

Regulations of Connecticut State Agencies

TITLE 8. Zoning, Planning, Housing, Economic and Community Development and Human Resources

Agency

Department of Housing

Subject

Nonprofit Corporations Assistance Program

Inclusive Sections

§§ 8-219d-1—8-219d-8

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Nonprofit Corporations Assistance Program

Sec. 8-219d-1. Definitions

- (a) “Commissioner” means the Commissioner of Housing.
- (b) “Department” means the Connecticut Department of Housing.
- (c) “Elderly” means persons sixty-two years of age and over who lack the amount of income which is necessary, as determined by the Commissioner, to enable them to live in decent, safe and sanitary dwelling units without financial assistance.
- (d) “Family” means a household consisting of one or more persons.
- (e) “Low and Moderate Income Families” means families who lack the amount of income which is necessary, as determined by the Commissioner, to enable them, without financial assistance, to live in decent, safe and sanitary dwellings, without overcrowding.
- (f) “Nonprofit Corporation” means a nonprofit corporation incorporated pursuant to Chapter 600 of the Connecticut General Statutes, having as one of its purposes the construction, rehabilitation, ownership or operation of housing and having articles of incorporation approved by the Commissioner.

(Effective December 17, 1987)

Sec. 8-219d-2. Program description

(a) The Commissioner may enter into a contract with nonprofit corporations for financial assistance in the form of grants to assist such corporations with the costs of administrative expenses and technical assistance associated with the development or rehabilitation of housing for low and moderate income families and the elderly. Such grants shall be limited to those nonprofit corporations which have available funding for administrative expenses from other sources in an amount equal to or greater than one hundred percent of the proposed grant. If the nonprofit corporation has been incorporated for less than two years, the Commissioner may approve a grant of up to 100% of such costs. Grants made to nonprofit corporations shall not exceed \$100,000.

(b) Nonprofit corporations may receive state financial assistance for the costs of administrative expenses and technical assistance, including, but not limited to: (1) general operating expenses including rent, utilities, supplies, telephone, postage, printing, travel and insurance; (2) benefits and salaries for staff providing the following services: project planning, development, coordination or oversight; clerical, bookkeeping or accounting services; development of financial or in-kind resources for the nonprofit corporation through local fundraising activities or proposals to public or private sources; recruitment, selection and training of housing cooperative members; recruitment and selection of occupants for rental housing; supervision of unskilled volunteers, unemployed or underemployed persons receiving on-the-job training, or persons participating in the construction or rehabilitation of their own dwellings; and financial counseling to prospective homeowners; (3) the provision of technical assistance services to other nonprofit corporations involved in the development of housing for low and moderate income families and the elderly, and (4) other personal services related to the acquisition and rehabilitation or construction of housing,

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including the cost of hiring a consultant to assist in the development process, assessing the cost of technical problems associated with the construction or rehabilitation of a particular building, preparing construction documents, and estimating costs and monitoring construction.

(c) Nonprofit corporations that receive funding under this program shall be required to comply with all the rules and orders promulgated by the Commissioner and consistent with the Connecticut General Statutes.

(Effective December 17, 1987)

Sec. 8-219d-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 State;
- (c) Submit evidence that the nonprofit corporation is in good standing with the Secretary of the State's Office;
- (d) Inform the Department, in writing, of the corporation's principal place of business;
- (e) Submit articles of incorporation or by-laws that state as one of its purposes the construction, rehabilitation, ownership, or operation of housing; and
- (f) Submit a list of names, addresses and telephone numbers of its current directors, or officers and statutory agent for service.

(Effective December 17, 1987)

Sec. 8-219d-4. Application process

(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 shall be required, at minimum, to furnish the following:

- (1) 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;
- (2) a description and timetable of the nonprofit corporation's present and projected activities involving the development and rehabilitation of housing for low and moderate income families and the elderly;
- (3) a plan identifying the number of dwelling units for low and moderate income families and the elderly which will be under development or rehabilitation during the period for which the financial assistance is requested, including the projected completion dates of such units;
- (4) evidence of the status of proposals to finance the development or rehabilitation of dwelling units during the period for which the financial assistance is requested; and,
- (5) the Commissioner may, from time to time, request additional information of the nonprofit corporation.

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

- (1) any needs outlined in the Department's Five Year Housing Advisory Plan,
- (2) the apparent capability of the nonprofit corporation to plan, develop and manage housing projects;
- (3) the impact that the grant will have on the housing needs of low and moderate income persons; and
- (4) the availability of matching funds, if appropriate.

(Effective December 17, 1987)

Sec. 8-219d-5. Contract for financial assistance

(a) Following approval of an application by the Commissioner, the State, acting by and through the Commissioner, may enter into a contract with a nonprofit corporation for financial assistance.

(b) Such contract shall include, but not be limited to, the amount of the grant to be provided, the term of the contract and the rights and obligations of the parties under the contract.

(Effective December 17, 1987)

Sec. 8-219d-6. Financial reporting and access to records

(a) Each nonprofit corporation shall maintain complete and accurate books and records, insofar as they pertain to this 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 reports on a quarterly basis on the progress of their activities as they pertain to this program. If the Commissioner finds that a nonprofit corporation has failed to meet its goals and timetables during any quarter, he shall so inform the nonprofit corporation of his findings in writing and direct them to correct the deficiency by the end of the next quarter. If, at the end of the next quarter, the Commissioner finds that the nonprofit corporation has still not met its goals and timetables, he may notify the nonprofit corporation of his intent to terminate the grant and make no further payments for eligible costs to the nonprofit corporation. The nonprofit corporation may request a meeting with the Commissioner to discuss his proposed action within ten days of his notice. Following the Commissioner's notice, payments for eligible costs to the nonprofit corporation shall be suspended until the Commissioner arrives at a decision as to whether or not to terminate such grant.

(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 grant, said permission to include the right to make excerpts or transcripts from such accounts, records and books.

(Effective December 17, 1987)

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Sec. 8-219d-7. Fiscal compliance and examination

Nonprofit corporations receiving financial assistance from this program shall be subject to examination of all books and records. Each nonprofit corporation receiving such financial assistance shall contract annually with an independent accounting or management consulting firm to conduct a performance audit of the nonprofit corporation.

(Effective December 17, 1987)

Sec. 8-219d-8. Repeal of sections 8-218c-9 through 8-218c-12

Sections 8-218c-9 through 8-218c-12 of the Regulations of Connecticut State Agencies is repealed.

(Effective December 17, 1987)