



## **CVR NEW YORK PROJECT-BASED VOUCHER PROGRAM (PBV) FOR LEVISTER TOWERS**

**Waiting List OPENS from Monday, February 26, 2018, at 9:00 a.m. EST  
until Friday, March 2, 2018, at 5:00 p.m. EST**

**IMPORTANT NOTICE:** Applications for the PBV Waiting List must be submitted online at [applicantportal.cvrnewyork.com](http://applicantportal.cvrnewyork.com) and will not be available in paper form. Applications will not be available or accepted at any CVR New York offices. There is no cost to submit an application, and no one from CVR will ever ask an applicant for any payment.

### **Before you begin the registration process, please prepare the following:**

- Your email address (to create an email account, go to [gmail.com](http://gmail.com) or [yahoo.com](http://yahoo.com) or get help at your local library);
- The following information for the head of household and each additional household member:
  - Full name, date of birth, social security number or alien registration number (if present), and annual income from all sources;
- The household's current address, mailing address, and phone number;
- The total number of people that will live in the household; and
- A paper and pen ready to write down the confirmation number of your submitted application for the lottery (you will also receive an email with this information).

### **1. What is the Project-Based Voucher (PBV) program?**

Under the Project-Based Voucher (PBV) program, a Public Housing Authority (PHA) enters into an assistance contract with the property owner for specified units and for a specified term. The PHA refers families from its waiting list to the project owner to fill vacancies. Because the assistance is tied to the unit, a family who moves from the Project-Based unit does not have any right to continued housing assistance. However, if after occupying the unit for the initial 12 months, if you are in compliance with lease/program obligations, you may be eligible for a tenant-based voucher when one becomes available.

### **2. Where are the Levister Towers located?**

Levister Towers are located in a 5-building complex in Mt. Vernon. The addresses are: 240 S. 7<sup>th</sup> Ave., 230 S. 7<sup>th</sup> Ave., 70 W. 3<sup>rd</sup> St., 215 S. 9<sup>th</sup> Ave., and 241 S. 9<sup>th</sup> Ave.

### **3. When is CVR opening its Project-Based Voucher (PBV) Program Waiting List?**

CVR opens its PBV Waiting Lists as often as needed when the current list is no longer sufficient to cover the next two years of anticipated available units in a particular complex.

CVR is opening its Project-Based Voucher Waiting List for Levister Towers from 9:00 a.m., February 26, 2018, through 5:00 p.m., March 2, 2018 online only through [applicantportal.cvrnewyork.com](http://applicantportal.cvrnewyork.com).

112 East Post Road • Suite 102 • White Plains, NY 10601  
[www.cvrnewyork.com](http://www.cvrnewyork.com) • 914.995.2415

Atlanta

Chicago

Miami

New York

Tampa



#### **4. How can I apply for the PBV Waiting List for Levister Towers?**

You must submit an application online using any smart phone, mobile device or computer with Internet access at [applicantportal.cvrnewyork.com](http://applicantportal.cvrnewyork.com) during the Waiting List opening from 9:00 a.m., February 26, 2018, through 5:00 p.m., March 2, 2018. The application – which requires the names, dates of birth, and social security or alien registration numbers (if present) for all household members, your current and mailing address, email address, annual income for each household member, and number of household members – must be submitted online using a computer, smartphone, tablet or other electronic device with Internet access. A valid email address is required to apply. You may submit the application online at locations throughout the county that offer free use of their computers, such as public libraries.

**Applications will NOT be provided or accepted at any CVR New York offices. Internet access is not available at the CVR New York office for submitting an application.**

#### **5. I don't have a smart phone, mobile device, or computer with Internet access. Where can I go to apply?**

If you do not have a smart phone, mobile device, or computer with Internet access, CVR New York recommends that you use publically accessible computers at the public libraries located across Westchester County. A list of the libraries can be found on the back of our flyer and online at <http://www.westchesterlibraries.org/about-wls/member-libraries>. We recommend that you call ahead to see what documentation, if any, your local library will require you to bring to use one of their computers.

#### **6. I am an applicant with a disability and need assistance in completing an application. Who can help me?**

If you require assistance in completing an application because of a disability, required language translation services or need for a specific communication format, you may call 914-995-3011. Individuals with hearing or speech disabilities using TDD or TTY technology may call New York Relay Services by dialing 7-1-1 for assistance.

#### **7. I am not interested in the PBV program at Levister Towers. Can I apply for a Tenant-Based Voucher so I can look for an apartment on my own or use the voucher where I currently live?**

CVR is not accepting applications for Tenant-Based Housing Choice Vouchers at this time. That waiting list closed on September 15, 2011 and there are currently no plans to open it in the foreseeable future.

#### **8. How many applications may I submit?**

Only one application per applicant will be accepted.

#### **9. Can more than one person in my household submit an application for the PBV Waiting List?**

Only one application will be permitted per household.

#### **10. What are the eligibility requirements for an applicant to be admitted into the Project Based Voucher Program?**

If selected for the PBV Waiting List, you must meet all CVR New York program eligibility requirements. All information will be verified to determine eligibility at the time an applicant is pulled from the PBV Waiting List.

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**11. Who can apply for the PBV Waiting List?**

Anyone who is 18 years of age or older, or who is an emancipated minor in accordance with New York State Law, may apply as long as the family’s household income is at or below the current 50% Area Median Income (AMI) limit for Westchester County. Applicants must have annual household incomes that do not exceed the following limits established by the U.S. Department of Housing and Urban Development (HUD).

Westchester County 50% Very Low Income Limits							
Persons in Family							
1	2	3	4	5	6	7	8
\$39,000	\$44,600	\$50,150	\$55,700	\$60,200	\$64,650	\$69,100	\$73,550

**12. Is there a cost to submit a PBV Waiting List application?**

No. There is no cost to submit an application. CVR will never ask for your debit or credit card, or any other form of payment to submit an application for its services. Additionally, please do not provide personal information to anyone claiming he or she can guarantee a spot on the Waiting List, improve your chances of selection for the Waiting List, or ensure that you will receive any CVR benefits.

**13. Do I have to be a US citizen or legal resident to apply?**

Anyone can apply, but someone in your household must be a legal resident, even if the legal resident is a minor child. This will be verified if you are scheduled for an eligibility interview from the Section 8 PBV Waiting List. ***This information is only used by the Housing Authority to verify your eligibility for housing assistance and level of benefits to be provided.***

**14. What if I am homeless and do not have an address?**

You will need to provide CVR New York with an address for mailing purposes. Check with family and friends, churches, shelters, or other organizations to see if you may use their mailing address and if they will provide you with any mail you receive at that address. Or if possible, get a P.O. Box so you have the address ready when you apply.

**15. Does CVR New York have any Waiting List preferences for Levister Towers?**

Applications will be entered in the order generated by the randomized lottery. All federal preferences have been eliminated, **except the selection of elderly, disabled, and handicapped singles before other singles.** Single family households who are elderly, disabled, handicapped or displaced will be selected before other single-family households.

**16. How do I know my application was submitted?**

You will receive a confirmation number upon successful completion. This number will also be emailed to the mail address provided in your application. Please keep this number for future reference.



### **17. What happens after I submit the application?**

First, you will receive an email confirming that your application was successfully submitted. If you submit an application but do NOT receive the email confirmation, log on to [applicantportal.cvrnewyork.com](http://applicantportal.cvrnewyork.com) to access your confirmation information.

At the end of the application period, CVR will use a randomized computer process for all applications received to select 1,600 applicants for placement on the PBV waiting list.

### **Disclaimer**

Submission of an application provides a chance for applicants to be selected for the PBV Waiting List. **Submission of an application by an applicant, however, does not guarantee that the applicant will be selected for the waiting list.**

By April 30, 2018, all applicants will receive an email to inform them whether or not they were selected for the official PBV Waiting List. After this date, applicants may also log onto [applicantportal.cvrnewyork.com](http://applicantportal.cvrnewyork.com) to check on their status. CVR New York may not have information regarding your status prior to this date.

### **18. How do I check the status of my application?**

The application process will close Friday, March 2, 2018 at 5:00 PM Eastern Time. At that point, applicants with disabilities who missed the deadline will have a 30-day grace period to request an application as a reasonable accommodation. From all of the applications submitted, 1,600 will be randomly selected for placement on the list according to a computer lottery process. **Starting April 30, 2018**, you will be able check the status of your application by visiting [applicantportal.cvrnewyork.com](http://applicantportal.cvrnewyork.com). You will need your confirmation number to access the status of your application.

### **19. What is the average waiting time for an applicant to be scheduled for an eligibility interview?**

We will contact applicants on the waiting list to screen them for eligibility only when there are vacancies at Levister Towers in the units designated for project-based voucher assistance. The wait could be several years depending on unit turnover.

### **20. What is the process for determining eligibility?**

When a vacancy arises at Levister Towers, building management will let CVR know. CVR will send letters through U.S. mail to applicants on the waiting list seeking current income, asset, and other qualifying information. Once CVR verifies that an applicant family is eligible for rental assistance, we will refer the applicants to Levister Towers. Levister will apply their own screening procedures. If the the applicant passes Levister's screening, CVR will inspect the unit and brief the applicant. The applicant will sign a lease and CVR will begin subsidizing the rent for the unit at Levister Towers. Families typically pay 30% of adjusted income for rent.



**20. If I do not get selected for the Levister Project-Based Voucher Waiting List or I need immediate housing assistance, are there any housing resources available?**

Regardless of whether or not you are selected to the Levister Project-Based Waiting List, you can find other open Waiting Lists at <https://affordablehousingonline.com/>. You may also visit <https://www.socialserve.com/> to find available affordable units.

CVR New York does not operate an emergency housing program. We advise anyone who is in immediate need of housing assistance to call the Westchester County Department of Social Services at (914)-995-3333.

Applicants who require assistance in completing an application because of a disability, or they require language translation services or communication in an alternate format, or for other reasons, may call 914-995-3011. Individuals with hearing or speech disabilities using TDD or TTY technology may call New York Relay Services by dialing 7-1-1 for assistance.