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Housing Assistance and Counseling Program

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Housing Assistance and Counseling Program

Sec. 8-206e-1. Definitions

- (a) "Commissioner" means the Commissioner of Housing.
 - (b) "Department" means the Department of Housing.
 - (c) "Financial Assistance" means a grant-in-aid provided to a nonprofit corporation for expenses incurred in providing housing assistance and counseling services.
 - (d) "Housing Assistance and Counseling Services" means information provided by the Department of Housing or a nonprofit corporation to the public on the legal rights and obligations of landlords and tenants, the financing of owner-occupied and rental housing purchases, improvements and renovations, the availability of housing-related programs and services and mediation services to resolve disputes between landlords and tenants.
 - (e) "Nonprofit Corporation" means a nonprofit corporation incorporated pursuant to Chapter 600 of the Connecticut General Statutes, having as one of its purposes the provision of housing-related information and services.
- (Effective February 25, 1988)

Sec. 8-206e-2. Program description

- (a) The Commissioner is authorized to enter into a contract with a nonprofit corporation to provide financial assistance in the form of a grant-in-aid for expenses incurred in providing housing assistance and counseling services to the public.
 - (b) Services provided by the Department or a nonprofit corporation may include but not be limited to: information on the legal rights and obligations of landlords and tenants, the financing of owner-occupied and rental housing purchases, improvements and renovations, the availability of housing-related programs and services and mediation services to resolve disputes between landlords and tenants.
 - (c) Financial assistance provided to nonprofit corporations shall be used for expenses incurred in providing housing assistance and counseling services.
 - (d) Nonprofit corporations that receive funding under this program shall be required to comply with all rules and orders promulgated from time to time by the Commissioner and consistent with the Connecticut General Statutes for this program.
- (Effective February 25, 1988)

Sec. 8-206e-3. Eligibility

A nonprofit corporation must:

- (a) Certify that it is recognized as a tax exempt organization by the federal government or the State of Connecticut;
 - (b) Submit an endorsed certificate of incorporation certified by the Secretary of the State;
 - (c) Submit a certificate of good standing certified by the Secretary of the State;
 - (d) Inform the Department in writing of the corporation's principal place of business;
 - (e) Submit articles of incorporation or bylaws that state as one of its purposes the provision of housing-related information and services; and
 - (f) Submit a list of names, addresses and telephone numbers of its current directors or officers and statutory agent for service.
- (Effective February 25, 1988)

Sec. 8-206e-4. Application

- (a) The Commissioner may solicit or accept applications for financial assistance from nonprofit corporations.

(b) As part of the application and approval process, the nonprofit corporation must furnish the following:

(1) Evidence of the nonprofit corporation's eligibility as defined in Section 3 above;

(2) Information on the nonprofit corporation's experience in providing the required services, including the background and training of staff;

(3) A copy of the nonprofit corporation's operating budget listing all revenue by source as well as expenses to be supported by the proposed grant; and,

(4) Evidence of continuing staff education.

(c) The Commissioner may, from time to time, request additional information from the nonprofit corporation.

(d) Applications shall be accepted or rejected by the Commissioner based on the factors listed in Sections 4 (a), 4 (b) and 4 (c) of these regulations, the availability of financial assistance, and the following:

(1) Any needs outlined in the Department's Five Year Housing Advisory Plan;

(2) Area of the State to be served; and,

(3) The apparent capability of the nonprofit corporation to administer a program of this type.

(e) If an application is rejected, the nonprofit corporation shall be notified in writing of the reasons for the rejection.

(f) If an application is approved, the Commissioner shall notify the nonprofit corporation that the program may proceed and inform the nonprofit corporation of the contents and terms of the contract for state financial assistance to be entered into with the nonprofit corporation.

(Effective February 25, 1988)

Sec. 8-206e-5. Eligible expenses

Nonprofit corporations may receive state financial assistance for the costs of providing housing assistance and counseling services including, but not limited to: (a) staff salaries, (b) the purchase of supplies, equipment and training materials, (c) printing and postage costs related to publications distributed at no cost to the public, (d) legal services related to mediation services for landlords and tenants, (e) rent and utilities including telephone, and (f) insurance.

(Effective February 25, 1988)

Sec. 8-206e-6. Financial reporting and access to records

(a) Each nonprofit corporation shall maintain complete and accurate books and records, insofar as they pertain to a state housing assistance and counseling program, and they shall be set up and maintained in accordance with the latest procedures approved by the Commissioner.

(b) Each nonprofit corporation shall furnish the Commissioner with financial statements and other reports relating to the establishment of the housing assistance and counseling program in such detail and at such times as he may require.

(c) At any time during regular business hours, and as often as the Commissioner may require, the Commissioner or his representatives shall be entitled to full and free access to the accounts, records and books of the nonprofit corporation relative to the program, said permission to include the right to make or require the nonprofit corporation to provide excerpts or transcripts from such accounts, records and books.

(Effective February 25, 1988)

Sec. 8-206e-7. Fiscal compliance and examination

Nonprofit corporations receiving financial assistance shall be subject to examination of all books and records related to the project. Examinations shall be performed by independent public accountants licensed to practice in the State of Connecticut, or by qualified Department personnel. All examinations shall be in accordance with procedures established by the Department. An examination will be completed at such times as the Department may require.

(Effective February 25, 1988)