



GEORGE
MUNICIPALITY

George Municipality Housing Selection Policy

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DEFINITIONS

Affordable housing project component: A project component providing subsidy housing opportunities through the Financed Linked Individual Subsidy programme (FLISP).

Catchment area: The geographical area surrounding a project town designated by the municipality for selection purposes. Each town has a catchment area which includes the town area itself. Catchment areas do not overlap, but two or more towns can 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 the applicants of the household as prescribed by the National Housing Code.

Department: The Western Cape Department of Human Settlements

Dependant: As defined in the National Housing Code

Farm resident: A person who lives on a farm including a farm worker whose normal residence is on the farm.

Housing demand database: A database created by a municipality to store information from individuals/households required to select beneficiaries for subsidy housing projects.

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

Location preference: A data field on the database which indicates the area/location where an individual/household prefers to live.

Non-relocation project component ("Greenfield") : A Project component on a new site on which there are no legal occupants and for which the municipality has discretion to select beneficiaries, provided they are eligible for the subsidy.

People living in overcrowded formal conditions: "Backyard dwellers" in formal housing areas and individuals/households living in overcrowded conditions in formal structures in formal housing areas.

Preliminary list of beneficiaries: A list of individuals/households drawn from the municipal database following the housing selection policy, before the appropriate authority (normally the Department) checks the eligibility of the households.

Pre-screening: A rapid assessment to determine if an individual/household qualifies for a housing subsidy programme; whether assessment is done by municipality or the Department. Pre-screening done by the Department excludes the checking of prospective beneficiaries against the Deeds Office records, but includes the checking of identity numbers, marital status, income and if 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 state subsidised human settlement intervention that takes place on a single site or set of related sites.

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

Project town: A town in the municipal area in which the municipality decided to place subsidised housing projects.

Regional Town: The project town designated by the municipality as having a significant economic base in which households, living inside and outside the catchment area, can be selected for housing opportunities.

Registration date ordering: The ordering of database entries (that qualify for a specific subsidy) from earliest to latest registration date with the purpose of selecting beneficiaries for a project.

Relocation project component: A project component in which the beneficiaries of an informal settlement or part of an informal settlement is relocated to a new (Greenfield) site.

Quota: A portion of the opportunities in a Project component reserved for individuals/households with specified characteristics.

Town-based extract: An extract from the municipal housing demand database which indicates the individuals/households living in the catchment area of the specific town.

Updating: The process whereby individuals/households provide information to the Municipality about their current status for the purpose of updating their information on the database.

Verification: The process whereby the municipality checks that the claims made by individuals/households about their status when registering on the database or updating their status is true.

1. POLICY INTENT

The main objective of the policy is to set out the processes and procedures for the selection of beneficiaries for new housing projects.

A project site or set of sites can have a number of project components. The selection of beneficiaries in each component is handled differently.

The types of project components (each with its own selection criteria) is as follows:

- (a) greenfield, non-relocation projects for individuals/households that qualify for full housing subsidies or serviced site subsidies
- (b) relocation projects linked to informal settlement upgrade projects;
- (c) institutional and housing projects that result in ownership (including “rent-to-buy” options).

The criteria as indicated below must be used in each type of component as indicated.

2. POLICY FRAMEWORK

This Policy has been informed by relevant clauses of the Housing Act, 1997 (Act 107 Of 1997), the amended National Housing Code, the municipality’s Integrated Development Plan, the National “Strategy for the allocation of housing opportunities created through the national housing programmes”, the “Framework Policy for the Selection of Housing Beneficiaries in owner-based housing projects”, approved by the Provincial Minister for Human Settlements in September 2012 and “Municipal Selection Policy Template” developed by the Provincial Department of Human Settlements.

The above prescripts confer certain roles, responsibilities and obligations on the municipality 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 to apply for housing assistance.
Transparency	All persons must have reasonable access to the Housing Selection Policy and the process of selection and ordering of database entering.
Functionality	The Policy must be practical and understandable.
Social cohesion	The spirit of this policy is to minimise social conflict and optimise development.
Access	The Housing Selection Policy must be applied to enhance easier access to housing opportunities.
Integration	The Housing Selection Policy should be implemented in such a manner that it promotes integration within the municipality.

4. MUNICIPAL HOUSING DEMAND DATABASE

4.1 Assigning registration dates to new entries on the database

A registration date is allocated to each person who completes the necessary application form and relevant documentation required to be entered onto the database, provided that the individual is at least 18 years old.

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

4.2 Data fields on the database

The following data fields must be completed on the database:

4.2.1 Households with one adult in the core household:

- (a) Name and identity number of the adult
- (b) Registration date
- (c) Residential address

- (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 dependants in the household
- (g) If the individual is or previously was a farm resident, address of the farm and if so, employer/farmer where applicable.
- (h) Gross monthly income
- (i) Marital status
- (j) Whether he/she owns or previously owned property
- (k) Telephone / Cellphone number

4.2.2 For households with two adults in the core household:

- (a) Fields as provided in 4.2.1 c), d), e), f), i) above is relevant to the household
- (b) Name and identity numbers of the two adults
- (c) Registration date of the household that,
 - (i) the earlier of the two adults' registration dates if the municipality already has them separately on record;
 - (ii) the earlier application date on record if only one applied;
 - (iii) their joint application date, whichever is the earliest.
- (d) Gross monthly income of each adult
- (e) Joint gross income of the two adults
- (f) If the individual is or previously was a farm resident, address of the farm and if so, employer/farmer where applicable, for both adults.
- (g) Whether each adult owns or previously owned property
- (h) Telephone / Cellphone numbers of both adults

4.3 Supporting documents for registration and updating

The municipality will receive the following documents during registration and updating:

4.3.1 *Information to check if the applicant qualifies for the various subsidy instruments in the National Housing Code*

The following information should be collected:

- Payslips,
- Copies of Identity document of the applicant, other adults and minor dependants (younger than 18 years) in the household, and
- Marriage Certificate
- If widowed, Death Certificate of spouse
- If divorced, Final Divorce Settlement

4.3.2 *Information to verify queries/claims by individuals/households about selection status*

The municipality should use the following means of verification to check permanent disability claims by individuals (refer to section 5.2 below):

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

4.3.3 *Farm resident*

Evidence of the farm/s and its location/s on which the farm resident lives or lived and the duration of residence should be collected.

Where the resident is a farm worker, the evidence should include a letter from the employer / farm owner which indicates the location and duration of residence on the farm.

The following can be submitted as evidence: employment contract with commencement date of employment, current or latest payslip for the employee indicating rental charged for accommodation on the farm.

5. APPLICATION OF POLICY

This policy is applicable to the selection of beneficiaries for certain state subsidised new housing projects.

A single project site or set of sites can have a number of project components related to different housing delivery programmes. Each component will be dealt with differently in terms of the selection process of beneficiaries.

This policy covers the following project component types, each with its own selection criteria:

- (a) new ("Green field") non-relocation project components for the R0 – R3 500 monthly income per household sector as determined by National Legislation or Regulations;
- (b) relocation project components linked to informal settlements upgrading projects;
- (c) institutional and affordable housing project components that result in ownership (including "rent-to-buy" -options).

5.1 Criteria that applies to more than one project component type

The following criteria must be used in each component type:

5.1.1 Balancing of residents in overcrowded conditions and residents of informal settlements accross portfolio of projects

For all project components the number of residents in formal overcrowded conditions and informal settlements dwellers receiving subsidised housing opportunities should be balanced against each other. This process can only take place if sufficient funding are made available from DORA. The balancing should occur over each successive five 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 municipal services per site.

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.

5.1.2 Use of the municipal housing demand database and link between selection and approval of subsidy

For project components where the database is used for selection, except relocation components, only the database entries on the municipal database that is eligible for the relevant subsidy instrument based on information on the database, should be used for selection.

The selection status of an entry from the database is preliminary until the subsidy application is approved by the Department or appropriate authority. Before submitting subsidy applications for approval the municipality 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 all queries of the public should be dealt with.

5.1.3 Registration date ordering

Registration date ordering is the process whereby all database entries considered eligible for a project component is ordered from the earliest to the latest registration date. Households are selected as beneficiaries in that order.

5.1.4 Selection subject to meeting 3 year minimum registration period

All households selected for ownership-based opportunities must have been registered on the municipality's database at least 3 years prior to selection except in cases indicated in this Policy.

5.2 New (Green field) non-relocation project components

5.2.1 General Mechanisms

The Municipality should identify a catchment area for each project town. The catchment area should be clearly indicated on a map of the municipality. Catchment areas should not overlap but two or more towns can have the same catchment area. Each area in a municipality will fall within a catchment area.

From the list of project towns the municipality will designate a regional town.

5.2.1.1 Regional towns

In a regional town, the municipality will reserve 90% of the opportunities within the project component for entries from residents residing in the catchment area.

The remaining 10% of the opportunities will be divided across the other catchment areas in the municipality in proportion to the number of active entries relevant for the project component.

Only residents in each of the other catchment areas who indicated a preference to locate in the regional town will be selected.

As far as is practical, quotas referred to in 5.3, will be divided across catchment areas in proportion to the number of opportunities assigned to each catchment area.

Council can, with the commencement of a new project, decide to deviate from the percentage allocation.

5.2.1.2 Non-regional towns

In non-regional towns residents of the non-regional town indicating the non-regional town as a location preference should be selected. Quotas referred to in 5.3 are applicable to the database of residents in the catchment area of the project town for selection in the project component.

Annexure "A" of this Policy contains a list of all project towns and the suburbs and townships identified on the database as residential areas that are considered as part of each project town. The Annexure also indicates which project towns are regional.

Annexure "B" shows the geographic extent of catchment area.

5.2.1.3 Age-based prioritisation

In both regional and non-regional towns, only households with at least one non-dependent adult being 35 years or older will be selected in registration date order subject to the following two conditions:

- A household selected via the “quota for households affected by permanent disability” (5.3.3) is strictly exempt from age-based prioritisation;
- Should the Housing Demand Database no longer contain households with at least one non-dependent adult being 35 years or older within the catchment areas prescribed for the project, the municipality should select, in registration date order, households with at least one non-dependent adult from successively younger applicants registered on the database in one year decrements (starting from 35 years) from the catchment areas prescribed for the project provided that a motivation be submitted to the Minister for approval.

5.3 Quotas

5.3.1 Quota for farm residents, including farm workers

A quota of not more than 7.5% of the opportunities in the project component will be set aside for households who have farmworkers and farm residents in the core of the household who are ordinarily residing in the municipal area on condition that at least one of the adults in the core:

- has in the past resided or continues to reside on farms outside of the towns in the municipality for at least 10 of the past 13 years, and
- is 55 years or older.

The requirement that households selected must have been registered on the municipality’s database at least 3 years prior to selection does not apply to this quota.

5.3.2 Quota for households with adults of 60 years and older in the core

A quota of not more than 15% of opportunities must be set aside to prioritise households consisting of at least one non-dependant adult of 60 years or older in the core household.

The requirement that households selected must have been registered on the municipality’s database at least 3 years prior to selection does apply to this quota.

5.3.3 Quota for households affected by permanent disability

A quota of not more than 5% of opportunities in the project component must be set aside to prioritise households “affected by permanent disability”.

The requirement that households selected must have been registered on the municipality’s database at least 3 years prior to selection does not apply to this quota.

The municipality should classify households with the following characteristics as households “affected by permanent disability”:

5.3.3.1 A household with at least:

- one adult member (in the core household) with a permanent disability, or
- a financial dependant 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 5.3.3.1.

5.3.3.2 A household with an adult caregiver of a permanent disabled minor who is in the core household or financially dependent on the core and who receives a Care Dependency Grant.

5.4 Relocation project component

5.4.1 Basic methods for selecting beneficiaries for relocation or remaining in an informal settlement

A Municipality will use one of the following five methods or a combination thereof to identify households for relocation or to stay in an informal settlement targeted for upgrading:

- (a) ordering according to 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 oldest adults in a household;

- (e) selection of households according to their relative location to public infrastructure and public facilities planned for the upgrading of informal settlements.

5.4.2 Methods used where there is a difference in the level of service delivery between beneficiaries remaining on site and those who 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.

5.5 Institutional and affordable housing project components

5.5.1 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 these processes are reasonable.

5.5.2 Projects open to all qualifying across the municipality

The municipality should make sure that the selection processes run by housing institutions or developers are clearly 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.

5.5.3 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' or developer's list should occur in order of registration date.

The 3 year minimum registration period requirement will not apply for institutional and affordable housing subsidies.

5.5.4 Age-based prioritisation will not be applied to Institutional and affordable housing projects (FLISP)

Given that beneficiaries of the institutional and FLISP housing subsidies are required to make financial contributions towards the cost of the subsidy unit, the requirement that households selected must contain at least one non-dependent adult 35 years or older will not be applicable to these subsidies.

6. INSTITUTIONAL ARRANGEMENTS

The responsibilities as indicated below pertain to all project component types, except where indicated.

6.1 Council

Council is responsible for:

- adopting and reviewing of the municipality's Selection Policy.
- monitoring the implementation of the Selection Policy.
- determining the selection method for relocation project components from the options provided in 5.4. above.

6.2 Municipal Manager

The Municipal Manager is responsible for the implementation of the Housing Selection Policy.

To enable implementation, the Municipal Manager delegates the following roles and responsibilities:

6.2.1 Director: Human Settlements, Land Management and Planning

The responsibilities of the **Director: Human Settlements, Land Management and Planning** is as follows:

- Ensuring that the Selection Policy is being implemented in each project component by requesting information from the Deputy Director Human Settlements on how the Selection Policy is being applied in each project component, vetting such information before making a decision.
- Issuing written instructions to the Database Unit about how the Selection Policy will be implemented for each project component.
- Reporting to the Council on how selection broadly occurred within the affected housing projects i.e. the number of opportunities in

the project, the quotas used, the number of opportunities within each quota.

6.2.2 Deputy Director: Human Settlements

The Deputy Director: Human Settlements has the following general responsibilities:

- Generally ensure that all processes required for selection in the project component as laid out in policy occur.
- Make recommendations to the Director Human Settlements, Land Management and Planning on how the Selection Policy should be implemented.
- Submit other information about the project to the Director Human Settlements, Land Management and Planning as deemed necessary by the latter to enable decision-making.
- Ensure that the Project Steering Committee be appointed, where applicable.
- Manage the processes of public comment on preliminary lists (see 6.5) and answering all queries of the public.
- Inform the database unit about subsidy recipients 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 Deputy Director 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 Deputy Director Human Settlements for ordering according to registration date.

6.2.3 Project Steering Committee / Social Compact: Relocation Projects

The Steering Committee/Social Compact will only be directly involved in the selection of beneficiaries in relocation project components. For relocation project components, the Steering Committee will develop

recommendations for how selection within the relocation project will occur from options provided in 5.4 above, and submit these to the Deputy Director Human Settlements who will in turn make a recommendation to the Director Planning, Human Settlements and Land Affairs.

- For relocation project components, the municipality will establish the Steering Committee/Social Compact.
- Only beneficiaries of the upgrade project associated with the relocation participants will serve on the Committee. The Committee will be elected by the beneficiaries of the upgrade project.

6.2.4 Database unit

The Director: Human Settlements, Land Management and Planning must establish a separate unit for managing the Housing Demand Database. The unit should consist of one or more official who may have other responsibilities, but may not include the Deputy Director Human Settlements.

The role of the unit is as follows:

- Process forms from individuals and households entry onto the database.
- Verify and update information (see 4.2 and 4.3 above).
- Store the information contained on the forms securely.
- Apply the Selection Policy to the database to select beneficiaries for the project by order of the Director: Human Settlements, Land Management and Planning.
- Answer formal queries in writing about any preliminary selection lists.
- Keep track of the status of entries on the database including if and when database entries received a subsidy, and the location of the subsidy property.
- Preserve and file all preliminary lists, before and after pre-screening, and all written instructions from the Director: Human Settlements, Land Management and Planning about how entries should be drawn from the database for a specific project (and project component).

6.3 Contractors or implementing agents

Contractors or implementing agencies may not play a role in the selection process, except, at the request of the municipality, to contact individuals or households who have been selected in any primary selection process.

6.4 Channel for queries about preliminary selection

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

The list must be available for a period of two weeks. The municipality has three weeks to reply on queries from the public.

6.5 Communication of the Policy

The municipality will communicate the Selection Policy for a specific project annually to the residents of the municipality by publishing information in local newspapers and on notice boards of public buildings. The complete policy should be available on request for reading in all Human Settlements offices.

The responsibilities of the residents to register and update information should be made clear, and the consequences of not fulfilling these responsibilities should be explained clearly.

Annexure "A" – Project towns, associated suburbs or settlements and regional towns.

Project town	Suburbs / other areas included in project town	Regional or Non-Regional town	Description of catchment area
George	Andersonville Ballotsview Blanco Borchards, Conville Golden Valley Herold Lawaai kamp Maraiskamp Newdawnpark Pacaltsdorp Parkdene Protea Park Rosemore Syferfontein Thembaletu Urbansville Rosedale	Regional town	See map attached
Uniondale	Haarlem	Non-Regional town	See map attached
Wilderness	Hoekwil Kleinkrantz Touwsranten	Non-Regional town	See map attached

Annexure "B" - Geographic extent of catchment areas

