



Housing Services Division
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Community Housing Program Directives

Directive No. 8

Subject: Market to Rent-Geared-to-Income (M-RGI)

The Directions in this notice are to be implemented by the housing providers administered by the Region of Halton under the following programs.

<input checked="" type="checkbox"/>	Provincially Prescribed Non-Profit and Co-operative Housing Programs, including Public Housing
<input type="checkbox"/>	Federal Non-Profit Housing Programs
<input checked="" type="checkbox"/>	Rent Supplement
<input checked="" type="checkbox"/>	Halton Access to Community Housing (HATCH)
<input type="checkbox"/>	Other -

Effective Date:

January 1, 2021

Authority:

Housing Services Act, 2011, s. 48
O. Reg. 367/11 s. 48

Purpose:

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.

To establish a Market to RGI policy that is fair and consistent for all market households who reside in community housing.

Background:

The Housing Services Act, 2011, 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.

The following local rules have been established for the purposes of O. Reg. 367/11 s. 48 – Selection of already accommodated households.

Directions:

There are two (2) options for applying the M-RGI process which are outlined below. The eligibility criterion applies to both options.

Eligibility

When an existing market household wishes to apply for RGI with their current housing provider, they must meet the following criteria:

- The household must have lived in their current unit for a minimum of twelve (12) months before applying for RGI assistance.
- The household must not be in arrears at the time of application for RGI assistance. If they are in arrears, then a repayment agreement must be entered into and adhered to.

Overhoused Households

If the household that makes a request for RGI assistance under this Program Directive is in a unit that is or will be larger than allowed under Halton Region's Occupancy Standards then the following applies:

- The household will be deemed eligible under this rule and may receive RGI assistance while they are overhoused.
- The household will be required to move to an appropriately sized unit in accordance with Halton Region's Overhoused policy.

Households who are not eligible under this Program Directive

The following households would not be eligible for RGI assistance under the M-RGI process:

- A situation occurs where a second household is created (e.g. an adult child moves into a unit with the same housing provider at market rent). The new household would be required to submit an application to HATCH and would receive an application date based on the date of their application for a market rent unit (or move-in date) - not the application date of the original household.
- Households that wish to apply for housing with another social housing provider are required to apply through HATCH and will receive a new application date.
- Households that have been set at the equivalent to market rent under the 24-month rule and where the 24 months has not passed. They are entitled to receive RGI subsidy in accordance with Program Directive No. 9.
- Households who were deemed ineligible for RGI assistance under the HSA or a Community Housing Program Directive.



Application Process

Market households applying for RGI assistance must complete a M-RGI application form and submit it to their housing provider with the required documentation. The housing provider will:

- Confirm the household's eligibility for RGI assistance.
- If the household is **not eligible**, the housing provider must notify the household in writing and advise the household of their right to request a review of the decision.
- If the household **is eligible**, the housing provider will send the completed M-RGI application form to Halton Access to Community Housing (HATCH) for processing and placement on the centralized wait list.

Application Date

Market households who require RGI subsidy will be added to the centralized wait list based on their **original application date**. This applies to both tenants and members who moved in with either RGI status or market rent status. Where an application date is not known, the move-in date is to be used.

Offering RGI Assistance to Eligible Households – 2 Options

Option 1 – Housing provider is under RGI target and has **no vacant units**

Market rent households that are eligible under this Program Directive can receive an RGI subsidy, in their current unit, where there are no vacancies and the housing provider is under their RGI target. Housing providers are required to follow the process below:

1. Complete a review of the HATCH wait list and identify the applicant with the earliest application date with the “**InSitu-Mkt**” notation on the HATCH wait list (under the column ‘Other Type’)
2. Place the household “On Offer” in the HATCH wait list system and notify them that they are the next household eligible for RGI assistance under this Program Directive and have them complete the Annual Review Forms to confirm eligibility.
3. Conduct a full eligibility review for RGI assistance and complete the RGI calculation.
4. If the household is eligible for RGI assistance, a new lease/occupancy agreement should be signed confirming their RGI status. The effective date of the RGI assistance would be the 1st day of the month following the completed eligibility review.
5. Update the household's status in the HATCH wait list system to “Housed”.
6. If the household is not eligible, notify the household in writing and advise them of their right to request a review of the decision.




Option 2 – Housing provider is under RGI target and *has a vacant unit(s)*.

Market rent households that are eligible under this Program Directive may also receive an offer of RGI assistance, in their current unit, when the housing provider has a vacant unit and is under target for RGI. Housing providers are required to follow the process below:

1. Complete a review of the HATCH wait list and offer the unit in accordance with Halton Region’s System for Selecting Households.
2. Offers for the vacant unit(s) are to be made to applicants at the top of the wait list following all applicable priority rules.
3. If the name at the top of the waiting list is a current tenant/member approved for M-RGI through this Program Directive and with the “**InSitu-Mkt**” notation on the HATCH wait list (under the column ‘Other Type’) then the offer of subsidy may be made to them – follow steps 2-6 under Option 1.
4. If the RGI assistance is provided to a household with the InSitu-Mkt status, then the housing provider would follow the same process to fill the vacancy. If offering the RGI assistance to the current tenant/member brought the housing provider on target for RGI, then the offer for the vacant unit would be made to a market rent household.

If you have any questions regarding this Program Directive, please contact a Housing Programs Administrator.

DocuSigned by:

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Alex Sarchuk
Commissioner, Social and Community Services Department

Replaces: Program Directive 19 Date Released: December 18, 2020 Revised: N/A
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