

COLLIER COUNTY HOUSING AUTHORITY

1800 Farm Worker Way
Immokalee, Florida 34142

ALL PERSONS ARE INVITED TO APPLY FOR A DWELLING UNIT AT FARM WORKER VILLAGE

Farm Worker Village/Collier Village is a year-round Farm Labor Housing Facility owned and operated by the Collier County Housing, a Public Housing Authority created under provisions of Florida Statutes, Chapter 421. The "VILLAGE" was constructed with loan and grant funds obtained from USDA, Rural Development, said loans secured by Revenue Bonds and Grant Agreements. Tenancy or occupancy of dwelling units are limited to persons and their immediate family, who are Domestic Farm Laborers, as defined by Farmers Home Administration, and who receive a substantial portion of their annual income from Domestic Farm Employment.

INSTRUCTIONS TO APPLICANTS

THE FOLLOWING INFORMATION MUST BE FURNISHED BY APPLICANT TO THE AUTHORITY BEFORE APPLICATION CAN BE CONSIDERED COMPLETE, PROCESSED TO DETERMINE ELIGIBILITY FOR TENANCY AND PRIORITY RATING FOR ADMISSION AND PLACED IN CHRONOLOGICAL ORDER ON UNIT SIZE WAITING LIST.

"The following information is requested by unit owner in order to assure the Federal Government, acting through it's USDA, Rural Development, that federal Laws prohibiting Discrimination against tenant applicants on the basis of race, national origin and sex are complied with. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race, national origin and sex of individual applicants on the basis of visual observation or surname."

1. Applicant's (head of household) Name, Ethnic Group, Date of Birth, Place of Birth, Social Security Number, Sex Current Mailing Address and Phone Number at which you may be reached if available.
2. Co-Applicant's (Spouse, mate or other relative) Name, Ethnic Group, Date of Birth, Place of Birth, Social Security Number and sex.
3. Adult Household Member's (18 and over) Name, Ethnic Group, Date of Birth, Place of Birth, Social Security Number, sex and relationship to Applicant.
4. Other Household Members, Name Ethnic Group, Date of Birth, Social Security Number, sex and Relationship to Applicant.
5. If any of foregoing were born outside of the United State or it's possessions, must furnish proof of citizenship or admission to the United States for permanent residence.
6. Names of Employers, their address and income received from employment during the past 12 months from all adult family members. Eligibility for tenancy at Farm Worker Village require that a substantial portion (verifiable-not less than \$3,997.65) of income be from domestic farm labor.
7. All family income, other than from employment, for the past 12 months. This would include self-employment business income, payments from Pensions, Social Security, Welfare,

A.F.D.C., Unemployment, Workers Compensation Insurance, alimony, child care and any other family income not included in No. 6 above.

8. Either Tenant or Co-Tenant may furnish the foregoing information and sign application. Upon receipt of information and execution of application you will be given a letter acknowledging receipt of the same.
9. If additional information is needed to complete a review of eligibility, you will be notified within 10 days of information needed to complete application. On the date all information is received to complete application a number will be assigned.
10. Upon verification of information and priority to occupancy is established according to USDA, Rural Development Regulations, Application will be placed on Unit Size Waiting List in chronological order. Notice will be given of Priority rating unit size and chronological order.
11. First Priority for occupancy in Farm Labor Housing must be given to households with 71 to 100 percent of total earnings from domestic farm labor; second priority is to be given households with 51 to 70 percent of total earnings from farm labor; third priority is to be given households with 26 to 50% of total income from farm labor; and fourth priority is to be given households with 25% or less of total income from farm labor.
12. As units become available in unit size needed, units will offered to applicants according to priority rating (1st – 2nd – 3rd – 4th) as listed on Waiting List. Example – All 1st priority Applicants on list will be offered unit before 2nd priority applicants are offered units; 2nd before 3rd, and 3rd before 4th.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

To file a complaint of discrimination, write to:

***USDA, Assistant Secretary of Civil Rights
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W., Stop 9410
Washington, DC 20250-9410***

Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.



*Once you turn in application **EVERY ADULT (18yrs. old and older)** in the household needs to come to the office and sign.*

Information to bring with your application:

1. Sign employment verification for every job. Bring phone numbers of your employment. **(THIS IS FOR EVERYBODY THAT WORKS.)**
2. Year to date gross wages print out from your job. **(EVERY JOB!)**
3. **W-2's and Tax Return. (Every Adult)**
4. **12 months print out of Child support, & Court Case Order.** (If you don't have it, you need to get this information from the court house.) Or Cash assistance from the Government.
5. Copy of the **Award letter of Social Security and Social Security Supplement Income** checks (Current Year)
6. **Unemployment (transcript wages) letter.**
7. **CASH AFFIDAVIT: Won't Qualify You.** You could work for cash as a side job, but your source of income has to be paid by **CHECK STUBS to QUALIFY.** *****AGRICULTURE WORK*****
If paid by **CASH;** you need a **notarized statement** from your employer. Example: **(EMPLOYER Name, Address and Telephone Number; NEEDS TO BE ON A LETTERHEAD!** Letter has to state your **name, job description, seasons, and pay rate weekly, if paid by day, needs to state, how many days you work.)** You have to **report your cash income at the end of the year** (Tax Return).
8. **If your Child is over 18yrs. Of age:**
 1. They need proof of college transcript that shows the credits of every class. You need 12 credits per semester. **Full-Time Students,** we only need your transcript every semester. **Part-Time Students,** you need to bring your transcript and your job information, or letter.
 2. For every adult not working, they need a **notarized letter** stating they have no employment and once you get a job, you need to report it to the Collier County Housing Authority.
9. If you have a **Checking or a Saving account,** you need to **sign a Bank Verification form.**
10. **Do You Pay Day Care** services for children 13yrs. of age and under and you're employed or attending school? You need to sign a day care verification.
11. **Report any other income.**
12. **Background Checks for every adult.**

ATENCION

Si usted no entiende o lee Ingles, nuestros empleados latinos pueden leer y explicar la noticia para usted.

ATTENCION

Si ou pa konpran -n angle ou byen ou pa ka li, employe nou you ki pale Kreyol ka li e explike ou tout bagay an kreyol.