

# LINC V Rental Assistance Program

## Fact Sheet for DHS Clients

February 2018

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### What is the LIVING IN COMMUNITIES (LINC) V Rental Assistance Program?

The LINC V Rental Assistance Program is targeted to individual adults and adult families in New York City Department of Homeless Services (DHS) shelters, safe havens and drop in centers who are working, but are unable to afford stable housing. LINC V can help eligible households move from temporary, emergency shelter back to the community as quickly as possible by paying a portion of the household's rent for one year, with an annual review to determine recertification; recertification will assess the household's need for ongoing assistance. Due to available funding, only a limited number of households will receive LINC V rental assistance. Consequently, not every client in the shelter system will be able to receive rental assistance.

LINC V Rental Assistance Program:

- Helps you pay your rent, if you are eligible and funding is available.
- Requires you to pay 30% of your household income (earned and unearned) towards your rent for an apartment, or \$50 towards a room rental.
- Helps you pay your rent for up to five years, if you continue to need assistance and funding is available. Additional years in the program may be available on a case by case basis.

### How do I know if I'm eligible?

You may be eligible if:

- You are currently in a DHS shelter, safe haven or drop in center.
- You or a member of your household is working in unsubsidized employment or as part of the Shelter Exit Transitional Jobs Program (SET) and can demonstrate earned income for at least 30 days before certification.
- You have an Active or Single Issue Public Assistance case. If you do not currently have a Public Assistance case, please speak to your case manager to see if you may be eligible.
- Your household income does not exceed 200% of the federal poverty level.
- We have prioritized your household based on your length of stay in shelter.

If HRA and DHS determine that you are eligible, you will receive a certification letter that will be valid for 90 days. After 90 days, if you have not used the letter to find permanent housing, HRA and DHS will determine if you still meet the eligibility criteria. If you are having trouble finding housing or have questions, you should contact your case manager or the housing specialist at your facility.

Please note that the certification letter is no longer valid if funding for the program runs out or ends.

### How do I renew my rental assistance after my first year in the community?

After your first year, you may receive up to four one-year renewals if, at the time of renewal:

- At least one member of the household is working in unsubsidized employment.
- Your household's income does not exceed 200% of the federal poverty level.
- You engage in employment and social service supports to the extent they are made available to you.

If you receive a renewal for a fifth year, you may only receive a renewal for subsequent years on a case by case basis.

### How much will I have to pay toward rent?

If you are eligible for, and enrolled in, the LINC V Rental Assistance Program, you must contribute **30%** of your household income towards an apartment or \$50 toward a room rental. If you receive a monthly public assistance shelter allowance, this will cover your contribution for a room in full and will cover part of your contribution for an apartment, The amount of your contribution for the year is set at the time of your lease signing and will not change for the first year in the LINC V program, but will be reviewed during your annual renewal for the program. Your total household income includes employment earnings and unearned income, such as SSI/SSD. Subsidized employment earnings, such as income from TEAP Parks Department and College Work Study jobs, are not included as income. However, income from SET is included as income.

You **should not** pay rent that is more than your monthly contribution amount, nor should you pay any security deposit or broker's fee. (The City is issuing the security deposit and broker's fee, if required.) Such payments are called side deals and are **prohibited** under the LINC V program. If anyone asks you to make such a payment, you should call 311 or 929-221-0043.

### What is the amount of rental assistance available?

The LINC V program has considerable flexibility and can support you in moving into a leased apartment or a rented room.

#### If you are moving into a leased apartment:

If you are moving into an apartment through LINC V, the amount of your LINC V Rental Assistance will depend on your household income and how many people are in your family.

The enhanced maximum rent amounts are listed in the chart below.

Please note that landlords are not allowed to charge you any fees other than what is legally stated in the lease. Landlords are prohibited from charging extra for heat and hot water. For your protection, you should not agree to any side deals. You should immediately inform DHS or HRA about any such requests by calling 311 or 929-221-0043.

All leases are between you and your landlord, and the City is not a party to the lease.

| LINC V Rental Assistance Program Chart |         |         |         |         |         |         |         |         |         |         |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Household Size                         | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      |
| ENHANCED Max Rent                      | \$1,213 | \$1,268 | \$1,515 | \$1,515 | \$1,956 | \$1,956 | \$2,197 | \$2,197 | \$2,530 | \$2,530 |

#### LINC V Example

The following is a sample tenant contribution and rental assistance amount. Your contribution and maximum rent will be based on your own household income and family size.

|                              |         |
|------------------------------|---------|
| Family Size:                 | 2       |
| Maximum Rent:                | \$1,268 |
| Monthly Household Income:    | \$1,320 |
| Monthly Tenant Contribution: | \$396   |
| Monthly Subsidy:             | \$872   |

#### If you are moving into a rented room or shared living arrangement:

If you are moving into a rented room or into a shared living arrangement through LINC V, the maximum rent is \$800 and the LINC V rental assistance amount will be the difference between your actual rent (up to \$800) and your monthly tenant contribution (which will be equal to \$50).

### How do I find an apartment or room and sign a lease or other rental agreement?

Your housing specialist or case manager will assist you in connecting with landlords and brokers. When you find an apartment or room, your case manager will work with the broker, landlord or primary tenant to schedule an inspection and submit the appropriate documents in addition to your latest income information to HRA for approval.

If you are renting a room, the rental must meet the following criteria:

- The apartment cannot have more than 3 bedrooms and no more than 3 unrelated adults (including your household) can live in the apartment.
- If you are renting a room from a landlord, the room cannot be in an apartment subject to Rent Stabilization.
- If you are renting a room from the primary tenant of an apartment, the primary tenant must live with you in the apartment and the rent cannot be more than your proportionate share of the rent based on the number of bedrooms in the apartment.

\*\*If you identify an apartment or room on your own, please let your housing specialist or case manager know immediately so that an inspection can be arranged and the landlord or primary tenant can be provided with the program documents\*\*

### What help can I receive once I've moved into my new residence?

HRA and DHS will refer households in the program to service providers who will assist them with connecting to appropriate services in their communities

**The information in this pamphlet provides a general overview of the LINC V Rental Assistance program. It is not intended to provide full details concerning the operation of the program.**