

# RHI Attestations



This guide will walk you through all the necessary steps in completing your submission for attestations and in accessing previously submitted attestations.

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

## RHI ATTESTATIONS

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[New Portal Users](#)



[Submitting RHI Attestations](#)



[Reviewing Submitted Attestations](#)

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Lesson 1 of 3

# New Portal Users

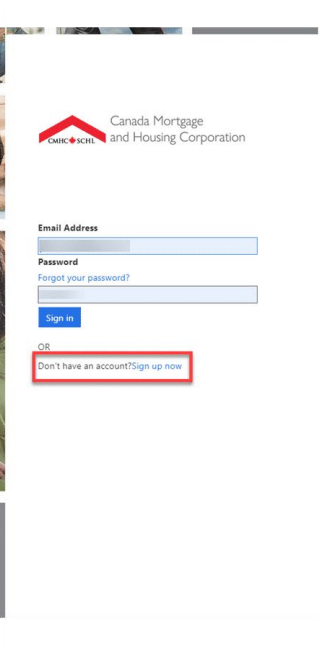
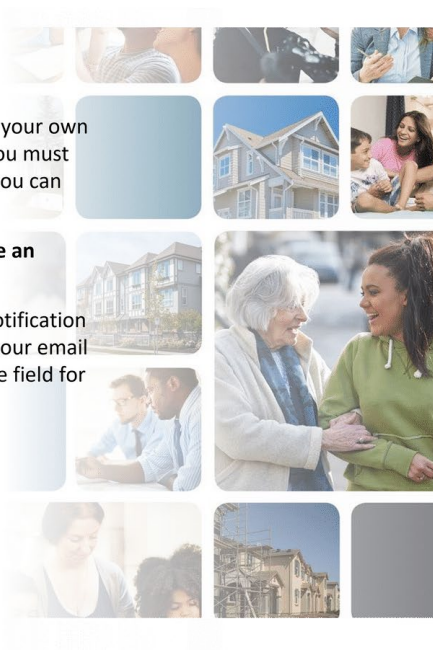
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## CMHC's Client Portal

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](#)**

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

**CONTINUE**

# Submitting RHI Attestations

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## 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.**

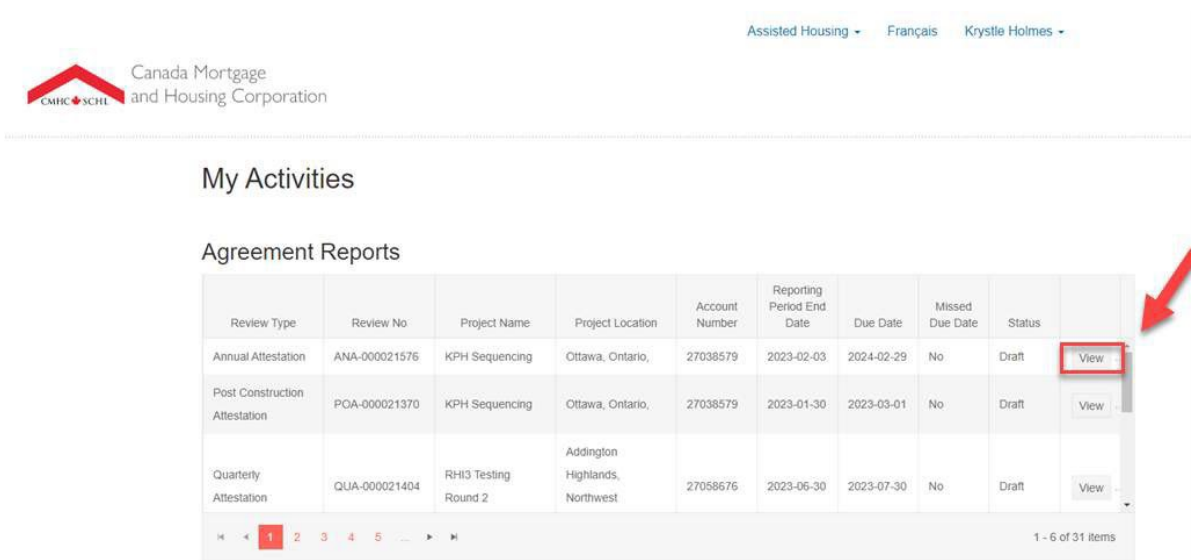
## Attestation Walkthrough

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

Unclassified-Non classifié

## Step 1

# Agreement Reports



Assisted Housing - Français Krystle Holmes -

CMHC SCHL Canada Mortgage and Housing Corporation

### 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	<a href="#">View</a>
Post Construction Attestation	PQA-000021370	KPH Sequencing	Ottawa, Ontario,	27038579	2023-01-30	2023-03-01	No	Draft	<a href="#">View</a>
Quarterly Attestation	QUA-000021404	RHI3 Testing Round 2	Addington Highlands, Northwest	27058676	2023-06-30	2023-07-30	No	Draft	<a href="#">View</a>

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.

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.

<b>Attestation Type</b>	<b>Attestation Status</b>
Quarterly Attestation	Draft
<b>Reporting Period End Date</b>	<b>Submitted Date</b>
2023-06-30	—
<b>Due Date</b>	
2023-07-30	
<b>Program *</b>	<b>Proponent</b>
Rapid Housing Initiative 3	MLL ORGO
<b>Project Name *</b>	<b>Funds Allocated</b>
RHI3 Testing Round 2	\$7,000,000.00
<b>Building Address</b>	
Addington Highlands, Northwest Territories,	
<b>Number Of Units</b>	
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**'.

**CONTINUE**


Lesson 3 of 3

# Reviewing Submitted Attestations

Once an attestation is submitted it can no longer be viewed in the Agreement Reports section of **'MY ACTIVITIES'**.

To view previously submitted reports you will need to navigate to **'AGREEMENTS'** and follow the steps below.

## Assisted Housing



Canada Mortgage  
and Housing Corporation

Assisted Housing ▾

Français

Jessica Taylor ▾

Applications

Agreements

My Activities

Home / Agreements

Agreements

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

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

Project Name ↑	Master Account Number	Account Number	Status	Start Date	End Date ↑	Fiscal Year End	Units/Beds	Assigned to	Organization
M999 Project Msk. - 6897962		6,897,962	Fully Advanced				9	Jessica Taylor	Green, Ebert and Oberbrunner

Locate Assisted Housing at the top of the page and select **'AGREEMENTS'** from the drop down.

**Step 1**

## Agreements

### Agreements

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

[My Agreements](#) | **Agreements Assigned to Me**

Project Name ↑	Master Account Number	Account Number	Status	Start Date	End Date ↑	Fiscal Year End	Units/Beds	Assigned to	Organization
M999 Project Msk. - 6897962		6,897,962	Fully Advanced				9	Jessica Taylor	Green, Ebert and Oberbrunner

Select the agreement related to the reports you would like to view.

**Step 2**

## View Agreement Reports

[Uploaded Files](#) [Manage Draw Schedules](#) [Manage Advance Requests](#) [View Disbursements](#) [My Activities](#) [View Agreement Reports](#)

This application is assigned to **Jessica Taylor**

[CHANGE](#)[ASSIGN TO ME](#)[MANAGE CONTRIBUTORS](#)

### Application Information

**Application Reference Number**  
6897962

**Project Title**  
M999 Project Msk. - 6897962

**Program**  
Rapid Housing Initiative

**Date Submitted**  
December 30, 2020

**Current Date**  
15 August 2024

**Status**  
Fully Advanced

### Contact information

At the top of the Application Information page you will see several blue tabs. Select **'VIEW AGREEMENT REPORTS'**.

Step 3

Agreement Reports Summary

On this page you will be able to see all of your previously submitted attestations.

Agreement Reports Summary

Program *	Status
Rapid Housing Initiative	Fully Advanced
Project Name *	Effective Agreement Date
M999 Project Msk. - 6897962	—
Project Location	
—	

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

Attestation Type	Name	Reporting Period End Date	Due Date ↓	Submitted Date	Status	
Quarterly Attestation	QUA-000021368	2025-03-31	2025-04-30	2024-08-14	Completed	<a href="#">View</a>
Post Construction Attestation	POA-000021374	2024-08-14	2024-09-13		Draft	<a href="#">View</a>
Quarterly Attestation	MON-000001089	2021-03-31		2021-04-14	Being Assessed	<a href="#">View</a>
Quarterly Attestation	MON-000001345	2021-06-30		2021-08-02	Draft	<a href="#">View</a>



Select the report you would like to view the details by clicking on 'VIEW' .

# Agreement Report

This page will show you your full report and data provided at the time the report was submitted.

## 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.

<b>Attestation Type</b> Quarterly Attestation	<b>Attestation Status</b> Completed
<b>Reporting Period End Date</b> 2025-03-31	<b>Submitted Date</b> 2024-08-14
<b>Due Date</b> 2025-04-30	
<b>Program *</b> Rapid Housing Initiative	<b>Proponent</b> Green, Ebert and Oberbrunner
<b>Project Name *</b> M999 Project Msk. - 6897962	<b>Funds Allocated</b> \$3 000 000 00
<b>Building Address</b>	

### Building Information

Construction Type	Completion Date	Date that 25% Occupancy Achieved
Conversion to residential	2021-11-30	
Modular Construction	2021-11-30	
Modular Construction	2021-11-30	

### Targeted Vulnerable Population

Priority Group Name	Number of Dedicated Units/Beds - Verified
Indigenous people	9
People with physical disabilities	0
Women and their children	2

1. Projected Project Cost *	\$ 3000000.00
2. Amount of RHI funding that was spent towards eligible costs as of the attestation date *	\$ 3000000.00
3.1 Have you completed pre-development? Completion range 0-15% (zoning, environment, geo-technical, survey, etc.) *	Yes
3.2 Have you completed ground preparation and site servicing? Completion range 15-30% (utilities, shoring, excavation, foundation pouring, demolition, etc.) *	Yes
3.3 Have you completed manufacturing? Completion range 30-70% (factory build of panels or units) *	Yes

**CLOSE**