

Sec. 17b-800-2. Application process

(a) In order to receive department funding for emergency shelter services, an applicant shall submit, biannually or more frequently based upon a schedule established by the department, an application that includes:

(1) Evidence of demand for emergency shelter services at a proposed or existing shelter location;

(2) Evidence of the applicant's administrative and managerial capability to establish and operate an emergency shelter or provide emergency shelter services in a sensitive, humane and cost effective manner;

(3) Evidence of the applicant's ability to collect and submit client data for the department's homeless management information system;

(4) the following written information:

(A) An organizational chart and by-laws of the organization;

(B) Written operating and admission policies;

(C) Written grievance procedures;

(D) House rules;

(E) A description of emergency shelter staffing, whether paid or volunteer, that indicates a minimum staff to client ratio of one staff member per twenty-five clients;

(F) A description of the emergency shelter services that the applicant will provide;

(G) A description of the physical facility including location; accessibility to transportation, health, social and related services; type and size of building; access for disabled persons; any available parking area; space allocation for shelter activities and shelter capacity;

(H) Evidence of compliance with local zoning ordinances, local building codes and state fire and health regulations;

(I) Schedule of the daily operation of the emergency shelter and services offered;

(J) Completed departmental budget forms; and

(K) If applicable, a report on the number of grievances filed pursuant to the shelter grievance procedure, the reasons for each grievance, and the disposition of each grievance;

(5) Operating policies that comply with sections 17b-800-4 and 17b-800-5 of the Regulations of Connecticut State Agencies.

(6) Grievance procedures that comply with sections 17b-800-6 and 17b-800-7 of the Regulations of Connecticut State Agencies.

(b) The commissioner may, at the commissioner's discretion, accept, reject or modify any grant request. The commissioner's decision may not be appealed.

(c) The department shall notify an applicant in writing of the acceptance or rejection of an application not later than sixty days after the department receives the application.

(Effective February 1, 1993; Transferred from § 17-590-2, June 28, 2013; Amended June 28, 2013)