

Canada – British Columbia Housing Benefit

Program Framework

2020



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INTRODUCTION

In June 2018, Canada Mortgage and Housing Corporation (CMHC) and BC Housing Management Commission (BC Housing) signed the CMHC-BC Bilateral Agreement under the 2017 National Housing Strategy, a 10-year housing agreement, investing more than \$990 million to protect, renew, and expand affordable housing in British Columbia.

The Canada Housing Benefit is the third initiative under the Bilateral Agreement, with the aim of providing direct financial assistance to households in Housing Need. Delivery of the program in British Columbia was co-developed with CMHC, as per the agreement.

The Canada - British Columbia Housing Benefit (CBCHB) is a cost matched program. Provincial funding is applied through the enhanced Rental Assistance Program (RAP) and Shelter Aid for Elderly Renters (SAFER) program announced in *Budget 2018*, and the federal portion is applied through CBCHB, which is the subject of this Program Framework.

The CBCHB is a Housing Benefit program for priority households that will be delivered primarily through agreements with community partners. The program will provide targeted assistance to reduce Housing Need for vulnerable, low-income British Columbians who are not eligible for the RAP or SAFER program.

This framework outlines the key elements, standards and guidelines of the CBCHB program and defines the roles and responsibilities of BC Housing and its partners in the delivery and management of the program. It ensures the program is accountable to the Providers and Recipients by providing for the equitable distribution of the Housing Benefits in a fair and consistent manner.

PROGRAM PRINCIPLES

The following principles ensure equitable and accountable delivery and management of the CBCHB program. They guide the operation of the program and govern BC Housing's interaction with the Providers, Applicants and Recipients.

1. Consistency and fairness in service delivery

- a) BC Housing will provide consistent and fair service to all Providers, Applicants and Recipients.
- b) The program will integrate with, and be consistent with, other government programs to the greatest extent possible.

2. Choice, portability, and self-sufficiency

- a) The Housing Benefit is not tied to a unit; eligible households choose where to live in the private market and unsubsidized community housing.
- b) If an eligible household moves, the Housing Benefit is portable within a 12-month term, as long as all eligibility requirements continue to be met.
- c) The confidentiality of participating households is respected.

3. Transparency and accountability

BC Housing will:

- a) Develop and maintain program policies and procedures.
- b) Maintain reliable and consistent records.
- c) Provide clarity to Providers regarding program requirements.
- d) Monitor the program to confirm that the Housing Benefits are delivered effectively and meet the program's objectives.
- e) Establish quality assurance guidelines for processing the Housing Benefits.

PROGRAM GOAL, OBJECTIVES, OUTCOMES, MEASURES

Goal

To increase choice, stability and quality of life for households by expanding the range of housing options and improving opportunities for continued independence.



Objectives

1. Reduce Housing Need by providing vulnerable households with the Housing Benefit to make renting in the private market more affordable.
2. Provide the Housing Benefit to vulnerable households whose needs are not served by existing programs or where suitable community housing is unavailable due to specific needs or lack of availability.
3. Provide timely processing of the Housing Benefits and response to inquiries.

Outcomes

1. Greater ability for vulnerable households to maintain housing in the private market due to a reduced Shelter-to-Income Ratio (STIR).
2. Vulnerable households are provided with a housing option other than subsidized housing and have greater ability to choose which community they live in.

Measures

1. Number of new households assisted each fiscal year.
2. Number of households served in each vulnerable population.
3. Average Housing Benefit amount per household.

ELIGIBILITY

Recipients must meet the following eligibility requirements:

1. Meet one of the following residency requirements.
 - a. A Canadian citizen; or
 - b. An individual lawfully admitted into Canada for permanent residence; or
 - c. A refugee sponsored by the Government of Canada; or
 - d. An individual who has applied for refugee status; or
 - e. An individual whom private sponsorship has broken down.
2. Live in an eligible residence in British Columbia.
3. Have a total gross household income below the established limits.
4. Pay more than 30 percent of gross monthly income toward the rent for their residence.
5. Have filed a Canadian Income Tax Return for the most recent tax year.
6. Not eligible for the RAP or SAFER program.
7. Fall within the list of vulnerable groups which may include:
 - People experiencing or at risk of homelessness;
 - Women and children experiencing or at risk of domestic violence;
 - Indigenous peoples;
 - People with disabilities;
 - People dealing with mental health and addiction issues;
 - Veterans;
 - Racialized communities;
 - Youth leaving care;
 - Large families requiring 4 or more bedrooms;
 - Households requiring wheelchair modified/accessibile accommodation;
 - Other households on the waitlist for subsidized housing whose Housing Need cannot be met by the existing stock, as identified by BC Housing.

KEY PROGRAM ELEMENTS

Direct Household Support

The Housing Benefit is provided directly to households in Housing Need and is not tied to a unit or project.

The community partner will enter into a CBCHB Agreement with BC Housing as the Provider who will pay the Housing Benefit directly to the Recipient. The Housing Benefit cannot be used to subsidize the Provider's own units. Some Housing Benefits will be directly managed by BC Housing. In both cases, the Recipient can provide consent to have the Housing Benefit paid to the landlord directly, with the ability to revoke the consent at any time.

Portability

The Housing Benefit will be portable within British Columbia, giving Recipients the choice and greater flexibility to re-locate, subject to BC Housing approval.

Benefit Calculation

The Housing Benefit pays the difference between 30% of gross household income (subject to a minimum contribution) and the Adjusted Rent. The calculation takes into account household composition, income, rent, and location, and is subject to a minimum and maximum Housing Benefit.

Agreements

The community partner will enter into a CBCHB Agreement with BC Housing for the administration of the Housing Benefits to Recipients.

The Recipient will enter into a 12-month Benefit Recipient Agreement with the Provider, subject to continued funding from BC Housing/CMHC.

In order to continue receiving a Housing Benefit after the 12-month term, a Re-Application is required to confirm eligibility. Households who become eligible for the RAP or SAFER program will be directed to apply to those programs and the Housing Benefit is reallocated.

ROLES AND RESPONSIBILITIES

BC Housing

BC Housing is responsible for:

1. Implementation of the program, including issuing Requests for Proposals for Providers.
2. Providing funds to Providers and direct delivery to households where applicable.
3. Providing clear program guidelines to Providers and responding to program inquiries.
4. Data collection and analysis.
5. Budget forecasting and monitoring.
6. Audit of Recipient files.

Providers

Providers are responsible for delivering the Housing Benefits in accordance with the CBCHB Agreement. Their role includes:

1. Identifying and selecting eligible Applicants to support efficient allocation of available funds.
2. Providing clear guidelines and expectations to Applicants and Recipients.
3. Managing and processing Applications and Re-Applications in a timely manner, including calculating the Housing Benefit.
4. Notifying Recipients of any changes to their Housing Benefit.
5. Coordinating with BC Housing to ensure smooth transitions between the CBCHB program and other programs offered.

Applicants and Recipients

Applicants and Recipients are responsible for:

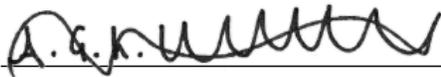
1. Locating rental accommodation and paying the full market rent on a monthly basis.
2. Submitting a complete CBCHB Application and supporting documentation required to assess eligibility.
3. Submitting an annual Re-Application and supporting documentation.
4. Advising the Provider when changes occur that may impact eligibility and/or the Housing Benefit amount such as address or rent.

MONITORING AND REPORTING

BC Housing is responsible for monitoring the effectiveness of the CBCHB program and reporting on a number of outputs that directly relate to services provided as agreed with CMHC. BC Housing regularly reports to the federal and provincial governments and the public on the program.

SIGN-OFF

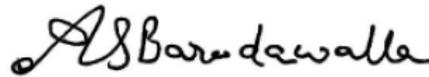
The Program Framework requires final sign-off by BC Housing's Vice-Presidents of Operations and Corporate Services.



Angela Cooke

Vice President, Operations

BC Housing



Abbas Barodawalla

Vice President, Corporate Services & Chief
Financial Officer

BC Housing

GLOSSARY OF TERMS

Adjusted Rent – The amount used to calculate the Housing Benefit, and is the lesser of the actual rent paid (plus the heat allowance where applicable) or the rent ceiling, based on household size and location in the province, as established by BC Housing from time to time.

Applicant – The individual or household applying for the Housing Benefit, prior to Application approval and receipt of the Housing Benefit.

Application – The Application for Housing Benefit made by an Applicant who is not currently receiving the Housing Benefit.

Housing Benefit – A monthly non-taxable payment issued to Recipients to reduce Housing Need.

Housing Need – Households who are unable to rent affordable, suitable, adequate housing without paying more than 30 per cent of their income are in Housing Need.

Provider – The non-profit community partner administering the Housing Benefits to Recipients. BC Housing can also be the Provider for directly managed Housing Benefits.

Re-Application – An annual application made by a Recipient in order to reassess eligibility to continue to receive a Housing Benefit for another twelve (12) months.

Recipient – An eligible individual who receives a Housing Benefit.