



THE AGENCY
FOR CO-OPERATIVE
HOUSING

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RENTAL ASSISTANCE PROGRAM

Action Plan Basics

Your Action Plan is due a year after you join the Rental Assistance Program (FCHI-2)—or if your co-op qualifies for an extension, at a later date as outlined by CMHC. Here's 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 some 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're doing in four main areas, which are listed in Schedule C of your CMHC agreement:

- Governance
- Social Inclusion
- Financial Viability
- Asset Management

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 many clients who want to do their part on climate change.

By the time you've answered the questions in your Self Assessment, it should be easy for your co-op to set some goals for the next three years in at least one of the



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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)—ideally, one per year—and give yourselves a full three years to accomplish that goal. You may also adopt several 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 co-op'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 some 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.

Once the Agency's online reporting system is ready to be launched, we will send you more information. The Agency is developing training on how best to work with the Self Assessment and Action Plan. Your federation may also be able to help—perhaps as part of a planning session with your board of directors.

For more information please contact us at agency.coop.