



THE AGENCY
FOR CO-OPERATIVE
HOUSING

L'AGENCE
DES COOPÉRATIVES
D'HABITATION

RENTAL ASSISTANCE PROGRAM

Action Plan Basics

To receive funding through the Rental Assistance Program (FCHI-2), CMHC is asking housing providers to help strengthen the housing sector by improving their own long-term operational practices. To accomplish this, you will create an Action Plan that helps your co-op look towards the future and prepare for it by setting goals in key areas.

The progress made on your Action Plan will help the program achieve its overall objectives of strengthening and stabilizing community housing, as well as increasing the efficiency of housing providers.

Your Action Plan is due a year after you join the Rental Assistance Program—or if your co-op qualifies for an extension, at a later date outlined by CMHC.

Here is what you need to know about creating an Action Plan.

Getting Started

Before you start to develop your plan, the Agency will invite you to complete a voluntary online self-assessment about your co-op. The results you get should help you identify key areas where you would like to strengthen your co-op's operations. We also have suggestions about steps your co-op can take to get the results you want.

The Self Assessment will ask your co-op questions about how well you are doing in four main areas, which are listed in Schedule C of your CMHC agreement:

- Governance
- Social Inclusion
- Financial Viability
- Asset Management



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You will need to set at least one goal in one of these four areas.

In addition, we have added a fifth area: Sustainability. Although not required by CMHC, this option is for our clients who want to do their part on climate change.

By the time you have answered the questions in your Self Assessment, it should be easy for your coop to set goals for the next three years in at least one of the first four areas, and in the fifth area, if you wish. Just focus on the actions that will help your co op make progress.

You may choose to break a goal down into milestones (steps) year — ideally, one per year— give yourselves a full three years to accomplish that goal. You may also adopt separate goals in different areas. Please make sure to set due dates for your milestones and goals, even if you need to change these deadlines later.

For example, a goal in the asset management section of your plan could be getting a professional building condition assessment (BCA) or updating your coop's old one. In the governance area, one possibility could be to schedule a Board Basics course with your federation. Another could be to have your entire board take the training together —including experienced directors.

Making Progress

Every year, your co-op will update your plan and share it with the Agency to mark your progress towards your goals. This update will also give you an opportunity to revise those goals or to change their due date.

What if your co-op has made improvements but failed to achieve what you had planned? A slow start, or lack of progress, will not endanger your co-op's involvement in the Rental Assistance Program. If you wish, you can use your annual update to give yourself more time to meet the goal you missed or choose a different goal that will help to strengthen your co-op, while being easier to achieve.

The Agency's online Action Plan tool is now available and is accessible via a special link along with your co-op's username and password. It consists of two parts: a voluntary self-assessment questionnaire to help you identify areas for improvement, and the action plan module itself where you can enter and submit your goals. If your co-op has any questions, you can reach out to your Rental Assistance Officer or your local federation.

For more information please contact us at agency.coop.