

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Tuesday, March 1, 2022

5:30 PM

Held Remotely

Social Services Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

Sponsors: Social Services Committee

CURRENT BUSINESS:

2. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION WITH THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES REGARDING THE PROVISION OF BEHAVIORAL HEALTH AND CHILD PROTECTIVE SERVICES

Sponsors: Social Services Committee

3. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE REGARDING GRANT FUNDING AND AMENDING THE 2022 DEPARTMENT OF SOCIAL SERVICES BUDGET

Sponsors: Social Services Committee

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Minutes

Tuesday, January 25, 2022

5:30 PM

Held Remotely

Social Services Committee

PREVIOUS BUSINESS:

Present: Samuel I. Fein, Merton D. Simpson, Nathan L. Bruschi, Norma J. Chapman, Mickey Cleary, Patrice Lockart, Carolyn McLaughlin, Jeff S. Perlee and Christopher H. Smith

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

CURRENT BUSINESS:**2. AUTHORIZING AGREEMENTS WITH VARIOUS ALBANY COUNTY MUNICIPALITIES FOR THE PROVISION OF YOUTH BUREAU SERVICES**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

3. AMENDING RESOLUTION NO. 103 FOR 2021 REGARDING REDLICH HORWITZ FOUNDATION GRANT FUNDING

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

4. AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AN AGREEMENT REGARDING THE CHILD RIGHT: SAFE HARBOR INITIATIVE AND AMENDING THE 2022 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

5. AUTHORIZING AGREEMENTS REGARDING THE CHILDREN'S ADVOCACY CENTER

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

6. AUTHORIZING AGREEMENTS REGARDING THE EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

7. AUTHORIZING AN AGREEMENT WITH NEW YORK STATE INDUSTRIES FOR THE DISABLED REGARDING ANCILLARY LAUNDRY SERVICES FOR ELIGIBLE INDIVIDUALS IN THE EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

8. AMENDING RESOLUTION NO. 20 FOR 2021 REGARDING THE PROVISION OF KIOSKS FOR SNAP BENEFIT APPLICANTS AND RECIPIENTS

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.



COUNTY OF ALBANY

DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES

112 STATE STREET – SUITE 300

ALBANY, NEW YORK 12207

(518) 447-7324 - FAX (518) 447-7578

www.albanycounty.com

DANIEL P. MCCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

February 9, 2022

Hon. Andrew C. Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for permission to submit a proposal for grant funding from the Office of Children and Family Services (OCFS) for the Child Abuse Prevention and Treatment Act (CAPTA) and Comprehensive Addiction and Recovery Act of 2016 (CARA) funds in State Fiscal Year 2021-2022.

The purpose of this funding is to help states improve their response to families and infants affected by substance use disorders. OCFS is providing Albany County with the allocation amount of \$90,000 for Fiscal Year 2021-2022.

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-3083, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Authorization for ACDCYF for permission to submit a proposal for grant funding from the Office of Children and Family Services (OCFS) for the Child Abuse Prevention Treatment Act (CAPTA) and Comprehensive Addiction Recovery Act of 2016 (CARA) funds.

Date: February 9, 2022
Submitted By: Scott McNelis
Department: Children, Youth and Families
Title: Contract Administrator
Phone: 7306
Department Rep.
Attending Meeting: Moira Manning, Commissioner

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Renewal

Submission Date Deadline 12/31/2021

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

NYS OCFS
52 Washington Street
Rensselaer, NY 12144

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$90,000
Scope of Services: Co-location Services for Behavioral Health and Child Protective Services

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6119 03610
Revenue Amount: \$90,000

Appropriation Account and Line: AA6119 12205
Appropriation Amount: \$90,000

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: 100
County: Click or tap here to enter text.
Local: Click or tap here to enter text.

Term

Term: (Start and end date) September 1, 2021 - December 31, 2022
Length of Contract: 16 Months

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 16-21, 228-15, 184-15
Date of Adoption: 2/8/21, 6/8/15, 5/11/15

Justification: (state briefly why legislative action is requested)

Please See Attached

Department for Children, Youth and Families

Backup Material for Authorization to submit a Proposal for available funding through the Office of Children and Family Services for Co-location/Collaboration of Behavioral Health Worker and Child Protective Services

The Department respectfully requests Legislative authorization to submit a proposal for grant funding from the Office of Children and Family Services (OCFS). There is availability of federal Child Abuse Prevention and Treatment Act (CAPTA) and Comprehensive Addiction and Recovery Act of 2016 (CARA) fund in State Fiscal Year 2021-2022. The purpose of this funding is to help states improve their response to families and infants affected by substance Use disorders (both alcohol and drugs). OCFS has provided district with the allocation amount for the next three years (attachment A). Albany County identified allocation is \$90,000 for 2021-2022

OCFS issued a Local Commissioners Memorandum (LCM) on September 23, 2021, to inform local social services districts about the availability of funds for child protective services (CPS) and behavioral health partnerships. The funds may be used to hire a behavioral health worker or to formally partner with a local mental health provider to support the work of CPS staff. Please note due to the expedited timeframe in which the Department needed to submit the grant application the Department did not have sufficient time to request Legislative authorization for such grant application prior to submission.

The Department for Children, Youth, and Families (DCYF) recognizes the needs and challenges that often beset children and families that interface in both the Child Welfare system as well as the Substance abuse system. The structure of DCYF as an agency that focuses on integrated services, and strengthening and supporting families is in alignment with this initiative. The opportunity to implement strategies to improve the response to families and infants affected by substance use disorders. In New York State the prevalence of parental alcohol/drug misuse is substantial; 29% of indicated reports had a substantial allegation of parent drug/alcohol misuse.

The Department recognizes the enormous benefit of having a Behavioral Health worker co-located with CPS, to assess the families we serve and provide intervention as it relates to substance use disorder and would welcome the opportunity to participate in this initiative.



Office of Children and Family Services

Kathy Hochul
Governor

52 WASHINGTON STREET
RENSSELAER, NY 12144

Sheila J. Poole
Commissioner

Local Commissioners Memorandum

Transmittal:	21-OCFS-LCM-30
To:	Local Departments of Social Services Commissioners Directors of Services
Issuing Division/Office:	Child Welfare and Community Services Administration
Date:	September 23, 2021
Subject:	CAPTA/CARA State Grant FY2021
Contact Person(s):	See pages 4 and 5.
Attachments:	Attachment A: <i>SFY 2021-22 District Allocation Amounts</i> Attachment B: <i>Attestation of Use of CAPTA/CARA Funds</i> Attachment C: <i>Comparable Groups</i> Attachment D: <i>CAPTA/CARA Grant for Plans of Safe Care Quarterly Report</i> Attachment E: <i>Attachment for U.S. Department of Health and Human Services Grants</i>

I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services of the availability of federal Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016 (CARA) funds in the State Fiscal Year (SFY) 2021-22. The Consolidated Appropriations Act of 2018 has made \$4,708,412 in federal funds available to New York State during Federal Fiscal Year FFY 2021. The purpose of this funding is to help states improve their response to families and infants affected by substance use disorders (both alcohol and drugs). The New York State Office of Children and Family Services (OCFS) intends to make available to districts \$3,620,000 of the federal CARA funds each year for the next two years, contingent on New York State receiving these federal funds each year. This LCM also provides information on each district's allocation, how districts may use the funds, and planning and claiming requirements. There are no notable changes from last year's issuance of this LCM.

III. Program Implications

Districts must use the funds to hire or to contract for a full-time or part-time behavioral health consultant or public health nurse to work alongside CPS and preventive services caseworkers, to identify and support the behavioral health needs of both the adults and children where substance abuse is an issue. This includes the development, implementation, and monitoring of the plan of safe care for children born prematurely who were exposed to substances. It is required that the behavioral health consultant or public health nurse be co-located on-site at the district. Small districts will receive \$50,000, medium districts \$70,000, and large districts \$90,000. The district size for this purpose is based on the comparable groups as noted in Attachment C. OCFS established comparable groups to permit meaningful comparison between counties with similar child welfare populations.

Local districts must provide or contract for services provided by a behavioral health clinician or public health nurse who is knowledgeable or will become knowledgeable about the CPS process and requirements. The behavioral health clinician or public health nurse must do the following:

- Accompany CPS and preventive caseworkers in the field to visit with identified families using a screening tool (e.g., Unclope+) and/or provide direct consultation with CPS/preventive caseworkers regarding families who might benefit from substance abuse screening
- Conduct screenings for adults and/or children for early identification of substance abuse treatment needs
- Assist in the development, implementation, and monitoring of the plan of safe care for any infant born to a parent with a positive toxicology screen, an infant identified as being affected by substance abuse or withdrawal symptoms or a Fetal Alcohol Spectrum Disorder
- Provide clinical assessments and documentation to support the CPS process
- Use knowledge of resources within the local district to provide referrals for identified children and/or adults who may need ongoing services

To receive the allocated funds, districts must complete Attachment B, *Attestation of Use of CAPTA/CARA Funds*, and must indicate on the form how they will utilize these funds, either to hire a full-time or part-time behavioral health consultant or public health nurse. Funds can be used for the cost of salary, fringe benefits, and travel costs, and must be spent by November 30, 2022.

To receive the funds, districts must submit **Attachment B** to: ocfs.sm.cara.pqi@ocfs.ny.gov by **November 30, 2021**, which includes the following information:

- If the funds will be used to hire a full-time or part-time behavioral health consultant/public health nurse
- If the funds will be used to contract for a full-time or part-time behavioral health consultant/public health nurse
- If you plan on sharing a behavioral health consultant/public health nurse, and if so with what county

Attachment A

SFY 2021-22 District Allocation Amounts

District	Allocation	District	Allocation
Albany	\$90,000	Onondaga	\$90,000
Allegany	\$50,000	Ontario	\$70,000
Broome	\$70,000	Orange	\$90,000
Cattaraugus	\$70,000	Orleans	\$50,000
Cayuga	\$70,000	Oswego	\$70,000
Chautauqua	\$70,000	Otsego	\$50,000
Chemung	\$70,000	Putnam	\$50,000
Chenango	\$50,000	Rensselaer	\$70,000
Clinton	\$70,000	Rockland	\$70,000
Columbia	\$50,000	Saint Lawrence	\$70,000
Cortland	\$50,000	Saratoga	\$70,000
Delaware	\$50,000	Schenectady	\$70,000
Dutchess	\$70,000	Schoharie	\$50,000
Erie	\$90,000	Schuyler	\$50,000
Essex	\$50,000	Seneca	\$50,000
Franklin/St. Regis	\$50,000	Steuben	\$70,000
Fulton	\$70,000	Suffolk	\$90,000
Genesee	\$50,000	Sullivan	\$70,000
Greene	\$50,000	Tioga	\$50,000
Herkimer	\$50,000	Tompkins	\$50,000
Jefferson	\$70,000	Ulster	\$70,000
Lewis	\$50,000	Warren	\$50,000
Livingston	\$50,000	Washington	\$70,000

Attachment B

Attestation of Use of CAPTA/CARA Funds

This is to certify that Albany Co social services district will use the allocation of these funds authorized in the amount of \$ 90,000 to hire or contract with a behavioral health consultant or public health nurse who will be co-located within the district for the purpose of developing, implementing, and monitoring plans of safe care for infants affected by prenatal exposure to substance abuse and their caregivers.

Such funds will not be used to supplant any other state or local funds. Claims for reimbursement under this appropriation will not be submitted for the same type and level of funding covered by any other state or locally authorized appropriation.

Plan for use of funds:

- Hiring or contracting for a part-time behavioral health consultant
- Hiring or contracting for a full-time behavioral health consultant
- Hiring or contracting for a part-time public health nurse
- Hiring or contracting for a full-time public health nurse
- Sharing a behavioral health consultant/public health nurse with another county:

_____ (county's name)

Name of person completing the form:

Date: 11/30/21

Name of commissioner:

Commissioner's signature

Date: 11/30/21

Maia Manning

Maia Manning

[Signature] HSWOR

RESOLUTION NO. 16**AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES REGARDING CHILD ABUSE AND SUBSTANCE ABUSE DISORDERS**

Introduced: 2/8/21

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has been notified by the New York State Office of Children and Family Services (OCFS) that \$90,000 in federal Child Abuse Prevention and Treatment Act and Comprehensive Addiction and Recovery Act of 2016 funds are available to Albany County, and

WHEREAS, The Commissioner has indicated that no County share or in-kind match is required and that the grant funds will be used to hire a public health nurse or to formally partner with a local public health provider to support child protective services staff, and

WHEREAS, The Commissioner has requested authorization to submit a grant application to the OCFS in the amount of \$90,000 regarding the provision of support to child protective services staff in their response to families and infants affected by alcohol and substance abuse in Albany County for a term commencing from December 1, 2020 and ending November 30, 2021, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to the OCFS in the amount of \$90,000 regarding the provision of support to child protective services staff in their response to families and infants affected by alcohol and substance abuse in Albany County for a term commencing from December 1, 2020 and ending November 30, 2021, and, be it further

RESOLVED, That the County Attorney is authorized to approve said application as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 2/8/21



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
(518) 447-7300
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE
COMMISSIONER

ERIN M. STACHEWICZ
EXECUTIVE DEPUTY
COMMISSIONER

VALERIE SACKS
DEPUTY COMMISSIONER

February 9, 2022

Hon. Andrew Joyce, Chairman
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Approval is requested to accept an allocation of NYS funding from the NYS Office of Temporary and Disability Assistance to provide ongoing rental supplements to households which are homeless or facing an imminent loss of housing. Eligibility will include households with less than 50% of Area Median Income at time of application; households do not have to be Temporary Assistance eligible. The program allows for DSS to pay up to 85% of Fair Market Rent and continue rent payments on an ongoing basis to achieve housing stability for homeless households. Payments are expected to continue until tenant's income allows for the household to contribute 30% of their income as rent.

The Albany County Department of Social Services (DSS) proposes to administer the Rental Supplement Program in its entirety. DSS will coordinate and include our Continuum of Care (a local planning body that coordinates housing and services funding for homeless families and individuals) to identify trends and data to assist us in a successful implementation of this program and avoid duplication with other rent programs.

DSS will provide education and outreach and work closely with our contracted shelter providers (two Family Shelters, Domestic Violence shelter provider and five single shelters) to identify families and singles who would benefit from the Rental Supplemental Program in order to move them out of shelter and into permanent housing. We will also provide education and outreach to other community providers who work with homeless families and singles to identify individuals who are homeless or facing an eviction for not being able to pay rent, who may be potentially eligible for RSP.

Sincerely,

Michele G. McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-3142, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
NYS Grant Request and Acceptance

Date:	2/9/2022
Submitted By:	Joseph DeAngelis
Department:	Social Services
Title:	Contract Administrator
Phone:	518-447-7583
Department Rep.	
Attending Meeting:	Michele G. McClave

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: See attached Budget Worksheet
Source of Funds: NYS OTDA
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline 2/14/2022

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

NYS Office of Temporary and Disability Assistance (OTDA)
40 North Pearl Street, Albany, NY 12243-0001

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.

Scope of Services: This allocation is made available to Albany County to provide rental supplements to households which are homeless or at-risk of homelessness. The supplement will prioritize families with children but also be available to homeless individuals regardless of immigration status.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6010.0.3801
Revenue Amount: \$1,125,750

Appropriation Account and Line: AA6010.4.4087
Appropriation Amount: \$1,125,750

Source of Funding - (Percentages)

Federal: .
State: 100%
County: .
Local: .

Term

Term: (Start and end date) 2-15-22 thru 12-31-22
Length of Contract: 10.5 months

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: n/a
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

Approval is requested to accept an allocation of NYS funding from the NYS Office of Temporary and Disability Assistance to provide ongoing rental supplements to households which are homeless or facing an imminent loss of housing. Eligibility will include households with less than 50% of Area Median Income at time of application; households do not have to be Temporary Assistance eligible. The program allows for DSS to pay up to 85% of Fair Market Rent and continue rent payments on an ongoing basis to achieve housing stability for homeless households. Payments are expected to continue until tenant's income allows for the household to contribute 30% of their income as rent.

The Albany County Department of Social Services (DSS) proposes to administer the Rental Supplement Program in its entirety. DSS will coordinate and include our Continuum of Care (a local planning body that coordinates housing and services funding for homeless families and individuals) to identify trends and data to assist us in a successful implementation of this program and avoid duplication with other rent programs.

DSS will provide education and outreach and work closely with our contracted shelter providers (two Family Shelters, Domestic Violence shelter provider and five single shelters) to identify families and singles who would benefit from the Rental Supplemental Program in order to move them out of shelter and into permanent housing. We will also provide education and outreach to other community providers who work with homeless families and singles to identify individuals who are homeless or facing an eviction for not being able to pay rent, who may be potentially eligible for RSP.

DSS will utilize a program specific application for applicants to complete and sign to apply for RSP funding. In addition to the application, there will be required documentation to be submitted such as a lease or rental agreement and proof of income.

Applications will be made through homeless shelters or directly to DSS.

Once the application and required documentation is submitted, an eligibility review based on the eligibility parameters set by regulation and Albany County DSS will be conducted. OTDA expects this to be an ongoing state funded program. DSS projects to serve 100 households annually with this allocation.



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Executive Deputy Commissioner

Local Commissioners Memorandum

Section 1

Transmittal:	21-LCM-24
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	December 13, 2021
Subject:	New York State Rental Supplement Program
Contact Person(s):	Temporary Assistance Bureau (518) 474-9344 otda.sm.cees.tabureau@otda.ny.gov
Attachments:	Attachment A – 2021-2022 Rental Supplement Program Allocation Attachment B – 2021-2022 Rental Supplement Program Plan

Section 2

I. Purpose

The New York State Fiscal Year 2021-2022 Budget appropriates \$100 million to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status. The purpose of this Local Commissioners Memorandum (LCM) is to notify social services districts (districts) of the option to participate in the New York State Rental Supplement Program (RSP) and to provide 2021-2022 RSP allocations and general program guidance. Districts choosing to participate in the RSP must submit a 2021-2022 Rental Supplement Program Plan (Attachment B) for approval which details the intended use of their allocation as well as their anticipated RSP start date.

II. Background

The RSP is a program established to provide vital rental assistance to individuals and families, regardless of immigration status, who are experiencing homelessness or are facing an imminent loss of housing. The RSP is available to individuals and families both with and without children. Districts may choose to retain their allocation and use district mechanisms (e.g., direct administration or transfer of funds to county agencies) to operate this program or may delegate the administration of this program, in full or in part, to another public agency, contractor or non-profit organization. The RSP will give districts the flexibility to develop a program that meets the needs of their underserved populations while working within the framework of certain minimum eligibility requirements established by the governing statute.

III. Program Implications

A. Program Activities and Services

Districts choosing to participate in the RSP must submit a Rental Supplement Program Plan (Attachment B) to OTDA for approval that provides details regarding the administration of their local program and the intended use of their allocation. Districts are encouraged to complete and return Attachment B to OTDA **as soon as possible, but no later than February 15, 2022**. Supplements shall be made available in accordance with district plans, provided however that certain minimum eligibility requirements are established as outlined in this LCM.

Supplements provided through the RSP will not be part of the standard of need pursuant to Social Services Law §131-a, and therefore would not be considered by ABEL when computing financial eligibility for Temporary Assistance (TA) (e.g., the supplement is not used for TA eligibility when computing the needs or gross income tests). When computing a budget for a TA recipient who is receiving a supplement, the shelter cost must be removed from the budget provided that the supplement covers the entire shelter cost. In addition, RSP supplements shall not be subject to recoupment or repayment unless there is a determination that the application submitted was fraudulent, or otherwise identified as ineligible, and the application should not have been approved.

B. Program Eligibility and Program Requirements

While districts have flexibility regarding the development of a Rental Supplement Program Plan, the governing statute outlines some minimum requirements for participant eligibility as follows:

- Eligible participants are individuals and/or families, both with and without children, who are experiencing homelessness or facing an imminent loss of housing, regardless of immigration status;
- Households must earn no more than 50% of area median income (AMI) at the time of application based on location and household size, with initial priority given to households who earn no more than 30% of AMI;
- Rental supplement amounts shall be set at 85% of local Fair Market Rent (FMR) values with a district option to pay up to 100% of FMR using local funds;
- At least 50% of the supplements shall be allocated for households who are currently in a shelter or experiencing homelessness, unless sufficient demand does not exist for such households within the district;
- A household's financial contribution will be limited to 30% of their household's total earned and/or unearned income;
- 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; and,
- Receipt of TA is not a requirement for determining eligibility for the RSP.

Rental Supplement Program Plans must provide a comprehensive outline of each district's proposed program and must address, at minimum, the following:

1. Specific details regarding how eligibility for a rental supplement will be determined, including the aforementioned eligibility requirements, as well as any target populations identified;
2. Information regarding how contributions towards rental costs from individuals outside the household will be verified and what standards will be applied in determining whether such contributions can be sustained in the future;
3. An assessment of how the district will ensure that the rental costs are legitimate and are the responsibility of the recipient (e.g., lease or letter from landlord);
4. The process for which clients will be expected to advise the district/contracted agency of household changes and how resulting modifications will be handled (rent increases, changes in household composition, etc.);
5. A description of 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

set forth in the district's plan, the denial/closing letter must support the decision by explaining the criteria and the district's decision that the household does not meet such criteria. 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, months/term included and any applicable tenant protections resulting from receipt of the RSP;

6. An explanation of whether there will be any health and safety standards that must be adhered to prior to paying rental supplements at a specific location; and,
7. A plan for ensuring that households do not receive duplicate benefits from other sources that may assist with paying future rent/ongoing rental supplements.

Eligibility is determined based on a household's current monthly income at the time of application. Applications are to be accepted on a first come, first-served basis according to the eligibility parameters set forth at the local level. While districts have flexibility in determining the overall design of their local RSP, they are encouraged to make extra efforts to ensure prioritization of certain households, such as those with children under the age of six, single individuals with a history of housing instability, veterans, individuals and families experiencing domestic violence (DV), and other victims of violence. Though TA eligibility is not a factor in determining eligibility for the RSP, operators are encouraged to refer RSP applicants for assistance applying for applicable benefit programs, such as TA, Home Energy Assistance Program (HEAP), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI).

Notifications regarding eligibility determinations (e.g., approvals, denials, and closings) must be maintained in the case record for a minimum of six years following submission of the final expenditure report.

C. Allocations

A total of \$100 million is available annually to support the RSP. While all funding is subject to legislative enactment each year, continuing funding support for the RSP is expected. The 2021-2022 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of TA households as of March 31, 2021, as well as the distribution of renter households under 30% of the local AMI, based on the US Census Bureau 2015-19 Public Use Microdata Sample. RSP allocations may be adjusted in future award years based on factors including statewide utilization and ongoing local rental supplement needs.

D. Reporting Requirements

Reports that describe the progress of RSP activities and households served will be required on at least a quarterly basis. A reporting format is under development and will be distributed to participating districts.

Minimally, reports must include information related to payments made through the RSP (e.g., dates issued, periods covered, households on behalf of which payments are made, payees, supplement amounts, local contribution to the subsidy (where applicable), etc.), the number of households served, and certain demographic information including receipt of TA, household size and composition, number of contributing household members, household income levels, shelter or homelessness status at the time of application, priority group identification (if applicable) and TA case number (if applicable). Districts must also establish identifiers for the heads of household (RSP applicants) as well as a unique household tracking number.

Coordination with the local HUD-funded Continuum of Care (CoC) is encouraged, in order to support each district's ability to track services and outcomes related to participation in the RSP. Additionally, coordination with the CoC will assist districts in avoiding a duplication of benefits with other supplement programs that may exist in each local area.

Districts and/or program operators, as applicable, are required to provide OTDA or its designees access to the program records during the course of the project. RSP projects will be monitored by OTDA on a regular basis and may include onsite visits as well as regular telephone contact and/or case reviews. The goal of monitoring is to ensure the terms of the RSP are being met in accordance with State legislation. In addition, monitoring enables OTDA to provide technical assistance, where necessary, to assist the district and/or program operator to meet the overall intent of the RSP. It is the responsibility of the district to monitor any and all subcontracts. Districts must ensure the confidentiality of records concerning project participants.

IV. Reimbursement Structure and Allowable Costs

RSP payments for the initial 12-month period will consist of an advance of 25 percent of the district's allocation. The remaining 75 percent of the allocation will be paid as claims are submitted to substantiate payment. Allocation and reimbursement for the second year, beginning 12 months following the district's approved initial commencement date but no sooner than December 1, 2022, will be contingent on continued availability of funds and local district need.

RSP funding is made available for districts to provide vital rental assistance to eligible households and as such, it is expected that a minimum of 85% of the funds will be used toward rental supplements in accordance with the guidelines outlined herein. OTDA has set a 15% spending limitation on administrative costs.

Agencies should limit the amount of administrative costs necessary to operate the RSP to maximize both the amount of funds available to pay rental supplements and the number of households enrolled. The use of RSP funds for administrative purposes must be directly related to the provision of rental supplements to eligible individuals and families.

For districts opting to assign all or a portion of their RSP allocation to another public agency, contractor or local nonprofit organization, districts will be held liable for assigned funds not used in a manner consistent with the purpose of the RSP allocation.

Districts are required to submit all claims for reimbursement through the Automated Claiming System (ACS) regardless of whether they elect to operate the program in-house or transfer the administration to another entity. RSP claims must be for services provided during the district's approved initial 12-month period and must be claimed in a timely manner after provided. Additional claiming information will be provided to districts who choose to operate an RSP.

V. Necessary Action

Districts who elect to receive this funding must also complete and submit the Rental Supplement Program Plan (Attachment B). Districts are encouraged to complete and return Attachment B to OTDA as soon as possible, but no later than February 15, 2022. Advances will be remitted following the approval of each district's Attachment B, and in accordance with their anticipated RSP commencement date.

Issued By:

Name: Barbara C. Guinn

Title: Executive Deputy Commissioner

Division/Office: Office of Temporary and Disability Assistance

District	2021-2022 Rental Supplement Program Allocation
New York City	\$67,922,380
Albany	\$1,125,750
Allegany	\$120,210
Broome	\$899,827
Cattaraugus	\$282,026
Cayuga	\$268,767
Chautauqua	\$645,332
Chemung	\$290,178
Chenango	\$139,789
Clinton	\$240,580
Columbia	\$129,741
Cortland	\$141,026
Delaware	\$121,902
Dutchess	\$727,515
Erie	\$3,874,658
Essex	\$100,000
Franklin	\$164,265
Fulton	\$116,749
Genesee	\$143,394
Greene	\$116,986
Hamilton	\$100,000
Herkimer	\$154,406
Jefferson	\$402,505
Lewis	\$100,000
Livingston	\$190,065
Madison	\$120,038
Monroe	\$3,035,181
Montgomery	\$154,608
Nassau	\$2,028,294
Niagara	\$742,819
Oneida	\$857,846
Onondaga	\$1,916,038
Ontario	\$256,173
Orange	\$920,321
Orleans	\$144,298
Oswego	\$432,808
Otsego	\$125,940
Putnam	\$100,000
Rensselaer	\$497,493
Rockland	\$713,032
St.Lawrence	\$309,135
Saratoga	\$322,466
Schenectady	\$536,305
Schoharie	\$100,000
Schuyler	\$100,000
Seneca	\$100,000
Steuben	\$325,926
Suffolk	\$2,640,308
Sullivan	\$240,957
Tioga	\$124,850
Tompkins	\$461,767
Ulster	\$494,918
Warren	\$126,379
Washington	\$131,444
Wayne	\$193,050
Westchester	\$3,029,553
Wyoming	\$100,000
Yates	\$100,000

APPROPRIATIONS

ACCOUNT	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
AA 6010 4 4087 000	NYS Rental Supplement Prg	\$1,125,750.00	0.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
	TOTAL APPROPRIATIONS	<u>1,125,750.00</u>	<u>0.00</u>		

ESTIMATED REVENUES

ACCOUNT	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
AA 6010 0 3801 000	NYS Rental Supplement Prg	0.00	\$1,125,750.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
	TOTAL ESTIMATED REVENUES	<u>0.00</u>	<u>1,125,750.00</u>		
	GRAND TOTALS	<u>1,125,750.00</u>	<u>1,125,750.00</u>		