Scott County CDA Project-Based Housing (2, 3, 4, and 5-Bedroom Units)
Waiting List Application and Eligibility Information

1. What is Project-Based Housing?
- Scott County CDA administers the HUD-funded project-based voucher program. The program offers units in Prior Lake, Savage, and Shakopee, which include townhomes, duplexes, and single-family homes. Scott County CDA both owns the properties and administers the rental subsidy. Applicants must meet income guidelines and cannot apply for specific cities. Renters will pay 30% of their adjusted income for rent. However, the housing subsidy stays with the housing unit. Applicants must also meet Scott County CDA eligibility requirements (rental, credit, and criminal background checks).

2. When is the waiting list open?
- Scott County CDA is currently accepting online applications for its 2, 3, 4, and 5-bedroom Waiting List, which will remain open until further notice.

2. How do I apply?
- Applications will be accepted online only at: https://portal.scottcda.org/ Click "Applicant Log-in" at the top of the page. Scroll to the bottom and choose "click here to register" if you don't already have an account**.** *****You must register for an online account before beginning the application process*****
- Applicants may use any computer, tablet, or smartphone with internet access to apply, including free computers at public libraries.
- Applications will not be available at the Scott County CDA offices, and fax or e-mail requests will not be accepted.
- To request a Reasonable Accommodation due to a disability related to this application, please contact the CDA Office at 952-402-9022.

3. Can I apply more than once?
- No, applicants cannot be on the same waiting list twice.

4.   Can I edit my application after I submit it?
- Yes, you can edit your application by logging into your online portal at: https://portal.scottcda.org/ Click "Applicant Log-in" at the top of the page and enter the email address and password you created during registration.

5.   What information do I need to apply?
- A valid email address
- Names, Social Security numbers, and birth dates for all household members
- The household's gross annual income

6.   What are the eligibility requirements for applying?
- At least one family member must be a U.S. citizen, U.S. national, or non-citizen with eligible immigration status.

- The applicant and all members of the applicant's household must disclose the complete and accurate social security number assigned to each household member.
- You must income qualify per household size. You cannot make more money than the income limits in the chart below:

Household Size	Gross Annual Income	Gross Income per month
2 Persons	$53,000	$4,417
3 Persons	$59,600	$4,967
4 Persons	$66,200	$5,517
5 Persons	$71,500	$5,958
6 Persons	$76,800	$6,400
7 persons	$82,100	$6,842
8 Persons	$87,400	$7,283
9 Persons	$92,700	$7,725
10 Persons	$98,000	$8,167

- Your household size must qualify for the appropriate unit size.
  For example, a 4-bedroom unit must have a minimum of 6 persons, not to exceed 8 persons. To ensure you are applying for the appropriate unit size, see the chart below:

Number of Bedrooms	Minimum number of persons in home	Maximum number of persons in home
2	2	4
3	4	6
4	6	8
5	8	10

*The following circumstances are exceptions: Live-in aides will be allocated a separate bedroom, Foster adults and foster children will be allocated separate bedrooms.

7. How does the CDA assign bedrooms to household members:
- The CDA will assign the first bedroom to the Head of Household and their spouse or significant other (if applicable). Thereafter, the CDA will assign one bedroom for each two persons regardless of sex, age, or relationship, as shown on the chart below.

1st **BEDROOM** = Head of Household **AND** (if applicable) a Spouse or Significant Other
2nd **BEDROOM** = Next 2 persons share a room regardless of sex, age, or relationship.
3RD **BEDROOM** = Next 2 persons share a room regardless of sex, age, or relationship.
4TH **BEDROOM** = Next 2 persons share a room regardless of sex, age, or relationship.
5TH **BEDROOM** = Next 2 persons share a room regardless of sex, age, or relationship.

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