

Northumberland County Community Housing Directives

Housing Services Division

555 Courthouse Road

Cobourg, Ontario K9A 5J6

Subject: In-Situ Priority Status

Directive Number: 2021-14

Effective Date: Upon issuance, October 18, 2023

Intent

To establish guidelines for determining if market paying tenants/ co-op members in Northumberland County's community housing are eligible for rent-geared-to-income (RGI) assistance with their current housing provider.

Overview

Market paying tenants or co-op members of housing providers may apply for RGI assistance in their current unit. This is called an in-situ application.

The market paying tenant/co-op member may be eligible if **all** of the following apply:

- The household is eligible for RGI;
- The housing provider is below target for RGI units;
- The household meets occupancy standards;
- The household has lived with the current housing provider for at least 12 months;

- 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 household income that has led to the application for RGI.

Exceptions to the criteria above represent extenuating circumstances and must be approved by the Service Manager.

RGI Application and Eligibility

In-situ applicants must complete the "Application for Rent-Geared-to-Income Housing" form and submit it to Northumberland County Housing Services to determine RGI eligibility. If the applicant is determined eligible for RGI, the current housing provider is responsible for determining RGI amounts and in-situ eligibility.

In-Situ Applicant is Ineligible for RGI

If the in-situ applicant is ineligible for RGI, Northumberland County Housing Services will issue a written notice that the applicant is not eligible for RGI, along with their rights to appeal. Northumberland County Housing Services will contact the housing provider to advise them the applicant is not eligible for RGI and will record this information as per file management policies.

In-Situ Applicant is Eligible for RGI

If the in-situ applicant is eligible for RGI, Northumberland County Housing Services will issue a written notice that the applicant is eligible for RGI assistance and Northumberland County Housing Services will contact the housing provider to advise them of same. The housing provider will determine if they meet the criteria to grant immediate in-situ RGI. If they do, the housing provider will:

- Determine the RGI payable and notify the tenant or co-op member.

- Complete the Housing Provider Update Form and notify Northumberland County Housing Services of the in-situ application and that the tenant or co-op member has been granted RGI.

Northumberland County Housing Services will change the status of the application to “Housed”.

If the housing provider has determined the applicant is eligible for in-situ, but the housing provider is at or above target, the housing provider is required to notify Northumberland County Housing Services to seek direction on next steps.

In-Situ Applicant is Eligible for RGI but Does Not Meet Other Criteria

If the in-situ applicant is eligible for RGI but does not meet the criteria for in-situ RGI, the housing provider will notify the tenant or co-op member that they are ineligible for in-situ RGI but may remain on the centralized waitlist for RGI in a different unit. The Housing Provider must include the reasons for ineligibility and the right to request an Internal Review.

RGI Targets

Housing providers must normally be below target for RGI before offering immediate in-situ RGI to a current tenant or co-op member. Any subsidies above target must be approved by the Service Manager.

Occupancy Standards

In-situ applicants must normally be living in a unit within the allowable range of occupancy standards to be eligible for in-situ RGI.

Housing providers may grant immediate in-situ RGI to a tenant or co-op member living in a larger unit with the approval of the Service Manager. If approved, the tenant or co-op member will be required to move to a smaller unit as soon as one becomes available. The tenant or co-op member will be placed without delay on the housing provider’s internal transfer list as an “overhoused” household.

If the tenant turns down an internal transfer, they will become ineligible for RGI.

If the housing provider does not have a suitable sized unit for transfer, the tenant will be placed on the centralized wait list with an "Urgent" status.

If the tenant or co-op member refuses an offer from the centralized wait list, they will become ineligible for RGI.

Shelter Costs

In order to be eligible for in-situ RGI, the tenant or co-op member's monthly shelter costs must have increased to more than 50% of gross household income.

Shelter costs include:

- Current market rent or housing charge
- Average fuel and electricity costs
- Tenant or co-op member insurance paid for their unit
- Any other mandatory site related costs e.g. meal plans

Housing Providers may average income and costs over whatever time frame they deem reasonable and should round up to the nearest whole percentage.

Significant and Unexpected Change

In order to be eligible for in-situ RGI, a tenant or co-op member must have had a recent, significant and unexpected change in income that led to their application for in-situ RGI.

Housing providers will determine if the change could not reasonably have been expected and whether it is significant.

Repealed Rules

This directive replaces Policy 2008-09 In Situ Priority Status

Legislative Authority

O. Reg. 367/11 s. 48

If there are any questions please contact the Service Manager for Northumberland County Housing Services at 905-372-3329.