

2A. PUBLIC NOTICE TO LOWER-INCOME FAMILIES

HACK shall make known to the public, through publication in newspapers of general circulation as well as through minority media and other means which will most likely attract the type of applicants who may be under-represented in the program, the availability and nature of housing assistance for lower-income families. HACK shall inform everyone responding to such notices including those who may be applicants on waiting lists for public housing that:

1. They must apply specifically for the Section 8 Program being advertised;
2. That they will not lose their place on any public-housing waiting list should they also apply for a Section 8 Program;
3. That they have the right to have their name placed on any waiting list which is open.

The notice will include the Fair Housing logo and slogan and otherwise be in compliance with Fair Housing requirements.

2B. RECEIPT OF APPLICATIONS

HACK will publish notices as prescribed above at weekly intervals for thirty (30) days prior to the acceptance period. The notice will state the opening and closing dates for acceptance of applications. Due to the demand for Section 8 assistance in HACK's jurisdiction, HACK may take applications on an open-enrollment basis, depending on the length of the waiting list.

Initial applications will be accepted by the Agency using the following method:

All applications will be accepted through an online portal during the time and dates specified on the notice. Assistance will be provided upon request by telephone. Incomplete applications will be rejected by sending an email to the email provided on the application.

Applications received before or after the application period, as designated in the notice, shall be rejected by sending a rejection email to the email used on the application. Hand carried applications will not be accepted.

Applicants who meet the eligibility criteria based on the information contained in the application will be contacted by letter or phone for an in-person interview to complete the application process when their name reaches the top of the list. Applicants who do not appear to be eligible based on the information provided may be placed on the waiting list pending final eligibility determination when their name comes to the top.

Participants must request HACK approval to add new family members to the assisted household. Applications for new family members **under 18** years of age will be submitted to and processed by the Section 8 Housing Specialist. Applications for new family members 18 years of age or older will be submitted to and processed by the Applications Department. Criminal background checks will be run for any newly requested family member 18 years of age or older.

Persons with disabilities who require a reasonable accommodation in completing an application may call HACK to make special arrangements to complete their application. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **631-1047**.

2C. PROCESSING OF APPLICATIONS

1. An appointment letter will be mailed to applicants confirming the date, time, and place where their formal application will be completed. Applicants will be instructed to bring information regarding income from all sources, assets, medical bills and prescription receipts if currently being paid, as well as any other documentation necessary to assist in determining their eligibility for assistance. Failure to attend will result in a second and final appointment letter. Failure to contact HACK's Application Office to reschedule the second appointment, except in cases of extreme emergency, shall result in the withdrawal of the application. Applicants whose applications are withdrawn will be notified by mailing a notice to the last known address. Withdrawn applications will be retained for three (3) years and then discarded.
2. In completing the Application for Admission, information submitted by each applicant will be verified to insure its accuracy and completeness. All applicants will be required to disclose all past criminal (arrests, convictions, citations) history. Verification of criminal history for a minimum of the past ten (10) years will be obtained through criminal background checks completed by the Investigations Department for every adult household member 18 years of age or older. Failure to accurately or completely disclose past criminal history will result in denial of the application for housing assistance.

Verification of information provided is necessary in order to avoid incorrect determinations of eligibility, preference status, size of dwelling and amounts of Total Tenant Payment (TTP).

3. Verification of income or circumstances affecting the calculation of TTP shall be made by oral or written contact with a third party such as an employer or public agency, or other source that can reliably verify the statements of the applicant. If such contacts are made in the form of written inquiries, the inquiry will include a statement of the

purpose of the inquiry and a statement signed by the applicant to permit the source to release the requested information. To assure valid results, written inquiries shall be mailed. Oral contacts will be documented with a written verification. Reports may also be generated by a request from HACK or automatically by another government agency, (i.e. Social Security Administration).

4. A review of documents furnished by the applicant may be substituted in lieu of the third-party verification format outlined in 3 above. However, this method shall only be used to:
 - a. Update an earlier third-party verification.
 - b. Provide the basis for a tentative determination of income, prior to the receipt of third-party verifications, before a final determination is made.
 - c. Confirm the applicant's statements when the source of income cannot or will not provide the required verification. In these cases, the applicant will be required to sign an affidavit.

2D. APPLICANT FILES AND RECORD KEEPING

An applicant's file shall contain complete and accurate records consisting of, but not limited to, the following:

1. Letters and other statements from employers and other pertinent sources giving authoritative information concerning all items and amounts of income and deductions.
2. Photo static or carbon copies of documents in the applicant's possession which substantiate their statements, or a brief summary of the pertinent contents of such documents, signed and dated by the staff member who reviewed them.
3. Memoranda of verification data obtained by personal interview, telephone, or other means, with source name, date of contact and name of person receiving information clearly indicated.
4. A photocopy of each document (or the original if released by the person submitting the document), and a signed verification consent form, shall be retained by HACK. However, a photocopy need not be made or retained of any document bearing an identifying serial number. Other necessary identifying information is duplicated and retained in such manner as shall be prescribed by HUD.
5. Proof of any conditions for which a preference, as defined in this chapter, is claimed

by an applicant.

6. Social Security Number/Eligible Immigration status information as required by HUD regulations.

2E. SUMMARY OF VERIFICATION DATA

HACK will verify information related to waiting list preferences, eligibility, admission and level of benefits prior to admission.

1. Verification data will be reviewed and evaluated as received for completeness, accuracy and conclusiveness. Where the information received is not complete in all respects, follow-ups or new efforts to obtain such information will be made and carried through to conclusion. If, during the verification process, it becomes evident that for one or more reasons an applicant is ineligible, the investigation will be discontinued and the applicant notified, in writing, of their ineligibility and reasons thereof.
2. As verification of all necessary items for each application is completed, a summary of the verified information will be prepared and placed in the applicant's file. The summary will cover the following determinations and the basis for such determinations:
 - a. Eligibility of the applicant as a family and their legal residency status.
 - b. Eligibility of the family with respect to income limits for participation.
 - c. Preference status of the family.
 - d. Bedroom size of the voucher to be issued to the family.
 - e. Rent which the family will pay.
3. When third party verification cannot be obtained, HACK will accept documentation received from the applicant/participant. Hand-carried documentation will be accepted if HACK has been unable to obtain third party verification in a maximum four-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third-party verification nor hand-carried verification can be obtained, HACK will accept a notarized statement or affidavit signed by the head, spouse, or co-head. Such documents will be maintained in the file.

2F. VERIFICATION OF CITIZENSHIP OR ELIGIBLE NON-CITIZEN STATUS

The citizenship/eligible non-citizen status of each family member regardless of age must be determined. For each family member, citizenship/eligible non-citizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their status will be verified.

1. Prior to being admitted, all citizens and nationals will be required to sign a declaration regarding citizenship or immigration status, under penalty of perjury. (They will be required to show proof of their status by such means as Social Security card, birth certificate, military ID or military DD214 form.)
2. Prior to being admitted or at the first reexamination, all eligible non-citizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. HACK will make a copy of the individual's INS documentation and place the copy in the file. HACK will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, HACK will mail information to the INS so a manual check can be made of INS records. All eligible non-citizens who are 62 years of age or older, will be required to show proof of age.
3. Family members who do not claim to be citizens, nationals or eligible non-citizens, or whose status cannot be confirmed, must be listed on a statement of non-eligible members and the list must be signed by the head of household. Any family member who does not choose to declare their status must be listed on the statement of non-eligible members.
4. Non-citizen students on visas, though in the country legally, are not eligible to be admitted to the Section 8 Program.
5. If no family member is determined to be eligible under this Section, the family's admission will be denied.

The family's assistance will not be denied, delayed, reduced or terminated because of a delay in the process of determining eligible status under this Section, except to the extent that the delay is caused by the family.

If HACK determines that a family member has knowingly permitted an ineligible non-citizen other than any ineligible unit, the family's assistance will be terminated. Such family will not be eligible to be readmitted to Section 8 for a period of 36 months from the date of termination.

2G. MAINTAINING AND ORGANIZATION OF THE WAITING LIST

HACK maintains a Community Wide Waiting List (CWWL) for the Section 8 Program. Applications are accepted during open periods only. The PHA must give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice must comply with HUD fair housing requirements.

All applications shall be numbered and show the date and time received. Applicants may be selected from the waiting list either according to the date and time of application, or by a random selection. The waiting list of active applications shall be kept current by requiring each applicant to inform the Applications Office at least once every three hundred sixty- f i v e (365) days of continued interest in receiving housing assistance.

Notations of contact dates and of the applicant's continued interest are to be made a part of the application record. Each eligible family's name and pre-application (or application) number shall be placed on the waiting list and on all appropriate control records. These control records shall be maintained per HUD criteria for eligibility.

If there are two or more eligible applicant families with identical preference, the date and time sequence shall govern selection. Applications will be placed on the list in the order accepted. HACK may admit an applicant family for participation in the program either as a Waiting List admission or a Special admission. If HUD approves or awards funding that is targeted for families with specific characteristics or families living in specific units, HACK will use the assistance for those families.

NOTE: The Waiting List cannot be maintained by bedroom size under current HUD regulation.

2H. VERIFICATION OF SOCIAL SECURITY NUMBERS

Prior to admission, each family member who has a Social Security Number and who is at least six years of age must provide verification of his or her Social Security Number. New family members at least six years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning six. If a child under the age of 6 was added to the assistance applicant household within the 6-month period prior to the household's date of admission or from the date of voucher issuance, the assistance applicant may become a participant, so long as verification of his or her Social Security Number is received within 90 day calendar days from the date of admission into the program.

The best verification of the Social Security Number is the original Social Security card. If the card is not available, HACK will accept letters from Social Security that establish and state the number. Documentation from other governmental agencies will also be accepted that

establish and state the number. Driver's license, military ID, passports, or other official documents that establish and state the number may also be acceptable.

If a member of an applicant family indicates they have a Social Security Number, but cannot readily verify it, the family cannot be assisted until verification is provided.

If a member of a participant family indicates they have a Social Security Number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to 60 days to provide the verification. If the individual is at least 62 years of age, they will be given 120 days to provide the verification. If the individual is a child under 6 and was added to the assistance applicant household within the 6-month period prior to the household's date of program admission, HACK may grant a single 90 day extension if it is determined that the applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the applicant. If the individual fails to provide the verification within the time allowed, the family will be denied assistance or will have their assistance terminated.

2I. TIMING OF VERIFICATION

Verification must be dated within 60 days of issuance of voucher or 120 days prior to the effective date of reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted for a change in household income or household composition, HACK will verify and update all household income and household elements.

2J. HACK PREFERENCES

An applicant may claim qualification for a HACK preference by certifying to HACK that the family qualifies for a HACK preference. HACK must accept the certification at the time of application, but before admitting an applicant on the basis of a local preference, HACK will require the applicant to provide sufficient information to allow HACK to verify that the applicant qualifies for the claimed preference because of the applicant's current status.

Applicants will qualify for the HACK preference(s) to the extent that their status is verified in accordance with the following requirements which are consistent with the HUD regulation and Fair Housing Laws and according to HACK preferences in effect at the time of admission to the program:

In accordance with the Violence Against Women Reauthorization Act of 2013: Implementation in HUD Housing Programs section 5.2005 (e)(6) victims of domestic violence, dating violence, sexual assault or stalking will be given preference when approved for an emergency transfer. For more information on emergency transfers, please reference the Emergency Transfer Plan

in appendix IX.

1. Involuntarily Displaced

If the applicant has been involuntarily displaced or is within 90 days of the date of the involuntary displacement and is not living in standard, permanent replacement housing or within no more than 90 days (or as approved by the Executive Director or designee) for the date of any PHA verification, the applicant will be considered to be involuntarily displaced. Examples of Involuntary Displacement include:

a. Natural Disaster(s)

For applicants claiming displacement as a result of a natural disaster, such as fire, flood, earthquake or other catastrophe formally recognized pursuant to Federal Disaster Relief Laws which causes the housing to be uninhabitable, HACK will require a third-party written verification from a unit or agency of government certifying that the applicant has been displaced or will be displaced within the

next 90 days. HACK will ask the verifying agency to state the cause of disaster, if known, for the purposes of verifying eligibility.

b. Governmental Action

For applicants claiming displacement resulting from code enforcement or a public improvement or development program carried on by a governmental agency, HACK will require a third-party verification from the appropriate unit or agency of government certifying that the applicant has been moved or will be moving in the next 90 days, as a result of code enforcement or a public improvement or development program.

c. Avoiding Reprisals

For applicants claiming displacement resulting from the recommendation of a law enforcement agency to avoid or to minimize a risk of violence against family members, HACK will require a third-party verification from the appropriate agency certifying that the applicant has been moved or will be moving within the next 90 days as a result of a threat to the family. HACK will establish safe-guards to conceal the identity of families requiring protection against such reprisals.

d. Hate Crimes

For applicants claiming displacement because one or more members of the applicant's family have been victims of one or more hate crimes, and the family has vacated their housing, HACK will require a third-party verification from the appropriate governmental agency certifying that the applicant has moved, or will be moving, as a result of a hate crime which:

- i. Constitute actual or threatened physical violence or intimidation directed against them or their property, based on race, ethnicity, religion, sex, national origin, handicap, or familial status.
- ii. The hate crime occurred recently or is of a continuing nature.

HACK will establish safeguards to conceal the identity of families requiring protection against such crimes.

e. HUD Disposition

For applicants claiming displacement because of a HUD disposition of a multifamily project (including rental housing under Section 203 of the Housing and Community Development Amendments of 1978), HACK will require a third-party written verification from the appropriate governmental agency certifying the applicant has moved or will be moving because of the disposition.

f. Displaced Residents of Public Housing

Residents of HACK's Low-Income Public Housing who are required to move and who cannot be placed in another public housing unit.

2. Residency Preference

Will be provided to those families who live, work or have been hired to work in Kern County. Applicants must provide proof of residency, employment in Kern County, or a valid job offer to qualify.

3. Veteran or Serviceman

Veteran or Serviceman households not eligible for Veterans Affairs Supportive Housing or Veterans Administration funded permanent housing will be given priority within each preference category.

4. Homeless Families

For homeless families (this includes individuals and family households) HACK has set aside up to 50% of the vouchers issued each calendar year in the Housing Choice Voucher Program (HCV) to make rental assistance available under this preference. Families who qualify move ahead of other families on the wait list who do not qualify for any preference.

Criteria for eligible applicants, include, but are not limited to the following:

- a. Applicants certified to meet the HUD definition of homeless at the time of application; and
- b. Not eligible for HUD Continuum of Care (CoC) or other Housing Authority funded Permanent Supportive Housing programs due to availability or program requirements; and
- c. Applicants will be prioritized based on the use of a CoC approved service prioritization decision assessment tool and matched to the program through the Homeless Collaborative's Coordinated Entry System; and
- d. Receive Case Management from a Kern County Homeless Collaborative member agency who has committed to the following:
 - i. Provide available resources to assist families such as housing search counseling, job search assistance, benefit acquisition, moving expenses, security deposits and utility deposits.
 - ii. Provide on-going case management services for a minimum of 24 months after families are housed.
- f. Previously homeless families who were assisted in a permanent supportive housing program (PSH) administered by HACK and have demonstrated their ability and willingness to transition to "mainstream vouchers" may be housed through this set aside in the Housing Choice Voucher program. Criteria for eligible participants include, but are not limited to the following:
 - i. The family must meet all Housing Choice Voucher eligibility criteria. Note that since the participant is transferring to the Housing Choice Voucher program from a PSH program and is not a new participant within our agency, a review of criminal background will be limited. Criminal background reviews will include:
 - Determine if each household member is subject to a lifetime sex offender registration;

- Determine if any household member has been convicted of the manufacture of methamphetamine on the premises of federally assisted housing;
 - and recent criminal histories since participating in the PSH program.
- ii. The family must continue to partner with a supportive service agency.
 - iii. Must have successfully participated in the PSH program
 - iv. Must have a recommendation from their service provider for the move to the Housing Choice Voucher program.

5. Homeless Youth

For homeless youth, HACK has set aside a maximum of 25 vouchers in the Housing Choice Voucher Program. Youth who qualify move ahead of other families on the wait list who do not qualify for a preference.

Criteria for eligible applicants include, but are not limited to, the following:

- a. Applicants certified to meet the HUD definition of homeless at the time of application; and
- b. Age 18-24 at the time of application; and
- c. Not eligible for HUD Continuum of Care or other Housing Authority funded Permanent Supportive Housing programs due to availability or program requirements; and
- d. Not eligible for AB12 extended foster care benefits, THP+ benefits or other similar Transition Age Youth financial support programs; and
- e. Referred by the Kern County Network for Children who commits, either directly or through a partner agency, to provide the following:
 - i. Provide available resources to assist homeless youth such as housing search counseling, job search assistance, benefit acquisition, and moving assistance.
 - ii. Provide on-going case management services for a minimum of 24 months after youth are housed.

6. Non-Elderly Persons with Disabilities

This preference is specific to persons with disabilities who are transitioning out of institutional and other segregated settings, at serious risk of institutionalization, or who are homeless.

Criteria for eligible applicants include, but are not limited to, the following:

- a. Non-elderly persons with disabilities must be at least 18 years of age and less than 62 years of age.
- b. Must be at transitioning out of institutional and other segregated settings, at serious risk of institutionalization, or homeless as defined by HUD.
- c. Must receive case management services from a partnering agency who has committed to the following:
 - iii. Provide available resources to assist families such as housing search counseling, job search assistance, benefit acquisition, moving expenses, security deposits and utility deposits.
- d. The eligible household member does not need to be the head of household.
- e. Non-elderly persons with disabilities who turn 62 after receiving their voucher will not lose assistance.

7. Family Unification

Youth participants of the Family Unification Program whose 18-month term has expired by statute.

8. All other applicants who do not meet the definition in the other preference categories. An applicant or any member of the applicant's family who has been previously evicted from any assisted housing programs under the U.S. Housing Act because of drug- related or violent criminal activity may not be given any tenant selection preference for three (3) years from the date of that eviction.

HACK may waive drug-related restrictions *for* a particular applicant if it has been determined that the evicted person:

- a. Has successfully completed a rehabilitation program approved by HACK. Programs which have been certified by an appropriate state agency and/or the Kern County Department of Mental Health will meet this requirement;

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- b. Clearly did not participate in, or know about, the drug-related criminal activity; or
- c. No longer participates in any drug- related criminal activity; or
- d. The offending family member no longer resides in the home. A family member sentenced to fewer than twelve months in a penal institution does not meet this test.

2K. SELECTION FROM THE WAITING LIST

The date and time of application will be utilized to determine the sequence within the preference categories.

Notwithstanding the above, if necessary, to meet the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income, HACK retains the right to skip higher income families on the waiting list to reach extremely low-income families. This measure will only be taken if it appears the goal will not otherwise be met. To ensure this goal is met, HACK will monitor incomes of newly admitted families and the income of the families on the waiting list.

If there are not enough extremely low-income families on the waiting list, HACK will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

2L. FAMILIES NEAR THE TOP OF THE WAITING LIST

When a family appears to be within 2 months of being offered assistance, the family will be invited to an interview, the family's waiting list preference will be verified, and the eligibility determination process will begin. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the waiting list. HACK must notify the family in writing of this determination.

2M. RESTRICTION ON ASSISTANCE TO NON-CITIZENS

Per Federal regulations, financial assistance can be made available only to people who are United States citizens, nationals, or are in certain categories of eligible non-citizens.

Applicants and family members must certify that they are eligible citizens or provide proof of eligible immigration status.

2N. SUSPENSION OF APPLICATION TAKING AND PROCESSING

Applications will be accepted from all families apparently eligible for the issuance of a voucher.

If there is insufficient funding to admit all eligible applicants to participate in the Section 8 Program, HACK may at any time suspend the acceptance or processing of new applications, or the addition of new listings to the waiting list. Said suspension will be publicly announced by publication of a notice in a newspaper of general circulation or by such other suitable means. The announcement will specify the effective date of the suspension. An identical method of announcement will be used prior to the resumption of the taking of applications. The decision to suspend the taking of applications shall be made jointly by the Executive Director and the Deputy Director.

20. RECHECKING VERIFIED FINDINGS PRIOR TO ISSUING A VOUCHER

Where a delay of sixty (60) or more days exists between the first determination of a family's eligibility and the time that a voucher may be issued, facts pertaining to eligibility shall be reviewed with the applicant. Any changes reported will be verified to determine their effect on the applicant's eligibility.

2P. NOTIFICATION OF ELIGIBLE FAMILIES

Those families found eligible, per HUD criteria and per the criteria set forth in this Plan, and for whom contract authority is available, shall be notified by letter or by telephone. An appointment will be scheduled for a briefing session, at which time vouchers shall be issued.

2Q. NOTIFICATION OF FAMILIES DETERMINED TO BE INELIGIBLE

If an applicant family is determined to be ineligible on the basis of income, family composition, drug or violent criminal activity, failure to disclose a past or current criminal record including arrests, convictions, and citations or being a current abuser of illegal substances (except as provided in HUD regulations) or for any other reason, the applicant shall be notified promptly by letter of the determination and the reasons thereof. The applicant shall be informed in the letter of his/her right to an informal review if requested, in writing, within ten (10) days of the date of the letter, to receive explanation of those reasons for his/her ineligibility and to provide any additional facts which may affect his/her eligibility. After the review, the applicant shall be notified in writing of the eligibility determination.

2R. MISSED APPOINTMENTS

HACK will allow the family to reschedule appointments for cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities for good cause. When a good cause exists, HACK will work closely with the family to find a more suitable time. Applicants will be notified of any determination and offered the right to an informal review before being removed from the waiting list.

2S. PURGING THE WAITING LIST

HACK will periodically update and purge its waiting list to ensure that the pool of applicants reasonably represents interested families. Purging also enables HACK to update the information regarding address, family composition, income category and preferences.

2T. REMOVAL OF APPLICANTS FROM THE WAITING LIST

HACK will not remove an applicant's name from the waiting list unless:

1. The applicant requests that the name be removed;
2. The applicant fails to respond to a written request for information: fails to declare their continued interest in the program or misses scheduled appointments; or
3. The applicant does not meet either the eligibility or screening criteria for the program.

2U. GROUNDS FOR DENIAL

HACK will deny assistance to applicants who:

1. Do not meet any one or more of the eligibility criteria;
2. Do not supply information or documentation required by the application process;
3. Fail to respond to a written request for information or a request to declare their continued interest in the program;
4. Fail to complete any aspect of the application or lease-up process;
5. Have a history of criminal activity, within the past three (3) years, by any household member involving crimes of physical violence against persons or property, and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff, or cause damage to the property.
6. Have been convicted of drug related criminal activity (personal use/possession) within one (1) year of determination of eligibility. HACK may waive this requirement if:
 - a. The person demonstrates to HACK's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - b. The person has successfully completed a supervised drug or alcohol

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rehabilitation program;

- c. The person has otherwise been rehabilitated successfully; or
 - d. The person is participating in a supervised drug or alcohol rehabilitation program.
7. Currently owes rent or other amounts to any housing authority in connection with the Public Housing or Section 8 Programs.
 8. Have committed fraud, bribery, or any other corruption, within the past three (3) years in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
 9. Have a family member who was evicted from public housing within the last three years;
 10. Have a family member who was convicted for, or evicted from assisted housing, due to drug-related criminal activity within three years of the projected date of admission, involving the illegal manufacture, sale, distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102, of the Controlled Substances Act, 21 U.S.C. 802.
 11. Have a family member who is illegally using a controlled substance or abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 12. Have engaged in or threatened abusive or violent behavior towards any HACK Housing staff or residents;
 13. Have a family household member who has been terminated under the Voucher Program during the last three years;
 14. Have a family member who has been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing (Denied for life).
 15. Have a family member with a lifetime registration under a State sex offender registration program (Denied for life).

2V. NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by HACK, in writing, that they have ten (10) business days, from the date of the written correspondence

to request in writing to have an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the time frame specified.

HACK's system of removing applicants' names from the waiting list will not violate the rights of persons with disabilities. If an applicant's failure to respond to a request for information or updates was caused by the applicant's disability, HACK will provide a reasonable accommodation. HACK will obtain verification that there is in fact a disability and that the accommodation they are requesting is necessary based on the disability. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

2W. INFORMAL REVIEW

If HACK determines that an applicant does not meet the criteria for receiving Section 8 assistance, HACK will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision, and state that the applicant may request in writing to have an informal review of the decision within 10 business days of the denial. HACK will describe how to obtain the informal review. The information review process is described later in this plan.

2X. CONFIDENTIALITY

Every effort shall be made to protect the individual applicant's/tenant's right to privacy. Information required in determining eligibility shall be held as confidential. Such information shall not be released to another person and/or agency without permission of the individual involved, except as required by law.

2Y. FRAUD

All participants in Section 8 Programs, which includes recipients, owners and HACK employees, will be informed that they must properly use government funds and comply with HUD regulations and guidelines.

Incidents of suspected fraud, willful misrepresentation, or intent to deceive are criminal acts and will be investigated. HACK will take any action warranted to ensure that incidents of fraud are prevented. Such action may include, but not be limited to, termination and/or prohibition from further participation in the program, in the case of owners and tenants, and termination of employment in the case of HACK employees. HACK may refer incidents for legal action, if appropriate