

Victoria-Shuter Non-Profit Housing Corporation

POLICY NAME	Market Households Requesting RGI Subsidy
POLICY NUMBER	2012 - 102
DATE	December 2012
DATE REVIEWED OR REVISED	March 2015
REFERENCES	<p><i>Housing Services Act Reg. 367, s.48</i></p> <p><i>City of Toronto Guideline 2015-2</i></p> <p><i>RGI Administration Manual - Chapter 8 - Local Rules - Market Rent Households Applying for RGI Assistance</i></p> <p><i>Market Household Requesting RGI Assistance - Information & Approval Form</i></p>
SEE ALSO	<p><i>Human Rights Code Policy 2012-001</i></p>

Victoria-Shuter Non-Profit Housing Corporation

POLICY STATEMENT

It is the policy of the non-profit, with the approval of the service manager, to select a household that already occupies a unit in a designated housing project, as a household to receive rent-geared-to income assistance.

The *Housing Service Act (HSA)*, regulation 367, s.48 states:

"A service manager's system for selecting households must include rules that provide for the following:

1. The housing provider may, with the approval of the service manager, select a household that already occupies a unit in a designated housing project as a household to receive rent-geared-to-income assistance.
2. A selection under paragraph 1 shall be made, in accordance with the service manager's determination of priority under section 48 of the Act, from among the households that are on the centralized waiting list required under section 46 and that already occupy units in the housing project."

There is no change in targeting plans under the HSA. A housing provider may offer RGI assistance to an applicant household provided that the housing provider has not reached their maximum target/allocation for RGI/rent supplement units.

PURPOSE AND SCOPE

PURPOSE:

The purpose of this policy is to:

- allow the non-profit's long term market tenants to receive an RGI subsidy;
- balance the needs of the non-profit's market tenants with the needs of people hoping to move into the non-profit for the first time; and
- recognize the non-profit's limited financial and human resources

SCOPE:

This policy applies to all non-profit staff responsible for monitoring and facilitating the allocation of rent-geared-to-income subsidy within the portfolio and to all market tenants.

DEFINITIONS AND CLARIFICATION

Code-related

A matter related to the non-profit's obligations under the *Human Rights Code, 1990*.

Designated Staff

The staff person(s) or department who has been designated to complete a particular action or requirement.

Good standing

A household that:

- has not been given an eviction notice;
- does not owe arrears or any other money to the non-profit (unless financial hardship has made this household a “priority move”);
- has paid its rent on time for the last six months;
- has no history of damage to the unit, disturbing neighbours or harassing staff.

Overhoused household

An RGI household living in a unit which is larger than the largest unit for which they qualify under occupancy standards set by the service manager (or the standards set out in Ontario Regulation 298/01*).

RGI

The tenant's rent-geared-to-income subsidy.

HSA

Housing Services Act, 2011

The Non-Profit

The organization whose board of directors has approved this policy.

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PROCEDURE

1. APPLICATION TO THE CENTRALIZED WAITING LIST

Market rent households must apply to the centralized waiting list (Housing Connection's). This new rule does not affect the City's local access priorities. Under the local access priorities, a market rent household's application for RGI assistance is backdated to the date they originally applied to live with their current housing provider or, if there was no waiting list of market rent applicants and the date they applied is not known, the date they first signed a lease.

2. MARKET RENT HOUSEHOLD NOT ELIGIBLE FOR A BACKDATED APPLICATION

Not all market rent households will qualify to have their application backdated. The *Provider Authorized Application form* will not be submitted to Housing Connections if the household lost their RGI assistance because of a breach of the Housing Services Act regulations or Local Rules. Refer to *RGI Administration Manual - Chapter 8: Local Rules - Market Rent Households Applying for RGI Assistance, page 27*.

3. ELIGIBILITY FOR RGI SUBSIDY ALLOCATION TO MARKET RENT HOUSEHOLD

Housing providers may allocate RGI assistance to a market rent household who is not the highest ranked household on the housing provider's subsidiary waiting list if **all** the following apply:

- a. The household is requesting RGI assistance in the unit in which they live; and
- b. The household has lived in a building owned by the housing provider for **five (5)** or more consecutive years; and
- c. the household has applied to the centralized waiting (Housing Connection's) list and has been notified that they are eligible; and
- d. the household is the highest ranked household on the Housing Connection's ***Applicant Using Your Address Report (AUYA)***; and
- e. the household qualifies for the unit size they currently occupy under the local occupancy standards; and
- f. the household is in good standing with their housing provider (no arrears and/or damage) [Exception: the household is eligible if they have a repayment agreement in good standing]; and
- g. the housing provider allocated the previous RGI subsidy to the highest ranked household on their subsidiary waiting list; and
- h. the housing provider has submitted to its Social Housing Consultant a correctly completed *Market Household Requesting RGI Subsidy Information and Approval Form* and the relevant **AUYA**; and
- i. the housing provider has received written consent for the allocation from their Social Housing Consultant.

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POLICY NUMBER 2012-102

In compliance with the *Housing Service Act (HSA)*, *regulation 367, s.48* and City of Toronto, *Local Rule: “Market Rent Household in Social Housing Applying for RGI Assistance”*, Victoria-Shuter Non-Profit Housing Corporation will allocate every second (2nd) available RGI subsidy to a qualified market applicant household resident in Victoria-Shuter Non-Profit Housing Corporation with the consent of the Service Manager (City of Toronto).

Policy 2012-102 of Victoria-Shuter Non-Profit Housing Corporation passed by the Board of Directors at a duly constituted meeting held on December 11, 2012.

Revisions were passed by the Board of Directors at a duly constituted meeting held on March 10th 2015.