

CITY OF KINGSTON

Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

Published November 2022

Kingston Municipal Preference Policy

The purpose of the municipal preference policy is to prevent displacement from the City of Kingston by ensuring that current residents and former residents of the City have priority access to affordable housing opportunities and therefore have a better chance of living in the City.

The purpose of this document is to provide information on how housing providers in the City of Kingston could adopt a preference policy for City of Kingston residents. The City of Kingston encourages housing providers to apply this municipal preference policy to their renter or homebuyer selection process.

Policy Design

Preference will apply according to the following point system:

- 1) Current residents of the City of Kingston or those who work or are hired to work in the City of Kingston and will devote at least 75% of their working hours in Kingston— 3 points OR
- 2) Former residents that could prove previous residency in the City of Kingston for at least three months at some point in the past three years – 2 points OR
- 3) Individuals with special characteristics: Individuals with disabilities or survivors of domestic violence – 1 point

Applicants can get cumulative points.

Housing providers should ensure that applicants submit evidence they meet the eligibility criteria for each priority category. Each housing provider may determine their own acceptable forms of verification. In the case of an applicant determined to be homeless and temporarily based in Kingston, the applicant may claim residency in the City of Kingston.

The policy is based on a points-system rather than a blanket set-aside policy. In this points-based system, the housing provider will assign different point values to each of the four priority placement categories, with priority status assigned to those applicants with the highest point value. Only one household member needs to have a preference for the entire household to qualify for a preference in the lottery.

After the lottery, all the applicants are ranked, and then sorted by preference. The list of applicants will then be ordered by preference priority, before applicants without a preference. Applicants are then processed by preference priority, in lottery rank order (Figure 1).

The four priority placement criteria may complement other eligibility criteria the housing provider requires. For instance, if as a condition of a funding source the housing provider may only rent to

CITY OF KINGSTON

Office of Housing Initiatives

Bartek Starodaj, Director



Steven T. Noble, Mayor

households making up to 80% Area Median Income, the housing provider may apply this criteria before applying the priority placement criteria.

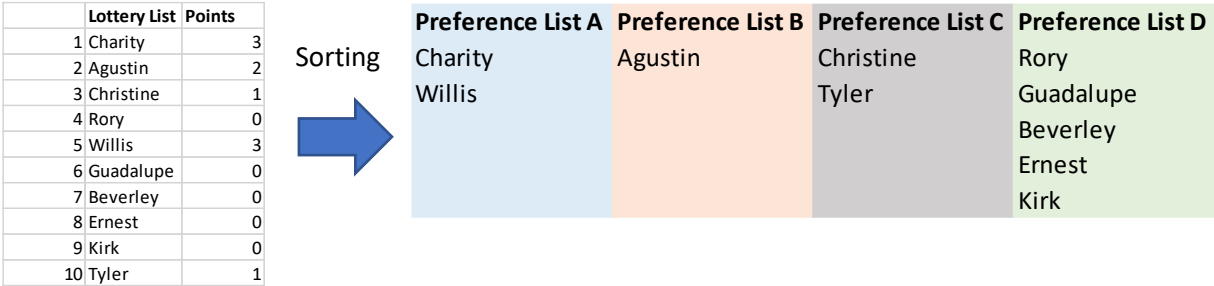


Figure 1 – Preference Policy Sorting Example: ten candidates are eligible to enter the lottery based on the housing provider’s eligibility criteria. These candidates are sorted to four preference lists based on the priority placement criteria of the City of Kingston Municipal Preference Policy.