

# Agreement Report (Attestations) Guide



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**Use of Information & Disclaimer:** Information contained in this Agreement Report Guide is proprietary information to CMHC. It is available and shall be used for the sole purpose of providing proponents with sufficient information to complete their agreement report for the Housing Accelerator Fund. You shall not make any other use of the information. The images shown in this guide are for illustration purposes and may differ slightly from what is presented on CMHC's portal.

## Purpose of the Agreement Report Guide

This guide provides the necessary information to assist proponents on how to complete the reporting for HAF through CMHC's portal. This includes instructions on how to provide an update on the action plan commitments and initiatives and how to submit the permit data, use of HAF funding, capital projects, and a signed attestation report.

## Login to the CMHC Portal

### Creating an Account & Profile

If you have used the CMHC portal before, proceed to the next section, "[Returning to the CMHC Portal?](#)".

Whether you are managing agreement reports for your own organization or on behalf of a third party, you must create a profile in the [CMHC portal](#) before you can submit an agreement report.

On the portal login page, select "**Don't have an account? Sign up now.**"

Enter your email address and click, "Send verification 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."

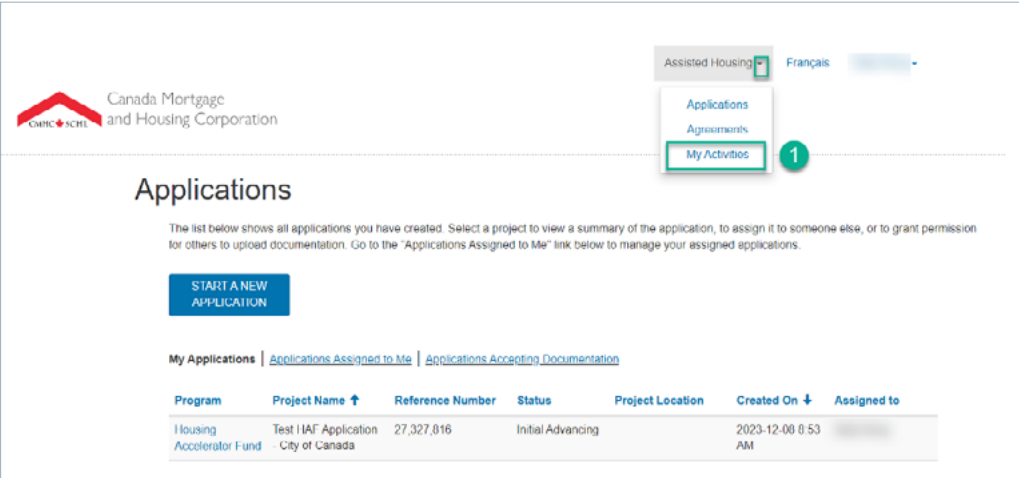
For more information on how to create a profile in the CMHC portal, refer to the "[CMHC Portal: How to Create a Profile and Start an Application](#)" guide.

Your personal and organization information is saved under "My Profile" and "Organization Profile", which you can access at any time. You will be asked to provide contact information for yourself and your organization.

**Note:** To protect your privacy and make sure you receive communications, approvals, and/or payments from CMHC in a timely manner, your organization's profile will be placed on hold until CMHC can validate the Legal Name and other information and make any necessary changes. While you wait, you will not be able to proceed any further. The timeline for approval should take no more than 2 business days, and once the hold has been removed you can proceed with completing the agreement report.

## Returning to the CMHC Portal?

1. Login to the [CMHC portal](#). Once logged in, you will be presented with the "My Applications" page. In the "Assisted Housing" dropdown, click on "My Activities".



## Semi-Annual Agreement Report (First Reporting Period)

As part of the HAF reporting requirements, proponents must submit to CMHC a semi-annual agreement report (first reporting period), which will include:


- A signed attestation letter from the CFO or equivalent
- A completed capital projects report, and
- Provide the next scheduled review date for the Housing Needs Assessment report (if applicable)

A CMHC representative will contact proponents with a reminder to complete the agreement report through the CMHC portal. This agreement report will be available for proponents to complete 4 months after the effective date of the contribution agreement. The due date to submit this report is 6 months after the effective agreement date as outlined in the contribution agreement.

## Download and Complete the Reporting Templates

The reporting templates for all reporting periods can be found in the “My Document” section of your HAF application.

1. From the “Applications” page, click on the program link for your HAF application.



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### Applications

The list below shows all applications assigned to you to manage. Select a project name below to manage the application.

[My Applications](#) | [Applications Assigned to Me](#) | [Applications Awaiting Documentation](#)

Program	Project Name ↑	Reference Number	Status	Project Location	Created On ↓	Owner	Organization
1 <a href="#">Housing Accelerator Fund</a>	Test HAF Application - City of Canada	27,327,016	Initial Advancing		2023-12-08 8:53 AM		CMHC

The “My Documents” section will display the documents that you submitted as part of your HAF application. It will also display the templates that you are required to complete as part of the reporting requirements.

**Note: Each reporting period will have specific requirements on which template to complete.**

Project Details

Program you're applying for  
Housing Accelerator Fund

Project Name  
Test HAF Application - City of Canada

Project Type  
New Construction

CMHC Client Solutions Representative

Additional Project Details

Question	Status
Application Stream	Answered
Proponent Type	Answered
Municipality Type	Answered
Housing Needs Assessment	Answered

Additional Information

Question	Answer	Details	Eligibility
What is the annual housing supply growth rate?	2. 1.50% to 2.50%		Yes
What is the annual growth rate percentage change?	2. 15.00% to 20.00%		Yes
Is there a current housing needs assessment?	1. Yes, a current report is available		Yes

Initiatives

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated Number of Units the Initiative will Incent - Within the Program Period	Score	Created On
Implementing an e-permitting system	2024-02-01	2025-07-01	120	14.00	2023-12-08
Zoning Bylaw Updates	2023-10-01	2024-04-30	40	16.00	2023-12-08
Consultation program to support community needs for different housing types	2024-01-01	2024-08-01	8	20.00	2023-12-08
Improve planning approval processes	2024-01-01	2024-12-31	20	20.00	2023-12-08
Secondary Suite Incentive Program	2023-11-01	2024-12-31	130	12.00	2023-12-08
Enable the development of affordable housing on city owned land	2023-11-01	2025-11-01	300	16.00	2023-12-08
Create program to fast track rental and affordable housing	2023-12-01	2024-06-30	400	14.00	2023-12-08

My Document

Integrity Declaration.pdf

Housing Needs Assessment Report.pdf

HAF Application Form.xlsx

Attestation Template.pdf

Capital Projects Template.xlsx

Permit Data Template.xlsx

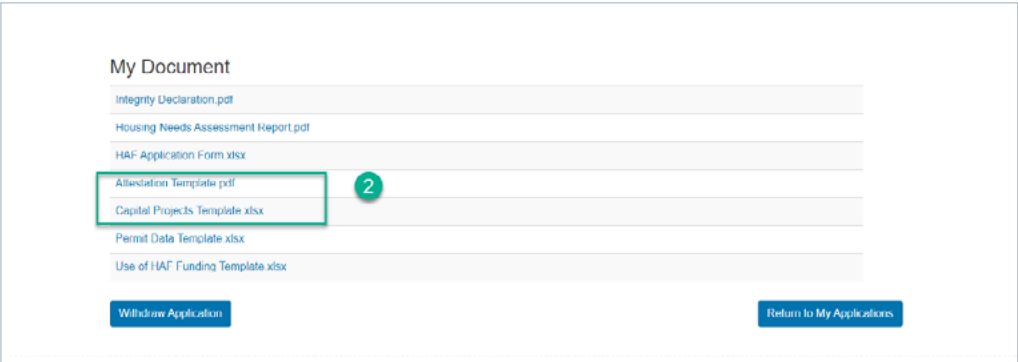
Use of HAF Funding Template.xlsx

Withdraw Application

Return to My Applications

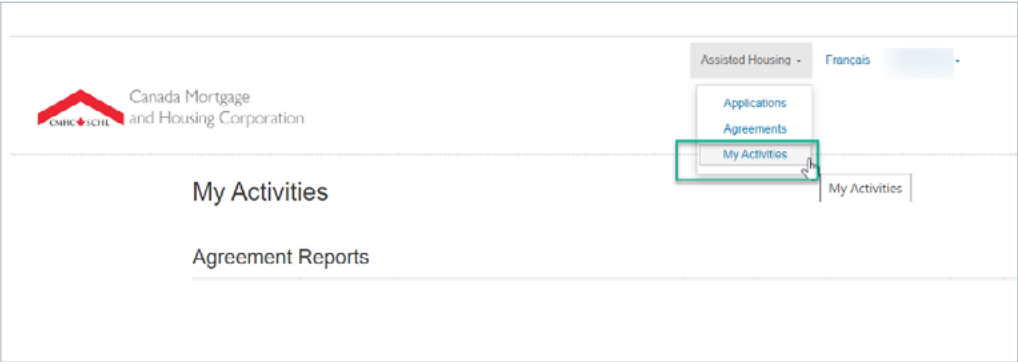
- 2. Click on the “Attestation Template” and “Capital Projects Template” to download on your computer. Complete both templates.

**Important: Follow the “Instructions” tab in the capital projects template for guidance on how to complete the document.**



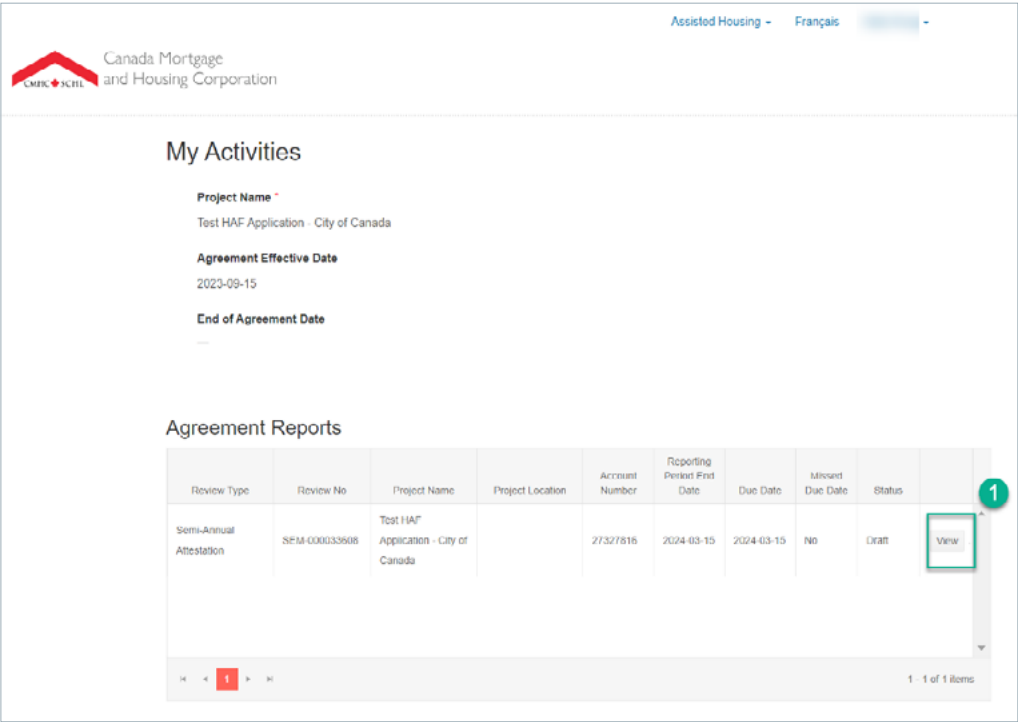
## Upload Completed Templates to the Agreement Report

The “My Activities” page will display the agreement reports that are ready for you to complete and submit.



- 1. From the “My Activities” page, click on the “View” button of the agreement report associated to the HAF application.

**Note: Proponents may have multiple agreement reports in the “Agreement Reports” grid if they have agreement reports for other CMHC programs.**



**Within the CMHC portal:**

All fields marked with an asterisk (\*) are required fields. All required fields must be populated with accurate information before you can submit the agreement report.

As you complete your agreement report, the changes are saved automatically. You may leave the CMHC portal and return at a later time; your agreement report will be saved.

Once your agreement report is submitted, it will be date stamped and read-only. If you need to make edits to your agreement report, you will need to contact CMHC to have your agreement report returned to you.

2. To upload the completed templates, click on “Choose Files” to upload to the agreement report.
3. **Only applicable for proponents that have a housing needs assessment and require to add a scheduled review date (at the time the contribution agreement was signed):**  
Provide a date to the question “When is the next scheduled review date for the Housing Needs Assessment?”.

**Agreement Report**

Please complete and submit the signed attestation letter and the capital projects report. The templates can be found under the 'My Documents' section in your HAF application.

**Attestation Type**  
Surrender of Attestation

**Reporting Period End Date**  
2024-03-31

**Due Date**  
2024-03-31

**Program**  
Housing Acceleration Fund

**Project Name**  
Test HAF Application - City of Canada

**Attestation Status**  
DRAFT

**Scheduled Date**

**Proponent**  
City of Canada

When is the next scheduled review date for the Housing Needs Assessment?  
2024-03-31

**Attached Documents**  
Please upload the completed attestation letter, capital projects report, and any other supporting documentation, as applicable. The templates can be found under the 'My Documents' section of this agreement report.

**Attach a File**  
Choose File(s) No file chosen  
Upload File(s)

**No Documents**  
There are no documents to display.  
Click the button above to add a document.

☒ I confirm that the information to be submitted is true to the best of my knowledge and I am hereby authorized to submit on behalf of CMHC.

**Submit Attestation**

4. Once the completed templates have been uploaded, the files will appear in the “My Documents” section.
5. Click on the checkbox to confirm that the information to be submitted is true to the best of your knowledge and you have the authority to submit the attestation on behalf of your organization.
6. Click on “Submit Attestation.”

**Agreement Report**

Please complete and submit the signed attestation letter and the capital projects report. The templates can be found under the 'My Documents' section in your HAF application.

**Attestation Type**  
Surrender of Attestation

**Reporting Period End Date**  
2024-03-31

**Due Date**  
2024-03-31

**Program**  
Housing Acceleration Fund

**Project Name**  
Test HAF Application - City of Canada

**Attestation Status**  
DRAFT

**Scheduled Date**

**Proponent**  
City of Canada

When is the next scheduled review date for the Housing Needs Assessment?  
2024-03-31

**Attached Documents**  
Please upload the completed attestation letter, capital projects report, and any other supporting documentation, as applicable. The templates can be found under the 'My Documents' section of this agreement report.

**Attach a File**  
Choose File(s) No file chosen  
Upload File(s)

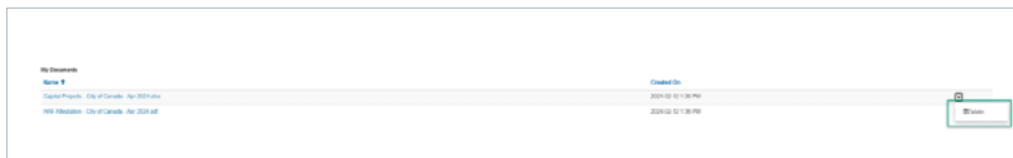
**My Documents**

NAME	CREATED ON
Capital Projects - City of Canada - Apr 2024.xlsx	2024-03-15 10:30 AM
HAF Attestation - City of Canada - Apr 2024.pdf	2024-03-15 10:30 AM

☒ I confirm that the information to be submitted is true to the best of my knowledge and I am hereby authorized to submit on behalf of CMHC.

**Submit Attestation**

**Note:** In order to delete an uploaded document, click on the dropdown arrow and click on the “Delete” button. You can only delete your documents as long as the document was uploaded before the agreement report is submitted to CMHC.



To view and/or print your submitted agreement reports, refer to “View and/or Print your Submitted Agreement Report” in this guide.

## Annual Agreement Reports (Second, Third, and Fourth Reporting Period)

In addition to the semi-annual agreement report (i.e. within the first 6 months of the effective agreement date), proponents must complete annual agreement reports for the second, third, and fourth reporting period, which will include:

- A signed attestation letter from the CFO or equivalent
- A completed capital projects report
- A completed Use of HAF Funding report
- A completed Permit data report
- Updates on action plan commitments, and
- Updates on initiatives and associated milestones

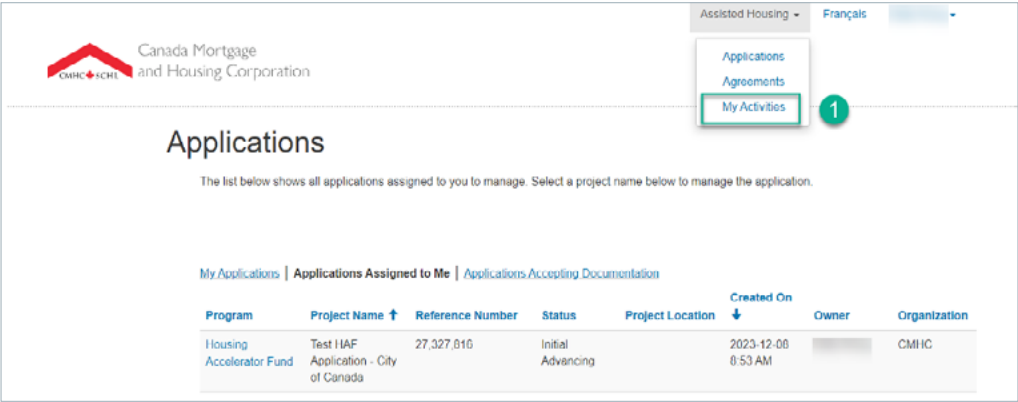
A CMHC representative will contact proponents with a reminder to complete the annual agreement reports through the CMHC portal. The annual agreement reports will be available for proponents to complete based on the effective agreement date, as outlined in the contribution agreement:

- Second Reporting Period: One year after the effective agreement date
- Third Reporting Period: Two years after the effective agreement date
- Fourth Reporting Period: Three years after the effective agreement date

The due date to submit the annual report is based on the effective agreement date as outlined in the contribution agreement.

- Second Reporting Period: One year plus 30 days after the effective agreement date
- Third Reporting Period: Two years plus 30 days after the effective agreement date
- Fourth Reporting Period: Three years plus 30 days after the effective agreement date

1. Login to the [CMHC portal](#). From the “Assisted Housing” dropdown, click on “My Activities”.



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Applications  
Agreements  
My Activities 1

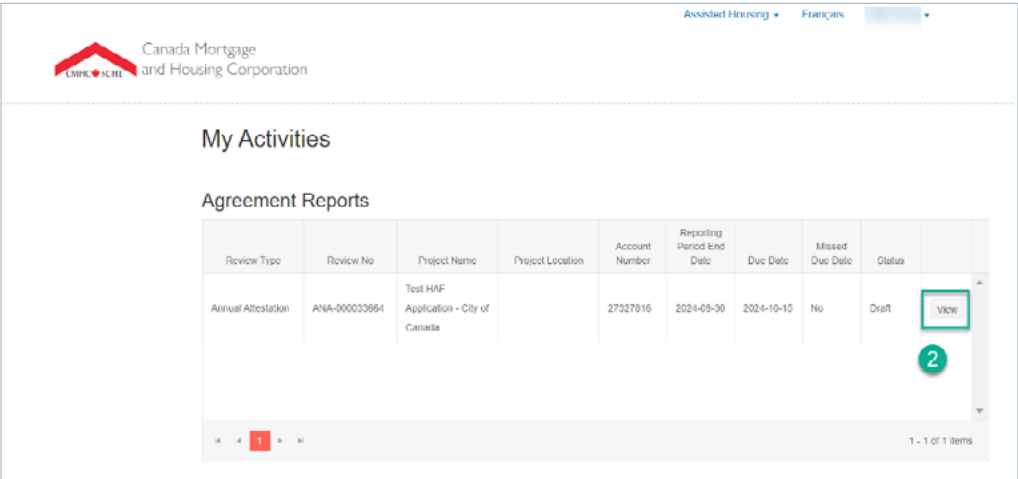
### Applications

The list below shows all applications assigned to you to manage. Select a project name below to manage the application.

[My Applications](#) | [Applications Assigned to Me](#) | [Applications Accepting Documentation](#)

Program	Project Name ↑	Reference Number	Status	Project Location ↓	Created On	Owner	Organization
Housing Accelerator Fund	Test HAF Application - City of Canada	27,327,816	Initial Advancing		2023-12-08 8:53 AM		CMHC

2. Annual agreement reports that are ready to be completed can be found in the “Agreement Reports” grid in the “My Activities” page. Click on the “View” button of the agreement report for your HAF application.



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### My Activities

#### Agreement Reports

Review Type	Review No	Project Name	Project Location	Account Number	Reporting Period End Date	Due Date	Missed Due Date	Status	
Annual Attestation	ANA-000035664	Test HAF Application - City of Canada		27327816	2024-09-30	2024-10-15	No	Draft	<a href="#">View</a> 2

1 - 1 of 1 items

## Step 1: Provide an Update on Action Plan Commitments

### 1. How many net new units were permitted in the reporting period?

Enter the number of net new residential units that were permitted in the reporting period.

**Note:** Permitted units refers to units for which building permits for new housing construction were issued during the reporting period for residential buildings. The reference to “net” is to consider any demolitions or conversions that may have taken place during the reporting period (i.e. units that are lost to the housing stock by way of demolitions or conversions from residential to non-residential should be subtracted from the number of permitted residential units to arrive at the net total).

### 2. Of the net new units that were permitted in the reporting period, how many were single detached homes?

Enter the number of single detached homes that were permitted in the reporting period from the number of net new units permitted.

### 3. Of the net new units that were permitted in the reporting period, how many were multi-unit housing in close proximity to rapid transit?

Enter the number of multi-unit housing in close proximity to rapid transit units that were permitted in the reporting period from the number of net new units permitted.

### 4. Of the net new units that were permitted in the reporting period, how many were missing middle housing?

Enter the number of missing middle housing units that were permitted in the reporting period from the number of net new units permitted.

### 5. Of the net new units that were permitted in the reporting period, how many were other multi-unit housing?

Enter the number of other multi-unit housing units that were permitted in the reporting period from the number of net new units permitted.

### 6. Of the net new units that were permitted in the reporting period, how many were affordable units?

Enter the number of affordable units that were permitted in the reporting period from the number of net new units permitted.

### 7. Are you on pace to surpass your housing supply growth target?

Select “Yes” from the dropdown option only if you are on track to **SURPASS** your housing supply growth target. Select “No” if you are **on track** or **delayed** to meeting your housing supply growth target.

**Note:** This question is only applicable for the second and third reporting period agreement report.

**8. Are there any additional initiatives that you would like to implement that will increase your housing supply growth target, should additional funding become available?**

Select "Yes" from the dropdown option if you would like to implement new initiatives that will increase your housing supply growth target. Refer to [Step 3: Propose Net New Initiatives to Increase Housing Supply Growth Target \(Optional\)](#).

**Note:** This question is only applicable for the second and third reporting period agreement report.

**9. What is the amount of HAF funding spent in the reporting period?**

Enter the amount of HAF funds that were spent in the reporting period. This is based on all advance(s)/payments(s) made during the reporting period.

**Note:** Please ensure that this amount matches your Use of HAF Funding report (Refer to [Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects, and Attestation Template](#)). For example, if you spent \$2M in the reporting period, the amount of HAF funding spent for each subcategory in the reporting period in the Use of HAF Funding template should sum to \$2M.

**10. What is the total amount of HAF funding spent for all reporting periods, based on all advance(s) to date?**

Indicate the cumulative amount of HAF funding spent to date for all reporting periods, based on all advance(s)/payment(s).

**Note:** Please ensure that this amount matches your Use of HAF Funding report (Refer to [Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects, and Attestation Template](#)). For example, if you spent collectively \$5M based on all reporting periods, the cumulative amount of HAF funding spent for each subcategory in the Use of HAF funding template should sum to \$5M.


**11. Have you provided an update to all initiatives and milestones within this attestation?**

Return to this question once you have completed [Step 2: Provide an Update on your Initiatives](#). Select "Yes" from the dropdown option once you have provided an update to all of the initiatives and associated milestones under the "Approved Initiatives and Milestones" table in the agreement report.

12. When is the next scheduled review date for the Housing Needs Assessment?

Indicate when the next scheduled review date will be for the Housing Needs Assessment. This question is only applicable for proponents that have a housing needs assessment, but require to add a reoccurring scheduled review date (at the time the contribution agreement was signed). This question is only applicable during the first reporting period and second reporting period.

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Agreement Report

Within 30 days of the first anniversary of the Effective Date of the agreement, the proponent must provide an update on the action plan initiatives and commitments and submit to CMHC the following:

- Signed attestation letter
- Financial data report
- Use of HAF funding report
- Capital projects report

The templates can be found under the 'My Documents' section in your HAF application.

Attestation Type

Annual Attestation

Reporting Period End Date

2024-09-30

Due Date

2024-10-15

Program \*

Housing Accelerator Fund

Project Name \*

Test HAF Application - City of Canada

Attestation Status

Draft

Submitted Date

Proponent

CMHC

How many detached were permitted in the reporting period? \*

1

Of the net new units that were permitted in the reporting period, how many were single detached homes? \*

2

Of the net new units that were permitted in the reporting period, how many were subsidized housing is close proximity to rapid transit? \*

3

Of the net new units that were permitted in the reporting period, how many were missing middle housing? \*

4

Of the net new units that were permitted in the reporting period, how many were other multi-unit housing? \*

5

Of the net new units that were permitted in the reporting period, how many were affordable units? \*

6

Are you on pace to achieve your housing supply growth target? \*

7

Are there any additional initiatives that you would like to implement that will increase your housing supply growth target, should additional funding become available? \*

8

What is the amount of HAF funding spent in the reporting period? \*

9

What is the total amount of HAF funding spent for all reporting periods, based on all advances to date? \*

10

Have you provided an update to all the initiatives and milestones within this attestation? \*

11

When is the next scheduled review date for the Housing Needs Assessment?

12

14

## Step 2: Provide Update on Initiatives

Your approved initiatives will appear in the "Approved Initiatives and Milestones" table.

1. Click on the dropdown arrow next to the initiative and click on "Edit". An "Edit Initiative" popup window will appear.

**Note:** If the pop-up window does not appear when you click on the question, ensure that pop-ups are not blocked by your internet browser.

Initiative Name	Estimated Start Date	Actual Start Date	Estimated Completion Date	Actual Completion Date	Estimated Number of Units the Initiative will Create - Within the Program Period - Verified by CMHC	Status
Zoning Bylaw Updates	2023-10-01		2024-04-30		40	Not Selected
Low-cost program to meet the needs of affordable housing	2023-10-01		2024-04-30		400	Not Selected
Low-cost program to support community needs for affordable housing	2023-10-01		2024-04-30		5	Not Selected
Secondary Suite Incentive Program	2023-10-01		2024-12-31		100	Not Selected
Improving planning approval processes	2024-01-01		2024-12-31		10	Not Selected
Implementing a permitting system	2024-03-01		2025-07-01		10	Not Selected
Enable the development of affordable housing on city-owned land	2025-01-01		2025-11-01		100	Not Selected

2. In the "Status" field, enter a status for your initiative. Please do not use the status "Not Selected", which is for internal CMHC use only.
3. In the "% of initiative complete" field, enter the approximate percentage of completion of the initiative.
4. In the "Actual Start Date" field, enter the start date of the initiative. If the initiative has not started, leave the field blank.
5. In the "Actual Completion Date" field, enter the completion date of the initiative. If the initiative has not been completed, leave the field blank.

Edit Initiative

Initiative Name \*

Zoning Bylaw Updates

2

Status \*

3

% Of Initiative Complete \*

Estimated Start Date

2023-10-01

Actual Start Date

YYYY-MM-DD

4

Estimated Completion Date

2024-04-30

Actual Completion Date

YYYY-MM-DD

5

Milestones \*

Milestone Name	Estimated Start Date	Estimated Completion Date	Status
Research and Consultations	2023-10-01	2024-01-31	
Approvals	2024-03-01	2024-04-30	

SAVE & CLOSE

6. All of the milestones associated with the initiative will appear in the “Milestones” table. Click on the dropdown arrow of the milestone and click on “Edit”. An “Edit Milestone” pop-up window will appear.

**Edit Initiative**

Initiative Name \*  
Zoning Bylaw Updates

Status \*  
[Dropdown]

% Of Initiative Complete \*  
[Input Field]

Estimated Start Date  
2023-10-01

Actual Start Date  
YYYY-MM-DD [Calendar Icon]

Estimated Completion Date  
2024-04-30

Actual Completion Date  
YYYY-MM-DD [Calendar Icon]

**Milestones \***

Milestone Name	Estimated Start Date	Estimated Completion Date ↑	Status
Research and Consultations	2023-10-01	2024-01-31	[Dropdown] <b>Edit</b>
Approvals	2024-03-01	2024-04-30	

**SAVE & CLOSE**

7. In the “**Status**” field, enter a status for your milestone. Please do not use the status “Not Selected”, which is for internal CMHC use only.
8. In the “**Actual Start Date**” field, indicate the start date of the milestone. If the milestone has not started, leave the field blank.
9. In the “**Actual Completion Date**” field, indicate the completion date of the milestone. If the milestone has not been completed, leave the field blank.
10. In the “**Comments**” field, provide an update on the progress of the milestone. If the milestone is delayed, provide a rationale for the delay and the next steps and timelines to get the milestone back on track.

**Edit Milestone**

Milestone Name \*  
Research and Consultations

Status \*  
[Dropdown] **7**

Estimated Start Date  
2023-10-01

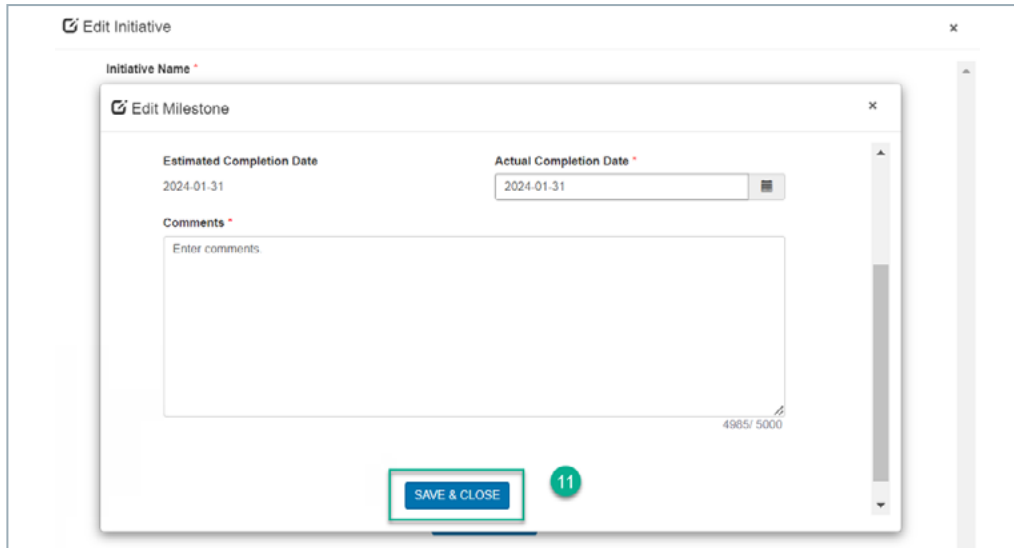
Actual Start Date  
YYYY-MM-DD [Calendar Icon] **8**

Estimated Completion Date  
2024-01-31

Actual Completion Date  
YYYY-MM-DD [Calendar Icon] **9**

Comments \*  
[Text Area] **10**

11. After you have entered in a value in the "Status", "Actual Start Date" (if applicable), "Actual Completion Date" (if applicable), and "Comments" field, click on "SAVE & CLOSE".



**Edit Initiative**

**Initiative Name \***

**Edit Milestone**

**Estimated Completion Date**  
2024-01-31

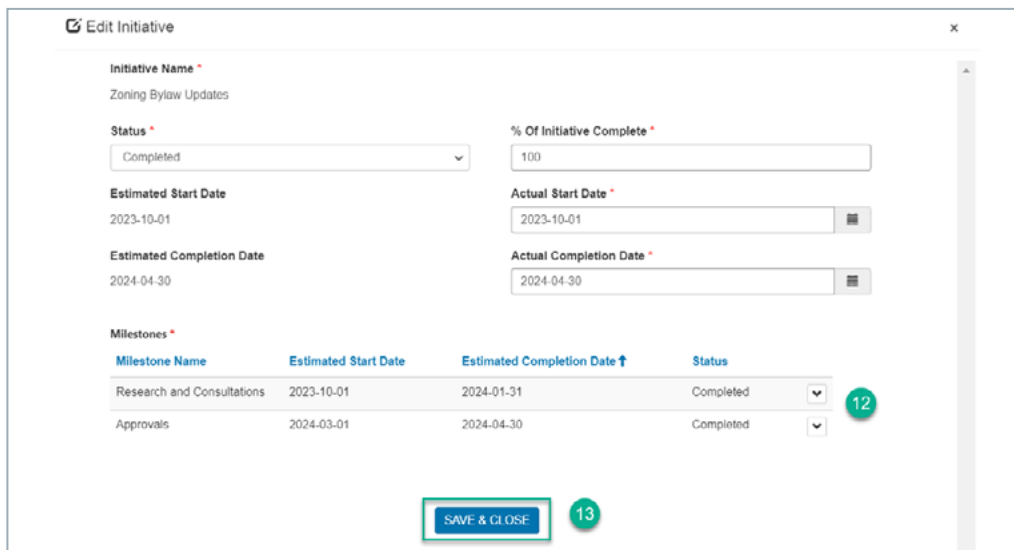
**Actual Completion Date \***  
2024-01-31

**Comments \***  
Enter comments.

4965/ 5000

**SAVE & CLOSE** 11

12. You will be brought back to the "Edit Initiative" pop-up window.
13. Once you have provided an update to all the milestones associated to the initiative, click on "SAVE & CLOSE."



**Edit Initiative**

**Initiative Name \***  
Zoning Bylaw Updates

**Status \***  
Completed

**% Of Initiative Complete \***  
100

**Estimated Start Date**  
2023-10-01

**Actual Start Date \***  
2023-10-01

**Estimated Completion Date**  
2024-04-30

**Actual Completion Date \***  
2024-04-30

**Milestones \***

Milestone Name	Estimated Start Date	Estimated Completion Date ↑	Status
Research and Consultations	2023-10-01	2024-01-31	Completed
Approvals	2024-03-01	2024-04-30	Completed

**SAVE & CLOSE** 13

14. Follow the same steps 1-13 in this section to provide an update to the remaining initiatives and associated milestones.

Initiative Name	Estimated Start Date	Actual Start Date	Estimated Completion Date	Actual Completion Date	Estimated Number of units the initiative will provide - within the Program Period - (subject to CMHC)	Status
Create program to fast-track rental and affordable housing	2023-01-01		2024-06-30		400	
Consultation program to support community needs for different housing types	2024-01-01		2024-06-30		8	
Secondary Suite Incentive Program	2023-01-01		2024-12-31		100	
Improve planning approval processes	2024-01-01		2024-12-31		40	
Implementing an e-permitting system	2024-02-01		2024-07-01		50	
Create the development of affordable housing on city owned land	2023-01-01		2024-01-01		300	
Zoning Bylaw Updates	2023-01-01	2023-01-01	2024-06-30	2024-06-30	40	Completed

**Note:** Proponents who did not have a Housing Needs Assessment at the time of signing the contribution agreement will have the initiative "Housing Needs Assessment" in the "Approved Initiatives and Milestones table". If this is applicable to your agreement report, follow the same steps 1-13 in this section to provide an update to the initiative and associated milestone for the completion of the Housing Needs Assessment.

## Step 3: Propose Net New Initiatives to Increase Housing Supply Growth Target (Optional)

Proponents have the option to propose net new initiatives to add to their action plan to increase their housing supply growth target to receive additional HAF funding. Proposing new initiatives does not guarantee approval of the new initiative and additional HAF funding. CMHC will review any newly proposed initiatives during its assessment and will communicate the outcome of its assessment.

Adding new initiatives to your action plan is **optional**. Proponents are not required to implement new initiatives beyond what they have already been approved for in their contribution agreement.

If you wish to add new initiatives to your action plan, follow the steps in [Part A: Add New Initiative](#) and [Part B: Add Initiative Details](#). Otherwise, skip this step in the portal and proceed to [Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects and Attestation Template](#).

**Note: The ability to add net new initiatives is only available for the second and third reporting period agreement report.**

### Part A: Add New Initiative

In the “New Initiatives and Milestones” table, click on the “ADD NEW INITIATIVE” button. A pop-up window will appear, allowing you to enter the details of your initiative.

The screenshot shows a web interface titled "New Initiatives and Milestones". It features a table with the following headers: "Initiative Name", "Estimated Start Date", "Estimated Completion Date", "Estimated Number of Units the Initiative will Incent - Within the Program Period", and "Created On". Below the table, a yellow message box states "There are no records to display". At the bottom center, there is a blue button labeled "ADD NEW INITIATIVE".

- Initiative Name:** Enter a name for your initiative.
- Initiative Type:** Click on the magnifying glass to display the list of initiative types to select from. Click on the arrow to navigate to the next page to display more initiative types. If your proposed initiative does not fall within the recommend initiative types, select “Other”.
- If “Other” please indicate:** Only if “Other” was selected as the initiative type, provide a short description of your proposed initiative. Otherwise, leave this field blank.

- 4. Describe your initiative, including its goals and objectives:** Provide an outline of your specific initiative and expected outcome(s). Highlight the key aspects in which your proposed initiative meets the objectives of the HAF program. Recommend 3 - 6 sentences.

Suggested questions to help develop the description outline:

- Will this initiative increase housing supply and if so, what is the type of housing incented?
- What policies need to be changed?
- What actions will be taken to foster its success?
- What will the estimated costs be used for? Will you need funding to hire expertise, improve capacity, and/or develop resources to implement this initiative?

- 5. Estimated Start Date:** Enter the (estimated) date that the initiative will start.

The initiative must have started after your effective agreement date.

- 6. Estimated Completion Date:** Enter the (estimated) date that the initiative will be completed and implemented.

- 7. Estimated number of units the initiative will incent within 10 years:** Enter the expected number of net new residential permits that the initiative will incent within 10 years.

- 8. Estimated Cost:** Provide the estimated cost of implementing the initiative. Include all costs associated with the initiative, which can include staffing costs where applicable.

- 9. Estimated number of units the initiative will incent within the program period:** Enter the expected number of net new residential permits that the initiative will incent within three years of the effective date of your agreement.

- 10. Other Expected Results:** Use this section to elaborate and quantify on the projected number of net new residential permitted units that this initiative will incent. Be specific and detailed when explaining how the number was determined. Outline any assumptions or calculations that were used.

You need to include the specific unit type that will result from this initiative and how many of each unit type is Affordable, in the following format, added as a template to the field:

- X Single Detached Homes (X Affordable)
- X Multi-Unit Housing in Close Proximity to Rapid Transit (X Affordable)
- X Missing Middle Housing (X Affordable)
- X Other Multi-Unit Housing (X Affordable)
- Replace "X" with applicable values; if there are no permitted units attached, replace "X" with 0

- 11.** Once all the required fields are populated, click on the "SAVE & CONTINUE" button.

Create Initiative

Complete all required fields and select the 'SAVE & CONTINUE' button to proceed to the next step.

- Initiative Name \*
- Initiative Type \*
- If "other", please indicate
- Describe your initiative, including goals and objectives \*
- Estimated Start Date \*
- Estimated Completion Date \*
- Estimated number of units the initiative will incent within 10 years \*
- Estimated Cost \*
- Estimated number of units the initiative will incent within the program period \*
- Other Expected Results \*
- CANCEL
SAVE & CONTINUE

## Part B: Add Initiative Details

The "Add Initiative Details" pop-up window will open after clicking on the "SAVE & CONTINUE" button from Step 11 in Part A: Add New Initiative. There are 3 mandatory sections to complete: Priority Objectives, Initiative Assessment Questions and Milestones. These sections will be used to assess and score the initiative.

### Priority Objectives:

1. Click on the "ADD PRIORITIY OBJECTIVES" button.
2. A pop-up window will open. Select the priority objective(s) applicable to this initiative. You must select a minimum of 1 priority objective (maximum of 4).
3. Once selected, click on the "ADD" button, which will add your selection to the "Selected records" section at the bottom of the pop-up window.
4. Then, click on the "X" to close the popup window.

**Add Initiative Details**

**Initiative Name \***  
New Initiative Added During the Second Reporting Period

**Priority Objectives [Select all that apply] \***

Name

There are no records to display

**ADD PRIORITY OBJECTIVES** 1

Explain how the initiative supports the Priority Objective(s) selected \*

3500/ 3500

**Lookup records** 4

**2** Name

☒ Creating more supply of housing

☒ Supporting affordable, inclusive, equitable and diverse communities

☒ Supporting complete and walkable communities with diverse land uses and access to amenities

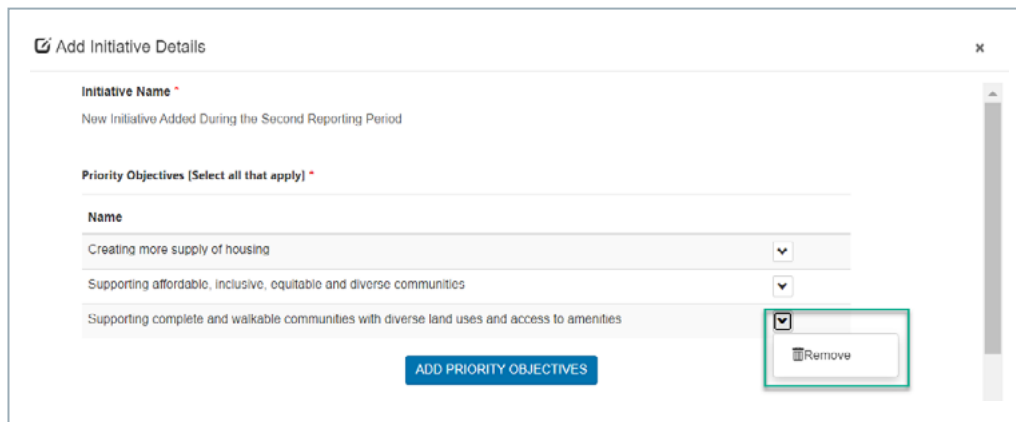
☐ Supporting low-carbon and climate-resilient communities

**Selected records**

Creating more supply of housing ✕ Supporting affordable, inclusive, equitable and diverse communities ✕

**3** **Add** Cancel

**Note:** To remove a priority objective that was previously selected, click on the dropdown arrow next to the priority objective and click on the “Remove” button.



**Add Initiative Details**

**Initiative Name \***  
New Initiative Added During the Second Reporting Period

**Priority Objectives (Select all that apply) \***

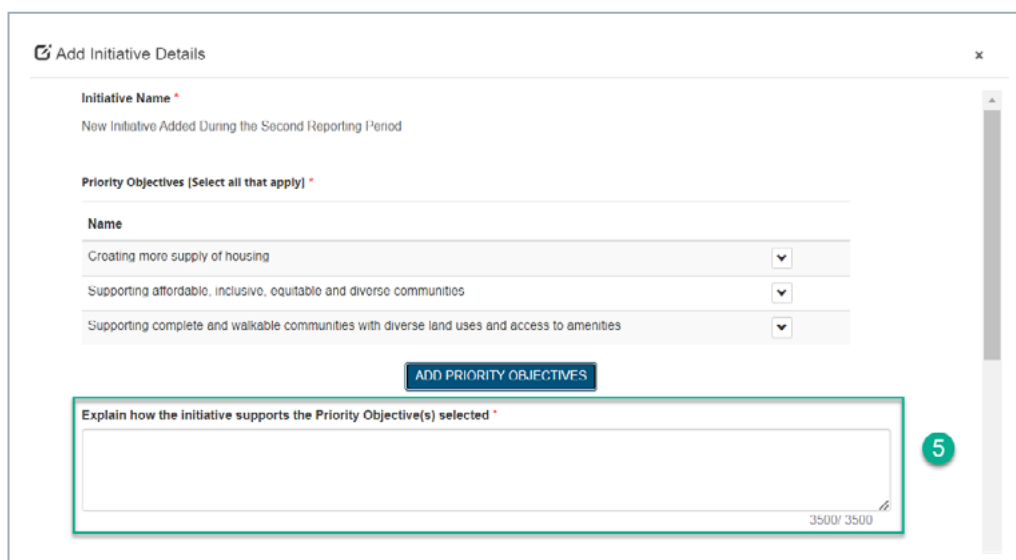
Name	
Creating more supply of housing	▼
Supporting affordable, inclusive, equitable and diverse communities	▼
Supporting complete and walkable communities with diverse land uses and access to amenities	<input checked="" type="checkbox"/> <div>Remove</div>

**ADD PRIORITY OBJECTIVES**

- In the “Explain how the initiative supports the Priority Objective(s) selected” field, provide an explanation of how the initiative supports the priority objective(s) of the program. Recommend adding 2 - 4 sentences.

Suggested questions to help develop how the initiative supports the priority areas outline:

- How will this initiative reduce barriers to housing supply and development approvals?
- How will it speed up the development of housing supply?
- How will it foster the development of complete, affordable and/or climate compatible communities?



**Add Initiative Details**

**Initiative Name \***  
New Initiative Added During the Second Reporting Period

**Priority Objectives (Select all that apply) \***

Name	
Creating more supply of housing	▼
Supporting affordable, inclusive, equitable and diverse communities	▼
Supporting complete and walkable communities with diverse land uses and access to amenities	▼

**ADD PRIORITY OBJECTIVES**

**Explain how the initiative supports the Priority Objective(s) selected \***

3500/ 3500

**5**

## Initiative Assessment

In the Initiative Assessment section, you will need to answer 4 evaluation questions about the initiative. These questions will be assessed and scored. To answer the questions, click on the hyperlink to each question to open a separate pop-up window.

### 1. Question: How long will it take to complete the initiative?

This question measures the **Implementation** time required to complete the initiative (Estimated completion date).

The options to select from include:

- Within 1 year – 5 points
- Within 2 years – 3 points
- Over 2 years – 1 point

Please provide an explanation in the “Provide Details” comment box to substantiate your selected value. Then click on the “Save & go to the Next question” button.

Additional Information ×

How long will it take to complete the initiative?

Please select your answer

Provide Details

Save & go to Previous question

Save & go to Next question

Save & Close

**2. Question: How long will it take to start to achieve additional permitted units as a result of the initiative?**

This question measures the **Timeliness** of the initiative, which is the amount of time that it will take to start seeing results (permitted units) after completing the initiative.

The options to select from include:

- Within 1 year – 5 points
- Within 2 years – 3 points
- Over 2 years – 1 point

Please provide an explanation in the “Provide Details” comment box to substantiate your selected value. Then click on the “Save & go to the Next question” button.

Additional Information ×

How long will it take to start to achieve additional permitted units as a result of the initiative?

Please select your answer

Provide Details

Save & go to Previous question

Save & go to Next question

Save & Close

### 3. Question: What is the extent to which the initiative will improve housing and community outcomes?

This question measures the **Supply Impact** the initiative will have on the HAF units created. Initiatives that have a high impact on the overall growth target (i.e. account for a large increase of the total HAF units) will result in higher scores.

The options to select from include:

- High degree of improvement – 5 points
- Medium degree of improvement – 3 points
- Low degree of improvement – 1 point

Please provide an explanation in the “Provide Details” comment box to substantiate your selected value. Then click on the “Save & go to the Next question” button.

Additional Information ×

What is the extent to which the initiative will improve housing and community outcomes?

Please select your answer

Provide Details

Save & go to Previous question

Save & go to Next question

Save & Close

**4. Question: What is the extent to which the initiative increases stability and predictability in the housing system?**

This question measures the housing **System Impact** that the initiative will have and the impact on reducing exclusionary zoning. Initiatives with a high degree of improvement will significantly decrease permitting approval timelines, are long lasting by nature, are anticipated to continue to incent units long-term and impact a large portion of associated geographical area or a high number of potential housing projects. Be specific and provide quantifiable measures (i.e. approval times will decrease by 3 months, representing a 25% reduction).

The options to select from include:

- High degree of improvement – 5 points
- Medium degree of improvement – 3 points
- Low degree of improvement – 1 point

Please provide an explanation in the “Provide Details” comment box to substantiate your selected value. Then click on the “Save & Close” button.

Additional Information ×

What is the extent to which the initiative increases stability and predictability in the housing system?

Please select your answer

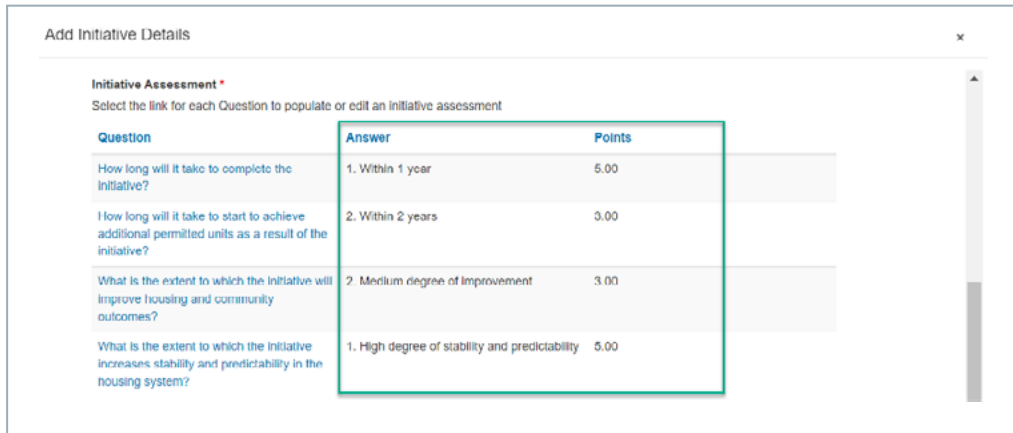
Provide Details

Save & go to Previous question

Save & go to Next question

Save & Close

After you have answered the 4 initiative assessment questions, the answer you selected will be displayed in the “Answer” column and the scores associated to the answer selected will be displayed in the “Points” column. The maximum score per initiative is 20 points.



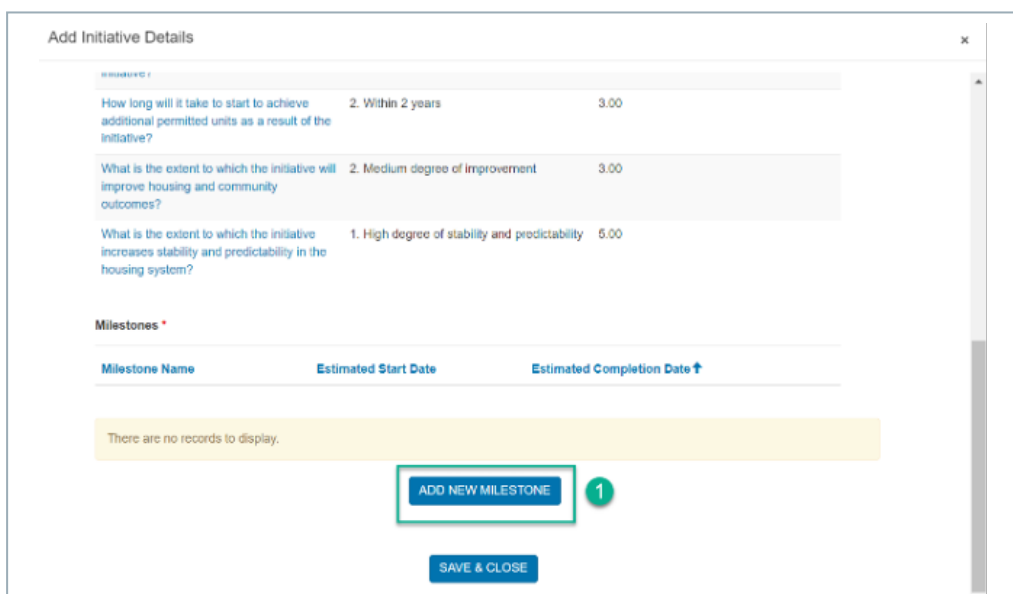
Question	Answer	Points
How long will it take to complete the Initiative?	1. Within 1 year	5.00
How long will it take to start to achieve additional permitted units as a result of the Initiative?	2. Within 2 years	3.00
What is the extent to which the initiative will improve housing and community outcomes?	2. Medium degree of improvement	3.00
What is the extent to which the initiative increases stability and predictability in the housing system?	1. High degree of stability and predictability	5.00

## Milestones

In this section, you will enter the associated milestones for the initiative. Milestones should be meaningful steps towards the completion of the initiative. Milestones will be used to track the progress of the initiatives during the annual reporting process.

**Note: You must include a minimum of 1 milestone per initiative.**

1. Click on the “ADD NEW MILESTONE” button, which will open a new popup window.



Milestone Name	Estimated Start Date	Estimated Completion Date ↑
There are no records to display.		

**ADD NEW MILESTONE** 1

**SAVE & CLOSE**

2. **Milestone Name:** Add a name for the milestone.
3. **Estimated Start Date:** Enter the (estimated) date that the milestone will start.
4. **Estimated Completion Date:** Enter the (estimated) date that the milestone will be completed.
5. **Description of Milestone:** Describe the milestone and the expected outcome(s). Recommend 3 - 5 sentences.
6. After all the required fields are populated, click on the "DONE WITH ADDING MILESTONE" button. Continue with the same steps to add all the applicable milestone(s) to this initiative.

Create Milestone

2

Milestone Name \*

3

Estimated Start Date \*

YYYY-MM-DD

4

Estimated Completion Date \*

YYYY-MM-DD

5

Description of Milestone \*

2000/ 2000

CANCEL AND RETURN TO INITIATIVE DETAILS

DONE WITH ADDING MILESTONE

6

7. If you need to edit the milestone, click on the dropdown arrow of the milestone row and click on "Edit". A popup form will open allowing you to make the necessary edits. To delete a milestone, click on the dropdown arrow of the milestone row and click on "Delete".
8. When all the milestones have been entered, click on the "SAVE & CLOSE" button at the bottom of the form to return to the agreement report page.

The screenshot shows the 'Edit Initiative' form. It contains three sections for milestones with their respective values:

Question	Answer	Score
How long will it take to start to achieve additional permitted units as a result of the initiative?	2. Within 2 years	3.00
What is the extent to which the initiative will improve housing and community outcomes?	2. Medium degree of improvement	3.00
What is the extent to which the initiative increases stability and predictability in the housing system?	1. High degree of stability and predictability	5.00

Below these is a 'Milestones' table:

Milestone Name	Estimated Start Date	Estimated Completion Date
Research & Analysis	2024-12-01	2025-04-01
Implementation	2024-05-01	2025-12-01

At the bottom of the form, there is a blue button labeled 'ADD NEW MILESTONE' and a blue button labeled 'SAVE & CLOSE'. A dropdown menu is open next to the 'Implementation' milestone, showing 'Edit' and 'Delete' options. A green circle with the number 7 is next to the dropdown, and a green circle with the number 8 is next to the 'SAVE & CLOSE' button.

9. The initiative(s) that you created will be visible in the "New Initiatives and Milestones" table. Follow the same steps to add more initiatives to your agreement report (if applicable).
10. To edit an initiative, click on the dropdown arrow for the initiative, and click on the "Edit" button. A popup window will open allowing you to make the necessary edits. To delete an initiative, click on the dropdown arrow for the initiative, and click on the "Delete" button.

The screenshot shows the 'New Initiatives and Milestones' table. It contains one row of data:

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated Number of Units the Initiative will Incent - Within the Program Period	Created On
New Initiative Added During the Second Reporting Period	2024.12.01	2024.12.01	60	2023.12.19 3:07 PM

At the bottom of the table, there is a blue button labeled 'ADD NEW INITIATIVE'. A dropdown menu is open next to the first row, showing 'Edit' and 'Delete' options. A green circle with the number 9 is next to the first row, and a green circle with the number 10 is next to the dropdown menu.

## Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects and Attestation Template

The following templates can be downloaded from the “My Documents” section in your HAF application.

- 1. Permit data (required for the second, third, and fourth reporting period)
- 2. Use of HAF funding (required for the second, third, fourth, and fifth reporting period)
- 3. Capital Projects (required for the first, second, third, and fourth reporting period)\*
- 4. HAF Attestation (required for the first, second, third, fourth, and fifth reporting period)

**Important: Please refer to the “Instructions” tab in the permit data, use of HAF funding, and capital projects template for guidance on how to complete each template.**

Project Details

Program you're applying for  
Housing Accelerator Fund

Project Name  
Test HAF Application - City of Canada

Project Type  
New Construction

CMHC Client Solutions Representative

Additional Project Details

Question	Status
Application Stream	Answered
Proponent Type	Answered
Municipality Type	Answered
Housing Needs Assessment	Answered

Additional Information

Question	Answer	Details	Eligibility
What is the annual housing supply growth rate?	2. 1.50% to 2.50%		Yes
What is the annual growth rate percentage change?	2. 15.00% to 20.00%		Yes
Is there a current housing needs assessment?	1. Yes, a current report is available		Yes

Initiatives

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated Number of Units the Initiative will Incent - Within the Program Period	Score	Created On
Implementing an e-permitting system	2024-02-01	2025-07-01	120	14.00	2023-12-08
Zoning Bylaw Updates	2023-10-01	2024-04-30	40	16.00	2023-12-08
Consultation program to support community needs for different housing types	2024-01-01	2024-08-01	8	20.00	2023-12-08
Improve planning approval processes	2024-01-01	2024-12-31	20	20.00	2023-12-08
Secondary Suite Incentive Program	2023-11-01	2024-12-31	130	12.00	2023-12-08
Enable the development of affordable housing on city owned land	2023-11-01	2025-11-01	300	16.00	2023-12-08
Create program to fast track rental and affordable housing	2023-12-01	2024-06-30	400	14.00	2023-12-08

My Document

Integrity Declaration.pdf

Housing Needs Assessment Report.pdf

HAF Application Form.xlsx

Attestation Template.pdf

Capital Projects Template.xlsx

Permit Data Template.xlsx

Use of HAF Funding Template.xlsx

Withdraw Application

Return to My Applications

**\*Note:** The requirement to submit information on the use of HAF funding towards capital projects is every 6 months. You will be able to submit your completed capital projects report in CMHC's portal during the annual agreement report process (i.e. first, second, third, fourth, and fifth reporting period). However, you will also need to submit a completed capital projects report directly to a CMHC representative 6 months following each annual agreement report.

## Step 5: Upload Documents & Submit Agreement Report

After you have completed the templates listed in [Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects and Attestation Template](#), upload the completed documents into the agreement report.

**Important: Please ensure that the file name will identify the content of the document. For example, Permit Data Report – Second Reporting Period.**

1. To attach files to your agreement report, click on "Choose Files" and select the attachment from your computer. Once the file is selected, click "Upload Files" to attach them to the agreement report.

**Attached Documents**  
Please upload the completed attestation forms, permit data report, use of HAF funding report, capital projects report, and any other supporting documentation, as applicable. The templates can be found under the 'My Documents' section in your HAF application.

**Choose Files** **Upload Files**

**My Documents**  
There are no documents to display.  
Click the under documents to add documents.

I confirm that the information to be submitted is true to the best of my knowledge and I am hereby authorized to submit on behalf of CMHC

**Submit Attestation**

2. Once successful, your files will be listed under the "My Documents" section. Navigate to the next page to see all the documents.

**Note: Documents may not appear immediately after uploading. You may need to refresh the page.**

3. To delete a document, click on the dropdown arrow for the document and click "Delete".

**My Documents**

Document Name	Download	Actions
Capital Projects Report - Second Reporting Period.xlsx	Download	Download
HAF Attestation - Second Reporting Period.pdf	Download	Download
Permit Data Report - Second Reporting Period.xlsx	Download	Download
Use of HAF Funding Report - Second Reporting Period.xlsx	Download	Download

I confirm that the information to be submitted is true to the best of my knowledge and I am hereby authorized to submit on behalf of CMHC

**Submit Attestation**

**Note:** You can delete documents that were uploaded in error. However, documents cannot be deleted after you have submitted the agreement report. If there are errors in previously submitted documents, CMHC will return the agreement report back to you to edit. As each file name must be unique, you will need to upload the correct report using a different name than the file that was originally uploaded. For example, if the file that was originally uploaded was named "Permit Data Report – Second Reporting Period", you will need to name the new file "Permit Data Report – Second Reporting Period – V2" before uploading the document.

4. In the agreement report, go back to the question "Have you provided an update to all the initiatives and milestones within this attestation?". After you double checked that you have provided a status to all the initiatives and milestones, select "Yes" from the dropdown menu.

The screenshot shows a form with several questions and input fields. The question "Have you provided an update to all the initiatives and milestones within this attestation?" is highlighted with a green box. A dropdown menu is open next to it, showing "Yes" and "No" options, with "Yes" selected. A green circle with the number "4" is next to the dropdown menu. Below the question, the text "Approved Initiatives and Milestones" is visible.

5. Click on the checkbox to confirm that the information to be submitted is true to the best of your knowledge and you have the authority to submit the attestation on behalf of your organization.
6. Click on "Submit Attestation."

The screenshot shows the "My Documents" section of the form. It contains a table with columns "Name" and "Created On". The table lists four documents: "Capital Project Report - Second Reporting Period.xlsx", "CMHF Attestation - Second Reporting Period.pdf", "Permit Data Report - Second Reporting Period.xlsx", and "Use of CMHF Funding Report - Second Reporting Period.xlsx". Below the table, there is a checkbox labeled "I confirm that the information to be submitted is true to the best of my knowledge and I am hereby authorized to submit on behalf of CMHC". A green circle with the number "5" is next to the checkbox. A blue button labeled "Submit Attestation" is visible in the bottom right corner.

## Important Notes for the Third and Fourth Reporting Period Agreement Report Only

1. If CMHC has verified that your **initiative** is completed during its review of the agreement report, the initiative's "Status", "% of Initiative Complete", "Actual Start Date", and "Actual Completion Date" will be auto populated and read-only for subsequent years' agreements reports.

For example, if the initiative "Zoning Bylaw Updates" was verified by CMHC to be completed in the second reporting period agreement report, the "Status", "% of Initiative Complete", "Actual Start Date", and "Actual Completion Date" will be read only for the Third Reporting Period and Fourth Reporting Period agreement report. You do not have to provide a status update for completed initiatives.

The screenshot shows the 'Edit Initiative' form. The 'Initiative Name' is 'Zoning Bylaw Updates'. The 'Status' is 'Completed'. The '% Of Initiative Complete' is '100'. The 'Estimated Start Date' is '2023-10-01' and the 'Actual Start Date' is '2023-10-01'. The 'Estimated Completion Date' is '2024-04-30' and the 'Actual Completion Date' is '2024-04-30'. Below these fields is a table of milestones:

Milestone Name	Estimated Start Date	Estimated Completion Date	Status
Research and Consultations	2023-10-01	2024-01-31	Completed
Approvals	2024-03-01	2024-04-30	Completed


A 'SAVE & CLOSE' button is at the bottom.

2. If CMHC has verified that your **milestone** is completed during its review of the agreement report, the milestone's "Status", "Actual Start Date", "Actual Completion Date", and "Comments" field will be auto populated and read-only for subsequent agreement reports.
- For example, if the milestone "Research and Consultations" was verified by CMHC to be completed in the second reporting period agreement report, the "Status", "Actual Start Date", "Actual Completion Date", and "Comments" field will be auto populated and read-only for the Third Reporting Period and Fourth Reporting Period agreement report. You do not have to provide a status update for completed milestones.

The screenshot shows the 'Edit Milestone' form. The 'Milestone Name' is 'Research and Consultations'. The 'Status' is 'Completed'. The 'Estimated Start Date' is '2023-10-01' and the 'Actual Start Date' is '2023-10-01'. The 'Estimated Completion Date' is '2024-01-31' and the 'Actual Completion Date' is '2024-01-31'. The 'Comments' field contains the text 'complete'.

3. If the **initiative** is **not completed**, you will need to provide a new update in each agreement report until it is completed. This means that the values that you entered in the initiative's "Status", "% of Initiative Complete", and "Actual Completion Date" for a reporting period (second reporting period for example) does not automatically populate to subsequent years' reporting period (third and fourth reporting period for example). You will need to provide a new status for the current reporting period agreement report.

**Note: If you entered a value in the "Actual Start Date" for an initiative, it will be auto populated and made read only for subsequent years' agreement reports.**

 Edit Initiative

Initiative Name \*

Implementing an e-permitting system

Status \*

% Of Initiative Complete \*

Estimated Start Date

2024-02-01

Actual Start Date

2024-01-02

Estimated Completion Date

2025-07-01

Actual Completion Date

YYYY-MM-DD

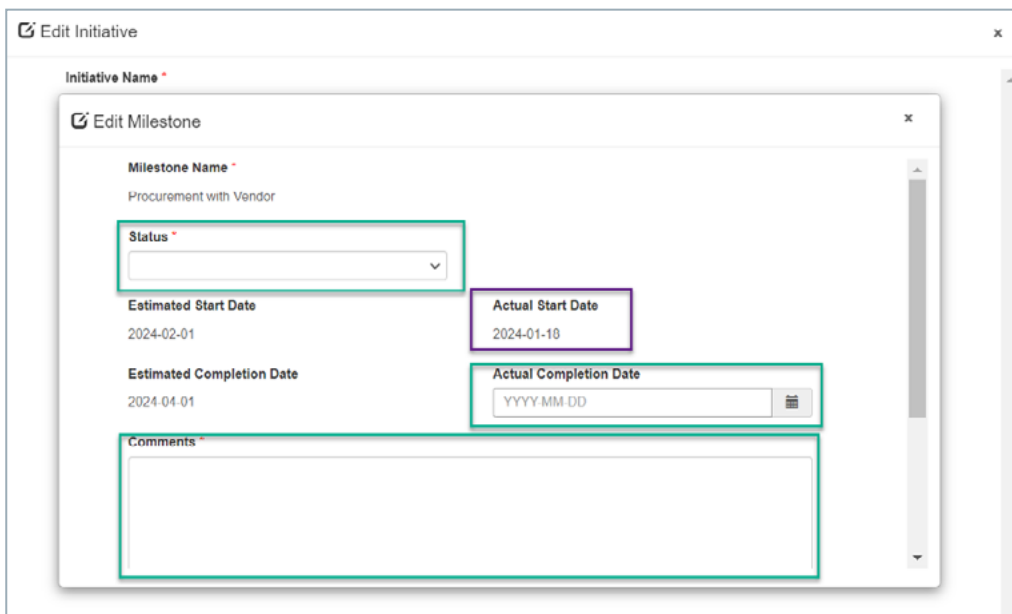
Milestones \*

Milestone Name	Estimated Start Date	Estimated Completion Date ↑	Status
Procurement with Vendor	2024-02-01	2024-04-01	

SAVE & CLOSE

4. If the **milestone** is **not completed**, you will need to provide a new update for each agreement report until it is completed. This means that the values you entered in the fields "Status", "Actual Completion Date", and "Comments" for a reporting period (second reporting period for example) does not automatically populate to subsequent years' reporting period (third and fourth reporting period for example). You will need to provide a new status for the current reporting period agreement report.

**Note:** If you entered a value in the "Actual Start Date" for a milestone, it will be auto populated and made read only for subsequent agreement reports.



The screenshot shows a web application interface for editing an initiative and its milestones. The main window is titled "Edit Initiative" and contains a form for "Initiative Name". A modal window titled "Edit Milestone" is open, showing details for a milestone named "Procurement with Vendor". The modal form includes the following fields:

- Milestone Name:** Procurement with Vendor
- Status:** A dropdown menu with a downward arrow.
- Estimated Start Date:** 2024-02-01
- Actual Start Date:** 2024-01-10
- Estimated Completion Date:** 2024-04-01
- Actual Completion Date:** A date input field with the placeholder "YYYY-MM-DD" and a calendar icon.
- Comments:** A large text area for entering comments.


# Annual Agreement Report (Fifth Reporting Period)

As part of the HAF reporting requirements, proponents must submit to CMHC an agreement report for the fifth reporting period, which will include:

- A signed attestation letter from the CFO or equivalent
- A completed Use of HAF Funding report, and
- Answers to how much HAF funding was spent in the reporting period and cumulatively for all reporting periods

The fifth reporting period annual report will be available for proponents to complete 4 years after the effective agreement date. The due date to submit the annual report for the fifth reporting period is 4 years plus 90 days after the effective agreement date, as outlined in the contribution agreement.

In the “My Activities” page, click on the “View” button of the agreement report for HAF.

Canada Mortgage  
and Housing Corporation

Assisted Housing • Français

### My Activities

#### Agreement Reports

Review Type	Review No	Project Name	Project Location	Account Number	Reporting Period End Date	Due Date	Miscellaneous Due Date	Status	
Annual Attestation	ANA-000003667	Test HAF Application - City of Canada		27327816	2027-09-30	2027-12-14	No	Draft	<a href="#">View</a>

1

1 - 1 of 1 items

1. What is the amount of HAF funding spent in the reporting period?

Indicate the amount of HAF funds that were spent in the reporting period.


**Note:** Please ensure that this amount matches your Use of HAF Funding report (Refer to Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects, and Attestation Template). For example, if you spent \$2M in the reporting period, the amount of HAF funding spent for each subcategory in the reporting period in the Use of HAF Funding template should sum to \$2M.

2. What is the total amount of HAF funding spent for all reporting periods, based on all advance(s) to date?

Indicate the cumulative amount of HAF funding spent to date.

**Note:** Please ensure that this amount matches your Use of HAF Funding report (Refer to **Step 4: Download and Complete Permit Data, Use of HAF Funding, Capital Projects, and Attestation Template**). For example, if you spent collectively \$5M based on all reporting periods, the cumulative amount of HAF funding spent for each subcategory in the Use of HAF funding template should sum to \$5M.

[Assisted Housing](#) • [Fragans](#)



**Canada Mortgage  
and Housing Corporation**

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## Agreement Report

Within 60 days of the fourth anniversary of the Effective Date of the agreement, the proponent must submit to CMHC the following:

- Signed attestation letter
- Use of HAF funding report

The templates can be found under the 'My Documents' section in your HAF application.

<p><b>Attestation Type</b> <small>Annual Attestation</small></p> <p><b>Reporting Period End Date</b> <small>2027-06-30</small></p> <p><b>Due Date</b> <small>2027-12-14</small></p> <p><b>Program *</b> <small>Housing Accelerator Fund</small></p> <p><b>Project Name *</b> <small>Test HAF Application - City of Canada</small></p>	<p><b>Attestation Status</b> <small>Draft</small></p> <p><b>Submitted Date</b> <small>—</small></p> <p><b>Proponent</b> <small>CMHC</small></p>
---	---

What is the amount of HAF funding spent in the reporting period? \*

1

What is the total amount of HAF funding spent for all reporting periods, based on all advances(s) to date? \*

2

### Attached Documents

Please upload the completed attestation letter, use of HAF funding report, and any other supporting documentation, as applicable. The templates can be found under the 'My Documents' section in your HAF application.

**Attach a file**

Choose Files

 No file chosen

Upload File

3. Download and complete the attestation template and use of HAF funding template in the “My Documents” section in your HAF application.

### Project Details

**Program you're applying for**  
Housing Accelerator Fund

**Project Name**  
Test HAF Application - City of Canada

**Project Type**  
New Construction

**CMHC Client Solutions Representative**  
[Redacted]

### Additional Project Details

Question	Status
Application Stream	Answered
Proponent Type	Answered
Municipality Type	Answered
Housing Needs Assessment	Answered

### Additional Information

Question	Answer	Details	Eligibility
What is the annual housing supply growth rate?	2. 1.50% to 2.50%		Yes
What is the annual growth rate percentage change?	2. 15.00% to 20.00%		Yes
Is there a current housing needs assessment?	1. Yes, a current report is available		Yes

### Initiatives

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated Number of Units the Initiative will Incent - Within the Program Period	Score	Created On
<a href="#">Implementing an e-permitting system</a>	2024-02-01	2025-07-01	120	14.00	2023-12-08
<a href="#">Zoning Bylaw Updates</a>	2023-10-01	2024-04-30	40	16.00	2023-12-08
<a href="#">Consultation program to support community needs for different housing types</a>	2024-01-01	2024-08-01	8	20.00	2023-12-08
<a href="#">Improve planning approval processes</a>	2024-01-01	2024-12-31	20	20.00	2023-12-08
<a href="#">Secondary Suite Incentive Program</a>	2023-11-01	2024-12-31	130	12.00	2023-12-08
<a href="#">Enable the development of affordable housing on city owned land</a>	2023-11-01	2025-11-01	300	16.00	2023-12-08
<a href="#">Create program to fast track rental and affordable housing</a>	2023-12-01	2024-06-30	400	14.00	2023-12-08

### My Document

[Integrity Declaration.pdf](#)

[Housing Needs Assessment Report.pdf](#)

[HAF Application Form.xlsx](#)

[Attestation Template.pdf](#)

[Capital Projects Template.xlsx](#)

[Permit Data Template.xlsx](#)

[Use of HAF Funding Template.xlsx](#)

[Withdraw Application](#)

[Return to My Applications](#)

4. Upload the completed attestation and use of HAF funding document by clicking on "Choose File". Then click on "Upload Files". The uploaded files will appear in the "My Documents" section.
5. Check the box to confirm that the information to be submitted is true to the best of your knowledge and you are authorized to submit on behalf of your organization.
6. Click on the "Submit Attestation."

**Attached Documents**  
Please upload the completed attestation or letter on HAF funding report and any other supporting documentation, as applicable. The template can be found under the 'My Documents' section of your HAF application.

**Choose File** **Upload Files**

**No Documents**

**Documents**

**1** **2** **3** **4**

**Submit Attestation**

## View and/or Print your Submitted Agreement Report

1. From the dropdown arrow next to "Assisted Housing", click on "Agreements".
2. From the "Agreements" page, click on the HAF program hyperlink of the application that you would like to view.

**Assisted Housing** **Franglais**

**Applications** **1**

**Agreements**

**My Activities**

**Agreements**

The list below shows all agreements assigned to you to manage. Select a project name below to manage the agreement.

**My Agreements** | **Agreements Assigned to Me**

Project Name	Master Account Number	Account Number	Status	Start Date	End Date	Fiscal Year	Units/Beds	Assigned to	Organization
<b>2</b> <b>Test 1 HAF Application</b>		27,327,816	Initial Advertising	2023-09-15					CMHC

**Print**

**Terms and Conditions** | **Transparency**

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**Canada**

3. Click on “View Agreement Reports”, which will bring you to the Agreement Reports Summary page.

Assisted Housing

Français

la Mortgage  
ousing Corporation

Uploaded Files

Manage Draw Schedules

Manage Advance Requests

View Disbursements

My Activities

View Agreement Reports

This application is assigned to

of CMHC

CHANGE

ASSIGN TO ME

MANAGE CONTRIBUTORS

Application Information

Application Reference Number

27327816

Project Title

Test HAF Application - City of Canada

Program


Housing Accelerator Fund

Date Submitted

Current Date

Status

4. Click on the “View” button next to the agreement report you would like to view.

 Canada Mortgage  
and Housing Corporation

Assisted Housing

Français

Agreement Reports Summary

Program \*

Housing Accelerator Fund

Project Name \*

Test HAF Application - City of Canada

Project Location

Status

Initial Advancing

Effective Agreement Date


2023-09-15

Attestations with status 'Draft' need to be filled out from the page 'My Activities'.

Attestation Type	Name	Reporting Period End Date	Due Date ↓	Submitted Date	Status	
Annual Attestation	ANA-000033887	2027-09-30	2027-12-14		Pending	<div>View</div>
Annual Attestation	ANA-000033888	2026-09-30	2026-10-15		Pending	<div>View</div>
Annual Attestation	ANA-000033889	2025-09-30	2025-10-15		Pending	<div>View</div>
Annual Attestation	ANA-000033894	2024-09-30	2024-10-15	2024-01-08	Submitted	<div>View</div>
Semi-Annual Attestation	SEM-000033863	2024-03-15	2024-03-15	2024-01-03	Submitted	<div>View</div>

Terms and Conditions | Transparency

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- 5. You are able to view the submitted agreement report. To print the agreement report summary page, print the page from the browser.

**5.1 Note: Printing the page from the browser does not print the answers to the questions under the Agreement Report. If you would like to print the answers, please take a screenshot to print.**

Attestation Type

Annual Attestation

Reporting Period End Date

2024-09-30

Due Date

2024-10-15

Program \*

Housing Accelerator Fund

Project Name \*

Test HAF Application - City of Canada

Attestation Status

Submitted

Submitted Date

2024-01-08

Proponent

CMHC

How many net new units were permitted in the reporting period? \*

2000

Of the net new units that were permitted in the reporting period, how many were single detached homes? \*

200

Of the net new units that were permitted in the reporting period, how many were multi-unit housing in close proximity to rapid transit? \*

1000

Of the net new units that were permitted in the reporting period, how many were missing middle housing? \*

500

Of the net new units that were permitted in the reporting period, how many were other multi-unit housing? \*

300

Of the net new units that were permitted in the reporting period, how many were affordable units? \*

100

Are you on pace to surpass your housing supply growth target? \*

Yes

Are there any additional initiatives that you would like to implement that will increase your housing supply growth target, should additional funding become available? \*

Yes

What is the amount of HAF funding spent in the reporting period? \*

\$ 20000000.00

What is the total amount of HAF funding spent for all reporting periods, based on all advance(s) to date? \*

\$ 20000000.00

Have you provided an update to all the initiatives and milestones within this attestation? \*

Yes

5.1

Approved Initiatives and Milestones

- Click on the dropdown arrow next to each initiative and click on "View" to view the details of the initiative. A new browser window will open.

What is the amount of HAF funding spent in the reporting period? \*

\$ 20000000.00

What is the total amount of HAF funding spent for all reporting periods, based on all advance(s) to date? \*

\$ 20000000.00

Have you provided an update to all the initiatives and milestones within this attestation? \*

Yes

### Approved Initiatives and Milestones

Initiative Name	Estimated Start Date	Actual Start Date	Estimated Completion Date ↑	Actual Completion Date ↑	Estimated Number of Units the Initiative will Incent - Within the Program Period - Verified by CMHC	Status
Secondary Suite Incentive Program	2023-11-01	2023-11-01	2024-12-31		130	On Track
Improve planning approval processes	2024-01-01	2024-01-01	2024-12-31		10	On Track
Implementing an e-permitting system	2024-02-01	2024-04-01	2025-07-01		50	Delayed
Enable the development of affordable housing on city owned land	2023-11-01	2023-12-01	2025-11-01		300	On Track
Zoning Bylaw Updates	2023-10-01	2023-10-01	2024-04-30	2024-04-30	40	Completed
Create program to fast track rental and affordable housing	2023-12-01	2023-12-01	2024-06-30	2024-06-30	400	Completed
Consultation program to support community needs for different housing types	2024-01-01	2024-01-03	2024-08-01	2024-08-01	8	Completed

### New Initiatives and Milestones

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated Number of Units the Initiative will Incent - Within the Program Period	Created On ↑
New Initiative Added During the Second Reporting Period	2024-12-01	2024-12-01	50	2023-12-19 3:07 PM

7. To print the initiative page, print the page from the browser. On this page, you will find details of the initiative, including the updates that you provided in the agreement report.

**Note: The initiative details are only present in the Second, Third, and Fourth reporting period agreement reports.**

Estimated Start Date

2023-10-01

Estimated Completion Date

2024-04-30

Estimated number of units the initiative will incent within 10 years

200

Estimated number of units the initiative will incent within the program period - Verified by CMHC

400

Other Expected Results

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Priority Objectives (Select all that apply)

Name

Creating more supply of housing

Supporting affordable, inclusive, equitable and diverse communities

Supporting complete and walkable communities with diverse land uses and access to amenities

Explain how the initiative supports the Priority Objective(s) selected

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Quisque id diam vel quam elementum pulvinar sit non. In massa tempor nec feugiat nisi. Ut ornare lectus sit amet est. Vulputate eu scelerisque felis imperdiet proin fermentum leo vel orci. Quis risus sed vulputate odio ut enim blandit volutpat. Tincidunt nunc pulvinar sapien et. Platea dictumst vestibulum rhoncus est pellentesque elit ullamcorper. Ut tristique et egestas quis ipsum. Sit amet justo donec enim diam.

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% of Initiative Complete

100

Status

Completed

Initiative Assessment

Question	Answer	Points	Details
There are no records to display.			

Milestones

Milestone Name	Estimated Start Date	Actual Start Date	Estimated Completion Date ↑	Actual Completion Date ↓	Status	Comments
Approvals	2024-03-01	2024-03-01	2024-04-30	2024-04-30	Completed	Enter comments.
Research and Consultations	2023-10-01	2023-10-01	2024-01-31	2024-01-15	Completed	Enter comments.