



HOUSING CHOICE VOUCHER PROGRAM NEWSLETTER

Issue 2
Summer 2020

INSIDE THIS ISSUE

Table of Contents

- Message from the Executive Vice President..... 1
- Owner Incentive Program..... 2
- HEAP Cooling Assistance Component Benefit..... 3
- Renter Rights and Resources..... 4
- Section 8 COVID-19-Related Program Updates..... 5
- HQS Inspection Processing for Non-Life-Threatening Conditions During the COVID-19 State of Emergency..... 6
- HQS Inspection Processing for Life-Threatening Conditions During the COVID-19 State of Emergency..... 7
- NYCHA Section 8 Program COVID-19-Related Processing Updates..... 8
- Contact List for Section 8 Participants..... 10
- Lease Renewal Requirements Under HTPA..... 11
- Eviction Moratorium for HCV Participants..... 12
- Food Help NYC..... 13
- Links to Additional COVID-19-Related Resources..... 14
- NYCHA Housing Opportunities Map..... 15
- Documents Required from Section 8 Property Owners/Managing Agents..... 16

MESSAGE FROM THE EXECUTIVE VICE PRESIDENT

Peace, health, and safety: This is what we wish for you during these extraordinary times. We are a great, resilient city with the ability to overcome many things. The recent challenges of COVID-19 and the protests in support of equity have shown the strength of our communities and how, together, we can bring about progress and justice.

There is more work to be done. With the current momentum, we can create the necessary change and transformation. I think of the Housing Choice Voucher Program as a way to foster stability, health, and safety through housing opportunities. With a shared sense of clarity and responsibility, we as a community can make a big difference. To that end, NYCHA will be issuing vouchers and implementing an Owners Incentive Program. Learn more in this newsletter, which I hope you find informative and engaging.

As always, your partnership is critical and much appreciated.

Be well and stay safe!

Lakesha Miller

We're also on:



<http://nyc.gov/nycha>





Housing Choice Voucher Owners Incentive Program

Through the CARES Act, NYCHA has been awarded funding that we are investing in expanding and sustaining affordable housing opportunities for New Yorkers and Section 8 landlords.

Don't miss out on participating in this incentive program, which offers reliable, on-time monthly rental income, expedited Housing Assistance Payments (HAP) contracts and an Owner Extranet for 24-hour access to portfolio management.



Complete a rental with a new voucher holder



Bring your suspended HQS unit back into compliance

Interested in learning more? Email S8OIP@nycha.nyc.gov

NYCHA will be hosting a webinar to provide additional information about this exciting opportunity. Stay tuned for more details.



We're also on:
<http://nyc.gov/nycha>



Home Energy Assistance Program (HEAP) Cooling Assistance Component Benefit



New benefit to help you pay your cooling and utility expenses



Applicant households who reside in government-subsidized housing with heat included in their shelter costs may now be eligible for a **Cooling Assistance Component (CAC) benefit**.

The dates of operation for the Regular and Emergency benefit components run through August 31, 2020, or until the funds allocated to these components are exhausted (whichever occurs first).

Applicants who received or are eligible to receive a Regular HEAP benefit equal to \$21 in the 2019-2020 program year and reside in government-subsidized housing with heat included in their shelter costs may be eligible to receive a CAC benefit if the household contains a member with a medical condition that is exacerbated by heat.

Mail your Cooling Assistance benefit application to:

New York City Home Energy Assistance Program

P.O. Box 1401, Church Street Station

New York, NY 10008

If you received a regular HEAP benefit for \$21 or more during the 2019-2020 season, you can apply for the HEAP Cooling Assistance Component by filling out this [application](#).

If you did not apply for the HEAP benefit(s) during the 2019-2020 season or have never applied before:

- Fill out the [regular application \(the current HEAP application\)](#)
- Follow the guidance in the “APPLICATION INSTRUCTIONS” appendix

Requirements for medical documentation for CAC may be waived for applicants who are unable to obtain such documentation due to COVID-19.



We're also on:



<http://nyc.gov/nycha>



Renter Rights and Resources



CARES Act Eviction Moratorium ends on July 24, 2020

The best option for renters during the eviction moratorium is to pay their rent, if they are able. All HCV tenants have the option of repaying unpaid rent in a lump sum by July 24 and cannot be charged late fees or interest for rent due in the months of April, May, June, and July of 2020. The CARES Act protects tenants from being served with an eviction notice solely for nonpayment of rent until July 25, 2020, and the notice must give tenants 30 days to leave the property (August 24, 2020).

In addition, for multifamily properties with FHA-insured mortgages, or assisted through Section 202, Section 811, and certain other assistance programs administered by HUD's Office of Multifamily Housing where the mortgage is in forbearance, **landlords cannot evict tenants solely for non-payment of rent for as long as the mortgage is in forbearance.** Landlords must provide tenants with 30 days' notice of eviction when their forbearance period ends.

To determine if you reside in a property with a Multifamily FHA-insured mortgage or a property participating in one of HUD's assisted housing programs administered by its Office of Multifamily Housing, use this [search tool](#).

HUD encourages landlords to strive to avoid evicting tenants whenever possible. If the household is unable to pay a lump sum, HUD encourages landlords to set up a repayment agreement with reasonable payments spread out over time.

All HUD-assisted renters are eligible to report any decreases in wages, job hours, and family income so that income-based rent payments can be temporarily decreased and housing subsidies can be temporarily increased. Tenants experiencing financial hardship should reach out to their landlord to discuss their situation and potential solutions.

For tips on communicating with your landlord and links to additional resources available to you, [click here](#).

For information on COVID-19-related tenant protections by state, visit [Nolo.com](#).

For additional assistance, call **877-542-9723** to speak with a housing counselor at **HUD's Disaster Response Network**.



We're also on:

 <http://nyc.gov/nycha>



Section 8 Program Updates During the State of Emergency for COVID-19

During the current state of emergency for COVID-19, NYCHA will continue to work closely with the NYC Department of Health and Mental Hygiene to monitor the situation regarding the novel coronavirus (COVID-19) and to adhere to any Executive Orders. Additionally, NYCHA will monitor and follow all guidance issued by the United States Department of Housing and Urban Development (HUD).

Please be aware of the following changes to Section 8 program processes during this time:

Walk-in centers will remain closed to the public during the COVID-19 related state of emergency. However, the [Owner Extranet](#) and the [Self-Service Portal](#) can be accessed online via a smartphone, tablet, or computer and remain available for:

- Online submission of requests and documents;
- Status updates; and
- General case information.

In addition, please note that due to the COVID-19 state of emergency and until further notice, all required documentation, including rental packages, will be accepted via email at:

S8.rtu@nycha.nyc.gov



Please be aware that there may be delays in processing times.

To the extent possible, you should periodically visit the [Self-Service Portal](#) and [Owner Extranet](#) for status updates and to print any documents needed.



We're also on:



<http://nyc.gov/nycha>



HQS Inspection Processing for Non-Life-Threatening Conditions During the COVID-19 State of Emergency

NYCHA is not conducting in-person HQS inspections until further notice. However, program modifications have been made to maximize the flow of subsidy to owners and landlords.

Non-Life-Threatening Conditions Found in Previous Inspections:

- NYCHA will accept an owner's certification for initial inspections (e.g., New Rentals, Transfers, and Restorations) that only failed for **non-life-threatening** conditions.
- Due to the COVID-19 state of emergency and until further notice, NYCHA will authorize occupancy of a unit prior to the initial inspection being completed based on an owner's completion of NYCHA form 059.314A **Owner Certification of Initial Inspection (Interim Certification Due to COVID-19)**, which includes a certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the prospective rental unit and public space areas of the building.
- Owners must submit the completed **Owner Certification for Initial Inspection (Interim Certification Due to COVID-19)**, NYCHA form 059.314A, by emailing it to S8.rtu@nycha.nyc.gov. NYCHA will review the form and, if approved and the unit is otherwise eligible for Section 8 rental, will authorize the rental and commence Housing Assistance Payments. **Please note:** NYCHA will conduct an inspection of the unit once inspections resume.
- **Suspension timeline for non-life threatening HQS violations has been extended until further notice.** Due to the COVID-19 state of emergency, until further notice, NYCHA is temporarily extending the timeframe to address non-life-threatening HQS violations from 30 days to 90 days for inspections conducted on February 15, 2020, or later. NYCHA will advise owners when it will resume abatement for non-life-threatening HQS violations. NYCHA expects that all owners will continue to make best efforts to correct **all** HQS violations in a timely manner. Owners can use the NE-2 certification to verify completed repairs for non-life-threatening conditions.



We're also on:
<http://nyc.gov/nycha>



HQS Inspection Processing for Life-Threatening Conditions During the COVID-19 State of Emergency

Life-Threatening Conditions Found in Prior Inspections:

- **Life-threatening HQS violations (also known as “24-hour violations”), must be corrected. NYCHA will temporarily accept, until further notice, the following as an alternate form of verifying completed repairs for 24-hour violations:**
 - **Unit violations:** Completed NE-2 certification and completed work order ticket(s) and/or paid invoice from a supplier for the repairs. The work order and/or paid invoice must include the Section 8 tenant’s address (including the unit number), the date the work was completed, and description of repairs completed.
 - **Public space violations:** Completed NE-2PS certification and completed work order ticket(s) and/or paid invoice from a supplier for the repairs. The work order must include the Section 8 tenant’s address (including the unit number), the date the work was completed, and description of repairs completed.



The NE-2 and NE-2PS certifications are now available on the **Owner Extranet**. Please log into your account to view the certification. Owners can submit a certification of completed repairs to prevent suspension of (or reinstate) subsidy payments for 24-hour violations. Please see the **Owner Extranet** for additional information. **Please note:** An approved NE-2 and NE-2PS certification will be subject to Quality Control Inspections once inspections resume.

Questions?

Information related to inspection results, suspension status, status of submitted certification(s), and other items is available on the **Owner Extranet**. Please refer to the [FAQs on Temporary Program Changes to HQS](#) for answers to frequently asked questions. For urgent issues, please email s8.info@nycha.nyc.gov. Please note that response times are delayed due to increased volume.



We're also on: <http://nyc.gov/nycha>



New York City Housing Authority Section 8 Program COVID-19-Related Processing Updates

Please review the following table outlining how Section 8 processes are being managed during the COVID-19 state of emergency:

Eligibility Interviews	<ul style="list-style-type: none"> • Eligibility Interviews will be conducted over the phone. • If approved, the voucher can be downloaded from the Self-Service Portal. • Voucher extensions will be granted automatically upon expiration of the voucher.
Evictions	<ul style="list-style-type: none"> • NYCHA will not approve any Certifications for Basis of Eviction for nonpayment until further notice.
Informal Conferences	<ul style="list-style-type: none"> • Informal Conferences requested will be held over the phone.
Lease Renewals and Contract Rent Changes	<ul style="list-style-type: none"> • Submissions are accepted via the Owner Extranet, mail (address listed on page 7), and email at lrinfo@nycha.nyc.gov.
Ownership Changes	<ul style="list-style-type: none"> • Ownership changes, including changes in address and direct deposit, can be submitted via the Owner Extranet, mail (address listed on page 7), fax at 1-866-794-0744, and email at s8.vcu@nycha.nyc.gov.
Reasonable Accommodations	<ul style="list-style-type: none"> • Reasonable Accommodations can be requested via the Self-Service Portal. • NYCHA has provided all participants with an additional 30 days to submit any additional documentation required for review of their reasonable accommodation requests. • NYCHA will provide other accommodations, as required, by granting additional extensions of time to obtain supporting documentation for the following accommodations: Voucher Extensions and requests for 5-borough or Portability Transfers (over 10 months after Lease Up date).



We're also on:
<http://nyc.gov/nycha>



New York City Housing Authority Section 8 Program COVID-19 Related Processing Updates (continued)

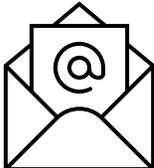
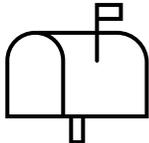
<p>Recertifications</p>	<ul style="list-style-type: none"> • Loss of income can be reported via the Self-Service Portal or via the PO Box noted on page 7 for Annual Review (AOI) Documents. • NYCHA will accept self-certification of income in the absence of pay stubs and/or employer letters. • Annual and Interim Recertifications that result in an increase to the tenant rent share will be processed with a later effective date. This will prevent an immediate rent increase to households during this time period.
<p>Rental Package Returns</p>	<ul style="list-style-type: none"> • Rental Packages will be accepted via the mail (address listed on page 7) or email at s8.rtu@nycha.nyc.gov. • NYCHA will accept rental packages for the Family Unification Program (FUP) for youths up to the age of 26.
<p>Restoration Requests</p>	<ul style="list-style-type: none"> • NYCHA will continue to process restoration requests. Requests can be sent via email to s8.rtu@nycha.nyc.gov.
<p>Transfer Requests</p>	<ul style="list-style-type: none"> • Transfer Requests are being processed. However, there will be a delay in receiving transfer vouchers in the mail. Please periodically check the Self-Service Portal, where you will be able to print vouchers. • Voucher Extensions will be automatic upon expiration of the voucher.
<p>Terminations</p>	<ul style="list-style-type: none"> • Termination actions have been suspended while the City is under a state of emergency until further notice. This timeframe will be evaluated as needed. This includes termination actions related to Annual Recertification, inspection, and fraud.



We're also on: <http://nyc.gov/nycha>



Here is a list of key contact information, including mail-in options for Section 8 participants without internet access:

Process		
Annual Review (AOI) Documents	Self-Service Portal	PO Box 19196 Long Island City, NY 11101-9196
Rental Transfer Documents	s8.rtu@nycha.nyc.gov	PO Box 19199 Long Island City, NY 11101-9199
Letters or Questions	S8.info@nycha.nyc.gov	PO Box 19201 Long Island City, NY 11101-9201
Portability Documents	S8Portability@nycha.nyc.gov	PO Box 1631 New York, NY 10008-1631
Restoration Requests	s8.rtu@nycha.nyc.gov	PO Box 19201 Long Island City, NY 11101
Lease Renewal/Contract Rent Changes	linfo@nycha.nyc.gov	PO Box 19197 Long Island City, NY 11101
Ownership Changes	s8.vcu@nycha.nyc.gov	PO Box 19197 Long Island City, NY 11101



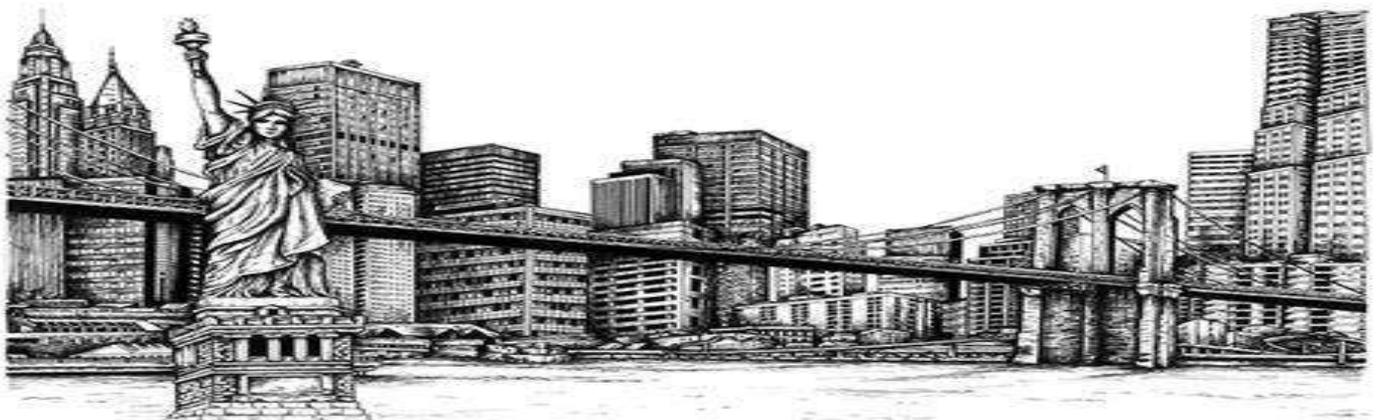
We're also on:
<http://nyc.gov/nycha>



Lease Renewal Requirements under HTPA (Housing Stability and Tenant Protection Act of 2019)

As stated in the “News from the Chair & General Manager, Section 8 Program Updates,” dated May 14, 2020, NYCHA issued a temporary policy to prevent an immediate increase to the tenant’s share of rent. Specifically:

- Annual and Interim Recertifications that result in an increase to the tenant’s share will be processed with a later effective date. This will prevent the immediate rent increase to households. However, NYCHA will process payment adjustments for owners to ensure no monies are lost. The payment adjustment will cover the period between the Annual Recertification effective date and the new tenant share effective date.
- Lease Renewals that result in an increase to the tenant’s share will be processed with a later effective date. NYCHA will process payment adjustments for owners to ensure no monies are lost. The payment adjustment will cover the period between the Lease Renewal increase and the new tenant share effective date.
- Owners will receive a VCN notice that provides the effective date of the new rent share. Please note that the Owners Extranet will continue to reflect the current rent shares until the new monthly increase becomes effective.



We're also on:
 <http://nyc.gov/nycha>



Eviction Moratorium for Housing Choice Voucher Participants

Participants in NYCHA's Section 8 program are subject to both state and federal eviction moratoriums. Please make sure to familiarize yourself with the details of both moratoriums.

Information on the **federal** eviction moratorium can be found here:

https://www.hud.gov/sites/dfiles/PIH/documents/COVID19_Round3-FAQs_04-22-20.pdf

Information on the **state** eviction moratorium can be found here: <https://www.governor.ny.gov/news/no-20228-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

and here: <https://www.governor.ny.gov/news/amid-ongoing-covid-19-pandemic-governor-cuomo-announces-moratorium-covid-related-evictions-will>

A brief summary of each moratorium is described below.

Federal Eviction Moratorium

- The moratorium period is from March 27, 2020, through July 24, 2020.
- While the moratorium is in effect, no nonpayment proceedings may be commenced.
- In compliance with this moratorium, NYCHA is not accepting any Certifications for Basis of Eviction for nonpayment proceedings until July 25, 2020.

State Eviction Moratorium

- The initial New York State eviction moratorium expired on June 20, 2020.
- Governor Cuomo extended the eviction moratorium for non-payment proceedings for an additional 60 days (from June 20, 2020 to August 20, 2020) for:
 - Tenants who are eligible for unemployment insurance or benefits under state or federal law; or
 - Tenants who are otherwise facing financial hardship due to the COVID-19 pandemic.

In addition, if you have a tenant who is unable to pay their tenant-share portion of the rent, please encourage the tenant to submit a request for an interim change via NYCHA's tenant Self-Service Portal or refer the tenant to New York City's "Information and Resources for NYC Tenants Impacted by COVID-19" website:

<https://www1.nyc.gov/content/tenantprotection/pages/covid19-home-quarantine>.



We're also on:

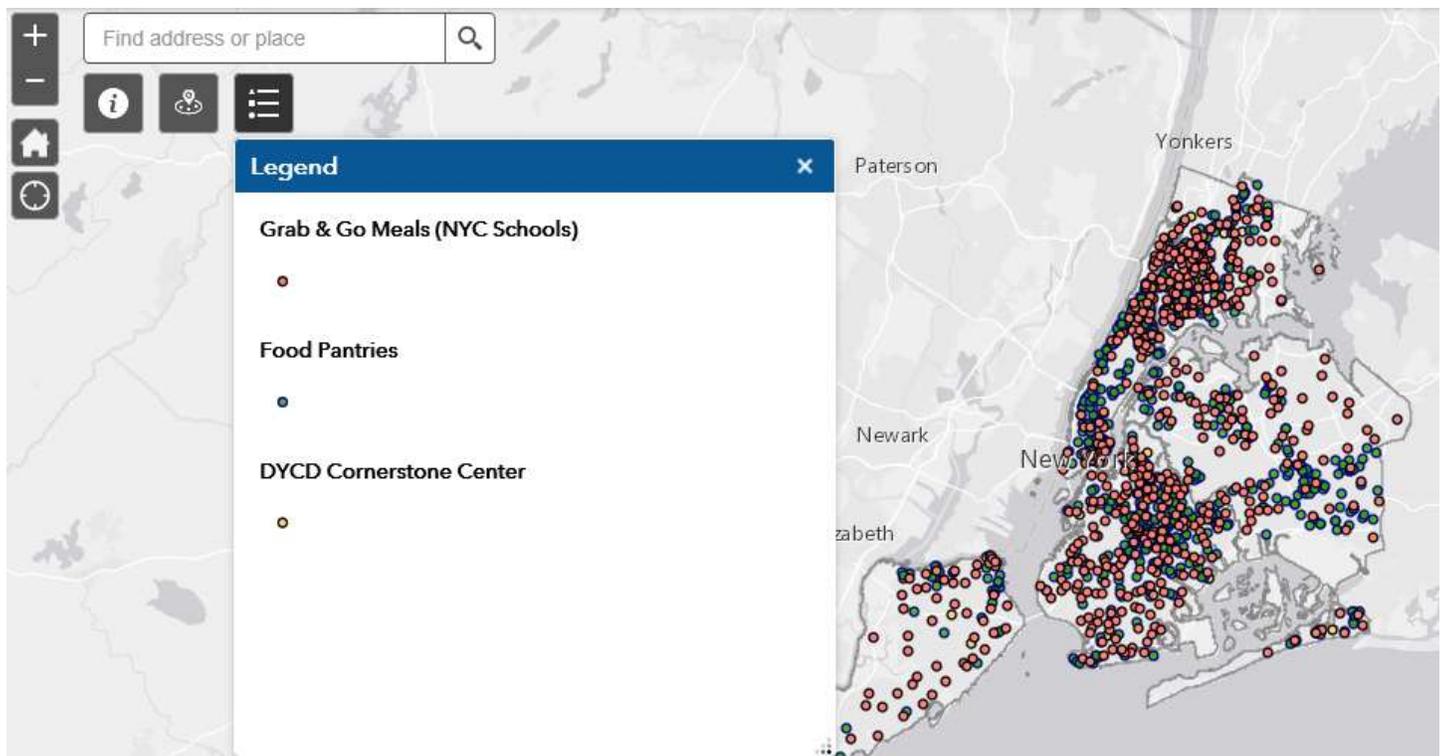
 <http://nyc.gov/nycha>



FoodHelp NYC

You can get food today from New York City’s food pantries, which provide groceries you can cook at home, and community kitchens, which provide hot meals.

Free food resources are located throughout the five boroughs. The [FoodHelp NYC](#) map includes links to food pantries and Grab & Go meals at [NYC Schools](#), available for all children or adults in need. If you need food immediately, find locations near you by accessing the interactive [FoodHelp NYC](#) map [here](#).



NYC Food Delivery Assistance

During the COVID-19 crisis, the City of New York is delivering meals to New Yorkers who cannot go out to get food, don't have any household members, family, or neighbors who can bring them food, and are not able to use private delivery options. Check your eligibility and sign up [here](#).



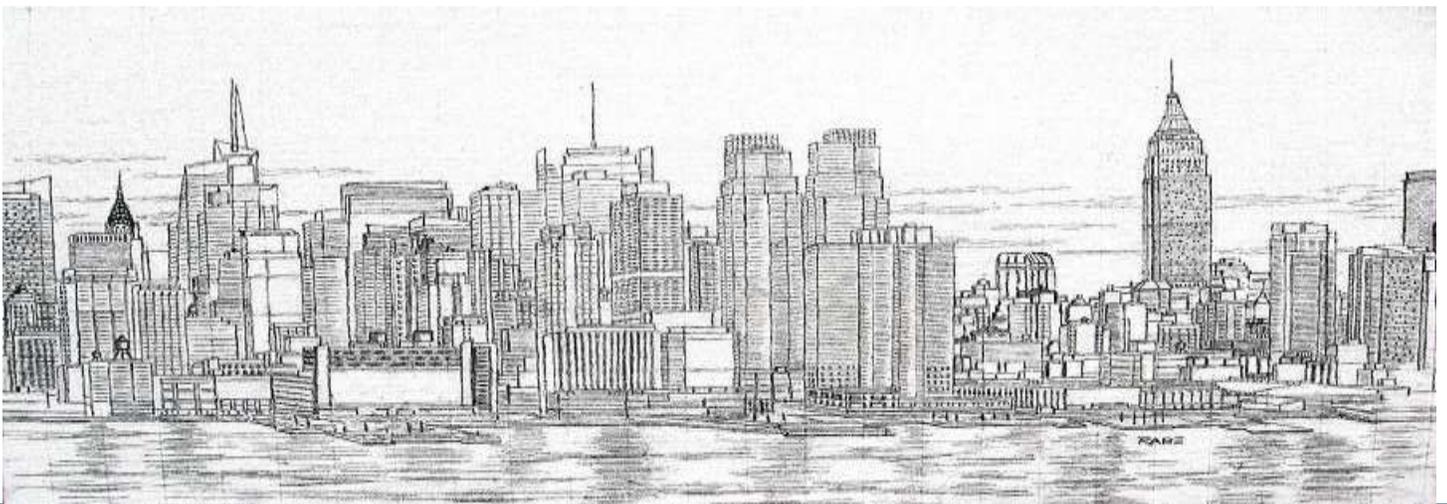
We're also on:
<http://nyc.gov/nycha>



Additional Resources and Information Available for New York City Residents During the COVID-19 State of Emergency

- For updates on service changes for other New York City agencies, visit the [City Agency Suspension Updates](#) page
- For information regarding free face coverings, visit the [NYC Face Coverings](#) page
- Are you having trouble coping? [Connect with a counselor](#)
- Additional assistance to support your [emotional well-being](#)
- [Find support for domestic violence survivors](#)
- [Get help paying for heat and utilities](#)
- [Additional tips and information to support your emotional well-being](#)

For a more detailed list of resources, visit [Help Now NYC](#) or [NYC311](#)



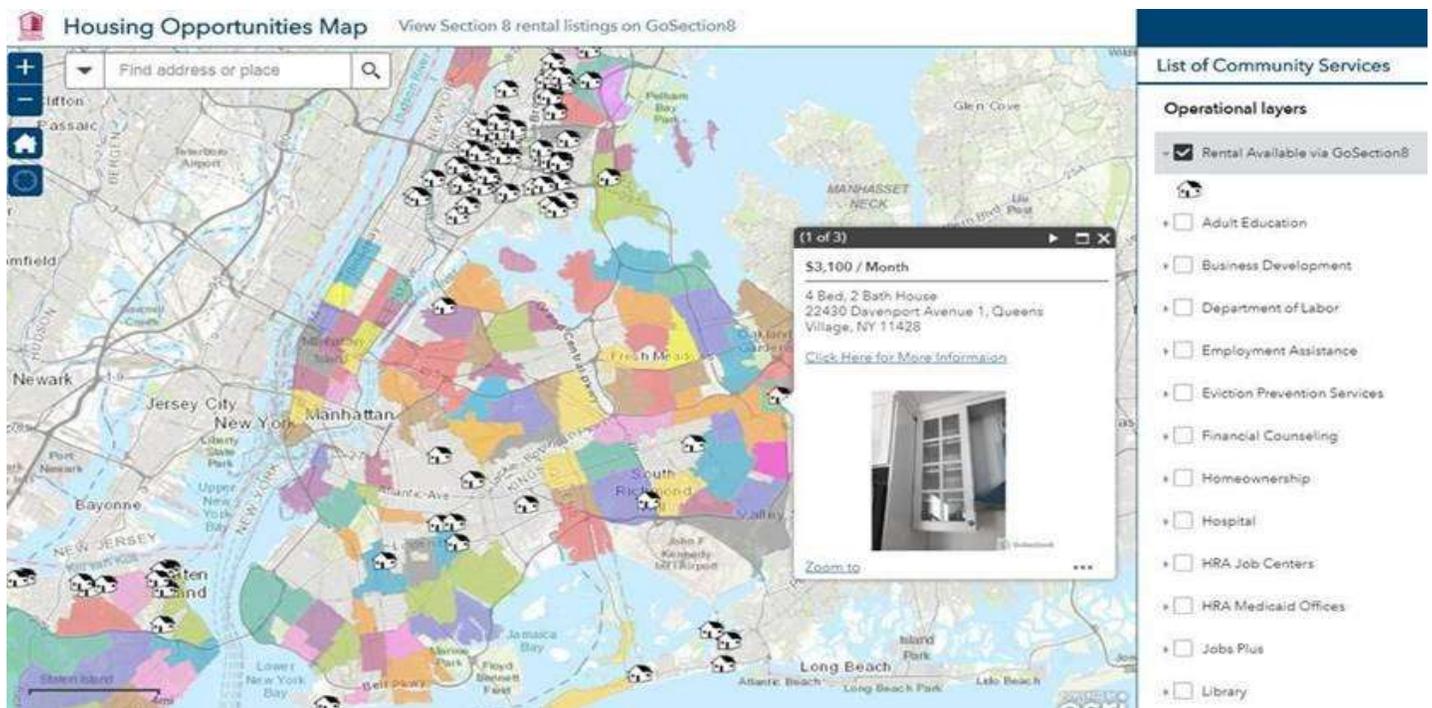
We're also on:

 <http://nyc.gov/nycha>



NYCHA Housing Opportunities Map

The [NYCHA Housing Opportunities Map](#) is a new resource that Section 8 voucher holders can use to find rental listings, job opportunities, schools, transportation, and other services in low-poverty neighborhoods. In addition, owners with vacancies in low-poverty neighborhoods should list their apartments with [GoSection8.com](#) so they'll appear on the new map.



We're also on:
<http://nyc.gov/nycha>



DOCUMENTS REQUIRED FROM SECTION 8 PROPERTY OWNERS/MANAGING AGENTS

When a tenant finds a unit, the tenant and the property owner must complete the briefing packet. The tenant must return the completed briefing packet to the nearest Customer Contact Center (Monday – Friday, 8 a.m. – 12 p.m.). The tenant cannot move into the new unit until NYCHA approves the rental request and issues an *Authorized for Move-In* letter to the tenant. **The following forms are required from Section 8 property owners/managing agents:**

● Request for Tenancy Approval Form	This form must be completed and signed by the tenant and owner.
● Section 8 Property Owner Registration Form	This form must be completed and signed by the owner or owner’s authorized agent. If there is more than one owner on the deed, the individual designated as the payee must be indicated on this form. If the owner is new to the Section 8 program, a full mailing address must be provided (P.O. boxes will not be accepted).
● Request for Taxpayer ID Number and Certification - W-9 Tax Form	This form must be completed and signed by the owner or authorized payee. The tax ID or Social Security number and the mailing address of the owner or authorized payee, must match the number and address on the owner registration form.
● Copy of the Previous Lease Agreement or the Homes & Community Renewal (HCR) Rent Registration Form (Only Required for Rent Stabilized Units)	A copy of the previous lease agreement is required for all rent stabilized units. If the unit was never rented, a copy of the HCR <i>Initial Apartment Registration</i> form must be provided.
● Disclosure of Information on Lead-Based Paint Form	This form must be completed and signed by the tenant and the owner.
● NEW BUILDINGS: Copy of the Recorded Deed for Property Owners Who Are NOT Already on the Program	If the deed is not recorded, a copy of the unrecorded deed and a letter from the closing attorney must be provided to confirm ownership of the property.
● NEW BUILDINGS: Certificate of Occupancy (CO)	A Certificate of Occupancy (CO) states a building’s legal use and/or type of permitted occupancy. New buildings must have a CO and existing buildings must have a current or amended CO. If NYCHA is unable to obtain a CO from the Department of Buildings’ website, the owner must provide the CO or a “Letter of No Objection” for buildings built or altered in 1938 or later.
Additional Documents Required for Certain Unit Types	
Condominiums/Cooperatives: If the residence is in a condominium or a cooperative building, the submission must be written on official letterhead and signed by an officer (board member) authorizing the rental of the unit.	
● Condominium	If the residence is part of a condominium, owners of the condominium are required to submit unit deeds.
● Cooperatives	If the residence is part of a cooperative, owners of the cooperative are required to submit proprietary leases and shareholder certificates.
● Low Income Housing Tax Credit (LIHTC)	To establish rent reasonableness for buildings that are in receipt of low-income housing tax credits, owners must submit a complete rent roll for the entire building, which includes bedroom size(s), at the time of the initial lease-up, lease renewal or contract rent change.
● Property Owned by a Trust	If a property is owned by a trust, documents submitted must be signed by a trustee. If the property is part of an estate, letters of testamentary (legal documents) must be included in the submission.
● Receiverships	For buildings under receivership, including 7A administrators, a document from the court appointing the receiver or 7A administrator must be provided.
● Partnerships	If there is a partnership agreement, the NYCHA <i>Section 8 Property Owner Registration Form</i> is required as proof to authorize a payee and it must be signed by each member of the partnership.



We're also on:

 <http://nyc.gov/nycha>

