

## 2021-2022 New York State Rental Supplement Program Plan

District:	<u>ACASS – Allegany County DSS</u>
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RSP Implementation Date:	<u>TBD</u>

Indicate whether the program will be administered using district mechanisms (e.g., direct administration or transfer of funds to county agencies) or by another public agency, contractor or non-profit organization. Administration of the RSP may be delegated in full or in part. Also indicate whether districts will coordinate with the local HUD-funded Continuum of Care, if applicable.

ACCORD, a 501c3 Community Action Agency, will administer the program. Allegany County Department of Social Services and ACCORD are both board members of the NY-501 Continuum of Care (CoC) and the program will coordinate with the CoC.

Indicate the anticipated RSP supplement amount and the number of households expected to be served in the initial 12-month period. RSP supplement amounts are set at 85% of the local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds.

**RSP Supplement Amount: \$7,860 anticipated per client**

Final FY 2022 & Final FY 2021 FMRs By Unit Bedrooms - Allegany County, NY										
Year	Efficiency		One-Bedroom		Two-Bedroom		Three-Bedroom		Four-Bedroom	
	85%	100%	85%	100%	85%	100%	85%	100%	85%	100%
FY 2022 FMR	\$484	\$569	\$521	\$613	\$643	\$757	\$824	\$969	\$951	\$1,119

Bedroom Size	Household Size	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	7	10

**Anticipated Number of Households to be Served: 13**

Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement for determining eligibility for the RSP, but at least 50% of the supplements shall be allocated for households who are currently in shelter or experiencing homelessness (unless sufficient demand does not exist for such households within a district).

Allegany County uses a coordinated entry process to assist families that are homeless or at risk of homelessness. Clients that are on the coordinated entry wait list will be reviewed

at the onset of the program for eligibility. The Homeless Housing Task Force will be used to educate partners about the program for referrals. Clients at any one of the coordinated entry points of entry can make referrals to the program. Community education will be conducted through press releases and social media posts.

**Describe the application and determination process, including the length of time within which applications will be approved or denied. OTDA encourages districts/contractors to make decisions regarding applications within 30 days of the application date.**

Applicants will complete the coordinated entry assessment and be entered into HMIS. Income certification for the household will verify eligibility. The acceptance process is anticipated to take less than two weeks.

**Describe the forms and/or notices that will be used to facilitate the application and determination process. When households requesting a supplement do not meet the criteria established by the district, the denial/discontinuance letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. When a supplement is approved, an award letter must be provided to both the tenant and landlord and must detail the amount approved to be paid on a monthly basis and the months/term included.**

The coordinated entry assessment and ACCORD's intake packet will be completed with each client. If a client is not eligible for the program a denial letter will be sent to the client explaining reason. For clients successfully enrolled in the program an approval letter will be sent to client and landlord explaining assistance amount, terms, recertification, and payment processes.

**Indicate the anticipated target population, including prioritization of certain households (e.g., those with children under the age of six, single individuals, veterans, individuals and families experiencing domestic violence (DV) and non-DV victims of violence). Eligible participants include individuals and/or families, regardless of immigration status, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.**

Prioritization will be provided to families with children under the age of six, single individuals, veterans, and individuals or families experiencing domestic violence.

**Indicate how the following eligibility standards will be met:**

- **Households must earn no more than 50% of area median income (AMI) at the time of application (using current monthly income for the household and excluding earned income of a minor child; adoption/foster care payments; one-time loans, gifts, lump sum payments or other non-recurring income; and childcare subsidy payments) based on location and household size, with initial priority given to households who earn no more than 30% of AMI;**
- **A household's financial contribution will be limited to 30% of their households' total earned and/or unearned income; and**
- **Supplements are to be provided until the household's income reaches 30% or more of their monthly rent, at which point the housing will be considered affordable for the individual/family and the supplement will end.**

Program staff will complete an income certification with each applicant to confirm that the total household income is less than 50% of the Area Median Income. This will determine program eligibility and household financial contribution. Third party verifications will be used to establish

household income. Families who earn no more than 30% of the area median income will be given initial priority.

The rental worksheet will be used to outline the household's financial contribution. Temporary assistance will be excluded from the calculations per the LCM. Income verifications and the rental worksheet will be updated any time a client reports a change in income and or household composition and during the annual recertification process. This will determine when a household's income reaches 30% or more of their monthly rent and the unit is considered affordable.

**List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:**

- **Will leases be required of all tenants?**
- **How will the district/contractor ensure that the rental costs are legitimate and the responsibility of the recipient if a lease is not required?**
- **Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?**
- **How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?**
- **What standards will be followed in determining whether supplementation will continue following a move?**
- **Will the district/contractor require the recipient household to report changes related to the supplement within a set timeframe as a condition of continued eligibility for the supplement?**
- **How will contributions towards rental costs from individuals outside the household be verified and what standards will be applied in determining whether such contributions can be sustained in the future?**

The program will require landlords to sign a one-year lease with the option of renewal. The lease will clearly rental amount and utility responsibility. Rental and utility amount must meet fair market rent standards. Each unit must pass a habitability inspection prior to being approved for assistance. Changes of income and or household composition must be reported within 10 business days and will result in a recertification of income. Moves and rent increases must be submitted in writing with a 30-day notice. The new unit will require a lease and must pass a habitability inspection prior to being approved. A recertification of income will be completed on a yearly basis.

Zero-Income circumstances are very unusual and require extra steps to validate. When a family reports zero income ACCORD will complete a recertification at least every 90 days. The purpose of the interim recertification is to verify the family's expenses, and to have the family provide an explanation of how their expenses are being paid. Any regular monthly contributions received by the family from outside sources must be considered as household income. In addition, the family must complete the "Zero Income Worksheet" form on a quarterly basis.

**Indicate the length of time the supplement will be offered to households (e.g., three months, six months, indefinitely, etc.) and whether there is a recertification process for the supplement.**

Allegany County will assist households until their income exceeds the program requirements. Recertification will take place annually, with clients reporting household or income changes within 10 business days. Client's that do not respond to the annual recertification notice will receive a second and third notice. Clients that fail to complete the recertification process will be removed from the program.

**Indicate the payment mechanism (e.g., check, transfer of funds, etc.) and whether the**

**supplement will be paid to the tenant or the landlord.**

Supplement will be paid directly to the landlord via check.

**Indicate how fraudulent and/or cases determined to otherwise be ineligible will be handled, including the procedure for recouping funds, if necessary.**

Persons can report suspected fraud via email, Facebook direct message, ACCORD's anonymous customer care line, and or directly to program staff. In the event fraud is identified ACCORD's assistant director will contact funding agency and Allegany County with the information. A plan of action will be developed with the Allegany County Department of Social Service .to recoup funds.

**Describe how the district/contractor will ensure that households do not receive duplicate benefits from other sources that may assist with paying future rent/ongoing rental supplements.**

Each case will be reviewed to ensure duplicate benefits are not being received. ACCORD administers the Section 8 program for Allegany County, Solutions to End Homelessness, A CoC Rapid Rehousing Program, and ESG-CV. HMIS, ACCORD's agency wide database, and DSS records will be used to ensure duplication of benefits are not being received.

**Indicate how client records will be maintained (e.g., paper file cabinets, electronic records, or a combination of both) and whether any specific software or system will be used. Notifications regarding eligibility determinations (e.g., approvals, denials and discontinuances) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.**

Client records will be maintained in HMIS, ACCORD's agency data system, and a physical file. HMIS and ACCORD's data system are cloud-based systems with individual, secure logins. Physical files are maintained in locked file cabinets building with limited client access. Closed files are stored in a locked facility until they can be disposed of.

**Indicate how the progress of those served in the RSP will be monitored. Reports that describe the progress of RSP activities and those served will be required on at least a quarterly basis. A report template will be provided. Minimally, reports must include the amount of rental supplement payments provided, the number of households served and certain demographic information including receipt of TA and household composition.**

Clients will be required to participate in a quarterly recertification meeting. Meetings may be complete via telephone, web-based conferencing, or in person. Program staff will schedule the recertification meeting with the client and provide them with a document list in advance of the session. The document list will outline the items needed to verify income. Client communication is documented via a communication log and in ACCORD data system. Demographic data is collected and maintained in ACCORD's data system and HMIS.

**To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Shelter Supplement Plan must indicate the following:**

- **How the RSP will be different from their current approved Shelter Supplement Plan**
- **The process established to ensure funds are not duplicated**
- **How participating households will be distinguished**

The district does not currently have an approved Shelter Supplement Program.

RSP  
Rental Supplement  
Program

Allocation	\$120,210		
		1 Person	2 Persons
AMI Allegany Co.	30%	\$14,150	\$17,241
	50%	\$23,500	\$ 27,000
FMR Allegany Co.	100%	\$757	
RSP FUNDING	85%	\$643	
Local Share	15%	\$114	
Household Income Contribution Max	\$380.00	30%	\$114.00
Actual Rent Being Paid			\$
Administrative Spending Limitation	\$18,032	ACCORD	
Left For Grant	\$102,179	159	Months
			Households for 12
		13	Months

**Attachment B**

Salaries	\$2,176
Fringe	\$761
Audit	\$421
Rental Assistance	\$102,179
Mileage	\$200
Space	\$303
Technology Access	\$114
Postage	\$200
Insurance	\$32
Indirect Costs	\$13,824
<b>Total:</b>	<u>\$120,210</u>