

County of Albany

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



Meeting Agenda

Tuesday, May 27, 2025

5:30 PM

**Harold L. Joyce Albany County Office Building
Cahill Room - First Floor**

Social Services Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

CURRENT BUSINESS:

2. AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AN AGREEMENT REGARDING FOSTER AND ADOPTIVE PARENT RECRUITMENT ACTIVITIES AND AMENDING THE 2025 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET
3. AMENDING RESOLUTION NO. 727 FOR 2024 REGARDING PROVIDERS OF HOME ESTABLISHMENT FURNISHINGS
4. AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE REGARDING THE RENTAL SUPPLEMENT PROGRAM AND AMENDING THE 2025 DEPARTMENT OF SOCIAL SERVICES BUDGET

County of Albany

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



Meeting Minutes

Tuesday, April 29, 2025

5:30 PM

**Harold L. Joyce Albany County Office Building
Cahill Room - First Floor**

Social Services Committee

PREVIOUS BUSINESS:

Present: Ellen Rosano, Merton D. Simpson, Mickey Cleary, Beroro T. Efekoro, Andrew Joyce, Patrice Lockart and Frank A. Mauriello

Excused: Matthew J. Miller and Samuel I. Fein

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 AN AGREEMENT WITH BEHAVIORAL HEALTH SERVICES NORTH, INC. FOR THE PROVISION OF FOSTER CARE SERVICES**

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

3. AUTHORIZING AN AGREEMENT WITH SCHENECTADY COUNTY REGARDING PRESCHOOL EVALUATION SERVICES FOR THE CHILDREN WITH SPECIAL NEEDS PROGRAM

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

4. AUTHORIZING PRESCHOOL SPECIAL EDUCATION PROVIDER AGREEMENTS FOR YOUNG CHILDREN WITH DISABILITIES

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

5. AUTHORIZING AGREEMENTS WITH VARIOUS SCHOOL DISTRICTS FOR PRESCHOOL EVALUATION SERVICES FOR CHILDREN WITH SPECIAL NEEDS

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

6. AUTHORIZING AN AGREEMENT WITH SPOTTED ZEBRA LEARNING CENTER REGARDING INDIVIDUALIZED EDUCATION PROGRAMS FOR YOUNG CHILDREN WITH DISABILITIES

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

7. AMENDING THE 2025 DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES BUDGET: ADMINISTRATIVE ADJUSTMENTS

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

8. AMENDING RESOLUTION NO. 21 FOR 2025 AND AMENDING THE 2025 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCLAUGHLIN
DEPUTY COUNTY EXECUTIVE

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

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
Deputy Commissioner

May 8, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

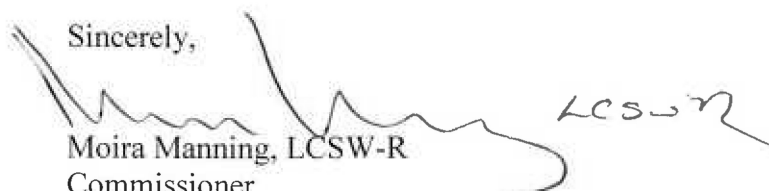
Dear Chairwoman Cunningham:

Enclosed is our Request for Legislative Action for authorization to accept available funding through the Office of Children and Family Services pertaining to Foster/Adoptive Parent Recruitment and amend the 2025 Department of Children, Youth, and Families Adopted budget to increase the Printing and Advertising line with this funding.

There is availability of a funding allocation of \$25,000 for the purpose of finding a permanent home for children in Foster Care.

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
James Curran, Minority Counsel



County of Albany

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

Legislation Text

File #: TMP-6595, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

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

Authorization to accept available funding through the Office of Children and Family Services pertaining to Foster/Adoptive Parent Recruitment and related amendments to the 2025 budget

Date: 05/08/2025
Department: Children, Youth, and Families
Attending Meeting: Moira Manning
Submitted By: Rachel Sherman
Title: Assistant Director of Accounts
Phone: 518-447-7715

Purpose of Request: Contract Authorization Permission to accept grant

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
NYS OCFS
52 Washington Street
Rensselaer, NY 12144

Term: (Start/end date or duration) October 1, 2024 - June 30, 2025
Amount/Raise Schedule/Fee: \$25,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
 Anticipated in Budget: Yes ☐ No ☒
 Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

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

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: See Budget Amendment
Appropriation Amount: \$25,000

ADDITIONAL INFORMATION:

Mandated Program/Service:	Yes ☐ No ☒
If Mandated, Cite Authority:	Enter text.
Request for Bids / Proposals:	
Competitive Bidding Exempt:	Yes ☐ No ☒
# of Response(s):	Enter text.
# of MWBE:	Enter text.
# of Veteran Business:	Enter text.
Bond Resolution No.:	Enter text.
Apprenticeship Program	Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: 25-116

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

See Justification

APPROPRIATIONS

ACCOUNT N	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
AA 6119 4 4042 000	Printing and Advertising	25,000	0		DCYF
	TOTAL APPROPRIATIONS	25,000	0		

ESTIMATED REVENUES

ACCOUNT N	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
AA 6119 0 3610 000	Social Services Administration	0	25,000		DCYF
	TOTAL ESTIMATED REVENUES	0	25,000		
	GRAND TOTALS	25,000	25,000		

Department for Children, Youth, and Families

Authorization Request for Grant Acceptance of the funding through the Office of Children and Family Services for foster/adoptive parent recruitment activities to increase permanency and to Amend the 2025 Adopted Budget

The Albany County Department for Children, Youth, and Families (ACDCYF) respectfully requests Legislative authorization for Grant Acceptance of grant funding from the Office of Children and Family Services (OCFS). There is funding through the Family First Prevention Act for the purpose of finding permanent homes for children in foster care. Albany was identified with an allocation of \$25,000 for 2025.



COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES

To: Division of Child Welfare and Community Services/Bureau of Permanency Services

From: Amanda Tiffany – Albany County Department for Children, Youth and Families –
Home Finder Supervisor

Re: 25-OCFS-LCM-03

Date: 18 February 2025

Albany County Department for Children, Youth and Families Home Finder Unit would like to use the \$25,000 from the Adoption and Legal Guardianship Incentive Payments Program (AIPP) to purchase advertising through Lamar Advertising for CDTA Bus signage to recruit foster parents for Albany County. Once approval is received we would reach out directly to Lamar to come up with a plan to obtain signage that is within the \$25,000 budget.

If you have any questions in regard to this matter please feel free to reach out to me.

RESOLUTION NO. 116

AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF CHILDREN, YOUTH AND FAMILY SERVICES REGARDING FOSTER CARE AND ADOPTIVE PARENT RECRUITMENT

Introduced: 4/14/25

By Social Services Committee:

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to submit a grant application to the New York State Office of Children and Family Services (OCFS) regarding foster care and adoptive parent recruitment in the amount of \$25,000 for a term commencing October 1, 2024 and ending June 30, 2025, and

WHEREAS, The Commissioner has indicated that the grant funds will be used for activities associated with foster care and adoptive parent recruitment, including advertising, publication development, dissemination, and event venue costs associated with recruitment efforts, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to submit a grant application to OCFS regarding foster care and adoptive parent recruitment in the amount of \$25,000 for a term commencing October 1, 2024 and ending June 30, 2025, 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.



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

ERIN M. STACHEWICZ
COMMISSIONER

TYRELL L. GLADDEN
DEPUTY COMMISSIONER

April 30, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Room 710
Albany, NY 12207

Dear Chairwoman Cunningham:

The Department of Social Services respectfully requests legislative approval to add a new/third provider of home establishment furnishings. Two providers were previously approved via Resolution 727, adopted November 12, 2024. No RFP is required as Social Services contracts with all willing and able providers.

Local Social Services districts are required to provide for the purchase of essential furnishings, equipment, and supplies required to establish homes for individuals and families in need of public assistance when provision of such cannot otherwise be made. The rule applies when an eligible household or member of such is relocating to permanent housing from an institution, residential program, or other temporary living situation, or when an individual or family must be re-housed in unfurnished housing due to health and safety concerns involving their current accommodations. Essential household item rates were established pursuant to part 352.7 of the Social Services Law and the regulations of the New York State Office Temporary Disabilities.

Sincerely,

Erin M. Stachewicz
Commissioner

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



County of Albany

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

Legislation Text

File #: TMP-6530, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

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

Authorization to Amend Agreement with Multiple Providers of Home Establishment Furnishings

Date: 04/15/2025
Department: Social Services
Attending Meeting: Erin M. Stachewicz, Commissioner
Submitted By: Maggie Watson Skarlis
Title: Contract Administrator
Phone: 518-477-7583

Purpose of Request: Amending prior Legislation Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

A1 Discount Appliances Corporation: 137 Central Ave., Albany, NY 12206

Term: (Start/end date or duration) 01/01/2025-12/31/2025
Amount/Raise Schedule/Fee: \$200,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐
Anticipated in Budget: Yes ☒ No ☐
Spreadsheet attached: Yes ☐ No ☒

Source of Funding - (Percentages)

Federal: 51% County: 33%
State: 16% Local: 0%

County Budget Accounts:

Revenue Account and Line: AA6109 04609 / AA6140 03640 / AA6142 03642
Revenue Amount: \$102,000.00 / \$22,620.00 / \$10,000.00
Appropriation Account and Line: AA6109 44046 / AA6140 44046 / AA6142 44046
Appropriation Amount: \$102,000.00 / \$78,000.00 / \$20,000.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☒ No ☐
If Mandated, Cite Authority: 18 NYCRR 352.7

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Resolution 727 Adopted 11/12/2024

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Authorization is requested to add a new (third) vendor to provide eligible temporary assistance clients with home establishment furnishings. An RFP is not required as ACDSS contracts with all willing and able providers.

Local Social Services districts are required to provide for the purchase of essential furniture, equipment and supplies required to establish a home for persons in need of public assistance when provision of such cannot otherwise be made. The rule applies when an eligible household or member of such is relocating to permanent housing from an institution, residential program, or other temporary living situation, or when an individual or family must be re-housed in unfurnished housing due to health and safety concerns involving their current accommodations.

Essential Household Item rates were established pursuant to part 352.7 of the Social Services Law and the regulations of the New York State Office of Temporary Disability Assistance. Authorized rates cannot exceed but may be less than established rates.

A total of 141 clients/families received services under this contract during calendar year 2024.

RESOLUTION NO. 727

AUTHORIZING AGREEMENTS WITH PROVIDERS OF HOME ESTABLISHMENT FURNISHINGS

Introduced: 11/12/24

By Social Services Committee:

WHEREAS, Local Social Services districts are required to provide for the purchase of necessary and essential furniture, furnishings, equipment, and supplies necessary for the establishment of a home for public assistance recipients, and

WHEREAS, The Commissioner of the Department of Social Services has recommended that the County renew agreements with the providers mentioned below at rates set by New York State for such furniture, furnishings, equipment, and supplies for a total amount not to exceed \$200,000 for the term commencing January 1, 2025 and ending December 31, 2025, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into agreements with the following agencies at rates established by the New York State Social Services Law and the New York State Office of Temporary Disability Assistance for a total amount not to exceed \$200,000 for the term commencing January 1, 2025 and ending December 31, 2025:

Furniture Liquidators USA, LLC
7 Colvin Ave.
Albany, NY 12206

City Discount Furniture
268 Central Ave.
Albany, NY 12206

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreements 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
(518) 447-7300
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ERIN M. STACHEWICZ
COMMISSIONER

TYRELL L. GLADDEN
DEPUTY COMMISSIONER

April 30, 2025

Hon. Joanne Cunningham, Chairwoman
Albany County Legislature
112 State St., Room 710
Albany, NY 12207

Dear Chairwoman Cunningham:

The Department of Social Services respectfully requests legislative approval to accept the NYS Office of Temporary and Disability Assistance allocation of \$1,125,750 to continue administering the Rental Supplement Program (RSP) which provides rental supplements to households experiencing homelessness or facing imminent loss of housing.

DSS will continue to coordinate the program by providing education and outreach, and working closely with contracted shelter providers to identify families and individuals who will benefit from the program by moving them out of shelter and into permanent housing.

Sincerely,

Erin M. Stachewicz
Commissioner

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



County of Albany

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

Legislation Text

File #: TMP-6552, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

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

Authorization for Social Services to Accept the 2025 Rental Supplement Program Allocation from NYS OTDA

Date: 04/30/2025

Department: Social Services

Attending Meeting: Erin M. Stachewicz, Commissioner

Submitted By: Maggie Watson Skarlis

Title: Contract Administrator

Phone: 518-447-7583

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:

OTDA Employment & Income Support Programs
40 North Pearl Street Albany, NY 12243-0001

Term: (Start/end date or duration) 04/1/2025 - 03/31/2026

Amount/Raise Schedule/Fee: \$1,125,750

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Budget: Yes ☐ No ☒

Spreadsheet attached: Yes ☒ No ☐

Source of Funding - (Percentages)

Federal: 0% County: 0%

State: 100% Local: 0%

County Budget Accounts:

Revenue Account and Line: AA6010.03801

Revenue Amount: \$1,125,750

Appropriation Account and Line: AA6010.44087

Appropriation Amount: \$1,125,750

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes ☐ No ☒

If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes ☒ No ☐

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes ☐ No ☒

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: N/A

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Authorization is requested for Albany County Department of Social Services (DSS) to accept the 2025 (YR4) Rental Supplement Program (RSP) allocation of \$1,125,750 from the NYS Office of Temporary and Disability Assistance, and to amend the approved DSS 2025 budget accordingly.

With RSP funding, DSS will continue to provide rental subsidies to individuals and families experiencing homelessness or those at imminent risk and intends to utilize the entire allocation. DSS will coordinate with the Albany County Continuum of Care (i.e., local planning body coordinating housing and services for homeless households) and local emergency shelters to identify eligible candidates for the supplement.

RSP funds will be used to subsidize up to 85% of Fair Market Rent (FMR) for each household, and recipients will pay 30% of their income towards rent. Eligibility will continue until the household's income reaches the level where rent is 30% or less of their total income and they can make full rental payments on their own.

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	1,125,750.00	0.00		

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	0.00	1,125,750.00		
	GRAND TOTALS	1,125,750.00	1,125,750.00		



Local Commissioners Memorandum

Section 1

Transmittal:	25-LCM-04
To:	Social Services District Commissioners
Issuing Division/Office:	Employment and Income Support Programs
Date:	April 25, 2025
Subject:	2025-2026 New York State Rental Supplement Program Allocations
Contact Person(s):	Temporary Assistance Bureau (518) 474-9344 tabureau@otda.ny.gov
Attachments:	Attachment A – 2025-2026 Rental Supplement Allocations Attachment B – 2025-2026 Rental Supplement Program Plan Attachment C – Rental Supplement Program Claiming Instructions Attachment D – 2025-2026 Rental Supplement Program Simplified Quarterly Report

Section 2

I. Purpose

The New York State Fiscal Year 2024-2025 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) for the 2025-2026 program year. Additionally, this guidance provides the 2025-2026 RSP allocations and general program information. Districts choosing to participate in the RSP must have a Rental Supplement Program Plan (Attachment B) on file which details the intended use of their allocation for each program year and includes an adjusted fair market rent (FMR) chart for the new fiscal year.

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.

III. Program Implications

A. Program Activities and Services

For the 2025-2026 RSP cycle, OTDA has combined each district's prior RSP plans into one document per district that includes current FMR rates. Updated plans were disseminated to districts individually in advance of this LCM. Districts choosing to participate in the 2025-2026 RSP **must** confirm receipt of their updated plan and notify OTDA if there are any changes to their plan, or confirm that there are no changes, **as soon as possible, but no later than May 5, 2025**. It is expected that services will continue for eligible households transitioning into the 2025-2026 program cycle without interruption. Districts who did not opt in to the RSP during a prior cycle are encouraged to reach out to OTDA to develop a 2025-2026 RSP plan. OTDA is also available to assist districts who would like insight ascertained from districts with programs functioning seamlessly and/or at full capacity. RSP 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 for individuals or families applying for or in receipt of Public Assistance (PA), and therefore would not be considered by ABEL when computing financial eligibility for PA. When computing a budget for a PA recipient who is receiving an RSP supplement, the shelter cost not covered by the RSP, or any other program, must be entered into the budget unless 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 local RSP, 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;
- Household income shall be 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 a household's total monthly rent is 30% or less than their total monthly income, at which point the housing will be considered affordable for the individual/family and the supplement will end; and
- Receipt of PA is not a requirement for determining eligibility for the RSP.

Additionally, districts must make sure they have policies and procedures in place to:

- Establish that the supplement recipient is the primary tenant (e.g., require a lease or other documentation);
- Establish the rent obligation of the supplement recipient and how contributions from individuals outside the household will be taken into consideration;
- Take reasonable steps to prevent the duplication of benefits;
- Establish a process for handling fraudulent applications, including a procedure for recouping funds, if necessary; and,
- Establish a process for reviewing and considering appeals of applications that are denied or vouchers that are reduced or ended.

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

- Specific details regarding how eligibility for a rental supplement will be determined as well as any target populations identified;
- The process for handling modifications (moves, rent increases, changes in household composition, etc.);
- 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; and
- 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.

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. Districts must establish a recertification process, including the length of the local recertification period, but recertifications shall occur at least annually.

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 PA 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 PA, 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 program year 2025-2026 RSP district allocations are listed in Attachment A and have been determined based on each district's relative share of PA households as of March 31, 2022, 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

As part of their participation in the RSP, districts must keep data about each household that participates in the RSP from the point of application throughout participation in the program and must submit RSP reports on a quarterly basis. These quarterly reports are utilized to compile the annual report required by RSP legislation. In addition, on time reporting allows districts and the State to answer questions, many required by the RSP legislation, about how the RSP is being implemented in each district and to inform future programs to support those in need of housing in New York State.

While OTDA is not requiring districts to submit household-level data at this time, OTDA has provided a template with the household-level data elements that are required to complete the RSP reports. Districts may consider utilizing this optional household-level tracker as it is helpful with compilation and completion of the mandatory report.

This LCM modifies the reporting instrument and requirements set forth in 24-LCM-02 and distributed to districts for prior years of RSP reporting. In the first three years of RSP, districts reported activity during the quarter as well as cumulative activity by groups of households applying for and entering the program. Now that RSP has been operating for several years, OTDA is shifting the reporting to only cover activity during each RSP program year, by quarter. In addition, for those households already receiving the supplement at the start of the new RSP program cycle, OTDA is no longer requiring districts to report on the AMI, public assistance, single vs family, and homeless/shelter status at the time of application. OTDA will use previously reported information to report those characteristics for households who began receiving RSP supplements in the first years of the program. The new report still requires districts to report characteristics for applications approved and denied during the quarter. The new reporting template is provided as Attachment D.

2025-2026 RSP reports are due on or before July 10, 2025 (for the period April 1, 2025, through June 30, 2025); October 10, 2025 (for the period July 1, 2025, through September 30, 2025); January 10, 2026 (for the period October 1, 2025, through

December 31, 2025); and April 10, 2026 (for the period January 1, 2026, through March 31, 2026). RSP reports must be submitted quarterly as long as there are still clients receiving a supplement through this program.

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

Allocations for the 2025-2026 RSP will be made immediately available to participating districts retroactive to April 1, 2025, to prevent any interruption in supplement payments for eligible households currently enrolled in the 2024-2025 RSP. District allocations will be paid as claims are submitted to substantiate payment. Districts that did not opt to participate in the RSP during the initial year may be able to receive an advance of 25 percent of the district's RSP allocation payments for the initial 12-month period.

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 (including, in limited instances, rental arrears and security deposits) 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 expenditures from April 1, 2025, through March 31, 2026, and must be submitted in a timely manner. Additional claiming information is included in Attachment C.

V. Necessary Action

Districts who elect to receive this funding must have an updated 2025-2026 RSP Plan. Districts are encouraged to submit changes to their Plans, or confirm that no changes are required, as soon as possible, but no later than May 5, 2025.

In order to expedite the review and approval of RSP Plans for districts who operated during the 2024-2025 program year, OTDA provided each district with a version of their RSP Plan that includes previously submitted information. Districts must note any changes to their Plans by highlighting or italicizing the changes on this version of their Plan.

Issued By:

Name: Valerie T. Figueroa

Title: Deputy Commissioner

Division/Office: Employment and Income Supports
Office of Temporary and Disability Assistance

2025-2026 New York State Rental Supplement Program Plan

District: _____

Program Operator: _____

Contact Person(s): _____

Telephone: _____

Email: _____

Effective Date: _____

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. If contracting out, please list the contact information for other individuals that OTDA may contact regarding the RSP.

Anticipated Number of Households to be Served (04/1/25-03/31/26): _____

RSP FMR Percentage to be used: _____

Include a table that includes the FY 2025 HUD 100% FMR, the 85% FMR calculation, the local cost share (if electing to reimburse above 85% FMR), household sizes and allowable number of bedrooms for each household size. An example is shown below and can be modified as needed.

Household Size	Allowable Number of Bedrooms	100% FY2025 HUD FMR	85% FY2025 HUD FMR State Reimbursed	Max Supplement Amount	District Funded Amount
1	0				
1	1				
2	1				
3	2				
4	2				
5	3				
6	4				

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 in shelter or experiencing homelessness at the time of application (unless sufficient demand does not exist for such households within a district).

Attach the forms and/or notices that were not initially approved by OTDA or that have been revised subsequent to approval that will be used to facilitate the application and determination process and include a description of each below. 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. 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.

Indicate the target population and prioritization (if any) 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 or TA eligibility, who are experiencing homelessness or facing an imminent loss of housing, including individuals and families with or without children.

List any other established eligibility criteria and indicate how each criterion will be determined and documented. Include the following:

- 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.)?
- Will the district pay for security deposits and/or rental arrears if there are no other available resources to assist?

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

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.

Describe the process for reviewing and considering appeals of applications that are denied or have vouchers reduced/ended.

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

To the fullest extent possible, RSP funding should not be used to supplement existing Shelter Supplement Programs. Districts who currently have an approved Public Assistance Shelter Supplement (PASS) Plan must indicate the following:

- How will the RSP be different from the district's currently approved PASS Plan?
- How will participating households be distinguished?