

Community Housing Notification

Policies & Procedures No. 23-03
December 1, 2023
(Revokes Social Housing Notification 16-02)

The Requirements, Recommendations and Guidelines in this communiqué are to be implemented by the community housing providers administered under the legislated programs/Operating Agreement identified below:

- ✓ Providers under Housing Services Act, 2011
- Providers under a Federal Operating Agreement
- ✓ Requirement
- Guidelines
- Information Only

Subject

Ranking Existing Market Rent Households applying for Rent-Geared-to-Income (RGI) Assistance - Economic Hardship (in-situ)

Legislative Reference: O. Regulation 367/11 s. 48

Purpose/Overview

To establish rules for the Service Manager's system for selecting households that allows a community housing provider, with the approval of the Service Manager, to provide or reinstate RGI assistance to a market rent household that already occupies a unit in the community housing provider's project; who is experiencing economic hardship; and/or has lost RGI assistance due to failure to provide documentation required by the community housing provider.

Background

The City of Greater Sudbury has approved the existing policy that permits existing market rent households living in community housing, who experience economic hardship, to be given their original date of application for ranking purposes on the centralized wait list.

All market rent households seeking RGI assistance must be screened for eligibility by the City of Greater Sudbury Housing Registry. Community housing providers frequently receive requests from existing market rent households for RGI assistance due to one of the following reasons:

- a) A significant decrease in the household income (i.e., change or loss of employment, a household member moved out or passed away).
- b) Community housing provider has significantly increased the market rent for the unit the household occupies.
- c) Loss of RGI assistance for failure to provide documentation/information required by the community housing provider.

The local rule will provide some relief to these households who could otherwise be faced with economic hardship or eviction. The intent of the policy is to provide an advantage to these households by assigning their original date of application on the centralized wait list.

Local Rule

Market Rent Households

In order to qualify to receive the original date of application as a ranking date on the Housing Registry centralized wait list, market rent households are required to complete and submit an application to the Housing Registry. In addition to the application, the market rent household must submit the *Request for Rent-Geared-to-Income (RGI) Assistance in Current Unit* form (Appendix A), Canadian citizenship for all household members and verification of income and assets for all household members sixteen (16) years of age and older. The application will be reviewed to ensure the household meets the eligibility requirements for RGI assistance.

A market rent household who experiences a significant decrease in income is also required to submit verification of the income **before** the change occurred. If the decrease in income is due to the death of a household member, verification of the death is required.

A market rent household who ceases to qualify for RGI assistance, must also submit a copy of the community housing provider's Notice of Decision letter.

Once eligibility for economic hardship and RGI assistance is established, the in-situ market household will be added to the subsidiary wait list of **only** their current community housing provider with their original date of application. This approach would offer long term households an advantage over new applicants on the wait list. It would not necessarily give the in-situ market rent household priority in receiving RGI assistance.

If the in-situ market rent household seeking reinstatement of RGI assistance has any outstanding arrears with any other community housing provider in Ontario, their application cannot be added to the Housing Registry centralized wait list until such time as: 1) the arrears are cleared, or 2) they can demonstrate to the City of Greater Sudbury Housing Registry that they have entered into an acceptable repayment agreement, and are committed to making the payments in a timely fashion in accordance with the *Ineligibility for Rent-Geared-to-Income Subsidy Due to Arrears* Community Housing Notification.

Transfer to Another Community Housing Provider

In-situ market rent households who wish to transfer from one community housing provider to another are considered new applicants and do not get the benefit of backdating their application to their original date of application.

Sequence for Offer of RGI Assistance

The Housing Registry determines the market rent household's eligibility. If eligible, the in-situ market rent household is placed on the centralized wait list for their current unit size, and current housing project with their original date of application.

The community housing provider would proceed with the request for income and assets declaration and verification. RGI assistance will be offered once the community housing provider has completed a review of all documentation, completed income and assets verification, and has reviewed the following scenarios to determine which one is applicable.

The scenarios are as follows:

1. Community Housing Provider is below RGI Target:

a. In-situ market rent household is at the top of the centralized wait list:

Where a community housing provider is below their RGI target, and the in-situ market rent household is at the top of the centralized wait list for RGI assistance, the qualified in-situ market household may be offered RGI assistance.

b. In-situ market rent household is not at the top of the centralized wait list:

Where a community housing provider is below their RGI target, and the in-situ market rent household is not at the top of the centralized wait list for RGI assistance, the community housing provider would have to submit a *Request to Offer RGI Assistance Out of Chronological Order* form (Appendix B) to the Program Administrator. Should the request be approved, the community housing provider would be notified, and RGI assistance would be offered. Requests would be considered on a case-by-case basis.

2. Community Housing Provider is on RGI Target:

a. In-situ market rent household is at the top of the centralized wait list:

Where a community housing provider is on RGI target, and the in-situ market rent household is at the top of the centralized wait list, the in-situ market rent household can only be offered RGI assistance when an RGI vacancy occurs.

b. In-situ market rent household is not at the top of the centralized wait list:

Where a community housing provider is on RGI target, and the in-situ market rent household is not at the top of the centralized wait list, the in-situ market rent household is not eligible for RGI assistance until such time as their name moves to the top of the centralized wait list, and an RGI vacancy occurs.

However, in Option 2 a. and b., the community housing provider may complete a *Request to Deviate from Approved Target Plan* form (Appendix C) and submit it to the Program Administrator. The form must be signed by the Board of Directors and accompanied with a motion passed by the Board of Directors to deviate from the approved RGI target plan.

Additionally, in Option 2 b., the community housing provider will complete a *Request to Offer RGI Assistance Out of Chronological Order* form and submit it to the Program Administrator.

The Program Administrator will review the request(s) received and advise the community housing provider of the outcome of the request(s). RGI assistance can be offered to the in-situ market rent household if approval is received from the Service Manager. The next vacancy at the housing project must be filled with a market rent household for the community housing provider to return to target. Requests would be considered on a case-by-case basis.

Please note there is no retroactive reinstatement of RGI assistance.

Occupancy Standards – Overhoused:

If the in-situ market rent household is identified as being overhoused, the community housing provider would advise them that in order to be eligible to receive RGI assistance, they must agree to move to the appropriately sized unit according to the approved occupancy standards.

The community housing provider would follow the policy for overhoused households and either add the household to the internal transfer list at the time the RGI assistance is offered or refer the household to the Housing Registry's centralized wait list.

Should you have any questions, please contact your Program Administrator.



Cindi Briscoe
Manager, Housing Services

Appendix A – Request for Rent-Geared-to-Income (RGI) Assistance in Current Unit

Appendix B – Request to Offer RGI Assistance Out of Chronological Order

Appendix C – Request to Deviate from Approved Target Plan

(Disponible en français)

Appendix A

Request for Rent-Geared-to-Income (RGI) Assistance in Current Unit

Name: _____

Address: _____

I/we have been paying market rent since: _____

I/we are requesting RGI assistance in my/our current unit because:

☐ Household income has significantly decreased due to: *(Please provide documentation verifying your income **before and after** the changed occurred.)*

- ☐ change in employment (decreased in hours and/or pay, new employment, etc.)
- ☐ loss of employment and now receiving a different source of income (EI, WSIB, OW, etc.)
- ☐ a household member moved out of the unit
- ☐ a household member is deceased *(please provide verification of the death)*
- ☐ other *(please provide details):*

☐ Market rent has significantly increased, and no longer able to afford the new rent as it now exceeds 30% of the household gross monthly income.

☐ Household has lost its RGI assistance for failure to provide documentation/information, as required by the community housing provider, on time *(please attach a copy of the Notice of Decision letter).*

Signature

Date

Signature

Date

Signature

Date

Ranking Existing Market Rent Households applying for RGI Assistance - Economic Hardship (in-situ)

A market rent household currently living in community housing who experiences economic hardship may qualify for RGI assistance and be given their original date of application for ranking purposes on the centralized wait list. Economic hardship can be due to a significant decrease in the household income (i.e., change or loss of employment, a household member moved out or passed away), a significant increase in the market rent for the unit the household occupies, or loss of RGI assistance for failure to provide documentation/ information required by the community housing provider.

In order to qualify to receive the original date of application, the household is required to complete and submit an application to the City of Greater Sudbury Housing Registry along with this form, Canadian citizenship for all household members as well as verification of income and assets for all household members sixteen (16) years of age and older. The application will be reviewed to ensure the household meets the eligibility requirements for RGI assistance.

A household who experiences a significant decrease in income is also required to submit verification of the income **before** the change occurred. If the decrease in income is due to the death of a household member, verification of the death is required.

A household who lost RGI assistance for failure to provide documentation/information required by the community housing provider must also submit a copy of the community housing provider's Notice of Decision letter.

Once eligibility for RGI assistance is established, the in-situ market rent household will be added to the subsidiary wait list for their current community housing provider only with their original date of application. This approach offers long term households an advantage over new applicants on the wait list. It would not necessarily give the in-situ market rent household priority in receiving RGI assistance.

Please be advised that RGI assistance is not retroactive.

Transfer to Another Community Housing Provider

In-situ market rent households who wish to transfer from one community housing provider to another are considered new applicants and do not get the benefit of backdating their application to their original date of application.

Arrears

If the in-situ market rent household seeking reinstatement of RGI assistance has any outstanding arrears with any other community housing provider in Ontario, their application cannot be added to the Housing Registry centralized wait list until such time as: 1) the arrears are cleared, or 2) they can demonstrate to the City of Greater Sudbury Housing Registry that they have entered into an acceptable repayment agreement, and are committed to making the payments in a timely fashion.

Appendix B**REQUEST TO OFFER RGI ASSISTANCE OUT OF CHRONOLOGICAL ORDER**

*This form is to be completed by the community housing provider when the in-situ market rent household has made application to the City of Greater Sudbury Housing Registry, has been deemed eligible for RGI assistance, is active on the community housing provider's external wait list and the market rent household **is not next** on the community housing provider's RGI chronological wait list.*

Date: _____

Community Housing Provider: _____

Target: RGI: _____ Market _____

Current Unit Mix: RGI: _____ Market _____

Tenant(s)/Member(s) Name: _____

Address: _____

Move-in Date: _____

Original Date of Application: _____

Date Household Began to Pay Market Rent: _____

Section 1 - Reason for request

- ☐ The household moved in at market rent and has experienced a significant economic change that adversely affects their ability to pay full market rent.
- ☐ The market rent for the unit the household occupies has significantly increased.
- ☐ The household ceased to be eligible for RGI assistance due to failure to provide required documentation/information.
- ☐ Other (provide details in comments).

Comments:

Section 2 - Application for RGI assistance reinstatement

Has the household made application with the Housing Registry for RGI assistance reinstatement?

- ☐ Yes
☐ No

If yes, what is the application date? _____

Is the application active on the centralized wait list?

- ☐ Yes
☐ No

Section 3 - Occupancy Standards:

Would the household be considered overhoused in the current unit?

- ☐ Yes
☐ No

If yes, is the household aware they will be required to move to a smaller unit in order to continue to receive RGI assistance?

- ☐ Yes
☐ No

COMMUNITY HOUSING PROVIDER RECOMMENDATION:

O. Reg. 367/11 Section 48 permits community housing providers to change a market rent household to RGI where the provider is under its RGI target and the Service Manager agrees.

Motion: *(This motion must appear in the Board Minutes where the Board discussed this decision.)*

BE IT RESOLVED THAT the Board of Directors of _____
(Insert Community Housing Provider Legal Name)

support the reinstatement of RGI assistance/offer RGI assistance out of chronological order effective

_____ for _____
(Insert date household would begin to pay RGI) *(Insert Tenant(s)/Member(s) Name)*

Signed on behalf of Board: _____ **Date:** _____
(Signing Officer)

Signed on behalf of Board: _____ **Date:** _____
(Signing Officer)

PROGRAM ADMINISTRATOR REVIEW AND RECOMMENDATION

- ☐ Target / Current Mix verified
- ☐ Confirm in-situ market rent household is on wait list
- ☐ Confirm no other internal applicants ahead of this applicant on centralized wait list
- ☐ This applicant has not lost their RGI assistance previously for the same reasons identified on this form (if applicable)

Comments:

Recommended: _____ **Date:** _____

Denied: _____ **Date:** _____

MANAGER OF HOUSING SERVICES APPROVAL

Comments:

Approved: _____ **Date:** _____

Denied: _____ **Date:** _____

Appendix C

Request to Deviate from Approved Target Plan

Housing Provider: _____

Address: _____

Information on Exemption Request:

Unit #	Unit Size	Indexed Market Rent	Vacant Since	Current Market Rent	Utilities Included Yes or No

1. Number of RGI units required as per *HSA*: _____
2. Current Number of RGI Units: _____
3. Number of Proposed RGI Units (if above request is approved): _____ for the
fiscal period _____ to _____.
4. Has the provider received previous written approval to deviate from the target plan? ☐ Yes ☐ No
If yes, please indicate: Date _____ Number of Units _____
5. Do you have an RGI wait list for the above units? ☐ Yes ☐ No
If yes, please indicate how many RGI applicants on the list _____
Why the RGI applicants have not accepted the unit _____
6. Has the group contacted the Housing Registry to determine if RGI applicants who meet the housing
provider's mandate are available? ☐ Yes ☐ No
If no, please explain why: _____

Additional Comments: _____

I/WE HEREBY ACKNOWLEDGE AND CERTIFY THAT THE ABOVE INFORMATION ACCURATELY REFLECTS THE CURRENT SITUATION FOR THE ABOVE NOTED PROJECT.

Property Manager: _____

Date: _____

President: _____

Date: _____

PROGRAM ADMINISTRATOR REVIEW AND RECOMMENDATION

- ☐ Legislated target verified
- ☐ Confirmed RGI wait list with Housing Registry
- ☐ Confirm history of meeting target requirements (last five years)

Comments:

Recommended by: Program Administrator

Date: _____

Approved by: Manager of Housing Services

Date: _____