



National Housing Co-Investment Fund

Required Documentation Checklist

INDIGENOUS & NORTHERN COMMUNITIES

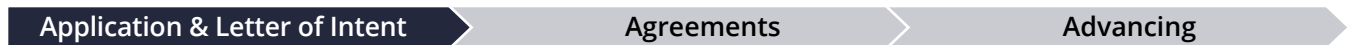


National Housing Co-Investment Fund

Please contact your [Indigenous and the North Housing Solutions Specialist](#) to discuss potential acceptable alternatives for your project.

The following checklist outlines the minimum documentation required at each stage of the process in order to be considered and move forward. Inability to provide the outlined documents at each stage in the process will inhibit progression of the file and may result in withdrawal of the submission. **CMHC at its discretion may request additional documentation as required to complete its assessment of the Project. Please note that the documentation listed below are the minimum documents that are needed at a particular stage for processing the application, however in order to expedite the process, it is advisable that the documents are submitted well in advance.**

In addition to the documents listed, an online application for Indigenous or Northern NHCF (National Housing Co-Investment Fund) is required for processing the application. Incomplete or missing information will lead to increased processing time and potential removal of the application from the system.



NEW CONSTRUCTION STREAM

Applicant Related

Demonstrated Property Management Experience

- A resume or resumes from the applicant which outlines the experience of the entity and individuals managing the property including the following details:
 - » the locations being managed (property address),
 - » the type of property, tenant profile,
 - » number of levels, and
 - » number of units and number of years of management experience.
- If the management of the property will be contracted out, the resume of the contracted property manager outlining their related experience in managing properties of similar size (including the details outlined above) should be provided.

Note: The applicant and/or corporation that will be the property manager must have at least five (5) years of demonstrated management experience in operations and management of similar type and size property as the proposed project.

Ownership

Signed Integrity Declaration as available on the CMHC National Housing Co-Investment Fund- Indigenous and Northern Communities website.

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 of Patent, Bylaws, and any applicable shareholders' agreements.
- Operating Agreements.
- Detailed information about the entity's ownership structure indicating percentage of ownership (if applicable).
- Organizational chart outlining the names of all related shareholders, subsidiaries, key responsibilities, and the entity's corporate or reporting structures.
- The name and relationship of all registered and beneficial owners of the property (not applicable if the property is located in Quebec) (if applicable).

Considerations for On-Reserve Applicants

- Please provide the names of the Chief and Council members.

Land Details

If the land is a recent or future purchase or lease:

- Copy of purchase and sale agreement. This document should outline the purchase price of the property, the name of the buyer and seller, the closing date, and any relevant selling details.
- A letter from the province or the city/municipality or seller confirming the land is available and being provided to the applicant for use (if applicable).
- Copy of all lease agreements (if applicable). For example, operating leases, land leases, subleases, headleases, etc.

If the land is already owned:

- The proper identification number and a recent property tax statement (if available).

Considerations for On-Reserve Applicants

- Project location identifier may be GPS Data, the civic address, or general site location.
- The "Land Status Report" issued by Indigenous Services Canada meets the requirements to confirm the land.
- Applicant must confirm the type of security being proposed. For example, pledge of land, Ministerial Loan Guarantee, etc.

Project Details

Confirmation of support from another level of government

- A letter from another level of government (including Indigenous governments), which outlines their support for the project. Support can be in the form of investment of resources, but could also be in the form of a letter stating endorsement for the project.

Zoning

- Provide zoning status information and outline any zoning modification if applicable

Considerations for On-Reserve Applicants

- The “Land Status Report” from Indigenous Service Canada meets the zoning requirement.

Environmental Site Assessment Requirements

- Environmental assessment reports: Phase 1 environmental site assessment (required) and Phase 2 environmental site assessment (if applicable)
- *Impact Assessment Act* : projects on federal lands (including on reserve) must comply with the impact assessment act. Please provide confirmation of compliance to CMHC.

Geotechnical Investigation

- A geotechnical report must demonstrate that the site is appropriate for the proposed development or quantify any improvements required. All costs associated to be included in the cost estimate.

Social Outcomes Targets

- Submission of an attestation, by a qualified professional, confirming the expected levels of accessibility and energy efficiency. Attestation to include confirmation that any anticipated associated costs with these outcomes are included in the cost estimate.
- Attestation by proponent quantifying onsite supports for tenants.

Appraisal Report

The appraisal report must meet the following requirements:

- Completed by an independent appraiser holding an Accredited Appraiser Canadian Institute (AACI) designation.

Note : CMHC may provide flexibility with respect to Appraisal report and Quantity Surveyor’s report requirement for some projects depending on the type, size and complexity. Check with your CMHC specialist to confirm if your application qualifies for the same.

- Include comments on economic life of the project, “as-is” and “as-improved” values using appropriate methodologies, comparison of valuation across different valuation methodologies, market feasibility, etc.

Note: Valuation using income approach should be based on affordable rents and NOT market rents.

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 NHCF 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.*

Financials

Cost Estimates for the Project

- Class B or acceptable alternative cost estimate issued by a qualified professional (quantity surveyor, architect, engineer, cost consultant, etc.).

Identification of Co-Funders, Sources, and Use of Funds

A list of all Co-Funders, and all applicable documents listed below:

- Capital Funding: Letter or other documentation supporting all sources of financing, including grants, in-kind, forgivable loans, and waiver of development charges & fees (as applicable).
- Operational Funding: Letter or other documentation for all sources of operational funding support (e.g. rent supplement, operating subsidy, property tax waiver etc.).
 - » If operational funding arrangements are not available for the full duration of the targeted affordability period, provide a plan on how the project will remain viable.

Understanding that funding can be contingent on CMHC support, documents can be preliminary and include estimates or ranges, with the understanding that fully executed agreements must be received prior to issuance of final agreement or funding by CMHC.

Most recent 3 years of financial statements (or an acceptable alternative for new entities)

- Audited financial statements are required for the most recent three years for the applicant(s) and for each guarantor(s), if applicable.
- If audited financial statements are not available, financial statements which have undergone a Review Engagement may be accepted, at the sole discretion of CMHC.
- Where the applicant is an individual, or group of individuals net worth statements of assets and liabilities should be provided.

Considerations for On-Reserve Applicants

- Financial information which has been provided to Indigenous Services Canada can act as an alternative to financial statements.

Completed Project Details & Funding Eligibility Worksheet

- Completed copy of NHS Co-investment Fund viability assessment (Excel file available on CMHC website with details, including: Rent affordability, project budget, and pro-forma analysis for both residential and non-residential).



Applicant Related

Demonstrated construction experience

- The applicant, and/or their contracted builder or developer must provide a resume or resumes which demonstrates their experience in construction, including: a list of completed and current projects of similar size and scope as the subject building with details of location (property address), type of property, number of levels, number of units, overall project budget, year complete.

Project Details

Evidence to Support Social Outcomes

- **Energy Efficiency:**
 - » Submission of an energy model, which has been completed by a qualified professional, energy model requirements are available on the CMHC website. Energy model report must include a statement of compliance with the attestation submitted at the application stage.
- **Accessibility:**
 - » Submission of a narrative of the details of the proposed accessibility strategy within each unit and identification of barrier free features from the approach to the building, through the common areas and into the accessible unit; or
 - » A narrative of the details of the proposed universal design strategy within the dwelling units and throughout the common areas.
 - » Confirmation the final building design complies with the attestation submitted at the application stage.
- **Occupant Support Services:**
 - » If support services are to be offered to tenants, provide a Letter and/or agreement confirming the types of support that will be provided on site for tenants that represent priority groups.

Detailed Building Plans

- Designed drawings at “Issued for tender” or better from all design disciplines, all reports and specifications

Project Schedule

- Project schedule detailing all key milestones

Municipal approval

- Confirmation of zoning approval or compliance from municipality.

Considerations for On-Reserve Applicants

- Land Status Report from Indigenous Service Canada

Fixed Price Contract

- Include fixed price contract (or construction management arrangement wherein fixed price contracts are entered into for no less than two-thirds (2/3) of the hard construction cost) and identification of all material contracts.
 - » Material contracts are considered to be equal or greater than 5% of the hard construction cost.

Borrower/Officer Certificates or Band Council Resolution

- A certificate, agreement or Band Council Resolution noting the designated signing authority.

Determination of Appropriate Insurance During Construction

- In most cases, the CMHC Insurance requirement includes a report by an Insurance Consultant to determine the appropriate insurance limits. The appropriate condition will be added to the LOI conditions.

Financials

Quantity Surveyor (QS) Report (Class A Preferred)

Minimum of Class A estimate report and must include:

- Provide confirmation to CMHC of the project budget (hard costs, soft costs, etc.), project cash flow, and project funding sources.

Confirmation of Co-Funders, Source, and Use of Funds

A list of all co-funders, and all of the documents listed below, as applicable:

- Capital Funding: agreement, letter or other documentation supporting all sources of financing, including grants, in-kind, forgivable loans, and waiver of development charges & fees (as applicable);
- Operational Funding: letter or other documentation for all sources of operational funding support (e.g. rent supplement, operating subsidy, property tax waiver etc.);
- For operational funding arrangement not available for full term of the target affordability period, provide a working plan on how the project will remain viable.

Application & Letter of Intent

Agreements

Advancing

Project Details

Completion of all other conditions precedent to funding in favour of CMHC.

Municipal approvals

- Confirmation of zoning (if applicable);
- Copy of site plan application (if applicable);
- Copy of site plan agreement (if applicable);
- Copy of all construction/building permits.

Environmental Site Assessment (if applicable)

- Environmental assessment reports: Phase 3 Record of Site Condition application (if applicable), risk assessment (if applicable), and confirmation of site remediation (if applicable).

Financials

Finalized Drawdown Schedule

- Finalized timeline outlining requested payment dates including 3rd party funding, any client equity injection, and when CMHC forgivable or repayable funding is provided.

All insurance policies

- A letter from the insurance company which highlights the details of all relevant insurance policies.

Vendor Form

- Vendor form will be provided by CMHC and requires the applicants bank details.

Labour, Materials, and Performance Bond

- Each must be in an amount of not less than 50% of the contract price and CMHC should be listed as a dual obligee.

Evidence that Appropriate Insurance for Construction is in Place

- Copy of the insurance policies as recommended by the Insurance Consultant Report.

Drawdown or Advance Requests:

- Project status certificate
- Project Consultants certificate
- Statutory declaration
- Updated QS Report on a monthly basis, and at every advance during construction.
- Occupancy permit (if/when applicable)
- Certificate of substantial completion (when applicable)
- Certificate of total completion (for final advance)

Note: CMHC reserves the right to request additional documentation not included on this list. It is CMHC sole discretion on a case-by-case basis.

