

Seed Funding Application (New Construction) – Document Requirements



APPLICANT AND DEVELOPMENT TEAM INFORMATION

Information Requested

Documents/Reports Required*

Who Can Provide Them?

<p>Applicant's organizational background and purpose</p>	<ul style="list-style-type: none"> Information regarding the organization's mission and history, including the date established. Description of the organizational structure, including any subsidiaries or affiliates. Any document demonstrating the recipient/borrower is duly incorporated, organized, established and validly existing under the laws of its jurisdiction of incorporation, operation and organization, as the case may be. Declaration of Integrity 	<ul style="list-style-type: none"> narrative descriptions applicant resumé corporate chart incorporation, registration, band council resolution or any documentation that confirms your organization's legal status 	<ul style="list-style-type: none"> These descriptions can be provided by in-house staff.
<p>Applicant's relevant experience</p>	<ul style="list-style-type: none"> Housing development experience, including a brief description of projects completed and/or underway (including location, tenancy [target population, that is, seniors, families, etc.], date of construction and completion [including primary sources of capital and service financing]). Include the last three projects minimum (as applicable). Affordable housing experience, including any vocational service experience and activities (identifying target populations, number of people served and sources of funding). Property management experience (if self-managed) or property management firms used. Describe the types of housing and size of portfolio managed (as applicable). 	<ul style="list-style-type: none"> narrative descriptions with brief biographical paragraphs and/or resumes 	<ul style="list-style-type: none"> These descriptions can be provided by in-house staff.
<p>Development team</p>	<ul style="list-style-type: none"> Names and experience of the development team, including the developer, architect, general contractor, development consultant and any other members. 	<ul style="list-style-type: none"> narrative description of the team composition with brief biographical paragraphs and/or resumé 	<ul style="list-style-type: none"> These descriptions can be provided by in-house staff.

*Mandatory unless not applicable

PROJECT AND LOCATION INFORMATION

	Information Requested	Documents/Reports Require*	Who Can Provide Them?
Need and demand	<ul style="list-style-type: none"> The applicant must demonstrate evidence to support the need and demand for the proposed type of project. If need and demand has not yet been determined, funding may be available. Please refer to the Seed Funding application, section Project Profile. 	<ul style="list-style-type: none"> can be confirmed through community housing plans, market studies/reports, need and demand analysis, existing housing waiting lists for the proposed project type, or as determined within a municipal, provincial or First Nation housing plan 	<ul style="list-style-type: none"> These descriptions can be provided by in-house staff.
Determination of affordability	<ul style="list-style-type: none"> Details on the proposed project, including the total number of units, square footage and number of affordable units, and proposed rents per unit type. 	<ul style="list-style-type: none"> narrative descriptions and documentation that support your proposed level of affordability Example of support: <ul style="list-style-type: none"> Confirmation from the Municipality/Province/Territory that the project meets their affordable housing criteria 	<ul style="list-style-type: none"> This can be completed by in-house staff.
Land details (if owned)	<ul style="list-style-type: none"> Proof of ownership (if applicable). Re-zoning and environmental site assessment (if available). 	<ul style="list-style-type: none"> offer to purchase, option to purchase and/or property assessment notice 	<ul style="list-style-type: none"> Copies of documents can be provided by in-house staff.

FINANCIAL INFORMATION

	Information Requested	Documents/Reports Required*	Who Can Provide Them?
Preliminary financial feasibility	<ul style="list-style-type: none"> • Preliminary financial feasibility that clearly identifies development options (and the one that is most attractive). • If the preliminary financial feasibility has not yet been determined, funding may be available. Please refer to the Seed Funding application, section Project Profile. 	<ul style="list-style-type: none"> • preliminary financial feasibility should include: <ul style="list-style-type: none"> • defined affordability objectives and financial scope • defined project’s financial structure • identification of sources of funds • determination of feasibility • identification and analysis of options 	<ul style="list-style-type: none"> • This can be completed by in-house staff or by a qualified individual.
Financial profile	<ul style="list-style-type: none"> • Overall financial profile/situation of the applicant. • CMHC Viability Assessment. • Description of tenant rent levels with size of units (if available). 	<ul style="list-style-type: none"> • financial statements for the last 3 years or since the beginning of your operation (whichever is less) • proof of equity • proof of contribution/loan listed on application (if available) 	<ul style="list-style-type: none"> • Copies of documents would be provided by an in-house staff person.

Please note: We may require additional information about your project. Failure to provide any required information in connection with your application (including within deadlines that may be specified by, or on behalf of, CMHC) may cause your application to be incomplete and not assessed.

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For more information consult the website cmhc.ca/seedfunding