

April 2024 Waitlist Opening Frequently Asked Questions

HACA's pre-application for our waitlist opens from April 2nd through April 5th.

HACA is opening for the following programs:

- Housing Choice Voucher
- HACA-Owned Project Based (PBV) Units – 3 and 4-bedrooms located in Emeryville and Union City

Housing Choice Voucher (Section 8) provides rental assistance to eligible low-income families in a unit of their choosing. PBV provides this rental assistance in units owned by HACA. Learn more at <https://www.haca.net/housing-programs>.

After the pre-application period closes, all applications will be placed in a lottery drawing.

Applicants selected in the lottery will go on the applicable waitlists.

HACA will notify all applicants by June 4, 2024.

Filling out the Application

1. How and where can an applicant apply for the Waiting List?

Complete the online waitlist application using a computer or mobile device with Internet access at: www.haca.net.

Save the confirmation number to acknowledge successful submission of the application. You can take a screenshot on your mobile device, print, e-mail, or write the number down with pen and paper.

2. Is there a paper copy of the application?

No, the application needs to be submitted online. If you need assistance, you can reach out to one of our application centers. A list of application centers can be found on our website at www.haca.net or you may pick up a list from our office. Additionally, HACA staff is available to assist via phone at 510-727-8519 or via email at waitlist@haca.net.

3. Is the waitlist open for only Alameda County residents?

No, anyone may apply.

4. Is there a fee to apply?

No, it is free to apply.

5. Do I need to fill out separate applications for each program?

No, on the application you will select which program(s) you want to apply for. Based on your application responses, you will be added to the applicable lotteries.

6. If I am selected from the waitlist, what city can I live in?

- HCV waitlist: You may choose any city within HACA’s jurisdiction, subject to reasonable accommodation.
- HACA-owned PBV units: These units are in Emeryville and Union City. We currently have a total of (69) 3-bedroom units and (6) 4-bedroom units across both cities.

7. If an applicant is a person with a disability or has limited English proficiency and needs assistance in completing an application, how can they receive help?

Applicants who require assistance in completing an application can reach out to any of our application centers located in Fremont, Hayward, Pleasanton, San Leandro, Berkeley or Oakland. A list of application centers can be found on our website at www.haca.net.

Applicants may also reach out to HACA directly via phone at 510-727-8519 or via email at waitlist@haca.net. HACA will be available to assist 8am to 4pm each day of the application period.

8. What happens if I submit multiple applications?

Duplicate applications will be removed before lottery selection.

9. Who can be on my application?

It’s up to you to determine who you put on your application. Your application should include anyone who will live with you.

10. Can family members of the same house apply separately?

If the family members plan to live separately, then yes. If the family intends to remain in the same household unit, then only submit one application. Duplicate applications will be removed before the lottery selection.

11. Can two parents with shared custody of the same child(ren) both apply with the child(ren) listed on both applications?

Yes.

12. Can Veterans apply or do they have to go through the Veterans Administration?

Veterans are welcome to apply. Veterans do not have to go through the Veterans Administration to apply.

13. What if the applicant does not have a phone number or e-mail address?

HACA highly recommends you provide an email address and/or phone number. HACA requires that you provide a mailing address in your application.

14. If the applicant is an unhoued (homeless) person with alternating living addresses, which location should be on the application?

The applicant should use an address where they can receive mail for the next 90 days. HACA requires a mailing address for all applications.

15. What if I do not have a mailing address?

A mailing address is required for the application. You may use the address of a family member/friend, you may contact 2-1-1 to reach a community organization that provides mail collection services, or you

may use USPS general delivery service (contact 800-ASK-USPS to find the local post office providing this service).

16. If a tenant receives rental assistance from a different source (i.e. Abode, Emergency Services Grant (ESG), etc.) can they apply?

Yes.

Eligibility Requirements

17. Who can apply?

Anyone can apply as long as at least one person on your application is a U.S Citizen or eligible immigrant. Additionally, no one in the household can be a registered sex offender in any state or have been convicted of drug-related criminal activity for the production or manufacturing of methamphetamine on the premises of federally-assisted housing.

18. How much income can a household make and still qualify for the HCV Program?

Total household income must not exceed 50% of Area Median Income (AMI).

Some programs require that the total household income does not exceed 30% of AMI.

	PBV (ELI) 30% AMI	HCV & PBV (VLI) 50% AMI
Persons	Income Limit	Income Limit
1	31,050	51,800
2	35,500	59,200
3	39,950	66,600
4	44,350	73,950
5	47,900	79,900
6	51,450	85,800
7	55,000	91,700
8	58,550	97,650
9	62,100	103,550
10	65,650	109,450
11	69,200	115,350
12	72,750	121,300

19. Can I still apply if I am not a U.S Citizen or eligible immigrant?

Yes, you may still apply as long as one member (adult or minor) on the application is a U.S Citizen or eligible immigrant.

20. Do you report to immigration status to the U.S. Customs and Immigration Services (USCIS)?

No, HACA does not report immigration status to USCIS.

21. Is a valid social security number required for each person on my application?

You must enter your current social security number with your application. If you do not yet have a social security number, you may enter any number other than 999-99-9999 or 123-45-6789 as a placeholder.

When the family is pulled from the waitlist at least one household member will need to have a valid social security number.

22. Can I apply if my household includes a member who is subject to lifetime registration as a sex offender?

You can only apply if your application does not include the member.

23. If I previously applied for a waitlist with HACA or another housing authority, can I apply for this wait list opening?

Yes.

24. If I am currently on a waitlist with HACA or another housing authority, can I apply for this wait list opening?

Yes.

25. If I'm already on HACA's HCV waitlist, when will I be served?

HACA will serve the remaining applicants on our HCV waitlist prior to serving HCV applicants pulled from this lottery.

26. If I am currently receiving assistance from HACA or another housing authority, can I apply for this waitlist opening?

Yes.

27. What are the preference categories?

Below are a list of HACA preferences that will be taken into consideration for the HCV waitlist. Applicants may qualify for none, one, or more than one of these preferences.

Homeless:

Individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:

- a. has a primary nighttime residence that is a place not meant for human habitation; or
- b. is living in a shelter designed to provide temporary living arrangements like emergency shelters, transitional housing, hotels paid for by an organization or assistance program; or
- c. is exiting an institution where they have resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution?

Disaster Preference:

Families displaced from your housing unit due to a federal, state, or locally declared disaster within the last six months of displacement.

Veteran Priority:

Families that include a person who has served full time in the armed forces in time of national emergency or state military emergency or during any expedition of the armed forces and who has been discharged or released under conditions other than dishonorable.

After Submitting the Application

28. How will an applicant know whether their application was submitted and accepted?

Once an application is submitted, a confirmation page will show you have completed the application. The confirmation number on this page shows your application was accepted. If possible, print this page. Applicants may also write down or take a clear picture of the confirmation number. It is important to save the confirmation number in case you are not notified of your lottery selection.

29. Can I update my information on my application (address, add new member, etc.)?

HACA will accept waitlist updates only for applicants that were selected for the waiting list.

30. How will my application be ranked on the waitlist if selected from the lottery?

Once the pre-application period closes, all applications will be placed in a lottery regardless of stated preferences. After lottery selection, applicants will be added to the waitlist and preferences will be applied. Applying for the lottery does NOT guarantee a place on any waitlist.

31. How will I be notified of my lottery results/selected for the lottery?

The lottery result notification will be sent by mail only in the form of a post card approximately 60 days after the application period closes.

32. What if I don't receive a postcard?

If you do not receive a post card by June 18th, you may email us at waitlist@haca.net or call us at (510) 727-8519 with your confirmation number, full name, your current mailing address, and an email address, if available.

33. What if I am not selected during the lottery?

You will not be added to HACA's waitlist. You may continue to apply to any open waitlist with any housing authority.

34. If I am selected from the lottery, how long do I have to wait to receive a voucher?

HACA issues vouchers from our waitlist as funds become available. For this reason, we are unable to provide a specific time period.