



Dannel P. Malloy
Governor

STATE OF CONNECTICUT
DEPARTMENT OF HOUSING



**2017 Affordable Homeownership
Application Deadline 2/22/2017**

**NOFA Questions and Answers
(updated as of 2/21/2017)**

Q1: In the Rating and Ranking sheet for Status of Construction Documents (4.8.c/d) there is a note stating “*Over 90% construction documents (including bid documents) completed.*” Is there a checklist for 90% construction documents as there is for 40% documents? If not, please clarify what you will expect for “bid documents.” Does that mean draft bid forms and bidder notifications in the spec book or something more?

A1: For Building Plans and Specifications to qualify as “*over 90% construction documents (including bid documents)*” they must substantially meet all of the requirements in Connecticut Housing Finance Authority’s (CHFA) [2017 Construction Guidelines: Project Planning & Technical Services Review](#) identified in Section VI. 100% Construction Contract Documents and Initial Closing except for additional post-bid clarifying notes, details, and any necessary revisions due to value engineering. The Plans and Specifications must be construction contract bid- and building permit review-ready. All hard costs shall be reflected in the project cost summary. Your submission must include:

- 100% Drawings and Specification (substantially complete)
- Draft Bid Advertisement
- Draft Invite/Instructions to Bidders
- Draft Performance and Payment Bonds
- Draft General Conditions Contract
- Draft Owner/Contractor Agreement
- DOH Supplemental Conditions
- DOH Notification to Bidders

Q2: If the proposed project involves the substantial/gut rehab of an existing structure, does the “**New Homes HOME/HTF Purchase Price Limit**” or the “**Existing Homes HOME/HTF Purchase Price Limit**” apply?

A2: The “New Homes Home/HTF Purchase Price Limit” would apply for substantial or gut rehabilitation.

Q3: For scattered site development projects that are proposing substantial and/or moderate rehabilitation of vacant and occupied buildings, an Environmental Site Inspection Letter Report for each site is acceptable. The report must be completed by a Licensed Environmental Professional (“LEP”) or by someone supervised by an LEP.

I am familiar with the requirements for Phase I and Transaction Screen Environmental Site Assessment, but I am not sure what an “Environmental Site Inspection Letter” requires. What are the DOH guidelines for this?

A3: A professional LEP should know what an Environmental Site Visit Letter Report requires. The LEP must inspect the property according to the same standards used for a site visit when preparing a Phase I. If the LEP you engage has specific questions, he/she can contact Jacinta Frazier at 860-270-8129.

Q4: For [our 2017 Affordable Homeownership] application, for design and construction documentation, we would only be able to produce floor plans for each house and a sample of outline specs. We do not use the CSI format, since we do not do new construction. Would this be sufficient for our application to be eligible for consideration?

A4: As stated in the NOFA, applications must include, at a minimum, architectural drawings and project specifications that meet the 40% completion standard. This is a threshold requirement. While specifications are not required to be provided in the CSI format, applicants generally use this format.