

2021-2022 New York State Rental Supplement Program Plan

District: Monroe

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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.

Administration of the Monroe County RSP Program will be through a contracted vendor. Monroe County will issue a Request for Proposals (RFP) to solicit proposals from vendors. Monroe will maintain full oversight, including planning and program implementation as well as ongoing program management. We will coordinate with the local CoC (Partners Ending Homelessness) as up to 50% of supplements will be reserved for individuals pulled from the local prioritization list.

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.

Monroe County RSP Program will supplement up to 100 % FMR for the greater Rochester Region.

HH Size	85% HUD 2022 FMR	100% HUD 2022 FMR	Bedroom Size
1	\$618-703	\$727-828	Efficiency or 1 Bdrm
2	\$703-883	\$727-1039	1 or 2 Bdrm
3	\$883-1091	\$1039-1284	2 or 3 Bdrm
4	\$1091-1197	\$1284-1409	3 or 4 Bdrm
5	\$1197	\$1409	4 Bdrm

RSP Supplement Amount:

The average supplement is anticipated to be \$610.

Anticipated Number of Households to be Served:

We estimate between 250-300 households will be served in the initial 12-month period

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).

Monroe County DSS, Partners Ending Homelessness (PEH) and the contracted RSP vendor will conduct information sessions regarding the program to potential referral sources and community agencies. Information will be listed on both the Monroe County and PEH websites. Up to 50% of supplements will be reserved for individuals on the prioritization list, with VI-SPDAT scores under 6.

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.

Applications will be accepted for the RSP program from Community Referral Sources. Applicants will not be able to apply directly. If they inquire directly, we will refer to CBO's and other community referral sources. Applications will be reviewed during bi-weekly case conferencing with contracted program administrator, Monroe County DSS and PEH. Decisions will be made within 30 days of the application date.

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.

A referral form will be used by community referral sources to recommend households to the RSP program. An electronic application will be used by the contracted agency to record eligibility and store documents regarding financial eligibility as well as landlord information. An award letter (program acknowledgement form) will be provided upon approval into the RSP program. This letter will include information on the determination, monthly amount to be paid by the

program and the tenant responsibility (if applicable). Tenant will also be advised of additional eligibility criteria for program. Denial/discontinuance notices will include the explanation for denial and appeal process.

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 will be households at risk of initial (or escalating) involvement with the child welfare system who are struggling to meet basic needs. Households with school-age children will be prioritized. We will also coordinate for referrals from an existing program to relocate households who have been victims of non-DV violence. Priority will also occur by income, with prioritization given to households between 16 and 30% AMI. Temporary Assistance is not a requirement for eligibility. Up to 50% of the supplements will be reserved for households (singles or families) from the local prioritization list with VI-SPDAT scores under 6.

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;

HH Size	50% AMI
1	\$28,100
2	\$32,100
3	\$36,100
4	\$40,100
5	\$43,350

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.

Applicants for the RSP program will be required to provide household income information during the application/eligibility process. The contracted vendor will review income and verify

household income is below 50% AMI at the time of application. Priority (80% of supplements) will be reserved for households earning less than 30% AMI.

Program participants will receive quarterly check-ins from contractor staff and will be required to provide income and rent receipts at the 6-month check-in. Recertification will be required annually. 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 with at least a 30-day notice.

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, leases will be required

How will the district/contractor ensure that the rental costs are legitimate and the responsibility of the recipient if a lease is not required?

A lease is required. We will also require a program acknowledgement form, with signatures by both the tenant and property owner/landlord to ensure the rental agreement is accurate and the subsidy payment arrangement, including client share responsibility, is agreed to by both parties.

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, we will apply a minimum habitability quality standard to all units approved for the program. The inspection will be conducted by the contracted vendor administering the RSP program.

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

Changes will be handled by the vendor. Continued compliance with AMI eligibility factors as well as tenant share of rent will be reviewed when reported changes are related to income or household size. If the change results in a negative action (higher payment required by tenant or end of supplement, at least 10 day notice will be provided.

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

If the move results in breaking of the lease, the supplement will end. If move is result of eviction due to non-payment of tenant share, supplement will end. If move is result of eviction for events within control of the tenant, such as: housekeeping, general upkeep of the unit, illegal or questionable activities within the unit (police activity, noise, nuisance calls, pet violations, etc.), supplement will end.

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, changes should be reported 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?

Program participants must agree to pay 30% of shelter costs from their income. Tenants with no income will not have a share. Contributions from individuals outside the household will not be considered.

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.

Supplements are to be provided until the household's income increase 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. Tenant will be required to recertify annually. Supplement eligibility will continue as long as tenant meets other eligibility 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.

Payment will be remitted monthly, directly to property owner/landlord and can be by electronic transfer or check

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

Any supplement funds received as a part of a fraudulent case will be required to be returned by the property owner/landlord and will be referred to local authorities, if necessary, to recoup any fraudulently obtained funding.

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.

An electronic database will be used to maintain all RSP program records. The district as well as contractor will ensure households aren't receiving duplicate payments from Temporary Assistance, Rochester Housing Authority (Section 8) or any other rental supplement programs, including PSH programs. The Homeless Management Information System (HMIS) will be reviewed during biweekly case conferencing for applications and all households approved for the RSP program will be reflected within the HMIS system.

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 a locally developed electronic database for at least 6 years after the submission of the final expenditure report. Records will contain demographic information for household, income verification, residency verification and history of supplement payments made to the property owner/landlord on the participants behalf. Applications, notices of approval, denials and annual recertifications will also be stored within the database.

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.

Progress of households served in the RSP program will be monitored using regular contacts by contracted vendor. Program participants will receive quarterly check-ins from contractor staff and will be required to provide income and rent receipts at the 6-month check-in. Recertification will be required annually. Several measures will be tracked/monitored to assess impact of supplement on household.

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

Our current shelter supplement program is for TANF families who meet specific eligibility criteria, including having an active TA case, previous history of homelessness and no current Temporary Assistance sanctions. Our Project Anchor program doesn't have any of those requirements resulting in different eligibility populations. We will ensure no current household served in our TANF Supplement is served by the RSP program. MCDSS reflects current Supplement participants within our Client Advisory program. The RSP does not require a household to be active TA; does not require citizenship documentation and has different income eligibility requirements.

The process established to ensure funds are not duplicated

MCDSS will reflect participation in the RSP program within our Client Advisory program – new TA applicants who are enrolled in RSP will be notated so as not to duplicate funding.

How participating households will be distinguished

MCDSS will reflect participation in the RSP program within our Client Advisory program – new or current TA applicants who are enrolled in RSP will be notated so households will be distinguished.

Appendices

VI-SPDAT information

Award notification letter

Habitability Inspection Tool

Vulnerability Index – Service Prioritization Decision Assistance Tool

VI-SPDAT

The Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) is screening tool for communities when determining prioritization for access to limited permanent supportive and other housing supports. The VI-SPADIT is a survey used to determine whether a client has high, moderate, or low acuity. Scores are assigned and determinations based using the following scale:

Score: Recommendation:

0-3 no housing intervention

4-8 an assessment for Rapid Re-Housing

9+ an assessment for Permanent Supportive Housing/Housing First