

# The State of Connecticut Department of Housing

## NOTICE OF FUNDING AVAILABILITY

### Competitive Housing Assistance for Multifamily Properties 11 (“CHAMP 11”)

#### **Deadline for Submission of Applications: Monday, June 5, 2017.**

This Notice of Funding Availability (this “NOFA”) is directed to owners of either existing affordable rental developments or developers of proposed new affordable multifamily rental developments seeking funding from the Department of Housing (“DOH”).

#### A. Goal of this NOFA:

The State of Connecticut (the “State”) is committed to expanding opportunities for safe, decent and affordable multifamily rental housing for its residents. Investment in affordable multifamily rental development and preservation creates jobs and increases local revenue. The goal of this NOFA is to foster the creation and/or preservation of affordable multifamily rental housing in Connecticut to promote healthy lives, strong and inclusive communities and a robust economy. Applications for homeownership proposals will not be accepted under CHAMP 11. The CHAMP 11 Rating and Ranking guidelines will be issued by March 31, 2017 and will be available on the DOH website, [www.ct.gov/doh](http://www.ct.gov/doh) (the “DOH Website”) under “Funding Opportunities.”

#### B. Funding:

Approximately \$25 million is anticipated to be made available pursuant to this NOFA. Funding available under this NOFA may, at DOH’s discretion, include Housing Trust Fund Program (“HTF”) funds, Affordable Housing Program (“FLEX”) funds, federal HOME Investment Partnership Program (“HOME”) funds, federal National Housing Trust Fund funds, and/or other available sources. Under state law, housing units assisted with HTF funds must be affordable for persons and families with incomes up to 120% of Area Median Income (“AMI”) and housing units assisted with FLEX funds must be affordable for persons and families with incomes up to 100% of AMI. Note, however, that in this competitive funding program, lower affordability thresholds are required unless certain conditions are satisfied as identified in Section D of this NOFA. DOH funds may be provided in the form of grants, loans or a combination thereof based on project needs and DOH’s underwriting. Loans may be offered by DOH at a reduced interest rate and/or with extended terms. DOH funding under this NOFA may not exceed \$6,500,000 per development.

An applicant for funding under this NOFA may also simultaneously apply for Connecticut Housing Finance Authority (“CHFA”) Taxable Bond or Tax-Exempt Bond financing paired with 4% Low-Income Housing Tax Credits (“LIHTCs”). CHFA also accepts 4% LIHTC applications on a rolling basis for proposals that do not seek assistance from DOH. For further details, please contact CHFA at 860-721-9501.

C. Eligible Applicants:

Applicants eligible for consideration under this NOFA include the following eligible applicants under the Affordable Housing Program, Connecticut General Statutes (“CGS”) § 8-37pp, and the Housing Trust Fund Program, Connecticut General Statutes (“CGS”) § 8-336m: “(A) A nonprofit entity; (B) a municipality; (C) a housing authority; (D) a business corporation incorporated pursuant to chapter 601 or any predecessor statutes thereto or authorized to do business pursuant to said chapter 601 having as one of its purposes the construction, financing, acquisition, rehabilitation or operation of affordable housing, and having a certificate or articles of incorporation approved by the commissioner; (E) any partnership, limited partnership, limited liability company, joint venture, sole proprietorship, trust or association having as one of its purposes the construction, financing, acquisition, rehabilitation or operation of affordable housing, and having a certificate or articles of incorporation approved by the commissioner; or (F) any combination thereof.”

Notwithstanding the above, housing developments currently in the State Sponsored Housing Portfolio (“SSHP”) are not eligible for funding under this NOFA unless the proposal includes the creation of at least 20 new residential units **and** the number of newly created rental units is equal to or exceeds 20% of the existing project units. Units which are currently offline but will be returned to occupancy are **not** considered newly created units. If an SSHP applicant is proposing to construct a significant number of new units but cannot satisfy both tests, then a waiver to the 20/20 rule can be requested. For such situations, an email request should be sent directly to Edward LaChance of DOH at [edward.lachance@ct.gov](mailto:edward.lachance@ct.gov) no later than 4:00 p.m. on April 28, 2017.

D. Application Submission Requirements:

- 1) Applicants must use the CHFA/DOH **Consolidated Application Version 2017** (the “ConApp”) which will be available on the CHFA-DOH CHAMP 11 SharePoint site no later than March 30, 2017. ***The use of earlier ConApp versions will not be accepted.***
- 2) All application materials (other than architectural drawings and project manuals) **must** be submitted via electronic submission through the DOH/CHFA SharePoint website. To obtain a SharePoint account, submit an email request after April 3, 2017, but no later than May 30, 2017, to [applicationrequest@chfa.org](mailto:applicationrequest@chfa.org) . Include the following information in your request:
  - Funding Round (i.e. CHAMP 11)
  - Project Name
  - Applicant Name
  - Primary Contact Name
  - Primary Contact Email
  - Primary Contact PhoneApplicants will subsequently receive an email from the system administrator that contains a link to the SharePoint website.
- 3) **Hard copies of application materials will not be accepted** except for architectural drawings and project manuals, which **must** be submitted in hard copy to DOH by the June 5, 2017 4:00 p.m. deadline. If either CHFA LIHTC or financing is also being

- requested, then a separate set of architectural drawings and project manuals must be delivered directly to CHFA by the June 5, 2017 4:00 p.m. deadline.
- 4) In addition to the ConApp CORE items macro button, applicants must also choose the DOH Large Project macro-button. All items identified as required under these two macro buttons (CORE items and DOH Large Project) must be submitted to be considered a complete application. If either CHFA LIHTC or financing is also being requested, then those related macro-buttons must also be selected and all identified materials included in the application submission..
  - 5) Applications must include, at a minimum, architectural drawings and project specifications that meet the 40% completion standard. Applications not accompanied by 40% architectural drawings and specifications will not be considered. Applicants should contact DOH if they are unsure how the 40% completion standard applies to their project (e.g. modular construction).
  - 6) For new construction and housing rehabilitation proposals, energy efficiency and conservation improvements are strongly encouraged if such improvements are cost effective. All such improvements should be clearly indicated in the applicant's plans and specifications and the Project Cost Summary and Exploded Trade Payment Breakdown. Application materials must demonstrate that a cost/benefit analysis has been completed to document that the plans and specifications include sustainable energy modeling that takes advantage of all reasonable opportunities and that energy conservation techniques incorporated into the design result in long term operating savings to owners and/or rent reductions for tenants.
  - 7) All CHAMP 11 applications must include a Letter of Participation ("LOP") from the local utility company detailing energy-efficiency measures and estimated energy savings and identifying incentives. Obtaining an LOP may take 30 day or longer. In order to meet this requirement, applicants are advised to contact their local utility company as soon as possible to initiate the LOP process.
  - 8) A Phase I Environmental Site Assessment (ESA) Report must be submitted for all applications. The ESA must be prepared in accordance with current ASTM Standard E 1527 - 13 prepared by a Connecticut Licensed Environmental Professional ("LEP") and must have been completed within 6 months of the application submission deadline. The qualifications of both a professional firm and the specific environmental consultant shall be included in the completed report. The ESA and related documents must be conducted in accordance with the "CTDEEP Site Characterization Guidance Document" ("SCGD"). If any existing buildings are located on the property, the application materials must also include a Hazardous Materials Survey report that identifies all other environmental concerns including asbestos containing materials, lead paint, radon, PCB, etc. If the Phase I ESA Report recommends that a Phase II ESA be completed and/or identifies Areas of Concern ("AOC") or Recognized Environmental Conditions ("REC"), then the application must include a Phase II ESA completed in compliance with SCGD guidelines.
  - 9) To assure that applicants meet historic preservation standards, all applicants must submit a State Historic Preservation Office ("SHPO") Project Notification Form at least 60 days prior to submitting your ConApp to assure that a determination of your property's historic designation or eligibility is identified early in the process and that any necessary mitigation actions are incorporated into the project design prior to the application deadline. Though the SHPO Project Notification Form must be submitted to SHPO at least 60 days prior to the application deadline, applicants should contact

SHPO well in advance of this requirement to assure that the project scope and drawings are designed in accordance with SHPO recommendations. Failure of applicants to properly comply with the 60 day submission requirements or the failure to adequately mitigate historic preservation impacts will result in the removal of the application from consideration for funding.

- 10) Applicants seeking Federal or State Historic Tax Credits must also meet with SHPO staff to assure that historic tax credits are a reasonably likely funding source for the proposed project. Such applicants should meet with SHPO staff as early as possible, but not later than 60 days prior to the application deadline.
- 11) Application materials must clearly demonstrate the location of the project in relation to both the 100 year and 500 year FEMA floodplain boundaries. Application materials for any project located in proximity to a designated floodplain must include supporting documentation, including, but not limited to, a survey that demonstrates that the project is located outside of the 100 and 500 year floodplain or, for development projects that are located within a 100 or 500 year floodplain, applicants must include supporting documentation that: (a) demonstrates that the project incorporates safe evacuation routes in times of a flood; (b) does not involve the placement of utilities that will promote or encourage future development within the 100 or 500 year floodplain; (c) does not increase the potential to cause or pose a hazard to human life, health or property if it is destroyed or damaged due to flooding; or (d) does not involve the placement of fill within a watercourse or any water to create dry land to allow for the construction of a structure. If any of these criteria cannot be demonstrated, an applicant must so indicate and explain how the project is nevertheless feasible and justifies an exception to the relevant statutory provisions discouraging such projects. Applications that do not clearly satisfy the criteria mentioned above or comply with the State's flood management requirements (CGS Section 25-68d(b) and Sections 25-68h-1 through 25-68h-3 of the Regulations for State Agencies) may be removed from the competition at the discretion of the Commissioner.
- 12) As in previous CHAMP rounds, DOH does not employ an application deficiency period and accompanying deficiency letter and response process. All CHAMP applications must be complete as of submission on or before the submission deadline. After the submission deadline, an applicant may be asked to provide additional clarifying information regarding its application.
- 13) Each application for CHAMP 11 funding must include at least two units reserved for households at or below 25% of AMI. DOH also encourages applicants to include units that are appropriate for households with four (4) or more members where the household income is also at or below 25% of AMI. These two units must be reflected in the ConApp Rental Income Calculation Worksheet as 25% AMI units. As an alternative to the two units at 25% AMI requirement, applicants have the opportunity to fulfill this requirement using one of the two following options:
  - Section 811 Project-Based Rental Assistance (PRA) program - DOH has been awarded federal Section 811 PRA project-based rental assistance to assist owners who agree to provide permanent supportive housing units to persons with disabilities. Owners may receive funding for up to six (6) PRA units per proposed project. Two (2) PRA units would receive rent subsidies up to the 30% AMI rent level and four (4) units would receive rent subsidies up to the Fair Market Rent ("FMR") for the project area. DOH will provide applicant referrals to owners and property managers for the PRA units and the tenants will have

their own support services. Owners are not required to have support service funding or supportive housing plans under this program. Applications submitted under this proposal may claim supportive housing points under the CHAMP 11 Rating and Ranking based on the number of units proposed. DOH may allow applicants to include more than six (6) PRA units but advance approval from DOH must be requested and the total number of PRA units cannot exceed 25% of the total project units. PRA units, and associated rents, should be reflected in the ConApp Rental Income Calculation worksheet. For example, if an application is proposing two (2) rents at 30% AMI and two (2) rents at FMR levels, then the Rental Income Calculation Worksheet should reflect the associated rental subsidy in Column J, rows 31-50.

- Homeless Prevention and Response Fund (HPRF) - The goal of HPRF is to increase the inventory of permanent supportive housing units available for highly vulnerable homeless individuals and families in the State of Connecticut. If an applicant agrees to reserve a minimum of four (4) units up to a maximum of eight (8) units for homeless individuals or families at 25% of AMI, DOH will provide an operating subsidy equal to the difference between the cost of management for such units and the rent revenue at the 25% AMI level. This operating subsidy will be provided in the form of an annual payment for a period of at least 10 years. In no event should the number of such units in any single development exceed 25% of the total number of units in the project. If applicants would like to participate under this alternative, the ConApp Rental Income Calculation Worksheet should reflect rent levels that would be appropriate if no HPRF subsidy were available. If the project is selected for funding under this NOFA, DOH will determine the level of subsidy based on post-award underwriting. If an applicant is interested in an HPRF subsidy, the applicant must include a cover letter requesting participation, indicate the number of HPRF units proposed, and a projection of operating costs for the project. All tenant referrals for units that utilize the HPRF operating subsidy must be received from the local Coordinated Access Network (CAN). Though potential tenants will be referred by the local CAN, services and funding for such services must be provided by a qualified service provider and evidenced by a service funding commitment and supportive service plan. A qualified service provider is defined as a community based non-profit organization experienced in the provision of supportive housing and homeless services that has received extensive training from the Department of Mental Health and Addiction Services (DMHAS) and is currently receiving funds from DMHAS under contract in good standing. A list of Qualified Service Providers is available on the DOH website. If an applicant has any questions about contacting its local CAN, please email Steve DiLella at [steve.dilella@ct.gov](mailto:steve.dilella@ct.gov) for additional information. Such applications will be able to claim supportive housing points under the CHAMP 11 Rating and Ranking system if DOH determines the supportive service plan is acceptable and based on the number or units proposed.
- 14) For affordable housing units proposed to be assisted with CHAMP 11 funds, the AMI range served must be below 80% of the applicable AMI, provided, however, that DOH will accept applications for developments where DOH assisted units are serving income levels between 80% and 120% of AMI if the applicant demonstrates to the satisfaction of DOH that the proposed project: (a) will be located in an area designated

- by the municipality for downtown revitalization and the applicant demonstrates that there is sufficient demand for units to be rented at the higher affordable income levels; and/or (b) is necessary for the financial feasibility of a mixed income development which includes a range of income bands, including units at or below 30% AMI.
- 15) Proposals that involve the rehabilitation of existing affordable housing, including, but not limited to, properties currently restricted by LIHTC, DOH, HUD, CHFA, or other affordability restrictions, will only be considered if there is a demonstrated need that the rehabilitation activities are of an immediate nature and threaten the continued feasibility of the development **OR** if the property is at risk of losing the current affordability requirements within three calendar years of the application deadline and the rents for the restricted units are reasonably likely to significantly increase
  - 16) The developer fee for a project seeking State capital funding in the CHAMP 11 funding round may not exceed 15% of the total project development costs less acquisition and reserve costs. This 15% developer fee maximum threshold includes any deferred developer fee. For CHFA assisted developments, applicants must also meet the CHFA developer fee scale test. Contact CHFA at the telephone number previously provided to obtain additional information on this test. Notwithstanding the foregoing, it is expected that applicants demonstrate that any proposed developer fee will be financially feasible and appropriate under the circumstances, including, for example, the complexity of the project and the applicant's upfront investment of its own funds. DOH, at its discretion, may require a reduction in developer fees to reflect this standard.
  - 17) The DOH application review will include a thorough analysis to determine the minimum amount of state subsidy needed. The DOH analysis of the application will be conducted in a manner independent of the type and amount of assistance requested and may result in the requirement to repay funding, through either amortizing or cash flow loans, not anticipated in the application.
  - 18) The ConApp requires that all existing developments disclose the amount of reserves on hand as well as a description of the use of reserves over the previous three year period. Applicants applying for the redevelopment of existing housing, which must meet the standards of both Part C and number 15 above, should anticipate that existing reserves will be a required source of funds.
  - 19) No rental assistance will be provided from DOH in connection with this NOFA other than the type and amounts related to the Section 811 PRA program as identified above.

E. Application Submission Schedule and Process:

Applications for funding under this NOFA, including, if applicable, all materials required by CHFA, must be submitted no later than Monday June 5, 2017 at 4:00 p.m.

Application materials and questions should be submitted to the attention of Edward LaChance. On or before May 22, 2017, applicants may contact Mr. LaChance via email at [edward.lachance@ct.gov](mailto:edward.lachance@ct.gov) with questions related to this NOFA. Questions received by DOH, if material to this NOFA, and DOH's answers thereto will be periodically posted on the DOH Website. Any questions received after May 22, 2017-will receive a response at DOH's discretion. In addition, an overview conference for questions and answers regarding this NOFA will be held on:

**Tuesday, March 28, 2017**  
**1:30 PM – 3:30 PM**  
**The Lyceum**  
**227 Lawrence St,**  
**Hartford, CT**

Please e-mail [edward.lachance@ct.gov](mailto:edward.lachance@ct.gov) to register for this overview conference on or before March 20, 2017.

**F. Selection Criteria:**

Applications will be rated and ranked by DOH in accordance with the CHAMP 11 Rating and Ranking form. DOH and CHFA staff will coordinate the review of applications seeking funding from both organizations. The CHAMP 11 Rating and Ranking form will be available on the DOH Website on or before March 24, 2017.

**G. Reservations:**

All applications submitted in response to this NOFA are the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq., which provides that public records and documents are subject to public access and copying unless specific exemptions to disclosure exist. If an applicant believes that portions of its application are exempt from disclosure, the applicant should mark the specific portions as confidential. Acceptance of an application by DOH which contains such reservations is not an agreement that the material is confidential or exempt from disclosure. DOH reserves the right to amend or cancel this NOFA, to modify or waive any requirement, condition or other term set forth in this NOFA or the Consolidated Application, to request additional information at any time from one or more applicants, to select any number of applications submitted in response to this NOFA, or to reject any or all such applications, in each case at DOH's sole discretion. DOH may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this NOFA shall be prepared at the sole expense of the applicant and shall not obligate DOH to procure any of the services described therein or herein from any applicant. DOH shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained.