



**CT Balance of State (CT BOS) Continuum of Care Policies
Revised January 17, 2023**

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I. CoC Overview

In accordance with HUD regulations (24 CFR Part 578), representatives from relevant organizations that serve homeless and formerly homeless individuals and other interested, relevant organizations within all cities and towns in the counties of Hartford, Litchfield, New Haven, New London, Windham, Tolland, and Middlesex have established a Continuum of Care to carry out the duties assigned in the aforementioned regulations. That Continuum of Care is named the Connecticut Balance of State Continuum of Care (CT BOS). The Reaching Home Coordinating Committee (RHCC) is designated as the CoC Board for the CT BOS CoC. Reaching Home is the state-wide campaign to build the political and civic will to prevent and end homelessness in Connecticut. The RHCC delegates all responsibilities for managing the CoC to the CT BOS Steering Committee.

The CT BOS Steering Committee coordinates policies, strategies and activities toward ending homelessness in the CT BOS region. The CT BOS Steering Committee reports and is accountable to the RHCC.

CT BOS is a united coalition of community and state systems that assist homeless and near homeless residents in the BOS region to obtain housing, economic stability, and an enhanced quality of life through comprehensive services. CT BOS addresses critical issues related to homelessness through a coordinated community-based process of identifying and addressing needs utilizing not only HUD dollars, but also mainstream resources and other sources of funding. This is often achieved through the work of the local planning bodies (i.e., CANS) that help comprise the CT BOS CoC.

The BOS Steering Committee has adopted the policies contained herein to ensure compliance with HUD regulations and to support efforts to assist homeless and near homeless residents in the BOS region to obtain housing, economic stability and enhanced quality of life. These policies were developed over time by the BOS Steering Committee. The policies were adopted in full by the Steering Committee on September 11, 2014 and may be amended by a majority vote at any meeting of the Steering Committee, with a quorum present. Amendments made by the Steering Committee subsequent to 9/11/14 have been incorporated accordingly.

II. CoC By-Laws

CT BOS CoC by-laws are available at www.ctbos.org.

III. Governance Charter

CT BOS CoC Governance Charter is available at www.ctbos.org.

IV. Program Operating Standards

1. CT BOS Housing First Principles

Housing First is a programmatic and systems approach that centers on providing homeless people with housing quickly and *then* providing services as needed using a low barrier approach that emphasizes community integration, stable tenancy, recovery and individual choice.

Low barrier approach to entry:

- Housing First offers individuals and families experiencing homelessness immediate access to permanent supportive housing without unnecessary prerequisites. For example:
 - a. Admission/tenant screening and selection practices do not require abstinence from substances, completion of or compliance with treatment, or participation in services.
 - b. Applicants are not rejected on the basis of poor or lack of credit or income, poor or lack of rental history, minor criminal convictions, or other factors that might indicate a lack of “housing readiness.”
 - c. Blanket exclusionary criteria based on more serious criminal convictions are not applied, though programs may consider such convictions on a case by case basis as necessary to ensure the safety of other residents and staff.
 - d. Generally, only those admission criteria that are required by funders are applied, though programs may also consider additional criteria on a case by case basis as necessary to ensure the safety of tenants and staff. Application of such additional criteria should be rare, and may include, for example, denial of an applicant who is a high risk registered sex offender by a project serving children, or denial of an applicant who has a history of domestic violence involving a current participant.

Community integration and recovery:

- Housing is integrated into the community and tenants have ample opportunity and are supported to form connections outside of the project.
 - a. Housing is located in neighborhoods that are accessible to community resources and services such as schools, libraries, houses of worship, grocery stores, laundromats, doctors, dentists, parks, and other recreation facilities.

- b. Efforts are made to make the housing look and feel similar to other types of housing in the community and to avoid distinguishing the housing as a program that serves people with special needs.
- c. Services are designed to help tenants build supportive relationships, engage in personally meaningful activities, and regain or develop new roles in their families and communities.
- d. Services are recovery-based and designed to help tenants gain control of their own lives, define their personal values, preferences, and visions for the future, establish meaningful individual short and long-term goals, and build hope that the things they want out of life are attainable. Services are focused on helping tenants achieve the things that are important to them and goals are not driven by staff priorities or selected from a pre-determined menu of options.

Lease compliance and housing retention

- Tenants are expected to comply with a standard lease agreement and are provided with services and supports to help maintain housing and prevent eviction. Visitors are expected to comply with requirements in the lease agreement.
 - a. Leases do not include stipulations beyond those that are customary, legal, and enforceable under Connecticut law.
 - b. No program rules beyond those that are customary, legal, and enforceable through a lease are applied (e.g., visitor policies should be equivalent to those in other types of permanent, lease-based housing in the community). Housing providers may ask for identification from visitors.
 - c. Services are designed to identify and reduce risks to stable tenancy and to overall health and well-being.
- Retention in housing is contingent only on lease compliance and is not contingent on abstinence from substances or compliance with services, treatment or other clinical requirements. For example:
 - a. Tenants are not terminated involuntarily from housing for refusal to participate in services or for violating program rules that are not stipulated in the lease.
 - b. Transitional housing programs offer participants due process to resolve issues that may result in involuntary discharge (unless immediate risk to health and safety)
 - c. PH providers only terminate occupancy of housing in cases of noncompliance with the lease or failure of a tenant to carry out obligations under Connecticut's Landlord and Tenant Act (Chapter 830 of the Connecticut General Statute <http://www.cga.ct.gov/2011/pub/chap830.htm>).
 - d. In order to terminate housing, PH providers are required to use the legal court eviction process.

Separation of housing and services

- Projects are designed in such a manner that the roles of property management (e.g., housing application, rent collection, repairs, and eviction) and supportive services staff are clearly defined and distinct.
 - a. Property management and support service functions are provided either by separate legal entities or by staff members whose roles do not overlap.
 - b. There are defined processes for communication and coordination across the two functions to support stable tenancy.
 - c. Those processes are designed to protect client confidentiality and share confidential information on a need to know basis only.

Tenant Choice

- Efforts are made to maximize tenant choice, including type, frequency, timing, location and intensity of services and whenever possible choice of neighborhoods, apartments, furniture, and décor.
- Staff accepts tenant choices as a matter of fact without judgment and provides services that are non-coercive to help people achieve their personal goals.
- Staff accepts that risk is part of the human experience and helps tenants to understand risks and reduce harm caused to themselves and others by risky behavior.
- Staff understands the clinical and legal limits to choice and intervenes as necessary when someone presents a danger to self or others.
- Staff helps tenants to understand the legal obligations of tenancy and to reduce risk of eviction.
- Projects provide meaningful opportunities for tenant input and involvement when designing programs, planning activities and determining policies.

2. Housing First Requirements

- All CT BOS projects (Permanent Supportive Housing Rapid Re-Housing, and Transitional Housing) are required to adopt the CT BOS Housing First Principles listed above or penalties apply. Applicable penalties are established by the BOS Steering Committee.

3. Non-discrimination

- Providers shall have non-discrimination policies in place and assertively outreach to people least likely to engage in the homeless system.
- Providers shall comply with all federal statutes including, the Fair Housing Act and the Americans with Disabilities Act.
- Providers shall comply with the following requirements as set forth by section 4a-60 of the Connecticut General Statutes:

(1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with jobrelated qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved;

(2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action-equal opportunity employer” in accordance with regulations adopted by the commission;

(3) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers’ representative of the Contractor’s commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;

(4) the Contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f;

(5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this section and section 46a-56.

g) The following subsections are set forth here as required by section 4a-60a of the Connecticut General Statutes:

- (1) the Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation;
 - (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
 - (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; and
 - (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this section and section 46a-56.
- (h) The Contractor shall include the provisions of section (g) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the Contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- (i) For the purposes of this entire Non-Discrimination section, "Contract" or "contract" includes any extension or modification of the Contract or contract, "Contractor" or "contractor" includes any successors or assigns of the

Contractor or contractor, “marital status” means being single, married as recognized by the state of Connecticut, widowed, separated or divorced, and “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s “Diagnostic and Statistical Manual of Mental Disorders”, or a record of or regarding a person as having one or more such disorders. For the purposes of this section, “Contract” does not include a contract where each contractor is

- (1) a political subdivision of the state, including, but not limited to, a municipality,
- (2) a quasi-public agency, as defined in C.G.S. § 1-120,
- (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267,
- (4) the federal government,
- (5) a foreign government, or
- (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

4. Immigration Status

Agencies that are not federally required to verify immigration status will not do so for CT BOS projects.

5. Rapid Rehousing Standards

In accordance with HUD regulations (24 CFR Part 578), the CT BOS Continuum of Care (CT BOS) has developed, in consultation with ESG recipients, written standards for the provision of rapid re-housing (RRH) assistance. Those standards were developed by the CT Department of Housing, adopted by the CT BOS Steering Committee, and are available at: www.ctbos.org/policies.

The **YHDP Diversion/Rapid Exit Fund** (YHDP Div/RE) provides assistance to youth age 18-24 at program entry who are experiencing HUD Category 1, 2 or 4 homelessness. It is intended for youth households that only need minimal, short-term assistance to obtain and maintain housing. It was originally established under HUD’s Youth Homelessness

Demonstration Program (YHDP) and is renewed annually as a CoC project. It operates across the CoC and is administered centrally by the CT Coalition to End Homelessness (CCEH; referred to herein as the “fund administrator”). CCEH approves and distributes all payments, enters into MOU’s with and provides training and technical assistance to partner agencies. Those partner agencies are responsible for a broad range of tasks, including determining and documenting participant eligibility, conducting HQS inspections, determining rent reasonableness, housing search/ leasing assistance, and provision of housing stabilization services.

The YHDP Div/RE is a modified rapid rehousing project and, as such, is not required to follow the statewide RRH standards referenced above. Rather, the YHDP Div/RE Fund follows the eligibility and prioritization standards as outlined in the [CT Coordinated Access Network Policies & Procedures](#) and the standards outlined below for providing rental and financial assistance to eligible participants.

YHDP Diversion Rapid Exit Maximum Financial Assistance

Maximum Financial Assistance per household per homeless episode is \$5,000. Households may receive up to 100% of security deposit for up to a two months and first month’s rent. If participants are responsible for paying some or all of the costs of their own utilities, the applicable utility allowance must be provided as follows.

The responsible partner agency must:

- 1) Obtain the local PHA utility allowance schedule, if applicable, or state DOH schedule if no local PHA exists.
- 2) Keep in project and/or applicable client files a copy of all utility allowance schedules used, including all updates released by PHA and/or DOH.
- 3) Consult the individual client lease to determine which utilities a tenant is responsible for paying.
- 4) Determine the amount of the utility allowance based on the applicable PHA/DOH schedule- only applying the allowance for utilities that the tenant is responsible for paying.
- 5) Include applicable utility allowances when calculating the amount of Div/RE assistance to be provided.
- 6) Document the calculation, including any utility allowance applied in the client’s chart
- 7) Provide CCEH with the applicable utility allowance amount, utility account number and payment mailing address (or first bill).

CCEH will pay the applicable utility allowance directly to the utility company

The example below illustrates:

- YHDP Div/RE program is assisting a participant to lease a unit in Hartford
- Lease indicates tenant is responsible for paying heat and electric

- Hartford PHA utility allowances per month: electric \$50 and heat \$50 (total: \$100/month)
- Rent for unit is \$1000
- Security is 2 months: \$2000
- Client has no income
- Document how initial payment was calculated in client chart:
 - Security @ 2months = \$2000 +
 - Rent @ 1 month = \$1000 +
 - Utility allowance at 1 month= \$100

Total initial payment = \$3100

- \$3000 paid to landlord
- \$100 paid to utility company
- Client still has no income in month 2
- Document how subsequent payment was calculated in client chart:
 - Rent @ 1 month = \$1000
 - Utility allowance at 1 month= \$100

Total subsequent payment = \$1100

- \$1000 paid to landlord
- \$100 paid to utility company

If a youth's case manager determines that the youth will lose their housing unless additional assistance is received, then the youth may be eligible for up to 100% of rent for up to two additional months. Until such time as further guidance becomes available, determinations regarding whether additional assistance is necessary can be made at the discretion of the case manager and reviewed by the fund administrator (i.e., CCEH). The utility allowance requirements described above continue to be applicable for each additional month of rental assistance provided.

Additional financial assistance (up to the \$5,000 maximum) is eligible if necessary to assist participants with obtaining and maintaining housing. Eligible costs are as follows:

Transportation:

- The costs of program participant's travel on public transportation or in a vehicle provided by the recipient or subrecipient to and from medical care, employment, child care, or other services eligible under Section 578.53 of the CoC Interim Rule.
- If public transportation options are not sufficient within the area, the recipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following: Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes prices for new and used automobiles and other vehicles of all makes, models, and types); Payments for

car repairs or maintenance must be paid by CCEH directly to the third party that repairs or maintains the car; and DOH or CCEH may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.

Utility deposits:

- This form of assistance consists of paying for utility deposits. Utility deposits must be a one-time fee, paid to utility companies.

Moving Costs:

- Reasonable one-time moving costs are eligible and include truck rental and hiring a moving company.
- This also includes a bus, plane, or train ticket to relocate to permanent housing if
 - (i.) CCEH has ensured that the cost of the assistance provided is reasonable and appropriate, in accordance with the [Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards](#) (2 CFR 200),
 - (ii.) And, the partner agency has provided the participant with information about the CoC that serves the area to which he/she is moving (if applicable) and has confirmed that the household has permanent housing in the new location, and will not be homeless in that community upon their arrival.

Childcare Costs:

- The costs of providing child-care vouchers, for children from families experiencing homelessness, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible.
 - (i) The children must be under the age of 13, unless they are disabled children.
 - (ii) Disabled children must be under the age of 18.
 - (iii) The child-care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.

Credit Counseling:

- Credit counseling, accessing a free personal credit report, and resolving personal credit issues.

Rental Application Fees

Identification:

- The cost of obtaining a birth certificate or other required documentation for obtaining federal, state or local benefits is an eligible supportive services cost under case management, if it is a necessary to obtain mainstream benefits, and if obtaining primary documents is necessary to obtain and/or maintain housing.

Food:

- The cost of providing meals or groceries to program participants.

Though, rental assistance may be provided only for a maximum of 3 months, the other types of financial assistance detailed above may continue as needed to prevent a return

to homelessness; however, no additional financial assistance may be provided and program participants must be exited from the project within six months from the date they move into permanent housing. Support services must be offered by the responsible partner agency to participants throughout the duration of enrollment in the project. Until they are exited from the project, participants are required to meet with YHDP Div/RE partner agency staff not less than once per month to assist in ensuring long-term housing stability. It is the responsibility of partner agency staff to make assertive attempts to engage participants in the required services.

6. Educational Services for Children

BACKGROUND

Federal law ensures educational rights and protections for children and young adults 1824 experiencing homelessness. Protections apply to children and youth who are living with a parent or guardian and those who are not. Every school district and public charter school in CT is required to designate a homeless liaison who is responsible for ensuring the identification, school enrollment and stability, attendance and opportunities for academic success of students in homeless situations using a child-centered, best interest framework for decision-making. In addition, HUD establishes requirements for CoCs and project applicants through the annual CoC competition and the CT Balance of State Continuum of Care (CT BOS) has established related requirements. This document summarizes basic information about the responsibilities of sub CoCs and recipients/subrecipients of CoC and ESG funds. For more information or to find contact information for you local homeless liaison please visit: <http://youth-help.org>

Information is also available at the National Center for Homeless Education:

<http://center.serve.org/nche/briefs.php>

RESPONSIBILITIES OF CANs

CT BOS CANs are responsible for coordinating with your local school district(s), charter school(s), in the following ways:

- Helping to identify children and young adults who are eligible for educational services. If a child or young adult does not have a fixed, regular, and adequate place to sleep at night, he or she is eligible. This includes those living in places not meant for human habitation, emergency shelters, transitional housing, motels/hotels, campgrounds, in doubled-up situations, or in housing that lacks utilities, is infested or has other dangerous conditions.

- Helping to ensure that all families with children and young adults who qualify in your area are informed about their educational rights and their eligibility for educational services and they receive those services.
- Attending relevant meetings and planning events held by your local school district.
- Ensuring that the local school districts' homeless liaisons are aware of 211 and CAN processes for connecting homeless families and young adults to ESG & CoC resources and helping to resolve any issues that might arise in linking eligible households to those resources.
- Helping to ensure that when placing families in emergency, transitional or permanent housing, consideration is given to the educational needs of children, including placing children as close as possible to schools of origin and early childhood education programs.

RESPONSIBILITIES OF RECIPIENTS/SUB-RECIPIENTS & SAMPLE POLICY

Recipients and sub-recipients of CoC and ESG funds serving families with children and/or young adults 18-24 are responsible for the things outlined in the sample policy below, which is intended to help providers comply with requirements established under federal law, by HUD through the annual CoC project application, and by CT BOS. All projects receiving CoC funds that are serving families with children and/or young adults 18-24 are required to have similar policies. Projects may opt to adapt this sample policy or to adopt a different policy that fulfills the requirements.

Purpose:

To ensure that participants in (INSERT CoC PROJECT NAME) are helped to understand their educational rights established under Subtitle VII-B of the McKinney-Vento Homeless Assistance Act and most recently reauthorized by the Every Student Succeeds Act; To ensure that children and young adults are immediately enrolled in school, as required by federal and State law, & to ensure that they are connected to transportation and educational services to help them succeed in school.

Policy:

1. All housing, whether temporary or permanent, provided by the CoC project shall be located in neighborhoods that are accessible to community resources and services, including schools, libraries, and other educational services.
2. The Program Director and/or his/her designee is responsible for:
 - a. Ensuring that all families with children and young adults participating in this project are informed about their educational rights and their eligibility for educational services at intake and as necessary thereafter.

- b. Ensuring that no matter where they live, how long they have lived there, or how long they plan to stay, all children and young adults participating in the project are enrolled in school immediately, even if they lack the paperwork normally required (e.g., school records, records of immunization, and other required health records, proof of residency, guardianship, and other documents), are unable to pay fines or fees, or have missed application or enrollment deadlines. Students have the right to enroll in school and attend classes while the school gathers needed documents. Enrollment shall occur as quickly as possible and within no more than 48 hours of project entry. Children and young adults who are not required by State law to enroll in school shall be encouraged and assisted but not required to enroll. Families shall be encouraged and assisted to enroll children in early childhood education programs. Enrollment includes attending classes and participating fully in school activities and applies to youth without a parent or guardian.
- c. Assist unaccompanied youth to choose and enroll in a school, giving priority to his/her wishes and assisting to exercise his/her right to appeal.
- d. Advocating as necessary to ensure that homeless students are able to continue to attend their school of origin (i.e., where they went before becoming homeless or the school in which they were last enrolled) the entire time they are homeless and until the end of the academic year during which they find permanent housing. This includes pre-schools and the designated receiving school at the next grade level when a student completes the final grade level served by the school of origin. Remaining in the school of origin should be presumed to be in the best interest of the student unless contrary to the request of the parent, guardian or unaccompanied youth.
- e. Assisting, as necessary, to ensure that the parent, guardian, or unaccompanied youth is provided with the required written explanation of decisions made by school districts/charter schools and how to appeal them and that they are referred to the local school district's homeless liaison who must carry out the dispute resolution process as expeditiously as possible.
- f. Assisting, as necessary, to appeal any decision by the local school district or charter school that it is not in the student's best interest to attend the school of origin or the school where they currently live if requested by the parent, guardian or unaccompanied youth.
- g. Advocating, as necessary, to ensure that if a dispute arises over eligibility, school selection, or enrollment, the student is immediately enrolled in the school in which enrollment is sought, pending resolution of all available appeals.
- h. Advocating, as necessary, to secure the transportation services to which students are entitled (i.e., to and from the school or preschool of origin, including until the end of the year when the student obtains permanent housing).

- i. Assisting, as necessary, to secure temporary transportation services through other means, if possible, when school districts/charter schools are unable to immediately provide such required services.
- j. Advocating on behalf of homeless students as necessary to ensure that they receive the services for which they are eligible according to their needs and comparable to those provided to other students, including assistance from the local school district's homeless liaison, Early Intervention Program for Infants and Toddlers with Disabilities, Head Start, other preschool programs, services for disabled students, free school meals, services for English language learners, gifted and talented services, before and after school care, career and technical education, summer learning, online learning, and referrals to health, mental health, dental and other services.
- k. Advocating as necessary to ensure that homeless students who meet the relevant eligibility criteria do not face barriers to accessing academic and extracurricular activities, including magnet and charter schools, summer school, career and technical education, advanced placement, online learning, and athletic programs.
- l. Advocating, as necessary, to ensure that students receive appropriate full or partial credit for coursework, including consulting with the prior school about partial coursework completed, evaluating students' mastery of partly completed courses, and offering credit recovery.
- m. Advocating as necessary to ensure that all homeless youth receive information and individualized counseling regarding college readiness, college selection, the application process, financial aid, and the availability of on-campus supports; and that unaccompanied homeless youths are informed of their status as independent students for the purposes of Federal financial aid for postsecondary education and assisted in receiving verification of such status.
- n. Advocating as necessary to ensure that records, including information about a student's living situation, are kept private.
- o. Helping homeless students to succeed in school and to get help from the local homeless education liaison, as necessary.
- p. Developing relationships with colleges to access higher education services specifically for homeless young adults.
- q. Designating a staff person who is responsible for:
 - Helping participants to understand their educational rights
 - Ensuring that children and young adults are enrolled in school and early childhood education
 - Ensuring that students get access to all services, programs, and extracurricular activities for which they are eligible
 - Ensuring that children and young adults receive the transportation services to which they are entitled

These need not be the only responsibilities of the designated staff person.

- r. Ensuring that the designated staff person is involved in the development of participants' service plans where there are extensive or significant unmet educational needs.
- Ensuring that no policies, procedures, or practices that are inconsistent or interfere with the educational rights established under federal law are adopted by the project.

7. Special Requirements for Leasing and Rental Assistance and Transitional Housing Projects

- If agencies chose the leasing option, they are required to master lease and provide a sublease to tenants (not occupancy agreement); there also must be a functional separation of roles between services and property management.
- Only Transitional housing projects, including YHDP Crisis Housing, can use occupancy agreements in lieu of leases with program participants. The occupancy agreement must be for a term of at least one month that ends in 24 months and cannot be extended beyond 24 months. The goal for YHDP Crisis Transitional housing projects is to house youth within 60 days, but longer stays may be necessary. Projects may not charge occupancy fees.
- For rental assistance, there needs to be an agreement with the administrator including customary terms and conditions.

8. Participant/Applicant Bill of Rights

- Coordinated Access Networks (CANs) and all projects funded by CT BOS must review with and provide a written copy of the *CT BOS CoC Participant/Applicant Bill of Rights* (see appendix) to all participants and applicants when they apply for assistance and before and after they enter the project.

9. Grant Amendments

- Grant recipients are required to submit any proposed CoC project grant amendments to the relevant CAN for approval prior to submission to HUD.
- Grant recipients are also required to notify the CT BOS Steering Committee of any approved amendments.

10. Age Requirements for YHDP projects

Per HUD requirements, YHDP eligibility is limited to unaccompanied youth experiencing homelessness, including pregnant or parenting youth and couples, who are not accompanied by their parent or guardian during their episode of homelessness and where no member of the household is older than 24 at project entry. Age of adult participants must be verified when determining program eligibility.

The following documents are considered to be reliable for age verification: birth certificate, driver's license, passport, immigration card, military identification, school-age record, social security record, or any other state, local, national or international documentation, provided it contains current information about the age or birth of the possessor. Proof of age should not serve as a barrier to program enrollment. In the absence of these forms of documentation at program entry, a client may self-certify their date of birth while the provider continues to assist with obtaining vital documents. This self-certification does **not** need to be notarized. See [YHDP Additional Household Member Guidance](#) for more information on the YHDP age restriction.

11. Youth Navigator Projects

Youth Navigator projects are Supportive Services Only (SSO) projects that were originally funded under HUD's Youth Homelessness Demonstration Program. These projects provide services to youth age 18-24 at program entry who are experiencing HUD Category 1, 2 or 4 homelessness and who are not residing in housing operated by the SSO recipient or sub-recipient. Youth Navigators may conduct youth-specific CAN appointments. Eligible youth who are unable to be diverted from homelessness at their CAN appointment are referred to and enrolled in a Youth Navigator project as capacity allows.

Services focus on assisting program participants to quickly obtain housing and connect with community supports as needed to obtain and maintain housing. This includes but is not limited to: reconnecting youth with natural supports when this contact would not jeopardize the youth's safety; assisting youth with following through on service linkages, such as connection to McKinney-Vento liaison, local workforce assistance program, and the Department of Children and Families' re-entry process; and connecting youth to housing assistance projects as needed. As project capacity allows, services may continue up to 6 months from the date the youth moves into permanent housing. Youth Navigator services should terminate once the youth is enrolled in a transitional housing, rapid rehousing (except for YHDP Diversion/Rapid Exit Fund), or permanent supportive housing project with the navigator providing a warm handoff to the respective case manager. Youth participants who were originally eligible for the program under HUD Category 2, and who have remained in the housing they

were at imminent risk of losing at entry, should be discharged from the program within 90 days of entry after referrals to community resources are made.

12. Expenditure Data

- To assist with ongoing efforts to ensure full and efficient use of federal resources, all projects funded by CT BOS are required to enter expenditure data into HMIS.

13. Ensuring a Safe, Healthy, Inclusive, Affirming and Discrimination-free Environment for Persons Identifying as LGBTQIA+

Introduction:

Persons identifying within the LGBTQIA+ umbrella are at heightened risk of housing instability and homelessness. Connecticut law [prohibits discrimination](#) in employment, housing, public accommodations and credit transactions on the basis of a number of protected classes. Connecticut includes all of the following within its protected classes (as well as other classes): sex, transgender status, gender identity, gender expression, sexual orientation, marital status, or civil union status. Retaliation against someone for filing a discrimination complaint is also prohibited.

At the state level, the [Connecticut Commission on Human Rights and Opportunities](#) is tasked with enforcing human rights laws that ban illegal discrimination; monitoring compliance with state contract compliance laws and with laws requiring affirmative action in state agency personnel practices; and establishing equal opportunity and justice for all persons in Connecticut through education and outreach activities. At the federal level, [HUD's Equal Access to Housing Rules](#) also prohibit HUD funded housing and service providers from using sexual orientation, gender identity or marital status as a basis for denying housing or services to any individuals and their families.

This policy supports CT BOS and CT BOS funded agencies to maintain compliance with Connecticut law and HUD's Equal Access Rule, as well as to promote strategies to provide all people who interact with the Connecticut Balance of State Continuum of Care (CT BOS) and the agencies funded by CT BOS with a safe, healthy, inclusive, affirming and discrimination-free environment.

Terminology

LGBTQIA+ is an umbrella acronym that generally stands for lesbian, gay, bisexual, transgender, queer (and/or questioning), intersex and asexual. The acronym is designed to be as inclusive as possible with the "+" including the many individuals who may not identify specifically with any of the listed terms but who identify outside of cisgender and heterosexual norms, for instance, persons identifying as non-binary, genderfluid, Two-

Spirit, and other identifiers not contained in LGBTQIA.

Most indigenous communities have specific terms in their own languages for the gender-expansive members of their communities and the social and spiritual roles these individuals fulfill. With over 500 surviving Native American cultures, attitudes related to sex and gender are diverse. Even with the modern adoption of umbrella terms like Two-Spirit, not all cultures perceive two-spirit people the same way or welcome an umbrella term in place of terms already in use by their cultures.

Language is constantly evolving, and individuals may use a wide range of language to describe themselves that may or may not be known by staff. The best practice is to cede control to individuals to define their identities in language that makes sense to them, and reflect the language that individuals use to describe themselves. The list of terminology below is not intended to be exhaustive. CT BOS acknowledges the evolving nature of language and encourages programs to remain flexible and open to changing terminology. The following resources maintain up-to-date terminology and can be referenced regularly:

- <https://transequality.org/issues/resources/understanding-transgender-people-the-basics>
- <https://www.apa.org/pi/lgbt/programs/safe-supportive/lgbt/key-terms.pdf>

Non-Discrimination and Non-Harassment Policy

CT BOS is committed to treating all individuals who interact with the CoC and the agencies funded by the CoC with dignity and respect and ensuring that the CoC operates in compliance with human rights and anti-discrimination laws and regulations.

a. Professionalism and Staff Conduct

CT BOS expects that all staff and contractors at CT BOS funded agencies will model appropriate and affirming behavior at all times, as defined by their agencies' codes of conduct and in this policy. Personally-held beliefs about gender identity, gender expression, perceived gender identity, sexual orientation, civil union status or marital status are not permitted to negatively impact the respectful offering and provision of appropriate services, or the respectful treatment of co-workers, clients or community partners. Under no circumstances may any staff member or contractor attempt to convince anyone identifying as LGBTQIA+ to reject or modify their gender identity, sexual orientation, or gender expression. It is also inappropriate to ask questions regarding sexual practices, except as necessary for clinical assessment or reporting abuse. Authorized staff may inquire about sexual orientation, gender identity, and transgender

status only for the purposes of collecting demographic information or as necessary to provide responsive client services. Clients must be informed that disclosure of personal information is voluntary and will not affect eligibility for assistance.

b. Confidentiality and Privacy

All clients, staff, and community partners have a right to privacy, and CT BOS expects that all staff and contractors will respect this right. CT BOS expects that staff and contractors will:

- Treat as confidential all of the following: sexual orientation, transgender status, gender identity, medical history, and names other than the name the client uses;
- Never disclose any of the above information without the client's permission, unless such disclosure is required to properly serve the individual and is consistent with federal, State and local laws;
- If a client grants permission to share this information, staff and contractors share in a professional and respectful manner only to persons who need the information.

c. Collection of Demographic Information

CT BOS and its funded agencies may collect demographic information about gender identity, transgender status, or sexual orientation. As with all personal information, clients have the right to refuse to answer these demographic questions. This information is collected as a condition of funding in many instances and is used to report aggregated numbers to funders. Demographic information may not affect eligibility for assistance except in circumstances of sex-segregated facilities, in which case eligibility determinations must be made based on a client's self-reported gender identity without intrusive questioning or being asked to provide anatomical information or documentary, physical, or medical evidence of the individual's gender identity.

d. Titles Names and Pronouns

CT BOS expects that program staff address individuals by the name, title (e.g., Ms./Miss/Mrs./Mr./Mx.), and pronouns (e.g., he/him/his, she/her/hers, they/them/theirs, or other pronouns) that the individual uses, regardless of the individual's assigned sex at birth, whether the individual has undergone a legal name change, or the individual's gender expression, and without requiring identification or other forms of "proof" of gender identity.

Remember that:

- If you are unsure what title, name, or pronoun a person uses, ask “What name do you go by?” and “What pronouns do you use?” “What title do you use?”
- Once staff have learned a person’s name, title, and pronouns, CT BOS considers staff refusal to use the correct name, title and pronouns to be a form of harassment discrimination.

e. Gender Separated Facilities and Services

Some programs, activities, and facilities are gender specific, e.g., a women’s shelter or a men’s addiction recovery group. HUD’s Continuum of Care (CoC) Interim Rule regulates when gender separated facilities are allowable, stating that facilities may be limited to one sex where the facility consists of a single structure with shared bedrooms or bathing facilities such that the considerations of personal privacy and the physical limitations of the configuration of the housing make it appropriate for the housing to be limited to one sex (see [24 CFR 578.93\(b\)\(1\)](#)). Where single sex facilities are permissible, it is the policy of CT BOS that all individuals have the right to access such facilities consistent with their gender identity, regardless of gender expression or sex assigned at birth. Clients must be placed in facilities according to their self-reported gender identity. No one may be denied access to a facility serving the gender with which a person identifies, regardless of their assigned sex at birth or gender expression.

In instances where an individual does not identify with a gender that is singularly “male” or “female” (e.g. non-binary, genderfluid, two spirit, a gender outside the binary, etc.), staff may ask the individual to determine the more appropriate gender-based placement as well as the placement that is most likely to be the safest for the individual—either placement with males or with females.

If anyone requests reasonable accommodations to gain greater privacy, providers must take reasonable steps to accommodate the individual, for instance, offering single use restrooms or shower stalls, or accommodating “off hour” shower or restroom usage. Single occupancy restrooms must be made available to people of all genders.

For gender separated services, such as a men’s or women’s recovery group, the same policy applies as above. Individuals have the right to access services consistent with their gender identity, regardless of gender expression or sex assigned at birth, and in instances where an individual does not identify with a gender that is singularly “male” or “female,” staff may ask the individual to determine the appropriate gender separated service for themselves.

f. Safety

LGBTQIA+ identifying people are subjected to greater instances of harassment, bullying,

and violence than their non-LGBTQIA+ counterparts. Discrimination can be subtle and often goes unreported and undocumented. Protecting the safety of clients, staff, contractors and community partners who identify as LGBTQIA+ is paramount. CT BOS expects that agencies establish and publicly display anti-discrimination policies and that they promptly, accurately and comprehensively document and address all incidences of harassment, bullying, discrimination or violence against LGBTQIA+ clients, staff, contractors or community partners. Staff members who observe harassment based on sexual orientation, gender identity, transgender status, or any other protected class should take action immediately and document such action in relevant case notes and incident reports in accordance with their agency's policies. Clients who feel unsafe in a particular program may raise the issue with program staff, CT BOS or the CT Commission on Human Rights and Opportunities (see [Violations](#)).

g. Health Care

CT BOS expects that programs enact healthcare and medication policies that apply equally to all persons, including gender-affirming medications. Clients identifying as LGBTQIA+ may need access to health services such as gender-affirming medications, surgeries, healthcare services or personal hygiene products, all of which are highly personal. Staff should make every effort to connect clients with gender affirming healthcare providers for any medical needs and reach out to their supervisors for assistance with identifying these providers. Clients may contact CT BOS with any issues regarding accessing gender affirming services in CT BOS programs. (For contact information see [Violations](#))

h. Dress Code

CT BOS expects that programs enact dress codes that apply equally to all genders and not include gender-specific dress code elements. For instance, programs can apply an equal standard of length to any clothing, without referring to, for example, "women's skirts" or "men's shorts." Staff and clients should never be required to wear clothing or meet grooming standards that are inconsistent with their gender identity or expression, or be forbidden from wearing clothing consistent with their gender identity or expression. Holding employees or clients to different dress and grooming standards based on gender identity or perceived gender identity is considered discrimination by CT BOS.

i. Violations

Any employee or contractor of a CT BOS funded agency who discriminates against, harasses, or violates the rights of an individual identifying as LGBTQIA+, or who retaliates against any individual who opposes such action, is subject to disciplinary action as well as

sanctions and penalties imposed by the funded agency, the courts, the CT Commission on Human Rights and Opportunities, the CT Department of Mental Health and Addiction Services, and the CT Department of Housing. CT BOS may monitor recipient, subrecipient and contractor compliance with this policy and human rights and anti-discrimination laws and regulations. When making decisions regarding project funding, the CT BOS Steering Committee may consider a pattern of non-compliance or failure to promptly and adequately address non-compliance.

Complaints of harassment, discrimination, retaliation, or the creation of a hostile work environment may be reported to any of the following:

- The [CT Commission on Human Rights and Opportunities](#)
Phone: [860-541-3400](#)
Connecticut Toll Free: [1-800-477-5737](#)
TDD: [860-541-3400](#)
CT BOS Grievance Committee in writing via e-mail (ctboscoc@gmail.com) or by phone at (917)449-3918. *CT BOS can also assist in determining how best to make a report directly to a provider agency.*

14. Emergency Transfer Plan and Notification Requirement

In accordance with the Violence Against Women Act (VAWA), the CT BOS CoC has adopted an [emergency transfer plan](#), which allows tenants of transitional housing, permanent supportive housing, and rapid re-housing projects that receive federal, county, or state funds who are victims of domestic violence, dating violence, sexual assault, stalking or human trafficking to request an emergency transfer from the tenant's current unit to another unit. All recipients and subrecipients of federal, county, or state funds for transitional housing, permanent supportive housing, and rapid rehousing projects must follow this plan.

All CANs and CoC/ESG funded projects are required upon application for assistance, at project entry, and at annual recertification to:

- inform all individuals/families seeking or receiving assistance, regardless of known DV survivor status, of their rights under the emergency transfer plan and of the process to seek a transfer; and
- provide a [brief user-friendly notice](#) that clearly explains the emergency transfer rights and process.

V. Performance Evaluation

1. Renewal Evaluations

- Each year, the BOS Steering Committee establishes performance targets, and evaluation criteria for renewing projects.
- Providers are asked to submit data such as consumer surveys and APRs to enable project evaluation before the NOFA is released.

2. Corrective Actions

- Each year the Steering Committee establishes a minimum scoring threshold.
- Projects scoring below the threshold must do a corrective action plan.
- Agencies in corrective action process are not eligible to apply for funding for new projects.
- Programs in corrective action status for 2 consecutive years may be at risk of losing their funding.
- Local BOS CoC representatives are copied on correction action letters for their jurisdictions.

3. Underspending

- If a project is underspent by more than 20% or \$50,000 for 2 years, the project is at risk of partial or complete reallocation.

VI. Grievances

1. 1. Purpose

The purpose of the CT BOS Grievance Policy is twofold:

- A. To ensure that there is a fair and accessible process for providers and Steering Committee members to file a grievance with the CoC regarding decisions made during the CoC funding process (See Section 5 below).
- B. To ensure that there is a fair and accessible process for consumers served by CT BOS projects who have filed a grievance with a CT BOS CoC funded provider, are dissatisfied with the outcome and wish to file a grievance with the CoC (See Section 6 below).

2. Filing a Grievance

Grievances submitted by provider agencies and Steering Committee members shall be submitted in writing to the Grievance Committee via e-mail (ctboscoc@gmail.com). Consumer grievances can be submitted to the CT BOS Grievance Committee in writing via e-mail (ctboscoc@gmail.com) or by phone at (860) 375-4634.

3. Composition of Grievance Committee

The Grievance Committee shall be made up of a minimum of three members of the CT BOS CoC Steering Committee. Members shall be appointed by the CT BOS CoC Steering Committee Co-Chairs. In all instances when a conflict of interest is present, parties shall recuse themselves from voting on and otherwise influencing the outcome of matters referred to the Grievance Committee. (see CT BOS Policies, Article VIII, Section 1).

4. Final review by the CT BOS Co-Chairs

All Grievance Committee decisions may be appealed to the CT BOS Steering Committee Co-Chairs within 10 working days of receipt of the committee's written decision. In instances in which a co-chair recuses, another Steering Committee member who was not involved in the decision being appealed may be appointed to participate in the final review. The final review shall be completed within 15 working days of receipt of the request. Within 10 working days of the review, the chairs shall issue a written decision specifying the reasons for the decision. The written decision shall be mailed or emailed to the person who filed the grievance by first class mail, and a copy will be maintained in the CT BOS project files. The decision is final and cannot be appealed.

5. Grievance Policy for Providers and Steering Committee Members

This policy should be used when a provider or Steering Committee member wishes to file a grievance related to the CoC funding process. For instance, a project may file a grievance to appeal a project evaluation result or the rejection of a project for CoC funding.

a. Resolution of a Grievance

Grievances will be reviewed by the Grievance Committee within 30 days of receipt. The committee will issue a written decision, specifying the reasons for the decision and any actions that need to be taken. The written decision shall also indicate the opportunity to request a final review by the CT BOS Steering Committee Co-Chairs, and provide instructions for requesting the final review, including contact information. The written decision will be emailed to the person filing the complaint.

b. Limitations on Grievances for Providers and Steering Committee Members

Each year, the CT BOS Steering Committee approves the renewal evaluation scoring standards prior to initiating the evaluation. The CoC distributes draft standards in advance and encourages comment. In order to ensure equity, scoring is applied consistently to each program.

The Grievance Committee will not consider grievances based on disagreements with the evaluation standards adopted by the Steering Committee. Rather providers who believe the criteria or performance targets should be adjusted or certain types of projects should be exempted or have different targets should coordinate with their CAN Steering Committee representative, attend the relevant Steering Committee meeting or submit an email to ctboscoc@gmail.com. The Steering Committee will consider all such comments received prior to establishing the annual standards.

CT BOS establishes a standardized process that applies criteria and benchmarks established by the Steering Committee equitably across all projects. To ensure the equitable application of the standards, the

Grievance Committee will not consider grievances based on circumstances that are commonly experienced across projects. For example, the Grievance Committee will not consider grievances based on a challenging housing market, staff turnover, or housing stability challenges commonly faced by participants.

CT BOS establishes a standardized process that provides the same opportunity for all projects to make data changes in advance of obtaining the APR data used to evaluate projects. Subsequently, providers are also provided the opportunity to review their preliminary renewal evaluation results, make additional data changes and request that their project be re-scored. Deadlines for each step are distributed, and providers receive multiple reminders. In order to ensure equity, deadlines are, generally, applied consistently to each program. Where there are extenuating circumstances that prevent a project from meeting a deadline, the CoC chairs may approve extensions. The Grievance Committee will not consider grievances based on data changes made after the deadline.

6. Grievance Policy for Consumers

This policy can be used by consumers who have filed a grievance related to a CT BOS CoC funded project with a provider agency and who remain dissatisfied with the outcome. Consumers must first complete any grievance process available to them through the relevant CT BOS funded agency prior to filing a grievance with CT BOS. Consumers must file the grievance within 30 days of having received notification of the outcome of the grievance filed with the relevant provider agency. Relevant issues may include determinations of service or housing subsidy terminations, repair issues, discrimination, mistreatment, or other disputes or complaints.

If the project serving the consumer is a DMHAS project (i.e., DMHAS is the CoC grantee or the project receives other DMHAS funding), the consumer must use the DMHAS Appeals Process (available at: <http://www.ctbos.org/wp-content/uploads/2017/04/1-Final-DMHAS-Rental-Help-Admin-Plan-June-2017-1.pdf>). The DMHAS Appeals Process includes the following steps:

- 1) Informal conference with the relevant CAN
- 2) Hearing with a DMHAS appeals panel
- 3) Final review by a Review Panel.

The outcome of the DMHAS Appeals process is final and not subject to review through the CT BOS Grievance process.

If the project serving the consumer is a RRH project, the consumer must file a grievance in accordance with the policies defined in the [CT DOH Statewide RRH Operations Guide](#). If the project serving the consumer is a different type of DOH project (i.e., DOH is the CoC grantee for a project other than RRH or the project

receives other DOH funding) or the grievance is about a Coordinated Access Network (CAN) decision, the grievance will be reviewed via the CT BOS Grievance Process described in this Section (Section 6).

Consumers who would like help determining which grievance processes are available to them may contact a staff member at the agency at which they receive services or the CT BOS team at (ctboscoc@gmail.com) or by phone at (860) 375-4634.

Grievance Committee Hearing Process for Consumers

When a consumer submits a grievance to the CT BOS Grievance Committee, a hearing shall be held within 30 working days of the receipt of the grievance. A notice regarding the hearing shall be mailed to the consumer by first class mail and email, if applicable, not less than 10 days before the scheduled hearing. The notice shall include the date, time, and location of the hearing and a clear statement of the issues to be considered.

The consumer who filed the grievance must have the opportunity to be present during the hearing and to hear all oral information and review all written information that is being considered by the Grievance Committee. They must also have the opportunity to bring a person of their choice to assist them during the hearing. Consumers who would like help identifying someone who can assist them may contact a staff member at the agency at which they receive services or the CT BOS team at (ctboscoc@gmail.com) or by phone at (860) 375-4634.

A member of the Grievance Committee shall keep a sign-in sheet of all who attended the hearing and a list of the documents presented. If the consumer opts not to attend the hearing, the Grievance Committee may, in lieu of convening a hearing, opt to review the grievance and gather all pertinent information via email, phone, or video conference. Such a review must be completed within 30 days of receipt of the grievance.

Within 10 working days of a hearing or other review process, the Grievance Committee shall issue a written decision specifying the reasons for the decision and any actions that need to be taken. The written decision shall also indicate the opportunity to request within 15 days a final review by the CT BOS Steering Committee Co-Chairs, and provide instructions for requesting the final review, including contact information. The written decision shall be sent by first class mail and email, if applicable, and a copy will be maintained in the CT BOS project files.

Notification

CT BOS funded projects and Coordinated Access Networks (CANs) are required to notify all households seeking or receiving help of their grievance rights. All CANs and CT BOS funded projects are required upon application, at project entry and at a minimum annually to provide a notice issued by CT BOS summarizing these rights

(see “Your Right to File a Complaint” Notice in Appendix) and to review that notice with participants/applicants to help them understand their grievance rights.

VII. Monitoring

1. Purpose

HUD requires CoCs to monitor and evaluate CoC programs. CT BOS provides onsite monitoring for a subset of funded providers annually in order to help grantees prepare for HUD visits, reduce recapture risk, and identify areas of need for technical assistance.

2. Selection

The BOS Steering Committee establishes selection criteria annually to determine which programs will be offered monitoring.

3. Procedures and Tool

Monitoring procedures and the tool used during monitoring visits are available on the CT BOS website.

IX. Reallocation

1. Reallocation Background

Through HUD’s annual Continuum of Care (CoC) competition, the Connecticut Balance of State Continuum of Care (CT BOS) typically has an opportunity to eliminate funding in whole or in part from existing projects and reinvest those resources in new projects. This process is known as reallocation, and it is intended as a tool for CoCs to continuously align investments with strategic priorities and ensure that projects are meeting HUD and CoC expectations. HUD strongly encourages CoCs to review and realign their project portfolios annually, and the scoring methodology HUD uses in the competition often provides an incentive to do so. CoCs that fail to take advantage of the reallocation opportunity, typically, do not fare as well in the annual competition, which results in receiving fewer federal resources to end homelessness.

CT BOS has implemented a comprehensive reallocation process that uses performance and need data to determine how to efficiently and effectively expend available CoC program resources to improve system performance and end homelessness within the CoC. CT BOS also considers project compliance with HUD, state and CT BOS requirements when making reallocation decisions.

The process used by CT BOS to make reallocation decisions is described below.

2. Reallocation Criteria

CT BOS uses the following criteria to identify projects for possible reallocation:

- The CoC may reallocate funds from projects that are underperforming. This helps to improve system performance, for example, to:
 - reduce homelessness
 - reduce length of time clients remain homeless
 - reduce returns to homelessness
 - increase participant access to income and benefits
 - increase housing stability
- The CoC may reallocate funds to ensure efficient use of resources, for example to address:
 - under spending
 - high costs
 - program vacancies
- The CoC may reallocate funds when projects are using outdated program models.
- The CoC may reallocate funds when monitoring findings or other information indicate that a project is significantly out of compliance with HUD, state, or CT BOS requirements and that the responsible agency is unable or unwilling to make the necessary corrections.
- Projects also have the option to voluntarily reallocate to make better use of CoC resources. Projects also have the option to apply for a transition grant to change component types.

3. **Reallocation Procedures:**

- The CT BOS Steering Committee, with input from stakeholders, establishes a methodology to evaluate renewal projects annually. The evaluation methodology uses objective, performance-based scoring criteria. The criteria are posted to the CT BOS website. The CT BOS Steering Committee establishes a corrective action threshold and projects scoring below that threshold for 2 or more years may be considered for reallocation.
- CT BOS monitors a sub-set of projects annually to determine the extent to which projects are complying with HUD, state, and CT BOS requirements. This process is primarily intended as a support to provider agencies to help them identify and correct areas in which their operations are not aligned with requirements. When a project meets one or more criteria outlined above, monitoring results may also be used to inform reallocation decisions.
- CT BOS may also periodically look at other available information about the projects it funds (e.g., spending reports from HUD, HUD monitoring findings, state monitoring findings, CAN data, complaints received, etc.)
- Using the criteria outlined above, the CT BOS Chairs identify and refer projects to the Steering Committee for possible reallocation or transition to a different component type.
- The Steering Committee determines if projects will be reallocated in whole or authorized to transition to a different component type.
- Projects slated for full or partial reallocation may submit an appeal. A Grievance Committee hears and decides appeals.

- The CoC offers providers education & technical assistance. This may include, for example, providing information and assistance on renewal evaluation criteria, monitoring standards, and/or the reallocation process via Steering Committee meetings, emails, trainings, semi-annual public meetings, Coordinated Access Networks, and the CT BOS website. This may also include, for example, provision of individualized technical assistance to providers interested in voluntary reallocation and those selected for reallocation by the Steering Committee.
- The Steering Committee decides annually how to best allocate funds for new projects, including reallocated funds, bonus dollars, and any other source. Using available Coordinated Access Network and other data, the Steering Committee considers which types of projects are most needed and which target populations should be prioritized.
- The CoC welcomes and solicits new project applications from all eligible organizations, including those that have never received CoC Program funds as follows:
 - CoC posts a Request for Proposals (RFP) publicly on the CoC's website.
 - CoC sends information about the RFP opportunity out to its email list, which includes more than 460 individuals.
 - CoC partners widely distribute information about the RFP opportunity to their email lists, which include organizations that do not currently receive and have never received CoC program funds.

IX. Coordinated Access

In accordance with HUD requirements, the CT Department of Housing has developed, and the CT BOS Steering Committee has adopted, a statewide Connecticut Coordinated Access Network (CAN) Policies and Procedures Manual. That manual is available at <http://www.ctbos.org/policies/>

In addition to the policies contained in that manual, CT BOS has established the following:

- **Requirement for all CT BOS PSH projects to be Dedicated Plus.** HUD included the option of DedicatedPLUS in the [FY 2017 CoC Program NOFA](#) to provide CoCs with more flexibility to serve vulnerable populations and to more effectively and more immediately address the needs of persons experiencing chronic homelessness, at risk of experiencing chronic homelessness, or who were chronically homeless prior to being housed and who have recently become homeless again. In May 2019, the CT BOS Steering Committee passed a motion requiring that all CT BOS funded renewal PSH projects convert to Dedicated Plus and all new PSH projects funded by CT BOS be designated as Dedicated Plus. This new policy replaces the previous requirement that 100% of PSH beds be dedicated to people experiencing chronic homelessness. Details for implementing the change from chronic dedicated to DedicatedPLUS will be made available in Statewide CAN Policies.

X. Remote Steering Committee Voting Procedures

As per the CT BOS by-laws, at the chairs' discretion, the CT BOS Steering Committee may be convened remotely via video and/or telephone conferencing. Only Steering Committee members who participate in the remote meeting at which a matter is discussed are eligible to vote on motions related to that matter. Remote Steering Committee voting will be administered as follows:

- Steering Committee members will be reminded at the start of each meeting that to be recorded as present and eligible to vote either during the meeting or through subsequent electronic voting conducted on matters discussed during the meeting, they must do one of the following: a) Show their full name in the video conferencing application, or b) State at the beginning of the meeting when prompted that they are present.
- A member of the CoC consultant team will record the names of all participants in meeting minutes.
- The chairs will determine the method to be used for voting by the Steering Committee during or subsequent to a remote meeting.
- When decisions are being made by consensus or voice vote during a remote Steering Committee meeting, a reminder about who is eligible to vote shall be provided. The meeting chair, with assistance as requested from the consulting team, will ensure that only eligible Steering Committee members vote.
- When votes are being administered electronically (e.g., via email or web-based survey) those casting a vote will be required to provide their name and, if applicable, the entity they represent on the Steering Committee. A member of the CoC consulting team will ensure that only votes cast by eligible Steering Committee members are counted. The chairs will ensure that Steering Committee members are provided with a minimum of one business day to cast votes.

XI. Definitions

Chronically Homeless (HUD Definition):

HUD Released the Final Rule on Homeless Emergency Assistance and Rapid Transition to Housing: Defining "Chronically Homeless" on 12/4/15. The final rule defines chronic homelessness as follows:

- (1) A **"homeless individual with a disability"**:
 - i. Lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - ii. Has been homeless and living as described in paragraph (1)(i) above continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as

the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (1)(i) above. Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living or residing in a place not meant for human habitation, a safe haven, or an emergency shelter immediately before entering the institutional care facility;

(2) An individual who has been residing in an **institutional care** facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

(3) **A family** with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) or (2) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

DedicatedPLUS – A DedicatedPLUS project is a permanent supportive housing (PSH) project where the entire project will serve individuals and families that meet one of the following criteria at project entry:

1. Experiencing chronic homelessness as defined in 24 CFR 578.3;
2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
3. Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement;
4. Residing in transitional housing funded by a Joint transitional housing (TH) and rapid re-housing (PH-RRH) component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project;
5. Residing and has resided in a place not meant for human habitation, a safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or
6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

Disability (HUD Definition):

A Physical, Mental or Emotional Impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that is expected to be long continuing or of indefinite duration, substantially impedes the individual's ability to live independently, and could be improved by the provision of more suitable housing conditions; includes:

Developmental Disability Defined in §102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 USC 15002). Means a severe, chronic disability that is attributable to a mental or physical impairment or combination AND is manifested before age 22 AND is likely to continue indefinitely AND reflects need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated. An individual may be considered to have a developmental disability without meeting three or more of the criteria listed previously, if Individual is 9 years old or younger AND has a substantial developmental delay or specific congenital or acquired condition AND without services and supports, has a high probability of meeting those criteria later in life.

HIV/AIDS Criteria Includes the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

Literally Homeless (HUD Homeless Definition Category 1):

(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

XII. Appendix



CT BOS Participant/Applicant Bill of Rights, *Adopted 2/17/2023*

If you are getting or asking for help in Hartford, Litchfield, New Haven, New London, Windham, Tolland, or Middlesex Counties from a Coordinated Access Network (CAN) or project funded by the Connecticut Balance of State Continuum of Care (CT BOS), **you have these rights:**

- Not to be discriminated against based on race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, language spoken, marital status or any other protected status under state and federal law.
- Not to be denied services because of substance use; credit, criminal or housing history; lack of income; or participation in treatment.
- To decide for yourself who is a member of your family and not to be separated from members of your family.
- To be served based on the gender you identify with.
- To get in writing what services are available, any rules you must follow and things you have to do and to get written updates if any changes are made.
- To choose what services and activities you want to participate in and where you want to live - understanding that housing may be less available in some places.
- Not to be sexually harassed or physically, sexually, verbally and/or emotionally abused or threatened.
- To have your personal information and records kept private and not shared without your permission, except when there is a medical emergency, a clear and immediate danger to you or to others, there is possible child or elder abuse/neglect, or when ordered by a court.
- To be treated with respect and dignity and in a way that honors differences.
- To get services that meet your needs and help you to get and keep permanent housing and achieve things that are important to you.
- To have service/housing providers address any safety, privacy or other concerns you have.
- To make suggestions and complaints, ask questions and receive a prompt response.
- If you are no longer going to get services and/or help with your rent, to get in writing the reasons why, how you can appeal the decision, and the final decision.
- To request a reasonable accommodation.
- To receive a copy of these rights and to have someone review them with you before and after you enter the project.

WHAT CAN I DO IF I FEEL MY RIGHTS HAVE BEEN VIOLATED?

- Use your agency's internal grievance process (see this [Notice](#) for more information).
- You can reach out to the CT BOS CoC at ctboscoc@gmail.com or (860) 375-4634. We encourage you to reach out to CT BOS so we can help try to resolve your concern.
- You can also contact the HUD Hartford Field Office at (860) 240-4800.
- If you believe you have been discriminated against based on race, color, national origin, religion, sex, disability, or family status or any other protected status, you can file a fair housing complaint with HUD's Office of Fair Housing and Equal Opportunity by telephone (800-669-9777; TTY 800-877-8339) or online in [English](#) or [Spanish](#).
- Connecticut's laws also protect people who are gay, lesbian, bi-sexual, and transgender. You may file a complaint with the Connecticut Commission on Human Rights and Opportunities Fair Housing Unit at (860)541-3403.



INFORMATION FOR CONTINUUM OF CARE PROJECT PARTICIPANTS ABOUT

YOUR RIGHT TO FILE A COMPLAINT

INSTRUCTIONS FOR CANS & PROVIDERS:

CT BOS funded projects and Coordinated Access Networks (CANs) are required to:

- 1) Document provision of this notice to all households seeking or receiving help upon application, at project entry and at a minimum annually; and
- 2) Review the content of this notice with CoC project participants and applicants to help them understand their grievance rights.

YOUR RIGHT TO FILE A COMPLAINT

If you are receiving help from or were denied help by a Coordinated Access Network (CAN) or Connecticut Balance of State (CT BOS) project you have a right to file a complaint. If you have a problem with the help you get or a problem with not getting the help you need, you can try reaching out first to a staff person at the agency that provides or denied you the service.

If that doesn't work you might want to make a formal complaint, which is also called a grievance.

HOW DO I FILE A GRIEVANCE?

The process available to you to file a grievance depends on what type of help you are receiving or were denied. For help determining which of the processes below applies to you, contact a staff member at the agency where you receive housing assistance or the CT BOS team at (ctboscoc@gmail.com) or by phone at (860) 375-4634.

CT BOS Grievance Process

Who can use the CT BOS Grievance Process?

- People who have a problem with the housing assistance they are receiving from or were denied by a Coordinated Access Network (CAN)
- People who have a problem with housing assistance they are receiving from or were denied by most projects funded by the Connecticut Balance of State Continuum of Care (CT BOS) – exceptions are explained below.

What are the steps?

1. File a grievance with the agency that provides you with housing assistance or denied you the help you need. Ask the provider agency for a copy of their grievance procedure.



Connecticut Balance of State Continuum of Care

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2. If you are unhappy with the results you can, file a grievance with CT BOS at (ctboscoc@gmail.com) or by phone at (860) 375-4634. You must do this within 30 days of receiving the outcome of the original grievance you filed under step #1.
3. If you are still unhappy with the results you can, request a final review by the CT BOS Co-Chairs at (ctboscoc@gmail.com) or by phone at (860) 375-4634. You must do this within 15 days of receiving the outcome of the grievance you filed under step #2.

For more information see: [CT BOS Policies](#)

Connecticut Rapid Rehousing (RRH) Grievance Process

Who can use the CT RRH Grievance Process?

- People who have a problem with help they are receiving from or were denied by any Rapid Rehousing (RRH) project funded by the CT Department of Housing or the CT Balance of State Continuum of Care (CT BOS)

What are the steps?

1. Fill-out a [Participant Concern Form](#) and give it to a staff person at your RRH provider agency. You must do this within 15 days of the occurrence of the situation you are filing a concern about.
2. If you are unhappy with the results, you can file a grievance with your RRH provider agency. Ask the provider agency for a copy of their grievance procedure.
3. If you are still unhappy with the results you can, file a grievance with CT BOS at (ctboscoc@gmail.com) or by phone at (860) 375-4634. You must do this within 30 days of receiving the outcome of the original grievance you filed under step #2.
4. If you are still unhappy with the results you can, request a final review by the CT BOS Co-Chairs at (ctboscoc@gmail.com) or by phone at (860) 375-4634. You must do this within 15 days of receiving the outcome of the grievance you filed under step #3.

For more information see: [DOH Statewide RRH Operations Guide](#)

Connecticut Department of Mental Health and Addiction Services (DMHAS) Grievance Process

Who can use the CT DMHAS Grievance Process?

- People who have a problem with help they are receiving from or were denied by any Continuum of Care project funded through the CT Department of Mental Health and Addiction Services (DMHAS). Usually these are Permanent Supportive Housing (PSH) projects.



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What are the steps?

1. Complete an [informal conference request form](#) and submit it to your local [Coordinated Access Network](#) (CAN) or the agency where you get housing assistance.
2. If you are still unhappy with the results you can, complete a [formal hearing request form](#) and send it to Alice Minervino (Alice.Minervino@ct.gov or Department of Mental Health and Addiction Services, Russell Hall, Housing and Homeless Services, PO Box 351, Middletown, CT 06457-7023). You must do this within 15 working days of receiving the outcome of the original grievance you filed under step #1.
3. If you are still unhappy with the results you can, request a final review by the DMHAS Review Panel. You must do this within 15 working days of receiving the outcome of the grievance you filed under step #3. You will receive a final review request form and instructions on how to submit with the notice you receive about the outcome of the grievance you filed under step #3.

For more information see: [DMHAS CoC Rental Assistance Operating Guide](#)

HOW CAN I GET HELP?

For help contact a staff member at the agency where you receive housing assistance or the CT BOS team at (ctboscoc@gmail.com) or by phone at (860) 375-4634.



INFORMATION FOR RESIDENTS ABOUT THE CT BOS EMERGENCY TRANSFER PLAN

Instructions for Providers: All Coordinated Access Networks and CoC/ESG funded projects are required upon application, at project entry, and at annual recertification to:

- Inform all individuals/families seeking or receiving assistance, regardless of known DV survivor status, of their rights under the emergency transfer plan and of the process to seek a transfer.
- Provide a brief user-friendly notice that clearly explains the emergency transfer rights and process. This notice is included starting on the following page of this document.



Information for Residents About the CT BOS Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking

The [CT BOS Emergency Transfer Plan](#) allows residents of transitional housing, permanent supportive housing, and rapid re-housing projects who are victims of domestic violence, dating violence, sexual assault, stalking or human trafficking to ask for an emergency transfer to move from their apartment to another apartment for safety reasons. As necessary, providers will try to work with survivors to help find ways to pay for moving costs for emergency transfers.

Summary of the CT BOS Emergency Transfer Plan:

Who is eligible for an emergency transfer?

A person who is a victim of domestic violence, dating violence, sexual assault, stalking or human trafficking qualifies for an emergency transfer if the person reasonably believes that they will be hurt soon as a result of more violence if they continue to live in their same apartment. If the resident is a victim of sexual assault, the resident may also be allowed to move to another apartment if the sexual assault happened in their apartment or on the property where their apartment is located and within 3 months (90 days) before asking for an emergency transfer.

How can someone request an emergency transfer?

- Go to your housing provider’s management office and turn in a written request for a transfer. That office is located here: **(INSERT ADDRESS FOR EACH COVERED PROJECT)**
- If you need help making an emergency transfer request contact the person below:
 Staff Name: _____ Phone number: _____
 Email address: _____
- Include in your written request for an emergency transfer either:
 1. A statement saying that you reasonably believe that there is an imminent threat of harm from more violence if you stay in the same apartment where you currently live; **OR**
 2. A statement saying that you were a sexual assault victim and that the sexual assault happened in your apartment or on the property where their apartment is located during the 3 months (90 days) before the resident asked for an emergency transfer.

Confidentiality

- The housing provider will not share any information about the emergency transfer without the resident’s permission unless legally required to do so.
- This includes keeping the resident’s new address private from the person(s) that committed the violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

- The housing provider is required to act as quickly as possible to move the resident. The CT BOS CoC cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request.

- If a resident believes that a new apartment where they could transfer would not be safe, the resident can ask for a different apartment or neighborhood.
- The housing provider may not be able to move a resident to a certain apartment if the resident is not eligible for that apartment.
- If the housing provider has no safe and available units for a resident, they will refer the resident to 2-1-1 and the local Coordinated Access Network (CAN) will help find other housing providers who may have safe and available units that they could move to.
- Program participants who have met all program requirements and who believe they are threatened by harm may continue to receive the rental assistance and move to Fairfield County, CT or a different state. This type of transfer may require additional documentation.
- At the resident's request, the housing provider will also assist residents in reaching out to the CT Coalition Against Domestic Violence (CCADV), the state organization helping survivors of domestic violence, dating violence, sexual assault, stalking, or human trafficking.

CCADV's Safe Connect hotline services are available 24 hours per day, 7 days per week by phone or text at 888-774-2900 or by chat at <https://ctsafecconnect.com>.

Services are available in different languages, and you can remain anonymous.

Non-transferring Family Members

If the family splits up for an emergency transfer, and the person leaving the apartment was the person who qualified the family for assistance, then the housing provider must give the rest of family members living in the home time (until the apartment lease expires) to establish eligibility to stay in the apartment or find another place to live. All housing providers, except those receiving CoC program funds, must provide the remaining family members at least 3 months (90 days) or until lease expiration with a possible 60-day extension to find out if they are eligible for the program, establish eligibility for another program, or find another place to live. All CoC funded projects must provide the remaining family members until the end of the apartment lease to establish eligibility to stay in the apartment or find another place to live. In all cases, the family members who stay in the apartment will have to pay rent based on the usual program requirements.

Safety and Security of Residents

If residents want to ask for help from an organization outside of Connecticut, they can contact one of the organizations listed below:

National Domestic Violence Hotline at 1-800-799-7233. For persons with hearing impairments, the national hotline can be accessed by calling 1-800-787-3224 (TTY). (Domestic Violence) • Rape, Abuse & Incest National Network's National (RAINN) Sexual Assault Hotline at 800-656- HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>