



Broadway Housing Communities

Broadway Housing Communities - Sugar Hill Housing Lottery Informational Guide

Broadway Housing Communities is committed to providing affordable housing in the historic Sugar Hill district in Upper Manhattan and is offering the opportunity for community residents to rent apartments in the new Sugar Hill Apartments development currently under construction at 404-415 West 155th Street.

This guide provides local schools and community-based organizations with information for membership and constituents about the housing opportunities at the Sugar Hill Apartments and the lottery process for obtaining an apartment.

The Sugar Hill Apartments building is being developed by Broadway Housing Communities (BHC), a nonprofit organization with a 30-year history of providing affordable housing, early education and cultural arts programs in West Harlem and Washington Heights.

The mixed-use Sugar Hill development will include **124 affordable rental apartments**, with 25 units set aside for homeless households and 1 for a superintendent.

The remaining 98 affordable apartments — studios, one-, two- and three-bedroom units — are reserved for individuals and families with incomes at 30%, 50% 60% and 80% of AMI (area median income). Community residents, persons with visual/mobile disabilities and NYC municipal employees will receive a certain percentage of the available units. Residential occupancy is expected to begin in the spring of 2014.

The only way to apply for an affordable apartment at Sugar Hill is to enter a housing lottery administered by the City of New York. Applicants can **submit an application for the lottery through the City's new online housing portal Housing Connect**.

HOUSING CONNECT

NYC Housing Connect (www.nyc.gov/housingconnect) is a website portal where New York City residents can search and apply for affordable housing opportunities throughout the five boroughs.

On the NYC Housing Connect website the applicant can:

- Learn how to apply for affordable housing in New York City.
- View current and upcoming housing opportunities.
- Start, save, and complete an application for their household.
- Apply to housing options for which they may qualify.

Applying and qualifying for affordable housing can be a long process, and **applicants are not guaranteed to receive housing**.

Households applying must not only qualify with detailed criteria, but must also be **selected at random through a lottery**. Preferences noted in the advertisement for the lottery will be given first consideration. A copy of the advertisement for the Sugar Hill Apartments is included in this packet and will also be available online during the application process.

NYC Housing Connect aims to simplify the application process; however, due to the high volume of applicants, Broadway Housing Communities cannot offer individualized counseling on the application process.

NYC Housing Connect is a service provided by the City of New York through the Department of Housing Preservation and Development (HPD) and the Housing Development Corporation (HDC). The City of New York does not directly rent or sell housing. They work with private companies or nonprofit developers like BHC to create and market affordable housing.

Before fielding inquiries and assisting interested community residents with their online application, please carefully read all the application instructions. **No payment should be charged in connection with the preparation or filing of a lottery application.**

Step-by-Step: How to Apply

ON LINE

Please review these instructions before applying. To apply online, the applicant must:

1. **Register for NYC Housing Connect.**

The applicant will need to provide a *valid email address* and *basic contact information* to register on NYC Housing Connect. This information can be updated at any time. Only one account should be created per household.

2. **Complete Household Information.**

Applicant will be asked to provide *detailed employment and income information for themselves and all household members*. Once an application is started, the applicant may save and return to it at anytime. The applicant must complete all required fields in order to submit an application.

3. **Apply.**

To apply, *click "Submit"* for any property currently accepting applications for which the applicant appears to qualify. **The applicant will not be allowed to submit more than one application for each property.** Be sure the applicant completes and submits their application by the posted deadline date. The applicant may confirm that they submitted an application by reviewing their *Application Status*. See below.

4. **Track Application History.**

The applicant will only be contacted if their application is randomly selected. Please note: due to the high volume of applications submitted, not all applicants for every project will be contacted. Applicants may view all projects for which they have applied on the *Housing List* (found in the *Search* tab) to see if the application period for that property is open or closed.

BY MAIL

To **request an application** by mail, mail a 66¢ self-addressed stamped envelope to:

Sugar Hill Apartments
c/o Broadway Housing Communities
10 Fort Washington Avenue, PH
New York, NY 10032

A **paper application may also be downloaded** from BHC's website at www.bhc.org.

All **paper applications must be submitted by regular mail only** (priority, certified registered, express, overnight or oversized mail will NOT be accepted) **to the post office box number listed on the application**, and must be postmarked by the deadline to apply.

Please note: **Only one (1) application per household** may be submitted. The applicant **may NOT submit a paper application and an online application. Duplicate Applications will result in disqualification.** The chances of being selected in a lottery are the same, whether you choose to apply online or by mail.

Tips for Applying

DO	DON'T
<ul style="list-style-type: none">• DO complete an application to the best of your knowledge. False or incomplete information may result in disqualification;• DO monitor your online status.• DO prepare interview paperwork ahead of time. This includes state ID, Social Security cards, pay stubs, tax returns, proof of address, and income/asset documentation.	<ul style="list-style-type: none">• DO NOT send in more than one application per project.• DO NOT falsify information.• DO NOT contact HPD or Broadway Housing Communities directly. <p>Due to high volume of applications, we are not equipped to answer individual questions.</p>

Income Eligibility

All income sources for *all* household members should be listed on the application. In general, gross income is calculated for most applicants, except that net income is analyzed for self-employed applicants. Net business income from current and prior years is considered for self-employed applicants, and such applicants must have at least two (2) to three (3) complete years in the same self-employed field. Furthermore, please note that all sources of income must be able to be documented and verified. If an application is selected for further processing the applicant will be contacted, via the method selected on the application (email or paper mail), with a list of such documentation that they will need to provide at during the income verification stage of the interview process.

Other Eligibility Factors

In addition to the income requirements, other eligibility factors will be applied. These include, but are not limited to:

- Credit History
- Housing History
- Criminal Background Checks
- Home Visit

Continuing Need for Housing Assistance

Applicants to HPD housing programs must demonstrate a continuing need for housing assistance through an analysis of their assets and recent income history. For example, applicants may not have more than \$250,000 in total household assets (excluding specifically designated retirement accounts such as IRAs and 401Ks). This restriction does not apply to units with income limits above 60% AMI.

Residency Preference

There is a general preference in the lottery for current New York City residents. Households outside of New York City are free to apply, but their applications will be assigned a low priority and processed only after all NYC resident applicants.

Submission of False or Incomplete Information

Applicants should be aware that this is a governmentally assisted housing program. The submission of false or knowingly incomplete information (either in this application or in any subsequently provided verification documents) will not only result in an applicant's disqualification, but will be forwarded to the appropriate authorities for further action - including the possibility of criminal prosecution. All paperwork and documents submitted by applicants are subject to review by the New York City Department of Investigation, a fully empowered law enforcement agency of the City of New York.

Preferences

All applicants, regardless of preference, must meet the income, employment, and other eligibility criteria set for each property for which they are applying.

Preference is given to applicants that meet one or more of the following criteria:

1. **Persons with Mobility, Hearing, and/or Vision Impairments**
Federal disability statutes give preference to five percent (5%) of units for households applicants with a household member who has mobility impairment. Another two percent (2%) of units receive preference for households with a household member who has a hearing or visual impairment.
2. **Community District Nine Residents (CD9)**
Current residents of the community district nine (9) in which the property is located receive a preference for fifty percent (50%) of the units. The community preference was established to provide greater housing opportunities for long-time residents of New York City neighborhoods where HPD has made a significant investment in housing. To find what community board district you live in, visit: <http://www.nyc.gov/html/cau/html/cb/cb.shtml>.
3. **Municipal Employees**
The City recognizes that many New York City municipal employees are required to live within the five boroughs and can often find it very difficult to obtain affordable housing. The municipal preference makes five percent (5%) of the units in HPD- or HDC-financed developments available to current municipal employee. Nearly all New York City employees are eligible for the preference. For a list of eligible Agencies, visit: <http://www.nyc.gov/html/hpd/html/apartment/fags-municipal-employees.shtml#agencies>. Employees will be screened to ensure that no conflict of interest exists. If you are unsure whether you may have a conflict of interest, check with your agency.