

**CCEH Disaster Response Fund
For Shelter Diversion
Memorandum of Understanding with
PLEASE INSERT AGENCY NAME**

I. Definitions

CCEH Disaster Response Fund – (“the Fund”) the special allocation administered by the Connecticut Coalition to End Homelessness (CCEH) to prevent the homelessness of evacuees currently resident in Connecticut following 2017 hurricanes. The intent of this project is to provide a homelessness diversion program (the “program”), defined as a program to coordinate and deliver services to clients defined as households at immediate risk of homelessness. “The Agency” refers to the agency signing this agreement.

Household – a unit consisting of one or more adults 18 years or older potentially but not necessarily accompanied by one or more custodial children under 18 years of age.

Recipient of Financial Assistance – means a family or individual for whom a disaster case manager submits at least one request for assistance payable by the Fund.

II. Term

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

III. Scope of Services

Under this contract, the Agency agrees to:

1. Meet with households and determine if they are eligible for Fund assistance under agreed upon guidelines.

This fund is open to households who have evacuated their place of residence due to a hurricane in 2017, are currently resident in Connecticut, and:

- Currently homeless or living in a place unfit for human habitation.

- Facing imminent homelessness within 14 days (including due to being in an unsustainable or inappropriate doubled-up living situation).
- Has not already received assistance through the Fund.

Collect, process, and maintain at the Agency documentation for all households receiving financial assistance through the Fund.

- Identification Documents
 - Photo IDs, birth certificates or other ID for all household members
- Proof of FEMA evacuee registration or other documentation attesting to household's status as hurricane evacuees (if ineligible for FEMA registration)
 - Other documentation can include: recent photo ID from Puerto Rico; plane tickets consistent with arrival of full household in Connecticut following hurricane; recent mail addressed to client at an address in Puerto Rico; or similar.
- Release of Information allowing the Agency to share client's information with CCEH
 - CCEH can be added to an existing ROI used by Agency or
 - Agency can use ROI provided by CCEH

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

3. Verify proposed payees for all assistance. Maintain at the Agency documentation to support all payment requests.

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

- Security deposit.
- Partial or full rental subsidy for up to three months.
- Utility deposit or utility start-up costs.
- Utility arrearages.
- Rental application fees.
- Moving expenses.
- Motel Stay if there is no other option, and as part of a plan to stabilize family in housing.
- One-time childcare payments.
- Transportation costs: can include airfare, bus passes or bus tickets, train tickets, car repairs, etc. if integral to a plan to avoid homelessness.
- Other costs related to a plan to avoid homelessness may also be approved by CCEH. These "other" costs should be fully documented in a memo from the case manager as part of the client file maintained by the service provider.

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

Documentation of requests for assistance will be maintained by case managers at the Agency:

- Copy of lease, utility bill, or appropriate documentation to support other kinds of expenditures.
 - Proof of ownership of property (for security deposits/rental payments).
 - Letter of Agreement for continued residence/cessation of eviction process (if applicable).
 - Payee W-9 Form for the following expenditures:
 - Rental payments/security deposits.
 - Childcare expenses.
4. **Prepare and submit payment requests to CCEH with payee W-9 form (if required). Maintain copies of all payment requests with required documentation. Assure client confidentiality by submitting requests via online portal.**
 5. **Provide all files and all documentation on clients who have been served through Fund for audit by peers and CCEH at close of Fund (or earlier, if requested by CCEH).**
 6. **Participate in peer audit of other providers who access the Fund at close of Fund. Provide access to Fund application files peer auditors and CCEH staff.**
 7. **All disaster case managers involved in the program will participate in mandatory diversion training in order to be eligible to submit requests for clients.**

I hereby agree to the terms of this contract.

For **PLEASE INSERT AGENCY NAME:**

Signature

Date

Name and Title (Printed)

For Connecticut Coalition to End Homelessness:

Signature

Date

Name and Title (Printed)