

**2021-2022 New York State Rental Supplement Program Plan
2/25/2022**

District: Yates
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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.

The Yates County Rental Supplement Program will be locally administered by the district. The District will continue to coordinate both with our regional Continuum of Care and our county sub group.

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: \$100,000

Anticipated Number of Households to be Served: up to 20

Yates County, NY HUD Metro FMR Area 2022 85% suggested household size

Studio/Efficiency	\$571	\$485	1-2
1-Bedroom	\$686	\$583	1-2
2-Bedroom	\$860	\$731	2-4
3-Bedroom	\$1162	\$988	4-6
4-Bedroom	\$1166	\$991	6 or more

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).

Outreach for this program will primarily consist of contacts with local service providers and collaboration within the Department. The Department will coordinate with our local COC

Coordinated (Keuka Housing Counsel) to ensure the Department reaches the clients that are most in need for this supplemental program. As a department, we are aware of households that are currently homeless and those that are currently in transitional housing. Those households will be first priority. The Department has representatives at community meetings with local agencies and with providers. Through these contacts, we will be able to identify households in need. We also have contact with clients who have been served eviction notices in the recent past. We will also utilize our social media accounts. The Department uses Facebook and Instagram as well as our website to provide information on the RSP along with an online application and how to obtain a paper application.

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.

For the application process, clients will be able to come into our office to meet with staff or we can conduct interviews by phone. The District Social Welfare Examiners complete intake and gather the required documentation. Applications will be evaluated by the Senior Social Welfare Examiner to determine suitability. Applications can be approved within 15 days of having the complete application.

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.

We will utilize the attached eligibility forms to determine income, household composition, rental expense, and any other necessary factors. Staff familiarity with these forms will facilitate the process. A form letter will be developed to approval notices and denials. This letter will simply list the criteria that have not been met. When approved, the tenant will receive the RSP Action Taken form and the landlord will receive a guarantee letter which spells out the terms of the 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.

The Department will collaborate with the COC to prioritize current homeless families and individuals. We will also prioritize families with children and elderly individuals whose current housing situation is unsustainable (i.e. they are paying an amount in rent that is well above 30% of their income). We will collaborate with our Veteran's Services Office and Domestic Violence Prevention program to identify households who are eligible to be served.

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.**

We will ensure that eligibility standards are met by requiring proof of including current pay stubs. We will compare this information to the AMI. Recipients will be required to inform the Department of any change in income. The Supplement will end when the total rent amount is 30% or less of the total income which will be considered affordable for the individual/family. The recertification period will be every 6 months.

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?

There will be no additional eligibility standards.

A lease is not required for this program. If a lease is unavailable, we will use the attached Shelter Verification to determine that rental costs are legitimate and are the responsibility of the recipient. Health and safety standards will be managed by municipal codes officers, as they currently are with all housing in this municipalities. Through current working relationships with these agencies the Department is able to determine whether the rental units are compliant with current building codes. The district will require recipients to report any changes within 60 days of the change occurring. This requirement will be spelled out in the acceptance letter. In the case of a move, we will require the recipient to recertify so the district is able to approve the new location and supplement amount. . Contributions from outside the household will be reported on the application and we will verify that information upon reviewing the application.

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 will be provided for 6 months at a time. Supplements will not end until the household's income reaches a level where rent is 30% or less than total income. Continued recertifications are also contingent on continued availability of funds. Applicants will be notified in writing of this timeline upon the initial approval of their application. At that time recipients will be asked to recertify.

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

Checks will be paid directly 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.

Potential fraud will be handled through our normal procedure with the Department's fraud procedure. The worker will complete an intra agency fraud referral form with all the pertinent information and submit it to the Unit Supervisor for review. The Unit Supervisor will forward this to the Fraud Coordinator. The Fraud Coordinator will log this and send it to the Yates County Sheriff's Department Fraud Investigator for investigation. The Sheriff's Investigator would bring the case to the District Attorney determine if a case is appropriate for prosecution.

If the determination is made to handle the case for civil resolution, a Social Welfare Examiner would determine the overpayment amount. The Account Clerk in the SNAP Unit is responsible for establishing, billing, and tracking all overpayment claims.

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.

There are very few agencies in Yates County that assist with rent. We will be working with those agencies for referrals, that will help to ensure that there is no duplication. The Department will utilize HMIS to monitor any duplication of benefits.

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.

Case records will be maintained in paper form in the office of the Principal Social Welfare Examiner. We will use excel to maintain our database of clients and expected payments. The accounting department will issue manual checks and keep records in their access 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.

Data will be maintained in paper files and on our excel spreadsheet. The department will report from these sources.

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 Shelter Supplement plan requires applicants to be homeless, living in motels, domestic violence shelters, or temporary/transitional housing. The RSP program will allow the Department to provide assistance to former PA clients, and those have current or previous

eviction notices. The RSP program will be able to assist those who would be otherwise ineligible for Temporary Assistance based on sanctions. The Principal Social Welfare monitors the utilization of the current allowance and will ensure there is no duplication through the use of tracking forms. Given the anticipated number of recipients within Yates County which will receive the funds, the Principal SWE will be able to closely monitor to ensure no duplication. The RSP allows noncitizens to apply. The Shelter Supplement Plan is only available to Safety Net clients and Childless Couples. The RSP has no requirements of receiving any TA services.