Affordable Housing Guide for Applicants with Disabilities

March 2017
Set-Aside Units

The affordable housing projects managed by the Department of Housing Preservation and Development (HPD) and the NYC Housing Development Corporation (HDC) sets aside 7% of units for applicants with disabilities (5% for mobility, 2% for vision and hearing). Applications for these units are managed through a lottery system which can be accessed online through the Housing Connect website. For applicants without access to the internet, paper applications can be mailed to you.

Accessible units are designed according to the Uniform Federal Accessibility Standards (UFAS). Once a household is approved for an affordable unit, they have an opportunity to let the building owner know of any additional and specific accommodations they need (i.e., removable under-counter cabinets, etc.). Vision/hearing units are wired to support alarm systems to serve people with hearing and visual disabilities. Similarly, additional features may be requested as needed (i.e. talking or braille appliances, etc.), once an applicant is approved for a unit.

How to Apply: Step by Step Instructions

Please go to the Housing Connect website to apply. If you prefer a paper application, you may request it by sending a self-addressed, stamped envelope to the address listed on the project development advertisement under the ‘How Do You Apply’ heading. Paper applications are entered into our online system after the application deadline so that online and paper applications are all in the same pool. If you decide to submit a paper application, do not apply online in addition; submitting duplicate applications may disqualify you. You can find out more about how to get paper applications by dialing 212-863-7990.

Applications are subject to income eligibility limits, which can differ from one housing development to another. Affordable housing does not always mean low-income housing. We recommend that before applying, applicants review the project advertisement containing income limits to determine whether they are likely to be eligible if they apply and their lottery number comes up.

If you have a rental subsidy such as HPD or NYCHA Section 8 Voucher, Medical Waiver (NHTD), Individual Services and Supports (ISS), Traumatic Brain Injury waiver (TBI), CITYFEPS, FEPS, LINC, SEPS and VASH, the minimum income
limits may not apply to you. However, please note that being a recipient of a rental subsidy or a voucher will not affect the processing of your application.

1. It is important to indicate the type of disability (mobility, vision or hearing) on your application, and whether the household will need an accessible/adaptable unit. The building owner is required to lease the set-aside units first, which are meant for households that include one or more members with a disability who will benefit from the accessibility features of the apartment.

   **Please note that set-aside units are for households that include a member/s with physical, hearing or vision disabilities only.**

2. Have a licensed medical professional complete your HPD/HDC Disability Form, as soon as possible after you start your application process. The Disability Form is a doctor’s note indicating that you would benefit from living in a unit that is designated to meet the needs of a person with a mobility, vision or hearing disability. The doctor’s note protects both the prospective tenant (you), and the building owner, by taking the task of determining eligibility away from them, and helps to make sure that units get occupied by those households that qualify. The tenant selection process is competitive and many aspects of the application process are time sensitive. Please allow additional time for medical documentation to avoid missing deadlines. You may download the HPD/HDC Disability Form in accessible [MS Word](#) or [PDF](#).

**After You Apply**

- Because our selection process works through a lottery, not all applicants that could qualify will be invited to attend an interview.

- If invited, **you will have 2 weeks** to gather necessary documentation including (but not limited to): social security card, birth certificate, income verification and proof of current residence. A list of the necessary documentation can be found on our website:

  [nyc.gov/hpd/afteryouapply](#)
Getting an interview does not mean that you have won the lottery or been selected for the unit. The interview is the opportunity to present your documents for eligibility review.

- Interviews are conducted one on one with you and building management, in a private business location, and should not be conducted in coffee shops or on street corners. If you need a reasonable accommodation for your interview, please request it before the appointment.

- If you are found ineligible for housing, you will receive a rejection letter. You have the right to appeal this decision, and the appeal process will be explained in the rejection letter (you will have 10 business days to send your appeal in writing, explaining why you think the rejection was an error).

- If your appeal is rejected, you can submit another appeal with HPD or HDC compliance. Send an email to hpdcompliance@hpd.nyc.gov or hdccompliance@nychdc.com. You can also call 212-863-7990 for HPD projects. Please note, in order to submit an appeal with HPD or HDC compliance, you must submit an appeal with the management first.

Need Help with the Application Process?

HPD Housing Ambassadors are community organizations and housing developers who are familiar with the application process and can assist you in person, or over the phone. A full list of our current HPD Housing Ambassadors’ locations and contact information is available on HPD’s website. The list includes organizations that serve as Housing Ambassadors for People with Disabilities. You may also contact Sanja Stegich, HPD Disability Service Facilitator for information about Housing Ambassadors: 212-863-6486 and accessibility@hpd.nyc.gov.