Indigenous Shelter and Transitional Housing Initiative

Application Support Guide

For proponents of Inuit-specific Emergency Shelters for **Inuit women, gender-diverse individuals and their families**

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OVERVIEW OF THE APPLICATION SUPPORT GUIDE

This application support guide is designed for proponents of Inuit-specific **emergency shelters** for Inuit women, gender-diverse individuals and their families.

For the applications support guides for proponents of Inuit-specific **transitional housing** initiatives or for the **Family Violence Prevention Program**, please click on Shelter Initiative for Inuit women and children - Pauktuutit Inuit Women of Canada

This application support guide is available in English and Inuktitut. However, when applying for an emergency shelter on the CMHC website, applications can only be submitted in English and French.

▶ The Indigenous Shelter and Transitional Housing initiative is a joint project by Canada Mortgage and Housing Corporation (CMHC) and Indigenous Services Canada (ISC), offering construction and operational funding for shelters and transitional housing supporting Indigenous peoples escaping gender-based violence, including women, 2SLGBTQQIA+ people and their children.

▶ The application process is for both the construction and operating funding. Selected applicants will receive capital funding from Canada Mortgage and Housing Corporation for the construction of the facility and operational funding from Indigenous Services Canada to support its operations. Start up funding will be delivered through Indigenous Services Canada a year in advance to the operations of the facility.

CMHC wants to work with you! CMHC strongly encourages Inuit proponents to get in touch with their team of Housing Solutions Specialists **to discuss potential or in-progress applications**. They are there to provide support to applicants through every step of the application process. Proponents can have components of their application reviewed by CMHC at any time; it does not need to be at final submission that CMHC has the first opportunity to review the application.

> If you are interested in building and/or operating a shelter for Inuit women, gender-diverse individuals and their families anywhere in Canada, do not hesitate to reach out to CMHC.
>
> Click here to find the contact information of your regional CMHC Housing Solutions Specialist.

Who provides the funding?

▶ In January 2021, the Government of Canada announced a commitment to fund the construction and ongoing operation of new Inuit-specific shelters for women, 2SLGBTQQIA+ people and their children located across Inuit Nunangat and in urban centres.

▶ Construction funding is provided by CMHC, whether it's for new construction or building conversion from a non-residential use to a shelter.
  ▷ CMHC will provide a maximum of $3.48 million per shelter in Provinces across the country, and a maximum of $7.2 million per shelter in Territories and Inuit Nunangat.
  ▷ The allocation is in the form of a **forgivable loan** for the construction of new shelters or for the acquisition and rehabilitation of buildings for conversion to shelters. Selected proponents will enter into a loan agreement with CMHC for a 20-year period. **The full amount of the forgivable loan will be earned in 20 equal annual amounts**, provided the terms and conditions of the agreement continue to be fulfilled.
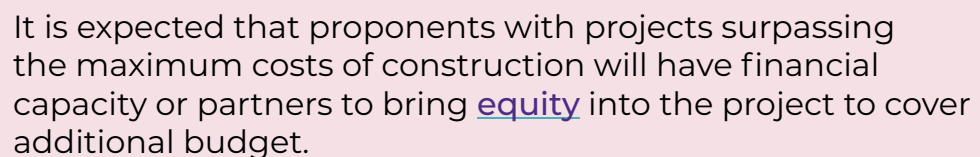
> It is expected that proponents with projects surpassing the maximum costs of construction will have financial capacity or partners to bring equity into the project to cover additional budget.

▶ ISC provides funding for operations and capacity building for shelters. The CMHC application portal requires applicants to complete an *Annual Operating Budget Worksheet* (Appendix A), through which ISC simultaneously assesses the application for operational funding.

▷ Indigenous Services Canada (ISC) will provide:
  ▫ An average annual allocation of $800,000 to operate shelters in Provinces across the country
  ▫ An average annual allocation of $1 million to operate shelters in Territories and Inuit Nunangat
▷ Funding for capacity building involves providing support to shelters and their staff through training forums, gatherings and development and distribution of resources and research.

> For assistance completing the *Annual Operating Budget Worksheet*, do not hesitate to reach out to your regional CMHC Housing Solutions Specialist.

Click here for the list of costs and expenses eligible for funding under this program.

How do I apply?

▶ Apply for funding under the Indigenous Shelter and Transitional Housing initiative through the online CMHC Application Portal. **It is through this single application that projects are assessed for construction funding (from CMHC) and operational funding (from ISC)**. You will upload all mandatory or supplementary documentation through this portal. You can also work on your application gradually, saving it step-by-step. Because your application progress is saved in the CMHC system, you will be able to make changes to your application based on CMHC feedback without having to start the application over.

▶ Project proponents with weak internet connection are advised to prepare their application manually and submit their application through paper mail to their regional Housing Solutions Specialist.

Note: If you have internet connection issues, an offline PDF application can bemade available upon request. Please contact your regional Housing Solutions Specialist to request an application.
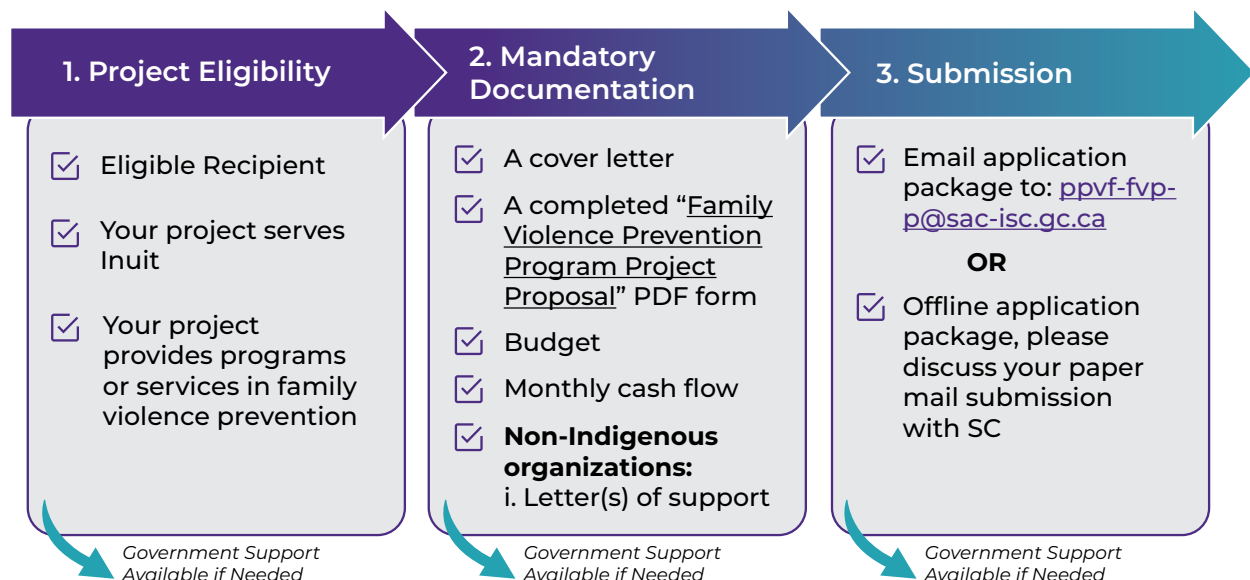
How does the selection process work?

▶ CMHC is currently experiencing a gap in applications for projects led by Inuit and Indigenous 2SLGBTQQIA+ groups as well as urban groups. During the next review and selection phases, applications for projects from these groups will be prioritized to reduce the current gap being observed.

How can I receive updates about the Indigenous Shelter and Transitional Housing initiative (ISTHI)?

▶ Go to the CMHC ISTHI webpage: https://www.cmhc-schl.gc.ca/en/professionals/project-funding-and-mortgage-financing/funding-programs/all-funding-programs/shelter-and-transitional-housing-initiative-for-indigenous#signup

▶ On the homepage, go to "SELECTION PROCESS" → then click "Let me know when there are updates" to enter your contact information to receive updates.

Is financial assistance available for completing the application?

▶ Financial assistance may be available to help cover costs associated with carrying out the pre-development activities and obtaining the documentation required for the application package.

▶ For more information, consult the CMHC website at https://www.cmhc-schl.gc.ca/en/developingand-renovating/funding-opportunities/seed-funding

1. Project Eligibility	2. Mandatory Documentation	3. Submission
☑ Eligible Recipient ☑ Your project serves Inuit ☑ Your project provides programs or services in family violence prevention	☑ A cover letter ☑ A completed "Family Violence Prevention Program Project Proposal" PDF form ☑ Budget ☑ Monthly cash flow ☑ **Non-Indigenous organizations:** i. Letter(s) of support	☑ Email application package to: ppvf-fvp-p@sac-isc.gc.ca **OR** ☑ Offline application package, please discuss your paper mail submission with SC
Government Support Available if Needed	*Government Support Available if Needed*	*Government Support Available if Needed*

HOW TO USE THIS GUIDE

▶ This Application Support Guide was prepared using resources from CMHC's website and in consultation with CMHC Specialists. It should serve as a one-stop-shop for completing an application through the CMHC Application portal.

▶ The Application Support Guide is designed to provide guidance through each step of the application process in chronological order. It offers an explanation to each question asked in the online application — be sure to look for the pink lightbulbs, 💡, for tips along the way.

▶ To the extent possible, consult the Preview and prepare your responses for the online application in advance.

> The information you enter saves when you move to the next step. If your computer is idle for 30 minutes, your session will time out and the information on this page will not save.

▶ **For optimal use and navigation** of the Application Support Guide, keep the **Document Map** open at all times when using the guide.
  → Open this document in Microsoft Word.
  → Select "**View**" in the horizontal navigation panel across the top of the document.
  → Tick the "**Navigation Pane**".
  → Then select the Document Map icon, ▤, to have easy access to the Table of Contents throughout your use of the guide.

▶ Use the [Legend of Symbols](#) to quickly navigate to the appropriate sections of the guide according to your situation.

DEFINITIONS

Shelter

Defined as a facility providing temporary shelter and emergency services to support women and children and/ or 2SLGBTQQIA+ people facing gender-based violence. They function in a crisis capacity with short stay duration.

Transitional housing/Second stage housing

Housing that is intended to offer a supportive living environment for its occupants in need for additional time and support to heal from their trauma, offering them the experience, tools, knowledge and opportunities for living independently and violence-free. It is considered an intermediate step between emergency shelter and supportive housing, and has limits on stay duration. **Transitional housing and second stage housing under this initiative are interchangeable terms that designate the same housing purpose**.

Units

For the purpose of shelters, a "unit" is a room, regardless of the number of beds in the room that shares kitchen and/or bathroom facilities with other rooms in the shelter.

For the purpose of transitional housing, a "unit" is in the form of a self-contained unit. A self-contained unit is a facility that contains cooking, eating, living, sleeping and bathroom facilities.

Beds

For the purpose of shelters, a "bed" is an individual bed in a shelter program that supports overnight sleeping accommodations.

2SLGBTQQIA+

Two Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and others.

This term is intended to include non-binary people and people with diverse sexualities, and as an explicit reminder that gender-diverse people's needs must equally be taken into account. The "+" at the end of "2SLGBTQQIA+" is a way of being inclusive, honouring and celebrating how languages are expanding and offering choices for sexual and gender diverse individuals to identify.

Easements

A right that lets someone use your land for a specific purpose.

Equity

Funds provided in return for a share in the ownership of the project.

Leased (land)

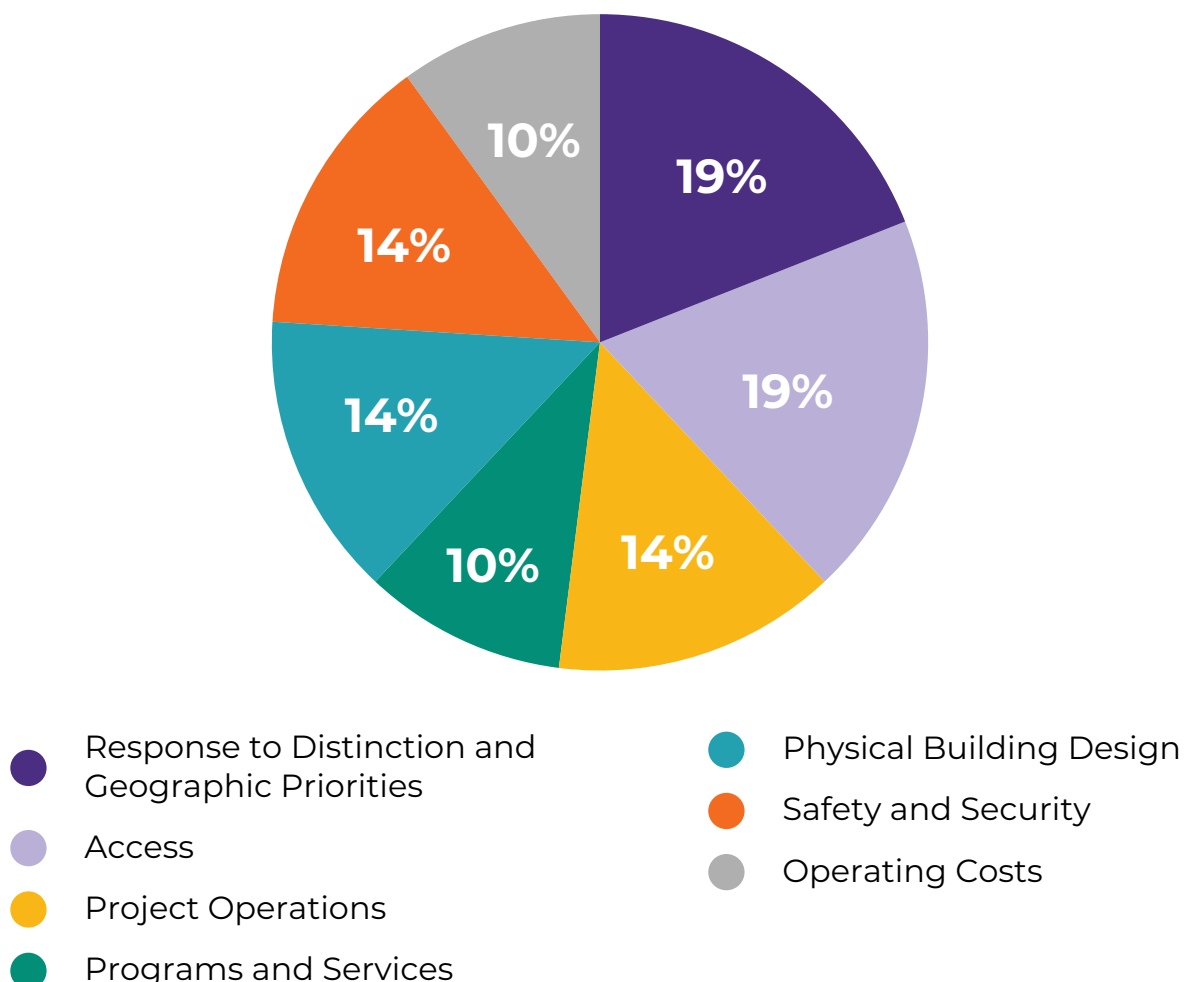Take (property) on lease; rent.

EVALUATION CRITERIA

How will proposals be evaluated?

Proposals will be reviewed and assessed with input from representatives of Inuit organizations and federal partner organizations (e.g., CMHC, Indigenous Services Canada, Pauktuutit, and Crown Indigenous Relations and Northern Affairs Canada).

Proposals are assessed in 7 distinct evaluation categories as follows:

Breakdown of Application Scoring

- Response to Distinction and Geographic Priorities
- Access
- Project Operations
- Programs and Services
- Physical Building Design
- Safety and Security
- Operating Costs

PROJECT ELIGIBILITY CHECKLIST

CMHC's Indigenous Shelters and Transitional Housing Initiative Eligibility Checklist

Tick the box next to each statement that applies to your project.

1) Project Purpose

☐ Project purpose is for the creation and/or operation of new shelter spaces intended for Inuit women, children and 2SLGBTQQIA+ escaping family violence.

2) Proponent Profile

☐ Project proponent is an Inuit organization, land claim organization, or government.

☐ Project proponent is a non-Inuit organization or government. Project Application identifies the Inuit community(ies) that will be served, and demonstrates support from Inuit local authorities and Inuit led services.

3) Project Location

☐ Project is located in Inuit Nunangat.

☐ Project is located in an urban centre.

If each of the 3 categories has a ticked box, **your project is eligible for funding through the Indigenous Shelters and Transitional Housing Initiative**.

🚫 **Ineligible Projects:**

▶ Shelters serving men are not eligible for funding under this program. Contact CMHC to discuss different funding options.

▶ Shelters for individuals coming out of the correctional system are not eligible for funding under this program. Contact CMHC to discuss different funding options.

ISC's Family Violence Prevention Program Eligibility Checklist

Applicants must **also** be eligible to receive Shelters operations and capacity building funding from ISC's Family Violence Prevention Program.

Tick the box next to the description(s) that best applies to your project.

1) Proponent Profile

☐ Inuit representative organizations, Inuit governments and Inuit communities

☐ Indigenous organizations (not including National Indigenous Organizations**)

☐ Provincial and territorial governments*

☐ Municipalities*

☐ Non-governmental and voluntary associations and organizations, including non-profit corporations*

☐ Educational or research institutions and associations*

*All non-Indigenous organizations, including provincial, territorial and municipal governments, require demonstrated support from Inuit organizations or Inuit community groups to be eligible for funding.

**National Indigenous Organizations are ineligible for shelters operations funding.

2) Project Purpose

☐ Operations of an emergency shelter primarily serving Inuit women, children, families, and 2SLGBTQQIA+ people.

☐ Funding is requested for Indigenous organizations to provide capacity building for Inuit-specific shelters and their staff through training forums, gatherings, and/or distribution of resources including research and policy development.

If each of the 2 categories has a ticked box, **your project is eligible for funding through the Family Violence Prevention Program**.

ELIGIBLE COSTS AND EXPENSES

Construction Costs (Canada Mortgage and Housing Corporation)

CMHC will provide funding of up to 100% of a project's total eligible capital costs in the form of a forgivable loan.

Eligible Capital Costs (CMHC)

▶ Land acquisition

▶ Construction, acquisition and rehabilitation, or conversion of facilities

▶ Soft costs (i.e. architect, engineer, or project management fees, other consultants' fees, the cost of development fees and/or permits, taxes, course of construction insurance, interest charges on interim financing, legal fees, audits, enrolment in recognized warranty programs if applicable, and advertising costs for tenders.)

▶ Accessibility for persons with disabilities

▶ Hard furnishings required for the operation of the project (i.e. appliances, built-ins, non-movables and major pieces of maintenance equipment.)

▶ Appropriate building security

▶ Children's play areas

▶ Landscaping

Operating Expenses (Indigenous Services Canada)

The Family Violence Prevention Program (FVPP) funds the day-to-day operations of a network of emergency shelters and transitional (second stage) housing to improve the safety and security of Indigenous women, children, families, and 2SLGBTQQIA+ people across Canada, including Inuit, Métis, and urban communities.

Eligible Operating Expenditures

▶ Salaries and employee benefits

▶ Professional fees (contracts)

▶ Honoraria for Elders

▶ Domestic travel and transportation

▶ Costs related to the purchase, ownership, and maintenance of vehicles, including insurance as applicable, to support operation of the facility*

▶ Meetings

▶ Hospitality

▶ Training and development

▶ Equipment

▶ Rent and utilities

▶ Translation and communications

▶ Materials and supplies

▶ Volunteer participation expenses

▶ Audits and evaluation

▶ Legal and banking fees

▶ Insurance

▶ Overhead administration costs**

▶ Direct client costs*

- Operations, minor maintenance, upgrading and repairs to facilities not exceeding $50,000*

- Crisis line*

- Off-hour emergency services*

* eligible expenses for Shelters operations only; these expenses are ineligible for Capacity Building funding.

**to be eligible for capacity building funding, overhead administration costs cannot exceed 15% of the contribution.

Eligible Overhead Administration Costs

- Payroll administration fees

- Office supplies and equipment

- Telephone and IT support services

- Human resource services and recruitment

Other expenditures may be considered eligible based on direct link to the activity and are subject to FVPP review and approval.

Ineligible Operating Expenditures

- Purchase of capital assets with a market value above $5,000 (unless pre authorized in writing)

- International travel (unless pre-authorized in writing)

- Deficit recovery

- For-profit initiatives and investments

- Capital costs (except minor maintenance)

Start-Up Costs

Start-up costs are one-time expenditures to begin operations, i.e., the goods and services necessary to furnish and set up the facility. **This includes furniture, computers and software, vehicles, and other items that will not be purchased every year**.

Please include an itemized list detailing what the start-up costs are for and the amounts **as an attachment in the online application STEP 9-Attachments**. The estimated subtotal for start-up costs is requested in the **Mandatory Application Worksheet – Appendix A- Annual Operating Budget Worksheet line 24**.

Note that there is separate funding for start-up costs, which is approximately 50% of the average annual allocation for the type (shelter or transition home) or location (southern vs northern or remote geographical areas).

Approximate Funding for Start-Up Costs:

▶ $400,000 for shelters in Provinces across the country

▶ $500,000 for shelters in Territories and Inuit Nunangat

▶ $250,000 for transition homes across the country

MANDATORY DOCUMENTATION

☐ All Letters of Support for your project including Inuit Government, Inuit organizations or communities that will have access to your shelter, and service providers

☐ Completed [Mandatory Application Worksheet](#) (includes Annual Operating Budget Worksheet). If there are discrepancies, please use the list from the CMHC landing site

☐ Preliminary Designs for your shelter

☐ Class C cost estimate

> A class "C" estimate is prepared when a project is at the "Preliminary Design" stage. Typically, there are four categories of estimate – D, C, B, and A – with D being the least accurate and A being the most accurate. A class C estimate is when the costing is estimated based on a conceptual design and/or comprehensive list of project requirements, this estimate is usually detailed enough to allow for investment decisions.

☐ Construction Schedule showing milestones and estimated time to complete the project

Supplementary Documentation

☐ Itemized list of Start-Up Costs (from Mandatory Application Worksheet- Appendix A- Annual Operating Budget Worksheet **line 24**)

☐ Breakdown of Architect and consultant fees (from STEP 7 - Construction Costs **line 11**)

☐ Hard Furnishings details (from STEP 7 - Construction Costs **line 20**)

☐ On site servicing quotes (Sewer, water, hydro, gas connections) (from STEP 7 - Construction Costs **line 22**)

All of these documents will be uploaded and submitted in STEP 9 - Attachments of the online application.

Annual Operating Budget Worksheet Guide

The Annual Operating Budget Worksheet, found in Appendix A of the Mandatory Application Worksheet, will inform the selection committee of your funding request for the operating expenses of the shelter: the annual, recurring costs to run the shelter.

Estimates provided for the operating budget should **only reflect the ongoing, annual operational costs** for the project and **refrain from including one-time expenditures specific to the purchase of various goods and services necessary to furnish and setup the facility**. These start-up costs have a designated line item in **line 24** of this worksheet. Please include an itemized list detailing what the start-up costs are for and the amounts **as an attachment in the online application STEP 9 - Attachments**.

Applicants must provide an annual operational budget that is specific to their proposed facility.

A feasibility assessment will be completed to determine whether the operating budget is reasonable and realistic according to the established funding levels.

Annual Operating Expenses and Revenues

1. **Staff Salaries and Benefits** (not all may apply)
   → Proposals should clearly demonstrate an understanding of shelter operations through staffing. This includes providing realistic and reasonable staffing breakdowns for the shelters in accordance to their size (whether it be small, medium or large), hours of operation, off-hour shifts, and expected volume of intake.
   → For reference, the standard size classifications for shelters can be found in table 1.1 Standard Shelter Size Classification below. The figures are reflective of the typical size classifications found among the existing network of shelters supported by Indigenous Services Canada and are solely meant to be a point of reference for proposal development.

Table 1.1 Standard Shelter Size Classification

Shelter Size	Number of Units	Number of Beds
Small Shelter	1 to 2 units	1 to 5 beds
Medium Shelter	3 to 5 units	6 to 13 beds
Large Shelter	6+ units	14+ beds

Figures on shelter size classification are for example only and reflect the standard ranges found among the existing network of shelters supported by Indigenous Services Canada.

2. **Professional Fees** (including translation)
   → Costs to hire professional consultants including lawyers, accountants, architects, engineers, site surveyors, etc.

3. **Honoraria**
   → An honorarium is a token payment made to bestow recognition to an individual for services they perform, for which payment is not required. Typically, an honorarium is issued when custom or propriety forbids a price to be set. Therefore, payment to the recipient is at the discretion of the payer.

4. **Staff and Development Training**
   → Such as professional development expenses.

5. **Small Appliances, Furniture, Equipment** (anything moveable)
   → Includes small kitchen appliances (e.g. kettle, toaster), computer equipment.
   → NOTE: Do not include one-time expenditures specific to the purchase of various goods and services necessary to furnish and setup the facility. Account for these items in **line 24** of this worksheet.

6. **Resident Expenses** (e.g. food, bedding, towels, soaps, personal incidentals, transportation to and from shelter)

365 days x $_____ expenses x _____ nbr residents

   → The application form provides a general formula for calculating annual Resident Expenses, where the first blank refers to **the total daily cost** of consumables per resident ($), and the second blank refers to the maximum number of residents (nbr residents) the shelter can house at one time .
   → Considering bedding and towels may be one-time expenses, and that residents may not be using transportation every day, the following alternative formula may be used. The calculation and rationale can be provided in the Description column.

(365 days x $_____ (daily food, personal hygiene) expenses x _____ (maximum # of residents at a time)) + _____ (total towel & bedding expenses per year) + _____ (total resident transportation expenses per year)

7.   **Supplies** (e.g. cleaning, linen, personal protective equipment)
→ Includes cleaning and kitchen supplies, personal protective equipment for staff and residents (if needed) such as masks, eye protection, face shields, gloves and/or gowns.
→ If all linen expenses were already accounted for in line 6, there is no need to include them in line 7.

8.   **Property Taxes** (excluding water and sewer) if applicable, provide an estimate
→ Taxes generally paid to a municipality/local government to pay for shared services like garbage collection, municipal infrastructure, etc.
→ Utilities are not included in this line item.

9.   **Insurance** (e.g. fire, liability, etc.)
→ Annual total insurance expenses on the property.

10. **Maintenance** (e.g. minor repairs, painting, landscaping, other)
→ Estimated annual maintenance expenses.

11. **Replacement Reserve** (0.50% of total construction costs)
→ A separate account funded by annual contributions out of the operating budget to pay for large property expenses. This fund exists to deal with long-term major repairs and unexpected expenses.
→ You will find in Appendix 1 the list of items that can be paid out of a replacement reserve account.
→ For this process, the Replacement Reserve will be 0.5% of the total construction costs of the project as indicated in online application **STEP 7 - Construction Costs line 26 - Total Shelter Capital Costs**. For example, if the total construction costs of a facility is $6 million, then $15,000 would be set aside **each year** in the Replacement Reserve. In time, this will allow for enough funds to accumulate in order to pay for major repairs or emergency repairs.

12. **Utilities** (e.g. heating, light and power, garbage, snow removal, water and sewer)
→ Expenses paid to organizations supplying electricity, gas, water, sewage or other services.

13. **Computer/IT Services, Internet Access, Software Licenses**
   → Includes wifi, human resources softwares, etc.

14. **Security Equipment Operation** (e.g. monitoring)
   → Examples include alarm and video surveillance systems, access control systems, outdoor lighting, etc.

15. **Transportation Costs** (vehicle, insurance, maintenance, fuel, driver)
   → Costs related to the purchase, ownership, and maintenance of vehicles to support operation of the facility are eligible. This includes auto insurance as applicable.
   → If any portion of resident transportation expenses were accounted for in line 6 of this worksheet, do not include them again in this line item.

16. **Other Operating Costs** (e.g. client needs assessments, library and resources, off hour emergency services, etc.)
   → Any other annual operating costs other than those previously mentioned, excluding programming and services (accounted for in line 17 below).
   → Client needs assessments could include services from specialists who are not staff members.

17. **Costs for Programming and Services**
   → Includes ongoing materials and supplies needed for programming and services. Examples include cooking class food, special tools, art supplies, Instruments.
   → Do not include:
   - Salaries (accounted for in line 1 of this worksheet);
   - Small appliances, furniture, equipment (accounted for in line 5 of this worksheet);
   - Cleaning supplies (accounted for in line 7 of this worksheet);
   - Large appliances (accounted for in online application STEP 7-Construction Costs line 20).

18. **Administration – Audit**
   → Fees associated with an official financial inspection of an organization's accounts, typically conducted by an independent body.

19. **Administrative Costs** (for the management of the agreement)
    → Costs associated with management of the funding agreement entered into with Indigenous Services Canada.
    → This could include costs for a contractor to perform administrative or management duties if there is not already an employee performing these duties.

20. **Total Expenses** (line 1 to 19)
    → Add together all operating expenses from line 1 to line 19.

Potential Annual Revenue

21. **Provincial Assistance:** $ _____ per day for _____ persons x 365 days
    → If applicable, details of funding agreement with the province.

22. **Donations and fundraising and/or funding sources from partners and collaborators**

On-going Contribution Required (on-going annual operational budget)

23. **Line 20 Minus Lines 21 to 22**
    → The required funding from ISC to cover outstanding annual operational costs.

24. **Start Up Costs** (One time expenditures to begin operations, i.e. the goods and services necessary to furnish and setup the facility, including furniture, computers and software, purchase of vehicle, etc.)

PREVIEW OF REQUESTED INFORMATION IN ONLINE APPLICATION PORTAL

The purpose of this Preview is to provide proponents an opportunity to prepare responses to the application questions in advance of submitting them through the online application portal.

For a detailed, step-by-step walk through of the online CMHC application portal, please jump ahead to Step-By-Step Walk Through of Application Process.

Step 1 - Contact

▶ Review your contact information provided during registration.

Step 2 - Proponent

▶ Select the program and provide proponent information

Step 3 - Project

▶ Project Name

▶ Expected Project Start Date
  ▷ Type in the box using YYYY-MM-DD format

▶ Expected Project Completion Date
  ▷ Type in the box using YYYY-MM-DD format

▶ Contract Process Type
  ▷ Invitation Bid
  ▷ Invitation Proposal
  ▷ Negotiated
  ▷ Open proposal call
  ▷ Public Tender
  ▷ Other (please specify)

- Project Type
  - New Construction
  - Repairs
  - Renewals

- Previous renovation projects complete?
  - Yes
  - No

- CMHC contact(s)

- How will the construction/repair contract be managed?
  - Fixed-Price Construction Contract
  - Construction Management Contract
  - Proponent Acting as General Contractor

- Shelter Type
  - Emergency Shelter
  - Second Stage Housing
  - Both*

*A note about dual-purpose facilities

Project proponents seeking to build or operate emergency shelters **and** second stage/transitional housing within the **same dual-purpose facility** or on the **same parcel of land** are strongly advised to **separate these facilities and treat them as two separate projects, with two separate applications**. The continuum of care between emergency shelters and second stage/transitional housing varies greatly, each of which carries substantially different construction and operational requirements.

Additionally, you **will be eligible for more funding** by submitting two proposals for two separate projects, rather than submitting one proposal for a dual-purpose facility.

If separating these facilities is not feasible, your project may still be eligible. Please contact your local Housing Solutions Specialist at CMHC who will work with you to identify your options.

Additional Information (STEP 3 - Project continued)

The 18 questions below are criteria-based questions which evaluate your eligibility for funding.

1. **Where will the project be located?**
    ▷ On-Reserve
    ▷ Off-Reserve (Population under 1 million)
    ▷ In the Territories (NWT, Yukon, Nunavut)
    ▷ Inuit Nunangat
    ▷ Urban setting (population over 1 million)

2. **Is your project located in a remote location that does not have road access year-round?**
    ▷ Yes
    ▷ No

3. **Who will own the proposed property?**
    ▷ First Nation
    ▷ Indigenous Organization
    ▷ Non-Profit Corporation
    ▷ Tribal Council
    ▷ Other

4. **Who will operate the proposed Shelter?**
    ▷ First Nation
    ▷ Indigenous Organization
    ▷ Non-Profit Corporation
    ▷ Tribal Council
    ▷ Other

5. **What is the primary population served by this shelter?**
    ▷ First Nation
    ▷ Inuit
    ▷ Métis

6. **The proposed shelter is intended for Indigenous women, children or 2SLGBTQQIA+ people escaping family violence?**
   ▷ Yes
   ▷ No

7. **Do you have any outstanding CMHC projects 2 years or older still not completed?**
   ▷ Yes
   ▷ No

8. **Have you applied for funding to build a shelter with CMHC in the past 10 years?**
   ▷ Yes
   ▷ No

9. **Do you already have land for this project?**
   ▷ Yes
   ▷ No

10. **If you already have land, is it owned (freehold) or leased (leasehold)?**
    ▷ Owned
    ▷ Leased
    ▷ Acquisition in process
    ▷ N/A (Not applicable)

11. **Have you already completed an Environmental Site Assessment (ESA) on the land?**
    ▷ Yes
    ▷ No
    ▷ N/A (Not applicable)

12. **Is a development permit required to build the property?**
    ▷ Yes
    ▷ No

13. **If yes, what is the status of the development permit?**
    ▷ Obtained
    ▷ Not Obtained
    ▷ In Progress
    ▷ Not Applicable

14. **Does your project require the demolition/removal of any existing buildings?**
   ▷ Yes
   ▷ No

15. **Are there any easements on the property that could delay construction?**
   ▷ Yes
   ▷ No

16. **Does the proposed project have a minimum 25% reduction in energy consumption?**
   ▷ Yes
   ▷ No

For projects where it is not feasible to meet the energy efficiency requirement, your application may still be considered. Speak with your regional CMHC Housing Solutions Specialist.

17. **Does the proposed project meet the accessibility criteria: 20% of units meeting accessibility standards and barrier-free common areas, or else it must have full, universal design.**
   ▷ Yes
   ▷ No

For projects where it is not feasible to meet the accessibility requirement, your application may still be considered. Speak with your regional CMHC Housing Solutions Specialist.

18. **Please indicate the number of years experience operating a shelter or similar type facility you have.**

   ▷ No experience
   ▷ 1 to 2 years experience
   ▷ 2 to 3 years experience
   ▷ 3 to 4 years experience
   ▷ 4 or more years experience

STEP 4 - Building

General

▶ Building Identifier (e.g. Street number and name)
(Description of the building name)

▶ Date Built
(Only applicable if you are converting an existing building into a shelter)

▶ Location
   ▷ Address that can be found by Canada Post; or
   ▷ Land Identifier (can be a PID/PIN number) if applicable; or
   ▷ Latitude/Longitude (found using Google Maps) is optional if you can't find your location on a map

▶ Number of Stories
(List the number of stories above ground that the building will have.)

▶ Building Type
(Select SHELTER from the drop down list whether your project is shelter or a transitional housing.)

▶ Total Units/Beds in Building
(Only list the number of separate units the project will have.)

- ▶ Structure Type
  - ▷ Brick or Concrete Block
  - ▷ Steel
  - ▷ Woodframe
  - ▷ Concrete
  - ▷ Other

- ▶ Construction Type
  - ▷ Site Built
  - ▷ Factory Built Panels
  - ▷ Factory Build Modules

Building Components

- ▶ Utilities
  - ▷ Fully Serviced (Water, Sewer, Hydro)
  - ▷ Partially Serviced
  - ▷ Unserviced

STEP 5 - Unit

Unit Details for Each Individual Unit

- ▶ Unit Type
  (Select bachelor unless there are multiple private rooms in the unit)

- ▶ Level
  - ▷ Basement
  - ▷ Above ground

- ▶ Square Footage
  (Size of each unit)

- ▶ Site Servicing for Project / Lot
  (All the services that will be available to each unit respectively)

- ▶ Building
  (Select the building you created in the previous stage)

(STEP 6 - Unit Information is left blank)

STEP 7 - Construction Costs

Construction Costs Grid to prepare in advance

Program Activity	Funding Requested	Comments/ Description
01. Purchase price (land for new construction)		
02. Legal services (for land acquisition)		
03. Survey, title and recording fee		
04. Other (specify)		
05. **Acquisition, Servicing and Miscellaneous Costs Subtotal (add lines 1 to 4)**		
06. Interest on interim financing (months x interest x $$$)		
07. Taxes during construction (Net of rebate, if any)		
08. Transportation fees for construction (materials only)		
09. Insurance fees for construction (include all types of insurance)		
10. Utilities during construction		
11. Architect and consultant fees (attach breakdown)		
12. Legal charges		

13. Audit charges		
14. Lender's fees on non-CMHC financing		
15. Other (specify)		
16. **Fees and Charges Subtotal (add lines 6 to 15)**		
17. Building construction costs (purchase price, if an existing building)		
18. Rehabilitation or conversion costs		
19. Stoves, refrigerators, laundry, other equipment.		
20. Hard furnishings (attach details)		
21. Landscaping (Can include outdoor playground equipment)		
22. On site servicing (Sewer, water, hydro, gas connections)		
23. Other (Excluding soft furnishings and supplies)		
24. **Building and Landscaping Costs Subtotal (add lines 17 to 23)**		
25. Contingency		
26. **Total Shelter Capital Costs (add lines 5, 16, 24 and 25)**		
27. Less: Land Equity (include "minus" symbol, ex -10)		

28. Less: Cash Equity (include "minus" symbol, ex -10)		
29. Less: Municipal Grant (include "minus" symbol, ex -10)		
30. Less: Provincial Grant (include "minus" symbol, ex -10)		
31. Less: Other grants from partners (specify) (include "minus" symbol, ex -10)		
32. Less: Any forgivable loan (specify) (include "minus" symbol, ex -10)		
33. Less: Other (specify) (include "minus" symbol, ex -10)		
34. Subtotal (total of lines 27 to 33)		

STEP 8 - Proposed Financing

The Step-by-Step guide will walk you through adding CMHC and Indigenous Services Canada (ISC) each as Funding Sources/Collaborators to this application. You will need:

1) The Capital Funding Amount Expected from CMHC
   (The amount you are asking for from CMHC to construct your Shelter, calculated using **line 26 and line 34** from the Construction Costs Grid (Capital Funding Amount Expected from CMHC= line 26 – line 34)

2) The Capital Funding Amount Expected from ISC
   (The amount you are asking for from ISC to operate your Shelter, as calculated in the Mandatory Application Worksheet- Appendix A- Annual Operating Budget **line 23**)

If you have additional sources of funding, you will require the following information for each source:

▶ Collaborator Type
  ▷ Indigenous Government
  ▷ Government of Canada
  ▷ Province/Territory
  ▷ Municipality
  ▷ Indigenous Group
  ▷ Not-for-Profit
  ▷ For-Profit/Private
  ▷ Proponent
  ▷ CMHC
  ▷ Other

▶ Collaborator Organization Name
  (Type organization name)

▶ Funding Type
  ▷ Subsidy
  ▷ Contribution
  ▷ Loan
  ▷ In-Kind
  ▷ Cash Equity
  ▷ Land Equity
  ▷ Other

▶ Capital Funding Amount Expected
  (The amount you are expecting from each collaborator/partner).

STEP 9 - Attachments

(See Mandatory Documentation for the list of documents that will need to be uploaded with the online application.)

(STEP 10 - Submit)

STEP-BY-STEP THROUGH APPLICATION PROCESS

Jump to specific How-To-Guides:
Click on the action to jump to a specific how-to guide.

Resume editing an application in progress – follow the

Assign an application to someone else – follow the
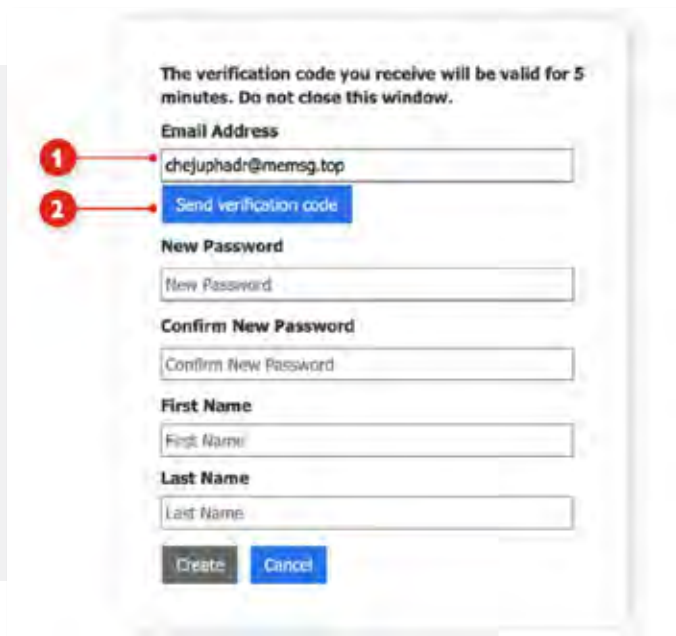
Review an application that's already been started – follow the

Re-assign an application – follow the

Apply as a third party on behalf of someone else – follow the

Create a profile in the CMHC Portal

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

> **Already have an account?**
> → Click here to be taken to the homepage of the CMHC Portal and log in to your account.
> → Skip ahead to Start the Application.

→ Click here to be taken to the homepage of the CMHC Portal.
You will see the following page:

→ Click "**Sign up now**".

1. Enter your **Business Email Address**.

2. Select **Send verification code**. A verification code will be sent to the email address you provided.

NOTES:

→ The verification code you receive will be **valid for 5 minutes**. Do not close this account sign-up window.

→ Do not create a new login each time you sign in. It is very important to use the same login information (email address and password) each time you access your application.

→ It is best for organizations that will submit multiple applications **to use the same login and password** for all of their submissions. If you wish to apply to build a shelter and a separate transitional housing, please complete two separate applications (see A note about dual-purpose facilities).

1. Enter the verification code you received

2. Select **Verify Code**.
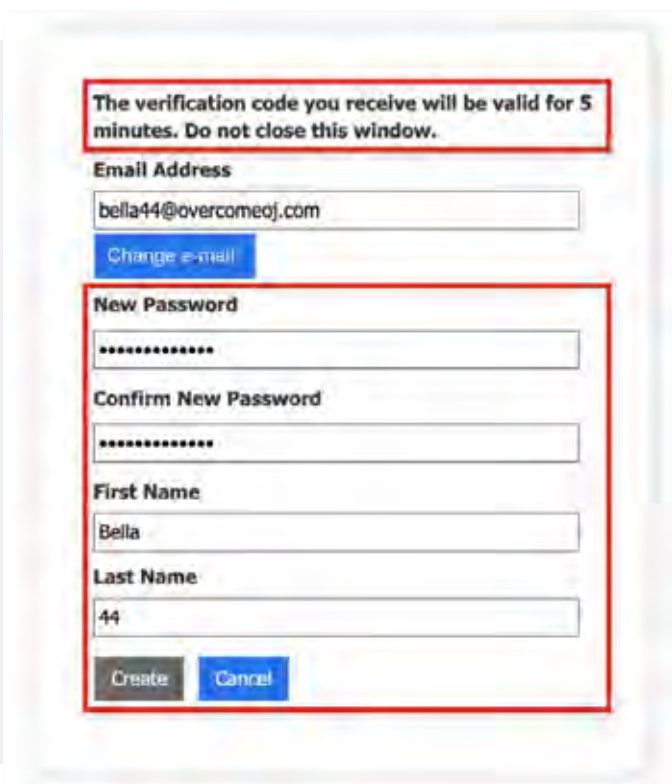
→ Once the code has been verified, create your **Password** according to the rules displayed.
→ Enter your **First Name** and **Last Name**
→ Select **Create** to create your new profile.

NOTE: You will have 5 minutes to complete this page of your registration before the verification code expires.

Next you will see the following Profile page:

1. Enter your **Contact Information**

2. Indicate whether you are completing or reviewing an application by selecting one of the following options from the drop-down menu:

   → **Choose "Yes, for my organization"** if you're submitting or reviewing an application for your own organization or assigning an application to someone else.

   → **Choose "Yes, on behalf of someone else"** if you are a third party submitting an application on behalf of an organization.

   → **You will later follow the orange square,** ⬛ **,pathway of steps**.

3. Enter your **Office Address** (your office address, not the address of the organization you're applying for).

4. Select **Complete my registration**.

Next you will see the Applications main page:
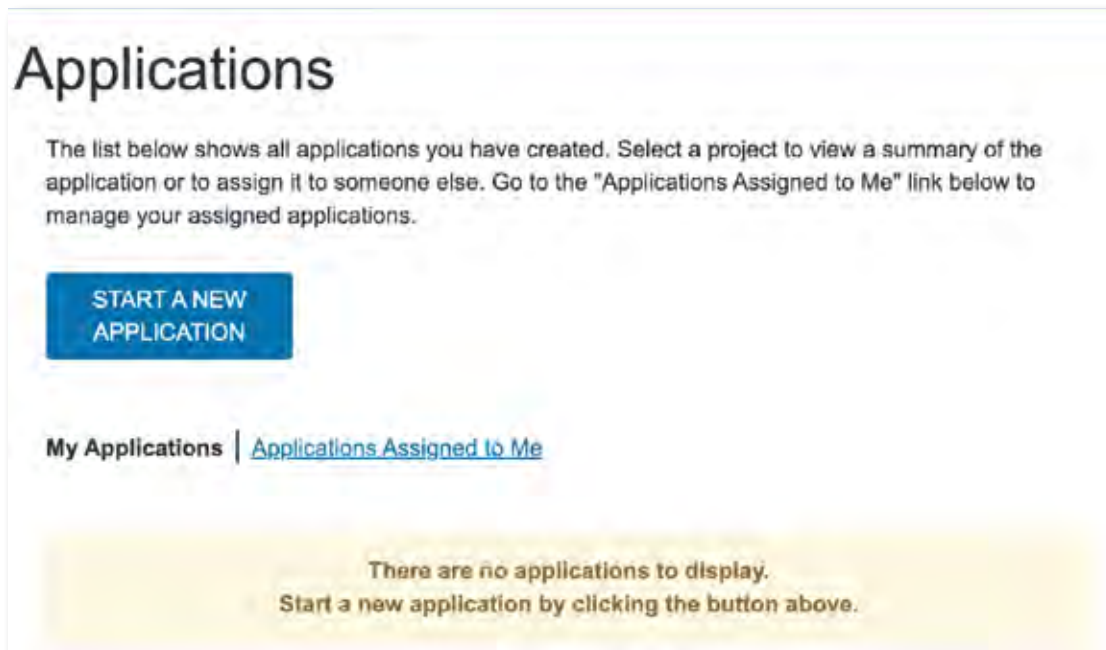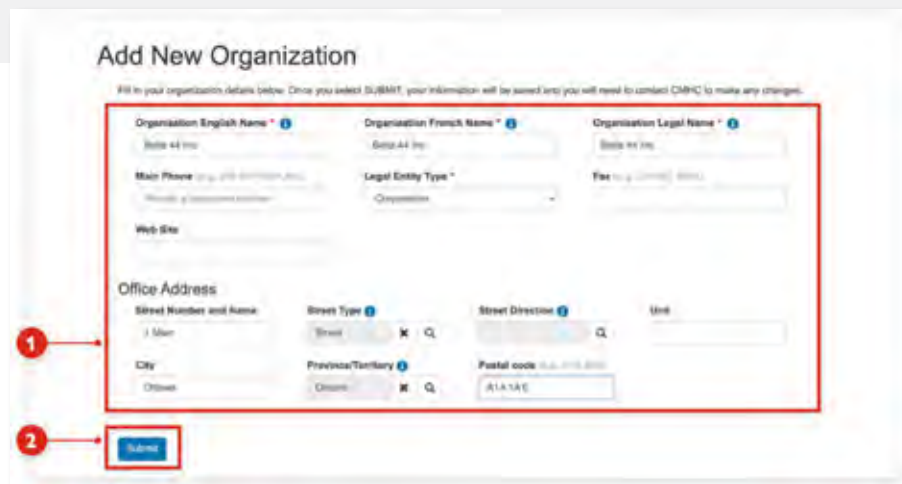
1. Select on **Your Name** in the top-right corner of the page.

2. Select **Organization Profile**.

→ When the **My Organization** page opens, enter the name of your organization in the **Find Organization Name** field. If your organization comes up, select it from the drop-down list.

→ If you can't find your organization in the drop-down menu, select **My organization isn't listed** to add a new organization.

→ Enter your organization's information in the **Add New Organization** pop-up box, then select **Submit**.

"Add New Organization" screen field explanations

Question	Actions to Take/How to Respond
Organization Name	Input the name that your organization is known by.
Organization Legal Name	Input the legal name of your organization as registered with the Government of Canada.
Main Phone	Input the main phone number for your organization.
Legal Entity Type	Choose the answer appropriate for your organization.
Fax	If applicable.
Web Site	If applicable.
Office Address	
Street Number and Name	Input the number and name of the street. The type of street (i.e. road, avenue) is filled in the next box "Street Type".
Street Type	Click the magnifying glass. You will need to search for the correct street type. When you find it, check the box on the left and click "Select".
Street Direction	If applicable. Click the magnifying glass. You will need to search for the correct direction. When you find it, check the box on the left and click "Select".
Unit	If applicable. Input the unit number for the office address for your organization.
City	Input the city your organization is located in.
Province/Territory	Click the magnifying glass. You will need to search for the province/territory. When you find it, check the box on the left and click "Select".

The following screen will appear.

Review that all the information is correct, and select **Next** to add your organization to the Portal.

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 for your organization to be approved, you can still start the application process, or assign it to another CMHC Portal user if required. To assign the application to another CMHC Portal user, go to the purple diamond, ◆ , on page 50.

✓ **End of Section - Create a Profile in the CMHC Portal.**

Start the application

> **Prepare your responses in advance; don't lose your work!** The information you enter saves when you move to the next step. **If your computer is idle for 30 minutes, your session will time out and the information inputted into the webpage will not save.**

> To **prepare responses** to the requested information in the online application in advance, visit Preview of Requested Information in Online Application Portal.
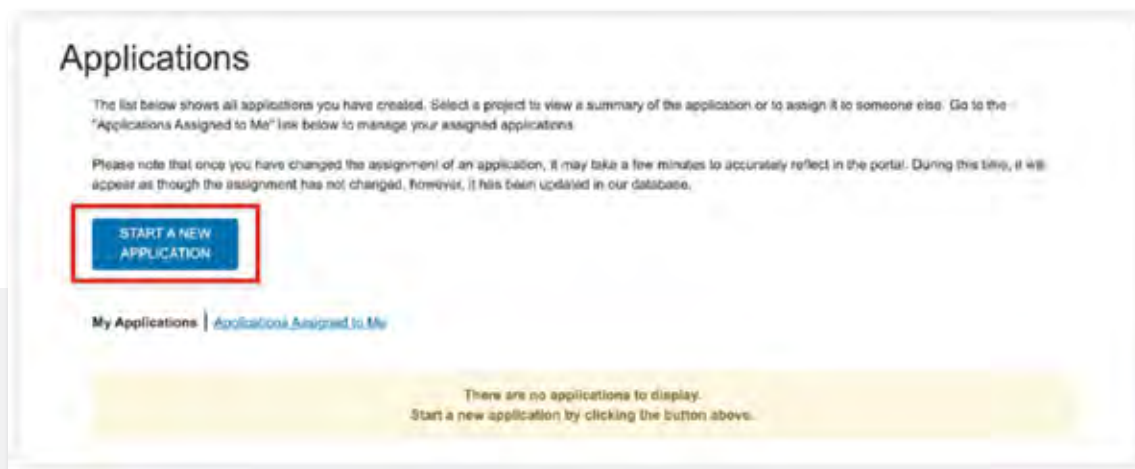
1. If necessary, log back in to your CMHC account to return to the Applications main page.

2. Select **"START NEW APPLICATION"**.
   You will see the following window

→ Select **Close** to review the [Mandatory Documentation](#) or the [Preview of Requested Information in the Online Application](#).

3. Select **Continue** to advance to Step 1.
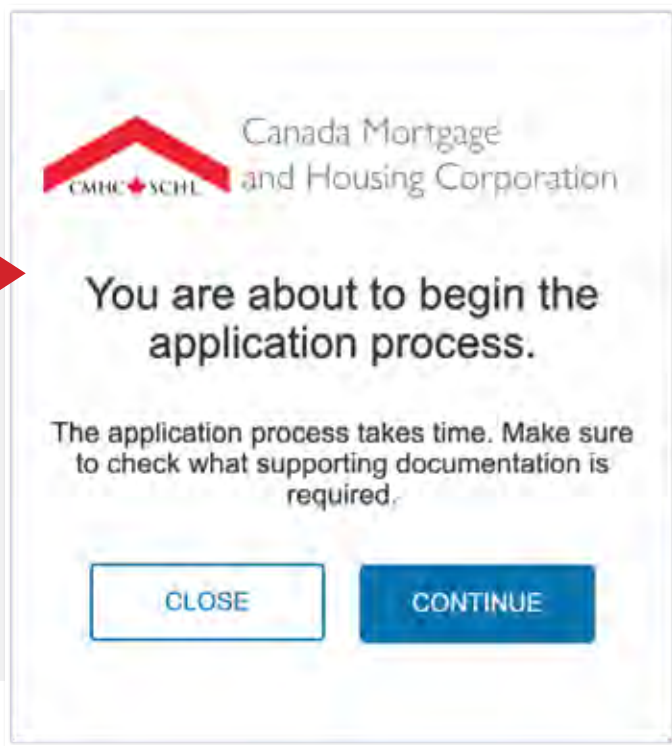
If you're [applying as a third party on behalf of someone else](#),

skip to the orange square, 🟧 , on page [56](#).

✓ **End of Section – Start the Application.**

Resume editing an application in progress

→ If necessary, log back in to your CMHC account to return to the Applications main page.

→ Select "**Applications Assigned to Me**"

→ Click on the **program that you are applying for** to open your application in a format that allows you to edit, and submit your application.

→ The **Edit Application** page will open at Step 1. But don't fret, the system will have saved all information inputted **up to the last Step you completed**. Simply click **Next** at the bottom of each step all the way through the application process to return to the desired Step.

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.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.

START A NEW APPLICATION

My Applications   Applications Assigned to Me

Project Name ↑	Program	Reference Number	Status	Project Location	Created On ↓	Assigned to
My Project	Affordable Housing Innovation Fund	27,519,495	Draft		2021-09-29 9:37 AM	Bella 44

STEP 1 - Contact

If you're applying for your own organization, **Review your contact information** and then select **Next**.

STEP 1: "Review your contact information" screen field explanations

Question	Actions to Take/How to Respond
Preferred Language	Select English or French.
Salutation	Select the appropriate salutation.
First Name	Input the first name of the primary contact for the application.
Last Name	Input the last name of the primary contact for the application.
E-mail	Input the email address of the primary contact for the application.
Business Phone	Input the business phone number of the primary contact for the application.
Mobile Phone	Input the mobile phone number of the primary contact for the application.
Office Address	This should pre-fill from the information input on the previous screen.

End of STEP 1 – Contact.

STEP 2 - Proponent

You will see the **New Application** screen:

1. In the **Program you're applying for** drop-down box, select **Indigenous Shelter and Transitional Housing Initiative**.

2. Enter your **Project Name**.

At this time you have the option to **Assign Application**.

Scroll down to the purple diamond, ◆, to follow the steps to Assign an application to someone else.

3. Read and select "Yes" to agree to the **Terms and Conditions**.

4. Then select **Next**. If your organization exists, you will be able to continue with completing your application.

STEP 2: "Select the program and provide proponent information" screen field explanations

Question	Actions to Take/How to Respond
Program You're Applying For	Click magnifying glass and select **INDIGENOUS SHELTER ABD TRANSITIONAL HOUSING INITIATIVE**.
Is your organization the proponent organization on this application?	If you represent and work for the organization that will be signing the agreement andown the project, select **YES**. If you are a consultant applying on behalf of the proponent organization, select **NO**.
Are you the Proponent contact for this application?	If you work for the proponent organization select **YES**. If you are a consultant applying on behalf of the proponent organiation, select **NO**.

NOTE: The following pop-up box will appear if you have created a new Organization entry in the CMHC Portal, to remind you that CMHC still needs to review and approve your organization before you can continue. **If your Profile has not been approved within 24hrs**, please contact your CMHC Specialist.

The organization verification for this application is pending. Once approved you will be able to continue.

RETURN TO APPLICATION

When your organization has been verified and approved, your **Application Page** will open, where you can confirm that your draft application has been created.

Assign an application to someone else

If you want to assign the application to another CMHC Portal user, before selecting "**Next**" in the New Application screen (Step 2), select on **Change** in the **Assign Application** box and follow these steps. **[NOTE: You can also assign the application to another user anytime at a later date.]**

First, enter the email address of the user you want to assign the application to, and select **Verify**.

If the other user already has a profile on the CMHC Portal, you will see this message:

If the user you're assigning the application to doesn't have a CMHC Portal profile, they will receive an email asking them to create a profile. Once their profile is active, they will be able to access the application.

Once you've assigned the application to another user, their email address will appear in the **Assign Application** field. Confirm that the email address is correct, then select **Next**.

NOTE: The following pop-up box will appear if you have created a new Organization in the CMHC Portal, to remind you that CMHC still needs to review and approve your organization before you can continue.

The organization verification for this application is pending. Once approved you will be able to continue.

RETURN TO APPLICATION

Otherwise, if everything has been verified and approved, the **My Applications** page will open, where you can review your application and verify who it has been assigned to.

My Applications	Applications Assigned to Me					
Project Name ↑	Program	Reference Number	Status	Project Location	Created On ↓	Assigned to
My Project	Affordable Housing Innovation Fund	27,519,495	Draft		2021-09-29 9:37 AM	Mikal Consultant

⚠ Review an application that's already been started

If necessary, log back in to your CMHC account to return to the Applications main page.

To review a read-only summary of your application, select on **My Applications**, then select on the name of your project.

Re-assign an application

If necessary, log back in to your CMHC account to return to the Applications main page.

1. Select on **My Applications.**

2. Select on the name of your project.

NOTE: If you assigned the application to another user, you will have Read-Only access.

→ Select on the **Change** button at any time to assign the application to a different user, or select **Assign to Me** to retrieve full access to the application for yourself.

Apply as a third party on behalf of someone else

If you're submitting an application to CMHC on behalf of someone else, they must create the application as outlined above (Beginning with Create a profile in the CMHC Portal) and then assign it to you.

(◆ pathway). **As a third party, you will not be able to create the application yourself**.

If an application has been assigned to you, you will have full access to work on the application. The person who created the application and assigned it to you (the "creator") will have Read-Only access. But the creator can re-assign the application to either themselves or another CMHC Portal user at any time.

NOTE: If you can't see the application in the Portal, contact the organization who hired you to submit the application for them to make sure they have created the application and assigned it to you.

To access an existing application(s), select on the **Project Name** of the application you want to work on or review.

Applications

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

Project Name ↑	Program	Reference Number	Status	Project Location	Created On ↓	Owner	Organization
My Project	Affordable Housing Innovation Fund	27,519,495	Draft		2021-09-29 9:37 AM	Kym Ani	Bella 44 Inc

☑ **End of STEP 2 – Proponent.**

STEP 3 - Project

💡 To **prepare responses** to the requested information in the online application **in advance**, visit [Preview of Requested Information in Online Application Portal](#).

Step 3: "Project" screen field explanations

Question	Actions to Take/How to Respond
Project Name	Input a name that represents the project for your organization.
Expected Project Start Date	Choose the preferred and expected start date by clicking the calendar icon on the right.
Expected Project Completion Date	Choose the preferred and expected end date by clicking the calendar icon on the right.
Contract Process Type	Choose the type of Contract the project will use.
Project Type	Choose New Construction if you're building a new shelter or transitional housing. Choose Renewals if you are converting an existing building into a shelter or transitional housing. Repairs is not an eligible response.
Previous renovation projects complete?	This can be left blank.
CMHC Contact(s)	This is a free form field. If you work with a CMHC Specialist already, input their name. If not, this can be left blank.
How will the construction/repair contract be managed?	Choose the type of construction contract you will use.
Type of Shelter	Only select BOTH if you will be building a single building with both Emergency Shelters and Second stage housing spaces in it. If you wish to apply to build an emergency shelter and a separate second stage housing, please complete two separate applications.

	PLEASE NOTE* Consider the terms "second stage housing" and ''transitional housing" as interchangeable terms for this application.
Property currently receiving assistance under Section 26, 27, 61 or 95?	This question relates to other funding programs that use the same software and does not apply to this initiative This can be left blank.
Maximum Loan Amount per Unit	This question relates to other funding programs that use the same software and does not apply to this initiative. This can be left blank.

"Additional information"

→ The 18 questions below are criteria-based questions which evaluate your eligibility for funding. **Select the appropriate drop-down response** for each of the 18 questions in this section.

→ When you click on a question to provide the answer, the response box will take a moment to load.

→ Click "**Save & go to Next question**" after providing an answer to each question.

→ ONLY CLICK "**Save & Close**" AFTER ALL QUESTIONS IN THIS STEP HAVE BEEN ANSWERED.

See complete list of questions and drop-down responses at Preview Of Requested Information in Online Application.

☑ **End of STEP 3 – Project.**

STEP 4 - Building

> → Select **Add Building to Application.**

> → In the next pop-up window, select **Create Building.**

> → The next page may take some moments to load.

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STEP 4 - "Building" screen field explanations

Question	Actions to Take/How to Respond
Building	▶ Click "**ADD BUILDING TO APPLICATION**". ▶ Click "Create Building".
Building Identifier	Open field to provide the description of the building name.
Date Built	Only applicable if you are converting an existing building into a shelter or transitional housing.
Location	Click on the magnifying glass.
Location	Click on "New Location".
Does a physical address exist for this location	Select YES is there is an address that can be found by Canada Post. If not, select NO.
Land Identifier	If applicable. Can be a PID/PIN number that identifies the land that the project will be built on.
Latitude/Longitude (optional)	▶ This information can be found using Google Maps if you can not find your lot location on a map. ▶ Click "Create".
General	
Number of Stories	List the number of stories above ground that the building will have.

Building Type	Select **SHELTER** from the drop down list whether your project is shelter or a transitional housing.
Total Units/Beds in Building	Only list the number of separate units the project will have.
Structure Type	Select the type of building.
Construction Type	Select the Construction type.
Building Components	
Utilities	▸ Is the land that the facility will be built on fully serviced, partially serviced or not serviced at all. If it has potable water and electricity but does not have sewer and will require a septic system to be installed, select **PARTIALLY SERVICED**. ▸ Click Save.

For this application, the following can be left blank:

▸ Heating System   ▸ Roofing   ▸ Exterior Finish

▸ Fuel Type   ▸ Foundation

End of STEP 4 – Building.

STEP 5 - Units

→ Select **Add Unit to Application.**

→ In the next pop-up window, select **Create Unit.**

→ The next page may take some moments to load.

STEP 5 - "Units" screen field explanations

Question	Actions to Take/How to Respond
	Click **ADD UNIT TO APPLICATION**.
	Click **CREATE UNIT**.
Unit Number	Units can be listed in ascending order. If the building has 10 units for example, list the units 1-10. Click submit after you have added each unit.
Unit type	Select bachelor unless there are multiple private rooms in the unit.
Level	Select if the unit will be above ground or in the basement.
Square Footage	List the size of each unit.
Site Servicing for Project/Lot	You can input multiple options here. List all of the services that will be available to each unit respectively.
Building	Select the building you created in the previous stage.
	Click Submit.
	Once all units for your project have been added, click **NEXT**.
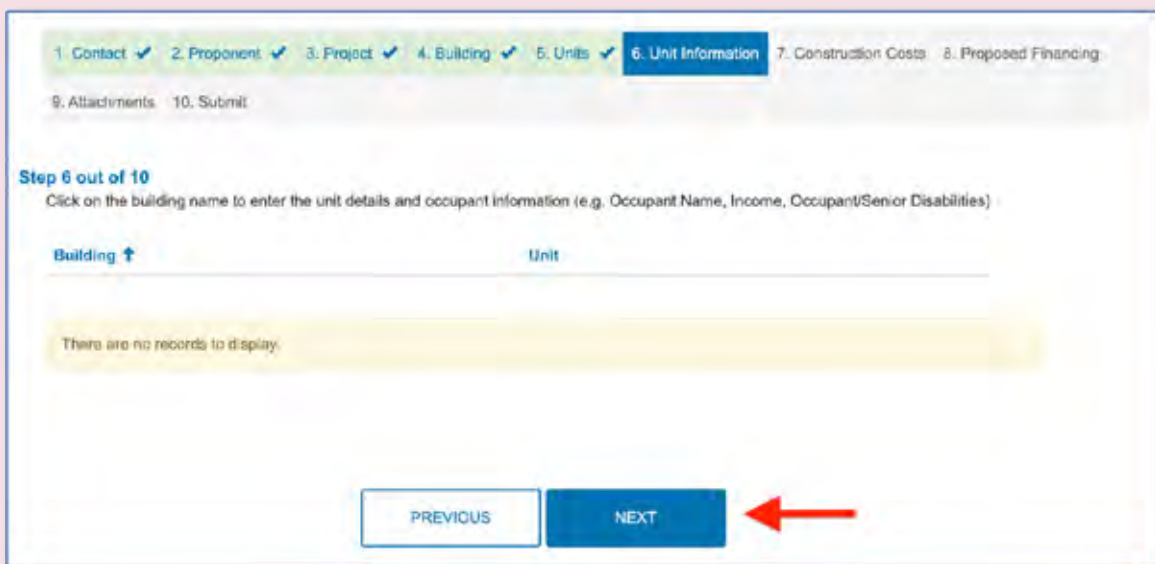
End of STEP 5 – Units.

（

STEP 6 - Unit Information

This entire section can be left **blank**. Click **NEXT**.

| 1. Contact ✔ | 2. Proponent ✔ | 3. Project ✔ | 4. Building ✔ | 5. Units ✔ | 6. Unit Information | 7. Construction Costs | 8. Proposed Financing |

9. Attachments   10. Submit

Step 6 out of 10

Click on the building name to enter the unit details and occupant information (e.g. Occupant Name, Income, Occupant/Senior Disabilities)

Building ✦   **Unit**

There are no records to display.

[PREVIOUS]   [NEXT]

☑ **End of STEP 6 – Unit Information.**

STEP 7 - Construction Costs

💡 Applicants must provide a construction budget that is specific to their proposed facility.

💡 Reference the **Preview of Requested Information in the Online Application** for a table copy of the Construction Costs Grid that you can **prepare in advance**.

(Grid continues to line item 34.)

💡 Type costs for each line item into the **Funding Requested column** for each **Program Activity**.

STEP 7 - "Construction Costs" Instructions

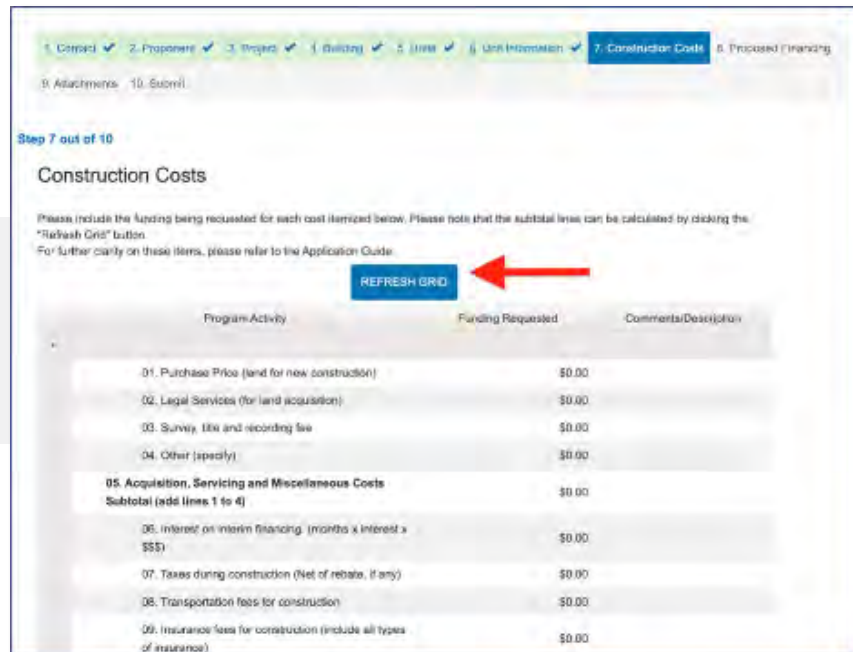| Actions to Take/How to Respond |
| --- |
| This screen is where you will input all of the relevant costs to **CONSTRUCT** your facility/project. |
| Do not input costs to **OPERATE** your facility/project. Those are completed on a separate form. |
| It is good to click **REFRESH GRID** from time to time to ensure your information is updating. |
| Any funding or equity provided into the project should be input with a negative sign in front from section 27 to 33. |
| The bottom of the screen should display the total cost of your project less any money coming from other sources of funding. |
| Click **REFRESH GRID** upon completion. Click **NEXT**. |

The information below provides details on cost line items.

01.   Purchase price (land for new construction)

02.   Legal services (for land acquisition)

03.   Survey, title and recording fee, and associated professional service fees
→ A property **survey** is a formal inspection of a property's boundaries.
→ A **title** is a document that shows legal ownership to a property.
→ **Recording fees** are paid for affidavits, leases, mortgages, corner certificates, uniform commercial code filings, changes of title, deeds, and others.

04.   Other (specify)

05. **Acquisition, Servicing and Miscellaneous Costs Subtotal (add lines 1 to 4)**

06. Interest on interim financing (months x interest x $$$)
    → **Interim financing** is the process of obtaining temporary, short-term financing to close a real estate transaction.
    → The formula provided is for a fixed-rate loan. (number of months of the financing agreement x the interest rate % x the amount borrowed **each month**)
    → Multiply these 3 numbers together to provide the cost estimate for interest on interim financing.

07. Taxes during construction (Net of rebate, if any)
    → Taxes associated with supplies of construction services.
    → Examples include taxes for the following:
      - construction, plumbing, electrical, and installation services
      - decorating, architectural, and engineering services
      - construction materials, equipment, and tools
      - heating/cooling/ventilation systems
      - flooring, cabinetry, fixtures, and appliances
      - services provided by land surveyors and real estate agents

08. Transportation fees for construction (materials only)
    → *Total fees for transportation of equipment and materials for the construction, including sealift or air delivery costs.*

09. Insurance fees for construction (include all types of insurance)
    → *Includes Builders Risk Insurance, Contractor General Liability Insurance, Transportation Insurance, Contractor License Bonds.*

10. Utilities during construction
    → Examples include electric power, fuel used for heating, telephone and internet services, water, etc.

11. Architect and consultant fees (attach breakdown)
    → Fees for services provided by architects and consultants before and during construction, not including fees for consultants involved in **line 3**.
    → The fees can include costs associated with food, lodging and transportation for in-coming professionals.
    → Attach separate document in **STEP 9- Attachments**.

12. Legal charges
   → Other legal fees associated with building/construction (apart from legal fees for land acquisition provided in **line 2**).

13. Audit charges
   → A construction **audit** is a review of various aspects of a project to ensure they are performing appropriately and in keeping with the contract.

14. Lender's fees on non-CMHC financing
   → Lender fees mean interest, points, finance charges, fees, and other charges payable in connection with a loan.
   → Do not include interest on interim financing (already accounted for in **line 6** of this worksheet).

15. Other (specify)
   → Fees associated with professional fees (other than architects and consultant fees, accounted for in **line 11**) for activities not related to building materials or project management fees or trades/construction labour costs (accounted for in **line 17** below).
   → Specify in the Comments/Description column.

16. **Fees and Charges Subtotal (add lines 6 to 15)**

17. Building construction costs (purchase price, if an existing building)
   → Building construction costs for new builds only. Rehabilitation or conversion costs in following line item.
   → Includes labour, material unit costs (not including transportation fees, which are accounted for in **line 8**), equipment rentals, site manager, project management fees, purchase price of existing building if applicable, building demolition or relocation costs if applicable.

18. Rehabilitation or conversion costs
   → Includes labour, material unit costs (not including transportation fees, which are accounted for in line 8), equipment rentals, site manager for the rehabilitation or conversion of the existing building.

19. Stoves, refrigerators, laundry, other equipment.

20. Hard furnishings (attach details)
    → Items such as appliances, built-ins, non-movables and major pieces of maintenance equipment.
    → **NOTE: Do not include furniture in this line item. Furniture is accounted for in the Mandatory Application Worksheet – Appendix A – Annual Operating Budget Worksheet line 24 (Start-Up Costs)**.
    → Examples include fitted kitchen units, cupboards, sinks, wall mounted ovens, fitted bathroom sanitary ware, central heating systems, intruder alarm systems, other building security features, etc.
    → Attach separate document with details in **STEP 9- Attachments**.

21. Landscaping (Can include outdoor playground equipment)
    → One-time landscaping costs, such as excavating, creating new drainage systems, etc.
    → Also includes outdoor playground equipment

22. On site servicing (Sewer, water, hydro, gas connections)
    → The costs to connect the shelter to utilities.
    → Attach quotes in **STEP 9- Attachments**.

23. Other (Excluding soft furnishings and supplies)
    → Do not include soft furnishings, which are furnishing elements that are made of soft material, such as curtains, cushions, bedding, rugs, sofas and armchairs, etc.
    → Do not include construction supplies, which include cleaning compounds, lubricants, grinding wheels, hacksaw blades, sandpaper, tarps, rope, etc.

24. **Building and Landscaping Costs Subtotal (add lines 17 to 23)**

25. Contingency
    → A percentage of money reserved to cover unanticipated project costs during the construction phase.
    → Please note that contingency fees differ from the Replacement Reserve (accounted for in the Annual Operating Budget Worksheet **line 11**), which is used to cover the unanticipated expenses for existing builds during the operational phase.
    → Specify % set aside as well as the total set aside.

26. **Total Shelter Capital Costs (add lines 5, 16, 24 and 25)**

27. Less: Land Equity
   → Please leave blank

28. Less: Cash Equity (if applicable)
   → Include minus sign
   → If applicable, the amount of available in-kind cash to contribute

29. Less: Municipal Grant (if applicable)
   → Include minus sign

30. Less: Provincial Grant (if applicable)
   → Include minus sign

31. Less: Other grants from partners (specify)
   → Include minus sign
   → Specify in Comments/Description column

32. Less: Any forgivable loan (specify)
   → Include minus sign
   → A forgivable loan is a type of loan that allows borrowers to have the balance of their loan either partially or totally forgiven if they meet certain conditions.
   → Specify in Comments/Description column

33. Less: Other (specify)
   → Include minus sign
   → Specify in Comments/Description column

34. **Subtotal (total of lines 27 to 33)**
   → This subtotal **represents the total deductions** from total shelter capital costs (total funding derived from elsewhere to cover construction costs).
   → This will be a negative number.

✓ **End of STEP 7 – Construction Costs.**

STEP 8 - Proposed Financing

STEP 8 - "Proposed financing" screen field explanations

Question	Actions to Take/How to Respond
	This screen will display the Total Estimated Costs from the Construction Costs input on the previous screen.
	The Total Estimated Costs should be equal to or less than the Total Expected Funding.
	Click **ADD FUNDING SOURCE/COLLABORATOR**.
What is the type of collaborator/ partner?	Select CMHC first.
Collaborator Organization Name	Type **CMHC**.
Funding Type	Select **CONTRIBUTION**.

Capital Funding Amount Expected	Input the amount you are asking for from CMHC to construct your facility/project.
	Click **SAVE AND ADD ANOTHER FUNDING SOURCE/COLLABORATOR**.
What is the type of collaborator/ partner?	Select **GOVERNMENT OF CANADA**.
Collaborator Organization Name	Type **INDIGENOUS SERVICES CANADA** (ISC).
Funding Type	Select **SUBSIDY**.
Capital Funding Amount Expected	Input the amount you are asking for from **INDIGENOUS SERVICES CANADA (ISC)** to operate your facility/project, as calculated in Appendix A- Annual Operating Budget in the Mandatory Application Worksheet.
	If there are no other sources of funding to be input, click **DONE WITH ADDING FUNDING SOURCES/ COLLABORATORS**.
	Click **NEXT**.

End of STEP 8 – Proposed Financing.

STEP 9 - Attachments

STEP 9 - "Attachments" screen instructions

Actions to Take/How to Respond
Click **CHOOSE FILES**.
Select all the files you wish to attach to your application. These will be visible and available for review by the CMHC shelter team.
Click on **UPLOAD FILES**. This may take several minutes for your files to upload. You will see them listed once the process is complete.

Documents should include:
▸ Your completed Mandatory Application Worksheet (the worksheet is available on CMHC's webpage in the section Application Documents)
▸ Your preliminary designs for your shelter
▸ Your Class C cost estimate
▸ Your Construction Schedule showing milestones and estimated time to complete the project.
▸ All Letters of Support for your project including Indigenous Government, Indigenous organizations or communities that will have access to your shelter or transitional housing project
Any other documents you would like to provide should be attached in this section.
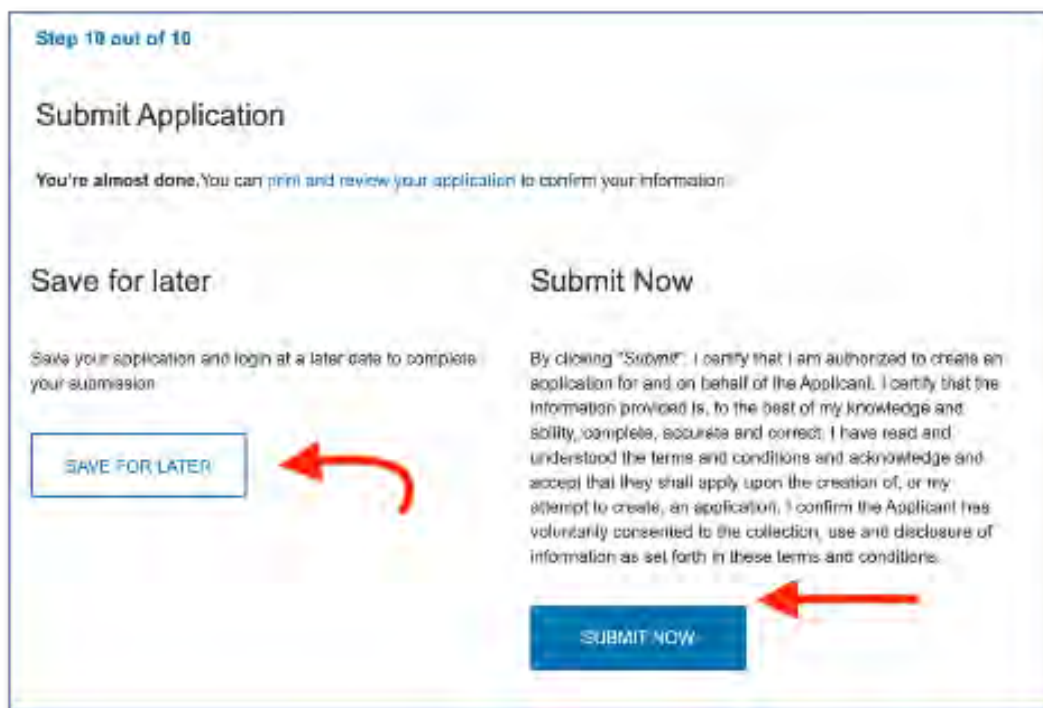
Attach Supplementary Documentation

☐ Itemized list of Start-Up Costs (from Mandatory Application Worksheet-Appendix A- Annual Operating Budget Worksheet **line 24**)

☐ Breakdown of Architect and consultant fees (from STEP 7- Construction Costs **line 11**)

☐ Hard Furnishings details (from STEP 7-Construction Costs **line 20**)

☐ On site servicing quotes (Sewer, water, hydro, gas connections) (from STEP 7- Construction Costs **line 22**)

 End of STEP 9 – Attachments.

STEP 10 - Submit

STEP 10 – "Submit" screen instructions

Actions to Take/How to Respond
You may click **SAVE FOR LATER** if your application still requires more work.
If you are confident you have completed all the necessary fields and provided all necessary documents, you can click **SUBMIT NOW**.
One you click **SUBMIT NOW**, the application can no longer be edited. You will receive a summary of your responses that can be printed for your records.

End of STEP 10 – Submit. Congratulations on completing the online application!

APPLICATION COMPLETION CHECKLIST

To ensure your application is considered complete, confirm all documents listed below are submitted in your online application in the CMHC portal:

☐ All Letters of Support for your project including Inuit Government, Inuit organizations or communities that will have access to your shelter, and service providers

☐ Completed Mandatory Application Worksheet (includes Annual Operating Budget Worksheet)

☐ Preliminary Designs for your shelter

☐ Class C cost estimate

☐ Construction Schedule showing milestones and estimated time to complete the project

Supplementary Documentation

☐ Itemized list of Start-Up Costs (from Mandatory Application Worksheet- Appendix A- Annual Operating Budget Worksheet **line 24**)

☐ Breakdown of Architect and consultant fees (from STEP 7- Construction Costs **line 11**)

☐ Hard Furnishings details (from STEP 7-Construction Costs **line 20**)

☐ On site servicing quotes (Sewer, water, hydro, gas connections) (from STEP 7- Construction Costs **line 22**)

CONTACT CMHC

If you are interested in building and/or operating a shelter for Inuit women, gender-diverse individuals and their families anywhere in Canada, the Indigenous & Northern Housing Solutions wants to speak with you!

For more information on CMHC's Indigenous Shelters and Transitional Housing Initiative, or for help preparing your application please connect with a Housing Solutions Specialist in your region. Or, you can contact David Muriella, Senior Financial Solutions Specialist at CMHC (dmuriell@cmhc.ca or 416-250-3230). David and his team are happy to help you carry out your vision for your project.

Inuit Nunangat

NUNAVUT
Contact Anna Kirbyson
akirbyso@cmhc-schl.gc.ca
604 737 4087

INUVIALUIT
Contact Bright Lubansa
blubansa@cmhc-schl.gc.ca
867 988 3159

NUNAVIK
Contact François Sauvageau
fsauvage@cmhc-schl.gc.ca
514 283 5110

or **Karine Prevost**
kprevost@cmhc-schl.gc.ca
514 437 3696

NUNATSIAVUT
Contact Karine Prevost
kprevost@cmhc-schl.gc.ca
514 437 3696

For CMHC Housing Solutions Specialists in other regions, visit: https://www.cmhc-schl.gc.ca/en/about-us/contact-us/cmhc-departments/indigenous-housing-specialists

APPENDIX 1 –

Capital Items Paid Out From a Replacement Reserve

STANDARD LIST CAPITAL ITEMS

The following is the **STANDARD LIST** of capital items that can be paid for out of the replacement reserve:

A. Major Building Components

▸ Roofs, including coating, flashing, eavestrough and downspouts
▸ Exterior wall finishes, including exterior painting and stucco exterior doors and windows
▸ Exterior caulking where accessibility is a major restriction (e.g., requiring scaffolding) and the replacement is therefore a major undertaking

B. Major Building Services

▸ Heating systems, including boilers (hot water or steam), forced air furnaces, radiant heat components, solid fuel burning systems, chimneys and related components
▸ Domestic hot water tanks, booster pumps and circulating pumps (fittings and controls replaced during the course of regular, routine maintenance are not eligible)
▸ Septic tanks and tile beds
▸ Required air handling systems (e.g. HRV systems)

C. Basic Facilities

▸ Kitchen facilities such as stoves and refrigerators, sink and faucet installations, counter tops and cabinets
▸ Bathroom facilities such as toilets, sinks and fixtures, vanities, tubs and fixtures

D. Safety Features

▸ Fire alarm systems such as carbon monoxide detectors, hardwired smoke alarms, smoke and heat detectors linked to central alarm
▸ Required firefighting or prevention equipment (e.g. fire extinguishers)

- Emergency lighting
- Intercom system in multiple unit buildings
- Other safety items

E. Other Major Facilities, Equipment And Features

- Garages or storage areas, driveway, walkway and parking surfaces
- Interior floor coverings, including common areas and suites
- Exterior fences
- Playground equipment
- Laundry equipment
- Water softeners where hardness of well water makes these a necessity

Regulated Changes

- Requirements for changes that apply to existing buildings and where the authority having jurisdiction requires replacement or upgrading within a definite period of time (e.g. fire safety)

Extensions to the Standard List

Because of the variety of construction types and ages within the portfolio, some units may have repairs or replacements that would be considered eligible extensions to the Standard List. Items which were designed, manufactured and installed to function and perform indefinitely but due to a construction or manufacturing deficiency or to external environmental factors, are failing or are about to fail can be added to Standard List. Examples might be the investigation and remediation required as a result of serious structural deterioration or settlement problems affecting the foundation and walls.

If this is the case, the deficiency should be investigated and reported on by a qualified technical expert. The cost of consulting or engineering fees would be eligible for funding from the replacement reserve. Use of the replacement reserve to pay for the cost of replacement or major repair to these items must be approved by CMHC on a project specific basis. In these cases, CMHC may assist in determining the most effective solution and, if necessary, a site visit.

Extensions to the Standard List can include:

▶ Repairing foundations or significant sections of foundations
▶ Other structural components such as wall, floor and roof framing
▶ Brickwork
▶ Retaining walls
▶ Plumbing systems
▶ Electrical installations including project transformers, emergency generators
▶ Balconies

Emergency Replacements

Shelters should proceed immediately with emergency replacements of, or repairs to capital items, where delay would create a health or safety hazard. Examples include an essential building system failure, such as failure of a heating system in the winter or a structural failure that endangers the physical safety of the residents.

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