



## Pre-Application



Property Name: BG Scholar House

Paid Date \_\_\_\_\_ Time \_\_\_\_\_ R# \_\_\_\_\_ Owes \_\_\_\_\_

First Name	MI	Last Name	Social Security Number	Sex M/F/O	Date of Birth

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If you are handicapped or disabled, you may request a handicap accessible unit. Do you wish such unit? ☐ Yes ☐ No  
Do you meet the following HUD Definition of Displaced: ☐ Yes ☐ No  
(Families or single persons who have been displaced due to a presidential declared disaster.)

Estimated Annual Household Income:  Household Size:

The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service, that Federal Laws prohibiting discrimination against tenant applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, the owner is required to note the race/national origin and sex of individual applicants on the basis of visual observation or surname.

RACE: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_

Race codes: (1) American Indian or Alaskan Native (2) Asian (3) Black or African American (4) Native Hawaiian or Pacific Islander (5) White Ethnicity codes: (a) Hispanic / Latino (b) Non-Hispanic Latino

### NOTICE - APPLICATION FEE

EFFECTIVE October 29, 2007 a \$20.00 NON-REFUNDABLE APPLICATION FEE WILL BE COLLECTED FROM ANY APPLICANT AGES 18 OVER THAT WISHES TO APPLY FOR AN APARTMENT.

YOUR APPLICATION CANNOT BE DEEMED COMPLETE WHEN RETURNED TO US UNLESS YOU HAVE INCLUDED THE APPROPRIATE FEE IN THE FORM OF A MONEY ORDER (NO CHECKS OR CASH).

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

CO-APPLICANTS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

SITE MANAGERS NAME: \_\_\_\_\_

SITE MANAGERS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_



## Verification Authorization Form



Project Name:	BG Scholar House	Applicant/Tenant:			
Project Address:	701 Brownslock Rd.	Application ID:			
City:	Bowling Green	State:	KY	Zip:	42101
Office Number:	(270) 904-0038	Property Email:	bgscholarhouse@homelandinc.com		

To: Whom It May Concern

RE: Verification Authorization Form

I hereby authorize the Manager of the apartment complex listed above to verify any or all of my income, employment, criminal, landlord or personal references necessary to determine my eligibility for residency in the above government-financed project.

I further understand that requested information is only for the purpose of determining the eligibility of my household and will not be used for any other purpose.

There by authorize my employer, landlord (past and present), bank or other financial institution, or other income source or personal reference to release the requested information.

I hereby authorize all persons or entities listed herein above to release any information in their possession known to them, concerning me. A copy of this application shall serve as the authority for the release of any of said information. I further authorize VeriRent, Inc., its employees and agents to make such inquiries as maybe deemed necessary for action and determination upon this application.

Has any applicant been convicted of any criminal offense? ☐ YES ☐ NO

If yes, who and explain \_\_\_\_\_

A photo static copy shall be considered equivalent to an original signature.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
SocialSecurity#

\_\_\_\_\_  
(PrintName)

\_\_\_\_\_  
Date of Birth

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_

Cell # \_\_\_\_\_

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willfully statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

Scholar House of Bowling Green  
701 Brownslock Road  
Bowling Green, KY 42101  
270-904-0038



Dear Applicant:

We hope that you will fill out this application thoughtfully and return it to the Scholar House of Bowling Green with the other required documentation as soon as possible. After your application has been received, with your required documents, we will set up an interview with you. Prior to interviewing, we think it is important that you clearly understand the mission of the Scholar House of Bowling Green. It is a self-sufficiency program for single parents who are full-time students in a post-secondary educational institution. "The primary purpose of the program is to help parents and their young children develop the educational and family life skills needed to achieve self-sufficiency."

The basic criteria to enter the program are the following:

- You must be a qualifying full-time student or have been admitted for full-time enrollment in a post-secondary educational program that requires a minimum of one year to complete.
- Application maintain a 2.0 GPA or above.
- You must be a High School graduate or have a GED transcript.
- You must be 18 years of age.
- You must be a couple or single parent with primary custody of your child/children. Priority is given to families with a child who is childcare eligible.
- Child must be enrolled in the Child Development Center.
- You must be able for Section 8 rental assistance.
- If applicable, you will provide divorce documentation (decree) to Scholar House of Bowling Green.

The Scholar House of Bowling Green self-sufficiency program is a comprehensive program which includes housing, child care, counseling, workshops, support from neighbors and staff, and special activities.

**Housing:** Our facility has 56 – two bedroom unfurnished apartments. These apartments come under the Section 8 rent subsidy program. These apartments are only for residents participating in the program and their child/children. Non-residents may not live at the Scholar House of Bowling Green, which means, only you and your child/children may reside here. Moreover, this transitional housing is for residents only as long as they are active participants in the program. Once accepted at the Scholar House of Bowling Green, a security deposit is required to be paid at the signing of the leasing contract. Once residents have graduated, they must move on to other housing.

**Child Care:** The Child Development Center takes children from 6 weeks to 5 years old. The childcare is a developmental program under guidance of qualified, competent, and loving teachers.

**Support Services:** There is a caring staff at the Scholar House of Bowling Green to assist you in meeting your personal and educational goals and connect you with community resources. Each program participant is assigned a program coordinator who meets at least monthly with a resident to monitor their educational goals, program participation, and family functioning. You will be meeting with staff for other specific purposes, such as budgeting, etc.

**Workshops:** There are monthly workshops led by experts who address subjects such as parenting skills, budgeting, problem solving, building self-esteem, work skills, legal ramifications of being a single parent, health maintenance, etc. These workshops are given from the needs expressed by the parents living at the Scholar House of Bowling Green.

**Resident Council:** Every resident should belong to the Resident Council and attend the quarterly meetings. It is during this time that needs, wants, desires, and problems are discussed; fun activities and fund-raising projects are planned; and individuals are recognized for their accomplishments. The Resident Council is an important part of the life in the Scholar House of Bowling Green community.

As we tell all applicants, if you move into the Scholar House of Bowling Green, we become a major player in your life and you become a major player in the life of the Scholar House of Bowling Green. You will find that the staff cares deeply about you and your child/children and they will be as supportive as possible, encouraging you to grow and feel good about yourself and the future of you and your child. You will find that there is a great deal of support among the residents and certainly an understanding by them of the problems faced by the parent in today's society.

If, after reading the above, you are no longer interested in applying to the Scholar House Program, please let us know. If you are interested, return your application and supporting information to the Scholar House of Bowling Green. Then, if you are eligible, you will soon receive a phone call to set up an interview time with the Admissions Committee.

Please complete the application and return it with the information listed below to the Scholar House office. Your application will not be considered for interview unless it is completed and accompanied by the supporting documentation and letters to confirm your eligibility.

You may return the application by mail or drop it by the Scholar House office. The address is 701 Brownslock Road, Bowling Green, KY 42101. The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. If you have any questions, please call the office at (270) 904-0038.

After having received your qualifying completed application and information, we will call you to arrange an interview with the Scholar House staff/board. Acceptance into the Scholar House program is based on eligibility, motivation, and need for services. The date of admission to the program will be based on availability of an apartment, and entry of your child into the Child Care Development Center. There is a complete list of required documents for admission at the end of your application.

You may submit your application before providing all of your documents; however, you will not be considered for an interview until all documents are received, your application is complete, and qualifies for the program. As we receive your qualified and completed application, and all supporting documents, you will then be contacted for an appointment to meet with Scholar House staff/board.

If you have any questions, please feel free to call, we are looking forward to meeting you.

Sincerely,

Scholar House Staff / Board

Scholar House of Bowling Green does not discriminate in the selection of residents on the basis of race, color, creed, religion, national origin, familial status, gender, or handicap.

## **Policy: Admissions**

Applicants desiring admission to the Bowling Green Scholar House Program must have a strong desire to attain self-sufficiency and complete their educational goals. Applicants should be interviewed and evaluated prior to admission to determine their eligibility and readiness for the Scholar House program. Applicants should sign a contract to participate in program requirements defined in the Participant Handbook.

### **Eligibility Criteria:**

- Must be a couple or single parent with primary custody of child/children. Applicants must be on the Waiting List for the educational program. A preference will be given to the waiting list for single parents with children.
- Applicants must be at least 18 years of age.
- Applicants must be a High School graduate, or have obtained/completed their GED.
- Applicants must be enrolled full-time in a post-secondary educational facility that is participating in this program. Applicants must be eligible for Section 8 rental assistance Housing voucher. (Please note that applicants must qualify and be accepted for the educational component of this program prior to applying for housing.)
- On-line students should obtain the approval of their case manager prior to registering, and a case plan requiring work or volunteer hours can be worked out between the case manager and student.

### **Procedure:**

1. Candidates for admission into the Scholar House program must complete an application packet.

Application forms are available through the following methods:

- Visit to the Scholar House office
- Mailed to applicant at phone request
- Obtained from Scholar House website (if available)

2. An application should be attached to a Scholar House checklist. It requests information that must be provided to Scholar House before an applicant can be determined to be eligible for the program and placed on the waiting list.
3. When applications and documentation are submitted, they will be reviewed by the assigned staff for completion. The assigned staff will then schedule an interview with the applicant and other staff/team members/or board. A general questionnaire should be used to guide the interview. The answers the applicant provides will assist in determining if the applicant will benefit in the Scholar House Program. Preference can be made for those who demonstrate a strong desire, grade point average, and score highest on the interview, (as long as the applicant falls within the preferences listed by KHC for the program.) A score card should be used in the interview process and kept by the center to show the candidate's rating.
4. After the interview, the new applicant's file is returned to the assigned staff member and a status letter showing whether or not the applicant was accepted should be completed and mailed. This may include a letter of immediate acceptance, not accepted at this time, or a conditional acceptance i.e., requiring one completed semester with a minimum GPA of 2.0 (before coming into the program.) A copy of select documentation of the file will be made and distributed to the Child Care Manager and the Housing Manager. The original file is maintained by the appropriate staff member assigned. GPA averages can also be waived to a lower grade point IF the client had extenuating circumstances such as a medical, personal tragedy, disability or hardship, that the interviewing committee determines were related to a lower GPA and was a temporary situation or on-going condition that can be improved by being a part of this program.
5. The assigned staff member should mail an appointment letter with a date for the newly accepted applicant to attend an orientation at Scholar House. The assigned staff member should also contact the applicant by e-mail and phone to verify the applicant will attend the meeting.
6. At the Orientation, the assigned staff member will go over the Participant Handbook and explain the requirements for participating in the Program. The resident will sign the Participant Contract agreeing to abide by the program guidelines. The Childcare Manager will go over the Childcare Handbook and explain the childcare contract requirements. The Housing Manager will review and help the participant to complete required Section 8 and program housing documentation.
7. The Housing Manager will schedule a briefing with the local Public Housing Authority (PHA). This meeting will determine the housing assistance payment (HAP) that will

be paid on the tenant's behalf and the portion of the tenant rent due from the tenant monthly, per the PHA's guidelines/Admin policy.

8. The PHA will then schedule an apartment inspection. Afterwards, a move in date will be secured by the Housing Manager.
9. The new resident will be required to have the utilities he/she is responsible for (if any) turned on in his/her name, paying any deposits and obtaining the service prior to or the day of move in. Verification of this will be required. If there is a housing deposit, it too must be paid prior to move in or be approved for a planned payment of this amount. First month's rent (if there is any) will be required to be paid at, or prior to, the move-in date, electric turned on in his/her name, show verification, and pay the housing deposit before moving in.
10. All rent and deposits should be collected and recorded by the Housing Manager. The Housing Manager will review and complete the Kentucky Housing Corporation's and the IRS's required tax credit forms, plus prepare a housing lease for the new resident.
11. The new resident is directed to make an appointment to discuss their Needs and Goals with the assigned program coordinator.

# Bowling Green Scholar House

## Guiding Principles

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The following are guiding principles for the Scholar House projects under the Kentucky Housing Corporation. Each Scholar House project should design their program applications in accordance with the guiding principles. (Scholar House – Like programs are welcome to use these guidelines should they choose to do so.)

### 1. Scholar House Definition

Scholar House is a housing program in which education is the primary requirement to enable the head of household to reach self-sufficiency (defined as free of public assistance, including housing assistance). The education program comes first, then housing, and child development program. A client must apply and be accepted to the educational program prior to applying to the other two programs. All three programs should work hand in hand.

### 2. Operation/Administration

- 1) Scholar House accepts couples, single parents or single family members with primary custody of children as designed in the Scholar House preference protocol.
- 2) Residents must be full-time students, or enrolled as a full-time student, in a degree or specialty program at an institution of higher learning. The student must have at least one additional year (24 credit hours) remaining for their degree completion. (Kentucky Housing Corporation defines a full-time student 12 hours per semester or 12 hours per quarter.)
- 3) Scholar House participants must be 18 years of age and eligible for Section 8 housing choice vouchers.
- 4) Scholar House candidates must complete applications and interviews, and be accepted into the program before being referred to housing, or the housing waiting list.
- 5) The Scholar House Tenant Selection Plan, the Policy/Procedures Manual, and the Lease, should all mirror each other in operation and program guidelines.

### 3. Board Development

Scholar House board should consist of the developer, partnering non-profit agency, childcare provider, educational partners and may also consist of leaders from business and industry (separate from developer), leaders in local non-profit/state agencies (separate from partnering agencies), and program participant.

### 4. Program Components

Scholar House is a program that provides housing, support services and access to quality child development care to assist those enrolled in obtaining a post-secondary educational degree which leads to self-sufficiency. Staff involved in all components of the program, i.e. housing, child development and participant support services, will meet weekly to facilitate staff communication regarding the participant/family progress and provide intervention as needed.



#### A. Housing

- 1) Applicants who meet the program requirements of the Scholar House program will be referred to the Scholar House Housing Manager. The housing counselor will assist the applicant in completing a Section 8 housing voucher application, and any other eligibility forms such as tax credit requirements. If the applicant is determined as eligible by Section 8, they will be placed on the waiting list (in preference order) and scheduled for an interview by the education board. If approved by the board, the applicant will be assigned an apartment when it is available based on the Scholar House preference waiting list.
- 2) When an apartment is available, the housing counselor will review the rental agreement/lease with the program participant which indicates that compliance with the program is a mandatory requirement of their housing lease. The participant must sign the lease prior to moving in housing.
- 3) The Housing Manager will support and monitor the participant's compliance with their rental agreement and their participation in the program. The housing counselor should attend staff meetings to communicate with other staff regarding housing issues and participant participation in the Scholar House program.

#### B. Child Development Program

- 1) The child(ren) of program participants that are childcare eligible must attend the Scholar House child development program. This provides for improved communication and a supportive team approach between the Scholar House staff, all program participants, and their families. The Program Director/Management team may allow an exception if the childcare program cannot meet the needs of the specific child, or an approved childcare situation is available elsewhere. Program staff reserves the right to investigate the alternative child care situation and must approve the provider. If a provider outside the Scholar House program is determined unacceptable, the client will be asked to put the child in the Scholar House child development program or find another alternative provider, which would have to be approved by the program case manager or appropriate staff.
- 2) A representative of the child development program should attend Scholar House staff meetings to facilitate communication regarding child and family functioning. Please note that this is the best practice for the family and by the child attending this child care program, the family will gain additional support of the staff. Tracking through this program of the family's progress is extremely beneficial to the client and his/her success in the program. The childcare representative should be able to provide input at the staff meetings on the family, allowing a fuller picture of the client's progress and/or decline.

C. Educational Support

1) Educational achievement should be the primary goal for each participant.

- i. Participants should obtain at least a 2.0 GPA by the end of the second semester, or maintain this GPA if already achieved upon application. (GPA's can differ among the different programs, based on the grading system in that area. A "C average" or better is the goal for the client, including "C- average".
- ii. Participants should attend classes regularly.
- iii. Participants should maintain full-time student status.
- iv. Participants should provide a copy of their grades to their program coordinator within one week of the semester/quarter ending.
- v. Participants who do not maintain the education qualifications may be terminated from the Scholar House program, which includes housing assistance. (Participation in this program is based on the educational proponent. Failure to qualify for the education proponent negates the housing eligibility for the participant and the participant will be terminated from all three programs simultaneously.)

2) Program Coordinators should establish liaisons and communicate as needed with the participant's educational institution.

D. Support Services

- 1) There are caring staff members at each Scholar House to assist the participants meeting their personal and educational goals, and to connect them with community resources. Each program participant is assigned a program coordinator who meets at least monthly with the participant to monitor their educational goals, program participation, and family functioning. The program coordinator shall document significant results of their meetings with participants in the weekly staff meeting.
- 2) The Program Director/Management team should develop a resident council and empower the residents to make suggestions/decisions, which are delivered to the Director and/or Management team. A member of Scholar House staff will facilitate the work of the resident council.
- 3) The Program Director/Management team, or their designee, should develop and host workshops at least monthly on topics pertinent to the residents such as parenting, child safety, conflict resolution, healthy relationships, stress management, job readiness, etc., based on input from participants and staff. The program coordinator will monitor the participant's required participation in workshops.

## 5. Data Management

- 1) Kentucky Housing Corporation will require the Scholar House project to supply participant data in an online database for statistical purposes and government reporting of program data required.
- 2) Data sets will be tailored to meet the needs of Scholar House projects.

# Scholar House of Bowling Green

January 7, 2014

## Program Applicant Interview Questions

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewer: \_\_\_\_\_

1. Tell us about yourself, your history, your family life growing up and where you grew up. Did you like school? (list any significant information)

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2. How did you learn about Scholar House?

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3. Do you know anyone who lives here now or has lived here in the past?

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4. Two part: (a) How do you think this program will benefit you?

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(b) What is your understanding of the goals of the Scholar House program?

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5. Why is obtaining a post-secondary degree important to you?

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6. What and where are you pursuing your education and how many credit hours are you taking?

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7. Have you ever been suspended or been on probation from High School or College?

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8. Where do you see yourself in the future?

(5Yrs) \_\_\_\_\_

(10Yrs) \_\_\_\_\_

9. What are some of your hobbies/interests?

Music \_\_\_\_\_  
Athletic \_\_\_\_\_  
Art \_\_\_\_\_  
Crafts \_\_\_\_\_  
Other \_\_\_\_\_

Reading \_\_\_\_\_  
Church \_\_\_\_\_  
Outdoor Activities \_\_\_\_\_  
Movies \_\_\_\_\_  
Singing \_\_\_\_\_

10. If a single parent, what type of relationship do you and your children have with the other parent?

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11. Have you or your family had/have any problems with alcohol, drug, or violence?

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12. Are you working now? If so, how many hours and where?

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13. Are you receiving financial assistance?

_____ KTAP	_____ Child Support	_____ SSI
_____ Food Stamps	_____ VA Benefits	_____ Other

14. Where are you currently living? Is this a safe place?

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15. What do you most want to learn about in the three mandatory parenting/life-skills workshops per year?

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16. How do you feel about keeping the Program's Housing regulations? i.e. no occupant in the apartments not listed on you lease, no drugs, a clean apartment, etc.

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17. Are you aware as a Scholar House Resident it is required that:

- You maintain a full-time status with a GPA of 2.5?
- You meet with your Coordinators monthly?
- Your day care eligible child must attend the Child Development Center?
- Do you see any challenges for you in meeting these two requirements?

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18. Are you willing to attend and actively participate in the Program's activities?  
i.e. Community gatherings, Resident Council, Neighborhood Watches.

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19. What expectations do you have for the Child Development Center for your child/ren?

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20. Have you or your family ever had to pay for damages to leased property?  
Have you ever been evicted from rental property? If so, why?

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## Personal Information and Comments

Current Address and Phone Number(s)

Street Address

City

State

Zip Code

Cell Phone Number

2<sup>nd</sup> Phone Number

INTERVIEW COMMENTS

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Accepted at this time

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Accepted with conditions

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Conditions include:

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Not accepted at this time:

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