Move in Process & Timing of Application for EHV Financial Assistance Overview Part 1: HPD EHV

Landlord/Owner (LL) submits client's Landlord Package to **HPD**



HPD contacts LL and conducts **HOS** inspection. Unit must pass inspection.



HPD issues conditional move-in letter to client and issues HAP contract to LL



LL returns signed HAP and lease to HPD within 15 days

Acronym Key:

EHV = Emergency Housing Voucher

HAP = Housing Assistance Payment contract (between LL and HPD, required for move in)

HN = EHV Housing Navigator

HPD = Housing Preservation and Development

HQS = <u>Housing Quality Standards inspection</u>

HRA = Human Resources Administration

LL = Landlord/Owner

NYCHA = New York City Housing Authority



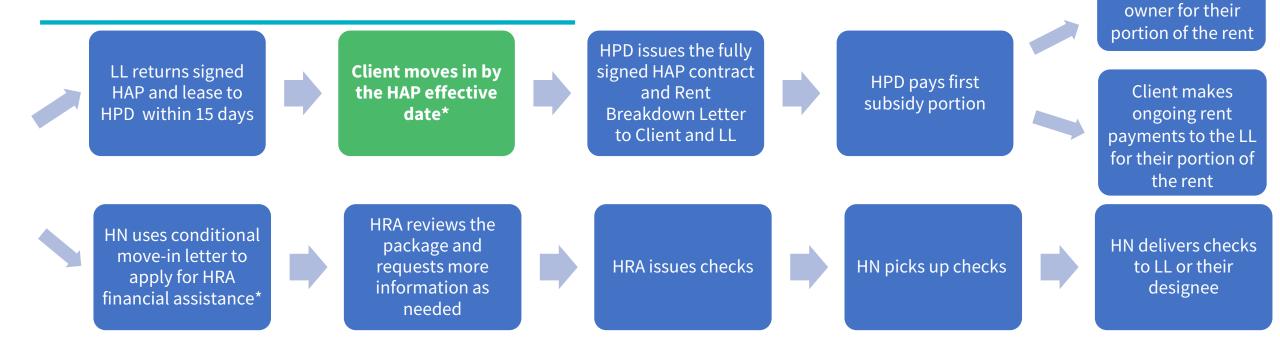
HN uses conditional move-in letter to apply for HRA financial assistance







Move in Process & Timing of Application for EHV Financial Assistance Overview Part 2: HPD EHV



*Important Note: HPD EHV clients should not be encouraged to move out of shelter until the HAP and lease are signed by the owner. Once signed by Owner, client must be allowed to move in by the effective date on the HAP and lease. Property management companies/Brokers/LL/Owners may not be used to providing keys before full payment is made for security deposit/first month's rent. However, by signing the HAP contract, the LL/Owner commits to providing the Client access to the unit.

**This flow shows the process for HRA-eligible households. For more information on submission for HRA- and non-HRA-eligible households, see the EHV Grant Package guide: https://www.nvc.gov/assets/nvcccoc/downloads/pdf/ehv-grant-package.pdf







HPD makes

ongoing rent payments to the

Move in Process & Timing of Application for EHV Financial Assistance Overview Part 1: NYCHA EHV

LL submits Rental
Package via
NYCHA Owner
Extranet.

Voucher holder approves rental packet via <u>NYCHA</u>
<u>Self-Service</u>
Portal.



NYCHA contacts LL and conducts HQS inspection. The unit must pass inspection (or only fail for non-life threatening violations).



NYCHA issues conditional movein letter to client and issues HAP contract to LL



LL submits signed HAP and lease to NYCHA within 15 business days



HN uses conditional move-in letter to apply for HRA financial assistance

Acronym Key:

EHV = Emergency Housing Voucher

HAP = Housing Assistance Payment contract (between LL and NYCHA, required for move in)

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HPD = <u>Housing Preservation and Development</u>

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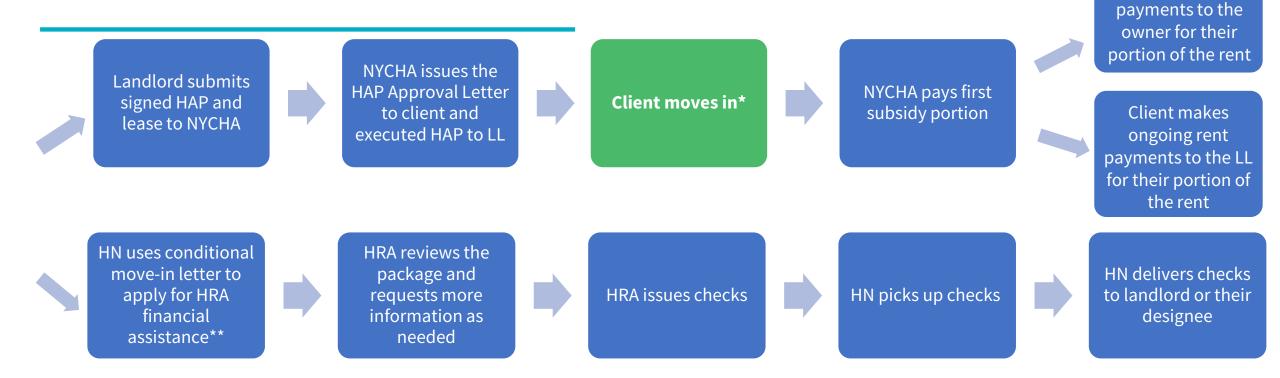
NYCHA = New York City Housing Authority







Move in Process & Timing of Application for EHV Financial Assistance Overview Part 2: NYCHA EHV



*Important Note: NYCHA EHV clients should not be encouraged to move out of shelter until NYCHA has issued the HAP Approval Letter to the client and the executed HAP contract to the landlord/owner. Property management companies/Brokers/LL/Owners may not be used to providing keys before full payment is made for security deposit/first month's rent. However, by signing the HAP contract, the LL/Owner commits to providing the Client access to the unit once NYCHA has issued the executed HAP contract.

**This flow shows the process for HRA-eligible households. For more information on submission for HRA- and non-HRA-eligible households, see the EHV Grant Package guide: https://www.nyc.gov/assets/nycccoc/downloads/pdf/ehv-grant-package.pdf







NYCHA makes

ongoing rent