



Resident Selection Criteria: Section 811 Project Rental Assistance Program (PRA)

Revised November 2020

Professionally Managed by:

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AN EQUAL HOUSING OPPORTUNITY



Section Number	Section	Page
	Section 504 Equal Access Statement	3
I	Fair Housing & Equal Opportunity Requirements and Statements of Non-Discrimination	5
II	Privacy Policy	6
III	Occupancy Standards	6
IV	Section 811 Income Limits	7
V	Section 811 PRA Overview & Qualifying for Admission	7
VI	Procedure for Accepting Applications & Waiting List	9
VII	Screening Criteria	12
VIII	Citizenship/Immigration Status Declaration	15
IX	Social Security Number Documentation	15
X	Student Status Criteria	16
XI	Current Receipt of HUD Assistance	18
XII	Ineligible Applicants	19
XIII	Appeals	20
XIV	Unit Transfer Policy	21
Exhibit A	Reasonable Accommodation-Modification Policy	22
Exhibit B	House Rules/Tenant Handbook	22
Exhibit C	Live-in Aide	23
Exhibit D	Move-in Procedures	23
Exhibit E	Violence Against Women Act Policy	24
Exhibit F	Annual Recertification, Interim Recertification, Termination of Assistance/Initial Certification Policy	25
Exhibit G	Definitions	26

Section 504 Equal Access Statement

For mobility impaired persons: This document is kept at 901 North 3rd Street, Suite 150, Minneapolis, MN 55401. This document may be examined from Monday through Friday between the hours of 9 AM and 5 PM. You must phone in to make arrangements to examine this document. Please call 612-341-3148.

For hearing impaired persons: Aeon Management LLC will provide assistance to hearing impaired persons in reviewing this document. Assistance may include provision of a qualified interpreter at a time convenient to both the person providing assistance and the individual with disabilities. You may dial 7-1-1 and be connected to Minnesota Relay. Once connected to the relay service, tell the CA the type of relay call you wish to make (i.e. TTY, HCO, VCO, STS, Spanish, etc.).

For vision impaired persons:

Aeon Management LLC will provide a staff person to assist a vision-impaired person in reviewing this document. Assistance may include: describing the contents of the document, reading the document or sections of the document or providing such other assistance, as may be needed to permit the contents of the document to be communicated to the person with vision impairments.

Assistance to ensure equal access to this document will be available in alternate formats and provided in a confidential manner and setting. An individual with disabilities is responsible for providing his/her own transportation to and from the location where this document is kept by advocacy groups, social workers, family members or personal friends. The applicant should inform Aeon Management LLC if additional assistance is needed to complete forms or understanding program requirements, procedures, house rules, etc. Assistance may be provided by advocacy groups, social workers, family members or personal friends. If an individual with disabilities is involved, all hearings or meetings required by this document will be conducted at an accessible location with appropriate assistance provided. Aeon Management does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate the compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Executive Vice President of Property Operations
Aeon Management LLC
901 North 3rd Street, Suite 150
Minneapolis, MN 55401
Phone: 612-341-3148

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.

I.
**Fair Housing and Equal Opportunity Requirements and
Statements of Non-Discrimination**

It is the policy of Aeon Management LLC to comply fully with Title VI of the Civil Rights Act of 1964, The Federal Fair Housing Act, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, the Minnesota Human Rights Act, and any legislation protecting the individual rights of residents, applicants or staff which may subsequently be enacted.

Under Federal Law, it is illegal to discriminate against any person or group of persons because of race, color, religion, sex, disability, familial status or national origin.

The Minnesota Human Rights Act prohibits discrimination because of race, color, creed, religion, national origin, sex, age, disability, and marital status, status with regard to public assistance, sexual orientation, or familial status. In addition, owners must comply with local fair housing and civil rights laws.

Aeon Management will not:

- Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs;
- Subject a person to segregation or unequal or different treatment;
- Provide housing to one applicant that is different from that provided to others;
- Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- Treat a person differently in determining eligibility or other requirements for admission;
- Deny a person access to the same level of services; or
- Deny a person the opportunity to participate in any planning or advisory group which is an integral part of the housing program.

Aeon Management LLC will not automatically deny admission to a particular group or category of otherwise eligible applicants, i.e., single head of households with children, elderly pet owners, or families whose head or spouse is a student. Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

In accordance with Section 504, Aeon Management LLC will seek to identify and eliminate, when and where possible, situations or procedures, which create a barrier to equal housing opportunity for all.

Aeon Management LLC will attempt to make, where feasible, physical or procedural changes to permit individuals with disabilities to have full advantage of the housing program. Such accommodations may include changes in the method of administering policies, procedures, or services.

In addition, Aeon Management LLC may, if feasible, perform structural modifications to housing and non-housing facilities where such modifications would be necessary to afford full access to the housing program for qualified individuals with disabilities.

In reaching a reasonable accommodation with, or performing structural modifications for, otherwise qualified individuals with disabilities, Aeon Management LLC is not required to:

- Make structural alterations that require the removal or altering of a load-bearing structural member;
- Provide an elevator in any multi-family housing development solely for the purpose of locating accessible units above or below the grade level;
- Provide support services that are not already part of its housing programs;
- Take any action that would result in a fundamental alteration in the nature of the program or service; or
- Take any action that would result in an undue financial and administrative burden on Aeon Management LLC.

See Exhibit A of this document for further details on this policy.

II.

Privacy Policy

It is the policy of Aeon Management LLC to protect the privacy of individuals covered by the Federal Privacy Act of 1974, and to ensure the protection of such individuals and verification records maintained by the property.

This information may be released to appropriate federal, state and local agencies, when relevant, and to civil, criminal or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released unless the individual gives written authorization to do so.

This privacy policy in no way limits Aeon Management LLC ability to collect such information as it may need to determine eligibility, compute rent, or determine an applicant's suitability for tenancy.

Consistent with the intent of Section 504 of the Rehabilitation Act of 1973, any information obtained on a disability will be treated in a confidential manner.

III.

Occupancy Standards

A unit is assigned to an applicant family based on their family size and composition. To prevent overcrowding, the following minimum standards for occupancy will apply:

Bedroom Size	Minimum Person(s)	Maximum Person(s)
0 Bedroom Unit	1	1
1 Bedroom Unit	1	2
2 Bedroom Unit	2	4

- one household in each dwelling unit
- residents in a dwelling unit must live together as a family unit, meaning sharing financial resources for the benefit of the family

- when adding residents to the household, they need to income qualify and meet the occupancy standards

Aeon Management LLC must comply with all reasonable state and local health and safety restrictions regarding the maximum number of persons permitted to occupy a unit.

Aeon Management LLC may assign a larger unit to applicants if:

1. The family provides medical verification that a larger unit is required; or
2. The family requests a reasonable accommodation and the need is verified; or
3. No eligible family requiring the larger unit will be available to occupy the unit within 60 days, the development contains the correct unit size for the family, and the family agrees to move to the correct size unit, at its own expense, when an appropriate unit becomes available.

Aeon Management LLC must assign a smaller size for applicants' unit, when one becomes available, if a household's size changes such that it is below the minimum required persons for the unit it current occupies.

IV.

Section 811 Income Limits

HUD establishes income limits and revises them annually to ensure that federal rental assistance is provided only to low-income families. Income limits are based on family size and the annual income the family receives. Aeon Management will determine income eligibility prior to approving any applicant for tenancy. Applicants must have an income that is not greater than the maximum income limits established by HUD, and as published annually in the Federal Register.

For the Section 811 program, a family's annual income, at the time of admission, may not exceed the extremely-low income limits (30% area median income, or AMI) established by HUD for the current year.

V.

Section 811 PRA Program Overview & Qualifying for Admission

The purpose of the Section 811 Project Rental Assistance (PRA) program, as authorized under the Frank Melville Supportive Housing Investment Act of 2010, is to provide extremely low-income persons with disabilities and extremely low-income households with at least one person with a disability, with decent, safe and sanitary rental housing through the use of rental assistance payments to owners. Section 811 PRA guidelines are applicable only to the assisted units. Grantee and owners must comply with these guidelines without modification, unless approved by HUD.

This Tenant Selection Plan describes the procedures used by the Minnesota Department of Human Services (DHS), in collaboration with Minnesota Housing, to identify target populations, to provide outreach and referral information, to maintain the waiting list and to provide guidance on tenant selection plans for HUD's Section 811 PRA.

Individual owners/agents must follow HUD program guidelines and will maintain their own tenant selection procedures and site specific occupancy policies. Owners, however, must give

priority to Section 811 PRA applicants referred by the DHS Housing Coordinator until all PRA units are utilized.

The procedures described in this plan do not supplant the owner occupancy policies; however, owners must follow the Department of Human Services (DHS) referral process and other procedures as described in this plan.

Project Eligibility Requirements

1. Households eligible for Section 811 project based rental assistance (PRA) include single adults and families. Households must meet *each* of the following three criteria:
 - a. The household must include at least one adult with a disability who is at least 18 but less than 62 years of age at the time of admissions, **AND**
 - b. The household must include at least one adult with a disability who is eligible for community-based, long-term services funded through Medicaid or state funding sources including Medicaid Home and Community Based Services, Adult Mental Health Services, Moving Home Minnesota demonstration services, and Minnesota's Long Term Homeless Supportive Services, **AND**
 - c. The household income cannot exceed the Extremely-Low Income (ELI) limit established by HUD and published annually (see section 2 of this document).

Target Population

The PRA program will target persons who are experiencing long-term homelessness and enrolled in Minnesota's Projects for Assistance in Transition from Homelessness (PATH) outreach program *OR* exiting an institutional setting after a long-term stay of 90 days or more and enrolled in Moving Home Minnesota, also known as Money Follows the Person (MFP) demonstration program *OR* households having a member 18 years of age or older in one of the target populations are also eligible.

1. Persons eligible for PATH include those who are suffering from serious mental illness, and meet the definition of long-term homeless *OR* those who are suffering from serious mental illness with or without co-occurring substance abuse and meet the definition of long-term homeless. PATH eligibility determinations are made by the PATH outreach workers and not MN Housing.
2. Persons eligible for Moving Home Minnesota must be living in a qualified institution for at least 90 consecutive days, excluding days covered by Medicare. Qualified institutions include:
 - a. Intermediate care facilities for individuals with developmental disabilities
 - b. Nursing facilities
 - c. Hospitals, including community behavioral health hospitals
 - d. Institutions for Mental Disease (IMD), to the extent Medical Assistance pays for the stay (Medical Assistance typically pays if the person is under 21 years or 65 years plus)
 - e. Child and adolescent behavioral health services facility in Willmar (CABHS) Moving Home Minnesota program eligibility determinations are made by the Moving Home Minnesota Transition Coordinator and not MN Housing.

Ineligible Households

The following households are excluded from the PRA program:

1. Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related activity, with the following exceptions:
 - The evicted household member has successfully completed an approved, supervised drug rehabilitation program.
 - The circumstances leading to the eviction no longer exist (e.g., the household member no longer resides with the applicant household).
2. A household containing a member(s) who is currently engaged in illegal use of drugs or for which the owner has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents.
3. Any household member who is subject to a State sex offender lifetime registration requirement.
4. Any household member if there is reasonable cause to believe that member's behavior, from abuse of pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.

Applicants must disclose Social Security Numbers (SSN) for all family members and provide proof of the numbers reported. See Section IX.

VI.

Procedure for Accepting Applications & Waiting List

Referrals for the program must come directly to the DHS Housing Coordinator from one of the following referral sources:

1. Path Outreach Workers
2. Moving Home Minnesota Transition Coordinator
3. County Social Services worker, for persons experiencing long-term homelessness and serious mental health issues with or without substance abuse and who have no PATH provider available in their country

Referral Process

1. Upon identification of a potential PRA participant, the referring worker must complete and submit to the DHS Housing Coordinator a *PRA pre-application*, and an *Informed Consent* form. PATH outreach workers must also *verify that the applicant meets the criteria of experiencing Long Term Homelessness*. The referring worker must also complete and submit proof of disability for persons not receiving any form of disability income. The PRA pre-application and the Informed Consent form must be sent by secure email or fax. The other forms may be sent by secure email, fax or mail locations.
2. Upon receiving the referral, the DHS Housing Coordinator will review the referral materials and contact the referring worker within five business days with any requests for additional information.
3. The DHS Housing Coordinator will determine if basic eligibility criteria has been met. The DHS Housing Coordinator will screen the applicant for drug abuse and other criminal activity on the Dru Sjodin National Sex Offender Database and the Minnesota Courts Website. The DHS Housing Coordinator will notify the referring worker within three business days of receiving all referral materials about the applicant's eligibility for the PRA program.

4. Aeon Management will screen the applicants using the Existing Tenant Search within EIV to determine if the applicant or any members of the applicant's household are being assisted under a HUD rental assistance program at another location.
5. Applicant must meet the following criteria, in addition to any other criteria listed in this Resident Selection Criteria.
 - a. Living History. Note: A lack of living history is viewed as neutral; applicants can begin establishing their living history with Aeon.
 - i. Applicants will be denied if they owe money to previous landlords and/or utility companies;
 - ii. Applicants will be denied if they have evictions/UDs within the past two years from the application date;
 - iii. Applicants with negative rental history (not including evictions/UDs) within the past two years may be accepted with Portfolio Director approval.
 - b. Background History
 - i. 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.
 - ii. Applicants must show a willingness to sign a one-year lease.
 - c. Criminal History. See the chart on page 12 of the Selection Criteria document for a detailed list of criminal criteria
6. The DHS Housing Coordinator will place the applicant and location preferences on the waiting list. Electronic verification of each application's date and time of submission will be maintained in the applicant's file.
7. The DHS Housing Coordinator will review available PRA units (if any) and determine if any units match the location preferences of the applicant

Unit Available

1. When a unit becomes available, the DHS Housing Coordinator will select the next two applicants on the waiting list for that area.
 - a. If the unit is handicapped accessible, the DHS Housing Coordinator will select the next applicant for that area that has identified a need for a handicapped accessible unit.
 - b. The DHS Housing Coordinator will select applicants on an alternating basis between Moving Home Minnesota participants and PATH participants during the ramp up phase of the first 85 units.
 - c. If there are no Moving Home Minnesota or PATH participants on the waiting list for a site location, and a unit becomes available at that location, the DHS Housing Coordinator will offer that unit to applicants experiencing long-term homelessness and serious mental health issues or serious mental health issues with substance abuse and who have no PATH outreach program available in their county.
2. The DHS Housing Coordinator will notify the referring worker to verify that applicant is still interested and has maintained eligibility for PRA and to inform the referring worker to contact the Aeon Management Site Manager for a housing application. The DHS Housing Coordinator will also ensure that the referring worker has developed a written plan to mitigate concerns about poor rental history and/or criminal history.

3. The referring worker will arrange for the applicant to tour the unit, if the applicant wishes to do so.
4. If the applicant accepts the offer:
 - a. The referring worker will contact the Aeon Management Site Manager within 5 days of notification of the unit offer to start the application process, and will assist the applicant with completing the full application and verification process. If for any reason the unit/property is not an appropriate match for the applicant, or if the application to the unit is denied, the applicant will be able to maintain their position on the PRA waiting list (provided they maintain eligibility for PRA).
 - b. If unforeseen circumstances prevent the applicant from completing the application in a timely manner, the DHS Housing Coordinator will work with Aeon Management and referring worker to try to extend the offer timeline.
 - c. The referring worker will coordinate a tour of the apartment for the applicant.
5. If the applicant declines the offer:
 - a. The DHS Housing Coordinator will document the offer, and will keep the applicant on the waiting list for the next preferred unit to become available.
 - b. The DHS Housing Coordinator will verify with the referring worker that the applicant's location preferences are correct.
6. If the applicant declines 3 offers for reasons other than the applicant not being ready to move, the unit does not meet the applicant's accessibility needs or does not meet the applicant's location preference the DHS Housing Coordinator will notify referring worker and will remove the applicant from the waiting list.
7. If all applicants deny available units based on location preferences, the Housing Coordinator will offer units from the waiting list to other applicants based on date of application and not location preference. Rejection of these offers will not be considered formal denial of a unit.

Procedure for Rejecting Ineligible Applicants

1. Applicants who are deemed ineligible will be notified in writing of the reason of the denial.
 - a. Applicants will be notified of their denial by first-class US Mail unless otherwise requested by the applicant or their respective social services worker.
 - b. Social services workers shall receive a copy of the denial letter.
2. The applicant has 14 days from the date of the denial to respond in writing to appeal the denial or request a meeting to discuss the denial. Applicant must follow Appeal Procedure described in this Criteria.
3. The applicant may request a reasonable accommodation to enable the applicant equal opportunity.
4. If Aeon proposes to deny an applicant housing based on a criminal background check which indicates the applicant provided false information on the application, Aeon will notify the applicant of the proposed denial. The applicant will have ten days to dispute the accuracy and/or relevance of the information. If the applicant does not respond to the proposed denial prior to the expiration of the ten-day period, the denial letter will be sent in the normal manner.

Waitlist Policies and Referral to Aeon Management

The waiting list will open upon electronic notification to counties, Moving Home Minnesota Transition Coordinators and PATH providers. The DHS Housing Coordinator and Minnesota Housing will meet annually, at a minimum, to review the waiting list. They will determine if the waiting list for any or all locations should be closed due to the number of applications, the turnover rate and a projected time estimate of one year for the availability of a unit. The DHS Housing Coordinator will announce the closing of part or all of the waiting list through the Section 811 PRA Listserve.

When the DHS Housing Coordinator determines the applicant eligible for the PRA the DHS Housing Coordinator will place the applicant on the waiting list in chronological order by date of application. Electronic verification of each application's date and time of submission will be maintained in the applicant's file.

The DHS Housing Coordinator will send referral information on the next two applicants to Aeon Management, including the Referring Worker's contact information, and the order of priority. Aeon Management must accept the first applicant, unless the applicant is denied due to not meeting the Resident Selection Criteria.

If the Housing Coordinator cannot identify an applicant within the HUD vacancy payment period, or cannot secure funding to hold the apartment beyond the HUD vacancy payment period, Aeon Management may fill the unit through their usual process.

Whenever possible, Aeon Management will make a decision about each Housing Application within five working days of receiving them, and must provide decision in writing to both the DHS Housing Coordinator and the Referring Workers, with any reasons for denial. If Aeon Management denies the application, the Referring Worker will be provided with info regarding the appeal process. The Referring Worker will assist the applicant with an appeals process if the applicant wishes to appeal the decision.

VII. Screening Criteria

Aeon Management LLC will not employ criteria that are unrelated to an applicant's ability to meet essential lease requirements. It is unlawful to make an inquiry to determine whether an applicant, a person intending to reside in the unit after it is rented or made available, or any persons associated with that person, has a disability, or to make inquiry as to the nature or severity of a disability of such a person.

Living History

1. Applicants will be denied if they owe money to utility companies. If household is not required to pay utilities for the unit being applied for (owner pays all utilities), management will not consider money owed to utility companies when reviewing living history.
2. Applicants will be denied if they owe money for damages or other non-rent charges to previous landlords.
3. Applicants will be denied if they have evictions/UDs within the past two years from the application date.

4. Applicants with negative rental history (not including evictions/UDs) 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. Applicants must show a willingness to sign a one-year lease.

Criminal History

See the chart on page 14 of the Selection Criteria document for a detailed list of criminal criteria.

Applicants may be **denied** if they are unable to meet the criteria stated in this Section of the Selection Plan in addition to HUD regulatory items as listed below:

1. They have income in excess of 30% of median;
2. Households do not meet the occupancy standards listed in this document;
3. Do not meet requirements regarding student households as described in this document;
4. Failure to disclose and document all Social Security Numbers, including those of newborns and applicants wishing to be added to the household after a household has been approved and moved into a unit as described in this document;
5. Falsification, misrepresentation or withholding of information or submission of inaccurate and/or incomplete information on any application or during the interview related to eligibility, award of preference for admission, allowance, family composition or rental history;
6. Applicants where any member of the household is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other residents;
7. If there is a reasonable cause to believe that a household member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents. This pattern must be identified by the *behavior* of the applicant and is not based on the presence of the condition of alcoholism or alcohol abuse;
8. Applicants who have been evicted in the last three years from federally assisted housing for drug related activity and/or are subject to a state sex offender lifetime registration requirement will be automatically denied.

Criminal Criteria – HUD (Revised March 2020)

Type of Conviction	Description of Conviction	Level of Conviction		
		Minimum number of years since date of charge (which resulted in a conviction) to the date of rental application		
		FELONY	MISDEMEANOR (and Gross Misdemeanor)	PETTY MISDEMEANOR*
Animal Related Crimes	Description			
High	Items such as animal bite or attack, dog fighting.	5 Years	2 Years	Pass
Medium	Items such as abandonment or neglect of animal, animal abuse, possess wildlife illegally.	5 Years	2 Years	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
Drug Related Crimes	Description			
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/Very Low).	5 Years	2 Years	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
Family Relations Related Crimes	Description			
High**	Items such as abandonment, abuse, domestic violence, endangering a child, injury to child.	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Medium	Items such as contributing to the delinquency, harboring a runaway child.	2 Years	2 Years	Pass
Low	Items such as non-support, truancy, minor consumption, minor using tobacco, minor curfew violations.	Pass	Pass	Pass
Property Related Crimes	Description			
Very High	Arson.	Lifetime Ban	15 Years	Pass
Medium	Items such as breaking and entering, burglary, criminal damage, grand larceny, malicious injury to property.	5 Years	2 Years	Pass
Low	Items such as theft, aid and abet theft.	Pass	Pass	Pass
Sex Related Crimes	Description			
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, 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.	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	Pass
Low	Items such as prostitution.	Pass	Pass	Pass
Very Low	Items such as indecent exposure, peeping, voyeurism, exhibitionism, public lewdness	Pass	Pass	Pass
Violence Related Crimes	Description			
Very High	Items such as murder, manslaughter.	Lifetime Ban	Lifetime Ban	Lifetime Ban
High	Items such as kidnapping, false imprisonment, unlawful restraint.	15 Years	10 Years	Pass
High**	Items such as assault, battery, deadly conduct, injury to child or elderly, robbery, threats of harm, terroristic threats.	5 Years **Multiple = 10 Years	2 Years **Multiple = 7 Years	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. 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 application.

VIII.

Citizenship/Immigration Status Declaration

Citizenship and eligible immigration status does not apply to Section 811 PRA.

IX.

Social Security Number Documentation

All household members receiving Section 811 assistance or applying to receive assistance will be required to provide a Social Security Number and adequate documentation necessary to verify that number. This rule applies to all household members including live-in aides, foster children and foster adults. Adequate documentation means a Social Security card issued by the Social Security Administration (SSA) or other acceptable evidence of the SSN such as:

- Original Social Security card
- Driver's license with SSN
- Identification card issued by a federal, State, or local agency, a medical insurance provider, or an employer trade union
- Earnings statement on payroll stubs
- Form 1099
- Benefit award letter
- Retirement benefit letter
- Life insurance policy
- Court records

Applicants must disclose a Social Security Number and provide adequate documentation to verify each Social Security Number for all non-exempt household members before they 1) can be screened, 2) can participate in the eligibility interview, or 3) can be housed.

There are three exceptions to the Social Security requirements. The requirements do not apply to:

- Individuals who do not contend eligible immigration status, as supported by the Citizenship Declaration on file (Citizenship Declaration not applicable to Section 811 PRA); and
- Individuals age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010. This eligibility is based on the initial effective date of the form HUD-50059 or form HUD-50058, whichever is applicable and the documentation of the applicant's exemption must be obtained from the owner of the property where the initial determination of eligibility was met prior to January 31, 2010. An applicant certification of eligibility cannot be accepted.
- A child under the age of 6 years added to the applicant household within the 6-month period prior to the household's date of admission. The household will have a maximum of 90-days after the date of admission to provide the Social Security Number and adequate documentation that the Social Security Number is valid. An additional 90 days may be granted under certain circumstances. If the household does not provide the Social Security Number and adequate documentation to verify the Social Security Number within the prescribed timeframe, HUD requires that the owner/agent terminate tenancy.

If all non-exempt household members have not disclosed and/or provided verification of their Social Security Numbers at the time a unit becomes available, the next eligible applicant must be offered the available unit.

- The applicant who has not provided required Social Security Number information for all non-exempt household members has 90 days from the date they are first offered an available unit to disclose/verify the Social Security Numbers.
- During this 90-day period, the applicant may retain its place on the waiting list.
- After 90 days, if the applicant is unable to disclose/verify the Social Security Numbers of all non-exempt household members, the applicant should be determined ineligible and removed from the waiting list.

All provided Social Security Numbers will be compared to the information recorded in the Social Security Administration database (through HUD's Enterprise Income Verification System) to ensure that the Social Security Number, birth date and last name match. If EIV returns an error that cannot be explained or resolved, assistance and/or tenancy may be terminated and any assistance paid in error must be returned to HUD. If the applicant/resident deliberately provides an inaccurate Social Security Number, the owner/agent and/or HUD may pursue additional penalties due to attempted fraud.

X.

Student Status Criteria

Aeon Management LLC must determine the eligibility of students enrolled in institutions of higher education to receive assistance and/or live in an assisted unit. Eligibility must be determined at move-in, annual recertification, initial certification, and interim certifications. In addition, all households must meet the Housing Tax Credit eligibility requirements for student status.

Any individual student is ineligible to receive assistance and/or live in an assisted unit if s/he is enrolled as either part-time or full-time student at an institution of higher education for the purpose of obtaining a degree, certificate, or other program leading to a recognized educational credential and also:

- Is under the age of 24;
- Is not married;
- Is not a veteran of the United States Military;
- Does not have a dependent child;
- Is not a person with disabilities, as such term is defined in 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C. 1437 a(b)(3)(E)) and was not receiving RAD assistance as of November 30, 2005;
- Is not classified as Vulnerable Youth; a student meets HUD's definition of a vulnerable youth when:
 - The individual is an orphan, in foster care, or a ward of the court or was an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older;
 - The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
 - The individual has been verified during the school year in which the application is

submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by

- A local educational agency homeless liaison, designated pursuant to the McKinney-Vento Homeless Assistance Act;
 - The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
 - The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
 - A financial aid administrator;
- Is not living with his or her parents who are receiving assistance and/or are eligible to live in an assisted unit; and
 - Is not individually eligible to receive assistance and/or live in an assisted unit **and** has parents (the parents individually or jointly) who are not income eligible to receive assistance and/or live in an assisted unit.

For a student to be eligible independent of his or her parents in an assisted unit (where the income of the parent is not relevant), the student must demonstrate the absence of, or his or her independence from, parents. While owners may use additional criteria for determining the student's independence from parents, owners must use, and the student must meet, at minimum **all** of the following criteria to be eligible for assistance. The student must:

1. Be of legal contract age under state law;
2. Have established a household separate from parents or legal guardians for at least one year prior to application for occupancy, **or** Meet the U.S. Department of Education's definition of an independent student;
3. Not be claimed as a dependent by parents or legal guardians pursuant to IRS regulations; and
4. Obtain a certification of the amount of financial assistance that will be provided by parents, signed by the individual providing the support. This certification is required even if no assistance will be provided.

HUD uses the US Department of Education's definition of "independent student", which is defined as follows:

1. The individual is 24 years of age or older by December 31 of the award year;
2. The individual is an orphan, in foster care, or a ward of the court at any time when the individual was 13 years of age or older;
3. The individual is, or was immediately prior to attaining the age of majority, an emancipated minor or in legal guardianship as determined by a court of competent jurisdiction in the individual's State of legal residence;
4. The individual is a veteran of the Armed Forces of the United States (as defined in subsection (c)(1) of HEA) or is currently serving on active duty in the Armed Forces for other than training purposes;
5. The individual is a graduate or professional student;
6. The individual is a married individual;
7. The individual has legal dependents other than a spouse;

8. The individual has been verified during the school year in which the application is submitted as either an unaccompanied youth who is a homeless child or youth (as such terms are defined in section 725 of the McKinney-Vento Homeless Assistance Act) (42 U.S.C. 11431 et seq.), or as unaccompanied, at risk of homelessness, and self-supporting, by –
 - a. A local educational agency homeless liaison, designated pursuant to section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act;
 - b. The director of a program funded under the Runaway and Homeless Youth Act or a designee of the director;
 - c. The director of a program funded under subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (relating to emergency shelter grants) or a designee of the director; or
 - d. A financial aid administrator; or
9. The individual is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances.

If an ineligible student is a member of an applicant household or an existing household receiving Section 8 assistance, the assistance for the household will not be prorated but will be terminated in accordance with HUD guidelines. A student who is living with his/her parents or guardian (guardian may be an extended family member, elder sibling, or any person on whom the student has a financial dependence or is otherwise caring for/looking after the student) is considered eligible.

In addition to student eligibility requirements for Section 811 PRA and HOME, each household must meet the Housing Tax Credit 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 member in the household was previously under foster care within five years of the effective date of the initial certification.

XI.

Current Receipt of HUD Assistance

All applicants for 811 PRA units must disclose if they are currently receiving HUD housing assistance. The owner/agent will not knowingly assist applicants who will maintain a residence in addition to the HUD-assisted unit.

HUD provides the owner/agent with information about an applicant's current status as a HUD housing assistance recipient. The owner/agent will use the Enterprise Income Verification System (EIV) to determine if the applicant or any member of the applicant's household is currently receiving HUD assistance.

Nothing prohibits a HUD housing assistance recipient from applying to this property. However, the applicant must move out of the current property and/or forfeit any voucher before HUD assistance on this property will begin. Special considerations apply to 1) minor children where both parents share 50% custody; and 2) recipients of HUD assistance in another unit who are moving to establish a new household when other household members will remain in the original unit.

If the applicant or any member of the applicant household fails to fully and accurately disclose rental history, the application may be denied based on the applicant's "misrepresentation" of information. Furthermore, if any household member receives or attempts to receive assistance in another HUD assisted unit while receiving assistance on this property, the household member will be required to reimburse HUD for assistance paid in error. It will be considered a material lease violation and may result in penalties up to and including eviction and pursuit of fraud charges.

XII. Ineligible Applicants

Applicants are considered **ineligible** if:

- The household's annual gross income is greater than the applicable income limit established by HUD, HOME Funds, Housing Tax Credits, or Long-Term Homeless programming, or any other applicable funding or subsidy source to be determined by the specific unit for which the household is applying;
- The amount the household would be required to pay using the applicable HUD rent formula equals or exceeds the gross rent for the unit;
- Management determines that the applicant and/or household member(s) do not meet the tenant selection criteria;
- Any household containing a member(s) who was evicted in the last three years from federally assisted housing for drug-related criminal activity; is currently engaged in illegal use of drugs; subject to a state sex offender lifetime registration requirement; and if there is reason to believe that a member's behavior from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment by other residents.

Actions that Aeon Management LLC must take before admitting ineligible applicants:

- Admit all available eligible applicants, unless there is good cause for denying them assistance.
- Take all reasonable steps to attract eligible applicants, including using affirmative marketing efforts likely to attract eligible applicants.
- Obtain **prior** written approval from the Department of Housing and Urban Development to all housing of the ineligible applicant(s).
- Place in the files of any ineligible tenants who are admitted a written certification that the steps required above have been completed.

XIII. Appeals

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 (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 3rd 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.

If the applicant is an individual with a disability, the applicant may inform Aeon of this fact and may request Aeon to make reasonable accommodations in the policies or practices to enable the applicant equal opportunity.

If Aeon proposes to deny an applicant housing based on a criminal background check which indicates the applicant provided false information on the application, Aeon will notify the applicant of the proposed denial and provide a copy of the report the action is based upon. The applicant will have ten days to dispute the accuracy and/or relevance of the information. If the applicant does not respond to the proposed denial prior to the expiration of the 10-day period, the denial letter will be sent in the normal manner.

Mitigating Circumstances

Aeon will hold a second interview at the written request of any applicant with a verified disability that cannot meet one or more of the tenant screening criteria. The purpose of this interview is to determine whether it is possible to admit the applicant through consideration of mitigating circumstances or by applying reasonable accommodation.

Mitigating circumstances would be facts (that can be verified) that would overcome or outweigh information gathered in the tenant screening process.

Aeon shall also have the right to request further information reasonably needed to verify a mitigating circumstance, even if such information is of a medically confidential nature. If the

applicant refuses to provide or give access to such further information, Aeon will give no further consideration to the mitigating circumstance.

XIV. Unit Transfer Policy

Unit transfers will be required when households fall beneath or grow above the minimum and maximum occupancy standards referenced in Section IV above, provided a unit of the applicable size is available. Unit transfers will be granted in the case of an approved reasonable accommodation request. In either case, unit transfers in those two circumstances will take precedence over the waiting list.

Households who are eligible for two different sized units (i.e. a two-person household is eligible for both a one- and a two-bedroom) are welcome to apply to the public wait list if they desire a larger or smaller apartment, known as an “in-house” transfer. There will be no priority for in-house transfers over the general public unless there is a violation of occupancy standards or a reasonable accommodation. In order for a household to be considered for an in-house transfer, they must be a household in good standing based on the following criteria:

1. Household has history of making rent payments on time, with no late payments during the immediate 12 months prior to request of transfer.
2. Household has history of proper treatment of current unit.
3. Household has no repeated or serious lease violations.
4. Household has history of consideration to and for neighbors.
5. Household has no repeated or serious policy violations.
6. Household requesting transfer must have been residents of Aeon Management LLC for the immediate 12 months prior to request and have completed the initial lease term.
7. Household has not transferred within 12 months of residing in current unit.
8. Any expenses beyond the original unit’s security deposit are the responsibility of the household and must be paid in full prior to occupying the “new” unit.
9. There will be no “roll-over” of security deposit from one unit to the next. All expenses pertaining to damage and cleaning on the “old” unit will be deducted and the security deposit requisition will be sent in accordance with state law. The household will be responsible for paying a new security deposit equaling their Total Tenant Payment (Tenant Rent plus Utility Allowance) effective the date of transfer.

In the event of any transfer, Aeon Management will notify the DHS Housing Coordinator about the transfer.

Procedures for Identifying Applicant Needs for Features of Accessible Units or Reasonable Accommodations

Participants wishing to relocate to another PRA property must submit a written request to the DHS Housing Coordinator. They must comply with the terms of their lease agreement. Their name will be placed on the waiting list as of the date of their request. The DHS Housing Coordinator will work with Aeon Management if a participant requests relocation due to a need for handicapped accessibility.

Exhibit A: Reasonable Accommodation-Modification Policy

If an individual with a disability requests an accommodation or modification, Aeon Management LLC is committed to fulfilling these requests, unless doing so would result in a fundamental alteration in the nature of the program or create an undue financial and administrative burden. In such a case, if possible, Aeon Management LLC will offer an alternative solution that would not result in a financial or administrative burden.

Aeon Management LLC informs all applicants/residents that, at any time, the resident/applicant or a person acting on behalf of the resident/applicant may make a request for reasonable accommodation or modification for an individual with a disability.

Residents and applicants may contact the site office for information about requests. Aeon Management LLC will reply to requests as quickly as possible. The response may include but is not limited to an approval, denial, or request for additional information or verification of need.

If a reasonable accommodation or modification is denied, the requestor has the right to appeal the decision within ten business days of the date of the written notification of denial. The appeal meeting will be conducted by a person who was not originally involved in the decision to deny.

In the event an applicant discloses their need for a unit with features for the hearing-impaired, they will be given priority on the waiting list above applicants who do not need the features. Additionally, if a comparable unit becomes available and there is a resident in the unit with features for the hearing impaired does not require the features, that resident may be asked to transfer to the comparable unit so the features may be utilized by the applicant requiring them.

The person named below has been designated as the Section 504 Coordinator to review compliance with the nondiscrimination requirements and can be contacted to discuss any provisions of the Reasonable Accommodation-Modification Policy:

Executive Vice President of Property Operations
901 Third Avenue North, Ste 150
Minneapolis, MN 55401
612-341-3148

Exhibit B: House Rules/Tenant Handbook

The House Rules are a separate document available to all prospective applicants. A copy is signed and put in the resident's file at the time of move-in. The resident is also given a copy.

In the event the House Rules are modified, any resident on a year lease will be given the new House Rules with their First Notice to Recertify and given the opportunity to review and sign the new rules as of their anniversary date. Residents on month-to-month leases will be given the new rules thirty days in advance of the date in which they are to take effect.

Exhibit C: Live-In Aide Policy

A Live-in Aide is a person or persons who:

- reside(s) with an elderly or disabled person or person(s);
- who is determined to be essential to the care and well-being of the tenant;
- is not obligated for the support of the tenant; and
- would not be living in the unit except to provide the necessary supportive services.

The policy for Live-in Aides should stipulate that:

- Prior to a live-in aide moving into a unit, a third party verification must be obtained indicating the need for such care and the fact that the person cared for will be able to comply with the lease terms as the result of such care;
- Move-in of a live-in aide will not result in overcrowding;
- The live-in aide is not listed on the lease and has no right to the unit as a remaining member of the tenant's household, and will be denied continued occupancy after the tenant, for whatever reason, is no longer living in the unit. Relatives who meet the definition and qualify as a live-in aide must understand that all rights to the unit are relinquished as the remaining member of the tenant's household;
- The income of a live-in aide is not used in determining the household's income or calculating the tenant's rent and/or housing assistance payments;
- With the exception of income, the live-in aide will be subject to the same background check as other applicants applying for housing; and,
- A live-in aide who violates the house rules can be evicted for not complying with the property's policies and may jeopardize the resident's housing.

Exhibit D: Move-In Procedures

At the specified date and time of move-in, the following steps will be followed:

- The Site Manager will jointly inspect the unit with the applicant prior to move in. The inspection form must be signed and dated by both parties certifying that the unit is in a decent, safe and sanitary condition. If cleaning or repair is required the owner must indicate on the inspection form the day by which the work will be completed. This date must be no more than 30 days after the effective date of the lease.
- All household members age 18 years and older sign the lease and related documents. The Site Manager will go through the lease and addenda to ensure new residents understand their responsibilities.
- Collect the security deposit. Collect the rent for the first month or partial month of occupancy, as set forth in the lease.
- Provide the applicant with a copy of the lease, the move-in unit inspection form and house rules/tenant handbook.
- Issue keys.
- Payment of the security deposit(s) and first month's rent should be by money order or check.

Failure to Move in on Time

If a household fails to move in on the agreed date, the application may be declined, and the unit may be offered to the next household on the waiting list but not before making an attempt to contact the household scheduled to move in.

Exhibit E: 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.

Exhibit F: Annual Recertification, Interim Recertification, Termination of Assistance/Initial Certification Policy

Annual Recertification Policy

Aeon Management will conduct a recertification of family income and composition annually. All family members must supply the information requested by management, owner, and HUD. Tenants must sign the required consent forms and Aeon Management will obtain third party verification of the required documentation, including annual income, the value of assets, authorized deductions from annual income and other factors that affect the determination of adjusted income. Aeon Management will then calculate the rent and assistance payments based upon the information gathered. Failure, by the resident, to comply with the recertification process may result in eviction for noncompliance with the lease requirement to recertify annually.

Interim Recertification Policy

To ensure that assisted families pay rents based on their ability to pay, applicants must understand and agree to HUD's requirement that they are required to supply interim information to site management staff when the following occurs between annually scheduled recertifications:

1. A family member moves in/out of the unit; or
2. An adult member of the family who was reported as unemployed on the most recent certification obtains employment; or
3. The family's income cumulatively increases by \$200 or more per month; or
4. Change in student status.

A household is responsible for notifying Aeon Management within 14 days of any of the above listed changes except for adding a family member (except in the case of natural causes). In the event a household wishes to add a family member, the new family member must apply and be subject to a background check and other screening requirements listed above.

If a household fails to report a change that results in an increase in the total tenant portion of rent within 14 days of the effective date of the change, the household waives its right to a 30-day notice of a rent increase. Similarly, if a household fails to report a change which results in a decrease in the total tenant portion of rent within 14 days, the interim change will not reflect a retroactive decrease in rent and will instead be effective the first of the month following the date the change was reported.

Termination of Assistance/Initial Certification Policy

If it is determined at recertification that the tenant's income has increased where they are able to pay the full contract rent, the assistance will be terminated. The tenant may remain in the unit and pay the contract rent. If the tenant later becomes eligible for assistance, they can request to be placed at the top of the waiting list for the property in which they live. If the tenant moves-out of the property, they will be removed from the waiting list.

When assistance is terminated for a tenant that is over income, assistance will be offered to the next applicant on the waiting list.

Exhibit G: Definitions

DISABILITY: For the purposes of eligibility for the Section 811 program, a disability is defined as listed below. Note that a person whose sole impairment is a diagnosis of HIV positive, alcoholism, or drug addiction will not meet the definition of disability that is required to be eligible for the Section 811 program.

- A physical, mental, or emotional impairment which
 - is expected to be of long-continued and indefinite duration,
 - substantially impedes a person's ability to live independently, and
 - is of such a nature that such ability could be improved by more suitable housing conditions.
- This includes, but is not limited to:
 - Developmental Disability: Defined as a severe, chronic disability of an individual that:
 - is attributable to a mental or physical impairment or combination of mental and physical impairments
 - is manifested before the individual attains age 22
 - is likely to continue indefinitely
 - results in substantial functional limitations in 3 or more of the following areas of major life activity (self care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, economic self-sufficiency)
 - reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.
 - Chronic Mental Illness: Defined as a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and which impairment could be improved by more suitable housing conditions.

EXTREMELY LOW INCOME: (ELI) limit is defined as the higher of either the poverty guidelines provided by the Department of Health and Human Services or 30 percent of the area median income adjusted for the applicable family size.

HOMELESSNESS: Lacking a fixed, adequate night time residence. This includes 'doubled up' or 'couch hopping'; emergency shelters; living outside or another place not meant for human habitation, transitional housing for homeless, or a hotel/motel.

LONG-TERM HOMELESSNESS: A household who has been homeless for one continuous year or more, or have had four or more episodes of homelessness in the last three years.

COMMUNITY BASED, LONG -TERM SERVICES FUNDED THROUGH MEDICAID or STATE FUNDED SOURCES: Medicaid Home and Community Based Services, Adult Mental Health Services, Moving Home Minnesota demonstration and Minnesota's Long-term Homeless Supportive Services (as described below).

- Medicaid Home and Community Based Services
 - *1915(c) waivers:* Minnesota currently administers four waivers for persons with disabilities [Developmental Disabilities ("DD"), Brain Injury ("BI"), Community

Alternatives for Disabled Individuals ("CADI"), Community Alternative Care ("CAC"). These waiver programs are provided for Minnesotans with disabilities or chronic illnesses that need certain levels of care and are designed as alternatives to placing Medicaid-eligible persons in hospitals, nursing facilities or Intermediate Care Facilities for Persons with Developmental Disabilities ("ICFs/DD"). Specific services that may be provided include 24-hour emergency assistance, adult companion services, adult day care, assisted living, behavioral programming, caregiver living expenses, caregiver training and education, case management, case management aide, chore services, consumer directed community supports, consumer training and education, crisis respite, day training and habilitation, environmental accessibility adaptations, extended home care services, family training and counseling, foster care, home delivered meals, home health aide, homemaker services, housing access coordination, independent living skills, personal care assistant, pre-vocational services, residential care services, respite services, skilled nurse, specialized supplies and equipment, structured day program, supported employment services, transitional services, and transportation.

- Medicaid State Plan Services: The Minnesota Medicaid Program benefit set includes medically necessary services, including home care services, which include home health aide, personal care assistant, private duty nursing, or skilled nursing visits
- Adult Mental Health Services
 - *Adult Rehabilitative Mental Health Services*: ARMHS are rehabilitative and enable the recipient to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills. These services instruct, assist, and support the recipient in areas such as: interpersonal communication skills, community resource utilization and integration skills, crisis assistance, relapse prevention skills, health care directives, budgeting and shopping skills, healthy lifestyle skills and practices, cooking and nutrition skills, transportation skills, medication education and monitoring, mental illness symptom management skills, household management skills, employment-related skills, and transition to community living services.
 - *Assertive Community Treatment*: ACT is an intensive, non-residential rehabilitative mental health service that is an identified evidence-based practice. ACT services are provided by multidisciplinary staff using a total team approach, and directed to adults with a serious mental illness who require intensive services. Services include case management, initial and ongoing assessments; psychiatric services; employment and housing assistance; family support and education; substance abuse services; and other services and supports critical to an individual's ability to live successfully in the community.
 - *Adult Mental Health Targeted Case Management*: TCM services help adults with serious and persistent mental illness gain access to needed medical, social, educational, vocational, and other necessary services as they relate to the recipient's mental health needs. Services include developing a functional assessment and individual community support plan, referring and assisting the recipient in obtaining needed mental health and other services, ensuring coordination of services, and monitoring the delivery of services.
- Moving Home Minnesota demonstration services

- *Comprehensive Community Support Services*: short term supportive services such as home visits, health and wellness checks, problem solving, assisting an individual to establish informal supports in the community, ongoing support in maintaining housing (tenancy support, dispute resolution with landlords and neighbors), and information and education.
- *MHM Demonstration Case Management Services*: coordination of the performance of assessments of functional skills and needs; the development, review and revision of individual service plans; informing persons and their legal representatives of service options and providers; assisting the person to access services; coordination of service delivery; and the monitoring and evaluation of the outcomes of services.
- Long-Term Homeless Supportive Services: Includes intensive case management, including assessment and individualized service planning; help accessing benefits, income support programs, health care; aid with family relationships, support and reunification; life skills development; support through treatment and recovery, including aftercare; tenant and financial literacy training, including the rights and responsibilities of tenancy; support for self-advocacy with landlords, neighbors, and criminal justice and school systems; and other formal and informal supports.

MONEY FOLLOWS PERSON PROGRAM: (MFP) is a federal demonstration project aimed at assisting states to rebalance their long-term care delivery systems by supporting individuals in their transition from institutions to home and community based services.

PATH PROGRAM: PATH is a state administered federal program that provides outreach, engagement and linking to mainstream services for persons with serious mental illness or serious mental illness with co-occurring substance abuse, that are homeless or at imminent risk of becoming homeless