



**Town of Yountville
HOME TENANT BASED RENTAL ASSISTANCE PROGRAM
WAITING LIST LOTTERY
FREQUENTLY ASKED QUESTIONS**

This FAQ is designed to answer questions about applying for the Town of Yountville’s HOME Tenant Based Rental Assistance Program waiting list lottery. The Town’s Tenant Based Rental Assistance Program and wait list lottery will be administered by the Housing Authority of the City of Napa. If you have additional questions after reviewing these materials, please call the Waiting List phone line at (707) 257-9350.

What is the lottery for?

The Town of Yountville will be holding a lottery for its HOME Tenant Based Rental Assistance (TBRA) program waiting list. The HOME TBRA program provides temporary rental assistance for up to 12 months for rental units in Yountville. There is a preference provided for eligible households affected by the pandemic who can lease-in-place (rent their current units).

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

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

- Is the Head of Household 18 years of age or older?
- Does the household currently rent, or plan to rent, a unit in Yountville? AND
- Is the household within the income limits (see below)?

Persons Per Household	Maximum Household Income
1	\$45,540
2	\$52,020
3	\$58,500
4	\$64,980
5	\$70,200
6	\$75,420
7	\$80,580

Housing Authority: 1115 Seminary Street, Napa CA 94559 | Mailing Address: P.O. Box 660, Napa CA 94559 | (707) 257-9543 phone
(707) 257-9239 fax | TTY: 711 (Telecommunication Relay Service) | www.cityofnapa.org/housing



How would I qualify for a preference for this program?

The program provides a preference to households who satisfy each of the following criteria:

- The household has experienced a documented decrease in total gross monthly income of at least 10% because of the pandemic; AND
- The household can lease-in-place (rent their current Yountville rental unit through the Program).

What is the definition of lease in place?

Lease-in-place means the household can rent their current rental unit through the program.

This requires:

- The household is currently renting or leasing a unit pursuant to a written rental agreement.
- The unit is located within Yountville town limits.
- The owner of the unit is willing to enter into a rental assistance agreement through the HOME TBRA Program for this applicant and unit.
- The unit meets all program requirements (including passing inspection and meeting the program’s rent requirements).

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

No, you do not need to be a citizen or have eligible immigration status to apply for the HOME TBRA program.

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 Tenant Based Rental Assistance eligibility process.

What information do I need to apply for the lottery?

The online lottery application will require the following information:

- Name of head of household and co-head with date of birth
- Mailing address
- Email address
- Telephone number
- Estimated household income
- If you meet the local preference (see above)

Please have this information available prior to starting the lottery application process. The lottery application form will not allow you to submit a partially completed lottery application (i.e. If you complete part of the lottery application but do not have all of the information to complete it, then the partially completed lottery application will not be submitted, but can be saved to be completed prior to completion date.)

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 the Housing



Authority through the Housing Authority's Waiting List line at (707) 257-9350 (between 8:00 AM and 5:00 PM Monday through Friday or Puertas Abiertas Community Resource Center at (707) 224-1786 (on Wednesday September 9th and Monday September 14 between 12:00 PM to 5:00 PM only) for assistance completing your lottery application.

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

Yes, in addition to receiving assistance through the Housing Authority, the Town has partnered with Puertas Abiertas (see above).

Do I have to live in the Town of Yountville to apply for the lottery?

No, but only current Town of Yountville residents will be eligible to receive the preference for leasing in place.

Does the program require me to rent a unit in the Town of Yountville?

Yes, only units within the Town of Yountville limits are eligible under the HOME TBRA program. If you later decide to move out of Yountville, the rental assistance will terminate.

If I received a preference for leasing in place and later decide to move, do I lose my rental assistance?

No. However, to receive the preference, you must be initially assisted in your current unit. If you decide to move later, your new unit must be located in the Town of Yountville limits and meet all program requirements.

How do I apply for the HOME Tenant Based Rental Assistance Rental Assistance Program Waiting List Lottery?

You may apply online at any time between Tuesday, September 8th, 2020 at 8:00 AM through Monday, September 14th, 2020 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 not be accepted). 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 call the Housing Authority's waiting list line at (707) 257-9350 (between 8:00 AM and 5:00 PM Monday through Friday) or Puertas Abiertas at (707) 224-1786 (between 12:00 PM and 5:00 PM on Wednesday, September 9th and Monday, September 14 only). Please be patient as staff may be assisting other callers when you call.

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 determine waiting list order and 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 for this program?

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 applying on behalf of your household for the Town of Yountville's HOME TBRA Program, please contact the Housing Authority 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 the lottery application be available in languages other than English?

Yes, the lottery application will also be available in Spanish. If you need assistance in completing the lottery application due to language barriers, please contact our office at (707) 257-9350, and we will arrange assistance in your language.

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

No. The lottery application will only be used to help determine your place on the waiting list. Although every application will be placed on the waiting list based on the preference and the order of lottery selection, there may not be enough funds to assist everyone who applies.

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

Everyone who applies through the lottery will be placed on the waiting list. A list of confirmation numbers that were selected for the waiting list will be posted on our website at www.cityofnapa.org/waitinglist no later than September 16th, 2020. After the lottery, when your name comes up on the waiting list, you will receive communication from the Housing Authority, so please make sure to provide a reliable mailing address, telephone number, or email address.

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 after applying the preference.

After I am placed on the waiting list, when will I receive housing assistance through the TBRA program?

The Housing Authority will begin requesting applications from people on the waiting list shortly after the lottery is completed. This will be done in the waiting list order, after applying the preference, until funding is fully committed. It is possible the number of people on the waiting list will exceed the funding available, so not everyone on the waiting list is guaranteed to receive assistance.

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

You can call the office at (707) 257-9350 between 8:00 AM and 5:00 PM Monday through Friday. Please be patient as we may be assisting other callers. We will respond to your questions as soon as possible. You may also get assistance from Puertas Abiertas at (707) 224-1786 (on Wednesday September 9th and Monday September 14 between 12:00 PM to 5:00 PM only).

American with Disabilities Act: The Town of Yountville wants 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 the Town's



programs, services or activities, please contact the Town of Yountville's main office at (707) 977-8851.

It is the policy of the Town 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.

