LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
APPLICATION AND PERSONAL DECLARATION
INFORMATION PACKET

Thank you for your interest in the Lawrence-Douglas County Housing Authority (LDCHA). Please take a few minutes to become familiar with our programs, housing options and the application instructions before filling out the Application and Personal Declaration.

The Application and Personal Declaration can be used to apply for the following LDCHA programs:

- **GENERAL HOUSING** — Income eligible households can apply for LDCHA rental units (public housing) and assistance to rent from private landlords (Housing Choice Vouchers, commonly called Section 8). The LDCHA does not have separate waiting lists for public housing units or Housing Choice Vouchers (Section 8). These housing programs are filled through the General Housing waiting list. We screen for 3 years of residential history.
    - **INCLUDING MAINSTREAM VOUCHERS**: These vouchers require at least one non-elderly person with a disability to be in the household (person aged 18–62 years of age and who has a disability as defined in 42 U.S.C 423).
- **SENIOR AND ACCESSIBLE HOUSING** — LDCHA rental units for income-eligible elderly residents at Babcock Place, Peterson Acres, and Peterson Acres II with 2-bedroom handicapped-accessible units. Studio, 1-bedroom, and 2-bedroom units. **Must be at least age 50 to apply**. Permanent option so long as eligibility continues, subject to program resources.
- **CLINTON PLACE APARTMENTS** — One-bedroom subsidized apartments for adults **62 years of age or persons with disabilities.**
- **DELMAR PLACE** — One-bedroom apartments for adults, must be **at least age 50** to apply. Minimum monthly income of $960 required, subject to change annually based on income limits.
- **HOMELESS TRANSITIONAL HOUSING** — 24 months of rent assistance for homeless families with referral from a participating support service agency and certification of homelessness. Clients may transition to General Housing upon successful completion.
    - **NEW HORIZONS**: Families with children currently residing in shelter.
    - **SAFE HOUSING**: Survivors of domestic violence referred by partner program.
    - **REENTRY**: Households referred by Douglas County Jail Reentry program.
- **BERT NASH CSS TRANSITIONAL HOUSING** — 24 months of rent assistance for persons referred by the Bert Nash Community Support Services (CSS) program. Clients may transition to General Housing upon successful completion.
- **NEXT STEP TRANSITIONAL HOUSING** — Up to 36 months of rental assistance for former foster youth referred by a coordinating child welfare agency. Clients may transition to General Housing upon successful completion.
- **HOMELESS VETERAN HOUSING** — Special rental assistance program for homeless Veterans. Requires a referral from the U.S. Department of Veterans Affairs.

APPLICATION INSTRUCTIONS

- Fill out the Application and Personal Declaration packet—leave no blank spaces.
- If a question does not apply to any member of your household write 'N/A' on the form.
- Double check to make sure your application is complete, all forms signed, initialed, and dated.
- For each household member attach copies of:
    - Social Security cards,
    - Birth certificates, citizenship documentation, or INS documentation of eligible immigration status,
    - Valid, photo identification for members of the household aged 18 years or older (typically a Driver's License, ID, or Passport).
- Attach proof of income for all household members, including minors—3 consecutive paycheck stubs, SS/SSDI benefit letter, child support/alimony, DCF TANF cash assistance, DCF SNAP food stamps benefit letter, family contributions, retirement or pension income, unemployment income, worker's compensation, interest/dividend income, tribal allotments, student financial aid, IRAs, annuity and investments, money market accounts.
- Attach copies of 3 months of bank statements for all financial accounts, including savings accounts.
- Attach medical verification of pregnancy from a health care provider, if applicable.
- Forms requiring signatures must be signed by all adults where indicated. Additional copies of forms may be needed.
- Fill out the Residential History Worksheet for all adults who are or will be members of the household.
- If both parents are not members of the household, documentation of legal residential custody must be provided for all minors. An Affidavit of Residential Custody form for each child can be used for self-certification and must be notarized. LDCHA has notaries available by appointment.

APPLICATIONS CAN BE SUBMITTED:

- Via Fax to any office — Main Office 785 842-9596, Babcock Place 785 842-0997, Clinton Place 785 841-6311
- Via Email: housing@ldcha.org
- By Mail to Any Office:
    - LDCHA, 1600 Haskell Ave., Lawrence, KS 66044
    - Babcock Place, 1700 Massachusetts St., Lawrence, KS 66044
    - Clinton Place, 2125 Clinton Pkwy., Lawrence, KS 66047
- Via Our Secure Drop Box: Main Administrative Office (1600 Haskell Ave.) located on the south side of the building near the parking lot.
- In person at our Main Administrative Office, Babcock Place, and Clinton Place. Call ahead for hours. Main Administrative Office: 785 842-8110
  Babcock Place: 785 842-8358
  Clinton Place: 785 841-1000

AFTER YOU SUBMIT AN APPLICATION TO US:

If your application is submitted to us and is not complete (missing signatures, initials, documentation, bank statements, etc.), you will be mailed a letter indicating what is needed to complete your application. If your application is submitted complete, you will be mailed a letter verifying that your application was received complete and you have been added to a waitlist. Your eligibility is not determined at this time. More information about eligibility is provided later in this packet. All information provided as part of an application will be verified. Withholding information or giving false, misleading, or incomplete information will be grounds for denial of housing through the LDCHA.

Incomplete or unsigned applications will be destroyed after 90 days.

Persons with disabilities who need assistance completing this application may request reasonable accommodation under the LDCHA Reasonable Accommodation Policy. A reasonable accommodation request form can be obtained from the LDCHA Main Administrative Offices at 1600 Haskell Avenue or at Babcock Place at 1700 Massachusetts St. Contact the LDCHA at 785 842-8110 if you need more information about applying for housing assistance.

NOTE TO APPLICANT: If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll-Free Hot Line (800) 743-5323.

INCOME GUIDELINES FOR ADMISSION

FAMILY SIZE	30% OF MEDIAN (Extremely Low)	50% OF MEDIAN (Very Low)	80% OF MEDIAN (Low)	100% of MEDIAN
1	$23,200	$38,650	$61,850	$77,300
2	$26,500	$44,200	$70,650	$88,400
3	$29,800	$49,700	$79,500	$99,400
4	$33,100	$55,200	$88,300	$110,400
5	$38,680	$59,650	$95,400	$119,300
6	$44,360	$64,050	$102,450	$128,100
7	$50,040	$68,450	$109,500	$136,900
8	$55,720	$72,900	$116,600	$145,800
9	$61,400	$77,300	$123,650	$154,600
10	$67,080	$81,700	$130,700	$163,400

EFFECTIVE 5/1/2026 as published by HUD, AMI $110,400

GENERAL AND SENIOR HOUSING ELIGIBILITY FACT SHEET

Eligible Applicants for Lawrence-Douglas County Housing Authority Waiting List Must:

Have a gross annual income below the Douglas Co. Kansas low-income guideline for a family of their size.

Gross annual income includes all sources of cash income for each person that will live in the assisted unit.

Qualify as a household/family. A family is defined as:

- a single person; or
- Two or more persons living together with an identified head of household who is legally and morally responsible for the group and is actually looked to and held accountable for family needs; or
- A group of two or more elderly or disabled persons living together; or
- One or more elderly or disabled persons living together with one or more live in aides.
- Full time college students under age 24 are **not** eligible unless they are married, have children, or are a member of an otherwise eligible household.

Be a citizen of the United States or have INS documentation of eligible immigration status.

Birth certificates and Social Security or Alien Identification cards must be submitted for each family member. Photo identification cards for each family member 18 years of age or older.

Have no family members who have been evicted or had their federal housing assistance terminated for illegal drug activity in the past 3 years.

Have no family members who have been evicted by a federal housing program or had their federal housing assistance terminated for program or lease violations in the past 3 years.

Have no family member who has ever been convicted of a sexual or violent crime against a child or no family member required to register on a state's sexual offender list.

Have no family members who have been convicted of manufacture or sales of methamphetamine.

Have no family member with a history of violent or drug related criminal activity in the past 5 years.

Have 3 years of good residential history*.

This means that information from residential references does not reflect a pattern of property damage, willful disregard for the safety and wellbeing of others, disregard of the peaceful enjoyment of neighbors, and/or inability to comply with contractual obligations. This requirement may be waived in the transitional housing programs with case management participation agreement.

Not intentionally falsify an application.

This means all applications must include consistent complete and accurate information. Falsifying information on an application is considered fraud.

Not owe a debt to any housing authority.

Debts for prior housing assistance must be paid in full before an application will be accepted.

Not commit fraud against a housing authority, now or in the past.

*This varies for transitional housing programs offered by the LDCHA.