

What is the Housing Choice Voucher (HCV) Waiting List for?

The HCV Waiting List is used to select families for the HCV Program, the Project-Based Voucher (PBV) Program, and the Moderate Rehabilitation (Mod Rehab) Program. If you're on the HCV Waiting List, you may receive opportunities for all three affordable housing programs! More information about these programs can be found at hacosantacruz.org/programs.

When can I submit my application?

Applications will be available starting at 9:00 AM on May 13, 2025. You can submit your application anytime between 9:00 AM on May 13, 2025, and 5:00 PM on May 29, 2025. Applications will not be accepted before 9:00 AM on May 13 or after 5:00 PM on May 29. However, you may create an account on the Applicant Portal at any time. Once the HCV Waiting List opens, you can use that account to apply.

Who can apply to the HCV Waiting List?

Anyone can apply to the HCV Waiting List. Placement on the list does not guarantee eligibility for the HCV, PBV, or Mod Rehab programs. Eligibility is only determined if and when you are selected from the Waiting List.

How do I apply to get on the Waiting list?

Visit our applicant portal at tinyurl.com/s839ssaj and follow the steps to apply. Additional instructional videos also available on our website at www.hacosantacruz.org.

What if I'm already on the HCV Waiting List?

If you are already on the HCV Waiting List, you do not need to re-apply. You will keep your current position on the existing Waiting List. All applicants currently on the existing Waiting List will continue to be selected for assistance from the current waiting list prior to or concurrently with the new waiting list, subject to any established preferences or special population voucher eligibility criteria.

Do I have to live in Santa Cruz County, Hollister, or San Juan Bautista?

No, you can live anywhere and still add your name to the HCV Waiting List. However, the Housing Authority does apply a limited residency preference. For more details, please see the question: "Are there any waiting list preferences?"

Are there any waiting list preferences?

Yes, the Housing Authority applies several waiting list preferences. For most vouchers, a limited residency preference is used. The Housing Authority has established a partial live/work residency preference, such that 75% of the families selected from the waiting list will be selected by sequence using a preference for applicants who either currently live, work, or have been hired to

work in the jurisdiction of voucher program, and 25% will be selected from the waiting list by selected sequence number without regard to residency.

- When selecting pre-applicants for Hollister/San Juan Bautista vouchers, the San Benito County residency preference will be applied
- When selecting pre-applicants for all other voucher types to which a residency preference is applicable, the Santa Cruz County residency preference will be applied

Some specific voucher types are excluded by HUD from any residency preference.

In addition, a select number of vouchers are reserved for specific populations, such as homeless families with minor children, or households with non-elderly disabled household members. By providing complete and accurate information on your pre-application, and keeping your application record updated, you can ensure that you are considered for any and all preferences or special population vouchers.

For more information on all waiting list preferences and special population vouchers, please see the HCV Administrative Plan at: hacosantacruz.org/general-information/agency-plans.

Can I submit multiple pre-applications?

No, only one pre-application is permitted per head of household. Any duplicate pre-applications that are received will be removed prior to conducting the lottery.

How does the lottery work?

After the pre-application period closes and duplicate applications are removed, each applicant will be assigned a computer-generated lottery number. This number determines your position on the HCV Waiting List. Once your lottery number is assigned, you will be notified in writing. Your lottery number will not change over time. There is no advantage to applying early. All applications submitted during the open period will be entered into the same lottery.

I do not have citizenship or legal residency status. Can I apply?

Yes, you may still submit a pre-application. To be eligible for rental assistance, at least one household member must have citizenship or legal residency status. Information about the citizenship and legal residency of waiting list applicants is NOT verified and is NOT transmitted HUD. Citizenship or legal residency will be verified and transmitted to HUD only if your household is selected to apply for rental assistance.

When will I be selected for housing opportunities?

Pre-applicants will be selected from the HCV Waiting List based on their lottery number and any applicable preferences. All applicants currently on the existing Waiting List will continue to be selected for assistance from the current waiting list prior to or concurrently with the new waiting

list, subject to any established preferences or special population voucher eligibility criteria. The Housing Authority **cannot** predict how long you will wait before receiving housing opportunities. Your waiting time depends on several factors, including the rate at which families leave the program and the level of funding the Housing Authority receives. Currently, the Housing Authority does **not** have sufficient funding to issue new vouchers and wait times for assistance may be very long. You can increase your chances of receiving rental assistance more quickly by making sure that you keep your application current by informing the Housing Authority of any changes to your mailing address, household composition, and eligibility for any preferences or special population vouchers.

I don't have a Social Security Number. Can I apply?

Yes, you may still submit a pre-application. If you do not have a Social Security Number, please enter nine nines (999-99-9999) in the SSN field on the application.

What if I don't have computer access and can't apply online?

The Housing Authority strongly encourages applicants to apply online (insert reason). However, there are several options available if you have limited or no access to a computer:

- Visit our office at 2160 41st Avenue, Capitola, California, Monday through Thursday, between 8:30 AM and 4:30 PM. You can use the self-service kiosk in the front lobby. Staff will be available to assist you.
- Request a paper pre-application. You can request a physical form by visiting our office, calling (831) 454-5950, or emailing waitlist@hacosantacruz.org.
- Use a public computer at your local library. Most libraries have free computer access available to the public.

What happens after I submit a pre-application?

After the HCV Waiting List closes on **May 29, 2025**, the Housing Authority will first review and remove any duplicate applications. A random, computer-generated lottery will then be conducted approximately **60 days after the list closes** (around late July 2025) to determine placement on the waiting list. Once the lottery is complete, all applicants will be notified of their assigned lottery number.

If you apply online, you'll receive immediate confirmation of receipt. If you submitted a paper application, confirmation will be sent approximately **45 days after the list closes** (mid-July 2025).

Are there waiting lists other than the HCV Waiting List?

Yes! To see a list of all available waiting lists, visit: hacosantacruz.org/waiting-lists. Additionally, we encourage you to sign up for Affordable Housing Alerts (AHA) to receive notification of available affordable housing opportunities in our community sign up for AHA [here](#).

Can other members of my household apply separately?

Yes. One application per head of household is allowed. For example, if you have adult children living with you, they may also submit separate pre-applications.

What if my address or contact information changes?

You can log into the Applicant Portal to change your address or contact information at any time. **You must keep the Housing Authority informed of changes to your contact information or mailing address.** If your contact information or mailing address changes, please notify the Housing Authority within thirty (30) days. It is your responsibility to make sure the contact information you provide is reliable, accurate, and secure. At any time, if you do not respond to Housing Authority requests for information or appointments by the provided due dates, or if at any time correspondence sent to you is returned to the Housing Authority as undeliverable, no further attempts to contact you will be made and your name will be removed from the Waiting List. You may update your contact information at any time by logging onto your account on the Online Portal and submitting your changes.

Do I need to provide documents with my pre-application?

No documents are required at the time of your pre-application. If you are selected from the Waiting List, you will be asked to submit documentation during the full application process.

What information does the Housing Authority share with HUD?

If your household is selected from the waiting list and you are determined eligible to receive rental assistance, we are required to share certain information with the U.S. Department of Housing and Urban Development (HUD). This includes:

- Name, birth date, income, and job information for all household members
- Which household members have eligible immigration status and which do not
- Social Security numbers or immigration document numbers (for those with eligible status)
- The address where you use your voucher and your rent amount

What information does the Housing Authority share with DHS?

The Housing Authority does **not** directly report any information to the Department of Homeland Security (DHS). However, DHS and HUD do share information.
