

**HOME Tenant-Based Rental Assistance (TBRA) Program FAQ
For EHV Program Participants**

1. What is the HOME Tenant-Based Rental Assistance (TBRA) program?

The HOME Tenant-Based Rental Assistance (TBRA) program is a federally funded tenant-based rental subsidy program run by the New York City Department of Housing Preservation and Development (HPD) for households that are homeless or at risk of homelessness. HOME TBRA provides rental subsidy assistance for a limited time (up to two years), with future renewals depending on federal funding.

2. How can EHV participants apply for HOME TBRA?

Households eligible to apply for HOME TBRA include families currently receiving assistance under HPD's Emergency Housing Voucher (EHV) program, who, due to program funds anticipated to run out by Summer 2026, may otherwise be at risk of homelessness. Families currently participating in HPD's EHV program who are considered in good standing will receive an invitation to apply to HOME TBRA. If your EHV subsidy was previously terminated, you will not be eligible for HOME TBRA assistance.

3. How does the program work?

HOME TBRA has similar eligibility requirements and benefits as the EHV program. Families generally pay approximately 30% of their adjusted monthly income toward rent, while the subsidy covers the rest up to the payment standard which can be found at www.nyc.gov/hpd-HOMETBRA.

For more information about the differences between HPD's EHV program and HOME TBRA program, please refer to the program comparison chart found at www.nyc.gov/hpd-HOMETBRA.

4. What is the HOME TBRA coupon?

Current EHV assisted families who apply for HOME TBRA and are determined eligible will be issued a HOME TBRA coupon. The coupon includes the name of the Head of the Household, the size of the unit they are eligible for, and the date by which an Owner Package must be submitted to HPD. This coupon is the binding agreement between the assisted household and HPD that lays out rights and responsibilities for both parties.

5. What can I expect after I complete a HOME TBRA application?

Once families complete a HOME TBRA application and that application is determined complete, the Head of Household will be invited to view a required briefing video where HPD staff will discuss family obligations, rights, and responsibilities under the HOME TBRA program. You will be scheduled for a briefing interview call with an HPD staff member. During this call we will confirm the information included in your application and you may ask any questions that you have about the program and application process.

After your application is confirmed complete and your household is determined eligible, you will be sent a HOME TBRA coupon to sign and return, and a HOME TBRA Owner Invitation to Apply to provide to the property owner or management where you would like to use your subsidy.

In order to avoid a gap in subsidy payment, you are encouraged to use your HOME TBRA subsidy in your current unit. After you are admitted to the HOME TBRA program, you will be able to request to move with this tenant-based assistance.

6. What happens after I receive a TBRA coupon?

After you are issued a TBRA coupon, you must communicate to HPD where you plan to use your HOME TBRA assistance before the coupon's expiration date. To do that, please return either the Request for Unit Approval (RFUA) form, if using it at your currently assisted unit, or the Owner Package if using it somewhere else. You will receive either the Owner Package or the RFUA when you are issued a coupon.

7. Can I use the HOME TBRA subsidy to stay in my current unit?

Yes, usually the fastest way to secure your HOME TBRA subsidy is to use it where you currently live. If you are approved for HOME TBRA, you will be able to remain in your unit if your property owner agrees to accept the HOME TBRA subsidy by signing a Rental Assistance Contract (RAC). To communicate that you intend to use your HOME TBRA in your current unit, please complete and return the Request for Unit Approval (RFUA) form, included in your application package.

The unit must also pass a Housing Quality Standards (HQS) inspection. In order for the inspection to be completed, you must allow access to your unit for the inspector. Once the unit has passed inspection, HPD will generate an updated HOME TBRA Rental Assistance Contract (RAC), which the owner must sign and promptly return to HPD. The owner must submit the signed RAC with an executed lease. Additionally, you must also sign and return a tenancy addendum.

Upon approval by HPD, both the owner and the tenant will receive a Rent Breakdown Letter outlining the tenant's share and Rental Assistance Payment (RAP) amount paid by HPD to the owner. Your current property owner will receive a notice about the end of EHV funding and how to participate in HOME TBRA.

Note: If you do not return an Owner Package in the coupon period, your coupon will expire and your opportunity for HOME TBRA assistance will end. You will remain on the EHV program until program funds run out. Once EHV funding ends, you will no longer receive a subsidy from HPD and **will be responsible for the full rent amount.**

8. Can I move with my HOME TBRA subsidy?

Yes, you may move with your HOME TBRA assistance **within New York City**. HPD's HOME TBRA rental assistance is only available in New York City. You may not move outside of the five boroughs of NYC with your HOME TBRA rental assistance. If you would like to use your HOME TBRA coupon to move to a different unit, you have until the expiration date on your coupon to locate another unit.

When you locate a unit to rent, provide the property owner with the Owner Invitation the owner of the new unit must complete the Owner Package and return it to HPD. The unit must also pass a Housing Quality Standards (HQS) inspection. The owner must submit the signed RAC with an executed lease. Additionally, you must also sign and return a tenancy addendum.

Upon approval by HPD, both the owner and the tenant will receive a Rent Breakdown Letter outlining the tenant's share and Rental Assistance Payment (RAP) amount paid by HPD to the owner.

The timeline you have to locate a new apartment will be listed on the HOME TBRA coupon that you are issued. If the coupon expires and you have not submitted an Owner Package for any unit, your opportunity for HOME TBRA assistance will end.

9. Can property owners refuse to accept HOME TBRA?

Under New York City Human Rights Law, it is illegal for property owners to discriminate against applicants because they have a HOME TBRA coupon or any other type of rental assistance. More information is available here:

<https://www.nyc.gov/site/cchr/media/source-of-income.page>.

If you believe you were denied housing because of your HOME TBRA subsidy, call 311 and ask for the NYC Commission on Human Rights, or fill out this form to report discrimination:

<https://www.nyc.gov/site/cchr/about/report-discrimination.page>.

10. How long will I have to find a new unit once I receive a HOME TBRA Rental Assistance coupon?

For those looking to move apartments using their HOME assistance, an initial HOME TBRA Rental Assistance Coupon is valid for 60 days. This means you must find a unit within New York City and return a completed Owner Package by the end of this 60-day period. If you are unable to find a unit within 60 days, you may contact HPD to request an extension. Requests for extensions must be submitted to HPD within 30 days of coupon expiration date. If approved, the extension will be for another 60 days. If funding under the EHV program expires prior to you beginning assistance under HOME TBRA, there may be a period where your rent is not subsidized by HPD. Please submit an Owner Package as soon as possible to ensure you continue to receive your rental subsidy.

11. Does HPD pay for moving-related costs?

HPD does **not** pay any moving fees, real estate broker fees, or security deposits.

12. For how long will I receive HOME TBRA assistance?

HOME TBRA provides rental subsidy assistance for a limited time (up to two years), with future renewals depending on federal funding.

13. What happens if I decide not to apply for HOME TBRA?

If you decide not to apply for HOME TBRA assistance, you forfeit your right to receive HOME TBRA and you will lose your rental subsidy when the EHV program runs out of funding (projected to be in late summer 2026). At that point, your EHV subsidy will be terminated, and you will be responsible for **paying the full rent on your own**.

14. What is a Housing Quality Standards (HQS) inspection?

An HQS inspection determines whether a subsidized apartment is decent, safe, and sanitary. The inspection ensures all subsidized units meet the minimum physical standards established by the U.S. Department of Housing and Urban Development (HUD). Only after an apartment passes an initial inspection can HPD pay a HOME TBRA subsidy on your behalf. It is your responsibility to make sure the HPD inspector has access to your unit.

15. Who can I contact with questions?

If you have any related questions, please contact HPD at 212-863-8031 or email EHVtransition@hpd.nyc.gov. You may also visit our office at 100 Gold Street, Client Services, Monday through Friday between 9:00 AM and 4:00 PM. A valid photo ID is required to gain entry to the building.

