«LetterDate»

«ToName»

«MailAddress»

RE: Availability of a Section 8 “Project Based” Unit

Dear Applicant:

The Housing Authority of the County of Santa Cruz administers several different types of rental assistance. At this time a Project Based unit has become available. The unit description and contact information can be found on the back of this letter.

**More information about Project Based units:**

Please note that Project Based Units are different from Section 8 Housing Choice Vouchers. In the Project Based program, you must live in a specific unit to receive the rental assistance. Like the Section 8 program, you will pay approximately 30% of your income towards rent, and the Housing Authority will pay the remainder of rent directly to the landlord. After you have lived in a Project Based unit for one year, you may move with a regular Section 8 Housing Choice Voucher if such a voucher is available and if you are in good standing with the program.

If you are not interested in exchanging a Section 8 Housing Choice Voucher for this Project Based Voucher unit you do not have to respond to this letter and your name will remain on the Section 8 HCV waiting list. For more information, visit our website at [www.hacosantacruz.org](http://www.hacosantacruz.org) and click on the Programs or Waiting Lists, or call our Waiting List Call Center at (831) 454-5950

Please report all changes of address to the Housing Authority, in writing, within thirty (30) days of such changes. You can use the Waiting List Status form or use a written format of your choice. Also, if you do not respond to Housing Authority requests for information or appointments by the due dates established in those letters, or if any letters sent to you are returned to the Housing Authority as undeliverable, *no further attempts to contact you will be made and your name will be removed from the waiting list.*

Sincerely,

Waiting List Department

If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.

Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.

**PB-El Centro unit – clients from El Centro WL**

**Project Based Unit Description and Information:**

The unit available is a single room occupancy unit at the following address: El Centro Residential Apartments; 1110 Pacific Avenue, Santa Cruz. You must be 60+ years old at time of lease up.

**How to apply for the available Project Based Unit:**

Please respond to El Centro management at (831) 459-9883 within 30 days of the date of this letter.

El Centro management will evaluate all applicants based on their tenant selection criteria. If El Centro selects you for the unit, the Housing Authority will process your application and determine your eligibility based on the same income limits and eligibility factors as the regular Section 8 Housing Choice Voucher Program.

**If any of the following applies, please note that your name will be removed from the El Centro Project Based waiting list. There will be no further attempts to contact you about units at El Centro Residential Apartments:**

* if you are not interested in this unit;
* you fail to contact El Centro management by the due date;
* you are not eligible for this unit; or,
* mail is returned to us by the US Postal Service.