

2021-2022 New York State Rental Supplement Program Plan

District: Herkimer County

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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.

Catholic Charities of Herkimer County (non -profit organization) will be the lead agency. CCHC is a member of the Balance of State and is representing on their Steering Committee.

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: 154,046 Total, \$8,800 per household -85% of FMR

Anticipated Number of Households to be Served: 13-15

Final FY 2022 & Final FY 2021 FMRs By Unit Bedrooms					
Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2022 FMR	\$676	\$680	\$863	\$1,067	\$1,238
<u>FY 2021 FMR</u>	\$587	\$625	\$796	\$990	\$1,140
	1person	1-2 person	2 person	3 person	4-5 person
85% HUD FMR	\$575	\$578	\$734	\$907	\$1,052

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).

All referrals will come from the Herkimer County Coordinated Entry list who are eligible and experiencing homelessness or at risk for homelessness

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.

CCHC will be utilizing our Rapid rehousing intake forms and required documents -approval and/or denial will be determined within 30 days of the application date. CCHC will work with HCDSS to make determinations of eligibility (See Below)

Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status; • Households must earn no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI; • Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds; • At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district; • A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income; • 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; and, • Receipt of TA is not a requirement for determining eligibility for the RSP.

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.

CCHC will utilize the same process as we do for Rapid Rehousing with OTDA, which includes notice of not meeting the criteria for program, as well as an award letter to both the tenant and the landlord including amount approved, monthly basis, and total number of months included (see Attached)

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.

Individuals and /or families experiencing homelessness or threat of homelessness. Priorities: families with children, domestic violence victims, and veterans

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**

At the time of Intake to determine eligibility households must earn no more than 50% of the AMI using current monthly income. Household must provide documentation of any and all income that is not excluded. i.e., paystubs. Income excluded: 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

Supplement under RSP will be provided until the household 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.

All eligibility standards will be reviewed with the clients at the time of the intake.

CCHC will utilize the chart (page 4) to determine AMI at 50% or less at the time of the application

Attachment B

AHC STATEWIDE AND AREA INCOME LIMITS FOR LOW INCOME FAMILIES, BY HUD LOW INCOME LIMIT PERCENTAGE AND NUMBER OF PERSONS, IN THE METROPOLITAN AREAS AND NON-METROPOLITAN COUNTIES OF NEW YORK STATE 2022

Area	2022 Median Income	100% HLIL (80% AMI)							
		1 Person Option	2 Person Option	3 Person Option	4 Person Option	5 Person Option	6 Person Option	7 Person Option	8 Person Option
NON-METROPOLITAN AREAS	\$76,700	100% HLIL (80% AMI)							
UNITED STATES	\$90,000	100% HLIL (80% AMI)							

Herkimer County	\$82,400	\$45,350	\$51,800	\$58,300	\$64,750	\$69,950	\$75,150	\$80,300	\$85,500
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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? YES**
- **How will the district/contractor ensure that the rental costs are legitimate and the responsibility of the recipient if a lease is not required?**

We will be requiring leases.

- **Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location?**

Yes. HUD Inspection

- **How will the district handle modifications (e.g., moves, rent increases, changes in household composition, etc.)?**

Any changes or modifications while a household is on the RS program will be the client responsibility to advise the case manager within 30 days of the changes. Changes include moves, rent increases and changes in household composition.

- **What standards will be followed in determining whether supplementation will continue following a move?**

The case manager will re-determine eligibility for the individual or family if a move is necessary. If a move is out of district the supplementation will not continue. The client will be advised to see RSP within the new district.

- **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?**

Yes. Contractor will require tenant to report any changes related to the supplement to the case manager within 30 days

- **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?**

At the time of intake with the household all contributions outside the household will be verified by the case manager through the application process. In collaboration with the district the case manager will determine if the contributions will be sustainable.

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.

Supplement will be offered to households who qualify for up to six months. There will be monthly check-ins with the clients to ensure that they continue to meet the eligibility criteria. CCHC will serve 13-15 families under the RSP which will determine how long the supplement will be received. If funding is still available a household can recertify after 6 months to see if they meet the criteria.

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

Supplement will be paid directly to the landlord with an agency check from our fiscal office.

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

CCHC will work with HC DSS to ensure that all information is accurate, and individuals meet the criteria Housing Case Manager will work closely with CE partners, and with HC DSS to be apprised of any fraudulent or ineligible cases. Case Manager will determine eligibility for RSP before payments are made. *Recoupment of funds will be attempted* with the Landlord.

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.

CCHC collaborates with HC DSS to ensure that all parties are apprised of income information and documentation as well as working with all agencies who participate in Coordinated Entry for Herkimer County. CCHC Fiscal Office will also track all outgoing payments.

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.

Combination of both paper locked filing cabinets and CE is through CARES HMIS client records have a standard that indicates maintaining 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.

Case Manager and Executive Director will oversee the monitoring of RSP. CCHC currently provides reports and on-going progress for other Housing programs within the agency: i.e., ESG CV and STEHP. CCHC is

the lead on Coordinated Entry and is familiar with HMIS.

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 N/A
- The process established to ensure funds are not duplicated N/A
- How participating households will be distinguished N/A