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## DOCUMENTATION REQUIREMENTS

The documentation listed below is what CMHC will require at application and prior to a first advance. Please contact CMHC and ensure you have a Housing Solutions specialist assigned to you before submitting your application: [\*\*Housing Solutions Specialist Directory\*\*](#)

CMHC may also request additional documentation. Proponents are required to ensure their application is complete and accurate in order to provide CMHC with the information required to assess their application. Applications which are incomplete risk being withdrawn from consideration.

## APPLICATION STAGE

### Proponent Related:

#### **Proponent Organization and Development Team's Experience:**

- Property Management: List of projects currently managed or managed in the last 10 years of similar type, size and scope with similar tenancy. Alternatively, provide the information relating to the experience of the company undertaking the property management of the project.
- Housing Development: List of projects of similar size and scope completed by the recipient in the subject market within the last 10 years or alternatively, provide the name of the construction company/general contractor who will undertake the build with a fixed price contract.
- If modular construction, provide information on the manufacturer.

#### **Signed integrity declaration:**

The document is available on CMHC's website and should be signed and submitted as part of the application.

#### **Company ownership documents:**

All of the documents listed below, as applicable:

- Articles of incorporation including all supporting documentation, such as, but not limited to: a business name registration, articles of organization, etc.
- Letters, Patent, Bylaws, and any applicable shareholders' agreements.
- Detailed information about the entity's ownership structure, including: full organizational chart, names of all registered and beneficial owners and percentage of ownership (if applicable).

## Project Details and Evidence of Timely Delivery:

### Development and Construction Project Management Schedule:

Detailed plan describing how the project will be completed within 12 months of a contribution agreement, including a detailed development and construction schedule with milestones.

### Identification of Operational and Capital Funding, Program Support and Other Support:

- Operational Funding: a letter of intent from the Municipality /Province/Indigenous government body or copy of the agreement confirming that operating subsidies have been secured including the amount of monthly or annual subsidy payment, term(duration) and conditions of funding.
- Description of program support offered to tenants. In the case a third-party service provider is involved, a letter of intent or final executed agreement confirming the types of support that will be provided on site for the targeted tenants.
- Capital Funding: confirmation of all funding sources, including grants, in-kind, forgivable loans, and waiver of development charges & fees.
- Evidence of other support provided by another level of government or partner (e.g. expedited approvals).

### Confirmation that land is secured (owned or upcoming purchase):

- A recent property tax statement (if owned).
- Copy of all lease agreements (if applicable).
- Evidence of land donation (if applicable).
- Copy of purchase and sale agreement, including purchase price, name of the buyer and seller, closing date, and relevant selling details (if applicable).

### Approved Zoning:

- Document outlining the zoning that has been approved by the municipality.
- If zoning is not compatible with intended use, include in project development plan details on how appropriate zoning will be achieved within the prescribed time frame

### Considerations for On-Reserve projects for non-governing entity:

- In-lieu of documentation demonstrating that the project is appropriately zoned, a land status report issued by ISC can satisfy part of this requirement.
- Copy of the land lease agreement (if applicable).

### Municipal approvals: (if available)

- Copy of site plan agreement (if applicable).
- Copy of building permits (if available).
- Both documents are not mandatory at application. If not available, include in project development plan details on how appropriate permits will be obtained within the prescribed time frame

**Cost estimates for the project:**

A Class C Quantity Surveyor report or alternative professional such as an architect or engineer as approved by CMHC.

**Completed Application Worksheet**

The document is available on CMHC's website.

**Copy of any registered encumbrances or agreements on title**

**Environmental Site Assessment:**

Phase 1 environmental site assessment (if available), and Phase 2 environmental site assessment (if applicable), Record of Site Condition application (if applicable), Phase 3 environmental site assessment (if applicable), risk assessment (if applicable), and confirmation of site remediation (if applicable).

**Confirmation of Energy Efficiency and Accessibility:**

For Modular Construction, a confirmation from the manufacturer that that it can design and build the building at the committed level of energy efficiency, and with the committed number of accessible units, and is willing to enter into a contract to deliver the desired number of units within expected time frame.

## FIRST ADVANCE STAGE

**Quantity Surveyor Class A Report:**

- Provide confirmation to CMHC of the project budget (hard costs, soft costs, etc.), project cash flow, and project funding sources.
- Be updated regularly and provided to CMHC to demonstrate costs incurred versus cost-to-complete, cost-to-date reconciliation, committed costs, construction schedule (and rationale for any deviations from the initial schedule), contingency budget details, use of funds, etc.
- **Include evidence of a fixed price contract fixed price contract. Alternatively, CMHC may accept a construction management arrangement wherein an adequate % of fixed price contracts are entered into, subject to CMHC approval.**
- Opine on the necessity for labour and material, or performance bonds.
- Include development and compliance documentation such as zoning, permits, agreements, legal survey etc.
- Include details of all insurance policies in place during construction as per CMHC's insurance requirement.
- Updated report, provided prior to each advance.

**A QS report is required for the total duration of construction. It should be updated regularly and provided to CMHC (and with each advance request.)**

**Completion of all other conditions precedent to funding in favour of CMHC, as listed in the executed contribution agreement.**

For the avoidance of doubt, Professional reports are to be prepared:

- *By independent, arms-length professionals holding a current, industry recognized designation in their field and be in good standing with their governing body, unless prior approved by CMHC.*
- *Not more than 12 months (18 months for Environmental Site Assessment Report) old from the date of the Rapid Housing application.*
- *Prepared for CMHC or accompanied by reliance/transmittal letter from the author acknowledging that CMHC will be relying on the report for funding purposes.*
- *Copy of professional liability (Errors and Omissions) insurance of dollar value as required by CMHC and with no conditions.*



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