



2025-01-22

To: Housing Preservation and Development, Department of (HPD)

From: Municipal Library Staff

The New York City Charter, Chapter 49, Section 1133, requires that agencies submit to the Department of Records and Information Services (DORIS) all reports, documents, studies and publications required by local law, executive order, or mayoral directive to be published, issued, or transmitted to the City Council or Mayor, within 10 business days of their publication. For any report that is not received within 10 business days of the publication date, DORIS is required to email the agency to request the report, and to provide the text of that email in place of the report in the Government Publications Portal.

Consistent with these requirements, DORIS hereby requests the transmission of the report shown below, which DORIS has not received as of 2025-01-22. Please submit this report to the Government Publications Portal. If you have questions, please contact staff at the Municipal Library at [munilib@records.nyc.gov](mailto:munilib@records.nyc.gov).

**Required Report Type:** Update on Housing Lottery System

**Report Description:** Report providing details about amendments to the housing lottery systems used by such department for the selection of tenants to fill affordable housing units in affordable housing developments during the immediately preceding reporting period. The information included in such report shall include, but need not be limited to, a summary of implementation challenges, the procedures set forth by such department to screen and select tenants, the procedures for accepting and processing paper and other non-electronic applications, the procedures for populating waiting lists including the procedures for incorporating paper and other non-electronic applications into waiting lists, a summary of technical difficulties with the online housing lottery system application portal reported to such department and common substantiated applicant complaints about the selection process

**Reporting Frequency:** Every 2 Years

**Report Due Date:** 2025-01-03

**Authorizing Resource (Charter and Code):**

**Authorizing Resource (Local Law):** LL 216/2019