
DSS Policy Bulletin #2024-010

Date: June 24, 2024

DISTRIBUTION: ALL STAFF

**REQUESTING THE CITYFHEPS TIME LIMITED ZIP CODE-BASED
LANDLORD BONUS AND EXCEEDING THE MAXIMUM RENT FOR
AUGMENTED CITYFHEPS LOTTERY UNITS IN CURRENT**

Subtopic(s): Current, Rental Assistance

■ AUDIENCE

This procedure is for Department of Social Services (DSS), Department of Homeless Services (DHS), Human Resources Administration (HRA) and Provider staff who process CityFHEPS applications in the Current system (“Current”).

■ PURPOSE

The purpose of this policy bulletin is to give DSS/DHS/HRA and Provider staff instructions on how to perform the following actions in Current:

- Requesting the CityFHEPS Time Limited Zip Code-Based Landlord Bonus.
- Exceeding the maximum monthly rent for Augmented CityFHEPS lottery units.

■ INTRODUCTION

The NYC Department of Housing and Preservation & Development (HPD) designated certain zip codes in NYC as expanded housing opportunity areas. Since rents tend to be higher in these zip codes, CityFHEPS offers a landlord bonus of two month’s rent to landlords in these zip codes who accept a CityFHEPS voucher holder at their market rate rent. Stabilized rents already at or below the CityFHEPS maximum are not eligible for this bonus. CityFHEPS packages submitted for approval in one of the zip codes identified on the Time Limited Zip Code Based CityFHEPS Landlord Bonus (**DSS-8u**) are eligible to receive a landlord bonus in the amount of two month’s rent through June 30, 2024.

DHS clients have the unique opportunity to use CityFHEPS in units with HPD regulatory agreements. They can do this even when rent exceeds the CityFHEPS voucher amount. In certain situations, DSS will augment the CityFHEPS amount to allow the client to move to the designated unit. Augmented CityFHEPS can be available for some homeless set-aside units and can be used for some Housing Connect lottery units.

■ REQUIRED ACTION

Time Limited Zip Code Based Landlord Bonus

The following are instructions on how to request the Time Limited Zip Code Based Landlord Bonus in Current when processing a CityFHEPS application:

- In the **Special Payments** section of the **Initial Payments Screen**, select “Yes” for “Landlord Bonus.”
- Change the amount to two (2) month’s rent (the system will default to a predetermined amount).

Initial Payments Screen in Current

The screenshot displays the 'Initial Payments' screen with a 'Request Override' toggle. Under the 'Upfront Payment' section, there are fields for '# Months' (a dropdown menu) and 'Upfront Amount' (a text input field). The 'Special Payments' section contains a table with the following items:

	Yes	No	*Amount
*Prorated Rent	<input type="radio"/>	<input checked="" type="radio"/>	\$0.00
*Broker Fee	<input type="radio"/>	<input checked="" type="radio"/>	\$0.00
*Unit Hold Fee	<input type="radio"/>	<input checked="" type="radio"/>	\$0.00
*Landlord Bonus	<input checked="" type="radio"/>	<input type="radio"/>	\$0.00

At the bottom of the screen, there are 'Back', 'Cancel', and 'Next' buttons.

Note: Since Current does not perform a landlord bonus zip code check, reviewers must refer to the **DSS-8u** to verify that the tenant’s address is in an eligible zip code. If the address is not in an eligible zip code, the selection for “Landlord Bonus” in Current must be changed to “No.”

For more information on the time-limited zip code bonus, please refer to [DSS PB #2024-002](#).

Exceeding the Maximum Monthly Rent for Augmented CityFHEPS Lottery Units

The following are instructions on how to exceed the maximum monthly rent in Current when a unit is an Augmented CityFHEPS Lottery Unit:

- On the **Lease Details** screen, select “Request Override.”
- Enter the rent amount in the “Monthly Rent” field.

Lease Details Screen in Current

The screenshot shows the 'Lease Details' screen in the Current system. The user is 'Alex' and it's a 'New Application'. The 'Request Override' toggle is selected, as indicated by a red arrow. The 'Monthly Rent' field is highlighted with a red box and a callout bubble that says 'Enter the monthly rent amount.'

Lease Details Request Override

Provide the address, dates, and monthly rent information for the lease.

Property Address

Address successfully validated.

* Street Address: 999 Brooklyn Blvd
 * City: Brooklyn
 * State: New York
 * Zip: 11249

Unit

* Type: Apartment
 * Prefix: Apartment
 * Unit #: 1A
 * Room #:
 * Number of Bedrooms:
 Is the rent regulated, controlled or stabilized? Yes No

Dates & Rent

* Key Exchange Date:
 Lease Start Date:
 Lease End Date:
 * Monthly Rent: \$

Buttons: Back, Cancel, Next, Save & Exit, Submit

Note: The July 2024 release of Current will allow for staff and Providers to indicate on the **Lease Details** screen that a unit is augmented. Once that functionality becomes available and is selected, the Monthly Rent field will not have a limit.

For more information on Augmented CityFHEPS, please refer to the Augmented CityFHEPS Provider Frequently Asked Questions (**DSS-19c**) and Augmented CityFHEPS Process (**DSS-19d**).

Effective Immediately

RELATED ITEMS:

[DSS PB #2021-009](#)

[DSS PB #2024-002](#)

ATTACHMENTS:

- DSS-8u (E)** Time Limited Zip-Code Based CityFHEPS Landlord Bonus (Rev. 01/03/24)
- DSS-19c (E)** Augmented CityFHEPS Provider Frequently Asked Questions (FAQ) (Rev. 11/07/2022)
- DSS-19d (E)** Augmented CityFHEPS Process (Rev. 11/07/2022)

Time Limited Zip-Code Based CityFHEPS Landlord Bonus

HPD has designated certain zip codes in NYC as expanded housing opportunity zip codes. Because rents tend to be higher in these zip codes, CityFHEPS is now offering a landlord bonus of two month's rent to landlords who successfully lease a unit to a CityFHEPS voucher holder.

This bonus will be offered through 6/30/2024.

The bonus can be applied to moves in the following zip codes:

CityFHEPS Landlord Bonus Zip Codes	
Brooklyn	11204, 11209, 11211, 11214, 11215, 11217, 11218, 11219, 11220, 11222, 11223, 11224, 11228, 11229, 11230, 11231, 11232, 11234, 11238
Bronx	10461, 10462, 10463, 10464, 10465, 10471
Manhattan	10001, 10003, 10004, 10005, 10006, 10007, 10010, 10011, 10012, 10013, 10014, 10016, 10017, 10018, 10019, 10020, 10021, 10022, 10023, 10024, 10025, 10026, 10028, 10033, 10034, 10036, 10038, 10040, 10044, 10065, 10069, 10075, 10103, 10110, 10111, 10112, 10115, 10119, 10128, 10152, 10153, 10154, 10162, 10165, 10167, 10168, 10169, 10170, 10171, 10172, 10173, 10174, 10177, 10199, 10271, 10278, 10279, 10280, 10282
Queens	11004, 11005, 11103, 11104, 11105, 11109, 11351, 11354, 11355, 11356, 11357, 11358, 11359, 11360, 11361, 11362, 11363, 11364, 11365, 11366, 11367, 11373, 11374, 11375, 11377, 11378, 11379, 11411, 11412, 11413, 11414, 11415, 11422, 11425, 11426, 11427, 11432, 11694, 11697
Staten Island	10304, 10305, 10306, 10307, 10308, 10309, 10312, 10314

AUGMENTED CITYFHEPS PROVIDER FREQUENTLY ASKED QUESTIONS (FAQ)

What is Augmented CityFHEPS?

DHS clients have the unique opportunity to use CityFHEPS in units with HPD regulatory agreements. They can do this even when rent exceeds the CityFHEPS voucher amount. In certain situations, DSS will augment the CityFHEPS amount to allow the client to move to the designated unit. Augmented CityFHEPS can be available for some homeless set-aside units. It can also now be used for some Housing Connect lottery units.

It is critical that you work with your CityFHEPS eligible client to register households in Housing Connect and apply for lotteries in addition to the homeless set aside HHA process.

Consistent with the goals of [Housing our Neighbors: A New York City Blueprint for Housing and Homelessness](#), we encourage clients to apply to all units that are well-suited to meeting their needs, and in which they would like to live. Even if it appears they do not meet the qualifications, they should still apply.

Clients that either have a CityFHEPS shopping letter or meet CityFHEPS income criteria and have the potential to be vouchered should apply for all lottery units in which they are interested, regardless of income criteria.

Find detailed Housing Connect instructions here:

<https://www.nyc.gov/assets/hpd/downloads/pdfs/services/housing-connect-guidebook.pdf>

Please Note:

- The pool of units in the lottery is larger than just the homeless set-asides. Applying to more lotteries means more opportunities for moveouts.
- Likelihood of winning a lottery unit is higher if the household meets any of the preferences, such as having a disability or being a city employee.

Process for Augmented CityFHEPS for lottery units with rents above payment standards:

1. Client applies for unit through Housing Connect.
2. Client is selected to be considered for the unit.
 - a. Landlord asks for income certification, CityFHEPS letter, and copy of shelter residency letter if rent is above standard CityFHEPS standards.
 - If client does not have a CityFHEPS letter at this time, client shows shelter staff the Housing Connect communication. This constitutes proof of lottery selection to receive a CityFHEPS letter. Note that the client must meet core CityFHEPS eligibility requirements, including income limits and having a documented satisfactory immigration status, if applicable.
 - b. The voucher letter (forms **DSS-7** or **DSS-7b**) **AND** residency letter indicate to the landlord that the client can receive augmented CityFHEPS.
3. Landlord provides shelter with Augmented CityFHEPS Cover Sheet with the CityFHEPS package.
 - a. This cover sheet verifies that the unit is a HPD lottery unit. HPD issues these letters to Landlords at the beginning of lottery process.
4. Shelter processes CityFHEPS package, attaching Augmented CityFHEPS cover sheet.
5. Lease up follows traditional CityFHEPS process for shelter clients.
6. Augmented CityFHEPS approval notices (**DSS-19** and **DSS-19a**) issued to landlord and tenant.

AUGMENTED CITYFHEPS PROCESS

For lottery units with rents above CityFHEPS payment standards

1. Client applies for unit through Housing Connect.
2. Client is selected to be considered for the unit.
 - a. Landlord asks for income certification, CityFHEPS letter, and copy of shelter residency letter if rent is above standard CityFHEPS standards.
 - If client does not have a CityFHEPS letter at this time, client shows shelter staff the Housing Connect communication. This constitutes proof of lottery selection to receive a CityFHEPS letter. Note that the client must meet core CityFHEPS eligibility requirements, including income limits and having a documented satisfactory immigration status, if applicable.
 - b. The voucher letter (forms **DSS-7** or **DSS-7b**) **AND** residency letter indicate to the landlord that the client can receive augmented CityFHEPS.
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