

New HOPE
(Higher Opportunity, Purpose and Expectations)
Housing Program

Referral Packet

A Moving to Work Program at Christian Community Action
In partnership with Elm City Communities



About Christian Community Action

Mission

Christian Community Action is an ecumenical social service organization that expresses faithful witness through providing emergency food, housing, and support for those who are poor in New Haven, encouraging their efforts to attain self-sufficiency, and working to change systems that perpetuate poverty and injustice.

About the New HOPE Housing Program

Program Description

The New HOPE is a “Moving to Work” Housing Program operated by Christian Community Action (CCA) in partnership with Elm City Communities | Housing Authority of New Haven (ECC/HANH). By providing stable, affordable housing along with structured support services, the program enables families to make positive changes and work toward independence. Throughout the program, heads of households progress through four phases, each emphasizing increased commitment, responsibility, and self-sufficiency.

New HOPE serves 18 families in a single-site housing complex composed of 4 one-bedroom units, 12 two-bedroom units, and 2 three-bedroom units. Eligibility is specifically for families experiencing homelessness who are transitioning from shelter or transitional housing, or who are at risk of homelessness and are referred by a community provider. Families may remain in the program for up to 24-36 months.

Program Expectations

Cooperation is an essential ingredient to successfully graduate from the New HOPE Housing Program. Applicants must:

- Have goals that require a minimum of three months to accomplish
- Be willing and able to fully participate in all program aspects
- Abide by all requirements and rules
- Participate in a training program and/or be employed for at least 20 hours/week
- Keep child(ren) up to date with physical examinations, immunizations, and dental care
- Keep all rent payments current
- Maintain his/her apartment and share the responsibility of maintaining common areas.
- Agree to a full and complete physical examination.
- Maintain a drug-free lifestyle and environment. If the applicant has a recent history of substance use (two years or less), they must be actively connected with a treatment provider and be able to provide, if requested, written verification of program attendance.

Rent, Security Deposit, and Savings

CCA is committed to providing affordable housing. Rent for families in the program is calculated by Elm City Communities upon program entry, based on adjusted gross income. Rent will not exceed 30% of a household's monthly income and is determined using Elm City Communities' rent simplification formula. Residents must report any income changes to their Family Coach to document the HOH's increased income. Please note that the reporting does NOT result in immediate rent increases, as adjustments to rental contributions occur only on an annual basis through Elm City Communities. Upon entry, HOHs are expected to pay a \$1,000 security deposit.

To support long-term financial stability, each family is encouraged to save a minimum of \$50 per month to build an emergency fund and prepare for a security deposit upon program exit. These savings will also be held as a safeguard in the event of property damage or non-payment of rent. Any remaining balance will be refunded upon completion of the program.

Rental assistance for units within the New HOPE Housing Program is provided through ECC/HANH's Housing Choice Voucher program using a non-traditional, time-limited subsidy model funded under a modified Housing Assistance Payments (HAP) agreement. This assistance is tied specifically to each apartment and is not transferable. Participants cannot opt out of the program to request tenant-based or mobility vouchers during their enrollment.

Families are expected to become self-sufficient, have obtained greater independence to secure permanent housing beyond the New HOPE Housing Program, and are not eligible for a mobility voucher at the end of the program. Non-compliance with New HOPE Housing Program policies will result in termination of services through Elm City Communities' rental assistance program.

In the event of non-compliance, the resident may be asked to leave the program. However, prior to any exit, the Family Coach will make every effort to assist the resident in securing alternative housing.

Program Phases

Preliminary Step: Intake and Program Orientation

The preliminary step lasts up to 30 days and takes place before the family moves into their assigned unit at New HOPE. During this time, families will be introduced to the program's expectations and community culture. The head of the household will meet with the Housing Intake Coordinator to complete the intake process. A Family Coach will be assigned to the family during this phase to conduct assessments. After completing this phase, the family will be notified of their official entry date into the program.

Step I begins the day the family moves into New HOPE. At this time, the head of household and assigned Family Coach along with the Employment Specialist and Child and Family Specialist will develop a comprehensive Family Service Plan, a road map to help the head of household meet their individual and family goals. The Family Service Plan will be reviewed and updated every three months.

Step II is a medium-term phase, spanning 6 to 30 months, during which heads of household assume more personal responsibility, commitment, and increased autonomy. Examples include transitioning from part-time to full-time work, attending school/training programs, and establishing a personal budget. It is also a time of stability, action towards achieving their goals, and community responsibility. This step culminates in preparing the HOHs to secure suitable permanent housing, gain employment, and increase their income.

Step III signifies a 30-month period during which Heads of Households (HOHs) prepare to exit the New HOPE Housing program and secure permanent housing. HOHs will continue to work closely with their Family Coach and, with support from the Landlord Engagement Specialist, to help seek and obtain permanent housing.

Step IV Graduation is the transition period when the HOH(s) have reached their maximum time in the Program, which is 36 months, and have secured permanent housing, exiting New HOPE. Following graduation, residents continue to set and achieve the goals outlined in their Family Service Plan and are eligible for up to one year of aftercare services with CCA.

Eligibility Criteria

The New HOPE Housing Program is designed for families that are homeless, are at risk of homelessness, and/or who are currently living in emergency housing.

Eligibility will be based on the following criteria:

- The family must have a head of household who is 18 years old or who is an emancipated minor with child(ren).
- The head(s) of household must have legal custody of any minor children.
- At least one household member must be a United States citizen or an eligible immigrant.
- The head(s) of household cannot owe any back rent to Elm City Communities | Housing Authority of New Haven.
- The head(s) of household or at least one adult member must be able to work and/or attend school for 20 hours/week with the expectation of becoming employed full-time.
 - For households receiving SSDI or SSI benefits, the work expectations of the program will depend on the allowable monthly income according to the Social Security Administration and at least one adult in the household can work full time.
- Household income earnings must be between 0% - 50% of the Area Median Income (AMI) at the time the applicant is selected.

New Haven, CT Area Median Income – Very Low (50%) Income Limit for 2025

Household size	1	2	3	4	5	6
Income Limit Maximum	\$39,800	\$45,500	\$51,200	\$56,850	\$61,400	\$65,950

Additional considerations for program acceptance include:

- The head(s) of household has a high school diploma.
- The head(s) of household has a rental history of no more than one legal eviction in the last 3 years. In addition, any debt owed to landlord will be considered.
- The head(s) of household understand that New HOPE is a PROGRAM, which requires all adults in the household to be employed and to attend meetings and workshops.
- The head(s) of household have the motivation to become self-sufficient, employed, and independent. During the screening interview, head(s) of household should be able to explain how they plan to benefit from the New HOPE Program and their commitment to achieving housing stability without ongoing subsidy after program completion.

Referral Process/Application Requirements

Any head of household interested in applying to New HOPE must have a referring case manager, social worker, or counselor complete the application on their behalf. Together, the referring person and applicant must together submit each of the following five (5) components to apply:

1. **Referral Application** completed by the referring case manager and the applicant
2. **Release of Information** signed and dated by the referring case manager and applicant
3. **Agency Reference Letter on Agency Letterhead** written by the referring case manager
4. **Personal Letter of Intent** written by the client
 - a. In the personal letter of intent, the applicant should:
 - i. Tell us about themselves
 - ii. Tell us about their living situation (the applicants must be homeless or at imminent risk of being homeless to be eligible for this program)
 - iii. Describe why they are a good applicant for New HOPE
 - iv. Share any goals they have for themselves, such as employment, a job in a certain field, job training, or completion or pursuit of their education.
5. **Second Reference Letter** from a different counselor, social worker, teacher or minister than the referring case manager. The person writing this letter should share what their relationship is to the applicant, how long they have known them, and why they are recommending the person for the New HOPE Housing Program. We prefer the second reference letter to be from a professional. If this is not possible, the second reference letter may be from a friend or a relative.

The referring counselor should **email the complete application (including all five items listed above)** to the Housing Intake Coordinator at hic@ccahelping.org and cc stoure@ccahelping.org with the subject line, "New HOPE Housing Program Application." Please remember to always keep a copy of the complete application (including letters) before sending it.

Selection Process

- Once all five parts of the application have been received, the CCA Director of Housing and

Resident Services will review the completed application to determine placement on the waitlist.

- CCA's Housing Intake Coordinator (HIC) will notify the applicant and place them on the program waiting list. Placement is determined by the date a complete application, including all required components, is received.
- CCA's HIC will contact applicants for an initial screening interview after reviewing the completed application. Screening interviews are not a guarantee of acceptance into the program and are only conducted when there is a potential opening in the program
 - Applicants must bring the following documents with them to their initial screening interview:
 - Picture Identification
 - Birth Certificates for each family member
 - Marriage Certificate, if applicable
 - Social Security cards for each family member
 - Proof of monthly income, if applicable (all sources for all family members)
 - Proof of all assets over \$50,000.
 - Medical Insurance Cards
- CCA's Family Coach will notify the applicant if they have been selected to proceed to the second interview, which is a one-on-one psychosocial assessment
- The applicant will meet with CCA's Housing Intake Coordinator to complete the application for our partners, Elm City Communities.
- The Director of Housing and Resident Services or the Housing Intake Coordinator will submit the application to Elm City Communities on behalf of the applicant. This process may take between 1 -3 weeks to complete once Elm City Communities has received the application.

Once the family is approved

- CCA's Housing Intake Coordinator will schedule a pre-residency intake/orientation meeting with the applicant within 10 to 15 days (*at this time, the entry date will be established*).
- CCA's Housing Intake Coordinator will request additional documentation from the applicant, including a recent physical examination for everyone in the household (*physicals must be within the last year*).
- CCA's Housing Intake Coordinator will schedule the intake/move-in date, receive rent and security deposit payments from the applicant, review their commitment, review the New HOPE Resident's Manual, and have them sign the program occupancy agreement and lease. The Family Coach will begin working on the Family Service Plan with the HOH(s).

Program Denial

Applications may be denied because of incomplete status and/or because the applicant does not meet one or more of the criteria outlined on page 4. Applicants who do not meet the eligibility criteria set by CCA or Elm City Communities will be deemed ineligible for New HOPE and removed from the waitlist maintained by CCA. A written notice of denial, including the reason for ineligibility, will be provided to the household. The heads of households have the right to appeal this decision directly to CCA. If Elm City

Communities denies the HOHs application for the New HOPE, the heads of household have the right to request an appeal of the decision with Elm City Communities. CCA's Housing Intake Coordinator will be available to support families throughout the appeal process.

Denial Process

- CCA's Director of Housing and Resident Services will prepare a denial letter, including:
 - The reason(s) for the denial.
 - Effective date of the denial.
 - Information on the family's right to request an informal review/hearing (only for causes that are subject to informal review/hearing).
- If the applicant was denied for failing to provide documentation and the family supplies the documentation within ten days of receiving the denial letter, Elm City Communities may approve rescinding the denial and allow staff to process the application.

Review/Hearing Process

- Upon receipt of the denial letter, applicants have ten (10) days to request an informal review/hearing.
- If there is no request, the application will be filed as denied.
- CCA's Director of Housing Services will schedule the hearing within a reasonable timeframe and provide the applicant with a notification of hearing, including:
 - Hearing date and time.
 - Hearing location.
 - Notice of the applicant's right to bring evidence, witnesses, legal or other representation at the family's expense.
 - Notice of the applicant's right to view any documents or evidence in the possession of New HOPE and upon which New HOPE based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing.
 - Requests for such documents or evidence must be received no later than 2 days before the hearing date.
 - Notice that New HOPE will request a copy of any documents or evidence the family will use at the hearing.
- The applicant may reschedule a review/hearing appointment once, only if the request for the reschedule is submitted 24 hours prior to the date of the hearing.
 - In emergency situations, New HOPE may reschedule the hearing if the family contacts New HOPE at 203-777-7167 within 24 hours of the hearing date and time (excluding weekends and holidays) and can show good cause for the reschedule (medical, employment, or family emergency, etc., with supported documentation).
- If the applicant does not appear at the review/hearing and has not rescheduled the hearing in advance, CCA will assume the family is no longer interested in the program and will uphold the denial.

- The review/hearing panel will consist of CCA's Executive Director, Senior Director of Programs, and one additional staff member.
- After the review/hearing, CCA's Director of Housing and Resident Services will notify the family of the final acceptance decision, including the reason(s) for the final decision.
 - The decision will also be mailed to the family within 10 business days of the review/hearing with the following information:
 - Applicant/participant name
 - Applicant/participant address
 - Date
 - Date and time of review/hearing
 - Names of everyone in attendance at review/hearing
 - Final decision
 - Brief statement of the reason(s) for the final decision
- All requests for review, supporting documentation, and a copy of the final decision will be scanned and held in the family's file for three years.
- If the hearing decision is to overturn the denial, the applicant will proceed to the next step of the application process.

Christian Community Action New HOPE Housing Program Referral Application

This application is to be completed by the head of household and the referring case manager. Please email the completed application and additional documents (listed above) to the Housing Intake Coordinator at hic@ccahelping.org and cc Shellina Toure, stoure@ccahelping.org

Date of Referral _____

Referral Case Manager – Agency, Name and Phone Number _____

Name of Applicant(s):

Head of Household _____ Date of Birth ____/____/____

Co-Applicant _____ Date of Birth ____/____/____

Primary Language: _____

Is at least one member of your household a U.S. citizen? ____ Yes ____ No

Name and Ages of Children

Name	Date of Birth	Age	Sex
_____	____/____/____		
_____	____/____/____		
_____	____/____/____		
_____	____/____/____		
_____	____/____/____		
_____	____/____/____		
_____	____/____/____		

Current Living Arrangements ____ Shelter ____ Relative ____ Friend ____ Other (Please explain)

Current Address: _____

Street and Apartment t# City State Zip Code

Current telephone number: _____

Current email address: _____

Emergency Contact Person/Phone Number _____

Monthly Income and Source, I Applicable (please list all sources and amounts)

Employment History

Employer/Company _____
Address: _____ Phone: _____
Position: _____ Dates Employed: from: _____ to: _____
Wages: _____ Reason for Leaving: _____

Employer/Company _____
Address: _____ Phone: _____
Position: _____ Dates Employed: from: _____ to: _____
Wages: _____ Reason for Leaving: _____

If you have additional employers, please list on additional sheets, and please attach the HOH(s) resume.

Education History

Name of High School _____
From _____ To _____ Did the applicant graduate ____ Yes ____ No

If yes, what month & year did the applicant graduate _____

Does the applicant have a GED? If not, do you have a GED ____ Yes ____ No

Did you attend college or a trade School ____ Yes ____ No

If yes, Name of University or Trade School _____
Address _____ City _____ State _____
From _____ To _____ Did the applicant graduate ____ Yes ____ No

If yes, what month & year did the applicant graduate _____

Have the referring case manager and applicant reviewed the New HOPE Housing Program description and expectations? ____ Yes ____ No

In what way do you believe this applicant's family will benefit from the New HOPE Housing Program?

Time spent in the New HOPE Housing Program is an opportunity for the family to move towards greater independence. Does the applicant have the potential to use this time to grow towards greater independence?

What problems/needs do you believe could be addressed at the New HOPE Housing Program?

Please provide comments on the applicant's demonstrated motivation and progress toward their goals:

As an applicant, it is important to understand that if you and your family are accepted into the New HOPE Housing Program, you—as the head of household—will be required to complete an additional application with Elm City Communities for a rental subsidy tied to the unit located at 660 Winchester Avenue, New Haven. Please note that families accepted into New HOPE are **not** eligible for a mobility voucher upon program completion. Additionally, failure to follow the program's policies and procedures will result in termination of the Elm City Communities rental assistance, as the family must exit the New HOPE Housing Program.

Applicant Signature

Date of Signature

Referral Source Signature

Date of Signature



Christian Community Action Authorization to Release/Obtain Information

I understand that Christian Community Action has an obligation to keep my personal information, identifying information, and records confidential. I also understand that I can choose to allow Christian Community Action to release/obtain some of my personal information to certain individuals or agencies.

I, _____, authorize Christian Community Action to obtain/share the following specific information with:

Who I authorize to share/obtain my information:	Name:
	Agency:
	Phone Number:
	Email Address:

What information will be shared/obtained:	<i>(List as specifically as possible, for example: name, applications, any documents).</i>
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I understand:

- Signing a release form is completely voluntary. That the release is limited to what I write above.
- That Christian Community Action and I may not be able to control what happens to my information once it has been released to/by the above person or agency, and that the agency or person getting my information may be required by law or practice to share it with others.
- I understand that I may withdraw my consent to this release at any time either orally or in writing.

This release is valid as of today and expires in two years from today's signature.

Client's Signature: _____ Date: _____

Print Name: _____

Witness Signature: _____ Date: _____

Elm City Communities/Housing Authority of New Haven (ECC/HANH)

INCOME ELIGIBILITY/TARGETING AND DENIAL PROCESS

ECC/HANH will require the head(s) of the household to complete a full application.

ECC/HANH is responsible for ensuring that every individual and family admitted to the HCV program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by ECC/HANH to confirm eligibility and determine the level of the family's assistance.

To be eligible for the HCV program:

The applicant family must:

- Qualify as a family as defined by HUD and ECC/HANH.
- Have income at or below HUD income limits during the admission to the program.
- Qualify based on citizenship or the eligible immigrant status of family members.
- Provide social security number information for household members as required.
- Consent to ECC/HANH's collection and use of family information as provided for in ECC/HANH-provided consent forms.
- ECC/HANH must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or ECC/HANH Administrative plan.

Income Limits

HUD established income limits for all areas of the country and publishes them annually in the Federal Register. They are based upon estimates of median family income with adjustments for family size. The income limits are used to determine eligibility for the program and for income targeting purposes, as discussed in this section. Refer to ECC/HANH Admin Plan Definitions of the Income Limits [24 CFR 5.603(b)]

Using Income Limits for Eligibility [24 CFR 982.201]

Income limits are used for eligibility only at admission. Income eligibility is determined by comparing the annual income of an applicant to the applicable income limit for their family size. In order to be income eligible, an applicant family must be one of the following:

- A very low-income family
- A low-income family that has been "continuously assisted" under the 1937 Housing Act.
A family is considered to be continuously assisted if the family is already receiving assistance under any 1937 Housing Act program at the time the family is admitted to the HCV program [24 CFR 982.4]

ECC/HANH Policy

ECC/HANH will consider a family to be continuously assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were issued a voucher by ECC/HANH.

- A low-income family that qualifies for voucher assistance as a non-purchasing household living in HOPE 1 (public housing homeownership), HOPE 2 (multifamily housing homeownership)

developments, or other HUD-assisted multifamily homeownership programs covered by 24 CFR 248.173

- A low-income or moderate-income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract on eligible low-income housing as defined in 24 CFR 248.101

CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS [24 CFR 5, Subpart E]

Housing assistance is available only to individuals who are U.S. citizens, U.S. nationals (herein referred to as citizens and nationals), or noncitizens that have eligible immigration status. At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.

All applicant families must be notified of the requirement to submit evidence of their citizenship status when they apply. Where feasible, and in accordance with ECC/HANH's Limited English Proficiency Plan, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

Ineligible Families [24 CFR 5.514(d), (e), and (f)]

ECC/HANH may elect to provide assistance to a family before the verification of the eligibility of the individual or one family member [24 CFR 5.512(b)]. Otherwise, no individual or family may be assisted prior to the affirmative establishment by ECC/HANH that the individual or at least one family member is eligible. Verification of eligibility for this purpose occurs when the individual or family members have submitted documentation to ECC/HANH in accordance with program requirements [24 CFR 5.512(a)].

ECC/HANH Policy

ECC/HANH will not provide assistance to a family before the verification of at least one family member.

When ECC/HANH determines that an applicant family does not include any citizens, nationals, or eligible noncitizens, following the verification process, the family will be sent a written notice within 10 business days of the determination.

The notice will explain the reasons for the denial of assistance, that the family may be eligible for proration of assistance, and will advise the family of its right to request an appeal to the United States Citizenship and Immigration Services (USCIS), or to request an informal hearing with ECC/HANH. The informal hearing with ECC/HANH may be requested in lieu of the USCIS appeal, or at the conclusion of the USCIS appeal process. The notice must also inform the applicant family that assistance may not be delayed until the conclusion of the USCIS appeal process, but that it may be delayed pending the completion of the informal hearing process. Informal hearing procedures are contained in Chapter 16.

DENIAL OF ASSISTANCE

A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied assistance. In this section we will discuss other situations and circumstances in which denial of assistance is mandatory for ECC/HANH, and those in which denial of assistance is optional for ECC/HANH.

Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35]

Denial of assistance includes any of the following:

- Not placing the family's name on the waiting list
- Denying or withdrawing a voucher

Prohibited Reasons for Denial of Program Assistance [24 CFR 982.202(b), 24 CFR 5.2005(b)]

HUD rules prohibit denial of program assistance to the program based on any of the following criteria:

- Age, disability, race, color, religion, sex, or national origin (See Chapter 2 for additional information about fair housing and equal opportunity requirements.)
- Where a family lives prior to admission to the program
- Where the family will live with assistance under the program. Although eligibility is not affected by where the family will live, there may be restrictions on the family's ability to move outside ECC/HANH'S jurisdiction under portability. (See Chapter 10.)
- Whether members of the family are unwed parents, recipients of public assistance, or children born out of wedlock
- Whether the family includes children
- Whether a family decides to participate in a family self-sufficiency program.
- Whether or not a qualified applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking if the applicant is otherwise qualified for assistance (See section 3-III.G.)

MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)]

HUD requires ECC/HANH to deny assistance in the following cases:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity. HUD permits, but does not require, ECC/HANH to admit an otherwise-eligible family if the household member has completed an ECC/HANH approved drug rehabilitation program or the circumstances that led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

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ECC/HANH Policy

ECC/HANH will admit an otherwise-eligible family who was evicted from federally assisted housing within the past 3 years for drug-related criminal activity, if ECC/HANH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by ECC/HANH, or the person who committed the crime, is no longer living in the household.

ECC/HANH determines that any household member is currently engaged in the use of illegal drugs.

ECC/HANH Policy: Currently engaged in is defined as any use of illegal drugs during the previous 12 months.

- ECC/HANH has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

ECC/HANH Policy

In determining reasonable cause, ECC/HANH will consider all credible evidence, including but not limited to, any record of convictions, arrests, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. A conviction will be given more weight than an arrest.

ECC/HANH will also consider evidence from treatment providers or community-based organizations providing services to household members.

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program

OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE

HUD permits, but does not require, ECC/HANH to deny assistance for the reasons discussed in this section.

Criminal Activity [24 CFR 982.553]

HUD permits, but does not require, ECC/HANH to deny assistance if ECC/HANH determines that any household member is currently engaged in, or has engaged in during a reasonable time before the family would receive assistance, certain types of criminal activity.

ECC/HANH Policy

Except as mandated by federal law, no applicant will be automatically denied because of his or her criminal background.

For applicants not barred by federal law, the applicant's criminal conviction(s) will be assessed to determine the risk the applicant poses to the safety and well-being of the community.

ECC/HANH has identified particular criminal convictions that may suggest future risk (see below) and thus warrant closer examination of an individual's application.

Applicants with criminal convictions that do not fall into one of the below categories and time periods will be deemed admissible, assuming he or she is otherwise eligible for housing assistance. For any applicant with criminal history that falls into one of the below categories and time periods,

ECC/HANH will individually determine whether or not the particular applicant poses a significant level of risk to the safety and well-being of the community, and will only deny an applicant after making such a determination. This determination will be based on the totality of the circumstances, as explained by the written criteria provided in Section 3-III.E.

Before making a decision to admit or deny applicants with relevant criminal convictions, the applicant shall be given an opportunity for an in-person individualized review based on accurate information, including notice and opportunity to be heard [hereinafter “further review”]. Individual circumstances and the potential impact on the safety of other residents should be taken into account in the decision, as outlined below. Should the applicant forgo the opportunity to present additional information during further review, HANH will make its admission decision as outlined in Section 3-III.E, absent any additional information.

If the applicant seeks to join a family member’s existing lease, please consult Section 9- III.B. Which explains the Community Reunification Program. The Community Reunification Program describes ECC/HANH’s policy of waiving the criminal background screening criteria, with the exception of the HUD mandatory denial of admission, for individuals who seek to join a family member’s existing lease.

Applicants with particular criminal history may wish to apply to the Community Re-entry Pilot Program, which has separate criteria for eligibility (see Section 4-III.B.).

With the exception of applicants for the Department of Mental Health and Addiction Services (DMHAS) supportive housing program or the Community Re-entry Program, which are subject to separate admissions standards. ECC/HANH will make an individualized determination of an applicant’s risk to the safety and well-being of the community, including an opportunity for the applicant to present information during “further review”, for the below criminal activities as applied to all adult household members:

- ECC/HANH to admit an otherwise-eligible family if the household member has completed an ECC/HANH approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

ECC/HANH Policy

- ECC/HANH will admit an otherwise-eligible family who was evicted from federally assisted housing within the past 3 years for drug-related criminal activity, if ECC/HANH is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by ECC/HANH, or the person who committed the crime, is no longer living in the household.
- ECC/HANH determines that any household member is currently engaged in the use of illegal drugs.