



ADMINISTRATION MANUAL

SUBJECT:	Information from Housing Providers for Subsidy Estimates	POLICY/PROCEDURE #: C-29
SECTION:	C- General Administration	
IMPLEMENTATION DATE:	March 2012	APPROVED BY: General Manager
REVISION DATE(S): REASON FOR CHANGE:	Implementation of Housing Services Act (effective January 1, 2012)	SIGNATURE: <i>Original Signed by Lora Beckwith, General Manager</i>
RELEVANT LEGISLATION:	Housing Services Act, 2011, s. 81	

PURPOSE

To inform all Niagara Regional Housing (NRH) staff and housing providers of the mandatory requirements, local rules and requirements related to the new Housing Services Act (HSA) and associated regulations related to information required from housing providers for subsidy estimates.

BACKGROUND

The requirement for certain budget information in the calculation of housing providers' annual operating subsidies remains unchanged from the Social Housing Reform Act (SHRA). Section 81 of the HSA requires housing providers to provide all reports, documents and information requested by the service manager, at the times requested by the service manager, and in the form required by the service manager.

POLICY

Housing providers are required to submit the following documents 90 days prior to the start of their fiscal year:

1. Number of RGI units per bedroom and estimated total revenue from the RGI units; and,
2. Estimated property taxes for the upcoming fiscal year.

PROCEDURE

Housing providers should submit this information through email to their Housing Administrator or to the Housing Programs Accountant 90 days' prior to the start of the provider's fiscal year.

SUPPORTING FORMS

N/A