

2021-2022 New York State Rental Supplement Program Plan

District: Saratoga 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.

Saratoga County will administer the Rental Supplement Program in full. The district will coordinate with the local HUD funded Continuum of Care in the implementation of the program.

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.

Rental Supplement Amount: 85% of the local Fair Market Rent Values; Household contribution will be limited to 30% of total earned and unearned household income.

Household Size	Allowable Number of Bedrooms	100% FY2022 HUD FMR	85% FY2022 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	Efficiency	\$890	\$757	\$757	\$0
1	1	\$991	\$842	\$842	\$0
2	Efficiency	\$890	\$757	\$757	\$0
2	1	\$991	\$842	\$842	\$0
3	2	\$1207	\$1026	\$1026	\$0
4	2	\$1207	\$1026	\$1026	\$0
5	3	\$1492	\$1268	\$1268	\$0
6	3	\$1492	\$1268	\$1268	\$0
7	4	\$1637	\$1391	\$1391	\$0
8	4	\$1637	\$1391	\$1391	\$0

Anticipated Number of Households to be Served: **25-30**

Describe the outreach mechanisms that will be used. Receipt of TA is not a requirement of 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).

Saratoga County will coordinate with the local HUD funded Continuum of Care to assess and identify households from the Continuum of Care Entry list who are currently in shelter, experiencing homelessness, or at risk of homelessness. Saratoga County will outreach with the members of the Continuum of Care for eligible families. Households presenting at the district will also be assessed for participation in the Rental Supplement Program.

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.

Application and determination process will assess the requirements for participant eligibility as outlined by the State- individuals or families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing and meet the financial eligibility requirements. Household's earned and unearned income will be obtained to verify it is no more than 50% of the area median income with priority given to households at 30% AMI. District plans to make determination decisions withing 30 days of application receipt.

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/discontinuation 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.

Saratoga County has developed a RSP packet which includes application, rent supplement calculation worksheet, inspection form, notice of decision, rental supplement notice to landlord. District will obtain and verify requirement of the RSP program - household's income, identification paperwork, rental amount, lease information and proof of shelter placement, homelessness, or risk of homelessness. Coordinated Entry System will be utilized to obtain required documentation and priority households.

When households do not meet the criteria established by the district the denial/discontinuation notice will outline the reason for denial or discontinuation.

An award letter will be provided to applicant and landlord when supplement is approved, detailing amount approved to be paid on monthly basis and the months/term of supplement.

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.

Saratoga County plans to prioritize applicants with fixed income who are homeless or at risk of homelessness, such as Social Security recipients. Saratoga County also plans to work with the Coordinated Entry process in targeting the homeless according to their prioritization list, which is based on a vulnerability scale.

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 household's total earned and unearned income; and
- 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.

Saratoga County will review all applications on a first come first serve basis and obtain and verify eligibility requirements for the Rental Supplement Program. Households earned and unearned income will be verified and the above exemptions will not be included in the calculations. TA income will also be excluded, as it is not countable income for RSP purposes. Eligible households will not earn more than 50% AMI and priority will be given to 30% AMI. A household's financial contribution toward rent cannot be more than 30% of their earned and unearned income. Semi-annual recertifications will be conducted to review eligibility. Supplements will be provided until a 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.

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? **N/A**
- Will there be any health and safety standards regarding the housing that must be met prior to paying the supplement at a specific location? **DSS inspection**
- How will the district handle modifications (e.g., moves, rent increase, changes in household composition, etc.)? **Acceptance letter will outline that the tenant is responsible to notify the district of changes to their situation. District will at that point assess the change to determine if it affects their participation in the Rental Supplement Program.**
- What standards will be followed in determining whether supplementation will continue following a move? **District will assess – new apartment must pass inspection and be in Saratoga County.**
- 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? **Semi-annual recertification will be required but household will be notified in acceptance letter that should their situation change they need to notify the district within 30 days. If households earned and unearned income increases to a level where their monthly rent is at or below 30% of their total income, the housing will be considered affordable, and notice will be given that their rental supplement will end.**
- How will contributions toward 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? **Tenant is responsible to report all income changes within 30 days. District would need to assess the contributions from outside the household.**

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.

Saratoga County plans to offer the rental supplement program with a six-month certification, as long as funds remain available. Supplements are provided to eligible households 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 household will be considered affordable. The time period between certifications is six months.

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

District will provide checks through the voucher process 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.

Semi-annual recertification will be conducted. If fraudulent information is determined a fraud referral is sent to the Special Investigations Unit for investigation. If found positive recouping process will

be conducted. Discontinuation notices will be provided to ineligible and fraudulent cases with a description of reason for discontinuation. Overpayments will be billed on a monthly basis.

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.

Saratoga County participates in the local HUD funded Continuum of Care and will work with the local providers and the Coordinated Entry List and HMIS to avoid duplicate benefits. District also will run through our systems to ensure no duplicate rental payments from another source.

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.

All records regarding the Rental Supplement Program will be paper files and be kept on file for 6 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.

Saratoga County staff will keep spreadsheet statistics on all Rental Supplement recipient cases. We will provide progress reports on RSP activities to OTDA on a quarterly basis. HMIS will be utilized.

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- Saratoga County does not currently have a rental supplement program.

