



2931 MISSION STREET, SANTA CRUZ, CALIFORNIA 95060
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Wait List Information: (831) 454-5950
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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 who earn a substantial portion of their income as farm laborers **and** who either (1) are citizens of the United States, or (2) reside in the United States after being legally admitted for permanent residence.

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 it when it moves and the subsidy is a “flat rent,” that is, it 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. Each adult in a USDA-RHS assisted household 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.) If any adult in the household cannot provide such documentation, the entire household will be denied assistance.
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 are eligible 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 and time 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. SUBMIT COPIES OF ALL CITIZENSHIP AND IDENTIFICATION DOCUMENTS *FOR ALL ADULTS*

- Copies of picture identification, such as a Drivers License, Alien Card, State Identification, Passport, etc.
- Copies of proof of citizenship, such as Birth Certificate, Passport, etc.
- Copies of Social Security Cards
- **For non-citizens**, copies of proof of permanent legal residency from the INS. (Information provided will be verified directly with the INS.)

3. SUBMIT THE FOLLOWING INCOME DOCUMENTATION *FOR ALL ADULTS*

- **Copies** of last year's tax return including all supporting documentation such as W2's, 1040's and 1099's.
- **Copies** of the most current check stub (or a statement from each employer) including the name, address, and phone number of employer, and year to date earnings.

4. 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**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).



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 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

Full Legal Name of Head of Household: _____

Home Address: _____ Years at Address: _____

_____ Current Rent: _____

Mailing Address: _____

Phone Numbers: Home _____ Work _____ Cell _____ Other _____

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

II. HOUSEHOLD COMPOSITION

List **all persons**, who will be living in your home, even if they will only be living with you on a part time basis. List head of household first. Attach additional sheets if necessary.

Adults (18 & older) Full Legal Name	Date of Birth	Sex	Relation to Head of Household	Occupation	Birthplace
			Head of Household		
Children (under 18) Full Legal Name	Date of Birth	Sex	Relation to Head of Household	Name / City of School	Birthplace

III. CITIZENSHIP / RESIDENCY STATUS

Answer each question for **all adults** who will be living in your home as their primary residence. Attach additional sheets if necessary. All Resident ID numbers, Social Security numbers, and other ID numbers will be verified with the proper authority.

As instructed on the cover page, please submit photocopies of all citizenship, residency, and identification documents.

	Are you a US Citizen? (Yes or No)	If not, what is your residency status?	Resident ID number, if applicable:	legal, valid Social Security Number:	CA Drivers License or other ID Number:
HEAD OF HOUSEHOLD Name: _____					
OTHER ADULT Name: _____					
OTHER ADULT Name: _____					

IV. HOUSEHOLD INCOME – ALL INCOME MUST BE REPORTED

Please list the following information for **every adult** who works during the year. If any adult is not currently working due to seasonal factors, please list any employment that is expected over the course of the next year. List all jobs, including agricultural work and other occupations. If any adult has more than one job currently, or over the course of the year, use additional rows and additional sheets as needed.

As instructed on the cover page, please submit the most current pay stub from each employer, or a statement including your year to date earnings and name, address, and phone number of employer.

Name of Adult	Occupation and Employer (Please be as <u>specific</u> as possible.)	Estimated <u>Monthly</u> Income from this source	Estimated <u>Annual</u> Income from this source

V. FARM LABORER STATUS

- 1) Are you or any members of your household currently an active farm laborer? Yes No
- 2) Are you or any members of your household a retired or disabled individual who was an active farm laborer at the time of retirement or disability? Yes No
- 3) Are you or any members of your household a retired or disabled individual who was not an active farm laborer at the time of retirement or disability? Yes No

VI. CRIMINAL HISTORY

- 1) Are you or any members of your household currently using any illegal controlled substance? Yes No
If yes, please explain: _____

- 2) Have you or any members of your household ever been convicted of illegal usage, distribution or manufacturing of a controlled substance? Yes No
If yes, please explain, including name, date and disposition: _____
- 3) Have you or any members of your household ever been convicted of a felony? Yes No
If yes, please explain, including name, date, type and disposition: Name: _____ Date: _____
Type: _____ Disposition Status: _____
- 4) Have you or any members of your household ever been required to register as a sex offender? Yes No
If yes, please explain, including name, date and disposition: _____
- 5) Have you or any members of your household ever been affiliated with a gang? Yes No
If yes, please explain: _____

VII. 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 Head of Household Name

Signature of Head of Household

Date

VII. 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 Head of Household Name

Signature of Head of Household

Date

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