

GRHC CRIMINAL BACKGROUND CHECK PROCEDURE

In order to treat all applicants equally and fairly, the Grand Rapids Housing Commission enforces the following criminal background check procedure. All applicants will receive a copy of this procedure. All applicants and adult members of their household must undergo a criminal background check to determine if they are eligible to participate in a GRHC program.

1. Criminal records will be evaluated from the date of the criminal history check. GRHC has determined a point value to assign to criminal convictions and arrests as outlined below. Applicants who accrue 4 or more points will be denied admission to GRHC programs.
2. In addition to the points system, there are several other criteria for which GRHC will deny application:
 - a. Any applicant or adult members of the household who has/have ever been convicted of the **manufacture of methamphetamine** MUST be denied without regard for the evaluation period.
 - b. If any applicant or adult member of the household is/are subject to a **lifetime sex offender registry requirements**, the application MUST be denied without regard for the evaluation period.
 - c. Any applicant or adult members of the household who is/are **banned and barred** from GRHC property will be denied without regard for the evaluation period.
3. GRHC reserves the right to deny anyone who has been identified as a gang member or is involved in gang-related activity, unless evidence is provided to refute the gang membership or activity and/or to show that the membership or activity has ceased at least five (5) years prior to the application.
4. The following violent, drug-related, and other serious offenses will be scored for a period of TEN (10) YEARS excluding any period of incarceration:
 - a. Homicide
 - b. Illegal use of a firearm or threat to use an illegal firearm
 - c. Illegal manufacture, sale or distribution of controlled substance (as defined in 21 U.S.C. 802 or other applicable statutes);
 - d. Possession of controlled substance with the intent to manufacture, sell or distribute
 - e. Burglary, larceny, robbery
 - f. Rape, sexual assault, sexual molestation, debauchery of a minor, and other similar or related offenses
 - g. Neglect of children endangering their health, safety or welfare
 - h. Home invasion
 - i. Arson

5. The following violent and other offenses will be scored for a period of SEVEN (7) YEARS excluding any period of incarceration:
 - a. Assault with a deadly weapon (other than a firearm)
 - b. Physical assault (any offense not described above)
 - c. Other violent criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage
 - d. Prostitution
 - e. Other drug-related offenses not described above
 - f. Other injuries to persons or property, threats or family neglect not described above
6. Other nonviolent felonies, nonviolent misdemeanors and infractions that would threaten the health, safety, and right to peaceful enjoyment of other residents or employees will be scored for a period of FIVE (5) YEARS.
7. If, at any time during the evaluation period, an applicant or adult member(s) of their household has been charged, found guilty, sentenced, convicted, incarcerated, on probation, fined, confined, jailed, or lost property through restitution, GRHC will consider said offenses. The date of the offense or the charge may be outside the evaluation period.
8. Any pending charges or outstanding warrants where the outcome is not yet known will be investigated to determine if there is evidence that the individual engaged in criminal activity.
9. GRHC will consider an applicant or adult member(s) of the household's sex offender status at the time of application review, regardless of the evaluation period.
10. If at any time during the evaluation period, an applicant or adult member(s) of the household has charges that are dismissed or is acquitted, GRHC will not consider those offenses.
11. Applicants (and adult members of the household) whose applications have been denied will be notified in writing of the withdrawal and will be provided with the agencies through which the criminal history report was obtained. The withdrawal letter will notify the applicants of their right to appeal GRHC's decision.
12. GRHC has determined that points will be assigned to criminal activities as follows:

Any arrest warrant – regardless of offense	4
Registered sex offender (in any state)	4
Drug offense – Any Offense	
All offenses spanning from 0 – 60 months	4
All offenses spanning from 61 - 84 months	3
All offenses spanning from 85 - 96 months	2
All offenses spanning from 97 - 120 months	1
Prostitution	
All offenses spanning from 0 – 36 months	4

All offenses spanning from 37 – 48 months	3
All offenses spanning from 49 – 60 months	2
Felony of any degree (including violence or property damage offenses)	
All offenses spanning from 0 – 60 months	4
All offenses spanning from 61 - 84 months	3
All offenses spanning from 85 - 96 months	2
All offenses spanning from 97 - 108 months	1
Felony of any degree (other than violence or property damage offenses)	
All offenses spanning from 0 – 60 months	4
All offenses spanning from 61 - 72 months	3
All offenses spanning from 73 – 84 months	2
3 rd degree misdemeanor	
All offenses spanning from 0 – 24 months	3
All offenses spanning from 25 – 48 months	2
All offenses spanning from 49 – 60 months	1
2 nd degree misdemeanor	
All offenses spanning from 0 – 24 months	3
All offenses spanning from 25 – 48 months	2
All offenses spanning from 49 – 60 months	1
1 st degree misdemeanor	
All offenses spanning from 0 – 24 months	3
All offenses spanning from 25 – 48 months	2
All offenses spanning from 49 – 60 months	1
Other infractions or ordinance violations (including civil)	1
Minor traffic offenses – (except DUI, vehicular homicide, and reckless driving)	0

(DUI, vehicular homicide, and reckless driving will be scored according to how the offense is categorized)

13. Any individual scoring four (4) or more on a criminal background check will fail the background check and GRHC will deny the application. If any member(s) of the household fails, the entire household's application will be denied

Release of Information

Name: _____ Date of Birth: _____

I hereby authorize and direct any federal, state, or local agency, organization, business, or individual to release to the Grand Rapids Housing Commission any information or materials needed to complete and verify my application for housing assistance and/or to maintain my continued occupancy of housing furnished by or through the Housing Commission. I understand and agree that this authorization or the information obtained with its use may be given to and used by the Housing Commission in administering and enforcing program rules and policies.

Signature: _____ Date: _____