

Low-Income Public Housing **Frequently Asked Questions about the Waiting List**

GENERAL INFORMATION

1. What is the Housing Authority of Baltimore City's Low-Income Public Housing program?

Public Housing is a federally funded, locally administered rental assistance program that helps low-income families with children, including the elderly and individuals with disabilities, afford safe and suitable housing.

2. What is the Public Housing waiting list?

The Public Housing waiting list is an official list maintained by HABC of the applicants who apply for Public Housing assistance.

3. Why does HABC have a Waiting List for the Low-Income Public Housing program?

There are more households who qualify for the Public Housing Program than there are available rental units. Public Housing's wait list is a manageable way for HABC to contact applicants once they reach the top of the list.

4. Where are the units located that accept the Low-Income Public Housing subsidy?

Public Housing has units that are all located within Baltimore City. You can see a listing of all the properties that are listed under the Low-Income Public Housing program at <https://www.habc.org/habc-information/programs-departments/public-housing-and-rad/map-of-habc-properties/>

5. Where can I receive more information about HABC's Public Housing program?

For more information, please visit us online by going to www.habc.org and click on Public Housing and RAD or use this link: <https://www.habc.org/habc-information/programs-departments/public-housing-and-rad/>. You can also contact our call center representative at the following number:

1-888-301-8292

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6. What if my name was also on the Waiting List for the Section 8 program?

You can still apply for the Low-Income Public Housing program. However, you can **ONLY** be assisted on one subsidized program at a time. The federal government does not allow double subsidy for any program.

ABOUT THE PRE-APPLICATION PROCESS

7. How do I get on the Low-Income Public Housing Waiting List?

To get on the Waiting List, you must submit a preliminary application. Preliminary applications for HABC's Low-Income Public Housing program will **ONLY** be accepted online at <https://habc-onthelist.myhousing.com/> .

8. Can I submit the preliminary application by fax or email?

No. All preliminary applications must be submitted online at <https://habc-onthelist.myhousing.com/>

9. What if I can't read English or if I am disabled or need assistance completing the preliminary application?

The application is available in multiple languages. Individuals with disabilities or others who need additional support may receive assistance completing a preliminary application by contacting a call center representative at the following number:

1-888-301-8292

10. Do I have to have an email address to apply for housing?

Yes, if you don't have an email address, there are several options for a free email account, including [Gmail](#), [Yahoo](#), and [Outlook](#). Follow the instructions on the on the email carrier's website to set up your email account.

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11. Can I use my home computer, smart phone, or tablet?

Yes, you can use any of those options to access the online application. See question 12 for information on applicants who need assistance.

12. If I don't have a computer or smart phone, is there somewhere I can go to apply.

Yes, the following sites are open to the public to use their computers and will provide volunteer assistance to complete online applications. Go to their website for their hours of operation:

- a. Beans and Bread-402 S. Bond Street, Baltimore, MD 21231
- b. Franciscan Center-101 West 23rd Street, Baltimore, MD 21218
- c. Healthcare Access Maryland- 1 North Charles Street, Suite 900, Baltimore, MD 21201
- d. Health Care for the Homeless-421 Fallsway, Baltimore, MD 21201
- e. My Sister's Place-17 West Franklin Street, Baltimore, MD 21201
- f. Our Daily Bread-725 Fallsway, Baltimore, MD 21202
- g. Paul's Place-1118 Ward Street, Baltimore, MD 21230
- h. St. Vincent de Paul of Baltimore (Formerly St. Ambrose)-3445 Park Heights Avenue, Baltimore, MD 21215

13. Will preliminary application for the Low-Income Public Housing program be available at 620 North Fremont Avenue?

No. Preliminary applications can only be found online at <https://habc-onthelist.myhousing.com/>

14. Can I submit more than one preliminary application to increase my chances of getting on the Low-Income Public Housing Waiting List?

No. HABC will only accept one preliminary application per household.

15. What information do I need to complete a Low-Income Public Housing preliminary application?

Applicants should have their name, phone number, email, social security number, date of birth, current mailing address. Household members will need a social security number, date of birth and the source of income for the household members listed, if applicable.

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16. Do I have to answer all the questions on the preliminary application?

Yes. All questions must be completed by the applicant. There will be an asterisk (*) identifying all required information.

17. Does HABC have different Public Housing Waiting Lists?

Yes, the waiting lists include:

- Conventional Public Housing: Housing designated for any family.
- Senior Housing: Housing designated for persons who are aged 62 and older
- Mixed Population Housing: Housing designed for elderly or non-elderly disabled families

18. Can I be on more than one waiting list?

Yes, based on the information in your application, HABC will automatically place on each of the waiting lists for which your family qualifies. For example, if the head of household is a 75-year-old person with no other family members, that family may be placed on the Conventional, Senior and the Mixed Population housing waiting lists.

AFTER THE PRE-APPLICATION IS SUBMITTED

19. Will everyone who applies, while the waiting list is open, get a spot on the waiting list?

No, using a lottery, HABC will randomly select 13,000 of the families who applied for placement on the waiting list. Your pre-application must be complete in order to be considered in the lottery.

20. Is the preliminary application process based on first-come, first serve?

No, 13,000 applicants will be placed on the waiting list according to a computerized random sort of applications received between August 1, 2023, and August 14, 2023. As housing units become available, those next on the waiting lists will be contacted to complete a full eligibility application.

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21. What if less than 13,000 families submit completed applications?

If less than 13,000 families submit completed applications, HABC will place all those families on the waiting list according to a computerized random sort of the applications received. HABC may opt to re-open the waiting list if additional applications are needed to fill anticipated vacancies.

22. Will I receive a confirmation after I submit my preliminary application?

Yes. Applicants will receive an email once their preliminary application has been completed and received in our systems. HABC recommends that applicants write down, print, capture a screen shot or take a picture of the confirmation page once you have completed the application.

23. How do I know if I was selected in the lottery?

HABC will send all applicants an email to let them know if they were or were not selected in the lottery for placement on the waiting list.

24. How long should I expect to wait until I reach the top of the Waiting List?

It is difficult to estimate the length of time you may be on the Waiting List before being scheduled for an eligibility interview. Long waiting periods are common. Likewise, the length of your waiting time may also depend on the number of vacancies within HABC inventory and the number of previous applicants who may have applied to be placed on the Waiting List before you.

KEEPING YOUR APPLICATION UP TO DATE

25. Why must I keep my application up to date?

HABC must know how to contact you to process your application. Remember to keep your contact information up to date so that HABC knows how to reach you when your application reaches the top of the waiting list. If HABC cannot reach you or if you fail to respond to a waiting list update, your name may be removed from the waiting list, and you would have to re-apply when and if the waiting list is open. Also, if you fail to update your family composition and your name comes to the top of the waiting list, the available unit may not be the right size for your family and your name would be returned to the waiting list.

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26. Can I make changes to the preliminary application including changes to my address, family composition, admission preferences or to correct an error on my preliminary application?

Yes. If there are changes or corrections that need to be made to an existing preliminary application for the Low-Income Public Housing program, you may contact our office in-person at **620 N Fremont Ave**, and we will have the corrections made or changes updated to your active application. The walk-in hours are every Thursday, between the hours of 1-3pm. After you are placed on the waiting list you may also go to the Web portal and update your pre-application.

27. If I make changes to my pre-application, will it affect my wait time on the waiting list?

Certain changes may affect your wait time. For example, if your family composition changes and you need a four-bedroom unit instead of a two-bedroom unit, your wait time may increase because there are fewer four-bedroom units than two-bedroom units. Also, if your admission preferences (see questions below on admission preferences) change while on the waiting list, it may increase or decrease your wait time, depending on the change to your preference(s).

SELECTION FROM THE WAITING LIST

28. If I am selected in the lottery, how does HABC determine when I will be selected from the waiting list?

Your placement on and selection from the waiting list is determined based on your lottery position, HABC's admission preferences and the size and type of unit needed.

29. What is an admission preference?

An admission preference is what HABC uses to prioritize applicants on the waiting list. What this means is that when and if you qualify for admission preferences, your position on the waiting list may be closer to the top than a family who has no admission preference.

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30. What are HABC's admission preferences, and can I qualify for more than one admission preference?

HABC's admission preferences are included below. You may select all of the preferences for which your family qualifies. When you are selected from the waiting list, HABC will require that you provide verification of the preferences you selected. Please refer to HABC's ACOP for further information on its admission preferences.

- Emergency (generally by referral only)
- Head, co-head or spouse is:
 - Employed
 - Age 62 or older
 - Enrolled in a job training program
 - Veteran
 - Disabled (one or more family members who are disabled will qualify the family for this preference)
- Residency:
 - Families where the head, co-head or spouse is a resident of Baltimore City/County. Applicants who do not live in Baltimore City/County will only be considered for assistance after the waiting list is exhausted of applicants who live in Baltimore City regardless of preference.
 - Applicants who are working or who have been notified that they are hired to work in the Baltimore City area will be provided with a residency preference.

31. If an applicant is already on HABC's Public Housing waiting list, will they always be selected before me?

Applicants already on the waiting list may be selected before new applicants; however, the waiting list is ordered by lottery position or date and time of application (depending on when the applicant applied) preferences, and the size and type of unit needed.

AFTER BEING SELECTED FROM THE WAITING LIST

32. What happens when my application moves to the top of the Waiting List?

Once your application reaches the top of the waiting list, HABC will contact you to attend an eligibility screening. You will be notified by HABC of this appointment. Remember to keep

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your contact information up to date so that HABC knows how to reach you when your application reaches the top of the waiting list.

33. How does HABC determine if I am eligible for housing?

Applicants placed on the Waiting List will be considered for assistance once they reach the top of the waiting list. To be considered for assistance, you must meet the required qualifications. You must:

- a. Qualify as a family as defined in our Housing Authority of Baltimore City, Admission and Continued Occupancy Policies
- b. Be 18 years of age or older or an emancipated minor under State Law.
- c. Have an annual income that does not exceed the applicable income limits set forth by Housing and Urban Development at the time of admission.
- d. Pass a criminal background check.
- e. Meet Housing and Urban Development requirements on citizenship or immigration status (same comment as above)
- f. Not have been terminated or evicted within the past 3 years by HABC or any other public housing authority, and do not have any debts owed under any federally assisted program.

34. What are the applicable income limits established by HUD?

The following sets forth the current income limits set forth by HUD. The income limits are changed periodically by HUD and therefore may be different by the time the applicant is invited to HABC for an eligibility determination. To qualify, your family’s annual gross income must be in line with the income limits below, by family size and based on HABC’s income targeting requirements.

FY 2023 Income Limits Summary

FY 2023 Income Limit Area	Median Family Income Click for More Detail	FY 2023 Income Limit Category Click for More Detail	Persons in Family							
			1	2	3	4	5	6	7	8
Baltimore-Columbia-Towson, MD MSA	\$121,700	Very Low (50%) Income Limits (\$) Click for More Detail	42,600	48,700	54,800	60,850	65,750	70,600	75,500	80,350
		Extremely Low Income Limits (\$)* Click for More Detail	25,550	29,200	32,850	36,500	39,450	42,350	45,420	50,560
		Low (80%) Income Limits (\$) Click for More Detail	66,300	75,750	85,200	94,650	102,250	109,800	117,400	124,950