

Addendum to the HPD-HDC Marketing Handbook
Section 5-1(C): MUNICIPAL EMPLOYEE PREFERENCE
Effective November 15, 2025

The City is introducing an addendum to Section 5-1(C) of the HPD-HDC Marketing Handbook in order to expand the Municipal Employee preference in Housing Connect lotteries. Previously, preference for 5% of units in HPD- or HDC-financed new construction projects was given to municipal employees of the City of New York.

On August 1, 2025, [the City announced](#) a forthcoming update to this preference that would include military veterans in addition to municipal employees, and would raise the percentage of units for this preference from 5% to 10%.

Effective November 15, 2025, newly published lotteries will include a 10% Municipal Employee/Military Veteran (ME/MV) preference, which replaces the 5% Municipal Employee Preference. Applicants can indicate their status as a military veteran by answering “yes” to the Housing Connect question, “Have you ever served in the US Armed Forces, National Guard, or Reserves?” The City of New York’s [definition](#) of a Veteran (as found in Chapter 75, Section 3101 of the City Charter) includes all US Military Service Members — past and present — regardless of component, discharge status, or time served.

The policies and procedures outlined below will supersede Section 5-1(C) of the HPD-HDC Marketing Handbook, with red text indicating the changes.

C. MUNICIPAL EMPLOYEE/MILITARY VETERAN** PREFERENCE**

1. The Marketing Agent must give an occupancy preference for **ten (10)** percent of the units (or one unit, whichever is greater) to municipal employees of the City of New York **and/or military veterans** (“Municipal Employee/**Military Veteran** Preference Units”). At least one household member must be a municipal employee **or a military veteran** for an applicant to be eligible for this preference.

a. To confirm eligibility of a municipal employee: A general list of New York City agencies is available at nyc.gov for reference, but to be eligible for this preference, the applicant must be paid by the City of New York. (Note: HDC employees are not eligible for this preference. Employees of HPD are only eligible if they can provide a statement from HPD that receiving such unit does not violate any applicable law, rule, or policy.)

b. To confirm eligibility of a military veteran: to be eligible for this preference, the applicant must have served in the US Armed Forces, National Guard, or Reserves. Applicants must provide supporting documentation, such as: DD214 (Certificate of Release or Discharge from Active Duty) or a Statement of Service.

2. When processing applicants for the municipal employee/**military veteran** preference, New York City residents must be processed before non-residents. If there are insufficient New York City residents to meet the municipal employee/**military veteran** preference, the Marketing Agent may then process non-resident veterans or municipal employees of the City of New York.

Section 5-1(G): Set-Aside & Preference Documentation & Certification, will also be updated per the following:

Type	Criteria	Documentation
Mobility	An applicant or household member has a disability as documented in Attachment I-2	Certification of Eligibility for Accessible Unit (Attachment I-2)
Visual/ Hearing	An applicant or household member has a disability as documented in Attachment I-2	Certification of Eligibility for Accessible Unit (Attachment I-2)
Community Board	The applicant was a resident of the community board at the time of application snapshot and during processing, or the applicant is currently residing in shelter and they were a resident of the community board prior to entering shelter	- Income or Asset documentation reflecting address (such as: Paystubs, W2, Tax Returns, Benefit Award Letters, Bank Statements, etc.) - Driver's license or other government-issued ID - Lease agreement - Utility Bill (Electricity/Gas, Internet/Cable, Phone)
Municipal Employee	The applicant was an employee of New York City at the time of application snapshot and during processing	Paystubs issued by the City of New York
Military Veteran	The applicant has served in the US Armed Forces, National Guard, or Reserves.	- DD214 (Certificate of Release or Discharge from Active Duty), or - Statement of Service