

Directive

Directive: Application for Subsidized Housing and Wait-List Administration

Revision Date:	February 6, 2020	Directive No.:	2020-01
Issue Date:	June 29, 2009	Replaces No.:	2014-10

Applicable Policy: Application for Subsidized Housing

Type: Legislative/Operational

The policies and procedures in this Directive are to be implemented by Housing Providers/Cooperatives funded by the Municipality under the following programs.

- Provincial Non-Profit Housing Providers**
- | | |
|---|--|
| <input checked="" type="checkbox"/> Gananoque Family Housing | <input checked="" type="checkbox"/> Gananoque Housing Inc. |
| <input checked="" type="checkbox"/> Legion Village 96 Seniors Residence | <input checked="" type="checkbox"/> Twp. of Bastard & South Burgess Housing Corp. |
| <input checked="" type="checkbox"/> Brockville Municipal Non-Profit Housing Corp. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Pineview |
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- Federal Non-Profit Housing Providers**
- | | |
|--|--|
| <input checked="" type="checkbox"/> Athens & District Non-Profit Housing Providers | <input checked="" type="checkbox"/> Marguerita Residence Corp. |
| <input checked="" type="checkbox"/> Gananoque Housing Inc. | <input checked="" type="checkbox"/> South Crosby Non-Profit Housing Corp. – Rideau Lakes |
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- Federal/Provincial Cooperative Housing**
- Shepherds Green Cooperative Homes Inc.
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- Housing Providers**
- Housing Department
 - Marguerita Residence Corp. (RGI Service Agreement)
 - Rent Supplement Program, including Providers with expired Federal Operating Agreement

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BACKGROUND

The *Housing Services Act*, 2011 requires that a standardized application be used to determine eligibility for rent-gear-to-income (RGI) assistance. The United Counties of Leeds and Grenville, Social Housing Registry (SHR) determines eligibility for RGI assistance, and manages the centralized waiting list for all social housing in Leeds Grenville, with the exception of transferred housing programs not subject to Part V of the Act (Rent-Gear-to-Income Assistance and Special Needs Housing). The following non-profit housing providers are not subject to Part V of the Act, and have elected to manage their own RGI waiting lists:

- i. Athens and District Non-Profit Housing Corporation
- ii. Gananoque Housing Inc. (federal waiting list for seniors 60+ managed by provider; provincial waiting list for 65+ managed by the SHR)
- iii. Marguerita Residence Corporation (Marguerita/Maryanna)

PURPOSE

The Application for Subsidized Housing has been developed and is the form authorized by the service manager for the purpose of the *Housing Services Act*, 2011 s. 44 (4) to determine eligibility for rent-gear-to-income assistance and affordable housing.

ACTION TO BE TAKEN

1. Once a month the SHR will forward a general waitlist to each housing provider specific to the provider's portfolio. This general wait list is for informational purposes only and is not to be used to offer a unit. This waitlist is alphabetized with the waitlist rank removed. Units are offered to households from a current filtered wait list only. The purpose of this this is for the housing provider to review, and determine if it will refuse to offer a unit to a household for the reasons allowable under the *Housing Services Act*, 2011, and outlined in the enclosed Application for Subsidized Housing and Wait List Administration policy. The housing provider will send a **Notice - Refusal to Offer a Unit** and copy the SHR and the household will be removed from all wait lists for properties specific to the provider.
2. Each housing provider is responsible to submit a **Notice of Vacancy** within three to four business days of receiving a notice of termination, or terminating a tenancy for a rent-gear-to-income unit.
3. The SHR will forward a filtered wait list to the provider within two business days of receipt of the Notice of Vacancy. Changes to the waitlist are made daily; this filtered wait list is the most current and includes any new Special Priority Placement (SPP) applicants.
4. The rent-gear-to-income unit shall be tentatively offered chronologically by priority and ranking date.
5. Applicants must be re-determined eligible for RGI assistance and arrears owing to any social housing provider in Ontario must be paid in full, before the unit can be officially offered to the applicant.

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ACTION TO BE TAKEN

6. Note the outcome for each applicant on the Notice of Placement/Refusal form and submit to the Social Housing Registry. Social Housing Registry staff will update applicant status in Rent Cafe as required, and follow-up with any applicants that the provider was unable to contact.
7. Applicants will no longer be eligible if they refuse an offer of accommodation.
8. Applicants refusing an offer due to extenuating circumstances, may be given an opportunity to request Pending (on hold) status **once** if they are unable to accept any offers for a specified period of time.
9. Applicants may re-apply for rent-geared-to-income assistance at any time, if they have refused an offer of accommodation, or if their application was cancelled for failure to update information. The date of re-application will determine the households ranking date on the centralized waiting list.
10. Applicants convicted of misrepresenting their income for the purposes of rent-geared-to-income assistance may only apply two years **after** the conviction.

REFERENCE

- Application for Subsidized Housing Policy HDPOL16
- Application for Subsidized Housing (form)
- Notice of Vacancy (form)
- Notice of Placement/Refusal (form)
- Refusal to Offer a Unit (letter template)

LEGISLATION

- Personal Information Protection and Electronic Documents Act, 2000***
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c.M. 56***
- Freedom of Information and Protection of Privacy Act, R.R.R. 1990, c.F.31***
- Housing Services Act, 2011 s. 42, 43, 44, 45, 46, 47, 48, 49, 53, 55, and 56***
- O. Reg. 367/11, Sections 24, 25, 26, 27, 28, 29, 31, 34, 36, 39, 43, 44, 46, 47, 48, 50***

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**Chris Morrison, Manager
Housing Department**



Date