



## Housing Capital Initiative Intake Application

**Welcome to the Intake and Application Process for The City of Calgary's Housing Capital Initiative (HCI). Please review the [HCI 2025 Applicant Guide](#) located at [Calgary.ca/HCI](http://Calgary.ca/HCI) prior to completing this form and preparing your application documents.**

**If you have questions about this form, requested documents, or eligibility of your project for this program, please e-mail [HousingCapitalInitiative@calgary.ca](mailto:HousingCapitalInitiative@calgary.ca)**

This is our formal call for information about projects that meet this program's eligibility requirements and criteria. This Application Process is required for The City to evaluate and determine the eligibility of your proposed project against HCI program parameters and to decide which projects will receive capital funding investment.

For a project to be considered, please complete and submit this form and Required Documents by **5pm September 19<sup>th</sup>, 2025**. At this time the window closes for new submissions and first enquiries with Fund Administrator. From here there starts two weeks to work with applicants on feedback and gap-filling existing applications.

New applications accepted before this date will be contacted by the HCI Fund Administrator. Clarifications and additional information, as requested, will be accepted until **5pm October 3<sup>rd</sup>, 2025**. No further information on existing applications may be accepted after this date.

|                                     |   |                                      |
|-------------------------------------|---|--------------------------------------|
| <b>August 4<sup>th</sup>, 2025:</b> | <b>September 19<sup>th</sup>, 2025:</b> | <b>October 3<sup>rd</sup>, 2025:</b> |
| <b>Application Window Open</b>      | <b>Soft Close to New Applications</b>   | <b>Full Close</b>                    |

### Next Steps

To apply to this program please send an e-mail to [HousingCapitalInitiative@calgary.ca](mailto:HousingCapitalInitiative@calgary.ca) to receive a link to a secure folder where you will upload this form and the Required Documents. A separate form and documents package is required for each project.

Each project will undergo a City of Calgary due diligence review to ensure organizations have appropriate governance, are in good financial standing, demonstrate a track record of experience, and that projects adhere to requirements outlined in the 2025 Applicant Guide.

An initial Stage One pass/fail review will be completed by the Chief Housing Office (see 'Stage One: Basic Eligibility' of the 2025 Applicant Guide). A City of Calgary convened panel will score and rank passing projects based on the Project Prioritization criteria (see 'Stage Two: Project Prioritization' of the 2025 Applicant Guide). At the discretion of The City applicants may be asked to clarify application material prior to and during the evaluation process or to provide additional information.

The information collected through this funding application is collected under the authority of the City of Calgary, the Protection of Privacy Act (POPA) and the Access to Information Act (ATIA) and will be used for the purpose of determining eligibility for funding under the Program. 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 questions about the use of this information, contact [HousingCapitalInitiative@calgary.ca](mailto:HousingCapitalInitiative@calgary.ca).



### Section 1: General Information, 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.

Is your organization one of the above?

- ☐ Yes  
☐ No

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

Name of representative for Applicant

|               |              |
|---------------|--------------|
| First Name    | Last Name    |
| Title         |              |
| Email Address | Phone Number |

Will this project be undertaken in partnership with any other organization or entity?

- ☐ Yes  
☐ No

If yes, please provide the name of partner entity / provider and outline the capacity and expertise which the partnership represents for this project:

|  |
|--|
|  |
|--|

Total HCI Funding Requested (\$):

Where organizations are **Indigenous or Indigenous-led only** applicants may request an in-person oral presentation as part of their application package, in addition to all written submissions. To understand whether this option applies to you, please see 2025 Applicant Guide for further information.

Does your organization request an in-person oral presentation as part of this application process, in addition to all written submissions?

- ☐ Yes  
☐ No



## Section 2: Capacity

Describe your and/or your Project Partners' experience in developing, delivering, and operating similar housing projects (minimum three years' experience). Please see 2025 Applicant Guide and the Required Documents section of this form for further details related to demonstrating capacity and outlining proposed partnerships (200 words max.).

Are the required documents and supporting information included?

- ☐ Yes  
☐ No

## 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 2025 Applicant Guide and Required Documents section of this form for further details.

- ☐ Required documents and supporting information included?

## Section 4: Populations Served

Projects **must** 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 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. Note: Median Income is directly based on Statistics Canada published figures and is subject to period updates.

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

- ☐ Yes  
☐ No

| Building Form             | Number of units<br>(Total #, # of<br>accessible) | Approximate size<br>of each unit<br>(square feet) | Average Rent for<br>Unit Type<br>(\$/month) |
|---------------------------|--|---|---|
| <b>House Unit</b>         |  |   |   |
| Single-detached           |  |   |   |
| Semi-detached or duplexes |  |   |   |
| Rowhouses or townhouses   |  |   |   |
| <b>Apartment</b>          |  |   |   |
| Studio                    |  |   |   |
| 1-bedroom                 |  |   |   |
| 2-bedroom                 |  |   |   |
| 3-bedroom                 |  |   |   |

|  |  |  |  |
|--|--|--|--|
| Other (including communal living, group home, or pods) |  |  |  |
|--|--|--|--|

Provide information on the intended populations to be served by the affordable housing created as a result of this project (200 words max.).

### Section 5: Term

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

- ☐ 20 years (minimum requirement)
- ☐ >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

Project Description: Please provide a brief description of your project (max. 500 characters)

### Section 7: Project Budget and Sources of Funding

|  |    |
|--|----|
| Based on the percentage of project space eligible for HCI funding, to a cap of 30% of eligible project costs, what is the total dollar amount requested? | \$ |
|--|----|

Provide a breakdown of uses of project space throughout the project site by percentage of total project area. Note: Only purpose-built residential rental units along with approved support spaces (e.g., cultural spaces for ceremony, programming areas, staff support spaces, amenity spaces) that are directly utilized by tenants of the building are eligible for funding.

Please refer to [HCI 2025 Applicant Guide](#) for further information on project components eligible for HCI funding.

In addition to the above, complete and submit Appendix B: Project Proforma. Please see 2025 Applicant Guide and Required Documents section of this form for further details.

## Section 8: Project Schedule

Please refer to the 2025 Applicant Guide for official requirements. Please assume funding agreement execution date of February 1, 2026 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.

*If the above may not be reached, please provide detail in a separate submission, as per Section 15: Additional Project Features*

## Section 9: Financial Operating Plan and Viability

Submit completed Appendix B: Project Proforma. Refer to 2025 Applicant Guide for official requirements.

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

- ☐ Yes
- ☐ No

*If the above may not be reached, please provide detail in a separate submission, as per Section 15: Additional Project Features*

## Section 10: Eligible Costs

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

- ☐ Yes  
☐ No

| Area Use:                                   | % of Project Space |
|---|--------------------|
| Common area exclusive for resident use      |                    |
| Resident private space                      |                    |
| Commercial space                            |                    |
| Community space, non-exclusive to residents |                    |
| Cultural space                              |                    |
| Other                                       |                    |

*Where cultural space is indicated, please provide detail in a separate submission, as per Section 15: Additional Project Features*

## 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 2025 Applicant Guide?

- ☐ Yes
- ☐ No

### Section 14: Environmental Efficiency

Will the project achieve **better** than the minimum required criteria as outlined in the 2025 Applicant Guide?

- ☐ Yes
- ☐ No

### Section 15: 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 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 (see below).

### Declaration and Signature

- ☐ I confirm that the information provided as part of this application is an accurate representation of the proposed project initiative by this Applicant.
- ☐ I understand that the information I provide forms the basis of The City's evaluation of the proposal, and of any potential future binding Agreements related to the HCI program.
- ☐ Where the details of this form change, or information pertaining to the project evolves, I understand it is the Applicant's responsibility to update the HCI Fund Administrator, or risk removal of this project from The City's consideration.
- ☐ Where project or Applicant information changes beyond the parameters of the fund as laid out in the 2025 Applicant Guide, I acknowledge that these changes may result in this project application becoming ineligible.

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

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**Authorised Representative of Applicant  
(E-Signature)**

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**Date**



### Minimum 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. Supplementary information which applicants choose to provide in addition to these documents must please be labeled to indicate alignment with and support of the HCI 2025 Applicant Guide.

In the case of any questions about required documents applicants must contact **[HousingCapitalInitiative@calgary.ca](mailto:HousingCapitalInitiative@calgary.ca)** prior to two weeks before the application window closes, by **September 19<sup>th</sup>, 2025**. New enquiries fielded after this pre-close date will not be accepted and may result in applications being considered ineligible.

#### ☐ 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**



## Housing Capital Initiative Intake Application

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

### ☐ **Accessibility Attestation**

The project Primary Consultant must provide a signed letter confirming the level of accessibility achieved for the proposed project. meets the criteria of the 2025 Applicant Guide, plus any areas in which the proposed project will exceed these minimum criteria

### ☐ **Environmental Efficiency Attestation**

The project Primary Consultant must provide a signed letter confirming the level of environmental efficiency achieved for the proposed project meets the criteria of the 2025 Applicant Guide, plus any areas in which the proposed project will exceed these minimum criteria.