

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

**District:** Chautauqua County

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**RSP Implementation Date:** Upon approval of RSP plan by OTDA

**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 RSP program will be administered by Chautauqua County DHHS utilizing existing staff with the Temporary Assistance team. Chautauqua County will coordinate with Chautauqua Opportunities (our local 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:** \$645,332

**Anticipated Number of Households to be Served:** 100-200 households

Household Size	Allowable Number of Bedrooms	100% FY2022 HUD FMR	85% FY2022 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	0	\$518	\$440	\$440	\$0
1	1	\$613	\$521	\$521	\$0
2	1	\$613	\$521	\$521	\$0
3	2	\$757	\$643	\$643	\$0
4	2	\$757	\$643	\$643	\$0
5	3	\$979	\$832	\$832	\$0
6	4	\$1062	\$902	\$902	\$0

**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).**

Referrals for the RSP will be received from TA examiners, other DHHS departments, and community agencies. Referrals from TA examiners will be sent when a client enters emergency housing, reports homelessness but is not in need of emergency housing, has an eviction where rent is unaffordable but is still at or below the current Fair Market Rent value, or reports a current shelter expense that is unaffordable on current income (including TA grant) but at or below the current Fair Market Rent value. RSP applications will be made available in the Jamestown and Dunkirk DHHS reception areas.

**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.**

There will be a joint application process with TA. If a client is referred to the program through TA staff, the interview completed by the TA worker either at application or recertification will satisfy the interview requirement for the RSP program as long as the interview occurred within 30 days of the referral to RSP. Upon referral, TA staff will include a copy of the LDSS 2921 (common application) or LDSS 3174 (recertification form) with the RSP application. RSP worker will request documentation that is needed but not included in the TA case file using the RSP documentation request form (Attachment B).

After all other referrals are received, client will be given the RSP application (Attachment A) to complete and return. An interview will be conducted within seven business days after receipt of the RSP application. Interviews will be conducted by phone unless the client requests an in person interview. Agency will request required documentation on the RSP documentation request form (Attachment B) and client will have fifteen days to submit necessary documentation such as verification of identity for applicant, income, tenant of record, and shelter expenses. Determination will be made within 30 days of application with the voucher available for a period of 6 months if the client does not have a current apartment available to rent. If the client is able to secure housing that qualifies under the RSP program within 6 months of approval date, RSP funds can be accessed. If client does not report an available apartment within 6 months of approval date, the RSP case will be closed with notice of discontinuance sent to the client.

Clients will be allowed to submit documentation within 60 days of RSP application or RSP closing date for an eligibility re-determination.

**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.**

RSP Application (Attachment A) will be used for all RSP applicants.

RSP Documentation Request Form (Attachment B) will be used when required documentation is necessary in order to determine eligibility for the RSP program.

RSP Award Letter (Attachment C) will be used to notice RSP applicants and landlords of RSP approval or recertification. A copy of the award letter would be sent to the landlord as initial acceptance, recertification, and change during 12-month cert period.

RSP Denial/Closing Letter (Attachment D) will be used to notice RSP applicants of application denial or RSP case closing.

Rental Contribution from Outside Member (Attachment E)

**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.**

Chautauqua County will prioritize applications as follows:

1. Homeless applications will be prioritized first whether in emergency housing, undomiciled or doubled up.
2. Individuals/Families with threat of eviction
3. Individuals/Families with long term disabilities (more than 6 months) and unaffordable rent
4. Families with children under the age of 6

A coordinated Entry list will be received from COI to utilize in prioritization

**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.**

Income will be verified at application and recertification to ensure that households earn no more than 50% of AMI and to ensure financial contribution does not exceed 30% of total earned/unearned income. To ensure that households are only provided supplements until their monthly rent reaches 30% or less of their monthly income, clients will be required to report changes in income by the 10th of the month following the income change and to submit a recertification for the RSP every 12 months. RSP/TA cases will be flagged so the TA worker will inform the RSP worker of all reported changes as clients are required to report changes to TA within 10 days. If reported changes result in a loss or reduction to the RSP supplement, the client will receive a timely (10 day) notice for the change in supplement.

2022 Area Medium Income

Persons in Family	30% of AMI	50 % of AMI
1	\$16,150	\$26,950
2	\$18,450	\$30,800
3	\$23,030	\$34,650
4	\$27,750	\$38,450
5	\$32,470	\$41,550
6	\$37,190	\$44,650
7	\$41,910	\$47,700
8	\$46,630	\$50,800

**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?**

Leases will not be a requirement of the RSP program, but RSP worker will encourage 12 month leases with client and landlord. If no lease is signed, a landlord statement will be required to document rental costs and responsibility of the recipient.

Inspections will be required for the RSP program and will be completed at initial application.

Clients are required to report changes related to the supplement by the 10<sup>th</sup> of the month following month of change. Clients in receipt of TA will report those changes to the TA worker, who will communicate to the RSP worker. When clients report a modification to the RSP worker or on their RSP recertification the RSP worker will request documentation of change due in 15 days and make appropriate updates to the client's RSP case. If documentation is not submitted, the RSP case will be closed. RSP worker will issue a new award or discontinuance letter as appropriate.

Supplements will continue following a move as long as the move is to an apartment that meets the RSP guidelines and is within Chautauqua County.

RSP clients will be required to submit the form Rental Contribution from Member Outside Household (Attachment E) at every application and recertification if it is reported that a member outside the household is contributing to the rent.

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

Supplements to be offered to households indefinitely and guaranteed for 12 months at a time subject to continued funding and client eligibility. Clients will recertify every 12 months for the RSP program. Supplements will be paid by check or electronic transfer of funds directly to the landlord. The supplement will end when client's rental expense is 30% or less of household income or when funding ceases.

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

Individuals who have been verified to have an overpayment of RSP funds due to intentional fraudulent reports/verification will be denied assistance under the RSP program for a period of 6 months or until the overpayment is repaid, whichever is longer. There will be no recoupment of funds issued due to agency error.

**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.**

Agency will ensure that households do not receive duplicate benefits from other sources through coordination with the COC and Temporary Assistance workers. At application and recertification, the RSP worker will verify with the COC that the client is not enrolled in any other shelter supplement programs administered by the COC and will review WMS to ensure that duplicate benefits are not being paid out by TA.

**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.**

Records will be maintained via a combination of both paper file cabinets and electronic records. Electronic records will be maintained on the agency's local computer drives. Paper and Electronic files will be labeled to ensure that records are retained for six years following the submission of the final expenditure report.

**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.**

Chautauqua County will use the template provided by OTDA to monitor progress of those served in the RSP.

**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**

Chautauqua County has no current Shelter Supplement Program.