



Non-Market Office-to-Residential Conversions Intake Application

Welcome to the Intake and Application Process for The City of Calgary's Non-Market Office-to-Residential Conversions Program. Please review the Terms of Reference located at calgary.ca/development/downtown-non-market-grant.html 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 cpaffordablehousing@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 the 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 12th, 2025.**

**July 28th, 2025:
Application Window Open**

**September 12th, 2025:
Window Closed**

Next Steps

To apply to this program please send an e-mail to cpaffordablehousing@calgary.ca with 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 Terms of Reference.

An initial Stage One pass/fail review will be completed by the Chief Housing Office and Downtown Strategy Team (see 'Stage One: Basic Eligibility' of the Terms of Reference). 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 Terms of Reference). 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 cpaffordablehousing@calgary.ca.



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Section 1: General Information, Organization/Incorporation Status

Applicants to this program 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,
- a City of Calgary subsidiary, whose mandate includes, but is not necessarily limited to, the supply and operational management of non-market housing,
- First Nation Band Councils or Tribal Councils or its delegated authorities in Treaty 7, and the Otipemisiwak Métis Government (Métis Nation of Alberta) Districts 5 & 6 or its delegated authorities (hereinafter referred to as “Indigenous Nations”), or
- Registered Indigenous non-profit organizations operating in Calgary with a mandate to serve First Nations, Métis and/or Inuit people.

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:

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Name of representative for Partner Entity / Provider

First Name	Last Name
Title	



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Email Address	Phone Number
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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 the Terms of Reference 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 (i.e., office-to-residential conversions, non-market housing experience). Please see the Terms of Reference and the Required Documents section of this form for further details related to demonstrating capacity and outlining proposed partnerships (200 words max.).

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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 Section 2.3 of the Terms of Reference and Required Documents section of this form for further details.

- ☐ Required documents and supporting information included?

Section 4: Project Details

Municipal Address and/or Legal Description of Property (must be located in the Greater Downtown Plan Area, as shown in Appendix A of the Terms of Reference)

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Property Assessment Status (must be classified as commercial office and designated non-residential for assessment and tax purposes at time of submission)



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Has this location already been approved under the existing Downtown Calgary Development Incentive Program? If yes, please provide further details on the approval.

Section 5: Existing Tenancies

Please provide details below on the current tenancies within the building, including:

- Length and current end dates
- Plans for relocation

Section 6: 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

	Number of units (Total #, # of accessible)	Approximate size of each unit (square feet)	Average Rent for Unit Type (\$/month)
Studio			
1-bedroom			
2-bedroom			
3-bedroom			
Other (including communal living, group home, or pods)			



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Provide information on the intended populations to be served by the non-market housing created as a result of this project (200 words max.). Please include how residents will be identified and how the project will meet the needs of future residents.

Section 7: Term

Per Section 2.4 of the Terms of Reference, all units must be offered as affordable housing and remain so for the shorter of: (i) 40 years from occupancy of the project by the applicant; and (ii) the remaining lifespan of the building. Checking the box below indicates that you acknowledge and agree to this term.

- ☐ I acknowledge and agree that the project will meet the term guidelines outlined above and in Section 2.4 of the Terms of Reference

Section 8: Project Budget and Sources of Funding

Please provide the estimated project completion cost and the requested amount from this program:

Section 9: Project Schedule

Please refer to the Terms of Reference for official requirements.

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 building permit approval within 12 months of funding agreement execution.



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Section 10: Eligible Costs

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

- ☐ Yes
☐ No

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 the Terms of Reference for further information on project components eligible for funding.

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	

Section 11: Additional Financial Contributions

Total project funding from this program is capped at 30% from City of Calgary non-market housing funding programs. This does not include the cost for the land/building, or any funding received through other City funding programs (at the City of Calgary's discretion). Checking the box below indicates that you acknowledge and agree to these parameters.

- ☐ I acknowledge and agree to the above statement, pursuant Section 3.3 of the Terms of Reference.

Section 12: Affordability

What average level of affordability will be achieved? (\$1,592.50 is the permitted baseline rent)

Section 13: Project Elements

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.

Project elements that support Downtown priorities, including active uses at grade and at the Plus 15 level, demonstration of appropriate access to natural light, inclusion of secured bike parking stalls, façade and public realm improvement, and preservation of historical elements (where applicable) should be highlighted in the application package and preliminary plans.

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.

Section 14: Projects Submitted by Indigenous Nations and Indigenous Non-Profits

Projects submitted by Indigenous Nations (as defined in the Terms of Reference) and Indigenous non-profits (a non-profit operating in Calgary with a mandate to serve First Nation, Métis or Inuit people, where at least 51% of the Board of Directors is First Nation, Métis or Inuit) will be prioritized. Applications submitted by Indigenous Nations and Indigenous non-profits will receive additional points in the evaluation process. To be eligible for this prioritization, Indigenous non-profits will be asked to provide a signed declaration confirming that at least 51% of Board members are First Nation, Métis or Inuit.

Projects that provide affordable housing to First Nation, Métis or Inuit people in Calgary will be prioritized during the evaluation process.

The extent of prioritization will be based on the following inclusions to the application:

1. % of units that will be rented to First Nation, Métis or Inuit tenants in housing need
2. Prioritization of Indigenous applicants for units
3. Delivery of programming for Indigenous residents
4. Inclusion of dedicated programming space and cultural and/or ceremonial spaces for Indigenous residents

If the applicant is not an Indigenous Nation as defined in the Terms of Reference or Indigenous non-profit as defined above, and the applicant intends to provide housing to First Nation, Métis or Inuit people in Calgary, the applicant will be required to demonstrate a partnership with an Indigenous Nation or Indigenous non-profit (as defined above) for the development of the project, operations of the project, and delivery of programming. This partnership must be demonstrated via a signed letter of support from an Indigenous Nation or Indigenous non-profit, or a memorandum of understanding or legal agreement with an Indigenous Nation or an Indigenous non-profit.



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If your project is including any of the above, please outline these in a **one-page submission** when submitting this form and other Required Documents.



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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 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 Program 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 Terms of Reference, I acknowledge that these changes may result in this project application becoming ineligible.
- ☐ I consent to any legal and financial due diligence searches conducted as part of this application.

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

**Authorised Representative of Applicant
(Signature)**

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 Terms of Reference.

In the case of any questions about required documents applicants must contact cpaffordablehousing@calgary.ca by **September 12th, 2025**.

☐ 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 the legal ownership of the project to which the Program applies must in all cases remain with the eligible applicant and its approved Project Partner(s) during and following development, subject to the housing and funding agreements to be entered into with successful applicants, and, if relevant due to the beneficial ownership structure, the approved Project Partner(s).

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(s) is duly authorized by the legal owner of the project lands and will not violate the requirement that ultimate legal and beneficial ownership of any project remain at all times entirely with the eligible applicant and its approved Project Partner(s), and nor will such structure 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;
- the applicant or its relevant Project Partners have a minimum of three (3) years' experience in developing, delivering, and operating similar housing projects (conversions). 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;

or



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- the applicant or its relevant Project Partners are approved within the existing Downtown Calgary Development Incentive Program and are seeking to incorporate non-market housing to the existing proposal.

The City of Calgary reserves the right to conduct both legal and financial due diligence on all parties involved in the application (including, for certainty, Project Partners). Applicants will be required to deliver consent forms in respect of customary legal and financial diligence inquiries.

☐ 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 additional financial or in-kind grants received by the applicant in respect of the Project.
- Disclosure of any agreements entered into with or other involvement of CMHC in respect of the Project.
- 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.
- Disclosure of the legal and beneficial ownership of the proposed project site, including, if relevant, a signed letter from the site owner authorizing the applicant to convert the site to non-market housing.

☐ Project Type

In addition to completing Section 4 in this form, please provide copies of:

- Preliminary Architectural Drawings
- Schematic Plans and Renderings

The above drawings must be inclusive of floorplan layouts, where available.

☐ Additional Financial Contributions

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.