

2021-2022 New York State Rental Supplement Program Plan

District: Madison 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.

Madison County will administer the RSP directly.

Madison County will coordinate with our local Continuum of Care (CoC) and attends bi-monthly CoC meetings with Madison County Community Action Partnership (CAP), the CoC lead agency in Madison County.

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: The amount the household's rent exceeds 30% of their income, up to 85% of the local Fair Market Rent values

Anticipated Number of Households to be served:

10-15 Households

FY 2022 Fair Market Rent (FMR) per HUD Standards for Madison County

Household Size	Allowable Number of Bedrooms	Bedroom Size	100% FY 2022 HUD FMR	85% FY 2022 HUD FMR State	Max Supplement Amount
1-2	1	Efficiency	\$694	\$590	\$590
1-3	1	1 Bedroom	\$781	\$664	\$664
2-4	2	2 Bedroom	\$966	\$821	\$821
3-6	3	3 Bedroom	\$1,198	\$1,018	\$1,018
6+	4	4 Bedroom	\$1,390	\$1,182	\$1,182

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).

Madison County will share information about the program with Madison County Community Action Partnership (CAP), as well as other community agencies, Liberty Resources Help Restore Hope Center for Domestic Violence, Veteran's agencies, and all partners participating in our local Continuum of Care (CoC).

Program information will be included on the Agency's website, signage/posters, social media, press release, etc. We anticipate the primary source of referrals to be TA screenings, as well as referrals from Employment unit and Children and Family Services unit. The Coordinated Entry process will be used for those currently experiencing homelessness or at risk of 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.

Clients who present to the agency as homeless or at risk of homelessness, or otherwise seeking rental assistance will be seen by a Senior Welfare Employment Representative (WER) who will complete the Coordinated Entry process and screen for RSP eligibility. Applicants will complete the Agency's Request Form and provide documentation of income and identity. Agency will contact Landlord to verify address, monthly rental amount and request a W-9 and Vendor ID form to be completed by Landlord. Eligibility determination will be made within 30 days of the date Request Form is received.

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.

Please see the following attachments:
Request Form
Request for Verification
Approval letter
Denial letter Discontinuance/Change
letter

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 target population will be those Madison County residents experiencing homelessness or facing imminent loss of housing. Priority households will include those at or below 30% AMI level, families with children, veterans, individuals/families experiencing DV 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.**

Senior Welfare Employment Representative (WER) will use page 2 (Agency Use) of Madison County Rental Supplement Program Request Form (attached) to serve as a worksheet to determine eligibility. Applications will be accepted for clients with income between 30% and 50% of AMI, with priority given to applicants earning 30% or less of AMI.

Senior WER will calculate clients' portion of the rental cost by calculating 30% of their income. RSP portion will be the balance up to 85% of FMR.

Client will sign the Request Form, and receive appropriate notice for approval, denial, discontinuance/change, or verification needed.

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?**

Madison County will request proof of income and signature on the initial Agency RSP Request form. We will directly contact Landlord to verify information provided about rental amount, number of bedrooms, household size, etc. and confirm Landlord's agreement to participate with the Agency's RSP. A lease will not be required. The Agency will accept Landlord attestation that housing meets health and safety standards and in compliance with normal county codes enforcements. Landlord and/or client will be expected to notify Agency of any residence that is in violation of local codes.

Our Approval letter, Request for Verification letter, and Discontinuance/Change letter provides applicants with written information about what to report (moves, rent increases, changes in household composition). Eligibility will be re-evaluated upon any change notification. All changes are to be reported within 10 days of notice.

In the event of a move, and household is still deemed eligible, rent supplement may continue upon new shelter verification and direct Agency contact with new Landlord for participation agreement.

If other contributions towards rental costs are received, those outside sources will be verified by direct contact (phone or mail) and specifics documented. This contact will also include discussion of sustainability of contribution, for example: one-time payment, or ongoing contribution with expected time frame.

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.

If eligible, a rent supplement will be authorized for six months, during which time the Agency will assist clients with locating affordable housing, finding employment opportunities to increase income if possible, and completion of HUD Section 8 application for long-term subsidy. A recertification will be done every 6 months. Client will be required to provide verification of income at recertification. Agency will contact Landlord to ensure client is meeting their portion of the rent and continued agreement for participation. If the household still meets eligibility criteria, we will authorize an additional six months. Rent supplement will be provided until the household's earned and unearned 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 and the supplement will end.

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

Payment will be authorized by check payable to and 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.

We will utilize existing fraud staff and procedures when necessary. If a client is found to have provided inaccurate information resulting in ineligibility for the RSP, the supplement will be terminated, and our fraud staff will make a referral to local law enforcement to investigate and corroborate fraud. If an overpayment occurs, a request for reimbursement will be made to the client. If payment is made, our accounting unit will be responsible for tracking, recovery, and payment plans if needed.

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.

We will utilize our existing "Release of Information" to inquire and share information with our local Non-Profit agencies.

Applicants attest when signing the Request Form that they are not already receiving funding for rent assistance from another source.

SR WER will conduct HMIS and WMS inquiries to cross reference client data to ensure no duplicative rent supplements are being issued. SR WER will also cross reference client and Landlord data with most current ERAP data.

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.

HMIS will be used for coordinated entry as appropriate. All relevant forms and documentation will be scanned and saved to a shared folder on a Madison County network drive. Only assigned staff will have access to this shared folder.

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.

Sr. WER will administer the RSP and manually track data in Excel spreadsheet and submit reports as required. The RSP Excel spreadsheet will include RSP case number, client demographic information (name, address, HH composition, gross monthly income, Landlord name and contact information), client rental amount, RSP amount, and recertification date. Client information will be added to HMIS for coordinated entry 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**

Madison County currently has an approved Shelter Supplement Plan that is designated only for single individuals/childless couples applying for or in receipt of Temporary Assistance and residing at Club O at Olcotts, a privately owned hotel/rooming house.

Sr. Welfare Employment Representative (WER) will conduct WMS inquiry to determine if applicants for the RSP are currently receiving a shelter supplement while residing at Club O at Olcotts, to ensure that funds are not duplicated.

Applicants for the RSP may be individuals and/or families. Applicants are not required to apply for Temporary Assistance and are not required to be in an emergency situation.

NYS Rental Supplement Program cases will have their own identifying RSP case number distinguishing RSP from Temporary Assistance cases.

