



2931 MISSION STREET, SANTA CRUZ, CALIFORNIA 95060
Telephone: (831) 454-9455 • Fax: (831) 469-3712
Website: www.hacosantacruz.org

Wait List Information: (831) 454-5950
TDD: (831) 469-0122

APPLICATION FOR USDA-RHS FARM WORKER HOUSING

ABOUT THE USDA-RHS FARM WORKER HOUSING PROGRAM

The Housing Authority of the County of Santa Cruz owns and manages 70 two and three bedroom units of U.S. Department of Agriculture-Rural Housing Service (USDA-RHS) in Santa Cruz County at two different sites in and near Watsonville. This program is designed to provide affordable housing to households where at least one household member earns a substantial portion of their income as farm laborers **and** is either a United States citizen or legal resident.

USDA-RHS tenants pay their rent directly to the Housing Authority at rental rates approved by the U.S. Department of Agriculture-Rural Housing Service.

USDA-RHS units in Santa Cruz County have historically had little tenant turnover and are usually fully occupied. Once on the USDA-RHS Program, households are entitled to stay for as long as they remain program eligible. After initial occupancy, program eligibility is re-determined annually. The family does not take the subsidy with them when they move and the subsidy is a “flat rent,” that is, it is not geared to the family’s income and will not change with a change in income.

REQUIRED CRITERIA FOR PROGRAM ELIGIBILITY

Please be aware that in order to participate in the USDA-RHS Farm Worker Housing Program, applicants must pass a strict eligibility process that includes comprehensive screening and background checks.

1. Each household must demonstrate that they earn a substantial portion of their income from farm labor. All income information will be verified with the employer.
2. The qualifying adult in the household (the farmworker) must either be a US Citizen or reside in the United States after being legally admitted for permanent residence. The Housing Authority requires proof of citizenship or INS documentation indicating legal status. (All documentation will be verified by the INS.)
3. If either of the first two criteria are not met, your family will be determined ineligible. If your household meets the two above criteria, the Housing Authority will conduct extensive screening and evaluation to ensure that suitable households are assisted. Such screening includes but is not limited to the following:
 - a. Criminal background checks
 - b. Credit checks
 - c. Landlord references and rental history
 - d. Housekeeping inspection

Therefore, we may deny assistance to your family if you have arrests, bad credit, evictions, or other negative findings.

HOW TO GET ON THE USDA-RHS FARM WORKER HOUSING WAITING LIST

A Waiting List has been established for those who meet the above criteria for tenancy in USDA-RHS units. When the Waiting List is open, households may apply at any time. All applicants will be placed on the Housing Authority's USDA-RHS Waiting List by date of application. The period of time an applicant must wait for USDA-RHS assistance cannot be estimated and is dependent solely on turnover in the program.

Please read the eligibility criteria on the reverse side of this page. If, after reading the required criteria, you believe you are eligible for participation in the USDA-RHS Farm Worker Housing Program, you may submit the attached pre-application to be added to the waiting list. The following instructions will help you complete all of the enclosed forms fully and accurately. Incomplete submittals will be returned to you for completion, and will delay your date of placement on the waiting list.

1. COMPLETE AND SIGN THE PRE-APPLICATION FOR USDA-RHS FARM WORKER HOUSING

- Complete *all* information on all pages of the form. If a question is not applicable to you, answer "No" or "NA".
- If you need additional space to answer any question, attach additional pages as needed.

2. IF YOU NEED ASSISTANCE COMPLETING THESE FORMS, PLEASE CALL THE HOUSING AUTHORITY INFORMATION CENTER AT (831) 454-5955 IMMEDIATELY.

MAIL INFORMATION TO:

**HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ
2931 MISSION STREET – SANTA CRUZ, CA 95060**



This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”



PRE-APPLICATION FOR USDA-RHS FARMWORKER HOUSING

THIS INFORMATION IS REQUIRED TO IN ORDER FOR THE HOUSING AUTHORITY TO PLACE YOUR NAME ON THE WAITING LIST FOR UNITED STATES DEPARTMENT OF AGRICULTURE-RURAL HOUSING SERVICES (USDA-RHS) FARMWORKER HOUSING. THIS FORM MUST BE COMPLETELY FILLED IN. ALL INFORMATION ON THIS FORM WILL BE VERIFIED BY THE HOUSING AUTHORITY.

I. CONTACT INFORMATION – Please provide the name of the qualifying household member. (The qualifying household member must be a current or retired or disabled farmworker AND a US citizen or legal resident.)

Full Name of Qualifying Household Member _____

Home Address: _____

Mailing Address: _____

Phone Numbers: Home _____ Work _____ Cell _____ Other _____

II. CITIZENSHIP STATUS

Are you a US citizen or legal resident? Yes No (If no, what is your residency status?) _____

Please provide your Social Security Number (if applicable): _____

III. FARM LABORER STATUS

- 1) Are you currently an active farm laborer, or currently eligible to receive unemployment from work in farm labor?
 Yes No
- 2) Are you a retired / disabled person who was an active farmworker at the time of retirement / disability?
 Yes No
- 3) Are you a retired / disabled person who was not an active farmworker at the time of retirement / disability?
 Yes No

OPTIONAL: The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against tenant applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluation your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

1a. Race: Asian Black / African American
 Native American / Alaska Native Native Hawaiian / Pacific Islander
 White / Caucasian

1b. Ethnicity: Hispanic or Latino Not Hispanic or Latino

IV. HOUSEHOLD INCOME AND COMPOSITION

Total number of people in household: _____
Number of Adults F: _____ M: _____
Number of Children F: _____ M: _____

Total household annual income earned from farm labor: \$ _____

Total household annual income from all sources: \$ _____

V. CERTIFICATION

I do hereby swear and attest that all of the listed information is true, complete, and correct. Additionally, I certify that if I accept housing assistance from the USDA-RHS, that the assisted unit will be the primary residence of my household. I understand that false information or statements or omission of information are punishable under federal law, and are grounds for denial of admission into the program, or termination from the program.

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.

X

Print Qualifying Household Member Name

Signature of Qualifying Household Member

Date

VI. AUTHORIZATION TO VERIFY INFORMATION

The Housing Authority is required to verify all information regarding your family composition, citizenship and residency status, income, assets, and any information deemed necessary to process your application. Therefore, your name cannot be placed on the waiting list for USDA-RHS Farm Worker Housing unless you consent to the following statement.

I hereby give my consent to have the Housing Authority of the County of Santa Cruz and the United States Department of Agriculture Rural Housing Service, obtain any and all information deemed necessary to determine my/our eligibility for housing assistance. Therefore, I authorize the release of any of the information described below, as requested by the Housing Authority of the County of Santa Cruz or by the United States Department of Agriculture Rural Housing Service.

I understand that this release of information includes the collection of information regarding my citizenship and residency status, employment, benefits, child support and spousal support, bank accounts, or any other income or asset information. I understand that this information will be kept confidential and is being requested for the purpose of determining my/our eligibility for housing assistance.

I also authorize this form to be photocopied and used as an original.

X

Print Qualifying Household Member Name

Signature of Qualifying Household Member

Date



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