

RHI Attestations



This guide will walk you through all of the necessary steps in completing your submission for attestations.

The guide is divided into two sections. You can navigate to each section within the guide using the menu to the left.

RHI ATTESTATIONS



New Portal Users



Submitting RHI Attestations

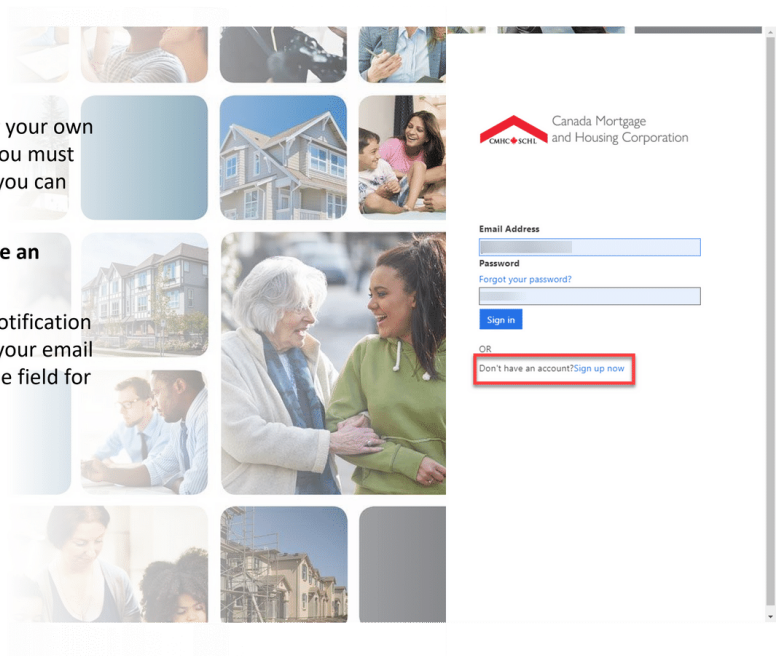
New Portal Users

CMHC's Client Portal

Whether you are managing attestations for your own organization or on behalf of a third party, you must create a profile in the CMHC Portal before you can submit an application to CMHC.

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"**.



[Click here for the CMHC Client Portal](#)



For more information on how to create a profile in the CMHC Portal, [click here](#).

CONTINUE

Submitting RHI Attestations

Getting Started

Previously, RHI attestations (quarterly, post-construction, and annual) were filled out manually, using a spreadsheet.


As we continue to enhance our systems, all attestations will now be accessed and submitted via the [CMHC Client Portal](#). This is the same platform in which CMHC received clients' RHI applications; we have simply added a '**MY ACTIVITIES**' section, where you will be able to view, manage, and remit all applicable RHI attestations.



All 3 Types of Attestations (Quarterly, Post- Construction and Annual) are accessed and submitted using the same process in the CMHC Client Portal.

Attestation Walkthrough

Select **START** to see the process on how to submit your attestations in the CMHC Portal.


Canada Mortgage
and Housing Corporation

Assisted Housing ▾
Français
Krystle Holmes ▾

Applications
Agreements
My Activities

My Activities

Applications

The list below shows all applications you have created. Select a project to view a summary of the application or to assign it to someone else. Go to the "Applications Assigned to Me" link below to manage your assigned applications.


START A NEW APPLICATION

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

Program	Project Name ↑	Reference Number	Status	Project Location	Created On ↓	Assigned to
Rapid Housing Initiative 3	UAT Continues	27,058,809	Fully Advanced	Acme, New Brunswick	2023-01-27 9:37 AM	Krystle Holmes
Rapid Housing Initiative 3	RHI3 Testing Round 2	27,058,676	Fully Advanced	Addington Highlands, Northwest Territories	2023-01-26 8:14 PM	Krystle Holmes
Rapid Housing Initiative 3	RHI 2 - Tests Part 2	27,058,650	Draft		2023-01-26 4:24 PM	Krystle Holmes
Rapid Housing Initiative	RHI Test - Part 2	27,058,635	Fully Advanced	Abbey, British Columbia	2023-01-26 1:33 PM	Krystle Holmes
Rapid Housing Initiative	Part 2 Testing RHI 1	27,058,627	Draft		2023-01-26 1:19 PM	Krystle Holmes
Rapid Housing Initiative	Testing Part 2 - RHI 1	27,058,577	Fully Advanced	Abbotsford, Manitoba	2023-01-25 7:33 PM	Krystle Holmes
3rd Housing	KPH Sequencing	27,038,501	Draft		2023-01-23 2:51	Krystle Holmes

Step 1

Agreement Reports

Canada Mortgage
and Housing Corporation

Assisted Housing ▾FrançaisKrystle Holmes ▾

My Activities

Agreement Reports

Review Type	Review No	Project Name	Project Location	Account Number	Reporting Period End Date	Due Date	Missed Due Date	Status	
Annual Attestation	ANA-000021576	KPH Sequencing	Ottawa, Ontario,	27038579	2023-02-03	2024-02-29	No	Draft	View
Post Construction Attestation	POA-000021370	KPH Sequencing	Ottawa, Ontario,	27038579	2023-01-30	2023-03-01	No	Draft	View
Quarterly Attestation	QUA-000021404	RH13 Testing Round 2	Addington Highlands, Northwest	27058676	2023-06-30	2023-07-30	No	Draft	View

1 - 6 of 31 items

Under the '**MY ACTIVITIES**' section, you will see the Agreement Reports table, where all applicable attestations will be visible for each project that is linked to your profile. Each item within the table represents a (labeled) attestation and each individual attestation can be accessed by clicking the 'View' button.

[Click on the image to enlarge.](#)

Step 2

Agreement Report View

Agreement Report

Please complete this Quarterly Attestation form by **answering all questions**. All changes will be automatically saved in the template. Once finished, provide your confirmation and click on the *Submit Attestation* button to submit your Attestation to CMHC. Submitted attestations will not be editable after they have been sent. Please note that the first section of this template displays key information from your previously agreed upon Contribution Agreement (Schedule B) for reference.

Quarterly Attestation are due within 30 days of the reporting date. Late reporting after this period may be considered a breach of the Contribution Agreement.

Attestation Type	Attestation Status
Quarterly Attestation	Draft
Reporting Period End Date	Submitted Date
2023-06-30	—
Due Date	
2023-07-30	
Program *	Proponent
Rapid Housing Initiative 3	MLL ORGO
Project Name *	Funds Allocated
RH13 Testing Round 2	\$7,000,000.00
Building Address	
Addington Highlands, Northwest Territories,	
Number Of Units	
18	

After clicking '**VIEW**', the chosen attestation will appear - please be patient as it may take a moment for all questions to load.

Please note that each attestation contains some pre-populated information in the top section, above the questions. This information is based on CMHC's records for the project and is intended as a point of reference for clients to easily identify the project associated to the attestation.

Step 3

Fill in blank fields

Targeted Vulnerable Population

Priority Group Name	Number of Dedicated Units/Beds - Verified
Indigenous people	18

1. Projected Project Cost *

2. Amount of RHI funding that was spent towards eligible costs as of the attestation date *

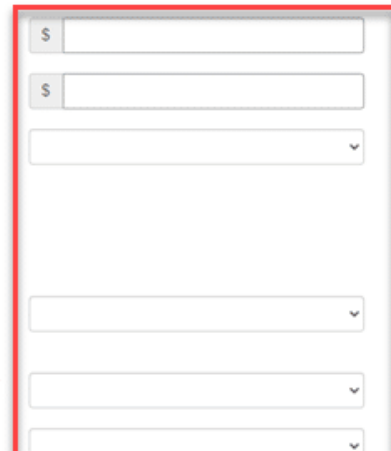
3. Please indicate whether the following development milestones have been completed (Yes, No, N/A). Examples for each milestone with an approximate completion level range are included for reference.

3.1 Have you completed pre-development? Completion range 0-15% (zoning, environment, geo-technical, survey, etc.) *

3.2 Have you completed ground preparation and site servicing? Completion range 15-30% (utilities, shoring, excavation, foundation pouring, demolition, etc.) *

3.3 Have you completed manufacturing? Completion range 30-70% (factory build of panels or units) *

3.4 Have you completed the on site installation? Completion range 50-90% (installation of units or



Lastly, you can proceed to answer all attestation questions as required.


Please note that an answer is required for each question before submitting - N/A can be used as needed.

Step 4

Submit Attestation

11.4 Have there been any changes to the targeted population? *	<input type="text"/>
11.5 Have there been any changes to the priority groups? *	<input type="text"/>
11.6 Have there been any changes to the energy efficiency? *	<input type="text"/>
11.7 Have there been any changes to the accessibility? *	<input type="text"/>
11.8 Have there been any other changes to the details of the deliverables committed to in the Contribution Agreement (Schedule B)? *	<input type="text"/>
11.9 If Yes has been selected in any of the above categories, please provide details on the specific changes for each *	<div><div></div><div>10000 10000</div></div>
12. Is the project at risk of inability to be completed as approved? *	<input type="text"/>
13. If Yes, please provide additional information *	<div><div></div><div>10000 10000</div></div>

☐ * I confirm that the information contained within this attestation is true to the best of my knowledge and I am hereby authorized to sign this document on behalf of MLL ORGO

 [Submit Attestation](#)

Please make sure to review your responses as you will not have access to edit this information once submitted.

In order to submit, you must mark the checkbox at the bottom of the page.

Submitted Attestations

Once your attestation is submitted, the attestation will not be available to view under '[MY ACTIVITIES](#)'.

CLICK TO CLOSE