

MANDATORY APPLICATION WORKSHEET



1 - APPLICANT INFORMATION

1.1 Applicant/Organization Name

1.2 Applicant Contact Name

E-mail Address

Phone Number

1.3 Indigenous Community Name (if applicable)

1.4 Office Address

Street Number

City

Province/Territory

Postal Code

1.5 Others contacts with access to this application

Indicate the contact information for individuals who should be included in communication related to this application

Contact Name and Title	Email	Phone Number

2 - PROJECT INFORMATION

2.1 Include a description of the project you are proposing.

2.2 Which Indigenous communities, regions, cities, towns, etc. will have access or be served by this project?

2.3 Which clientele will have access to the facility?

Women

Children

2SLGBTQQA+ persons

2.4 Are there any financial, legal, municipal or environmental impediments to the development of this project?

Yes

No

If yes, please provide details:

3 - PROPERTY DETAILS

Number of Units and Beds

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

3.1 Number of Eligible Units in the Project

3.2 Number of Eligible Beds in the Project

3.3 Please describe your experience constructing projects similar to shelters or transitional housing.

If you are using external contractors, please provide details of their relevant experience building similar facilities. Details such as size, timelines, unit numbers and success are beneficial.

4 - OPERATIONAL DETAILS

4.1 Experience with shelters or transitional housing

Indicate any and all relevant experience in managing, staffing, maintaining and operating a shelter, transitional housing or similar type facility. If none is evident, please provide details as to how you will mitigate this lack of experience.

4.2 Staffing

Please provide details of how the facility will be staffed. Please include list of roles and responsibilities, number of staff on duty and hours of operation. Please ensure this information is consistent with the budget you provide in Appendix A - Annual Operating Budget Worksheet. Staffing must be proportional to the size of the facility and considerate of its hours of operations to ensure it is realistic and reasonable. For further detail, please refer to **Standard Shelter Size Classification** that can be found on page 15 of the Application Guide.

(If a separate operational plan is provided, this section can be left blank)

4.3 Safety

Please provide details of the physical safety features of the facility that will be provided to ensure the safety of all occupants. Please ensure the cost to operate any safety equipment is included in Appendix A - Annual Operating Budget Worksheet.

For mixed use projects (shelter and transitional housing), please include details on how the safety features will address the specific needs of the shelter part and the transitional housing part.

4.4 Privacy and Confidentiality

Please provide details of the policies and procedures that will exist to ensure that privacy and confidentiality of occupants of the facility is maintained.

4.5 Programs and Services

Please provide details of supporting services and programs that may be available to occupants, who will provide them. Please ensure any costs for these programs are included in Appendix A - Annual Operating Budget Worksheet.

Programming will be culturally relevant and serve the needs of diverse clientele. For projects serving 2SLGBTQQIA+ clients, a description of the programs, services, and service provider is required.

4.6 Awareness and Access

Please provide details of how women, children, and/or 2SLGBTQQIA+ people from the communities you intend to serve will know this shelter or transitional housing is available to them when they need it and if/how transportation will be supported. Provide details on culturally-appropriate and effective outreach to the clientele served by the project.

4.7 Partners

Are there any partners, collaborators or funding sources associated with your project other than CMHC and ISC? **Yes** **No**

If yes, please provide their names, the type of organization and the type of collaboration they will be providing.

5 - CHECKLIST AND REQUIRED DOCUMENTATION

In order to be considered for financial assistance, proposed projects must include supporting documentation outlined in this checklist.

Completed online application form

Completed mandatory application worksheet including financial worksheet in [Appendix A](#)

Letter of support from Indigenous Government or Government of intended location of project

Letters of support from any community that will have access to the shelter and from any organization that will provide services in the shelter

Audited financial statements for the most recent three years. If audited financial statements are not available, financial statements which have undergone a review engagement will be accepted

Integrity Declaration

Project development plan with supporting documents

Cost estimates for the project (Class C or Class D Quantity Survey or cost consultant certified report. At a minimum a breakdown of forecasted costs provided by a certified architect or engineer.)

Copy of preliminary plans and specifications

Consulting contract estimates (architecture, legal, etc.)

Offer to purchase (if applicable)

Construction schedule

The above constitutes an initial application package. If additional documentation is available at the time of the initial application, please include it as part of this application package.

Selected proponents will be required to submit a final application package online, which includes additional documents, prior to receiving final approval or commitment.

For assistance in preparing the initial application package, please contact your CMHC specialist. 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, you can also consult the CMHC website at <https://www.cmhc-schl.gc.ca/en/developing-and-renovating/funding-opportunities/seed-funding>.

6 - TERMS AND CONDITIONS

I/We understand and acknowledge that the following terms and conditions apply to this application and, if financial assistance is approved, to any loan or contribution offered.

1. CMHC and/or its authorized representatives or agents may carry out all necessary enquiries for the purpose of confirming the information provided in this application form and may review any relevant assets and liabilities, and any financial or credit information. For greater certainty, I/we authorize CMHC to conduct a credit check against the applicant/organization, and I/we confirm that I/we have the authority to approve such credit checks on behalf of the applicant/organization.
2. Assistance is in the form of a contribution and is based on eligible capital costs.
3. The entire amount of the contribution, if approved, may only be used to pay eligible capital costs for the property.
4. The contribution will be subject to the terms and conditions set out in the CMHC letter of intent and any contribution agreement documentation and if applicable any security documentation related to the security (including an MLG, if applicable).
5. ISC and CMHC are under no obligation to enter into a contribution agreement as a result of this invitation to submit an application.
6. ISC and CMHC reserve the right to:
 - reject any or all funding requests received in response to this call for proposals;
 - accept any funding request in whole or in part; and
 - cancel and/or re-issue this call for proposals.
 - reassess selected proposals if construction and operational budgets are changed by the proponent.
7. ISC and CMHC will not reimburse an applicant for costs incurred in the preparation and/or submission of a funding request in response to call for proposals.
8. In the event that any terms and conditions of the contribution are not met, or that a false declaration is knowingly made, ISC and CMHC shall have the right to cancel the approval, without notice to the applicant, and recover any paid funds (plus interest) from the applicant.
9. The applicant and its affiliates must not have been found to be in breach or violation of any agreement or other arrangement with CMHC, under any of its prior or existing programs.
10. Access to information and Privacy Statement. Where Personal Information is collected, the collection, use and disclosure of the Personal Information shall be in accordance with the federal Privacy Act. Personal Information collected by CMHC for the purpose of the New Emergency Shelter Program can be found in their Info Source Publication on their [website](#)¹ under Personal Information Bank number CMHC PPU 035. The Privacy Act provides individuals with a right to access their Personal Information that is under the control of ISC or CMHC, to request corrections of their Personal Information and to file a complaint to the Privacy Commissioner of Canada regarding ISC or CMHC's handling of Personal Information. Please direct any questions, comments, concerns, requests for Personal Information or complaints to CMHC's Access to Information and Privacy Office to their mailbox ATIP-AIPRP@cmhc.ca or visit our website at <https://www.cmhc-schl.gc.ca/en/about-cmhc/corporate-reporting/transparency/access-to-information-and-privacy-protection> or to ISC's Access to Information and Privacy Office at <https://www.aadnc-aandc.gc.ca/eng/1100100010871/1360682361322>.
11. CMHC is authorized to conduct a property review when required, on the understanding that any reviews conducted by CMHC and/or its authorized representatives are for internal administrative purposes only and provide no guarantee or assurance of compliance with any applicable building codes or standards.

¹ <https://www.cmhc-schl.gc.ca/en/about-cmhc/corporate-reporting/transparency/access-to-information-and-privacy-protection>.

7 - DECLARATION

I/We hereby confirm that, to the best of my/our knowledge, the information provided is complete, accurate and correct and that, if any of the information changes or becomes inaccurate, I/we shall promptly notify CMHC.

Proponent (the "Applicant"): I/We hereby confirm that I am / we are the owner(s) of the property and no other person is an owner.

In addition to the Terms and Conditions, I/we agree that the Information provided in this worksheet may be disclosed to and used by a selection committee for the purposes of administrating the Indigenous Shelters and Transitional Housing Initiative. The selection committee will include members from Indigenous Services Canada; from First Nations organizations; Inuit organizations; Métis organizations; Indigenous 2SLGBTQQIA+ organizations ; Indigenous urban communities; and subject matter experts persons with lived experience of shelter and/or transitional housing needs.

I/We have read, understood and agree to the terms and conditions listed above and accept that they shall apply upon the submission of this application.

Applicant Name

Date

Title

Signature

I/We have authority to bind the Applicant

APPENDIX A - ANNUAL OPERATING BUDGET WORKSHEET

These are the annual, recurring costs to run the shelter.

Estimated Costs			Applicants Estimate in \$	Description (if applicable)
Annual Operating Expenses and Revenues				
1. Staff Salaries and Benefits (not all may apply)				
Role	Number of Staff	Annual Salary/Person		
Management Staff				
Support Staff				
Counsellors				
Co-ordinators				
Security Guards				
Maintenance Staff				
Chef/Cooks				
Janitorial				
Others (add role description in right hand column)				
Others (add role description in right hand column)				
2. Professional fees (including translation)				
3. Honoraria				
4. Staff and development training				
5. Small appliances, furniture, equipment (anything moveable)				
6. Resident Expenses (e.g. food, bedding, towels, soaps, personal incidentals, transportation to and from shelter) 365 days x \$ _____ expenses x _____ nbr residents				
7. Supplies (e.g. cleaning, linen, personal protective equipment)				
8. Property Taxes (excluding water and sewer) if applicable, provide an estimate				

Estimated Costs	Applicants Estimate in \$	Description (if applicable)
9. Insurance (e.g. fire, liability, etc.)		
10. Maintenance (e.g. minor repairs, painting, landscaping, other)		
11. Replacement reserve (0.50% of total construction costs)		
12. Utilities (e.g. heating, light and power, garbage, snow removal, water and sewer)		
13. Computer/IT services, internet access, software licenses		
14. Security equipment operation (e.g. monitoring)		
15. Transportation Costs (Insurance, maintenance, fuel, driver)		
16. Other operating costs (e.g. client needs assessments, library and resources, off hour emergency services, etc.)		
17. Costs for Programming and Services.		
18. Administration - Audit		
19. Administrative costs (for the management of the agreement)		
20. Total Expenses (line 1 to 19)		
Potential Annual Revenue		
21. Provincial assistance: \$ _____ per day for _____ persons x 365 days		
22. Donations and fundraising and/or funding sources from partners and collaborators		
On-going Contribution Required (on-going annual operational budget) 23. Lines 20 minus lines 21 to 22		
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.)		

LIST OF ELIGIBLE AND INELIGIBLE OPERATING EXPENSES

Operating Costs (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.

Applicants must be eligible to receive operational funding from ISC's Family Violence Prevention Program. For more details, please refer to the Program's Terms and Conditions: <https://sac-isc.gc.ca/eng/1588799372117/1588950658626>.

Eligible 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

Ineligible 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, vehicle, 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. 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).

Average annual allocations (start up costs are approximately 50%):

- \$800,000 for shelters in Provinces across the country
- \$1,000,000 for shelters in Territories and Inuit Nunangat
- \$500,000 for transition homes across the country