

**LOCAL LAWS
OF
THE CITY OF NEW YORK
FOR THE YEAR 2021**

No. 142

Introduced by Council Members Levin, Ampry-Samuel, Gibson, Menchaca, Kallos, Barron, Grodenchik, Rosenthal and Louis.

A LOCAL LAW

To amend the administrative code of the city of New York, in relation to requiring homeless shelters to post signs and distribute other materials relating to shelter transfers

Be it enacted by the Council as follows:

Section 1. Subchapter 3 of chapter 1 of title 21 of the administrative code of the city of New York is amended by adding a new section 21-314.2 to read as follows:

§ 21-314.2 Signage and other materials about shelter transfers. a. Definitions. For the purposes of this section, the following terms have the following meanings:

Adult. The term “adult” means any person who is 18 years of age or older.

Adult family. The term “adult family” means a family comprising adults and no minor children.

Family with children. The term “family with children” means a family as defined by section 900.2 of title 18 of the New York codes, rules, and regulations.

Shelter. The term “shelter” means any temporary emergency housing provided to homeless adults, adult families and families with children by the department or by a provider under contract or similar agreement with the department.

b. The commissioner shall create, maintain, and update signs and any other related materials that are deemed necessary, including materials for people who have visual disabilities that include information about the office of disability affairs, related to shelter transfers. Such signage and related materials shall be conspicuously placed in all shelters and shall include, at a minimum:

1. A statement that individuals and families have a right to seek shelter and a right to shelter if eligible;

2. A statement that clients have a right to request a reasonable accommodation if they have a disabling condition that needs to be accommodated for them to access shelter;

3. A statement that the department will consider requests for transfer from clients who have a documented safety risk in a specific neighborhood, borough, or at a specific shelter;

4. A statement that clients have a right to request an agency conference or a fair hearing pursuant to part 358 of title 18 of the New York codes, rules and regulations to challenge the adequacy of a shelter placement;

5. Information about how to request an agency conference, fair hearing or any opportunity afforded to clients by an agency or staff to review the transfer;

6. A plain language summary of the department's current transfer policy, which shall include examples of why a client may be transferred and the notification process should a transfer be initiated;

7. A statement that clients have the right to apply for shelter, even if they have left voluntarily;

8. Information about school-related transfers, including a statement that clients may request a transfer to a shelter closer to their child's school and the process for requesting such a transfer;
and

9. *Contact information, including phone numbers for the 311 customer service center, available free legal assistance, and any appropriate non-profit organizations aimed at helping individuals find shelter.*

c. *The department shall ensure that such signage and related materials are available on the department's website in English and each of the designated citywide languages as defined in section 23-1101 of the administrative code.*

§ 2. This local law takes effect 90 days after it becomes law.

THE CITY OF NEW YORK, OFFICE OF THE CITY CLERK, s.s.:

I hereby certify that the foregoing is a true copy of a local law of The City of New York, passed by the Council on November 10, 2021 and returned unsigned by the Mayor on December 13, 2021.

MICHAEL M. McSWEENEY, City Clerk, Clerk of the Council.

CERTIFICATION OF CORPORATION COUNSEL

I hereby certify that the form of the enclosed local law (Local Law No. 142 of 2021, Council Int. No. 1232-A of 2018) to be filed with the Secretary of State contains the correct text of the local law passed by the New York City Council, presented to the Mayor and neither approved nor disapproved within thirty days thereafter.

STEPHEN LOUIS, Acting Corporation Counsel.