

# Applicant Guide



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**Use of Information & Disclaimer:** Information contained in this Applicant Guide is proprietary information to CMHC. It is available and shall be used for the sole purpose of providing proponents with sufficient information to prepare responses to the Housing Accelerator Fund application process. 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 the HAF Application Form and on CMHC’s Portal.

# About the Housing Accelerator Fund

## Overview

The \$4 Billion Housing Accelerator Fund (HAF) will provide incentive funding (contributions) to local governments to encourage initiatives that remove barriers to housing supply, accelerate the growth of supply and support the development of equitable, affordable, low-carbon and climate-resilient communities.

Local governments within Canada, including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals are eligible to apply to the HAF.

The HAF is about driving transformational change and creating the conditions for more housing supply over the short and longer term. The HAF is intended to incent applicants to commit to change, show progress and be provided with funding in return. The objective of HAF is to accelerate the supply of housing across Canada, resulting in at least 100,000 more housing units permitted than would have occurred without the program.

Applicants must submit an action plan that outlines their housing supply growth target and the specific initiatives that they will undertake.

## Before Applying

All proponents should review the following documents before preparing an application. These are available at [cmhc.ca/haf](http://cmhc.ca/haf) – under the Pre-Application Resources tab.

- Program Highlight Sheet (PDF)
- HAF Application Form (Excel)
- Pre-Application Reference Guide (PDF)
- Frequently Asked Questions (PDF)
- Housing Needs Assessment Resource Sheet (PDF)
- Forecast your municipality's housing supply growth target
- Housing Supply Growth Target Calculator
- Develop your municipal action plan initiatives

## About the Application

This guide is designed to assist you in the completion of an application under the Housing Accelerator Fund. To apply to the HAF, the application form must be fully completed and submitted to CMHC.

There are two key components associated with the application process:

- **Part 1:** An excel-based application form (entitled HAF Application Form), which must be uploaded as an attachment within the portal once completed by the applicant. Information from the HAF Application Form will be needed for Part 2 of the application process (CMHC Portal). Please complete the HAF Application Form before proceeding to Part 2.
- **Part 2:** An online portal (CMHC Portal), where the applicant must provide additional information in their application to submit to CMHC.



## Part 1: HAF Application Form

Part 1 of the application process requires applicants to complete the HAF Application Form. This is an excel based tool that allows you to summarize the current and historical housing data, input the projected housing data (both with and without the presence of HAF), and easily calculate the growth rate and estimated amount of funding.

You should complete this form **prior** to proceeding with Part 2 of the application process (CMHC Portal), as some of the calculated values from this form will be used as an input into the online portal application.

The HAF Application Form has two working tabs: "HAF Form" & "Funding Estimator". Only the HAF Form tab requires inputs.

**Note: The HAF Application Form must be included as an attachment in the final submission of the application through the CMHC portal.**

### "HAF Form" Tab

Most of the cells in this tab are locked. The unlocked cells are where applicants can input information.

#### 1. General

##### Section A: Applicant Information

##### APPLICANT ELIGIBILITY

- Indicate if the applicant meets the definition of an eligible applicant: Select Yes/No from the drop-down menu.
- Indicate if the applicant is an Indigenous community and/or Northern Territory local government: Select Yes/No from the drop-down menu.

##### COUNCIL APPROVAL

- Indicate if Council approval (or equivalent) of the application has been obtained at the time of application submission: Select Yes/No from the drop-down menu.
- If Council approval (or equivalent) has not been obtained yet, please indicate a date for when approval is expected to be sought if selected to participate in the program: If applicable, enter a date, representing the expected Council approval date.

1. General		
Section A: Applicant Information		
<b>Applicant Eligibility:</b> Local governments within Canada, including First Nations, Métis and Inuit governments who have delegated authority over land use planning and development approvals are eligible to apply to the HAF. In the absence of a municipal-level authority, a regional district or province or territory that has authority for land use planning and development approvals may also apply to the HAF.	Indicate if the applicant meets the definition of an eligible applicant.	
	Indicate if the applicant is Indigenous community and/or Northern Territory local government.	
<b>Council Approval:</b> All action plans must be approved by elected Council (or equivalent, including delegated authority). The approval may be obtained by the applicant before applying to the HAF and is required before the contribution agreement is signed.	Indicate if Council approval (or equivalent) of the application has been obtained at the time of application submission.	
	If Council approval (or equivalent) has not been obtained yet, please indicate a date for when approval is expected to be sought if selected to participate in the program.	

## 2. Action Plan

### Section B: Targets and Other Estimates

This section will be used to input the details of the projected number and types of housing units that will be permitted with and without the support of HAF funding. This section will automatically calculate the annual growth rate and the annual growth rate percentage change, allowing you to evaluate whether the projections meet minimum program requirements. These values will be required when you are completing Part 2 of the application process in the CMHC portal.

The difference between the number of units with HAF and the number of units without HAF will represent the net increase in permitted units overall. The net increase in permitted units form part of the Action Plan, and applicants will need to outline how the net increase in permitted units can be substantiated through their proposed Initiatives.

**Note: the Initiatives section will be completed in Part 2 of the application process in the CMHC Portal.**

**Important: Ensure a detailed explanation is provided in the comments box if projections vary from the recent trends in your historical building permit issuances (provided in section E of the HAF Application Form). Explanations provided need to clearly explain why the projections differ.**

2. Action Plan	
Section B: Targets and Other Estimates	
<i>Projections should be based on a three-year period ending no later than September 1, 2026.</i>	
1. Total number of housing units projected to be permitted without any support afforded by HAF. If this projection does not align with historical trends as provided in Section E: Historical Building Permit Issuances, use the comment box below to explain and provide supporting details or analysis.	
Comments	
<b>Provide a breakdown by type of housing:</b>	
1.1 Single detached homes	
1.2 Multi-unit housing (in close proximity to rapid transit)	
1.3 Multi-unit housing (missing middle)	
1.4 Multi-unit housing (other)	
<b>Total:</b>	
2. Total number of housing units projected to be permitted with the support afforded by the HAF. This is referred to as the "HAF housing supply growth target."	
<b>Provide a breakdown by type of housing:</b>	
2.1 Single detached homes	
2.2 Multi-unit housing (in close proximity to rapid transit)	
2.3 Multi-unit housing (missing middle)	
2.4 Multi-unit housing (other)	
<b>Total:</b>	
<b>Provide a breakdown by year of the HAF program:</b>	
2.5 For the year ending September 1, 2024	
2.6 For the year ending September 1, 2025	
2.7 For the year ending September 1, 2026	
<b>Total:</b>	
3. Total number of "HAF incented units" (units projected with HAF minus units projected without HAF).	
4. Percentage of affordable units projected to be permitted without any support afforded by HAF.	
5. Percentage of affordable units projected to be permitted with the support afforded by HAF.	
6. Total number of dwellings (i.e., current housing stock).	
7. Projected average annual housing supply growth rate without HAF.	0.00%
8. Projected average annual housing supply growth rate with HAF aka Annual Growth Rate - Min. Target to exceed 1.1%	0.00%
9. Projected increase in the housing supply growth rate aka Annual Growth Rate percentage change - Min. Target 10%	0.00%
For the purposes of the HAF program and the affordable housing bonus, please indicate how the affordable units will be identified. This could include, for example, a local definition, other level of government definition, a program definition, or a combination thereof. While this is intended to accommodate the range of definitions used across the country, and to reflect the objectives of different programs, permitted units counted under the affordable housing bonus need to meet the "below market" intentions of HAF and affordable housing.	

**Section C & D: Initiatives & Housing Needs Assessment**

This information is entered directly in the CMHC portal (Part 2 of the application process).

<b>Section C: Initiatives</b> This section is to be completed directly within CMHC's portal.
<b>Section D: Housing Needs Assessment</b> This section is to be completed directly within CMHC's portal.

**Section E: Historical Building Permit Issuances**

Enter the historical building permit data for the previous five years. As previously noted, the historical trends will be used to assess the reasonableness of the projected units provided in Section B of the Action Plan.

**Important: Use the comments box in Section B to clearly explain any variance between historical trends and the "without the support afforded by the HAF" projection.**

3. Other Information		
Section E: Historical Building Permit Issuances		
Summarize the number of <b>net new units permitted</b> (Column D) for residential buildings over the prescribed reporting period and <b>associated number of permits issued</b> (Column E) (i.e., the new construction permit/first permit issued only).		
	Number of Units Permitted	Associated Number of Permits Issued
For the year ending December 31, 2022		
For the year ending December 31, 2021		
For the year ending December 31, 2020		
For the year ending December 31, 2019		
For the year ending December 31, 2018		

**Section F: Permitted Use of Funds**

Based on the estimated amount of HAF funding that may be received, provide an estimate on how the HAF funding will be used in each of the permitted uses. This distribution is based on best estimates at the time of application.

**Note: the estimated amount of HAF funding can be found on the Funding Estimator tab of this workbook. The values outlined in the Funding Estimator are based on the input of Section B of the Action Plan.**

Section F: Permitted Use of Funds		
For information purposes only. Using the illustrative examples provided by CMHC in its published program material, the applicant estimates that they may be eligible for a total of \$ under HAF.		\$ -
Based on this assumption, it is estimated that HAF funding will be used for the following purposes:		
Permitted Uses	Applicant's Estimate %	Applicant's Estimate \$
Investments in HAF action plan items (include estimates by year of program) YR1	0.00%	\$ -
Investments in HAF action plan items (include estimates by year of program) YR2	0.00%	\$ -
Investments in HAF action plan items (include estimates by year of program) YR3	0.00%	\$ -
Investments in affordable housing	0.00%	\$ -
Investments in housing-related infrastructure	0.00%	\$ -
Investments in community-related infrastructure that supports housing	0.00%	\$ -
<b>Total</b>	<b>0.00%</b>	<b>\$ -</b>
Describe all known capital projects that HAF funding could help facilitate. A capital project means a project of a capital nature funded or partially funded by HAF Funding.		

**Section G: Infrastructure Needs**

This section is an opportunity to outline the role that infrastructure will play on the expansion of the housing supply.

**Section G: Infrastructure Needs**

For information purposes only. To ensure better alignment and integrated planning of housing and infrastructure investments, CMHC is collecting the following information. The applicant consents to CMHC sharing this information and other information pertaining to its application under the Housing Accelerator Fund with Infrastructure Canada, other federal departments and agencies and provincial and territorial governments to support coordination.

Describe how the local authority will ensure that new housing supply adequately aligns with local or regional infrastructure plans, if applicable.

Describe how the local authority will ensure that new housing supply will be timely supported by infrastructure, such as public transit, drinking water and wastewater connections, as well as parks and green spaces and other vital community amenities.

**“Funding Estimator” Tab**

No inputs are needed for this tab. The calculator incorporates the information inputted in the “HAF Form” tab to provide the breakdown of the estimated funding amounts that may be available if selected to participate in the HAF program.

HAF Funding Eligibility Calculation			
<b>Base funding</b>			
	<b>Net Units</b>	<b>\$/unit</b>	<b>\$</b>
<b>Base funding</b>	<b>1,100</b>	<b>\$ 20,000</b>	<b>\$ 22,000,000</b>
<b>Top up funding</b>			
<b>Housing Type</b>	<b>Net Units</b>	<b>\$/unit</b>	<b>\$</b>
Single	50	-	\$ -
MU - Rapid Transit	275	\$ 15,000	\$ 4,125,000
MU - Missing Middle	475	\$ 12,000	\$ 5,700,000
MU - Other	300	\$ 7,000	\$ 2,100,000
<b>Total</b>	<b>1,100</b>		<b>\$ 11,925,000</b>
<b>Affordable housing bonus</b>			
	<b>Net unit share change</b>	<b>\$/unit</b>	<b>\$</b>
<b>Affordable Units</b>	<b>220</b>	<b>\$ 19,000</b>	<b>4,180,000</b>
<b>Total Estimated HAF Funding - \$</b>			<b>\$ 38,105,000.00</b>
<b>Total Funding - \$/unit</b>			<b>\$ 34,640.91</b>

## Part 2: CMHC Portal

Now that you have completed the HAF Application Form (Part 1 of the application process), you can proceed to completing your application in the CMHC Portal (Part 2 of the application process).

### Step 1: Creating an Account & Profile

The CMHC Portal can be accessed through the HAF webpage at [cmhc.ca/HAF](https://cmhc.ca/HAF).

#### New to the CMHC portal?

If you have used the CMHC Portal before, proceed to the next section, "Returning to the CMHC Portal".

If you have not used the Portal before, on the Portal login page, select "Don't have an account? Sign up now". Enter your email address and click, "send notification code". An automated email will be sent to your email address with the code. Enter this code in the field for the verification and click "Verify Code".

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

Your personal and organization information is saved under "My Profile" and "Organization Profile", which you can access at any time.

In the next section, you will be asked to provide contact information for yourself and your organization.

**Please Note: To protect your privacy and 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 into the application. 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 remainder of the application.**

#### Returning to the CMHC Portal?

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

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



## Step 2: Starting a New Application

1. Select the “New Application” button on the “My Applications” page.
2. Review the “My Organization” section for accuracy and select Next.
3. Review the contact information for accuracy and select Next. The person listed in this section is the primary contact for the HAF application.

### Proponent (Applicant) Information

Question	Required Information
Program you’re applying for	Select “Housing Accelerator Fund”.
Project Name	Please use the name of your Municipality or Indigenous community. For example “City of Canada”.

### Assigning the Application

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

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

Once you are ready to proceed, you must agree to the Terms and Conditions of the application. To view the Terms and Conditions, click on the “Terms and Conditions” link to open the document in a new window.

#### Within the portal:

**All fields marked with an asterisk (\*) are required fields. All required fields on each page must be populated with accurate information before you can move on to the next step.**

**As you move forward through the application, the completed pages will be saved automatically.**

**Partially completed pages—those that are missing required fields—will not be saved.**

**You may leave the application portal and return at a later time; your application progress will be saved.**

**Please note: the application portal will time-out after 30 minutes of inactivity. Completed pages of the form will be saved, but if you have partially completed a page and the system times out, that page may not save.**

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

## Step 3: Project Details

### Project Details

- Project Name:** This field will automatically populate with the Project Name you had entered on the Proponent page in the previous step.
- CMHC Client Solutions Representative:** Leave this field blank if you have not been working directly with a CMHC specialist.

### Additional Project Details: Questions

Click on the corresponding Additional Project Details question to open a pop-up window for entry. The description in the pop-up windows will provide guidance to assist with the required responses.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li><b>Application Stream</b></li> <li><b>Proponent Type</b></li> <li><b>Municipality Type</b></li> <li><b>Housing Needs Assessment</b></li> </ol> | <ol style="list-style-type: none"> <li>Once all the questions are answered (Status will display as 'Answered'), click on the 'NEXT' button to continue to the Evaluation page.</li> </ol> |
|---|---|

**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.

### New Application

1. Contact ✓
2. Proponent ✓
3. Project Details
4. Evaluation
5. Initiatives
6. Attachments
7. Submit

**Step 3 out of 7**

#### Project Details

Program you're applying for \*  
Housing Accelerator Fund

**Project Name \***

1 City of Canada - Demo Application #1

**CMHC Client Solutions Representative**

2

#### Additional Project Details

Select each question to provide more information about your project.

	Question	Status
3	Application Stream *	✓ Answered
4	Proponent Type *	✓ Answered
5	Municipality Type *	✓ Answered
6	Housing Needs Assessment *	✓ Answered

PREVIOUS

NEXT

7

## Step 4: Evaluation

Click on the corresponding Evaluation question to open a pop-up window for entry. The description in the pop-up windows will provide guidance to assist with the required responses.

1. **What is the annual housing supply growth rate?**
  - a. Value was auto-calculated in the HAF Application Form, in Section B, line item 8.
2. **What is the annual growth rate percentage change?**
  - a. Value was auto-calculated in the HAF Application Form, in Section B, line item 9.
3. **Is there a current housing needs assessment?**
4. When all questions are answered, click on the 'NEXT' button to continue to the Initiatives page.

**Note: The 'Answer' column will display the response that you selected for each question. The 'Score' column will display the score associated with the answer selected. The maximum score that can be achieved for the 3 evaluation questions is 15.**

### New Application

1. Contact ✓
2. Proponent ✓
3. Project Details ✓
4. Evaluation
5. Initiatives
6. Attachments
7. Submit

Step 4 out of 7

#### Evaluation

Answer the questions below to determine your score. The maximum score that can be achieved is 15.

We calculate the application score from your responses to the questions in the evaluation and initiatives section. This score is indicative, and may change during the verification process.

	Question	Answer	Score	Eligibility
1	What is the annual housing supply growth rate?	2. 1.50% to 2.50%	3.00	Yes
2	What is the annual growth rate percentage change?	2. 15.00% to 20.00%	3.00	Yes
3	Is there a current housing needs assessment?	2. No, a current report is not available	0.00	Yes

If any of the above questions are indicating No in the Eligibility column, contact your CMHC Specialist to discuss.

PREVIOUS

NEXT

4

## Step 5: Initiatives

Initiatives must directly contribute to the housing supply growth target and align with HAF priority objectives. The initiatives must support enhancements achievable within the program’s timeframe, but the intent is for changes to outlive the program duration.

Applicants that are part of the Large/Urban application stream are required to implement a minimum of 7 initiatives. Applicants that are part of the Small/Rural/North/Indigenous application stream are required to implement a minimum of 5 initiatives. For each initiative, you must add a **minimum of 1 milestone per initiative**.

Although these are minimum requirements, applicants are encouraged to add additional initiatives, as required to support the committed housing supply growth target and align with HAF priority objectives. However, only the top 7 (Large/Urban application stream) and top 5 (Small/Rural/North/Indigenous application stream) will be considered in the scoring.

Adding an initiative is a 3-part process. You will need to repeat this process for all your initiatives in the application.

### Part A: Add New Initiative

Click on the “ADD NEW INITIATIVE” button. A pop-up window will appear, allowing you to enter the details of your initiative. Complete all required fields and then click on the ‘SAVE & CONTINUE’ button.

### New Application

1. Contact ✓
2. Proponent ✓
3. Project Details ✓
4. Evaluation ✓
5. Initiatives
6. Attachments
7. Submit

**Step 5 out of 7**

#### Initiatives

Add all initiatives in your action plan and complete the evaluation for each one. There must be a minimum of 1 milestone per initiative. Each initiative has a maximum score of 20.

**Large/Urban application stream:** You must implement a minimum of 7 initiatives.

**Small/Rural/North/Indigenous application stream:** You must implement a minimum of 5 initiatives.

Any additional initiatives should still be submitted as required to support the committed housing supply growth target and alignment with HAF priorities, although only the top 5 or 7 will be considered in the scoring

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated number of units the initiative will incent within the program period	Score	Created On ↑
There are no records to display.					

ADD NEW INITIATIVE

PREVIOUS

NEXT

1. **Initiative Name:** Enter a name for your initiative.
2. **Initiative Type:** Click on the magnifying glass to display the list of initiatives 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'.
3. **If "Other" please indicate:** Only if 'Other' was selected as the initiative, 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. Initiatives must start/have started after the 2022 federal budget (April 7, 2022), which announced the Housing Accelerator Fund.
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 the next 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 over the 3 years of the program.

**Note: The total number of incented units for all initiatives in your Action Plan/ application must equal the total number of HAF incented units from the HAF Application Form, in Section B, line item 3.**

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.
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.

1 Initiative Name \*

2 Initiative Type \*

3 If "other", please indicate

4 Describe your initiative, including goals and objectives \*

5 Estimated Start Date \*

6 Estimated Completion Date \*

7 Estimated number of units the initiative will incent within 10 years \*

8 Estimated Cost \*

9 Estimated number of units the initiative will incent within the program period \*

10 Other Expected Results \*

11

### 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 PRIORITY 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 \***  
Initiative Name 1

**Priority Objective [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

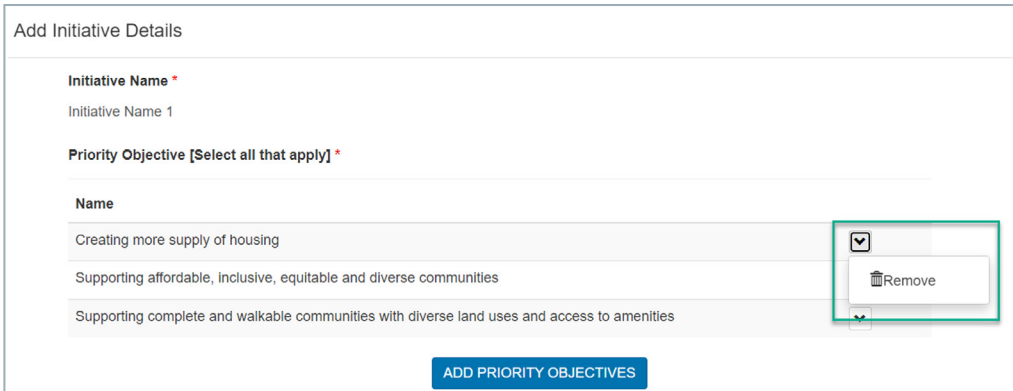
**Initiative Name \***  
Initiative Name 1

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

**Name**

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

**ADD PRIORITY OBJECTIVES**



5. 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 \***  
Initiative Name 1

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

**Name**

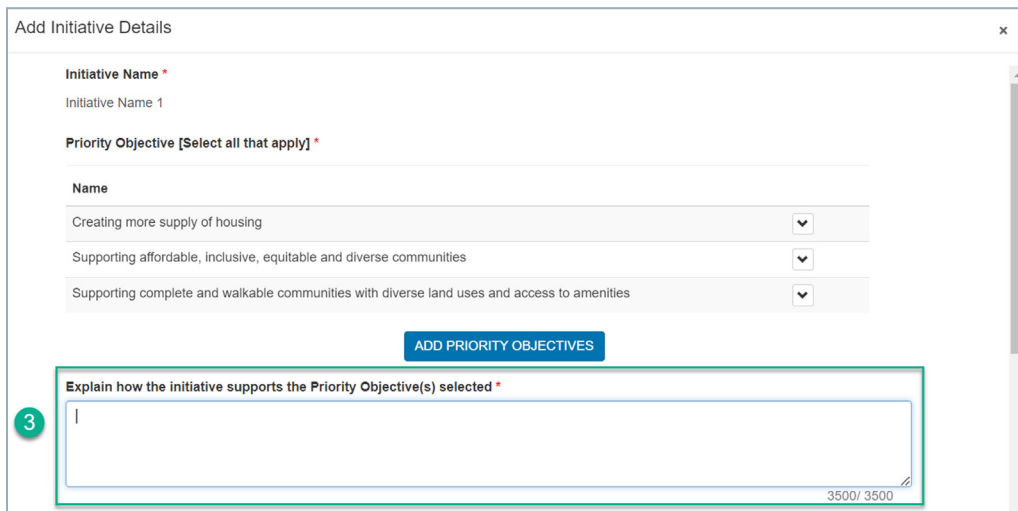
Creating more supply of housing	<input checked="" type="checkbox"/>
Supporting affordable, inclusive, equitable and diverse communities	<input checked="" type="checkbox"/>
Supporting complete and walkable communities with diverse land uses and access to amenities	<input checked="" type="checkbox"/>

**ADD PRIORITY OBJECTIVES**

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

|

3500/ 3500



**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). Initiatives implemented within the first year (prior to the first **annual** reporting period) will score the highest. Initiatives that will take over 2 years (after the second **annual** reporting period) will score the lowest.

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.

The screenshot shows a pop-up window titled "Additional Information" with a close button (x) in the top right corner. Inside the window, there is a text input field with the placeholder text "How long will it take to complete the initiative?". Below this is a label "Please select your answer" followed by a dropdown menu. Underneath is a label "Provide Details" followed by a larger text input field. At the bottom of the window, there are three blue buttons: "Save & go to Previous question", "Save & go to Next question", and "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. Initiatives resulting in additional permitted units within 1 year (prior to the **first annual** reporting period) will score the highest. Initiatives which will require over 2 years (after the **second annual** reporting period) to achieve additional permitted units will score the lowest.

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 account for a large percentage of the total HAF units or result in a large increase to a Multi-Unit housing type will score the highest.

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 by how much on the total HAF units created and on the Multi-Unit housing types. 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 eligible and/or potential 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.

Add Initiative Details×

**Initiative Assessment \***

Select the link for each Question to populate or edit an initiative assessment

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.**

The screenshot shows a window titled "Add Initiative Details" with a close button (x) in the top right. It contains three initiative questions with their respective options and scores:

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

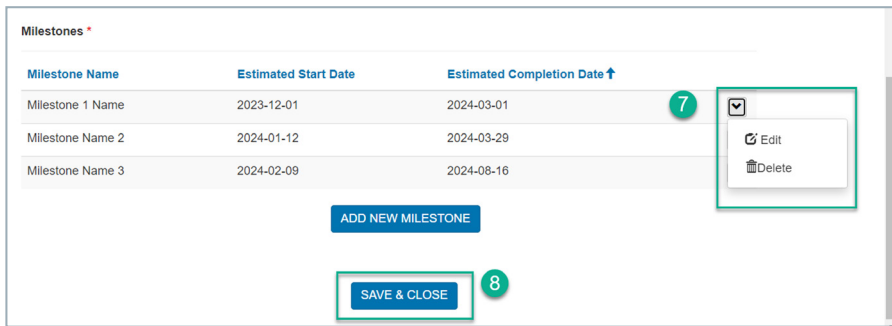
Below the questions is a section for "Milestones \*". It features a table with columns: "Milestone Name", "Estimated Start Date", and "Estimated Completion Date ↑". A yellow message box states "There are no records to display." Below the table is a red-bordered button labeled "ADD NEW MILESTONE" with a circled "1" next to it, and a "SAVE & CLOSE" button below it.

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

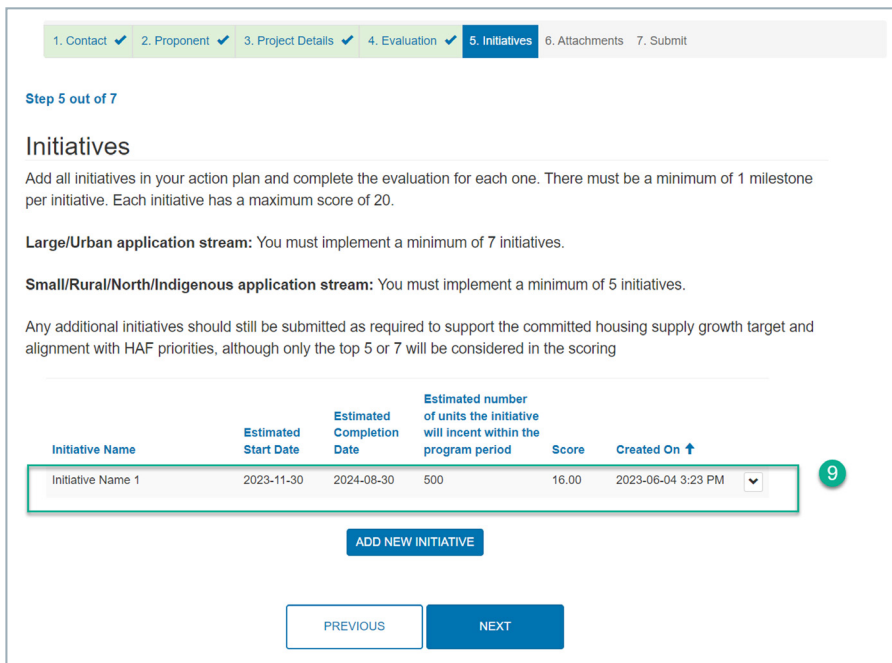
The screenshot shows a window titled "Create Milestone" with a close button (x) in the top right. It contains the following fields and buttons:

- 2. **Milestone Name \***: A text input field.
- 3. **Estimated Start Date \***: A date picker field showing "YYYY-MM-DD".
- 4. **Estimated Completion Date \***: A date picker field showing "YYYY-MM-DD".
- 5. **Description of Milestone \***: A large text area for description.
- 6. **DONE WITH ADDING MILESTONE**: A red-bordered button at the bottom right.
- CANCEL AND RETURN TO INITIATIVE DETAILS**: A button at the bottom left.

- 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'.
- When all the milestones have been entered, click on the 'SAVE & CLOSE' button at the bottom of the form to return to the main Initiatives page.



- The initiative(s) that you create should be visible on the Initiatives page. You will need to follow the steps in Step 5: Initiatives to add all your initiatives to your application.



- 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.
- 11. After you have added all the initiatives to your application, click on the 'NEXT' button, which will bring you to the Attachments page.

1. Contact ✓ 2. Proponent ✓ 3. Project Details ✓ 4. Evaluation ✓ 5. Initiatives 6. Attachments 7. Submit

Step 5 out of 7

### Initiatives

Add all initiatives in your action plan and complete the evaluation for each one. There must be a minimum of 1 milestone per initiative. Each initiative has a maximum score of 20.

**Large/Urban application stream:** You must implement a minimum of 7 initiatives.

**Small/Rural/North/Indigenous application stream:** You must implement a minimum of 5 initiatives.

Any additional initiatives should still be submitted as required to support the committed housing supply growth target and alignment with HAF priorities, although only the top 5 or 7 will be considered in the scoring

Initiative Name	Estimated Start Date	Estimated Completion Date	Estimated number of units the initiative will incent within the program period	Score	Created On ↑
Initiative Name 1	2023-11-30	2024-08-30	500	16.00	2023-06-04 3:23 PM
Initiative Name 2	2024-01-12	2024-06-07	600	14.00	2023-06-04 4:43 PM
Initiative Name 3	2024-01-05	2024-09-04	800	18.00	2023-06-04 4:46 PM
Initiative Name 4	2023-11-01	2025-03-07	400	12.00	2023-06-04 4:48 PM
Initiative Name 5	2024-02-02	2024-09-27	1000	12.00	2023-06-04 4:50 PM
Initiative Name 6	2023-12-15	2024-09-27	500	18.00	2023-06-04 4:52 PM
Initiative Name 7	2024-03-01	2025-02-21	700	20.00	2023-06-04 4:55 PM

ADD NEW INITIATIVE

PREVIOUS NEXT

10

11

Edit

Delete



## Step 6: Attachments

In this section you will add all mandatory documents to support your application. If you need to give another user (another member of your organization or a third party) the ability to upload documents, proceed to the section in this document “Adding a Contributor”.

The following program documents are required for a complete application.

- Completed Application Form (Excel)
- Signed Preliminary Attestation letter
- Signed Integrity Declaration
- Current housing needs assessment report (if available at time of application)
- Most recent audited financial statements (if not available publicly)

Attachments must be in one of the following formats:

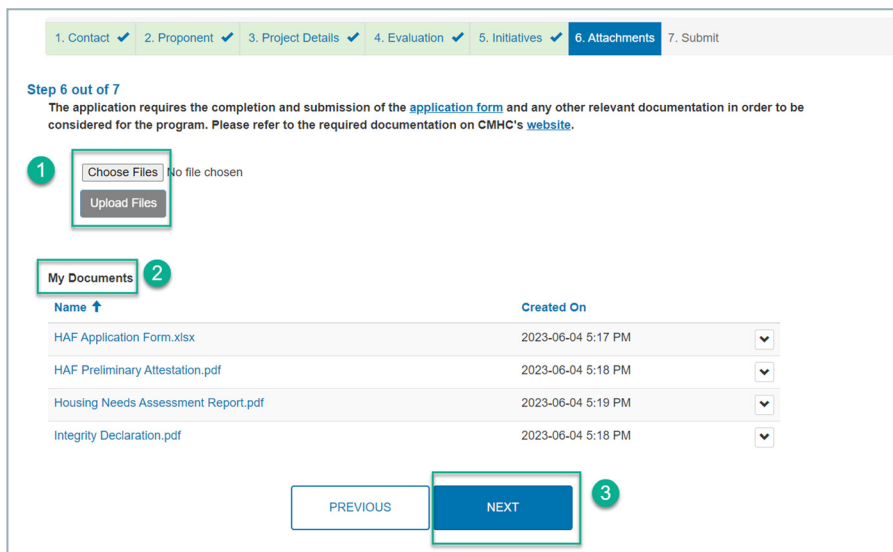
- PDF, DOC, DOCX, PPT, PPTX, TXT, JPG, JPEG, PNG, XLSX, XSX.

The CMHC Portal cannot accept documents in a ZIP file format. You may attach as many files as required. Each file should be no more than 10MB.

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

1. To attach files to your application, click on “Choose Files” and select the attachment from your computer. Once the file is selected, click “Upload Files” to attach them to the application.
2. Once successful, your files will be listed under the ‘My Documents’ section.
3. Once you have uploaded all your documents, click on the ‘NEXT’ button, which will bring you to the Submit page.

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



## Step 7: Submit

On the Submit page, you are able to 'print and review your application' prior to submitting it. After you have reviewed your application, you can go back to the previous pages if you need to make any edits.

You are also able to save your application and submit it at a later time. If you wish to do this, click on 'SAVE FOR LATER'.

After you have reviewed your application for accuracy and attached all the necessary documents, you can click on the "SUBMIT NOW" button to submit your application to CMHC.


**Note: Once you have submitted your application, you will not be able to edit it.**

The screenshot shows a progress bar at the top with seven steps: 1. Contact, 2. Proponent, 3. Project Details, 4. Evaluation, 5. Initiatives, 6. Attachments, and 7. Submit. Step 7 is highlighted in blue. Below the progress bar, the page title is "Submit Application" and the subtitle is "Step 7 out of 7". A message states: "You're almost done. You can [print and review your application](#) to confirm your information." There are two main options: "Save for later" and "Submit Now". Under "Save for later", there is a button labeled "SAVE FOR LATER" and a description: "Save your application and login at a later date to complete your submission." Under "Submit Now", there is a button labeled "SUBMIT NOW" and a certification statement: "By clicking 'Submit', I certify that I am authorized to create an application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct. I have read and understood the terms and conditions and acknowledge and accept that they shall apply upon the creation of, or my attempt to create, an application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions."

## Application Summary – View and/or Print your Application

To view and/or print your submitted application, click on the “My Applications” page. From this page, click on ‘Program’ hyperlink of the application that you would like to view. This page displays a summary of your application. If you wish, you can print this page for your records.

In order to view the details of each initiative, click on the hyperlink to each ‘Initiative Name’, which will open a new browser window. If you wish to print each initiative for your records, you will need to click on each ‘Initiative Name’ and print each page.


Assisted Housing - Français Jane Doe -

Uploaded Files My Activities View Agreement Reports

This application is assigned to **Jane Doe of City of Canada**

CHANGE ASSIGN TO ME MANAGE CONTRIBUTORS

### Application Information

<b>Application Reference Number</b> 27105352	<b>Project Title</b> City of Canada - Demo Application #1	<b>Program</b> Housing Accelerator Fund
<b>Date Submitted</b> June 07, 2023	<b>Current Date</b> 07 June 2023	<b>Status</b> Submitted

### Organization Information

<b>Organization</b> City of Canada	<b>Organization Legal Name</b> City of Canada
<b>Main Phone</b>	<b>Legal Entity Type</b>
<b>Fax</b>	<b>Web Site</b>
<b>Office Address</b>	

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?	2. No, a current report is not 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
Initiative Name 1	2023-11-30	2024-08-30	500	16.00	2023-06-04
Initiative Name 2	2024-01-12	2024-06-07	600	14.00	2023-06-04
Initiative Name 3	2024-01-05	2024-09-04	800	18.00	2023-06-04
Initiative Name 4	2023-11-01	2025-03-07	400	12.00	2023-06-04
Initiative Name 5	2024-02-02	2024-09-27	1000	12.00	2023-06-04
Initiative Name 6	2023-12-15	2024-09-27	500	18.00	2023-06-04
Initiative Name 7	2024-03-01	2025-02-21	700	20.00	2023-06-04

### My Document

HAF Application Form.xlsx


HAF Preliminary Attestation.pdf

Integrity Declaration.pdf

Housing Needs Assessment Report.pdf

Withdraw Application
Return to My Applications

Assisted Housing - Français Jane Doe



Canada Mortgage and Housing Corporation

### Initiative Details

**Initiative Name**  
Initiative Name 1

**Initiative Type**  
Other

**If "other", please indicate**  
Provide a short description of your proposed initiative

**Describe your initiative, including 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 - 5 sentences.

<b>Estimated Start Date</b> 2023-11-30	<b>Estimated Completion Date</b> 2024-08-30
<b>Estimated number of units the initiative will incent within 10 years</b> 2000	<b>Estimated Cost</b> \$50,000,000
<b>Estimated number of units the initiative will incent within the program period</b>	

## Adding a Contributor

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

From this page, click on the application that you would like to add a contributor to. From this page, select "Manage Contributors" and you will be taken to the "Manage Contributors" page. On this page, please enter the new contributor's email address, click "Verify" and then click "Add." The email address you submit will then receive an email containing instructions on how to proceed to the CMHC Portal, either to create or to log into their account. This will allow the contributor to add documentation to the application. You may also remove contributors from your applications on this page, by selecting "Remove".