Rental Supplement Program Quarterly Reporting Requirement Instructions

Introduction

As part of their participation in the RSP program, districts will be expected to keep a record of each supplement that is applied for from the point of application, tracking whether or not the application is approved, whether or not a client(s) moves into an apartment with the supplement, and when the supplement ends. At each point in the process, districts must record, at a minimum, data that will allow the reporting of information required by statute and OTDA.

These client-level records, accumulated over the life of the program, will allow districts and the State to understand how the RSP program is being implemented in each district, compare those results across districts and understand how the implementation of the program is or is not changing over time. These client-level records will also help districts and OTDA understand the effects of and barriers to local district rent supplement programs toward supporting those in need of housing in New York State. While OTDA is not requiring districts to submit client-level data at this time, we have provided a table template that districts can use that will allow them to complete the required quarterly reporting, described below. OTDA is providing a separate document describing the table template for districts who would like that guidance (Attachment C-3).

In addition to maintaining client-level tracking, districts must submit the Excel RSP Reporting Workbook (Attachment C-2) four times a year, as long as there are still clients receiving a supplement through this program. The updated RSP Reporting Workbook is due July 10 (updated through June), October 10 (updated through September), January 10 (updated through December) and April 10 (updated through March). The Reporting Workbook will be cumulative.

The RSP Reporting Workbook has two sheets. The **"Quarterly Activity Summary"** will describe the activity during and through that calendar quarter and will be used to provide basic information about each RSP. The "**Quarterly Cohort Summary**" will describe each application cohort over time and will be updated to reflect the progress of households participating in RSP by application cohort, from the start of RSP up until the most recent application cohort. Each sheet is described below.

Instructions for the "Quarterly Activity Summary" sheet

The "**Quarterly Activity Summary**" sheet will provide basic information about the RSP as of the end of each calendar quarter. Each quarter will have one row in the "**Quarterly Activity Summary**" sheet. For each reporting period, subsequent rows should be entered below the first row.

The first time the Reporting Workbook is submitted, enter the name, phone number, and email of the program operator or contact person in the top left corner of the Excel sheet.

Provide the following information on each row:

A. **District Name:** Enter the district name.
B. **Program Operator:** If the district is not operating the program, provide the name of the organization that is operating the RSP in your district.
C. **Report Year and Quarter:** Enter the report year and quarter in the following format: YYYYMM where MM is the last month of the quarter. (e.g., 202206 is for the April-June 2022 quarter).
D. **# of RSP Households Enrolled in Supplement to Date:** Enter the number of clients to date who have received at least one month of the supplement. This number should be the same as the sum of the rows in Column S in the **Quarterly Cohort Summary** sheet for the reporting quarter. With each subsequent quarter, this number will either be bigger (more

people received at least one month of the supplement during the quarter) than the previous quarter or the same (no additional people received at least one month of the supplement during the quarter.)

E. **# of Active RSP Households to Date:** Enter the number of clients who were active (received a supplement) in the last month of the quarter. For example, for Quarter 1, enter all the clients who are still receiving supplements as of June 30. This number should be the same as the sum of the rows in Column AB in the **Quarterly Cohort Summary** report. In the first phase of implementation, this number will go up as program participation increases. In subsequent phases, this number will go up and down depending on how many clients start and stop using the supplement. When new supplements are no longer starting, this number will go down as clients exit the program.

F. **# of Monthly Rental Supplements Issued in the Quarter:** Enter the number of monthly rent supplements issued by the district in the reporting quarter or calculate this field by adding Columns I-J. Monthly rental supplements refer to the amount paid by the district toward the client's monthly rent.

G. **Total Amount ($) of Monthly Rental Supplements Issued in the Quarter:** Enter the total dollar amount issued for all monthly rental supplements during the report quarter. Note that claims should be made timely to OTDA Finance for each reporting quarter.

H. **Average Monthly Amount ($) of Monthly Rental Supplements Issued in the Quarter:** Calculate this number by dividing the total dollar amount of monthly rental supplements issued in the quarter (Column G) by the number of supplements issued in the quarter (Column F).

I. **# of Monthly Rental Supplements Issued at or below 85% Fair Market Rent (FMR):** Of the total # of monthly rental supplements reported in Column F, enter the number of monthly rental supplements issued to clients enrolled in the reporting quarter that were equal to or below 85% of the FMR for the district. Note that rental supplement amounts must be set at 85% of the FMR, but OTDA recognizes that in limited instances certain eligible units may have rents set below 85%.

J. **# of Monthly Rental Supplements Issued Over 85% FMR:** Of the total # of supplements reported in Column F, enter the number of monthly supplements issued to clients enrolled in the reporting quarter that were above 85% of the Fair Market Rate for the district.

K. **Total Amount ($) Issued Toward Security Deposits:** Enter the total amount issued in the reporting quarter toward security deposits for an RSP client's apartment or rental accommodation. Enter 0 if no payments were made toward security deposits in the quarter.

L. **Total Amount ($) Issued Toward Rental Arrears:** Enter the total amount issued in the reporting quarter toward an RSP client's rental arrears or money owed to the landlord that should have been paid earlier. Enter 0 if no payments were made toward rental arrears in the quarter.

Instructions for the "Quarterly Cohort Summary" sheet

The "**Quarterly Cohort Summary**" sheet will follow the experience of clients by quarterly application cohort. Each row will describe the experience of the clients who applied in that quarter, much of which could take place in subsequent quarters. As a result, with the exception of the number of applications, the numbers associated with each application row will most likely change from one quarter to another. For each reporting period, districts will update the information associated with previous quarters and add a new row for the latest application cohort.

This is a new approach to reporting that will allow OTDA and districts to use this data for continuous quality improvement. While it may take some effort initially to understand and implement this cohort-based approach, the results will help all stakeholders understand how RSP is unfolding, diagnose and fix problems, and understand the benefits and limits of the variety of RSPs in NYS. OTDA is

committed to helping all districts complete this report and will provide technical assistance as needed.

This sheet captures three experiences of the program, separated into distinct sections, which will occur for some but not all clients: Application, Approval, and Enrollment. Each of these sections are described below.

Section 1 -- Application – Households who applied for the program in the reporting quarter, including how many were approved, pending, withdrawn, or denied.

- A. **District Name:** Enter the district name.
- B. **Application Quarter:** Enter the application cohort quarter being tracked in this row in the following format: YYYYMM where MM is the last month of the quarter. (e.g., 202206 is for applications received in the April-June 2022 quarter).
- C. **Total # of Applications Received in Quarter:** Enter the total number of applications the district received in that quarter.
- D. **# of Applications Approved:** Of the total number of applications the district received in the application quarter, enter or update the number approved as of the end of the reporting quarter.
- E. **# of Applications Denied:** Of the total number of applications the district received in the application quarter, enter or update the number denied as of the end of the reporting quarter.
- F. **# of Applications Withdrawn:** Of the total number of applications the district received in the application quarter, enter or update the number of applications that were withdrawn by the applicant as of the end of the reporting quarter.
- G. **# of Applications Pending:** Of the total number of applications the district received in the application quarter, enter or update the number of applications that were still under review at the end of the reporting quarter.
  Logic Check: Columns D-G must sum to Column C, total applications received in the quarter. Also note that once column G is 0 (no applications pending), this section of the report for this cohort will no longer change.
- H. **# of Households Denied due to Exceeding Income Eligibility:** Of the total number of applications the district received in the application quarter, enter or update the number of applications that were denied due the household being over the maximum income threshold for RSP eligibility at the time of application. Households must have an income at or below 50% of the area median income (AMI) to be considered eligible for rent supplements.
- I. **# of Households Denied due to Insufficient Program Funds:** Of the total number of applications the district received in the application quarter, enter or update the number of applications that were denied due to lack of RSP resources (insufficient funds) in the district.
- J. **# of Households Denied due to Other Reasons:** Of the total number of applications the district received in the application quarter, enter or update the number of applications that were denied for reasons other than the household exceeding income eligibility or the district having insufficient program funds. This would include other eligibility thresholds established at the local level.
  Logic Check: Columns H-J must sum to Column E, total Denied
- K. **Average Income of Households Denied due to Excess Income:** Enter or update the average income of clients from this cohort whose applications were denied due to exceeding income eligibility. The denominator of this average is Column H, the total number denied due to income eligibility.

Section 2 -- Approval – Households who applied in the reporting quarter who were approved for the program, who may be subject to requirements such as finding adequate housing before being fully enrolled/receiving supplements.

L. # of Approved Singles/Childless Couples Households: Enter or update the number of clients consisting of singles or childless couples who applied in the application quarter and went on to be approved for the RSP.

M. # of Approved Families/Households: Enter or update the number of clients consisting of families who applied in the application quarter and went on to be approved for the RSP.
Logic Check: Columns L-M must sum to Column D, total Approved

N. # of Approved Households Under 30% AMI at Application: Enter or update the number of clients who applied in the application quarter and went on to be approved for the RSP whose income was under 30% AMI at the time of application.

O. # of Approved Households Between 30-50% AMI at Application: Enter or update the number of clients who applied in the application quarter and went on to be approved for the RSP whose income was between 30-50% AMI at the time of application.
Logic Check: Columns N-O must sum to Column D, total Approved

P. # of Approved Households who were in a Shelter at Application: Enter or update the number of clients who applied in the application quarter and went on to be approved for the RSP who were living in a shelter at the time of application.

Q. # of Approved Households Receiving SNAP at Application: Enter or update the number of clients who applied in the application quarter and went on to be approved for the RSP where at least one member received SNAP benefits at the time of application.

R. # of Approved Households Receiving PA at Application: Enter or update the number of clients who applied in the application quarter and went on to be approved for the RSP where at least one member received public assistance at the time of application.

Section 3 -- Enrollment – Households who applied in the reporting quarter who have gone on to receive at least one monthly rental supplement, their characteristics and how long these clients receive the supplement.

S. # Enrolled in Supplement: Enter or update the number of clients who applied in the application quarter and went on to receive at least one monthly rental supplement. Note that OTDA expects that in many cases, moving into a supplemented apartment will not take place during the quarter of application. Note also that with each quarterly report, this value will only go up. The sum of these numbers for each quarterly cohort should match to Column D in the **Quarterly Activity Summary** sheet (the total number enrolled in the supplement to date).

T. # of Enrolled Households who came directly from Shelter: This number is a subset of Column S, the # enrolled in the supplement as of the end of this reporting period. Enter or update the number of clients who came directly from shelter from among households counted in Column S.

U. # of Enrolled Households Receiving PA: This numbers is a subset of Column S, the # enrolled in the supplement as of the end of this reporting period. Enter or update the number of clients where at least one member was receiving public assistance among households counted in Column S.

V. # of Enrolled Households Under 30% AMI at Application: Of households counted in Column S, enter or update the number of clients who went on to be enrolled in the RSP whose income was under 30% AMI at the time of application.

W. # of Enrolled Households Between 30-50% AMI at Application: Of households counted in Column S enter or update the number of clients who went on to be enrolled in the RSP whose income was between 30-50% AMI at the time of application.
Logic Check: Columns V-W must sum to Column S, total Enrolled in Supplement

X. Average Household Contribution to Monthly Rent at Start: Of the households counted in Column S, enter the average household contribution to monthly rent in the first month of supplement.

Y. # Received Under 6 Months of Supplement: Of households counted in Column S, enter or update the number of clients enrolled in the RSP who had received 1-5 months of rent supplements as of the end of the reporting quarter.

Z. # Received Between 6-12 Months of Supplement: Of households counted in Column S, enter or update the number of clients enrolled in the RSP who had received 6-12 months of rent supplements as of the end of the reporting quarter.

AA. # Received 12+ Months of Supplement: Of households counted in Column S, enter or update the number of clients enrolled in the RSP who had received 12 or more months of rent supplements as of the end of the reporting quarter.

AB. # of Active RSP Households from this Applicant Quarter: Of households counted in Column S, enter or update the number of clients who are receiving supplements as of the end of this reporting quarter.