Build it Back
Temporary Disaster Assistance Program (TDAP)
Program Description

The New York City Department of Housing Preservation and Development (HPD) will administer a Temporary Disaster Assistance Program (TDAP) for eligible low-income NYC residents impacted by Hurricane Sandy. The program, funded by Community Development Block Grant-Disaster Recovery (CDBG-DR) funds, will have some, but not all of the features of HPD’s Housing Choice Voucher (HCV) program. Eligible households will contribute approximately 30% of household income towards the rent. HPD will pay the difference in rental costs directly to the landlord. Total rent costs including allowances for any tenant-paid utilities cannot exceed 110% of the HUD-determined Fair Market Rent (FMR) for New York City. The maximum period of TDAP rental assistance will be twenty-four months subject to funding availability and compliance with all program requirements. Housing units assisted through TDAP must meet HPD’s Housing Quality Standards (HQS) and must have reasonable rents as determined by HPD.

In addition to the standard TDAP, HPD may also run a similar program funded by private funds, TDAP-Private. Program requirements and processes will be the same for both programs. A primary difference is the source of funds. TDAP-Private will also have more flexible eligibility requirements regarding social security number documentation and citizenship requirements. The requirements outlined below cover both programs unless otherwise noted in parentheses.

HPD may provide TDAP rental assistance only to those households who meet all of the following criteria:
1. NYC residents prior to Hurricane Sandy who were and remain displaced as a result of Hurricane Sandy;
2. Have very low-income - at or below 50% of NYC Area Median Income;
3. Are not eligible to receive assistance under the Disaster Housing Assistance Program - DHAP or do not currently receive other housing subsidy;
4. Have not rejected public housing assistance or declined a Section 8 voucher after April 1, 2013;
5. Have been referred by DHS, HRO or HPD and had initial eligibility determined by HPD’s Office of Asset and Property Management – APM; and
6. Have no household member who is a lifetime registered sex offender

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Landlord Frequently Asked Questions

What is the HPD TDAP Coupon?
The TDAP Coupon is the document that HPD provides applicants who have been offered TDAP rental assistance. It has the name of the Head of the Household and serves as a document of their eligibility in the program and the size of the apartment for which they have been approved by HPD. It serves the same purpose as the Section 8 Voucher.

My tenant or prospective tenant has a TDAP Coupon. When do I start getting paid?
Once an existing or prospective tenant has a Coupon four critical steps must be undertaken in the following order, in order to start payments:
1. The landlord must submit a completed TDAP Landlord Package to HPD.
2. HPD will then register the landlord and unit in our system, and determine whether the proposed rent is reasonable. Rents must be deemed reasonable.
3. HPD will then conduct a mandatory Housing Quality Standards (HQS) inspection of the unit. The unit must pass inspection.
4. Finally, HPD will generate a TDAP Rental Assistance Contract, which the landlord must sign and promptly return to HPD, along with an executed lease with a lease term that matches the TDAP Rental Assistance Contract dates.
Once all four steps are completed, payments will begin, and will continue for up to 24 months as long as all parties remain in compliance with program and eligibility requirements.

How do I obtain a Landlord Package? What does it include?
Landlords receive Landlord Packages directly from prospective TDAP tenants who want to reside in their units. The Landlord Package includes detailed instructions and several forms and supporting documents that must be completed and returned. Completed Landlord Packages should be submitted directly by the landlord to HPD as soon as possible and must include:
- Copies of unsigned proposed lease
- IRS issued Tax ID Verification
- Copy of recorded deed to the property
- Certificate of Occupancy (if structure is new)
- If rent stabilized or rent controlled, DHCR Annual Registration
- Rent reasonableness documentation
- Regulatory Agreement (if applicable)
- Lead Based Paint Disclosure Form
- Completed Request for Unit Approval

What if I need help filling out the Landlord Package?
The Landlord Package includes information on the above components and directions on how to return your completed package to HPD. However, if additional questions arise or you need assistance, please call us at: (917) 286-2400 or visit our Client Services office. Appointments are welcomed.

What are TDAP Payment Standards?
The TDAP program subsidizes housing costs so that low-income families can pay an affordable percentage of their monthly adjusted income towards rent. The Payment Standard is the maximum subsidy amount.

The Payment Standards for HPD TDAP are 110% of FMR effective October 1, 2012:

<table>
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<th>Unit Type</th>
<th>1BR</th>
<th>2BR</th>
<th>3BR</th>
<th>4BR</th>
<th>5BR</th>
<th>6BR</th>
<th>7BR</th>
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<td>$1367</td>
<td>$1621</td>
<td>$2085</td>
<td>$2336</td>
<td>$2687</td>
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</table>

How is rent approved or determined “reasonable”?
The rent landlords charge for a TDAP subsidized unit can never be more than rents charged for comparable unsubsidized (market rate) units within the development or in the vicinity. After a landlord submits a landlord package, HPD will review the requested contract rent to determine if the requested rent is reasonable.

Rent reasonableness is determined on a case-by-case basis. HPD’s Owner Services Unit will compare proposed rents to the rents currently charged for similar sized units within the same building, or by other landlords for comparable units in the vicinity. HPD will take into consideration unit type, amenities included in rent (e.g., balconies, on-site laundry), location, overall condition, as well as any recent renovations made to the assisted or comparable units. If the unit’s gross rent (rent plus utilities) is equal to or below the Payment Standard, the family’s contribution is based on 30% of their income, and HPD subsidizes the balance. If the unit’s gross rent exceeds the Payment Standard, the family must make up the difference. HPD encourages families to find rental units that are affordable based on their income.

What happens if my proposed rent is not approved?
If the contract rent that you’ve proposed is determined to be unreasonable, HPD staff will notify you of this in writing and instruct you on what you should do to revise the request.
How is the effective date of the TDAP Rental Assistance Contract determined?
The Rental Assistance Contracts will be generated and sent to a landlord after HPD has approved the rent and landlord package, the unit has passed HQS inspection, and the Coupon has been issued to the tenant. The effective date of a Rental Assistance Contract will be at least two weeks after the contract generation date and will be on either the 1st or 15th of the month.

If a Rental Assistance Contract is not signed and returned, along with a matching executed lease, to HPD within 30 days of issuance, the effective date of subsidy may be delayed, or the contract may be deemed void by HPD. The sooner the executed Rental Assistance Contract and matching lease are returned to HPD, the sooner subsidy payments will start.

Can I charge tenants more than the contract rent?
TDAP assisted tenants must pay only the amount authorized by HPD. Any amount paid by a participant other than the HPD-authorized amount is considered an unauthorized side payment. Unauthorized side payments are grounds for termination of the Rental Assistance Contract and may adversely affect the landlord’s ability to participate in the program in the future.

HPD may authorize participants to make additional payments to the landlord for additional services or amenities, such as parking spaces or appliances (other than range and refrigerator), however, any side payment agreement between the participant and landlord, for items not included in the lease, must be made in writing, and pre-approved by HPD.

Can I move TDAP tenants from one of my units to another?
Tenants may not move while being subsidized with TDAP, even within the same development. Please contact HPD to discuss any hazardous or emergency conditions that would require a transfer. Moving tenants without official HPD approval may result in a loss of subsidy.

Who do landlords contact with questions?
If you have any related questions, please contact HPD at 917-286-4300 Monday through Friday, between the hours of 9:00 AM and 5:00 PM, please listen to the menu options and select the option most relevant to your question. You may also visit our office at 100 Gold Street, Room 1-0, Monday through Friday between 9:00 AM and 4:00 PM. A valid photo ID is required to gain entry to the building. Drop-ins are welcome but to minimize wait times, please call us to schedule an appointment.