

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

**District:** Greene 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.**

The RSP will be administered by Community Action of Greene County, Inc., a local private non-profit organization. The ED of Community Action is co-chair of Columbia Greene HousingCoalition, the local HUD 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.**

<b>RSP Supplement Amount:</b>	<u>Apartment Size</u>	<u>2022FMR</u>	<u>85% Rental Supplement</u>
	Studio/efficiency	\$725	616.25
	1 bedroom	\$832	707.20
	2 bedroom	\$1,030	875.50
	3 bedroom	\$1,284	1091.40
	4 bedroom	\$1,397	1187.45

**Anticipated Number of Households to be Served:** 10

**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).**

Community Action is well known in the community and works closely with the local DSS and other service providers. Community Action also maintains working relationships with several landlords in the community, all of which are referral sources for existing housing programs. At current, the Agency administers STEHP and ESGCV, as well as other grants for housing and emergency services. The agency also has an active FB page and website that can be updated to include information on the availability of this assistance.

**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.**

Community Action, as mentioned earlier, already administers the Columbia Greene STEHP program, as well as the ESGCV and other emergency assistance grants. Once applications for assistance are completed, and all required documentation received (id's, proof of income, lease, etc.) the case workers bring the case to a weekly committee meeting. Also on the committee are the agency's ED and Controller, as well as the program director. The case is presented, and once all agree that the potential client has met all requirements and eligibility, they are approved for assistance. The committee meets each Wednesday to review all completed files- decisions are made during the meeting and clients/applicants are immediately notified of the results. If the committee decides more information is needed in order to make a decision, that information is also relayed immediately, and the case is then reviewed the following week. In times where it is crucial for a decision to be made sooner, the committee can and has met sooner than the scheduled day.

**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.**

As the agency has experience with NYS OTDA requirements for both their STEHP and ESGCV programs, a thorough intake process occurs, information and documents are obtained to determine eligibility. If one is deemed ineligible, they are notified in a letter that includes not only the reason, but also the grievance procedure. If approved, a rental agreement is prepared that outlines the assistance that will be provided, and which is signed by both the program participant and landlord. What was provided to you was our ESG grant application- all references to other funding will be removed if granted these funds.

**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 is those currently housed by DSS in motels, those literally homeless, families with younger children will be given priority. Those fleeing domestic and other forms of violence will also be given priority. The program will also serve those facing 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;
- 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.

Documentation of household makeup and income sources will be obtained for each household coming for assistance, to determine eligibility requirement of no more than 50% of the area median income at the time of application. Supplements will be 85% of the fair market rent, with the tenant paying no more than 30% of their income towards the rent. Regular contact with the case managers will allow updated income information to be obtained, so that when the household income reaches 30% of their monthly rent, the supplement can be eliminated.

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 their 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?

We will administer the program as we are currently administering STEHP. Leases will be required. All units must pass HUD habitability standards and will be inspected before payments are rendered. If a client moves for good reason (poor landlord, unsafe neighborhood/neighbors,) the assistance will follow them. Any changes that could impact the budget will be reported required to be reported within 7 days of the change. If one claims contributions from someone outside the household, a signed and notarized document from the donor will be required.

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.

Assistance (supplement) will be offered indefinitely, with payments being issued in three-month increments. At three month increments the finances of the household will be reviewed and eligibility recertified.

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

All checks will be paid directly to the landlord, once a W-9 is obtained.

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

Anyone found to offer false information in order to obtain assistance will be immediately terminated from the program. Any potential fraud activity will be referred back to the LDSS for an investigation and all other procedures that follow if fraud occurred.

**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.**

All participants will sign a document, as will the landlords, that no other assistance has been received towards the rent would exceed the amount due or duplicate a payment that had been made. Community Action staff are in frequent contact with the local DSS office to verify any assistance the client is receiving, and to coordinate benefits.

**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 are kept in organized files, in locked cabinets. The agency uses two databases- CAP60 for emergency assistance, and Foothold Technologies, the local HMIS for HUD funded programs.

**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.**

Case managers will contact program participants no less than monthly, and notes will be kept on progress, challenges. Agency management is familiar with quarterly reporting for other housing programs it administers.

**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 current approved Shelter Allowance Supplement Plan which was approved by OTDA 10/05/2011 is outdated as COVID-19 has increased our rental rates which makes that plan almost impossible to implement. If DSS uses it, we would notify Community Action of that and include it with the budget sheet supplied to them. All participants will sign a document, as will the landlords, that no duplication of assistance has been received. Each case will have a DSS budget sheet that will clearly show if LDSS used their approved Supplement.