

Worksheet for Applying Individual Assessment Guidelines When Screening Applicants for Housing Who Have Criminal Convictions*

** This worksheet is provided as a suggested tool to assist management companies in applying Individual Assessment Guidelines when screening applicants with criminal convictions. Use of this worksheet is **not required** and does not replace any applicable laws, regulations, or company policies.*

Applicant and Review Information

Reviewer's Name and Contact Information:

Applicant's Name:

Crime / Classification of Conviction:

Date of Conviction:

Project Name and Address:

Individualized Assessment Date:

Instructions

This Individualized Assessment worksheet is intended for use in cases where the owner/management company may deny admission to a household based on a criminal conviction. The owner/management company may use this as a tool to review the information found in the criminal screening and conduct an Individualized Assessment of the criminal record and its impact on the household's suitability for admission before making a determination. This worksheet is meant to only be a guide when determining admission for people with a history of criminal convictions. As a reminder:

- Only crimes for which the applicant has been convicted should be considered. An arrest or charge that was resolved without conviction should not be considered. Juvenile records, any expunged, vacated, or sealed records, and convictions for crimes that are no longer illegal should not be considered.
- If a person has an arrest with pending charges, the housing provider should consider if a resulting conviction would change the decision to house.

If the incident is an arrest with pending charges, can the specifics of the pending charges be determined?

If NO: The housing provider may delay determination until the charges are resolved.

If YES: And the resulting conviction of the initial charge may be grounds for denying the application for housing, continue to the following section.

Section 1 — Nature of Justice-Involvement

1. Is the applicant a sex offender subject to a lifetime registration requirement under a state sex offender registration program?
2. Was the applicant convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing?

Guidance: If you answered YES to either of the above questions and the application is for a federally subsidized property or program, you must deny the applicant. If the application is NOT for a federally subsidized property or program, please move on to Section 2: Individualized Assessment and Evidence of Rehabilitation. If NO, continue to the following question.

3. Have the incidents of prior arrests or criminal accusations been resolved in the applicant's favor or been dismissed?

If YES, please STOP: You may not inquire about these incidences and the applicant may not be rejected based on these incidences. If NO, continue to the following question.

Select the Seriousness of the Conviction

Nonviolent Misdemeanors (Classes 1–3)

If the applicant was convicted of a nonviolent misdemeanor, was the applicant convicted more than 5 years ago?

If YES, please STOP: You should not inquire about these incidences and the applicant should not be rejected based on these incidences. If NO, you should conduct an Individualized Assessment. Please continue to Section 2: Individualized Assessment and Evidence of Rehabilitation.

Nonviolent Felonies (Classes H–I)

If the applicant was convicted of a nonviolent felony, was the applicant convicted more than 7 years ago?

If YES, please STOP: You may not inquire about these incidences and the applicant cannot be rejected based on these incidences. If NO, you must conduct an Individualized Assessment. Please continue to Section 2: Individualized Assessment and Evidence of Rehabilitation.

Violent Misdemeanors (Class A1 & Sex Offenses)

Was the applicant convicted of a violent misdemeanor?

Guidance: Unless your company policy allows an automatic exclusion period of 0–2 years, you should conduct an Individualized Assessment. Please continue to Section 2: Individualized Assessment and Evidence of Rehabilitation.

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Violent Felonies (Classes A–G & Sex Offenses)

Was the applicant convicted of a violent felony?

Guidance: Unless your company policy allows an automatic exclusion period of 0–5 years, you should conduct an Individualized Assessment. Please continue to Section 2: Individualized Assessment and Evidence of Rehabilitation.

Felony Involving Sale or Manufacture of a Controlled Substance

Was the applicant convicted of a felony involving the sale or manufacture of a controlled substance?

Guidance: If YES, and if it was more than 10 years ago, please STOP: You should not inquire about these incidences and the applicant should not be rejected based on these incidences. For convictions 0–10 years, unless your company policy allows an automatic exclusion period of 0–5 years, you should conduct an Individualized Assessment. Please continue to Section 2: Individualized Assessment and Evidence of Rehabilitation.

Section 2 — Individualized Assessment and Evidence of Rehabilitation

If the nature and seriousness of the conviction prevent automatic approval but qualify the applicant for an individualized assessment, follow your policy to provide written notice explaining how to submit additional information and the deadline for doing so.

Use the questions below to review, document, and evaluate the information provided in the applicant's application and in response to the individualized review request.

1. Have the incidents been expunged or sealed?

If YES, please STOP: You may not inquire about these incidences and the applicant may not be rejected based on these incidences. If NO, continue to the following question.

2. Does the nature of the offense(s) for which the applicant was convicted present a direct and specific risk to the safety and security of residents, staff, or property?

Explanation:

3. What is the length of time since the offense, with particular weight being given to significant periods of good behavior?

Response:

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4. What was the age of the applicant at the time of the offense?

Response:

5. How many other convictions does the applicant have, and what is the nature of those convictions?

Response:

6. Since conviction or release from incarceration, has the applicant participated in any programming to effect positive change? Please attach verifications as applicable.

6A. Has the applicant participated in a drug or alcohol treatment program? (If this was not necessary, write N.A.)

If yes, explain:

6B. Has the applicant participated in programs to build life skills and/or address circumstances that may have contributed to the criminal activity?

If yes, explain:

6C. Has the applicant sought and maintained employment after their conviction or release from incarceration?

If yes, explain:

6D. Has the applicant participated in and/or completed a job readiness course or program?

If yes, explain:

6E. Has the applicant participated in and/or completed any educational course or program?

If yes, explain:

6F. Does the applicant have any recommendations from a parole or probation officer, employer, teacher, social worker, or community leader?

If yes, explain:

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7. Are there any tenancy supports or other risk mitigation services the applicant will be receiving or have access to during tenancy?

7A. Does the applicant have tenant supports in place that can assist in connecting to resources that will provide services such as healthcare, mental health, food security, etc.?

If yes, explain:

7B. Are there any other mitigating factors that relate to the applicant's rehabilitative efforts and current lifestyle that may be relevant to their application for housing?

If yes, explain:

Section 3 — Determination

Based upon consideration of all the factors discussed in previous sections, is this applicant approved or denied for housing in your property? Please provide a detailed explanation as to why or why not.

Determination and explanation:

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