

Application – Shelter Initiative for Indigenous Women and Children

I - Applicant Information

General

1.1 Applicant/organization name		1.2 Legal entity type <i>The type of organizational structure and the ownership of the entity.</i>	
1.3 Applicant contact name		1.4 Indigenous community name <i>If applicable, indicate the community name of the applicant/organization.</i>	
1.5 Preferred language of correspondence English French			
E-mail	Business phone number	Mobile phone number	

Office address

1.6 Indicate the office address of the applicant community or organization.

Street number and name		Street type	Street direction	Unit
City	Province/Territory		Postal Code	

Other contacts with access to this application

1.7 Indicate the contact information for individuals who can speak on behalf of the applicant community or organization.

Contact name and title	E-mail	Business phone number

Number of units and beds

A “unit” is one hostel room, regardless of the number of beds in the room, that shares kitchen and/or bathroom facilities with other hostel rooms in the shelter.
 A “bed” is an individual bed in a shelter program that supports overnight sleeping accommodations.
 To be considered eligible under this program, a unit or bed must accommodate a person escaping family violence.

3.4 Number of eligible units in the project:

3.5 Number of projected eligible beds in the project:

Land readiness—new construction

3.6 For projects on purchased or leased land, what is the status of the acquisition of land?

Building readiness—for new construction projects only

3.7 Is a development permit required to build the property?
 Yes No

If Yes, what is the development permit status on the property?

3.8 Have you commenced the building permit process?

3.9 Has your site plan been approved?

Building readiness—for acquisition or conversion of existing property only

3.10 What is the age of the building?

3.11 What is the status of the building acquisition?

3.12 Have you obtained an “as-built/improved” appraisal (less than 12 months old)?

3.13 What is the “as-built/improved” value?

4 - Project Details *(Answer all questions for which information is known at the time of application. Otherwise, leave blank.)*

Experience with shelters

4.1 Indicate how many years of experience you, or members of the community or organization, have with shelter projects or similar projects (e.g. homeless emergency shelter, youth shelter or other).

Experience with the construction and/or management of shelters or similar projects				
Indicate type of project:	Years of experience		Number of units or beds	
	Construction:	Management:	Units:	Beds:
	Construction:	Management:	Units:	Beds:
	Construction:	Management:	Units:	Beds:

If available, please provide with your application package, the most recent financial statements related to these projects.
 In the absence of prior experience with the construction and/or management of shelters or similar projects, please describe below your plan and measures to address this gap, OR attach to this application a document with this information.

Experience with federal or provincial/territorial funding programs for housing or infrastructure projects

4.2 In the past, did your community or organization receive funding (grants, contributions or others) for housing or infrastructure projects from the Government of Canada or from provinces or territories?

Yes No

If Yes, please complete the list. *Note: The list may be used to verify previous experience.*

Name of department and funding program must be filled by applicant	
Name of department:	Name of funding program:
Contact:	Project start date:
Title:	Project end date:
Telephone no.:	Amount: \$
E-mail address:	Project title:

Name of department and funding program must be filled by applicant	
Name of department:	Name of funding program:
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Contact:	Project start date:
Title:	Project end date:
Telephone no.:	Amount: \$
E-mail address:	Project title:

Energy efficiency

The proposed project must have a minimum 25% reduction in energy consumption as compared to the 2015 National Building Code of Canada or the 2015 National Energy code of Canada for Buildings. If the proposed project is for the conversion of an existing building, it must have a minimum 25% reduction in energy consumption relative to past performance levels.

4.3 Will your project meet the energy efficiency requirement?

Yes No

For projects where it is not feasible to meet the energy efficiency requirement, flexibility may be considered. A rationale must be provided below to seek consideration for the application of this flexibility.

Accessibility

The proposed project must have:

Option 1) 20% of units meeting accessibility standards and barrier-free common areas; or,

Option 2) full universal design.

4.4 Will your project meet the accessibility criteria?

Yes No

For projects where it is not feasible to meet the accessibility requirement, flexibility may be considered. A rationale must be provided below to seek consideration for the application of this flexibility.

Safety

4.5 Will your project include measures to ensure the confidentiality, the physical safety and security of occupants?

Yes No

If No, please provide a rationale:

If Yes, please provide details of the planned measures:

Partners

4.6 Are there any partners, collaborators or funding sources associated with your project (other than CMHC and ISC)?

Yes No

If Yes, how many collaborators/partners are associated with your project?

4.7 Provide the name of the collaborator/partner organization:	4.8 What is the type of collaborator/partner organization?	4.9 What is the purpose of the collaboration, commitment or funding?	4.10 What is the type of the collaboration, commitment or funding toward the project?

Supplementary services

4.11 Will there be supporting services or programs, provided by the shelter or by external sources (child care, employment counselling, Indigenous cultural programs, etc.)?

Yes No

4.12 If Yes, describe the type of supporting services and programs that will be available to occupants.

5 - Checklist and Required Documentation

In order to be considered for financial assistance, proposed shelter projects must include supporting documentation outlined in this checklist.

Completed application form

Completed financial worksheet in Appendix A

Letter of support from appropriate authorities (Indigenous Government or another level of government if applicable)

Demonstrated evidence of need for the project

Project development plan with supporting documents if available at the time of application:

- Copy of preliminary plans and specifications
- Consulting contract estimates (architecture, legal, etc.)
- Offer to purchase
- Construction schedule

The above constitutes an initial application package in support of the expression of interest. If additional documentation is available at the time of the initial application, please include it as part of this initial application package.

Selected proponents will be required to submit a final application package online, which includes additional documents (listed in Appendix B), prior to receiving final approval or commitment.

For assistance in preparing the initial and final application packages, please contact your CMHC specialist. Financial assistance may be available to help cover costs associated with carrying out the pre-development activities and obtaining the documentation required for the application packages. For more information, you can also consult the CMHC website at <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/funding-opportunities/seed-funding>.

6 - Terms and Conditions

I/We understand and acknowledge that the following terms and conditions shall apply to this application and, if financial assistance is approved, to any loan.

1. CMHC and/or its authorized representatives or agents may carry out all necessary enquiries for the purpose of confirming the information provided in this application form and may review any relevant assets and liabilities, and any financial or credit information. For greater certainty, I/we authorize CMHC to conduct a credit check against the applicant/organization, and I/we confirm that I/we have the authority to approve such credit checks on behalf of the applicant/organization.
2. Assistance is in the form of a forgivable loan and is based on eligible capital costs as defined in Appendix A—Financial Worksheet.
3. The entire amount of the forgivable loan, if approved, may only be used to pay eligible capital costs for the property identified in Section 3 of this application form.
4. The forgivable loan will be subject to the terms and conditions set out in the CMHC loan commitment letter and any loan-related documentation (letter of intention, term sheet, loan/operating agreement) and any security documentation related to the security (including an MLG, if applicable).
5. ISC and CMHC are under no obligation to enter into a loan agreement as a result of this invitation to submit an application.
6. ISC and CMHC reserve the right to:
 - reject any or all funding requests received in response to this invitation to submit an application;
 - accept any funding request in whole or in part; and
 - cancel and/or re-issue this invitation to submit an application.
7. ISC and CMHC will not reimburse an applicant for costs incurred in the preparation and/or submission of a funding request in response to this invitation to submit an application.
8. In the event that any terms and conditions of the loan are not met, or that a false declaration is knowingly made, ISC and CMHC shall have the right to cancel the approval, without notice to the applicant, and recover any paid funds (plus interest) from the applicant.
9. The applicant and its affiliates must not have not been found to be in breach or violation of any agreement or other arrangement with CMHC, under any of its prior or existing programs.
10. Access to information and Privacy Statement. Where Personal Information is collected, the collection, use and disclosure of the Personal Information shall be in accordance with the federal *Privacy Act*. Personal Information collected by CMHC for the purpose of the New Emergency Shelter Program can be found in their Info Source Publication on their [website](#) under Personal Information Bank number CMHC PPU 035. The *Privacy Act* provides individuals with a right to access their Personal Information that is under the control of ISC or CMHC, to request corrections of their Personal Information and to file a complaint to the Privacy Commissioner of Canada regarding ISC or CMHC's handling of Personal Information. Please direct any questions, comments, concerns, requests for Personal Information or complaints to CMHC's Access to Information and Privacy Office to their mailbox ATIP-AIPRP@cmhc.ca or visit our website at <https://www.cmhc-schl.gc.ca/en/about-cmhc/corporate-reporting/transparency/access-to-information-and-privacy-protection> or to ISC's Access to Information and Privacy Office at <https://www.aadnc-aandc.gc.ca/eng/1100100010871/1360682361322>

Other terms and conditions under the Shelter Enhancement Program, the National Housing Co-Investment Fund or the Family Violence Prevention Program may apply.

7 - Declaration

I/We hereby confirm that, to the best of my/our knowledge, the information provided is complete, accurate and correct and that, if any of the information changes or becomes inaccurate, I/we shall promptly notify CMHC.

Property owner(s)/Proponent (the "Applicant"): I/We hereby confirm that I am / we are the owner(s) of the property and no other person is an owner.

I/We authorize a property review when required, on the understanding that any reviews conducted by CMHC and/or its authorized representatives are for internal administrative purposes only and provide no guarantee or assurance of compliance with any applicable building codes or standards.

I/We have read, understood and agree to the terms and conditions listed above and accept that they shall apply upon the submission of this application.

Applicant name	Title
Date	Signature

I/We have authority to bind the Applicant

Appendix A – Financial Worksheet

Submit this worksheet with your application.

Project Information			
Name of project	Name of applicant		
		Internal Use	
Estimated Capital Costs and Proposed Financing	Applicant's Estimate	Revised Estimate	Agreed Cost
Acquisition and Servicing Costs			
1. Purchase price (land for new construction)			
2. Off-site servicing			
3. Total serviced site costs (line 1 + line 2)			
Miscellaneous and Acquisition Costs			
4. Legal services fee (for land acquisition)			
5. Survey, title and recording fee			
6. Imposts and levies			
7. Other (specify)			
8. Subtotal (add lines 3 to 7)			
Fees and Charges			
9. Interest on interim financing _____ mos. @ _____ % x \$ _____			
10. Taxes during construction			
11. Insurance during construction			
12. Utilities during construction			
13. Architect and consultant fees (attach breakdown)			
14. Legal charges (other than for land acquisition)			
15. Organization expenses (attach breakdown)			
16. Audit charges			
17. Lender's fees on non-CMHC financing			
18. Other (specify)			
19. Subtotal (add lines 9 to 18)			
Building and Landscaping Costs			
20. Building construction costs (purchase price, if an existing building)			
21. Rehabilitation or conversion costs			
22. Stoves, refrigerators, laundry equipment			
23. Other kitchen equipment			
24. Hard furnishings (attach details)			
25. Landscaping			
26. On-site servicing			
27. Other (excluding soft furnishings and supplies)			
28. Subtotal (add lines 20 to 27)			
29. Contingency			
30. Total shelter capital cost (add lines 8, 19, 28 and 29)			
31. Less: Land equity			
32. Less: Cash equity			
33. Less: Municipal grant			

Estimated Capital Costs and Proposed Financing			Applicant's Estimate	Revised Estimate	Agreed Cost
34. Less: Provincial grant					
35. Less: Other grants from partners (specify)					
36. Less: Any forgivable loan (specify)					
37. Less: Other (specify)					
38. Federal contribution required (line 30 minus lines 31 to 37)					
Annual Operating Expenses and Revenues					
39. Staff Salaries and Benefits					
Nbr.	Position	\$ annual/person			
40. Professional fees (including translation)					
41. Honoraria					
42. Staff and development training					
43. Appliances, furniture and equipment (not covered under capital costs)					
44. Resident Expenses (e.g. food, bedding, towels, soaps, personal incidentals, transportation to and from shelter) 365 days x \$ _____ expenses x _____ nbr residents					
45. Supplies (e.g. cleaning, linen, personal protection equipment)					
46. Property taxes (excluding water and sewer)					
47. Insurance—fire, liability, etc.					
48. Maintenance (e.g. repairs, painting, landscaping, other)					
49. Replacement reserve					
50. Utilities (i.e. heating, light and power, garbage, snow removal, water and sewer)					
51. Computer, IT services, internet access, softwares					
52. Security (e.g. fences, cameras, file cabinets)					
53. Other operating costs (e.g. client needs assessments, library and resources, off hour emergency services, etc.)					
54. Administration—audit					
55. Administrative costs (for the management of the agreement)					
56. Total expenses (lines 39 to 55)					
Potential Annual Revenue					
57. Provincial assistance: \$ _____ per day for _____ persons x 365 days					
58. Donations and fundraising and/or funding sources from partners and collaborators.					
Federal Contribution Required					
59. Lines 56 minus lines 57 to 58					

Check the Appropriate Box

The activities listed above have not been previously funded under the *National Housing Act*.

The following activities have been previously funded under the *National Housing Act* (attach additional page if necessary):

Activity	Amount
Activity	Amount

List of Eligible and Ineligible Capital Costs and Operating Expenses

Eligible Capital Costs (CMHC)

CMHC will provide funding of up to 100% of a project's total eligible capital costs. These may include:

- land acquisition
- servicing the land (municipal services or independent)
- landscaping
- construction, acquisition and rehabilitation, or conversion
- children's play areas
- accessibility for persons with disabilities
- appropriate building security
- hard furnishings
- soft costs

Eligible Shelter Operating Costs (Indigenous Services Canada)

The Family Violence Prevention Program (FVPP) provides funding for the day-to-day operations of a network of shelters that provide services for Indigenous women and children who are escaping family violence in provinces and in Yukon. Through this initiative, the Family Violence Prevention Program will expand coverage of its operational funding to include two new shelters within the Territories.

In order for a funding recipient to receive funding for shelter operations from ISC, a shelter must be operating as a family violence shelter for women, children and families. These shelters should therefore not be operating as a temporary or long-term housing solution (e.g. for youth, elders, the homeless, community members). Funding for shelter operations is categorized according to primary and secondary core shelter operations. Primary core shelter operations outline the basic services and supports that shelters are required to provide. Secondary core shelter operations outline the additional services and supports that shelters may provide.

Eligible expenditures

- Salaries and employee benefits
- Professional fees (contracts)
- Honoraria for elders
- Domestic travel and transportation
- Meetings
- Hospitality
- Training and development
- Equipment
- Rent and utilities
- Translation and communications
- Materials and supplies
- Audits and evaluation
- Legal and banking fees
- Insurance
- Overhead administration costs
- Direct client costs
- Operations, minor maintenance, upgrading and repairs to facilities not exceeding \$50,000
- Crisis line
- Off-hour emergency services

Ineligible expenditures

- Purchase of capital assets with a market value above \$5,000 (unless pre-authorized in writing)
- International travel (unless pre-authorized in writing)
- Deficit recovery
- For-profit initiatives and investments
- Costs related to the purchase, ownership, and maintenance of vehicles
- Capital costs (except minor maintenance)

Appendix B – For the 12 selected proposals only

Documents required for the final approval and financial commitment

The 12 selected applicants will be required to submit a final application package prior to receiving final approval and commitment. Below is a list of documents that will be required at the time of this final application.

Proponent-related Documents

- **Ownership**

Proponent: The type of organizational structure and the ownership of the entity.

Property: Where the project is located in a province or territory other than Quebec. All registered and beneficial owners of the property must be identified.

Project-related Documents

- **Land and/or Property**

Copy of offer to purchase (if applicable)

Copy of purchase and sale agreement (if applicable)

Copy of lease agreement (if applicable)

Summary of all registered encumbrances or agreements on title (if applicable)

- **Project Budget**

Professional cost estimate

- **Consultant report confirming the following project components:**

Budget costs

Cash flow

Funding Sources

Use of funds

Fixed-price contracts

Zoning compliance (for the territories)

Construction schedule

- **Confirmation of Ministerial Loan Guarantee (MLG) or a form of security acceptable to CMHC for the totality of the forgivable loan.**

For information about the MLG process and guidelines, please consult the [Ministerial Loan Guarantee Reference Manual](#). For questions about MLGs, proponents should also contact their regional ISC officer: <https://www.sac-isc.gc.ca/eng/1100100016936/1534342668402>

- **Accessibility review and assessment confirming that the project will achieve its proposed accessibility requirements.**

- **Energy efficiency report or assessment confirming that the target level of energy efficiency will be attained.**

- **Environmental review requirements in accordance with the provincial and/or territorial authority having jurisdiction.**

- **Agreements with providers of ancillary services or programs (if applicable).**

- **Certificate of Building Code Compliance¹ (initial site inspection and plans/specifications review).**

¹ The construction and design of the proposed project must meet or exceed the requirements of the National Building Code of Canada (NBCC) or an accepted equivalent code.