**CANADA MORTGAGE AND HOUSING CORPORATION**

# Housing Internship for Indigenous Youth (HIIY) – Application Guide

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# Introduction

This application guide will walk you through all the necessary steps in completing your application for the Housing Internship for Indigenous Youth (HIIY) program.

## Program Description

The Housing Internship for Indigenous Youth (HIIY) program is an employment initiative for Indigenous youth aged 15 to 30. The program provides work experience and on-the-job training, helping youth interested in pursuing longer-term employment in the housing sector or a related field.

The duration of the internship must be from 8 weeks to 52 weeks (one year). Funding for a second internship year may be possible, but isn't guaranteed and is subject to availability.

The following is a high-level process map intended to help you understand what happens and when.
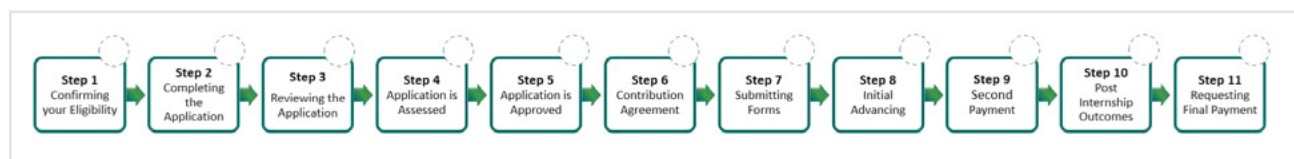


## Important Documents

To prepare you for completing this application, we recommend downloading and/or reviewing the following documents.

| | |
|---|---|
| ⬇ Housing Internship for Indigenous Youth – **Cost Table** | ⬇ Housing Internship for Indigenous Youth – **Fact Sheet** |

## Helpful tips to get you started

Below are some helpful tips on how to successfully navigate the CMHC Housing Portal (which is where you'll be working on the HIIY application). We recommend you take a moment to review them.

1. If you don't already have access to the CMHC Housing Portal,[1] you can create an account today. Download our guide How to Create a Profile and Start an Application[2] for more information about accessing the Portal.

2. Each person in your organization can create their own account. You will only need to create an account once. We recommend that you choose a password you will remember and keep it private.

3. Please make every effort to fill in all the fields while applying. This will allow CMHC to assess your application quickly and efficiently and avoid potential delays that can arise when an application is incomplete.

4. As you navigate through the application, you will note some fields will have a small red asterisk (*). These are used to highlight mandatory fields. For non-mandatory fields, you only need to complete as much as you can.

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[1] https://port-cmhc-schl.microsoftcrmportals.com/en-CA/

[2] https://www.cmhc-schl.gc.ca/-/media/sites/cmhc/professional/project-funding-and-mortgage-financing/funding-programs/nhs-portal-application-guide-en.ashx

**5** If you find yourself "stuck" at any point in the application, please do not hesitate to communicate with your CMHC representative. They will be happy to help.

**6** If you can, we recommend having both this guide and the CMHC Housing Portal[3] open at the same time, so you can follow the steps in the guide while creating your profile. We recommend using the browser Microsoft Edge to navigate the portal.

## Starting a New Application

This part of the application is to confirm your and your organization's information and select the program application you would like to complete.

1. Once you have logged into your account, click **"START A NEW APPLICATION"**.

2. Review your organization's information to make sure it is accurate. If it is, select **"NEXT"**. If you see an error, do not hesitate to get in touch with your CMHC representative, and they will be happy to make the changes for you.

3. In the **"Proponent"** section, select which program you are applying to.

   – Click on the magnifying glass icon on the right

   – Search and select **"Housing Internship for Indigenous Youth"**

4. Add a name to your project by clicking on **"PROJECT NAME"** (e.g., Housing Internship Program 2024-2025).

### Assigning the application

If you would like to assign this application to someone else on your team, click **"CHANGE"**. Otherwise, you can scroll down to read and agree to the terms and conditions.

To agree, you can click on the check box next to **"I AGREE TO THE TERMS AND CONDITIONS"** then click the **"NEXT"** button at the bottom.



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3 https://port-cmhc-schl.microsoftcrmportals.com/en-CA/

# Project Information

The intent of the Project Information section is to allow you to provide essential information about the internship project, including the intern's job title and function, proposed wages, duration of the internship, and the potential to keep the intern after CMHC funding has ended.

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ⓘ **Please Note**

The process below focuses on an application for one intern.

If you are **applying for multiple interns**, you will have to either:

- submit a separate application for each intern; OR
- submit one application along with the **Project Cost Table**, which allows you to provide the required details for all additional interns.

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1. **Project Name**
   The project name you wrote earlier will be added automatically. The name you enter will be the title of your organization's internship application.

2. **Expected Project Start Date**
   Enter a **"START DATE"** for one intern. You can click on the calendar icon to see a calendar view. Please enter the earliest expected start date for your first intern. (YYYY-MM-DD)

3. **Expected Project Completion Date**
   Enter an **"END DATE"**. You can click on the calendar icon to see a calendar view. For this field, please enter the expected date of completion. (YYYY-MM-DD)

4. **CMHC Contact(s)**
   Provide your **"POINT OF CONTACT"** at CMHC (if applicable).

5. **Function Area**
   Select one **"FUNCTION AREA"** from the drop-down list of options.

6. **Job Title**
   Select one **"JOB TITLE"** from the drop-down list of options.

7. **Weekly Hours**
   Write the **"NUMBER OF HOURS PER WEEK"** for one intern (e.g.: 20 hours per week).

8. **Safety Equipment Cost**
   Write **"THE AMOUNT"** you require to cover the cost of safety equipment for each intern working on a construction or renovation site, such as safety shoes/boots, hard hats, safety glasses, etc.

   - This amount cannot be more than $250.00 per intern.
   - Any safety equipment costs claimed are taken off your total approved funding amount from CMHC.

9. **Assistance Period (weeks)**

   "SELECT" the expected assistance period (duration of the internship) for one intern in weeks.

   NOTE: Approval of internships that extend into a second year (i.e., beyond 52 weeks) is subject to available funding. If your application is intended for two years, you may have to reapply for second-year funding close to the end of the first year.

10. **Proposed Wage ($ / hr)**

    Enter the "PROPOSED WAGE" for one intern only. The dollar amount must represent their salary per hour.

    NOTE: You must pay at least the minimum wage of your province or territory.

11. **Position - C&C Support**

    NOTE: To be completed if the internships will occur in an Indigenous community on reserve. Otherwise, please skip this question.

    Using the **"DROP-DOWN"** list, indicate whether or not the Chief and Council support the creation of the positions, agree with the identified housing objectives, and ensure that the interns have the time to participate in training and carry out the deliverables identified.

    Before you click **"NEXT"** at the bottom, be sure to take a moment to review your content and ensure you have entered all the essential information.

# Additional Information

The Additional Information section allows you to provide key information and details about your proposed internship project, including the responsibilities, training and support for **all interns you would like to hire** along with the expected outcomes of their internships.

Please provide as much information as you can, as this will allow CMHC to assess your application more quickly and efficiently, avoiding potential delays that can arise when an application is incomplete and further information is needed.

## How to answer the questions

Click on the **"QUESTION"**, and a new pop-up window will open.

- Once the new window opens, you will have a **"DROP-DOWN"** menu in which you can select the appropriate answer.
- Once you have made your selection, click **"SAVE AND GO TO NEXT QUESTION"**.

## Intern's age

Q: Is (are) your intern(s) within the ages of 15-30 years old?



## Project limit

Q: Is (are) the internship(s) within the 8-week-to-24-month program limits?



## Application for year 2 of an ongoing internship

Q: Is this application for year 2 of (an) ongoing internship(s)? Please specify for how many intern(s).

## Do the Chief and Council support the creation of the internship position?

Q: Do the Chief and Council support the creation of the internship position, and will they ensure that the intern has a supervisor to provide guidance and direction?

There is also an open text box where you can "PROVIDE ADDITIONAL DETAILS".



## Intern duties

Q: Describe the intern's duties.

*In the open text box, describe the responsibilities, duties, and tasks the intern(s) will have.*

NOTE: If you are applying to hire more than one intern, please indicate the number of interns you would like to hire in the open text box as well.



## Selection/hiring process

Q: Describe the process by which you will or have selected your intern(s).

*In the open text box, "DESCRIBE" the process you will follow to select the intern(s).*

## Support to the intern

Q: Describe with as much detail as you can the type of coaching and support you will give the intern(s) to guide them in their new position(s) and work environment.

*In the open text box,* **"DESCRIBE"** *the type of coaching and support you will give the intern(s).*



## Specific training

Q: Describe what kind of training (educational, technical, or other) you will provide to help the intern(s) fulfill their responsibilities and develop relevant knowledge and skills.
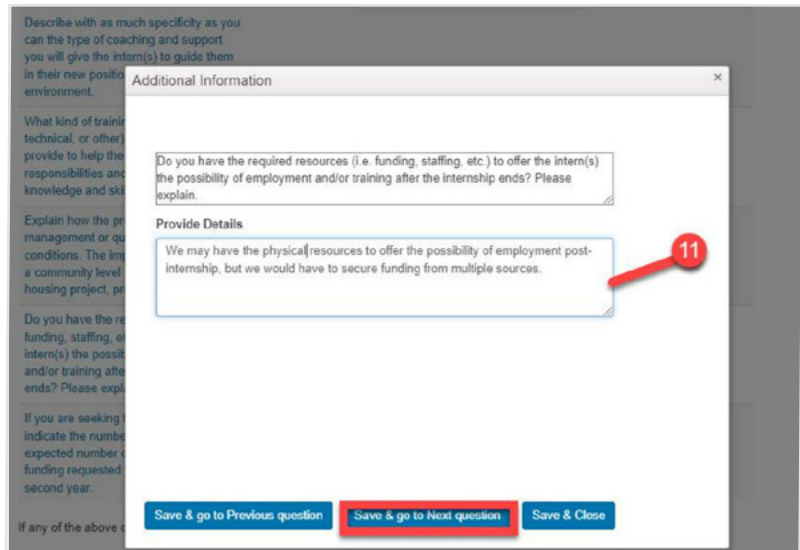
*In the open text box,* **"DESCRIBE"***, what kind of training you will provide. Be specific and include details (type of training, subject area, etc.).*



## How will the project improve the management or quality of housing conditions?

Q: Explain how the project will improve the management or quality of housing conditions. The impact can either be at a community level or limited to a specific housing project, program, or sector.

## Required resources

Q: Do you have the required resources (funding, staffing, etc.) to offer the intern(s) the possibility of employment and/or training after the internship ends? Please explain.
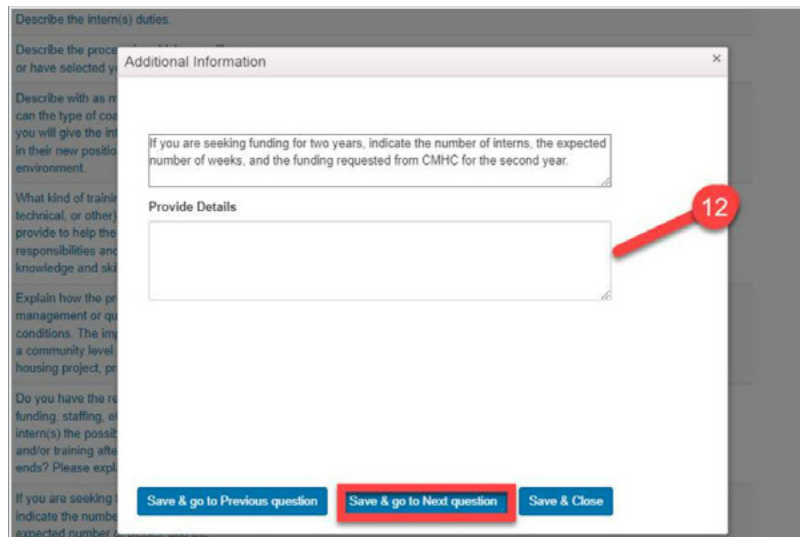


## Two-year internship

Q: If you are seeking funding for two years, indicate the number of interns, the expected number of weeks, and the funding requested from CMHC for the second year.

CMHC may contact you for additional details. Please note that, as funding is subject to availability, you may have to reapply for year-2 funding.

When you are have completed, scroll down and click **"SAVE & CLOSE"**.

Once you have answered all of the required questions, the pop-up window will close, and you will see all your answers in a table format.

Take a moment to review your answers. If you want to make any changes, simply **"CLICK ON THE QUESTION YOU WOULD LIKE TO FIX"**.

When satisfied with your answers, you can scroll down and click **"NEXT"**.

# Proposed Financing

The intent of the Proposed Financing section is to list all the sources of funding that you will or plan to obtain to finance the internship, including the financial contribution from your organization, the funding expected from other partners (public, non-profit, private), and from CMHC.

## 1. Type of collaborator

In the drop-down list, select the type of partner or collaborator you will seek (or have received) financial contributions from.

Getting funding from other partners will allow you to provide interns with better, more rewarding internship opportunities. Note that, if you cannot specify (or do not know) all funding sources/partners while completing this application, you will have the opportunity to provide this funding information if your application is approved.

NOTE: You will repeat these steps for each collaborator and funding source, including your own organization. For your organization, select "Proponent" as the type of collaborator in the drop-down list.



## 2. Funding Type

Using the drop-down list, select "CONTRIBUTION" as the funding type you are requesting from CMHC.

There are four options in the drop-down list. They are:

- Subsidy
- Contribution
- Loan
- Other

## 3. Capital funding amount

Please indicate the **"FUNDING AMOUNT"** you want from CMHC and the funding amounts you expect or have received from other partners (in dollars – for example, $1,000).

NOTE: The Proposed Financing section includes an automatic calculation for the Total Cost per Person.

If you are applying for multiple interns and are choosing to submit only one application, be sure to include the total amount requested from CMHC in the field Capital Funding Amount Expected.



## 4. Collaborator Organization Name

Enter **"THE NAME"** of the collaborator organization from which you will seek financial contributions.



## 5. Save and add another

Scroll down and click on **"SAVE AND ADD ANOTHER FUNDING SOURCE/COLLABORATOR"**.

## 6. Viewing your costing table

After you have pressed save, you will see your information show up above in the funding table.

If you notice an error or want to delete it, you can click on the small **"DROP-DOWN ARROW"**, which will allow you to edit or delete the record.



## 7. Save and continue or add another

If you are satisfied with your entry, you can do one of two things:

- You can click **"DONE WITH ADDING FUNDING SOURCES/ COLLABORATORS"**, which will move you forward to the next step.

- You can click **"SAVE AND ADD ANOTHER FUNDING SOURCE/ COLLABORATOR"**, which will allow you to add another funding source.

NOTE: We recommend that you include all funding sources.



## 8. Funding sources

Once you have entered all your funding sources and clicked **"DONE WITH ADDING FUNDING SOURCES/COLLABORATORS"**, you will be brought to the next page, where you will enter all your information.

If you are satisfied with all the information, you can scroll down and click **"NEXT"**.

# Attachments

This section of the application allows you to enter any documents you think should be included with your application.

- If you are applying for multiple interns, this is where you will upload the **Project Cost Table** (Excel document).
- If you are planning to have a two-year internship, you can attach a summary of any year-2 internship project details you would like to provide.

## Upload Files

1. If you want to include any documents, you can do so by clicking **"CHOOSE FILES"**. A new pop-up window will open, in which you can search for a document on your computer or network.

2. Once you have selected a document, click on **"UPLOAD FILES"**.

3. Once you have uploaded your files, they will appear in the **"MY DOCUMENTS"** section below.

4. When you are satisfied with all your documents, you can click **"NEXT"**.

As shown on the portal, you can attach the following document formats: PDF, DOC, DOCX, PPT, PPTX, TXT, JPG, JPEG, PNG, XLS, XLSX.

The maximum size is 10 MB per file.

# Submit

We are now at the end of the application process.

## Print and Review

On the Submit page, you can review your application before submitting it. Click on **"PRINT AND REVIEW YOUR APPLICATION"**, and a pop-up window will open where you can view your entire application.

*This is not mandatory. The portal will save your application, and you will have access to view it at any time.*

After you have reviewed your application, you can go back to the previous pages if you need to make any edits.

## Save for Later

You can also save your application and submit it at a later time. If you wish to do this, click on **"SAVE FOR LATER"**. The system will save your application under your profile, and you can find it under the section **"MY APPLICATIONS"**.

*If you choose this option, you will be able to edit until you submit the application.*



## Submit Now

Important! Once you click on **"SUBMIT NOW"**, you will not be able to make any more changes to your application. You will have to reach out to your CMHC representative to request any further changes.

Therefore, please make sure the information you have entered is complete and accurate before clicking on **"SUBMIT NOW"**.

After reading the disclosure, you can click on **"SUBMIT NOW"**.

## Thank You Window

Once you have submitted your applications, a pop-up window will open, and you will have three options:

1. **"CLOSE"**, which will close the application;
2. **"SUBMIT ANOTHER APPLICATION"**, which will bring you to the beginning of the application process, and you can submit another application, or
3. **"TAKE THIS SHORT SURVEY"**. We encourage you to take this survey and share with CMHC your feedback on your experience with this application. We continuously strive to improve, and we appreciate your feedback.

NOTE: One of the benefits of the portal is that you can now monitor the status of your application by accessing your account. You may also need to submit specific documents throughout the process.

# Next Steps

We have now completed the application submission part of the process. To help guide you along, we have included below a breakdown of each step of the application process, including the steps that come after you submit your application.

Remember at any time, you can access your account and your application, and see your status. You can also communicate with your CMHC representative.

## Step 1 – Confirming your eligibility and Application Guide review

Review the eligibility requirements for the Housing Internship for Indigenous Youth (HIIY) program by consulting the Program Fact Sheet and the Project Cost Table (if appropriate) and reviewing the questions and criteria outlined in the Application Guide.

## Step 2 – Filling out the application

Use this Application Guide to support you in each step of the application process. If you have any additional questions, your CMHC representative will be happy to assist you.

In the portal, your application status will read **"SUBMITTED"**.

## Step 3 – Review of your application by CMHC

CMHC will verify your application for eligibility and completeness. If additional information is required, CMHC will contact you with a request to submit the missing information or documentation by a designated deadline.

NOTE: In the system, your application will read:

• "UNDER REVIEW"; or,

• "ADDITIONAL INFORMATION REQUIRED"

## Step 4 – Application is assessed

CMHC will assess your application to determine approval and funding allocation. Please note that, while every effort is made to allocate contributions to as many applicants as possible, given the limited funding available, a prioritization process may be undertaken.

Your application status will read **"UNDER ASSESSMENT"** in the portal.

## Step 5 – Application is approved

All approved applicants (sponsors) will receive a Sponsor Package by email. This package will include:

• a confirmation letter specifying the funding amount that will be provided for your internship request.

• a Contribution Agreement establishing the terms and conditions of the funding. You will be required to review and sign this document by a designated deadline.

• an Intern Profile form that you will be required to complete and submit to CMHC upon hiring the intern(s)

• a Post-Internship Outcomes form that you will be required to complete and submit to CMHC when the internship ends, but no later than **March 31**.

Your application status will read **"APPROVED"** in the portal.

## Step 6 – Contribution Agreement signed

Once you sign the Contribution Agreement, you will return it to CMHC by email. CMHC will then sign the agreement and upload it to the portal.

Your application status will read **"AGREEMENT SIGNED"** in the portal. This means that the agreement has been signed by both parties and can now be implemented by CMHC.

## Step 7 – Submitting forms

Once you hire the intern(s), you are required to complete and submit the Youth Intern Profile Form(s) that you received in your Sponsor Package and return it to CMHC by email by a designated deadline.

## Step 8 – Requesting initial advance

After submitting the Youth Intern Profile Form(s) to CMHC by email, you will receive an initial advance payment for 50% of your total allocation..

Your application status will read **"INITIAL ADVANCING"** in the portal.

## Step 9 – Post-internship outcomes

You will be required to submit the Post-Internship Outcomes Form to CMHC by email when your internship ends, and no later than **March 31**.

## Step 10 – Requesting final payment

After submitting the Post-Internship Outcomes Form, you will be required to make a request for final payment from CMHC.

This request must be made when the internship is completed, and **no later than March 31**.

Your application status will read **"FULLY ADVANCED"** in the portal.

# Frequently Asked Questions (FAQ)

Below are some frequently asked questions to help guide you through this program and the application. Should you require further assistance, please get in touch with your CMHC representative, and they will be happy to assist you.

1. **Is there an age range for the intern(s)?**
   Yes, the Housing Internship for Indigenous Youth (HIIY) program is an employment initiative for Indigenous youth aged 15 to 30.

2. **Is there a limit to the number of weeks or months we can have an intern?**
   The internship must be for a minimum of 8 weeks. The maximum length is 2 years, subject to available funding.

3. **Can the interns work anywhere else at the same time?**
   No, participating interns cannot be otherwise employed or be receiving Employment Insurance benefits during the internship.

4. **How can I apply for multiple interns?**
   If you are applying for multiple interns, you will be required to either:
   – submit a separate application for each intern; or
   – submit one application along with the Project Cost Table, which allows you to provide the required details for all additional interns.

5. **If my application is approved, how long will it take until I receive my contribution?**
   Once your application is approved, you must confirm that you have hired the intern(s), by submitting the Youth Intern Profile Form(s) to CMHC by email to receive your first payment of 50%.

   Once the Youth Profile Form(s) are received, CMHC will issue your first payment.

6. **What kind of funding will I receive?**
   CMHC funding for the HIIY program takes the form of a contribution that will help finance the internship(s), in accordance with the terms and conditions of the Contribution Agreement.

7. **What if I run out of funding but I still need my intern?**
   Funding may be provided for a period of up to 52 weeks (one year) ending March 31.

   If, during the course of the internship, you determine that you will be needing the intern(s) for a longer period of time, you can contact your CMHC representative to indicate your interest in seeking funding for a second year. Please note that, as funding is subject to availability, you may have to reapply for year-2 funding.

## CMHC helps Canadians meet their housing needs

Canada Mortgage and Housing Corporation (CMHC) has been helping Canadians meet their housing needs for more than 75 years. As Canada's authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer unbiased housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations.

Reach us by phone at **1-800-668-2642** or by fax at **1-800-245-9274**.

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