

1. The following criteria will be reviewed to determine whether applicant families qualify for admission. All applicants shall be screened in accordance with HUD's regulations and sound management practices. During screening, DHA requires applicants to demonstrate ability to comply with the essential provisions of the lease: **24 CFRS 960.202-205**
  - a. to pay rent and other charges (e.g. utility bills) as required by the lease in a timely manner;
  - b. to care for and avoid damaging the apartment and common areas;
  - c. to use facilities and equipment in a reasonable way;
  - d. to create no health, or safety hazards, and to report maintenance needs timely;
  - e. not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
  - f. not to smoke anywhere on DHA property other than designated smoking areas that will be at least 25 feet from any DHA building;
  - g. not to engage in prohibited criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or staff, and not to engage in drug-related criminal activity; and
  - h. to comply with necessary and reasonable rules and program requirements of HUD and DHA.
2. DHA will determine each applicant family's ability to comply with the essential lease requirements in accordance with DHA's "Procedure on Applicant Screening."
  - a. Any costs incurred to complete the application process and screening will be paid by DHA. Application fees will not be charged by DHA.
  - b. Applicants who owe money to DHA or any other housing authority will not be admitted to the program until their debt is paid in full. **24 CFR §203**
3. DHA's screening process will review the following information for each applicant family (including certain data specific to every adult family member):
  - a. Applicant's prior rental history (or other history if there is no rental history) must demonstrate the applicant family's ability and willingness to comply with necessary and reasonable standards of behavior;

- b. Applicant must satisfy in full any overdue accounts or indebtedness owed to DHA or any other housing authority by any adult family member, within 30 days of notification of the debt owed<sup>1</sup>;
- c. The applicant's lease must not have been terminated for cause by DHA, and, if a Section 8 program participant, the applicant's voucher must not have been terminated within the previous 5 years, except that the period shall be 10 years for a drug related eviction or termination;
- d. Applicant must have a history of reasonably good performance in meeting rent and utility payment obligations<sup>2</sup> and no record of eviction from housing or termination from residential programs in the past 5 years for failure to meet financial obligations;
- e. Former residents will not have their application rejected if the debt owed to DHA was discharged by a bankruptcy court;
- f. DHA's standards on criminal activity require that neither the applicant nor any adult family member:
  - 1) Have been convicted of manufacturing or producing methamphetamine on the premises of any HUD-assisted housing. HUD regulations require that DHA permanently bar any individual with such a conviction;
  - 2) Be subject to a registration requirement under a State sex offender registration program. HUD regulations require that DHA permanently bar any individual subject to such lifetime registration requirements;
  - 3) Have been evicted because of drug-related criminal activity from housing assisted under the U. S. Housing Act of 1937, or convicted of drug-related criminal activity for a minimum of 5 years beginning on the date of such eviction or conviction. This requirement may be waived if:
    - i. The eviction/conviction was for drug use or possession, and, since the eviction/conviction, the relevant member of the applicant family has successfully completed a supervised drug rehabilitation program licensed and approved by the TCADA. To demonstrate completion, the applicant must provide a certificate of completion issued by the TCADA agency responsible for treatment. If the applicant entering DHA's program is from another state, DHA will verify the applicant has successfully completed a state approved supervised program from the applicant's state of origin;
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<sup>1</sup> Must have been an adult when the debt was incurred.

<sup>2</sup> Exceptions can be made when the amount of rent plus utilities exceeds 50 percent of the applicants adjusted monthly income.

- ii. The circumstances leading to the eviction no longer exist (for example, the individual involved in drugs is no longer a member of the family); and
  - iii. This waiver is not available to a person who was evicted for selling, trafficking, producing, or manufacturing illegal substances.
- 4) Be currently engaged in the illegal use of controlled substances, or engaging in conduct that presents a pattern of illegal use of controlled substances in the past five years. This requirement may be waived if the applicant demonstrates to DHA's satisfaction that the relevant member of the applicant family no longer engages in the illegal use of the controlled substance(s). This waiver or five-year time period may not be available to individuals engaged in selling, producing, or manufacturing illegal substances. Felonies for selling, producing, or manufacturing illegal substances will not be approved for admission.
- 5) Have a history of engaging in violent crimes to persons, with the exception of sex crimes, or property and/or other criminal acts that would adversely affect the health safety, or welfare of other residents or DHA personnel in the past five years;
- 6) Have a felony conviction of arson. Applicants with such convictions will not be approved for admission.
- 7) Have a history of sex crimes and/or sex crimes against a person and felony crimes against children. Applicants with such convictions will not be approved for admission.
- 8) Have as a conviction of homicide or kidnapping. Applicants with such convictions will not be approved for admission.
- 9) Be on parole or probation for drug-related crimes, violent crimes, or crimes that threaten the health, safety, and/or general well-being of the community in the past five years. The evidence of probation or parole for the aforementioned crimes maybe waived if the following criteria applies:
  - i. An applicant is currently on probation or parole for an offense (except regulatory exclusions) that occurred prior to the five-year time-frame, and the applicant can provide documentation from their probation or parole officer that all conditions of probation or parole are being met satisfactorily with no violations.
  - ii. An applicant has completed probation or parole for an offense (except regulatory exclusions) that occurred prior to the five-year timeframe, and the applicant can provide documentation from their probation or parole officer that all conditions of probation or parole have been met satisfactorily with no violations.
- g. Applicant must have no history of misrepresenting information relative to eligibility income, allowances, family composition or rent;
- h. Applicant must have no history in the past five years of disturbing neighbors, destroying property, or negative living and housekeeping habits at prior and/or current residences;



- i. For vulnerable homeless applicants only, the screening criteria with respect to criminal history shall focus only on the federally mandated exclusions of persons convicted of manufacturing methamphetamines on the premises of federally assisted housing and persons required to register as sex offenders. Beyond these two criteria, a criminal history shall not be used to exclude individuals so long as they are willing and able to refrain from violent actions and drug-related criminal activity that would be a threat to others.