

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

**District:** Washington County

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**RSP Implementation Date:** To be determined based upon  
the approval date of the plan.

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.

Washington County will administer RSP directly.  
We will coordinate with CoC by entry in the HMIS System.

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:** 2022 MSA Fair Market Rent for All Bedroom Sizes

%	Efficiency Household 1-2	One-Bedroom Household 1-2	Two-Bedroom Household 2-3	Three-Bedroom Household 2-3	Four-Bedroom Household 5+
100	\$715	\$850	\$1,065	\$1,383	\$1,444
85	\$608	\$723	\$905	\$1,176	\$1,227

**Anticipated Number of Households to be Served:** Average of 15 households per year.

**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).**

We will be our own best referral source, at least initially. We will focus on the individuals and families that are currently in receipt of temporary housing assistance. We will also consider the program for those who have not had their needs fulfilled through ERAP or ESG. The CoC process and list will be used as another referral source.

Outside of this immediately accessible group of potential candidates, we will provide outreach internally at DSS to the workers in the rest of the programs as a resource. We will expand beyond that by informing other members of the CoC that the resource is available.

**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.**

Applicants will complete the Agency RSP Request form and provide documentation of income and identity. The Agency will contact the current or potential landlord and make the eligibility determination within 30 days of the date all of the information 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.**

The RSP Request Form will be considered the application approval form for the Rental Supplement. In addition, to the Request Form, a Request for Verification Form, Denial Form, Discontinuance/Change Form and Approval Letter will be used.

**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 the 15 households per year and shall include anyone in emergency shelter placement. More specifically, the prioritization will be for recently paroled individuals and large families. Affordability of housing with the public assistance grant amount for a single household is a significant barrier for someone establishing employment post incarceration. Further, the necessity of multiple bedrooms for families with 3 or more children (or 2 if different gender) is difficult to locate and often the rental cost is not affordable with a public assistance grant.

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.**

The Households must not earn more than the 50% the area median income.

Documentation will be requested to verify the household income and the monthly rent payment.

Households will be advised that they must report within 10 days if their income is more than 50% of the median for household size, any other sources of rental assistance, any moves, changes in household composition and changes in rental assistance.

**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?**

Leases will not be required and can be substituted with a completed shelter Verification Form. We intend to allow applicants to attest to much of the eligibility information and acceptable safety standards of the housing. No additional health & safety standards will be reviewed. We will rely on the landlord/property owner to confirm the size of the residence and number of bedrooms.

The household will be required to submit verification of current income, household composition and new rent expense. This information will be used to determine if the household is under the 50% median income limit for their household size. Supplements will 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.

All changes in household composition, income, outside contributions should be reported within 10 days. The same standards used at application will be applied using new household circumstances. We will request verification of any changes.

A written statement will be required from individuals outside the household who are contributing towards the rental cost to attest that it can be sustained in the future.

**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.**

Will continue to offer supplement with no limit until income reaches a level where rent is 30% or less than total income.

**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 the Assistance Programs Division then forwarded to Accounting for the issuance of a check payable and mailed to the landlord directly.

**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 current practices for fraud. If it is determined that an individual has been fraudulent or ineligible the supplement will be discontinued at the end of the following month of the month in which the fraud is discovered.

The agency will send letters of demand to the individual that they must repay the funds. If they fail to do so we will refer on to our County Attorney's office for legal recourse.

**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.**

The agency will enter recipients name and information into HMIS to facilitate coordination with the local CoC. We will also utilize WMS to avoid duplication of benefits. We will notify providers of our ability to do this during outreach on the program. The recipient will be required to sign a release for entry into HMIS and coordination with local CoC.

**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 relevant forms and documentation will be scanned and saved in a 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.**

The agency will manually track data and include on reports as requested to do so. HMIS will be utilized to provide outcome information.

**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 supplemental plan that Wash Co DSS utilizes is restricted to TA eligible recipients awaiting social security benefits. The RSP will be available for families and there will be no requirement to apply for SSI. Also the families do not have to apply for or be in receipt of TA to receive the RSP. To be eligible for RSP the family must be under the 50% median income levels and be under 30% of the rental expense. We will review any recipients of our current supplemental plan to avoid duplication. The use of manually track data will distinguish participating households for each supplemental plan. We currently track our current approved Shelter Supplemental Plan with an electronic log which lists the client's name, case number, and the months that the supplement has been received. If the client has a TA number this will be used and if the client does not have a case number one will be issued for the client.