



City of Calgary's Indigenous Affordable Housing Funding Program Intake Application

PT 1 (2023-09)

Important Notice: This PDF form is optimized for Adobe Reader. Please download the form to your desktop and use Adobe Reader to open, complete and submit the form.

City of Calgary's Indigenous Affordable Housing Funding Program Intake and Application Process

Welcome to the Intake and Application Process for the City of Calgary's first ever Indigenous Affordable Housing Funding Program (IAHFP). This process is required for The City to evaluate your proposed project against the IAHFP program parameters to determine your project's eligibility and to determine which projects will receive capital funding support.

The Indigenous Affordable Housing Funding Program (IAHFP) is a \$6 million fund that supports the development of affordable housing units for Indigenous people in Calgary. This fund supports housing that is For Indigenous people, By Indigenous people.

This is our formal call for information about projects that meet this program's eligibility requirements. For a project to be considered, please complete this form and submit all required additional documentation (Attachments 1 and 2) by **5pm November 30, 2023**. Please note that a separate form and documentation package is required for each project. Please review The City's Terms of Reference, located on the Housing Solutions webpage [Affordable Housing \(calgary.ca\)](https://www.calgary.ca/AffordableHousing), prior to completing this form and preparing your application documents.

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

Each project will undergo a City of Calgary due diligence review to ensure that organizations have appropriate governance and are in good financial standing, demonstrate a track record of experience, organizations and projects are in-line with the 4 key themes found within What We Heard Report and The Ways Forward Report ([Affordable Housing \(calgary.ca\)](https://www.calgary.ca/AffordableHousing)) guiding our City's commitment to Reconciliation and prioritizing the co-creation of housing solutions for Indigenous people living in Calgary. The review is a pass/fail process that is completed by an interdisciplinary panel of City of Calgary representatives, and a representative from the Network of Indigenous Funders in Alberta (NIFA). Upon completion of this review, The City will score and rank the passing projects based on City of Calgary criteria outlined in the Terms of Reference document. Applicants will be asked to make an oral presentation to the City of Calgary Housing Solutions Elders Advisory Council (HSEAC), which will have a focus on the cultural aspects of their project. Final decisions on the successful applications shall be in the sole and exclusive discretion of The City and results will be shared with all applicants early in 2024.

If you have questions about this form, the additional documentation, or about your project(s) eligibility for this program, please contact: cpaffordablehousing@calgary.ca. Members of our IAHFP team will contact you if they have any questions or require any clarifications on your form and/or documentation.

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 IAHFP. All application information received will be shared with representatives from the Government of Alberta and the Government of Canada. Coordination amongst all three 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, please contact cpaffordablehousing@calgary.ca.



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Section 1: Identification

1. Name of organization

2. Name of representative for organization

First Name	Last Name
Title	

3. Contact details for representative

Email Address	Phone Number
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4. Project name

5. Please identify whether you will be partnering with another organization. If you are a non-Indigenous organization you must partner with an Indigenous organization. Please see TOR for official requirements.

- Partnering with one organization
- Partnering with more than one organization

Section 1.1: Project Address

6. Street number (if known)

7. Street name (if known)

8. Municipality

9. Postal code (if known)



Section 2: Project Introduction

10. Brief project description (Need, priority population, program support, community engagement, etc.)

11. Type of housing form

- Conversion to residential
- Rehabilitation of abandoned/disrepair
- Modular Housing
- Traditional Construction
- Retrofit

12. Estimated soft costs (\$)

\$ _____

13. Estimated hard costs (\$)

\$ _____

14. Estimated land and acquisition costs (\$)

\$ _____

15. Contingency costs (\$)

\$ _____

16. Total estimated project costs (\$)

IAHFP funding cannot be used to cover operational expenses

\$ _____



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Section 3: Minimum Requirements (Alignment with Program)

Questions in this section reflect mandatory minimum requirements for funding program.
Responses to these questions must be 'yes' in order for the project to be eligible

17. Organization/Incorporated Status?

Be an Indigenous Non-Profit Housing Provider as defined in Appendix C or signatories of Treaty 7, the Métis Nation of Alberta, Calgary offices and/or Indigenous urban social or housing organization who are planning affordable housing in Calgary.

- Yes
- No

18. Will your project align to one or more of the **four themes** listed above from The City's report CD2022-0706 *Affordable Housing for Urban Indigenous Calgarians* specifically: Recognize the Land, Safe Spaces, Colonization and External Racism and Supports?

- Yes
- No



Section 4: Project Details

19. Household or Population Need:

- Indigenous 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 on shelter costs.
- Indigenous households who are on, or eligible to be on, a social housing waitlist.
- Indigenous households living in inadequate, shared, or overcrowded accommodation.
- Indigenous households living in housing detrimental to their health and safety.
- Indigenous households with special needs such as seniors (i.e., accessibility needs).

20. Will your project provide Affordable Housing for Indigenous people for a minimum of 20 years?

- Yes
- No

21. Demonstrate a proven need for affordable housing:

For projects demonstrate a proven need for affordable housing. While statistics can inform need, this should be supplemented with additional evidence which may include but is not limited to recent waitlists, number of members living off reserve or on settlement who are in core housing need, case files and elevations that demonstrate core housing gaps for program clients.

22. Estimated date of acquisition / construction start date (if known)

23. Estimated completion date / ready for occupancy (if known)



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24. Will your project have secured operating budget/subsidy for the duration of the affordability period?

25. What proportion of funding will you and/or collaborators provide?

Please state the % of funding and the source, including the required 10% of capital support.

26. Additional comments or project details you would like share:



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Attachment 1: Additional Required Documentation

In addition to filling out Sections 1 to 4 of the Intake Application Form, the documentation listed within Attachment 1 and Attachment 2 are required to be submitted for The City's evaluation of your organization and proposed project.

Please upload the documentation to the secure OneDrive file that is specific to your proposal (no other applicants will be able to view your documents). Subfolders will be provided within your secure project folder and titled in accordance with the headings from Attachment 1 (e.g., Board & Organization Governance Documents; Capacity, Financial Health, etc.). It is imperative that you provide the required documentation within the appropriate subfolder.

1. Board & Organization Governance Documentation
 - 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
2. Capacity
 - Demonstrate experience in developing, delivering, and operating housing projects. Examples may include client testimonials, annual reports or evaluations, examples of existing housing.
 - Applicants that do not have sufficient experience may partner with an Indigenous Government, Non-Profit Housing Provider or Housing Provider as an ally as defined in the Terms of Reference. This documentation 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. Acceptable formal documentation includes board minutes, Band Council resolution, signed MOUs or similar legal documentation. Allyship must be defined in the application with the Indigenous organization clearly leading the project. Acceptable allyship includes acting as a guide or mentor, financial guidance or other specialized knowledge that assists with capacity development.
3. Financial Health
 - Audited financial statements for the last 3 years
 - Audited financial statements must demonstrate good and prudent financial management with balanced budgets, prudent reserves, a good balance sheet position and reasonable borrowing capacity in place Disclosure of any commitments or contingent liabilities.
 - Applicant's bank or other financial institution(s)' letters of reference and credit check (as applicable).
 - List of assets owned at fair market value (if applicable).
 - A signed letter from the Chief Financial Officer (or equivalent financial authority) of the Applicant to demonstrate to The City that the Applicant has sufficient financial standing and capacity to carry out their respective role(s) on the Project.



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4. Financial Capital Plan & Project Schedule

- Include an order of magnitude class 5 project cash flow which is an estimate prepared when little or no design information is available for the project. Please refer to the excel spreadsheets in the application for additional required details. Class 5 estimates include at a minimum:
 - an itemized breakdown of the projected capital costs
 - all funding sources (committed and uncommitted) to pay for these costs
- Include a clear and reasonable project management schedule that demonstrates the projects delivery timeline.
- Meet minimum energy efficiency, as defined in the National Energy Code of Canada for Buildings 2017 and accessibility requirements or adaptable dwelling units, as defined in the Alberta Building Code 2014.

5. Financial Operation Plan

- Demonstrate that the project has a positive Net Operating Income throughout the Term, through pro-forma showing the revenue and expenses or an agreement with another order of government for operating funding. The pro-forma will need to include documentation of all secured funding sources, plan for inflation at a cost of 2% yearly, vacancies, rental arrears, and damages to units, debt service cost if applicable. If the project includes affordable housing units mixed with market units, a breakdown of the entire project costs and separate breakdown of the total capital costs associated specifically with the affordable units are required. For applicants pursuing multi-use design (commercial, office space) projected revenue will be considered.

6. Operating Principles

- Incorporate the following principles in the application:
 - A commitment to the active principles of Ownership, Control, Access, and Possession (OCAP) and For Indigenous by Indigenous (FIBI)
 - A commitment and demonstration of the principles of Ethical Space, Sanctified Kindness, and Relationality; specifically, through the co-creation of the project with community input including Elders guidance.
 - A commitment to both Western and Indigenous knowledge and practice through an intentional alignment to Natural Laws (Siim'ohksin/Wahkotowin). When we refer to Indigenous or Western knowledge, we are speaking to an expansive set of knowledge systems & traditions on both sides.