

**DAS/HASA tenants'
guide to organizing**

*DAS Tenants Organizing Handbook

Brought to you by the **NYC AIDS Housing Network**

Contents

1. Introduction.....	pg3
Why organize a tenants council?	
2. How to organize your tenant council.....	pg5
Outreach	
Plan a meeting	
Choosing Your Tenant Council Structure	
3. Your first steps to organizing.....	pg9
Finding out who the owner is	
Put your complaints into writing	
Negotiate with the owner	
How might the owner act	
4. Going to Housing Court.....	pg13
5. Problems with DAS.....	pg14
6. Joining the Larger Movement.....	pg15
7. Glossary of terms.....	pg17
8. Resources.....	pg 18

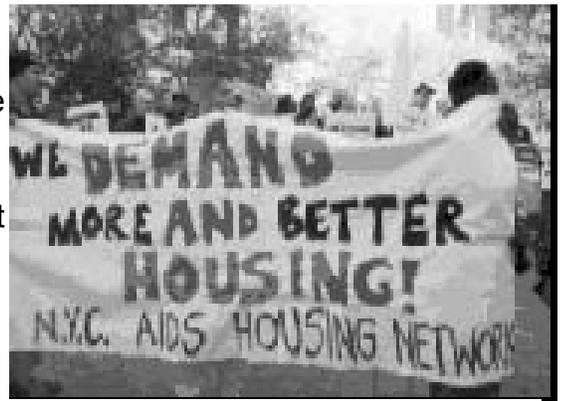
I n t r o d u c t i o n

The purpose of this manual is to help you with organizing with the other tenants in your supportive housing building, SRO Hotel, or independent apartment building. It is important because low-income PWA's ALWAYS have housing problems. Whether it is because of slumlords, lazy caseworkers, a bureaucratic DAS system, greedy SRO owners or other people who do not care about your well being- it is time for us to act up and fight back! Organizing is key to defend, assert, and expand your rights! Without organizing, these conditions will never change!

YOU HAVE THE RIGHT TO ORGANIZE!

The history of the tenant's movement and AIDS movement has shown that the most powerful way to organize is to stand together in large numbers and take collective action against injustice.

For example, in the summer of 2000, the NYC AIDS Housing Network (NYCAHN) was flooded with calls from DAS clients being denied their emergency housing. This was a flagrant violation of Local Law 49. NYCAHN responded by forming the DASIS Human Rights Watch campaign. Everynight DASIS Watch volunteers stood in front of what was formerly called "DASIS" centers to keep watch on how many people were not getting housed. They performed on the spot advocacy for those who were denied housing, creating a big pain for DASIS. The idea of DASIS Watch quickly spread to other agencies and was a favorite in the media, pushing the issue to every major news outlet in the city. NYCAHN along with other groups took them to court in the landmark Hannah vs.



An emergency housing rally.

Turner case, winning that and its appeal. Now, the city almost always gives their emergency placements to DAS clients, and now for at least 28 days. ORGANIZING WORKS!

YOU HAVE THE LEGAL RIGHT TO ORGANIZE!

It also has been done!

Many supportive housing providers ALREADY HAVE active tenant councils! They have real power! So can you!

WHY ORGANIZE A TENANTS COUNCIL?

One tenant by oneself does not wage much power against a landlord (or management). However, all of the tenants standing together is powerful and can change things. A useful way to achieve your goals is to start a tenant's council.

It is also a great way to get information from other people, get to know your neighbors, meet new friends and to build a sense of community.

WHAT ISSUES CAN WE ORGANIZE AROUND?

There are many problems that DAS tenants face! Here are a few examples that might be applicable to you and your building.

-The government has just announced a huge cutback on DAS, and affordable housing.

-Health violations

For DAS/HASA tenants, this includes: no refrigerator, no elevator if you live above the fourth floor, no clean sheets, rat and cockroach infested facilities.

-A general uncleanliness in the building, the shared bathrooms, shared kitchen, dining area, common area, etc.

-The owner is discriminating against tenants, violating HIV related confidentiality, treating people with disrespect, etc.

-The manager is entering apartments without notice.

-There is poor garbage collection. There are not enough garbage cans for the number of apartments in the building.

-General maintenance and repairs. Things do not get fixed or one has to wait a long time before it gets fixed.

-Security is loose. The front door is not adequately and securely locked. There is no proper lighting outside the building, in the hallways, in the elevator, in the back alley, etc. The elevator does not have a mirror giving tenants visual access to its blind corner.

DAS tenants have gone through a lot! You are survivors, both of the virus and of the bureaucracy of the DAS system! When it's time to be at home, there is no need for the extra stress of being in unsuitable condition. So it's time to get together and collectively kick some ass!

How to organize your tenant council

Outreach:

- 1). Find out some of the common problems that you and your neighbors have. The best way to do this is to knock on people's doors and ask them. Or, when you see them by the mailboxes, in the hallway, if you have a group with them, in the dining hall, etc.
- 2). Ask them if they have the same problems as you. What were their responses from management or the owner? Were they positive or negative? Ask your neighbors if they think the conditions of the building should be improved and if they want to participate in a meeting with other tenants to discuss what can be done. If they are interested in having a meeting, ask them what day of the week is most convenient to have this meeting.
- 3). Compile a list of issues that come up. Keep a list of names and numbers from the people that you talked to so you can keep in contact with them later. As you speak to each person, try to get them involved with the organizing process. Ask an interested person to do some outreach on another floor, pass out flyers, set up the meeting space or whatever task you can think of that needs to be done.
- 4). Make a note of what people say they will do and follow up with them. This is important because it builds commitment to the organizing effort. Because nothing can be accomplished without people power, and all the tenants should be involved on all levels!

Plan a meeting:

WHO? Call those interested neighbors that you marked on your list who wanted to get more involved. This is your first organizing group.

- 1). Together you will set up the agenda of the meeting, make the fliers, pass them out, do more outreach and do the things required to set up the first meeting. REMEMBER! The more people that are planning the first meeting, the BETTER. This is because you have more people to bring their friends to the meeting and more people to spread the word.
- 2). At the first meeting, the group should elect a facilitator. The facilitator has two main parts to their job. The first is to keep a running tab of whose turn it is to speak (and the people who want to speak must raise their hands). The second is guiding the conversation through the agenda.

WHEN? Try to hold a meeting as quickly as possible. Try to think of a time when most people are at home. When you talked to your neighbors, what day was the most common day that people were free? Some times that are convenient could be after dinner or Sunday afternoons.

WHERE? The meeting could be in someone's apartment or a common room of the building. If, for some reason, you cannot hold a meeting inside the building, you can see if a nearby church, community space or school will allow your group to meet there. You could also have your meeting at the **NYC AIDS Housing Network**- call toll free 1 (877) 615 2217 to reserve a space.

HOW? Make up a flier (handwritten notice is fine) to let the tenants know about the meeting. Include the PURPOSE of the meeting, the DATE, the TIME and the LOCATION.

- ☐ You can also use the computers and copying machine at the **NYC AIDS Housing Network** if this will help you.
- ☐ POST the flier in key places around the building- the lobby, common areas, the elevator, stair case, mailboxes, and laundry room. Don't be surprised if the fliers mysteriously disappear. An effective way to get the information out is to slip the fliers underneath everybody's door or also to put them in everyone's mailbox.
- ☐ It is extremely helpful, a day or so before the meeting, to knock on people's doors to remind them about the meeting.

Materials:

- ☐ Prepare a sign in sheet for the first meeting. Include on it the date of the meeting, and provide columns for names, apartment, telephone #'s.
- ☐ Bring paper and pens to the meeting. (ask the **NYC AIDS Housing Network** for some if you don't have any)

At the first meeting:

- *Have the sign in sheet at the door.
- *Get a note taker to take minutes of the meeting. This is important to keep accurate records for the association as well as to publish for people who were not able to come to the meeting.

Here is a usual run down for an agenda:

1) Introductions-

How was this meeting called?
 Have everyone with their names and apartment #'s.

2) List of problems:

Ask the tenants what they see as problems in the building. If the group is meeting because of a crises: i.e. there has been no heat or hot water for a period of time, clearly that is your starting off point.

- ☐ Remember to focus on building-wide problems.
- ☐ Prioritize the building-wide problems. Which problems are the most pressing that you need to work on first?

3). Campaign strategy chart.

A campaign is the plan of the organization. It maps out the short-term to long-term goals, the ways to complete the goals, who can help achieve the goals, who would prevent the goals from happening and who has the ability to make to goal happen.

- ☐ A useful tool is a campaign strategy chart. Here is an example:

DATE: 0/0/00

Location: NYC AIDS Housing Network

Goals	Group	The players:	Targets:	Tactics:
<p>1. Long term What goal will we all work together on until we eventually achieve? <i>(For example: All DAS tenants to have clean, healthy living conditions.)</i></p> <p>2. Intermediate What are issues that will lead to the long term goal, but will take some time to achieve? <i>(Our building to be clean and healthy.)</i></p> <p>3. Short term What can we get done NOW? <i>(Get x,y,z problems fixed)</i></p>	<p>(Organizational Considerations)</p> <ol style="list-style-type: none">1. Resources to put in.2. What do we want.3. Problems to solve.	<p>Allies/Constituents: Some allies might be some AIDS Organizations, definitely the NYC AIDS Housing Network, local tenant groups, politicians, etc.</p> <p>Opponents: people who would be in your way to achieving your goals</p>	<p>Targets : The owner of the building might be your primary target</p> <p>Secondary Targets: Might be management.</p>	<p>Examples include: leafletting, writing letters, calling media, chaining yourself to the owner's office, picketing, starting a petition, having a rally, suing the owner, pressuring the owner's family, making posters and putting them everywhere- BE CREATIVE AND HAVE FUN!</p>

4) After you figure out your campaign strategy chart, the next step is delegating responsibilities until the next meeting. This can be done by forming working groups (if your meeting is big enough) that would meet outside the tenant council's meeting's time to do tasks. Examples of working group might be: a letter writing workgroup, an outreach workgroup, an action workgroup, etc. Workgroups will come and go with whatever tasks need to be filled. Make sure to make a list of who is doing what, so they can be accountable for their tasks.

Choosing your Tenant Council's Structure:

There are many types of ways to organize your tenant council. Here are a few typical ways that tenant councils have been organized.

Parliamentary:

In a parliamentary tenant council, there is usually an elected President, Vice President, Secretary and Treasurer.

- ☐ The President is considered to be the head of the organization, and has the most authority.
- ☐ The Vice-President fills in for the President when needed, and carries out tasks delegated by the President.
- ☐ The Secretary keeps meeting minutes and records.

- ☐ Sometimes rather than electing a one person President and Vice-President, a Steering Committee of around 5 or 10 people are elected instead. The President usually writes the agenda of the meeting, but this task could be rotated. The officers sometimes make decisions without the other members.

Committee-Secretary:

In this model, there is no President or Vice-President that lead the group.

- ☐ Instead, the entire membership leads by a direct democracy, and all members have an equal voice and vote on all matters.
- ☐ Committees are formed and dissolved as needed to carry out tasks (i.e. the outreach committee, the media committee, etc.).
- ☐ An elected Secretary-Treasurer keeps meeting minutes, records and maintains a bank account (if the group decides it wants one) and a ledger of the resident council's finances.
- ☐ At the end of each meeting, a Chairperson for the next meeting is elected to write up an agenda. The chairperson is chosen on a rotating basis so one person does not dominate the group.

Non-organized

The non-organized model is what usually exists when you first start out. However, you might realize that you prefer to keep this model and that it works for you. In this model, there is no central keeper or records, committees are not formed to carry out tasks, but everyone is supposed to share the responsibilities. They do this by volunteering. However, if you guys start out as a small group, this model might be the best suited for you.



Strategizing a campaign at a NYC AIDS Housing Network meeting.

Steps for starting to organize:

Step One:

Go to the top person who is responsible for your problems. Find out who owns the building. If you do not know who the owner is, you can find out through the Division of Rent and Housing Maintenance. You must go in person and ask to see the Multiple Dwelling Registration card for their building at the:

Office of Code Enforcement
39 Broadway, 9th Floor
NYC, NY 10009

Or, you can ask to see a copy of the deed for the building at the:

City Register
31 Chambers Street
NYC, NY 10007

Step two:

Put your complaints into writing.

This is the basic step to start any organizing.

☞ Write to the owner and list all of the problems that are building-wide.

☞ Make sure to send it by certified mail, return receipt requested.

☞ Keep a copy for the association files.

☞ This is an important step so that the owner can't say that he/she did not know about the problems, so that you can gauge based on their reaction how to plan steps in the future and also when you contact authorities in the future, they will request to see proof that you contacted the owner about the conditions.

☞ You should be specific about the conditions that you document. Include the tenants' records of the dates, times, etc. when the conditions happened, when there was a lack of service, and what the owner/management's response was.

☞ You should also include in your letter, what you want to be done to fix these problems and when.

☞ You should send copies of your letter to the NYC AIDS Housing Network, other community organizations, elected officials, and others that you identified as your "allies" in the campaign strategy sheet. You must put "CC:" and list all the organizations on the bottom of the letter. This is also a good tactic because it shows what kind of community support the tenant council has, which might scare the owner into meeting your demands!

Step Three

Negotiate with the owner:

When you speak to the owner, this is a demonstration on how the tenant council has met with the owner on good faith and has given him/her the opportunity to address the building problems.

☞ Decide when to meet the owner.

☞ Decide where to meet. Some owners might not feel comfortable meeting in the building and tenants might not feel comfortable meeting on the owner's terms. It might be a good idea to meet at the building to show to him all the problems with the conditions. It might also be a good idea to meet at a neutral space if tensions are too high or other reasons. You can hold your negotiation sessions at the **NYC AIDS Housing Network**.

As you begin to organize, you should be prepared for how the owner or management might react. It is also very important to give your fellow tenants a picture of what to expect, so that when it happens, they don't get scared off.

Landlords, and other people in power, are often surprised when those who they control or suddenly organized and start fighting back. If this has never happened before, they might do one of these things:

- Threaten to evict people
- Try to keep people divided by playing on differences and favorites
- Interfering with or not allowing tenant meetings
- Giving organizers special treatment in order to buy them out
- Threatening to sell the building
- And many other horrible things

Tenants successfully defend themselves against these things (most of which are completely illegal) all the time- usually by standing together and being prepared. Some things tenants have done is copy the law that states:

"1. No landlord shall interfere with the right of a tenant to form, join or participate in the lawful activities of any group, committee or other organization formed to protect the rights of tenants; nor shall any landlord harass, punish, penalize, diminish, or withhold any right, benefit or privilege or a tenant under his tenancy for exercising such right.

2. Tenants' groups, committees or other tenants' associations shall have the right to meet in any location on the premises which is devoted to the common use of all tenants in a peaceful manner,, at reasonable hours, and without obstructing access to the premises or facilities. No landlord shall deny such right."

REAL Property Law- Article 7, Section 230

Ref: McKinney's Consolidated Laws of New York Annotated
Book 49, Reel Property Law; Cumulative Annual Pocket Part

or copy other laws that the landlord has violated and posting it around the building. If you want a copy of these NY State Landlord-tenant laws, contact the **NYC AIDS Housing Network** toll free 1 (877) 615 2217 or it is also available online at www.consumer.state.ny.us/clahm/landlord.htm
A great way to practice how to deal with your landlord is to have the association practice a role play with all the possible scenarios that might happen.

Other successful actions include: having a demonstration, having a press conference, having a picket, petitions, flooding someone with hundreds of postcards, a "take over" of the management office, and more. Getting other organizations in the community and the media to cover the story is helpful. Contact the **NYC AIDS Housing Network** to help out with any of these actions. Remember, it is also best to escalate the severity of your tactics. For example, write a letter to your landlord first before you start to have a picket.

What if the landlord ignores all that you agreed on? What if the landlord refuses to give in to any of your demands?

1) Registering Official Complaints

Official complaints can be made with:

24 hours/ 7 days a week

[Operated by Office of Code Enforcement, NYC Department of Housing, Preservation and Development (HPD)]

- ☞ Each tenant should call this number each time you need to. For example- each time your building lacks hot water.
- ☞ This is important because you can only get an inspection if you do this procedure first.
- ☞ You can request a printout of the complaints made from your building for documentation purposes.

**If the inspector comes and there are no problems (pertaining to your complaint- like you now have hot water) then no violation will be issued. **

2) Requesting a Building Wide Inspection

The tenant council should write a letter to:

Chief Inspector
Code Enforcement Unit (HPD)
39 Broadway
New York City, NY 10006
(212) 248-6355

The inspector will place violations based on the Housing Maintenance Code. You can find this code online on http://www.tenant.net/Other_Laws/HMC/new/index.html. There is also a copy at the **NYC AIDS Housing Network** office.

What happens if the owner does not fix the violations?

If the landlord does not fix the violations, the Code Enforcement Unit (the people doing the inspection) can refer the case to the LITIGATION BUREAU Housing Preservation & Development (HPD), which has the authority to take the owner to court. In instances where HPD initiates court proceedings against the owner, it strengthens their case if tenants attend these proceedings, and if necessary, be prepared to testify. Because of an overload of cases, however, they might not be able to take your case. Your best bet, though, is to use the information from the inspection to take the owner to court themselves.

Whether you are taking the landlord to court or if the landlord is taking you to court, here is what goes on. DAS tenants are pretty accustomed to going to housing court.

Housing court is at:

111 Centre Street in Manhattan (or 75 Lafayette Street) (Between White and Franklin Streets).

1118 Grand Concourse (at 166th Street) in the Bronx.

141 Livingston Street (Corner of Smith Street) in Brooklyn.

170 East 121st Street in Harlem

89 - 17 Sutphin Boulevard (at 89th Avenue) in Queens.

and... 927 Castleton Avenue (Corner of Bement Avenue) in Staten Island.

Here is the low down:

1) 9:30 am check in

check in with the clerk at the front desk in the court room. After the judge arrives, the cases on the calendar of the day will be called by the Hearing officer when both parties are present in the court room. There is a possibility that the owner's attorney may not show up for a while. This means that it might be a long time until your case is called.

2) The judge arrives:

After the judge arrives, cases are not called in any ordered way. There is a railing that separates the judge from the tenants waiting for their cases to be called. The people behind this railing are obviously, the judge and the Hearing Officer. The others are the HPD attorneys or the attorneys who represent other tenants or owners.

3) HPD Attorney:

There will be an attorney present from HPD's Litigation Unit that will be assigned to your building's case. Their role is to ensure that the owner corrects the violation, not to represent your tenant's organization.

This attorney will call out your building's address (or individual's names) and will ask to speak to you. Get his business card in case you need this for follow up in the future. Describe to the attorney what the conditions are like inside and show all of your documentation. If there was a court ordered inspection, the attorney should have a copy of the results. The attorney will then meet with the owner and the owner's attorney.

After this your case can go in two ways:

A) There can be a settlement before case goes to judge.

or B) The case is tried before a judge and they decide the outcome.

After court:

If your landlord STILL doesn't comply, you can:

contact your HPD attorney and request them to take the case.

or you can go to the Clerk of the Court with all of the original papers as well as the court order and request another court date with the same judge.

P r o b l e m s w i t h D A S :

NYC AIDS Housing Network

80A Fourth Ave. Brooklyn, NY

1-(877) 615-2217

www.nycahn.org

center or at the NYC AIDS Housing Network.

You can fill out a complaint form at the NYC AIDS Housing Network. The complaint form is faxed out to the HASA commissioner, HRA commissioner, the Housing Works troubleshooter, the HRA central complaint unit, etc. and BY LAW the directors of the center must respond to your case within 20 days. You can use this voice as many complaints as you want to on the same form. You can complain about anything from rude caseworkers to getting your case closed.

If all else fails, be creative!

☞ Write a letter to your center director, supervisor, caseworker, etc. Don't forget to put CC: at the bottom of the letter and list the NYC AIDS Housing Network, other community organizations, elected officials, and other allies and send them a copy of the letter.

☞ Have a rally with other clients facing the same problem and contact media to cover it.

☞ Have all the people you know do a "phone jam." Have them all call the director of your center at the same time one day and have them all say the same message.

Ask the NYC AIDS Housing Network for help planning these actions! It will also help to join the larger movement that is fighting DAS. [see page 14]



A frustrated person waiting at a DAS center.

Funding Your Tenant Council

NYC AIDS Housing Network
80A Fourth Ave. Brooklyn, NY

1-(877) 615-2217
www.nycahn.org

many ways to get money for your tenant council, and each choice has its advantages and disadvantages.

The first choice you will have to make is whether you want to have a Treasurer and a bank accountant. If you have a Treasurer and a bank account, you run the risk of potential disagreements and splits over who controls the money and where it is or is not. If you go this route, which is best suited to larger amount of money, here are a few ideas.

- ☐ Approach churches and other charitable organizations for financial assistance.
- ☐ Ask the **NYC AIDS Housing Network** for a list of funders and foundations and also for assistance in writing grants.
- ☐ Hold a bake sale or a yard sale from your building.
- ☐ Go door-knocking and ask for donations.
- ☐ Call a meeting with other organizations over the issue and ask for donations.
- ☐ Approach the city government for financial assistance.



Co-director of NYCAHN, Joe Bostic, at a fundraising dinner for one of our funders, the Open Society Institute.

Joining the Larger Movement

When you organize your building you are bringing people together at the most local level possible.

NYC AIDS Housing Network
80A Fourth Ave. Brooklyn, NY

1-(877) 615-2217
www.nycahn.org

Remember: there is power in numbers, and when you talk about bigger enemies than your landlord, you need even more people to win victories.

The NYC AIDS Housing Network (NYCAHN)

NYCAHN is a coalition of non-profit housing providers, AIDS service organizations, homeless and formerly homeless people living with HIV/AIDS. Given that housing is a human right, it is our mission to empower low-income people living with HIV/AIDS to organize their community, including the non-profits that serve them to advocate for more and better housing and sound public policies for all New Yorkers living with HIV/AIDS.

One way for your tenant council to plug into the activities of the NYCAHN is to join the House Every 1 campaign.

Last year, thousands of low-income New Yorkers living with AIDS were left homeless, many of them even being denied their legal right to court ordered emergency housing placements. People living with HIV/AIDS have long been testifying in a variety of public hearings and other public policy forums that housing is their number one need. AIDS advocates have been successful in using creative funding streams to create new housing units for homeless New Yorkers living with HIV/AIDS. However, much of that success doesn't make up for the devastating effects of a bare bones State budget, a severe City budget crisis and the City's three year effort to use federal funds intended to build AIDS housing to pay the salaries of City workers.

There simply isn't enough housing being built to meet the need. Homelessness will never end unless there is the political will to actually create more housing. The House Every One! Campaign is an attempt to ensure that resources are focused on building new housing, creating innovative rental subsidy programs, enhancing discharge planning and expanding our commitment to providing housing to people who have traditionally been excluded from housing such as active drug users living with HIV/AIDS, young people living with HIV/AIDS, transgender people living with HIV/AIDS and people with HIV/AIDS and mental illness.

Housing is not the only AIDS issue, but it is one of the most important issues affecting all New Yorkers living with HIV/AIDS. We are committed to sharing the common goal of housing the estimated 26,000 New Yorkers living with HIV/AIDS and we are committed to working on this campaign. We see this campaign as working with, not competing against other campaigns like Housing First! or ongoing budget advocacy.

¶ We call on the City Council to pass legislation that will mandate the number of housing units per HIV/AIDS Services Administration client load.

¶ We call on the Ryan White Planning Council and NYC 2002 Continuum of Care Coalition to prioritize the creation of housing for New Yorkers living with HIV/AIDS.

¶ We call on the City Council to allocate increased financial resources to ensure that more homeless New Yorkers living with HIV/AIDS are housed.

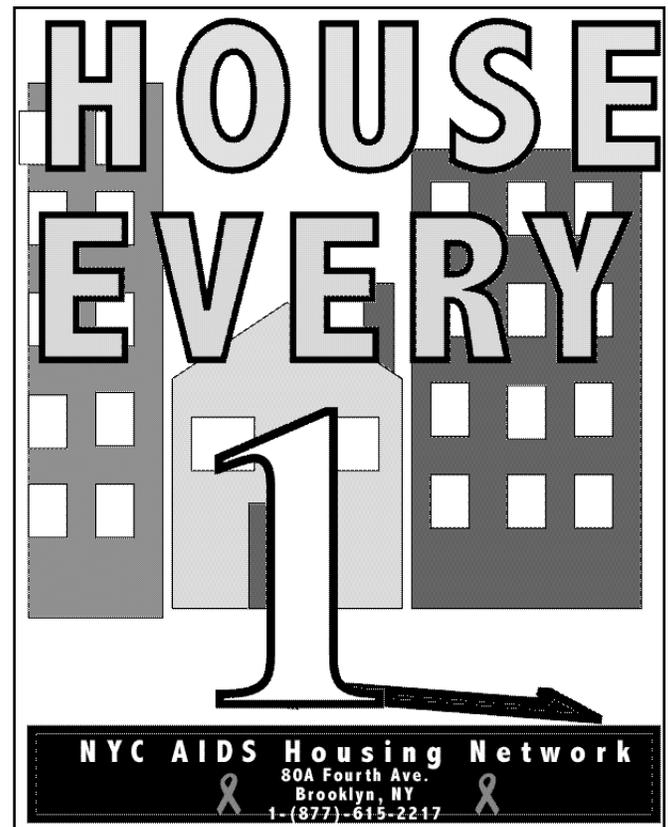
¶ We demand the creation of more permanent housing for youth, transgendered, active drug users, and people with mental illness living with HIV/AIDS.

¶ We call on the City to stop using federal resources to pay the salaries of City workers and to build more housing.

¶ We call on the City to create workable requests for proposals so that housing can be created quickly and be run efficiently.

¶ We call on the public policy makers to work with homeless individuals and other advocates for the homeless, such as those involved in the HOUSING FIRST! Campaign to create viable solutions towards ending homelessness.

For the next organizing meeting:
Call the
NYC AIDS Housing Network
1-(877) 615-2217



DAS uses a lot of acronyms and technical terms to confuse and control their clients.

ASO- AIDS Service Organization

Congregate Housing- typically one building with rooms that have private bathrooms, on-site washers and dryers, a kitchen or kitchenette. Many have shared community meals, activities and support groups. On-site staff such as case managers, substance use counselors and mental health specialists are also generally included. Typically, residents have their own lease. This is a permanent housing model.

DAS: Department of AIDS Services, it is a department of what is now called HASA.

DASIS- Department of AIDS Services Income Support, now referred to as HASA. Once Local Law 49, a law that made DAS a permanent City agency and outlined exactly how welfare entitlements should be distributed to New Yorkers with AIDS, the agency's name changed to illustrate how you could get social services and your financial assistance in one agency.

HASA: HIV/AIDS Service Administration is the public assistance agency

HOPWA: Housing Opportunities for People with AIDS. This is a federal program which gives money from the Federal funds to various programs that apply for funding. The programs that apply have the mission of providing some direct social service to people with HIV/AIDS, specifically relating to housing.

HRA: The Human Resources Administration- the city agency that controls HASA.

HUD: Housing and Urban Development. This is federal department that controls money for all housing programs throughout the country. HOPWA is controlled by this department.

LIHP: The Landlord Incentive Housing Program gives landlords a \$3,000 incentive to give a DAS client a two year lease

Independent Living- DASIS also will assist clients with rental payment on an approved apartment. The client is responsible for locating the apartment through a real estate agency or another source. The rent on the apartment must be within the legal limit, it must be in livable condition, and it must be in an elevator building or on the first or second floor.

RFP- Request for Proposal. RFP's are used by the government and private foundations which give money to non-profit organizations. They ask the organization to complete a sometimes long and complicated form or series of forms, including personal essay sections or narratives, so that the funders can get a better idea of the goals of the program. Money from the government and private foundations is competitive. In other words, the best written proposal gets the most money.

Scattersite Housing- offers permanent housing for single adults and families with HIV/AIDS. These apartments must either be in an elevator-equipped building or on the first or second floors to ensure access even in the case of a medical crisis. The leases for scatter site apartments are generally held by a nonprofit agency, which also provides supportive services. Apartments are fully furnished by the operating agency and have private baths, kitchen and telephones. The agency will generally assign a case manager to assist the client with medical follow up, treatment adherence, and maintenance of public assistance and independent living skills.

profit housing provider locates apartments and then places HASA referrals for.

SRO- Single Room Occupancy Hotel. This type of housing provides emergency, temporary housing with no term of residency. Once a client has been established in a SRO, DASIS assigns the client a housing specialist to assist with permanent housing. Commercial SROs provide no on-site services except for a City social worker and several nonprofit community based organizations do outreach and offer crisis intervention. Private for-profit landlords run this type of housing.

SSI- Supplemental Security Income (SSI) a federal income support program administered by the Social Security Administration for persons with disabilities

SSD- Social Security Disability (SSD) is a part of the Federal Social Security Act. It includes several programs that provide disability payments and other benefits to disabled workers and their families.

Transitional Housing- Typically these are also SRO's but they provide a more stable level of short-term, emergency housing for people living with HIV/AIDS. Units are made up of private rooms, which are fully furnished. Bathrooms are private or shared. Also provided are on-site support services such as case managers, housing specialists, substance use counselors and mental health specialists. The goal of these programs are to assist clients locate permanent housing and increase independent living skills.

R e s o u r c e L i s t

NYC AIDS Housing Network
80A Fourth Ave. Brooklyn, NY

1-(877) 615-2217
www.nycahn.org

Met Council on Housing

www.tenant.net/tengroup/Metconc/
339 Lafayette St. #3R
NYC, NY 10012
(212) 979-0611

The Met Council is a city-wide tenant organization that has been around for 30 years.

National Alliance of HUD Tenants

353 Columbus Ave.
Boston, MA 02116
(617) 267-9564

They are a nation-wide organization of tenants who live in federally-assisted housing.

The Tenants Union

www.tenantsunion.org

Has lots of good information. They serve Washington State and compiled a Section 8 Tenants Organizing Manual that this manual was based from.

HASA Service Line (212) 971-0626

www.nyc.gov/html/hra/html/serv_aids.html

Legal Help:

A coalition of **Brooklyn Legal Services Corp A:**

East NY, 80 Jamaica Ave, (718) 487-1300

Williamsburg: 256-260 Broadway, (718) 487-2300

South Brooklyn Legal Services:

105 Court St. 4th Floor, (718) 237-5546

HIV Law Project

841 Broadway, Ste. 608; (212) 674-7590

Queens Legal Services' HIV Advocacy Project

89-00 Sutphin Blvd; (718) 657-8611

and **The LSNY Legal Support Unit** provide free legal services to low-income people with HIV in NYC. Here is there website: <http://www.hivlegalnyc.org/> which has great features like an online benefits calculator and the latest legal updates. Call the closest office to you for legal advice and possible representation in housing court.

NYC AIDS Housing Network

80 A Fourth Avenue
Brooklyn, NY 11217
(718) 802-9540

toll free: 1 (877) 615-2217

fax (718) 802 9741

www.nycahn.org

To get there by subway:

Take the 1/2/4/5/Q trains to Atlantic Ave. Take the N/R/W/M trains to Pacific St.

Exit out of the Pacific St. side and walk along 4th Ave. until you hit 80A, between Bergen and St. Mark's.

