



Dear Applicant:

Thank you for your interest in the City of Dubuque's rental assistance programs.

NOTICE: As of April 30, 2015 at 11:59 pm, the City of Dubuque has **closed the Housing Choice Voucher waiting list.** It is scheduled to re-open for one week on Wednesday, February 14, 2018 at 8:00 am and close on Tuesday, February 20, 2018 at 5:00 pm.

At this time applicants may still apply for the Project-Based and/or Mod Rehab Assistance Programs. Unlike the Housing Choice Voucher Program where you choose your own apartment, Project-Based and Mod Rehab assistance means the assistance is tied to a designated unit. If selected for a Project-Based or Mod Rehab unit, you will receive housing assistance while you live in that unit. The City of Dubuque has 17 units that are Project Based and 14 units that are Mod Rehab. All are 1 or 2 bedrooms.

Your application will be used to determine your eligibility to be placed on the waiting list for Project-Based and/or Mod Rehab Program. Applications are available on-line at cityofdubique.apply4housing.com. You may also apply by completing the enclosed application. After completing the enclosed application, you will need to return it to our office.

Please do not leave any blank spaces or unanswered questions on the application; this will cause a delay in processing your application and your name will not be placed on the waiting list.

If you have any questions or need assistance in completing the enclosed form, please call (563) 589-4230.

Sincerely,

Intake Specialist/Secretary

Dubuque@Home is an initiative of the City of Dubuque Housing & Community Development Department

350 W. 6th Street Ste 312, Dubuque, Iowa 52001 | Phone: 563.690.6100 | www.cityofdubique.org/dubuqueathome

Email: tengland@cityofdubique.org | Fax: 563-589-4244

WAITING LIST PRE-APPLICATION FOR CITY OF DUBUQUE RENTAL ASSISTANCE PROGRAMS

Programs

- *Mod Rehab*: Fourteen 1-bedroom units for applicants over 55 or disabled and four 2-bedroom units for families. The landlord selects the applicant and rental assistance is provided to the individual/family while residing in the designated unit.
- *Project Based Voucher*: Seventeen 1-bedroom units located at The Rose of Dubuque which is an assisted living facility. Assisted living is housing for elderly or disabled people that provides nursing care, housekeeping, and prepared meals as needed.
- *Section 8 Housing Choice Voucher (HCV)*: Participants choose a rental unit whose property owners accepts the program and meets the requirements of the HCV program. (Waiting list is currently closed for this program)

Important Notice

To ensure the application process is accessible to all, including people with disabilities, elderly individuals, as well as persons with Limited English Proficiency (LEP), please contact the City of Dubuque Housing & Community Development Department for assistance.

Submit only ONE application to the City of Dubuque Housing & Community Development Department. Duplicate forms will not be accepted.

Disclaimer

By submitting this pre-application, you are not guaranteed placement on any waiting list. A lottery system will be used to determine which applicants are placed on the Housing Choice Voucher waiting list.

Maintaining Your Status on the Waiting List

If you are added to the waiting list, you will be notified by mail when your name comes to the top of the waiting list or if we are updating our files. If you do not respond to our notifications, or your letter is returned undeliverable and we are unable to contact you, **your name will be removed from the waiting list**. If you have a change of address, phone number, e-mail address, income, family size/members, you must notify us within 10 business days of the change. **ALL CHANGES MUST BE IN WRITING**, unless you are limited by disability or do not possess the ability to provide written notice. Please include the last four digits of your social security number on any correspondence.

Eligibility

- An applicant must qualify as an individual or family as defined by U.S. Department of Housing and Urban Development (HUD) and the City of Dubuque.
- Head of household must be at least 18 years of age at the time of this pre-application or an emancipated minor by a court of competent jurisdiction, consistent with Iowa law.
- Family must have annual income at the time of admission that does not exceed the established income limits at the time of admission according to the maximum income by family size established by HUD.
- Applicant and all adult members of the family must pass a criminal background check.
- Applicant or any member of the family that has ever been convicted of manufacturing or producing methamphetamine on the premises of any federally-assisted housing or any

- family household member that is subject to a registration requirement under a state sex offender registration program will not be eligible for housing assistance.
- Applicant and all members of the family must provide documentation of social security numbers and birth certificates for all family members when your application is pulled from the waiting list.
- Applicant and all members of the family must meet requirements on citizenship or immigration status.
- Applicant or any member of the family who currently owes money to the City of Dubuque or any other housing authority will not be offered assistance until the outstanding balance is paid in full, or the family enters into an acceptable repayment agreement.

The City of Dubuque Housing & Community Development Department does not discriminate on the basis of race, sex, color, religion, marital status, familial status, national origin, age, pregnancy, disability, ancestry, or sexual orientation in the access to, admission into, or employment in housing programs or activities.



Additional Required Questions:

Please complete these questions. They apply to any member of household.

1. How did you hear about our Programs?

Friend/Relative Word of Mouth Internet/Search Engine Not Applicable

2. Did you hear about our Programs from?

Newspaper Event Social Media Other: _____ Not Applicable

3. Are you aware of our Program Outreach/Promotion? Yes No

4. If yes, please specify which outreach you are aware of: _____

5. What is the **total** family gross income (before taxes) per year? _____
(Include all income of the head of household and each family member)

Certification of Information:

WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AND SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH.

(Please check each box)

I understand that any misrepresentation of information or failure to disclose information requested in this application may disqualify me from consideration for admission or participation and may be grounds for eviction or termination of assistance.

I do hereby certify that the above information is true, accurate and complete to the best of my knowledge.

I understand that it is my responsibility to keep my contact information current with City of Dubuque Housing & Community Development Department. (All information must be provided to the City of Dubuque Housing & Community Development Department in writing.)

Signature:

Head of Household Signature

Date

Return waiting list pre-application to: City of Dubuque
350 W 6th Street, Ste 312
Dubuque IA 52001
Phone: (563) 589-4230
FAX: (563) 589-4244