

**RESIDENT SELECTION CRITERIA  
FOND DU LAC SUPPORTIVE HOUSING**

INTRODUCTION: Supportive Housing reserves the right to reject anyone that may jeopardize the future stability of the property. To be eligible for occupancy, applicants must meet the following selection criteria:

- A. Appropriate Family Size - The family size must be appropriate for the unit available.
- B. Income - The household's income must fall within the established income guidelines depending on the available unit. (See Appendix).
- C. Homeless Status - The household must meet the definition of "homeless" or "long-term homeless" or "chronically homeless" depending on the available unit- which are defined as follows:

Homeless: A household lacking a fixed, adequate night time residence (includes doubled up).

-OR-

Long-Term Homeless:

- 1) A person, family or youth who has been on the streets or in a shelter for a year or more (Time spent in an institution or similar establishment does not count as time housed or time homeless)
- 2) A person, family or youth who has been on the streets or in shelter at least four times in the past three years
- 3) A person, family or youth who has been "couch hopping" for at least a year (moving from one place to another with no permanent place to stay). Note: if a person has been staying with the same family or friend— even if for a year or more— the person is not considered "homeless" as the person's living situation is considered to be stable

-OR-

Chronically Homeless:

- 1) A homeless individual or family with children with a disabling condition (adult) who has either been continuously homeless for year or more, or has had at least four episodes of homelessness in the past three years.

- D. Criminal Activity - Applicants and their household members shall have no criminal history involving crimes against persons or property. Conviction for crimes of physical violence, property damage, theft, drug- related offenses, sexual offenses, or any other act that would be detrimental to the health, safety or welfare of other residents or their peaceful occupancy of the premises will be grounds for denial as set forth in Fond du Lac Ordinance #02/09 or applicable federal law. Conviction of crimes for sexual offenses will result in a lifelong denial. Conviction of crimes for felonies will result in a denial period of 10 years.

The following exceptions to felony and non-felony convictions shall apply:

- 1) Drug related felony convictions will be considered if they are older than three (3) years and there are no same or similar incidents whether convictions or charges for the prior three year period.
- 2) Non-felony drug or domestic assault convictions will be considered if the conviction is older than two (2) years and there are no same or similar convictions or charges for the prior two year period.

- E. Rental History – It will be grounds for denial if Applicant's rental history shows a record of disruptive or violent behavior or shows a record of destruction of property.
- F. Credit - Applicants for the FDL Veterans Supportive Housing units must have the ability to transfer utilities into the name of the adult
- G. No demonstration of Negative Behaviors- If applicant exhibits any of the following, it can be used as grounds for denial: display of uncooperative, abusive or belligerent attitude towards management and/or members of an interviewing committee during the application process; providing information on application or in interview which is false, misrepresented, incomplete or non-verifiable.

**DENIAL OF APPLICATION:** In the event any application is not approved, the applicant shall be notified, in writing, by first class mail as to the reasons for non-selection and whom to contact for additional information.

**HOLDING A UNIT:** After receiving notification of approval for occupancy, an applicant must pay the necessary deposit to hold the unit. Any deposit paid at this time will be applied to the damage deposit when the applicant occupies the unit. Unless the deposit is paid there is no guarantee of rental and management will continue to process applications for the unit. If applicant fails to occupy the unit, the deposit will be forfeited as liquidated damages. Prior to move-in, each applicant must pay the security deposit and first month's rent.

**VERIFICATION:** All information for admission will be verified by third parties. Applicants must furnish written authorization for required verifications from a **THIRD PARTY**. Applications are not considered complete until all required verifications have been obtained.

**WAITING LIST:** Where applicable, a waiting list will be maintained.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX

### FOND DU LAC SUPPORTIVE & FOND DU LAC VETERANS SUPPORTIVE HOUSING

#### LONG-TERM HOMELESS/CHRONIC HOMELESS

#### **Income Guidelines:**

Carlton County Median Family Income

5/1/2018

The available unit determines which Income Limit is used: 30%, 50%, 60% or 80%

| HOUSEHOLD<br>SIZE | AT OR BELOW THE LISTED %'s  |                        |          |                   |
|-------------------|-----------------------------|------------------------|----------|-------------------|
|                   | 30%<br>Extremely Low Income | 50%<br>Very Low Income | 60%      | 80%<br>Low Income |
| 1 Person          | \$15,000                    | \$25,000               | \$30,000 | \$40,000          |
| 2 People          | \$17,150                    | \$28,600               | \$34,320 | \$45,700          |
| 3 People          | \$20,780                    | \$32,150               | \$38,580 | \$51,400          |
| 4 People          | \$25,100                    | \$35,700               | \$42,840 | \$57,100          |
| 5 People          | \$29,420                    | \$38,600               | \$46,320 | \$61,700          |
| 6 People          | \$33,740                    | \$41,450               | \$49,740 | \$66,250          |

(Income Limits are subject to change every year)