

Housing Services Division Policy	 Hamilton	Content Updated: 2017-12-21
Social Housing Administration		2018-01-15
Market to RGI (In-Situ)		
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Market to RGI – In Situ Policy

POLICY STATEMENT	The City of Hamilton as Service Manager under the <i>Housing Services Act, 2011</i> (HSA) is required to establish and administer policies and procedures for social housing within its applicable service area. The HSA allows Service Managers to create local in-situ rules as long as they are in compliance with the Special Priority rules and are consistent with the Service Manager’s priority ranking rules.
PURPOSE	<p>To identify the requirements for assessing RGI eligibility and assigning RGI assistance for in-situ market rent households who apply for RGI assistance for the unit in which they live.</p> <p>To establish a Market to RGI (In-Situ) policy that is fair and consistent for market households who reside in Social Housing Provider projects.</p>
SCOPE	This policy is applicable to Housing Providers who must adhere to the Housing Services Act, 2011 (HSA).
Access to Housing (ATH)	The point of access for applicants for rent-geared-to-income subsidized housing, and maintains the corresponding waiting lists which is also known as the centralized waiting list.
Housing Provider	A Non-Profit or Co-operative organization that provides social housing.
Market to RGI (In-situ) household	A household housed with a Housing Provider (who must adhere to the HSA) that, at first, pays market rent. The household then becomes a RGI household and stays in same unit by qualifying for RGI assistance.
Occupancy Standards	Local occupancy standards set out the maximum and minimum unit size for which an RGI tenant or co-op member is eligible, as well as some exceptions that may permit a larger unit.
Rent-Geared-to-Income Assistance (RGI)	The reduced rent/housing charge paid by a household residing in a social housing unit based on the household’s gross monthly income.
Special Priority	Refers to status on the centralized waiting list or Housing Provider internal waiting lists which is granted through an approval process by Service Managers to applicants or in-situ tenants who have experienced abuse where the abuser is someone they live with or recently separated from or someone sponsoring the abused individual as an immigrant.



TERMS & CONDITIONS

Household Requirements

When households that are paying market rent/housing charge wish to apply for RGI assistance with their **current** Housing Provider, they must meet the following criteria:

- experienced a change in their financial situation that requires them to pay more than 50% of their gross monthly household income for their market rent
- lived in a unit with their current housing provider for a minimum of 12 months before applying for RGI assistance; meet occupancy standards for their current unit;

Housing Providers, on behalf of households must submit an ATH – Market to RGI form with supporting documents (e.g. identification) to Access to Housing and meet all eligibility requirements to be on the centralized waiting list. Households requesting Market to RGI status must only select buildings with their current Housing Provider.

Households who do not meet all eligibility requirements will not qualify to be placed on the centralize waiting list or receive RGI assistance.

Application Date

Households deemed eligible by ATH and meet the Market to RGI criteria will be placed on the centralized waiting list. The Market to RGI application date will be:

- the original ATH application date – this applies to both tenants and members who moved in with RGI, **or**
- the date the household signed the original lease or occupancy agreement will be used as the Market to RGI application date if the tenant or member was never on the centralized waiting list or if the original ATH application date is unknown.




Housing Provider Requirements

Housing Providers must confirm the household meets the criteria set out in this policy and that the household is eligible for RGI assistance.

If the household is **not eligible**, the Housing Provider must notify the household in writing within seven days and advise the household of their right to request a review of the decision.

If the household **is eligible**, the Housing Provider must complete the Access to Housing (ATH) – Market to RGI form. The form is available from ATH or on the City of Hamilton’s website. The completed form and supporting documents must be submitted to Access to Housing for processing and placement on the centralized waiting list. Housing Providers must keep the original form on the tenant or member’s file.

If the Market Household...	Then, the Housing Provider will...
Meets all eligibility requirements	<ul style="list-style-type: none"> • Have the tenant or member complete the Tenant portion of the <u>Access to Housing (ATH) – Market to RGI form</u> and the Housing Provider completes the Housing Provider portion of the form • Once the <u>Access to Housing (ATH) – Market to RGI form</u> is completed by the tenant and Housing Provider, the Housing Provider will fax the form and supporting documents to ATH • ATH will send a letter to the Housing Provider and the Household to confirm Market to RGI status.
<i>Does not</i> meet all eligibility requirements	<ul style="list-style-type: none"> • Advise the household to apply directly to ATH

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Offering RGI Assistance to Eligible Households	<p>Once ATH has received and approved the complete Market to RGI form, the household is placed on the centralized waiting list with the original application date or original date of lease or occupancy agreement.</p> <p>Housing Providers must not automatically allocate a subsidy to the household. Housing Providers must follow either option A, B or C when offering RGI to eligible Market to RGI (In-Situ) households:</p> <p><u>Option A: Housing Provider is under RGI target and has no vacant units</u></p> <ol style="list-style-type: none"> 1. Follow all Housing Provider and Household requirements above. 2. Obtain written permission from the Service Manager (City of Hamilton) to switch the unit from Market to RGI. 3. Once the household has been deemed eligible for RGI assistance and Service Manager approval is received, calculate RGI assistance and notify the household of the RGI rent payable effective the first day of the following month. 4. Notify ATH of the household's 'housed' status. <p><u>Option B: Housing Provider is under RGI target and has a vacant unit(s)</u></p> <ol style="list-style-type: none"> 1. Follow all Housing Provider and Household requirements above. 2. Review the ATH wait list for the property and offer the unit in accordance with the Offers and Refusals policy 3. Offer the vacant unit(s) to applicants at the top of the waiting list following the applicable priority rules. 4. If the name at the top of the waiting list is a current tenant/member approved for Market to RGI through this policy, then the offer of RGI assistance may be made to them. 5. Once the household has been deemed eligible for RGI assistance, calculate and notify the household of the RGI rent payable effective the first day of the following month. 6. Notify ATH of the household's 'housed' status. 	




Households Not Eligible under this Policy

Option C: Housing Provider is over RGI target and has **no** vacant units

1. Follow all Housing Provider and Household requirements above.
2. Once the household has been deemed eligible for RGI assistance and Service Manager approval is received, calculate and notify the household of the RGI rent payable effective the first day of the following month.
3. Follow the Offers and Refusals Policy
4. Notify ATH of the household's 'housed' status.

The following households are **not** eligible under this policy:

- Market tenants with private market landlords are not eligible for RGI or Rent Supplement assistance through the Market to RGI policy and processes.
- Households applying for housing with *another social housing provider* must apply through ATH and will receive an application date based on the date the completed application was received.
- Households that have been set at the equivalent to market rent under the 12-month rule and the 12 months has not passed. They are entitled to receive subsidy in accordance with the RGI to Market Rent (12-month rule) Policy.
- Members of a market household who wishes to form a second household:
 - Where one or more members of the market household wishes to split from that household and create a second household, an application for RGI assistance from any member(s) of the household will be considered a new application and they must apply through ATH.

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Households who wish to apply for RGI with another Housing Provider	<p>Households may maintain a Market to RGI application with their current Housing Provider; however, if they wish to select a unit(s) with another Housing Provider(s), they must submit a new ATH application form with a Building Selection form to ATH.</p> <p>The household will maintain two dates on their ATH application:</p> <ul style="list-style-type: none"> • Market to RGI with their current provider which is the original ATH application date or the date the household signed the original lease or occupancy agreement with their current Housing Provider, and; • Date ATH received and approved the new application form with the date that application form was received to differentiate the regular application from the Market to RGI application. <p>The household will only have one actual ATH application but the building selections will have two different dates – one date for their current provider and one date for selections with other providers.</p>	
RESPONSIBILITIES	<p>Access to Housing (ATH) will assess all Market to RGI applications. ATH will notify the Housing Provider if the household is ineligible or eligible to be placed on the centralized waiting list.</p> <p>Housing Providers are responsible to calculate RGI assistance to ensure the Market to RGI (In-Situ) household is eligible for RGI. Housing Providers must also follow their RGI targeting plan and obtain written Service Manager approval to switch the unit from market to RGI. Further, Housing Providers must report the changes in unit status, market to RGI, on the monthly report to the Service Manager and the Annual Information Return form.</p>	
COMPLIANCE	<p>All Housing Providers, Access to Housing and City of Hamilton staff and all households living with a Housing Provider are subject to this policy and any related policies identified there in (e.g. <u>Occupancy Standards</u> policy). As outlined in the Terms and Conditions and Responsibilities sections, this Market to RGI (In-Situ) policy complies with the <i>Housing Services Act</i>, O. Reg. 367/11 s. 47 and s. 48.</p> <p>The Service Manager, Housing Administration Officers with the City of Hamilton, will monitor compliance with this policy through monthly reports from Housing Providers and through Operational Reviews.</p>	
Approval	<p>Author Name: Tammy Morasse, Senior Policy Analyst Manager Name: Adam Sweedland, Manager of Social Housing Director Name: Vicki Woodcox, Acting Director – Housing Services Date: 2018-01-15</p>	



Access to Housing

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ACCESS TO HOUSING (ATH) – Market to RGI Form Market Rent Tenant Requesting RGI Assistance Verification Form

A tenant or member who pays market rent/occupancy charge with a non-profit or co-operative housing provider and who wishes to receive rent-geared-to-income assistance with their current Housing Provider must apply through Access to Housing.

Once this form is completed, **Housing Providers**, on behalf of a tenant or member, must return it to ATH with all supporting documents (e.g. identification – see Document Standards policy for acceptable ID).

Housing Provider Information: to be completed by Housing Provider	
Based on the <u>Market to RGI - In Situ Policy</u> , the tenant(s) or members(s) named on this form originally moved into a market rent unit with:	
on	(name of Housing Provider)
(mm)/	/(dd) (yy)
Housing Provider Contact Name (print):	
Housing Provider Signature:	
Telephone Number:	Date:
Fax Number:	Email:

Tenant(s) or Member(s) Information: to be completed by Housing Provider

Main Tenant or Member Information

First Name:		Last Name:	
DOB (mm/dd/yyyy):		SIN:	
Address:		Unit #:	
City:		Postal Code:	
Phone:	Email (optional):		

Tenant(s) or Member(s) Information: to be completed by Housing Provider

Co-Tenant or Co-Member Information

First Name:		Last Name:	
DOB (mm/dd/yyyy):		SIN:	
Address:		Unit #:	
City:		Postal Code:	
Phone:	Email (optional):		

Dependent Information

First Name:		Last Name:	
DOB (mm/dd/yyyy):		Sex:	

Dependent Information

First Name:		Last Name:	
DOB (mm/dd/yyyy):		Sex:	

Dependent Information

First Name:		Last Name:	
DOB (mm/dd/yyyy):		Sex:	

Main Tenant or Member Signature		Date	
Co-Tenant or Co-Member Signature		Date	

FOR ATH USE ONLY

Market to RGI status granted: Yes No	
Date Housing Provider Notified:	Date Household Notified:
Staff:	