

# Single Room Occupancy Program Information and Requirements

## General Information and Requirements

### What is the Single Room Occupancy Program?

Cambridge Housing Authority's (CHA) Single Room Occupancy (SRO) program provides housing for individuals in congregate living, typically with shared common spaces. Some units are assisted with federal subsidies and others are assisted with state subsidies through the Massachusetts Rental Voucher Program (MRVP).

### How do I apply for the SRO Program?

If you want your name placed on any of Cambridge Housing Authority's (CHA) waitlists including the SRO waitlist, complete the pre-application online at [www.cambridge-housing.org](http://www.cambridge-housing.org). If you fail to complete the online pre-application correctly, your name will NOT be placed on any of the waitlists. You will receive a confirmation number when you have successfully submitted your pre-application.

### How do I know if I'm eligible for the SRO Program?

To be eligible for a SRO your income may not exceed 50% of Area Median Income (AMI) which has been set as **\$51,950 for 2022**. Please Access Individual Income Limits Areas at <https://www.huduser.gov/portal/datasets/il.html> for current HUD Income Limits. Note: In some cases, the income limit may be lower depending on the contract rent of the unit. The contract rent of a unit is the rent amount agreed upon by CHA and an owner (including tenant share and CHA portion of rent payment).

In addition to the income limits, other requirements include:

- Applicants cannot be a single full-time student under the age of 24 (veterans and persons with disabilities are exempt from this requirement). For the MRVP program, this requirement does not apply.
- For the federal program, applicants must be either a U.S. citizen or have eligible immigration status. For the MRVP program, this requirement does not apply.
- For most federal units, applicants must meet homelessness criteria.
- Applicants may also be required to meet additional owner-specific criteria.

### How are preferences applied to the waitlists?

Preferences are not applied to the SRO waitlist. Applications are ordered based on the date and timestamp at the time a pre-application is submitted. Applicants will be contacted accordingly.

### How do I maintain my status as an applicant on the waitlists?

Generally, pre-applications are processed by CHA within 30 days of confirmation.

- Applicants should wait 30 days from the time of submission of a pre-application to make changes.

Notify CHA of any changes in your information.

- Once you have submitted a pre-application, it is your responsibility to notify CHA of any changes in your household composition, contact information and/or income, by logging in to the applicant portal at [cha.applicants4housing.com](http://cha.applicants4housing.com) and updating your information.

Make sure that you can and will receive mail at any address that you have provided to CHA to use as your mailing address.

- Correspondence that is returned to CHA marked as “unknown,” “return to sender,” “forwarding address unknown,” or “no such address” will result in an applicant’s removal from all CHA public housing, RAD, former public housing, and voucher waitlists.
- For information on the waitlist at St. Paul’s Residence see Chapter 17.B.4 in Part 1 of the Administrative Plan. For more information on the waitlist policies for the other SROs see Chapter 17 of Part 1 of the Administrative Plan. Both documents are available at [www.cambridge-housing.org](http://www.cambridge-housing.org) under the section “About the CHA.”

You will not be able to choose a specific development on the SRO waitlist. For example, if you are offered and refuse a unit at Pearl Street, your name will be removed from the SRO waitlist.

### **How do I add and remove my household from the waitlists after my pre-application is submitted?**

After submitting a pre-application online, if a waitlist is open, you may apply to additional waitlists by submitting a new pre-application online. Each pre-application you submit receives a new date and time of application for the additional waitlists you have chosen. Generally, the date and time of your previous pre-application for other waitlists will not change.

You may remove your name from a waitlist at any time by submitting your request in writing to the CHA’s Leased Housing Department.

### **Questions?**

If you want to find out your position on the wait list or review the information that you submitted in your pre-application, visit the applicant portal at [cha.applicants4housing.com](http://cha.applicants4housing.com) where you can log in and view your personal profile. Remember that it can take up to 30 days for the information that you submitted in your pre-application to show up in the system.

If you have any other questions about the SRO program waitlist, please contact CHA’s Central Office at 617.497.4040 and select the prompt for the waitlist.

**Note:** When your name reaches the top of the SRO waitlist, and an appropriate unit at a development on the list is available, you will be contacted by mail by the management staff at that development and not by the CHA staff.

## Single Room Occupancy Program Waitlist Overview

This overview is meant to assist you in selecting waitlists for your household. Go to [www.cambridge-housing.org](http://www.cambridge-housing.org) for more information and to apply to individual lists.

Waitlist Name	Developments	Location	Number of Units		
			Male Only	Female Only	Either Male or Female
<b>Single Room Occupancy (SRO)</b>	YMCA / Central House	820 Massachusetts Ave	35	0	0
	YWCA	7 Temple Place	0	58	0
	Pearl Street	30 Pearl St	0	0	9
	McKay House	265 Rindge Ave	0	0	9
	Rindge House	115-117 Rindge Ave	0	0	14
	St. Paul's Residence*	34 Mount Auburn St	0	0	18

\*St. Paul's Residence units are only for elderly (58 years of age or older) or disabled applicants. Up to 6 out of the 18 SRO units may be filled through referrals from Aids Action Committee.