

Our Mission

To provide programs and services in an affordable, transitional housing community for low income, single parent families striving to achieve economic and social stability, increase their independent earning power, and break the cycle of poverty and DHS dependence.

Program & Services

Family Support Services- Individualized Case Management, next-step housing assistance, educational programs.

Housing- Wilson Commencement Park (WCP) has fifty 2 & 3 bedroom townhouse units (12 are Handicap Accessible). Destiny is for women and children only and has 18 2 & 3 bedroom apartments (all are Handicap Accessible).

WHO is eligible?

WCP is open to single-parent families who demonstrate the desire and motivation to benefit from and make maximum use of all services offered. However, there are certain restrictions and considerations:

You must be at least 18 years old.
You must have the ability to pay your monthly rent and be able to document your sources of income (ex: shelter allowance, earnings, etc.).
You must understand that WCP is a transitional, drug-free program. It is NOT emergency housing. WCP is a two (2) year program.
You must be in a 20 hour program outside of WCP (employment, school, volunteering, etc.).
WCP considers many different factors in selecting program participants.
Residents must follow all rules and policies of the WCP community. They must participate in Communiversity/Life Skills Academy and follow a written guest policy.
Residents are required to attend all quarterly Town Meetings.

HOW do I apply?

There are several steps to the WCP application process. To begin, please connect with:

Carlos Merriweather

Email: CMerriweather@pathstone.org

Phone: 585.491.4354



Wilson Commencement Park & Destiny Staff

Name & Position	Location	Office/ Cell Phone	Email Address
Cavelle Mighty Executive Director	Wilson Commencement Park/ Destiny	(585) 263-7942	cmighty@pathstone.org
Edna Chimhau Family Support Program Administrator	Wilson Commencement Park/ Destiny	(585) 263-7953 (585) 507-9820	echimhau@pathstone.org
Reneatha Holloway- Harper Family Services Case Manager/ Executive Assistant	Wilson Commencement Park/ Destiny	(585) 263-7942 (585) 491-4354	rhollowayharper@pathstone.org
Carlos Merriweather Resident Service Coordinator	Wilson Commencement Park/ Destiny	(585) 263-7937	cmerriweather@pathstone.org



Office Hours

Cavelle Mighty- Executive Director

251 Joseph Avenue, Rochester, NY 14605

Monday: 9AM-5PM Tuesday: 9AM-5PM Wednesday: 9AM-5PM Thursday: 9AM-5PM

Friday: By Appointment Only (Administrative Day)

Edna Chimhau- Family Support Program Administrator

225 Joseph Avenue, Rochester, NY 14605 & 251 Joseph Avenue, Rochester, NY 14605

Monday: 9AM-5PM Tuesday: 9AM-5PM Wednesday: 9AM-5PM Thursday: 9AM-5PM

Friday: By Appointment Only (Administrative Day)

Ilana Sankowski- Family Services Case Manager & Executive Assistant

251 Joseph Avenue, Rochester, NY 14605

Monday: 9AM-5PM Tuesday: 9AM-5PM Wednesday: 9AM-5PM Thursday: 9AM-5PM

Friday: By Appointment Only (Administrative Day)

Carlos Merriweather- Resident Service Coordinator

225 Joseph Avenue, Rochester, NY 14605

Monday: 9AM-5PM Tuesday: 9AM-5PM Wednesday: 9AM-5PM Thursday: 9AM-5PM

Friday: By Appointment Only (Administrative Day)



Please Submit ALL Documents within TEN (10) Business Days

Please contact us if there will be a delay in submission of required documents

<u>Carlos Merriweather</u> 585.491.4354 CMerriweather@pathstone.org

- 1. Rental application completed
- Program Verification- minimum of 20 hours weekly. FT/PT or a combination of the following: Employment, WEP, GED, College, Training Programs, Mental Health &/or Substance Abuse Counseling
- 3. RG&E Form
- 4. I.D. (Benefit Card OK-needs to have your picture) if no gov. I.D. available
- 5. Social Security Cards (ALL family members)
- 6. Birth Certificates (ALL family members)
- 7. Custody Papers (if applicable)
- 8. Vehicle Registration & Vehicle Insurance (if applicable)
- 9. Income Verification (paystubs)
- 10. DHS Scratch Budget Sheet (within 120 days)
- 11. SSI/SSD Award Letters (within 120 days)
- 12. Actual Child Support Order & one (1) year print out
- 13. Unemployment Statement
- 14. Bank Verification &/OR Debit Card with ATM receipt
- 15. Student Verification & Student Schedule
- Professional Letter (ON letterhead)
- 17. Personal Letter (NO family members)
- 18. Letter of Support (Shelter)
- 19. List of Residency (Past 5 years) in Application
- 20. HMIS Form
- 21. Benefit Card (Parent)
- 22. Doctor's Statement-Proof of Pregnancy & Due Date
- 23. Financial Preparation (1st months' rent and security deposit)



Wilson Commencement Park

Destiny at WCPTenant Application Connecting You to Opportunities **PLEASE RETURN APPLICATION TO:** FOR OFFICE USE ONLY:

Wilson Collimencein 251 Joseph Avenue Rochester, New York Phone: (585) 263-793		D 800-545-1833	APPLICATION : DATE: RECEIVED BY:	# TIME:
ASSURE THAT FEDER RACE, COLOR, NATIO	TED ON THIS APPLICATION I AL LAWS PROHIBITING DISCR NAL ORIGIN, RELIGION, SEX, I WILL NOT BE USED TO DIS NIZATION.	IMINATION AGAINST MARITAL STATUS, A	TENANT APPLICATI GE AND HANDICAP	ONS ON THE BASIS OF ARE COMPLIED WITH.
disabilities. If a reasonable	ederal and state disability laws and a accommodation is needed to partice contact the property manager to su	cipate in any part of the		
stalking. These protection: VAWA protections please Please review your	nen Act (VAWA) provides protection s are available to all individuals rega complete HUD form 5382 attached application carefully. If ar and could be returned to yo	ardless of sex, gender id or contact the property r ny questions are r	dentity or sexual orienta manager.	tion. If you are seeking
Applicant 1		<u>Applicant</u>	<u>t 2</u>	
Name		Name		
Address		Address_		
City		City		
Zip Code		Zip Code		
Telephone		Telephone	e	
Cell Phone		Cell Phon	e	
Email		Email		
AgeSex_		Age_	Sex rth	
Date of Birth		Date of Bi	rth	
Social Security#		Social Sec	curity#	
FAMILY COMPOSI	TION (Persons to reside i	in apartment in a	ddition to above	named):
Name 1	Relationship	Birth date)	Social Security #
3.				
4.				
				



SIZE REQUESTED

⊓ Two Bedroom	□ Three Bedroom
I I WO DEOLOOHI	II THEE DEGROOM

PERSON WE MAY CONTACT IF YOU ARE NOT AVAILABLE:

Name	Address	Phone Number
INCOME/ASSET INFO	RMATION Applicant 1	Applicant 2
Bank Accounts:(inclued Checking Account Savings Account Money Market Account Credit Union	sssssssssss	\$
Other (please specify)	\$	\$
Present Assets: Full value of stocks Full value of bonds Full value of CDs Market value of Real E	\$ \$ \$ state \$	\$ \$ \$
Have you or any memb	per of your household disposed of any years? YesNo	assets for less then fair market
If yes, please give dolla	ar amount: \$	

EMPLOYMENT:

NameAddressPhone Dates: From Type of Work		
Address Phone Dates: From		
Phone Dates: From Type of Work		<u>T</u> o
Dates: From Type of Work		<u>T</u> o
Type of vvork		
nd □ shelter o	r emerge	ency housing
_		
\$_		
Ye	es	No
phone or cable) \$		
Ye	es	No
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Ye	s	No
Ye	s	No
?		
istory of on-time a		l rental payments? _No
	\$	Yes e phone or cable) \$ Yes Yes Yes Yes Yes Yes Yes istory of on-time and in ful

ANSWER TO THE FOLLOWING QUESTIONS: Ethnicity (Circle one) Hispanic or Latino Not Hispanic or Latino Race (Circle all that apply) Alaska Native, American Indian, Asian, Black or African American, Native Hawaiian, Pacific Islander, or White. Have you served in the United States military? Yes No *****PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING****** WARNING! TITLE 18, SECTION 1001 OF THE UNITED STATES CODE, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLFULLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES. Any willful misrepresentation or concealment of any material fact that would affect eligibility for admission will be considered grounds for termination of lease and eviction. I, therefore declare the information provided to be true to the best of my knowledge. Signature of Applicant #1 Signature of person assisting with application Signature of Applicant #2 Name of person assisting with application Date Address and Phone number ******PLEASE SIGN THE ATTACHED AUTHORIZATION FOR RELEASE OF INFORMATION*****

WE ARE AN EQUAL OPPORTUNITY HOUSING ORGANIZATION. WE WOULD APPRECIATE YOUR VOLUNTARY



Authorization for release of information

l,	(applicant 1),	(ap	plicant 2)
verifying my eligibility and level understand that housing authorit refuse, or terminate assistance v	Property Name I personal information from the so of benefits under PathStone M ies that receive income informatio vithout first independently verifyin	e), to request and obtain income, asset ources attached to this form for the pullanagement Corporation housing proon under this consent form cannot use ing what the amount was, whether I act, I must be given an opportunity to continuation.	urpose of ograms. I it to deny, tually had
		release of information in consideratio,	
information contained her	ein is true and correct. I ur	of a lease, I hereby certify and and and that the material false this application or in termination	ification
Name) to make such inve per the tenant selection cr	stigation into my credit, en	ize,(P nployment, rental, and criminal es from all liability for any dama	l history
Signatures:			
Applicant 1			
Name	Date	Social Security Number	
Applicant 2			
Name	Date	Social Security Number	





Know Your Rights: New York State's Credit Policy for Applicants to State-Funded Housing

A housing provider/landlord cannot automatically deny your application to state-funded rental housing based solely on your credit score or history. If you have a low credit score or negative credit history, you must be provided with the opportunity to present additional information to explain or refute the findings.

What is the policy?

- You **CAN** avoid a credit check by evidencing that you paid your rent in full and on time during the last 12 months.
- You **CANNOT** be rejected because of your credit score or credit history if:
 - o Your FICO credit score is 580 or above (or 500 if you are homeless),
 - o You have limited or nonexistent credit history,
 - o Rent subsidies pay your entire rent,
 - Your credit score or credit history is a direct result of a Violence Against Women Act(VAWA)-covered crime (like domestic violence, stalking or harassment), or
 - You have a history of bankruptcy or outstanding debt but present evidence of on-time rental payments over the past 12 months.
- You **CANNOT** be rejected based on:
 - Medical debt or student loan debt.
 - o Bankruptcies that occurred over 1 year ago.
 - o Unpaid debt that is less than \$5,000.
 - o A past eviction or housing court history.
 - Limited or no rent or credit history.

What are my rights?

- Housing providers must accept evidence that you paid your last 12 months rent in full and on time instead of requiring a credit check.
- Housing providers may only reach out to your current or previous landlord without your permission to obtain information on major lease violations.
- Housing providers are limited in the fees that they can charge you:
 - A housing provider cannot charge you a credit or background check fee if you provide one to them that was run within the last 30 days.
 - O A housing provider may not charge you more than \$20 or the actual cost (whichever is less), to run both a credit check and a background check.
- *Before* rejecting your application based on your credit report, you must be given 14 days to present evidence of circumstances that explain negative credit findings such as such as errors in the credit report and short-term periods of unemployment/illness.
- If you are denied, you must be told why and you must be provided with a copy of your credit report and background check.

Find more information about your rights when applying to state-funded housing, including if you have a criminal convictions, here: https://hcr.ny.gov/marketing-plans-policies#credit-and-criminal-convictions-assessment-policies



ANDREW M. CUOMO Governor

RUTHANNE VISNAUSKAS Commissioner/CEO

Know Your Rights: New York State's Anti-Discrimination Policy When Assessing Justice-Involved Applicants for State-Funded Housing

If you are applying for state-funded housing and have a history of involvement with the criminal justice system, you have rights and protections.

There Are Only Two Mandatory Reasons That You Can Automatically Be Rejected:

- 1. Conviction for methamphetamine production in the home; and
- 2. Being a lifetime registrant on a state or federal Sex Offender database.

You Cannot Be Rejected Based On:

- 1. Arrest records that were resolved in your favor;
- 2. Youthful offender adjudications:
- 3. Pending arrests with adjournments in contemplation of dismissal;
- 4. Convictions for violations sealed pursuant to Section 160.55 of New York State Criminal Procedure Law:
- 5. Convictions sealed pursuant to Section 160.58 or 160.59 of New York State Criminal Procedure
- 6. Convictions that were excused by pardon, overturned on appeal or vacated;
- 7. Convictions or pending arrests that do not involve physical violence to persons or property, or affected the health, safety and welfare of others

You Cannot Be Asked About 1-5 Above

If a housing provider asks you about such matters, you may answer as if the protected arrest, conviction or adjudication never occurred. For more information on this protection, including how to file a complaint if you believe you have been discriminated against, see the New York State Division of Human Right's Protections Under the Law for People with Arrest and Conviction Records (https://dhr.ny.gov/protectionspeople-arrest-and-conviction-records).

You Must be Given 14 Days to Provide Additional Information Before Any Rejection

You must be contacted and provided 14 business days to provide additional relevant information including:

- 1. How much time has passed since the conviction(s)?
- 2. How old were you at the time of the conviction(s)?
- 3. How serious was the conviction(s)?
- 4. What evidence do you have about your rehabilitation, including treatment programs, volunteer work, paid employment, etc. since your conviction(s)?

If you were not given an opportunity to answer these questions, or if you feel the housing provider did not properly evaluate your application and wrongfully denied you housing, contact New York State Homes and Community Renewal's Fair and Equitable Housing Office at feho@nyshcr.org for assistance. More information is available here: https://hcr.ny.gov/marketing-plans-policies#credit-and-criminal-convictionsassessment-policies

NYS HCR Fair and Equitable Housing Office (FEHO) - https://hcr.ny.gov/fair-housing Form date: 03/02/2020



Notice of Occupancy Rights under the Violence Against Women Act¹

To all Tenants and Applicants

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women, but are available equally to all individuals regardless of sex, gender identity, or sexual orientation.² This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking, and that you wish to use your rights under VAWA.

Protections for Applicants

If you otherwise qualify for the rental housing or program, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

Protections for Tenants

You may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

¹ Despite the name of this law, VAWA protection is available regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault, or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault, or stalking.

Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

Removing the Abuser or Perpetrator from the Household

PathStone Corporation [Insert the project name, owner, or covered housing provider (acronym HP for purposes of this document)] may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault, or stalking.

If HP chooses to remove the abuser or perpetrator, HP may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, HP must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, HP must follow Federal, State, and local eviction procedures. In order to divide a lease, HP may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault, or stalking.

Moving to Another Unit

Upon your request, HP may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, HP may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault, or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking. If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer. Your housing provider may choose to require that you submit a form or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit. This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from

further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

HP will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault, or stalking, and the location of any move by such victims and their families.

HP's emergency transfer plan provides further information on emergency transfers, and HP must make a copy of its emergency transfer plan available to you if you ask to see it.

Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking

HP can, but is not required to, ask you to provide documentation to "certify" that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking. Such request from HP must be in writing, and HP must give you at least 14 business days (Saturdays, Sundays, and Federal holidays do not count) from the day you receive the request to provide the documentation. HP may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to HP as documentation. It is your choice which of the following to submit if HP asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault, or stalking.

A complete HUD-approved certification form given to you by HP with this notice, that
documents an incident of domestic violence, dating violence, sexual assault, or stalking.
 The form will ask for your name, the date, time, and location of the incident of domestic

violence, dating violence, sexual assault, or stalking, and a description of the incident.

The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.

- A record of a Federal, State, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault, or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, "professional") from whom you sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault, or stalking are grounds for protection.
- Any other statement or evidence that HP has agreed to accept.

If you fail or refuse to provide one of these documents within the 14 business days, HP does not have to provide you with the protections contained in this notice.

If HP receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault, or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), HP has the right to request that you provide third-party documentation within thirty 30 calendar days in order to resolve the conflict. If you

fail or refuse to provide third-party documentation where there is conflicting evidence, HP does not have to provide you with the protections contained in this notice.

Confidentiality

HP must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA.

HP must not allow any individual administering assistance or other services on behalf of HP (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable Federal, State, or local law.

HP must not enter your information into any shared database or disclose your information to any other entity or individual. HP, however, may disclose the information provided if:

- You give written permission to HP to release the information on a time limited basis.
- HP needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires HP or your landlord to release the information.

VAWA does not limit HP's duty to honor court orders about access to or control of the property.

This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated

You can be evicted and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault, or stalking committed against you. However, HP cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault, or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault, or stalking.

The protections described in this notice might not apply, and you could be evicted and your assistance terminated, if HP can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

- 1) Would occur within an immediate time frame, and
- 2) Could result in death or serious bodily harm to other tenants or those who work on the property.

If HP can demonstrate the above, HP should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

Other Laws

VAWA does not replace any Federal, State, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault, or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault, or stalking under other Federal laws, as well as under State and local laws.

For Additional Information

If you feel that they have been incorrectly denied your rights under VAWA, you should contact NYS Homes and Community Renewal (HCR) at (518-474-9583).

8

For help regarding an abusive relationship, you may call the National Domestic Violence Hotline

at 1-800-799-7233 or, for persons with hearing impairments, 1-800-787-3224 (TTY).

For tenants who are or have been victims of stalking seeking help may visit the National Center

for Victims of Crime's Stalking Resource Center at https://www.victimsofcrime.org/our-

programs/stalking-resource-center.

HCR has also created the HCR VAWA Local Services Provider List of local organizations,

including housing and legal service providers, that support individuals who are or have been

victims of domestic violence, available at

https://hcr.ny.gov/system/files/documents/2018/11/hcrvawaresourcelist.pdf

You may view a copy of HUD's final VAWA rule at

https://www.federalregister.gov/documents/2016/12/06/2016-29213/violence-against-women-

reauthorization-act-of-2013-implementation-in-hud-housing-programs-correction.

Additionally, HP must make a copy of HUD's VAWA regulations available to you if you ask to

see them.

Attachment: Certification form HUD-5382

CERTIFICATION OF U.S. Department of Housing DOMESTIC VIOLENCE, and Urban Development DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING, AND ALTERNATE DOCUMENTATION

OMB Approval No. 2577-0286 Exp. 06/30/2017

Purpose of Form: The Violence Against Women Act ("VAWA") protects applicants, tenants, and program participants in certain HUD programs from being evicted, denied housing assistance, or terminated from housing assistance based on acts of domestic violence, dating violence, sexual assault, or stalking against them. Despite the name of this law, VAWA protection is available to victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

Use of This Optional Form: If you are seeking VAWA protections from your housing provider, your housing provider may give you a written request that asks you to submit documentation about the incident or incidents of domestic violence, dating violence, sexual assault, or stalking.

In response to this request, you or someone on your behalf may complete this optional form and submit it to your housing provider, or you may submit one of the following types of third-party documentation:

- (1) A document signed by you and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional (collectively, "professional") from whom you have sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse. The document must specify, under penalty of perjury, that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault, or stalking occurred and meet the definition of "domestic violence," "dating violence," "sexual assault," or "stalking" in HUD's regulations at 24 CFR 5.2003.
- (2) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or
- (3) At the discretion of the housing provider, a statement or other evidence provided by the applicant or tenant.

Submission of Documentation: The time period to submit documentation is 14 business days from the date that you receive a written request from your housing provider asking that you provide documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking. Your housing provider may, but is not required to, extend the time period to submit the documentation, if you request an extension of the time period. If the requested information is not received within 14 business days of when you received the request for the documentation, or any extension of the date provided by your housing provider, your housing provider does not need to grant you any of the VAWA protections. Distribution or issuance of this form does not serve as a written request for certification.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking shall be kept confidential and such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections to you, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE VICTIM OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING

Date the written request is received by victim:
Name of victim:
Your name (if different from victim's):
Name(s) of other family member(s) listed on the lease:
Residence of victim:
Name of the accused perpetrator (if known and can be safely disclosed):
Relationship of the accused perpetrator to the victim:
Date(s) and times(s) of incident(s) (if known):
. Location of incident(s):
your own words, briefly describe the incident(s):
nis is to certify that the information provided on this form is true and correct to the best of my knowledge and collection, and that the individual named above in Item 2 is or has been a victim of domestic violence, dating olence, sexual assault, or stalking. I acknowledge that submission of false information could jeopardize ogram eligibility and could be the basis for denial of admission, termination of assistance, or eviction.
gnatureSigned on (Date)

Public Reporting Burden: The public reporting burden for this collection of information is estimated to average 1 hour per response. This includes the time for collecting, reviewing, and reporting the data. The information provided is to be used by the housing provider to request certification that the applicant or tenant is a victim of domestic violence, dating violence, sexual assault, or stalking. The information is subject to the confidentiality requirements of VAWA. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget control number.



Wilson Commencement Park at PathStone

Program Application

The information requested in this application will be used to determine your eligibility for the Wilson Commencement Park program. Please answer all questions as thoroughly as possible. All responses will be kept completely confidential.

Personal Information				
//			s 	
Date			Е	-mail address
First Name	Mide	lle Initial	L	ast Name
	,	. /		
Social Security Number	Date	of Birth	Pla	ce of Birth
Mailing Address	City		State	Zip Code
Alternate Address	City		State	Zip Code
Do you need TTD/TDY acc	ess to our staf	f? (Circle one)	Yes	No
		,		
What is your primary phone				
Citizenship Status (Circle one	And the second second		r:	
Work Permit? (Circle one)	Yes	No	N/A	
Military Status: (Circle one)	Veteran	Registered	N/A	
Type of Discharge:		Date of discha		
Primary Language:	English	Spanish		to the contract of
Marital Status: (Circle one)	Single Mar			Divorced Widowed
Ethnicity: (Circle one)	Hispanic/La	tino/Latina	Not Hisp:	anic/Latino/Latina
Race: (Circle all that apply)				
White	Other		В	lack and Native American
Black/African American	Black/African	L	atino and Native American	
Latino and White		k/African American		
Asian	Asian and Whit			
Native American	Native America	n and White		
		Market Control of the		



Personal Statement of Needs

It is mandatory that you answer this question.

Your application will not be considered complete if this section is incomplete.

Thank you.

What barriers have your encountered in your life? What is your plan to create change? You may include, among other things, your current housing situation, counseling needs, support group needs, and day care needs. Use additional pages if necessary.						



Transportation & Vehicle In	<u>formation</u>							
Do you have a valid driver's license	e? (Circle one)	Yes	No		f License			
			Learn	er's Perm				No
Do you have your own car? (Circle		Yes	No					
Do you have a valid registration ar								
Name of Insurance Company?			P	none#				
Make	Model	Yea	r	Colo	r			
Residence History								
Which of the following best descri								
Living in my own apartment	Home	eless (in a s	shelter)	Which o	one?			_
Living with friends	In a p	orogram		Where?	-			
Living with parents	Other	r		Please sp	ecify			
Living with other relatives								
How long have you lived at your c	urrent residen	nce?	Wha	t is your c	urrent m	onthly r	ent? \$	
Are you being evicted or forced to	relocate? (Plea	ase circle o	ne)	Yes	No			
If yes, please explain:								
Have you ever stayed/lived in a ho	omeless shelte	er? (Circle	one)	Yes	No			
1. If "yes" how many times in the p								
2. Length of stay in each shelter								
Educational/Vocational His								
What level of education describes		(Please ch	eck all th	at apply)				
☐ I am a High School grad		1 6				0.001	1 1	
☐ I am a High School grad☐ I am a GED graduate/ I	oraduated fro	m:				on:		
☐ I am currently a student:		-						
■ I am en	rolled at:							
■ I have b	een going or	start on: _	/_	/_	7000			
Status (c	circle one)	Full-ti	me stude	nt	Part-tin	ne stude		
☐ I don't have a high schoo	l diploma or C	GED. Hig	hest gra	de level I	have con	ipleted:		
Have you ever or are you currently	v attending a j	job trainir	g or edu	cational p	orogram?	(e.g., N	Jurse Assi	stant, LF
Cosmetology, Adult Basic Education	, GED, two-ye	ear College	, and/or	4-year Col	lege? (Circ	cle one)	Yes	No
If yes, please complete the following:								
Program Name Agency,	/School	Dates	Attende	ed.	Compl	eted		
					Yes	No		
					Yes	No		
					V	NTo		



Employment History

W/hat	ic	VOIIT	current	emn	loyment	etatue
wiiat	12	your	current	cmp	dyment	status:

П	Employed Full time (35 hours or more per week)		
Ш.	* *		
	Employed part time (Less than 35 hours per week)	Number of hours per week	
	Per Diem Number of hours per week		
	Not Employed		

Employer Name/Address	Dates Worked	Waged Earned	# of hours per week	Job Duties	Reason for Leaving
	From:// To://	\$			
	From:// To://	\$			
	From:// To://	\$			

Income & Support Services

Please identify your current sources of income by completing the following. Write "0" in the amount column if you have no income from the indicated source.

Source	Amount		Per Tin	ne Period (Circle one)
Earnings from employment	\$	Week	Month	Year
Child support	\$	Week	Month	Year
DHS rent assistance or Section 8	\$	Week	Month	Year
DHS cash grant	\$	Week	Month	Year
Food stamps	\$	Week	Month	Year
SSI	\$	Week	Month	Year
Unemployment insurance	\$	Week	Month	Year
Disability insurance	\$	Week	Month	Year
Other:	\$	Week	Month	Year



Income and Support Services (continued) Do you currently receive Medicaid?

If you receive DHS benefits, please complete the following			
Medicaid number (Benefit Card ID #):	Number of	on grant: Team #:	
DHS Case Worker:	_ Phone Number:		
How long have you been on DHS?	month(s)/year(s)		
Are you currently sanctioned? (Circle one)	Yes No	If yes, why?	

Outstanding Debts

Please indicate below whether or not you have any of the following debts.

If yes:

<u>Debt</u>	Yes No	Total Amount Owed	Monthly Payment
Past/Current Rent		\$	\$
Gas & Electric		\$	\$
Telephone		\$	\$
Credit Card (Visa, MasterCard)		\$	\$
Store Charges		\$	\$
Student Loan	*	\$	\$
Car Loan		\$	\$
Finance Company Loan		\$	\$
Installment Loan		\$	\$
Loan from Family/Friend		\$	\$
Furniture Lease		\$	\$
Mortgage		\$	\$
Medical Debt		\$	\$
Legal Debt		\$	\$
Other:		\$	\$



Health History

When was the last time you	ı visited	l your phy	sician?		
When was the last time you	ı had a	physical?			
FEMALES ONLY: When	was the	last time	you saw your OBGYN? _		
Do you					
Question	YES	NO	If	yes, please explain	
Have a physical disability?					
Have a mental disability?					
Have a developmental					
disability?					
Require any special accommodations?					
Take medication for a					
medical condition?					
Take medication to help with					
your behavior or mood?					
Have you ever					
Question	Yes	No	<u>If yes</u>	name abuser and why	
Been in a domestic violence					
situation? (e.g., hit by your					
partner?)					
If you are a victim/survivor of					
domestic violence, when was					
the last experience?					
If you are a victim/survivor of					
domestic violence, are you fleeing?					
Do you currently have or have					
ever had an order of					
protection? When?					
Considered getting an Order					
of Protection?					
For each of the following whether you participate	ng activ	ities, plea	se indicate whether you c in the past.	urrently participate in 1	he activity and
Activity	Cu	rrently	If yes, frequency	In the Past	If yes, last date of
	Yes			Yes	use
	No			No	usc
Alcohol Use					
Drug Use				-	
Specify:					
Drug Use					
Specify:					



Have you, or do you currently at If yes to a treatment program, wh	e one) Yes	No		
Counselor name & phone number	er			
Do you have a history of psychia If yes, name and phone number		Yes	No	
Have you ever been advised to ta emotional problem? (Circle one) If yes, please explain:	Yes No	ousness, depre	ession, hearing vo	oices or any other

Using the scale described below, please indicate whether you and or your family have been involved with or been required to participate in the following services:

- Current= Currently involved with the service
- ❖ Past Only= Were involved with the service in the past, but are not currently
- Never= Have only been involved with the service

<u>Service</u>	Current	Past Only	Never	If current or past, please explain:
Individual Counseling				
Chemical Dependency Counseling				
Family Counseling				
Career Counseling				
Protective Services				
Family Court				
Legal Services				
Probation/Parole				
Drug Court				
Other:				
)		



Legal History					
Have you ever been convicted of a crime? (Circle one) If yes, please explain:		Yes	es No		
Do you have any pending warrants? (Circle one) If yes, please explain:	Yes	No	Date of Incident_		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Do you have any charges pending? (Circle one)	Yes	No	Date of Incident_		
If yes, please explain:					
Are you currently on probation? (Circle one) How long were you on probation and why?		No	If yes, how many	times?	
On parole? (Circle one) Yes No How long were you on parole and why?			If yes, how many	times?	
Probation officer name and phone number:					
Are there any activities with your lawyer, proba your involvement in services or your obtaining/n	tion/par	role offic	er, or the courts whovment? (Circle one)	ich would in Yes	terfere wit
Have your ever been evicted or are you currently If yes, how many times have you been evicted?	facing e	viction?		Yes	No
Are there any current, pending, or past judgment	s agains	t you reg	arding an eviction? (Circle one)	
If so, please explain:			Yes	No	
Do you owe or are there any outstanding balance	s awad t		L 41 1-2 /6'- 1-		
If so, please explain:			is landlords? (Circle o	one)	



Children Information

Please list your children who are 16 years of age or under

First Name	<u>Last Name</u>	G	ender	Date of Birth	Age	Do you have legal custody?
		M	F	_/_/_		
		М	F	_/_/_		
		М	F	_/_/_		
		M	F	_/_/_		
		M	F	_/_/_		

Please list your children by first name in the same order as above and respond to the questions about the education level for each.

First Name	Name of School	Grade	IEP?	PINS?	
			Yes No	Yes	No
			Yes No	Yes	No
			Yes No	Yes	No
			Yes No	Yes	No
			Yes No	Yes	No

For grade, enter D for daycare, I	' for pre-kindergarten, or	r 1 to 12 for grade number.
-----------------------------------	----------------------------	-----------------------------

How many members of your household are full-time students?

Please list your children by first name in the same order as above and indicate whether or not each has a disability.

First Name	Physical Disability		Mental Disability?		Developmental Disability?		Please explain	How long has the child lived with you?
	Yes	No	Yes	No	Yes	No		1001
	Yes	No	Yes	No	Yes	No		
	Yes	No	Yes	No	Yes	No		

Yes	No	Yes	No	Yes	No	
Yes	No	Yes	No	Yes	No	



Personal References

Reference One: First Name Last Name Street Address Apt City State Zip Code Relationship to you Years Known Reference Two: First Name Last Name Street Address Apt City State Zip Code Relationship to you Years Known CONTACT IN CASE OF EMERGENCY: First Name Last Name Street Address Apt City State Zip Code Daytime Telephone Evening Telephone Relationship to you



Referral Information

Yes

If yes:

No

Name of Individual:

Relationship to you:

If applicable, please list below the name of the individual who referred you to Wilson Commencement Park. First Name Last Name Street Address Apt City State Zip Code Agency Name (If applicable) Relationship/Position (If an individual) Have you ever previously applied to Wilson Commencement Park? (Circle one) Yes No If yes: When did you apply? _ Where you approved? (Circle one) Yes No Please explain why you were denied previously: Are any family members(s) past employees of Wilson Commencement Park? (Circle one) No If yes: Name of Individual: Relationship to you: Is any member of your family currently living or previously lived at Wilson Commencement Park? (Circle one) Yes If yes: Name of Individual: Relationship to you: _____ Do you know anyone who currently lived or previously lived here at Wilson Commencement Park? (Circle one)



RELEASE FORM

Date:		
Name:	SSN://	Birthdate://
Children:	SSN://	Birthdate://
	SSN://	Birthdate://
	SSN://	Birthdate://
I,	authorize and dire	ect any Federal, State, or Local agency,
information concerning myself ar I understand that, depending on i	program policies and required to the order program policies and required my child (ren) may be need that may be asked to release the sees Past and Preserved.	irements, previous and/or current led. e the above information includes but are
Legal Services Child Protective Services Schools OTDA	Law Enforcen Social Service Shelters Other	nent Agencies Agencies
above. The original of this author effect for three (3) years from the	ization is on file with Fam date signed.	ay be used for the purposes stated ily Support Services and will stay in interest and will remain confidential.
Signature of Client		Date
Vitness		Date



POLICY OF WILSON COMMENCEMENT PARK REGARDING RESIDENT INFORMATION

Any general information included as part of an individual family's records will be made accessible between departments. Other information not routinely in a family's records may be shared between professional Departments or Managers on a need-to-know basis at the discretion of the Department of Managers. Information which involves criminal acts (fraudulent behaviors), including use of physical force, offenses against another person, child abuse and neglect, etc., be automatically reported to appropriate authorities as required by law.

Applicant's acknowledgement of being informed o	f the above:
Signature of Applicant	Date
CERITIFI	<u>ICATION</u>
I am applying for the Wilson Commencement Park that the foregoing statements are true and correct t grant the Agency Permission to verify such answers application may be considered as sufficient cause f program and housing if such false statement is disc	to the best of my knowledge and belief and hereby s. I understand that any false statement on this for denial of this application or for termination of
Signature of Applicant	Date

Wilson Commencement Park 251 Joseph Avenue Rochester, NY 14605 585.262.7942



AUTHORIZATION TO OBTAIN ACCOUNT INFORMATION

ignature of Applicant Date			
APPLICANT-DO NOT PROCEE	D ANY	FURT	HER
G&E REPRESENTATIVE ONLY:	R	G&E Fa	x #: 585-724-8880
lease answer the following questions/statements:			
Question/Statement	Yes	No	Amount
Has applicant ever had an RG&E account?			
If yes, what is the current balance on the account?			\$
Is this account in the above name/SS#?			
Is applicant able to turn on utilities in their own name?			
Do you require an installment plan or deposit for service request?			
If yes, what is the minimum payment or deposit as of today's date?			\$
dditional comments:			

Confirmation of Release of Information Policy for HMIS Data Collection

You requested to receive shelter or services from Wilson Commencement Park agency.

To provide the most effective services, we need an accurate count of all persons experiencing homelessness or who are at risk of homelessness in the region. In order to ensure that clients are not counted twice, we collect personal information about you such as name, birth date, socials security number, veteran status, etc. This data is entered into a computer program called HMIS (Homeless Management Information System). You have the right to refuse to provide this information.

HMIS information is encrypted and uploaded to Housing and Urban Development (HUD) and New York State Office of Temporary and Disability Assistance (OTDA) in various yearly reports. Any information that would identify you personally will never be visible to anyone at HUD or OTDA and will NEVER appear on any reports or publications.

What information will be entered into HMIS?

During the intake interview, you will be asked for the following information about you and all your family members:

- · Gender, race, and ethnicity
- · Period of homelessness, income, and disability, mental health, substance abuse and HIV/AIDS
- Covered by health insurance?
- Victim of domestic violence?

The purpose for gathering this information is to better understand characteristics, trends and movement of persons who are homeless or at risk of being homeless. This information is also used to analyze the use and effectiveness of services created to assist the homeless within our community. The statistical data helps demonstrate the need for HUD and OTDA to allocate monetary support to the homeless programs in the Monroe County area.

By sharing your information with these agencies, you will help them:

- Identify other services or programs you may be eligible for.
- Better coordinate those services for you and your household.
- Document the need for renewal funding or funding for new programs.

CLIENT INFORMED ACKNOLEDGEMENT ON RELEASE OF INFORMATION (For all clients 18 years or older)

Signature		
oignature	Data	



WCP's Video/Photo Release Form- Minor (under age 18)

I hereby grant Wilson Commencement Park and its employees, agents, licenses, and assigns the right to use pictures (including photographic, motion picture, and electronic and the voice (including sound and video recordings) of the minor named below and/or other digital reproduction of him/her or other reproductions of his/her physical likeness and to reproduce, for all purposes such pictures and voice in any and all media including, without limitation, cable and sale, press conferences, social media, meetings, hearings, educational conferences and in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. This permission shall continue forever unless I revoke the permission in writing.

I further grant Wilson Commencement Park all right, title, and interest that I or such minor may have in all finished pictures, negatives, reproductions, and copies of the originals, and further grant Wilson Commencement Park the right to give, sell, transfer, and exhibit the copies or facsimiles thereof, for marketing, communications, or advertising purposes, as it deems fit.

I hereby waive the right to receive any payment for signing this release and waive the right to receive any payment for use of any of the material described above for any of the purposes authorized by this release. I also waive any right to inspect or approve finishes photographs, audio, video, multimedia, or advertising recordings and copy or printed matter or computer generated scanned image and other electronic media that may be used in conjunction therewith or to approve the eventual use that it might be applied.

Child's Printed Name:	
I certify that I am the parent or legal guardian of the this release.	
Printed Name of Parent or Guardian:	
Address:	
Phone Number:	
Email:	
Signature of Parent or Guardian:	



WCP's Video/Photo Release Form- Adult (over 18)

I hereby grant Wilson Commencement Park and its employees, agents, licenses, and assigns the right to use pictures (including photographic, motion picture, and electronic and the voice (including sound and video recordings) of me and/or other digital reproduction of me other reproductions of my physical likeness and to reproduce, for all purposes such pictures and voice in any and all media including, without limitation, cable and sale, press conferences, social media, meetings, hearings, educational conferences and in brochures and other print media. This permission extends to all languages, media, formats and markets now known or hereafter devised. This permission shall continue forever unless I revoke the permission in writing.

I further grant Wilson Commencement Park all right, title, and interest that I may have in all finished pictures, negatives, reproductions, and copies of the originals, and further grant Wilson Commencement Park the right to give, sell, transfer, and exhibit the copies or facsimiles thereof, for marketing, communications, or advertising purposes, as it deems fit.

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Printed Name:	
Address:	
Phone Number:	
Email:	
Signature:	Date: