

Application Guide



TABLE OF CONTENTS

- About the Federal Lands Initiative4
- Before Applying4
- About the Application4
- Contact4
- Getting Started5**
 - Creating an Account5
 - Profile6
- Completing the Application7**
 - Enter your Organization Information7
 - Review and Update Contact Information7
 - Proponent Information7
 - Select the program you’re applying for7
 - Select a Land ID7
 - Project Details8
 - General8
 - Project8
 - Experience9
 - Years of Experience in Construction9
 - Years of Experience in Property Management9
 - Years of Experience in Affordable Housing9
 - Evaluation9

Score..... 11

Buildings 11

 General..... 12

 Social Inclusion 13

Building Readiness..... 13

 General..... 13

 Market Feasibility Study and Budget..... 14

Funding/Collaborators 14

 General..... 14

 For loans only..... 15

 For all capital funding
 (including loans, contributions, in-kind and equity) 15

 For CMHC contributions only 15

 For all capital funding (CMHC contributions) 15

 For all funding sources..... 15

Attachments 16

 Property Related Documents 16

 Proponent Related Documents 16

 Evidence to Support Social Outcomes 16

 Financial Project Viability 16

Submit your Application 16

About the Federal Lands Initiative

The Federal Lands Initiative (FLI) is a \$200-million fund that will support the transfer 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, 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), Infrastructure Canada, 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 [National Housing Strategy website](#).

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.

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 will consist of over 80 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 an Affordable Housing 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.

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 Required Documentation checklist on the **Property Information 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 simply 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 you’re applying for

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.

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

Select 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 number in the text field labelled, “Land ID”.

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.



Proponent Organization

Provide information on the individual/organization that appears/will appear on deeds and titles of the subject property if you are successful in your bid. You must only provide this information if the proponent organization is different than the organization completing the application.

Proponent Organization Address

Provide the contact address of the proponent organization identified in the Proponent Organization section above.

Proponent Contact

Please provide the contact information for an individual who can speak on behalf of the proponent organization. You must provide the full name, email, and preferred language.

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) New Construction – Conversion;
(3) Repairs/Renewals; (4) Repairs/Renewals – Conversion.

* A new conversion is considered the demolition of a building or vacant land converted to housing units, while a repair/renovation conversion is considered the transformation of a building from a different purpose to housing units.

Target number of years of affordability: This is the number of years you will be committing to offer the units at the 'affordable' rent. Ensure you are committing to at least the minimum required under the program, which is 25 years.

Name of CMHC contact: Provide the name of the Affordable Housing Specialist (if any) that you have been working with on your project.

Project

Is your project targeting women and children:

Please identify if your project is providing specialized support to women, women and children, or neither. The NHS is committed to supporting housing along the full continuum for women (and their families) and has committed to a target number of units to meet this goal.

How will the construction/repair contract be managed:

Please identify if your project will be completed as a (1) Fixed-Price Construction Contract, (2) a Construction Management Contract, or (3) the Proponent Acting as General Contractor.

Summarize the accessibility features:

Summarize the features you will incorporate in your building (such as wider spaces for wheelchairs, lowered counters, appropriate hardware, clearances, ramps or lifts, or features to accommodate occupants with vision or hearing loss) to achieve the accessibility targets. For new construction, projects must meet one of two options –

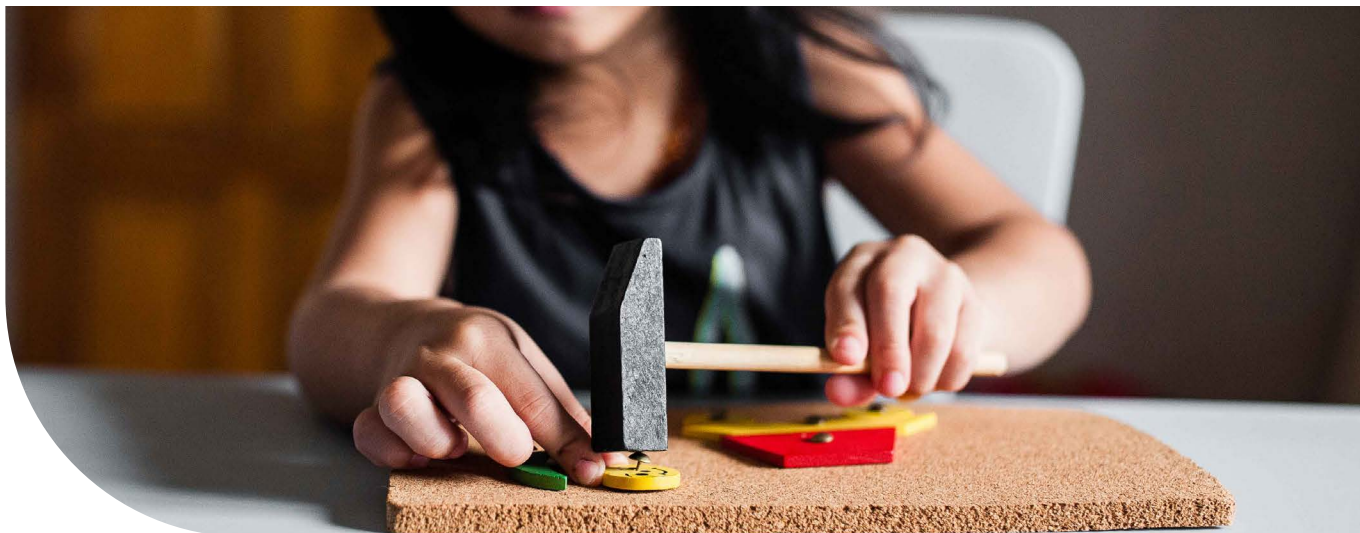
Option 1: 20% of units meet accessibility standards and common areas are 'barrier-free'; OR

Option 2: The entire project (common areas and dwelling units) has full universal design. For renewals, projects must have 20% of dwellings meet accessibility standards. (2000 characters max.).

Please note: You will have another opportunity later in the application process to provide more specific details.

Feel free to provide additional information that would differentiate your project from others, including any priority groups that will have units specifically dedicated to meeting their needs. If priority groups are a focus of your project, please identify which groups will have dedicated units in your project (2000 characters maximum): In this optional field, provide any other information that you feel is relevant in helping CMHC to understand your project and intended outcomes.

If your project is seeking any kind of exception to the program requirements, please outline the exception and briefly describe your rationale. The NHS is committed to supporting the most vulnerable groups in accessing stable, affordable housing.



Experience

Years of Experience in Construction

Identify the number of years' experience you or your proponent team have in the construction or renovation of projects of similar size and scope. Below, identify the number of projects of each size you or your proponent team have experience in constructing.

Years of Experience in Property Management

Identify the number of years' experience you or your proponent team have in the property management of rental projects of similar size and scope. If you are hiring a third party to provide property management, indicate the level of experience they have in a similar type of project. Below, identify the number of projects of each size you or your proponent team have experience in managing.

Years of Experience in Affordable Housing

Identify the number of years' experience you or your proponent team have in the property management of *Affordable Housing* rental projects of similar size and scope. If you are hiring a third party to provide property management, indicate the level of experience they have in a similar type of project. Below, identify the number of projects of each size you or your proponent team have experience in managing.

Evaluation

Upon completion of this section, you will be able to view the 'indicative score' of your project. This score is used to prioritize project applications submitted to the FLI and is subject to change at the discretion of CMHC upon verification of the information submitted by applicants.

This section consists of 13 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 the relevant score. Be sure to answer all questions to calculate an accurate 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 of affordable units in your project. Please use the [CMHC Market information Portal](#) 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 of affordable units in your project. Please use the property information guide 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 of affordable units in your project. Please use the property information guide to help you answer this question.

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 information guide 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 minimum accessibility criteria described above?

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 information guide to help you answer this question.

8. Who is your project specifically targeting?

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 onsite tenants?

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 information guide to help you answer this question.

12. Does the project include partners (as evidenced by a signed letter) that will contribute to the project?

Select Yes or No. You must have a signed letter as evidence of this support.

13. What percentage of costs will be covered by financial support received from others?

Select the appropriate percentage range that corresponds to the total value of contributions that you will receive from project partners.

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.

Score

The application score is calculated based on your responses to the questions in the Evaluation section and determines the eligibility of your project for the FLI program and the level of contribution that may be available for your project. This score is indicative, and may change during the verification process.

On this page, you will be able to view the indicative score for your project, based on your self-assessed responses to the questions. The indicative score will determine the prioritization of your project under FLI. You will also be able to view the maximum score for the program. If you think that you may be able to improve your score by making adjustments to your project, speak to your CMHC Specialist for advice. Higher-scoring projects will have a better chance of being prioritized, and may be eligible for more funding than lower-scoring projects (Please refer to the Land discount calculator).

It is possible that due to the type of project you propose that your indicative score may cause the system to indicate that you are not eligible for the program. Please consult with a CMHC Specialist if you believe your project meets the intention of the program to provide affordable housing. For example, shelters are an acceptable form of housing under the FLI, and may qualify for exceptions to some of the criteria.

Buildings

In this section of the application, you will provide a description of your building(s) by completing the four sections – General Information; Social Inclusion; Building Readiness – General; Building Readiness – Market feasibility study and budget.

To begin, click “Add Building”. 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.

Use the dedicated navigation tabs at the bottom of the screen to advance through this section of the application, before moving on to the Next Step. When you have completed the section for the first building, you will be prompted to save the information, and either create a new building file or 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% below 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.

What is the total number of beds: Enter the total number of beds in the shelter, transitional home, or similar project. If your project does not have individual beds, enter 0.

What is the total number of affordable beds: Enter the total number of affordable beds in the shelter, transitional home, or similar project. If your project does not have individual beds, 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.)

Summarise 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 or persons;
- 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.

Have you obtained an “as-built/improved” appraisal

(less than 12 months old): Select if the appraisal for your project is Obtained, In Progress, or Not Initiated.

When do you expect to/When did you obtain the report:

Use the calendar to select the date when you completed or will complete the appraisal for your project.



Market Feasibility Study and Budget

Has there been a current market feasibility study

completed: Select if a current market feasibility study for your project is Obtained, In Progress, or Not Initiated.

When do you expect to/When did you have it completed:

Use the calendar to select the date when you obtained or expect to obtain a market feasibility study for your project.

Have you obtained a cost consultant budget review report:

Select if a cost consultant budget review report for your project is Obtained, In Progress, or Not Initiated.

When do you expect to/When did you obtain the report:

Use the calendar to select the date when you obtained or expect to obtain a cost consultant budget review report for your 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 organise 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

What is the type of collaborator/partner:

Select from the drop-down list

- Government of Canada – Any Government of Canada department or agency other than CMHC
- Province/Territory – Please identify the Provincial or Territorial department
- Municipality – Please identify the municipality
- Indigenous Group – Please identify the association or organization
- Not-for-Profit – Please identify the association or organization
- For-Profit/Private – Please identify the name of the company or organization
- Proponent (i.e. a company or an individual) – Please identify
- CMHC – Please identify the CMHC program
- Other – Please identify

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, identify the department.

Funding Type: Identify if the funding from your partner is:

- Contribution
- Loan
- In-kind
- Cash Equity
- Land Equity
- Other

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



For loans only

What priority will this funding source have on title:

Select from the drop-down list if this partner will have 1st, 2nd, 3rd, 4th, Pari Passu, or Other priority on the registration of the title.

For all capital funding (including loans, contributions, in-kind and equity)

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.

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 under other funding sources.

For all capital funding (CMHC contributions)

Funding category: Select from the drop-down list if the contributions are for the Federal Land or Renovations/remediation/retrofit. In all cases you will be eligible for contributions on the land but in some cases you may be eligible for contributions for both. Where appropriate, the FLI will compensate for some or all costs incurred as a result of the need to complete environmental remediation, renovation or retrofit activities. Please refer to the information guide.

For all funding sources

Please provide information about your collaborator including contact info and partnership description:

In this section, please describe the nature of your partnership with this collaborator and the contact information (name, email, and phone number) of your partner. CMHC may contact your partners/ collaborators to verify their contribution to the project (2000 characters max.).

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. Each file should be no more than 10MB. Please include the following

Property Related Documents

The proponent must provide:

- Details of the Project Being Developed
- Building Plans

Proponent Related Documents

- Corporate Information
- Construction Experience
- Property Management
- Financial Statements
- Net Worth
- Quantity Surveyor’s Report

Evidence to Support Social Outcomes

- Affordability
- Accessibility review
- Environmental (Energy Efficiency)
- Partnership Collaboration (if applicable)
- Meeting Needs of Priority Groups (if applicable)
 - Documentation to support the number of units that will be available for priority groups. Include a description on how these units meet the needs of the priority group.
- Onsite Supports (if applicable)
 - Confirmation of the type of supports that are to be provided onsite for tenants, particularly onsite support for the priority groups

Financial Project Viability

- Operating Statements
- Rent Roll
- Sources of Financing

To help our CMHC analysts reviewing your file, please name your files clearly. For more information please refer to the Property information guide.

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.