



SECTION 8 PRE-APPLICATION

HOUSING AUTHORITY OF SPRINGFIELD, MO
421 W. Madison St., Springfield, MO 65806
417-866-4329 TTY: (800) 735-2966 (Relay MO)



The Housing Authority of Springfield (H A S Properties) does not offer emergency rental assistance for any reason.

What is the Section 8 Housing Choice Voucher (HCV) Program? Section 8 HCV program allows you to locate and rent housing from a private landlord. The Housing Authority provides assistance with your rent each month. Generally, you pay a portion of the rent based on your income and the Housing Authority will pay a portion of the rent due. The assistance continues for as long as you remain eligible.

Applications are accepted from 8 a.m. until 5 p.m. Mondays, Tuesdays, Thursdays and Fridays and from 10 a.m. until 5 p.m. on Wednesdays. The Housing Authority is closed Holidays and the last working day of each month. There is no application fee. If you have questions about the application, please call 417-866-4329 extension "0" (zero) for assistance. If you receive a letter from HAS, note the name and phone number of the person you should contact for any questions you might have.

IMPORTANT: DO NOT FAX OR EMAIL your application as it will not be accepted. Please read the application carefully and complete all questions. Incomplete applications cannot be processed and will not be admitted to the waiting list. If the application remains incomplete after 30 days, the application will become void. You will then be required to complete a new application.

DOCUMENTS REQUIRED WITH YOUR APPLICATION

You **MUST** provide the following information with your application:

- A copy of a Social Security Card for **ALL ADULTS AND CHILDREN** listed on the application
- A copy of a current state picture ID for everyone age 17 ½ or older listed on the application.

The staff will make copies of Social Security Cards, state picture IDs and other documents if you bring them in during the business hours listed above. If you provide the copies, the print and pictures on the copies must be clear and legible.

PREFERENCE.

Priority placement is given to applicants who qualify as a Veteran, a Spouse of a Deceased Veteran, Elderly, disabled or handicapped and households of two (2) or more people. Official documentation must be submitted to verify if your household qualifies for the preference.

You **MUST** provide the following to claim the preference:

- Veteran: Copy of DD214 with an honorable discharge.
- Spouse of Deceased Veteran: A copy of the DD214 of deceased Veteran, death certificate for deceased Veteran and marriage certificate to deceased Veteran.
- Elderly, Disabled or Handicapped: Must be receiving SSI/SSD **or** provide certification of disability with a physician statement.
- Household with two (2) or more people: A copy of the social security card for each person.

Please be aware that Birth Certificates **are required** for **ALL HOUSEHOLD MEMBERS** before admission to the Section 8 Program. Be prepared, if you do not have birth certificates for each household member at this time, begin the process to obtain them, **NOW**. You will have a deadline to respond to our requests for information.

Springfield, MO HUD Very Low Income Limits (effective 4/13/18)	Number Persons in Household (Gross Income before Taxes and/or Deductions)							
	1	2	3	4	5	6	7	8
	\$21,000	\$24,000	\$27,000	\$30,000	\$32,400	\$34,800	\$37,200	\$39,600

Application Processing

The pre-application will be screened for income and preference eligibility ***only*** for placement on the Section 8 waiting list. H A S Properties does not have immediate or emergency assistance. H A S does ***not*** provide assistance for deposits, utility assistance or home ownership programs. You will be notified by mail if you are or are not eligible for the waiting list approximately 60 days after your completed pre-application has been received. Eligible applicants will be placed on the waiting list.

Applicants who meet pre-application eligibility will be placed on the waiting list. As a Waiting List Applicant, you will be notified by mail when you are near the top of the waiting list. ***It is your responsibility to notify this office of any and all changes, including changes to your mailing address and phone number. You must report changes in writing to the Housing Authority office.*** If the post office returns any correspondence from this office to you as “no forwarding address”, “insufficient address”, “unknown”, etc., your application will be removed from the waiting list. You would then be required to make a new application.

When you receive a letter that you are near the top of the waiting list, there will be forms that you **MUST SIGN AND COMPLETE**. There will be instructions and a deadline for documents that must be returned. You will be required to provide proof of your income, proof of your assets, proof of expenses, birth certificates for **EVERY** household member, etc. Failure to return **all** items by the deadline will result in your application being removed from the waiting list.

Upon return of the forms packet and documents, **every** household member will be screened for

- income eligibility (you must meet the current income guidelines)
- criminal behavior
- past participation in Subsidized housing

Your application **will be denied** if you or ANY household member:

1. Owes money to ANY Federally Assisted Housing Agency/Program.
2. Has been evicted or left in bad standing from a Federally Assisted Housing Agency/Program.
3. Has ever been convicted of manufacturing methamphetamine, arson, murder, terroristic threats or human trafficking.
4. Is required to register with any state sex offender registration program.

Your application **may be denied:**

If you are any household member has committed a serious crime such as: illegal drug/alcohol activity, violent criminal activity, assault, sexual offences, burglary, fraud, theft, tampering, etc. **Conviction of these crimes does not mean automatic denial and will be reviewed on a case-by-case basis.**

H A S Properties will run a Criminal Background Check (CBC) on ALL adult applicants. It is possible that you or other adults in the household will be required to submit a fingerprint check as well.

H A S PROPERTIES

421 W. Madison Street
Springfield, MO 65806
(417) 866-4329

Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² The U.S. Department of Housing and Urban Development (HUD) is the Federal agency that oversees that **The Housing Authority of Springfield** is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.”

Protections for Applicants

If you otherwise qualify for assistance under **The Housing Authority of Springfield**, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

If you are receiving assistance under **The Housing Authority of Springfield**, you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights under **The Housing Authority of Springfield** solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

H A S may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If H A S chooses to remove the abuser or perpetrator, H A S may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, H A S must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, H A S must follow Federal, State, and local eviction procedures. In order to divide a lease, H A S may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, H A S may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, H A S may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

(1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.

If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.

(2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form, or may accept another written or oral request.

(3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

H A S will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

H A S's emergency transfer plan provides further information on emergency transfers, and H A S must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

H A S can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from H A S must be in writing, and H A S must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. H A S may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to H A S as documentation. It is your choice which of the following to submit if H A S asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

- A complete HUD-approved certification form given to you by H A S with this notice, that documents an incident of domestic violence, dating violence, sexual assault, or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault, or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that H A S has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, H A S does not have to provide you with the protections contained in this notice.

If H A S receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), H A S has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, H A S does not have to provide you with the protections contained in this notice.

Confidentiality

H A S must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

H A S must not allow any individual administering assistance or other services on behalf of H A S (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

H A S must not enter your information into any shared database or disclose your information to any other entity or individual. H A S, however, may disclose the information provided if:

- You give written permission to H A S to release the information on a time limited basis.
- H A S needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires H A S or your landlord to release the information.

VAWA does not limit H A S’s duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, H A S cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if H A S can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If H A S can demonstrate the above, H A S should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

Non-Compliance with The Requirements of This Notice

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with:

U.S. Dept. Of Housing and Urban Development

Office of Field Operations

Public and Indian Housing

1222 Spruce St. Suite 3.203

St. Louis, MO 63103

Office: 314-418-5293

For Additional Information

You may view a copy of HUD's final VAWA rule at

https://www.hud.gov/program_offices/housing/mfh/violence_against_women_act

Additionally, H A S must make a copy of HUD's VAWA regulations available to you if you ask to see them.

For questions regarding VAWA, please contact **[insert name of program or rental assistance contact information able to answer questions on VAWA]**.

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY). You may also contact **the Victim Center, 819 N. Boonville, Springfield, MO . 65802 at 417-863-7273.**

For tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

For help regarding sexual assault, you may contact **the Victim Center, 819 N. Boonville, Springfield, MO . 65802 at 417-863-7273.** Victims of stalking seeking help may contact **the Victim Center, 819 N. Boonville, Springfield, MO . 65802 at 417-863-7273.**

**CERTIFICATION OF DOMESTIC
VIOLENCE, DATING VIOLENCE,
OR STALKING**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

OMB Approval No. 2577-0249

Exp. (07/31/2007)

Public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. Information provided is to be used by PHAs and Section 8 owners or managers to request a tenant to certify that the individual is a victim of domestic violence, dating violence or stalking. The information is subject to the confidentiality requirements of the HUD Reform Legislation. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Purpose of Form: The Violence Against Women and Justice Department Reauthorization Act of 2005 protects qualified tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them.

Use of Form: A family member must complete and submit this certification, or the information that may be provided in lieu of the certification, within 14 business days of receiving the written request for this certification by the PHA, owner or manager. The certification or alternate documentation must be returned to the person and address specified in the written request for the certification. If the family member has not provided the requested certification or the information that may be provided in lieu of the certification by the 14th business day or any extension of the date provided by the PHA, manager and owner, none of the protections afforded to victims of domestic violence, dating violence or stalking (collectively "domestic violence") under the Section 8 or public housing programs apply.

Note that a family member may provide, in lieu of this certification (or in addition to it):

(1) A Federal, State, tribal, territorial, or local police or court record; or

(2) Documentation signed by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attest under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, dating violence, or stalking has signed or attested to the documentation.

TO BE COMPLETED BY THE VICTIM OF DOMESTIC VIOLENCE:

Date Written Request Received By Family Member: _____

Name of the Victim of Domestic Violence: _____

Name(s) of other family members listed on the lease _____

Name of the abuser: _____

Relationship to Victim: _____

Date the incident of domestic violence occurred: _____

Time: _____

Location of Incident: _____

Name of victim:

Description of Incident:

[INSERT TEXT LINES HERE]

I hereby certify that the information that I have provided is true and correct and I believe that, based on the information I have provided, that I am a victim of domestic violence, dating violence or stalking and that the incident(s) in question are bona fide incidents of such actual or threatened abuse. I acknowledge that submission of false information relating to program eligibility is a basis for termination of assistance or eviction.

Signature _____ Executed on (Date) _____

All information provided to a PHA, owner or manager relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence by an owner and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law.