

Pine Grove Village

Lexington Housing Authority

Tenant Selection Plan

- 1) Upon turnover, any unit that is currently occupied by a subsidy other than a Project Based MRVP voucher will convert to a Project Based MRVP voucher.
- 2) The Lexington Housing Authority will be the owner of the units and maintain the waiting list. The Administering Agency (AA) will screen the Applicant for Project Based MRVP eligibility and administer the voucher.
- 3) For all current and future Project Based MRVP vouchers, the Lexington Housing Authority (LHA) will comply with the MA Department of Housing and Community Development (DHCD) MRVP Administrative Plan, updated August 1, 2017, specifically Chapter 5 of said Administrative Plan as it relates to Tenant Selection and Marketing.

### **Tenant Selection**

Per DHCD's MRVP Administrative Plan (8/1/2017), Chapter 5:

#### **Application and Waiting list**

- The Lexington Housing Authority will establish the waiting list for Pine Grove Village and will use its current State Public Housing Waiting List.
- The State Public Housing Waiting List is open. As the list remains open, applications are accepted on an ongoing basis and are placed on the waiting list based on date and time of application.
- DHCD approved priorities and preferences may be applied in determining the order in which Applicants will be offered housing.
- Preferences and priorities must be verified prior to being placed on waiting list.
- Verification of income, assets, and priority or preference must be completed prior to a Voucher being issued.
- It is the Applicant's responsibility to update the LHA with any changes to contact information, income or Household composition. Applicants must respond to letters confirming their information and interest in being kept on the waiting list.
- All information about waiting list and Participant selection will be made available upon request.

#### **Marketing**

- The LHA will ensure that Households in their region are aware of any availability of units for which the LHA maintains a waiting list and is responsible for Participant selection, so the Households have an opportunity to apply.
- The LHA will advertise in the local paper, with local organizations and on its website any open waiting lists or housing opportunities. Including but not limited to:

- [www.lexingtonhousing.org](http://www.lexingtonhousing.org) – Lexington Housing Authority
- [www.rhsohousing.org](http://www.rhsohousing.org) – Regional Housing Services Office
- [www.massaccesshousingregistry.org](http://www.massaccesshousingregistry.org) - MassAccess Housing Registry
- Minuteman Newspaper
- The LHA will post these advertisements any time the waiting list for units is less than the number of units the LHA has available.
  - Example: The LHA owns 5 units at Pine Grove Village: 2 two-bedroom units, 1 three-bedroom unit, and 2 four-bedroom units. If the State Public Housing Wait list does not have enough Applicants to cover those units by bedroom size, the LHA will advertise the open waiting list.

### **Applying to LHA**

- Application forms for Project Based MRVP will be available at the LHA office, 1 Countryside Village, Lexington MA 02420.
- Applications will also be available on the website, [lexingtonhousing.org](http://lexingtonhousing.org) and by mail upon request.
- Once received, applications will be date and time stamped. Applicants will be provided a receipt letter with a control number.
- Once application is determined to be complete, the LHA will make a preliminary determination of eligibility based on information provided in the application.
- The LHA will determine whether the Applicant is entitled to any preference or priority status. Households must submit documentation of eligibility for any preference or priority with the application. Incomplete or irrelevant documentation will not be accepted.
- The LHA reserves the right to verify any or all of the information provided by the Applicant. Verification procedures will be consistently and fairly applied to all Applicants.

### **Offers to Applicants**

- The LHA will select and approve an Applicant from their State Public Housing wait list to live in the Project Based Unit based on project specific selection criteria.
- The LHA will inform the Administering Agency (AA) of the selection and the AA will screen the Applicant for MRVP eligibility. If eligible, the Applicant will be issued the Project Based Unit.

### **Participant Selection Requirements**

- Administrative Transfers
  - If the LHA determines an administrative transfer of a Project Based Participant is warranted, it may issue a Mobile Voucher if a suitable Project Based Unit is not available
- Priority Categories

- The LHA will use the “DHCD Checklist of Required Verification Documents for MRVP Priority Status” for Homeless Applicants, Priorities 1-4.
  - “Homeless Applicant” is defined by DHCD as an Applicant who:
    - Is without a place to live or is in a living situation in which there is a significant, immediate and direct threat to the life or safety of the Applicant or a Household member which situation would be alleviated by placement in a unit of Appropriate Unit Size;
    - Has made reasonable efforts to locate alternative housing;
    - Has not caused or substantially contributed to the safety-threatening or life-threatening situation;
      - In cases of domestic violence, there is a presumption that victims did not contribute to their circumstances.
    - Has pursued available ways to prevent or avoid the displacement by seeking assistance through the courts or appropriate administrative or enforcement agencies; and Has been or is about to be displaced from a primary residence.
      - To qualify as about to be displaced, a Household must at the very minimum have a set court date for an eviction. A notice to quit is not sufficient to show that a Household is about to be displaced.
  - The following Priorities are defined by DHCD in the MRVP Administrative Plan
    - Priority 1 – Homeless Due to Natural Forces
    - Priority 2 – Homeless Due to Displacement by Public Action (Urban Renewal)
    - Priority 3 – Homeless Due to Displacement by Public Action (Sanitary Code Violations/Condemnation)
    - Priority 4 - Emergency Case under Emergency Case Plan
    - Priority 5 – Standard Applicant
- Local Resident Preference
  - The LHA will apply a Local Resident preference to those who meet the following criteria:
    - Who has a principal residence in the town at the time of application to the LHA in the city or town and at the time of final determination of eligibility and qualification;
    - Who is employed or has a verified offer of employment in the town at the time of application to the LHA in the town and at the time of final determination of eligibility and qualification; or
    - Who has a child who attends school in the city or town at the time of application to the LHA in the town and at the time of final determination of eligibility and qualification.
  - Temporary residence with relatives, friends, or in a shelter in the city or town is not sufficient unless the person’s last residence and domicile was in the city or town.
  - In the case of an Applicant determined by the LHA to be homeless, the Applicant may select one community for local preference, either the community from which

they were displaced through no fault of their own, or the community in which they are temporarily housed.

**Offer of Housing**

- If an Applicant is found eligible and offered a Project Based Unit, and refuses the Unit without good cause, the Applicant's name shall be removed from the waiting list. The Applicant may reapply if the waiting list is open.

*The LHA and the Administering Agency will abide by all other aspects of DHCD's MRVP Administrative Plan.*