Administrative Directive

Section 1

Transmittal:	17-ADM-04
To:	Social Services District Commissioners
Issuing Division/Office:	Shelter Oversight and Compliance
Date:	July 5, 2017
Subject:	Emergency Shelter Operating Budgets and Per Diem Rate Submissions
Suggested Distribution:	Temporary Assistance Directors and Staff Housing/Homeless Services Directors
Contact Person(s):	Division of Shelter Oversight and Compliance: (518) 486-4040 otda.sm.css.bss@otda.ny.gov
Attachments:	Attachment 1: Budget Summary Form Template Attachment 2: Fiscal Profile – Budget Instructions Attachment 3: Commercial Hotel / Motel Rate Template
Attachment Available Online:	☐

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		352.8(b)(1)			

Section 2

I. Summary

This Administrative Directive (ADM) is to inform social services districts (districts) of the required submission of operating budgets and associated per diem rates for all emergency shelters and the submission of payment rates for hotels and motels that provide emergency shelter.

II. Purpose

In order to effectively evaluate per diem rates, OTDA will require any district that reimburses a provider for emergency shelters to submit an operating budget, including a per diem rate, for all such shelters. For hotels and motels that districts utilize to provide emergency shelter, districts must submit the rate paid to the hotel/motel, as well as the corresponding commercial rate for the same facility. This ADM includes the necessary forms to complete these required submissions.

III. Background

A recent amendment to 18 NYCRR Section 352.8(b)(1) authorizes OTDA to review and approve rates set by social services districts for emergency shelters, including hotel/motel facilities. The amendment to Section 352.8(b)(1), published June 22, 2016, further authorizes OTDA to establish a timetable for this review and approval.

IV. Program Implications

Certified Tier II shelters within New York City currently submit operating budgets and per diem rates annually to OTDA for review and approval and will experience no change with these new requirements. Similarly, certified Tier II shelters outside of New York City currently submit revised budgets when a new rate is requested; these shelters will now submit operating budgets annually, regardless of any budgetary or rate change. Submission and review of operating budgets for all other emergency shelters has not been previously required.

V. Required Action

Districts must submit operating budgets with corresponding per diem rates for all emergency shelters utilizing the attached Budget Summary Form, within the time frames outlined in the schedule below. For hotels and motels that are utilized for temporary emergency shelter, districts must provide the negotiated contracted rate, as well as the corresponding commercial rate for the same facility on the attached Commercial Hotel / Motel Rate Template.

The operating budget must be presented in sufficient detail to enable OTDA to identify costs that are not subject to federal financial participation and structured to ensure that the costs of resident services that may be paid from other funding sources, including medical assistance (MA), are not included in the proposed per diem rate.

In order to facilitate completion and review, OTDA is providing the attached Budget Summary Form template and associated guidance, entitled *Fiscal Profile and Budgeting Instructions*. Operating budgets must be submitted on these forms and in the manner prescribed by OTDA, to the Division of Shelter Oversight and Compliance (DSOC) at the email address above. DSOC staff will review each submission and work with the district to ensure that all required documents have been included. In addition, the review will assess operating costs to verify that all expenditures are reasonable and necessary. Should OTDA determine that an expenditure is not reasonable or necessary, the DSOC reviewer will work with the district to revise or delete such costs.

New York City will submit shelter operating budgets and hotel/motel rates for City Fiscal Year ("CFY") 2017 immediately, but no later than September 1, 2017and, for CFY 2018 and all subsequent years, in accordance with the following dates within that CFY:

Shelter Type	Due Date
Certified Tier II Family Shelters	January 1st
Non-certified Family Shelters and all Adult Single Shelters (certified and non-certified)	September 1st
All Adult Family Shelters (certified and non-certified)	November 1st
Non-certified Cluster sites and Hotel/Motel rates	January 1st

For shelters outside of New York City, all budgets and hotel/motel rates for Calendar Year (CY) 2017, regardless of shelter type, must be submitted by August 1, 2017, and for CY 2018 and all subsequent years by January 1 of that CY.

VI. Systems Implications

None.

VII. Effective Date

This ADM is effective immediately.

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Issued By
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