



Community Development Corporation of Long Island
2100 Middle Country Road, Centereach, NY 11720
631.471.1215 • www.cdcli.org



August 23, 2018

Re: Marconi Villas Affordable Rental Housing Program

Dear Community Leader:

The Community Development Corporation of Long Island, Inc. (CDCLI), in partnership with **Marconi Villas, LLC**, is very pleased to announce that we are accepting **Lottery Applications** to establish a list of potential applicants for four (4) newly constructed affordable rental units located within Marconi Villas. Marconi Villas is a 20-unit development located one block west of the LIRR at 510 Marconi Boulevard in Copiague. Each apartment is a one bedroom, with den, encompassing approx. 1000 square feet.

To be included in the Lottery and placed on the list, applicants must (1) Submit a fully completed **Lottery Application by the deadline of 5:00 pm on October 1, 2018**; (2) Have a household income that does not exceed \$56,040 (based on 60% of the Nassau/Suffolk Area Median Income established by H.U.D. in 2018 for a family of two); and (3) Have a minimum household income equal to \$32,070 (approved rental assistance subsidy will counted toward minimum income). Additional requirements apply. Please see the Marconi Villas Program Guidelines attached. Initial rents for the 4 affordable units will be \$1069, less an exclusion for utilities. Tenants are required to pay utilities.

The Lottery will be held on October 5, 2018 at 11:00 am at Babylon Town Hall, 200 East Sunrise Highway, Lindenhurst, NY 11757.

In conjunction with our efforts in furthering fair housing, we want to be sure to reach out to as many interested applicants as possible to take advantage of this opportunity and we ask your assistance in spreading the word. Enclosed are copies of the **Lottery Application** and the **Marconi Villas Program Guidelines in English and Spanish**. You may wish to announce the availability of these units on your website, at gatherings of your group, or through other means.

Lottery Applications may be completed on-line on CDCLI's website at www.cdcli.org or by delivering a hard copy to CDCLI either in-person or by mail to CDCLI's offices located at 2100 Middle Country Road, Centereach, NY 11720. Lottery Applications are available on CDCLI's website and at CDCLI offices: 2100 Middle Country Road, Centereach, NY 11720 or 333 N. Main Street, Freeport, NY 11520.

We are committed to fostering equal housing opportunity and do not discriminate on the basis of race, creed, color, age, religion, sex (gender), disability, familial status, marital status, sexual orientation, military status, source of income, national origin, or any protected class.

We thank you for your assistance. For more information, please contact our website at www.cdcli.org, or feel free to call us at 631-471-1215 ext. 222 or email us at marconivillas@cdcli.org.

Sincerely,

Gwen O'Shea

President and CEO, Community Development Corporation of Long Island, Inc.



We Invest in Your DreamsSM





Community Development Corporation of Long Island
 2100 Middle Country Road, Centereach, NY 11720
 631.471.1215 • www.cdcli.org



Marconi Villas Affordable Rental Housing Program Lottery Application

Thank you for your interest in Marconi Villas. This lottery application is designed for your ease of completion. If assistance is needed, we encourage you to contact our Vice President of Resident Services and Asset Management at 631-471-1215 x222, or email marconivillas@cdcli.org.

The deadline for all lottery applications is 5:00 pm on October 1, 2018. All deficiencies must be corrected and **FULLY COMPLETED** lottery applications **MUST** be received (not post marked) by 5:00 pm on October 1, 2018. Deficient or late applications **WILL NOT** be included in the lottery. Deliver or Mail Lottery Applications to CDCLI at 2100 Middle Country Road, Centereach, NY 11720. The Lottery will be held on October 5, 2018 at 11:00am at: Babylon Town Hall - 200 E. Sunrise Highway, Lindenhurst, NY 11757

Applicant First Name	Applicant Last Name	
<input style="width:95%; height:25px;" type="text"/>	<input style="width:95%; height:25px;" type="text"/>	
Co-Applicant First Name	Co-Applicant First Name	
<input style="width:95%; height:25px;" type="text"/>	<input style="width:95%; height:25px;" type="text"/>	
Address Line 1:		
<input style="width:98%; height:25px;" type="text"/>		
Address Line 2:		
<input style="width:98%; height:25px;" type="text"/>		
City	State	Zip Code
<input style="width:95%; height:25px;" type="text"/>	<input style="width:60%; height:25px;" type="text"/>	<input style="width:60%; height:25px;" type="text"/>
Phone	Email	
<input style="width:95%; height:25px;" type="text"/>	<input style="width:95%; height:25px;" type="text"/>	

You will be contacted via the email address, provided above. If you have not listed an email address you will be contacted at the phone number provided.

Is your household annual income less than or equal to \$56,040 and greater than or equal to \$32,070? *

Yes No

*Maximum and minimum incomes apply (approved rental assistance subsidy will be counted toward minimum income).

Acknowledgement

Acceptance into the lottery is only the first step for initial compliance and does not guarantee preliminary approval or eligibility for a unit. Lottery applicants are placed on a wait list in the order in which they are randomly selected and ranked in the lottery. Following the lottery, as an applicant's name is reached on the lottery waitlist, CDCLI will contact applicants in ranked order to determine formal eligibility for a unit. Additional restrictions apply. Please refer to the Marconi Villas Program Guidelines.

Applicant Signature	Date
<input style="width:95%; height:25px;" type="text"/>	<input style="width:95%; height:25px;" type="text"/>
Co-Applicant Signature	Date
<input style="width:95%; height:25px;" type="text"/>	<input style="width:95%; height:25px;" type="text"/>

We are collecting the following data to track affirmative fair housing marketing. There is no obligation to provide this data and it is not required for purposes of your Lottery Application.

Ethnicity

Hispanic or Latino Not Hispanic or Latino

Race

Black or African American Asian American Indian or Alaskan Native Native Hawaiian or Other Pacific Islander White
 Mixed Race Other Prefer Not To Answer

How did you hear about this lottery application?

Newspaper La Tribuna Pennysaver Able Social Media Website Other _____



MARCONI VILLAS
AFFORDABLE RENTAL HOUSING PROGRAM GUIDELINES
2018

THIS DOCUMENT CONTAINS THE MARCONI VILLAS PROGRAM GUIDELINES. PLEASE READ THIS DOCUMENT CAREFULLY AS THE GUIDELINES SET FORTH WILL BE STRICTLY ENFORCED.

The Community Development Corporation of Long Island, Inc. (CDCLI), in partnership with Marconi Villas, LLC, is pleased to announce that it is accepting Lottery Applications to establish a list of potential applicants for four (4) newly constructed 1 bedroom affordable rental units located within Marconi Villas.

CDCLI staff is available to assist with any questions you may have on the program and the application process. Please feel free to contact CDCLI by telephone at 631-471-1215 ext. 222 or by email at marconivillas@cdcli.org.

General

Eligibility for a unit involves **three** steps: (1) Timely submission of a completed Lottery Application; (2) Timely submission of a completed Formal Rental Application, together with income, tax and related documentation necessary to assess preliminary program eligibility for tenancy; and (3) Final review by the Owner/Manager for tenancy including credit checks, backgrounds checks, employment and leasing history. Marconi Villas, LLC is the Owner/Manager of the project and is responsible for ultimate tenant selection.

The deadline for all Lottery Applications is 5:00 pm on October 1, 2018. All deficiencies must be corrected and fully completed Lottery Applications must be received (not postmarked) by 5:00 pm on October 1, 2018. Deficient or late applications WILL NOT be included in the Lottery.

Acceptance into the Lottery is only the first step for initial compliance and does not guarantee preliminary approval or eligibility for a unit. Lottery applicants are placed on a wait list in the order in which they are randomly selected and ranked in the Lottery. Following the Lottery, as an applicant's name is reached on the Lottery waitlist, CDCLI will contact applicants in ranked order to determine formal eligibility for a unit. Additional requirements apply as described in the Marconi Villas Program Guidelines.

The Lottery will be held on October 5, 2018 at 11:00 am at the Babylon Town Hall, 200 East Sunrise Highway, Lindenhurst, NY.

Marconi Villas

Marconi Villas is a 20-unit rental development located at 510 Marconi Boulevard in Copiague, New York. Four (4) of the units are designated to be affordable units within the income and rent parameters set forth below.

Marconi Villas consists of two, two story buildings each containing with 10 spacious one-bedroom apartments each with a den. Each unit comes equipped with in-unit washer/dryer, wood floors, white kitchens with stone countertops, natural gas, central heat and air, one full bath, and garden/public area. The units are conveniently located one block west of the L.I.R.R.

Income Restrictions

The four (4) affordable one (1) bedroom units will be initially leased to households with incomes at or below 60% of the HUD Area Median Income for Suffolk County for a family of two (2). For 2018, this equates to \$56,040. At annual recertification, the maximum allowable income shall not exceed 80% of the then applicable HUD Area Median

income for Suffolk County for a family of two (2). Tenants are required to have a minimum household income equal to \$32,070 (approved rental assistance subsidy will be counted toward minimum income).

Rent Limits

The monthly rent shall not exceed 70% of the HUD Fair Market Rent for Suffolk County, adjusted by bedroom size, in effect at the time of the execution of a Lease, reduced by the monthly utility allowance in effect at the time of the execution of a Lease. For 2018, the HUD Fair Market Rent for a 1-bedroom unit is \$1,527.00. This will be reduced to 70% resulting in an initial monthly rent of \$1069 less the appropriate monthly utility allowance.

Utilities

Tenants are required to pay utilities as follows:

Heat – Natural Gas
Cooking – Natural Gas
Air-conditioning – Electric
Hot water – Electric

Annual Income Recertification.

Tenants will be recertified annually in accordance with the guidelines established for affordability. Leases will contain addendums that outline the requirements for continued eligibility and requirements to recertify annually

Affordability Period

The affordability restrictions stated above will remain in effect commensurate with the Term of that certain Lease Agreement between the Owner/Manager and the Town of Babylon Industrial Development Agency.

Credit and Background Check Fee

A non-refundable one-time fee of \$75.00 per person will be due for applicants eligible to submit a Formal Rental Application (as outlined under Step Two below). This fee will partially cover the cost of a credit and background check (as described below).

Tenant Fees

The following additional fees will be payable by tenants of Marconi Villas:

- For tenants with a permitted pet, a non-refundable pet fee of \$500 is due at Lease signing plus a fee of \$50.00 per month. Requirements for pets are described further below.
- For tenants requesting a second parking space, a non-refundable fee of \$50.00 per month. Requirements for parking are described further below.

INITIAL TENANT SELECTION PROCEDURES

General process

Eligibility for a unit involves **three** steps: (1) Timely submission of a completed Lottery Application; (2) Timely submission of a completed Formal Rental Application, together with income, tax and related documentation necessary to assess preliminary program eligibility for tenancy; and (3) Final review by the Owner/Manager for tenancy including credit checks, backgrounds checks, employment and leasing history.

STEP ONE - LOTTERY

Initial potential tenants will be selected on a random basis through the use of a Lottery. Interested persons will be required to submit a Lottery Application. Only applicants that submit a fully completed Lottery Application by the required time will be eligible to participate in the Lottery. Successful Lottery applicants will all be entered into a bin. As names are publicly drawn, names will be announced, and they will be assigned a number/rank sequentially in the order picked. Each Lottery participant will be input into a databank in order of number/rank and delineated on a

waitlist. Applicants will be notified of their Lottery number/rank by email, if available, or regular mail within 7 days of the drawing.

Acceptance into the Lottery represents only the first step for initial compliance and does not guarantee preliminary approval or eligibility for a unit.

Notice of the Lottery will be announced in the marketing materials, on CDCLI's website and in the Lottery Application materials. Lottery information will be available in English and Spanish and will set forth the date, time and location of the Lottery. The Lottery materials will also set forth the procedures to draw and announce the applicants selected, including informing applicants that during the Lottery, press as well as community and governmental dignitaries may be present and, that during the Lottery drawing, the names of applicants will be announced as their names are drawn

Lottery Applications

The deadline for all Lottery Applications is 5:00 pm on October 1, 2018. **Fully completed Lottery Applications must be received (not postmarked) by this date.**

To be eligible for the Lottery, interested tenants will be required to submit a completed Lottery Application. Supporting income and asset documentation is not required to be submitted with the Lottery Application (but will be required later in the process). Lottery Applications must be filled out entirely as incomplete applications will not be accepted for the Lottery. Applicants who submit incomplete applications will be precluded from participating in the Lottery.

Lottery Applications may be completed on-line on CDCLI's website at www.cdcli.org or by delivering a hard copy to CDCLI either in-person or by mail to CDCLI's offices located at 2100 Middle Country Road, Centereach, NY 11720. Lottery Applications are available on CDCLI's website at www.cdcli.org and at the following CDCLI offices: 2100 Middle Country Road, Centereach, NY 11720 or 333 N. Main Street, Freeport, NY 11520.

Lottery Applications submitted on-line will be automatically dated and time stamped for submission and included in a database. Lottery Applications submitted by hand or mailed will be manually dated and time stamped when delivered and included in the same database to track date and time of submission.

For on-line applications, applicants will be automatically electronically alerted that, based on the information they provided, they are either eligible or ineligible for the Lottery. Ineligible applicants will also be provided with electronic instructions as to the deficiency and instructions on how to correct such deficiency.

Lottery Applications not received on-line will be reviewed by qualified CDCLI staff for initial eligibility. Eligible applicants will be notified by email, if available, or by telephone, that they are either eligible or ineligible within 3 days. Ineligible applicants will also be notified by email, if available, or by telephone as to any deficiency and instructions on how to correct such deficiency.

All deficiencies must be corrected and fully completed Lottery Applications must be received by 5:00 pm on October 1, 2018. Incomplete or deficient applications will not be included in the Lottery.

Lottery Waitlist

Applicants are placed on a waiting list in the order in which they are ranked in the Lottery. Any application received after the Lottery deadline will be placed on the wait list on a first-come first-served basis after the Lottery applicants. If the waitlist exceeds 100 applicants, Owner/Manager will publicize that the waitlist has been closed.

STEP TWO - PRELIMINARY ELIGIBILITY REVIEW

During this step, CDCLI will conduct a pre-screening to verify the applicant's income (both maximum and minimum), and household size for program eligibility. This will require the applicant provide certain documentation outlined below.

Following the public Lottery, as an applicant's name is reached on the Lottery waitlist, CDCLI will contact applicants in ranked order, by email, if available, or by phone, starting with the first ten applicants. If an applicant remains interested, the applicant will be asked to submit a **Formal Rental Application**, together with required documentation that will include (1) last 2 years of federal income tax returns, W-2 and/or 1099 form; (2) four most recent consecutive pay stubs; (3) three most recent consecutive monthly bank statements for all bank accounts and investment accounts. The applicant will have 7 business days to provide the fully completed Formal Rental Application together with all supporting documentation. If the foregoing is not received by CDCLI within such time period, the applicant will be ineligible and a letter will be sent confirming same. The applicant will also be required to provide certain consents in order to permit CDCLI to verify income submissions and employment, and to permit the Owner/Manager to conduct background checks, credit checks and criminal background checks.

The applicant will be required to submit a one-time fee of \$75 per person with the Formal Rental Application to cover the cost of credit and background checks. The check will be made payable to Marconi Villas.

Income will include all gross income, including, but not limited to, income from full and part time employment, overtime, bonuses, tips, pensions, social security, 401k and IRA distributions, child support, alimony, and severance pay. ALL sources of income are included and will be annualized for the upcoming 12 month period. Total income minus allowable exclusions, if any, cannot exceed the maximum income limits.

Once a full review of the Formal Rental Application has been completed, the applicant will be notified, by email, if available, or by regular mail of their status. If the applicant is deemed eligible, their application will be forwarded to the Owner/Manager for final review and assessment pursuant to Step 3 below. If an applicant is deemed ineligible, they will be advised of the reason and be allowed 5 business days to address or correct the deficiency. If received in a timely manner, the information will be reviewed by CDCLI and the applicant advised of eligibility or ineligibility by email, if available, or by regular mail. If determined to be ineligible, no further review will be conducted.

The process set forth in Step 2 will continue until applicants for all 4 of the affordable units have executed a Lease Agreement with the Owner/Manager as described in Step 3 below.

STEP THREE - TENANT SUITABILITY SCREENING

The third step in the process is for the Owner/Manager to conduct a final eligibility review for those applicants deemed preliminarily eligible pursuant to Step 2 above. As applicants are deemed eligible pursuant to Step 2 above, the applicant's information will be forwarded by CDCLI to the Owner/Manager who will conduct the suitability screening review. This will involve assessing the applicant's suitability for tenancy through employment verification, leasing history, creditworthiness, and criminal background checks utilizing a reputable company and adhering to the Fair Credit Reporting Act. A personal interview will also be conducted by the Owner/Manager. Applicants will also be required to show that they are able to provide first month's rent and a security deposit. Applicants who are successfully screened will be offered the opportunity to enter into a written Lease Agreement. The process above will be repeated until four fully eligible applicants are identified and enter into a Lease Agreement with the Owner/Manager.

Criminal Background Search

A criminal background check will be conducted. There are two mandatory reasons why an applicant WILL be denied tenancy based on their criminal background: (1) applicant or any member of the household has been convicted for methamphetamine production; or (2) applicant or any member of the household is a lifetime registrant on a State or Federal Sex Offender database.

In addition, Owner/Manager will assess applicants with criminal convictions and pending arrests for offenses that (1) involved physical danger or violence to persons or property or (2) that adversely affected the health, safety and welfare of other people. These categories of crimes are relevant because they relate to the behavior expected of a tenant, who is to live peaceably alongside other tenants and to respect their property. An individualized assessment will be conducted and a determination made which may result in an applicant being denied.

Credit History

A credit report will be obtained on each applicant. Applicant must have a satisfactory credit history of meeting financial obligations, including timely payment of rent. Applicants cannot have been late on rental payments in the last 12 months. Outstanding judgements, collections a history of late payments and criminal history may be a cause for ineligibility. Credit history, outstanding judgements, collections a history of late payments and criminal history are reviewed on a case-by-case basis.

Rental History

Applicants will be required to submit all addresses and landlord information for locations they have resided for the last three years. Current and previous landlords will be contacted for information on applicant's (1) rental history; (2) housekeeping habits, upkeep and maintenance; (3) condition of unit on departure; (4) ability to abide by lease terms; (5) demonstrated respect for health, safety and welfare of other residents and property; and (6) other items as may be relevant to the owner/manager. Persons who do not have a traditional rental history in the most recent three years (due to having lived in a shelter, nursing home, community residence, parents, or other non-regular public or privately owned housing) may be asked to provide references from that housing. Unsatisfactory references may be a cause for rejection.

Appeals

Owner/Manager will provide written notice to an applicant who is rejected on the basis of any of the above screening criteria. The applicant will have fourteen business days to submit a written appeal to the Owner/Manager. The appeal will be reviewed by a member of the Owner/Manager staff not involved in the initial review and rejection and such party will provide a final written determination within ten days of receipt of the applicant's written appeal.

WAITLIST

The Lottery Waitlist will convert to a permanent waitlist once the 4 affordable units are leased-up. When vacancies occur, the first eligible applicant on the waitlist will be contacted to inform him/her that a unit is available at the preferred mode of contact as indicated on the Lottery Application. Three attempts will be made to inform the applicant before proceeding to the next applicant on the list; all attempts will be documented. If the applicant is no longer interested, the application will be removed from the waitlist with an explanation for the reason for the removal from the waitlist. Interested applicants will have 5 business days to provide a completed Formal Rental Application, together with the required documentation as set forth above in order to conduct income certification, employment verification, creditworthiness, and background checks as described in Step 2 and Step 3 above.

ADDITIONAL TERMS

Smoking Policy

The marketing materials will indicate that the project is non-smoking. The non-smoking rules will be set forth in the Resident Selection Plan and the "No Smoking" logo will be set forth in all marketing materials.

Pets

A maximum of one (1) pet per household will be permitted subject to restrictions on size (not to exceed 25 pounds) and breed. Authorized support/service animals are not considered as pets and are not subject to the pet policy. In addition, tenants will be required to provide photos of the animal as well as evidence of current required vaccinations from a certified veterinarian. A non-refundable pet fee of \$500 is due at lease signing and pet fee of \$50 will be charged to the tenant monthly.

Parking

Each unit will be afforded 1 parking space. A second parking space will be an additional \$50 per month. Additional parking spaces are limited and are only available on a first come first served basis and is NOT guaranteed.

Nondiscrimination

Neither the Owner/Manager nor the Affirmative Fair Housing Marketing Agent will discriminate against any individual or family because of race, color, national origin, religion, gender, disability, gender identity, marital status, sexual orientation, veteran/military status, source of income, familial status or presence of children in a household, or on the basis of any other protected class.

Persons with Disabilities

Persons with disabilities are entitled to request a reasonable accommodation in rules, policies, practices or services, or to request a reasonable modification in the housing, when such accommodations or modifications may be necessary to afford such persons an equal opportunity to use and enjoy the housing. Reasonable accommodations will be offered to all disabled persons who request accommodations due to disability at any time during the application, resident selection and leasing process.

Compliance with the Violence Against Women Act ("VAWA")

As applicable, Owner/Manager will adhere to the VAWA final rule that prohibits denial of tenancy or eviction as a result of an incident of domestic violence, dating violence, sexual assault, or stalking that is reported and confirmed.

Owner /Manager

Marconi Villas, LLC
1800 Great Neck Road
Copiague, NY 11726
Contact Person: Teresa Carey
Title: Property Manager
Telephone Number: (631) 841-3234
Email Address: realty.property.manager@gmail.com

Affirmative Fair Housing Marketing Contact

Community Development Corporation of Long Island, Inc.
2100 Middle Country Road
Centereach, NY 11720
Contact Person: Glen Williams
Telephone Number: (631) 471-1215 ext. 222
Email Address: marconivillas@cdcli.org