Housing Choice Voucher Program Briefing

Public housing represents 8% of rental housing stock in NYC.

NYCHA is the largest landlord in the city.

NYCHA houses over 380,000* people across all 5 boroughs with a 1% average vacancy rate.

*Number served by NYCHA's public housing program.
Housing Choice Voucher Program Briefing

316 developments made up of 2,351 buildings that consist of 173,762 apartments containing over 104 million square feet of space.

51% of NYCHA's buildings are 50+ years old.

The largest development: Queensbridge North & South 26 buildings with 6,413 residents.
The smallest development: Stanton Street 13 units with 35 residents.
NYCHA SERVES 1 IN EVERY 15 NEW YORKERS

*4.4% OF NEW YORK CITY’S POPULATION

WITH NEARLY 570,000* PEOPLE, NYCHA’S POPULATION IS LARGER THAN SACRAMENTO, ATLANTA OR MIAMI

*NUMBER SERVED BY NYCHA’S PUBLIC HOUSING AND SECTION 8 PROGRAMS
NYCHA Residents By The Numbers

- **21.2% SENIORS**
  - 62 YEARS OLD OR OLDER

- **26.3% CHILDREN**
  - UNDER 18 YEARS OLD

- **40%**
  - OF HEADS OF HOUSEHOLDS ARE 62 YEARS OLD OR OLDER

- **22%**
  - OF NYCHA EMPLOYEES ARE RESIDENTS OF PUBLIC HOUSING

- **$25,007**
  - AVERAGE HOUSEHOLD INCOME

- **46.1%**
  - ARE EMPLOYED
  - (OF NON-DISABLED, WORKING AGE (18-61) ADULTS)

- **41%**
  - ON FIXED INCOME
  - (SOC. SEC., SSI, PENSION, OTHER)

- **13%**
  - RECEIVE PUBLIC ASSISTANCE

NYCHA 2.0
NYCHA Vision

Safe, Clean, and Connected Communities
Before we get started…

- Write down any questions that you may have.
- If you are viewing this briefing at one of our Walk-In Centers, please ask a customer service representative your questions when you pick up your voucher.
- If you are viewing this briefing from a remote location, you may call the Customer Contact Center at 718 707-7771, or visit one of our Walk-In Centers for clarification.
1. Housing Choice Voucher (HCV) Program Overview
2. Responsibility of NYCHA, the Family and the Owner
3. Housing Choice Voucher
4. Occupancy and Payment Standards
5. Your Housing Choice
6. Housing Quality Standards (HQS) Inspection Requirements
7. Next Steps – After Finding the Right Unit
8. Briefing Packet
Housing Choice Voucher (HCV) Program Overview
About the HCV Program

- The Housing Choice Voucher (HCV) program is a federally-funded program that provides rental assistance to eligible families.
- Eligibility is based on the total gross annual income and family size.
- The rent subsidy is paid to the owner.
- All units must be inspected prior to moving-in, and regularly thereafter.
Responsibilities of NYCHA, the Family and the Owner
NYCHA’s Responsibilities

- Explain rules and regulations of the HCV Program
- Issue vouchers and pay Housing Assistance Payment (HAP) to the owner on behalf of the voucher holder
- Ensure all units in the Program meet Housing Quality Standards (HQS) by conducting a new rental, regular, special, and quality control inspections
- Conduct an annual review of the family’s income and composition information to determine continued eligibility
- Conduct a rent reasonableness evaluation to ensure the proposed contract rent the owner is requesting is reasonable
The Family’s Responsibilities

- Find an available Section 8 unit.
  - The owner cannot be an immediate family member unless a reasonable accommodation is approved by NYCHA.
- Sign a private lease agreement with the owner once unit passes inspection and you receive a move-in letter; comply with lease terms.
- Submit complete, accurate, and timely information and documentation to NYCHA.
The Family’s Responsibilities

- Comply with the annual review of family income and composition information (for example, marriages, births, adoptions, deaths, etc.)
  - This helps NYCHA determine a tenant’s continued eligibility.
- Comply with requests for additional information.
- Cooperate with NYCHA for all inspections.
Tips

1. Do not give the voucher to anyone, including the owner, agent, or property manager.

2. Confirm with the landlord the apartment will meet the Housing Quality Standards (HQS) and pass initial inspection.

Note: The HCV program does not require the use of a broker to find an apartment.
The Owner’s Responsibilities

▪ Sign and comply with the Housing Assistance Payment (HAP) contract and local housing laws

▪ Screen the family before executing the lease

▪ Maintain the dwelling unit in accordance with HQS

▪ Collect the family’s share of the rent and do not request additional rent that exceeds the NYCHA approved rent
The Owner’s Responsibilities

- Follow federal laws which prohibit discrimination against an individual or family.
  - Note: Landlords have to accept your government-provided rental assistance. If you receive Section 8, a landlord who owns a building with 6 or more units must accept that rental assistance.
- Contact NYCHA when there is an unauthorized family move or a deceased tenant
The Partnership between the Tenant, NYCHA, and the Owner
The Housing Choice Voucher
What is a Housing Choice Voucher?

- The Housing Choice Voucher is the document that authorizes you to search for an eligible Section 8 unit.
  - The document indicates: the number of bedrooms the family is entitled to; the issue date; the expiration date; and a family’s responsibilities under the program.

- The voucher is valid for **120 days** after the issuance date.
  - NYCHA may extend this timeframe for good cause, such as a reasonable accommodation.
    - Reasonable accommodations can be filed online via NYCHA’s Tenant Self-Service Portal or by contacting the Customer Contact Center.
    - If a reasonable accommodation is granted, the voucher will be extended 60 days.

**Note:** If you are “porting in” from another Public Housing Authority (PHA), your voucher expiration date will automatically be extended 30 days from the initial voucher expiration date.
What is a Housing Choice Voucher?

- **Suspension of the Term of the Voucher**
  - During the initial or extended term of the voucher, the family is required to submit a Request for Tenancy Approval (Form HUD-52517). The term of the voucher is suspended starting when the Request for Tenancy Approval is submitted to the PHA until the PHA notifies the family in writing whether the assisted tenancy has been approved or denied. This provision applies to all families who are leasing a unit (not just to families under portability).
  - Suspension applies even if a family that submits a Request for Tenancy Approval decides to cancel such request. In such cases, the suspension ends when the PHA learns of the cancellation. Under portability procedures, the requirement to suspend the term of the voucher applies to the receiving PHA only.
Housing Choice Vouchers Are Not for Sale

- HCV/Section 8 Vouchers are **NOT** for sale.
- If anyone offers to sell or process a Section 8 Voucher for you, call the NYCHA Inspector General’s Office at (212) 306-3355 to report it.
- You should not give your voucher to anyone, including the owner or the broker.
The Housing Choice Voucher

Voucher
Housing Choice Voucher Program
U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0169 (exp. 04/30/2018)

Public Reporting Burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number. Assurances of confidentiality are not provided under this collection. This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family’s obligations under the Housing Choice Voucher Program.

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family members' names is mandatory. The information is used to authorize a family to look for an eligible unit and specifies the size of the unit. The information also sets forth the family’s obligations under the Housing Choice Voucher Program. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of family voucher issuance.

Please read entire document before completing form
Fill in all blanks below. Type or print clearly.

Voucher Number

1. Insert unit size in number of bedrooms. (This is the number of bedrooms for which the Family qualifies, and is used in determining the amount of assistance to be paid on behalf of the Family to the owner.)

1. Unit Size

2. Date Voucher Issued (mm/dd/yyyy)
Insert actual date the Voucher is issued to the Family

2. Issue Date (mm/dd/yyyy)

3. Date Voucher Expires (mm/dd/yyyy)
Insert date sixty days after date Voucher is issued. (See Section 6 of this form.)

3. Expiration Date (mm/dd/yyyy)

4. Date Extension Expires (if applicable) (mm/dd/yyyy)
(See Section 6 of this form)

4. Date Extension Expires (mm/dd/yyyy)

5. Name of Family Representative

5. Signature of Family Representative

6. Date Signed (mm/dd/yyyy)

7. Name of Public Housing Agency (PHA)

8. Name and Title of PHA Official

9. Signature of PHA Official

10. Date Signed (mm/dd/yyyy)

New York City Housing Authority

23
Occupyancy and Payment Standards
Applicants and participants with pregnant household members may be eligible for an increased voucher size dependent upon total family composition as stated in the HCVP Occupancy Chart.

<table>
<thead>
<tr>
<th>Family Composition</th>
<th>Certified Voucher Bedroom Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Occupant</td>
<td>0</td>
</tr>
<tr>
<td>Head of Household &amp; Spouse</td>
<td>1</td>
</tr>
<tr>
<td>Two (2) Males</td>
<td>1</td>
</tr>
<tr>
<td>Two (2) Females</td>
<td>1</td>
</tr>
<tr>
<td>One Male (1) and One (1) Female</td>
<td>2</td>
</tr>
<tr>
<td>Any 3 person combination</td>
<td>2</td>
</tr>
<tr>
<td>Two (2) Males and Two (2) Females</td>
<td>2</td>
</tr>
<tr>
<td>Four (4) Males</td>
<td>2</td>
</tr>
<tr>
<td>Four (4) Females</td>
<td>2</td>
</tr>
<tr>
<td>Head of Household &amp; Spouse, and Two (2) Females</td>
<td>2</td>
</tr>
<tr>
<td>Head of Household &amp; Spouse, and Two (2) Males</td>
<td>2</td>
</tr>
<tr>
<td>One (1) Male and Three (3) Females</td>
<td>3</td>
</tr>
<tr>
<td>Three (3) Males and One (1) Female</td>
<td>3</td>
</tr>
<tr>
<td>Head of Household &amp; Spouse, One (1) Male, and One (1) Female</td>
<td>3</td>
</tr>
<tr>
<td>Any 5 person combination</td>
<td>3</td>
</tr>
<tr>
<td>Any 6 person combination</td>
<td>3</td>
</tr>
<tr>
<td>Any 7 person combination</td>
<td>4</td>
</tr>
<tr>
<td>Any 8 person combination</td>
<td>4</td>
</tr>
</tbody>
</table>
NYCHA sets its Payment Standards based on HUD Fair Market Rents (FMRs).

Payment Standards set the maximum monthly Housing Assistance Payment (HAP) for the family (before deducting the total tenant payment by the family).
Current NYCHA Payment Standards

<table>
<thead>
<tr>
<th>Bedroom size</th>
<th>Payment Standard ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$1,668</td>
</tr>
<tr>
<td>1</td>
<td>$1,711</td>
</tr>
<tr>
<td>2</td>
<td>$1,959</td>
</tr>
<tr>
<td>3</td>
<td>$2,487</td>
</tr>
<tr>
<td>4</td>
<td>$2,648</td>
</tr>
<tr>
<td>5</td>
<td>$3,045</td>
</tr>
<tr>
<td>6</td>
<td>$3,443</td>
</tr>
<tr>
<td>7</td>
<td>$3,840</td>
</tr>
<tr>
<td>8</td>
<td>$4,237</td>
</tr>
</tbody>
</table>

Payment standards effective 1/1/2019 for new rentals, transfers, and recertification.
NYCHA Utility Allowances

For tenants who are responsible for paying their utilities, NYCHA gives a utility allowance.

<table>
<thead>
<tr>
<th>No. Bedrooms</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooking Gas ($)</td>
<td>19</td>
<td>20</td>
<td>20</td>
<td>22</td>
<td>24</td>
<td>26</td>
</tr>
<tr>
<td>Electric ($)</td>
<td>57</td>
<td>59</td>
<td>60</td>
<td>77</td>
<td>80</td>
<td>91</td>
</tr>
<tr>
<td>Total (w/ Cooking Gas &amp; Electric) ($)</td>
<td>76</td>
<td>79</td>
<td>80</td>
<td>99</td>
<td>104</td>
<td>117</td>
</tr>
</tbody>
</table>

- Other utility allowance rates can be found on the NYCHA Section 8 website.
NYCHA Utility Allowances

For tenants who are responsible for paying their utilities, NYCHA gives a utility allowance.

<table>
<thead>
<tr>
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<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oil Hot Water Only ($)</td>
<td>23</td>
<td>33</td>
<td>40</td>
<td>47</td>
<td>53</td>
<td>60</td>
</tr>
<tr>
<td>Oil Heat Only ($)</td>
<td>42</td>
<td>59</td>
<td>71</td>
<td>83</td>
<td>95</td>
<td>107</td>
</tr>
<tr>
<td>Total (Oil Heat &amp; Hot Water) ($)</td>
<td>65</td>
<td>92</td>
<td>111</td>
<td>130</td>
<td>148</td>
<td>167</td>
</tr>
</tbody>
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<th>3</th>
<th>4</th>
<th>5 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas Hot Water Only ($)</td>
<td>24</td>
<td>32</td>
<td>38</td>
<td>43</td>
<td>49</td>
<td>54</td>
</tr>
<tr>
<td>Gas Heat Only ($)</td>
<td>43</td>
<td>57</td>
<td>67</td>
<td>77</td>
<td>87</td>
<td>97</td>
</tr>
<tr>
<td>Total (Gas Heat &amp; Hot Water) ($)</td>
<td>67</td>
<td>89</td>
<td>105</td>
<td>120</td>
<td>135</td>
<td>151</td>
</tr>
</tbody>
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<th>5 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Hot Water Only ($)</td>
<td>72</td>
<td>101</td>
<td>120</td>
<td>139</td>
<td>158</td>
<td>177</td>
</tr>
<tr>
<td>Electric Heat Only ($)</td>
<td>129</td>
<td>180</td>
<td>214</td>
<td>247</td>
<td>281</td>
<td>315</td>
</tr>
<tr>
<td>Total (Electric Heat &amp; Hot Water) ($)</td>
<td>201</td>
<td>281</td>
<td>334</td>
<td>386</td>
<td>439</td>
<td>492</td>
</tr>
</tbody>
</table>

- Other utility allowance rates can be found on the NYCHA Section 8 website.
The “40% Rule”
Ensuring Affordability for New Rentals

- You are permitted to rent an apartment that exceeds the payment standard.
- However, your share of the rent will be 30% of the adjusted gross income plus any amount that exceeds the payment standard.
- NYCHA will not approve your Section 8 rental if your share of the rent is over 40% of your gross adjusted income. Upon an initial lease-up, the tenant is prohibited from paying more than 40% of their annual income towards rent.
Your Housing Choice
Moving within New York City

- Voucher holders have the option of living anywhere in the five boroughs of NYC.
- First time Section 8 voucher holders have the option of remaining in their unit provided it meets HQS standards, and the rent is reasonable and within the established payment standard.
Portability
Moving Outside the New York City Area

- Voucher holders have the opportunity to live anywhere in the U.S., Puerto Rico, or the U.S. Virgin Islands as long as there is a Housing Choice Voucher (HCV) Program administered in that area.

**VASH Program Participants:** Contact your case worker for additional rules on portability.
Portability: Moving Outside the New York City Area

To port your voucher, you must:

- Before moving to another jurisdiction, you must submit the Voucher Holder Request for Portability form and receive approval for your request. This process can be initiated online (Tenant Self Service Portal), by calling the CCC, or by visiting a Walk-in Center.
  - Advise NYCHA at least 2 months before your Section 8 voucher expires. If you are already a Section 8 participant with an open transfer request, you must cancel your transfer request and ask for a portability transfer.
- Obtain the name, address, telephone and fax number, and contact person of the Housing Authority, and submit it to NYCHA. NYCHA will provide this information to you if needed.

VASH Program Participants: Contact your case worker for additional rules on portability.
Portability: Moving Outside the New York City Area

Things To Keep in Mind when Porting

▪ The advantages of portability allow families the flexibility to relocate with assistance, however you should familiarize yourself with your potential location before deciding to move there. (Some consider relocating for a new job/school, proximity to other family members, increased choices for a home, etc.)

▪ Comply with the rules and regulations of the receiving housing authority, which may differ from NYCHA.
  
  ○ Portability procedures in the new jurisdiction could be different from NYCHA’s.
  
  ○ It is important to seek information and pay close attention to requirements at both PHAs.
Portability: Moving Outside the New York City Area

Policies Applicable under Portability

- Once you port out, the receiving PHA sets the standards for the program. The receiving PHA will set and manage:
  - The income limit applicable to the family
  - Voucher extensions available for searchers
  - Voucher Payment Standards
  - Suspension of voucher term after submission of request for tenancy approval
  - Policies and procedures related to tenancy
  - INS verification of citizenship or requests for criminal background checks, where applicable
  - Executing the first lease under the voucher
  - Subsidy standards
Searching for a Unit – Factors to Consider

- Searching for housing in low poverty areas will help you gain access to:
  - Higher quality housing
  - Improved employment opportunities
  - Playgrounds and better schools
  - Community and educational resources
  - Shopping and public transportation
NYC Census Tracts

Density of Population Below Poverty

Low

High

This map is included in your briefing packet
The NYCHA Housing Opportunities Map is a resource that Section 8 voucher holders can use to find rental listings, job opportunities, schools, transportation, and other services in low-poverty neighborhoods. The map can be accessed on NYCHA’s Section 8 Tenant Self-Service Portal: https://www1.nyc.gov/site/nycha/section-8/self-service.page
Find an Available Section 8 Unit

Tenants
Find a Section 8 Rental

- Search Thousands of Properties
- Free Call Center Support
- Free Personal Account for Saving Searches and Favorite Properties

Get Started Today at:
www.GoSection8.com

Inquilinos
Encuentre Alquileres de “Section 8”

- Busque Entre Miles De Propiedades
- Llame y Reciba Ayuda Gratis
- Cuentas Personales Gratis Para Guardar Sus Propiedades Favoritas

Empiece Hoy:
www.GoSection8.com

GoSection8.com
Toll Free: 866-466-7328
email: tenantsupport@gossection8.com | website: www.gosection8.com

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Linea Gratis: 866-466-7328
email: tenantsupport@gossection8.com | website: www.gosection8.com
Screening the Owner

Below are suggested questions to ask the owner or broker before renting from them:

- What is the monthly rent for the unit?
- Have you rented with Section 8 before?
  - Have you rented this unit with Section 8 before?
- Will the rent include utilities, and if so, which are included, and which am I responsible for?
- Are there any fees associated with moving, such as broker fees or security deposits?
Fair Housing And Equal Opportunity
If You Feel You Have Been Discriminated Against in Your Housing Search

- It is a violation of New York City Local Law 10 for an owner of a building with six or more units to refuse to rent to a Section 8 voucher holder.

- The Fair Housing Act of 1968, New York State and City Human Rights Laws prohibit discrimination in all aspects of housing based on age, race, color, creed, religion, national origin, gender, gender identity, sex, disability, pregnancy, sexual orientation, marital/partnership status, familial status (families with children under the age of 18 or families who are pregnant/ adopting/ otherwise securing legal custody of an individual under 18 years of age), source of income, occupation, immigration status, presence of children, status as a victim of domestic violence, dating violence, sexual assault or stalking.

- If you feel you have been discriminated against, you may file a complaint with the Department of Equal Opportunity (DEO) at 212-306-4468 or you may contact the NYC Commission on Human Rights, NYS Division of Human Rights and/or HUD.

NYCHA will provide the voucher holder with a list of outside agencies with whom they can file claims.
Access for Persons with Limited English Proficiency


- NYCHA has a Standard Procedure implementing the HUD Guidance regarding language assistance, which applies to the HCVP.
Policies Related to Persons with Disabilities

▪ NYCHA will make reasonable accommodation to persons with disabilities to ensure that they may fully access and use the HCVP and related services.

▪ NYCHA will provide an opportunity for an applicant or participant to request an accommodation on the application and other forms. This policy is intended to afford persons with disabilities equal opportunity to obtain the same results and gain the same benefits as those who do not have disabilities and is applicable to all situations described in this Plan.

▪ The individual making the request must meet requirements outlined in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, and the New York State and New York City Human Rights Laws.
Policies Related to Persons with Disabilities

- NYCHA will review all requests and will make a determination based on the information provided. In accordance with Section 504 of the 1973 Rehabilitation Act, if the need for the accommodation is not readily apparent, the family must explain the relationship between the requested accommodation and the disability. In order for NYCHA to approve a request for reasonable accommodation, the applicant or participant may be required to submit documentation from a medical professional to support the request.

- NYCHA may deny the request if it will cause an undue financial or administrative burden or will change the fundamental nature of the program. NYCHA will notify applicants and participants in writing if it denies the request.
The Violence Against Women Act (VAWA) is a federal law providing protections for applicants, tenants, and families assisted in the Section 8, public housing, and other HUD-funded programs. Under VAWA, victims of domestic violence, dating violence, sexual assault, and stalking may not be denied admission to, denied assistance under, terminated from participation in, or evicted from Section 8-assisted housing on the basis of or as a direct result of the fact that the applicant or participant is or has been a VAWA victim.

Under the regulations, NYCHA can terminate HCVP assistance to those who commit acts of domestic violence, dating violence, sexual assault, or stalking against household members. VAWA also enables owners to evict abusers by “bifurcating” a lease to remove a person who has committed the abuse.

The regulations also permit NYCHA to terminate HCVP assistance to VAWA victims, or owners to evict VAWA victims, on independent grounds unrelated to their status as VAWA victims.
Banned Owners

**NYCHA will not approve units managed by the following entities:**

<table>
<thead>
<tr>
<th>#</th>
<th>Name of Owner / Management Firm / Entities (Updated November 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ACORN Entities</td>
</tr>
<tr>
<td>2</td>
<td>Adrienne Smith</td>
</tr>
<tr>
<td>3</td>
<td>Albert Wu</td>
</tr>
<tr>
<td>4</td>
<td>Amani Holdings</td>
</tr>
<tr>
<td>5</td>
<td>Amstaff Realty Inc. (George Statler)</td>
</tr>
<tr>
<td>6</td>
<td>Angel Curbelo</td>
</tr>
<tr>
<td>7</td>
<td>Anthony McMillian</td>
</tr>
<tr>
<td>8</td>
<td>Antoine Mole</td>
</tr>
<tr>
<td>9</td>
<td>Arthur Brooks</td>
</tr>
<tr>
<td>10</td>
<td>Bart Amendola</td>
</tr>
<tr>
<td>11</td>
<td>Brugal Properties Inc.</td>
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<tr>
<td>12</td>
<td>Cell Technologies LLC</td>
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<tr>
<td>13</td>
<td>Chun Kit Li</td>
</tr>
<tr>
<td>14</td>
<td>Craid Radix</td>
</tr>
<tr>
<td>15</td>
<td>Cristian Pillco</td>
</tr>
<tr>
<td>16</td>
<td>Eugene Blount</td>
</tr>
<tr>
<td>17</td>
<td>Eva Alonzo - Sabando and Isabel Medranda</td>
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<tr>
<td>18</td>
<td>Fidelis Izekor</td>
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<tr>
<td>19</td>
<td>Gregory Polydore</td>
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<td>Gremco</td>
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<td>Harri Amani</td>
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<td>22</td>
<td>Kesha Diamond</td>
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<tr>
<td>23</td>
<td>Kings Development Group Corp.</td>
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<tr>
<td>24</td>
<td>Kodra Realty Corporation</td>
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<tr>
<td>25</td>
<td>Leika Quintas</td>
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<td>26</td>
<td>Luis Soto</td>
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<td>27</td>
<td>Lyubov Shleymovich</td>
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<td>28</td>
<td>Michael Diamond a/k/a Keith Diamond a/k/a Jermaine Burton</td>
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<td>29</td>
<td>Michael Oakman</td>
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<td>30</td>
<td>Mike Colon</td>
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<td>31</td>
<td>Mid-Atlantic Group of New York</td>
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<td>32</td>
<td>Rafael Leon</td>
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<td>33</td>
<td>Regina Johnson</td>
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<td>Robert Campanelli</td>
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<td>Sanford Solny</td>
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<td>Scott Schneider</td>
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<td>Taramatee Singh</td>
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<td>38</td>
<td>Theresa Gibson a/k/a Theresa Harris</td>
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<td>39</td>
<td>Yi Li</td>
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NYCHA 2.0
Housing Quality Standard (HQS) Requirements
What are HQS?

- The Department of Housing and Urban Development (HUD) established Housing Quality Standards (HQS) to define the minimum criteria for safe housing.

- HQS standards require that every Section 8 unit have heat, hot and cold water, and an operable window in each living room and bedroom. In addition, all units must have a private bathroom and a fully-equipped kitchen.
  
  - **Exceptions**: A private bathroom and kitchen is not required if a participant is residing in a Single Room Occupancy (SRO) unit. All SROs may not have a private bathroom and kitchen for residents.

- The unit must meet HQS before move-in.
NYCHA adopted the non-life threatening (NLT) Provision from PIH Notice 2017-20 (HA), effective September 1, 2018, for the Section 8 Housing Choice Voucher Program. With this provision, NYCHA updated its definition of life threatening (LT) violations and may approve the rental of a unit that fails for non-life threatening conditions with the voucher holder’s consent.

Updated list of 24 Hour life-threatening (LT) violations

- Gas (natural or liquid petroleum) leak or fumes;
- Electrical hazards that could result in shock or fire;
- Inoperable or missing smoke detector;
- Interior air quality (missing or non-functioning carbon monoxide detector);
- Gas/oil fired water heater or heating, ventilation or cooling system with missing, damaged, improper or misaligned chimney or venting;
- Lack of alternative means of exit in case of fire or blocked egress;
- Other interior hazards;

- Deteriorated paint surfaces as defined by 24 CFR 35.110 in a unit built before 1978 that is to be occupied by a family with a child under 6 years of age; and
- Any other condition subsequently identified by HUD as LT in a notice published in the Federal Register.
- Any other condition identified by the administering PHA as life-threatening in the PHA’s administrative plan prior to April 18, 2017. These conditions include:
  - Building in imminent danger of collapse.
  - Illegal window gates on fire escapes.
Non- Life Threatening (NLT) Provision for the HQS inspection process

**Faster completion of new Section 8 rentals**

New rental and conversion inspections with only NLT violations can proceed to HAP Contract execution*. Following notice to the landlord of the NLT violations, subsidy will begin with a 30-day window to correct the NLT violations.

**Opportunity to collect suspended subsidy**

If subsidy is suspended after 30 days for failing to correct the NLT violations, there will be an opportunity to receive the suspended subsidy retroactively. Corrections that are made and immediately reported between:

- Day 31 and Day 60 for new rental, regular and/or special HQS inspections will receive the suspended subsidy retroactively.
- Day 31 and Day 180 for conversion inspections will receive the suspended subsidy retroactively.

Repairs made after these required timeframes will result in the subsidy being abated (i.e., no repayment of the suspended subsidy). Any reinstated payments will only be prospective. Conversion units that fail to pass HQS inspection by or on Day 180 will be suspended from the HAP.

*The voucher holder must agree to accept the unit with the NLT conditions unless such condition is waived by HUD.*
Top 5 Reasons Units Fail HQS Inspections

- **Electrical Hazards:** Missing Ground Fault Circuit Interrupter (GFCI); Exposed wires; Loose or broken light fixtures
- **Window Conditions:** Improperly installed/missing window guards; Incorrect screws used to install the guards; window broken; window does not stay up.
- **Ceiling & Floor Conditions:** Severely cracked/damaged ceiling; Missing/damaged ceiling/floor tiles; Exposed sub-floor; Uneven floor; Tripping hazards
- **Smoke/Carbon Monoxide Detectors:** Missing batteries; Missing detector; Installed in the wrong location
- **Kitchen/Bathroom Sink:** Leaking faucet; leaking pipes under sink; water temperature is under 110°F or over 120°F; hot and cold reversed.

**NOTE:** If the unit fails for new rental or transfer HQS inspections, **NYCHA may authorize the rental of a unit if it fails for non-life threatening (NLT) conditions only.**
Lead Paint Hazards – What You Need To Know

- Buildings built before 1978 may contain lead-based paint.
- Owner must disclose to you the presence of any lead-based paint in the unit.
- Lead found in paint, paint chips, and dust may pose serious health hazards, especially to young children.
- More information about lead paint is provided in the Protect Your Family from Lead in Your Home booklet.
Next Steps After Finding the Right Unit...
After Finding the Right Unit...

1. Return your Rental Packet
   - Submit your completed packet via the Tenant Self Service Portal or to a Walk-in Center for review.
   - The best times to bring in your packet are between 8AM – 12PM

2. Rental Packet Review
   - NYCHA will review and verify all information submitted. If the packet is complete, NYCHA will move forward with processing your request

3. Inspection of the Unit
   - Once your completed packet is accepted, a NYCHA representative will contact the owner regarding scheduling the apartment inspection
   - If the dwelling unit fails inspection, NYCHA will notify the owner. The owner will have an opportunity to complete the necessary repairs. The owner will call the CCC to schedule a re-inspection once repairs are completed
After Finding the Right Unit...

4. **NYCHA will authorize you to move-in**
   - If the unit passes inspection, and all required documentation has been reviewed and approved, NYCHA will contact your owner to sign a HAP contract. After NYCHA has executed the HAP contract, you will be contacted to pick up your approval letter to move-in. Only after you receive the move-in letter, you may move into the apartment.
     - The letter will inform you of your share of the rent and NYCHA’s share of the rent.

5. **Move in to unit**
   - Move in to the unit and comply with tenancy requirements
Annual Requirements for HCV Participants

- Complete and submit the “Affidavit of Income” for all household members annually
  - This includes submitting any supporting verification (e.g. paystubs, receipts)
- Provide access to NYCHA and HUD inspectors to inspect your unit
- Obtain permission from both NYCHA and your owner when adding new members to your household
  - Exceptions include: birth, adoptions, court awarded custody
    - Note: NYCHA performs criminal background and sex offender checks on all new household members sixteen years of age and older.
Remain in Good Standing

✓ Comply with program requirements, including completing your annual recertification on time, allowing access to your unit for HQS inspections, and if necessary, allowing access to the owner for repairs.

✓ Do not allow unauthorized persons to reside in your unit.

✓ Do not sublease the unit or a room in the unit.

✓ Do not use or possess illegal controlled substances.

✓ Do not commit violent crimes.

✓ Do not fail to report ALL household income and assets.

✓ Do not submit false statements and documents to NYCHA.

✓ Do not threaten NYCHA personnel.

✓ Do not vacate the unit without first notifying NYCHA.
Briefing Packet
Section 8 Property Owner Documents

- A Section 8 Property Owner Registration form
- Request for Taxpayer ID Number and Certification for the owner.
- A Request for Tenancy Approval. This form requires both tenant and owner signatures.
- A Disclosure of Information on Lead-Based Paint and-or Lead-Based Paint Hazards, which require both tenant and owner signatures.
- If your unit is Rent Stabilized, you must also submit a copy of the Previous Lease or Division of Housing and Community Renewal form.
- If the unit is built after 1937, another required document is the Certificate of Occupancy, or C.O.
- If a Certificate of Occupancy is not available, a "Letter of No Objection" from the Department of Buildings must be submitted.
- In addition, a copy of the deed must be submitted. If the deed is unrecorded, the owner must also submit a letter from the closing attorney.

Certain exceptions apply. Please refer to the Briefing Rental Checklist (NYCHA Form 059.132) in your briefing packet for a complete list of requirements.
Section 8 Tenant Documents

- You must provide the following documents listed below if you would like to **add a member** to your household:
  - Third Party Verification – Consent to Release Information (This form must be signed by all household members 18 years of age or older)
  - Debts Owed & Terminations (This form must be signed by all household members 18 years of age or older)
  - Declaration of Citizenship Status
  - Copy of the Birth Certificate
  - Copy of the Social Security Card or Alien Registration Card or I-94 Number
  - Proof of Income, Assets, and Expenses
Returning the Briefing Packet

- You must submit your briefing packet prior to the voucher expiration date.
- When returning your briefing packet, keep the following tips in mind:
  - Return the packet with all pages together.
  - DO NOT use white out on the forms. If you need a new form, NYCHA will provide you with another copy.
  - DO NOT cross out or draw lines on the documents.
  - Only write in the boxes on the forms.
  - Make sure the owner signs all required forms prior to returning the packet.
Returning the Briefing Packet

- As an **alternative**, you are able to submit the briefing packet electronically on-line.
- This alternative is available via NYCHA’s Tenant Self Service Portal (TSSP).
- After submission of the transfer request you will receive a Transfer Approval letter providing you with the required steps to sign your voucher electronically and how to continue the leasing process.
- After signing the voucher, you will receive the Approve the Voucher Pin Letter. This letter provides you and the Prospective Owner instructions on how to access and submit the required forms for the briefing packet on-line. Please provide the letter to the prospective owner for guidance on the process.
Returning the Briefing Packet

▪ Once the Owner submits their required forms you will receive an email or letter directing you to log in to the TSSP to review the forms submitted by the Owner and complete forms required by you.

▪ Next, NYCHA staff will review all submitted documentation and contact either of you if any additional information is required.
Owner Documents
### Request for Tenancy Approval

**Date of Lease**

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<th>Requested Beginning Date of Lease</th>
<th>Requested End Date of Lease</th>
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</thead>
</table>

**Number of Bedrooms**

**Year Constructed**

**Proposed Rent**

**Security Deposit Amt.**

**Type of House/Apartment**

- Single Family Detached
- Semi-Detached/Row House
- Manufactured Home
- Garden/Walkup
- Condo

**Subsidy Information**

- Section 221 (d) (3) (HMRC)
- Section 236 (Insured or noninsured)
- Section 515 Rural Development
- Home
- Tax Credit
- Other (Describe other subsidy, including any state or local subsidy)
Request for Tenancy Approval (Pg 4)
W-9: Request for Taxpayer Identification Number and Certification

New York City Housing Authority
PO Box 19197
Long Island City, NY 11101
In this document, the Owner enters information about the tenant, building, dwelling unit and ownership information.
Disclosure of Information on Lead-Based Paint &/or Lead-Based Paint Hazards (Pg 1)
Disclosure of Information on Lead-Based Paint &/or Lead-Based Paint Hazards (Pg 2)

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

6. Certification of Accuracy
The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they provided is true and accurate.

1. Lessor Name
2. Sign
3. Date
4. Lessor Name
5. Sign
6. Date
7. Lessor Name
   a) Last
   b) First
8. Sign
9. Date
10. Lessor Name
    a) Last
    b) First
11. Sign
12. Date
13. Agent Name
14. Sign
15. Date
16. Agent Name
17. Sign
18. Date
Need Assistance?
Contact NYCHA
We’re Open 24/7 Online: Tenant Self-Service

- Section 8 tenants and applicants can access information about their case/application online via the Tenant Self-Service Portal.

- To use the portal, you must be listed as the Head of Household, have a valid email address, and a valid social security number.

- New users will be prompted to create a unique username and password to log in.

To access the portal

- Go to NYCHA’s Section 8 Tenant Self-Service Portal: https://www1.nyc.gov/site/nycha/section-8/self-service.page.
We’re Open 24/7 Online: Tenant Self-Service

Registered Section 8 voucher holders may use the portal to:

• View basic case information
• Complete their annual recertification & upload supporting documents
• Request an interim recertification & upload supporting documents
• Search for available Section 8 units
• View their inspection date and reschedule if necessary (up to one time)
• Request a special inspection
• Request a reasonable accommodation
• Request a five borough or portability transfer
Contact Us By Phone

Call the Customer Contact Center Monday through Friday between 8AM and 5PM at (718) 707-7771 to:

• Request a reasonable accommodation
• Update your personal information (e.g., email address, telephone number, mailing address, etc.)
• Have your owner schedule an inspection
• Communicate changes in your tenancy
Questions?