

Emergency Subsidy Policy

Purpose of the policy

To set out members' rights and responsibilities for receiving *Emergency Housing Charge Assistance, and to establish a framework for:

- managing and allocating the Pacific Park Place Co-op subsidy surplus account in a fair and consistent way
- managing and allocating the Pacific Park Place Co-op subsidy surplus account and its impact on the economic viability of the Co-op, and
- planning for changes in subsidy and housing charges in response to household changes.

*Emergency Housing Charge Assistance (EHCA) is applied only to situations that occur outside of the annual Rental Assistance (subsidy) application process at the beginning of the fiscal year.

Policy

The process for members and the Co-op

1. In the event of a change in income and the need for Emergency Housing Charge Assistance, Households must complete the Co-op's Emergency Housing Charge Assistance application form and provide the required proof of household monthly income. This form is available from the Office Coordinator.
2. The Co-op will verify household monthly income and assess housing charges.
3. The Co-op may ask for further proof of income as required.
4. The Office Coordinator will:
 - verify that applicant(s) qualify for assistance
 - calculate the amount required
 - verify the availability of funds in the subsidy surplus account
 - notify the applicant of the assessed housing charge, and
 - report monthly on status of subsidy surplus account to Board.
5. The Co-op may stop providing housing charge assistance to a household for any or all of the following reasons:
 - an increase in income disqualifies the household
 - failure to report increases in household income
 - wilful falsification of the housing charge assistance application form or proof of income, and
 - failure to abide by the Emergency housing charge assistance policy.
6. Any member denied assistance or disputing the amount of assistance granted may appeal the decision to the Board. The decision of the Board is final.

Planning and managing Emergency Housing Charge Assistance (EHCA)

7. The Co-op will monitor the subsidy surplus account status reports monthly. The Office Coordinator will make recommendations to the Board about the amount of funds available in the subsidy surplus account to be considered sufficient.
8. If there is not sufficient Emergency Housing Charge Assistance (EHCA) funds available in the subsidy surplus account available, the Co-op will consider changes to this policy to limit use of the EHCA subsidy and/or to create more funds for the EHCA subsidy surplus account. Any changes to assessed housing charges will take effect at the regular annual time.

Assessing Emergency Housing Charge Assistance (EHCA)

9. The Co-op will use a pre-determined percentage amount of gross monthly household income to calculate Emergency Housing Charge Assistance (EHCA). The percentage is reviewed during our annual budget planning process.
10. If there is not sufficient funds in the EHCA subsidy surplus account, this percentage may be changed with the approval of the General Membership, on recommendation by the Board.

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Procedures needed to carry out this policy

1. Adherence to PPP practice of collecting, using, filing, sharing and protecting personal information in compliance with PIPA and PIP policies.
2. Required proof of income (see CMHC Income Definition Handbook).
3. Co-op's income eligibility guidelines.
4. EHAC subsidy surplus account status reporting by Office Coordinator to Board, including overall monthly and cumulative use of the EHAC subsidy surplus account.
5. The Board will annually review the percentage during our annual budget planning process.