



Niagara Regional Housing

Notice

No: 14-13

APPLICABLE TO:

DATE: December 15, 2014

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|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | Municipal & Private Non Profit |
| <input checked="" type="checkbox"/> | Co-operative |
| <input type="checkbox"/> | Federal Non Profit |
| <input type="checkbox"/> | OCHAP/CSHP |
| <input type="checkbox"/> | Rent Supplement |

| | |
|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | Mandatory |
| <input type="checkbox"/> | For Information |

SUBJECT: Internal Transfer Local Rule, *Housing Services Act*

BACKGROUND

The *Housing Services Act, 2011 (HSA)* provides service managers with mandatory rules as well as areas of flexibility for the development of new and/or revised local rules. This Notice details the local rule respecting Internal Transfers.

REPORT

Housing providers must establish an internal transfer list for rent-geared-to-income (RGI) transfers within their communities.

Priority Orders

The priority order on the internal transfer list must comply with the *Local Priority Groups* rule for the Affordable Housing waiting list (*i.e., SPP, Overhoused, and Urgent*). Special Priority (SPP) households have first priority on an internal transfer list.

Housing providers have the flexibility to include additional priorities in their own internal transfer policy, as long as they do not contravene local rules.

Number of Offers

The maximum number of offers made to households on a housing provider's internal transfer will remain at one (*status quo*). If the household declines the offer, they will be removed from the internal transfer list. Households have the opportunity to apply to the Affordable Housing waiting list as a new application if they wish to move to another housing provider building (*see Policy H-4 Transfer within Service Area*).

Effective Date: December 2014

Housing Provider’s Role

1. Housing providers must establish an internal transfer list for rent-geared-to-income (RGI) transfers within the provider’s projects
2. The priority order on the internal transfer list must comply with the Local Priority Groups rule for the centralized waiting list (i.e., SPP, Overhoused, and Urgent).
3. Housing providers have the flexibility to include additional priorities in their own internal transfer policy, as long as they do not contravene the local rule.

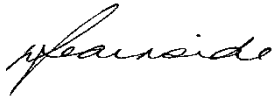
Service Manager’s Role

Operational Reviews

NRH will incorporate all new local rules and mandatory HSA requirements in the operational review templates and reports.

NRH will review compliance with the notice during the operational review process.

If you have any questions or concerns regarding this notice, please contact your Housing Administrator at (905) 682-9201.



Mira Fearnside, Acting General Manager

Enclosure: Internal Transfer Local Rule Policy