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Use of Information & Disclaimer: Information contained in this *Applicants' Guide* is proprietary information to CMHC. It is made available and shall be used for the sole purpose of providing applicants with sufficient information to prepare responses to the Rapid Housing Initiative application process. You shall not make any other use of the information contained in this Guide

APPLICATION FOR PROJECTS STREAM

BEFORE APPLYING

Before you begin your application, please review the [RHI Highlight Sheet](#) and the [Documentation Requirements List](#), and contact one of our [CMHC Specialists](#). It is important that you first speak with one of them as they will help you understand the program, clarify all the requirements and assist you with the rest of the application process.

ABOUT THE APPLICATION FOR PROJECTS STREAM

- This guide will help you complete the online application process for the Rapid Housing Initiative. It provides an overview of the questions and answers as a reference when completing an application.
- You must submit your application to the Rapid Housing Initiative through the secure online application portal. For applicants with limited access to broadband internet, and/or other barriers, an application can be provided and submitted using alternative means. Please discuss your situation with the [CMHC Specialist](#) who has supported you before beginning your application.

CMHC is committed to protecting the private information of applicants. The information entered into the portal is retained in a secure database.

On the application portal, your progress is visible at the top of each page. Please note:

- All fields marked with an asterisk (*) are required fields. All required fields on each page must be populated with accurate information before moving to the next set of questions.
- Moving forward through the application saves the information automatically. Partially completed pages – those that are missing required fields – will not save.
- Use the links at the bottom of each page to navigate through the application, including moving between the different sections.
- The application portal will time-out after 30 minutes of inactivity and the information on this page will not be saved.

BEFORE SUBMITTING YOUR APPLICATION

For Non-Government entities: please review the [RHI Documentation Requirements](#) with your CMHC Specialist to determine the requirements that apply to you.

For Government entities: you must submit a filled out [application worksheet](#) and a copy of your Development and Construction Project Management Schedule with milestones.

Documentation will be required at application. Information about how to attach documents/files is located at the end of this guide.

You are required to ensure your application is complete and accurate in order to provide CMHC with the information required to assess and expedite your application. Applications that are not completed will be withdrawn from consideration. **Your [CMHC Specialist](#) is there to assist you with your application.**

HOW TO COMPLETE THE RAPID HOUSING INITIATIVE APPLICATION FORM

Review your contact information

New to the CMHC portal?

If you have not used the portal before, on the portal login 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”.

The same account is used to apply to other CMHC programs/initiatives. Your contact and profile information are saved in a secure database. Your personal and organization information is saved under “My Profile” and “Organization Profile”, which you can access at any time.

In the next section, you will be asked to provide contact information about you, your organization and the project proponent.

Returning to the CMHC Portal?

Ensure your profile information is still correct. The person listed in the profile information is the primary contact on the application. The Profile section is your personal information as the person completing the application.

Please ensure that all required fields are accurate for CMHC to contact you about your application if necessary. Note: If the street name is numerical (e.g. 51st), you must enter it as “51st”. The system will not accept numbers only (e.g. 51).

Select the program and provide proponent information

Question:	Display Field Required Information:
Program you're applying for	Rapid Housing Initiative will appear by default
Is your organization the Proponent organization on this application?	Select Yes or No. If No, additional fields to complete will appear. You will have to provide complete information on the Proponent organization and the Proponent address.
Are you the Proponent contact for this application?	Select Yes or No. If No, additional fields to complete will appear. You will have to provide the contact information for an individual who can speak on behalf of the Proponent organization.

Once you are ready to proceed, **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.

PROJECT DETAILS

General details

Question:	Display Field Required Information:
Project Name	Provide the name of your project. If your project does not have a unique name, you may enter the project address, e.g. "100 Main Street" or "100 51 st Street".
Expected Project Start Date	Select a date from the calendar function
Expected Project Completion Date	Select a date from the calendar function. For applications consisting of multiple projects, you may enter the project specific information in the "Building" section.
Additional Information	<p>This section contains multiple questions to determine the eligibility of your project. The questions are related to land, modular project, affordability, operating subsidy, funding needed, units, etc.</p> <p>To complete this section, you must click on each of the questions on the Application Portal. You will see a pop-up window, in which you must select your answer. Click on <i>save and go to next question</i>.</p>
Add targeted population	Click on Add a priority group and select the one your project will target for tenancy. Enter the total number of units when the units are self-contained, otherwise, enter the number of beds for each targeted priority group.

Budget (Project Costs)

In this section you will add information about the total project costs broken down by land/ acquisition costs, hard and soft costs, contingencies and other costs. For other costs, identify the nature of the other costs in the description box. For applications involving multiple projects, enter the project specific information under the “Building” section.

Add Building(s)

In this section of the application, you will provide information on your building(s) such as name, expected start date and completion date, type, purpose, number of units and beds, location, residential and non-residential space, etc. For some of these questions, a drop-down menu will appear.

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.

If you have multiple buildings in your project: Select “Save and Add Another Building”. Repeat this step for each additional building in your application. If you have only one building in the project: Select “Done with Adding Buildings”. You will see your buildings listed at the top of the screen.

To make edits or deletions, select the drop-down arrow at the right side of the building field and choose 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 building list.

Funding Sources

In this section, please **indicate each source of capital funding (“collaborator”)**, how much cash equity or grants/contributions and/or waivers (e.g. development fees) this source is investing into the project costs in addition to the funding being sought from the RHI. The total amount of all funding sources should equal the amount you have indicated in the Budget (Project Costs) section.

Funding requested from CMHC:

Question:	Display Field Required Information:
Collaborator Organization Name	Enter CMHC
Capital funding amount expected	Indicate the total funding amount you are requesting from CMHC for your project.
Collaborator Type	Select CMHC

Click on ***Save and Add another Funding Source/Collaborator*** to add your information on **Other Funding Sources**.

Question:	Display Field Required Information:
Collaborator Organization Name	Enter your organization name
Capital funding amount expected	Indicate the cash equity the source is providing to the project
Collaborator Type	Select the appropriate type

You have now completed the required Funding Sources information. Click on “Done with adding Funding Sources/Collaborators”. You may now continue to the next step in the application process.

Add Documents

To attach files to the application, click on “Browse” and select the files from your computer. Click “Upload Files” to attach the files to the 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.

Naming your files clearly will help our specialists review your application more quickly.

You may include any other documentation that provides details of your project and/or supports your application. It is the responsibility of the applicant to ensure that all information provided is complete and accurate.

Submit your Application

As previously mentioned, **you must speak with a CMHC Specialist prior to beginning and submitting your application** to make sure your project meets the eligibility criteria and is ready for to be submitted. Also review the RHI Documentation Requirements List to make sure you didn't forget anything.

If you have completed your application and have attached all the required documents, you are ready to submit. You can also choose to review and print your application, or you can submit it later if you are not ready. When ready, click on “Submit my application” to send your application to CMHC.

APPENDIX A – PROJECTS STREAM PRIORITIZATION SCORING GRID

Proponents submitting applications under the Projects Stream will be allocated scores based on the answers they provide to questions related to certain Prioritization Criteria. Included below is a breakdown of how scoring will be allocated.

In addition to the scores below, up to 20 points will be allocated based on the level of need in the market where the project is located. CMHC will determine this score using market data which measures the severity of housing need in each market. Housing need is determined based on the total population in severe core housing need in Canada as a percentage of that population located per Census Metropolitan Area/Census Area.

- **Duration of confirmed operating subsidy (25 points)**
 - Operation subsidy not yet confirmed (0 point)
 - Confirmed up to 5 years (5 points)
 - Confirmed >5 years but <=10 years (10 points)
 - Confirmed >10 years but <20 years (15 points)
 - Confirmed for full 20-year affordability period (25 points)
- **Cost sharing (equity/grants or waivers only*) (20 points)**
 - RHI Funding requested for 100% of costs (0 points)
 - RHI Funding requested for 81% to 90% of costs (5 points)
 - RHI Funding requested for 71% to 80% of costs (10 points)
 - RHI Funding requested for 60% to 70% of costs (15 points)
 - RHI Funding requested for less than 60% of costs (20 points)

***Note:** Due to the expedient nature of the RHI, proponents will not earn additional points if they indicate an intention to seek out construction financing from a lender. The timelines involved in obtaining loan approvals, negotiating and executing agreements and registering security would materially hinder a proponent's ability to deliver new housing units within a 12-month timeframe.

- **Expediency (20 points):**
 - **A) Achieving project occupancy* (10 points)**
 - Project occupancy within 12 months (0 points)
 - Project occupancy within 6 months (5 points)
 - Project occupancy within 3 months (10 points)
 - **Note:** Particularly in the case of an acquisition and conversion it may be possible to temporarily house people or populations who are vulnerable before the construction is completed. The RHI will allocate points on the basis that proponents are providing shelter to these individuals/ households who may not have other options, particularly given the arrival of colder weather and evidence of the arrival of a second wave of COVID-19 in certain parts of the country.
 - **B) Of project completion* (10 points)**
 - project completed within 12 months (0 points)
 - project completed within 9 months (5 points)
 - project completed within 6 months (10 points)
 - **Note:** Project completion is achieved when the modular construction /conversion/rehabilitation is substantially completed and occupancy permits have been issued.
- **Land status: (10 points)**
 - Land is not yet owned/no agreement of purchase and sale and no executed lease in place (or current lease is not for min 20-year duration) (0 points)
 - Land has an agreement of purchase and sale with a closing date that does not interfere with ability to deliver units within 12 months (imminent or close thereto) (5 points)
 - Land is already owned in fee simple/leasehold interest (must be minimum 20-year lease) (10 points)
- **Duration of affordability (10 points)**
 - 20 years (0 points)
 - > 21 up to 30 years (5 points)
 - >31+ years (10 points)
- **Confirmation of people and populations served – Projects are primarily targeting any one of these 3 categories (provides a total of 10 points)**
 - Specifically targeting Black Canadians
 - Specifically targeting Women and Children
 - Specifically targeting Indigenous People

- **Energy Efficiency (5 points)**

These points are available only for proponents seeking to develop Modular units. To earn additional points, the project will be required to exceed the energy efficiency standards as set out in the 2015 National Energy Code for Buildings (NECB) or local/regional standard whichever is higher

- By 5% (2 points)
- By 10% (3 points)
- By 15% (4 points)
- By 20%+ (5 points)

- **Accessibility (5 points)**

These points are available only for proponents seeking to develop Modular units. To earn additional points, the project will be required to exceed the local accessibility requirements in their jurisdiction (by a percentage of additional accessible units).

- By 5% (2 points)
- By 10% (3 points)
- By 15% (4 points)
- By 20%+ (5 points)

Total: 125 points (115 for conversions/rehabilitations)

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