

Community Housing Directive

OCC 2020-01 Order of Household Selection

Date of Directive:	October 2020
Replaces Directive:	OCC-2018-03
Effective Date:	<input checked="" type="checkbox"/> Immediate <input checked="" type="checkbox"/> Until further notice <input type="checkbox"/> To be updated annually
Legislation:	Housing Services Act, (HSA) 2011, s.47-49
Regulation:	Ontario Regulation 367/11 s.47-49
Applies to:	<input checked="" type="checkbox"/> Housing Providers that use the Centralized Wait List <input type="checkbox"/> Housing Providers that are approved to maintain their own wait list (outside the CWL) <input checked="" type="checkbox"/> Centralized Waitlist Provider

Intent

To provide clarification to Housing Providers on the order to offer Rent-Geared-to-Income (RGI) subsidy and/or units that become vacant. Updates to the Community Housing Directive (CHD) will be communicated and posted to the City website as refinements to the system are made.

Legislative Context

System for selecting waiting households

As per the Housing Services Act (HSA), a Service Manager shall have a system for selecting households from those waiting for RGI assistance in the housing projects in the Service Manager's service area. The Service Manager determines the priority of households waiting for RGI assistance and given priority over other categories as long as the rules are made in accordance with prescribed provincial priority rules Special Priority Policy (SPP) for victims fleeing domestic violence and human trafficking).

Allowance is made for internal transfers of existing households outside of the Centralized Wait List as long as the Housing Provider gives a household in the special priority household category priority over a household that is not in this category.

The Service Manager's system for selection must also include households that already occupy a unit in a designated housing project as a household to receive RGI assistance (i.e. in situ subsidies of market rent tenants/members). This system must also allow for prioritization of SPP households that are on the Centralized Wait List and already occupy units in the housing project.

On January 1, 2020 changes to the HSA gave Service Managers the ability to determine their own processes in regards to transfers across different housing providers in the service area. Currently the City of Peterborough has chosen not to adjust this directive to include transfers across Providers. Therefore transfer processes described below only apply to applicants in the same housing provider. Any applicants who wish to transfer across Providers must add their name to the centralized waitlist. This process may be reviewed in the future and communicated to housing providers.

Policy

Individual Housing Providers will maintain their own in situ and internal transfer waiting lists including chronological dates of requests for internal transfers and subsidies. These lists will include internal market rent applicants looking for in situ RGI subsidy.

Where multiple candidates exist in the same category, the Housing Provider shall give a household in the special priority household category priority over a household that is not in this category. SPP status will be determined by Housing Access Peterborough (HAP).

Where multiple candidates exist in the same category and SPP status is not a factor, selection will be made based on the chronological date of the internal transfer application based on the Housing Provider's internal waitlist for in situ and internal transfer applications and then the Centralized Wait List (CWL) maintained by HAP.

Housing Providers will provide documentation and communication as needed with HAP in regard to refusals that need to be recorded to ensure the Centralized Wait List is updated.

Starting July 1, 2020 all households who have their names on any waitlist will have one offer of accommodation. Refusal of this offer will result in their name being removed from the waitlist. For further details see Community Housing Directive: RGI 2020-03 Number of Offers to House.

Process

When a vacancy is declared, offers of RGI subsidy and/or units will be offered in the following order:

1. Transfers of Existing RGI Residents/ Members in the following order:

- a. Special Priority Policy
- b. Over-housed households
- c. Urgent medical needs where the Housing Provider is unable to accommodate the needs identified in the current unit. Eligibility for this category is based on the unit or building being inaccessible or unsafe for the current tenant/member and must be confirmed by medical documentation. Date of application coincides with the date on the letter sent by the Housing Provider confirming that the household meets the criteria for urgent medical needs and is approved to be on the in situ and internal transfer waitlist in Category 1.
- d. Households where family members will be reunited by acceptance into a different unit.
- e. Households occupying modified or special needs units that no longer require or qualify for the unit.
- f. Underhoused individuals

Applicants who only wish to transfer within their current Provider do not need to notify Housing Access Peterborough. They are also not required to have lived in their current unit for a year and may still be eligible for an internal transfer.

Applicants must meet occupancy eligibility requirements as per the Community Housing Directive (CHD): Occupancy Standards and Special Circumstances. Application to the

Service Manager may be made in extenuating circumstances where the directive is unclear and enforcement of moving an over-housed individual may cause a safety risk.

2. In Situ Applications from market rent tenants/ members where:

- The household is eligible for RGI **and**
- The Housing Provider is below target for RGI units or has RGI subsidy available **and**
- The household meets occupancy standards as determined by CHD: Occupancy Standards and Special Circumstances **and**
- The household has lived with the current Housing Provider for at least 12 months **and**
- The household's monthly shelter costs are more than 50% of gross household income **and**
- The household has had a recent, significant and unexpected change in circumstances that has led to the application for RGI that is **likely to be permanent in nature.**

Exceptions to the criteria above represent extenuating circumstances and must be approved by the Service Manager. Application date coincides with the letter from the Housing Provider to the household acknowledging that they have met all criteria and have been accepted on the in situ and internal transfer waitlist.

3. SPP Individuals from the Centralized Wait List

4. Over-housed

5. Other internal transfers in an order established by rules maintained by local Housing Providers.

Tenants/ members in this category must have lived in their current unit for more than a year. Application date coincides with the date on the letter from the Housing Provider to the household acknowledging that they have been added to the in situ and internal transfer waitlist.

6. Centralized Wait List (CWL). Application dates for CWL applicants are determined by HAP.

All denials of offers to house will be subject to review as per Community Housing Directive: Process for Review. Denials of applications will be communicated in writing to households along with their right to appeal the decision.

Forms and Resources

The most recent version of the Urgent Medical Needs Form is located on the City of Peterborough website under Forms and Letters.

Contact

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