

The Bo Matthews Center for Excellence

Tenant Screening and Eligibility Policies for the 4th Quarter Apartments

Eligible Individuals are those who.....

- 1) Have documented lawful presence in the U.S.
- 2) Are “homeless” [as per the HUD guidelines] and whose income level does not exceed 30% Median Income (Extremely Low Income Household)
- 3) Do not meet the criminal exclusion standards of Ordinance 565
- 4) Do not meet the criminal and racketeering exclusion standards of RICO
- 5) Are not excluded under any other governmental, law, or insurance requirements for occupancy standards
- 6) Have the 4th Quarter Residence as their only legal residence
- 7) Meet the DHS criteria for housing
- 8) Capable of achieving sustainable income through income via employment and/or entitlement benefits

Non-Eligible Individuals are those who.....

- 1) Are not lawfully present in the U.S.
- 2) Who do not qualify as homeless, or have greater than 30% AMI
- 3) Are excluded under the Denver City Ordinance 565
- 4) Are excluded by RICO Act (anti-racketeering and organized crime act)

Such excluded individuals include:

- a) Violent felons (e.g., murder, assault with a deadly weapon, felony assault)
- b) Arsonists
- c) Registered Sex offenders
- d) Gang members
- e) Those convicted of Domestic Violence
- f) Those convicted of Robbery or Burglary
- g) Those convicted of the sale or manufacture of unlawful drugs
- h) Those convicted of the use, manufacture and/or sale of methamphetamine
- i) The following individuals will be excluded under insurance requirements, safety standards, and the nature of the 4th Quarter as a non-medical, non-residential-treatment facility:
 - a. Those who are fragile and at-risk for reasons of:
 - i. Inability to perform basic daily living and self-care functions;
 - ii. Presence of unmedicated and severe psychiatric diagnoses interfering with individual’s ability to be safe in unsupervised housing and/or cannot perform basic daily living and self-care functions;
 - iii. Having fragile health conditions that require assisted daily living care

All individuals coming into the 4th Quarter Apartments will be put on a renewable 30-day lease. This allows flexibility in having a client Quit the Premises with a 10-day Notice.

Please see accessibility to BMCE Complaint/Appeal Process on next page under Screening.

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Screening Process

All individuals who are referred through DHS for residence at the 4th Quarter Apartments will be screened through the single point of entry at the service provider oversight, the Bo Matthews Center for Excellence (BMCE), a nonprofit human services agency. A criminal background check will be done for each individual applying for housing. The Lead Case Manager assigned to the 4th Quarter Apartments will screen all prospective clients prior to an individual moving into the housing.

If a prospective client needs detox or residential treatment, referrals will be made for necessary services, and client will be immediately put on the housing waiting list.

Any individual has the right to appeal a refusal of housing. Such appeals, as with any other participant complaints or appeals, will be processed through the BMCE's Complaint and Appeal Process.

- The process for Complaint/Appeal will be explained to client in the Screening, Intake and Case Management process. Such process will be accessible for participants at all times.
 - Individuals can complete a Complaint/Appeal form (and/or can be assisted in doing so), which will then be reviewed and discussed by the BMCE Management Team
 - On a case by case basis, an individual may be asked to speak to the committee before any decision can be made.
 - The BMCE Management Team is comprised of our Acting Director, Programs & Services Director, CFO, and Program Managers.
 - Decisions on both complaints and appeals decisions will be responded to within 48 hours.

BMCE will review and revise all policies and procedures and have program design and policies & procedures finalized by March 31, 2010.