



Housing Authority

SECTION 8 HOUSING CHOICE VOUCHER WAITING LIST LOTTERY FREQUENTLY ASKED QUESTIONS

This FAQ is designed to answer questions about applying for the current lottery for the Housing Authority of the City of Napa (HACN) Section 8 Housing Choice Voucher Program waiting list. If you have additional questions after reviewing these materials, please call the Waiting List phone line at (707) 257-9350 or TTY 711.

What is the lottery for?

HACN will be holding a lottery for its Section 8 Housing Choice Voucher (HCV) program waiting list. At this time, HACN will not be holding lotteries for any of its Project-Based Voucher (PBV) waiting lists.

How do I know if I am eligible to apply for the lottery?

There are some basic rules for qualification for the lottery. To qualify, you must be able to answer yes to the questions

- Is the Head of Household 18 years of age or older? AND
- Is the household very low-income (see income limits below)?

Persons Per Household	Very Low Income
1	\$44,150
2	\$50,450
3	\$56,750
4	\$63,050
5	\$68,100
6	\$73,150
7	\$78,200

Will I need a social security number to apply?

No, a social security number is not required for the lottery. However, if you are selected from the lottery and have a social security number, you will be required to provide it during the Section 8 eligibility process.

Do I need to be a citizen to apply for the lottery?



No, you do not need to be a citizen. In order for your household to qualify for Section 8 assistance, at least one of your household members must have eligible immigration status. Households that do not have any eligible household members are ineligible for assistance.

Are there other factors that could make me ineligible for Section 8 assistance?

HACN may deny assistance to applicants that meet certain criteria. To view a list of this criteria, please visit www.cityofnapa.org/209/Rental-Assistance-Section-8 and review the Administrative Plan.

What information do I need to apply for the Section 8 waiting list lottery?

The online lottery application will require the following information:

- Name of Head of Household and Co Head
- Mailing address
- Telephone number
- Estimated household income
- If you meet any of the local preferences (see below)

Please have this information available prior to starting the lottery application. The lottery application form will not allow you to submit partially completed lottery applications (i.e. If you complete part of the lottery application but do not have all of the information to complete it, you can save the partially completed lottery application, but it must be completed and submitted prior to the submission deadline.)

What are the local preferences?

Local preferences include:

- Households who are currently displaced by a federal disaster
- Veterans or surviving spouses of veterans
- Households that include children, elderly, or disabled individuals
- Households with children, elderly or disabled individuals who live, work, or have been hired to work in Napa County

I don't have a computer at home. Where can I go to apply online or if I need assistance with the lottery application?

Any computer, smart phone, or internet enabled device can be used to complete a lottery application. If you do not have access to any of these devices, please contact HACN through the Housing Authority Waiting List line at (707) 257-9350 or TTY 711 (between 8:00 AM and 5:00 PM Monday through Friday) or Puertas Abiertas Community Resource Center at (707) 224-1786 (on Wednesday May 18th between 9:30 AM and 12:00 PM, Friday May 20th between 1:00 PM and 5:00 PM, and Monday May 23rd between 9:00 AM and 12:00 PM only) for assistance completing your lottery application.

I have a disability and need assistance completing a lottery application. Is there someone who will assist me?

Yes, in addition to receiving assistance directly through HACN by contacting the Housing Authority Waiting List line at (707) 257-9350 or TTY 711, or you may also contact Puertas Abiertas Community Resource Center at (707) 224-1786.



Do I have to live in Napa County to apply for the lottery?

No. However, if you do not currently live in Napa County, you will be required to live here for the first year of Section 8 program participation.

How do I apply for the waiting list lottery?

You may apply online at any time between Tuesday, May 17, 2022 at 8:00 AM through Tuesday, May 24, 2022 at 5:00 PM and between Friday, May 27, 2022 at 8:00 AM through Thursday, June 2, 2022 at 5:00 PM. To start the lottery application process once the application period is open, please visit www.cityofnapa.org/waitinglist and click on the appropriate link. Lottery applications can be submitted online 24 hours a day during the lottery application period. Lottery applications must be done through an online-only process (i.e. paper applications will only be accepted on a limited basis). If you are disabled and require a reasonable accommodation or do not have access to a computer or a smart phone and need help completing a lottery application, please leave a message for HACN at (707) 257-9350 or TTY 711 (between 8:00 AM and 5:00 PM Monday through Friday) or for Puertas Abiertas at (707) 224-1786 (on Wednesday May 18th between 9:30 AM and 12:00 PM, Friday May 20th between 1:00 PM and 5:00 PM, and Monday May 23rd between 9:00 AM and 12:00 PM only). Please be patient as staff is currently working to return calls.

Can I be in the lottery for an HCV if I am currently on a PBV waiting list?

Yes, you can submit to be added to the HCV Section 8 waiting list lottery and it will not impact your status on the PBV waiting list.

Why are you using a lottery to determine positions on the waiting list?

Wouldn't it be fairer if the list were first come, first served?

A lottery is the fairest way to give everyone an equal chance to be added to the waiting list. This avoids applicants having to wait for hours in line since there is no rush to be the first to apply. *Applying early will not improve someone's chances of being selected for the lottery regardless of when they apply during the lottery application period.*

Can my household submit more than one lottery application?

No. Only one lottery application per household will be allowed. Households that submit more than one lottery application may be disqualified.

Note, if you have been a victim of domestic violence, and the perpetrator is part of your household and is on a HACN waiting list, please contact HACN for assistance with submitting your lottery application.

How do I know if my lottery application went through?

At the end of the lottery application process, you will receive a confirmation number. This number confirms your lottery application has been received. Please save a copy of the number for future reference in case any questions arise regarding your lottery application.

Will lottery applications be available in languages other than English?

Yes, lottery applications will also be available in Spanish. If you need assistance in completing a lottery application due to language barriers, please contact our office at (707) 257-9543 or TTY 711, and we will arrange assistance in your language.

If I fill out a lottery application form, does this mean I will receive housing assistance?



No. The lottery application will only place you in the pool of applicants that will be used in the lottery to select the list of households who will be added to the waiting list. We'll send you a confirmation letting you know if your lottery application was selected through the lottery for the waiting list.

When will I find out if I've been placed on the waiting list?

No later than June 17, 2022, you will be able to confirm your lottery status on our website at www.cityofnapa.org/waitinglist. Also, if your lottery application was chosen during the lottery, you will receive communication from us, so please make sure to use a reliable mailing address, telephone number, or email address.

PLEASE NOTE: If you do not see your application status as 'active' on the website, this means your lottery application was NOT selected for the waiting list. Your lottery application will be discarded, and you will need to re-apply once a waiting list is opened again in the future.

In what order will the lottery applications be placed on the waiting list?

Lottery applications that are selected through the lottery process will be placed in the order they were selected during the random lottery. Households that also meet local preferences (see above) may be served first, before other households, in accordance with the Housing Authority's Administrative Plan.

If I am placed on the waiting list, when will I receive housing assistance?

Households that are placed on the HCV waiting list can expect to be selected for a voucher within approximately two years or longer. HACN cannot guarantee that households will receive assistance as funding for the program is not guaranteed. If your household is selected to receive a Housing Choice Voucher, you will be required to secure housing on the open market.

How do I contact the Housing Authority if I am having problems with the lottery application?

You can call the waiting list hotline at (707) 257-9350 or TTY 711 (between 8:00 AM and 5:00 PM Monday through Friday). Please be patient as staff works to assist all callers in the order they were received. We will respond to your questions as soon as possible. You can also call Puertas Abiertas at (707) 224-1786 (on Wednesday May 18th between 9:30 AM and 12:00 PM, Friday May 20th between 1:00 PM and 5:00 PM, and Monday May 23rd between 9:00 AM and 12:00 PM only) for assistance.

I believe I have a disability. What is your definition of a disabled person?

In general, for the purposes of program eligibility, the definition includes a person who has a disability as defined under the Social Security Act or Developmental Disability Care Act, or a person who has a physical or mental impairment expected to be a long and indefinite duration and whose ability to live independently is substantially impeded by that impairment but could be improved by more suitable housing conditions.

American with Disabilities Act: HACN needs help to ensure that all of its programs, services, and activities are fully accessible to persons with disabilities. If you encounter any type of barrier that prevents you from receiving the full benefit of HACN programs, services or activities, please contact HACN's main office at (707) 257-9543 or TTY 711.



It is the policy of HACN that every individual, regardless of race, religion, sex, gender identity, national origin, sexual orientation, familial status or disability, shall have equal opportunity in accessing affordable housing.

