

# Directive

## Directive: Application Process for IAH Rental Housing

Issue Date: June 14, 2017

Directive No.: AHDIR2017-02

Revision Date:

Revision No.:

Applicable Policy: N/A

Type: Operational

*The policies and procedures in this Directive are applicable to all affordable units funded by the Canada-Ontario Affordable Housing program.*

2049515 Ontario Inc.

Community Involvement Legacy Homes

Elgin Seniors Housing Development

Marguerita Residence Corporation Wall Street Village

United Counties of Leeds and Grenville

### BACKGROUND

The Investment in Affordable Housing (IAH) Rental Component aims to create affordable rental housing for households that are on, or eligible to be on, the social housing waitlist. IAH Housing Providers will determine applicant eligibility, maintain their own waitlist and fill units with eligible applicants. There will be no annual or further review of eligibility once a household has been determined as eligible to reside in an IAH funded unit.

### PURPOSE

To outline the process to determine eligibility for IAH rental housing.

### ACTION TO BE TAKEN

#### Procedure:

##### Determine Initial Eligibility

##### IAH Rental Housing Service Provider

1. All applicants must complete a standard application form that collects criteria needed to determine eligibility for IAH rental housing. Criteria are outlined in the **Eligibility Checklist for IAH Rental Housing (Appendix A)**.
2. Ensure that the following documents are enclosed with the application:

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**ACTION TO BE TAKEN**

- Birth certificate, citizenship certificate, or verification of Landed Immigrant or Refugee status for each household member; and
  - Notice of Assessment for the most recent tax filing year and/or verification of current income for each adult member of the household.
3. Determine if the Applicant meets initial eligibility criteria by completing the **Eligibility Checklist for IAH Rental Housing (Appendix A)**.

**Eligible Applications**

**IAH Rental Housing Service Provider**

**Social Housing Registry**

**IAH Rental Housing Service Provider**

1. Forward the names, dates of birth, and SIN numbers of applicants to the SHR@uclg.on.ca email account.
2. Search the Provincial Arrears database to determine if any members of the household owes arrears or has been convicted of misrepresentation.
3. Complete and forward the print-out from the Provincial Arrears database to the Housing Provider within five business days of receiving the applicant information.
4. Where arrears are owed, refer the Applicant to the UCLG to make a repayment agreement.  
**Note: the Applicant will not be housed until arrears have been confirmed by the UCLG as repaid in full.**
5. Complete the remaining items on the Eligibility Checklist for IAH Rental Housing Assistance.
6. Notify the applicant within five business days upon confirmation that the applicant meets all eligibility criteria, including not having any arrears.

**Ineligible Applicants**

**IAH Rental Housing Service Provider**

Where the Applicant has been determined as ineligible due to owing social housing arrears or has been convicted of an offence for misrepresentation, send the **Notice - IAH Rental Housing Ineligible (Appendix B)** to the applicant within five business days. Ensure that information to request a review of the decision to the UCLG is attached to the letter.

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**ACTION TO BE TAKEN**

**Appendices**

Appendix A Eligibility Checklist for IAH Rental Housing

Appendix B Notice - IAH Rental Housing Ineligible

**REFERENCES**

Investment in Affordable Housing for Ontario (IAH) (2014 Extension) Program Guidelines  
O. Reg. 367/11 s. 24 (1) (a) and (b), s. 25, s. 26, s. 36

**If you have any questions, please contact the following:**

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Date