

**ATTENTION!!!**

**Section 8 Housing Choice Voucher applications submitted by ONTARIO COUNTY residents MUST be accompanied by proof of the applicant's current address. The application will be considered INCOMPLETE without proof of current address.**

If you are unable to provide proof of current address but would like your application to be considered, you MUST sign the 'Temporary Waiver of Portability' located below:

**Temporary Waiver of Portability**

I am not able to provide proof that I currently maintain a legal residence in Ontario County, NY. I understand and agree that this means that I will not have portability rights during the first year of my participation in the Ontario County Housing Choice Voucher Program.

I understand that if I am found eligible for the Section 8 Program and receive a Housing Choice Voucher, that I must utilize my assistance in Ontario County, NY for a minimum of 1 (one) year.

After utilizing my assistance for 1 (one) complete year in Ontario County, NY, all normal program regulations regarding portability will be reinstated.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



If you do not speak English, you have the right to request an interpreter,  
which will be provided to you free of charge.  
Si usted no habla inglés, tiene el derecho de solicitar de los servicios de un intérprete,  
el cual le será provisto de manera gratuita.



## **SECTION 8 HOUSING CHOICE VOUCHER FREQUENTLY ASKED QUESTIONS**

**PLEASE NOTE:** This application is for Tenant-Based Section 8 Housing Choice Voucher Program Assistance and Project-Based Section 8 Rental Assistance at Lyceum Heights Building 1 and Lyceum Heights Building 2. **If you would also like to apply for Project-Based Section 8 Rental Assistance at the SPA APARTMENTS in Clifton Springs, you must request an additional application, either from Geneva Housing Authority's Main Office or the Spa Apartments.** The Application for Spa Apartments MUST be submitted to the Spa Apartments at 11 East Main Street, Clifton Springs, NY.

### **SECTION 8 INCOME LIMITS, effective April 1, 2020 (total annual household income)**

PERSONS	INCOME	PERSONS	INCOME
1	\$26,750	5	\$41,300
2	\$30,600	6	\$44,350
3	\$34,400	7	\$47,400
4	\$38,200	8	\$50,450

### **WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?**

Each application is stamped with the date and time as soon as it is received in the GHA office. It is then reviewed to determine eligibility. A preliminary eligibility determination is made, based on the total annual income and household size. Eligible applications are placed on the waiting list in the order that they are received. A letter is sent to the applicant to notify them of whether or not they are eligible.

### **WHY DOES MY APPLICATION HAVE TO GO ON A WAITING LIST?**

The Geneva Housing Authority is given a limited number of vouchers to issue and is not allowed to issue more than that number. We do not have enough vouchers to issue to everyone who needs them, so applications are placed on the waiting list until there is a voucher available.

### **WHAT IF YOU TELL ME MY HOUSEHOLD IS NOT ELIGIBLE AND I DON'T AGREE?**

There is a review process for ineligible applicants. If your eligibility letter tells you that you are not eligible, it will also tell you how to request a review.

### **HOW SOON WILL YOU BE ABLE TO HELP ME?**

**It is not possible to tell you how long it will be before you are contacted with an offer of assistance.** Processing of applications generally takes 2 - 3 weeks, and you should receive your eligibility notification within 4 weeks of submitting your application. After that, it will depend on when your application was submitted. Some offers of assistance will go out right away, but on an ongoing basis, it will depend on vouchers becoming available, and position on the waiting list. Our waiting lists have at times been over three years long.

## **ARE THERE ANY CATEGORIES OF PEOPLE THAT YOU ASSIST SOONER THAN OTHERS?**

For single-person households only, applicants who are elderly, disabled or handicapped will be assisted ahead of other single-person households.

HUD also requires that the GHA give priority to assisting applicants in the lowest income categories. This means that sometimes we have to skip over higher income applicants. The higher income families do remain on the waiting list, but they may have to wait longer for their offer of assistance.

## **HOW MUCH WILL YOU PAY TOWARD MY RENT?**

It is impossible to tell you at this point how much assistance you may receive. The calculation is based on a number of factors, which all have to be verified at the time that assistance begins. Assistance is based mainly on total household income and number of dependents, however, the amount of the rent, and what utilities you have to pay for will also make a difference. A way to get a **rough estimate** of how much you would be required to pay toward rent and utilities is to calculate 30% of your total household monthly gross income. However, you must keep in mind that we make adjustments to income for certain things, and also that the higher the rent is, the higher your payment is likely to be. So this is **ONLY** an **ESTIMATE**.

## **WHAT IF MY ADDRESS, INCOME OR HOUSEHOLD COMPOSITION CHANGES?**

You **MUST** notify the Geneva Housing Authority if your mailing address changes, because our notifications are done by mail. If we can't reach you by mail, your application will be removed from the waiting list. You would then have to re-apply and be placed at the bottom of the list.

You should also notify the GHA office if your household composition changes, as this may affect your position on the waiting list.

In most cases, changes in income **DO NOT** need to be reported while you are on the waiting list, since income will be verified when you are called in off the waiting list. You only need to report a change in your income if you have met with someone from our office and they have told you to do so.

## **I PLAN TO MOVE SOON. SHOULD I LOOK FOR ANYTHING IN PARTICULAR AT MY NEW PLACE?**

Because there is no way of knowing how soon GHA will be able to assist you, we will **NOT** advise you as to what to look for in a new apartment until you are issued a voucher. You should proceed as you normally would to find a new place. When we have a voucher available for you, you will be required to attend a briefing, where we will give you the information you will need and answer your questions.

## **SHOULD I CALL THE GHA TO ASK QUESTIONS?**

We ask that you save your questions about how the program works for the briefing session that you will attend when you are called in off the waiting list.

Please do not call to ask about your position on the waiting list. We do not give out waiting list numbers, and we also cannot predict how long you may be on the list. When there is a voucher available, you will be notified.

You should call if you have not received an eligibility letter within 4 weeks of submitting your application.

**GENEVA HOUSING AUTHORITY'S APPLICATION FOR SECTION 8 RENTAL ASSISTANCE**

**PLEASE CHECK THE BOX FOR ALL PROGRAMS THAT YOU WISH TO APPLY FOR:**

**TENANT-BASED SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ASSISTANCE**

GHA pays a portion of the rent for a private market dwelling unit located by the tenant.

**PROJECT-BASED SECTION 8 RENTAL ASSISTANCE – check one or both.**

Project-Based assistance is Section 8 assistance that is attached to a particular unit, and is currently only available at Lyceum Heights, 150 Lyceum St. in Geneva (**must be age 62 or older**).

**Lyceum Heights Bldg. 1**

**Lyceum Heights Bldg. 2**

**COMPLETE THIS CHART FOR ALL HOUSEHOLD MEMBERS AND ANSWER ALL QUESTIONS:**

Last Name	First Name	Age	Sex	Relationship To Applicant	Date of Birth	Gross Income Per Year	Social Security Number
1.							
2.							
3.							
4.							
5.							
6.							
7.							

**ONTARIO COUNTY RESIDENTS MUST SUBMIT PROOF OF CURRENT ADDRESS.  
 Failure to provide proof of residency will affect your right to exercise portability (see front page).  
 YOU MUST REPORT ALL ADDRESS CHANGES TO REMAIN ON OUR WAITING LIST.  
 If we cannot contact you by mail, your application will be REMOVED from the waiting list.**

**Head of Household Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Number and Street PO Box (if applicable)

\_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
City State Zip Code Area Code Phone Number

**LIST ALL ASSETS: Check all that apply and indicate current balance or amount:**

Savings \_\_\_\_\_  CD's \_\_\_\_\_  Money Market \_\_\_\_\_  Other \_\_\_\_\_

1. One-person (singles) households only – elderly and disabled applicants will have preference over non-elderly and non-disabled applicants. Does this preference apply to you? \_\_\_ YES \_\_\_ NO

2. Is anyone in your household a veteran? \_\_\_ YES \_\_\_ NO If yes, who? \_\_\_\_\_
3. Are you a full-time student? \_\_\_ YES \_\_\_ NO
4. Are you an Ontario County resident? \_\_\_ YES \_\_\_ NO
5. Do you currently work (or have you recently accepted a job offer) in Ontario County? \_\_\_ YES \_\_\_ NO
6. Are you a U.S. Citizen? \_\_\_ YES \_\_\_ NO  
 If you answered NO, do you have eligible immigration status? \_\_\_ YES \_\_\_ NO (\*If you are unsure if you have eligible immigration status, consult with an immigration lawyer, an immigration expert, or this office.)
7. For HUD statistical purposes only - Head of Household is:
- |   |   |
|---|---|
| Check all that apply:   | Check One:                                      |
| <input type="checkbox"/> White                                  | <input type="checkbox"/> Hispanic or Latino     |
| <input type="checkbox"/> Black/African American                 | <input type="checkbox"/> Not Hispanic or Latino |
| <input type="checkbox"/> American Indian/Alaskan Native         |   |
| <input type="checkbox"/> Asian                                  |   |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |   |

**I CERTIFY THE ABOVE INFORMATION IS ACCURATE AND COMPLETE. I understand that supplying false, incomplete or inaccurate information may result in the loss of eligibility to participate in any of Geneva Housing Authority's programs.**

Date: \_\_\_\_\_ Signature of Head of Household: \_\_\_\_\_



**EQUAL HOUSING OPPORTUNITY**

The New York State Homes and Community Renewal is coordinating the Section 8 Housing Choice Voucher Program in various areas of New York State with the Assistance of local program administrators. Funds for the program have been made available by the U.S. Department of Housing and Urban Development. Please note: the racial and ethnic data collected on this form is necessary to comply with a federal reporting requirement. This information will only be used for statistical reporting purposes.

**NO ONE MAY CHARGE AN APPLICANT A FEE TO SUBMIT AN APPLICATION FOR SECTION 8 ASSISTANCE AND/OR AS A CONDITION FOR RECEIVING ASSISTANCE IF YOU ARE DETERMINED ELIGIBLE. IF ANYONE ATTEMPTS TO DO SO, PLEASE CALL THE NEW YORK STATE INSPECTOR GENERAL'S OFFICE AT 1-800-367-4448.**

**Notice of Right to Reasonable Accommodation**

- If you have a disability, and, as a result of your disability, you need:
- A change in the rules or policies to give you an equal opportunity to use the facilities or take part in the Geneva Housing Authority's programs, or
  - A change in the way we communicate with you or give you information,
- you may ask for this kind of change, which is called a reasonable accommodation.

You can get a Reasonable Accommodation Request Form at the front desk of the Geneva Housing Authority or by calling our office at 1-800-825-1191.

**Geneva Housing Authority  
 Ontario County Section 8 Housing Program  
 41 Lewis Street  
 P.O. Box 153  
 Geneva, NY 14456**

Optional and Supplemental 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.

Check this box if you choose not to provide the contact information.

<b>Applicant Name:</b>	
<b>Mailing Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>Name of Additional Contact Person or Organization:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	<b>Cell Phone No:</b>
<b>E-Mail Address (if applicable):</b>	
<b>Relationship to Applicant:</b>	
<b>Reason for Contact:</b> (Check all that apply)	
<input type="checkbox"/> Emergency	<input type="checkbox"/> Assist with Recertification Process
<input type="checkbox"/> Unable to contact you	<input type="checkbox"/> Change in lease terms
<input type="checkbox"/> Termination of rental assistance	<input type="checkbox"/> Change in house rules
<input type="checkbox"/> Eviction from unit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Late payment of rent	
<b>Commitment of Housing Authority or Owner:</b> If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.	
<b>Confidentiality Statement:</b> The information provided on this form is confidential and will not be disclosed to anyone except as permitted by the applicant or applicable law.	
<b>Legal Notification:</b> Section 644 of the Housing and Community Development Act of 1992 (Public Law 102-550, approved October 28, 1992) requires each applicant for federally assisted housing to be offered the option of providing information regarding an additional contact person or organization. By accepting the applicant's application, the housing provider agrees to comply with the non-discrimination and equal opportunity requirements of 24 CFR section 5.105, including the prohibitions on discrimination in admission to or participation in federally assisted housing programs on the basis of race, color, religion, national origin, sex, disability, and familial status under the Fair Housing Act, and the prohibition on age discrimination under the Age Discrimination Act of 1975.	

**Signature of Applicant**

**Date**

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, 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 OMB 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.





## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

### DEBTS OWED TO PUBLIC HOUSING AGENCIES AND TERMINATIONS

**Paperwork Reduction Notice:** The information collection requirements contained in this notice have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3520) and assigned OMB control number 2577-0266. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to a collection of information unless the collection displays a current valid OMB control number.

#### NOTICE TO APPLICANTS AND PARTICIPANTS OF THE FOLLOWING HUD RENTAL ASSISTANCE PROGRAMS:

- Public Housing (24 CFR 960)
- Section 8 Housing Choice Voucher, including the Disaster Housing Assistance Program (24 CFR 982)
- Section 8 Moderate Rehabilitation (24 CFR 882)
- Project-Based Voucher (24 CFR 983)

The U.S. Department of Housing and Urban Development maintains a national repository of debts owed to Public Housing Agencies (PHAs) or Section 8 landlords and adverse information of former participants who have voluntarily or involuntarily terminated participation in one of the above-listed HUD rental assistance programs. This information is maintained within HUD's Enterprise Income Verification (EIV) system, which is used by Public Housing Agencies (PHAs) and their management agents to verify employment and income information of program participants, as well as, to reduce administrative and rental assistance payment errors. The EIV system is designed to assist PHAs and HUD in ensuring that families are eligible to participate in HUD rental assistance programs and determining the correct amount of rental assistance a family is eligible for. All PHAs are required to use this system in accordance with HUD regulations at 24 CFR 5.233.

HUD requires PHAs, which administers the above-listed rental housing programs, to report certain information at the conclusion of your participation in a HUD rental assistance program. This notice provides you with information on what information the PHA is required to provide HUD, who will have access to this information, how this information is used and your rights. PHAs are required to provide this notice to all applicants and program participants and you are required to acknowledge receipt of this notice by signing page 2. Each adult household member must sign this form.

#### What information about you and your tenancy does HUD collect from the PHA?

The following information is collected about each member of your household (family composition): full name, date of birth, and Social Security Number.

The following adverse information is collected once your participation in the housing program has ended, whether you voluntarily or involuntarily move out of an assisted unit:

1. Amount of any balance you owe the PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/or change in family composition) or other charges such as damages, utility charges, etc.); and
2. Whether or not you have entered into a repayment agreement for the amount that you owe the PHA; and
3. Whether or not you have defaulted on a repayment agreement; and
4. Whether or not the PHA has obtained a judgment against you; and
5. Whether or not you have filed for bankruptcy; and
6. The negative reason(s) for your end of participation or any negative status (i.e. abandoned unit, fraud, lease violations, criminal activity, etc.) as of the end of participation date.



**Who will have access to the information collected?**

This information will be available to HUD employees, PHA employees, and contractors of HUD and PHAs.

**How will this information be used?**

PHAs will have access to this information during the time of application for rental assistance and reexamination of family income and composition for existing participants. PHAs will be able to access this information to determine a family's suitability for initial or continued rental assistance, and avoid providing limited Federal housing assistance to families who have previously been unable to comply with HUD program requirements. If the reported information is accurate, your current rental assistance may be terminated and your future request for HUD rental assistance may be denied for a period of up to ten years from the date you moved out of an assisted unit or were terminated from a HUD rental assistance program.

**How long is the debt owed and termination information maintained in EIV?**

Debt owed and termination information will be maintained in EIV for a period of up to ten (10) years from the end of participation date.

**What are my rights?**

In accordance with the Federal Privacy Act of 1974, as amended (5 USC 552a) and HUD regulations pertaining to its implementation of the Federal Privacy Act of 1974 (24 CFR Part 16), you have the following rights:

1. To have access to your records maintained by HUD.
2. To have an administrative review of HUD's initial denial of your request to have access to your records maintained by HUD.
3. To have incorrect information in your record corrected upon written request.
4. To file an appeal request of an initial adverse determination on correction or amendment of record request within 30 calendar days after the issuance of the written denial.
5. To have your record disclosed to a third party upon receipt of your written and signed request.

**What do I do if I dispute the debt or termination information reported about me?**

You should contact the PHA, who has reported this information about you, in writing, if you disagree with the reported information. The PHA's name, address, and telephone numbers are listed on the Debts Owed and Termination Report. You have a right to request and obtain a copy of this report from the PHA. Inform the PHA why you dispute the information and provide any documentation that supports your dispute. Disputes must be made within three years from the end of participation date. Otherwise the debt and termination information is presumed correct. Only the PHA who reported the adverse information about you can delete or correct your record.

Your filing of bankruptcy will not result in the removal of debt owed or termination information from HUD's EIV system. However, if you have included this debt in your bankruptcy filing and/or this debt has been discharged by the bankruptcy court, your record will be updated to include the bankruptcy indicator, when you provide the PHA with documentation of your bankruptcy status.

The PHA will notify you in writing of its action regarding your dispute within 30 days of receiving your written dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record. If the PHA determines that the disputed information is correct, the PHA will provide an explanation as to why the information is correct.

**This Notice was provided by the below-listed PHA:**

Geneva Housing Authority  
 41 Lewis St., P.O. Box 153  
 Geneva, New York 14456  
 315-789-8010 or 1-800-825-1191  
 TDD: 315-789-4399

**I hereby acknowledge that the PHA provided me with the Debts Owed to PHAs & Termination Notice:**

**Signature**

**Date**

**Printed Name**