NATIONAL HOUSING STRATEGY

DOCUMENTATION REQUIREMENTS







Rapid Housing Initiative

Canada

CMHC SCHL

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DOCUMENTATION REQUIREMENTS

The documentation listed below is what CMHC will require for non-Government Entities at application and prior to a first advance. Please contact CMHC and ensure you have a Housing Solutions specialist assigned to you before submitting your application: **Housing Solutions Specialist Directory**

CMHC may also request additional documentation. Proponents are required to ensure their application is complete and accurate in order to provide CMHC with the information required to assess their application. Applications which are incomplete risk being withdrawn from consideration.

APPLICATION STAGE

Proponent Related:

☐ **Proponent Organization and Development Team Experience:**

- Property Management: List of projects currently managed or managed in the last 10 years of similar type, size and scope with similar tenancy. Alternatively, provide the information relating to the experience of the company undertaking the property management of the project.
- Housing Development: List of projects of similar size and scope completed by the recipient in the subject market within the last 10 years or alternatively, provide the name of the construction company/general contractor who will undertake the build with a fixed price contract.
- If modular construction, provide the name of the manufacturer and advise how long they have been in business and if they have the capacity and experience to complete the required number of units within the timeline proposed.

☐ **Signed Integrity Declaration:**

The document is available on CMHC's website and should be signed and submitted as part of the application. A new declaration is required even if one was provided for a previous round of RHI.

☐ **Company ownership documents:**

All of the documents listed below, as applicable:

- Articles of incorporation including all supporting documentation, such as, but not limited to a business name registration, articles of organization, etc.
- Letters, Patent, Bylaws, and any applicable shareholders' agreements.
- Detailed information about the entity's ownership structure, including full organizational chart, names of all registered and beneficial owners and percentage of ownership (if applicable).

Project Details and Evidence of Timely Delivery:

☐ **Development and Construction Schedule:**

- A template can be obtained from the CMHC website under the pre-application readiness section or directly from your CMHC Specialist. Please ensure that all required milestone dates have been filled in. Alternatively, you may provide an equivalent document which includes the same information. This is your detailed plan describing how the project will be completed within 12 months of a contribution agreement, including the full development and construction schedule with milestones.

☐ **Identification of Operational and Capital Funding, Program Support and Other Support:**

- Operational Funding: a letter of intent from the Municipality/Province/Indigenous governing body or copy of the agreement confirming that operating subsidies have been secured to ensure the long-term viability of the project. This must either include the amount of monthly or annual subsidy payments, duration of funding, and conditions of funding or be a commitment by the governing body to offer supports sufficient to meet viability requirements.
- For non-profits applying with scoring for self-sufficiency, CMHC requires the most recent 3 years audited or review engagement, consolidated financial statements and a proforma. The proforma must show revenue, vacancy loss, detailed operating expenses and, where applicable, the expenses to provide the necessary supports to tenants. Where audited or review engagement, consolidated financial statements are not available for the year 2020, please provide the unaudited financial statements for that year. Where the proforma indicates an operating deficit, provide an explanation of how you intend to cover the operating deficit together with confirmation that you have the authority to leverage these funds towards the viability of the proposed projects. For applications from Indigenous organizations, financial information which has been provided to Indigenous Services Canada can act as an alternative to financial statements.
- Description of program support offered to tenants. In the case a third-party service provider is involved, a letter of intent or final executed agreement confirming the types of support that will be provided on site for the targeted tenants and source of funding for programming.
- Capital Funding: Please detail the source of all capital contributions, including in-kind contributions, grants, forgivable loans and waiver of development charges and fees and ensure each source is eligible.
- Evidence of other support provided by another level of government or partner (e.g., expedited approvals).

☐ **Confirmation that land is secured (owned /leased or upcoming purchase):**

If the acquisition of the land or building is a recent or upcoming purchase, lease or donation:

- Copy of all lease agreements, in draft or in final form as applicable. Subleases are not eligible. Leases must meet CMHC's requirements as a condition of funding. Please discuss with your CMHC Specialist for more information.
- Evidence of land donation (if applicable).
- Copy of purchase and sale agreement, including purchase price, name of the buyer and seller, closing date, and relevant selling details (if applicable).

If the land is already owned:

- The property identification number
- A recent property tax statement

☐ **Approved Zoning:**

- Confirmation from the municipality that zoning is compatible with the proposed development/ project. If zoning is not compatible with the intended project, provide a timeline for approval based on the development approval process for the municipality.

Considerations for On-Reserve projects for non-governing entity:

- In-lieu of documentation demonstrating that the project is appropriately zoned, a land status report issued by ISC can satisfy part of this requirement.
- Copy of the land lease agreement (if applicable).

☐ **Municipal approvals: (if available)**

- Copy of site plan agreement (if applicable).
- Copy of building permits (if available).
- Where the site plan agreement and permitting is not yet available, provide a timeline for approval based on the development approval process for the municipality.

☐ **Cost estimates for the project:**

- Cost estimates equivalent to a Class C Quantity Surveyor report from an independent qualified professional (e.g., Quantity Surveyor, architect, engineer) including an appropriate contingency based on current market conditions.

☐ **Copy of any registered encumbrances or agreements on title**

☐ **Environmental Site Assessment:**

- Phase 1 environmental site assessment (if available), and Phase 2 environmental site assessment (if applicable), Record of Site Condition application (if applicable), Phase 3 environmental site assessment (if applicable), risk assessment (if applicable), and confirmation of site remediation (if applicable). Hazardous Materials Studies may also be applicable for rehabilitations and conversions.

☐ **Confirmation of Accessibility:**

- For New Construction, a confirmation from the manufacturer or architect/builder that it can design and build the desired number of accessible units and will, if contracted to do so by the proponent, deliver the units within the proposed timeframe. The confirmation must note the percentage of accessible units which exceed the accessibility requirements of the local jurisdiction.

☐ **Confirmation of Energy Efficiency:**

- For modular construction, provide confirmation from the modular manufacturer that it can design and build the building at the committed level of energy efficiency and will, if contracted to do so by the proponent, deliver a building that meets the desired level of energy efficiency relative to the 2015 NECB.
- For traditional construction, provide an in-depth study of the energy consumption for the whole building and by major end use (space heating, hot water, lighting, ventilation equipment, cooling systems, etc.) by a qualified professional that conducts energy modelling analyses (e.g., Professional Engineer, Certified Engineering Technologist, Certified Energy Manager and or Registered Architect or Energy Advisor with Natural Resources Canada) using energy modelling software that has been independently verified to be compliant with ASHRAE Standard 140.

FIRST ADVANCE STAGE

☐ **Quantity Surveyor Class A Report:**

- Provide confirmation to CMHC of the project budget (hard costs, soft costs, etc., including an appropriate contingency based on current market conditions), project cash flow, and project funding sources. These are to be updated regularly and provided to CMHC to demonstrate costs incurred versus cost-to-complete, cost-to-date reconciliation, committed costs, construction schedule (and rationale for any deviations from the initial schedule), contingency budget details, use of funds, etc.
- Consider the necessity for labour and material, or performance bonds.
- Include development and compliance documentation such as zoning, permits, agreements, legal survey etc.
- Include details of all insurance policies in place during construction as per CMHC's insurance requirement.
- Updated report, provided prior to each advance.

A QS report is required for the total duration of construction. It should be updated regularly and provided to CMHC (as with each advance request.)

Completion of all other conditions precedent to funding in favour of CMHC, as listed in the executed contribution agreement.

For the avoidance of doubt, professional reports are to be prepared by independent, arms-length professionals holding a current, industry recognized designation in their field, and be in good standing with their governing body, unless prior approved by CMHC as such:

- Not more than 12 months old (18 months for Environmental Site Assessment Report) from the date of the Rapid Housing application.
- For CMHC or accompanied by a reliance/transmittal letter from the author acknowledging that CMHC will be relying on the report for funding purposes.
- With a copy of professional liability (Errors and Omissions) insurance of dollar value as required by CMHC and with no conditions.

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