

DATE: April 10, 2017

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners; TA Directors; Housing/Homeless Services Directors

FROM: Cheryl Contento, Deputy Commissioner
Division of Shelter Oversight and Compliance

SUBJECT: Operations Plans 18 NYCRR Part 352.39

EFFECTIVE DATE: Immediately

CONTACT PERSON: otda.sm.css.bss@otda.ny.gov

The purpose of this GIS is to remind SSDs of the deadline for and to provide guidance on the submission of operational plans for emergency shelters that: (1) do not presently fall within the scope of 18 NYCRR Parts 491.900 or 352.3 (e)-(h) (commercial hotel/motels); and, (2) for each portfolio of emergency shelters where the emergency shelters are within residential apartment buildings and the operators are reimbursed by the social services district on a per diem basis (i.e., cluster site shelters).

SSDs are required to submit operational plans to OTDA by June 2, 2017 using the attached operational plan template and the accompanying templates. Plans completed using a prior version of the template, which was sent via letter on September 13, 2016, do not need to be redone. SSDs are required to complete the plan and send it back to OTDA no later than June 2, 2017. Completed plans should be sent via email to: otda.sm.css.bss@otda.ny.gov. Paper copies and local equivalent forms will not be accepted.

Every effort should be made to answer each section of the template. If the section is not applicable, please mark it as such. If there are specific questions on how to fill out the form or what information is being sought, OTDA staff are available to provide technical assistance. If technical assistance is needed, please contact: (518) 486-4040.