The Meadows FAQ
Vancouver Housing Authority (VHA) is accepting applications for 23 project based vouchers at The Meadows. The Meadows has a total of 30 one, two, and three bedroom units. The Meadows is located at 3303 NE 78th Avenue, Vancouver, WA. The property is anticipated to be ready for occupancy July 2018. Rents will be based on 35% of the household’s income.

Units will provide housing for homeless individuals and families. Some units are set aside for households where at least one member is chronically mentally ill, families with children, where at least one member is a veteran, and for young homeless adults age 18-24.

Who Can Apply
- Applicants must be homeless.
- At least one person in the household must be a US citizen or legal resident.
- Household income must be at or below 30% of Area Median Income (AMI).

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Maximum Income</th>
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</thead>
<tbody>
<tr>
<td>1 person family</td>
<td>$15,700</td>
</tr>
<tr>
<td>2 person family</td>
<td>$17,950</td>
</tr>
<tr>
<td>3 person family</td>
<td>$20,420</td>
</tr>
<tr>
<td>4 person family</td>
<td>$24,600</td>
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<tr>
<td>5 person family</td>
<td>$28,780</td>
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What do I need to apply?
Please make sure you have the following before you apply. The waitlist application does not allow you to save a partially completed application. If you have to leave the application before you finish it, your changes will not be saved and you will have to start the application over.

- Full name and social security number for ALL family members. If any family member is NOT a legal resident and does not have a social security number, please contact us at 993-9528 for an alternate ID.
- Monthly income for the entire household
- A mailing address. You must have an address where we can send mail. If we send you mail and it is returned by the Post Office your name will be withdrawn from the waitlist.
  - If you do not have a permanent address you can use SHARE's Post Office Box. The address is Your Name, PO Box 1209, Vancouver, WA 98666. If you use SHARE’s PO Box, you are responsible to pick up your mail from SHARE at least once every two weeks. SHARE will only hold mail for 14 days. You can pick up mail at Share House 1115 W 13th St Vancouver WA 98660 M-F 11:30am-1pm.
- A piece of paper and pen or pencil. You will need these to write down a confirmation number that you will get at the end of the application process. This confirmation number will be proof that you have applied. VHA staff will not be able to retrieve this confirmation number for you, please write it down or print the page it appears on.

How to Apply
You can only apply online at our website, www.vhausa.com Applicants will be drawn from the waitlist by random lottery. The waitlist will remain open indefinitely. Future drawings will be done as needed. This means that applying early does not give you a better chance of being drawn. Everyone who applies will have the opportunity to be drawn in a future lottery. Paper applications will not be available except as accommodation for a disability.
What if I don't have internet access?

We have partnered with local agencies to provide internet access. The names, addresses and available hours are below. Please note that staffs at these agencies are available to help you access the internet but may not be able to answer questions about the application process.

**CVAB's REACH Center**
1601 E. 4th Plain Blvd, Bldg 17, Ste A114, Vancouver
(Center for Community Health, 1st floor across from elevators)
9 computers available; M-Sa 9am-7pm

**Goodwill Career Center**
6425 NE Fourth Plain, Vancouver
30 computers available
M, T, Th 8-4:15; W, F 9-4:15

**FORT VANCOUVER REGIONAL LIBRARIES**
- **Battle Ground Community Library**
  1207 SE 8th Way, Battle Ground
  M-Th 10-8; F-Sa 10-6
- **Cascade Park**
  600 NE 136th Ave, Vancouver
  M-Th 9-8; F-Sa 9-6
- **La Center**
  1411 NE Lockwood Creek Road, LaCenter
  M, T, W, F 10-6; Th 10-8
- **Ridgefield**
  210 North Main Ave, Ridgefield
  Tu 10-8; W-F 10-6; Sa 10-5
- **The Mall Library Connection**
  8700 NE Vancouver Mall Dr, Vancouver
  M-Th 10-7, F-Sa 10-6, Su 1-6
- **Three Creeks**
  800-C NE Tenney Road, Vancouver
  M-Th 10-8; F-Sa 10-6
- **Vancouver**
  901 C Street, Vancouver
  M-Th 9-8; F-Su 10-6
- **Washougal**
  1661 C Street, Washougal
  Tu 10-8; W-Sa 10-6
- **Woodland**
  770 Park Street, Woodland
  M-Tu 10-6; W 10-8; Th-F 10-6

Getting started:
- Go to [www.vhausa.com](http://www.vhausa.com)
- Click on ‘Housing’ in the banner at the top.
- Click on ‘Open Wait Lists’
- Scroll down to find the waitlist you wish to apply for.
- Read the FAQ and click **Apply Now** at the bottom.
- Enter personal information of applicant
- Select the name of the waitlist you wish to apply to.
- Follow directions online.

How will I know if my application is accepted?

No more than 15 days after you apply, you will be able to check the status of your application on our applicant portal. You can access the applicant portal at [www.vhausa.com](http://www.vhausa.com) Look for the Applicant Portal button. If, after 15 days, you do not find your application in the applicant portal, you may call 360-993-9528.

Do I have to live in Clark County to apply?

No, but the assistance can only be used to live at The Meadows.
Can I apply more than once?
No. You can make only one application to this waitlist. You may apply to more than one waitlist at a time.

How do I know if you got my application?
At the end of the application process, you will receive a confirmation number. Please write down this confirmation number or print the page. This is your proof that you applied. VHA staff will not be able to retrieve this number for you.

What if I am having trouble completing the application?
You can call VHA at 360-993-9528 for assistance during normal business hours. Please expect to leave a message and receive a return call within one week.

I have a disability and need assistance.
If you have a disability that prohibits you being able to complete this application, please call the VHA at 360-993-9528 during normal business hours. Please expect to leave a message and receive a return call.

Is the application available in other languages?
The application gives you an option to view it in Spanish or Russian in addition to English. If you need assistance completing the application in a language other than English, Spanish or Russian, please contact the Housing Authority at 360-993-9528 during normal business hours. Please expect to leave a message and receive a return call.

If I fill out the application, am I sure to get Housing Assistance?
No, an application will just place you on the waitlist.

Why a lottery instead of date and time order?
A lottery gives everyone an equal chance, no matter when they apply.

After you apply
Three weeks after you apply you should create an account in our Applicant Portal. You must log-in to the portal once every twelve months. If you do not log-in, you could be removed from the waitlist. The Portal also allows you to check which waitlists you are active on and make sure we have your address and household information correctly.

Please be certain to update your address at all times. If your address changes from the information on your application, you must tell us in writing. If we send you mail and it is returned by the post office, your name will be removed from the waitlist. You are responsible keeping your information up to date. You can request we update your information through the Applicant Portal or you can get an update form from our office at 2500 Main St, Vancouver or by calling 360-694-2501.