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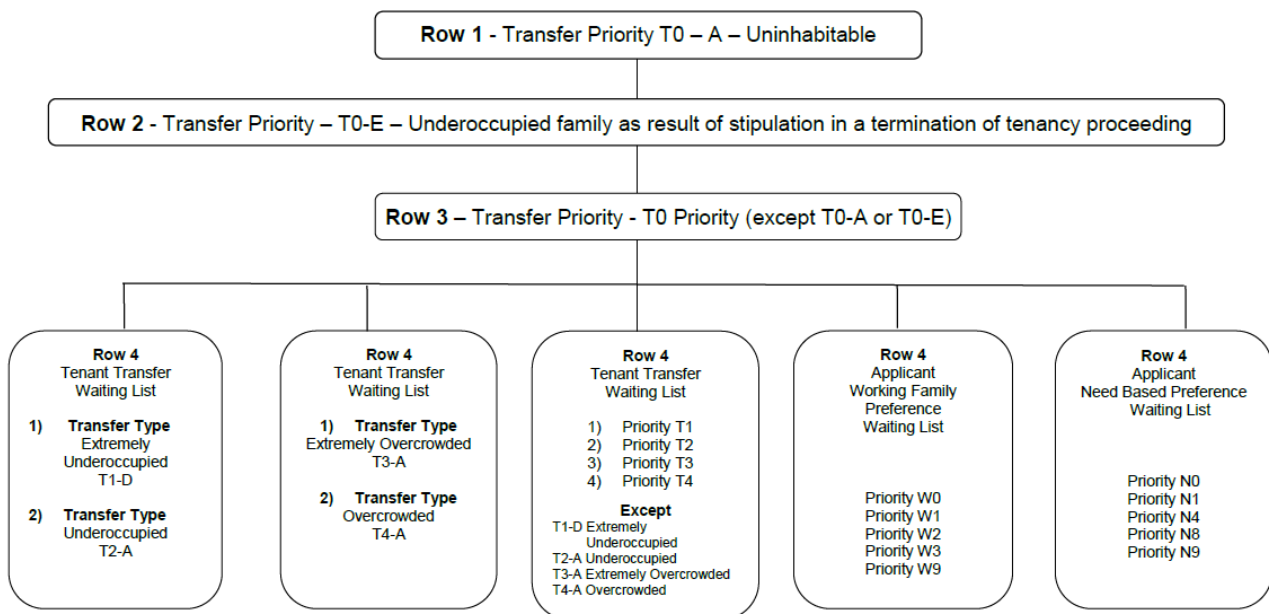
Changes to the Tenant Selection and Assignment Plan (TSAP)

INTRODUCTION

The NYCHA Tenant Selection and Assignment Plan (TSAP) has been in place since 1996, ensuring that NYCHA follows a fair and neutral process in selecting applicants and tenant transfers to fill vacancies at NYCHA's public housing apartments. Periodically, the plan is reviewed and adjusted to meet changes in law and regulations and changing needs and priorities of NYCHA and of the city's population.

Currently, applicants and tenants are selected for apartments with several categories of transfers having the highest priority, followed by a rotational cycle. The selection scheme applies to each apartment size within each development. Before the rotational cycle is reached, tenants whose apartments include uninhabitable conditions and/or severe health and safety issues (T0-A) are considered. A second tier prior to the rotation is comprised of tenants required to downsize due to a stipulation excluding a member from the household (T0-E) to preserve their tenancy. A third tier considers all other T0 designated transfers, which includes reasonable accommodations and tenants relocating for major modernization. Finally, the fourth tier is comprised of a rotation of all other transfer categories and applicants, divided into five groups. There are two right-sizing transfer groups; a third group with all remaining transfers, including VAWA (Violence Against Women Act) reasons and other emergency transfers; and finally two applicant groups, one for Need-Based priorities and the other for Working Family priorities. Within all these groups, selection is based first on priority and then date approved or certified.

Current TSAP Rotation



In accordance with U.S. Department of Housing and Urban Development (HUD) guidance, NYCHA seeks to establish preferences that best meet local housing needs.

Several critical factors influenced these proposed changes:

1. **Simplifying the Selection Scheme** – Recognition of the need to simplify the overall selection scheme.
2. **Elevating VAWA Transfers** – Ensuring that transfers under the Violence Against Women Act (VAWA)

and related categories are prioritized, comparable to other urgent requests.

3. **Preserving High Priority for Reasonable Accommodations** – Maintaining a strong commitment to tenants with disabilities or special needs by keeping reasonable accommodation transfers as a high priority.
4. **Recognizing City-Referred Applicants** – Continuing to address the needs of applicants referred by City agencies, such as the Department of Homeless Services (DHS), to ensure their timely placement.
5. **Addressing Long Wait Times for Standard Priority Applicants** – Acknowledging and working to mitigate the extensive delays faced by those in standard priority categories.
6. **Managing Limited Apartment Availability Across All Referral Groups** – Striving for a fair and efficient allocation process that considers the needs and wait times of all applicant and transfer groups within the constraints of NYCHA’s available housing stock.
7. **Prioritizing Relocations** – Recognizing the operational needs to prioritize relocation efforts, such as those required for Comprehensive Modernization and Fulton/Elliott-Chelsea.

Proposal to Amend TSAP

This proposal consists of three key components aimed at improving efficiency, responsiveness, and fairness in the tenant selection and assignment process:

- I. **Optimizing the Applicant and Transfer Rotation Cycle** – Adjusting the current selection process to better address the needs of high-priority groups while maintaining compliance with fair housing laws and HUD regulations.
- II. **Enhancing Borough and Development Selection Options** – Refining applicant and tenant choices to improve waitlist efficiency while empowering residents with greater flexibility in selecting their preferred locations.
- III. **Streamlining and Modernizing Priority Categories** – Consolidating, renaming, and otherwise adjusting priorities to reflect current housing needs, ease administration, and make TSAP easier to understand.

These amendments seek to balance urgent housing needs with operational improvements, ultimately fostering a more effective and equitable system for all applicants and tenants.

I. Optimizing the Applicant and Transfer Rotation Cycle

To better serve both tenants and applicants while acknowledging the constraints of limited apartment turnover and inventory, NYCHA proposes an alternative selection cycle. This revised model aims to correct deficiencies in the current selection plan while balancing the needs of multiple high-priority transfer and applicant groups.

The proposed selection process also supports the city's broader housing initiatives, particularly its commitment to placing families experiencing homelessness. By refining the selection process, we aim to balance these placements with other pressing housing needs. Beyond emergency and City-referred cases, NYCHA also recognizes the importance of accommodating non-emergency tenant transfers. Many residents require transfers for reasons that, while not life-threatening, significantly impact their well-being and stability. The new selection model aims to ensure that these cases are not completely overlooked in favor of higher-priority groups.

Finally, the proposed changes address the long-standing challenges faced by non-emergency applicants. Many of these individuals spend years waiting for an apartment, often impacted by the steady influx of City referrals. By reforming the selection process, NYCHA seeks to create a more fair and transparent system that balances the needs of all applicants and tenants while making the most efficient use of NYCHA’s limited housing inventory.

Recommended Approach:

NYCHA proposes changing the current TSAP from a four-tier system to a three-tier system. Tiers 1 and 2 are allocated to tenant relocations. The third tier encompasses all remaining transfer and applicant selections. This tier will be divided into **seven rotating groups**, with certain categories allocated a higher proportion of selections to reflect their priority. The revised rotation model ensures a more balanced and efficient selection process while addressing the needs of multiple housing priority categories.

- **Emergency Transfers:** The emergency transfer category will receive two selection opportunities within the rotation to reflect urgent needs. This group includes tenants requesting transfers because they are VAWA victims, as well as intimidated victims and witnesses, who are similarly at risk. These transfers will now be classified as T0 but will remain self-contained within their own group. They will continue to have only a borough-wide or city-wide choice with ZIP Code exclusions.
- **Reasonable Accommodations:** Similarly, the reasonable accommodation category will receive two selection opportunities in the rotation. Tenants in this group currently have the option to wait on a development-specific or borough-wide list. NYCHA proposes expanding their options to include city-wide or multiple-borough selections for greater flexibility. These transfers will maintain their T0 designation while remaining in a distinct category.
- **City-Referred Applicants:** City-referred applicants [including those referred by DHS, ACS, HPD, HHC (NYC Health + Hospitals), and HASA (HIV/AIDS Services Administration)] will be allocated two selection groups within the rotation. **One group will serve N0 (Need-Based) City-referred applicants**, while **the second group will serve W0 (Working Family) City-referred applicants**. Historically, DHS has accounted for roughly 80% of the overall City-referred placements.
- **General Applicants and Transfers:** All remaining applicants and transfers will be contained within a single selection group, alternating between applicants and transfers in each subsequent cycle.
 - The applicant portion of this group will include those with Need-Based priorities (N1, N4, N8, N9) and Working Family priorities (W1, W2, W3, W9). When applicant selection occurs, it will alternate between Need-Based and Working Family categories.
 - The transfer portion will consolidate all remaining transfers (currently T1–T4) under a unified T1 designation, with selections made in date order when the transfer portion of the group is reached.

It is important to note that although transfers are grouped together under the new unified T1 priority, they will not necessarily be competing for the same apartments. For instance, overcrowded transfers will require larger apartments, while under-occupied transfers will need smaller ones. If an applicant is unavailable when their turn arrives, a transfer will be selected in their place, and vice versa, ensuring a continuous and efficient selection process.

Benefits of the Recommended Approach

- T0-A uninhabitable and severe health/safety issue priority will continue to be the first tier. T0-A includes residents who are required to relocate due to emergency repairs needed at their development.
- Reasonable accommodation transfers will continue to be a high priority, while balancing the importance of emergency transfers related to VAWA and Intimidated Witness/Victims due to their critical need.
- City referrals continue to have a high presence in this rotation. All City agencies will

also have access to the W0 priority.

Proposed TSAP Rotation

Tier 1				
<p>Tier 1</p> <p>TD-A: Uninhabitable</p> <p>TD-B: Relocated tenant returning to original apartment (Upgraded for Tenant Right to Return)</p>				
<p>Tier 2</p> <p>TD-C: Relocating back to original development (applied only to relocations where tenants return to their development, but not their original apartment)</p> <p>TD-D: Relocating for development renovation or special program</p>				
Tier 3				
(Selections made on a rotating cycle)				
<p>TD-ET: Emergency Transfers</p> <p>Includes:</p> <p>TD-VD = Victim of Domestic Violence</p> <p>TD-VS = Victim of Sexual Assault</p> <p>TD-VV = Victim of Dating Violence</p> <p>TD-VX = Stalking Victim</p> <p>TD-WW = Intimidated Witness</p> <p>TD-WV = Intimidated Victim</p>	<p>TD-RA: Reasonable Accommodation Transfers</p> <p>Includes:</p> <p>TD-G = needs health/medical care with specific provider and travel time >60 min.</p> <p>TD-H = need continuing home health care, which no household member can provide</p> <p>TD-I = need extra bedroom to accommodate medical/mental condition</p> <p>TD-J = disabled in non-elevator building; wants apartment in elevator building on any floor</p> <p>TD-K = disabled and wants apartment on 1st or 2nd floor only</p> <p>TD-M = all other reasons for an accommodation</p>	<p>ND: City Agency-Referral Need-based Applicants</p> <p>NYCHA receives referrals from DHS, ACS, HPD, IHC, and HASA</p>	<p>TD-ET: Emergency Transfers</p> <p>Includes:</p> <p>TD-VD = Victim of Domestic Violence</p> <p>TD-VS = Victim of Sexual Assault</p> <p>TD-VV = Victim of Dating Violence</p> <p>TD-VX = Stalking Victim</p> <p>TD-WW = Intimidated Witness</p> <p>TD-WV = Intimidated Victim</p>	<p>TD-RA: Reasonable Accommodation Transfers</p> <p>Includes:</p> <p>TD-G = needs health/medical care with specific provider and travel time >60 min.</p> <p>TD-H = need continuing home health care, which no household member can provide</p> <p>TD-I = need extra bedroom to accommodate medical/mental condition</p> <p>TD-J = disabled in non-elevator building; wants apartment in elevator building on any floor</p> <p>TD-K = disabled and wants apartment on 1st or 2nd floor only</p> <p>TD-M = all other reasons for an accommodation</p>
<p>WD: City Agency-Referral Working-Family Applicants</p> <p>NYCHA receives referrals from DHS, ACS, HPD, IHC, and HASA</p>				<p>All Other Applicants and Transfers*</p> <p>See details below</p>

*"All Other Applicants and Transfers" includes the following: All other Need-Based Applicants (N1, N4, N8, N9), all Working-Family Applicants (W1, W2, W3, W9), and all remaining transfers (currently T1-T4, mostly 'rightsizing') consolidated under a unified T1 designation. Applicant and Transfer selections will alternate within this category and selections will be made in date order when the transfer group is reached.

II. Enhancing Borough and Development Selection Options

Modifying the Selection Cycle for Accessible Apartments

Currently, there is a separate selection cycle for fully accessible (504) apartments. This selection cycle would remain relatively unchanged. Currently, accessible apartments are selected in the order of 1) intra-transfers 2) inter-transfers 3) applicants. Within the transfer categories, the selection occurs by priority and then date order; for applicants, it is only date order. As NYCHA classifies any transfer request needing a 504 apartment under the T0-L priority, there is no need to break this group down by priority. NYCHA would then simplify the selection cycle by keeping the same order of the three groups and selecting by date order within those groups.

Other Selection Policies

Other factors that are critical to the selection cycle were also considered. Below are the proposed policy considerations related to these selection criteria.

- The selection cycle, as is currently defined, rotates within each development separately, according to room size and apartment type. This would remain the same.
- Maintain the selection criteria that the priority takes precedence in each category or group, and then secondly, consider the date order within each priority, as is currently practiced.
- Eliminate the current preference for intra-transfer priority over inter-transfer priority for all transfers except for the T0 priorities. Maintain a preference for intra-transfers for all T0 priority cases. This would include uninhabitable, relocations, and reasonable accommodations. T0 Emergency Transfers are to remain inter-project transfers, as the safety issue requires a move to a new development and a borough or citywide wait list for this group provides a broader pool of options. All other transfers would be selected solely based on the approval date within their own grouping as they will all be designated as T1, to be explained later.
- If there are no referrals available within a group when reached in the rotation, the group will be passed over as is currently the practice. Within the standard applicant/transfer group, if no applicant is available upon selection, then a standard transfer will be selected. The inverse would apply as well. Similarly, if there are no standard need-based applicants available, then a working family applicant will be chosen – the inverse would again apply.
- Once an apartment is selected for a group, if there is a refusal or non-response to the call in, the apartment will remain locked for selection within that group, unless there are no referrals remaining.

Restricting Applicant Options to Borough Choice Only

To simplify the applicant admissions, while at the same time gaining significant process efficiencies, NYCHA is proposing restricting applicant choices to borough-wide waiting list selections only. Currently, only emergency applicants (N0, N1, and W0) and large apartment sizes (5 bedrooms or more) are given a borough-wide choice on the wait list. Non-emergency applicants are currently required to select from available developments on the Anticipated Guide to Vacancies, which is updated and published bi-weekly and requires substantial maintenance and monitoring by staff in NYCHA's Applications and Tenancy Administration Department (ATAD).

Proposal for Applicant Admissions Options

1. Standardize applicant admissions restricting all applicants to a borough wait list, city-wide, or multiple boroughs wait list for both standard and accessible apartments.
2. Allow two apartment offers for all receiving borough choice.
3. Allow additional choice exceptions for safety reasons for N1 Victims of Domestic Violence (VDV) and Intimidated Witnesses (IW) and for reasonable accommodations.
4. Allow up to two ZIP Code exclusions for N1 (VDV and IW).
5. While on the preliminary wait list, allow applicants only one borough choice. This approach is used in scheduling, targeting boroughs and room sizes where the need is the greatest.
6. While on the preliminary wait list, allow applicants to change borough choice at any time up until scheduling for an eligibility interview.
7. Allow applicants already on development wait lists to remain on these lists unless they opt for a borough list. Once on the borough list, applicants would not be able to switch back to a development-specific wait list.
8. Once certified, allow applicants to switch borough wait lists if not reached after one year and allow city-wide or multiple borough options by allowing up to two borough exclusions from the city-wide list.
9. Publish on NYCHA's public website a table showing the size of each borough wait list, turnover, and inventory to help applicants make an informed choice on their borough selection.

Benefits

- **More Housing Opportunities:** Increases access to a wider range of housing options.
- **Faster Eligibility Process:** By removing the development choice step, the application process moves quicker — and subsequently, applicants may be reached quicker.
- **Smarter Decision-Making:** Enhanced online information helps applicants choose the borough waitlist that fits their needs, both at the time of application and if they're waiting more than a year after certification.
- **Clearer Wait Time Expectations:** Applicants can better understand how long they may wait for housing, thanks to new borough-level vacancy information available on the website.
- **Streamlined Process:** Applicants no longer have to navigate complex vacancy guides or individual development waitlists — saving time and reducing confusion.
- **Fewer Interviews, Less Repetition:** Since applicants are considered for multiple developments within their chosen borough and apartment type, fewer interviews are needed, making the process more efficient for everyone.

Allowing Expanded Development Choice Options to Tenants

In addition to restricting applicants to a borough choice, we propose expanding the choice of developments to tenant transfers, giving them more options and control over their own choices. Generally, tenants have the options when requesting a transfer to choose from an intra-transfer, a borough option, or a choice from the Transfer Guide, which lists available options at developments with open wait lists. Not all developments are listed as their wait lists are deemed sufficient. NYCHA proposes to allow tenants to request a transfer to any development in the public housing inventory, regardless of how extensive the wait list may be. Instead of a Transfer Guide, NYCHA would publish information on its public website that provides the number of transfers and applicants waiting on the list by priority and type, the turnover and inventory, and any other information that would help them make an informed decision on whether to select a certain wait list. They would continue to have the opportunity to select an intra-project or

borough option if they so wished. The emergency transfer category would continue to be limited to a borough or city-wide choice to maximize the speed in which they may be reached.

Proposal for Development Transfer Options

1. Allow transfers the option of borough choice, city-wide choice, or development choice for any development in the public housing inventory as well as intra-development moves.
2. Continue to restrict emergency transfers to borough or city-wide choice only.
3. Allow up to two borough restrictions if on city-wide list, so effectively they can wait on three or four borough lists simultaneously (multiple borough option).
4. If borough or city-wide choice is selected, allow two offers of apartments.
5. If a development choice is selected, also allow two offers; this will avoid confusion if the tenant switches from a development or borough-wide list or vice versa.
6. For emergency transfers and reasonable accommodations, allow additional offers if the reason for refusal is based on safety reasons or if the reasonable accommodation is not met with the offer.
7. Transfer requests must be restarted after two refusals of apartment offers, unless an exception is made (exceptions include safety reasons for VAWA and needs not being met for reasonable accommodations). No one-year waiting period, but they will not receive credit for prior requests. Currently, a one-year waiting period is applied if requesting a transfer for the same reason.
8. Allow transfers to move from one individual wait list to another if they have not been reached within a year. Allow prior to one year if they are switching from a development to a borough or city-wide option.
9. Allow up to two ZIP Code exclusions for emergency transfers as per current process.

Benefits

- **More Choice and Control:** Tenants can decide where they want to move and how long they're willing to wait — giving them more say in the process and flexibility based on their needs.
- **Better Information to Make Decisions:** With access to waitlist sizes and estimated wait times, tenants can make informed choices that match their urgency and housing preferences.
- **Simplified Experience:** The process is easier to manage with fewer steps — no more navigating complex vacancy guides.
- **Faster, More Efficient Transfers:** Without the need for the Transfer Guide, NYCHA can streamline operations, helping move tenants through the system more efficiently.

III. Streamlining and Modernizing Priority Categories

A review of the wait list preferences and priorities was conducted, and a number of changes have been proposed to simplify the reasons for requesting a transfer and for admissions priorities.

Modifications to Tenant Transfer Reasons

Current TSAP Transfer Priority	Proposed Change
T0-B (Relocated tenant returning to original apartment) – New (not currently a distinct high priority)	Upgraded to higher priority since the tenant has a right to return to original apartment, with no impact on other transfers.
T0-C (Relocated back to original development) – Applies broadly to all relocations	Refined definition to apply only to relocations where tenants return to their development but not their original apartment.
T0-E (Downsizing after permanent exclusion per stipulation or hearing officer decision)	Reclassified as T1-AE , grouped with non-emergency transfers and aligned with T1-D (extremely under-occupied).
T2-B (VAWA) & T2-C (Intimidated Witnesses/Victims)	Upgraded to T0-V & T0-W to increase priority while being self-contained in their own rotation group. Moved up to same priority level as reasonable accommodation transferees.
T2-G (Traumatic Incident)	Reclassified under T0-M under Reasonable Accommodation; documentation requirements remain unchanged.
T2-H (Residing in an apartment where a family member died)	Reclassified under T0-M under Reasonable Accommodation; documentation requirements and development choice remain.
T2-I (ACS Family Unification Referral)	Eliminated due to lack of demand; if needed, it would fall under T0-M (Reasonable Accommodation).
T3-H (Move to provide healthcare to family member over 60 min. away)	Eliminated due to infrequent use; if needed, it could fall under T0-M (Reasonable Accommodation).
T4-B (Travel hardship – work over 60 min. away)	Eliminated due to infrequent use; if needed, it could fall under T0-M (Reasonable Accommodation).
T1-D, T2-A, T3-A, T4-A (Right Sizing Categories)	Merged into T1-A with subcategories (T1-AA, AB, AC, AD) for internal use/reporting but treated equally in selection.
T1-F (Move out of elderly building – No longer qualified)	Merged into Right Sizing (T1-AF) for a streamlined approach.
T3-B (Long-term friction between neighbors)	Eliminated – For serious incidents, they would be processed as T0 Emergency Transfers (Intimidated Victims) .
T4-C (Move to senior housing from general population)	Reclassified under T0-M (Reasonable Accommodation) .
Multiple Transfer Priority Levels (T0, T1, T2, T3, T4)	Simplified to T0 and T1 : T0 will now consist of emergency/high-priority requests and T1 will encompass all other requests.

Modifications to Applicant Priorities

Current TSAP Applicant Priority	Proposed Change
N1 – Intimidated Witness Applicants (Referred by DA/Prosecutorial Agency)	Upgraded to N0 if the waiting list is closed but remains open for City-Referred Applicants, aligning it with other City referrals. This affects a small number of applicants each year.
N1 – HRA DV Referrals (Domestic Violence Victims in HRA Shelters)	Upgraded to N0 , placing them on equal footing with other City-referred cases. If they move within the HRA/DHS shelter system, they retain their N0 priority.
W0 – City-Referred for DHS Only	Expanded to include ACS, HHC, HPD, HASA referrals. This reclassification allows more City-referred applicants who meet working family requirements to be considered in the selection rotation. Will include sub-categories for reporting purposes.
N0 – City-Referred Working Families	Current qualified referrals reclassified under W0 for working families, helping to reach older referrals more efficiently.