

2021-2022 New York State Rental Supplement Program Plan

District: Broome

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RSP Implementation Date: TBD

- 1. 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.**

Broome County Department of Social Services will conduct a Request for Proposal for full administration of the Rental Supplement Program. RFP will stipulate that the selected agency must include coordination with the Continuum of Care.

- 2. 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.**

Household Size	Allowable Number of Bedrooms	100% FY 2022 HUD FMR	85% FY 2022 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	1	\$668	\$568	\$568	\$0
2	1	\$668	\$568	\$568	\$0
3	2	\$855	\$727	\$727	\$0
4	2	\$855	\$727	\$727	\$0
5	3	\$1136	\$966	\$966	\$0

- 3. Anticipated Number of Households to be Served:**

80-85

- 4. 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).**

The Program will develop partnerships with the local CoC, homeless shelters, Safe Harbor Task Force, and the Broome County Department of Social Services to ensure that consumers are aware of the ability to apply for rental supplements. Coordinated Entry will also be utilized for referrals.

- 5. 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.**

Referrals to the program will come through the Coordinated Entry System. This will assist with non-duplication of services. Applications must be created by the selected agency and will be provided once developed. Applications must include a description of the Rental Supplement Program, the eligibility requirements, the responsibilities of the applicant, and what specific information is needed to determine program eligibility. Case managers will assist applicants in obtaining documentation if necessary. Eligibility will be determined by household income and housing status. Applicants with 30% or below AMI will have their cases expedited. The expectation is that all program eligibility will be determined by the case manager no later than 30 days from the referral. The information will be communicated through notices that will clearly explain to the applicant the reason for acceptance or denial. Income verification must be collected during the application process along with household composition.

- 6. 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.**

Acceptance award letters will be provided to tenant and landlord with the signature of selected agency, tenant, and landlord. The form will also indicate the date the property was inspected by the case manager. This notice will include the amount of supplement approved to be paid monthly and date it will be paid, tenants' responsibility, months/terms (how long) and any applicable tenant protections resulting from the receipt of RSP.

Award letters will also indicate a date on which the applicant's case will be reviewed.

Denials will clearly explain and support why the household does not meet the criteria set forth for RSP. (Including the household income vs. program eligibility income).

All forms will be in clear and concise language and be available in alternative languages as needed.

7. **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.

There will be two targeted populations based on the need in our community. The population will include households with children. The other will be single adults specifically those single adults (who may be on TA) who are employable but cannot find stable permanent housing due to the higher rents and low TA shelter allowance.

8. **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.**

Applications will be reviewed by the selected agency's case managers. Determinations will require verified proof of all household income and any outside contributions (minus the excluded income as contained in 21 LCM -24).

Income will be compared to 50% of the AMI of our area with priority/expedition to those households at 30% or lower of the AMI.

The Supplement will cover 85 % of the FMR with the Household contributing the remaining amount which is limited to 30 % household income (earned or unearned). There will be no local cost.

The selected agency will have follow-up with households and will reevaluate to determine if the household income has increased and the housing will be considered affordable.

9. **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 theresponsibility 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 selected agency must have a process for which clients will be expected to advise of household changes and how resulting modifications will be handled (rent increases, changes in household composition, moves etc.)

A signed lease between the tenant and landlord will be required and be maintained as a part of the case record. The lease must indicate the total rental amount, supplement, tenant's amount, date that the rent is due, and language regarding non-payment (if applicable). The case manager will conduct HUD level inspections of the property which will be required prior to awarding the rental supplement with the date of inspection included on the award letter. All award letters must stipulate that any changes to income and/or household composition are to be reported within fifteen (15) days of the change. Cases will also be monitored monthly by program staff (case manager). Any changes will prompt a complete reevaluation of award status and amount.

Any move will prompt a full reassessment of RSP eligibility.

All income, inclusive of contributions must be included within the application process. As a part of the initial assessment, assigned staff should verify the contribution and the reoccurrence as can best be determined.

10. 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.

The rental supplements will be offered initially for six months. At six months the case will be reviewed and if household remains eligible the supplements will continue for six more months. Supplements will remain as long as household rent is at 30% or less of their total monthly household income.

11. Indicate the payment mechanism (e.g., check, transfer of funds, etc.) and whether the supplement will be paid to the tenant or the landlord.

The selected agency will submit invoices on a quarterly basis to Broome County DSS for reimbursement. The selected agency will pay the rent or rental supplement directly to the landlord via a check.

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

The selected agency is responsible for a comprehensive plan for documentation, evaluation, and record-keeping including an auditing system to determine if fraud has occurred. If fraud has occurred due to actions of the tenant, a letter to the tenant will be sent requesting repayment with language indicating a collection process if the funds are not returned. If a tenant does not pay their portion of the rent, the case will be immediately reviewed for the reason. Policy must be created to handle these situations with specific timeframes as to how to proceed with future supplements. If it is found that the landlord acted fraudulently then a letter will be sent to the landlord requesting repayment with language indicating a collection process if the funds are not returned.

13. 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.

The selected agency will be required to work with Coordinated Entry with information collected and entered into HMIS as a part of the application process to assess for duplicative assistance.

Releases of information should be completed as necessary.

The application should directly ask for all financial contributions being received by the household.

14. 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.

The selected agency will maintain that all paper documents be scanned and securely kept electronically. Record information will also be required to be entered in HMIS. The selected agency is responsible for the development and implementation of a record retention policy that securely maintains records (of decided format) for a minimum of six (6) years following the submission of the final expenditure report.

15. 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.

The selected agency is responsible for a policy and procedure for monitoring the progress of households served by the program.

Information must be entered into HMIS.

The selected agency's staff must follow up monthly, either by phone or in person, with each

household receiving the supplement.

Program staff should provide served households with support and assistance regarding linkages to resources that would assist with ongoing barriers to stable housing.

Notes from each contact should give a summary of the contact and status of the rental property/ household composition as well as any financial changes and referrals made.

A quarterly report detailing the total amount of rental payments provided, number of households served and demographic information as outlined in provided template is required.

16. 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**

N/A