

**RESIDENT SELECTION PLAN
LYNCHBURG COVENANT FELLOWSHIP, INC.
HOUSING PROGRAMS**

Revised May 1, 2015

Effective July 1, 2015



This document is available for review by applicants and interested individuals in the Lynchburg Covenant Fellowship Management Office at 412 Madison Street, Lynchburg, Virginia. Copies are also available upon request by residents, applicants and other interested persons. The plan shall be reviewed annually by Housing Staff to ensure that it reflects Lynchburg Covenant Fellowship's (LCF) current operating practices, program priorities and the requirements of the Department of Housing and Urban Development (HUD) and the Low-Income Housing Tax Credits (LIHTC). Revisions shall be made as necessary and revised sections shall be noted and posted with the copy in the Management Office. Applicants on the waiting list at the time of revisions shall be notified by letter that the plan has been updated and upon their request may receive an updated copy. Generally, revisions will not go into effect for 30 days from the date of the revision unless required sooner by HUD or the Virginia Housing Development Authority (VHDA). To ensure that all resident families are treated equally, a separate document called *Policies and Procedures* has been developed as a companion for this Resident Selection Plan.

LCF does business in accordance with Federal Fair Housing Laws and affirmatively furthers fair housing goals in its administration of its housing programs as described in chapter 2 of the HUD manual 4350.3. It is illegal to discriminate against any person because of race, color, national origin, sex, age, disability, religion, familial status, elderliness, use of a support animal, sexual orientation, gender identity or marital status.

Upon request, LCF will make all reasonable effort to provide a reasonable accommodation for individuals with disabilities in order to allow them to participate in the application, recertification or the appeal process.

Applications

Housing applications are taken at the LCF Management Office at 412 Madison Street, Lynchburg, Virginia 24504, two days a week from 9:00 a.m. to 4:00 p.m. Currently, applications are taken on Tuesdays and Thursdays with any exceptions posted. Should the days of the week or the times change, Management shall post the new days and times on the Management Office doors. With the exception of a change due to the office being closed for training, holiday, inclement weather or any other circumstance beyond management's control, all other changes shall require a two week notice posted on the Management Office doors prior to the change going into effect.

As a general rule, applicants will be given an information packet to complete prior to completing the application with one of the Housing Staff. The first page of the packet

outlines all of the applicable information **the applicant must have with him or her** to complete the application with a Housing staff member; a form to list the complete names, addresses, phone numbers and relationships to the applicant of five personal references and a form to list the complete names, addresses and phone numbers of landlords covering his or her residences for the last three (3) to five (5) years. Applicants may complete these forms in the Management Office lobby; or take the information packet, complete the personal reference and landlord information and return during an “application day” to complete the application with Housing Staff.

Applicants are defined as: the applicant, co-applicant and all adult family members (**everyone 18 years of age and older**). **All applicants** are required to complete the information packet forms and have all of the applicable information listed on it with them when staff completes their application. **Every applicant must complete an application with Housing Staff generally at the same time and have all of the applicable required documents.** In addition to the necessary verification forms, other required documents include a certified copy of birth certificate(s) (paper type showing mother’s name – not card type) and original social security cards for **all** household members regardless of age. If proof of age or social security number is not available, other acceptable documents listed in the HUD Occupancy Handbook, 4350.3 Rev. 2, Appendix 3, Acceptable Forms of Verification must be used.

Information packets may be mailed to potential applicants. These packets provide all the information needed in order to complete a housing application with LCF and lists the address where applications are taken and the days and times applications are accepted.

In the case of a potential applicant living out of town and unable to come in to apply or as a reasonable accommodation to a disability, staff will mail an information packet to him/her. In this packet the applicant will be informed that he/she will need to return the completed form with photo copies of photo identification cards, social security cards, birth certificates, divorce decrees and/or other required documentation. He/she will also be asked to include a phone number where he/she can be reached in order to schedule a telephone interview. When the above listed information is returned to LCF, staff will contact the applicant by phone to schedule a telephone interview. After completion of the telephone interview staff will mail the paperwork for signatures and the applicant will need to return the application package in the self-addressed stamped envelope. When the application is received it will be placed on the waiting list in time and date order. Each applicant (age 18 or older) will be required to visit the management office upon approval for an apartment to sign necessary paperwork like the Lease and to participate in the move-in process.

All complete applications will be dated, with the time noted, as received and placed on a waiting list since all housing units are filled on a first-come, first-serve basis. Housing Staff will process the application when a unit becomes available or when staff has reason to believe a unit will become available in the near future.

Waiting Lists

Applications are taken for specific apartment communities and a specific unit size. The acceptance of applications for specific unit size and the specific community may be closed when there are 50 applications for that particular community and unit size. The unit size and community will be posted "as closed" at the Management Office. When the waiting list number of applications is less than 50, a notice will be posted stating, "now accepting applications" for the previously closed community and unit size. LCF will also advertise in the local newspapers, Craig's List and other forms of advertising notifying the public that the waiting list is open. The reopen notice and advertisements shall be for a period of 10 days prior to taking applications.

Applications may also be closed for a specific community due to a major renovation project. This notice shall also be posted at the Management Office and advertised in the local paper and other media outlets. The advertisement that applications will reopen for the community shall be at least 10 days prior to taking applications.

LCF Housing staff shall update all waiting lists every three (3) to four (4) months by calling the contact telephone number listed on the application and verbally asking if the applicant is still interested in remaining on the waiting list. If the applicant states that he/she is still interested he/she will keep his/her original spot on the waiting list. If the applicant responds that he/she is not interested in remaining on the waiting list he/she will be removed from the list. If an applicant cannot be reached via telephone but LCF staff is able to leave a message, a message will be left for the applicant to call the office. In cases where staff is unable to speak with an applicant, LCF staff will send the applicant a written letter to the address listed on the application. The letter will instruct the applicant to contact Housing Staff by telephone or in writing within 14 days if he/she wishes to remain on the waiting list. Applicants who do not respond as directed within 14 days will be removed from the waiting list. When an applicant is removed from the waiting list during the update process for failure to respond, no appeal hearing will be offered. However, if an applicant is removed from the waiting list and the Executive Director determines that the failure to respond was due to an LCF error or circumstances beyond the applicant's control, the Executive Director may instruct staff to reinstate the applicant. Should a person with disabilities not respond to the update request due specifically to his/her disability, LCF will reinstate the

applicant to his/her former position on the waiting list as a reasonable accommodation upon request by the applicant or a representative for the applicant.

Processing Applications

Housing Staff will process the next application on the list when a unit becomes available or when staff has reason to believe a unit will become available in the near future. The applicant's eligibility information is reviewed utilizing the criteria outlined below by LCF's Housing Committee to determine the applicant's eligibility for LCF housing.

Approved applicants will be notified via an offer letter that will be mailed to the last address listed on the application. This letter will inform him/her of the approval and will give him/her five (5) days to contact staff (in writing, by visiting the management office or by phone call) to accept or reject the offer. Approved applicants will also be contacted by telephone (if possible) and offered the unit. If the approved applicant is not reached, but leaving a message is possible, a message will be left asking the approved applicant to contact LCF. Providing the applicant accepts the apartment, approved applicants will be given the approximate date of occupancy, his/her approximate security deposit, rent amounts and the apartment address. He/she will be told that the electric service needs to be setup prior to the move-in date. Staff will provide the electric company's telephone number and the service address. Staff will request that the applicant provide the account number to LCF once the service is established. Should the approved applicant not respond within the five (5) days the application will be closed with no further contact.

Should the applicant reject an apartment offered that is the suitable size, the applicant shall be offered the next available apartment of the suitable size. Should the applicant reject the second apartment, the applicant's application shall be closed out and removed from the waiting list. He/she will be ineligible for a period of one (1) year.

Should an applicant's application be closed out for failure to respond, no further contact or failure to furnish information two (2) times within 12 months; the applicant will not be eligible to re-apply for a full year.

If the housing committee determines that the applicant does not meet LCF's eligibility selection criteria, Housing Staff shall notify the applicant in writing by sending a letter to the address provided by the applicant. The letter shall state the reason(s) for the ineligible determination. As stated in the letter, the applicant shall have **14 days** to

respond **in writing** requesting an appeal hearing should the applicant have additional information to be considered. The Executive Director shall conduct the appeal hearing within 14 days from the receipt of the written request. Documentation relating to the closing out of applications shall remain on file for five (5) years. In cases where applicant households do not meet LCF's eligibility selection criteria for unfavorable criminal background **ONLY**, LCF Housing Staff will notify the applicant household of the proposed denial of admission, provide a copy of the criminal background record that the denial is based on and provide the applicant household an opportunity (14 days) to dispute the accuracy and relevance of the information obtained during the criminal background check.

If an applicant with disabilities wishes to dispute the closing of his or her application, he or she shall be provided reasonable accommodations in order to participate in the meeting. If the decision remains viable, he or she shall be removed from the waiting list. Should it be determined that the applicant is eligible, he or she shall be placed on the waiting list as of the date of the original application.

Application Updates

Applicants are encouraged to update their address and phone number via the telephone, in person or in writing should either change so staff will have the most current information. LCF staff is not responsible for attempting to locate an applicant who has not updated his or her information. Applicants are also told that it is necessary to update their information should they experience a change in their family composition if it will require a change in their requested unit size. At the time of the update, the applicant will be added to the waiting list for the newly requested unit size and removed from the other waiting list unit size. In addition, applicants should report changes in household income immediately.

Current "In-Place"Residents

Current residents who require a unit transfer will be considered first when a unit becomes available for occupancy. After all required transfers are made, applicants will be selected from the waiting list.

Live-In Aide

If an applicant has a "live-in aide," the live-in aide will be required to meet the same selection criteria with the exception of his or her credit standing.

Citizenship and Eligible Non-Citizens

By law, only U.S. citizens and eligible non-citizens may benefit from Federal rental assistance. LCF determines eligibility and uses the rules and requirements in the 4350.3, Rev. 2, in determining applicant eligibility based on citizenship/immigration status. Assistance in subsidized housing is restricted to U.S. citizens or nationals and non-citizens, who have eligible immigration status. Applicants will be given notice of the requirement to submit evidence of citizenship or eligible immigration status at the time the application is taken; if there are language barriers, an interpreter will be sought and family members, regardless of age, must declare their citizenship or immigration status. Eligible non-citizens' applications will be processed as all other applicants for LCF Federally-assisted housing, considering any further Federal requirements.

Violence Against Women Act

LCF complies with the **Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA)** which gives protection to families applying for or receiving rental assistance payments under the project-based Section 8 program. The law protects victims of domestic violence, dating violence or stalking, as well as their immediate family members generally, from being evicted or being denied housing assistance if an incident of violence occurs that is reported and confirmed. The VAWA also provides that an incident of actual or threatened domestic violence, dating violence or stalking does not qualify as a serious or repeated violation of the Lease, nor does it constitute good cause for terminating the assistance, tenancy, or occupancy rights of the victim. Furthermore, criminal activity directly relating to domestic violence, dating violence or stalking is not grounds for terminating the victim's tenancy. LCF may bifurcate a Lease in order to evict, remove or terminate the assistance of the offender while allowing the victim, who is a tenant or lawful occupant, to remain in the unit.

Affirmative Fair Housing

LCF will monitor the characteristics of the individuals being served compared to the characteristics of the population as a whole in each of the communities. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

Occupancy Standards

The unit size is generally one person per bedroom standard. The unit size is generally determined during the application process. Should the size need to be changed, the applicant can do so by updating his or her information as discussed previously.

Income Limits

LCF is required to determine if an applicant and his or her household meet the income limits as established by HUD and the LIHTC program requirements. For HUD and LIHTC programs, income eligibility is determined at move-in or at initial certification. HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income persons. The annual income limits are posted in the Management Office at 412 Madison Street and are available upon request. Income limits are based on family size and the annual income the family receives. The income limits are based on the median income for the Lynchburg Metropolitan Statistical Area (MSA). Applicants and their households must be at or below the very low income limits (50% AMI) to meet the income requirements.

HUD programs require that extremely low-income (ELI) persons/families make up at least 40% of the occupancy of the HUD subsidized communities.

The LIHTC Program requires that at least 90% of the project be occupied by persons who are at or below Very Low Income Limit (50% of Median) and that at least 10% of the project be occupied by persons who are at or below a set-aside amount of 40% of the Median Income Limit.

Management will skip, or by-pass a person on the waiting list, allowing them to keep their date and time, if any income targeting shall be required at the project in order to meet these requirements.

Eligibility and Screening Criteria

LCF Housing staff will review the following while processing applications: credit history, personal references, housekeeping through a home visit, criminal history, sex offender history, certification of elderly status, certification of disability status, existing tenant search utilizing the Electronic Income Verification (EIV) system and truthfulness and accurateness of information provided by the applicant. At any point in the processing of the following criteria that an applicant fails a criterion, the Housing

Committee may determine that the applicant is ineligible. He or she will be closed out and notified as previously stated.

In order to reside in housing owned and/or managed by Lynchburg Covenant Fellowship, Inc., all applicants must meet the following Resident Selection Criteria (screening standards):

- 1) Head of household must be at least age 18 or older.
- 2) Total household income, as determined under HUD and/or Low-Income Housing Tax Credit (LIHTC) guidelines must be below the income limits presently imposed by HUD and or the LIHTC program for the Lynchburg, Virginia Metropolitan Statistical Area. Current limits are posted in the Management Office at 412 Madison Street.
- 3) If the Head of Household is **not** 24 years of age, and is a full-time student, at least one of the following conditions must be verifiably met:
 - a. Person is living with their parents; or
 - Parents receive or are eligible for Section 8 Assistance;
 - and, Person is, or would be claimed as a Dependent on Parents(s) tax return.
 - b. Person is a Graduate or Professional level Student;
 - c. Person is a Veteran of an Armed Service;
 - d. Person is married;
 - e. Person has a dependent child (who is a member of the household);
 - f. Person has another member of the household who is a Dependent;
 - g. Person has been independent of Parents for at least one (1) full year;
 - h. Person is disabled and was receiving Section 8 Assistance prior to 11/30/2005.
- 4) The entire household must meet the following condition: If at any time in the previous 12 calendar months the entire household has been made up of entirely Full-Time Students (Kindergarten up to and including Graduate/Professional Level), at least one of the following conditions must apply to at least one person in order for the household to qualify:
 - a. Person is lawfully married and files (or is eligible to file) a Joint US Federal Tax Return;
 - b. Person is a single parent with child(ren); Person is not a dependent of another; the child(ren) is/are not dependents of another person and are not claimed on a US Federal Tax Return of another person (other than a parent of that child) in the past Federal Taxation Year;

- c. Person is receiving Temporary Assistance to Needy Families (TANF);
 - d. Person is participating in a program receiving assistance under the Job Training Partnership Act, Workforce Investment Act, or other similar federal, state or local program;
 - e. Person was a client of the Foster Care System within the past five (5) years.
- 5) No member of the Household is a Registered Sex Offender, nor is any member required to register under a Federal or State Sex Offender Registration Program.
 - 6) No member of the Household has been convicted of a crime involving methamphetamine.
 - 7) No member of the Household owes funds to another Section 8 property.
 - 8) No member of the Household has been evicted, or faces eviction from another Section 8 property for reason of: Non-payment of Rent or Other Charges; Violation of Program Rules; or other Material Non-Compliance with the Lease Agreement, in the past three (3) years.
 - 9) No member of the Household has been evicted, or faces eviction, from any property for reasons of: Criminal/Drug activity; causing damages to property; interfering with the peaceable enjoyment of the property by other tenants or neighbors; has engaged in or threatened violent or abusive behavior toward past or current property management staff, landlords or LCF staff verbally or physically or other Material Non-Compliance with a Lease Agreement, in the past five (5) years; housekeeping issues in the past three (3) years.
 - 10) The Head and/or Co-Head in the household age 18 and older are or would be capable of obtaining electrical service in their name from the electrical company providing service to the property.
 - 11) All persons applying for housing shall provide a complete and inclusive listing of all places where they have resided or stayed during the past three (3) to five (5) years, including the full name, address and telephone number of the actual landlord or lawful property owner.
 - a. Information will be sought and verified from each landlord provided or from other verified current or past landlords that were not provided by the applicant.
 - Tenancy will be denied to any household for which a negative landlord reference is received.

- 12) All persons applying for housing shall provide five (5) personal references who have personally known them for one (1) year or more. No more than two (2) family members or two (2) people residing in the same household may be listed.
 - Tenancy will be denied to any household for which a negative personal reference is received, either from information provided by the applicant or discovered by LCF staff during the application process through any means available, including, but not limited to: publicly accessible databases, social media, publications, etc...
- 13) Tenancy shall be denied if a family member displays any behavior or action during the application process which would be considered aggressive, disruptive or disrespectful towards a member of LCF staff, its facilities, clients, visitors, contractors or sub-contractors. Such conduct can include, but is not limited to, any applicant or family member not being sober, being abusive (physically or verbally) to or towards others, damaging property (regardless of ownership), causing a disruption to business operations, or being disruptive to the community.
- 14) No person in the household, age 18 or older, has a credit report which shows eight (8) or more negative remarks or accounts in the past seven (7) years.
 - For the purposes of this requirement, the following accounts may be disregarded:
 - Student loans, other than those due to an educational institution.
 - Those accounts marked or clearly identifiable as medical expenses.
 - Federal or state tax liens.
 - Home mortgage foreclosure.
 - Back rent due to an unsubsidized landlord
- 15) No person in the household shall have a Felony Conviction as defined, or would be defined, by any judicial system for which the imposed sentence (including-imprisonment, probation and/or parole) has not been completed by at least five (5) calendar years and one (1) day (1,827 days).
- 16) No person in the household shall have a conviction, as defined, or would be defined, by any judicial system, involving the possession, use, distribution or manufacture of any drug (scheduled or otherwise) for which the imposed sentence (including imprisonment, probation and/or parole) has not been completed by at least three (3) years and one (1) day (1,096 days).

- 17) No person in the household shall have a criminal background which shows conviction for crimes classified, or would be classified, by any judicial system as misdemeanors which would exceed the conditions below:
- a. **Firearms** – Any conviction involving unlawful use, possession or improper handling of a firearm for which the imposed sentence (including imprisonment, probation, and/or parole) has not been completed by at least five (5) calendar years and one (1) day (1,827 days).
 - b. **Assault/ Threatening** - Any conviction involving Assault, Battery, Threatening or Harassment for which the imposed sentence (including imprisonment, probation and/or parole) has not been completed by at least three (3) calendar years and one (1) day (1,096 days).
 - c. **Larceny/ Fraud** – Any conviction involving theft, breaking and entering, fraud, or interference with the rights of another to lawfully possess their property for which the imposed sentence (including imprisonment, probation and/or parole) has not been completed by at least two (2) calendar years and one (1) day (731 days).
 - d. **Other** – Any conviction involving trespass, disorderly conduct, damage or destruction to the property of another, public intoxication, prostitution (including the solicitation of), indecent exposure or public urination, for which the imposed sentence (including imprisonment, probation and/or parole) has not been completed by at least two (2) calendar years and one (1) day (731 days).
- 18) No person shall have a pending criminal charge that would cause the person to be ineligible for housing if they were to be convicted of that charge.
- 19) The existing household of any applicant that is located within a 25 mile radius of managements office shall be subject to inspection/visit by staff. Said visit must show that the household would pass the housekeeping standards which management applies to its own units.
- This visit may be waived by management for the following reasons:
- 1) Applicant is not the Leaseholder, and has not been at the present address for at least 90 days.
 - 2) The presence of management’s staff creates or exasperates a dangerous situation for the applicant or staff.

For the purpose of determination under numbers 13-15 of this plan, management reserves the right to make justifiable determination for classification of a crime or conviction. Listings of specific and/or general crimes in each of the subsections are intended for the general purpose of identification and are not to be considered as all inclusive or limiting.

**PROPERTIES OWNED AND/ OR MANAGED BY
LYNCHBURG COVENANT FELLOWSHIP**

Property Sites and Addresses

Description

<p>410 Madison St., Lynchburg, VA 24504 412 Madison St., Lynchburg, VA 24504 700 Federal St., Lynchburg, VA 24504</p>	<p>2 – two-BR units (market rate) 1 – one-BR unit & one-efficiency (market rate) 8 – efficiencies & one-BR units (market)</p>
<u>The Carey House</u>	
<p>1103 Rivermont Ave., Lynchburg, VA 24504 1105 Rivermont Ave., Lynchburg, VA 24504 1107 Rivermont Ave., Lynchburg, VA 24504 1111 Rivermont Ave., Lynchburg, VA 24504</p>	<p>1 – one-BR & 1- two-BR units (market rate) 1 – one-BR & 1 two-BR units (market rate) 1- one-BR & 1–three-BR unit (market rate) 8 – two-BR units (market rate)</p>
<p>Frank Roane Apts., Lynchburg, VA 24504</p>	<p>26–one efficiency, 25-one and two-BR units Elderly only – HUD Section 8/LIHTC</p>
<p>Lynchburg High Apts., Lynchburg, VA 24501</p>	<p>74 – one, two, three & four-BR units 30-HUD Section 8/LIHTC two, three & four-BR 4-LIHTC two-BR units 40-HUD Section 8/LIHTC one & two-BR elderly/ disabled units</p>
<p>Shalom Apartments., Lynchburg, VA 24504</p>	<p>46 – one, two & three-BR units HUD Section 8/LIHTC</p>
<p>Rockbridge Apts., Lynchburg, VA Lynchburg Residential Services 24504</p>	<p>15 – one & two-BR units Horizon Behavioral Health Services, mentally ill HUD 202</p>
<p>Amherst Group Home, Madison Heights 108 Whipporwill Cir. 24572</p>	<p>occupancy for 5 mentally challenged adults Horizon Behavioral Health Services HUD 811 PRAC</p>
<p>Amherst Group Home, Madison Heights 115 Robindale Cir. 24572</p>	<p>occupancy for 5 mentally challenged adults DePaul Community Resources HUD 811 PRAC</p>
<p>Appomattox Group Home, Appomattox 624 Jones St. 24522</p>	<p>occupancy for 10 mentally challenged adults Horizon Behavioral Health Services HUD 202</p>