditions of Funding

Successful applicants will be required to execute a pre-development grant agreement and provide supporting documentation (e.g. invoices) to The City prior to receiving funding. The pre-development grant will be issued as a single payment after all invoices have been submitted to The City. If an applicant fails to fully comply with the conditions of funding, they will be required to return the grant funds to The City in accordance with the terms of the pre-development grant agreement.

Mixed market projects that are eligible for HIP will be funded on a prorated basis based on the affordable housing component of the project.

## Section 10.0

### Applicant Declaration

Please print your name \_\_\_\_\_

Signature \_\_\_\_\_

I have authority to sign on behalf of the organization named below

If you are applying on behalf of an organization, please print the name of the organization below:

\_\_\_\_\_  
(Name of Organization)

Submit application via email to: [housingincentiveprogram@calgary.ca](mailto:housingincentiveprogram@calgary.ca)

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## **APPENDIX A** **Development Fee Rebate:** **Eligibility Criteria**

Eligible & Ineligible Fees: The fees noted below are to assist with city development fees and charges associated with applications for development. The noted fees and charges do not cover non-refundable expenses, deposits, services or external fees, and construction and infrastructure costs/expenses.

<b>Eligible Fees</b>	<b>Ineligible Fees</b>
<ul style="list-style-type: none"><li>• Development permit fees/pre-application/revise plan fees (CPAG)</li></ul>	<ul style="list-style-type: none"><li>• Bus Shelter</li></ul>
<ul style="list-style-type: none"><li>• Building Permit Fees</li></ul>	<ul style="list-style-type: none"><li>• Legal Fees</li></ul>
<ul style="list-style-type: none"><li>• Centre City Levy (Downtown Only)</li></ul>	<ul style="list-style-type: none"><li>• Capital Development Costs</li></ul>
<ul style="list-style-type: none"><li>• Demolition Permit Fee</li></ul>	<ul style="list-style-type: none"><li>• Property Taxes</li></ul>
<ul style="list-style-type: none"><li>• Development site servicing plan fee (DSSP)</li></ul>	<ul style="list-style-type: none"><li>• Rehabilitation (repaving), Deposit, Degradation,</li></ul>
<ul style="list-style-type: none"><li>• Development Completion Permit</li></ul>	<ul style="list-style-type: none"><li>• Stripping and Grading Features</li></ul>
<ul style="list-style-type: none"><li>• Electrical/Mechanical Permit Fees</li></ul>	<ul style="list-style-type: none"><li>• Surface &amp; Offsite Improvement,</li></ul>

Eligible Fees	Ineligible Fees
	Indemnification Agreement criteria
<ul style="list-style-type: none"> <li>Land Use Re-designation Fees</li> </ul>	<ul style="list-style-type: none"> <li>Underground/Surface/Stripping and Grading</li> </ul>
<ul style="list-style-type: none"> <li>Off-site Levies, Charges and Fees (previously acreage assessments)  <b>Greenfield:</b> Offsite levies (storm levy, water levy, sanitary levy, treatment plant greenfield, transportation levy and community service charge)</li> </ul>	<ul style="list-style-type: none"> <li>Shallow Utilities Charges e.g Enmax, Atco, Telus</li> </ul>
<ul style="list-style-type: none"> <li>Traffic signage, Inspection fees, Developer Funded Infrastructure Stabilization Fund for <b>oversize</b> (DFISF)</li> <li><b>Established Area:</b> Treatment Plant Levy</li> </ul>	<ul style="list-style-type: none"> <li>Off-site Levies, Charges and Fees (previously acreage assessments)  <b>Greenfield/Established Area:</b> other (regional), Deposits,</li> </ul>
<ul style="list-style-type: none"> <li>Subdivision application permit fees e.g legal plans(final survey plan), basemap integration fee, bareland subdivision</li> </ul>	<ul style="list-style-type: none"> <li>repayments and endeavors to assist</li> </ul>
<ul style="list-style-type: none"> <li>+15 City Fee</li> </ul>	<ul style="list-style-type: none"> <li>Road Closure Detour (setup/take down etc)</li> </ul>
<ul style="list-style-type: none"> <li>Tree Removal Fee</li> </ul>	<ul style="list-style-type: none"> <li>Safety Council Fee</li> </ul>
<ul style="list-style-type: none"> <li>Inspection Fees – water, sewer, roads, parks, urban, roads marking</li> </ul>	<ul style="list-style-type: none"> <li>Street Light Payment</li> </ul>
	<ul style="list-style-type: none"> <li>Utilities Charges &amp; Service Disconnections</li> </ul>
	<ul style="list-style-type: none"> <li>Development Cost Sharing/Boundary Obligations</li> </ul>