

Application Guide



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About the Federal Lands Initiative

The Federal Lands Initiative (FLI) is a \$316.9-million fund that will support the transfer or leasing of surplus lands and buildings to eligible proponents at discounted to no cost for the development of affordable housing. The discount on the property will depend on the level of socio-economic and environmental outcomes to be achieved. Once transferred or leased, the property will be developed into affordable, sustainable, accessible and socially inclusive housing.

The Federal Lands Initiative will be led by Canada Mortgage and Housing Corporation (CMHC) with support from Public Services and Procurement Canada (PSPC), Housing, Infrastructure and Communities Canada (HICC), and Canada Lands Company (CLC).

Before Applying

Before you begin an application, ensure that your project meets the minimum requirements of the National Housing Strategy Federal Lands Initiative. These requirements on Affordability, Energy Efficiency, Accessibility and Financial Viability can be found on the [Federal Lands Initiative website](https://www.cmhc-schl.gc.ca/professionals/project-funding-and-mortgage-financing/funding-programs/all-funding-programs/federal-lands).¹

Please note that projects which exceed the minimum criteria will be prioritized and, if selected, will earn a greater discount on the value of the property being acquired or leased.

About the Application

This guide is designed to assist you in the completion of an application under the Federal Lands Initiative program, for both new construction and renewal of existing housing or non-residential buildings. The application form contains an extensive list of questions and will take several hours to complete. You can see your progress through the steps of the application at the top of each page.

All fields marked with a red asterisk (*) are required fields. All required fields on each page must be populated with accurate information before being permitted to move on to the next set of questions. If information for a required field is left blank or is in an improper format you will be prompted to enter or correct this information before being permitted to proceed to the next page.

As you move forward through the application, the completed pages will be saved automatically. Partially completed pages—those that are missing required fields—will not be saved. You may leave the application portal and return at a later time; your application progress will be saved.

You may navigate through the application using the links at the bottom of each page for the previous or next step. Please note that the application portal will time-out after 30 minutes of inactivity. Complete pages of the form will be saved, but if you have partially completed a page and the system times out, that page may not save.

Once your application is submitted, it will be time-stamped and locked. If you need to make changes or add additional information after this time, you will need to contact CMHC to have your file returned to you.

Contact

CMHC strongly recommends that you speak with a Housing Solutions Specialist about your project prior to submitting an application. You can speak to a CMHC Specialist at any time— even when you are just starting to plan your project. They can help you understand the program, clarify the minimum requirements and prioritization process, and assist you with completing an application. To find a Specialist near you, visit: www.cmhc.ca/contactahc.

¹ <https://www.cmhc-schl.gc.ca/professionals/project-funding-and-mortgage-financing/funding-programs/all-funding-programs/federal-lands>

GETTING STARTED

Before you start your application, there are some documents and/or information you will need on hand to assist in answering some of the application questions. Please refer to the specific competition's **Property Application Guide** for a recommended list of documents.

Creating an Account

First you will create an account using your email address.

If you have not used the portal before, on the portal log-in page, select **"Don't have an account? Sign up now"**. Enter your email address and press "send notification code". An email will be sent to your email address with the code; enter this code in the field for the verification code and press "verify code".

Complete the required fields with your information and create a password for your account. Ensure that your password meets the displayed requirements. When finished, press "Create" to complete your account. If you have not completed all the necessary fields, or entered invalid information, you will be prompted by the system to correct these fields.

Once your account is created, you can use the same account to apply to many other CMHC programs. Your contact and profile information will be saved in a secure database.



In the next sections, you will be asked to provide contact information about you, your organization, and, if different, the project proponent. You will only be asked for this information once, and then your personal and organization information will be saved in My Profile and Organization Profile, which you can access in the top right of the page under your name at any time.

The Profile section asks for your personal information as the person completing the application file. Completing this section will register your profile in CMHC's secure database system.

The Organization section asks you to provide the contact details of either:

- the agency completing the application on behalf of a proponent, OR
- the proponent bidding on the property in the application, who appears/will appear on the deeds and titles of the property

If your organization is also the project proponent, you will indicate this on the proponent information page, and the contact information will automatically be added to this section of the application. You will not be prompted for any additional details. If your organization is an agency or third-party completing the application on behalf of the proponent, you must indicate this and provide the contact information of the proponent in the next section of the application.

The Proponent section asks you to provide further contact information; if this is different than the information provided about the Organization, please ensure it is complete.

Profile

Create a profile by providing contact information for the primary contact on the application. Ensure that required fields are completed accurately so that if it is necessary for CMHC to contact you about your application, the right person can be reached. Contact information must include full name and email.

Provide the address of the office for the primary contact. This is not necessarily the address of the project, or the project proponent/developer.

Note: When providing an address for the street name and number, if your street name is numerical, you must enter it as "51st". The system will not accept just the number "51".

Select your preferred language for contact with CMHC—either English or French—and indicate how you would prefer to be contacted by CMHC (select all means of contact with which you are comfortable).



COMPLETING THE APPLICATION

When you log in, you will be presented with the “My Applications” page, which will list any applications in progress or submitted. To begin a new application, click “New Application” to the right above the list. To continue or to modify an application you have already started, select it from the list.

Enter your Organization Information

When you begin a new application, you will be asked to provide the contact information for the Organization completing the application. See the box under “Creating an Account” for a definition of the Organization.

Review and Update Contact Information

Each time you log back in to the portal, you will be prompted to review your contact information. If there are no changes, simply click to the next section. You can update your profile information at any time, by viewing your profile page under your name at the top right of the page.

Proponent Information

Select the program and provide project name

Find the program you are applying for by clicking on the search icon at the right of the field labelled, “Programs you’re applying for” and use the search icon to locate “Federal Land Disposition” and click “Select”.

If you are applying for more than one program, a separate application will need to be created for each program.

Enter the name of your project to allow for easy identification.

Accept the Terms and Conditions – To continue with your application, you must agree to the Terms and Conditions of the application. Click on “Terms and Conditions” to open the document in a new window.

Enter a Land ID

Find the property you are applying for on the NHS website, locate the Land ID number on the property listing and then enter the ID in the text field labelled, “Land ID”. This is a required field and accurate entry will ensure that your application is received properly.

If you are completing the application as the organization who will be the proponent on the project, select “yes” from the drop down menu on the question “Is your organization the Proponent organization on this application?” If you/ your organization are not the proponent, select “no” and complete the displayed fields. Likewise, if you are not the proponent contact for the application, select “no” for the question “Are you the Proponent contact for this application?” and complete the displayed fields.



Project Details

General

Project Name: Give the name of your project. If your project does not have a unique name, you may enter the project address, i.e. "100 Main Street".

Project Type: Select from the list if your project is a:
(1) New Construction; (2) Repairs; (3) Renewals.

Within the context of the National Housing Strategy, "renewal" generally applies to the substantial or complete renovation and updating of an entire existing rental building or housing development, including the building envelope, mechanical, electrical and other building systems and services.

CMHC Client Solutions Representative: Provide the name of the Housing Solutions Specialist¹ (if any) that you have been working with on your project.

Additional Project Details

You are required to provide additional information and details about your project. Please be as accurate as possible and provide adequate details to allow your application to be assessed properly.

It is highly encouraged that you provide supplementary documentation in the "Attachments" step later on to support your answers.

Priority Groups

Select from the drop-down menu the applicable priority group for your project, as well as the number of units targeted towards this group.

Evaluation

Responses to questions in this section will help FLI prioritize project applications submitted and are subject to CMHC verification of the information submitted by applicants.

This section consists of questions related to the program criteria on affordability, environmental efficiency, and accessibility. Please answer these questions to the best of your knowledge, using all information gathered as part of your own due diligence in preparing your application.

Each question will be presented above the response field as you work your way through the questions, while the full list of questions can be viewed below. The minimum criteria related to the question will be shown in a box above the question. As you respond to each question, your answer will be saved in the list, along with an indicative score.

For each question, use the drop down menu to select your answer. Your response will show in the response field.

When you have selected your response, click "Save & Go to Next question" to continue with the evaluation questions. You may also "Save & Go to Previous question" to change your answer to the previous question. Answer each question carefully, but you can return to a question through the "Save & Go to Previous question" feature, or by selecting a question from the list to edit your response.

1. What percentage of the units are at rental costs less than 80% of the median market rent?

Select the percentage from the list. Please use the CMHC Market information Portal² to help you answer this question.

2. For units that are designated as affordable, what is the average rental amount?

Select the percentage range from the list. Please use the Property Application Guide of the specific property to help you answer this question.

3. What will be the duration of affordability for your affordable units?

Select the number range from the list. Please use the Property Application Guide to help you answer this question. Note that some properties require a 99 year affordability period.

¹ <https://www.cmhc-schl.gc.ca/about-us/contact-us>

² <https://cmhc-schl.gc.ca/hmportal>



4. What percentage reduction in operating energy consumption and greenhouse gas emissions will your project achieve?

Select the relevant reduction for your project from the list—be specific if you are a new construction or a repair/renewal project. Please use the Property Application Guide of the specific property to help you answer this question.

5. What percentage of units in your project are specifically dedicated to meeting the needs of vulnerable populations?

Select the percentage range that represents the percentage of units in your project that will be dedicated to vulnerable populations.

6. Does your project meet the accessibility criteria described below?

Select Yes or No.

7. What percentage of units meet accessibility standards?

Select the percentage range from the list of accessible units in your project. Please use the Property Application Guide to help you answer this question.

8. Who is your project specifically supporting?

Select Women, Women and Children or Neither.

9. Are you a Non-Profit Organization or Co-operative?

Select Yes or No.

10. Will there be integrated support services available for tenants on site?

Select whether there will be no services, part-time services, or full-time services. Services refers to on-site supports that assist households on the premises to maintain their optimal level of health and well-being and may take a variety of forms or vary in intensity based on the clients' needs.

11. How many years of experience does a member of your team have in developing projects AND how many years of experience does at least one team member have managing rental projects?

Select the percentage range from the list of years of experience in your project. Please use the Property Application Guide to help you answer this question.

12. Does the project include building, strengthening, and mobilizing partnerships that will help achieve better outcomes?

Select Yes or No. You must provide evidence of this support or partnership.

Before continuing, you should review your answers in the list to check that you have answered each question, and provided accurate responses. When you have completed all the questions, you may proceed to the next step. If any of the questions indicates "No" in the Eligibility column, your project may not meet the minimum requirements. Please contact your CMHC Specialist to discuss.

Buildings

In this section of the application, you will provide a description of your building(s) by completing a list of questions.

To begin, click “Add Building to Application”. If you have multiple buildings in your project, you will be required to complete this section for each building. If you decide at any time to end the process of adding a building to your project application, you may click “Cancel and Return to Building list” to exit the Building Details section. For repairs, you may enter multiple buildings (i.e. scattered units) in order to specify the repairs necessary to each building in your project.

Under Location, create a new location by clicking on the search icon at the right of the field labelled, “Location” and click “New Location”.

In the next screen, select “No” to the question “Does a physical address exist for this Location?”. Then fill out the required “Municipality” and “Province/Territory” fields and click “Create” at the bottom.

Once a Location is created, you can begin answering the questions in the list. Use the dedicated navigation tabs at the bottom of the screen to advance through the list of questions. When you have completed the section for the first building, click “Done with Adding Buildings” to return to the building list. Once created, you will see your buildings listed at the top of the screen. You may edit or delete any of the building information until you submit your application. To edit or delete, select the drop down arrow at the right side of the building field and chose edit or delete.

To edit, you will be returned to the project information where you can made changes and save. To delete, you will be prompted to confirm deleting the record; select “delete” to remove the record from the application, or select “cancel” to return to your building list.

General

The information being captured by the questions below may refer to either a new building or an existing structure depending on whether you are applying for new construction or for repair/renewal.

Building name: Please provide either the name of your building or the physical address.

Structure type: Select from the drop down menu the material used for construction of your building.

Building Type: Select from the drop down menu. Low-rise buildings are structures up to three storeys; high-rise buildings are structures of four storeys or more.

Heating Source: Select from the drop-down menu the **primary** heat source for your project.

Construction Type: Select from the drop down menu the type of construction method your project will use.

What purpose does the building serve: Select the target client from the drop down menu.

Overall area of the building in square feet: Identify the total area, in square feet, of the building.



Percentage of the building area that is for residential units:

Enter the total area, represented as a percentage, of the residential space in your project. Standard amenities such as swimming pool, exercise room, common spaces (including community room for tenants use) and parking are considered essential to the effective operation of the residential component of the property and are to be included with the residential portion of the property.

Please describe the use of the non-residential space within the project:

Describe any common spaces, commercial spaces, or other public spaces in the building (2000 characters max.).

What is the total number of units: Enter the total number of units in the project. If your project is a shelter, transitional home or similar building with beds instead of units, enter 0.

What is the total number of affordable units: Enter the number of units that meet the Federal Lands Initiative definition of affordability (80% of the median market rents in the area of your project). If your project is a shelter, transitional home, or similar building with beds instead of units, enter 0.

Social Inclusion**Please describe services that will be available within your building to support the NHS priority groups:**

Services are offered to tenants on the premises in order to maintain their optimal level of health and well-being. A few examples of such supports include nursing, case management, counselling, supervision/monitoring, assistance with medication, psychosocial rehabilitation, meal services, personal care, housekeeping, child care, pet care, and other forms of support that help people to live independently and remain stably housed.

Note that the following services/amenities should not be counted as supports: regular public transportation services, grocery store, pharmacy, health clinic/hospital, public library, public elementary school, and community centre or other commercial business. (6000 characters max.)

Summarize the Accessibility Features: Describe the features you have included in the common spaces and in the units that assist people with physical disabilities or for aging-in-place. Identify any accessibility requirements from local codes or regulations. Provide a description of the details of the proposed accessibility strategy within each unit and if applicable, identify the "barrier-free" features from the approach to the building, through the common areas and into the accessible units.

Identify any other features that will enhance accessibility for:

- persons with larger mobility devices;
- persons with vision loss;
- persons with chemical and/or environmental sensitivities (Table H);
- persons with intellectual disabilities;
- persons aging in place (2000 characters max.).



Building Readiness

General

When do you expect to start the construction/renovations:

Use the calendar to select the date when you expect to start your project. This field will be used to estimate the length of time it will take to complete the project.

When do you anticipate substantial completion of the project: Use the calendar to select the date when you expect to reach substantial completion of your project. Substantial completion is considered to be 90% of units in the project and 90% complete and ready for occupancy. Estimate, using the start date, when you will reach substantial completion of the project.

If you have multiple buildings in your project, please click "add a building" as you will be required to complete this section for each building.

Funding/Collaborators

In this section you will add information about the partners, collaborators and funding sources on your project and what their funding commitment is towards your project. This can include financial, in-kind and other contributions. Projects with other funding sources will be prioritized. Please refer to the terms of reference.

To begin, click "Add Funding Source/Collaborator". If you have multiple partners for your project, you must create a funding source for each one separately. Once created, you will see the partner listed at the top of your screen. In the funding sources list, if you have multiple funding sources, you may organize the list by clicking any of the headings in the list to sort the funding sources based on that heading. You may edit any of the funding sources until you submit your application. To edit or delete, select the drop down arrow at the right side of the building field and chose edit or delete. To edit, you will be returned to the project information where you can make changes and save. To delete, you will be prompted to confirm deleting the record; select "delete" to remove the record from the application, or select "cancel" to return to your funding sources list.

General

Collaborator Organization Name: Give the name of the organization identified in collaboration/partner type, from whom you receive your funding. If this partner is a government entity, identify the department.

Collaborator Type: Select from the drop-down list.

Capital Funding Amount Expected: Enter the total funding amount or the value of the in-kind/equity contribution expected from your partner that will go towards capital on the project.

Funding Type: Identify the type of funding.

Funding Purpose: Identify if the funding is for capital for the project, or for ongoing operations of the project.

For loans only

Type of Loan: Select from the drop-down list.

For CMHC contributions only

This section should include only the contribution being sought from the Federal Lands Initiative. Applications for contributions from other CMHC programs should be listed as other funding sources.

You have now completed the required funding source information. If you have multiple funding sources for your project, please select "Save and add another Funding Source/Collaborator" and you will proceed through this step again. Repeat this step for each additional funding source in your application. If you have only one funding source for your project, select "Done with adding Funding Sources/Collaborators" and you will be returned to your Funding Sources list. You may now continue to the next step in the application process.

Attachments

To attach files to your application, click on "Browse" (or "Choose Files") and select the files from your computer. When you have found the correct file, click "Upload files" to add the documents to your application. Once successfully attached, your files will be listed under "My Documents" on the Attachments page. The attachments must be in one of the following formats: PDF, DOC, DOCX, PPT, PPTX, TXT, JPG, JPEG, PNG, XLS, XLSX. You may attach as many files as you want to your application. Please include the following:

Land Discount Calculator

Property Related Documents

- Details of the Project Being Developed
- Construction Budget
- Quantity Surveyor's Report (if available)
- Building Plans

Proponent Related Documents

- Corporate Information
- Construction Experience
- Property Management
- Financial Statements
- Net Worth

Evidence to Support Social Outcomes

- Affordability information
- Accessibility information
- Environmental (energy efficiency and greenhouse gas emission)
- Partnership Collaboration (if applicable)
- Meeting Needs of Priority Groups (if applicable)
- Onsite Supports (if applicable)

Financial Project Viability

- Operating Statements
- Rent Roll
- Sources of Financing

To help our CMHC analysts reviewing your file, please name your files clearly.

You may include any other documentation that provides details of your project, supports your application, or which may be needed at a later stage of the application process. It is the responsibility of the applicant to ensure that all information provided is complete and accurate to the best of their ability.

Submit your Application

You're done! If you have completed your application form and attached the required documents, you're ready to submit. Click on "Submit my application" to send your application to CMHC.

If you're not ready to submit, you may save your application and return at a later time to complete or change your application information.