

2021-2022 New York State Rental Supplement Program Plan

District: Chenango County
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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.

Chenango County DSS will directly administer the program utilizing the administrative allowance in the budgeted allocation contained in Attachment A of 21-LCM-24. 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.

Household Size	Allowable # of Bedrooms	100%FY2022 HUD FMR	85% FY2022 HUD SMR State Reim.	Maximum Supplement Amount	District Funded Amount
1	Efficiency	\$525	\$446.25	\$446.25	\$0
1	1	\$638	\$542.30	\$542.30	\$0
2	1	\$638	\$542.30	\$542.30	\$0
2	2	\$767	\$651.95	\$651.95	\$0
3	2	\$767	\$651.95	\$651.95	\$0
4	2	\$767	\$651.95	\$651.95	\$0
4	3	\$979	\$832.15	\$832.15	\$0
5	3	\$979	\$832.15	\$832.15	\$0
5	4	\$1,044	\$887.40	\$887.40	\$0
6+	4	\$1,044	\$887.40	\$887.40	\$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 meetings with the local Continuum of Care, Coordinated Entry Consortia, domestic violence shelters, homeless shelters, and other human services agencies in the county. We will also actively collaborate with area legal services including Legal Aid Society of Mid-New York and the Chenango County Public Defender's Office.

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 will use an application (Attachment A) as part of developing this plan and will accept applications during normal business hours Monday through Friday at the district offices, applications received by email or fax after normal business hours will be date stamped the next business day daily.

Applications will be processed within 30 days of receipt with applicants notified of the agency determination by mail.

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 (Attachment A) will be used in conjunction with a RSP Screening Worksheet that will assist the examiner in determining household eligibility and RSP amount. (Attachment D)

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.

Attachment B

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.

Attachment B to client

Attachment C to Landlord

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.
- Households without children with a household member over 60 years of age
- Households with a disabled member as determined by SSA standards.
- Veterans
- Households that do not fall in the categories above that have income below the 50% AMI as indicated below, that are experiencing homelessness or imminent loss of housing.

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 excel spreadsheet 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. This will be maintained by the TA workers processing these applications. Reports will be done by the Senior Social Welfare Examiner in TA.

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

FY 2022

	1	2	3	4	5	6	7	8
50% AMI								
Yearly	\$26,850	\$30,700	\$34,550	\$38,350	\$41,450	\$44,500	\$47,600	\$50,650
Monthly	\$2237.50	\$2558.33	\$2879.17	\$3195.83	\$3454.17	\$3708.33	\$3966.66	\$4220.83
30% AMI								
Yearly	\$16,100	\$18,400	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
Monthly	\$1341.66	\$1533.33	\$1919.16	\$2312.50	\$2705.83	\$3099.16	\$3492.50	\$3885.83

- **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 exceeds 30% of their total monthly rent. To be ineligible income must reach a level where rent is 30% or less of their total monthly income.

- **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. Households will remain eligible until income reaches a level where rent is 30% or less of the total monthly 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, local HUD, and the county health department. Inspection of units by code enforcement will be asked to be provided by the landlord.

- **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. Upon report of any changes the Examiner will redetermine the household's eligibility for RSP payment to continue.

- **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 re-evaluate the case based on the new information and compare it to the eligibility standards for RSP using the FMR.

- **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. These new changes will be used to re-evaluate the household eligibility for RSP.

• 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. One time contributions will not be counted when determining eligibility.

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.

Households are required to recertify in 6 month increments. Recertification completed at the end of the 5th month of eligibility. The household will remain eligible until the shelter expense is 30% or less of the total household income, contingent on continued availability of funds.

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 from the LDSS Accounting Department.

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

Any suspected fraudulent cases will be referred to the district's Fraud and Recovery Unit for review. After investigating, recoupments may be made when fraud occurred. No action will be taken on cases that were found to be issued benefits correctly. A letter will be sent on any fraudulent cases requesting funds be paid back to the agency. The Accounting Department will track such funds until paid in full.

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 any assistance from funds other than OTDA that the household receives to assist in their rent. Proof of these payments will be verified by LDSS. The district will also coordinate with the local HUD-funded Continuum of Care to reduce the likelihood of duplicate benefits. The district will contact the landlord at each renewal to assure that no other agencies are supplementing the household's rent.

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. Notifications regarding eligibility determinations 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. The district will use a shared Excel Spreadsheet to use to report to the State. Chenango County does not currently have an HMIS license.

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 currently in place.