



# Resident Selection Criteria: Supportive

## Revised June 2023

Professionally Managed by:  
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AN EQUAL HOUSING OPPORTUNITY



This **Resident Selection Criteria: Supportive** applies to the following properties:

Property	Service Provider (Referred to as "Service Provider" throughout Resident Selection Criteria)
1822 Park	Oak Grove
Alliance, Alliance Addition	RS Eden
Archdale, Barnabas	YMCA
Continental, Lamoreaux, Lamoreaux Expansion	Simpson

These properties will operate in accordance with federal, state, and local fair housing and civil rights laws. No applicant will be discriminated against on the basis of race, national origin, color, creed, marital status, ancestry, religion, familial status, public assistance, sex, sexual orientation, disability, or on the basis of utilizing any form of rental assistance. Aeon Management LLC adheres to the Housing First principles for supportive housing units. An applicant may provide additional information with a completed application to explain, justify, or negate the relevance of potentially negative information that may be revealed by screening and that the applicant believes to be relevant to their performance as a resident. Aeon Management LLC will consider all circumstances related to an applicant's history.

### Income Limits

1. Minimum Income: Applicants must have gross income (pre-tax) of one (1) month's rent plus \$200 and utilities for units without a project-based subsidy, including project-based Housing Support. A Section 8 voucher or funding from a comparable third-party subsidy source may be acceptable. The minimum income requirement does not apply to units with a project-based subsidy, including project-based Housing Support (formerly GRH) or applicants for supportive housing units. For supportive housing units, Aeon Management LLC may review the applicant's income to determine they have adequate income to pay their portion of the rent if the household does not have rental assistance
2. Maximum Income: Units have restrictions in which the total gross annual income for applicants cannot exceed anywhere from 30%-60% Multifamily Tax Subsidy Program (MTSP) Income limits for the Minneapolis-St. Paul Metro Area, depending on household size and unit. The current limits are included as an attachment to this document. For Alliance flat-rate units, there will be a preference given at the 35% limit.

### Occupancy Standards

Apartment Type	Maximum Household Size
Efficiency	1 Person
1 Bedroom	2 People
2 Bedroom	4 People

## Criminal Criteria – Supportive (Revised June 2023)

Type of Conviction	Description of Conviction	Level of Conviction Minimum number of years since date of charge (which resulted in a conviction) to date of rental application		
		FELONY	MISDEMEANOR (and Gross Misdemeanor)	PETTY MISDEMEANOR*
<b>Animal Related Crimes</b>	<b>Description</b>			
High	Items such as animal bite or attack, dog fighting.	Pass	Pass	Pass
Medium	Items such as abandonment or neglect of animal, animal abuse, possess wildlife illegally.	Pass	Pass	Pass
Low	Items such as animal not under restraint, animals at large, barking dog, fishing/hunting without a license, no license, no pet vaccination.	Pass	Pass	Pass
<b>Drug Related Crimes</b>	<b>Description</b>			
Very High	Manufacturing meth.	Lifetime Ban	Lifetime Ban	Lifetime Ban
High**	Attempt to manufacture (except for meth), sell and/or distribute cocaine, heroin, or any other controlled substance except for marijuana (for manufacturing meth see Very High; for marijuana sales/distribution see Low).	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Medium	Attempt to purchase, maintaining a place for drug use, and possession of cocaine, meth, heroin, or any other controlled substance, except for marijuana (for marijuana see Low and Very Low).	Pass	Pass	Pass
Low	Attempt to sell and/or distribute marijuana or the manufacture or cultivation of marijuana.	Pass	Pass	Pass
Very Low	Possession of marijuana and related paraphernalia.	Pass	Pass	Pass
<b>Family Relations Related Crimes</b>	<b>Description</b>			
High	Items such as abandonment, abuse, domestic violence, endangering a child, injury to child.	Pass	Pass	Pass
Medium	Items such as contributing to the delinquency, harboring a runaway child.	Pass	Pass	Pass
Low	Items such as non-support, truancy, minor consumption, minor using tobacco, minor curfew violations.	Pass	Pass	Pass
<b>Property Related Crimes</b>	<b>Description</b>			
Very High	Arson.	Lifetime Ban***	15 Years***	Pass
Medium	Items such as breaking and entering, burglary, criminal damage, grand larceny, malicious injury to property.	Pass	Pass	Pass
Low	Items such as theft, aid and abet theft.	Pass	Pass	Pass
<b>Sex Related Crimes</b>	<b>Description</b>			
Very High	Items such as: first to third degree sexual assault, child pornography, rape, <u>current</u> sex offender registrant under any jurisdiction's sex offender registration program or the national sex offender registration system – Sex Offender Registration and Notification Act (SORNA).	Lifetime Ban	Lifetime Ban	Lifetime Ban
High	Items such as: fourth and fifth degree sexual assault, stalking and rape, failure to register as sex offender, sex abuse, stalking, sex exploitation of minor.	15 Years***	10 Years***	Pass
High	Promotion of prostitution. Items such as a "pimp"/"madam" who solicits, induces, promotes or traffics a person for money.	Pass	Pass	Pass
Low	Items such as prostitution.	Pass	Pass	Pass
Very Low	Items such as indecent exposure, peeping, voyeurism, exhibitionism, public lewdness.	Pass	Pass	Pass
<b>Violence Related Crimes</b>	<b>Description</b>			
Very High	Items such as murder, manslaughter.	10 Years	5 Years	Pass
High	Items such as kidnapping, false imprisonment, unlawful restraint.	Pass	Pass	Pass
High	Items such as assault, battery, deadly conduct, injury to child or elderly, robbery, threats of harm, terroristic threats.	Pass	Pass	Pass
Low	Items such as affray (fighting in a public place that disturbs the peace), menacing, reckless endangerment.	Pass	Pass	Pass

\* A petty misdemeanor means a petty offense which is prohibited by statute, which does not constitute a crime (2016 MN Statutes)

\*\* In some categories, Aeon has implemented a multiple convictions distinction; in these cases, a higher lookback period will trump a lower lookback period.

\*\*\* For the categories noted, applicants applying for supportive housing units, the maximum look back period for a felony is seven (7) years and for a misdemeanor is two (2) years.

Landlord will not deny applicants who are the subjects of open charges, unless any one of the open charges is for a crime that would result in a rejection of an application according to the criteria listed above. In this case, the application would be rejected. Applicants may re-apply upon resolution of open charges, at which time the now-closed charge will be considered under this policy. If the open charge was dismissed, the application will not be denied on the basis of that charge. If the open charge resulted in a conviction, it will be evaluated under these criteria to determine whether the conviction requires rejection of the applicatio

Applicants with open warrants will be denied if the warrants are not resolved during the application process.

### **Living History**

1. Applicants will be denied if they have an outstanding balance for damages to property;
2. Applicants with negative living history within the past two years may be accepted with Portfolio Director approval. Examples of negative rental history include, but are not limited to, lease violations, police calls and damages.

Note: A lack of living history is viewed as neutral; applicants can begin establishing their living history with Aeon.

### **Background History**

1. Any applicant who has a current or past relationship with Aeon (for example, resident, guest, vendor, employee, etc) will have their history with Aeon reviewed and considered as part of the application process.
2. As applicable, applicants must also meet criteria as put forth by any subsidy source such as any Public Housing Authority or Housing Support.
3. Applicants must show a willingness to sign a term lease, based on the requirements outlined by the unit's funding.
4. Applicants must meet the homeless eligibility requirements, if required by the funding on the unit.
5. Applicants must show a willingness to participate in case management with the Service Provider. Case management will not be required to be eligible for housing.

### **Student Requirements for Funding Programs**

If a household is applying for a Housing Tax Credit and/or HOME unit, applicants must meet the student eligibility requirements. This eligibility restriction prohibits any household residing in a tax credit unit to be comprised entirely of full-time students as defined by the educational institution(s). This rule carries the following exceptions:

1. Students are married and eligible to file a joint tax return.
2. The household consists of single parents with children and the parents are not dependents of someone else and the children are not dependents of someone other than a parent.
3. At least one member of the household receives assistance under Title IV of the Social Security Act, known as the Minnesota Family Investment Program in Minnesota.
4. At least one member of the household participates in a job training program receiving assistance under the Job Training Partnership Act or other similar federal, state, or local laws.
5. At least one student in the household was previously under foster care within five years of the effective date of the initial certification.

Any applicant for units with HOME funds may not be full or part time students at a post-secondary institution unless the student is:

1. Over age 23 OR
2. A veteran of the United States military OR
3. Married OR
4. Has dependent children OR
5. Is a person with disabilities OR
6. Has parents who, individually or jointly, are income eligible for the HOME program

### **Preferences**

If an applicant requiring the features of an accessible apartment applies, the applicant will be given preference for the unit with the accessible features over an applicant who does not need the features.

- Alliance applies a preference to individuals experiencing chronic homelessness on 20 units. HUD defines a chronically homeless person as “either (1) an unaccompanied homeless individual with a disabling condition who has been continuously homeless for a year or more, OR (2) an unaccompanied individual with a disabling condition who has had at least four episodes of homelessness in the past three years.”
- If the property received funding under the High Priority Homeless program (and Long-Term Homeless definition for the purposes of Housing Support), priority will be given to applicants who meet the High Priority Homeless definition, up to the number of units agreed upon in the regulatory agreement.
- If the property received funding under the People with Disabilities (PWD) program, priority will be given to applicants who meet the PWD definition, up to the number of units agreed upon in the regulatory agreement.

### **Application Process**

Failure to disclose all information in a manner that is truthful and to the best of the applicant’s knowledge will result in a denial of the application.

1. *Prescreen Interview:* A member of Service Provider will meet with the applicant to complete an initial interview. After completing the pre-screen interview, Service Provider will notify Property Management of the results of the interview.
  - a. If based on the pre-screening interview, Service Provider Director of Support Services determines that the applicant is a good candidate for the property’s supportive housing, Property Management and Support Services will process the application further.
  - b. If based on the pre-screening interview, Service Provider Director of Support Services determines that the applicant is not a good candidate for the property; they will recommend denial to Property Management. Property Management will issue a denial letter to the applicant.
2. *Application & Criminal History Verification:* The prospective renter must complete an application. All applicants must present a valid photo ID prior to move in. Property

Management will obtain the criminal history of the applicant. Screening will be completed by a private application investigation service.

3. *Income Certification:* Applicants will be asked to provide detailed information on his or her income and assets and formally certify that information. The information will be independently verified in writing to ensure that the applicant is eligible under the Low Income Housing Tax Credit Program, the MPHA Section 8 Program, the HOME program, or any program tied to the unit, as applicable. Property Management will obtain the necessary verifications for compliance with the respective housing programs.
4. *Homeless Determination:* If applicable to the unit applied for, applicants will need to meet the criteria detailed in HUD Homeless Eligibility, High Priority Homeless (HPH)/Long-Term Homeless (LTH) Eligibility or People with Disabilities (PWD)/ Long-Term Homeless (LTH) Eligibility. The information will be verified by written statements or certifications as applicable. Support Services will determine if the applicant meets the criteria of homelessness or homelessness/disability and management must obtain a verification from the respective agency, individual, or institution involved.
5. *Applicant Notification:* Applicants will be notified in writing of their acceptance or rejection and if applicable, provided with a reason for the rejection of their application by Property Management.

### **HUD Homeless Eligibility**

As required, management will utilize Coordinated Entry to obtain qualified applicants. Applicants must meet the homelessness eligibility requirements as described by US Department of Housing and Urban Development.

A person is considered homeless when s/he lacks a fixed, regular, and adequate nighttime residence, meaning:

1. Has primary nighttime residence that is a public or private place not meant for human habitation; or
2. Is living in a publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
3. Is exiting an institution where s/he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

### **Coordinated Entry (CE) and Continuum of Care (COC)**

Coordinated Entry (CE) is a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the geographic area, is easily accessed by individuals and families seeking housing or services, is well advertised, and includes a comprehensive and standardized assessment tool.

Local Continuum of Care (COC) planning groups have implemented coordinated assessment for all homeless assistance and housing programs. All supportive housing providers are expected to only take referrals for the supportive housing, High Priority Homeless (HPH), and People with Disabilities (PWD) units from the COC coordinated assessment process. Property management must notify the COC coordinated assessment contact whenever a supportive housing, HPH or PWD vacancy occurs and agree to accept referrals for eligibility screening for the unit. Referrals are made by the COC coordinated assessment contact when a unit is listed as available for leasing. The exact process is determined by the local COC and participating providers.

### **High Priority Homeless (HPH)/Long-Term Homeless (LTH) Eligibility**

Applicants to fill project-based, designated HPH units will be referred to Aeon Management LLC by the Service Provider through the Coordinated Entry System, and the applicant and case worker must provide documentation to determine the eligibility of a household for a unit designated for HPH. Additionally, if applicable, the applicant must qualify as LTH for the purposes of Housing Support.

The applicant screening process for those units will be a collaborative effort between Aeon Management LLC and the Service Provider. Specific roles of each entity during the application process and throughout the applicant's tenure as a resident are described in the Memorandum of Understanding (MOU) between Aeon Management LLC and the Service Provider.

1. Income. In no event shall an applicant's income exceed 30% of the area median income (as defined by the Minnesota Housing Finance Agency's Housing Trust Program) for the Metropolitan Minneapolis-St. Paul area at the time of occupancy. The minimum income requirement is lifted for HPH applicants if applicant is moving into a project-based, subsidized unit (including project-based Housing Support (GRH) units).
2. Homelessness. Applicants must meet the definition of homelessness under the State of Minnesota's HPH program. High Priority Homeless means households prioritized for permanent supportive housing by the Coordinated Entry System. Applicants must also meet the definition of LTH for Housing Support. Applicants experiencing long term homelessness include persons lacking a permanent place to live continuously for a year or more or at least four times in the past three years. Any period of institutionalization or incarceration shall be excluded when determining the length of time the household has been homeless except in the case where an individual was in a facility for fewer than 90 days and was homeless at entry to the facility. The documentation of homelessness required for LTH will suffice for documentation of eligibility for HPH.

### **People with Disabilities (PWD)/Long-Term Homeless (LTH) Eligibility**

Applicants to fill project-based, designated PWD units will be referred to Aeon Management LLC by the Service Provider through the Coordinated Entry System, and the applicant and case worker must provide documentation to determine the eligibility of a household for a unit

designated for PWD. Additionally, if applicable, the applicant must qualify as LTH for the purposes of Housing Support.

The applicant screening process for those units will be a collaborative effort between Aeon Management LLC and the Service Provider. Specific roles of each entity during the application process and throughout the applicant's tenure as a resident are described in the Memorandum of Understanding (MOU) between Aeon Management LLC and the Service Provider.

1. Income. In no event shall an applicant's income exceed 30% Multifamily Tax Subsidy Program (MTSP) income limits for the Metropolitan Minneapolis-St. Paul area at the time of occupancy. The minimum income requirement is lifted for PWD applicants if applicant is moving into a project-based, subsidized unit (including project-based Housing Support (GRH) units).
2. Homelessness. Applicants must meet the definition of disabled, including any of the following disabilities:
  - a. A serious and persistent mental illness as defined in MN Statutes Section 245.462, Subdivision 20, Paragraph (c); or
  - b. A developmental disability as defined in the United States Code, Title 42, Section 6001, Paragraph (5), as amended; or
  - c. Assessed as drug dependent persons as defined in MN Statute Section 254A.02, Subdivision 5, and are receiving or will receive care and, treatment services provided by an approved treatment program as defined in MN Statute Section 254A.02, Subdivision 2; or
  - d. A brain injury as defined in MN Statute Section 256B.093, Subdivision 4, paragraph (a); or
  - e. Permanent physical disabilities that substantially limit major life activities, if at least 50% of the units in the Project are accessible as provided under Minnesota Rules Chapter 1341.

Applicants must also meet the definition of LTH for Housing Support. Applicants experiencing long term homelessness include persons lacking a permanent place to live continuously for a year or more or at least four times in the past three years. Any period of institutionalization or incarceration shall be excluded when determining the length of time the household has been homeless except in the case where an individual was in a facility for fewer than 90 days and was homeless at entry to the facility.

### **Applicants with Disabilities**

If an applicant has a disability, he or she may request a reasonable accommodation to assist him or her in the admission process or to meet the requirements for acceptance of his or her application. Applicants may make a reasonable accommodation or reasonable modification request by putting the request in writing to management. Assistance will be provided as needed to document the request if applicant is unable to put the request in writing.



Management will verify the presence of a disability and will verify the nexus between the presence of the disability and reasonable accommodation/modification request. The final decision will be made by management and the applicant will be notified in writing.

### **Violence Against Women Act (VAWA) Policy**

The Violence Against Women Act, or VAWA, provides legal protections to victims of domestic violence, dating violence, sexual assault, or stalking. These protections prohibit Aeon Management LLC from denying assistance and from evicting or terminating assistance from individuals and their affiliates if the asserted grounds for such actions are an instance of domestic violence, dating, violence, sexual assault, or stalking. Aeon Management LLC also has an Emergency Transfer Plan in place.

Admission to an apartment home shall not be denied on the basis that the applicant and/or affiliates is or has been a victim of domestic violence, dating violence, sexual assault, or stalking in the event the applicant otherwise qualifies for admission. All applicants and/or affiliates admitted sign form HUD-91067, the VAWA Lease Addendum, which informs residents of their protections under this act. In addition, all applicants and/or affiliates will be provided with the Notification of Occupancy Rights, form HUD-5380 and Certification form HUD-5382 upon acceptance or denial for housing.

If an applicant or resident requests protection provided under VAWA, Aeon Management LLC will provide the applicant or resident/affiliates with the HUD-approved certification form, Form HUD-5382, where the request for protection shall be certified. Aeon Management LLC shall be mindful that the delivery of the certification form to the resident or applicant via mail may place the victim at risk, and therefore will work with the applicant or resident for an acceptable delivery arrangement. In lieu of the certification form or in addition to it, Aeon Management LLC may accept a federal, state, tribal, territorial, or local police record or court record or documentation signed and attested to by a professional (employee, agent, or volunteer of a victim service provider, an attorney, medical personnel, etc.) from which the victim has sought assistance in addressing domestic violence, dating violence, sexual assault, or stalking or the effects of the abuse.

All documents relating to an individual's domestic violence, dating violence, sexual assault or stalking will be retained in a separate, secure location apart from other resident files. In addition, the identity of the victim and all information relating to the incident(s) of domestic violence shall be retained in confidence, except to the extent that the disclosure is:

1. Requested or consented to by the individual in writing
2. Required for use in an eviction proceeding or termination of assistance OR
3. Otherwise required by applicable law. The HUD-approved certification form provides notice to the resident of the confidentiality of the form and the limits thereof.

The VAWA policy does not apply to market rate units.

## Appeal Process

Applicants may appeal the denial of the application. The appeal form may be requested from site staff at the property. Applicants must put together a completed appeal packet. A completed appeal packet includes (1) a signed appeal form, (2) a copy of the original denial letter, and (3) supporting documentation. Applicants have fourteen (14) days to submit an appeal packet. Applicants must submit a completed appeal packet via email to [applicationappeals@aeon.org](mailto:applicationappeals@aeon.org) or via US mail to the Aeon Central office. The mailing address of the Central Office is:

Aeon  
Attention: Denial Appeal  
901 North 3<sup>rd</sup> Street, Suite 150  
Minneapolis, MN 55401

Completed appeal packets will be date-stamped by Aeon once received. A written or emailed confirmation will be provided to the applicant. Incomplete packets will be returned to the denied applicant, who may resubmit when all materials are complete. Incomplete packets will not be accepted. The applicant will be notified of the result of their appeals within five (5) days of Aeon receiving the completed appeal packet unless extenuating circumstances require additional time.

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If you are disabled and would like to request a reasonable accommodation or if you have difficulty understanding English, please request our assistance and we will ensure you are provided with meaningful access based on your individual needs.

Haddii aad tahay qof naafo ah oo aad dooneyso in aad codsato in si gaar ah lagu qaabbilo ama haddii aad dhib ku qabto in aad fahamto afka Ingiriiska, fadlan na weydiiso caawimaad si aan kuugu xaqiijinno in aad si hufan u hesho waxyaabaha shakhsi ahaan gaarka kuu ah ee aad u baahan tahay.

Si usted está discapacitado y quisiera solicitar acomodación razonable o si tiene dificultad para entender inglés, por favor solicite nuestro servicio y nosotros nos aseguraremos de proveerle un acceso significativo basado en sus necesidades individuales.

Если вы инвалид и хотите подать запрос о дополнительных услугах или если у вас есть трудности с пониманием английского языка, пожалуйста просите нас о помощи, и мы предоставим вам полноценные услуги, основанные на ваших индивидуальных потребностях.