



Housing Incentive Program (HIP)

Pre-Development Grant Application

Pre-development grant applications can be submitted until December 31st 2019. Once your completed application is received, it will be reviewed and evaluated by a staff member, who will then contact you to inform you of your approval status.

The pre-development grant is intended to cover the eligible pre-development expenses of affordable housing projects located in Calgary. The maximum grant amount to be paid to each successful applicant will be determined by The City based on demonstrated project need, in an amount not to exceed \$50,000.

Only expenses incurred between January 1st 2016 and December 31st 2019 are eligible for reimbursement. The deadline for submitting invoices as part of this program is February 28th 2020.

A list of eligible expenses is included in this application form.

Important Information:

- The pre-development grant is only available to non-profit organizations.
- Only organizations that have applied for the Canada Mortgage and Housing Corporation (CMHC) Seed Funding Program are eligible to apply for this pre-development grant.
- Failure to grant permission to The City to request information about your Seed Funding application from CMHC will result in the rejection of your application.
- The City will evaluate each application on a first-come first-serve basis, using the scoring criteria in Schedule "A" of this application. Applications must pass all criteria to succeed.
- The City reserves the right to reject any application that is incomplete or contains errors. Further, an application may be rejected on the basis of an applicant's past performance in other City programs. Similarly, The City may rely on its current experience with the applicant to determine eligibility for future City programs.
- Any financial information submitted by the applicant to The City and any records captured by the *Freedom of Information and Protection of Privacy Act*, RSA 2000 ("FOIP") will be treated as confidential, **subject to the following**.

- The City owns all applications and they will not be returned. The Applicant **acknowledges and consents** to The City:
 - Publicizing the details of the housing project, the grant amount and the name of the successful applicant, in its sole discretion; and
 - Sharing the application information with the CMHC.

Applicant Information

Organization	
Contact Person	
Contact Address	
Contact Phone	(____) ____ - ____ ext. _____
Contact Email	
What is your organization's mandate and mission? (Note that for non-market homeownership projects to qualify, the organization must have a mandate to provide non-market homeownership)	
If your organization is an affiliate, please explain how it is related to its parent/sibling/subsidiary organization(s):	
Please attach proof of your organization's non-profit status.	

Project Description

Project Address (Note that only applications for projects located within Calgary city limits are eligible)	
Project mission / vision	
Type of Project	New Construction <input type="checkbox"/> Redevelopment <input type="checkbox"/> Conversion from _____ to _____ (e.g. from industrial to affordable rental)

Building Form	High-rise Apartment	<input type="checkbox"/>
	Mid-rise Apartment	<input type="checkbox"/>
	Townhouse	<input type="checkbox"/>
	Single-family	<input type="checkbox"/>
	Other	
Project Description (including housing form, number of units)		
Current status of the project		

Project Team

Please describe your project team.

Name, Title, Organization	Area of expertise and years of experience	Role (that the individual will play in the proposed project)

Project Resources

Have you applied for CMHC's Seed Funding Program? (Please note that only organizations that have applied for this program are eligible).

Yes ☐

No ☐

If yes, were you accepted?

Yes ☐

No ☐

If "no", why not? (Please note that organizations that were not accepted for CMHC Seed Funding Program are only eligible if the rejection was not due to a weak proposal).

Please check the box below to confirm that you give The City permission to request information about your Seed Funding application from CMHC (note that this is a requirement to qualify for the pre-development grant):

☐

Please indicate your confirmed and unconfirmed project resources:

Type of Resource (cash, land, financing etc...)	Confirmed (amount, source)	Unconfirmed (amount, source)

What is your plan for obtaining additional funding, if needed?

Project Affordability

Full grants are available for projects (i) where the average rent per residential unit in the building is no greater than 90% of average market rent (AMR)¹, (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"/>	Rental project where average rent per residential unit in the building is no greater than 90% of AMR (check the box if applicable).
<input type="checkbox"/>	<p>Project that qualifies as a long-term care or supportive living facility 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 that, in The City's opinion, is similar in nature to a LTC/DSL Facility, may still qualify if all units in 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 earning a combined income below the Calgary median income.</p>

¹ AMR = average market rent for a unit of the same number of bedrooms (if applicable) and in the same zone of

<input type="checkbox"/>	Affordable homeownership project that qualifies for CMHC's mortgage flexibilities for affordable housing program or offers mortgages to households who have a combined household income below the Calgary median income and do not qualify for conventional financing (please attach supporting documentation, e.g. letter of approval from CMHC) (check the box if applicable).
<input type="checkbox"/>	<p>Rental project where average rent per residential unit in the building is greater than 90% of AMR (check the box if applicable and indicate number of units below):</p> <p>Number of units rented at no greater than 90% of average market rent:</p> <p>Total number of units:</p>
<input type="checkbox"/>	<p>Project in which only a portion of the development qualifies as a long-term care or supportive living facility 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 (check box if applicable and indicate number of units or beds below):</p> <p>A portion of a development Project that does not qualify as a LTC/DSL Facility but that, in The City's opinion, is similar in nature to a LTC/DSL Facility, may still 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>Number of qualifying beds or units:</p> <p>Total number of beds or units:</p>

Proposed Project Timeline

Indicate the expected date the following activities (if applicable) will be completed. Please indicate the month (if possible) or quarter, and year.

Predevelopment activities

Land use approval

Design

Construction commencement

Construction completion

Funding

Please fill out the following table outlining what funds you need, have, and are requesting. Note that we may seek verification from other funding programs to ensure that the same expense is not covered twice. The maximum grant amount is \$50,000; however, the actual grant amount will be determined based on demonstrated project need and affordability.

Only expenses in the following categories incurred between January 1st 2016 and December 31st 2019 are eligible for reimbursement under this grant:

Activity	Total funds needed	Funds in possession or requested /committed by other funding program (and name of program)	Outstanding funds requested from HIPP
Housing market studies to evaluate need and demand for the proposed project			
Development of a business plan			
Exploration of funding sources			
Environmental Site Analysis			
Preliminary design of the housing			
Evaluation of procurement options for materials or services (not housing itself)			
Preliminary financial feasibility analysis / costing report			
Incorporation as a not-for-profit organization			
Geotechnical report			
Total requested (max. \$50,000)			

Conditions of Funding

Successful applicants will be required to sign a pre-development grant agreement and provide supporting documentation (e.g. invoices) to The City prior to receiving any funding.

The pre-development grant will be issued as a single payment after all invoices have been submitted to The City. These funds are being made available on the condition that they are spent on eligible pre-development activities as described in this application. If an applicant fails to honour 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.

Applicant Declaration

Please print your name:

Please sign:

☐ 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:

Submit application via email to claire.noble@calgary.ca

Schedule A: HIP Pre-Development Grant Application Scoring Guide:

Project must pass all criteria to succeed

Criterion		How we would evaluate	Pass / Fail
1	Project meets a need for affordable housing in Calgary	Based on project information (e.g. mission / vision, description of housing) and project affordability section, as well as The City of Calgary's Affordable Housing Needs Assessment	
2	Project appears financially viable	Based on resources section	
3	Project appears technically realistic	Based on project description, timeline, resources	
4	Project team has (or has access to) sufficient expertise for this stage of the project	Based on project team info and stage of project	
Final approval (note that applications must pass all criteria to succeed):			