



PRE-APPLICATION FOR PROJECT BASED VOUCHER ASSISTANCE AT ST. STEPHENS SENIOR HOUSING 2510 SOQUEL AVENUE, SANTA CRUZ, CA 95062

If you are a family with the head of household or spouse age 62 or older, you may be eligible for Project Based Voucher assistance at St. Stephens Senior Housing.

This cover letter and pre-application form pertains to the Project Based Voucher (PBV) units at the St. Stephens Senior Housing only. For more information about which programs are accepting applications and how to apply for other programs administered by the Housing Authority, we invite you to visit our website at www.hacosantacruz.org or call our Waiting List Call Center at (831) 454-5950.

ABOUT ST. STEPHENS SENIOR HOUSING

St. Stephens Senior Housing, located at 2510 Soquel Avenue, is a Project Based Voucher complex developed and operated by MidPen Housing for occupancy by low income seniors at least 62 years of age. There are a total of 39 project based units at St. Stephens. Five units are designated for formerly homeless veterans participating in the HUD-VASH program, as referred by the Veterans Administration. Five units are designated for Multipurpose Senior Services Program (MSSP) eligible persons, as referred by Health Projects Center. St. Stephens has studio, one and two bedroom apartments. **Please contact MidPen with questions you have about St. Stephens at <http://www.midpen-housing.org/> or 855-278-7669 (toll free).**

ABOUT THE PROJECT BASED VOUCHER PROGRAM

In most ways, the PBV program operates just like the regular Housing Choice Voucher (Section 8) program, with households paying roughly one third of their income towards housing, and the Housing Authority paying the remainder of the rent directly to the landlord on the tenant's behalf. However, there are some key differences, listed below.

- In the PBV program, tenants do not pay more than 30% of their income on housing.
- In the PBV program, assistance is tied to the unit, not the household. Therefore, you must reside in St. Stephens Senior Housing for at least one year before potentially being eligible to transfer your assistance to another unit.

A waiting list has been established specifically for PBV assistance at St. Stephens Senior Housing. The period of time a household must wait for assistance cannot be estimated. If you are interested in residing at St. Stephens Senior Housing, please complete the attached pre-application form and return it to the Housing Authority between February 21 and March 10, 2017. The Housing Authority will begin accepting pre-applications at 8 am on February 21st. Applications will only be accepted until 5 pm on March 10th. For 14 units, seniors already on the Section 8 Housing Choice Voucher (HCV) waiting list will receive a preference, and their applications will be processed based on their original date of placement on the HCV waiting list. For those already on the HCV waiting list, there is no advantage to submitting this pre-application earlier. For the other 15 units, applications will be processed based on a sequence established in a lottery.

WHAT TO EXPECT AFTER YOU COMPLETE A PRE-APPLICATION FORM

1. **Your name will be placed on the waiting list for St. Stephens Senior Housing.** St. Stephens senior applicants who are already on the Housing Choice Voucher (Section 8) Santa Cruz County waiting list will retain their original HCV date of placement on the St. Stephens Senior Housing waiting list. Of the 29 units available, 14 will be processed based on date of placement on the St. Stephens waiting list (with current Santa Cruz Section 8 HCV applicants retaining their original date of placement), and the remaining 15 units will be processed based on a random sequence determined in a lottery of all applicants.
2. **You will receive a confirmation letter confirming that you have been placed on the waiting list for St. Stephens.** It may take several weeks before you receive this confirmation letter. When you receive your confirmation letter, keep the letter for your records.
3. **Your wait for assistance may be long.** We cannot predict when your name will reach the top of the waiting list. Once you have received your confirmation letter, you may not receive anything from the Housing Authority for a very long time.
4. **You must keep us informed, in writing, within thirty (30) days of any changes to your mailing address.** It is your responsibility to make sure the mailing address you give us is a reliable and secure one. If, at any time, you do not respond to Housing Authority requests for information or appointments by the due dates established in those letters, or if at any time letters sent to you are returned to the Housing Authority as undeliverable, no further attempts to contact you will be made and your application will be cancelled from the Waiting List.
5. **When your name reaches the top of the waiting list we will contact you to confirm your continued interest in living at St. Stephens Senior Housing, and inform you when a unit becomes available.** At that time, you will be given instructions to contact St. Stephens management, MidPen Housing, who will screen prospective tenants and provide the Housing Authority with a referral for the available unit.
6. **When St. Stephens management, MidPen Housing, has referred you for a unit, the Housing Authority will conduct an income eligibility determination.** As part of that eligibility determination, the Department of Housing and Urban Development requires that we perform a sex offender check on all applicants. Additionally, the Housing Authority may also perform a criminal background check. Please see our website for more information about program eligibility. However, program rules are subject to change at any time, and your eligibility will not be determined until you have reached the top of the list.
7. **Contact us to check the status of your place on the St Stephens Waiting List.** You may visit our website at www.hacosantacruz.org to download a Waiting List Status form or call the Waiting List Call Center at (831) 454-5950.



The Housing Authority of the County of Santa Cruz
2931 Mission Street • Santa Cruz, CA 95060-5709
Phone (831) 454-9455 • TDD (831) 462-6720
www.hacosantacruz.org



*If you need assistance completing this form,
please contact the Housing Authority Waiting List Call Center at (831) 454-5950.*

PLEASE KEEP THIS COVER PAGE FOR YOUR RECORDS

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15. Total number of members in Household _____
16. Current Address _____
17. City _____
18. State _____
19. Zip Code _____
20. Phone (_____) _____ - _____
21. Homeless: Yes ___ No ___
22. Mailing Address if different than current address _____
23. City _____
24. State _____
25. Zip Code _____
26. Email _____
27. Total Household Income \$ _____

Certification

By completing and submitting this form I am verifying that I am interested in housing assistance and requesting that my name be added to the St Stephens waiting list. I will keep the Housing Authority informed of any changes to my mailing address and any information regarding edibility for special programs. I understand that if I do not respond to any information or appointment request from the Housing Authority, or if any letter sent to me is returned as undeliverable mail, my application will be removed from the waiting list. I give the Housing Authority my authorization to share my application information with MidPen Housing for the purposed of data entry and consideration of my eligibility for St. Stephens Senior Housing.

WARNING – TITLE 18 SECTION 1001 OF THE UNITED STATES CODE STATES THAT ANY PERSON WOULD BE GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

Signature of Applicant _____ Date _____

Return this pre-application form to Housing Authority **between 8 am February 21 and 5 pm March 10, 2017.** Pre-applications can be returned by mail, by FAX, in person, or dropped off at the outside Drop Box. 2931 Mission St., Santa Cruz, CA 95060. FAX: 831-469-3712. Lobby Hours: Monday – Thursday 8 am-5 pm.