

**30% INCOME CONTRIBUTION/
FAIR MARKET RENT FOR EMERGENCY SHELTER ALLOWANCE
DISTRICT PLAN**

District Name:	Date:
Contact Person:	E-mail:
Telephone Number:	Effective Date:

- 1) Target population: _____
- 2) What is the estimated number of applicants/recipients that might be eligible for this program in your district?

- 3) How will the district maintain documentation of the manual 30% income contribution calculation(s)? _____
- 4) Will the district or any community advocate/agencies provide outreach to inform eligible applicants/recipients of the 30% income contribution? _____
- 5) Will the district offer the Emergency Shelter Allowance (ESA) up to the district's current Fair Market Rent (FMR)? _____

If yes, complete the chart below:

Number of Bedrooms	District's Current FMR	List what district will use for ESA (FMR or another amount)
Efficiency		
1 Bedroom		
2 Bedroom		
3 Bedroom		
4 Bedroom		

Districts that opt into the 30% income contribution and/or FMR for ESA, will be required to provide OTDA with quarterly statistics regarding:

- The number of individuals that are budgeted using the 30% income contribution calculation.
- The number of individuals that would be eligible for the 30% income contribution but are ineligible for a shelter supplement as the applicant/recipients 30% contribution is greater than the difference owed for shelter.
- The number of individuals that are budgeted using FMR for ESA.
- The actual rent amount and supplement amount for each household participating in the 30% income contribution and/or FMR for ESA. Any changes to the rent amount or supplement amount as well as the reason for the change(s), must also be reported.

Attachment C: "Quarterly Report for 30% Income Contribution/Fair Market Rent for Emergency Shelter Allowance" must be used to capture the required data listed above. This data must be submitted within 30 days after the completion of a quarter. For example, the data for the quarter January – March must be submitted by April 30th.

Data can be sent in an e-mail to the Temporary Assistance Bureau mailbox at: otda.sm.cees.tabureau@otda.ny.gov.

Districts must submit completed plans for review and approval to:

Office of Temporary and Disability Assistance
Employment and Income Support Programs
40 North Pearl Street, 11th Floor
Albany, NY 12243
Email – otda.sm.cees.tabureau@otda.ny.gov
Fax (518) 473-0511

Districts that wish to amend a previously approved plan, must submit a new plan and receive approval from OTDA and DOB prior to implementation of amended plan.

Districts that wish to discontinue a previously approved plan, must send an email to the above address advising of the effective date the plan will be discontinued and reason for discontinuance.

The effective date of district plans cannot be prior to OTDA and DOB approval.