

1. What are the Department of Mental Health and Addiction Services (DMHAS) guidelines for administering the Department of Housing and Urban and Development (HUD) Continuum of Care (CoC) Rental Assistance (RA) program?

DMHAS has a written HUD CoC RA Operations Guide which can be located here [DMHAS CoC RA Operations Guide](#) or on the CT Balance of State CoC website [Resources – Connecticut Balance of State \(ctbos.org\)](#).

2. What forms are required for administering the DMHAS CoC RA programs?

All of the DMHAS required forms can be found on [Resources – Connecticut Balance of State \(ctbos.org\)](#) website.

3. How do I document eligibility?

The Homeless Verification [Homelessness Verification Form](#), Disabling Condition form [Disabling Condition Form](#) and the Coordinated Access Referral forms [CAN Referral Acceptance](#) need to be completely and accurately filled out as a requirement of eligibility. They also need to be uploaded to the Homeless Management Information System (HMIS) prior to acceptance to the program for a referral to be considered complete. Incomplete or inaccurately completed forms should be returned to the referring entity and updated and resubmitted before the person/family is served using CoC RA funds. Any person or family that does not meet eligibility requirements is considered a HUD recapture risk.

4. Does an apartment need to pass any standards to receive a HUD subsidy?

Yes, Quality Standards Inspections (HQS) are required before a tenant moves into a HUD subsidized unit, and then annually thereafter as long as the tenant resides in the unit. A link to the HUD required HQS forms and other relevant information can be found at [Housing Quality Standards - HCV | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#). Another resource for completing an HQS can be found at [PKA INSPECTION - YouTube](#).

5. Can CoC rental assistance funds be used to pay for units above the FMR?

HUD provides funding based on the Fair Market Rent (FMR) for the area in which the unit is located. This amount is updated every October 1st and can be found at [Fair Market Rents \(40th PERCENTILE RENTS\) | HUD USER](#). Additionally, HUD requires all units meet the Rent Reasonableness standard. An overview of Rent Reasonableness and FMRs can be found at [Rent Reasonableness and Fair Market Rent Under the Continuum of Care Program \(hudexchange.info\)](#).

6. When calculating income do I use the net or gross income?

When calculating a program participant's income you must use the gross income.

7. Up until what point do I need to verify someone's homelessness prior to entering the CoC rental assistance program?

A person's homeless status must be verified up until the day they are housed or issued the CoC rental certificate.

8. Can CoC funds be used to cover damages?

Yes, recipients/subrecipients may use rental assistance funds to pay for any damages to housing due to the action of the program participant. The amount paid may not exceed 1 month's rent and will be paid upon the participants exit from the program. The Housing Coordinator should verify the damages via an exit inspection with photographs taken during the inspection. Landlord will also need to send the Housing Coordinator invoices and receipts for the repairs.

9. Who assigns the numbers on the New Admission Form and the Change Order?

The Federal Grant I.D. /HUD Award Number is the number that HUD assigns to the grant agreements. This number changes annually and is assigned by HUD. This number corresponds with the grant/project they are enrolled in. The Special Identification Code (SID) number (22656) is generated by DMHAS's Fiscal Services Unit and is a universal number which remains the same. The Contract Number is the Contract Prefix number that can be found on the Project Code Key, plus a 3 or 4 digit unique identifier number that is assigned by Office of the Commissioner staff. The project number is also generated from the DMHAS Fiscal Services Unit which can also be found on the Project Code Key. The Tenants Account Number is assigned by the local Housing Coordinators.

10. What documents are the landlords/property managers required to complete?

Landlords/property managers are required to complete the State of CT Office of the Attorney General approved lease and contract, W9, Agency Vendor form. Landlords will also need to complete and sign the Request for Lease Approval and Lead Based Paint Notice prior to lease and contract completion. Landlords/property managers can add an addendum to the lease, provided it does not contradict or negate anything in the State of CT Office of the Attorney General approved lease.

11. What is the correct way to complete the Agency Vendor form and W-9 documents?

Please refer to the [Agency Vendor and W9 Forms](#) slide deck.

12. Can a landlord/property manager require Renter Insurance?

No, Renter's Insurance cannot be required, as it is not stated in the State of CT Office of the Attorney General approved lease.

13. Can I verify the business name and type?

Yes, CT business names and types can be searched and verified at the [Business Record Search](#) website.

14. Can a landlord or property manager look up their payments?

Yes, landlords/property managers can use this link [Vendor Resources - OSC \(ct.gov\)](#) to sign up to use the vendor self-service. This allows the vendors (landlords/property managers) to lookup their payment or payments at any time. The [Vendor Self-Service](#) is a link to a self-guided training.

15. How will landlords/property managers receive payments from the State of CT?

Landlords/property managers are paid either by paper check, which is mailed to the address on the Agency Vendor and W-9 forms, or payments can be made through a direct deposit to the landlord/property managers' bank account. In order to be paid via direct deposit, landlords/property managers need to enroll using this link [Direct Deposit Company Form.pdf](#) and/or the [Direct Deposit Individual Form.pdf](#). The first payment is typically sent after all documents are signed and processed for payment. This may take 6 to 8 weeks.

16. Where should refund checks be mailed?

Refund checks should be made payable to Treasurer, State of CT and sent to:

*DMHAS/FSB
ATTN: Astrid Thompson
P.O .Box 1240
1000 Holmes Drive
Middletown, CT. 06457*