

2021-2022 New York State Rental Supplement Program Plan

District: Genesee
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RSP Implementation Date TBD

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.

This program will be administered by the district. District employees will determine eligibility and make any payments utilizing these funds directly to landlord. Districts will coordinate with the local CoC for 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:

	Studio	1 BR	2 BR	3 BR	4 BR
Max HH size	2	3	5	7	9
2022 FMR	\$560	\$686	\$833	\$1124	\$1211
85% FMR	\$476	\$583	\$708	\$955	\$1029

Anticipated Number of Households to be Served: 10 households at 85% of FMR for the initial 12 months

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 experiencing homelessness (unless sufficient demand does not exist for such households within the district).

Communication with the CoC, and utilization of the Coordinated Entry process, will ensure that local agencies dealing with housing issues are aware of this opportunity. Individuals/families presenting at Social Services as homeless will be screened for this program.

Describe the application and determination process, including the length of time within which applications will be approved to denied. OTDA encourages districts/contractors to make decisions regarding applications within 30 days of the application date.

Local form, "Rental Supplement Program Application" will be used. A decision will be made within 30 days by a Programs worker at the deparment regarding the eligiblity for the Rental Supplement Program.

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.

Local form, "Rental Supplement Program Application" will be used. A local form letter will be used for denial or discontinuance that oulines the criteria used in the determination. For individuals who are approved, a form letter will be sent to both the tenant and the landlord to inform them of the amount of the monthly payment, the number of months to be paid and terms regarding continued eligibility.

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.

Funds will be used for individuals/families experiencing homelessness or facing an imminent loss of housing with priority given to the following categories in order of priority: individuals/families experiencing DV, families with children under the age of six, veterans and single individuals.

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 income will be evaluated to determine if they are below 50% of AMI. Households who earn no more than 30% AMI will be given priority.

The financial contribution of the household will be limited to 30% of the total earned and /or unearned income.

When/if the household's income reaches a level where their rent is 30% or less of their total monthly income, the supplement payments will be discontinued.

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 required, however a landlord statement must be completed for each application.

Any applications for RSP at properties deemed unsafe by local code enforcement will not be eligible for the program. If the applicant/recipient finds suitable housing, they may reapply and RSP payments can be approved or continued if funds remain available. If the client is already receiving RSP assistance and suitable housing is found before the next payment date, they do not need to reapply. The department will make referrals and provide housing lists as appropriate.

Modifications to an existing RSP payment will require an updated review of continuing eligibility. If a client remains eligible for the program, payments will continue. Any changes to the payment amount will be effective immediately.

If a client moves while receiving assistance from the RSP, a new landlord statement will be required to determine ongoing eligibility for the program.

Changes related to the RSP must be reported to the department within 10 days. This requirement will be outlined in the approval letter. If changes are not reported timely and without good cause, payments will cease.

Contributions towards rental costs from individuals/agencies outside the household will be verified with collateral contacts and documentation if available. The ongoing nature of these payments will be assessed on a case by case basis.

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.

Rental Supplement payments will be approved for an initial 6-month period. A household may recertify every 6 months if funds are still available. Households are no longer eligible when their income reaches a level where their rent is 30% or less of their total monthly income.

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

Payments will be made directly to the landlord in the form of a check from the department.

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

Any claims or suspicions of fraudulent activity regarding these supplement payments will be investigated. If it is determined that funds were paid out based on fraudulent information provided by the household, letters requesting reimbursement to the department will be sent by the accounting department with a 30-day turnaround request. If reimbursement is not received, the legal department will send correspondence requesting payment.

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.

Coordination with other agencies in the local CoC will help ensure clients are not receiving duplicate benefits. Cases will be searched in the Homeless Management Information System (HMIS) to review

any assistance provided by other agencies. The department will also make collateral contacts to confirm that any previous assistance with rental payments from other agencies has ceased.

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 maintained in paper file cabinets. A spreadsheet or Access database will be created to track current applications, status, and payments. Information will also be entered in HMIS as appropriate.

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 recipient of TA and household composition.

This program will be monitored by a Principal Social Welfare Examiner with regular oversight by the Director. A database will be maintained and updated regularly that includes all information required for reporting purposes. Information will also be entered in HMIS as appropriate.

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