

2021-2022 New York State Rental Supplement Program Plan

District: Chemung County DSS

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RSP Implementation Date: XX/XX/XXXX

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.

The intent of the Chemung County DSS is to transfer funds to Catholic Charities and to coordinate with local HUD funded 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.

RSP Supplement Amount: \$290,178.00 for the year, 15% to Admin \$43, 526.70 leaving \$246,651.30 funding from other sources to fund the amount between 85% - 100%.

Anticipated Number of Households to be Served: 13

Household Size	Allowable Number of Bedrooms	100% FY 2022 HUD FMR	85% FY 2022 HUD FMR State Reimbursed	Max Supplement Amount	Rental assistance from other sources Amount (STEHP)	District Funding Amount
1	1	743.00	631.55	631.55	111.45	\$0
2	2	944.00	802.40	802.40	141.60	\$0
3	3	1,241	1,054.85	1,054.85	186.15	\$0
4	4	1,339	1,138.15	1,138.15	200.85	\$0

AWARD amount: \$290,178 for the year, 15% to Admin leaving \$246,651.30
Chemung FMR: 1 bedroom- \$743.00 monthly, 2 bedroom- \$944.00 monthly, 3
bedroom- \$1241.00 monthly, 4 bedroom \$1,339.
1BR- 85% of FMR= 631.55 1yr= 7,578.60 + security = 8,321.60
2BR- 85% of FMR= 802.40 1yr= 9,628.80 + security = 10,572.80
3BR- 85% of FMR= 1,054.85 1yr= 12,658.20 + security =13,899.20
4BR-85% of FMR=1,138.15 1yr = 13,657.80 + security = 14,996.80
If we serve 11 individuals – 1 bedroom, 5 families – 2 bedrooms,
4 families – 3 bedroom and 3 families – 4 bedrooms, we can serve approximately 11
individuals and 13 families on going for one year.

- 3. 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)**

Procedures already exist in Chemung County between LDSS and Catholic Charities of Chemung/Schuyler for contact from all homeless households to work with CCCS to be screened for eligible programs as well as assessed with a coordinated entry assessment. This would continue and RSP would be added to the list of qualifying programs for homeless individuals.

Additionally, administrative staff of CCCS and LDSS are present on several local and regional boards and committees in which programs and referral pathways are routinely shared.

The information would be made immediately available to the local Homeless Housing Task Force in the county to ensure all stakeholders have knowledge of the program to make an appropriate referral.

We do not anticipate insufficient demand but in that case, there are several programs served through Catholic Charities and other agencies in the community (Chemung County Mental Health, EOP, Arbor Housing) in which there would be the ability to receive referrals for households who would meet criteria for RSP funding that may not be being served by LDSS.

- 4. 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.**

A household would be referred to Catholic Charities of Chemung/Schuyler either through LDSS and CCCS existing programs or referred to the RSP program internally from CCCS various programs, i.e., Victim Services. The determination process would be dependent upon gathering of all necessary documentation (ie, income, photo ID's, landlord paperwork, housing quality inspections). Once all documentation to decide is gathered, a decision would be made immediately.

Eligibility criteria will be established, determined, and documented in the following ways:

- On a first come first serve basis, clients will be selected from the CE waiting list that are determined eligible for this project will be admitted to the RSP project.

- Once admitted to the program housing searches will begin with the assistance of CC staff.
- Clients will be provided a guideline of appropriate size apartment for their Housing composition, an estimate of what allowable rent they will be subsidized for (this will be determined by the Fair Market rents, rent reasonable).
If a household is homeless or facing eviction, they will be provided a landlord list, once an apartment has been identified or if the client is able to remain in their apartment, CC staff member will complete a HUD inspection form to ensure health and safety standards are met prior to committing to the apartment.
- If the landlord requires an annual lease, the tenant will determine if this is what they choose to commit to, or negotiations with landlord, client, CC staff are considered for month-to-month agreements and Landlord Agreements are completed to ensure all parties are aware of their responsibilities.
- CC will complete household change forms, when changes to household composition, moves, rent increases, income changes take place, to determine adjustments to subsidies and continued program eligibility are in concordance.
- When determinations are made regarding continuation or discontinuation of supplement the Landlord and client receive a written letter providing a minimum of 30-day notice of the change.
- Should a client request a third party to contribute to the payment of their rent, CC will require that the third party provide a notarized letter of their commitment to pay, and the timeframe agreed to.

5. 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.

Catholic Charities of Chemung/Schuyler utilizes the HMIS to complete referrals and intakes. All homeless clients are scored for prioritization for eligible programs through a system of Coordinated Entry which ensures that the most vulnerable individual/family is selected for the next program opening. This assessment would determine the eligibility and how they rank compared to others who have been scored. AMI is able to be set on this ranking to ensure that the families who are selected are appropriate per funding guidelines. Once the coordinated entry assessment is complete a decision will be made within 10 days per existing admission policy/procedures if funding is available.

Once a household has been approved, secured suitable housing, and a move in date the household and landlord would receive notice via the Tenant Calculation Worksheet and a memo (attached).

6. 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.

This project plans to serve homeless families, single individuals, veterans, and those fleeing domestic violence. The Coordinated Entry process is a standardized prioritization designed to determine an individual's vulnerability score, targeting those with the greatest need and determined to be the most difficult to serve.

7. 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.**

Household eligibility standards will be met by completing a Coordinated Entry assessment screening, identifying, and completing intakes with individuals. CCCS staff will collect household income information and complete a rental calculation worksheet to ensure client income falls within the eligibility standards required. Priority will be given to households who earn less than 30% AMI. Recertifications will occur quarterly and/or on an as needed basis for income changes. These recertifications will determine ongoing eligibility. Staff will work with the tenant to complete a household change form within 30 days from a change a reported income to ensure continued eligibility or at minimum every quarterly. Supplements are to be provided until the 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 for the individual/family and the supplement will end.

8. **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? Only if the landlord requests a lease.

How will the district/contractor ensure that the rental costs are legitimate and the responsibility of the recipient if a lease is not required? Rent reasonable will be done at admission and FMR standards will be maintained. In addition, a landlord agreement is made upon admission indicating the rental amount.

Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location? HUD housing quality inspections will be done prior to move in.

How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)? CCCS will complete a household change form within 30 days for anyone being added to the household, removed from the household, changes in income, changes to rental costs, or the sale of the property to another landlord. This will occur at minimum every six months to ensure up to date household information.

What standards will be followed in determining whether supplementation will continue following a move? Household change forms, financial assessments, HUD inspections, rent reasonableness, and FMR will be completed prior to any move to determine if the supplement will follow the household if there is 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? Review of household composition and income will be required quarterly at a minimum. Any changes between reviews will need to be reported within 30 days of the change at which time continued eligibility will be determined.

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? If contributions to rent are allowed from friends/family of the participant this information would need to be in writing from the contributing party and notarized per existing policy and procedure. This would also be part of the quarterly review of household information.

9. **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 supplement would be offered to households indefinitely as long as continued eligibility has been established and funding continues annually. The supplement would be terminated once a rent was affordable with the income in the household (rental cost

less than 30% of household income), subsidized housing was obtained, the household chooses to terminate services, or the participant refuses to participate in services in which a 30-day notice of termination would be provided to the tenant and the landlord. If services are being terminated the household has the ability to appeal this decision per existing policy and procedure.

10. 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 are sent monthly directly to the landlord. Payments are never to be made directly to the tenant.

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

Anyone can report suspected fraud by contacting CCCS' Quality Management and Compliance Officer at 607-734-9784 x2110. A financial assessment would be required to be completed with a time frame of 30 days from a report. A request for recouping funds would be made in writing to the client. LDSS would also receive a copy of this notice. If a determination is made that the household income exceeds 50% AMI, the client and landlord would receive a written 30-day notice of discharge and termination of subsidy from RSP.

12. 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 Tenant and Landlord will sign a document attesting that they will not receive payments from another entity/individual on that unit without advising CCCS. In addition, all data tracking for the RSP program will be done in HMIS and through rental sheets managed by admin and finance staff ensuring no household will receive a duplication of benefits.

13. 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.

CCCS documents electronically in Foothold AWARDS HMIS software, and maintains a paper file, as we transition to fully electronic. All notifications and determinations will be maintained in client files or electronically for six years

- 14. 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.**

All progress will be tracked and documented in the AWARDS software. Household change forms will be completed quarterly to determine eligibility, continuation or discharge and data report that will be completed on RSP provided template report, will be pulled from the HMIS data collection.

- 15. 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