

DIRECTIVE

EFFECTIVE DATE: Immediately

NUMBER: 2007-06

The policies, procedures and County requirements in this Directive are to be implemented by housing providers that are funded under the following Programs, which are administered by the County:

Please note if your program is not checked, this Directive is not applicable to your project(s), and is for information purposes only.

✓	Non Profit Programs (Section 103 SHRA)	✓	Urban Native Programs (Post 85, Pre 86)
✓	Federal Non-Profit (Section 95 Private/Municipal)	✓	Rent Supplement Programs
✓	Simcoe County Housing Corporation	✓	Federal Non Profit (Section 27)

SUBJECT: PROVIDER VACANCY LOSS

Provider Points:

- A Housing Provider shall select households to occupy vacant units or to receive rent-geared-to-income (RGI) assistance in a housing project in a manner consistent with the target plan and the mandate for the housing project.
- Every Housing Provider is required to meet such requirements as may be prescribed by the Service Manager.
- A Housing Provider will ensure residents provide proper notice to limit any vacancy loss and maintain this documentation on file.
- Where proper notice can not be provided or unforeseen circumstances exist, the County of Simcoe may cover up to a maximum of two months of vacancy loss for RGI units
- Housing Providers should ensure their auditors are in receipt of a copy of this Directive.

Purpose / Overview

The purpose of this Directive is to provide requirements and standards for Housing Providers to adhere to when reporting market and rent-geared-to-income vacancy loss.

Background / Legislative

The County of Simcoe has found through financial reporting and operational reviews there are a great deal of inconsistent monthly and yearly reporting of market and RGI vacancy loss.

The County of Simcoe is therefore implementing a standardized reporting procedure for all housing providers, to ensure that Housing Providers receive RGI subsidy in accordance with their target plans.

The Social Housing Reform Act, 2000 c. 27 s. 100 requires all “housing providers to select households to occupy vacant units or to receive RGI assistance in a housing project in a manner consistent with the targeting plan and the mandate for the housing project.”

Former Federal Non Profit housing providers are required to fill units in accordance with their Operating Agreements and ensure that their minimum RGI levels are achieved.

Housing Providers have a responsibility to ensure tenants give proper notice when vacating to limit any vacancy loss. The County of Simcoe will cover up to a maximum of two months of RGI vacancy loss however, in exceptional circumstances, a request for additional vacancy loss may be requested. Backup documentation will be required.

Action Required

Housing Providers are to ensure that vacant units are filled in a timely manner as per their AIR and target plan. Vacant units are deemed RGI or Market depending on the status of the tenant who vacated. The unit keeps the same status until re-occupied.

Please contact your Program Supervisor if you have any questions.