

NOTIFICATION #1

HOUSING CHOICE VOUCHER PROGRAM (SECTION 8)

WAITING LIST AND APPLICATION INFORMATION & PROCEDURES

JANUARY 22, 2010

Dear Applicant:

On January 12, 2010 the Livonia Housing Commission announced that the Housing Choice Voucher waiting list will open at 9:00am, **Monday, February 22, 2010 through the City of Livonia website**. No applications for the Housing Choice Voucher program are available until February 22nd. The Commission will provide periodic notifications to the general public via the City of Livonia web site at www.ci.livonia.mi.us. In order to apprise the public of the process and procedures to apply for a Housing Choice Voucher please be advised of the following:

The Livonia Housing Commission Housing Choice Voucher Administrative Plan Chapter 4, Applications, Waiting List and Tenant Selection policy is describe below:

- A. The Housing Commission will notify the public of the opening of the waiting list through the City of Livonia web site, public access channels, Observer and Eccentric newspaper, local Housing Commissions, Michigan Department of Human Services (DHS), disability organizations, Fair Housing Center of Metropolitan Detroit, advocacy organizations and other appropriate means to ensure proper notice of availability.
- B. Applications will only be available through electronic (on-line) submission on February 22, 2010. No paper applications will be accepted and applications are not available at Housing Commission offices. Families may only submit one application electronically.
- C. The Housing Commission will limit the number of applications received via the internet to 1,500. A waiting list will be established for the applications received utilizing a "lottery". *This is not a first received first served process!* Once 1,500 applications have been received the waiting list will close and you will not be permitted to complete an application. Once the lottery is complete each application will be randomly assigned a number, the applications will be placed on a waiting list in order of the assigned numbers and according to Housing Commission preferences.
- D. The Housing Commission will maintain one waiting list for the Voucher program. The applicants on the waiting list will be notified as to process for obtaining and monitoring their position on the waiting list. You will be notified with this information within 60 days.

PROCESS, PROCEDURES AND HELPFUL TIPS!

*Begin now to locate access to a secure computer in order to submit your application on-line via the website. Check with local libraries, schools, friends if you do not possess a computer. Confirm that the computer has internet access.

*In order for you to apply through the City of Livonia website and electronically (on-line) you must establish an email account/address. If you do not have one you can obtain one free through Yahoo (www.Yahoo.com) or Google (www.google.com). Once you establish your email account please retain this address for the application process and to receive future information and communications from the Livonia Housing Commission.

- The application process when you have established your email account should take approximately 10 minutes to complete. Once you submit electronically you will receive a conformation through your email account that your application has been received successfully.
- To apply please have the following documents' in your possession on February 22nd to complete the application: Full names of all family members, current address/zip code, telephone/cell number, social security numbers for ALL family members, date of birth of family members. Be prepared to enter information on any past criminal record, if any, and previous participation in public housing or the housing choice voucher program. **If you do provide the above information your application will not be received and processed.**
- Once you have entered all information and electronically submitted the application you will receive an e-mail confirmation if the application was successfully submitted.
- Once 1,500 applications have been received the waiting list will close and you will not be permitted to complete an application.

Please be advised that new information will be posted weekly on this site. Do not visit Housing Commission offices or call Housing Commission employees. This site is the official site for publication of information.

James M. Inglis, Executive Director
Livonia Housing Commission