

8. Updating Program Information/Opening and Closing Waitlists

HousingWorks staff has already typed information about your housing program into our online service, where it can be seen by housing advocates and applicants. If you want to change or update the information that is listed there, use this instruction guide. To get access to your webpages, you will need your housing program ID and password management office.

1. Go to <http://www.housingworks.net>
2. Click the link: “Enter HousingWorks”
3. Click the link: “Registered Housing Provider”
4. Enter your ID number and password – your ID and password can be found in the document: [How to Set Up HousingWorks on your Computer](#). You should have a printed copy of this document in your site office and also in the central office.
5. You will see the following page:

Housing Provider | Demonstration Housing Authority

[Search](#) [Advocate](#) [Provider](#)

HousingWorks
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[Update program info](#) (circled in red)

[Manage waitlists](#)

[Walk-In screen](#)

[Create/Update online applications](#)

[Search for housing or housing resources](#)

[Change password](#)

To access a client, enter their

Social Security Number:

-or-

Last Name: and

Date of Birth: Apr | 23 | 2005

Add to Waitlist:

Generate Application

Update Application Status

6. Click the link: “Update Program Info”. All the information that the public can see about your housing program is displayed here. This information helps people screen themselves for eligibility BEFORE they apply to your program, and also helps you cut down on phone inquiries.
7. Here’s the first page you will see: Note the seven rolodex tabs (where the arrow points)

Update | Demonstration Housing Authority

[Search](#) [Advocate](#) [Provider](#)

HousingWorks
v 2.0_GIS 18MAR2005

Development Name:

HousingWorks ID:

Federal/State ID:

Section / Act:

Inventory | Type of Housing | Application | Shortlist | Contact | Program | Waitlists (circled in red)

+ Add new inventory of size:

8. Click on each of the tab to view or update your housing information. Because you will most often use the *Waitlists* tab (on the far right), we will show you how to use them starting with that one. So, click the little triangle just to the left of the word *Waitlists* (circled in red)
9. On the next page, you can see what the *Waitlist Tab* looks like. There are places to tell people:
 - the names of all your waitlists – and to let you close and open individual waitlists.
 - what housing application is needed to apply to that waitlist – and you can make it available when the waitlist is open to authorized housing advocates.
 - what unit sizes you have on that waitlist – and if there are any special needs units already set up.
 - what are the income limits for each unit size and household size – you will change these income limits once a year.
 - how long they might have to wait before getting a unit offer – you’ll probably just have to make a guess based on your past experience.
 - what types of housing each waitlists offers: family, elderly, wheelchair, etc.

It will take at most 20 minutes a year to keep this page current. If you do that, you will avoid getting lots of phone calls ALL YEAR from applicants and their housing advocates asking you the same questions over and over.

THE WAITLIST TAB

Development Name:

HousingWorks ID:

Federal/State ID:

Section / Act:

Inventory
 Type of Housing
 Application
 Shortlist
 Contact
 Program
 Waitlists

[+ Create New Waitlist](#)

		Waitlist Name	Currently Open?
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text" value="Family Housing Federal-funded"/>	<input type="checkbox"/> <input type="text" value="Federal Application"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text" value="Family Housing State-funded"/>	<input checked="" type="checkbox"/> <input type="text" value="State Application"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text" value="Men's SRO"/>	<input type="checkbox"/> <input type="text" value="Men's SRO Application"/>
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text" value="Supportive Housing Program"/>	<input checked="" type="checkbox"/> <input type="text" value="SHP Application"/>

Edit Waitlist: Family Housing State-funded

ESU ³
 ² ¹

[What do these symbols mean?](#)

Average time on waitlist for this unitsize (years):

	# of Residents	Min. Income	Max. Income
<input type="button" value="Delete"/>	<input type="text" value="1"/>	\$ <input type="text"/>	\$ <input type="text" value="28950"/>
<input type="button" value="Delete"/>	<input type="text" value="2"/>	\$ <input type="text"/>	\$ <input type="text" value="33100"/>

[+ Add income limit](#)

ESU ³
 ² ¹

[What do these symbols mean?](#)

Average time on waitlist for this unitsize (years):

	# of Residents	Min. Income	Max. Income
<input type="button" value="Delete"/>	<input type="text" value="2"/>	\$ <input type="text"/>	\$ <input type="text" value="33100"/>
<input type="button" value="Delete"/>	<input type="text" value="3"/>	\$ <input type="text"/>	\$ <input type="text" value="34750"/>

[+ Add income limit](#)

[+ Add unit size](#)

The Waitlist Detailed Above Contains the Following Type(s) of Housing:

PERMANENT HOUSING or RENTAL ASSISTANCE:	SHELTER/TRANSITIONAL:
<input type="checkbox"/> Assisted Living / Special Needs / Nursing Home	<input type="checkbox"/> Adult Single Females or Women with Children
<input type="checkbox"/> Congregate Housing Opportunities	<input type="checkbox"/> Adult Single Males only
<input type="checkbox"/> Deaf Independent Living	<input type="checkbox"/> Battered Women / Men's Programs
<input type="checkbox"/> Deleaded	<input type="checkbox"/> Deleaded Shelter / Transitional Programs
<input checked="" type="checkbox"/> Elder/Senior Citizen Housing	<input type="checkbox"/> Developmentally Disabled Programs
<input type="checkbox"/> Ex-offender Housing	<input type="checkbox"/> Ex-offender Programs
<input type="checkbox"/> Family/Individual Housing	<input type="checkbox"/> Family Programs
<input type="checkbox"/> HIV+ Housing	<input type="checkbox"/> HIV+ Transitional
<input type="checkbox"/> Housing with Educational Component	<input type="checkbox"/> Immigrant without documented status
<input type="checkbox"/> Homeownership Opportunities	<input type="checkbox"/> Shelter plus Care (homeless & disabled)
<input type="checkbox"/> Immigrant without documented status	<input type="checkbox"/> Singles (any/either gender)
<input type="checkbox"/> Mobile Home Parks	<input type="checkbox"/> Substance Use Recovery Transitional
<input type="checkbox"/> Permanent Housing-Disability (visiting services)	<input type="checkbox"/> Teen - pregnant / parenting
<input type="checkbox"/> Permanent Sober ("Oxford House" model)	<input type="checkbox"/> Teen - Runaway/Castaway/Custodial/Behavioral
<input type="checkbox"/> Permanent Housing-Disability (live-in services)	<input type="checkbox"/> Temporary Sober Wet Shelter Programs
<input type="checkbox"/> Veterans Housing	<input type="checkbox"/> Veterans Shelter/Transitional
<input type="checkbox"/> Wheelchair Accessible / No-Steps unit	<input type="checkbox"/> Wheelchair Accessible / No-Steps Buildings

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THE PROGRAM TAB

This tab lets you provide other useful information to prospective tenants.

Inventory Type of Housing Application Shortlist Contact **Program** Waitlists

Languages Staff Speaks: Spanish, English

Programs: [Empty text area]

Communications Access: Deaf Accessibility: there are three units already modified for Deaf tenants. There are two units already modified for blind tenants (no steps inside the unit, and braille instructions on how to reach the management office. Cable/TV/Phone connections: Cable not available in this area.

Building Access: No hills from parking lot or public transportation stop; curb cuts for parking and sidewalks; wide doors to front, bathroom, and kitchen; no cabinets under counters; lowered counters and cabinets above; units are on first floor; Other: (Type text here)

Pharmacy/Store Public Transportation
 Park Day care
 Schools Internet Access or CLC
 Hospital Library
 Laundromat Houses of Worship

Update this housing record Cancel

THE CONTACT TAB

This tab contains your contact information and also lets you provide a link to your own website, or pictures of your property. Most likely the only part of this page you will every change is the email address that people can use to update your waitlist (see red arrow). The address is hidden, but advocates can send emails updating your waitlist if you so desire.

Inventory Type of Housing Application Shortlist **Contact** Program Waitlists

Management Company: Demo Housing Authority

Program Address: 1273 Smith Boulevard

Mailing Address: PO Box 1273 Cambridge, MA 02139

City: Boston

State: MA

Zip: 02115

Phone Number: 617-504-0577

Fax Number: 617-661-2853

Email Address: johnlabella@rcn.com (indicated by a red arrow)

Send me e-mail:
 When a client's case is closed
 When a client's application is updated
 When a client's profile is updated

Webpage: [Empty text area]

Searchable Zip Codes:

Assigned	Available
Boston, MA - 02115	Abbot Village, ME - 04406
	Abington, MA - 02351
	Abnaki, VT - 05474
	Accord, MA - 02018

THE *SHORTLIST* TAB

If you offer preferential status to particular populations, enter it here. Otherwise, leave this page blank.

	Description	Value
<input type="checkbox"/>	State: Displaced by natural Disaster	<input type="text"/>
<input type="checkbox"/>	State: veteran (family housing)	<input type="text"/>
<input type="checkbox"/>	State: Local veteran (elder/disabled housing)	<input type="text"/>
<input type="checkbox"/>	Federal: no priorities	<input type="text"/>

THE *APPLICATION* TAB

This page is set up by HousingWorks staff. The only section you should ever touch is the part circled in red: Uncheck these boxes to remove your housing applications from the public access. **Do not uncheck any of the other boxes without consulting with HousingWorks staff, as the result may not be what you intended!**

Are you currently accepting applications/referrals?

Tenant-based Subsidy

Project-based Subsidy

Public/Affordable Housing (non section 8)

Vouchers

Accept applications via:

Mail-In Fax-In HomeBase Electronic Submission Walk-In

Allow the following applications/forms to be accessed electronically:

Federal Application

Men's SRO Application

SHP Application

State Application

THE TYPE OF HOUSING TAB

Don't change the information on this tab without consulting with HousingWorks staff. This allows the state and federal government to do planning on what types of housing are available in a given zip code, city, county, or state.

THE INVENTORY TAB

Use this page to indicate how many units you have, what size, and what subsidy level they are targeted to. You can also indicate rent ranges, wheelchair accessibility, and what populations can apply to these units.

Here is what the public sees after you have filled out all the rolodex tabs:

Housing Program	Priorities and Preferences	Do I Match?	What is Open?	Application Download	Last Update
Demonstration Housing Authority Phone: 617-504-0577 Website:	State: Displaced by natural Disaster State: veteran (family housing) State: Local veteran (elder/disabled housing) Federal: no priorities	Boston No units currently available	Family Housing State-funded (1.50)rs.) ESU <hr/> Income Limits based on number of residents 1 = 28950.00 2 = 33100.00	State Application	Apr 23, 2005

Clicking on the name of your housing program provides more detail to the public:

Program Detail | Demonstration Housing Authority Active Client: **John D. LaBella**

Home | Search | Search Results | [HousingWorks](#) v 2.0_GIS 18MAR2005

Development: [Demonstration Housing Authority](#)
 Demo Housing Authority

Street Address: 1273 Smith Boulevard
 Boston, MA 02115
617-504-0577

Last Updated: **April 23, 2005**
 HousingWorks ID: **1**
 Project Numbers:
 Project by Act:

[Go to Mapquest for Directions](#)

Currently Open Waitlists: Family Housing State-funded
 Supportive Housing Program

Income Qualifiers: Accepts clients whose income is less than 50, 60, 65 percent of the area median.
Gender Qualifier: for Men and Women
Unit Descriptions: 138 Total Units

UNIT SIZE	UNIT TYPE	AMI	RENT RANGE	
3 Bedroom	Total=5 Elderly=3 Special Needs= Wheelchair=3	60%	\$678.00	to \$700.00
2 Bedroom	Total=1 Elderly=1 Special Needs=1 Wheelchair=1	%	\$520.00	to \$545.00
4 Bedroom	Total=1 Elderly=1 Special Needs=1 Wheelchair=	100%	\$1,300.00	to \$1,300.00
5 Bedroom	Total=1 Elderly=1 Special Needs=1 Wheelchair=	100%	\$1,400.00	to \$1,450.00
6 Bedroom	Total=1 Elderly=1 Special Needs=1 Wheelchair=	%	\$1,500.00	to \$1,500.00

Short List Qualifiers: State: Displaced by natural Disaster
 State: veteran (family housing)
 State: Local veteran (elder/disabled housing)
 Federal: no priorities

Building Access: Wheelchair access described in detail. No hills from parking lot or public transportation stop; curb cuts for parking and sidewalks; wide doors to front, bathroom, and kitchen; no cabinets under counters; lowered counters and cabinets above; units are on first floor; Other: (Type text here)

Communication Access: Deaf Accessibility: there are three units already modified for Deaf tenants. There are two units already modified for blind tenants (no steps inside the unit, and braille instructions on how to reach the management office. Cable/TV/Phone connections: Cable not available in this area.

Languages: Spanish, English

In the Neighborhood: CLC Day Care Laundromat Library Parks Public Transportation Schools

Apply! **Applications accepted via:**
Mail-In
Walk-In