

# Directive

## Directive: Application Process for Affordable Rental Housing

<b>Issue Date:</b>	June 14, 2017	<b>Directive No.:</b>	AHDIR2020-01
<b>Revision Date:</b>	June 22, 2020	<b>Revision No.:</b>	2

**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.*

- |                                                                                                                                                                                                                 |                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Elgin Seniors Housing Development<br><br><input type="checkbox"/> United Counties of Leeds and Grenville<br><br><input checked="" type="checkbox"/> Community Involvement Legacy Homes | <input type="checkbox"/> 2049515 Ontario Inc.<br><br><input checked="" type="checkbox"/> Community Involvement North Grenville<br><br><input type="checkbox"/> Marguerita Residence Corp. Wall Street Village |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### BACKGROUND

The Investment in Affordable Housing (IAH) and Social Infrastructure Fund (SIF) Rental Component aims to create affordable rental housing for households that are on, or eligible to be on, the social housing waitlist. IAH/SIF Housing Providers indicated will determine applicant eligibility, maintain their own waitlist, and fill units with eligible applicants according to the following processes.

### PURPOSE

The purpose of this Directive is to outline the process to determine applicant eligibility, and fill a unit in IAH/SIF rental housing.

### ACTION TO BE TAKEN

#### Procedure:

<b>Determine Initial Eligibility</b>	
<b>IAH/SIF Rental Housing Service Provider</b>	<ol style="list-style-type: none"> <li>1. All applicants must complete a standard application form that collects criteria needed to determine eligibility for IAH/SIF rental housing. Criteria that must be contained within the application form are outlined in the <b>Eligibility Checklist for IAH/SIF Rental Housing Assistance (Appendix A)</b>.</li> </ol>

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#### ACTION TO BE TAKEN

	<ol style="list-style-type: none"> <li>2. Ensure that the following documents are enclosed with the application: <ul style="list-style-type: none"> <li>• Birth certificate, citizenship certificate, or verification of Landed Immigrant or Refugee status for each household member; and</li> <li>• Notice of Assessment for the most recent tax filing year for each adult member of the household.</li> </ul> </li> <li>3. Determine if the Applicant meets initial eligibility criteria by completing the <b>Eligibility Checklist for IAH/SIF Rental Housing Assistance (Appendix A)</b>.</li> </ol>
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Eligible Applications	
<b>IAH/SIF Rental Housing Service Provider</b>	<ol style="list-style-type: none"> <li>1. Forward a copy of the <b>ONE</b> page in the completed application form that shows the names, dates of birth, and SIN numbers of applicants to the <a href="mailto:SHR@uclg.on.ca">SHR@uclg.on.ca</a> email account. Do not forward the entire application.</li> </ol>
<b>Social Housing Registry</b>	<ol style="list-style-type: none"> <li>2. Search the Provincial Arrears database to determine if any members of the household owes arrears or has been convicted of misrepresentation.</li> <li>3. Complete and forward the print-out from the Provincial Arrears database to the Housing Provider within 5 business days of receiving the applicant information.</li> </ol>
<b>IAH/SIF Rental Housing Service Provider</b>	<ol style="list-style-type: none"> <li>4. Where arrears are owed, refer the Applicant to Leeds Grenville to make a repayment agreement. <b>Note: the Applicant will not be housed until arrears have been confirmed by Leeds Grenville as repaid in full.</b></li> <li>5. Complete the remaining items on the Eligibility Checklist for IAH/SIF Rental Housing Assistance.</li> <li>6. Notify the applicant within five business days upon confirmation that the applicant meets all eligibility criteria, including not having any arrears.</li> </ol>

Ineligible Applicants	
<b>IAH/SIF Rental Housing Service Provider</b>	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 <b>Notice – IAH/SIF Rental Housing Ineligible (Appendix C)</b> to the applicant within five business days.

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### ACTION TO BE TAKEN

	Ensure that information to request a review of the decision to Leeds Grenville is attached to the letter.
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### Appendices

Appendix A.... Eligibility Checklist for IAH/SIF Rental Housing

Appendix B..... Notice – IAH/SIF Rental Housing Ineligible

### REFERENCES

Investment in Affordable Housing for Ontario (IAH) (2014 Extension) Program Guidelines

Social Infrastructure Fund 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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**Chris Morrison, Manager  
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June 23, 2020

**Date**