

**CCEH *be homeful* Fund
For Family Shelter Diversion
Subcontract Agreement with**

I. Definitions

CCEH *be homeful* Fund– the special allocation provided by the Connecticut Coalition to End Homelessness (CCEH) to address family homelessness in Fairfield County being administered by the Connecticut Coalition to End Homelessness. The contract for this demonstration project is to provide a homelessness diversion program (the “program”), defined as a program to coordinate and deliver housing-based services to clients defined as families at immediate risk of homelessness.

Family – Household consisting of one or more adults 18 years or older accompanied by one or more custodial children under 18 years of age.

Recipient of Financial Assistance – means a family or individual for whom a sub-contractor submits at least one request for assistance payable by the Fund.

II. Term

This contract will be in effect twelve (12) months from the date of signing of this contract. This contract may be terminated earlier at the sole discretion of the Connecticut Coalition to End Homelessness if money authorized under the Fund is exhausted prior to twelve (12) months. If the contract is terminated early, CCEH will reserve sufficient funds to honor service-related payments to which CCEH has committed as part of a service plan for applicants approved through the initial contract end date.

III. Scope of Services

Under this contract, **AGENCY NAME** agrees to:

- 1. Meet with families and determine if they are eligible for fund assistance under agreed upon guidelines.**

This fund is open to families in custody of minor children who will be assisted through the Fairfield County Coordinated Access Network (CAN), and who are seeking shelter via the Fairfield County CAN. Families will be considered eligible for shelter diversion if the family is:

- Currently homeless or living in a place unfit for human habitation.
- Facing imminent homelessness within 14 days (including due to being in an unsustainable or inappropriate doubled-up living situation).
- At imminent risk of defaulting on the terms of a court-ordered stipulation agreement further to an eviction process.

- Currently living legally in a subsidized housing unit, past due on rent, and has been issued a notice to quit by a Fairfield County Housing Authority.

2. Collect, process, and maintain documentation for all families receiving financial assistance through the Fund.

- Process CAN intake referral as shelter diversion in HMIS
- Identification Documents
 - Photo IDs, birth certificates or other ID for all household members
 - Proof of Social Security numbers for all household members
- Housing Status Documentation
 - Documentation of imminent homelessness (Notice to Quit, Eviction Notice, etc.)
OR
 - Documentation of current homelessness
- Income documents:
 - Income verification for all members of household earning income
- Intake forms
- Release of Information
- Stabilization Plan for Housing Retention
- Housing Inspection Form (for newly leased properties only)

3. Determine interventions that can achieve shelter diversion for each eligible family. Assistance is intentionally flexible to allow case managers to exercise creativity in avoiding stays. Case managers will determine the nature and amount of assistance.

4. Verify proposed payees for all assistance. Maintain documentation to support all payment requests.

Allowable costs that may be approved for processing by the Fund include:

- Security deposit when ineligible for DSS Security Deposit Guarantee Program.
- Partial or full rental subsidy for up to three months.
- Utility deposit or utility start-up costs.
- Utility arrearages.
- Rental application fees.
- Moving expenses.
- Car repairs if primary transportation to employment.
- Gas card.

- Motel Stay if there is no other option, and as part of a plan to stabilize family in housing.
- Bus passes if primary transportation to employment.
- Past due medical bills.
- One-time childcare payments or overdue childcare payments.
- Other costs associated with achieving housing stability may also be approved by CCEH. These “other” costs should be fully documented in a memo from the case manager as part of the client file maintained by the service provider.

PLEASE NOTE: TOTAL COSTS OF ALL ALLOWABLE ASSISTANCE MUST NOT EXCEED A CAP OF \$2,500 PER FAMILY SERVED.

Documentation of requests for assistance will be maintained by case managers at **AGENCY NAME:**

- Copy of lease, utility bill or appropriate documentation to support other kinds of expenditures.
 - Proof of ownership of property (for security deposits/rental payments).
 - Letter of Agreement for continued residence/cessation of eviction process (if applicable).
 - Property Inspection Form (for security deposits/rental payments in newly leased properties).
 - Payee W-9 Form for the following expenditures:
 - All expenditures exceeding \$600.
 - Rental payments/security deposits.
 - Childcare expenses.
 - Past due medical bills.
5. **Prepare and submit payment requests to CCEH (attached) with payee W-9 form (if applicable). Maintain copies of all payment requests with required documentation. Assure client confidentiality by faxing materials only to secure fax provided by CCEH.**
 6. **Provide all files and all documentation on clients who have been served through fund for annual audit of be homeful expenses by CCEH.**
 7. **Participate in peer auditor of other providers who access be homeful fund as required. Provide file access to peer auditors, and CCEH staff as requested.**
 8. **Enter all information regarding approved for financial assistance into HMIS record of client.**

I hereby agree to the terms of this contract.

For *Agency Name*:

Signature

Date

Name and Title (Printed)

For Connecticut Coalition to End Homelessness:

Signature

Date

Name and Title (Printed)