

CMHC Preservation Funding

Application Guide

Slides prepared using screenshots
from an actual application.....



Web link to access Preservation Funding



<https://www.cmhc-schl.gc.ca/en/developing-and-renovating/funding-opportunities/preservation-funding>



Canada Mortgage
and Housing Corporation

Sign In or Register [FRANÇAIS](#)

[Home](#) > [Developing and Renovating](#) > [Funding Opportunities](#)

Preservation Funding for Community Housing

Financial assistance to help housing providers complete preservation activities related to the sustainability of existing community housing projects.



Preservation Funding helps existing community housing providers remain viable and prepare for future funding opportunities by providing financial assistance to support the cost of completing preservation activities.

Preservation Funding is open to:

- Community housing providers¹ (for example, non-profit housing organizations and rental co-operatives)

Scroll down



Scroll down

Useful
summary

Preservation Funding is open to:

- Community housing providers¹ (for example, non-profit housing organizations and rental co-operatives)

The maximum funding amount per project is determined through a scoring and prioritization process. Each funding commitment offers a 6-month period to complete and submit a payment request.

For more details, see the information below and the [Product Highlight Sheet \(PDF\)](#).

ELIGIBILITY AND REQUIREMENTS	+
APPLICATION AND APPROVAL PROCESS	+
RESOURCES	+
APPLY TODAY	+
CONTACT	+

Click
and it
expands

¹ This applies to projects that are currently subject to a federally administered operating agreement and projects that were previously subject to a federally administered operating agreement (including federally administered social housing projects and those transferred under a Social Housing Agreement (SHA) whose federal operating agreements have ended).

² Expenses/costs related to eligible activities carried out and invoiced prior to the approval date of Preservation Funding are not eligible.

The application form will consist of a number of questions over several pages. You can see your progress through the steps of the application at the top of each page.

As you move forward through the application, the completed pages will be saved automatically. Partially completed pages – those that are missing required fields – will not be saved.

You may leave the application portal and return at a later time; your application progress will be saved.

For your application to be considered the following information must be completed and uploaded inside the portal:

1. Signed [Integrity Declaration \(PDF\)](#): To ensure the integrity of persons or entities applying for funding under Preservation Funding.
2. The required documents as listed in the [Preservation Funding Application – Document Requirements \(PDF\)](#).

Consult the Application Guide (coming soon) for detailed information and guidance to help you fill out the form.

Important:

1. Apply using the Preservation Funding form in the application portal.
2. Give yourself ample time to fill out the detailed, multi-page, online form.

REGISTER AND APPLY TODAY

Notice: There are currently issues affecting users of Safari. For optimal performance, CMHC recommends using Chrome, Edge or Internet Explorer to submit your application.

Expanded View



Email Address

Email Address

Send verification code

New Password

New Password

Confirm New Password

Confirm New Password

Given Name

Given Name

Surname

Surname

Display Name

Display Name

Create

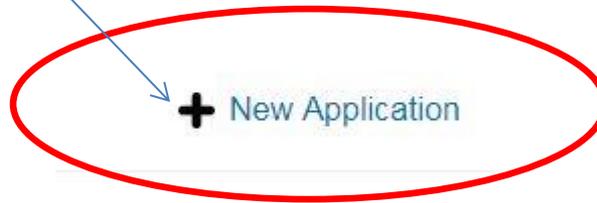
Cancel

Type in your email (or clients) and click "Send verification code"

Complete only once "Verification Code" received

This will only turn "blue" when all fields completed

**Click and
Expand to
start**



Once you have saved an application, this is what the page looks like that gets you back into CMHC's site for editing of the application

✕

SIGN IN WITH YOUR EXISTING ACCOUNT

Email Address

Password

[Forgot password?](#)

SIGN IN

REGISTER

With a myCMHC account, you can:

- manage your subscriptions and notifications
- save items to your folder
- be the first to know what's new at CMHC

REGISTER

Edit Application



Review and update your Contact information

First Tab

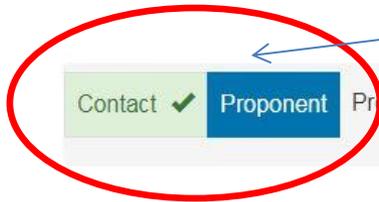
Red stars are highlighted

Remember:

Items with a **red star (*)** have to be answered / completed before you can move on to the next page

Edit Application

Moving between tabs is only possible using these page turners at the bottom



Contact ✓ Proponent Project Experience Evaluation Score Buildings Funding/ Collaborators Attachments

Select the Program and provide Proponent information

Program you're applying for *

Preservation Funding ✕ 🔍

Please review and confirm your agreement to the following [Terms and Conditions](#).

By clicking "**I Agree**", I certify that I am authorized to create an application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct. I have read and understood the terms and conditions described above and acknowledge and accept that they shall apply upon the creation of, or my attempt to create, an application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions.

I Do Not Agree I Agree

Is your organization the Proponent organization on this application?

Yes ▾

Are you the Proponent contact for this application?

Yes ▾

< [Previous Step: Contact](#)

[Next Step: Project](#) >

Edit Application

Examples of red stars

Contact ✓ Proponent ✓ **Project** Experience Evaluation Score Buildings Activities Funding/ Collaborators Attachments

Project Details

General

Program *

Preservation Funding

Project name *

Craigilea Housing Co-operative

Target number of years of affordability (for affordable units)

30

Which of the following describes the location of your project? *

Urban

Name(s) of CMHC contact(s) that you have consulted with (if any)

Marcia Jean-Baptiste

Make sure this is more than 20 years

Experience

Indicate how many years of experience you or a member of your team (including contracted providers) have with projects of similar size and scope

Years performing residential rental property construction projects

Years managing market residential rental properties *

Years managing affordable residential rental properties *

How old is the co-op

These questions are designed to “funnel” you to co-investment

Indicate how many projects you or a member of your team (including contracted providers) had worked on in the following categories

Residential rental property construction projects - Number of projects with 5 - 24 units

Number of projects with 25 - 49 units

Number of projects with 50 - 99 units

Number of projects with 100+ units

Managing market residential rental properties - Number of projects with 5 - 24 units

Number of projects with 25 - 49 units

Number of projects with 50 - 99 units

Number of projects with 100+ units

Managing affordable residential rental properties - Number of projects with 5 - 24 units

Number of projects with 25 - 49 units

Number of projects with 50 - 99 units

Number of projects with 100+ units

Leave Blank

Edit Application

Contact ✓ Proponent ✓ Project ✓ Experience ✓ **Evaluation** Score Buildings Activities Funding/ Collaborators Attachments

Please answer evaluation questions for application scoring

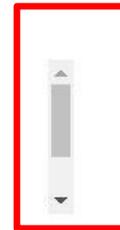
The project must meet one of the following requirements.

The project was previously subject to a Social Housing Agreement or Federally Administered Operating Agreement.

Does your project meet one of the agreement eligibility criteria described above?

Please select your answer

Yes



Scroll down

Drop down with Yes and No

Save & go to Previous question

Save & go to Next question

# ↑	Question	Answer	Calculated Score - Self-Assessed	Criteria Met - Self-Assessed
1	Does your project meet one of the agreement eligibility criteria described above?	Yes	0.00	Yes

Save & go to Previous question

Save & go to Next question

You cannot move onto the next question without clicking this

↑ Question

1 Does your project meet one of the agreement eligibility criteria described above?

2 Is the project compliant with its Federally Administered Operating Agreement?

3 When will or how long ago did your projects Operating Agreement expire?

4 How many affordable units will be created/maintained in the project(s)?

5 Does the project meet the affordability criteria described above?

6 What percentage of positions on the Board of Directors are currently occupied?

7 Does your project meet the Accessibility criteria described above?

8 Does your project meet the Environmental Efficiency criteria described above?

9 Will there be integrated support or services available for tenants on site?

10 Are you targeting any vulnerable populations?

Each of the questions originates from the fillable PDF and are designed to ensure the Co-ops applicability for funding. This picture shows questions 1-10, however, there are 21 that need to be completed.

Save & go to Previous question

Save & go to Next question

You cannot move onto the next question without clicking this

# ↑	Question	Answer	Calculated Score - Self-Assessed	Criteria Met - Self-Assessed
1	Does your project meet one of the agreement eligibility criteria described above?	Yes	0.00	Yes
2	Is the project compliant with its Federally Administered Operating Agreement?	1. Yes	0.00	Yes
3	When will or how long ago did your projects Operating Agreement expire?	1. Less than 1 year	40.00	Yes
4			0.00	Yes
5	Does the project meet the affordability criteria described above?	Yes	10.00	Yes
6	What percentage of positions on the Board of Directors are currently occupied?	5. More than 90%	3.00	Yes
7	Does your project meet the Accessibility criteria described above?	No	0.00	Yes
8	Does your project meet the Environmental Efficiency criteria described above?	No	0.00	Yes
9	Will there be integrated support or services available for tenants on site?	1. There will be no integrated support / services for tenants on site.	0.00	Yes
10	Are you targeting any vulnerable populations?	No	0.00	Yes

As you answer the blue highlight will move down

10	Are you targeting any vulnerable populations?	No	0.00	Yes
11	Does the project(s) already have a partnership in place?	Yes	10.00	Yes
12	Is the project within 1 km of a public transit station or bus stop?	Yes	10.00	Yes
13	Is the project within 1 km of a grocery store?	Yes	1.00	Yes
14	Is the project within 1 km of a neighborhood park?	Yes	1.00	Yes
15	Is the project within 1 km of a pharmacy?	Yes	1.00	Yes
16	Is the project within 1 km of a community centre?	Yes	1.00	Yes
17	Is the project within 1.5 km of a publically funded elementary school?	Yes	1.00	Yes
18	Is the project within 1.5 km of a public library?	Yes	1.00	Yes
19	Is the project within 1.5 km of a child care centre?	Yes	1.00	Yes
20	Is the project within 3 km of health care services or a hospital?	Yes	1.00	Yes
21	Is the project within 10 km of an area with job opportunities (e.g. business district, commercial strip, industrial site)?	Yes	1.00	Yes

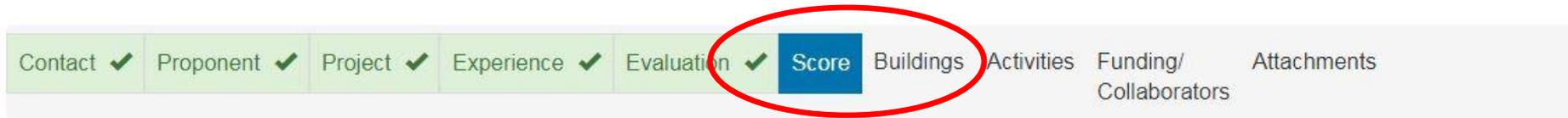
**Once you have answered
all 21 you can move on**



< [Previous Step: Experience](#)

[Next Step: Score](#) >

Edit Application



Application Score and Eligibility Status

Application eligibility status

Eligible

Application score

82.00

Maximum score for the program

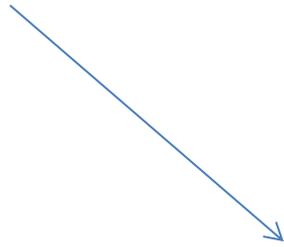
122.00

Understanding your score

The application score is calculated based on your responses to the questions in the Evaluation section. This score is indicative, and may change during the verification process.

The scoring may be confusing, what is most important is the “eligibility”

**Whenever you click the next page, this displays.
Sometimes it can take a while, but it always saves the
information...**



Edit Application

Contact ✓ Proponent ✓ Project ✓ Experience ✓ Evaluation ✓ Score ✓ **Buildings** Activities Funding/ Collaborators Attachments

Building Details

Project Building Name ↓	Building Type	Location	Number of Units	Number of Beds
Craigilea Housing Co-operative	Row House	35 Obed, Saanich DM 5917021	22	<input type="text"/>



Only need to fill out “Number of Units” and not “Number of Beds”

[< Previous Step: Score](#)

[Next Step: Activities >](#)

Do this for all unit types and your multiple buildings (if applicable)

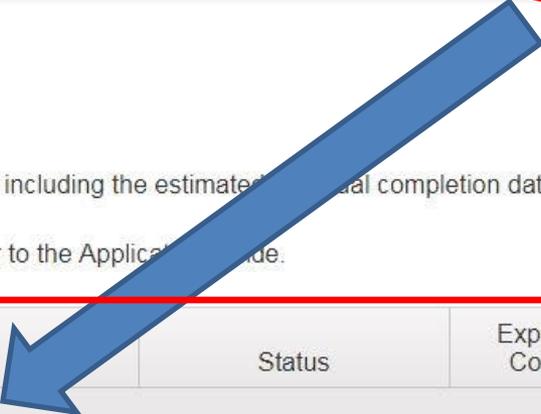
Edit Application

Contact ✓ Proponent ✓ Project ✓ Experience ✓ Evaluation ✓ Score ✓ Buildings ✓ **Activities** Funding/ Collaborators Attachments

Preservation Activities

Please indicate the status of each activity below including the estimated completion date and the estimated cost for those activities for which you are requesting funding. For further clarity on these activities please refer to the Applicant Guide.

These are the technical reports clients will apply for



Program Activity	Status	Expected or Actual Completion Date	Funding Requested
Building Condition Report			\$0.00
Capital Replacement Reserve Planning			\$0.00
Operating Viability Analysis			\$0.00
Age-Friendly Conversion Assessment			\$0.00
Energy Audit			\$0.00
Other			\$0.00

This is what it looks like before you start filling in each activity

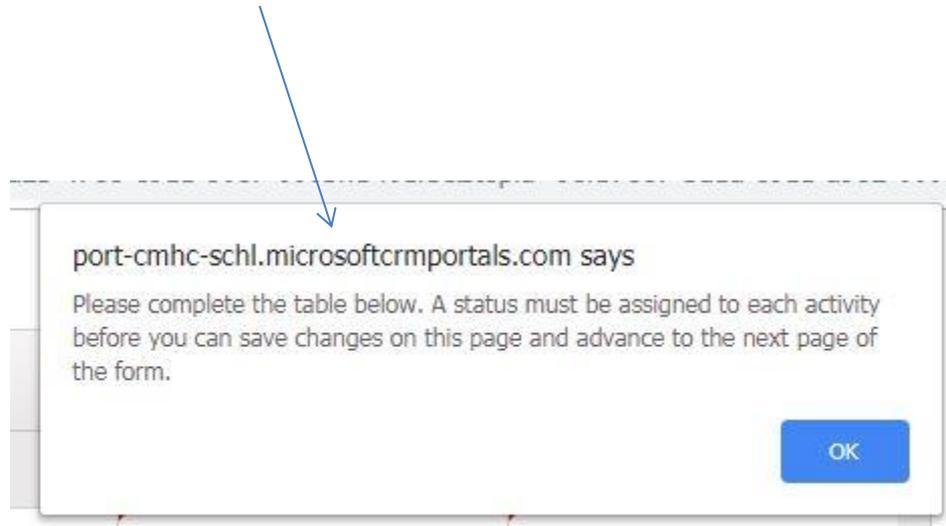
Preservation Activities

Please indicate the status of each activity below including the estimated or actual completion date and the estimated cost for those activities for which you are requesting funding.
For further clarity on these activities please refer to the Application Guide.

Program Activity	Status	Expected or Actual Completion Date	Funding Requested
Building Condition Report	Not Initiated	2019-10-31	\$9,000.00
Capital Replacement Reserve Planning	Not Initiated	2019-10-31	\$3,000.00
Operating Viability Analysis			\$0.00
Age-Friendly Conversion Assessment			\$0.00
Energy Audit	Not Initiated	2019-10-31	\$4,500.00
Other	Not Initiated	2019-10-31	\$10,000.00
			\$26,500.00

**Cannot be blank,
otherwise you get this
error (see next page)**

**So even blank activities have to be filled in,
even if you don't intend to do them!**



***Make sure to fill in the dollar amounts as \$0.00
for the activities you are not going to apply for**

Program Activity	Status	Start Date	Amount
Other	Not Initiated	2019-10-31	\$10,000.00
			\$26,500.00

Type details below

Use the "Other" field for any non-standard reports you are applying for i.e. Asset Management Plan

If requesting funding for the Program Activity - Other, please describe the activity below.

Mold and Related Assessment

< [Previous Step: Buildings](#)

[Next Step: Funding/Collaborators](#) >

Edit Application

Don't forget to upload the integrity declaration and corporate documents

Contact ✓	Proponent ✓	Project ✓	Experience ✓	Evaluation ✓	Score ✓	Buildings ✓	Activities ✓	Funding/ Collaborators ✓	Attachments
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Please ensure all required documents have been uploaded for the program for which you are applying (for example: Financial Viability Spreadsheet, demonstration of need documentation, letters of recommendation, etc.)

Attach Files (maximum size 10 MB per file. The attachments must be in the formats PDF, DOC, DOCX, PPT, PPTX, TXT, JPG, JPEG, PNG, XLS, XLSX.)

No file chosen



Note: Formats allowed for attachments

My Documents

Name ↑

Created On

There are no records to display.

Almost done, one more thing.

You can choose to [review and print your application](#), submit your application now, or submit it later.



Use this each time until 100% ready to submit

Almost done, one more thing.

You can choose to review and print your application, submit your application now, or submit it later.

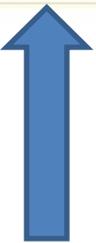
By clicking “*Submit my Application now*”, I certify that I am authorized to create an application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct. I have read and understood the terms and conditions described above and acknowledge and accept that they shall apply upon the creation of, or my attempt to create, an application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions.

Save and Submit later

or

Submit my Application now

< [Previous Step: Funding/Collaborators](#)



Only when you are 100% confident

SUMMARY

You are directed to create an account, using an email address, then you need to go page by page through each tab (saving each time).....

You can't move on until you fill in the required red star (*) fields

Some drop downs may need extra attention, for example:

evaluation questions
buildings
preservation activities



Just remember if you have any questions your Relationship Manager and your CMHC Consultants are just a call away!

