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Tenant Management Assistance Program

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Tenant Management Assistance Program

Sec. 8-367a-1. Definitions

- (a) “Commissioner” means the Commissioner of Housing.
- (b) “Department” means the Department of Housing.
- (c) “Developer” or “other developer” means a housing authority, nonprofit corporation, housing partnership, partnership, limited partnership, municipal developer or other public, quasi-public or private entity that owns or operates a state-assisted or federally-assisted housing project.
- (d) “Financial Assistance” means a grant-in-aid provided to a housing authority, nonprofit corporation, or other developer for expenses incurred in the establishment of a tenant management organization in a state-assisted or federally-assisted housing project.
- (e) “Housing Authority” or “Authority” means any of the public corporations created by section 8-40 of the Connecticut General Statutes.
- (f) “Nonprofit Corporation” means a nonprofit corporation incorporated pursuant to Chapter 600 of the Connecticut General Statutes, having as one of its purposes the construction, rehabilitation, ownership or operation of housing and having articles of incorporation approved by the Commissioner.
- (g) “Project” or “state-assisted or federally-assisted housing project” means a housing project owned or operated by a housing authority, nonprofit corporation, or other developer that was developed in whole or in part with financial assistance provided by the state or federal government.
- (h) “Tenant Management Organization” means any group or organization consisting of residents of a project formed for the purpose of contributing to or participating in the improvement or operation of the project.

(Effective February 25, 1988)

Sec. 8-367a-2. Program description

- (a) The Commissioner may enter into a contract with a housing authority, nonprofit corporation, or other developer to provide financial assistance in the form of a grant-in-aid for expenses incurred in the establishment of a tenant management organization in a state-assisted or federally-assisted housing project. The Commissioner shall select proposals in up to three municipalities to receive such assistance.
- (b) Proposals for financial assistance from developers may include plans for tenant participation in the operation of the housing project in the following areas: (1) security services; (2) general management and decision making; (3) maintenance; (4) social and community services; or (5) conflict and grievance resolution.
- (c) Eligible applicants may receive state financial assistance for expenses incurred in the establishment of a tenant management organization, including, but not limited to, the cost of providing technical assistance, training designed to teach tenants how to manage and maintain public housing, and security equipment.
- (d) Eligible developers shall be required to comply with all rules and orders promulgated from time to time by the Commissioner and consistent with the Connecticut General Statutes for this program.

(Effective February 25, 1988)

Sec. 8-367a-3. Eligibility

To be eligible to participate in this program;

(a) **A housing authority must:**

- (1) Be in good standing with the Department;

(2) Submit a copy of the resolution establishing the housing authority pursuant to Section 8-40 of the Connecticut General Statutes;

(3) Submit a statement from the legal counsel of the municipality that verifies that the housing authority is recognized and continues to be properly constituted by the municipality;

(4) Submit evidence that the project proposed under the application was developed in whole or in part with financial assistance provided by the state or federal government, and

(5) Show the financial stability of the project proposed for management by the Tenant Management Organization through the provision of financial statements of the housing authority.

(b) **A nonprofit corporation must:**

(1) Be in good standing with the Department;

(2) Certify that it is recognized as a tax exempt organization by the federal or state government;

(3) Submit an endorsed certificate of incorporation certified by the Secretary of the State;

(4) Submit a certificate of good standing certified by the Secretary of the State;

(5) Inform the Department in writing of the corporation's principal place of business;

(6) Submit evidence that the project proposed under the application was developed in whole or in part with financial assistance provided by the state or federal government; and,

(7) Show the financial stability of the project proposed for management by the Tenant Management Organization through the provision of financial statements of the nonprofit corporation or its members.

(c) **Other developers must:**

(1) Be in good standing with the Department;

(2) Submit copy of its organizational documents to the Department;

(3) Inform the Department, in writing, of the developer's principal place of business;

(4) Submit evidence that the project proposed under the application was developed in whole or in part with financial assistance provided by the state or federal government; and,

(5) Show the financial stability of the project proposed for management by the Tenant Management Organization through the provision of financial statements of the developer's project or projects.

(Effective February 25, 1988)

Sec. 8-367a-4. Application

(a) The Commissioner may solicit and/or accept applications for financial assistance for expenses incurred in the establishment of a tenant management organization in a state-assisted or federally-assisted housing project from housing authorities, nonprofit corporations, or other developers that own or operate such projects.

(b) As part of the application and program approval process, the housing authority, nonprofit corporation, or other developer shall be required to furnish the following:

(1) Evidence of the developer's eligibility, as defined in Section 3 above;

(2) Evidence of the existence and experience of a tenant organization or project residents' desire to form a tenant management organization; and,

(3) Financial information on the projected cost of expenses.

(c) The Commissioner may, from time to time, request additional information from the developer in support of the application.

(d) The Commissioner shall select proposals in up to three municipalities to receive assistance in this program based on the factors listed in Sections 4 (a), 4 (b) and 4 (c) of these regulations, the availability of financial assistance, and the following:

(1) Any needs outlined in the Five Year Housing Advisory Plan;

(2) The apparent capability of the housing authority, nonprofit corporation, or other developer to train and administer a program of this type; and,

(3) The support of project residents.

(e) If an application is rejected, the developer shall be notified in writing of the reasons for the rejection.

(f) If an application is approved, the Commissioner shall notify the developer that the program may proceed and inform the developer of the contents and terms of the contract for state financial assistance to be entered into between the developer and the state.

(Effective February 25, 1988)

Sec. 8-367a-5. Financial reporting and access to records

(a) Each developer shall maintain complete and accurate books and records, in the following manner:

(1) Insofar as they pertain to state rental housing projects, they shall be set up and maintained in accordance with the latest manual approved by the Commissioner.

(2) Insofar as they pertain to federal rental housing projects, they shall be set up and maintained in accordance with the latest requirements of the U.S. Department of Housing and Urban Development.

(b) Each developer shall furnish the Commissioner with financial statements and other reports relating to the tenant management organization in such detail and at such times as he may require.

(c) At any time during regular business hours, and as often as the Commissioner may require, the Commissioner or his representatives shall be entitled to full and free access to the accounts, records and books of the developer relative to the tenant management organization, said permission to include the right to make excerpts or transcripts from such accounts, records and books.

(Effective February 25, 1988)

Sec. 8-367a-6. Fiscal compliance and examination

Developers receiving financial assistance in this program shall be subject to examination of all books and records related to the tenant management organization. Examinations shall be performed by independent public accountants registered to practice in the State of Connecticut, or by qualified Department personnel. All examinations shall be in accordance with procedures established by the Department. An examination shall be completed at such times as the Department may require.

(Effective February 25, 1988)