

1. OVERVIEW	
Adopted:	6th August 2013
Review due:	6 th August 2014
By:	Housing Services Manager
Related NCCHC documents:	<ul style="list-style-type: none"> • Affordable housing factsheet PI-TEN-TENMAN-0016 • AHP application form CLI_FORM-TEN-TENMAN-0018A • AHP applicant information form CLI_FORM-TEN-TENMAN-0018B • AHP eligibility calculator • AHP allocation approval form • NCCH schedule of delegated authorities EMPL-CORP-HR-0001 • NCCH client appeals procedure PROC-TEN-RIGHTS-0001
Other relevant documents	<ul style="list-style-type: none"> • Residential Tenancies Act 2010 • Housing Act 2001 • NSW Affordable Housing Guidelines (Housing NSW, Family and Community Services), July 2013
NCCHC Policy Statement:	<p>NCCH is committed to increasing the supply of affordable housing in the area it serves and will manage that housing in accordance with NSW Government affordable housing guidelines.</p> <p>National Rental Affordability Scheme (NRAS) funded tenancies will be managed in accordance with these general affordable housing guidelines. Where NRAS funding and operational criteria differ, NRAS criteria will take precedence for NRAS funded tenancies.</p>
National Standard:	N/A
Aims:	<p>NCCHC's Affordable Housing Program aims to:</p> <ul style="list-style-type: none"> • Create access to affordable housing for households who are ineligible for or are unlikely to be allocated social housing in the short –term • Support households with income growth potential and/or prospective home ownership in the medium term • Provide another choice of housing for social housing applicants and tenants • Our affordable housing seeks to provide: <ul style="list-style-type: none"> • Affordability through a discount to local market rents, taking into account household income and capacity to pay • Workforce incentives by the adoption of a rent-setting model that does not act as disincentive for households to improve their economic circumstances • Well located housing that meets a range of household needs and be delivered in accordance with community housing service standards • Our clients with clear and full information about our affordable housing program that enables them to make informed choices • A social mix within individual affordable housing projects and across the program, principally through the allocation of housing to households of varying 'household income bands"

2. ELIGIBILITY AND APPLICATIONS							
2.1 General eligibility:	<p>To be eligible for the NCCHC Affordable Housing Program, the client must:</p> <ul style="list-style-type: none"> • Be a citizen or have permanent residency in Australia • Be a resident of NSW • Establish their identity • Be able to sustain a successful tenancy • Where applicable, make repayments of any former debts to a community housing provider in NSW • Be a least 18 years of age • Be in housing need and unable to resolve this need in the medium to long term without assistance • Not have assets or property which could reasonably be expected to solve their housing situation. 						
2.2 Income eligibility	<p>Affordable housing will target households whose assessable incomes fall within very low, low and moderate income bands as nationally agreed by Ministers.</p> <p>These “income bands” are defined as:</p> <table border="1" data-bbox="502 947 1407 1193"> <tbody> <tr> <td>Very low</td> <td>Less than 50% of the median household income for Sydney or rest of NSW</td> </tr> <tr> <td>Low</td> <td>Between 50% and 80% of the median household income for Sydney or the rest of NSW</td> </tr> <tr> <td>Moderate</td> <td>Between 80% and 120% of the median household income for Sydney or the rest of NSW</td> </tr> </tbody> </table> <p>The current income eligibility limits by household size as set out this document and will be updated on an annual basis. Income limits will be reviewed annually to reflect consumer price index (CPI) adjustments to social security pensions and benefits or movements in average weekly earnings as applicable.</p>	Very low	Less than 50% of the median household income for Sydney or rest of NSW	Low	Between 50% and 80% of the median household income for Sydney or the rest of NSW	Moderate	Between 80% and 120% of the median household income for Sydney or the rest of NSW
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2.3 Applications	<p>An application for housing provided under the NCCHC Affordable Housing Program must be made by the client directly to NCCHC using the prescribed application form.</p> <p>Affordable housing clients are not required to apply through Housing Pathways prior to making application to NCCHC.</p> <p>Clients must prove eligibility for the program upon application (refer to NCCHC’s Affordable Housing Eligibility and Affordability Calculator).</p>						
2.4 Ongoing eligibility	<p>Tenants must continue to meet the eligibility criteria for affordable housing.</p>						

3. ALLOCATIONS OF HOUSING	
3.1 General	These policies and procedures for the allocation of dwellings to clients are consistent with the overall program and services aims of the NCCHC Affordable Housing program and the NSW Affordable Housing Guidelines (Housing NSW, Family and Community Services, July 2013)
3.2 Criteria	<p>For each Affordable Housing vacancy, NCCHC will select a shortlist of suitable applicants from its Affordable Housing waiting list.</p> <p>The preferred applicant will be selected, giving consideration to a range of factors:</p> <ul style="list-style-type: none"> • The income band of the client will ensure there is a continued income and social mix within the Affordable housing project and across the Affordable Housing program; • There is a matching of the available housing to the needs of the client, including the client’s household size meeting the agreed NCCHC Occupancy Standards; • The client demonstrates they have a need for affordable housing, they would be unlikely to be allocated priority housing in the short-term and the vacant dwelling satisfies that need; • The household has income growth potential and/or home ownership prospects in the medium term; • The household has a connection to the local area or has demonstrated a need to live in the area for employment, training or schooling. • In order to ensure financial viability, revenue from operations must be sufficient to build a surplus – to offset contingent risks and to support investment in additional affordable housing supply. This means that at least in the short term, allocations of affordable housing supply to higher income households may exceed those for lower income households. Over time, as resources permit the relative allocation of housing in a project or portfolio may need to be adjusted to achieve a balance across the three target income bands.
3.3 Documentation	Each allocation made under the Affordable Housing program will be documented in accordance with NCCHC allocation standards
3.4 Housing offers	A full eligibility review will be conducted prior to any offer being extended to a client. Clients seeking affordable housing are eligible for one (1) valid offer of housing.

4. TENANCY ESTABLISHMENT	
4.1 General	<p>Tenants will sign a residential tenancies agreement with NCCHC and the lease agreement, accompanying documentation and tenancy commencement procedures will be provided in accordance with current NCCHC standards (refer to NCCHC sign-up procedure here) and under the requirements of the Residential Tenancies Act 2010.</p> <p>Each tenant will be provided with a fixed-term lease of 12 months.</p> <p>Additional information, including additional agreement terms where necessary, will be provided that reflect the aims and objective of the NCCHC Affordable Housing program. In particular:</p> <ul style="list-style-type: none"> • Tenants will be provided with a copy of the NCCHC factsheet “Affordable Housing” • The rent-setting model used for the tenancy will be outlined; • Each agreement will include additional terms that reflect that each tenancy is subject to an annual household eligibility review; and • Each tenant will be provided with a copy of the procedures in relation to the annual eligibility review and the grounds for the potential termination of tenancies under sections 145 and 146 of the Residential Tenancies Act 2010.

5. RENT SETTING AND ELIGIBILITY REVIEW	
5.1 General	<p>The rent-setting policies of NCCHC for each affordable housing project will ensure affordable outcomes for eligible households.</p> <p>“Low” and “Very Low” income households (see section 6 for current income bands) will not pay more than 30% of their income in rent.</p> <p>The rent for each affordable housing project will be reviewed annually.</p> <p>For information relating to the rent-setting model for each affordable housing project, see the NCCHC Rent Review Handbook.</p> <ul style="list-style-type: none"> • Affordable housing tenants will be exempt from the bi-annual Fixed Rent Review process; • A review of household income will be conducted at least three (3) months prior to the expiration of each affordable housing tenant’s fixed term agreement; • Where unaffordable housing tenant remains eligible for affordable housing, action commences to renew the agreement for a further 12 month period • Where a tenant is no longer eligible for affordable housing or has not supplied the relevant documentation to complete the assessment, the matter is referred to Housing Services Manager (HSM) for further action
5.2 Annual eligibility reviews	<p>Where it is determined at the conclusion of the annual income review that a tenant is no longer eligible for Affordable Housing, NCCHC will commence action to assist the household’s transition to alternative housing.</p> <p>The HSM will complete an assessment of the household’s capacity to move immediately to private rental or home ownership. The tenant will be advised of this assessment and will be provided with an opportunity to supply further information and/or documentation to support claims for a further tenancy renewal or extension.</p> <p>Generally, it will be expected that the tenancy will cease at the end of the expiration of the current fixed term. However, an extension can be granted where the tenant’s capacity to move at this time is affected by:</p> <ul style="list-style-type: none"> • The very high cost of appropriate private rental or poor probability of home ownership; or • A need for a particular location for schooling, employment or necessary medical or family support <p>Where a tenant can demonstrate these extraordinary circumstances, an extension period can be discretionally agreed upon by the HSM that is not greater than 12 months. There will be no further extension granted to the tenant past the initially agreed period.</p>
5.3 Termination of tenancies based on ineligibility	<p>The termination of all tenancies under the Affordable Housing program will be conducted in accordance with the Residential Tenancies Act 2010 and in accordance with NCCHC policies, procedures and authorities in relation to the ending of tenancies.</p> <p>The tenant will be provided with natural justice and an opportunity to appeal any decision to terminate their tenancy, using the NCCHC Appeals procedure</p>

6. INCOME BANDS

<p>6.1 July 2013 income bands</p>	<p>The following are the current (July 2013) "income bands" for the Affordable Housing Program as used by NCCHC to determine client eligibility.</p>		
<p>ANNUAL ASSESSABLE HOUSEHOLD INCOME</p>			
<p>Household members</p>	<p>Very Low</p>	<p>Low</p>	<p>Moderate</p>
<p>Single adult</p>	<p>\$20,200</p>	<p>\$32,300</p>	<p>\$48,400</p>
<p>Each additional adult (18 years and over)</p>	<p>Add \$10,100 to the income limit</p>	<p>Add \$16,200 to the income limit</p>	<p>Add \$24,200 to the income limit</p>
<p>Each additional child (under 18 years)</p>	<p>Add \$6,100</p>	<p>Add \$9,700</p>	<p>Add \$14,500</p>