

# EMERGENCY RENTAL ASSISTANCE GRANTS (ONE-SHOT DEALS)



## WHAT IS A ONE-SHOT DEAL?

A request for emergency assistance to meet an urgent need of low-income New Yorkers. This assistance can be used to cover a number of situations. One of the most common uses of the one-shot deal is for rental assistance to prevent or forestall an eviction.

## WHAT DO I NEED TO APPLY FOR A RENT OR MORTGAGE RELATED ONE-SHOT DEAL?

- If there is a court action, copies of any stipulations or court orders  
*\* HRA does not require that you have a case in Housing Court.*
- You must submit an application for Cash Assistance, indicating that it is only for emergency assistance (see **How to Apply** section below)  
*\*You do not have to be a Public Assistance recipient to receive a one-shot deal.*
- Rent demand, bills or letters from the landlord that show monthly rent breakdown and rent owed
- Documentation of current income for all members of the household
- Birth certificate or social security card and a photo ID for each adult in the household (required under federal/state law)
- Documentation of third-party commitments to help with the rent if necessary  
*\*A family member or friend may agree to help you. They will need to sign that promise.*
- Lease (in the applicant's name)
- Co-ops, condos, mortgages, and property taxes are eligible (Liens will be required on applicable properties as a condition of eligibility)

## WHAT ARE SOME THINGS THAT HRA CONSIDERS WHEN REVIEWING AN APPLICATION?

- The need for assistance and related documentation (i.e. COVID-19 job loss)
- Utilization of available resources to avoid arrears
- Affordability of housing
- Consideration of any special at-risk factors such as disability
- A viable future plan to pay rent going forward

## HOW LONG DOES IT TAKE FOR APPROVAL?

Depending on the urgency of the case, it can take 30-45 days to receive a decision once all documents have been submitted; but a determination will be made in advance of a payment date specified in a court stipulation/order. If you do not receive a decision after 30-45 days or before a pay date, you can check case status on ACCESS HRA or call HRA InfoLine for information at **718-557-1399**.

## HOW IS THE GRANT ISSUED?

Checks are issued directly to the landlord or Housing Court, where applicable.

## WILL I HAVE TO REPAY?

Under state law, most people will have to pay HRA back at least some of the money, though clients receiving SSI are not required to repay emergency grants and certain kinds of arrears do not have to be repaid.

As part of the application process, if rent arrears are identified, clients are asked to sign a State-required repayment agreement at the time of application in ACCESS HRA. The determination notice will inform you whether or not the grant must be repaid under State law.

## WHAT IF I RECEIVED A ONE-SHOT DEAL IN THE PAST?

You may apply for a one-shot deal even if you have had one in the past. If you had a one-shot deal that you did not pay back, you may have trouble getting another one. If you made payments, you will have a better chance. You will need to show HRA new reasons for falling behind.

## FOR MORE INFORMATION

HRA InfoLine  
716-557-1399

Housing Court Answers  
[www.housingcourtanswers.org](http://www.housingcourtanswers.org)

## HOW TO APPLY USING ACCESS HRA

You can apply for a one-shot deal through the Cash Assistance application portal on ACCESS HRA. We do ask questions during the online application process in order to make sure that an emergency grant is not needed to ensure your financial security. Therefore, every ACCESS HRA Cash Assistance application starts with a series of emergency indicator questions.

**To apply for a one-time emergency grant (one shot deal), you will need to take the following steps:**

1. Visit **ACCESS HRA** and **log-in**
2. Select the **'Benefits'** link from the menu options on the homepage
3. Select **'Start a New Application'**
4. Select the **'Cash Assistance'** option in the **'Select Application'** page
5. Identify any applicable emergency indicators and click **'Next'**
6. Select the type of benefits you would like to apply for. The three options are: Cash Assistance, One Shot Deal, or Child Care without Cash Assistance (CILOCA)
7. Complete and submit the application
8. Follow instructions in the ACCESS HRA confirmation page and submit required documents using the ACCESS HRA Mobile App

**Clients with an active Cash Assistance case can submit a special grant request for rent arrears via ACCESS HRA. To submit a Cash Assistance Special Grant Request, clients will need to:**

1. Visit **ACCESS HRA** and **log-in**
2. Enter identifying information to **'Find My Case'** and link to your HRA case
3. Select **'View Case'** in the ACCESS HRA user home page
4. Select **'Request Special Grant,'** located on the left-hand side
5. Identify the special grant you are requesting, complete the request and submit
6. Follow instructions in confirmation and submit required documents using the ACCESS HRA Mobile App

# MONEY FOR RENT

Emergency Rental Vouchers For Tenants Who Lost Income  
During COVID-19 Are Now Available!

**MUST APPLY BY**

**Did You Lose Income Between April 1 and  
July 31, 2020? If So, You Are Likely Eligible.  
Even if you don't owe any back rent, the  
voucher can be used for future rent payments.**

Download an application here: [hcr.ny.gov/rrp](https://hcr.ny.gov/rrp)

Tenants can call the COVID Rent Relief Program Call Center for  
assistance from Monday through Friday, 8:30 a.m. until 5 p.m. at  
1-833-499-0318 or email at [covidrentrelief@hcr.ny.gov](mailto:covidrentrelief@hcr.ny.gov)

**Previous Applicants Do Not Need To Reapply.**



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Community Housing Improvement Program NYC