

**Delaware State Housing Authority  
Application Form**

**Eligibility:** Applicants must be 18 years of age or older, must qualify as a family or be of disabled or elderly status, and must meet HUD income and other requirements. (See attached Eligibility Information for screening & income guidelines).

**DSHA does not discriminate** based upon race, color, creed, national origin, sex, age, handicap, or familial status.

Head of Household SSN: \_\_\_\_\_ E-mail: \_\_\_\_\_ (optional)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Annual Family Income\*: \$ \_\_\_\_\_ Sex: \_\_\_\_\_ (M/F) Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)  
\*Total annual income of all persons in the household. Includes employment, public assistance, social security, SSL, pensions, veteran's benefits, alimony, child support, unemployment, workman's comp, military pay, and lottery winnings.

Head or Spouse/Co-Head Disabled? Y/N \_\_\_\_\_ Head or Spouse/Co-Head Elderly (62 or older)? Y/N \_\_\_\_\_

Race:  White  American Indian/Alaskan  Asian / Ethnicity:  Hispanic  
 Black  Hawaiian/Pacific Islander /  Non-Hispanic

List all other occupants who will be living in the unit: (attach additional sheet of paper if needed)

<u>Name</u>	<u>DOB</u>	<u>SEX</u>	<u>Relationship to Head of Household</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**PROGRAM** DSHA offers four programs of assisted housing. (See attached for Program Details.)

**SELECTION** Unless exempt (elderly/disabled), all applicants are required to participate in Moving to Work (MTW).

**EXEMPT from MTW - Check if claiming exemption from DSHA's MTW Program. Verification occurs at time of interview.**

On what grounds are you claiming this exemption? (Check all that apply)

Head of household or spouse is 57 years of age or older and/or disabled

Head of household must care for disabled child or adult in home

**Place check marks next to ALL programs for which you wish to apply.**

**HOUSING CHOICE VOUCHER and PUBLIC HOUSING** (See attached Requirements of MTW)

(Includes Peach Circle - 1BR Housing for the Elderly/Disabled)

**County Choice:** You may select the County in which you will accept Public Housing. You are not required to select a County. You can remain on the list and accept the first unit offered to you, regardless of the County. You can also change your mind before your name comes to the top of the list. If you would like to choose the County, please mark your choice:

**Kent County**  **Sussex County**

**HULING COVE** (1BR Units Only for the Elderly and Disabled)

**HOLLY SQUARE** (1BR Units Only for the Elderly) (See attached for Site Locations and Details)

**Place check mark(s) below to request DSHA preferences. Check ALL that apply. Verification occurs at time of interview.**

**RESIDENCY Preference** - You live or work in Kent County or Sussex County, Delaware.

**EMPLOYMENT Preference** - Head of household or spouse/co-head is working 20 or more hours per week.

(The elderly and disabled automatically will be given a preference equal to employment.)

**VETERAN'S Preference** - U.S. Veteran, or eligible family member of a deceased veteran if the death was service related.

**NO PREVIOUS MTW** - You did not participate in DSHA's Moving-To-Work program in the past as the head, spouse/co-head of the household.

**##### Special Unit Requirements Questionnaire #####**

**Do you or any family member need an accessible unit (Y/N)? \_\_\_\_\_ If Yes, check all that apply.**

A Separate Bedroom  Unit for Vision Impaired  Unit for Hearing Impaired  One-Level Unit

A Barrier-Free Apt.  Bedroom/Bath on 1st Floor  Physical Modifications to a Typical Apartment

**Can you and all of your family members go up and down stairs unassisted (Y/N)? \_\_\_\_\_**

**Will you or any of your family members require a live-in aide to assist you (Y/N)? \_\_\_\_\_**

By signing this application I acknowledge that I have read and understand this application and all attachments. I verify that the information contained herein is true and correct. I understand that incomplete or false answers may be grounds for ineligibility or lease termination. I hereby consent to Delaware State Housing Authority (DSHA) conducting an investigation of the information stated on this application. I understand that it is my responsibility to contact DSHA if any of the information listed above changes. **I UNDERSTAND MY NAME WILL BE TAKEN OFF THE WAITING LIST IF DSHA CANNOT CONTACT ME.**

Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Mail or Fax Application Form to:** **DSHA Waiting List Office**  
1289 W. Walker Road, Dover, Delaware 19904

Toll-Free Phone: 1-888-363-8808  
Fax: (302) 739-4529 TDD: (302) 739-3783

Si usted necesita asistencia en español para llenar esta solicitud, o con algún otro programa de asistencia de DSHA, por favor llame al (302)739-4263 ext. 215.

If you need language assistance to fill out this application and/or any other DSHA housing assistance program, please call (302)739-4263 ext. 215.

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### **PROGRAM DETAILS**

The Delaware State Housing Authority (DSHA) is dedicated to providing safe, decent and affordable subsidized rental housing to qualified low-income families in Kent and Sussex Counties. DSHA offers four programs of subsidized housing for which you may apply:

#### **Housing Choice Voucher (HCV) & Public Housing**

When your name comes to the top of the waiting list, you will be contacted about one of these housing subsidies. Applicants DO NOT HAVE A CHOICE of which housing subsidy you will receive. You must accept the type of housing program offered or your name will be removed from the waiting list. **You may be approved for an exemption from Moving To Work (MTW) if you are elderly and/or disabled (see MTW below).**

- **Housing Choice Voucher (HCV):** The Housing Management Office will issue Vouchers to applicants who qualify for this subsidy. **It will be your responsibility to look for a unit in the private market.** When the unit is approved, you will receive assistance with your rent.
- **Public Housing:** The Authority owns and manages housing sites in Kent and Sussex Counties. If you qualify for this subsidy, you will be offered an available unit at one of our public housing sites. (See MAP for locations.) Note: Public Housing includes seven family communities and one elderly/disabled apartment community.

#### **Huling Cove (Single-Bedroom Units for the Elderly & Disabled)**

DSHA manages Huling Cove and Huling Cove Annex in Lewes, DE. This site has one bedroom units only for the elderly and disabled. If you qualify, you will be offered a unit when your name comes to the top of the list. (See MAP for locations.)

#### **Holly Square (Single-Bedroom Units for the Elderly)**

The Authority manages Holly Square in Middletown, DE. If you qualify, you will be offered a unit when your name comes to the top of the list. (See MAP for locations.)

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### **Moving to Work (MTW)**

The **Moving to Work Program** began on August 1, 1999 and affects all applicants and residents of the Housing Choice Voucher and Public Housing Programs within the jurisdiction of the Delaware State Housing Authority (DSHA). Residents of DSHA Assisted Housing will be required to:

- Sign a Contract of Mutual Participation (COMP) and a Resident Action Plan which will be monitored regularly.
- Be employed and remain employed as required in the Resident Action Plan and COMP.
- If not employed, participate in job training programs and/or job search activities as required.
- Ensure school-aged children attend school in compliance with the school district in which you will reside.
- Comply with terms of lease, rules and regulations and Obligations of the Family if a participant is in the Voucher program.

Participants in the MTW Program will have the benefit of case management and DSHA will provide a social worker/case manager to assist you in achieving your goals. Additionally, DSHA will establish a savings account for the family when their income increases above an established rent cap. This money can be used to assist in the transition to fair market housing upon successful completion of the MTW Program.

The MTW Program provides housing assistance for a maximum term of seven (7) years. Strikes are issued when the resident fails to comply with the provisions of the signed contract. Any resident receiving three strikes will lose their housing subsidy.

#### **Exemptions to MTW:**

- Households whose head or spouse is 57 years of age or older and/or disabled; or
- Households headed by an adult needed in the home to provide care for a disabled child or adult, as verified by legal or medical documentation.

## ELIGIBILITY INFORMATION

### PRELIMINARY SCREENING

If you or other household members . . .

- Have ever been evicted from federally-assisted housing;
- Owe any money to any public housing authority;
- Have engaged in criminal activities identified in the Delaware State Housing Authority Criminal Screening Matrix. A copy of the Criminal Screening Matrix is available on-line at [www.destatehousing.com](http://www.destatehousing.com) or at the DSHA Waiting List Office, 1289 Walker Road, Dover, DE 19904 ;
- Have ever been convicted of manufacture or production of methamphetamine;
- Are subject to a lifetime registration requirement under a State sex offender registration program...

You MAY be ineligible for subsidized housing. Regulations may prohibit you from being on these waiting lists. Call the office for more information toll-free at 1-888-363-8808.

### IMPORTANT NOTICE – RESIDENCY PREFERENCE

Applicants that live and/or work in Kent or Sussex Counties, Delaware are given preference on the Waiting List over applicants from other States or jurisdictions. Applicants that live and/or work in Kent or Sussex Counties, Delaware will receive housing assistance before non-residents.

### INCOME ELIGIBILITY

To be eligible for subsidy, an applicant must be 18 years of age or older; must be a family or be of disabled or elderly status; and must meet the HUD Income Limits below:

#### HUD Income Limits

As established by the U.S. Department of Housing & Urban Development  
(as of 04/01/18)

#### New Castle County (Median Income = \$87,400)

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	18,350	21,000	23,600	26,200	29,420	33,740	38,060	42,380
50%	30,600	35,000	39,350	43,700	47,200	50,700	54,200	57,700
80%	48,950	55,950	62,950	69,900	75,500	81,100	86,700	92,300

#### Kent County (Median Income = \$70,400)

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	14,800	16,900	20,780	25,100	29,420	33,740	38,060	42,380
50%	24,650	28,200	31,700	35,200	38,050	40,850	43,650	46,500
80%	39,450	45,050	50,700	56,300	60,850	65,350	69,850	74,350

#### Sussex County (Median Income = \$68,700)

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
30%	14,450	16,500	20,780	25,100	29,420	33,740	38,060	42,380
50%	24,050	27,500	30,950	34,350	37,100	39,850	42,600	45,350
80%	38,500	44,000	49,500	54,950	59,350	63,750	68,150	72,550

The maximum income limit for Delaware State Housing Authority Public Housing and Housing Choice Voucher Programs is 80% of median income shown above. Although families at or below the 80% of median income limit may be income eligible, HUD requires that seventy-five percent (75%) of all admissions for the Public Housing and Housing Choice Voucher programs must be for families with incomes at or below the 50% income limit.



## **IMPORTANT NOTICE**

### **CHANGE IN WAITING LIST PROCEDURES**

The Delaware State Housing Authority (DSHA) received approval from the United States Department of Housing and Urban Development (HUD) to create a 500 unit housing assistance set-aside for families eligible for the Moving to Work Program (MTW). The set-aside will be administered for both Public Housing and the Housing Choice Voucher Programs to increase the overall number MTW participants.

To reach the goal of having 500 participants enrolled in the MTW program, three of every four available units/vouchers will be offered to MTW eligible applicants. Once the set-aside is reached and maintained, public housing units and vouchers would be offered based on preference and date of application.

To be eligible for the MTW set-aside, applicants must be currently employed working at least 20 hours per week and must qualify as a family. MTW applicants must also be income eligible, meet DSHA screening criteria and have not previously participated in DSHA's MTW program. Finally, a residency preference is given to applicants who live and or work in Kent or Sussex Counties.

The 500 unit set-aside will become effective as of September 1, 2014.

If you have any questions, please feel free to contact the Delaware State Housing Authority Waiting List office at (302) 739-6940.

For additional information on other subsidized housing options available in Delaware, please visit [www.DelawareHousingSearch.org](http://www.DelawareHousingSearch.org) and [www.DEStateHousing.com](http://www.DEStateHousing.com). You may also contact our Public Information Office at 888-363-8808 if you have any questions about affordable housing options.





## **IMPORTANT NOTICE**

### **CHANGE IN WAITING LIST PROCEDURES**

The Delaware State Housing Authority (DSHA) has elected to change the application process to ensure that the demographic composition of the resident population in Public Housing and the Housing Choice Voucher programs can equally match that of the waiting list. This policy will also provide equal access to housing subsidy programs for all applicants.

Effective July 1, 2010, elderly and/or disabled applicants will no longer have a choice in selecting the form of housing assistance offered, unless they have a medical need that can only be addressed by either Public Housing or Housing Choice Vouchers.

Any applicant that is offered either Public Housing or Housing Choice Voucher, but declines the form of housing assistance offered, will be assigned a new application date based on the date of refusal, placing them further down the waiting list. If the applicant refuses any subsequent offer of housing assistance from either the Public Housing or Housing Choice Voucher program (after the first offer) their name will be removed from the waiting list.

Applicants will have the ability to request a Reasonable Accommodation to be placed in either the Public Housing or Housing Choice Voucher programs if they have a verifiable medical need that precludes them from accepting the type of subsidy offered.

If you have any questions, please contact the Delaware State Housing Authority Waiting List office at (302) 739-6940.