

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

**Referral Packet**



**A Moving to Work Program**

## 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.

## Program Description

To continue our mission of service to the community, Christian Community Action, in partnership with Elm City Communities, the Housing Authority of New Haven, has developed a comprehensive moving to work housing program for 18 families in a single-site housing complex. **The housing complex is composed of 4 one bedroom units, 12 two bedroom units, and 2 three bedroom units.**

**Residents may stay for up to 24-36 months.** This New HOPE Housing Program strives to serve as an intermediate supportive step towards independence.

The New HOPE Housing Program is a four step program where families move through phases of increased commitment, responsibility and greater independence.

## Preliminary Step

The preliminary step is the period between the family's acceptance into the New HOPE Housing Program by both Christian Community Action and Elm City Communities, the Housing Authority of New Haven, (*see referral process and selection sections*) and the move into their apartment at New HOPE. During this period families receive an orientation to the program that will allow them an opportunity to experience the expectations of the program and the culture of the community. It will also be the time when the head of the household will meet with the Housing Intake Coordinator to complete intake and a Family Coach will be assigned to begin assessment requirements. The intake and assessment period will last up to 30 days. At the conclusion of this period the family will be notified as to their entry date into the program.

## Step I

Step I begins the day the family moves into the New HOPE Housing Program. It is a minimum of three months to a maximum of six months. The resident's level of commitment to this process is assessed during this period and will determine when the family moves to Step II. At the onset of this process the head of the household and an assigned family coach will meet to develop a comprehensive Family Service Plan. The Family Service Plan will be the road map to ensure each resident's success as they focus on their individual and family goals. The Family Service Plan will be reviewed and updated every three months.

## Step II

Step II represents personal responsibility, commitment (i.e., working part time/full-time, attending school/training program, budgeting) and increased autonomy in the decision making process at New HOPE for residents. It is also a time of stability, action towards goals, and community responsibility.

This step culminates in the resident securing suitable permanent housing, gaining employment, and an increase of income at the end of 36 months.

**Step III**

Step III/Graduation is the transition period when families secure permanent housing and actually leave New HOPE. Following graduation residents are still eligible for up to one year of follow up services with their Family Coach and ARISE Center. They will continue to set and accomplish the goals of their Family Service Plan.

**Eligibility Criteria**

This program is developed to serve families that are homeless or at risk of homelessness, who are currently living in emergency housing and/or families at risk of becoming homeless.

**Eligibility will be based on the following criteria:**

- The family must have a head of household who is 18 years old or an emancipated minor with child(ren). The parent(s) or guardian(s) must also have legal custody of any minor child(ren).
- The family must understand that this is a PROGRAM which requires the head of household and all able bodied adults in the household to be employed or willing to seek employment upon acceptance, attend meetings and workshops – failure to do so can lead to program termination. The family must be able to work and/or attend school 20 hours a week with the expectation that to move to full time employment.
  - For households receiving SSDI or SSI benefits, the work expectations of the program will be dependent on the allowable income per month according to the Social Security Administration rather than hours a week.
- Income earnings must be between 0% - 25% of the Area Median Income (AMI) at the time the applicant is selected. Please see the table below for specific income and household requirements.
- Having motivation to become self-sufficient, employed and independent.
- During the screening interview, HOH’s should be able to demonstrate their willingness to benefit from this program.

# of people in household	1	2	3	4	5	6
Maximum	\$16,275	\$18,600	\$20,925	\$23,250	\$25,110	\$26,970

### **Program Expectations**

Cooperation is an essential ingredient needed to successfully graduate from the New HOPE Housing Program and 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
- Be committed to participating in an training program and/or employed for a minimum of 20 hours a week
- Agree to a full and complete physical examination
- Keep child(ren) up to date with physical examinations, immunizations and dental care
- Keep all rent payment current
- Maintain his/her apartment and share the responsibility of maintaining common areas
- Maintain a drug free lifestyle and environment. If there is a substance history, be actively connected with a treatment provider and able to provide, if requested, written verification of program attendance if they have a recent (two years or less) substance abuse history

The Head of Household(s) fully understands that the New HOPE Housing Program, in collaboration with Elm City Communities, will receive rental assistance which is linked to each apartment in the New HOPE Housing Program.

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 policies will terminate services with Elm City Communities rental assistance program.

Not adhering to the above expectations may lead to the resident being asked to leave the New HOPE Housing Program, but prior to the resident leaving, the Family Coach will make every effort to assist the resident in finding alternative living arrangements.

### **Referral Process/Application Requirements:**

There are five parts to a complete application.

- 1. Referral Form/Application** completed by a social service agency and the client.
- 2. Release of Information** signed and dated by the referring person and the client.
- 3. Agency Reference Letter on Agency** Letterhead by the referring case manager, social worker or counselor
- 4. Personal Letter of Intent** written by the client. In the personal letter the applicant should tell us about themselves and their living situation (they must be homeless or at imminent risk of being homeless to be eligible for this program.) They should also describe why they would be a good applicant for the New

HOPE; for example, describe any goals they have for themselves such as employment or 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. The person writing this letter should tell 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.

**This letter should be addressed to:** Shellina Toure, Director of Housing Services, New HOPE Housing Program, 660 Winchester Avenue, New Haven, CT 06511. Return this letter and all letters with and at the same time as the rest of the application.

The referring counselor should **email the complete application (including all five items listed above)** as soon as possible to Carolyn DeSchiffart, Housing Intake Coordinator, at [cdeschiffart@ccahelping.org](mailto:cdeschiffart@ccahelping.org) and cc. [stoure@ccahelping.org](mailto: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**

- The **complete** application must be received before the applicant can be placed on the waiting list. Clients are placed on the waiting list according to the date the complete application is received.
- Once the complete application is received, it will be reviewed and the applicant contacted for a possible screening interview. Applications will be reviewed on a rolling basis, determined by the date and time they were submitted.
- Screening interviews are only conducted when we have a potential opening. A general guideline for waiting between New HOPE receiving a complete application and a person receiving a screening interview is six months - 1 1/2 years. Waiting time may be longer for mothers with one child under 3 as we only have four one-bedroom apartments for these families. Once in the program, families may stay in the program for up to 36 months.
  - During the initial application process for the first 18 families, the wait time between the application being received and the screening interview will be substantially less.
  - A screening interview is not a guarantee of acceptance into the program.

### **The Director after receiving an application will:**

- Review the application, notify the applicant that their complete application has been received, and place the applicant on a waiting list.

- Based on program criteria and available apartments, an initial interview with New HOPE Housing Program staff will be scheduled within one week of the applicant being contacted and the applicant must bring the following documents:
  - Picture Identification
  - Birth Certificate for each family member and Marriage Certificate, if applicable
  - Social Security Cards for each family member
  - Proof of monthly income if applicable (all sources)
  - Medical Insurance Cards
- Contact the referring agency during our screening process to discuss the applicant, program availability and our decision regarding the application.

**If the applicant is accepted by the New HOPE Housing Program**

- The applicant will meet with the Housing Intake Coordinator to complete the application for our partners, Elm City Communities/ Housing Authority of New Haven.
- The Housing Intake Coordinator will submit the application to Elm City Communities on the applicant’s behalf. This process will take between 2-4 weeks to complete once Elm City Communities (ECC) has received the application.
- Once the applicant is approved by the ECC, they will begin the entry process.

**Intent to Deny**

Families that do not meet the eligibility criteria of the CCA New Hope Program and/or ECC/HANH will be denied entrance into CCA New HOPE Housing Program and will be removed from the waitlist maintained by the ECC/HANH. Families will receive in writing a denial letter explaining the reason for the denial. The head(s) of households will have the right to appeal the decision with the ECC/NHHA. CCA’s Housing Intake Coordinator will assist the family with the appeal process. ***Please see further denial procedures below.***

**Entry Process**

New HOPE Housing Intake Coordinator and Family Coaches will:

- Request, once the family has been accepted into the Program, that the applicant submit a recent physical examination for everyone in the household (*physicals must be within one year*).
- Schedule an Intake/orientation meeting, within 10 to 15 days for the applicant with the Housing Intake Coordinator for the purpose of accomplishing certain pre-residency. *At this time the entry date will be established.*
- Schedule a meeting with the applicant, the Family Coach will review their commitment, review the New HOPE Resident’s Manual, sign the program occupancy agreement, begin work on the Family Service Plan, and plan for moving to the New HOPE Housing Program.

### **Rent Information**

CCA New HOPE Housing Program is committed to affordable housing and its rent for the program reflects this commitment.

As our Partner, Elm City Communities will calculate all rent amounts and the family's rent portion upon the family's acceptance into the program. The rent is based on your adjusted gross income, so rent portions vary from family to family. The rent portion will not exceed 30% of the resident's monthly income and will be determined based on the Elm City Communities' rent simplification calculation process. An initial security deposit, based on 30% of their adjusted gross income, is expected prior to move-in date. Each family will be encouraged to save at least \$50/per month, to save for a security deposit upon leaving the Program. Their savings also serves as an emergency fund. In addition, the money is held as against damage or non-payment of rent. The balance is refunded upon leaving the Program. Families will be expected to report any changes in their income to their Family Coach immediately.

### **Conclusion**

The New HOPE Housing Program is a program where support, structure, a sense of community and safe, affordable housing are combined to give families the opportunity to make positive changes in their lives and prepare for a brighter future.

New HOPE Housing Program seeks to assist families overcome barriers created by systems and the families themselves. We believe the supportive environment at New HOPE Housing will allow families to create a stronger family unit that is grounded in faith, self-determination and respect for each individual within the family and the community as a whole.

**NEW HOPE HOUSING PROGRAM REFERRAL APPLICATION**

Date of Referral \_\_\_\_\_

Referral Source – Agency, Name and Phone Number \_\_\_\_\_

Name of Applicant(s):

Head of Household \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Co-Applicant \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_

Primary Language: \_\_\_\_\_

Name and Ages of Children

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

(Use back of sheet if needed)

Current Living Arrangements \_\_\_ Shelter \_\_\_ Relative \_\_\_ Friend \_\_\_ Other\* (\*Please explain)

Current Address: \_\_\_\_\_

Street and Apt#                      City                      State                      Zip Code

Current telephone number: \_\_\_\_\_

Current email address: \_\_\_\_\_

Emergency Contact Person/Phone Number \_\_\_\_\_

Monthly Income and Source (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

(Please list all sources and amounts)

Have you reviewed the New HOPE Housing Program description and expectations with the applicant?  
\_\_\_\_\_ Yes      \_\_\_\_\_ NO

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

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

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

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Comments on the motivation and progress levels of this applicant in working towards their goals

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It is important for **you as the applicant to understand that if the New HOPE Housing Program accepts you and your family into the New HOPE Housing Program**, you as the head of household will be expected to complete an application with Elm City Communities for a rental subsidy that is linked to the unit is located at the New HOPE Housing Program, 660 Winchester Avenue, New Haven. In addition, families accepted into the New HOPE Housing Program are NOT eligible for a mobility voucher at the end of the New HOPE Housing Program. In addition, failure to comply with the New HOPE Housing Program policies and procedures will terminate ECC 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, INC

## 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:
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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 on two years from today's signature.

Client's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CCA New HOPE Housing Program DENIAL PROCESS**

### **Valid Reason for Program Denial**

- Application is incomplete.
- Applicant does not meet one or more of the following criteria.
- The family must be homeless or become homeless within 14 days at the time of referral.
- The family must have a head of household who is 18 years old or an emancipated minor with child(ren). The parent(s) or guardian(s) must also have legal custody of any minor child(ren).
- The family must understand that this is a PROGRAM which requires the head of household to be employed or willing to seek employment upon acceptance, attend meetings and workshops – failure to do so can lead to program termination. The family must be able to work and/or attend school 20 hours a week.
- For households receiving SSDI or SSI benefits, the work expectations of the program will be dependent on the allowable income per month according to the Social Security Administration rather than hours a week.
- Income earnings must be between 0-60% of the Area Median Income (AMI) at the time the applicant is selected.
- Having motivation to become self-sufficient, employed and independent.

### **Denial Letter**

- The Director of Housing Services will prepare the denial letter.
- Denial Letters will include the following:
  - 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 denial reason is for failing to provide documentation and the family supplies the documentation within ten days of receiving the denial letter, the DOHS may approve rescinding the denial and allow staff to process the application.

### **Scheduling the Review/Hearing**

- Upon receipt of the denial letter, applicants have ten days to request the informal review/hearing.
- If there is no request, the application will be filed as denied.
- The family must request the informal review/hearing in writing within the required time frame.
- The Director of Housing Services will schedule the hearing within a reasonable timeframe.
- The notification of hearing which the family receives will contain:
  - Date and time of the hearing.
  - Location where the hearing will be held.

- Family's right to bring evidence, witnesses, legal or other representation at the family's expense.
- Right to view any documents or evidence in the possession of NHHP and upon which NHHP 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 to the family that the NHHP will request a copy of any documents or evidence the family will use at the hearing.
- The applicant/participant 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.
- If a family does not appear at a review/hearing and has not rescheduled the hearing in advance, the NHHP staff will assume the family is no longer interested in the program and will uphold the denial.
- In emergency situations, if the family contacts NHHP at 203-777-7167 within 24 hours of the hearing date and time, excluding weekends and holidays, NHHP may reschedule the hearing only if the family can show good cause for the failure to appear.
  - Good cause includes: medical emergency, employment emergency, family emergency, etc. The emergency must be documented (doctor's statement, employer's statement, independent agency statement, etc.).

#### **Hearing**

- The Review Hearing panel will consist of the Christian Community Action Executive Director, Director of Programs, and another member of Christian Community Action staff.

#### **Post REVIEW/HEARING**

- The Director of Housing Services will notify the family of the final decision after the informal review/hearing, including a brief statement of the reasons for the final decision.
- The decision will also be mailed to the family within 10 business days of the review/hearing. The Notice will contain 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 in the family's file.
- If the hearing decision is to overturn the denial, the applicant will proceed to the next step of the application process.

**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-specified income limits.
- Qualify on the basis of 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.

**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
- Not approving a request for tenancy or refusing to enter into a HAP contract
- Refusing to process a request for or to provide assistance under portability procedures

### **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 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 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).
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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.