Applicant Guide

HAF Round 2

National Housing Strategy

Canada

CMHC ♦ SCHL

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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.

The second round of HAF will add an additional $400 million to the fund. This boost will help more municipalities cut red tape, fast-track home construction, and invest in affordable housing. Since the fund's launch last year, now totaling $4.4 billion, the federal government has signed 179 agreements across the country to expedite the construction of over 750,000 homes in the next decade. This new $400 million increase will accelerate the building of an additional 12,000 new homes over the next three years.

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 112,000 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 – under the Application Resources tab.

- Housing Needs Assessment Resource Sheet (PDF)
- Application Form (Excel)
- Pre-Application Reference Guide (PDF)
- Forecast your municipality's housing supply growth target

- Housing Supply Growth Target Calculator
- HAF Comparison Table
- 10 Best Practices

ABOUT THE APPLICATION

This guide is designed to assist you in the completion of an application under the Housing Accelerator Fund Round 2.

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. Information from the HAF Application Form will be needed for Part 2 of the application process (CMHC Portal). Please complete the HAF Application Form (Excel) before proceeding to Part 2.

- **Part 2:** The online portal (CMHC Portal), where the applicant must provide additional information about their action plans.

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 Round 2 Form" & "Funding Estimator". Only the HAF Round 2 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 Round 2 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		
Applicant Eligibility: 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.	
Council Approval: 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 HAF Round 2 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	
Projections should be based on a three-year period ending no later than December 1, 2027.	
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	
Provide a breakdown of input in Cell E18 by type of housing:	
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)	
Total:	
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." *Please include without (Input from Cell E18) + additional with HAF units*	
Provide a breakdown of input in Cell E30 by type of housing:	
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)	
Total:	
Provide a breakdown of input in Cell E30 by year of the HAF program:	
2.5 For the year ending December 1, 2025	
2.6 For the year ending December 1, 2026	
2.7 For the year ending December 1, 2027	
Total:	
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: Initiatives	
This section is to be completed directly within CMHC's portal.	
Section D: Housing Needs Assessment	
This section is to be completed directly within CMHC's portal.	

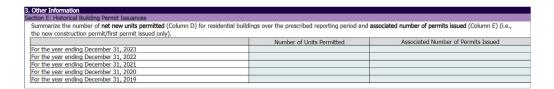## *Section C & D: Initiatives & Housing Needs Assessment*

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

Section C: Initiatives
This section is to be completed directly within CMHC's portal.
Section D: Housing Needs Assessment
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.
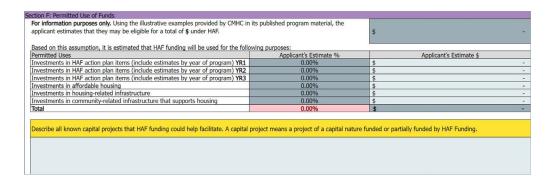
> **Important: Use the comments box in Section B to clearly explain any variance between historical trends and the "without the support afforded by the HAF" projection.**

3. Other Information
Section E: Historical Building Permit Issuances
Summarize the number of **net new units permitted** (Column D) for residential buildings over the prescribed reporting period and **associated number of permits issued** (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, 2023		
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		

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%	$ -
Total	0.00%	$ -

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 Round 2 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			
Base funding			
	Net Units	$/unit	$
Base funding	1,100	$ 20,000	$ 22,000,000

Top up funding			
Housing Type	Net Units	$/unit	$
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
Total	1,100		$ 11,925,000

Affordable housing bonus			
	Net unit share change	$/unit	$
Affordable Units	220	$ 19,000	4,180,000

Total Estimated HAF Funding - $	$ 38,105,000.00
Total Funding - $/unit	$ 34,640.91

PART 2: CMHC PORTAL

Now that you have completed the HAF Round 2 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).

> **Please Note: The HAF Round 2 application will be automatically assigned to the contact in the first round (unless advised otherwise). If it is the same contact as it was for the first round, please proceed to "Step 1 – Returning to the CMHC Portal?".**
>
> **If your contact for the HAF application has changed, please reach out to your CMHC rep. If you do not know your CMHC rep, please email general mailbox HAF-FACL@cmhc-schl.gc.ca.**
>
> **Applications are assigned to specific individuals for privacy reasons, and if you are new contact for the application your profile will need to be tagged to the application.**

Step 1: Creating an Account & Profile

The CMHC Portal can be accessed through the HAF webpage (cmhc.ca/haf) or directly at https://port-cmhc-schl.microsoftcrmportals.com/en-CA/.

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: Accessing your HAF Round 2 Application

1. Click "Applications Assigned to Me" and locate the "Housing Accelerator Fund Round 2" application.
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.

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.
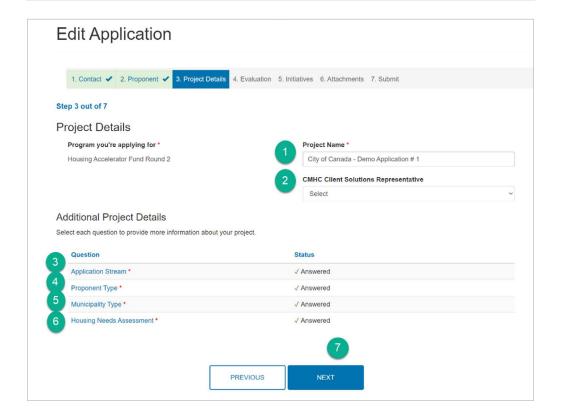

Step 3: Project Details

Project Details

1. **Project Name:** This field will automatically pre-populated.

2. **CMHC Client Solutions Representative:** Leave this field blank if you have not been working directly with a CMHC specialist.

Additional Project Details: Questions

These questions will need to be re-entered for the second round. To answer a question, 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.

3. **Application Stream**

4. **Proponent Type**

5. **Municipality Type**

6. **Housing Needs Assessment**

7. Once all the questions are answered (Status will display as 'Answered'), click on the 'NEXT' button to continue to the Evaluation page.

> 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.

Step 4: Evaluation

These questions will need to be re-entered for the second round. 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 Round 2 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 Round 2 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.

Step 5: Initiatives Introduction

HAF 2 initiatives included within the action plan should be aligned to the 10 HAF Best Practices, and were not started prior to the Budget 2024 announcement of April 16, 2024, except as noted below.

CMHC will consider initiatives that were part of the 2023 application to HAF, that are ongoing or have been completed, if applicants continued to implement the activities. For applicants from the Large/Urban stream, a maximum of 3 initiatives from the previous application will be considered, and for applicants from the Small/Rural/North/Indigenous stream, a maximum of 2 initiatives from the 2023 application will be considered.

HAF 2 applicants must commit to implementing 4 units as-of-right bylaws (for applicants from the Large/Urban stream) as part of the action plan or have already implemented 4 units as-of-right prior to application submission. More guidance is available in the Pre-Application Reference Guide.

To facilitate the update of your action plan, initiatives have been copied from your original HAF application. However, the migration of an initiative to HAF 2 does not guarantee its eligibility. It is the applicant`s responsibility to review all initiatives and milestones before submission to ensure eligibility under HAF 2.

The following fields have **not** been copied from the original HAF application and will need to be filled out:

– Initiative Estimated Start Date and Estimated Completion Date

– Milestones Estimated Start Date and Estimated Completion Date

– Estimated number of units the initiative will incent within the program and within ten years

– Estimated Cost

– Initiative Assessment Questions

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.

> Note: Please refer to HAF Pre-Application Reference Guide for further details about Action Plan initiatives.
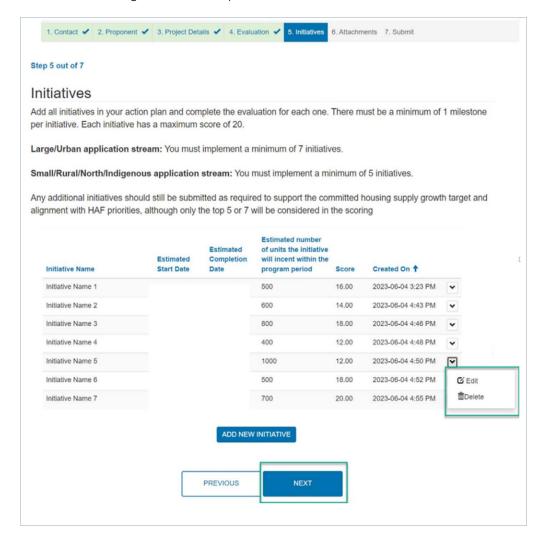
Part A – Delete or Edit an Existing Initiative

As part of your HAF Round 2 application, you have the option to resubmit updated initiatives from the first round. You must review each carried-over initiative to ensure its eligibility. If you choose to keep an initiative and resubmit it for the second round, you will need to update it accordingly. Initiatives that will not form part of your action plan must be deleted.

Please ensure to consult the HAF Round 2 Pre-Application Reference Guide for minimum requirements and eligibility of your initiatives.

To Delete an initiative

Click on the dropdown arrow for the initiative you are removing, and select the 'Delete' button. A popup window will open to confirm your choice to delete the initiative.

Note: When an initiative is deleted, the associated milestones get deleted as well. Please be certain when deleting initiatives as they cannot be recovered.

<mark>**To Edit an initiative**</mark>

Click on the dropdown arrow for the initiative you are updating, and click on the 'Edit' button. A popup window will open allowing you to make the necessary edits.

After selecting the edit button on an initiative, you will be prompted to complete the following fields:

1. Initiative Name:

This field has been copied over from the original application. Keep original name or update as needed.

2. Initiative Type:

This field has been copied over from the original application. Review current initiative type for accuracy and update if necessary. 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:

This field has been copied over from the original application, if applicable. Only if 'Other' was selected as the initiative, please ensure there is a short description of your proposed initiative. Otherwise, leave this field blank.

4. Describe your initiative, including its goals and objectives:

This field has been copied over from the original application.

Please update all information in accordance with Round 2 of the Housing Accelerator Fund.

Remember: An Initiative should provide an outline of your specific initiative and expected outcome(s). Highlight the key aspects that meet the objectives of the program and any changes that are being introduced for the second round. Recommend 3 - 6 sentences.

5. Estimated Start Date:

Enter the (estimated) date that the initiative will start. Initiatives must start/have started after the 2024 federal budget (April 16, 2024), which announced the second round of the Housing Accelerator Fund.

Note: CMHC will consider initiatives that were part of the 2023 application to HAF that are ongoing or have been completed, if applicants continued to implement the activities. For applicants from the Large/Urban stream, a maximum of 3 initiatives from the 2023 application will be considered, and for applicants from the Small/Rural/North/Indigenous stream, a maximum of 2 initiatives from the 2023 application will be considered.

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:

Enter the estimated cost of implementing the initiative. Include all costs associated with the initiative, which can include staffing and other administrative 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 Round 2 Application Form, in Section B, line item 3 (Units Projected *With HAF* minus units projected *Without HAF*)**

10. Other Expected Results:

This field has been copied over from the original application, if applicable. In addition, a new template was also added for your further input. As this section has a limit to its number of characters, some of your original copied over input maybe cut off with the addition of our new template. Please review and update your input for this field.

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.

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.

> **Note: The sum of the 4 different unit types needs to equal the estimated number of units the initiative will incent within the program period HAF Incented Units outlined in the previous point (number 9).**

Other Expected Results *

This initiative will achieve the 20 units with the following unit-type split:

- 5 Single Detached Homes - (3 Affordable)
- 0 Multi-Unit Housing in Close Proximity to Rapid Transit - (0 Affordable)
- 10 Missing Middle Housing - (8 Affordable)
- 5 Other Multi-Unit Housing - (5 Affordable)

16 of the 20-units are affordable, and the rest are market-rate.

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11. Priority Objectives [Select all that apply]:

This field has been copied over from the original application. Verify that the Priority Objective(s) previously submitted are still accurate. To remove a priority objective, click the down arrow, and to add a priority objective click the "Add" button.

If you select "Add Priority Objective":

- 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).

- 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.

- Then, click on the 'X' to close the popup window.

For screenshots of these steps, refer to "Priority Objectives" section in "Part B, Adding a New Initiative" below.

12. Explain how the initiative supports the Priority Objective(s) selected:

This field has been copied over from the original application. Review and amend where necessary, ensure to provide an explanation of how the initiative supports the priority objective(s) of the program. Recommend 2 - 4 sentences.

13. Initiative Assessment:

In the Initiative Assessment section, you will need to re-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.
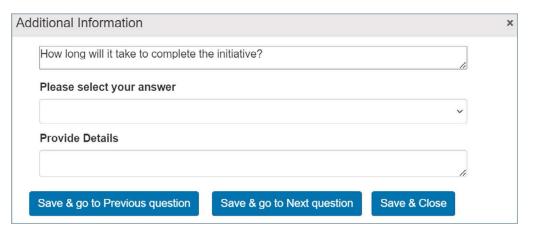
1) **Question: How long will it take to complete the initiative?**
   This question measures the *Implementation* time required to complete the initiative (Estimated completion date). Initiatives implemented within the first year (prior to the first **annual** reporting period) will score the highest. 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.

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.
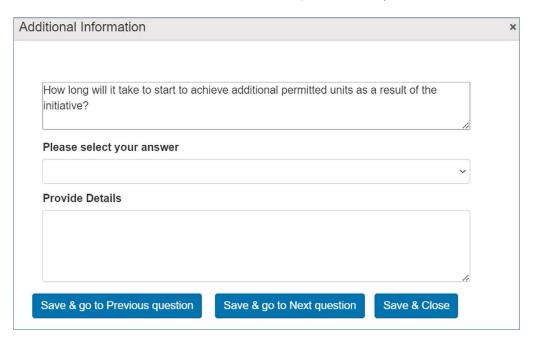

Additional Information   ✕

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]

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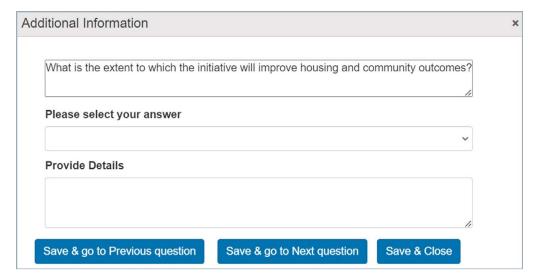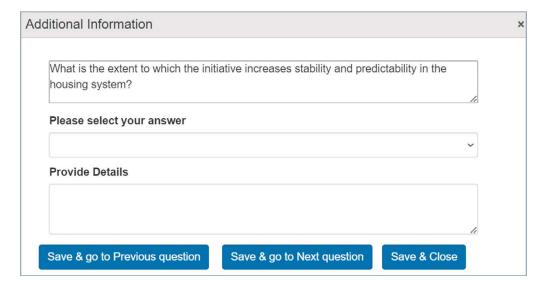
4) **Question: What is the extent to which the initiative increases stability and predictability in the housing system?**

This question measures the housing *System Impact* that the initiative will have in supporting the creation of additional housing units. 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.

14. Milestones:

This field has been copied over from the original application. Adjust/add milestones that reflect the new dates and any new information that is relevant for the initiative. Note, the description has been copied over to the HAF Round 2 application, but the milestone dates have not and must be entered.

To Edit/Delete a Milestone:

- 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.
- Ensure that the milestone dates fall within the new HAF Round 2 initiative dates.
- To delete a milestone, click on the dropdown arrow of the milestone row and click on 'Delete'.

To add a New Milestone:

- Click on the 'ADD NEW MILESTONE' button, which will open a new popup window.
- Milestone Name: Add a name for the milestone.
- Estimated Start Date: Enter the (estimated) date that the milestone will start.
- Estimated Completion Date: Enter the (estimated) date that the milestone will be completed.
- Description of Milestone: Describe the milestone and the expected outcome(s). Recommend 3 - 5 sentences.
- After all the required fields are populated, click on the "DONE WITH ADDING MILESTONE"

15. Once all the required fields are populated, click on the 'SAVE & CONTINUE' button.

Edit Initiative

① Initiative Name *
Initiative Name 1

② Initiative Type *
Allowing increased housing density on a single lot including promoting "missing middle" housing forms ✕ 🔍

③ If "Other", please indicate

④ Describe your initiative, including its goals and objectives *
Description
3488/ 3500

⑤ Estimated Start Date *
2023-11-30 📅

⑥ Estimated Completion Date *
2024-08-30 📅

⑦ Estimated number of units the initiative will incent within 10 years *
500

⑧ Estimated Cost *
$ 100,000.00

⑨ Estimated number of units the initiative will incent within the program period *
500

Edit Initiative

⑩ Other Expected Results *
‒   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)
792/ 1000

⑪ Priority Objectives [Select all that apply] *

Name

Supporting affordable, inclusive, equitable and diverse communities ⌄

ADD PRIORITY OBJECTIVES

⑫ Explain how the initiative supports the Priority Objective(s) selected *
Explanation
3488/ 3500

Edit Initiative

Initiative Assessment *
Select the link for each Question to populate or edit an initiative assessment.

⑬

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?	3. Low degree of stability and predictability	1.00

⑭ Milestones *

Milestone Name	Estimated Start Date	Estimated Completion Date ⬆	
Milestone 1	2024-06-01	2024-08-01	⌄

ADD NEW MILESTONE

⑮ SAVE & CLOSE

Part B – Adding a NEW Initiative

In addition to the option of updating some of the previously submitted initiatives, each application in HAF Round 2 can have new initiatives. All new initiatives must have started *after* April 16, 2024 (with some exceptions – refer to "Step 5: Initiatives, Introduction").

Note: If any of your initiatives from the previous action plan have not started, you can update and resubmit them as part of your HAF Round 2 application.
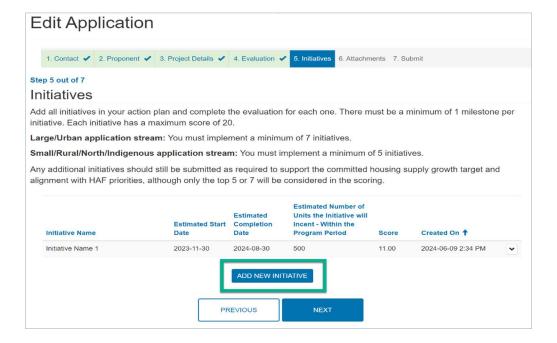
Applicants that are part of the Large/Urban application stream are required to implement a minimum of *7 initiatives*. Applicants that are part of the Small/Rural/North/Indigenous application stream are required to implement a minimum of *5 initiatives*. For each initiative, you must add a **minimum of 1 milestone per initiative**.

Remember: Each initiative will be scored for its strength in making meaningful and impactful change in housing. Therefore, it is important to review each initiative and make sure it aligns with the program parameters and objectives.

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.

Starting a 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.

Edit 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 ↑	
Initiative Name 1	2023-11-30	2024-08-30	500	11.00	2024-06-09 2:34 PM	⌄

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 2024 federal budget (April 16, 2024), which announced the second round of 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 and other administrative 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 Round 2 Application Form, in Section B, line item 3. (Units Projected *With HAF* minus units projected *Without HAF*)**

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.

You Need to Include the specific unit type that will result from this initiative and how many of each unit type is Affordable. Please ensure to copy the below noted format into each of your new Initiatives' Other Expected Results field (you can also access the same template form your copied over from original HAF submission Initiatives' Other Expected Results 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.

> **Note: The sum of the 4 different unit types needs to be equal the sum of HAF Incented Units outlined in the previous point (number 9).**

Other Expected Results *

This initiative will achieve the 20 units with the following unit-type split:

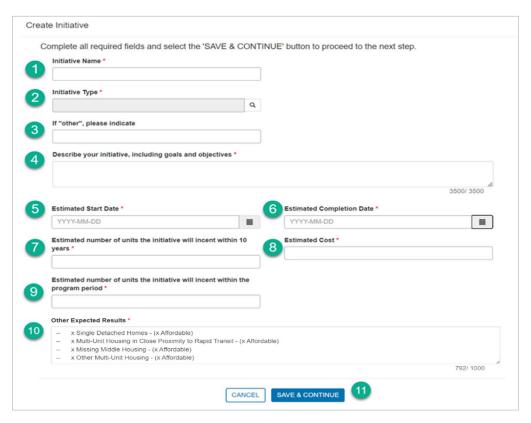– 5 Single Detached Homes - (3 Affordable)
– 0 Multi-Unit Housing in Close Proximity to Rapid Transit - (0 Affordable)
– 10 Missing Middle Housing - (8 Affordable)
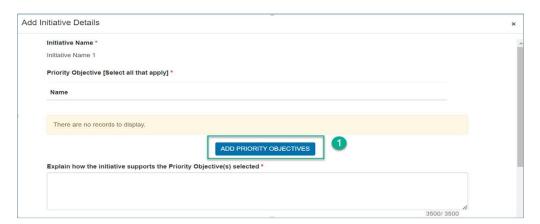– 5 Other Multi-Unit Housing - (5 Affordable)

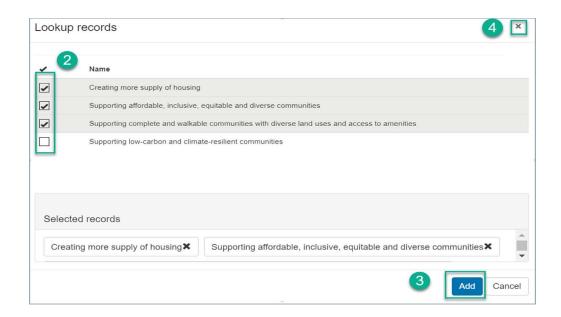16 of the 20-units are affordable, and the rest are market-rate.

646/ 1000

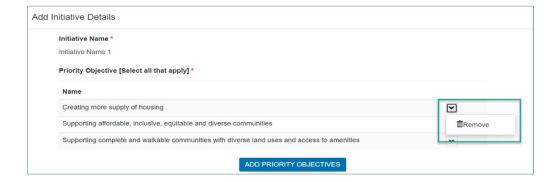**11. Once all the required fields are populated,** click on the 'SAVE & CONTINUE' button.

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 *

3500/ 3500

5 Estimated Start Date *

YYYY-MM-DD

6 Estimated Completion Date *

YYYY-MM-DD

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 *

- 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)

792/ 1000

CANCEL   SAVE & CONTINUE **11**

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 *

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

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.

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?

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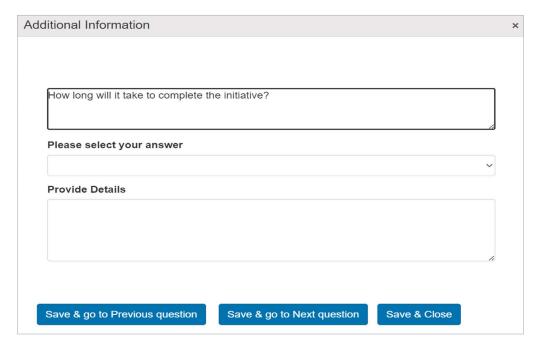
1. Question: How long will it take to complete the initiative?

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:

a. Within 1 year – 5 points

b. Within 2 years – 3 points

c. 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.
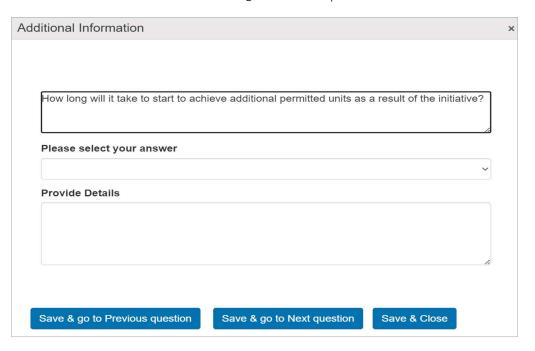

Additional Information   ✕

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. 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:

  a. Within 1 year – 5 points

  b. Within 2 years – 3 points

  c. 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.
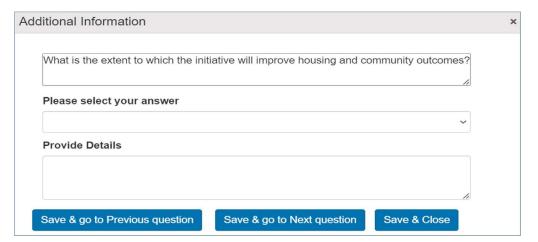

Additional Information ✕

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:

   a. High degree of improvement – 5 points

   b. Medium degree of improvement – 3 points

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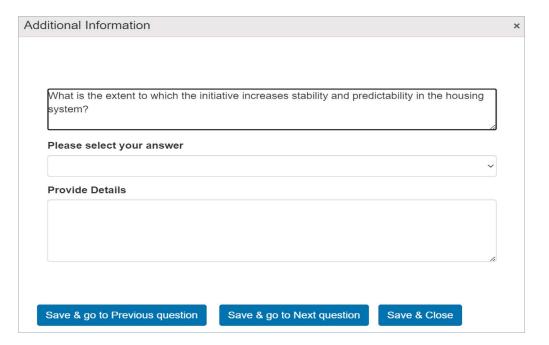
4. Question: What is the extent to which the initiative increases stability and predictability in the housing system?

This question measures the housing *System Impact* that the initiative will have in supporting the creation of additional housing units. 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).
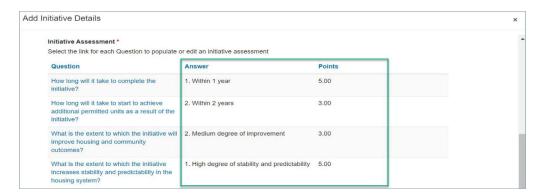
The options to select from include:

   a. High degree of improvement – 5 points

   b. Medium degree of improvement – 3 points

   c. 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]
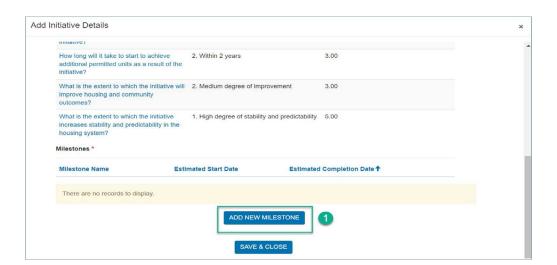

After you have answered the 4 initiative assessment questions, the answer you selected will be displayed in the 'Answer column' and the scores associated to the answer selected will be displayed in the 'Points' column. The maximum score per initiative is 20 points.
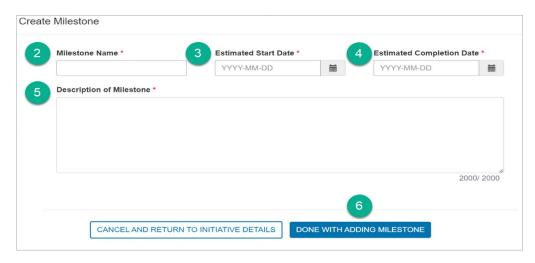

Milestones

In this section, you add 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.
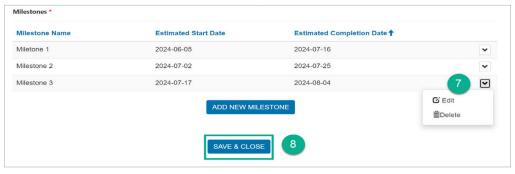
> **Note: You must include a minimum of 1 milestone per initiative.**

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

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 main Initiatives page.

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

Step 6: Attachments

In this section please add all applicable 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 HAF 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

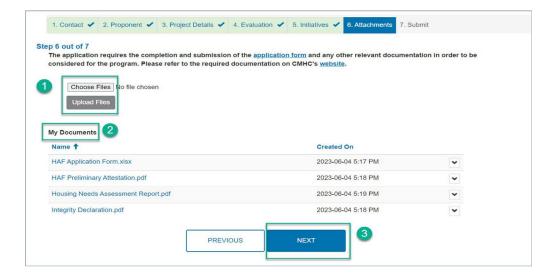Attachments must be in one of the following formats:

- 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.**
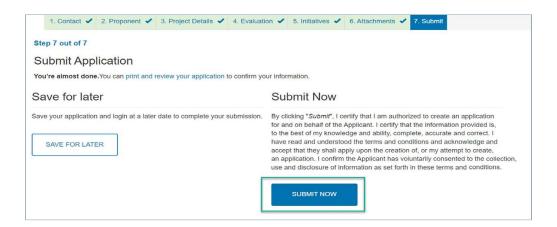
Step 7: Submit

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.

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.

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.

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

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".