



# **Emergency Housing Voucher Program**

# What is EHV?

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- **Emergency Housing Vouchers (EHVs) are Housing Choice Vouchers (Section 8) funded through the American Rescue Plan and offered through the U.S. Department of Housing and Urban Development (HUD)**
- **EHVs will be administered by Public Housing Agencies (PHAs) in partnership with the New York City Continuum of Care (NYC CoC)**
- **The PHAs which administer Section 8 vouchers for New York City include:**
  - **New York City Housing Authority (NYCHA)**
  - **NYC Department of Housing Preservation and Development (HPD)**

# EHV Eligibility

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- EHV assistance is limited to families and individuals who are:
  - Homeless;
  - At-risk of homelessness;
  - Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
  - Recently homeless and at high risk of housing instability.
- Potentially eligible clients must first complete an initial screening with a caseworker and be referred to NYCHA or HPD
- Clients cannot apply directly to NYCHA or HPD

# Prioritization Criteria

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- In addition to meeting eligibility criteria, there are additional prioritization criteria that must be met due to limited EHV availability
- Only eligible clients who are also in a priority group will be referred to NYCHA or HPD
- All referrals to NYCHA and HPD will then need to complete an online EHV application through the NYCHA Tenant Portal for further screening and to verify eligibility for the EHV Program

## NYC CoC and CAPS Process

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- Potentially eligible clients must first complete an initial screening with a caseworker or housing navigator using the Coordinated Assessment Survey (CAS) through the Coordinated Assessment and Placement System (CAPS)
  - CAPS is the coordinated entry system that was developed collaboratively with the NYC CoC. For more information on CAPS please visit <https://www1.nyc.gov/site/nycccoc/caps/caps.page>
- Once the CAS is completed and submitted, clients found to be potentially eligible are then further reviewed by the program administration to determine if the client is in a priority group to determine if the client is a priority for EHV assistance
- Clients identified for referral will be contacted through their caseworker or housing specialist on next steps

# Referral and Voucher Issuance Process

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- Caseworkers will submit the signed consent form and basic information as a referral through NYCHA's online self-service portal
- Once the referral is received by NYCHA, the client will be given a Case Number and asked to complete an application for the EHV Program
- Upon completion, the client will receive notification of placement on the EHV waitlist for either NYCHA or HPD as identified by the caseworker
- NYCHA and HPD will perform their pre-eligibility interview verifications, and will schedule an eligibility interview for those applicants who pass the pre-eligibility interview verifications

# Housing Search

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- **Clients will use the voucher to locate an apartment**
  - Caseworkers or Housing Navigators can help connect clients with housing search assistance
- **All EHV holders will be eligible for the following housing search assistance:**
  - Broker's fee (up to 15% of annual rent)
  - Support of the NYC Mayor's Public Engagement Unit (PEU) in outreach to owners and to brokers to identify available units through the HOME system and support through to lease-up/move in
  - Scheduling apartment viewings through PEU
  - Moving cost assistance
  - One month's security voucher



# Rental/Owner Package Submission and Lease Up

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- When a client finds an apartment, they must complete the entire rental/owner package with assistance from a caseworker or housing navigator
  - There will be documents that must be completed by the landlord and documents that must be completed by the client
- NYCHA and HPD will review all submitted rental packages
- If the rental package is complete, NYCHA and HPD will complete a rent reasonableness review
- If the rent is determined reasonable, NYCHA and HPD will determine if the apartment meets Housing Quality Standards (HQS). They have different processes:
  - NYCHA will schedule an inspection of the unit to determine if the unit meets HQS
  - HPD will require a certification that the proposed unit has no life-threatening HQS conditions
  - If the unit meets HQS, NYCHA and HPD will approve the rental
- For units eligible for EHV, NYCHA or HPD will generate a HAP contract and a conditional approval/move-in letter
- NYCHA or HPD will issue the HAP approval letter when the rental is complete



# Summary

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- NYC will receive a significant influx of EHV
- Vouchers should be used by the end of 2022
- Eligibility will be determined by HPD, NYCHA, and CoC
  - Potentially eligible clients must first complete an initial screening with a caseworker and be referred to NYCHA or HPD
  - Clients cannot apply directly to NYCHA or HPD
- CAPS is the starting point of the EHV applications process
  - Provider staff will receive training on the CAPS housing survey
- PHAs may begin to issue vouchers in late-July / early-August