



## Policy and Procedure

C-7

Emergency Placement for Rent-Geared-To-Income Households

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## ADMINISTRATION MANUAL

<b>SUBJECT:</b>	Emergency Placement for Rent-Geared-To-Income Households	<b>POLICY/PROCEDURE #:</b> C-7
<b>SECTION:</b>	C- Administrative	
<b>IMPLEMENTATION DATE:</b>	February 2009	<b>APPROVED BY:</b>
<b>REVISION DATE(S):</b>		<b>SIGNATURE:</b>
<b>REASON FOR CHANGE:</b>		
<b>RELEVANT LEGISLATION:</b>		

**PURPOSE**

To establish guidelines for NRH to work with housing providers to offer housing to displaced tenant/members in the event of an emergency.

**POLICY**

Every effort will be made to assist housing providers to place households who are expected to be displaced by an emergency for more than 72 hours.

**DEFINITION**

For the purposes of this policy, an emergency is a situation in which a housing provider has been affected by crisis to the extent that tenant/members are without living arrangements and cannot be accommodated by the current housing provider.

**PROCEDURE**

The NRH General Manager or alternate will inform the NRH Board of Directors of emergency situations that require alternate placement due to emergency.

***Placement Process Activation***

The emergency placement process will be activated in the following circumstances:

1. More than one household is affected
2. Affected households cannot be accommodated by the current housing provider and
3. The units are expected to remain vacant for a substantial period of time and, based on the timeframe, all emergency housing funds, including those through insurance, have been exhausted

***Process for placement in available vacant units***

- NRH and the housing provider will work together to develop a listing (Emergency List – EL) of all households affected by the emergency
- NRH will communicate with all housing providers to determine if they are willing to voluntarily offer vacancies in chronological order to households identified on the EL

- Communication must occur between NRH staff (ie.placement/rent supplement/housing allowance staff) to ensure that all vacant units within the affected municipalities are placed on hold for possible offers to households on the EL
- Placement applications will be provided to affected households and will include:
  - Choices of municipalities
  - Eligible unit sizes
  - Special needs/mobility requirements
- If possible, EL applicants should include eligibility/financial documentation with placement application
- Upon receipt by NRH, applications to be placed on Emergency List (EL)
- All vacancies should be offered to EL households, based on appropriate size and location
- NRH staff may choose to allow over-targeting (ie. exceeding established RGI/Market ratio) on a temporary basis in order to accommodate EL households
- Staff will calculate pro-rated and ongoing RGI subsidy for tenant/member
- Housing provider/NRH to sign tenancy/occupancy agreement
- Households on EL will have option of return to their original unit once it has been deemed habitable

### ***Refusals***

Every effort will be made to provide displaced households with unit of the appropriate size and in the desired location. However, households on the Emergency List will only be permitted one (1) offer of alternate accommodations. If the offer is not accepted within two (2) business days, the household will be removed from the list.

Households who refuse the NRH offer of alternative housing will still be given the option of return to their original unit when it is deemed habitable.

### ***End of Emergency***

The original housing provider should advise NRH 90 days in advance, if possible, that the emergency has ended (ie tenant/members can return to their units). NRH will immediately notify all households on EL who indicated that they would like to return to their original unit.

## **SUPPORTING FORMS**

## **RELATED POLICIES**