

Applicant Guide

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Use of Information & Disclaimer: Information contained in this Applicant Guide is proprietary information to CMHC. It is available and shall be used for the sole purpose of providing applicants with sufficient information to prepare responses to Co-op Housing Development Program application process. You shall not make any other use of the information.

ABOUT THE CO-OP HOUSING DEVELOPMENT PROGRAM

Canada is facing a dual housing crisis – a critical lack of supply resulting in a lack of affordable homes for millions of even middle-class Canadians, and a severe lack of adequate housing for low-income Canadians and those most vulnerable, leading to poor living conditions and health outcomes, lack of economic opportunity, and rising homelessness.

Canada’s National Housing Strategy (NHS), together with initiatives delivered by other departments and orders of government, and initiatives from the non-profit and private sectors, are needed to address these crises. The Co-operative Housing Development Program (CHDP) will provide funding to support the creation of affordable rental co-operative housing in Canada.

BEFORE APPLYING

All applicants should review the following documents before preparing an application. These are available at cmhc.ca/chdp:

- Product Highlight Sheet
- Documentation Requirements

ABOUT THE CO-OP HOUSING DEVELOPMENT PROGRAM

The Co-operative Housing Development Program (CHDP) will provide \$1.5 billion in funding to support the development of thousands of affordable rental co-operative housing units in Canada.

New co-ops built through the CHDP will result in inclusive, strong communities that both meet the needs of today and anticipate the needs of tomorrow. Co-op units created under the CHDP will be available for at least 20 years at a lower rental rate compared to newly constructed purpose-built rental units, while also fostering a sense of security, dignity, agency, and belonging to community.

THE APPLICATION PROCESS

This guide will help you complete your online application for the Co-operative Housing Development Program. It provides an overview of the information that you are required to submit through the CMHC Portal.

Please note the following when using the CMHC Portal:

- Using the Google Chrome browser may result in an optimal experience.
- 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 section of the application.

- When moving forward through each section of the application, information will automatically be saved between pages. However, pages that are missing required fields will not be saved until all the required fields have been completed.
- Use the Previous/Next links at the bottom of each page to navigate through the different sections of the application.
- If your computer is idle for 30 minutes, your session will timeout and the information on the page will not be saved.
- It is the responsibility of the proponent to ensure that all information provided is complete and accurate.

CHDP APPLICATION

STEP 1 – CONTACT

New to the CMHC Portal?

If you have used the CMHC Portal before, proceed to the next section, "Returning 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 click, "send notification code". An automated email will be sent to your email address with the code. Enter this code in the field for the verification and click "Verify Code".

Your contact, profile, and application information are saved in a secure database. CMHC is committed to protecting the private information of applicants.

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 for yourself and your organization.

PLEASE NOTE: To protect your privacy and that of the organization, and to ensure you will receive communications from CMHC, new organization profiles will be placed on hold until CMHC can validate essential information and make any necessary changes. Once the new profile has been approved you can continue the application process.

Returning to the CMHC Portal?

Once you log into your account, you will be presented with the “My Applications” page where you may be able to view/ access any in-progress or previously submitted applications.

Selecting a previous application from the “My Applications” list will provide you with a useful summary of previously entered fields (which you can print for your own use), but you will not be able to make edits here.

To continue/edit your new CHDP application that is currently in draft status, click “Applications Assigned to Me” and then select the draft you wish to manage by its “Program” link.

Start a New Application

Select the “New Application” button on the “My Applications” page.

Review the “My Organization” section for accuracy and select Next.

Review your contact information for accuracy and select Next. The person listed in this section is the primary contact for the CHDP application.

STEP 2 – PROPONENT (APPLICANT)

Question	Display Field Required Information:
Program you are applying for	Select “Co-operative Housing Development Program”
Project Name	Provide the name of your project. If your project does not have a unique name, you can enter your “Organization Name — Project Location/Address”.

Assign the Application

You can choose to assign the application to someone else to complete on your behalf.

You will be prompted to enter their email address and they will receive an automated email informing them the application has been assigned. You will be able to remove the assigned person and take back control of the application at any time to edit and/or submit.

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 the “Terms and Conditions” link to open the document in a new window.

STEP 3 – PROJECT DETAILS

Question	Display Field Required Information:
Project Name	This field will automatically populate with the Project Name you had entered in the previous section
CMHC Housing Solutions Specialist	(IF APPLICABLE) Use the drop-down menu to select the name of your CMHC Housing Solutions Specialist from the alphabetical list. You may speak with a CMHC Housing Solutions Specialist prior to preparing and submitting your CHDP application. They will assist you in making sure your project meets the eligibility criteria, is ready to be submitted, and will be your CMHC contact for this initiative. For remote and special access communities that identify construction challenges, please discuss with your <u>CMHC Housing Solutions Specialist</u> ¹ before preparing an application.

Question	Display Field Required Information:
When do you expect construction to start?	Enter the expected start date.
When do you expect to complete construction?	Enter the expected completion date.
Which of the following describes the location of your project?	Select the proponent type of your organization from the drop-down. For CHDP, your choices are: Urban, Rural, Remote, Northern, On-Reserve, or Off-Reserve.

¹ <https://www.cmhc-schl.gc.ca/en/professionals/industry-innovation-and-leadership/industry-expertise/affordable-housing/cmhc-housing-solutions-specialists>

Adding Priority Groups

You can choose to identify the Priority Groups your project serves in the Priority Groups table, as applicable. To add details, click "Add Priority Group".

Select the priority group that your building serves from the drop-down. For CHDP, your choices are:

- Black Canadians
- Homeless people or those at risk of homelessness
- Indigenous people
- LGBTQ2+
- Newcomers (including refugees)
- People with developmental disabilities
- People with mental health or addiction issues
- People with physical disabilities
- Racialized groups
- Seniors
- Veterans
- Women and children fleeing domestic violence
- Women and their children
- Young adults

Once you've identified the priority group it will appear in the table. Under the column Target Units/Beds, please enter the number of units/beds occupied by the priority group.*

If you wish to delete a group from the table, select "delete" to remove the record from the application or select "cancel" to return to your list.

***If units will be self-contained, please enter the total number of units. A self-contained unit provides living, sleeping, eating, food preparation and bathroom facilities. If individual beds will be assigned to tenants, please enter the total number of beds.**

STEP 4 – FUNDING/COLLABORATORS

If your project is receiving any additional funding outside of CMHC please provide that information in this section of your application. If this is not applicable to your project, click "Next" to proceed to the next tab.

If your project is receiving funding outside of CMHC, click "Add Funding Source/Collaborator." The following fields will be presented:

Question	Display Field Required Information:
Collaborator Organization Name	Enter the name of the organization providing additional funding
Collaborator Type	Select the collaborator type from the drop-down. For CHDP, your choices are: Indigenous Government, Government of Canada, Province/Territory, Municipality, Indigenous Group, Not-For-Profit, For-Profit/Private, Proponent, CMHC, Other
Capital Funding Amount Expected	If known, enter the expected funding amount
Funding Type	Select the funding type from the drop-down. For CHDP, your choices are: Subsidy, Contribution, In-Kind, Cash Equity, Land Equity, Other
If "Loan" is selected, the field "Type of Loan" will be presented	Select the type of loan from the drop-down. For CHDP, your choices are: Repayable Loan, Forgivable Loan
Funding Purpose	Select the funding purpose from the drop-down. For CHDP, your choices are: Capital, Ongoing Operations

Once you have filled out the mandatory fields, click "Done with Adding Funding Sources/Collaborators" or if you would like to add another funding source, click "Save and Add Another Funding Source/Collaborator."

Once all fundings are added they will be displayed on the "Funding/Collaborators" tab. Click "Next" to continue to the next tab.

STEP 5 – ATTACHMENTS

In this section you will add all mandatory documents to support your application.

The CHDP Required Documents list is available at cmhc.ca/chdp.

Attachments must be in one of the following formats:

- PDF, DOC, DOCX, PPT, PPTX, TXT, JPG, JPEG, PNG, XLSX, XSX.

The CMHC Portal cannot accept documents in a ZIP file format.

You may attach as many files as required. Each file should be no more than 10MB.

Please ensure that the file name will identify the content of the document.

To attach files to your application, click on “Choose Files” and select the attachment from your computer.

Click “Upload Files” to attach them to the application.

Once successful, your files will be listed under “My Documents” on the Attachments page.

STEP 6 – SUBMIT

In this section, you can choose to “print and review your application”, or “save for later” in draft status if you are not ready to submit.

Once you have completed the application, reviewed it for accuracy, and attached all the necessary documents, you are ready to submit.

Select “Submit Now” to send the application to CMHC.

Adding a Contributor

After submission, if you wish to give another individual the ability to upload documentation to serve as part of your application submission, navigate to the “My Applications” page.

From this page, click on the application that you would like to add a contributor to. From this page, select “Manage Contributors” and you will be taken to the “Manage Contributors” page. On this page, please enter the new contributor’s email address, click “Verify” and then click “Add.” The email address you submit will then receive an email containing instructions on how to proceed to the CMHC Portal, either to create or to log into their account. This will allow the contributor to add documentation to the application.

You may also remove contributors from your applications on this page, by selecting “Remove”.

It is the responsibility of the proponent to ensure that all information provided is complete and accurate.