

Housing Choice Voucher Program

2020 Wait List Opening



Waiting List Opening Specifics

- **Pre-application Submission**

- Waitlist opens October 12, 2020 at 8:30 am.
- Waitlist closes October 16, 2020 at 5:00 pm.
- No cost to submit application online
- Placement based on computerized random selection (lottery) process, NOT on a “first-come, first-served” basis.
- Once process is complete 5,000 applicants on the waiting list.

- **After Lottery Process**

- Acceptance of pre-application does not constitute acceptance into any Housing Programs.
- Pre-application does not represent an offer for housing assistance or placement on any waiting list.

- **No paper applications**

- No applications will not be distributed or accepted by mail, fax or in person at any location.
- All applications will be virtual



Waiting List Opening Specifics, cont'd . . .

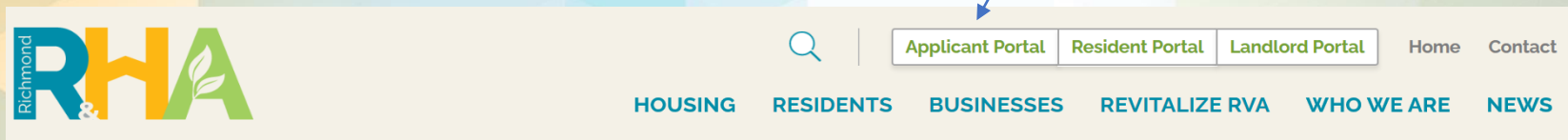
- **Electronic Submission** - Applications can be completed from any electronic device with Internet access including laptops, iPads and/or smartphones.
- **Persons with special needs** and persons in need of translation services can call: (804) 780-4200 between 8:30 a.m. and 5 p.m. Mon., Tues., Thurs. and Fri., and Wed. 9:30 a.m. – 5 p.m. during the enrollment period.
- **Reasonable Accommodation** - This assistance is **ONLY** available to these individuals that meet the requirements of a reasonable accommodation or are in need of an interpreter.
- **Hearing or Speech disabilities** - Individuals with these disabilities using TDD or TTY technology may call Virginia Relay Services by dialing 7-1-1 for assistance.
- **One application** - Only one (**1**) application per adult will be accepted.
- **An email address** will be required to apply. Free email accounts are available via Yahoo, Gmail, Hotmail etc.



PROCESS to Apply for the Waiting List, cont'd...

STEP 1:

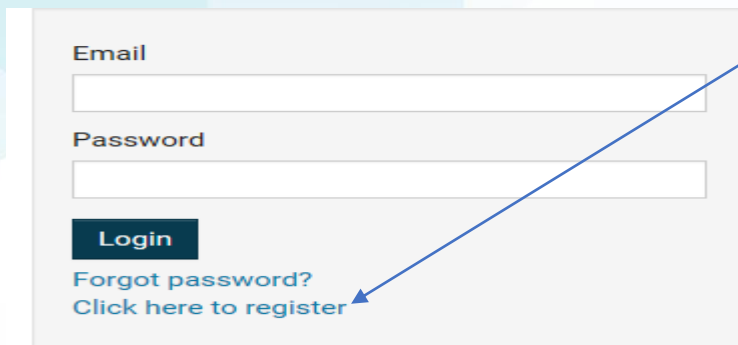
Log into the website: WWW.RRHA.COM Click "[Applicant Portal](#)" In the top right corner



STEP 2:

If you already have an account and know your email address and password, please log-in with this information and **PROCEED TO STEP 5.**

If you do not have an account click "[click here to register](#)" and proceed to step 3.

A screenshot of the login form. It contains two input fields: 'Email' and 'Password'. Below the fields is a dark blue 'Login' button. Underneath the button are two links: 'Forgot password?' and 'Click here to register'. A blue arrow points from the 'click here to register' link in the text above to the 'Click here to register' link in the form.

PROCESS to Apply for the Waiting List, (2 of 14)

STEP 3:

If you are logging into the portal and already have an account setup click “**I am currently on a waiting list**” and PROCEED TO STEP 4.

Once you have entered the portal proceed to **Step 6** and update/verify all listed information.

If you are creating an account and logging in for the first time click “**I want to apply to a waiting list**” and PROCEED TO STEP 4.

Create an Account

I want to apply to a waiting list.

I am currently on a waiting list.

PROCESS to Apply for the Waiting List (3 of 14)

STEP 4:

If you **DO NOT KNOW** or **DO NOT HAVE** your registration code click “**I do NOT have a registration code**”. You will be instructed to contact your property management office or you can contact the RRHA Call Center at (804) 780-4200 to retrieve this information.

I have a registration code

I do **NOT** have a registration code

Once you have retrieved the registration you must click “**I have a registration code**” enter the information and click save and continue.

Once you have successfully obtained and entered the registration code **PROCEED TO STEP 5**



Welcome to RRHA's Online Application

Complete the account information fields for the Head of Household:

- First and Last Name
- SSN
- Phone Number
- Account Information (Email address and password)
- Click “I’m not a robot”
- Once you have read the terms and conditions click the box to accept
- Click Register

Welcome to our Online Application

Lets get started...



Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, sex, religion, national or ethnic origin, familial status, sexual orientation or disability.



PROCESS to Apply for the Waiting List, cont'd...

STEP 5:

Enter Contact Information or verify listed information is correct



- First and Last name
- SSN
- Address
- City, State Zip
- Email address
- Phone number

Contact Details

Head of Household
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Enter your contact information

Please enter your contact information below.

First Name*	<input type="text" value="Donald"/>
MI	<input type="text"/>
Last Name*	<input type="text" value="Duck"/>
SSN	<input type="text" value="....."/> 
Address*	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value=""/> 
Zip	<input type="text"/>
E-mail	<input type="text" value="donald_duck123@yahoo.com"/>
Office	<input type="text" value="(555) 555-5555"/>
Home	<input type="text" value="(804) 123-4567"/>
FAX	<input type="text" value="(555) 555-5555"/>

[Go Back.](#)

[Save and Continue.](#)

PROCESS to Apply for the Waiting List, cont'd...

STEP 6 : Head of Household (HOH) information

The Head of Household is the adult member of the family who is considered the head for purposes of determining eligibility.

My Application...

Application Progress 25% [Applications & Certifications](#) | Hi, Donald ▾

- Language Selection
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- Head of Household
- HoH Information**
- HoH Demographics
- Household Information
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Head of Household Basic Information

Date of Birth*

Sex*

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PROCESS to Apply for the Waiting List, cont'd...

STEP 7: Head of Household (HOH) demographics

- Enter the HOH basic information
- Date of birth
- Sex
- Demographic Information

My Application... Applicant Information Saved. x Applications & Certifications | HI, Donald ▾

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Head of Household Demographic Information

Check all that apply for race.
Use the drop-down menu for ethnicity and citizenship.

White	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
None	<input type="checkbox"/>
Ethnicity*	<input type="text"/>
Citizenship	<input type="text"/>

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PROCESS to Apply for the Waiting List, cont'd...

STEP 8: Household Information

- **Complete** this information for *all* household members who will reside in the household.
- **Spouse or Co-head** is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all its responsibilities under the program.
- **Enter** relation, first and last name, SSN, DOB and sex for this individual.

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Spouse-CoHead
A co-head is an individual in the household who is equally responsible with the head of the household for ensuring that the family fulfills all of its responsibilities under the program but who is not a spouse.
If you do not have a spouse or co-head, leave blank and click "Save and Continue".

Relation

First Name*

MI

Last Name*

SSN

Date of Birth

Sex

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PROCESS to Apply for the Waiting List, cont'd...

Click “**add family member**” for each individual that will reside in the household.

Add Family Member

Complete the member details for each family member being added to the application. This information is required and will prevent the applicant from moving forward if not filled out completely.

Tell Us About Household Members

Member Details

First Name*

Is this person disabled?*

Middle Name

Ethnicity

Hispanic or Latino*

Last Name*



PROCESS to Apply for the Waiting List, cont'd...

STEP 9: Income and Household members

- Enter the **total annual amount of income** for the household
- Enter **number of household members** and **all income** associated with that household member. Income includes:
 - Income to or on behalf of any family member
 - Anticipated to be received by the family
 - Amounts derived from assets to which any member of the family has access.

Instructions

Head of Household

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Spouse-CoHead

Income and Members

Accessibility Needs

Special Needs

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Income and Members

Question Details: Annual income means all amounts, monetary or not, that :

- (1) Go to or on behalf of any family member
- (2) Are anticipated to be received by the family
- (3) Amounts derived from assets to which any member of the family has access

Please enter a '0' if you have no type of income. For no other members living with you, please enter a '0' into the box.

Family Income

Annual Income*

Family Members

	Male	Female	Total
Head of Household			<input type="text" value="1"/>
Spouse/Co-head			<input type="text" value="0"/>
Number of Other Adults	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Students 18+ Years Old	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Youth less than 18 Years Old	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Foster Children	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Live-in Aides	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of People in Household			<input type="text" value="1"/>

PROCESS to Apply for the Waiting List, cont'd...

STEP 10: Accessibility Needs

If you or anyone in your household is a person with a disability and you require a specific accommodation to fully utilize RRHA programs and services please indicate in this area.

STEP 11: Special Needs

- Click what applies for the head of household
- Near-elderly consideration is for ages 50-62
- Elderly consideration is ages 62 and older

My Application...

Application Progress

56%

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Accessibility Needs

If you or anyone in your household is a person with a disability and you require a specific accommodation to fully utilize RRHA programs and services please indicate below. Auxiliary aides can be made available, upon request, to assist with full access throughout the housing process.

- Hearing Access
- Mobility Access
- Sight Access
- None

Go Back. Save and Continue.

My Application...

Application Progress

63%

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Special Needs

Near elderly is between the ages of 50 and 62. Elderly is 62 and older.

- Near Elderly
- Elderly
- Disabled
- Displaced
- Homeless
- None

Go Back. Save and Continue.



PROCESS to Apply for the Waiting List, cont'd...

STEP 12: Additional Details

- Additional questions regarding Veteran status, disability accessibility etc. must be answered with a **yes** or **no** in this area.
- Once you have successfully entered your household information or verified the listed information *you are ready to apply* for the waiting list.

My Application...

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Additional Details

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PROCESS to Apply for the Waiting List, cont'd...

STEP 13: Preferences

Preferences will **NOT** be accepted for the pre-application process. However, once selected and placed on the waiting list preferences available for the HCV waiting list may include:

- **Mainstream Voucher** - non-elderly disabled individuals who are homeless or near homelessness. The preference points will be verified at eligibility.

VERIFICATION - All selected preferences will be verified at eligibility. If preferences *cannot* be verified the family may be *placed back on the waiting list*.

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Preferences

If none apply, please click Save and Continue.

Search:

Select	Preferences	Description
<input type="checkbox"/>	50% Family Not Work Rent and paying more than 50% of income for rent	Family not work pay 50% of income for rent
<input type="checkbox"/>	50% Family Work Rent and pay more than 50% for rent	Family work pay 50% of income for rent.
<input type="checkbox"/>	50% Family Work Rent or Substandard	Family work pay 50% rent or substandard.
<input type="checkbox"/>	50% Single Not Work Rent or Substandard	50% single Not Work Rent or substandard
<input type="checkbox"/>	50% Single Work Rent or Substandard	Single work pay 50% rent or substandard.
<input checked="" type="checkbox"/>	62 yrs old applying for designated elderly hsg.	62 years old and applying for designated elderly housing.
<input type="checkbox"/>	average hours worked is less than 20 but greater than 0	average number of hours spent in combination of work and active participation in an approved training program is less than 20 but greater than zero hours per week



PROCESS to Apply for the Waiting List, cont'd...

STEP 14: Waiting List

- Select the waiting list(s) you would like to apply. There are several waiting lists to include Public Housing Communities and Project-Based Vouchers. *Each housing option carries a separate waiting list.* **Therefore, you MUST apply for each waiting list that may be of interest.**
- The 2020 HCVP waiting list is for the **Housing Choice Voucher Program**. Click the box preceding the waiting list and Click “Save” at the bottom of the page.

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Waiting list
Select the waiting list(s) you wish to apply for.

Search:

Select	Waiting list	Description	Status
<input type="checkbox"/>	Public Housing Wait List		
<input type="checkbox"/>	Elderly Wait List		
<input type="checkbox"/>	Kingsridge Site Waitlist	Kingsbridge Site Waitlist	
<input type="checkbox"/>	Goodwyn @ Union Wait List	Goodwyn @ Union Wait List for Project Based	
<input type="checkbox"/>	Cary West (Better Housing Coalition)	Cary West (Better Housing Coalition)	
<input type="checkbox"/>	New Clay House II	New Clay House II Studio Apartments	
<input checked="" type="checkbox"/>	Church Hill North 1a	Church Hill North 1A -- 2 and 3 bedroom family units.	
<input checked="" type="checkbox"/>	Church Hill North 1b 62 and older, 1 and 2 bedrooms only	Church Hill North 1B -- 1 and 2 bedroom SENIOR units.	



PROCESS to Apply for the Waiting List, cont'd...

STEP 15: Summary & Step 16: Final review and Submission

- Please verify that the information that has been submitted is correct. If changes are required, you must click the appropriate menu links on the left side of the screen. When finished, Click “Submit Application.”
- A summary of all provided information will be available for review.

My Application... Application Progress 88% Applications & Certifications | Hi, Donald ▾

Language Selection

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Final review & submission

Please verify that the information you have submitted is correct. If you want to make changes, click the appropriate menu links on the left side of the screen. When you are finished, click Submit Application.

[HoH Information](#) | [HoH Demographics](#) | [Spouse-CoHead](#) | [Income and Members](#) | [Accessibility Needs](#)

[Special Needs](#) | [Additional Details](#) | [Preferences](#) | [Waiting List](#)

Date of Birth

Sex ▾

Terms and Conditions

As required by law. I authorize you to obtain an investigative reporting in connection with this application. I also understand that any false, deceptive, or absent information will result in rejection of this application. All applications are conditional upon final review of supporting documentation by Public Housing Management.

I have read, understand, and accept the contents of the disclosures provided in this application.

I accept all of the above Terms and Conditions.

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PROCESS to Apply for the Waiting List, cont'd...

A confirmation number will be provided once the application has been submitted. *Please keep for your records.*

My Application...

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Application Progress

100%

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Confirmation number

Your application has been submitted.

Confirmation Number: A0032999

* For further communications, please use the confirmation number shown above.

Download Application as PDF

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Log Out.

Waitlist Closing

- All applicants will receive an email of acceptance or denial *up to 15 business days* from the closing of the waiting list via the applicant or resident portal.
- If selected to be placed on the waiting list, RRHA is *unable to determine or estimate wait time* for housing assistance.
- Therefore, you **MUST** utilize the applicant or resident portal *regularly* to ensure that all contact information is up-to-date and current, at all times.

For additional questions please contact:

- RRHA Call Center at (804) 780-4200
- Tenant Selection Office via email at TenantSelection@rrha.com

