



**THE STATE OF CONNECTICUT
DEPARTMENT OF HOUSING**



in partnership with the

CONNECTICUT HOUSING FINANCE AUTHORITY

**STATE-SPONSORED HOUSING PORTFOLIO RECAPITALIZATION
NOTICE OF FUNDING AVAILABILITY**

This Notice of Funding Availability (this “NOFA”) is directed to owners of properties in the State-Sponsored Housing Portfolio (the “Portfolio”) seeking funding from the Department of Housing (“DOH”) and/or the Connecticut Housing Finance Authority (“CHFA”).

A. BACKGROUND

In 2012, the Governor announced a 10-year, \$300 million initiative to revitalize the Portfolio. In 2013, CHFA engaged a consultant to prepare a capital plan to inform the revitalization of the Portfolio properties in accordance with the Governor’s initiative (the “Capital Plan”). Over the course of this 10-year period, guided by the Capital Plan, DOH and CHFA expect to invest the funds authorized under this initiative to rehabilitate or redevelop each of the properties in the Portfolio. Total approximate funding available in connection with this NOFA is approximately \$18 million.

B. ELIGIBLE APPLICANTS

Consideration for funding under this NOFA will be given to owners of:

- Properties for which the Capital Plan targets a transaction in 2014, 2015, 2016, 2017 or 2018;
- Limited Equity Cooperatives; and,
- Properties without specified transaction years and designated “Current - At-Risk” in the Capital Plan.

A complete list of eligible properties is included as Exhibit A.

Eligible applicants must be the owner of a property within the Portfolio, or a new affiliated entity created by such owner solely for the purpose of financing the capital improvements to the property.

Portfolio owners intending to apply for 9% LIHTC’s (with or without subordinate State capital financing) should not respond to this NOFA and should instead apply in the annual 9% LIHTC round in the fall of 2016. Further guidance regarding such 9% LIHTC round applications will be provided at a later date.

Portfolio owners, whether eligible for funding under this NOFA or not, may opt instead to apply for State capital financing (as well as 4% LIHTC’s and tax exempt bond financing) in an upcoming funding round under the Competitive Housing Assistance for Multifamily Properties (CHAMP) initiative if, and only if, the proposed project will result in the greater of (a) an increase of at least 20 new housing units and (b) an overall increase in the housing units at the property of at least 20%. For example, a property with 30 units would be eligible if the proposed redevelopment project would add at least 20 units.

The SSHP Pre-Transaction Critical Needs Funding remains available for projects that are not eligible under this NOFA but which may have immediate, discrete capital needs that must be addressed prior to the property’s scheduled transaction year.

Portfolio owners, whether eligible for funding under this NOFA or not, may apply for predevelopment funding. Additional information about application requirements is available at www.ct.gov/doh.

Owners are encouraged to contact their designated CHFA asset manager for more information.

C. ELIGIBLE USES OF FUNDING

Under the Capital Plan, recapitalization models were developed with a transaction-specific recommendation for each property in the Portfolio. It is expected that the financial structure and scope of capital work of each transaction presented in response to this NOFA will be substantially similar to the recommendations for the project in the Capital Plan. In the event an application for funding in response to this NOFA proposes a project scope that differs from the Capital Plan recommendation, such difference(s) must be highlighted and justified for consideration by DOH and CHFA. The Capital Needs Assessment portion of the Capital Plan does not include the cost of environmental assessments, soft costs such as architectural, environmental testing, resident relocation, legal, clerk of the works or similar nor does it include costs related to minimum required wage rates. Applicants will need to include any applicable costs in their application. CHFA will hire a field observer during construction to represent the interests of CHFA and DOH. These costs will need to be included in the applicant's budget as well as costs to perform a close out audit of program costs.

Under the Capital Plan, leveraging of non-state resources is a priority and applicants are encouraged to seek all available resources, including those under their control, such as reserves. Outreach to utility companies for energy incentives are required to be documented.

Because the Capital Plan does not prescribe a transaction scenario for limited equity cooperatives or properties designated as "Current - At-Risk," owners must propose a sustainable recapitalization plan that best meets the specific needs of these properties.

Any application that proposes capital financing and/or rental assistance in excess of Capital Plan recommendations must highlight and justify these deviations.

D. RAP ALLOCATION

In order to protect existing property residents and maximize funding leverage, the Capital Plan recommends the use of project-based Rental Assistance Payment ("RAP") certificates in certain circumstances. A limited amount of RAP certificates will be made available to projects in connection with this NOFA. Applicants who require RAP certificates for tenant protection or financial feasibility must complete the attached "RAP Rent Roll & Income and Expense Comparison" workbook, which can be found on the NOFA announcement page on the CHFA website and DOH website. **Applicants must submit RAP workbooks to their respective CHFA Asset Manager for review no later than March 23rd.** Applicants should contact their CHFA asset manager for questions related to this workbook.

Owners may reflect RAP certificates in their proformas in conjunction with a rent structure consistent with the Capital Plan or other acceptable structure that accomplishes the goals of the Capital Plan. After applications are received, DOH and CHFA will review projects submitted and will make final determinations to confirm or adjust the number of RAP certificates to be provided to projects.

E. APPLICATION SUBMISSION REQUIREMENTS

A completed Consolidated Application (ConApp) must be submitted to be considered for funding. Threshold requirements, among others, for this application are:

- Architectural drawings and specifications that, at a minimum, meet the 40% completion standard, as defined in CHFA's [2016 Multifamily Design, Construction and Sustainability Standards](#) and have been completed by an architect licensed in Connecticut. ("As-built" drawings and specifications will not be accepted.)
- Qualified development team members have been selected (including a licensed general contractor, architect and development consultant, as necessary)
- Demonstration in the application that rents (including any phased-in increases) will provide for sustainable operations for a minimum of 20 years
- Phase I Environmental Report
- Phase II Environmental Report (if necessary)
- Hazardous materials report, including radon testing and visual mold survey
- Zoning approval, if required

- Letter of Participation (LOP) with local utility company detailing energy-efficiency measures, estimated energy savings and incentives. The LOP process may take up to 30 days. In order to meet this requirement, applicants are advised to contact their local utility company as soon as possible to initiate the LOP process.

Eversource (incl. Yankee Gas): multifamily@eversource.com // (877) WISE-USE (ask for Multifamily Team)

United Illuminating (incl. CNG and SCG): elizabeth.murphy@uinet.com // (877) WISE-USE

Please note: Recipients of funding under this NOFA will be required to release energy data to a CHFA-approved, web-based measurement and verification (M&V) energy use monitoring software platform.

- Certification that the owner is in compliance with Connecticut General Statutes Section 8-64a and 8-64c (if applicable)
- Certification that the owner has obtained a determination from the CT Department of Labor regarding applicability of prevailing wages (if applicable). Applicants may contact Matthew Ferri at the CT Department of Labor at (860) 263-6543 or matthew.ferri@ct.gov.
- Applicants must be in good standing with CHFA and DOH.

Please note: this funding opportunity will not feature a deficiency period. All applications must be complete as of submission on or before the submission deadline of April 27, 2016. DOH and CHFA reserve the right to request additional information or clarification as part of the application review process.

CONSOLIDATED APPLICATION

Applicants that are seeking 4% LIHTC must complete and submit the ConApp by selecting the following buttons on the application:

1. Core Items
2. CHFA Financing
3. LIHTC.

All other applicants must complete and submit the ConApp by selecting the following buttons on the application:

1. Core Items
2. DOH Small Projects.

NOTIFICATIONS

Any applicant receiving a funding award from DOH and/or financing approval from CHFA shall provide the following **after** notification and award and prior to contract closing:

Fair Housing Marketing Plan – In accordance with Conn. Gen. Stat. 8-37cc, the Fair Housing Marketing Plan “shall have provisions for recruitment of an applicant pool that includes residents of municipalities of relatively high concentrations of minority populations.” A complete plan will include:

- Affirmative Fair Housing Marketing Plan AA5 form and instructions
- Tenant Selection Methodology
- Discrimination Complaint Procedure
- Fair Housing Law Violation(s), if any, for the applicant entity, the applicant entity’s general partner (or managing member) and the Management Agent

Relocation Plan - The Relocation Plan must be prepared in accordance with 49 CFR 24.2, HUD Handbook 1378, Chapter 135 of the C.G.S. and any applicable regulations. The Relocation Plan must demonstrate an effort to minimize the impact of relocation on the tenants and must include an estimated budget for relocation activities and the source(s) of funds. Please note: related costs for permanent or temporary relocation must also be included in the development budget in the ConApp.

Management Agent Confirmation - Managing Agents who have not been previously approved by CHFA will be required to submit information, including but not limited to:

- Demonstration that the Agent is a licensed Real Estate Broker in good standing in the State of Connecticut

- Documentation from the Office of the Secretary of State indicating that the Agent is registered to do business in the State of Connecticut
- Demonstration of training and experience in management of multifamily residential housing acceptable to CHFA
- Financial statements of the Management Company reflecting current financial status and resources
(See CHFA Management Agent Approval Requirements)

APPLICATION SUBMISSION

Applications for funding under this NOFA are available on DOH’s website [here](#) as well as CHFA’s website [here](#).

Applications must be submitted no later than April 27, 2016 at 4:00 p.m.

All application materials must be submitted via electronic submission through the DOH/CHFA SharePoint website. To obtain a SharePoint account, submit an email request no later than April 18, 2016, to applicationrequest@chfa.org. Include the following information in your request:

- Funding Round (i.e. SSHP 2016)
- Property Name
- Applicant Name
- Primary Contact Name, email and phone number

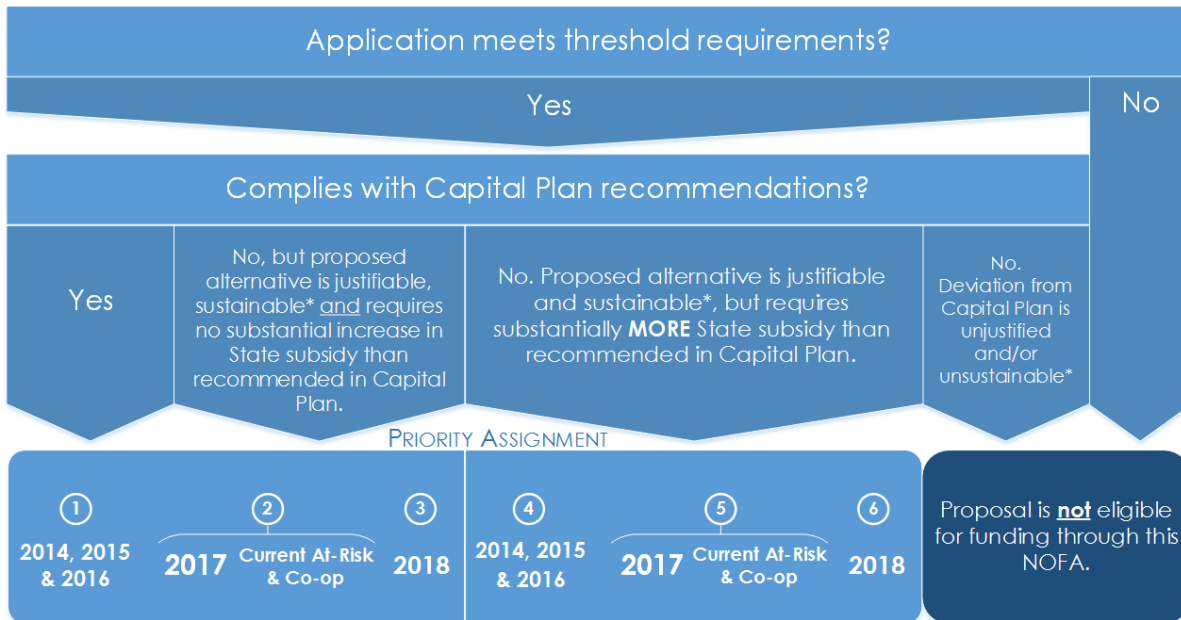
Applicants will subsequently receive an email from the system administrator that contains a link to the SharePoint website.

Hard copies of full-sized architectural drawings and specifications must be received **no later than April 27, 2016 at 4:00 p.m.** and addressed to:

CT Housing Finance Authority
 Attn: Jennifer Landau
 999 West Street
 Rocky Hill CT 06067

F. SELECTION CRITERIA

Applications will be evaluated according to priority as illustrated in the following chart:



All applications will be evaluated in sequence above. Applications will then be evaluated within the above Priority Assignment categories, based on the following characteristics:

- Readiness to Proceed
- Development Team Capacity
- Leveraged Non-State Resources

*A proposal is "sustainable" if it demonstrates that, after implementing the measures outlined in the proposal, the property's 20-year capital needs are met and the property's operations will not require further capital investment over a 20-year period.

Applicants that do not meet the eligibility requirements defined in Section B will not be considered.

G. INQUIRIES REGARDING THE NOFA

An informational respondents' conference is scheduled for **March 3, 2016 from 2-4pm** at the Lyceum, 227 Lawrence Street, Hartford, CT. All relevant substantive questions posed during the conference will be considered inquiries and will be documented together with the appropriate answers. Respondents may also submit questions outside of the conference by e-mail. All questions must be received by 4:00 p.m. on April 7, 2016 to the following email address: sshprfp@chfa.org.

Answers to all relevant substantive questions, including any questions arising from the respondents' conference, will be posted on a rolling basis on the NOFA announcement page on the CHFA website [here](#) and at the DOH website [here](#).

H. TIMELINE

<u>Event</u>	<u>Date</u>
Release of NOFA	January 29, 2016
Information Session	March 3, 2016 at 2pm
RAP Workbook Submission deadline	March 23, 2016
Deadline for Submission of Inquiries	April 7, 2016
Submission Deadline	April 27, 2016 at 4:00 pm
Selections Announced (anticipated)	July 2016

I. 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 and/or CHFA which contains such reservations is not an agreement that the material is confidential or exempt from disclosure. DOH and CHFA reserve 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 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 and/or CHFA's sole discretion. DOH and/or CHFA 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 and/or CHFA to procure any of the services described therein or herein from any applicant. DOH and/or CHFA 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.

EXHIBIT A**LIST OF ELIGIBLE PROPERTIES**

CHFA Number	Development Name	Municipality	Transaction Year	Deal Type
85051D	Essex Court	Essex	2014	4% LIHTC
85057D	Center Village	Glastonbury	2014	4% LIHTC
85061D	Town Hall Annex	Greenwich	2014	CHFA/FHA
94054D	Westhill Gardens	Manchester	2014	4% LIHTC
85131D	Hillside Terrace & Extension	North Branford	2014	4% LIHTC
85136D	Colonial Village	Norwalk	2014	CHFA/FHA
95094D	16 School St	Norwalk	2014	CHFA/FHA
85138D	Hillside Terrace	Norwich	2014	4% LIHTC
92077D	Parkside Gables	Stamford	2014	4% LIHTC
85224D	Eastman Curran Terrace	Windham	2014	4% LIHTC
85004D	Reynold's Ridge 166	Bethel	2015	4% LIHTC
86001D	Reynold's Ridge 133	Bethel	2015	4% LIHTC
85064D	Pequot Village I & II	Groton	2015	4% LIHTC
85145D	Sunny Acres	Plainfield	2015	4% LIHTC
85148D	Gosinski Park	Plymouth	2015	4% LIHTC
85158D	Castle Heights & Hoffman Heights	Seymour	2015	4% LIHTC
85161D	Devaux Apts	Shelton	2015	CHFA/FHA
88049D	Broder Place, Laurel Court & Maple Court	Suffield	2015	4% LIHTC
85227D	Millbrook Village	Windsor	2015	4% LIHTC
85020D	Coal Pit Hill, Mill Ridge & Extension	Danbury	2016	4% LIHTC
85031D	Cicia Manor, Lakeview Apts & Stygar Terrace	Derby	2016	4% LIHTC
85042D	Green Valley Village	Enfield	2016	4% LIHTC
85043D	Laurel Park	Enfield	2016	4% LIHTC
85158Z	Smith Acres & Extension	Seymour	2016	4% LIHTC
85172D	Wapping Mews	South Windsor	2016	CHFA/FHA
85186D	Green Manor	Thomaston	2016	4% LIHTC
85208D	McGuire Court	Wallingford	2016	4% LIHTC
85207D	South Side Terrace	Wallingford	2016	CHFA/FHA
85224Z	Terry Court	Windham	2016	4% LIHTC
92002D	Helms Housing	Bridgeport	2017	CHFA/FHA
85085D	Maple Courts	Danielson-Killingly	2017	4% LIHTC
85035D	King Court	East Hartford	2017	4% LIHTC
85040D	Snipsic Village I & II	Ellington	2017	4% LIHTC
90075D	Stonecroft Village	Hebron	2017	CHFA/FHA
85096D	Johnson Farms & Yale Acres	Meriden	2017	4% LIHTC
85100D	Marino Manor	Middletown	2017	4% LIHTC
85169D	Zdunczyk Terrace	Southington	2017	4% LIHTC
85229D	New Roxbury Village	Woodstock	2017	CHFA/FHA
85026D	Fairfield Ridge Rehab	Danbury	2018	4% LIHTC
85087D	Birchwood Terrace	Danielson-Killingly	2018	4% LIHTC
94048D	Maple Court II	Danielson-Killingly	2018	4% LIHTC
94035D	M.J. Caruso Gables	Hartford	2018	4% LIHTC
94037D	Ed O'Neill House	Hartford	2018	CHFA/FHA
91135D	Alberta Jagoe Commons, C. McKeen Village I & II, DeMaio Gardens	Milford	2018	4% LIHTC
95086D	Ella B. Scantlebury	New Haven	2018	CHFA/FHA

85134D	Parkside Manor & Temple Pines	North Haven	2018	4% LIHTC
85190D	Old Post Village	Tolland	2018	4% LIHTC
85204D	Ulbrich Heights & Extension	Wallingford	2018	4% LIHTC
85225D	Jonathan Trumbull & Rev. Honan Terrace	Windham	2018	4% LIHTC
85001D	J.J. O'Donnell Apts	Ansonia	n/a	Current - At-Risk
95002D	Pompey Hollow	Ashford	n/a	Current - At-Risk
85002D	Marjorie Moore Village & Percival Heights	Berlin	n/a	Current - At-Risk
85005D	Parkside Vill. I & II	Branford	n/a	Current - At-Risk
85014D	TWENTY ONE	Canton	n/a	Current - At-Risk
85016D	Dublin Village & Annex & Ponemah Village	Colchester	n/a	Current - At-Risk
85036D	Veteran Terrace & Extension	East Hartford	n/a	Current - At-Risk
85044D	Enfield Manor & Extension	Enfield	n/a	Current - At-Risk
92029D	Pine Grove Manor	Enfield	n/a	Current - Co-op
98019D	Pleasant St Co-op	Enfield	n/a	Current - Co-op
85054D	Trefoil Court	Fairfield	n/a	Current - At-Risk
91071D	Herbert Clark House	Glastonbury	n/a	Current - At-Risk
95050D	Cobbs Mill Crossing Cooperative	Glastonbury	n/a	Current - Co-op
85060D	Armstrong Court	Greenwich	n/a	Current - At-Risk
89007D	McKinney Terrace I & II	Greenwich	n/a	Current - At-Risk
99012D	Hill House	Greenwich	n/a	Current - At-Risk
91096D	Faith Manor	Hartford	n/a	Current - At-Risk
77015D	Harrington Place Cooperative	Hartford	n/a	Current - Co-op
94022D	Rose Garden Cooperative	Hartford	n/a	Current - Co-op
94045D	Villa Coqui Apts.	Hartford	n/a	Current - Co-op
95040D	Sheldon Common I Co-op	Hartford	n/a	Current - Co-op
95051D	Sheldon Common II Co-op	Hartford	n/a	Current - Co-op
95055D	Amistad Court Cooperative	Hartford	n/a	Current - Co-op
96026D	Rehoboth Place Cooperative	Hartford	n/a	Current - Co-op
93041D	Tannery Brook Cooperative	Litchfield	n/a	Current - Co-op
85090D	Spencer Village & Extension	Manchester	n/a	Current - At-Risk
92050D	Common Thread Cooperative	Manchester	n/a	Current - Co-op
85094D	Wright's Village	Mansfield	n/a	Current - At-Risk
94056D	Florence S. Lord	Marlborough	n/a	Current - At-Risk
85105D	Freedom Village & Independence Village	Montville	n/a	Current - At-Risk
04002D	Security Manor	New Britain	n/a	Current - At-Risk
91161D	Washington School	New Britain	n/a	Current - At-Risk
96054D	So Main St Co-op/Willow Brook Estates Condo	New Britain	n/a	Current - Co-op
85129D	Gordon/Riozzi Courts	New London	n/a	Current - At-Risk
85130D	G. Washington Carver Bldg	New London	n/a	Current - At-Risk
85133D	Wangum Village	North Canaan	n/a	Current - At-Risk
96083D	Ludlow (Commons) Square Congregate	Norwalk	n/a	Current - At-Risk
97054D	Old Marvin, The	Norwalk	n/a	Current - At-Risk
85139D	Melrose Park & Sunset Park	Norwich	n/a	Current - At-Risk
85141D	Eastwood Court & Harry Schwartz Manor	Norwich	n/a	Current - At-Risk
85142D	Rosewood Manor & Extension	Norwich	n/a	Current - At-Risk
85144D	Hillside Apartments	Norwich	n/a	Current - At-Risk
89037D	St. Jude Common	Norwich	n/a	Current - At-Risk
90107D	J.F. Kennedy Apts & Heights	Norwich	n/a	Current - At-Risk
84001D	Center View Manor, Sunset Village & Woodmoor Village	Plainville	n/a	Current - At-Risk
98059D	Seely Brown Village	Pomfret	n/a	Current - At-Risk
85152D	Lincoln Park	Preston	n/a	Current - At-Risk

85153D	Walter Crabtree Apts & Wm. St. Onge Apts	Putnam	n/a	Current - At-Risk
92071D	Prospect Ridge Congregate	Ridgefield	n/a	Current - At-Risk
92093D	Greenfield Village Coop Assoc.	Rocky Hill	n/a	Current - Co-op
89038D	Harold J. Murphy Apts & Rocky Hill Seniors	Rocky Hill	n/a	Current - At-Risk
85163D	Murphy Apts/Extension & Virginia Connolly	Simsbury	n/a	Current - At-Risk
85180D	Edward Czescik Homes	Stamford	n/a	Current - At-Risk
90116D	Wormser Congregate	Stamford	n/a	Current - At-Risk
91239D	Riverside School Cooperative	Torrington	n/a	Current - Co-op
85195D	Stern Village	Trumbull	n/a	Current - At-Risk
85206D	East Side Terrace	Wallingford	n/a	Current - At-Risk
95126D	Cherry St Cooperative	Waterbury	n/a	Current - Co-op
98077D	Lawrence Crest Co-op	Waterbury	n/a	Current - Co-op
85215D	Buckingham Terrace, Country Ridge & Truman Terrace	Watertown	n/a	Current - At-Risk
91264D	Brace Dale Cooperative	West Hartford	n/a	Current - Co-op
95135D	Patchogue Place Cooperative	Westbrook	n/a	Current - Co-op
85220D	Adams Apts & Comhall Conv	Wethersfield	n/a	Current - At-Risk
86013D	Hevrin Terrace - MR Section-8	Windham	n/a	Current - At-Risk
90138D	Union St Cooperative, Inc	Windham	n/a	Current - Co-op