

Bitou Municipality



Housing Selection Policy

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(a) **DEFINITIONS**

Affordable housing project component: A project component providing subsidised opportunities to households by means of the Financed Linked Individual Subsidy Programme (FLISP) subsidies.

Aged persons: Persons who are 60 years and older in terms of the South African Social Services Social Grants directives.

Backyard dwellers: Persons who live in informal structures and overcrowded conditions within formal developed areas.

Catchment area: The geographic area surrounding a project town designated by the Municipality for the purposes of selection and demand data base. Each project town has a catchment area inclusive of the town's area itself. Catchment areas are non-overlapping, but two or more towns may have the same catchment area. All areas in the Municipality will fall into a catchment area.

Core household: The minimum sized household eligible for a housing subsidy, depending on the age and marital status of applicant members of the household as prescribed by the National Housing Code.

Exceptional Housing Need: A process used to analyse a situation for purposes of prioritising assistance as per the Western Cape Provincial Framework Policy for Selection of Housing Beneficiaries provisions

Farm resident: Person whose ordinary residence is a farm, including a farm worker with ordinary residence on the farm

Greenfield, non-relocation project component: A project component occupying a greenfield site on which there are no pre-existing, legal occupants, and for which the Municipality has discretion to select beneficiaries, provided they are eligible for the subsidy.

Household enumeration surveys: The process whereby the Municipality commissions the counting and or numbering of the structures in the Informal Settlements with the aim of determining the total number of the households for purposes of providing services.

Individual/Household Verification: The process whereby the Municipality checks that the claims made by individuals and households about their status when registering on the database or updating their status are true.

Informal Settlements: Areas where informal housing structures have been constructed on land that the occupants have no legal claim, or occupy illegally or unplanned settlements and areas where housing is not in compliance with the current planning and building regulations.

Institutional housing component: A project component that uses the Institutional Housing Subsidy to provide "rent-to-buy" housing units.

Location preference: A data field on the database indicating the area/location in which the individual or household prefers to reside.

Non-Qualifiers: Applicants who do not meet the National criteria for a housing subsidy as stipulated in the National Housing Code

Preliminary list of beneficiaries: List of households drawn from the Municipal Database by following the Municipal Housing Selection Policy, prior to the checking of the eligibility of the households by the appropriate authority (usually the Department).

Pre-screening: A rapid assessment of households' eligibility for housing subsidy programmes undertaken by the Municipality itself and/or the Department upon submission by the Municipality, prior to the assessment of subsidy applications by the Department. Pre-screening done by the Department excludes the checking of prospective beneficiaries against the Deeds Office record, but includes the checking of ID numbers, marital status, income and whether

members of the selected households have received a housing subsidy. Pre-screening by the Municipality may include checking selected database entries against the Municipality's property register.

Project: A project is a government subsidised human settlement intervention that occurs on single site or set of related sites.

Project component: Each section of project that has a different mechanism for selecting beneficiaries.

Project Steering Committee: Project Committee elected and delegated to make recommendations to the Director: Community Services on the project specific targeted areas, acts in an advisory role and facilitates communication between the Municipality and the approved beneficiaries for the duration of a project

Project town: An area in the municipality in which the Municipality has decided to place subsidised housing projects.

Quota: A portion of the opportunities available in a project component reserved for households with particular characteristics.

Registration date and age ordering: The ordering of database entries (eligible for the subsidy in question) from earliest to latest registration date for the purposes of selecting beneficiaries for a project.

Relocation project component: A project component in which the beneficiaries are relocated from an informal settlement or part of an informal settlement to a greenfield site.

The Department: The Western Cape Department of Human Settlements.

Town-based extract: The entries on the Municipality's Housing Demand Database resident within the catchment area of the town in question.

Updating: The process whereby individuals or households provide information about their current status to the Municipality in relation to the characteristics captured on the database for the purpose of updating their information on the database.

UISP – Upgrading of Informal Settlements Programme – this is a programme to develop informal settlements

Western Cape Housing Demand Database: Housing Database comprising persons who have registered a need for a housing opportunity, it also depicts those who have been assisted. Bitou Municipality is limited in this data

1. POLICY INTENT

The main objective of the Policy is to set out the criteria, processes and procedures for:

- 1.1 Applicants to register their housing need on the Western Cape Housing Demand Database
- 1.2 Selecting beneficiaries that are earning R3,500.00 per month or less for new greenfields or similar housing opportunities
- 1.3 The conditions under which applicants will be deemed non-responsive and will have their status on the Western Cape Demand Database re-classified as dormant
- 1.4 Prioritising an exceptional housing need which deviates from the date of application principle as set out in the Framework Policy
- 1.5 Circumstance where the Executive Mayor and Municipal Council may approve deviations from this policy

The effective implementation of this policy shall result in the fair, transparent and equitable allocation of housing opportunities to qualifying applicants from the Western Cape Demand Database.

2. REGULATORY CONTEXT

The implementation of this Policy is informed by the following legislation and policies:

- 2.1 The Constitution of the Republic of South Africa
- 2.2 The Housing Act no. 107 of 1997
- 2.3 The amended National Housing Code
- 2.4 Western Cape Provincial Framework Policy for the Selection of Beneficiaries in Ownership-based Subsidy Projects
- 2.5 Bitou Municipal Integrated Development Plan

The above prescripts confer certain roles, responsibilities and obligations on the Municipality as far as beneficiary identification is concerned that enables it to fulfil out its Constitutional mandate at the local sphere.

3. OVERALL POLICY PRINCIPLES

The following guiding principles are applicable to the Policy:

- Equity:** All persons must have an equal opportunity in applying for housing opportunity in accordance with the applicable National Housing Programme
- Transparency:** Any person must be able to have reasonable access to the Housing Selection Policy and the process of selecting and ranking applicants for a housing opportunity.
- Functionality:** The Housing Selection Policy must be practical and understandable.
- Social cohesion:** The Housing Selection Policy promotes social cohesion and optimise development progress.
- Access:** The Housing Selection Policy must be applied to enhance easier access to housing opportunities.
- Integration:** The Housing Selection Policy should be implemented in a manner that promotes integration within the Municipality.

4. POLICY PARAMETERS

This policy is applicable to the allocation of the categories of housing opportunities managed by the Municipality within the geographic boundaries of Bitou Municipality as set out below:

Table 1: Policy Parameters

Category		Category Description
A	Serviced Site and a Top Structure in Greenfields and / or Infill developments	A minimum of 40m ² house delivered to an approved beneficiary earning between R0.00 and R3,500.00 per month or as revised by the National Department of Human Settlements. The latest National Housing Code programmes and funding allocations will apply
B	Serviced Site and Top Structures in Greenfields and / or Infill developments	Provide a serviced site with (a) Toilet or (b) Toilet and 40m ² slab (c) 40m ² Four walls (d) Serviced Site only For beneficiaries that do not qualify for the housing subsidy.

5. MUNICIPAL HOUSING DEMAND DATABASE (“WAITING LIST”)

This section of the Policy deals with registration of residents on the Municipal Housing Demand Database or commonly referred to as the “housing waiting list” of which the programme is provided by the Provincial Department of Human Settlements.

5.1 ASSIGNING REGISTRATION DATES TO NEW ENTRIES ON THE DATABASE

A registration date will be given to each individual who completes the necessary documentation required to be entered onto the database, provided that the individual:

- does not own fixed property, now or ever in the past;
- is a minimum of 18 years old;
- is a South African citizen or has permanent residence in South Africa and is residing within the jurisdiction of Bitou Municipality

The registration date is the date at which the Municipality accepts the documentation submitted for registration on the database as being complete. The municipality will communicate the registration date to the individual and provide him/her with documentary proof of that date. The registration date will remain constant until the individual receives an ownership-based housing opportunity.

5.2 DATA FIELDS ON THE DATABASE

The Municipality will populate at a minimum the following data fields in its database.

5.2.1 FOR HOUSEHOLDS WITH ONE ADULT IN THE HOUSEHOLD CORE:

- a) Name and ID number of the adult.
- b) Registration date.
- c) Residential address (according to standardised naming convention operational in the Municipality).
- d) Location preference (in terms of project towns recorded on the housing demand database).
- e) The names and ID numbers of all permanently disabled members in the household, where permanent disability is defined and determined by the South African Social Security Agency (SASSA).

- f) Number of dependents within the household, and their ID numbers.
- g) Whether a current or former farm resident, address of farm and, if so, employer/farmer where applicable and period and dates of residence on the farm.
- h) Gross monthly income.
- i) Marital status.
- j) Whether owns property or not or previously owned property.
- k) Whether will apply for a mortgage and a FLISP subsidy.
- l) Telephone / cellular phone contact number.

5.2.2 FOR HOUSEHOLDS WITH TWO ADULTS IN THE HOUSEHOLD CORE:

- a) Fields provided in 4.2.1 c), d), e) f) and k) as specified above applied to the household.
- b) Name and ID number of each of the two adults.
- c) Relationship between the two adults.
- d) Registration date of the household, which will be i) the earlier of the two adults' registration dates if the Municipality already has them separately on record as being registered previously, or ii) if Municipality has neither of the adults on record as registered, the date described in 4.1 as applied, or iii) if the Municipality already has one of them separately on record as registration, that registration date.
- e) Gross monthly income of each of the two adults.
- f) Joint gross monthly income of the two adults.
- g) Whether each of the adults currently or used to be a farm resident, and, if so dates and period of residence on a farm, address of farm, employer/farmer where applicable.
- h) Whether each of the adults own or previously owned property.
- i) Whether will apply for a mortgage and a FLISP subsidy.
- j) Telephone / cellular phone contract number of each adult.

5.2.3 LOCATION PREFERENCE DATA FIELD:

Individuals and households registered on the database may change their town of preference at any time without notice and without any impact on their dates of registration, provided that requests to change the town of preference occur within a format determined by the Municipality and 6 months before the database is used for selection.

6.3 SUPPORTING DOCUMENTATION FOR REGISTRATION AND UPDATING

The Municipality will collect the following documentation during registration and updating:

6.3.1 INFORMATION TO CHECK ELIGIBILITY FOR THE RANGE OF SUBSIDY INSTRUMENTS AVAILABLE IN THE NATIONAL HOUSING CODE:

- pay slips
- certified ID copy of applicant not older than 3 months
- other adult and minor dependents (under age of 18) in the household
- marriage certificates (if married)
- if widowed, death certificate of spouse

- if divorced, final divorce settlement

6.3.2 INFORMATION TO VERIFY CLAIMS BY

INDIVIDUALS/HOUSEHOLDS ABOUT DISABILITY (selection status)

The Municipality will make use of the following means of verification to verify claims made by individuals that they have permanent disabilities:

Table 2: Households with Disability

Group	Sources of verification
Eligible household with at least one adult having a permanent disability (according to SASSA 's definition)	Original or certified copy of permanent disability grant approval and latest review outcome letter from SASSA (not older than 5 years)
Household with an adult caregiver of a permanent disabled minor or financial dependent receiving Care Dependency Grant	Original or certified copy of Care Dependency Grant approval and latest review outcome letter from SASSA (not older than 5 years)

6.3.3 INFORMATION TO VERIFY CLAIMS BY

INDIVIDUALS/HOUSEHOLDS OF FARM RESIDENT

Evidence confirming the farm and its location on which the farm resident is/has been resident and the length of residence will be collected.

Where the resident is a farmworker, the evidence should include a letter from the employer/s indicating the location and length of residence and proof about the length of residence on farm.

The following can be submitted as evidence:

- employment contract with date of start of employment
- current or last pay slip of the employee
- pay slip indicating rental charged for accommodation on the farm

6.3.4 INFORMATION TO VERIFY OTHER CLAIMS

In instances of any other specific group not listed in this Policy, the Municipality will rely on the applicable Policy directive from the DoHS applicable to that group at that point in time, e.g. war veterans. In the absence of any such directive, Council may decide to provide a directive after the necessary consultation with the DoHS.

7. ROLE PLAYERS AND STAKEHOLDERS (INSTITUTIONAL ARRANGEMENTS)

7.1 PROJECT MANAGER

- 7.1.1 The Project Manager (PM) is responsible for all aspects of the new housing development including liaising with all relevant stakeholders such as the Director Community Services and other Municipal Officials, Provincial Government representatives, Project Steering Committee, Ward Councillor, Ward Committee, etc. on matters pertaining to beneficiary selection, approval and allocation
- 7.1.2 The PM is responsible for ensuring that the lists of approved beneficiaries are displayed for viewing by the Public for transparency purposes
- 7.1.3 The PM and supporting staff are responsible for contacting the allocated beneficiaries for signing of Deed of Sale and provision of an allocation letter that can be used for the payment of opening as well as Municipal Account at Municipal Revenue Services Section

- 7.1.4 The PM must keep a record and verify the number of beneficiaries who have been identified, contacted, subsidies approved in order to ensure applicants do not lose out on a housing opportunity
- 7.1.5 The PM must facilitate Housing Consumer Education workshops for all assisted beneficiaries
- 7.1.6 The PM to provide the Provincial DoHS with a list of all approved and allocated beneficiaries to take occupancy of the houses that cannot be traced after extensive attempts for purposes of deregistering them on HSS

7.2 **Manager Human Settlements**

The Manager Human Settlements has the following general roles:

- 7.2.1 Generally, ensure that all processes required for selection in the project component as laid out in Policy occur.
- 7.2.2 Make recommendations to the Director Community Services on how the Housing Selection Policy should be implemented in the project component, and submit these recommendations to the Director Community Services.
- 7.2.3 Issuing written instructions to the relevant staff about how the Housing Selection Policy will be implemented for each project component.
- 7.2.4 Submit other information about the project to the Director Community Services as deemed necessary by the latter to enable decision-making.
- 7.2.5 Establish the Project Steering Committee, where applicable.
- 7.2.6 With his/her support staff, manage the process of public comment on preliminary lists (refer to 7.2.4), deal with queries of the public directed toward him/her, where possible by referring any queries to the appropriate officials, and informing members of the public about the responses.
- 7.2.7 Inform Chief Housing Officer or Housing Official about subsidy recipient to enable the database unit to keep track of the status of entries on the database. Inter alia the names of the adults in the household core, the erf number and handover date should be provided.

In institutional and affordable housing project components, the Manager Human Settlements will manage the process of providing lists of possible beneficiaries to housing institutions/developers and/or ordering applicants according to date of registration on the municipal database should the housing institution or the developer require this. Should registration date ordering be required, the institution or developer will submit the names and ID numbers of the individuals or households on its list to the Manager Human Settlements for ordering according to registration date.

7.3 **PROJECT STEERING COMMITTEE**

The establishment and composition of the Project Steering Committee (PSC) is described in the Human Settlements Framework for the Establishment of Project Steering Committees.

- 7.3.1 The PSC is responsible for discussing, obtaining agreement and thereafter recommending to the Director Community Services the project specific targeted areas and percentage beneficiary splits for approval in terms of the current delegations

- 7.3.2 The PSC will play an advisory role and facilitate effective communication between the Municipality and the approved beneficiaries for the duration of the project.
- 7.4 **DIRECTOR COMMUNITY SERVICERS**
 - 7.4.1 Ensuring that the Hosuing Allocation Policy is being implemented in each project by in its entirety, with consideration of each project uniqueness
 - 7.4.2 Report to Council on how the policy has been applied more especially with regards to selection, the number of opportunities in the project, the quotas used and the number of opportunities within each quota
 - 7.4.3 Approve the targeted areas are percentage split of beneficiaries as recommended by the PSC by signing-off the Allocation Request Form (ARF)
 - 7.4.4 In consultation with the Accounting Officer and Council may amend the targeted areas and percentage allocation split should the analysis done by the Director, Manager and or Housing Official of that specific area require amendments
 - 7.4.5 Submit to Council for approval of prioritising specific cases of exceptional housing need (s) recommended by the PSC and Human Settlement Allocation Oversight Committee
- 7.5 **HUMAN SETTLEMENT ALLOCATION OVERSIGHT COMMITTEE**
The establishment and composition of the Housing Allocations Oversight Committee is described in the Framework for the Establishment of the Housing Allocations Committee and is responsible for:
 - 7.5.1 Verifying that the PSC has followed the applicable prescripts of this Policy in arriving at the project specific targeted areas and beneficiaries splits by assessing and signing-off on the information in the Allocation Request Form
 - 7.5.2 Monitoring the selection of applicants as potential beneficiaries according to the project specific criteria as prescribed in the Policy
 - 7.5.3 Consider cases of exceptional housing need referred by the PSC for purposes of prioritising allocation and make recommendations to the Director Community services for consideration
- 7.6 **HUMAN SETTLEMENT OFFICER (HOUSING OFFICER)**
 - 7.6.1 Ensure that all applicants on the Housing Database update their information every two years
 - 7.6.2 Drawing a list of applicants from the Housing Database according to the information on the ARF for the project and approved by the Director Community Services
 - 7.6.3 Discuss the drawn up list with the Manager: Integrated Human Settlements who may refer the outcomes to the Director Community Services for possible amendments to the targeted areas and percentage beneficiary split
 - 7.6.4 Submit the list of the applicants as the potential project beneficiaries to the PM responsible for the implementation and/or management of the project in an agreed process. The process will be ongoing until the total number of approved beneficiaries for the project is achieved
 - 7.6.5 Contacting allocated applicants, this may include use of letters, telephone call, emails, cellular phone messages, physical visits as per the available information, advertisements, etc. for purposes of signing the Deed of Sale and issuing of Happy Letter

- 7.6.6 Ensure that all relevant housing database information is regularly updated to the National Housing Demand Database and Housing Subsidy System

7.7 MUNICIPAL MANAGER

The Municipal Manager is responsible for implementing this Housing Selection Policy within the delegation framework adopted annually by Council.

7.8 COUNCIL

The Council is responsible for:

- 7.8.1 Adopting and reviewing, by resolution, the Municipality's Housing Selection Policy.
- 7.8.2 Monitoring the implementation of the Housing Selection Policy.
- 7.8.3 Determining the selection method for relocation project components.
- 7.8.4 Provide additional project specific selection guidelines should the situation requires so.

8. APPLICATION OF POLICY

This Policy applies to the selection of beneficiaries for certain state subsidised opportunities for new housing projects. The Director Community Services together with relevant Directors, Managers and Committees must take responsibility in selecting approved beneficiaries for allocation purposes and not solely leave this responsibility with the Manager: Integrated Human Settlements or Project Manager.

A single project site or set of sites can have mixed project components related to different housing delivery programmes. Each of the components will be dealt with differently in terms of the selection of beneficiaries. The Policy covers the following project component types each with its own selection mechanisms:

- a) green-field, non-relocation project components for the R0.00 - R3,500.00 household monthly income bracket;
- b) relocation project components linked to informal settlement upgrade projects;
- c) institutional and affordable housing project components that result in ownership (including "rent-to-buy" options).

The elements and mechanisms provided for below will be used in each component type as indicated.

8.1 GENERAL NATIONAL QUALIFYING CRITERIA FOR HOUSING ASSISTANCE

In order to qualify for a housing subsidy, applicants must also meet the criteria set out in the National Housing Code's General Rules for eligibility:

- 8.1.1 **Married or Financial Dependents:** He/She is married (in terms of the Civil Law or in terms of a Customary Union) or habitually cohabits with any other person, or he/she has proven financial dependents.
- 8.1.2 **Resident:** He/She is lawfully resident in South Africa (i.e. citizen of the Republic of South Africa or in possession of a permanent resident permit).
- 8.1.3 **Competent to contract:** He/She is legally competent to contract (i.e. over 21 years of age or married or divorced and of sound mind).
- 8.1.4 **Monthly household income:** the gross monthly household income of his or her household does not exceed R3,500.00. A prospective beneficiary will be required to submit adequate proof of income, and, in the case of income received through self-employment, must sign an affidavit stating the amount earned.
- 8.1.5 **Not yet benefited from government funding:** Neither that person nor his/her spouse has previously derived benefits from the housing subsidy

scheme, or any other state funded or assisted housing subsidy scheme, or any other state funded or assisted housing subsidy scheme which conferred benefits of ownership, leasehold or deed of grant or the right to convert the title obtained to either ownership, leasehold or deed of grant, with the exception of the consolidation subsidy, and relocation grant. A person who received only a vacant serviced site under the previous dispensation on the basis of ownership, leasehold or deed of grant, however, qualifies for a consolidation subsidy. This criterion is also not applicable to persons who qualify for relocation assistance or disabled persons. In the event of a divorce, the terms of the divorce order will determine a beneficiary's eligibility.

- 8.1.6 **First time property owner:** He/She is acquiring property for the first time, except in the case of a consolidation subsidy, and relocation assistance. This criterion does not apply to disabled persons

8.2 GENERAL SELECTION CRITERIA

Qualifying applicants will be selected according to their date of application on the housing database:

- 8.2.1 Up to 90% of beneficiaries must come from applicants already registered on the Housing Database and 10% may come from households not registered on the Housing Database
- 8.2.2 The above mentioned 10% will be registered on the housing database on identification. The following criteria will be applied to select persons in this category:
- (a) Aged persons 60 years and older
 - (b) Proven military veterans
 - (c) Proven farm workers / residents
 - (d) Proven special needs (exceptional cases)
 - (e) Council needs
 - (f) Persons in informal settlements where insitu development is undesirable
- 8.2.3 The above mentioned categories are still subject to the general national qualifying criteria
- 8.2.4 Applicants that are identified as exceptional cases, they will be assisted according to their date of application within the overall exceptional cases category. The PSC will recommend the percentage to be allocated to the exceptional cases for approval to the Director: Community Services
- 8.2.5 Applicants who change their addresses to the targeted area of the project after the first release of the names to the Project Manager by the Housing Official will not be considered for that project
- 8.2.6 Councillors, NGOs, CBOs may not directly participate in the procedures relating to the issuing of housing applications or housing subsidy application forms or in the allocation of houses in new housing projects
- 8.2.7 Allocated beneficiaries in any of the Municipality's housing projects must take up residence of the allocated house within receiving the key. Failing which, will result in the Municipality allocating the house to the next qualifying beneficiary from the approved list unless a valid reason is communicated to the Project Manager
- 8.2.8 Allocated beneficiaries must not sell the houses or lease them out within a period of eight (8) years from the date of signing the deed of sale or of taking occupancy of the house

8.3 MECHANISMS THAT APPLY TO MORE THAN ONE PROJECT COMPONENT TYPE

The elements and mechanisms provided for below will be used in each component type as indicated.

8.3.1 ***BALANCING OF PEOPLE IN OVERCROWDED CONDITIONS AND INFORMAL SETTLEMENTS DWELLERS ACROSS PORTFOLIO OF PROJECTS***

For all project components the number of people in formal overcrowded conditions and informal settlements dwellers receiving subsidised housing opportunities will be balanced against each other. The balancing across the two groups will occur over each successive 5-year period linked to the strategic planning cycle and over the portfolio of housing projects planned and executed in the municipality.

The balancing will seek to equalise the relative access each group enjoys to basic, on-site municipal services. To equalise, the distribution opportunities provided over the period across each of the two groups will be in proportion to number of households without access to basic, on-site service within each group. The Municipality will determine the level of service threshold for “acceptable access” for people living in formal overcrowded conditions to enable this balancing.

Realistic delivery targets for each of the categories and for the corresponding number and size of project components will be set out in municipal plans (IDP, Human Settlement Plan (HSP)) and reported upon in the corresponding annual and multi-year reports.

8.3.2 ***USE OF THE MUNICIPAL DEMAND DATABASE AND LINK BETWEEN SELECTION AND SUBSIDY APPROVAL***

For the project components where the database is used in selection, except relocation components, only the database entries of the municipal database indicated as eligible for the relevant subsidy instrument based on information on the database will be considered for selection.

The selection status of an entry selected from the database is preliminary until its subsidy application is approved by the Department or appropriate authority. Before submitting subsidy applications for approval the municipal will undertake pre-screening. After pre-screening and before subsidy approval, the list of successfully pre-screened entries will be posted for public comment and the municipality’s administration will respond to any queries from the public.

8.3.3 ***REGISTRATION DATE ORDERING***

Registration date ordering refers to the process whereby all database entries considered eligible for the project component are arranged from the earliest registration date to the latest registration date, and households are selected as beneficiaries in that order.

8.4 GREEN-FIELD, NON-RELOCATION PROJECT COMPONENTS

8.4.1 General Mechanisms

For each project town, the Municipality will define a catchment area. Each project town will have a catchment area which will be clearly defined on a map of the municipality. Catchment areas will be non-overlapping, and two or more towns cannot have the same catchment area. Every area in a Municipality will fall within a catchment area.

The following catchment areas has been defined and is used to classify the housing demand data base (waiting list) of the Municipality:

- Kwa-Nokuthula;
- New Horizons;
- Bossiesgif;
- Covie;
- Green Valley;

- Harkerville;
- Kranshoek;
- Kurland;
- Craggs;
- Plettenberg Bay;
- Qolweni;
- Other

8.4.2 Age-based Prioritisation

Age-based prioritisation is applicable to housing subsidy applicants of green-fields projects for households with head(s) (applicant/ and or spouse/cohabiting partner) that are 40 years or older, subject to:

- (a) The household head(s) must be registered on the municipal demand database for a minimum period of three years prior to selection.
- (b) The household head(s) referred to in (a) turns 40 years of old within the calendar year of selection of potential beneficiaries for a particular project.
- (c) The following exceptions:
 - (i) A household is selected via the “quota for households affected by permanent disability” as prescribed by SASSA.
 - (ii) The household is selected for an Institutional or Finance Linked Individual Subsidy Programme (FLISP).
 - (iii) The municipality’s housing demand database no longer contains households head(s) being 40 years or older within the prescribed catchment area that meet the minimum registration period of three years.
 - (iv) In the case of (c)(iii) above the younger registered household head(s) from the housing demand database applicable to the catchment area should be selected within increments of five years in registration date order. For example 35 to 39 years of age, until the available opportunities have been filled.

8.4.3 QUOTAS

Quota for farm residents including farm workers

A quota of 5% preference be given for households who have farmworkers and/or farm residents in the core of the household who are ordinarily resident in the municipal area in all projects, provided that one of the adults in the core:

- has in the past resided or continues to reside on farms outside of the towns but within the Municipality for at least 10 years out of the last 13 years;
- is 55 years or older.

The affected potential beneficiary must indicate in writing to the Municipality within a period of 30 (thirty) days of receipt of the official notice that the housing opportunity will not be accepted.

Quota for households containing adults of 60 year and more in the core

A quota of 15% preference be given to households containing at least 1 non-dependent adult of 60 years or older in the core of the household.

The affected potential beneficiary must indicate in writing to the Municipality within a period of 30 (thirty) days of receipt of the official notice that the housing opportunity will not be accepted.

Quota for households affected by permanent disability

A quota of 5% preference be granted to households “affected by permanent disability” as prescribed by SASSA.

The Municipality will classify households with the following characteristics as being “households affected by permanent disability”:

- (i) A household with at least:
 - one adult member (in the core household) having a permanent disability; or
 - a financial dependent with a permanent disability; such that he/she receives a permanent disability grant or would receive a permanent disability if his/her income fell within the income threshold for the permanent disability grant. If the adult member is older than the threshold age for the Older Person’s Grant and did receive a permanent disability grant before reaching the threshold age for the Older Person’s Grant, the household will also fall into category (i).
- (ii) A household with an adult caregiver of a permanent disabled minor who is in the core of the household or financially dependent on the core and who receives a Care Dependency Grant.

The affected potential beneficiary must indicate in writing to the Municipality within a period of 30 (thirty) days of receipt of the official notice that the housing opportunity will not be accepted.

8.5 Relocation project component type

8.5.1 Basic methods for selecting beneficiaries for relocation or remaining in on informal settlement:

Municipalities will use one of five methods or some combination of them for identifying households for either relocation or remaining in an informal settlement which is targeted for upgrade:

- a) ordering according to the duration of residence in the informal settlement;
- b) ordering according to the registration date of households in the informal settlement;
- c) selection of households who are affected by permanent disability;
- d) ordering according to the oldest adults in the core of the household;
- e) selection of households according to their relative proximity to the footprint of the engineering services to be constructed or those that are on the way of the houses to be constructed;
- f) selection of households that are provide more space for potential relocations of non-qualifiers

8.5.2 Certain methods used where there is difference in level of service between beneficiaries remaining on site and those relocated:

In a relocation situation, where there is a significant time difference between when those households remaining on the upgraded site and those being relocated will receive housing opportunities, or where there is a difference in the level of service for each group, the Municipality will try to use methods a), b), c), d) or some combination of them. Those who have been residing for the longest period in the informal settlement, have the earliest registration dates, are affected by permanent disability and/or have the oldest members will be selected for the most favourable subsidy opportunities within the upgrade project.

8.6 Institutional and affordable housing project component type

8.6.1 Institutions and developers use their own selection processes:

Housing institutions and developers making use of government subsidies must be allowed to run their own selection processes provided that these

processes are reasonable and in line with the National Housing Code and other legislative Frameworks and Policy guidelines from the DoHS.

8.6.2 Projects open to all qualifying across the Municipality:

The Municipality should ascertain that the selection processes run by housing institutions or developers are adequately understood by the citizens of the Municipality and uniformly applied across the Municipality by the housing institution or developer. All the citizens in the Municipality who meet the housing institution's or developers entry requirements should potentially be able to benefit.

8.6.3 Registration date ordering applied by Municipality on developer's list where effective demand is greater than supply:

Where the number of the individuals/households meeting the housing institution's or the developer's minimum selection criteria is greater than the number of units supplied in the project component in question, further selection of individuals/households on the housing institution's or developer's list should occur in order of registration date.

9. Contractor or implementing agents.

Contractors or implementing agents will play no role in the selection, except, at the request of the Municipality, to contact individuals or households who have been selected in any primary selection process.

10. Channel for queries about preliminary selection

After the Municipality has undertaken pre-screening of the preliminary list and before the submission of the successful entries on the list to the Department for approval, the Municipality will post the list for public comment. The details of selected beneficiaries must also appear on the Provincial Department of Human Settlements' Housing Demand Database.

The list will be posted for a period of 2 weeks. The Municipality will have 3 weeks to respond to the queries raised by the public.

11. PROJECT SPECIFIC SELECTION OF BENEFICIARIES

Council may determine project specific beneficiary criteria in line with this Policy as well as Provincial and National criterion.

12. PUBLISHING OF PROJECT ALLOCATED BENEFICIARY LIST

To embrace the transparency in allocation of housing opportunities, the Municipality may after consultation with the Human Settlements Portfolio Committee make public the beneficiary list by putting it up on the notice board in the various Housing Offices. Due to the limitations posed by POPI Act, the list can only be composed of beneficiary Names and Surnames with no further personal information.

13. COMMUNICATION OF THE POLICY

The Municipality will communicate the Housing Selection Policy to the residents of the Municipality through its official public participation and communication strategies and methods which include amongst others housing Imbizo's, ward committee meetings, IDP meetings, publishing information in local newspapers, the Municipal web site and notice boards.