

ADDENDUM #1
Issued: 2022-11-17

SOLICITATION #: RFPQ 1070-2223-137
TITLE: Eligible to Provide Housing Benefits through the CBCHB Program
LOCATION: Across the Province of BC
SUBMISSION DEADLINE: December 16, 2022

All addenda are to be acknowledged on the Submission Form

Description of Addendum

The purpose of this Addendum is to provide answers to the questions.

1. FOR QUESTIONS AND ANSWERS:

Questions	Answers
<p>1. When applying for additional rent subsidies, do you request an amount on top of the ones we currently have as of September 2022? We currently have 14, I am asking for 26 more, for a total of 40.</p>	<p><i>Note: This question only applies to providers that currently administer legacy CHB-HPP and are being converted to regular CBCHB.</i></p> <p>Yes, proponents should submit an RFPQ for any additional requested housing benefits. Do not include the converted CHB-HPP legacy. For this example, the RFPQ should be for 26 (not 40)</p> <p>If the proponent is interested in delivering some housing benefits and support services under the SRSP they need to respond to the RFP for the SRSP program.</p>

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<p>2. Question from Hiyam:</p> <p>For Hiyam to move forward with this application we have a question about eligibility and providing top-up.</p> <p>Currently, we provide eligible tenants with up to \$250 – \$750 per month, for up to one year, paid directly to the eligible renter. The Squamish Nation Assistance with Rent Program (SNARP) supplement is designed to help low and moderate-income Squamish Citizen renters facing financial hardship. Those currently living in housing with rent subsidized by any level of government will not qualify for this program. We would like to provide the CBCHB program in tandem with our SNARP Program to provide a top-up if the CBCH benefit is less than the Member’s current SNARP eligibility amount.</p> <p>Please let me know if these two programs are eligible to work together, and we will continue with the application process with CBCHB.</p>	<p>Can only layer the CBCHB benefit with other rent subsidies if the following is true:</p> <ul style="list-style-type: none"> - Other assistance can not come from BC Housing or CMHC. - The other assistance ie: SNARP can only be for rent amounts above the CBCHB maximum rent ceiling. <p>For example:</p> <ul style="list-style-type: none"> - CBCHB Maximum Rent Ceiling in Squamish for a single or couple with no children = \$941.00 - If actual rent in the private market = 1200.00. Maximum SNARP funding = 1200-941 = 259.00. CBCHB benefit will be calculated based on the tenant paying \$941.00 in the private market. - If actual rent in the private market = 900.00. Cannot be provided with any SNARP funding. CBCHB benefit will be calculated based on the tenant paying \$900.00 in the private market. <p>If SNARP (or any other funding) were to bring the amount the tenant is responsible for paying below the CBCHB Maximum Rent Ceiling, then there is a risk of creating an overpayment/debt that will need to be repaid.</p>
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<p>3. We currently serve a vulnerable demographic by assisting them with various mental health and employment programs. We see the need for affordable housing and we are interested in applying to the request for proposals.</p> <p>Since we are new to affordable housing, how likely is it that we would be selected as an organization who can deliver housing benefits both with and without support services?</p>	<p>There are 2 programs. An RFPQ for the CBCHB program. And an RFP for the SRSP program.</p> <p>CBCHB The CBCHB includes a \$55 administration fee to offset the costs of administering the housing benefit.</p> <p>As there is no additional funding beyond the \$55 per month admin fee, this program creates the opportunity for organizations that already have an infrastructure in place where they are supporting eligible clients and in regular contact with those clients. The Housing Benefits could be an additional resource to assist clients' that organizations are already supporting who are struggling with the cost of rent.</p> <p>SRSP As SRSP is a multiphase program, we encourage new and existing NP's interested in adding this program to their portfolio to apply and to watch for further RFP's in the future.</p>
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<p>4. The Target Groups for the proposals appear to be a large group of individuals that are vulnerable in our communities, and would require some supports within the CBCHB Program (treatment, mental health resources, landlord engagement, food security issues, employment services, etc.). For this initial ask would we identify if the money we request are to come with staffing support, or wait for the Supported Rent Supplement Program (SSRP) request that is coming out?</p>	<p>The RFPQ for CBCHB is funding for Housing Benefits only with a \$55 per unit per month admin fee to offset the cost of administering the monthly benefit. There is no additional support funding under CBCHB.</p> <p>If looking to provide housing benefits with support services, proponents should respond to the RFP for SRSP (which is now out).</p>
<p>5. For using Housing Connections under the CBCHB Program, would we be responsible for setting up landlords in the system as “units”, as we currently do with our Supported Housing Programs? Or would we just place the individual client into the database system and information about their supplement entered into the system?</p>	<p>Successful proponents for both CBCHB and SRSP will need to update the Housing Connections database with the following:</p> <ul style="list-style-type: none"> - Recipient rental address (full address) - Advise (through the set up process) of the market rent recipient is paying. - Tenant name, date of birth (SIN#, if using HC to track the SIN for T5007 generation) - Income <p>Housing Connections system will use the data entered to calculate the monthly benefit and generate tenant notification letters / forms to be printed by provider and submitted to client.</p> <p>If the recipient asks the proponent to direct their monthly Housing Benefit directly to their landlord, the proponent will have to keep track of that through their benefit administration process, not Housing Connections.</p>

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<p>6. Do we need to submit two separate RFPs? One application for our Kamloops Operations and one for our Merritt Operations... our current funding is separate.</p>	<p>If you operate as one society and you can submit one RFP and specify both communities. However, if you operate as two separate entities, then submit separate RFPs.</p>
<p>7. When/if we are awarded CBCHB, how long do we have to disperse these benefits to our community members? Also, is there a deadline for us to allocate the benefit?</p>	<p>While there is no deadline, however unallocated funding cannot be rolled forward to future years. Any unused benefits must be returned to BC Housing or will be offset from future payments. The admin fee is only provided for the months that a benefit is provided.</p> <p>If benefits remain unallocated over time and there are demands from other areas, BC Housing may contact your organization to discuss your plan for allocating and may be re-allocate to another provider.</p>
<p>8. Do you have a time-line for when then Housing Connection Training will be offered to us?</p>	<p>Training will be provided after awards completed and Operating Agreements signed.</p>
<p>9. Is the CBCHB ongoing for our clients as long as they meet the financial review requirements each year?</p>	<p>Clients can continue to receive the benefit if they complete the annual reapplication process and still meet the eligibility requirements.</p> <p>If for any reason the CBCHB funding was to come to an end, or your organization decided not to renew, BC Housing would work with you on a transition plan to minimize impact on eligible recipients.</p>

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<p>10. The subsidy rates through CBCHB appear to exceed the rates available through SAFER and/or RAP, what would the process be for current recipients of SAFER/RAP to transition to CBCHB?</p>	<p><u>The CBCHB program is for households who are not eligible for any other programs.</u> Available benefits should be offered to households who have previously not been able to access any assistance with their rent. Do not transition existing SAFER or RAP clients to CBCHB.</p> <p>We are aware that in some instances the CBCHB benefit exceeds that that is available for SAFER and RAP and continue to review the other programs.</p>
<p>11. Can the recipient pick up the cheques at the office instead of the 2 options given (direct deposit and mail)?</p>	<p>Yes, pick up is an acceptable option. However, if a client wishes to have their payment mailed, or if they happen to relocate to an area where in person pick up is not reasonable, providers need to be able to provide an option (mail/direct deposit).</p>

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<p>12. If the recipient moves to another community and finds a CBCHB provider, do we lose that housing benefit or do we keep it? i.e. if we have 20 spaces for benefits do we go down 19 or stay at 20? [Point 8 in Schedule D]</p>	<p>In this instance, there are a few options.</p> <p>Option #1: Continue to provide the recipient with the monthly benefit, even though they have changed communities. This would mean them providing you with proof of address and rent in the new community and provider updates their records in Housing Connections and mailing/or direct deposit. This way you retain the subsidy and if the client leaves the program, it can be reallocated to another client in your community.</p> <p>Option #2: If you are unable to support the ongoing administration of the benefit in another community contact BC Housing to discussion options.</p> <p>Whether or not you get to keep the benefit and relocate or if the benefit goes with the client and your allocation is reduced, will depend on the available funding and options identified for the client in their new community.</p> <ul style="list-style-type: none"> - 2a: If new administrator has unused/available funding and can take on the client within their existing funding, the allocation will remain with your organization, and you can reallocate. or - 2b: if the new administrator has no available funding and is unable to take on the client without an increase in allocations, the funding allocation will be transferred from your agreement to the new provider with the client.
<p>13. Under primary household size, can we choose multiple? i.e. Singles couples and families of 5 or more</p>	<p>Yes, if you deal with all the client groups, select all that apply.</p>

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<p>14. Has BC Housing identified the total number of recipients who will benefit from this program? And if so, what is that number?</p>	<p>CHCHB: Funding for the CBCHB is limited and the number allocated will be dependent on the number of successful proponents under the RFPQ. As additional funding becomes available in future fiscal years, successful proponents who are fully utilizing the allocated Housing Benefits may be able to receive an increase in allocations.</p>
<p>15. Can you please confirm that the only payment for this project is the \$55 administrative fee for each housing benefit recipient, or is there additional payment for staff time and overhead?</p>	<p>Confirmed. The CBCHB program only includes a \$55 administration fee to offset the costs of administering the housing benefit.</p> <p>As there is no additional funding beyond the \$55 per month admin fee, this program creates the opportunity for organizations that already have an infrastructure in place where they are supporting eligible clients and in regular contact with those clients. The Housing Benefits could be an additional resource to assist clients' that organizations are already supporting who are struggling with the cost of rent.</p> <p>Under the separate RFP for the SRSP program, there will be a staffing component included in order to provide support services.</p>

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<p>16. Under the RFPQ can benefits be given for more than one month?</p>	<p>Yes</p> <p>Once an eligible client is identified and completes the paperwork for the Housing Benefit it will be set for up to 12 months.</p> <ul style="list-style-type: none"> • Recipients are required to report changes to address, rent and family composition during the benefit period. • In addition, recipients will also be responsible for completing an annual reapplication to confirm ongoing eligibility at which time the benefit can be extended for another 12 months. <p>Providers of the Housing Benefit will be responsible for sending out the annual Reapplication form to recipients (generated by the database provided by BC Housing) and entering in completed forms.</p>
<p>17. Is this an ongoing housing benefit that people can receive on a yearly basis as long as they remain in their same location or housing that requires additional rent money to subsidize the cost of housing?</p>	<p>Yes.</p> <p>Once an eligible client is identified and completes the paperwork for the Housing Benefit it will be set for up to 12 months.</p> <ul style="list-style-type: none"> • Recipients are required to report changes to address, rent and family composition during the benefit period. • In addition, recipients will also be responsible for completing an annual reapplication to confirm ongoing eligibility at which time the benefit can be extended for another 12 months. <p>Providers of the Housing Benefit will be responsible for sending out the annual Reapplication form to recipients (generated by the database provided by BC Housing) and entering in completed forms.</p>

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<p>18. Do they have to reapply monthly for this benefit?</p>	<p>No, benefit will be set for 12 months. Once an eligible client is identified and completes the paperwork for the Housing Benefit it will be set for up to 12 months.</p> <ul style="list-style-type: none">• Recipients are required to report changes to address, rent and family composition during the benefit period.• In addition, recipients will also be responsible for completing an annual reapplication to confirm ongoing eligibility at which time the benefit can be extended for another 12 months. <p>Providers of the Housing Benefit will be responsible for sending out the annual Reapplication form to recipients (generated by the database provided by BC Housing) and entering in completed forms.</p>
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<p>19. If Administering this program are you administrating it only people that are accessing your program services or are you administrating it for the entire city of Surrey?</p>	<p>The CBCHB program includes a \$55 administration fee to offset the costs of administering the housing benefit.</p> <p>As there is no additional funding beyond the \$55 per month admin fee, this program creates the opportunity for organizations that already have an infrastructure in place where they are supporting eligible clients and in regular contact with those clients. The Housing Benefits could be an additional resource to assist clients' that organizations are already supporting who are struggling with the cost of rent</p> <p>It is important to understand that Housing Benefits under CBCHB are transferable across the province and if a recipient moves out of your organization's normal catchment area, they should be able to take their benefit with them. If your organization can no longer administer the benefit in the new location, you will be asked to work with BC Housing to transfer the recipient to another provider of CBCHB.</p>
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<p>20. Are there intake templates or other forms required for this program?</p>	<p>Yes, for the CBCHB Housing Benefits (with no supports), successful proponents will be required to identify eligible applicants who are in the specified target group and who meet the residency, income, and rental eligibility requirements.</p> <p>Once an eligible applicant is identified and offered a Housing Benefit, the applicant will be required to complete an Application for Housing Benefit. Provider must keep this along with proof of eligibility in a recipient file and enter into the database provided by BC Housing to calculate and initiate the benefit. The database will produce a Housing Benefit confirmation letter to be provided to the recipient.</p> <p>The provider is required to provide BC Housing with audited financial statements and other related information annually.</p> <p>The provider is also required to issue T5007 Statement of Benefits in February each year to all recipients who receive more than \$500 in the previous tax year.</p>
<p>21. What does flexibility to relocate clients with subsidies -within the community or broader?</p>	<p>CBCHB benefits are transferable anywhere in British Columbia as long as the client continues to meet eligibility requirements and is renting an eligible unit.</p>

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<p>22. There are no staff wages here, but perhaps that come through the SRSP federal grant? Will there be training allowance for the database training?</p>	<p>For Housing Benefits under the CBCHB program there is only they \$55 per unit per month administration fee to offset the costs of administering the housing benefit.</p> <p>There is no additional funding for staff and overhead. Successful proponents should already have an infrastructure in place supporting eligible client groups and looking to add Housing Benefits as an additional resource to support the clients they already work with and support.</p> <p>If looking for Housing Benefits with funding for Supports, proponents should review the RFP for the SRSP program (here).</p>
<p>23. Is there a CAP on subsidies (min 10 we saw)?</p>	<p>For the CBCHB there is no set maximum cap on the number of housing benefits to be allocated to a successful proponent.</p> <p>Funding for the CBCHB is limited and the number allocated will be dependent on the number of successful proponents under the RFPQ. As additional funding becomes available in future fiscal years, successful proponents who are fully utilizing their allocated Housing Benefits may be able to receive an increase in allocations.</p>
<p>24. Do we front the cost and get reimbursed monthly or otherwise?</p>	<p>As part of the monthly subsidy payment, the rent supplement and admin fee are directly deposited to the providers account monthly in advance.</p>

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<p>25. If we did Cranbrook/Kimberley might there be rent allowance to have a physical presence in Kimberley?</p>	<p>The CBCHB program only includes a \$55 administration fee to offset the costs of administering the housing benefit.</p> <p>There is no additional funding for staff and overhead. Successful proponents should already have an infrastructure in place supporting eligible client groups and looking to add Housing Benefits as an additional resource to support the clients they already work with and support.</p>
<p>26. What is the maximum that an organization can apply for?</p>	<p>For the CBCHB there is no set maximum cap on the number of housing benefits to be allocated. Funding for the CBCHB is limited and the number allocated will be dependent on the number of successful proponents under the RFPQ. As additional funding becomes available in future fiscal years, successful proponents who are fully utilizing their allocated Housing Benefits may be able to receive an increase in allocations.</p>
<p>27. If we apply for 100 supplements are we required to spread them over the year or can we fill them in the first couple months?</p>	<p>There is no requirement to spread out over a year, if you have eligible clients all the benefits can be allocated as soon as possible.</p>
<p>28. What happens if a participant drops out of the program for whatever reason are we allowed to refill that spot?</p>	<p>Yes.</p>
<p>29. Was Chilliwack forgotten in zone 2?</p>	<p>No, currently Chilliwack is in Zone 3. The zones mirror the Zones established for SAFER and the Rental Assistance Program.</p>
<p>30. Is a one time HPP supplement allowed if they are struggling if they are already on this program.</p>	<p>No, HPP one time supplement would not be permitted as this would be considered stacking.</p>

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<p>31. If they do qualify for RAP or SAFER is it stackable or can they pick which one?</p>	<p>They are not stackable. The CBCHB program is targeted to households who are not eligible for other programs. Therefore, if someone is currently in receipt of SAFER or RAP, they can not be allocated a CBCHB.</p> <p>If a client is allocated a Housing Benefit through CBCHB and through the passage of time they become eligible for SAFER or RAP, if it looks like SAFER or RAP would provide them with a greater benefit, the provider should contact BC Housing and we will work with the provider and the recipient to transfer them to SAFER or RAP, which will free up the CBCHB benefit to be allocated to another household in need.</p> <p>However, if the CBCHB benefit provides a greater benefit, they can remain on CBCHB.</p>
<p>32. Can you help us understand, given that BC Housing already administers SAFER and RAP benefits, why this program is not being administered by BC Housing?</p>	<p>While BC Housing is direct administering some Housing Benefits under the CBCHB program, provincially our housing and service providers have been requesting more housing benefits to assist them in providing supports and making market rent affordable for their clients.</p> <p>We are pleased to be able to have our partners administer this program, as we recognize it creates opportunity for housing providers to create positive flow through the housing continuum.</p>
<p>33. Will there be any core funding provided to administer the program? We saw a reference to \$55/client, but it's not clear if there will be other funding available to administer the program.</p>	<p>The CBCHB program only includes a \$55 administration fee to offset the costs of administering the housing benefit.</p> <p>There is no additional funding for staff and overhead. Successful proponents should already have an infrastructure in place supporting eligible client groups and looking to add Housing Benefits as an additional resource to support the clients they already work with and support.</p>

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<p>34. Will providing monthly direct deposit payments be a requirement of administering the program?</p>	<p>Providers must be able to administer monthly payments in a timely manner to recipients (or landlords on their behalf), so that recipients can pay their rent. This could be through direct deposits, cheques (mail or pick up).</p>
<p>35. What level of resources would be allocated to support the infrastructure needed to administer the program?</p>	<p>The CBCHB program includes a \$55 administration fee to offset the costs of administering the housing benefit.</p> <p>There is no additional funding for staff and overhead. Successful proponents should already have an infrastructure in place supporting eligible client groups and looking to add Housing Benefits as an additional resource to support the clients they already work with and support.</p> <p>For SRSP, a budget template with staffing schedule is provided so that respondents can determine the staffing model to best serve their clients.</p>

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<p>36. What level of reporting, including financial, will be required? We are wondering what the demand will be on their existing staff and resources.</p>	<p>CBCHB</p> <p>For the CBCHB Housing Benefits (with no supports), successful proponents will be required to identify eligible applicants who are in the specified target group and who meet the residency, income, and rental eligibility requirements.</p> <p>Once an eligible applicant is identified and offered a Housing Benefit, the applicant will be required to complete an Application for Housing Benefit. Provider must keep this along with proof of eligibility in a recipient file and enter into the database provided by BC Housing to calculate and initiate the benefit. The database will produce a Housing Benefit confirmation letter to be provided to the recipient.</p> <p>The provider is required to provide BC Housing with audited financial statements and other related information annually.</p> <p>The provider is also required to issue T5007 Statement of Benefits in February each year to all recipients who receive more than \$500 in the previous tax year.</p> <p>SRSP</p> <p>The same requirements for CBCHB noted above apply, in addition to:</p> <ul style="list-style-type: none"> • Eligibility for and referrals to the SRSP will be determined by the provider with input from health and other partners given the integral role of health supports in this program. • Providers will submit audited financial statements and other supporting documentation as required by BC Housing to complete an annual financial review.
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	<ul style="list-style-type: none"> • BC Housing will conduct an operational review from time to time which will include interviews with the service provider’s management, an on-site visit and inspection of office and programming space, and a review of service delivery, policies, procedures and other relevant documents.
<p>37. What is due diligence with regard to determining and verifying a prospective recipient’s gross monthly income? Schedule H, Part II, indicates that proof of gross monthly income must be attached. Please give the providers some guidance on what documents are acceptable. The recipient’s income is crucial in determining their eligibility and is even used to determine the actual amount of the supplement if they are not on assistance. Therefore, we need certainty regarding its accuracy. Give us some specific guidelines here, please.</p>	<p>Verifying income will be the same as in Rent Geared to income housing and is outline in the Rent Calculation Guide available online at BC Housing’s website.</p> <p>For those in receipt of income assistance, verification form the worker at Social Development, copy of a payment form or any other verification showing they are receiving income or disability assistance is acceptable.</p> <p>For those not in receipt of income assistance or disability assistance, provider can elect to base on a review of previous years income tax return (line 150 divided by 12), or by a review of proof of current income. Current income will involve reviewing pay stubs or other documentation. Please review the Rent Guide available here.</p>

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<p>38. Regarding Appendix A, Schedule D, A.3, please clear up an ambiguity. “The Recipient must not be eligible for SAFER or RAP at initial application. If the Recipient is eligible for a greater benefit through either program, the Provider is responsible for directing the Recipient to apply directly to BC Housing.” Please clarify; if the benefit through those programs were to be lesser, is there then no responsibility for the Provider to direct them to BCH? Schedule H, Part IV, is as follows: “Does household appear to be eligible for RAP or SAFER benefits?” I would imagine then, if so, they would not be eligible for the CBCHB. The use of the word “appear” is also confusing. Can you give us some more guidance here?</p>	<p>If a prospective recipient (applicant) is currently in receipt of SAFER or RAP, they should not be allocated a CBCHB benefit. This means when determining if an applicant is eligible to be offered a Housing Benefit they should be asked if they are in receipt of SAFER or RAP.</p> <p>For recipients of the CBCHB housing benefit, meaning that they are already in receipt of the Housing Benefit, then over time, they now meet the requirement for SAFER or RAP, if it looks like SAFER or RAP could provide a greater benefit, we want to transition them to SAFER or RAP in order to free up the Housing Benefit to be allocated to another household in need.</p>
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<p>39. I'm writing to ask if either of you can confirm whether Mavis McMullen Housing Society tenants would be eligible for the housing benefit. It appears to be directed toward the demographic we serve, however the following in the RFPQ indicates that if any of the units in our building receive subsidy, none of our tenants are eligible, even if their specific unit is paying economic rent or higher:</p> <p>From the RFPQ:</p> <p>The following property types are not eligible:</p> <ul style="list-style-type: none"> • Any residence where the Rent is paid or subsidized by government at any level, or units that are part of a development that receives government housing assistance. <p>This would seem to disqualify all housing societies and housing co-ops that are currently receiving any form of subsidy at all.</p>	<p>The Housing Benefit is for individuals living in the private market, paying rent to a private market landlord.</p> <p>One of the CMHC requirements for the funding is that housing benefits cannot be allocated for units where the administrator of the benefits is also the landlord and collects the rent on the unit.</p> <p>If Mavis McMullen or other housing societies or housing co-ops wished to apply for these programs, it would be to add the administration of these market scattered address housing benefits to their portfolio, supporting low-income households beyond the housing that they currently operate.</p>
<p>40. Pacifica Housing is both an affordable housing provider and a supportive services provider. On Vancouver Island our housing portfolio represents over 1200 units of affordable housing. Is it correct that we are NOT able to offer subsidies to residents living in our own non-subsidized units? Are there no exceptions to this?</p>	<p>Correct, this is a CMHC requirement for the funding. The housing benefits cannot be allocated for units where the administrator of the benefits is also the landlord and collects rent on the unit.</p>

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<p>41. Is the \$600 max subsidy a hard limit?</p>	<p>The Housing Benefit is a calculated benefit based on location in the province, actual rent paid compared to program Max Rent Ceilings and a rent contribution based on income source and amount.</p> <p>The CBCHB program strives to have benefit calculations calculated consistently for all recipients based on program rules.</p> <p>Some families may receive more than \$600. But for a single person or couple living in zone 1 the maximum is \$600, some individuals may receive less than \$600. See calculation examples included in the RFPQ document.</p>
<p>42. Do all of these resident have to come off of CCA waitlists?</p>	<p>For the CBCHB Housing Benefits, the provider will need to identify their application and selection process and are not required to use the CAA list. However, if the provider is already part of the CAA they may wish to continue to use the same process. Provider may also elect to use The Housing Registry database or manage client identification through an internal process.</p> <p>Please see Schedule D (6) of the Sample Operating Agreement posted with the RFPQ.</p>
<p>43. Can we transition RGI residents off of RGI and on to Market units with this?</p>	<p>No. The CBCHB benefits cannot be used for residents who rent units from the administrator of the benefits. This means they cannot be used to pay rent for any units where you collect the rent.</p> <p>The CBCHB benefits must be for recipients who are renting a private market unit and paying rent to a private market landlord.</p>
<p>44. What happens to the resident in the market unit if this funding stream comes to an end?</p>	<p>If the funding stream comes to an end BC Housing will work with providers on options to minimize the impact to clients.</p>

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<p>45. Are there max subsidy limits schedule to increase as the years go by?</p>	<p>There is no regularly scheduled review of the maximum housing benefit. However, as this is a new program, once implemented we will monitor uptake. The program is funded by CMHC and has been designed to reduce housing need to make renting in the private market more affordable. However, it was not designed to bring households to 30% of income, instead the goal is to assist as many households as possible within the funding envelope.</p>
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<p>46. Are we required to do rent reviews yearly to determine if the resident is still eligible? What happens if the resident makes too much to qualify for this subsidy (after they are accepted into the program) but not enough to afford the market rent associated with the tenancy?</p>	<p>Yes, recipients of the Housing Benefit must reapply annually to determine if they are still eligible.</p> <p>In order to become ineligible, their income will have had to increase significantly.</p> <p>The Housing Benefit covers the difference between their calculated rent contribution and the maximum rent ceiling. The client is responsible for the calculated rent benefit and any amount that their rent is above the maximum rent ceiling.</p> <p>Example: Initial benefit assignment:</p> <ul style="list-style-type: none"> - Maximum Rent Ceiling: (Single Zone 1) = 975.00 - Actual Rent in private market = 1200.00 - Adjusted Rent = 975.00 - Income: Employment 1500 x 30% = 450.00 - Housing Benefit = 525.00 - Client responsible for paying 675.00 per month. (Market rent of 1200 – 525 housing benefit). - Recipient is paying 45% of income towards rent after benefit. <p>If their income goes up to a point where they are no longer eligible, it means that the Maximum Rent Ceiling is less than 30% of their income.</p> <p>Annual review</p> <ul style="list-style-type: none"> - Maximum Rent Ceiling: (Single Zone 1) = 975.00 - Actual Rent in private market = 1224.00 (applied RTB max increase) - Adjusted Rent = 975.00 - Income: Employment 3250 x 30% = 975.00 - Housing Benefit = 0 as 30% of income is greater than the max rent ceiling,
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	<ul style="list-style-type: none"> - Client responsible for paying full market rent as no longer eligible. - Recipient is paying 37% of income.
<p>47. We are a qualified legacy provider of the previous version of this new rent subsidy program (CHB) and have clients currently receiving the previous incarnation of the subsidy program. Do we still need to complete this RFQ to offer the new CBCHB funding to current recipients and new ones through the new program?</p>	<p>For providers with CHB-HPP legacy clients, BC Housing will work to convert your remaining legacy clients over to the regular CBCHB. Once that conversion is complete, if a legacy client leaves, you will be able to reallocate the housing benefit to a new client. But you will be capped at the number of legacy clients converted (using legacy client numbers as of September 30, 2022).</p> <p>You will only need to complete the RFPQ if you wish to increase the number of benefits administered beyond the number of converted legacy clients.</p>
<p>48. Is the \$55 per recipient per month admin fee a non-negotiable?</p>	<p>Yes.</p>
<p>49. Could you please clarify, is there a maximum number of housing benefits for the Province?</p>	<p>Based on the funding available through CMHC, it is anticipated the for 2023/24 we may be able to allocate approx. 1,500 CBCHB rent supplements across the province. This number will be adjusted once we review the responses and determine the average benefit based on anticipated household size and location in the province.</p> <p>Additional funding may be added in future fiscal years and the number of housing benefits to be allocated will be reviewed on actual housing benefits administered vs an estimate.</p>
<p>50. Is there a maximum number of housing benefits by region?</p>	<p>No set maximum. The goal is to be able to provide benefits across the province and the allocation will be dependent on the proposals received under the RFPQ.</p>

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<p>51. Could you provide more clarification on “Adjusted Rent – Tenant Rent Contribution = The Housing Benefit (subject to Minimum and Maximum Benefit)”?</p>	<p>Please see example calculations in Appendix D of the RFPQ or Appendix 11 of the RFP.</p>
<p>52. If the client remains eligible over the 1-year term, and is still eligible after, how long can this subsidy last?</p>	<p>Once an eligible client is identified and completes the paperwork for the Housing Benefit it will be set for up to 12 months.</p> <ul style="list-style-type: none"> • Recipients are required to report changes to address, rent and family composition during the benefit period. • In addition, recipients will also be responsible for completing an annual reapplication to confirm ongoing eligibility at which time the benefit can be extended for another 12 months. <p>Providers of the Housing Benefit will be responsible for sending out the annual Reapplication form to recipients (generated by the database provided by BC Housing) and entering in completed forms.</p>

All other terms and conditions of the RFPQ remain unchanged.

End of Addendum #1