

CATEGORY: Housing in Peel

SUBJECT: INSITU (MARKET TO RGI)

APPLICABLE TO:

- Municipal & Private Non-Profits
 - Co-operatives
 - Centralized Waiting list (CWL)
 - Federal Non-Profit
 - Rent Supplement
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PURPOSE

To establish guidelines for determining rent-geared-to-income (RGI) eligibility for market paying households living in community housing provider buildings in Peel.

ELIGIBILITY CRITERIA

To be eligible to receive an Insitu, the household must meet the following eligibility criteria:

- Household is living in a community housing provider unit in Peel, paying market rent.
- Household is eligible for RGI subsidy based on their total household income.
- Household meets the Region of Peel's [Occupancy Standards](#).
- Household must not have prior subsidy violations, subsidy loss due to non-compliance or voluntarily removed themselves from receiving subsidy.
- Household is not in arrears of rent – otherwise a repayment agreement must be in place and the household is adhering to the terms.
- Household has resided with the current housing provider for at least 24 months before the loss of income.
- Household has had a recent, significant, and unexpected change in circumstances that has led to the application for RGI. It is likely to be permanent in nature and this change

has resulted in monthly shelter costs that are more than 50% of gross household income.

- Housing provider must confirm that they are below RGI target or seek Service Manager approval to go above target.

HOUSING PROVIDER PROCEDURES

The housing provider is required to forward all required documentation via email to their housing specialist, and follow the established process detailed below:

- Ensure that the household applying for Insitu understands the eligibility criteria.
- Complete an income and assets verification review to determine if the household is eligible based on the total gross household income.
- Review RGI target to confirm that a unit can be offered.
- Submit the request and supporting documents to your housing specialist for approval, via email.
- If the request is approved, the effective date of RGI will be the first of the month following the approval.
- Ensure that a copy of the new RGI rent charge notice is sent to the housing specialist via email.
- If the request is denied, the housing provider will send the notice of decision to the household which also notifies the household of their right to appeal the decision to the Service Manager.

SERVICE MANAGER PROCEDURES

Housing specialists are to complete the following steps:

- Review the emailed request submitted by the housing provider.
- Confirm that household does not have previous arrears reported via the provincial arrears database.
- Review the RGI subsidy target level and vacancies.

- Advise the housing provider of the decision to approve or deny the request. If it is approved, the housing specialist will advise the housing provider to calculate the new RGI rent to be effective the first day of the month following the approval. If the request is denied, the housing specialist will inform the housing provider.

FISCAL YEAR END AUDITING REPORTING REQUIREMENTS

At the housing providers fiscal year end, Auditors need to report as follows:

Rental Charges

	Gross Rental Charges	Allocated Subsidy	Internal Subsidy	Vacancy Loss	Net Rental Charges	Fiscal Year
1 Market Units					lines 1&2 must equal to AIR line# 502	Prepare current and previous fiscal year separately
2 Rent Supplement Units						
3 Geared-to-income Units					lines 3&4 must equal to AIR line# 501	
4 IN SITU Units						
Other Type1 (specify)						
Other Type2 (specify)						

ORIGINAL DATE:	March 1, 2019
LAST REVIEW DATE:	October 1, 2024
RESPONSIBILITY:	Housing Services