

# Seed Funding Application – Required Documentation Listing

## Section 1

### Mandatory Documentation Checklist

Please note: If you cannot provide any of the mandatory documents required in Section 1 of this checklist, you must provide comments/explanations for each missing document. You must also provide any other proof or documents you have available to satisfy the requirement.

Information Requested	Documents/Reports Required (Mandatory)	Description of Documentation
Proponent Organization	<ul style="list-style-type: none"><li>Integrity Declaration (PDF)</li><li>Proof of Incorporation</li><li>Copies of any consultant or agent agreements (if applicable)</li></ul>	<ul style="list-style-type: none"><li>Declaration of Integrity form signed by the signing authorities from the proponent's organization.</li><li>Any document demonstrating the recipient/borrower is duly incorporated, organized, established and validly existing under the laws of its jurisdiction of incorporation, operation and organization, as the case may be.</li><li>Articles of incorporation, registration, band council resolution or any documentation that confirms your organization's legal status.</li><li>To demonstrate due authorization if you are making the application on behalf of a person or entity intending to apply for Seed Funding.<sup>1</sup></li></ul>

<sup>1</sup> CMHC reserves the right to review any consultant or agent agreement in connection with an application for funding, and decline an application due to unusual or non-market remuneration volumes or structures.

Information Requested	Documents/Reports Required (Mandatory)	Description of Documentation
Preliminary Financial Feasibility	<ul style="list-style-type: none"> <li>CMHC Viability Assessment (XLSX)</li> </ul>	<p>Proponent should provide the following information in the Viability Assessment spreadsheet:</p> <ul style="list-style-type: none"> <li>Proposed number of units, number of affordable units and square footage based on unit types.</li> <li>Proposed rents and determination of affordability (current rent roll and affordability for conversion/renovation projects). <ul style="list-style-type: none"> <li>If Median Market Rent (MMR) is selected to determine affordability, proponent should visit the CMHC Housing Market Information Portal and select the proper MMR data from the Survey Zone where the property is located.</li> <li>If another affordability criteria is selected to determine affordability, proponent should provide sufficient explanation and/or documentation that supports the proposed level of affordability.</li> </ul> </li> <li>Project budget and uses of funds.</li> <li>Identification of sources of funds.</li> <li>Project proforma and financial feasibility (actual project income and expenses for conversion/renovation projects).</li> </ul>
Financial Profile	<ul style="list-style-type: none"> <li>Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>Audited Financial statements for the last 3 consecutive years or since the beginning of your operation (whichever is less).</li> </ul>
Land Details	<ul style="list-style-type: none"> <li>Land status OR Proof of ownership, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Offer to purchase, option to purchase and/or property assessment notice.</li> <li>Copy of ownership details.</li> <li>Copy of purchase and sale agreement (if applicable).</li> <li>Copy of lease or lease agreement (if applicable).</li> <li>Copy of all registered documents and encumbrances or agreements on title (if applicable).</li> </ul>

# Section 2

## Supporting Documentation Checklist

Please note: The following supporting documentation are not mandatory requirements, however, if provided will strengthen an application. Any additional supporting documentation provided above the mandatory minimum documents that demonstrate the readiness, feasibility, or progress of the project strengthens the likelihood of application approval and eligible funding.

Information Requested	Documents/ Reports Required	Description of Documentation
Proponent Experience	<ul style="list-style-type: none"> <li>Proponent Organization and Development team's relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Housing development experience, including a brief description of projects completed and/or underway (including location, tenancy [target population, that is, seniors, families, etc.], date of construction and completion [including primary sources of capital and service financing]). Include the last three projects minimum (as applicable).</li> <li>Affordable housing experience, including any vocational service experience and activities (identifying target populations, number of people served and sources of funding).</li> <li>Property management experience (if self-managed) or property management firms used. Describe the types of housing and size of portfolio managed (as applicable).</li> <li>Determine if one or more projects were successfully completed with Seed Funding in the past. If so, provide the CMHC account number(s) for the previous applications.</li> </ul>
Need and Demand	<ul style="list-style-type: none"> <li>Determination of Need and Demand</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that supports the need and demand for the proposed type of project.</li> <li>Can be confirmed through community housing plans, market studies/reports, need and demand analysis, existing housing waiting lists for the proposed project type, or as determined within a municipal, provincial or First Nation housing plan.</li> </ul>
Affordability	<ul style="list-style-type: none"> <li>Determination of Affordability (if MMR is not used to determine affordability)</li> </ul>	<ul style="list-style-type: none"> <li>Provide narrative description and documentation that support your proposed level of affordability.</li> <li>Example of support: Confirmation from the Municipality/Province/Territory that the project meets their affordable housing criteria.</li> </ul>
Funding Sources	<ul style="list-style-type: none"> <li>Confirmation of Funding Sources</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation/letters of support for all financing sources, including but not limited to equity (land equity), mortgages, loans (repayable and forgivable loans), grants and waivers of development charges (if applicable).</li> </ul>
Land Readiness	<ul style="list-style-type: none"> <li>Re-zoning and Environmental Site Assessment (if available)</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation on the current status of the zoning of the property.</li> <li>Copy of Environmental Site Assessment Reports.</li> </ul>

Information Requested	Documents/ Reports Required	Description of Documentation
Accessibility & Environmental Efficiency	<ul style="list-style-type: none"> <li>Accessibility and Environmental Efficiency targets</li> </ul>	<ul style="list-style-type: none"> <li>Description of accessibility and environmental efficiency targets.</li> <li>Description of existing accessibility features and proposed improvements to accessibility features and environmental efficiency targets (for conversion/ renovation projects).</li> </ul>
Priority Groups & Onsite Support	<ul style="list-style-type: none"> <li>Identification of Priority Groups and Onsite Support Services</li> </ul>	<ul style="list-style-type: none"> <li>Description of how the project intends to support the needs of the targeted priority groups, and the planned number of dedicated units/beds (if applicable).</li> <li>Description of how the integrated on-site support services will be provided to meet the needs of the targeted priority groups (if applicable).</li> </ul>
Security Details	<ul style="list-style-type: none"> <li>Security details and Lawyer contact information (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Security details and lawyer contact information (this information is not required as part of the initial submission, however, proponent must submit this information if security is required by CMHC for loan registration).</li> </ul>

**Please note:** We may require additional information about your project. Failure to provide any required information in connection with your application (including within deadlines that may be specified by, or on behalf of, CMHC) may cause your application to be withdrawn.

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