



Housing Services
355 Wellington Street,
Suite 248
London, ON
N6A 3N7



Housing Division Notice

Date: February 1, 2021

HDN# 2021 – 253

This applicable legislation/policy is to be implemented by the housing provider(s) under the following programs:

Please note if your program is **not checked**, this change is **not applicable** to your project.

√
√
√
√
√

Federal Non-Profit Housing Program

Private Non-Profit Housing Program

Co-operative Non-Profit Housing Program

Municipal Non-Profit Housing Program (Pre-1986)

Local Housing Corporation

Subject: IN-SITU POLICY

(Replaces HDN # 2005 – 88 & HDN 2002 - 36)

1. PURPOSE:

To establish guidelines for determining rent-geared-to-income (RGI) eligibility for current tenants paying the full market rent for a unit within a designated social housing provider in London-Middlesex

2. BACKGROUND AND COMPLIANCE STANDARD:

Market paying tenants currently renting with a designated social housing providers may apply for RGI in their current unit. This is called an in-situ application, and it is made directly to the housing provider and subsequently, to the Service Manager for a Final Decision if the Housing Provider believes the tenant meets the criteria.

Ontario Regulation 367/11, s. 48 of the Housing Services Act, 2011 states that the housing provider may, with the approval of the service manager, select a household that already occupies a unit in a designated housing project as a household to receive rent-geared-to-income assistance. This regulatory provision is the foundation for the in-situ policy.

3. POLICY

- I. The in-situ policy provides access to RGI assistance for current households renting a market unit within a designated social housing provider on compassionate grounds.
- II. This policy is intended to support market households who experienced an involuntary and permanent loss of income, which results in their inability to pay the market rent of their current unit.
- III. Without RGI support, these households would be at a significant risk of being evicted from their market unit and enter into homelessness.
- IV. To be eligible for in-situ policy, the household must meet **all** of the following eligibility criteria.

In-Situ Household Eligibility Criteria	
	The household must meet RGI eligibility
	The household has been in living in a unit paying market rent for 24 consecutive months
	The household must meet occupancy standards for which they are eligible for regarding acceptable dwelling size. <i>Overhoused tenants are not eligible for in-situ</i>
	The household's loss of income is permanent and involuntary with no reasonable expectation of being able to continue to pay market rent in the future.
	The Housing Provider must be below their RGI portfolio target

- V. Households approved for in-situ will be eligible to receive a RGI subsidy to live in their current unit.
- VI. The tenant must notify their Housing Provider that they request to be considered for in-situ consideration.
- VII. The housing provider must review the tenant's situation to the eligibility criteria noted and make a formal request to the Service Manager, in writing, if they support the tenant's request for in-situ consideration.
- VIII. Only the Service Manager can approve, in writing, a household(s) for in-situ policy.

The following provides examples of situations that may or may not be eligible under the in-situ policy:

Circumstances Eligible for In-Situ Priority	Circumstances NOT Eligible for In-Situ Priority
<ul style="list-style-type: none"> • Loss of a family member (e.g., death) that was contributing to the household’s income • Sudden disability or critical illness acquired by a household member that restricts this household member from continuing to work and generate sufficient income • Inability to continue to pursue meaningful income due to health challenges resulting from being 70+ years or older. 	<ul style="list-style-type: none"> • Loss of employment that is not permanent (e.g., temporary dismal or redundancy) • Family breakdown and/or martial separation that has not resulted in a permanent loss of income. • Maternity leave • Incarceration of a member of the household

4. ACTION:

The following provides an overview of the roles and responsibilities of the tenant, housing provider and Service Manager during the in-situ consideration review process.

Tenant

- 1) The tenant must inform their housing provider that they wish to be considered for RGI assistance in their current unit as defined within the in-situ policy.
- 2) The tenant must provide all necessary information to the housing provider as it relates to the in-situ eligibility criteria.
- 3) If the tenant is approved for RGI assistance through in-situ eligibility, they must complete a general application for RGI eligibility.

Housing Provider

- 4) The housing provider must review the tenant’s request for RGI assistance under the in-situ policy and compare their circumstance to the eligibility criteria.
- 5) If the housing provider believes there is alignment between the tenants’ situation and the in-situ eligibility criteria, the housing provider, and/or their respective Board, will notify the Service Manager in writing.
- 6) The letter from the housing provider to the Service Manager must outline the household(s) situation and how their specific circumstance warrants an in-situ policy review.

Service Manager

- 7) The Service Manager will review the in-situ submission and may, if required, follow up with the housing provider for more information.
- 8) The Service Manager will review the request and will make a decision, in writing, to the housing provider within ten (10) business days.
- 9) If approved, the Service Manager will contact the tenant to complete a general RGI application form, if required.

Effective immediately, the policies and procedures in this Housing Division Notice are to be implemented by all Housing Providers in the City of London and County of Middlesex included under the provisions of Ontario Regulation 367/11, s. 48, under the Housing Services Act, 2011, S.O. 2011, c.6, Sched. 1.

5. AUTHORIZATION:

Original Signed By

Dave Purdy
Manager, Housing Services

Date: February 1st, 2021