

**Legal Alert: Application Portal Opens for ERAP Program at 9:00 a.m. on Tuesday, June 1, 2021  
May 28, 2021**

Applications can be filed through the New York State Office of Temporary and Disability Assistance ("OTDA") starting at 9:00 A.M. on Tuesday, June 1, 2021. We have previously provided you with detailed information concerning the Program. This Alert contains additional information which we believe will be helpful for you and your tenants to navigate the process.

**Flyers have been made available by OTDA that we recommend you post in your buildings and/or on social media:**

- General: <https://otda.ny.gov/programs/emergency-rental-assistance/ERAP-Flyer-OTDA.pdf>
- Customizable: <https://otda.ny.gov/programs/emergency-rental-assistance/ERAP-Flyer-CBO.docx>
- Social Media: <https://otda.ny.gov/programs/emergency-rental-assistance/social-media.asp>

**Application process:**

- Checklist for Landlords can be found at: <https://otda.ny.gov/programs/emergency-rental-assistance/Landlord-Checklist.pdf>
- Landlords cannot submit the application on behalf of a tenant. Although a landlord can start the application, both the landlord and tenant will have to complete and sign their respective sections of the application.
- The personal information for each party will not be accessible by the other party. That would include bank account information, social security numbers, etc.
- Once a determination is made, an award letter will be sent to both the landlord and the tenant. However, applications can be tracked on line.

**Assistance in navigating the application process:**

- The State has set up a telephone hotline at 844-691-7368.
- Tenants can reach out to tenant legal service providers.
- There are community organizations in each borough:
  - **The Bronx:**
    - Bronx Works: 646-393-4000
    - Neighborhood Association for Intercultural Affairs Inc: 718-866-0038
  - **Brooklyn:**
    - Black Veterans for Justice Inc: 718- 852-6004
    - Good Shepherd Services: 212-243-7070
    - Metropolitan Council on Jewish Poverty: Rent relief hotline 929-292-9480
    - RiseBoro Community Partnership: Rent relief hotline 718-547-2800
  - **Manhattan:**
    - Catholic Charities Community Services: Rent relief hotline 888-744-7900
    - University Settlement: 212-453-4500
  - **Queens:**
    - Korean Community Service of Metropolitan New York Inc.: Rent relief hotline 646-248-6602
    - RiseBoro Community Partnership - Rent relief hotline: 718-547-2800
    - Catholic Charities Neighborhood Services: 718-722-6001
  - **Staten Island:**
    - Project Hospitality: Rent relief hotline: 929-724-5360

- OTDA has put You Tube videos on their website to assist in the application process:

[Understanding the Emergency Rental Assistance Program Requirements and Applying for Funding - YouTube](#)

[Understanding the Landlord Portal for the Emergency Rental Assistance Program - YouTube](#)

[Using the Tenant Application and Uploading Documents for the Emergency Rental Assistance Program - YouTube](#)

#### **Effect of Other Forms of Rental Assistance:**

- Tenants can apply for rental assistance through other programs, however, it cannot be for the same period they are seeking assistance through the Emergency Rental Assistance Program ("ERAP").
- If Tenants apply for rental assistance through other programs, they are obligated to report that information to ERAP.
- Income from ERAP will not count as income for purposes of eligibility for public assistance. Tenants may apply for assistance in paying their portion of the rent as ERAP will pay the difference between the monthly rent and what is paid by public assistance.
- The City of Yonkers, the towns of Hempstead, Islip and Oyster Bay, as well as the City of Rochester and Monroe and Onondaga counties received funding for emergency rental assistance directly from the federal government and have opted to administer their own programs. Therefore, tenants will be ineligible to apply for assistance through ERAP and will need to apply to those local programs. Information regarding these programs can be found through the following links:
  - **City of Yonkers and Town of Oyster Bay:** At this time applications have not been launched. As soon as we receive information concerning these programs, we shall forward same on to you.
  - **Town of Hempstead:** <https://www.lihp.org/herapintake.html>
  - **Town of Islip:** <https://islipny.gov/town-news/covid-19/1111-town-of-islip-emergency-rental-assistance-progaram>
  - **Rochester & Monroe County:** <https://www.monroecounty.gov/hs-rental-assist>
  - **Onondaga County:** <https://ongovrenthelp.com/>

#### **Landlords Refusal to Accept ERAP Payments:**

- Refusing to accept payments for unpaid rent obtained through the Emergency Rental Assistance Program, and at the same time attempting to collect any portion of the covered amount directly from the tenant, may result in the landlord being held liable for source of income discrimination.

#### **Assistance in Paying Utilities:**

- In New York City a tenant cannot apply for assistance in paying utilities only. They must be eligible for rental assistance in order to be eligible for assistance with their utility bills.
- Tenants outside of New York City should check the New York State Office of Temporary and Disability Assistance website to determine if they are eligible for utility assistance only.

We will continue to keep you updated on any new information we receive concerning the Emergency Rental Assistance Program.