



Hastings County
Community and Human Services, Housing Services
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**Hastings County Community and Human Services
Hastings Local Housing Corporation
Administrative Policies and Procedures**

SUBJECT: In-Situ Market to RGI Policy (formerly Urgent Housing Crisis Policy)		
APPROVED BY: Hastings County Council		
POLICY #: HP / HLHC 20		
ORIGINAL ISSUED	SUPERCEDES	CURRENT VERSION
November 2001	May 2022	January 2024

PURPOSE

To establish local priorities for determining Rent-Geared-to-Income (RGI) eligibility for households currently residing with a social housing provider. These households are considered in-situ applicants.

SCOPE

This policy applies to *Housing Services Act, 2011*, Part VII Prescribed Housing Programs and the Hastings Local Housing Corporation (HLHC).

REQUIREMENT

The province has established a “special priority” category for people who are victims of domestic violence and/or human trafficking. Service Managers may establish additional local priority rules, however, the provincial priority rules prevail over local priority rules. Local priorities may be set for groups that are disadvantaged by chronological waiting lists.

RESPONSIBILITY

In addition to the provincial priority rules, a local priority for market rent tenants currently residing with a social housing provider has been established. In-situ market rent households who have experienced a substantial loss of income due to a catastrophic life event may be eligible to receive an RGI subsidy.

Examples of a catastrophic life event include, but are not limited to:

- Death of a spouse
- Loss of employment
- Injury and/or illness and unable to work
- Permanent change in household composition where one or more income earner leaves the household



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PROCEDURE

For a household to receive an RGI subsidy:

- The housing provider must have room in their RGI target
- The tenant/member must be residing in the appropriate size unit or agrees to transfer to the appropriate size unit
- Tenants/members must not be at market rent due to withdrawal of RGI subsidy for one of the following reasons:
 - Household does not provide annual RGI renewal documentation to determine ongoing eligibility for RGI assistance by the date requested by the Social Housing Provider
 - Household has misrepresented income
 - Household owes money to a Social Housing provider from a former tenancy, and does not have a repayment agreement in good standing
 - Household does not meet occupancy standard
 - All household members have been absent from the unit for greater than 90 days within a 12-month period
 - Household has unauthorized occupants
 - If, after one year on the transfer list, an over housed household requests not to be placed on the centralized waiting list
 - One refusal for over housed transfer
 - Household has assets more than prescribed limits
 - Household has failed to divest an interest in residential property
 - Household has failed to pursue income
 - Household has failed to file an income tax return under the Income Tax Act (Canada) before their RGI review
 - Household has failed to report changes to information or documents pertaining to RGI eligibility, changes to household composition or income within 30 days
 - Household does not meet a prescribed eligibility criteria (i.e., minimum age requirement, legal residency requirement)
- The tenant/member must have experienced a substantial loss of income due to a catastrophic life event

Process for determining eligibility of in-situ market rent household for an RGI subsidy:

- Non-Profit/Co-operative Housing Provider's decision to be approved by their Board of Directors
- HLHC
 - Tenants/members must make a formal request in writing to the Property Supervisor
 - Tenants/members must complete a full household income and composition review
 - Property Supervisor makes the recommendation to the Assistant Manager of Housing Operations
 - Approved by Assistant Manager Housing Operations



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- Rent Supplement Tenants
 - Tenants/members must make a formal request in writing to the Supervisor of Affordable Housing
 - Tenants/members must complete a full household income and composition review
 - Approved by Supervisor of Affordable Housing

This policy does not apply to:

- An over housed household that does not follow the process to move to an appropriately sized unit for which it qualifies under the local occupancy standards set by HLHC, regardless of whether there has been a change in the household's financial circumstances since beginning to pay market rent
- Tenants/members who have voluntarily withdrawn from RGI assistance

In these circumstances, in-situ market rent tenants will be treated the same as external applicants and are required to apply through the HLHC Registry (Centralized Waiting List System).

REFERENCES

Housing Services Act, 2011
O. Reg. 367/11