

Worksheet for Applying New York State's Anti-Discrimination Policies When
Assessing Applicants for State-Funded Housing
Who Have Criminal Convictions

Reviewer's Name:

Applicant's Name:

Date:

This worksheet must be used to determine an applicant's eligibility for state-funded housing based on their criminal history. Please fill out the worksheet completely.

Note:

- Only crimes for which the applicant had been convicted and *recent* pending arrests may be considered.
- Only offenses that involved physical danger or violence to persons or property or that adversely affected the health, safety and welfare of other people may be considered.
- Convictions that have been excused by pardon, overturned on appeal or otherwise vacated may not be considered.

Automatic Bars to Admission

Was the applicant convicted of producing methamphetamine in their home?

- YES: STOP: Deny the applicant.
- NO: Continue to next question.

Is the applicant legally required to be a lifetime registrant on the state sex offender registry?

- YES: STOP. Deny the applicant.
- NO: Continue to next question.

Questions:

1. Did the crime[s] for which the applicant was convicted involve physical violence to persons or property, or adversely affected the health, safety and welfare of other people?
 - *YES: Use the space below to describe the offense, than continue to next question.*
 - *NO: STOP: The applicant may not be rejected on the basis of their criminal history.*

2. How much time has passed since the applicant's date of the conviction and how much time has the applicant spent in the community after release from incarceration, if he or she was incarcerated as a result of the conviction(s)?

3. What was the age of the applicant at the time of his or her conviction?

4. What is the seriousness of the applicant's offense?

5. Has the applicant shown evidence of rehabilitation and good conduct? Circle "Yes" for all of the following factors showing rehabilitation if they are applicable to the applicant and "No" if they are not. In either case, please provide an explanation for your choice.

| A. Has the applicant participated in drug or alcohol rehab? (If rehab or treatment was not necessary, write N.A.). | YES | NO |
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| <p>B. Has the applicant participated in and completed other types of rehabilitative programming? (If so, please indicate what type of programming)</p> | <p style="text-align: center;">YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p style="text-align: center;">NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>C. Has the applicant sought and maintained employment after his or her conviction or release from incarceration?</p> | <p style="text-align: center;">YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p style="text-align: center;">NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>D. Does the applicant have a history of good tenancy, and has he or she not been evicted or otherwise disciplined in their housing accommodations?</p> | <p style="text-align: center;">YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p style="text-align: center;">NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>E. If the applicant has had difficulty finding employment, has he or she been productively spending his or her time? (If so, please include examples, including any community engagement or volunteer work)</p> | <p style="text-align: center;">YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p style="text-align: center;">NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
| <p>F. Does the applicant have any letters of recommendation from members of the community? (If so, please identify how many and the relation of the writers to the applicant)</p> | <p style="text-align: center;">YES</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <p style="text-align: center;">NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |

| G. Are there any other factors that speak to the applicant's rehabilitative efforts and lifestyle that may be relevant? | YES | NO |
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Based upon a consideration of all of the factors, and independent of any other factors that may affect tenancy, is the applicant eligible for housing?

- *YES: Use the space below to provide a detailed explanation as to why.*
- *NO: Use the space below to provide a detailed explanation as to why.*
