



Housing Capital Initiative Intake Application

Welcome to the Intake and Application Process for The City of Calgary's Housing Capital Initiative (HCI). This process is required for The City to evaluate and determine the eligibility of your proposed project against the HCI program parameters, and to decide which projects will receive capital funding investment.

This is our formal call for information about projects that meet this program's eligibility requirements and criteria. For a project to be considered, please complete and submit this form and Required Documents by **5pm October 10, 2024**. Please note that a separate form and documents package is required for each project. Please review the Applicant Guide located at [Calgary.ca/hci](https://calgary.ca/hci) prior to completing this form and preparing your application documents.

If you are interested in applying to this program, send an e-mail to cpaffordablehousing@calgary.ca to receive a link to a secure folder where you will upload the form and the Required Documents into appropriate sub-folders.

Each project will undergo a City of Calgary due diligence review to ensure that organizations have appropriate governance, are in good financial standing, demonstrate a track record of experience, and adhere to requirements as outlined in the Applicant Guide. An initial Stage One pass/fail review will be completed by the Housing Solutions team, with Stage One criteria outlined in the Evaluation Guide (Appendix A of the Applicant Guide). Upon completion of the initial review, a City of Calgary convened panel will score and rank the passing projects based on Project Prioritization criteria outlined in Stage Two of the Evaluation Guide.

The City understands that time is of the essence when evaluating development opportunities for non-market housing, therefore eligible projects may be evaluated on a rolling basis, with any decisions announced as projects are approved, and funding may be distributed to support eligible projects in advance of the application window closing.

If you have questions about this form, the requested documents, or about the eligibility of your project for this program, please e-mail cpaffordablehousing@calgary.ca. Members of our HCI team will contact you if they have any questions or require additional information about your project. Under extenuating circumstances and at the discretion of The City, applicants may be asked to clarify application material prior to and during the evaluation process or provide additional information.

The information collected through this funding application is collected under the authority of the City of Calgary and Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta and will be used for the purpose of determining eligibility for funding under the HCI. All application information received could be shared with representatives from the Government of Alberta and the Government of Canada. Coordination amongst all orders of government is a critical step to ensure coordination and alignment between funding programs. If you have any questions about the use of this information, contact cpaffordablehousing@calgary.ca.



Section 1: Organization/Incorporation Status

Applicants must be an Alberta or extra-provincial registered charity, society, other not-for-profit entity, or an Indigenous urban social or housing organization with a registered office based in Calgary, or signatory of Treaty 7, the Métis Nation of Alberta, and/or wholly owned subsidiary of The City of Calgary, whose mandate includes, but is not necessarily limited to, the supply and operational management of non-market housing.

- ☐ Yes
☐ No

Name of Applicant (registered name of organization, if different)

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Name of representative for Applicant

First Name	Last Name
Title	
Email Address	Phone Number

Section 2: Capacity

Describe your or your Project Partners' experience in developing, delivering, and operating similar housing projects (minimum three years' experience). Please see Applicant Guide and the Required Documents section of this form for further details related to demonstrating capacity and outlining proposed partnerships.

- ☐ Required documents and supporting information included?

Section 3: Organizational Financial Health

Applicants demonstrate to The City that the applicant and each Project Partner, where partnership has been identified, has sufficient financial standing and capacity to carry out their respective role(s) on the project. Please see Applicant Guide and Required Documents section of this form for further details.

- ☐ Required documents and supporting information included?

Section 4: Populations Served

Projects should prioritize renter households in need of affordable housing. Households that earn less than 65 per cent of the Calgary Area Median Income and spend more than 30 per cent of



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their gross income (before taxes) on shelter costs are considered in need of affordable housing. The most recent published Median Income before taxes in Calgary is \$98,000 (2020). Less than 65 per cent of this Median Income before taxes is \$63,700.

Will all units in the project support renter households in need of affordable housing?

☐ Yes

☐ No

Section 5: Term

What length of time will all units be offered as affordable housing and remain so?

☐ 20 years

☐ >20 - 30 years

☐ >30 - 40 years

Section 6: Project Type

☐ Construction of new residential units

☐ Acquisition of existing residential buildings

☐ Conversion of non-residential buildings to residential units

☐ Addition of new residential units to existing buildings or properties

Municipal Address of Property (if known)

Legal Description of Property

Building Form	Number of units	Approximate size of each unit (square feet)
Single-detached		
Semi-detached or duplexes		
Rowhouses or townhouses		
Apartment		
Studio		
1-bedroom		
2-bedroom		
3-bedroom		
Other (including communal living, group home, or pods)		



Section 7: Project Budget and Sources of Funding

Complete and submit Appendix B: Project Proforma. Please see Applicant Guide and Required Documents section of this form for further details.

Section 8: Project Schedule

Please refer to the Applicant Guide for official requirements. Please assume funding agreement execution date of February 1, 2025 for the purposes of milestone dates in the Project Schedule.

Milestone	Date
Land/building acquisition	
Development Permit approval	
Building Permit approval	
Construction commencement	
Substantial performance	
Occupancy Permit approval	
All units leased and occupied	

The project will achieve occupancy within:

- ☐ 6 months of funding agreement execution for acquisitions.
- ☐ 24 months of funding agreement execution for new construction and conversions.

Section 9: Financial Operating Plan and Viability

Submit completed Appendix B: Project Proforma. Refer to Applicant Guide for official requirements.

Will the project have a positive Net Operating Income during the entire Term of the agreement?

- ☐ Yes
- ☐ No

Section 10: Eligible Costs

Does this project include commercial or other non-support spaces for the exclusive use of tenants?

- ☐ Yes

If yes, what percentage of total building area is includes commercial or other non-support spaces for the exclusive use of tenants _____%

- ☐ No

Section 11: Additional Financial Contributions

What percentage of total project funding is being requested from all City of Calgary programs (including Housing Incentive Program, Housing Capital Initiative, Indigenous Affordable Housing Capital Funding Program, Non-Market Land Sale Program, Downtown Incentive Program, etc.)?

- ☐ Less than 10 per cent equity from all City programs
- ☐ 10 per cent to less than 20 per cent equity from all City programs
- ☐ 20 per cent to 30 per cent equity from all City programs

Section 12: Affordability

What average level of affordability will be achieved?

- ☐ \$1,592.50 per unit (baseline rent permitted under the HCI)
- ☐ \$1,433.25 per unit (10% below baseline)
- ☐ \$1,274 per unit (20% below baseline)
- ☐ \$1,114.75 per unit (30% below baseline)
- ☐ \$955.50 per unit (40% below baseline)
- ☐ \$796.25 per unit (50% below baseline)

Section 13: Accessibility

Will the project achieve better than the minimum required criteria as outlined in the Applicant Guide?

- ☐ Yes
- ☐ No

Section 14: Environmental Efficiency

Will the project achieve better than the minimum required criteria as outlined in the Applicant Guide?

- ☐ Yes
- ☐ No

Additional Project Features

In addition to the required eligibility criteria and application requirements, projects may have unique features that further support tenants or non-market housing developments in specific ways, subject to approval by The City. A few examples include serving equity-deserving populations, partnerships/collaborations that may benefit tenants, on-site supports available to



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tenants, project alignment with additional City of Calgary priorities or strategies, proximity of project to transit, amenities, and community supports, or integration of technology that enhances the tenant experience. Projects with these features may be prioritized during the evaluation process.

If there any other features of your proposed project that you would like to highlight or share that may be unique to your specific development, please outline these in a one-page submission when submitting this form and other Required Documents.

**Authorised Representative of Applicant
(Print Name)**

**Authorised Representative of Applicant
(Signature)**

Date

Required Documents

In addition to filling out the Intake Application, the documents listed below are required to be submitted for The City's evaluation of your organization and proposed project by the application deadline.

Organization/Incorporation Status

- Corporate registration
- Terms of Reference for the Board and Committees
- Board Member Biographies
- Suite of Board Policies, including Board Recruitment policy or evidence of recent Board recruitments

Capacity

Eligible applicants that do not alone satisfy the criteria set out in this section may partner with other organizations (each, a "Project Partner") that have the relevant experience in developing, delivering, and operating housing projects, provided that legal and beneficial ownership of the project to which the HCI applies must in all cases remain with the eligible applicant during and following development, subject to the housing and funding agreements to be entered into with successful applicants.

An eligible applicant must demonstrate to the satisfaction of The City, in its sole discretion, that:

- Any proposed partnership or joint venture structure with a Project Partner will not violate the requirement that ultimate legal and beneficial ownership of any HCI project remain at all times entirely with the eligible applicant, nor will it hinder or jeopardize the applicant's ability to deliver the project in accordance with all relevant agreements. Support documentation to be provided to The City must include a description of ownership/title, and clearly identify the division of equity in the proposed project as well as the respective responsibilities of each partner in the design and delivery of the housing, as well as any further documentation that The City may reasonably request; and
- The applicant or its relevant Project Partners have a minimum of three (3) years' experience in developing, delivering, and operating similar housing projects. Support documentation may include client testimonials, annual reports or evaluations, or examples of existing housing projects completed by the applicant, in addition to any further documentation that The City may reasonably request.

Organizational Financial Health

- Audited financial statements prepared in accordance with generally accepted accounting principles for the past three (3) years, demonstrating good and prudent financial management with balanced budgets, prudent reserves, a strong balance sheet position and reasonable borrowing capacity in place.
- Disclosure of any commitments and liabilities.

- Applicant's bank or other financial institution(s) letters of reference and credit check (as applicable).
- A signed letter from the Chief Financial Officer (or equivalent financial authority) of the applicant or relevant Project Partner to demonstrate to The City that each party has sufficient financial standing and capacity to carry out its respective role(s) on the project.

Project Type

In addition to completing Section 6 in this form, please provide a brief project description (built form, on-site supports, amenity spaces for tenants, proximity to services/transit etc.) as well as any drawings or plans, if available.

Project Budget and Sources of Funding

- An order of magnitude Class 5 project budget, which is an estimate prepared when little or no design information is available for the project and is considered the least defined phase.

OR

- A Class D (indicative) estimate, which is an estimate based on the initial functional program and broad concept approach.

The Project Proforma (Appendix B available on the webpage) must be submitted with the Application Form. Line items in these estimates should include land/building cost, hard costs, soft costs, and contingency. Sources of funding should also be identified, including cash, mortgage financing, grants, and loans. Sources of funding must indicate whether the source is confirmed or anticipated. Before a commitment from The City is made, 90% of non-City funding must be confirmed by the funder(s) in writing. The total project budget must equal the total sources of funding.

Financial Operating Plan and Viability

Appendix B: Project Proforma must be completed and submitted. If operational funding is included, funding agreements must be provided. All units must have rents \$1,592.50 per unit per month or less to qualify for the HCI.

Additional Financial Contributions

Provide evidence of additional funding secured for the project, such as funding agreements, commitment letters, bank statements, financing term sheet, or signed donor agreements.



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Accessibility

The project Primary Consultant must provide a signed letter confirming the level of accessibility achieved for the proposed project.

Environmental Efficiency

The project Primary Consultant must provide a signed letter confirming the level of environmental efficiency achieved for the proposed project.