

ALLOCATION OF UNITS



! INTEGRITY RISKS

- ! Eligible applicants may use illicit means to secure the allocation of preferred units

✓ CONTROL MEASURES

- ✓ Devise and make known to applicants a fair mechanism of allocation of units, e.g.
 - By Balloting – publicise the time and venue of the balloting arrangement, and invite applicants to witness the balloting
 - By Other Methods – preset the allocation criteria, and document the rationale behind the allocation

SETTING OF RENT



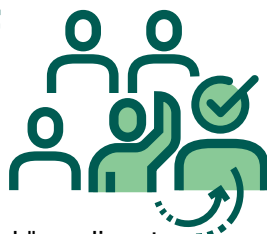
! INTEGRITY RISKS

- ! If rent is set based on the income level of tenants or other criteria, there could be the risk of setting unreasonably low rent to favour colluded tenants

✓ CONTROL MEASURES

- ✓ Require applicants to provide supporting documents to prove their income level or compliance with the criteria
- ✓ Verify household income level with the relevant parties (e.g. employers) where necessary

MAINTENANCE OF WAITING LIST



! INTEGRITY RISKS

- ! NGO staff "hand-pick" applicants on the waiting list for flat allocation in the absence of a priority list

✓ CONTROL MEASURES

- ✓ Prioritise applicants on the waiting list for flat allocation and monitor the allocation in accordance with the priority
- ✓ Maintain proper documentation of the rejection of offer by applicants on the waiting list



<http://cpas.icac.hk>

The Corruption Prevention Advisory Service (CPAS) of the Corruption Prevention Department of ICAC provides free, confidential and tailor-made service to private organisations including NGOs. Please contact CPAS through the following channels:

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Tips for NGOs

SELECTION OF TENANTS & ALLOCATION OF UNITS

in Transitional Housing Projects

Given the shortage of affordable homes and long waiting time for the public rental housing, there is a keen competition for a transitional housing unit. Ineligible applicants may resort to illicit means (e.g. fraudulent acts and/or bribery) in order to acquire the tenant qualification, while eligible applicants may be tempted to secure faster allocation and/or allocation of preferred units by devious means. Hence, the selection of tenants and allocation of transitional housing units are corruption-prone. This pamphlet, from a corruption prevention perspective, lists the integrity risks and provides the corresponding control measures pertaining to the selection of tenants and allocation of transitional housing units, to which non-governmental organisations (NGOs) may make reference when operating their transitional housing projects.



RISKS AND CONTROL MEASURES

APPLICATION INFORMATION



! INTEGRITY RISKS

- ! With unclear application procedures and eligibility criteria, anxious applicants may resort to corrupt means to obtain such information or a devious NGO staff may exploit ignorance of applicants for personal gain

✓ CONTROL MEASURES

- ✓ Publicise application procedures and eligibility criteria as well as the relevant information (including the number of units available for application, rent level, submission and enquiry channel, supporting documents, deadline of applications (if applicable))
- ✓ Include in the application form a warning against bribery to enhance applicants' awareness

PROCESSING OF APPLICATIONS



! INTEGRITY RISKS

- ! NGO staff mishandle applications (e.g. unauthorised amendments to applications, acceptance of late submission of applications)
- ! Anxious applicants resort to corrupt means to ascertain progress of their applications

✓ CONTROL MEASURES

- ✓ Impose security measures (e.g. grant access to applications to staff on a need-to-know basis, provide log-in name and password to individual officers, and keep amendment logs) to restrict the access and amendments to applications, and keep them in safe custody
- ✓ Date stamp and keep a log of the applications received
- ✓ Acknowledge receipt of applications
- ✓ Set and publicise the time frame for processing an application
- ✓ Set and provide a hotline or email for applicants to make enquiry about the application matters

VERIFICATION OF APPLICANTS' ELIGIBILITY



! INTEGRITY RISKS

- ! Ineligible applicants submit false documents with a view to securing a unit

✓ CONTROL MEASURES

- ✓ Include in the application form a warning against the submission of false documents / information and the possible consequence (e.g. disqualification of application, termination of lease, criminal offence)
- ✓ Require applicants to produce true copy of supporting documents for verification, where appropriate
- ✓ Obtain the applicants' consent to pass their information for verification of eligibility with third parties (including but not limited to government departments, banks, employers, etc.)
- ✓ Verify the authenticity of the supporting documents with relevant parties and during interviews and / or home visits as necessary

SCREENING AND PRIORITISATION OF APPLICANTS



! INTEGRITY RISKS

- ! NGO staff manipulate the prioritisation to favour colluded applicants

✓ CONTROL MEASURES

- ✓ Conduct interviews/home visits in pairs, where possible
- ✓ Maintain proper records of interviews / home visits (e.g. reasons for rejection) and require the staff responsible and the applicants to countersign the records, which are subject to verification by their senior
- ✓ Devise and make known to applicants a fair screening and prioritisation mechanism, e.g.
 - By Balloting – publicise the time and venue of the balloting arrangement, and allow applicants to witness the balloting
 - By Assessment – predetermine the selection criteria which should comprise objective and quantifiable yardsticks as far as practicable
- ✓ Notify applicants the prioritisation result