

2021-2022 New York State Rental Supplement Program Plan

District: Cattaraugus County
Contact Person: Anthony Turano
Telephone: 716-701-3691
Email: Anthony.Turano@dfa.state.ny.us
RSP Implementation Date: XX/XX/XXXX

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.

The district will directly administer the program utilizing the administrative allowance in the budgeted allocation contained in Attachment A of 21-LCM-24 to facilitate the administration of the program. The district will coordinate with the local HUD-funded Continuum of Care.

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:

The RSP supplement amount will be at 85% of the local Fair Market Rent (FMR) or the actual shelter amount, whichever is less.

2022 CATTARAUGUS COUNTY FAIR MARKET (FMR) BY HOUSEHOLD AND BEDROOM SIZE					
Household Size	Allowable Number of Bedrooms	100% FY2022 HUD FMR	85% FY2022 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	Efficiency	\$614	\$521.90	\$521.90	\$0
1	1	\$618	\$525.30	\$525.30	\$0
2	Efficiency	\$614	\$521.90	\$521.90	\$0
2	1	\$618	\$525.30	\$525.30	\$0
3	2	\$757	\$643.45	\$643.45	\$0
4	2	\$757	\$643.45	\$643.45	\$0
5	3	\$1021	\$867.85	\$867.85	\$0
6	3	\$1021	\$867.85	\$867.85	\$0
7	4	\$1102	\$936.70	\$936.70	\$0
8	4	\$1102	\$936.70	\$936.70	\$0

Anticipated Number of Households to be Served: 50

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).

Outreach efforts will include posting on county social media and websites, press releases and biweekly meetings with the local Continuum of Care for Coordinated Entry, as well as domestic violence shelters, homeless shelters, and other human services agencies in the county. We will also actively collaborate with area legal services including LAWNY and the County Public Defender's Office via the Cattaraugus County Bar Association.

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.

The district has designed an application as part of developing this plan and will accept applications during normal business hours Monday through Friday at the district offices, applications received by fax after normal business hours will be date stamped the next business day. RSP applications will be available on the county website or by contacting DSS.

Applications will be processed within 30 days of the application date. Applicants will be notified of the agency determination by the mail.

- All applications will be logged and assigned to a RSP Examiner
- If the individual is at the office to apply during normal business hours, the examiner will conduct the eligibility interview that day.
- If the individual drops off, faxes, or mails the application, a letter will be given / mailed to the client advising an eligibility interview must be conducted within 7 calendar days.
 - Eligibility interviews may be conducted in person or by telephone.
- During the eligibility interview the RSP Examiner will complete a comment sheet explaining the household circumstances and provide the individual with a list of documents required. Examiner will allow 10 calendar days for submission which may include:
 - Income verification
 - Written verification of address, household composition, and shelter expense
 - Identification for all household members
 - Signed Release of Information Agreement
- Once all documentation has been submitted the RSP Examiner will review and complete the RSP Calculation Worksheet.
- Within 30 calendar days a determination will be made, and the client will be notified with the Action Taken on Your Rental Supplement Program Application/Recertification/Change form.
- Landlords will receive a notice advising of RSP funds approved for that household with effective date and amount of monthly grant.
- Security deposits will be considered only when alternate funds/agreements are unavailable.

Households' income may not exceed 50% AMI.

Describe the forms and/or notices that will be used to facilitate the application and determination process.

The attached RSP application will be used in conjunction with a calculation worksheet that will assist the examiner in determining household eligibility and RSP amount.



CattCo_RSP_applicati on32022_FINAL.pdf RSP CALCULATION WORKSHEET - Final 0

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.



RSP Action Taken Client Letter - app-rec

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.



RSP Action Taken Client Letter - app-rec RSP Landlord Letter .doc

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.

The target population that will be given priority will be:

- Households who have experienced long term homelessness due to barriers including mental health and substance abuse
- Households with children under 6 years old experiencing homelessness or imminent loss of housing, including domestic violence, and non-DV victims of violence.
- Individuals over 60 years of age
- Households without children with a household member over 60 years of age
- Veterans

Other eligible households who are experiencing homelessness or facing imminent loss of housing will have eligibility determined and RSP assistance granted if funds are available. This will be decided at the determination date based on the pending applications in the queue. Eligible households not granted assistance due to funding constraints will receive a determination letter that indicates such.

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;**

Households will be required to provide verification of income at application, recertification, or during the certification period if their income goes above 50% AMI or exceeds 30% of their rent expense.

A database will be created for RSP. This will track all reportable information needed by OTDA, as well as indicators regarding application status (pending, approved, denied). There will be an indicator for priority groups, also.

**Income Limits for Very Low-Income Families,
Cattaraugus County Area Median Income as Adjusted by Hud,
By Number Of Persons**

Effective April 1, 2021

	1	2	3	4	5	6	7	8	9	10	11
50% AMI											
Yearly	\$24,300	\$27,800	\$31,250	\$34,700	\$37,500	\$40,300	\$43,050	\$45,850	\$48,600	\$51,350	\$54,150
Monthly	\$2025	\$2317	\$2605	\$2892	\$3125	\$3359	\$3588	\$3821	\$4050	\$4280	\$4513
30% AMI											
Yearly	\$14,600	\$16,650	\$18,750	\$20,800	\$22,500	\$24,150	\$25,800	\$27,500	\$29,160	\$30,810	\$32,490
Monthly	\$1217	\$1388	\$1563	\$1734	\$1875	\$2013	\$2150	\$2292	\$2430	\$2568	\$2708

- **A household’s financial contribution will be limited to 30% of their households’ total earned and/or unearned income; and**

As noted above, households will be required to provide verification of income at application, recertification, or during the certification period if their income goes above 50% AMI and/or meets or exceeds 30% of their total monthly rent. Income will be reviewed to determine if the contribution amount is under the 30% household contribution limit.

- **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.**

Households will be advised that they must notify the agency of all changes within 10 calendar days. Changes will be reviewed to determine if the income increases to a level where their monthly rent is at or below 30% of their total income.

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?**

No, however written verification of address, household composition, and shelter expense from the landlord will be required.

- **How will the district/contractor ensure that the rental costs are legitimate and the responsibility of the recipient if a lease is not required?**

Rental costs will be validated using written verification of address, household composition, and shelter expense from the landlord

- **Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?**

Health and safety standards for related housing will be at the discretion of local code enforcement, municipal regulation, and the county health department

- **How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?**

At application, the district will express the need to notify the district within 10 calendar days regarding any modifications such as moves, rent increases and changes to household composition. Each case opened will be required to recertify every 6 months

- **What standards will be followed in determining whether supplementation will continue following a move?**

Recipients who report a move will be required to provide written verification of address, household composition, and shelter expense from the new landlord. The Examiner will evaluate the new information to determine if the household's rent is at or below 30% of their total monthly income and/or if the household's contribution is still under the 30% limit.

- **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?**

The district will require recipients to report any changes to household income, household composition, rental costs within 10 calendar days of occurrence and will be subject to recertification at 6 months

- **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?**

Outside contributions toward rental costs will be reviewed with the applicant/recipient to determine sustainability. Written verification of the monthly contribution from the contributor, including the contributors contact information, will be required.

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.

After initial application, households must recertify their eligibility every 6 months to continue to receive RSP. Recertification applications will be mailed to the household at the end of the 5th month of their certification period. The supplement will continue until funding is unavailable, the rent is 30% or less of the total income, or the household becomes otherwise ineligible.

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

Payment will be made directly to the landlord via check or electronic direct deposit

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

The applicant understands and agrees at application and recertification that they will be responsible for repayment of the benefits if the application submitted was fraud, or the applicant was otherwise ineligible, and should not have been approved.

Any suspected fraudulent cases will be referred by the RSP Examiner to the districts Fraud and Recovery Unit for review using the Request for Action/Services form. The Fraud and Recovery Unit will complete an investigation.

The accounting unit will manually track RSP recoupments. Quarterly billing will be sent to the individual.

Further legal action may also be taken if it is discovered to be fraudulent, depending on the amount of funds received that the household was ineligible for.

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 application will require an attestation to be signed by the applicant acknowledging that the household does not and will not receive duplicate benefits from other sources and furthermore, receiving such duplicate benefits upon approval for RSP funds will constitute fraud. The district will also coordinate with the local HUD-funded Continuum of Care / Coordinated Entry to reduce the likelihood of duplicate benefits.

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 kept in paper files in filing cabinets as well as electronically on an internal server. Eligibility determination notifications will be maintained in the case record for a minimum of six years.

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.

Progress of those served in the RSP will be reported as required by OTDA and will include financial and demographic data as requested.

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 have a Shelter Supplement Plan.