

Notice of Further Review Due to Criminal Record

Date

Head of Household:

Address

Address

Subject of Record:

Dear Head of Household:

ECC/HANH is currently processing your application. As part of the application process, you signed a consent form authorizing the release of criminal records to ECC/HANH. ECC/HANH has obtained criminal record information showing that the adult household member named above was convicted of a crime that requires further review. In particular, we are concerned by the following conviction(s):

- [List charge] [Date/time considered from]

ECC/HANH has not yet made a decision regarding your application. Based on the conviction(s) listed above, ECC/HANH would like you to provide further information to assist ECC/HANH in evaluating how the above conviction(s) should affect your application. You may provide this information during an in-person review, or in writing. **To request a meeting for further review, please use the request form attached to this notice, and return it within 10 business days of the date of this letter.**

The goal of ECC/HANH is to provide for the health and safety of our residents. Therefore, we are especially concerned about criminal activity that shows behavior that could harm other tenants or ECC/HANH staff or affect their ability to live safely and peacefully. ECC/HANH will consider the following factors prior to making its decision:

- The seriousness of the case, especially with respect to how it would affect other residents.
- Evidence that the case was dismissed.
- The effects that the denial of admission may have on other members of the family who were not involved in the action or failure.
- The extent of participation or culpability of individual family members, including whether the culpable family member was a minor at the time of the offense or is a person with disabilities, or a victim of domestic violence, dating violence, sexual assault, or stalking.
- The length of time since the violation occurred, the family's recent history and the likelihood of favorable conduct in the future.
- Evidence of the applicant's family participation in or willingness to participate in social service or other appropriate counseling service programs.

In the case of drug or alcohol abuse:

- Whether the culpable household member is participating in or has successfully completed a supervised drug or alcohol rehabilitation program, or otherwise been rehabilitated successfully.

Housing Authority of the City of New Haven's Elm City Communities
360 Orange Street, P.O. Box 1912, New Haven, CT 06511
(203) 498-8800 • TTD (203) 497-8343 • www.newhavenhousing.org



Karen DuBois-Walton
Executive Director

If you have any questions or require special assistance, please contact XXXXXX at (203) 498-8800 ext. XXXX or TDD: (203) 497-8434.

REQUEST FOR FURTHER REVIEW

I am requesting further review with ECC/HANH to provide additional information regarding my criminal record(s), or to dispute the accuracy and/or relevance criminal record(s) used in ECC/HANH's evaluation of my application.):

Date: _____

Signature of Head of Household: _____

Signature of Subject of Record, if other than Head of Household: _____

If you wish to request further review, you may do so by completing and returning this form to XXXXXXXXX at XXXXXXXXXXXXXXXX within 10 business days from the date of this letter or calling XXXXXXXXX at XXXXXXXXX. If submitting additional written information, please attach it to this form.

If ECC/HANH does not receive a request for an in-person further review within 10 business days of the date of this notice, ECC/HANH will move forward in evaluating your application without any additional information.

Sincerely,

Signature of ECC/HANH Official

Date

Printed Name and Job Title of ECC/HANH Official

If you or anyone in your family is a person with disabilities which require a reasonable accommodation in order to fully utilize ECC/HANH's programs and services, please contact the staff member listed above or ECC/HANH's Reasonable Accommodation Coordinator at (203) 498-8800 ext. 1507.

#	TYPE	CRIME CATEGORY	SUBCATERGORY	TIME PERIOD FOR REVIEW
1	Mandatory HUD	Lifetime sex offender registration; Production or manufacture of methamphetamine on the premises of federally assisted housing	Felony Misdemeanor	Review for confirmation of accuracy
2	Crimes Against Persons	Criminal forcible sexual conduct (child molestation, child sexual abuse, child pornography); Terrorism; Homicide, murder, manslaughter; Use of a firearm against a person; Armed robbery offenses; Kidnapping/Abduction/Human Trafficking;	Felony	5 years from date of release
3		Assault and battery; Non-forcible sex offenses; Stalking; Domestic Violence	Felony, Misdemeanor	Review if felony within 5 years from date of release and misdemeanor within 3 years from date of release
4	Crimes Against Society	Possession or sale of illegal firearms	Felony, Misdemeanor	Review
5		Burglary Breaking and Entering Robbery Offenses	Felony, Misdemeanor	Review if felony within 5 years from date of release; and misdemeanor within 3 years from date of release
6		Any household member has ever been convicted of drug-related criminal activity. Possession with intent to manufacture, sell, distribute or use the drug; Criminal activity that shows a pattern or history of abuse of alcohol, illegal or prescription drugs and narcotics	Felony Misdemeanor	Review if use is within 1 year: Review if felony within 5 years from date of release and misdemeanor within 3 year from date of release
7	Crimes Against Property	Theft; Stolen Property; Fraud Related offenses Destruction of Property Vandalism Arson	Felony	Review if felony within 5 years from date of release
8	Multiple Offenses	2,3,4,5,6,7	If two of more convictions	Review if two or more convictions are within previous 10 years