HPHA Waitlist opening HCV – March 22-26<sup>th</sup> Project-Based – March 29-31st Important Information

## **Open** Waitlists

- Housing Choice Voucher Waitlist
  - Preference: Families with a non-elderly disabled family member
  - Opening: March 22-26<sup>th</sup>
- Palolo Project-Based Waitlist
  - Preference: Families with a non-elderly disabled family member
  - Only accepting families who qualify for a 4-bedroom unit
  - Opening: March 29-31<sup>st</sup>

## **Lottery Selection**

- HCV Waitlist 1,000
- Palolo-Project Based 200
- Randomly select from the pool of applicants who will be placed on the waitlist
- Waitlist order will be randomly assigned
- All applicants will be contacted via email stating whether they made it onto the waitlist or not
- No appeal process for applicants who did not make the waitlist
- Waitlist will expire on May 1. All those still on the waitlist or who have not been issued a voucher will be cancelled.

## **Applicant Information**

Reset HAWAII PUBLIC HOUSING AUTHORITY P.O. Box 17907 Honolulu, HI 96817

### PHYSICIAN'S CERTIFICATE OF "DISABLED" OR "HANDICAPPED" FORM

TO WHOM	IT	MAY	CONCERN:

Call

Please complete this Certification as requested by the individual listed below. Please return form by

Re:

at	if you have any questions
a	

Thank you for your cooperation.

In my opinion, the above named individual meets the following definition of (1) a "disabled person" or (2) a "handicapped person".

### CHECK OFF ANY OF THE BLOCKS IF APPLICABLE

- (1)(a) Section 223 of the Social Security Act defines disability as an inability to engage in any substantial gainful activity because of any physical or mental impairment that is expected to result in death or has lasted or can be expected to last continuously for 12 months; or, for a blind person at least 55 years old, inability because of blindness to engage in any substantial gainful activities comparable to those in which the person was previously engaged with some regularity and over a substantial period.
- (b) Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 USC 6001(7)) defines developmental disability as:
   "Severe chronic disability that: (a) is attributed to mental or physical impairment or combination of mental and physical impairments; (b) is manifested before the person attains age 22; (c) is likely to continue indefinitely: (d) results in substantial functional limitations in 3 or more of the following areas of major life activity; (1) Self-care, (2) receptive and responsive language, (3) learning, (4) mobility, (5) self-direction, and (6) economic self-sufficiency; and (7) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated."
- (2) This person has a physical or mental impairment that (a) is expected to be of long continued and indefinite duration, and (b) is of such a nature that such ability could be improved by more suitable housing conditions.
- II. In my opinion, the above-named individual does **NOT** meet either of the above definitions of a "disabled person" or a "handicapped person."

Physician's Signature	Physician (Please Print)
Address	
Phone Number	Date
TENANT/APPLICANT RELEASE	
I,	hereby authorize
to release the above requested information.	
Signature	Date

HPHA 4019 (07/2006)

FY 2020 Income	Median Family	FY 2020 Income Limit	mit Persons in Family							
Limit Area	Explanation	Category	1	2	3	4	5	6	7	8
		Very Low (50%) Income Limits (\$) Explanation	44,100	50,400	56,700	62,950	68,000	73,050	78,100	83,100

## FY 2020 Income Limit Summary (Honolulu)

https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn

Applicant's Gross income may not exceed their family size income limits

Applicants - To Prepare

Have ready

-Full legal name of all family members

-Social Security Numbers

-Birth dates of all family members

-Estimated income of all family members

-Valid mailing address

-Valid email address

If Selected

-Verification of disability

-Valid Photo ID – all adult members

-Proof of birth documentation

-Income documents

-3 Monthly of consecutive paystubs or employment verification of start date, rate of pay, and average hours

-Child Support, Social Security, Pension, etc.

-Asset documents

-Bank statements for all accounts, IRA documentation, life insurance, etc.

## Landlord Benefits of the Section 8 Program

### Guaranteed Rent

HPHA pays a fixed amount of the rent to participant landlords each month. The tenant pays the difference between the subsidy and the total rent, in addition to any utilities not included in the rent.

### Free Inspections

 HPHA will inspect your unit to ensure that it is safe, decent, and in good repair. The inspections meet the requirements of the requirements of HUD regulations and City and County of Honolulu ordinances.

### Free Listings

Participating landlords may list their rentals with HPHA.

### Helping Others in Need

 Landlords experience the satisfaction of providing a place to live for low-income families while receiving a dependable source of income Applying for the waitlist

Interpreter's will be available on Monday and Tuesday for each waitlist period via zoom to assist applicants with portal and other application questions

HCV Interpreter Schedule						
Monday 3/22	9 am – 11 am	Marshallese				
Monday 3/22	1 pm – 3 pm 3 pm – 4:30 pm	Cantonese/Mandarin Vietnamese				
Tuesday 3/23	9 am – 11 am	Chuukese				
Tuesday 3/23	1 pm – 3pm	Korean				
Palolo Project-Ba	se Interpreter Sch	edule				
Monday 3/29	9 am – 11 am	Marshallese				
Monday 3/29	1 pm – 3 pm 3 pm – 4:30 pm	Cantonese/Mandarin Vietnamese				
Tuesday 3/30	9 am – 11 am	Chuukese				
Tuesday 3/30	1 pm – 3pm	Korean				

For questions or Reasonable Accommodation Requests needed for applying: Call (808) 832-6040 or email <u>Hpha.s8waitlist@Hawaii.gov</u>

Schedule and zoom links will be posted online at <u>www.hpha.Hawaii.gov</u> and <u>www.hphaishereforyou.org</u>

# A quick walk-through of the online portal <u>www.hpha.myhousing.com</u>

Apply For Housing Here Choose Your Language 中國傳統的 Español Ilokano 한국어 Chuukese Tiếng Việt 简体中文 Sāmoa Tagalog Tongan Marshallese If you do not see the language that you need listed above, or if you require any other assistance to apply, please call (808)832-5961. The Hawaii Public Housing Authority (HPHA) Making Housing Dreams Come True Welcome to the Hawaii Public Housing Authority's (HPHA's) pre-application for the Public Housing and Rental-Assistance Voucher programs. To see which waiting lists are open, and get more details about HPHA's housing programs, property locations, and eligibility requirements, please visit http://www.hpha.hawaii.gov/portal/WebApp FAQs.html. PRE-APPLICATION To begin your application, please select the green "start here" box below. You must complete the entire pre-application in order to be placed on a waiting list. During the completion of the pre-application, you will be provided a list of waiting lists for you to choose from. This list is based on the information you provide and the eligibility requirements for each open waiting list. Once your application is submitted, you will be given a confirmation number and information on how to manage your application moving forward. REOUIRED INFORMATION 1. Full Legal names of all family members. 2. Social Security Numbers 3. Birth dates of all family members 4. Estimated Income of all family members 5. Valid mailing address 6. Valid email address ELIGIBILITY To be eligible, you must meet the following criteria: The Head of Household must be 18 or older, or a legally emancipated minor. The total household income must be below the income limits established by HUD. More fields below At least one (1) person in the household must be an eligible citizen or an eligi Start Here Hawaii Public Housing Authority Already Applied? Enter Agent Code

Come True\*

### User friendly

Translated into 12 languages

A My Housing

### ELIGIBILITY

To be eligible, you must meet the following criteria:

- The Head of Household must be 18 or older, or a legally emancipated minor.
  The total household income must be below the income limits established by HUD.
  At least one (1) person in the household must be an eligible citizen or an eligible non-citizen.

### Final program eligibility will be determined when your name reaches the top of the waiting list.

PLEASE NOTE: All of HPHA's housing programs have extensive waiting lists. Waiting time depends on the date and time of your application and waiting list preferences.

For more immediate housing needs please see our website for additional community resources.

The Hawaii Public Housing Authority does not discriminate on the basis of race, sex, color, religion, marital status, familial status, national origin, age, pregnancy, disability, ancestry, or sexual orientation in the access to, admission into, or employment in, housing programs or activities.

Plea	Open Waiting List(s) use note that all Dates shown and captured in this site are in US Format month/day/year
TEST_Project Based KPT Start: 10/14/2020 04:30 PM	End: 10/14/2020 08:00 PM
TEST_HCV - Lease in Place Start: 10/14/2020 04:30 PM	End: 10/14/2020 08:00 PM
	Start Here Hawaii Public Housing Authority Already Applied? Enter Agent Code

Easy to translate into other languages.

Zoom dates have been scheduled to further assist those who need language assistance.

Apply Ren Imw (Housing) Ikei Fini Fosun Fonuwom							
lokano	한국어	Chuukese	Tiếng Việt	简体中文	中國傳統的	Sāmoa	Tagalog
			Marshallese	)			

fonuwom me asan, pwan ika en mi mochen aninis ren omw kopwe apply, kose mochen kokori (808) 832-5

The Hawaii Public Housing Authority (HPHA) Sia Anisi Chomong Famini Ar Repwe Kutta limwer/Nenier

lic Housing Authority's (HPHA's) pre-application for the Public Housing and Rental-Assistance Vouc

awaii Public Housing Authority (HPHA) me mwan kopwe amasou taropwe ren aninisin iimw me ren rogramen Rental-Assistance Voucher.Ren omw kopwe kuna porausan an HPHA kewe housing prog pekin iimw, kose mochen visit ei website http://www.hpha.hawaii.gov/portal/WebApp\_FAQs.html.

🏫 My Housing			Hawai	i Public Housing Authority	Come Tu	Housing Dreams e <sup>4</sup>			Text Size
Your Information	2	3	4	5	6	7	8	9	10
	Your Family	Your Address	Your Income	General Questions	Supplemental Contact	Summary	Your Lists	Additional Questions	Done!

### Tell Us About The Head Of Household

(You'll add your family members later)

	anny members latery
First Name	First Name
Middle Name	Middle Name
Last Name	Last Name
Select One 🗸	Gender
Social Security Number	Social Security Number ()
Birth Date	Birth Date 🕦
Black/African American	Nace(s) (select all that apply)
American Indian/Alaska Native	
Select One ~	Ethnicity More fields below ±
	Next >

### Scroll down for more questions

< Back

our I	4 General Questions	6 Supplemental Contact
	•••••	Form ✔ Social Security Number (j)
	05/28/1949	✔ Birth Date 👔
	White Black/African American American Indian/Alaska Native Asian	✓ Race(s) (select all that apply)
	Not Hispanic or Latino 🗸 🗸	✓ Ethnicity
	No ~	✔ Are you a U.S. Veteran?
	Select One ~	Are you disabled?
	Phone Number	Phone Number 👔
	Email Address	Email Address
	Confirm Email Address	Confirm Your Email Address

Once completed, applicant will be able to move onto the next page

## Number of other members in the household. Applicant does not count themselves



Applicant will answer the same questions for each additional family member.

Your Information	Your Family	3 Your Address	4 Your Income	5 General Questions	6 Supplemental Contact Form	7 Summary	8 Your Lists	9 Additional Questions	10 Done!
			Tell U Provide inform	Js About You nation for the individuals	ur Family Mem	ur household.			
			John	ily Member 1 of 3 - Cont	inue without entering any m	iore.			
			Middle Na	me	Middle Name				
			Doe		✔ Last Name				
			Male	~	✔ Gender				
			Co-Head	~	✓ Relationship to Head	Of Household.			
			••••••		✓ Social Security Numb	er			
			08/04/198	5	✓ Birth Date ✓ Bace(s) (select all that	t apply)			Mars fields below a
, Back			Black/Afric	an American		с арріў)			Novt

## Insert your Current address



### Tell Us About Your Address...

Street	Street
Address Line 2	Address Line 2
Suite/Apt	Suite/Apt
City	City
Hawaii ~	✓ State
Zip Code	Zip Code



### Tell Us About Your Family's Income...

Please include income from all family members

+ Add Income

Applicant must report all income individually

Click "Add Income" for each new income source you're entering



**•** Add Income

	Mary Charles - Other Youth Under 18 Alice Wonderland - Other Youth Under 18	
	Who do you receive it from?	Who do you receive it from
	Gross Amount	How much do you receive?
Jane Doe 🗸	✓ Whose income is it?	"Other Wo
Select One	Type of Income?	all employ
Pension Own Business Social Security	o do you receive it from?	
Military Pay Supplemental Security Income Federal Wage Temporary Assistance Needy Fi	w much do you receive?	"Other No
General Assistance Other Wage Child Support	w often do you receive it?	Contributio
Other NonWage Sources Annual imputed welfare income Medical reimbursement		bill; friend
		\$100/mon

Select One Select One

Jane Doe

John Doe - Co-Head

TCH US ADOUT FOUL FURHING STICOTH Please include income from all family members

🗙 Rem

Whose income is it?

f Income?

Select the household member you are entering income for.

Select the type of income you are entering, then provide the source and amount

"Other Wage" can be used for all employment income

"Other Non Wage Sources" = Contributions, gifts, etc. Examples: Parent pays phone bill; friend gives applicant

\$100/month for necessities

Average gross income (before taxes) and How often you receive that amount



Select One	~
Select One	
Weekly	
Bi-Weekly	
Twice-Monthly	
Monthly	
Quarterly	
Semi-annually	
Annually	

How often do you receive it?

Twice-monthly = paid 2 times a month (SOH pays the 5<sup>th</sup> and the 20<sup>th</sup>)

Bi-weekly = every other week (paid every other Friday)





Click "add income" to report additional income. Continue until all income is reported.

We recommend applicants collect this information now and keep handy.

Deadlines will be firm for submitting information once the applicant is contacted.

Next >

## 1 Yes No

### Answer Question(s) Below:

Please answer all questions

~

I am in a lease and my landlord is willing to participate. Upon interview we will require certification documents\approvals.

## Pre-Qualifying question for HCV Preference

If you do not choose "Yes", you will not qualify for the Non Elderly Disabled Preference



### **Optionally Provide Additional Contact**

If you would like to provide an additional contact that can assist us with your application, please do so now. This is a 3 step process as follows:

Step 1: Pull down the Supplemental Agreement Form here: <u>Supplemental Contact Form</u>

Step 2: Fill out the form you've downloaded (Please don't forget to sign it...)

Step 3: Upload the document here:

Upload

Option for Participants to provide additional contact info.

This portion does not need to be completed at application.

OMB Control # 2502-0581 Exp. (02/28/2019)

Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants

#### SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. You may update, remove, or change the information you provide on this form at any time. You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Telephone No:	Cell Phone No:
Name of Additional Contact Perso	or Organization:
Address:	
Telephone No:	Cell Phone No:
E-Mail Address (if applicable):	
Relationship to Applicant:	
Reason for Contact: (Check all th	pply)
Emergency	Assist with Recertification Process
Unable to contact you	Change in lease terms
Termination of rental assistance	Change in house rules
Eviction from unit	Other:
Late payment of rent	
Commitment of Housing Authority or arise during your tenancy or if you requ issues or in providing any services or sp	vner: If you are approved for housing, this information will be kept as part of your tenant file. If issues iny services or special care, we may contact the person or organization you listed to assist in resolving the al care to you.
Confidentiality Statement: The inform applicant or applicable law.	n provided on this form is confidential and will not be disclosed to anyone except as permitted by the
Legal Notification: Section 644 of the requires each applicant for federally ass organization. By accepting the applican requirements of 24 CFR section 5.105, programs on the basis of race, color, rel age discrimination under the Age Discri	sing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) d housing to be offered the option of providing information regarding an additional contact person or pplication, the housing provider agrees to comply with the non-discrimination and equal opportunity uding the prohibitions on discrimination in admission to or participation in federally assisted housing n, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on ation Act of 1975.
Check this box if you choose not	provide the contact information.
	Data

and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 14964) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing importants to provide any individue family applying for occupancy in HUD-assisted housing with the option to include in the application for a family applying for occupancy in HUD-assisted housing with the option to include in the application for a company the name, address, telephone number, and other relevant information of a family member, friend, or perion associated with a social, health, advocavi, or similar organization. The objective of providing such information is the facilitate context by the housing provide with the person or organization information is assis in providing any delivery of services or special care to the ternar and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained as confidential information. Providing the information is basis to be operations of the HUD Assisted-Housing Program and is volutary. It supports statutory requirements and program and management contexts that prevent Faud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid (MBR) control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.

### The Optional Contact Form

Step 2: Fill out the form you've downloaded (Please don't forget to sign it...)

### Step 3: Upload the document here:

Optional Contact Information – Form HUD-920



### If you choose to complete the form now, download, fill it out, and upload it into the portal.



### What You've Told Us...

Click on an item to make changes

Jane Doe (Head of Ho	<u>usehold)</u>		
Birth Date: 05/28/1949	Races: American Indian/Alaska Na Disabled: Yes	Veteran: No	
<u>John Doe (Co-Head)</u>			X
Birth Date: 08/04/1985	Races: American Indian/Alaska Na Disabled: Yes	Veteran: Yes	
<u> Mary Charles (Other Y</u>	outh Under 18)		×
Birth Date: 01/02/2015	Races: American Indian/Alaska Na Disabled: No	Veteran: No	
Alice Wonderland (Oth	ner Youth Under 18)		×
Birth Date: 02/09/2010	Races: American Indian/Alaska Na., Disabled: Yes	Veteran: No	

Review your application information. If correct, check the box at the bottom and click "Next"



### **Address Info**

Residence			
Address: 123 Bishop St Honolulu, HI	96813		

### Income Info

Department Of Education For: Jane Doe	Amount: <b>\$2,000.00</b>	Frequency: Twice-Monthly	Type: Other Wage
VA For: John Doe	Amount: <b>\$500.00</b>	Frequency: Monthly	Type: Pension

### I verify that the information provided in this application is correct.

✓ I verify that the information provided in this application is correct.

Next >



If you do not meet one of the requirements to apply for a waitlist, you will not be able to apply for it.

Click the "Why" button for an explanation why you do not meet the requirement for a list.

### Choose Your List(s)...

You have not selected a list. Click **Select List** to go back and choose a list. If you click **Withdraw** your application will not be processed.

Select List



# You Must select a list to apply for or you may withdraw your application

Choose Your List(s)...

(To apply to a particular list, click on the list below.)

TEST HCV - Lease in Place

Lists You Don't Qualify For

TEST\_Project Based KPT

Why?

# Applicant's can use the "Back" button to correct previous tabs

### Choose Your List(s)...

(To apply to a particular list, click on the list below.)

TEST HCV - Lease in Place

TEST Project Based KPT



## Preference Question – page 9



Does a member of your family have a disability, and is at least 18 but not yet 62?

Yes – Application will be marked as selecting the preference No – Will be marked as non-preference



If you are a first-time applicant, you may disregard creating a portal account at this time.



## Applicants may only apply once.

Applicant's who already have an active HPHA portal account must apply through their account.

Go to "Update Application" to select the waitlist. You MUST press "SUBMIT" for the application to be submitted.