

Emergency Housing Voucher Program

updated January 2023

EHV Grant Package: Security Deposit, Broker Fee, and Moving Costs

All EHV holders are eligible for the following financial assistance:

- **One month security deposit voucher** for the security deposit
- One-time **broker fee** up to 15% of annual rent
- **Moving costs** (from HRA funded EHV financial assistance only, more information below)

There are two ways to receive assistance:

(1) through the NYC Human Resources Administration (HRA), **OR**
(2) through a PHA—the New York City Housing Authority (NYCHA) or the NYC Department of Housing Preservation and Development (HPD). NYCHA or HPD will conduct a preliminary screening to determine if a household is eligible for PHA-paid housing search assistance:

- *If NYCHA/HPD determine that the EHV holder is eligible for PHA-paid EHV financial assistance, the request forms for assistance are provided by HPD or NYCHA to the voucher holder and are to be completed and returned to NYCHA or HPD.*
- *If NYCHA/HPD determine that the EHV holder is not eligible for PHA-paid EHV financial assistance, then the EHV holder will not receive EHV financial assistance request forms from the PHAs and should work with their provider or housing navigator and follow the steps below.*

Important note: To receive EHV financial assistance from HRA, EHV holders must have an active and ongoing Cash Assistance Case or a Single Issuance Case opened within the last 30 days.



Visit nyc.gov/ehv to learn more about the Emergency Housing Voucher Program.

How to Apply

1. EHV holder applies for Cash Assistance or Single Issuance from HRA at nyc.gov/accesshra, or by visiting a [Benefits Access Center](#).
 - a. Complete and include the following form to ensure that your application is routed to the assigned team: [Cash Assistance Referral for Emergency Housing Voucher \(EHV\) Applicants form](#)
2. HRA will call the EHV holder within three days of application submission to complete an eligibility interview.
 - a. **It is very important for the EHV holder to answer the call – after two unanswered calls the case will be rejected. If the Client is not called to complete an eligibility interview, or misses a call, reach out to the HRA Infoline at 718-557-1399.**
 - b. HRA will only be able to provide financial grants after completion of the eligibility interview.
3. HRA will determine if the EHV holder is eligible for assistance from HRA after the eligibility interview. If the EHV holder is eligible, complete steps 4 and 5. If the EHV holder is not eligible, go to step 6.
4. Provider/housing navigator submits the [Emergency Housing Voucher Benefit Request Transmittal form](#) and required supporting documents (details included in the form) according to referring agency:

Referring Agency

DHS (families with children)
DHS (adults)
HRA - HASA
HRA - DV
Homebase
H+H
All other referring agencies

Submit Package to

OCRhousing@dhs.nyc.gov
RentalSubsidyUnitRF@dhs.nyc.gov
thomasb@hra.nyc.gov
HRAODV@hra.nyc.gov
LOSUEHV@hra.nyc.gov
LOSUEHVHHC@hra.nyc.gov
EHVTransmittal@hra.nyc.gov

5. HRA will review the Form and documentation and notify the referring agency when the assistance is ready to be picked up.
6. If the EHV holder is not eligible for assistance from HRA, the EHV holder must share the determination with NYCHA or HPD (depending on the agency administering the EHV):
 - a. **HPD:** Email the EHV holder information and HRA ineligibility determination to S8landlords@hpd.nyc.gov. The Broker and Owner will need to complete the HPD Broker and Owner payment request forms (sent via email). Brokers will need to complete an [HPD Substitute W-9 form](#) to be issued a vendor code for payment, if they do not already have one.
 - b. **NYCHA:** Email the EHV holder information and HRA ineligibility determination to EHV.App@nycha.nyc.gov. The Broker and Owner will need to complete the NYCHA Broker's Fee Request form and/or the One-Time Owner Payment Request form and submit the completed forms to EHV.App@nycha.nyc.gov.

Important note: The Housing Assistance Payment (HAP) contract signed by the PHA and the Owner states the Owner must provide the tenant access to the unit based on the effective date of the HAP contract and the lease. **If the tenant has paid their portion of the rent as of this date**, the Owner must provide access to the unit and may not wait for EHV Grant Package payment to transfer keys. Please let your provider know if your Owner is withholding keys/denying access to the unit.



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