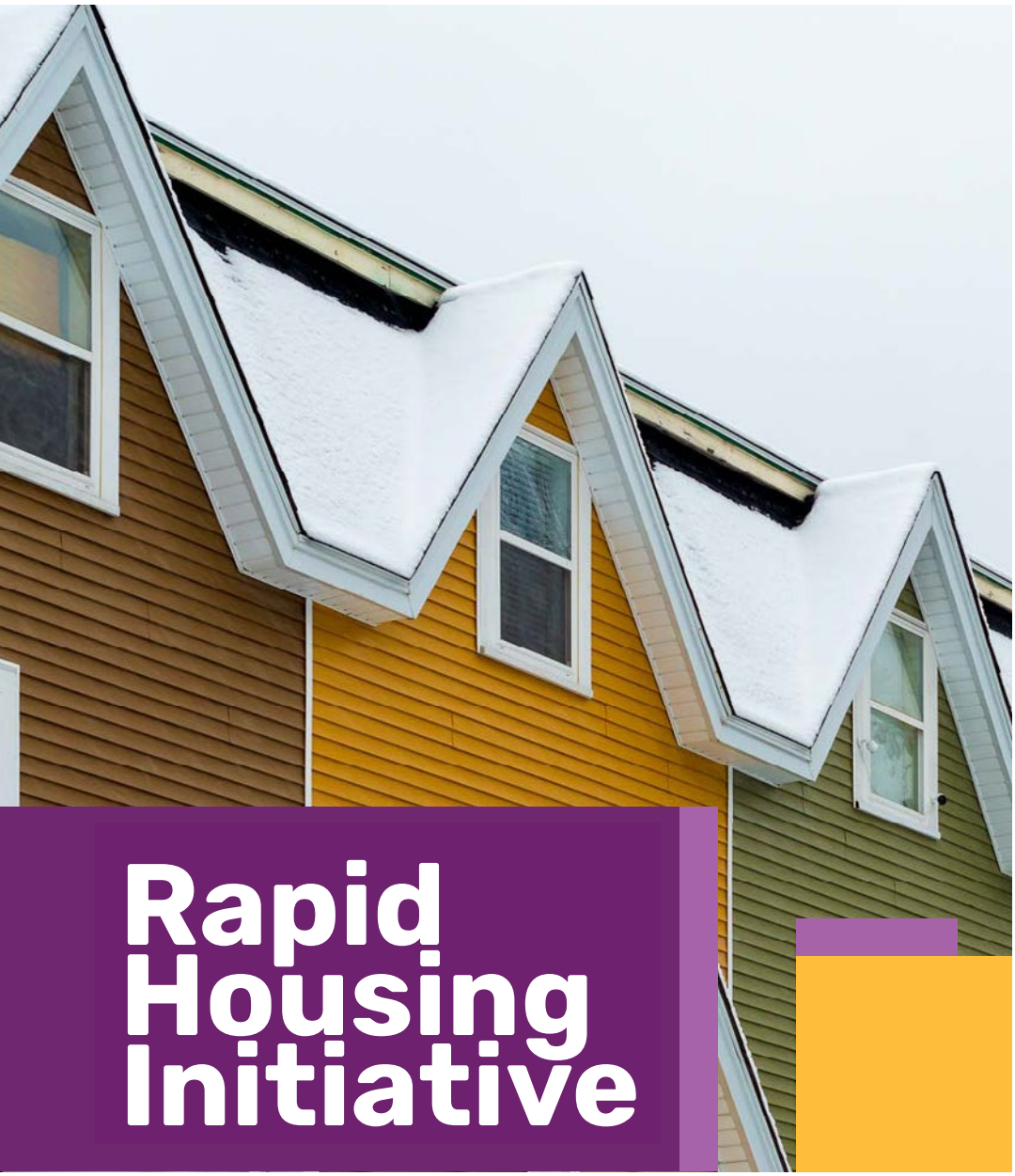
NATIONAL HOUSING STRATEGY

DOCUMENTATION REQUIREMENTS
RHI 3 Projects Stream







Rapid Housing Initiative

Canada

CMHC SCHL

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DOCUMENTATION REQUIREMENTS

This Documentation Requirements List applies to the Projects Stream only. If you have received a funding allocation under the Cities Stream, please contact your CMHC Housing Solutions Specialist directly.

All applicants should review the following documents before preparing an application:

- Product Highlight Sheet
- Documentation Requirements List
- Applicant Guide

The following CMHC documents will be available for download once the application window opens:

- CMHC Integrity Declaration (Required for all Projects Stream applications)
- RHI Construction and Development Schedule (Required for all Projects Stream applications)
- Vendor Information Form

Please ensure you have an assigned CMHC Housing Solutions Specialist to support you during the RHI application process

Links to the documents listed above are available at **cmhc.ca/RapidHousing**

CMHC may request documentation in addition to the items outlined in this document. Applicants are responsible for ensuring that their application is complete and accurate with all information required to assess the proposed project for potential RHI funding. All required documentation must be submitted as part of the online CMHC Portal application before the application window has closed. Incomplete applications and those received after the application window closes (11:59pm Eastern Time), will not be accepted.

GOVERNMENT APPLICANTS

All provinces, territories, municipalities, Indigenous governing bodies and organizations which are wholly owned by a level of government[1], are required to submit the following documents with their application:

☐ **CMHC Integrity Declaration**

All applicants must provide a newly signed CMHC Integrity Declaration, even if one has been provided for another CMHC program or a previous round of RHI.

☐ **RHI Construction and Development Schedule**

The CMHC RHI Construction and Development Schedule template must be completed.

Please ensure all required milestone dates have been entered in full.

This is your detailed plan describing how the project will be completed within the proposed timeline. Please note that failure to clearly demonstrate the start of the construction, required milestone dates, date of 25% occupancy, completion date, and that of the final occupancy permit may result in the application being declined or withdrawn.

Please note that dates provided in the schedule will be used to confirm the scoring of the application and will form part of the contractual obligations.

☐ **Vendor Information Form**

While vendor information is not required before the application window has closed, if the project is selected it will allow funds to be advanced as soon as possible.

If the existing property is occupied, additional documentation may be required. For more information, please discuss with your CMHC Housing Solutions Specialist.

[1] A Non-Profit organization where the majority stakeholder is another level of government, including an Indigenous government, and/or is backstopped by this level of government.

NON-PROFIT APPLICANTS

All non-profits and organizations which are not wholly owned by another level of government are required to submit the following documents with their application:

☐ **CMHC Integrity Declaration**

All applicants must provide a newly signed CMHC Integrity Declaration, even if one has been provided for another CMHC program or a previous round of RHI.

☐ **Housing Operational Experience**

Applicants must demonstrate a minimum of five (5) years' experience operating housing projects of similar type, size, and with similar tenancy. CMHC reserves the right to determine if tenancy is considered similar.

Applicants must provide a list and summary of existing projects that form part of their current portfolio which includes number of units, location, type of tenancy, and years of operation.

☐ **Property Management Experience**

Applicants must demonstrate a minimum of five (5) years property management experience, managing projects of similar size and scope in the same market.

Applicants must provide a list and summary of existing projects that form part of their current portfolio which includes number of units, location, type of tenancy, and number of years managing the property.

CMHC will allow applicants to enter into a formal property management contract with a professional third party to oversee the maintenance of the assets. The third party must be able to demonstrate the experience indicated above.

Non-profit applicants cannot select an intermediary.

Head leases are not permitted.

☐ **Construction and Development Experience**

Applicants must identify their construction company, general contractor, modular company, and/or modular manufacturer, as applicable.

To demonstrate experience, applicants must provide a list and summary of previous projects completed by their designated contractor to confirm a minimum of five (5) years' demonstrated experience building projects of similar type, size, and in the same market. Please indicate when each project was started/completed and confirm whether they were completed on time and on budget.

If modular construction, the modular company/manufacturer must confirm the number of years in operation and whether they have the capacity to complete the project within the timelines proposed in the application. To demonstrate experience, include a list and summary of projects of similar size and scope in the subject market built in the last five (5) years, and confirm whether they encountered any delays/cost overruns and how those issues were managed/resolved.

☐ **Company Ownership**

Applicants must provide all of the documents listed below, as applicable.

Articles of incorporation including all supporting documentation, such as, but not limited to business name registration, articles of organization, etc. Documentation must show that the non-profit has been registered and operational for a minimum of five (5) years to be eligible.

Letters patent, Bylaws, and any applicable shareholders' agreements.

Detailed information about the entity's ownership structure, which includes full organizational chart, names of all registered and beneficial owners and percentage of ownership (as applicable).

☐ **Financial Statements**

Applicants must provide audited financial statements for the last four (4) years.

☐ **Identification of Operational, Programming and Other Support (Operating Subsidies)**

Applicants must provide a summary description of the support offered to tenants and include confirmation of the project's long-term viability with appropriate subsidies as per item(s) listed below:

- Confirmation in writing from another level of government (Province/Territory/Municipality/ Indigenous government), that operating subsidies have been secured. This document must include duration of funding for a specific number of years, the types of operating support/ wrap-around services being provided and must identify any conditions to the funding. Approval of RHI funding is the only permitted condition.
- Applicants that have not provided confirmation that subsidies (for both operating and/or supports/wrap-around services, as applicable) are secured for a minimum of 15 years from another level of government, must confirm they are able to self-subsidize any deficiencies.

☐ **RHI Proforma**

Applicants are required to submit an RHI Proforma indicating the proposed rents on a per unit basis. Proposed rents must meet RHI's affordability definition.

While all non-profits are required to submit the proposed rents, those who are self-subsidizing the viability of the project or where confirmed subsidies from another level of government for operating/programing/wrap around services are confirmed for less than 15 years must fully complete the RHI Proforma section(s) specific to the income, expenses (inclusive of vacancy), and resulting net operating income.

Applicants that are self-subsidizing or where subsidies are confirmed for less than 15 years, must demonstrate, through their financial statements, their ability to maintain the long-term viability of the project through their existing sources.

Please discuss with your Housing Solutions Specialist for further information and to obtain the RHI Proforma template.

☐ **Identification of Capital Funding**

Applicants must provide details on the source of all capital contributions being made to the project, including in-kind contributions, grants, forgivable loans, and waiver of development charges and fees.

Identified sources must be supported by written confirmation of unconditional approval (approval of RHI funding is the only permitted condition). The confirmation may be a letter or the executed agreement from the grantor of the funding source or waiver. Applications identified to have funding gaps will be ineligible.

Repayable loans are not eligible sources of funding or contribution under RHI.

☐ **RHI Construction and Development Schedule**

The CMHC RHI Construction and Development Schedule template must be completed.

Milestone dates and supporting comments entered must correspond with the level of readiness presented in your application and supporting documentation. Please ensure all required milestone dates have been entered in full.

This is your detailed plan describing how the project will be completed within the proposed timeline. Please note that failure to clearly demonstrate the start of the construction, required milestone dates, date of 25% occupancy, completion date, and date of the final occupancy permit may result in the application being declined or withdrawn.

Please note that dates provided in the schedule will be used to confirm the scoring of the application and will form part of the contractual obligations.

☐ **Confirmation that land is secured**

If the land is already owned:

- The property identification number (PID)
- A recent property tax statement
- If recent purchase, provide copy of agreement of purchase and sale

If the acquisition of the land/building is an upcoming purchase:

- Copy of agreement of purchase and sale which includes purchase price, name of the buyer and seller, closing date, and relevant selling details and conditions (approval of RHI funding is the only permitted condition). Please ensure the closing date allows for enough time for an RHI Contribution Agreement to be executed. The closing date must not interfere with the ability to deliver units within the completion timeline. The agreement of purchase and sale must be effective and enforceable to be eligible for prioritization scoring.

If the acquisition of the land/building is a lease:

- Copy of the lease in draft or in final form (as applicable) must be included with the application. The lease must be effective and enforceable to be eligible for prioritization scoring.
- Land owned by a private entity and leased to an applicant applying to RHI is not eligible.
- Subleases are not eligible.

Leases must meet CMHC's Leasehold Requirements. Please discuss with your CMHC Housing Solutions Specialist for more information.

If the acquisition of the land/building is a donation:

- Evidence of land donation must be either a letter confirming the donation is fully and unconditionally approved (approval of RHI funding is the only permitted condition) or an effective and enforceable agreement confirming the donation.

If the existing property is occupied, additional documentation may be required. Please discuss with your CMHC Housing Solutions Specialist for more information.

☐ **Registered Encumbrances or Agreements on Title**

Applicants must provide copies of any registered encumbrances or agreements on title:

- Repayable loans or debts registered on the title are not eligible.
- Non-repayable or forgivable loans registered on title by a level of government may be acceptable at CMHC's discretion.
- Non-financial instruments such as utility easements and rights of ways may be acceptable at CMHC's discretion.

☐ **Approved Zoning**

Applicants must provide confirmation that they have the appropriate zoning for the proposed project. Otherwise, provide confirmation from the municipality of the expected timelines for rezoning. Rezoning timelines must be considered in the RHI Construction and Development Schedule (dates/comments).

For projects on Indigenous lands, please provide:

- A land status confirmation issued by Indigenous Services Canada (ISC) or other land registry.
- A copy of the land lease agreement (if applicable).

☐ **Municipal Approvals**

Copy of site plan (provided the milestone has been met in the RHI Construction and Development Schedule)

Copy of building permits (provided the milestone has been met in the RHI Construction and Development Schedule)

Where the site plan and building permits are not yet available, indicate which approvals remain and how this impacts completion. Timelines must be considered in the RHI Construction and Development Schedule (dates/comments).

☐ **Cost Estimates**

Applicants must provide a Class B Cost Estimate or higher (Class A), prepared by an independent Professional Quantity Surveyor (PQS designation) which includes PQS review on the appropriateness of the contingency allowance (based on current market conditions).

The RHI Construction and Development Schedule must align with the class of the Cost Estimate. For example, a Class B Cost Estimate would indicate that the project is further away from shovel readiness than a Class A Cost Estimate.

☐ **Environmental Site Assessment / Hazardous Materials Study**

Applicants must provide a recent Phase I Environmental Site Assessment (and Phase II/III as applicable) to support the level of project readiness indicated in the RHI Construction and Development Schedule.

Provide Record of Site Condition application, risk assessment, and confirmation of site remediation (as applicable).

Provide Hazardous Materials Studies for rehabilitations and conversions (as applicable).

☐ **Confirmation of Energy Efficiency**

New construction projects only where prioritization scoring has been selected for exceeding the National Energy Building Code for Buildings as follows:

- 2017 National Energy Code for Buildings (NECB) for Part 3 buildings (applies to buildings larger than 600m^2 in total area or greater than 3 stories in height)
- or 2015 National Building Code (NBC) for Part 9 buildings (applies to buildings less than 600m^2 in total and 3 stories or less in height)

Traditional construction applicants must provide a modeling report of the energy consumption for the whole building and by major component 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.

Modular construction applicants must provide confirmation from the modular manufacturer that if contracted to do so by the applicant, they will design, construct, and deliver the building at the committed level of energy efficiency.

☐ **Confirmation of Accessibility**

New construction projects only where prioritization scoring has been selected for exceeding accessibility requirements.

Applicants must confirm the minimum building code requirement for the municipality or jurisdiction where the project is located. This can be achieved by providing written confirmation from the municipality directly, or by an accredited independent third-party professional (such as an architect or engineer).

Traditional construction applicants must provide detailed confirmation from an accredited independent third-party professional that their project will be constructed to meet the committed level of accessibility.

Modular construction applicants must provide detailed confirmation from the modular manufacturer that they will design and construct the building at the committed level of accessibility.

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 previously approved by CMHC;
- Not more than 12 months old (18 months for Environmental Site Assessment Report);
- Prepared for CMHC or accompanied by reliance/transmittal letter from the author acknowledging that CMHC will be relying on the report for funding purposes;
- Copy of professional liability (Errors and Omissions) insurance of dollar value as required by CMHC and with no conditions.

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