

2021-2022 New York State Rental Supplement Program Plan

District: Warren

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RSP Implementation Date: TBD based on approval date.

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 administer the funds directly however will coordinate w/ the COC as well as the Wait House which administers ESG and other housing vouchers to accept referrals.

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: 85% of the FMR

Attachment B

Zip Code/s (85% FMRs for Warren County, NY , according to HUD guidelines)	Efficiency *(HH of up to 2 adults, or 1 adult and a child under the age of 5)	1-Bedroom *(HH of up to 2 adults, and a child under the age of 5)	2-Bedroom *(HH of up to 4)	3-Bedroom *(HH of up to 6)	4-Bedroom *(HH of up to 8)
12801 – FY 2022	\$607.75	\$722.50	\$905.25	\$1175.55	\$1227.40

*Please note the bedrooms sizes noted above will be approved on the criteria listed below. Some exclusions and restrictions may apply depending on the housing unit and family composition.

District will approve the allowable bedroom sizes for each household based on the following criteria:

- Children of the same sex will share a bedroom unless there is at least 7 years age difference.
- Adults and children will not be required to share a bedroom.
- Single persons will be eligible for 1-bedroom or efficiency.
- Families with shared custody that have over-night visitation may be considered for an additional bedroom if not granting the extra bedroom will impact their visitation. Documentation will be requested.

The Department will also take into consideration health, safety, and other concerns regarding the HH requested unit size and the identified housing unit.

Anticipated Number of Households to be Served: 14

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).

At least 50% of the households that receive RSP will be households that are currently homeless. The district will reach out to all individuals/households that are currently receiving temporary housing assistance.

Additional outreach will be provided via social media (County Facebook page), other units within the district, as well as through the COC.

If supplement funds are available and priority groups have been exhausted the district will review rent arrears to prevent homelessness/displacement. Prior to approving a payment for arrears all other resources must be exhausted and documented.

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.

Individuals will be screened for eligibility to verify income and eligibility criteria. A determination will be made within 30 days of application date.

Once an individual/household applies or is referred to the district, the district will begin the eligibility process. A screening form will be used to determine eligibility criteria and priority.

Following approval, the applicant must agree to follow program requirements:

- Household will agree to work with case manager while receiving RSP. Initially, the household will develop a service plan focused on gainful employment, or other sustainable income sources, for their income to reach a point where their rent is 30% or less of their total income. Subsequently the household will be required to meet monthly either in-person or by phone to discuss updates/progress and modify goals as needed.
- Individuals may be required to participate in supportive services or programs, such as employment related activities, a budgeting class, etc., to assist with eliminating barriers and achieving goals.
- Recertification will take place every 3 months until the rent is 30% or less of the total monthly income.
- Landlord must agree to accept payment from DSS.
- All other housing assistance must be exhausted first.
- Housing must be located w/in 30 days, however, with good cause, not to exceed 60 days.
- If applicable, HUD must be pursued.
- Proof of income/resources to be evaluated. Income will be used to determine priority group, eligibility, as well as affordability when identifying housing.

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 district will use the Initial Screening and Eligibility form as a form of application and program eligibility. The Program Requirements form, Housing Stability form, and Income Eligibility

worksheet will be used as part of the application process. The HH will need to agree and sign to all forms.

Written notification will be provided to the applicant regarding the determination of RSP. The district will send an acceptance or denial letter of program eligibility. The reason for denial will be included in the letter. The acceptance letter will include program requirements and information related to the amount of payment to the landlord and anticipated dates of payment.

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 anticipated target population will include:

- Households that are currently homeless and on Temporary Assistance
- Households referred to the agency as currently homeless
- Households with children under the age of 6
- Households with less than 30% AMI
- Hard to place individuals (mental health, sex offenders, domestic violence, etc.)

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.**

Applicant/s will provide proof of available and countable income/resources for a budget to be completed. This is to determine if the household income is 50% or less than the AMI per 21-LCM-24. The case manager will calculate income and will use the HUD FY Income Limits when determining eligibility.

Rental supplements must be set at no lower than 85% of Fair Market Rent (FMR). Supplements are provided until a household's income increases to a level where their monthly rent is at or below 30% of their total income, at which point the housing will be considered affordable.

The recipient will graduate from the program once their rent is 30% or less of their total household income. At which point, the landlord and recipients will be notified they are no longer eligible to receive RSP.

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?**

A lease will be required to include all tenants for a household eligible for RSP. An inspection will be completed by the district Case Manager prior to the agreement of payment. The purpose of the inspection is to ensure the housing accommodations are not dangerous, hazardous, or detrimental to life or health of recipients because of violations of law. The district will utilize the current inspection form used by the district, as a tool. Should any concerns arise, appropriate referrals will be made, such as Buildings and Codes. The landlord must also agree and accept payment from the district and complete required documentation/forms.

Prior to any moves, the tenant approved to receive RSP must request approval from the district. Continued eligibility for RSP payments must be established prior to receiving any payments. The district will evaluate the following, including but not limited to: The tenant's current lease agreement; income changes; household changes; housing stability plan; and rent amount and lease of prospective housing.

If someone is moving into the household, a modified lease must be completed to verify any changes in income and/or rent amounts as well as household composition.

Household/RSP participants receiving income from outside the household will need to demonstrate income sustainability. Proof of income will be required, such as a signed statement from contributor/resource. The district may request a release of information be signed by the

program participant to confirm the resource, reliability, and to determine future risk with the outside resource.

Any changes to the household composition, income, lease, or moves, must be reported to the district w/in 30 days. A redetermination must be made for continued 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 will be eligible for RSP until the rent amount is at or below 30% of their total income. After 3 months, and every 3 months subsequent, the household must recertify with the district to demonstrate participation and eligibility in 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.

Checks will be mailed to the landlord.

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

Referrals will be made to the district Fraud Unit for investigation of fraudulent and/or ineligible cases. Fraud will complete an investigation, coordinating with law enforcement if needed, and provide a determination to the case manager. For cases with restitution or overpayment, the individual determined to be fraudulent will be required to remit payment to Warren County DSS.

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.

As part of the screening and eligibility process the district will make sure the household did not receive duplicate funds from other agencies. Prior to the issuance of RSP, alternative resources will be explored and/or verified. This will be done through COC and CE processes.

The landlord and tenant will also sign an agreement confirming they are not receiving funds from any other program for rental assistance.

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 district will maintain a paper file for all client case files. The files will be maintained in the Resources Unit for a minimum of six years following submission of the final expenditure report.

The district will also have a shared drive with assigned Accounting and RSP program staff to track reports and expenditures.

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.

Each household will be tracked and followed by the Temporary Assistance Case Manager. This will include demographic information, progress in the program, updates/changes, amount of rent, and amount of RSP paid. Documentation will be maintained in the case file, tracking documents will be used to monitor expenditures.

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