

Santa Ana Housing Authority



Housing Choice Voucher Program Waiting List Application
Open May 2, 2022 to May 31, 2022



Housing Choice Voucher Program Waiting List Application

Application Open Beginning:

May 2, 2022 to May 31, 2022

www.santa-ana.org/housing

What is the Housing Choice Voucher Program?

The Housing Choice Voucher Program (Section 8) is the federal government's largest program for assisting very low-income families, the elderly, and persons with a disability to afford healthy and safe housing in the private market. Housing assistance is provided on behalf of the family or individual, and participants are able to find their own housing.

The participant is free to choose any housing that meets the requirements of the program and is not limited to units located in subsidized housing projects.

What is the Housing Choice Voucher Program?

A family that is issued a housing voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to rent under the program. This unit may include the family's present residence. Rental units must meet minimum standards of health and safety, as determined by SAHA.

Once the family finds an eligible unit, the Housing Authority will conduct an inspection. After the passed inspection, the Housing Authority and the landlord will execute a Contract to start the housing assistance.

The family is responsible for approximately 30% of their monthly adjusted income (minimum \$50) toward their rent and the rest is subsidized by the Housing Authority.

To qualify, the household income must be less than 50% AMI (Very Low Income) and meet other eligibility criteria.

Am I Eligible?

Eligibility for a housing voucher is determined by SAHA based on the total annual gross income and family size and is limited to U.S. citizens and specified categories of non-citizens who have eligible immigration status. In general, the family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live. By law, SAHA must provide 75 percent of its vouchers to applicants whose incomes do not exceed 30 percent of the area median income. Median income levels are published by HUD and vary by location. The maximum income limits per family size are provided for you below:

1 Person \$47,100	2 Person \$53,800	3 Person \$60,550	4 Person \$67,250
5 Person \$72,650	6 Person \$78,050	7 Person \$83,400	8 Person \$88,800

Local Preferences and the Waiting List

Since the demand for housing assistance often exceeds the limited resources available to HUD and the Santa Ana Housing Authority, long waiting periods are common. In fact, SAHA will close its Waiting List on May 31, 2022 when it has more families on the list than can be assisted in the near future.

In the HCV Administrative Plan, the Santa Ana Housing Authority has established **a local preference for U.S. military veterans and applicants who live or work in the City of Santa Ana. Veterans and families who live or work in the City of Santa Ana move ahead of other families on the Waiting List.**

How to Apply: www.santa-ana.org/housing

You must submit a pre-application online at santa-ana.org/housing between May 2, 2022 at 7:30AM and May 31, 2022 at 11:59PM (Pacific Standard Time)

How to Apply: www.santa-ana.org/housing



[Learn about Section 8 rental assistance](#)

[Apply for Section 8 Rental Assistance](#)

[Family Self-Sufficiency program](#)

[Tenant resources](#)

[General resources](#)

[Contact us](#)

Welcome

Our mission is to provide affordable housing for the most vulnerable members of our community to use as a platform to obtain self-sufficiency and independence from our assistance.



[Apply for Section 8 rental assistance](#)

What happens after I submit the pre-application?

Following the closing of the pre-application period (on Tuesday, May 31, 2022 at 11:59PM (Pacific Standard Time)), pre-applications will be selected for the 2022 HCV Waiting List using a computerized, random selection lottery process.

Once the lottery is complete, the applicants who have been randomly assigned numbers 1 – 7,500 will be placed on the 2022 HCV Waiting List. The remaining pre-applications will be rejected without the opportunity for an appeal.

Notice will be sent by mail and e-mail to all applicants informing them if they have or have not been selected through the lottery process to be placed on the 2022 HCV Waiting List before July 31, 2022.

What information is needed to apply online?

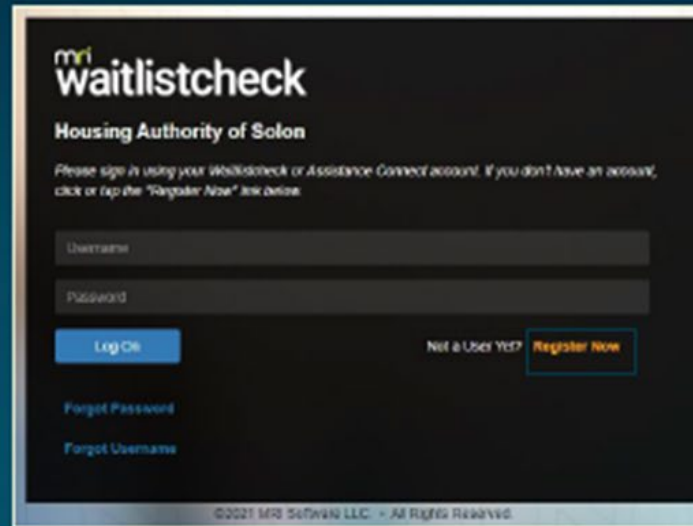
The online pre-application requires your full name, date of birth, mailing address, phone number, annual gross income and information for all of the household members who will reside in your household. The pre-application also requires your social security number. If you do not have a valid social security number, you can choose the “Opt Out” option. The pre-application process takes an average of 15 minutes to complete.

Am I guaranteed a place on the Housing Choice Voucher Program Waiting List?

The 2022 HCV Waiting List selection process (lottery) is random. It does not matter what date and time your pre-application is submitted. All pre-applications whether submitted at the beginning of the day on Monday, May 2, 2022 at 7:30AM until Tuesday, May 31, 2022, at 11:59PM (Pacific Standard Time) of the application period will be placed in random order by the third party software. Applying does not guarantee a place on the 2022 HCV Waiting List nor eligibility for the program.

How to Apply: www.santa-ana.org/housing

APPLICANT REGISTRATION



The screenshot shows a dark-themed login and registration interface. At the top left is the 'mri Waitlistcheck' logo. Below it, the text reads 'Housing Authority of Solon'. A message states: 'Please sign in using your Waitlistcheck or Assistance Connect account. If you don't have an account, click or tap the "Register Now" link below.' There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a blue 'Log On' button. To the right of the 'Password' field is a link that says 'Not a User Yet? Register Now'. Below the 'Log On' button are two links: 'Forgot Password' and 'Forgot Username'. At the bottom of the interface, it says '©2021 MRI SOFTWARE LLC. All Rights Reserved.'

mri

If the Applicant already has an account, they can sign in. Or they can register for a new account

Also where Applicants will log in to check their status after submitting their Application

How to Apply: www.santa-ana.org/housing



APPLICANT REGISTRATION

A screenshot of a web registration form titled "Sign Up For Waitlistcheck". The form is divided into two main sections: "Account" and "Security Questions". The "Account" section includes fields for Username, Email, Password, Confirm Password, First Name, Last Name, Phone Number, and State. The "Security Questions" section includes three numbered questions, each with a text input field and a dropdown menu for the answer. A "Sign Up" button is visible at the bottom right of the form.

Registration collects basic information on the Head of Household (HOH)

- Email or phone number is required to register
- Username must be unique

Passwords must contain 12 characters, 1 uppercase, 1 lowercase and 1 number

- To protect sensitive personal data

Applicants are also required to enter 3 security questions

How to Apply: www.santa-ana.org/housing



The Applicant Page collects demographic information on the HOH, confirms contact information, & collects Supplemental Contact Information (HUD 92006)

★ Throughout the Application, there are info buttons  for additional details

Optional Collection:

- SSN
- Ethnicity
- Race
- Citizenship
- Date of Birth
- Sex
- Supplemental Contact

How to Apply: www.santa-ana.org/housing

SUPPLEMENTAL CONTACT (HUD 92006)

Alternate Contact

Name of Contact (Person or Organization)	Spouse Application	Home Number	
Street Address	123 Main Street	Mobile Number	(800) 434-2770
City	Cleveland	Email	my@email.com@myappofice.com
State	Ohio	Relationship to Applicant	Spouse
ZIP Code	44124	Reason for Contact (select all that apply)	Emergency, In transition of rental assistance, Eviction from unit, etc.

- Multiple contact reasons may be selected
- Multiple contacts may be added

Supplemental and Optional Contact Information

You have the right to include as part of your application, contact information for a person or organization that may be able to help you resolve any issues that may arise during your tenancy or to assist in providing any special care or services you may require should you become a tenant. You are not required to provide this contact information, but if you choose to do so, please click the "Add Contact" button.

Spouse Application		
Relationship	Spouse	Reason for Contact (select all that apply)
		Emergency

How to Apply: www.santa-ana.org/housing



The Household tab also collects information on each of the household members

Household Members [+ Add Member](#)

List information for adults first, then children under age 18. List relationship of each person to the Head of Household.

Member Type	Relationship	Date of Birth (mm/dd/yyyy)	Sex	Citizenship	Disabled
Spouse Applicant	Spouse	03/04/1995	Male	Eligible Citizen	No
Child Applicant	Dependent	02/02/2018	Male	Eligible Citizen	No

How to Apply: www.santa-ana.org/housing

USPS ADDRESS VALIDATION

The screenshot shows a web interface titled "Address Validation". At the top, a message reads: "We could not find an exact match for your Address. However, we have provided a suggested address courtesy of USPS. Would you like to update your Application with the address below?". Below this, there are two columns: "Your Entry" and "USPS Suggestion".

Your Entry	USPS Suggestion
Street Address: 11000 12th St	Street Address: 11000 12th St
Apt/Suite/Other:	Apt/Suite/Other:
City: DANFORD	City: DANFORD
State: OH	State: OH
ZIP Code: 44101	ZIP Code: 44101

At the bottom of the interface, there are two buttons: "Do Not Update Address" and "Use Suggested Address".

USPS Validation will compare the address entered by the Applicant to the USPS database

- If there is not an exact match, a suggestion will appear
- Applicant chooses to use the suggested address or continue with the address they entered
- Will not stop the Applicant from continuing due to a lack of an address match

How to Apply: www.santa-ana.org/housing



Income is collected for all Applicants by default


- Collection of Assets and Expenses is optional

The screenshot shows the 'Income' section of an application form for the Housing Authority of Solon. The form is titled 'Housing Authority of Solon' and has a navigation bar with 'Applicant', 'Household', 'Income', 'Waiting Lists', and 'Review'. The 'Income' section includes a 'Total Annual Income' field with a value of \$0.00, an 'Assets' section with a 'Total Cash Value' field, and an 'Expense' section with a 'Total Annual Expense' field. The form also includes a 'Back' button and a 'Continue' button.

How to Apply: www.santa-ana.org/housing



For each income, the Applicant will enter the source and frequency

- Annual total is calculated automatically
- An info icon  encourages Applicants to review the types of income sources

The screenshot shows a form titled "Income" with the following fields and values:

Family Member	Sample Applicant	Income Type	Other Wage
Source Name	Supermarket	Frequency	Biweekly
Source Address	123 Sample Ave	Amount	\$500.00
Apt/Subs/Other		Annual Amount	\$13,000.00
City	Cleveland	Fixed Income	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Other
State	OH		
ZIP Code	44124		

Buttons: "Cancel" (bottom left), "Save" (bottom right)

How to Apply: www.santa-ana.org/housing



The Waiting Lists tab will display any certifications required from the Applicant

- Reasonable Accommodation
- No Income
- No Alternate Contact
- Emancipated Minor

The screenshot shows the 'Waiting Lists' tab of the Housing Authority of Solon application. The page title is 'Housing Authority of Solon'. The navigation bar includes 'applicant', 'household', 'income', 'Waiting Lists', and 'review'. The main content area is titled 'Additional Information Needed' and contains three sections:

- Reasonable Accommodation:** A section for users who indicated a household member is disabled. It includes a text input field for 'Accommodations' and a radio button for 'Applicant'.
- No Income Listed:** A section for users who did not list any income. It includes a radio button for 'No income or payments received by any family member age 18 or older'.
- No Alternate Contacts:** A section for users who do not have any alternate contacts. It includes a radio button for 'I do not want to provide an alternate contact'.

How to Apply: www.santa-ana.org/housing

APPLICATION REVIEW PAGE & CERTIFICATION



The Review page requires Applicants to confirm that all the information they have entered

← Start Over X Exit Application

Housing Authority of Solon

✔ Applicant ✔ Household ✔ Income ✔ Waiting Lists Ⓜ Review

Please review your application below. If the information provided is true and complete to the best of your knowledge and belief, please click or tap the "Continue" button below. You will then be prompted to certify and submit the application. To add, update, or remove any of the information, please return to the appropriate section using the "Back" button below.

Certification

By submitting this form, I certify that the information provided is true and complete to the best of my knowledge and belief. Warning! Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly making false statements or misrepresentation to any department or agency of the United States.

Certification message displays at the bottom of the screen as well as on a pop-up

How to Apply: www.santa-ana.org/housing

EXITING THE APPLICATION BEFORE COMPLETING



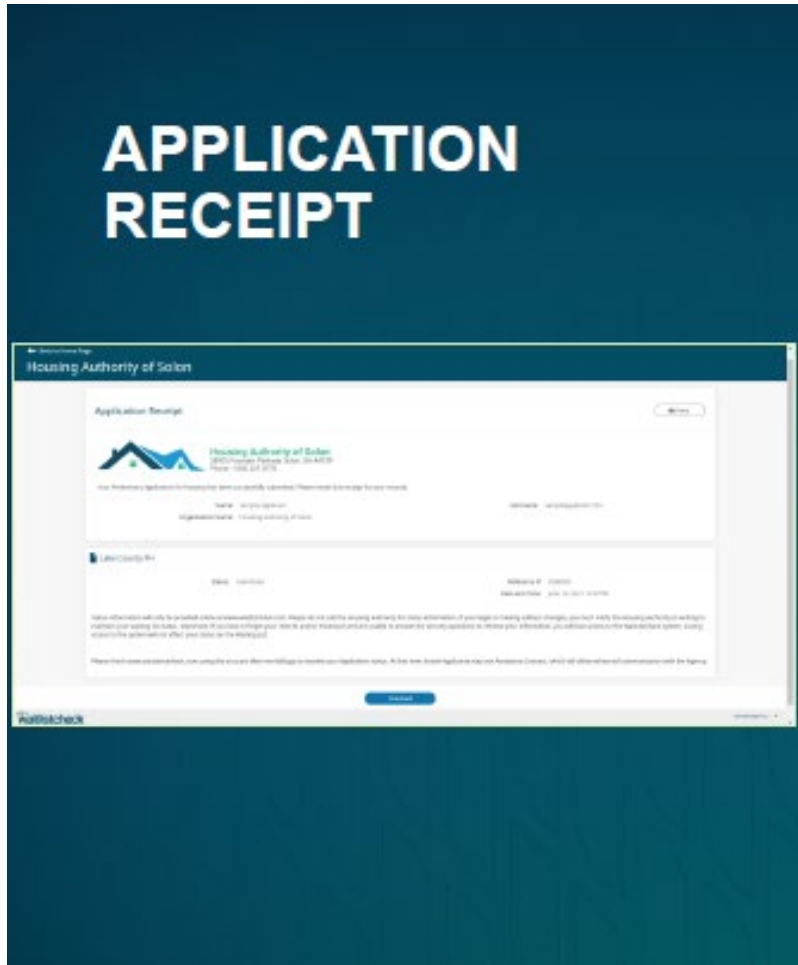
If the Applicant chooses to close the Application (at any time), they receive a message informing them that they must return and submit prior to the list close date

- ★ To continue later, the Applicant would visit your Application link and log back in with the credentials created

How to Apply: www.santa-ana.org/housing



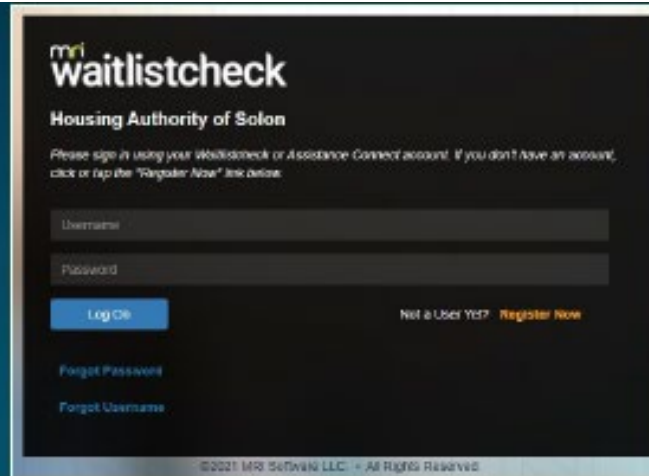
After submitting, they will be brought to the Application Receipt page.



- They will receive any ineligibility messages if the Application was unsuccessful
 - Duplicate
 - Under the Age of Majority
 - List Has Closed
 - Income Limits
- If Application was successful, they will see an initial status of Submitted
- We recommend having Applicants print this page

How to Apply: www.santa-ana.org/housing

STATUS CHECKING



The screenshot shows the login interface for 'mri Waitlistcheck' for the 'Housing Authority of Solon'. It includes a 'Log On' button, a 'Register Now' link for users who are not already logged in, and links for 'Forgot Password' and 'Forgot Username'. The footer indicates '©2021 MRI Software LLC. All Rights Reserved'.



After submitting, Applicants may check their Application status by logging back into WaitListCheck with the credentials created during Registration

- Pending, Active, Inactive
- Customized messaging will instruct Applicants on the next steps



The screenshot displays the 'Applications' section, which lists submitted applications. The first entry is for 'Lake County PH' with a reference ID of '455992', submitted on 'Jun 1 9:53:2021 - 12:01 pm', and a status of 'Submitted'. The application ID is '0'. A note at the top states: 'Below are preliminary applications you have already submitted for this organization. If you are looking for an application for a different organization, please refer to your application receipt for instructions on how to check your status.'

Questions and Answers

For additional information and/or to apply, please visit our website:

www.santa-ana.org/departments/housing-authority

Please review our Frequently Asked Questions as it will provide all the information you need during and after the application process.

Contact us at (714) 667-2284 or email us at sahawaitinglist@santa-ana.org for any questions.