



The State of Connecticut Department of Housing

NOTICE OF FUNDING AVAILABILITY

Affordable Homeownership Development Projects

Frequently Asked Questions

February 14, 2018

- Q1: Can we submit more than one application for the “Affordable Homeownership Development Projects” round and, if so, is there any advantage or disadvantage to this approach?
- A1: An applicant may submit more than one application in this funding round if it has more than one project. As stated in the NOFA, “A project must specify one or more properties to be developed in a single phase.” For example, an applicant may wish to submit an application for one project involving the construction of 10 new homes in municipality X and another application for a second project involving the construction of 10 new homes in municipality Y. Likewise, an applicant may wish to submit an application for financial assistance in the amount of \$3 million (i.e. the maximum per project amount under the NOFA) for a project involving the acquisition and rehabilitation of 20 homes in municipality X and another application for a second project involving the acquisition and rehabilitation of 10 homes in the same municipality. Each project for which an application is submitted must be feasible on its own without another project also being selected and funded. Each application will be reviewed and scored independently. All properties that are envisioned to be developed in a single phase should be included in the same project and the same application unless doing so would require the financial assistance sought in the application to exceed the maximum per project amount in this round.
- Q2: Will DOH only approve the full requested amount or is there a potential for partial awards?
- A2: During its review of each application, DOH may determine that the amount of financial assistance needed for a proposed project to be feasible is greater than or less than the amount requested in the application. DOH reserves the right to select a project for financial assistance in such greater or lesser amount.
- Q3: Where can we find more information about the NOFA applicant webinar?
- A3: The webinar is available via Sharepoint and also on the DOH website at: <http://www.ct.gov/doh/cwp/view.asp?a=4513&q=530464>
- Q4: Is there any issue with including projects where the construction is already underway?
- A4: Projects must not include the development of any properties that are expected to be commenced prior to the closing of the requested financial assistance.

- Q5: How much of the predevelopment work for a project needs to be done prior to the application deadline (e.g., Phase 1 environmental reports, etc.)?
- A5: The NOFA and the ConApp collectively identify all minimum requirements for an application to be reviewed. As stated in the NOFA, “DOH does not employ an application deficiency period and accompanying deficiency letter and response process. All applications submitted in response to this NOFA must be complete as of submission. After the submission of an application, an applicant may be asked by DOH, at its discretion, to provide additional information regarding its application.”
- Q6: Regarding the scoring criteria titled “Extended Owner-Occupancy Period”, we typically restrict our deeds for affordability for 40 years which is well beyond the 12 year affordably mentioned on the score sheet. Would a 40 year deed restriction for affordability qualify for the extended owner occupancy period?
- A6: In the rating and ranking for this round, the maximum points available regarding the length of affordability is for affordability periods that are 12 years or longer. In the “Extended Owner-Occupancy Period” point category, additional points are available if the property/properties included in the project will require owner-occupancy for at least 5 years beyond the affordability period pursuant to a deed restriction. If the property/properties included in a project will be subject to owner-occupancy requirements for at least 17 years, the project will be awarded points in this category (i.e. 8 points). Two examples may illustrate the matter: Example 1: If all properties included in the project will be subject to owner income and resale restrictions for 10 years and owner-occupancy restrictions for 15 years then the project would receive 14 points (i.e. 6 points for affordability restrictions between 7 and 12 years and 8 points for owner-occupancy restrictions for at least 5 additional years). Example 2: If all properties included in the project will be subject to owner income, resale restrictions, and owner-occupancy restrictions for 17 years then the project would receive 20 points (12 points for affordability restrictions for at least 12 years and 8 points for owner-occupancy restrictions for at least 5 additional years).
- Q7: When is the deadline for completing the construction/occupancy of the homes included in the project?
- A7: The deadline for completing a project will depend on the nature and scope of each project. Each applicant proposes the timeframe for the completion of its project in its ConApp. This timeframe is subject to change based on DOH’s review of the project. Ultimately, the required completion date for the project will depend on when the closing occurs and will be reflected in the DOH financial assistance closing documents.
- Q8: Does the fact that an applicant has closed on a DOH loan or grant from a previous funding round but has not completed that project impact the review of that applicant’s application in this round?
- A8: Applicant experience and capacity is an important evaluation category as set forth in the rating and ranking for this round. However, the mere fact that an applicant was selected for financial assistance but has not yet closed on such financial assistance or that an applicant closed on financing from DOH but has not yet completed the contemplated project or program would not necessarily impact an application submitted for this funding round.

- Q9: Are programs eligible for financial assistance in this funding round? If not, can an applicant include properties that it owns but for which it has not yet received zoning approvals?
- A9: Programs are not eligible in this funding round. All properties included in a project for which an application is submitted in this round must satisfy all minimum requirements, including, for example, obtaining all required local zoning approvals.
- Q10: Is there a recommended DOH cost per unit (dollar amount and/or percentage)?
- A10: DOH encourages cost effective projects that are structured to minimize the per unit subsidy needed from DOH to the extent possible. The rating and ranking for this round includes a category concerning the DOH subsidy per unit. Each applicant should consider the points available or deducted under this category as it structures the financing for its project.
- Q11: Must plans and specifications meet all of the technical requirements of a 40% set in order to meet the threshold requirement in this round?
- A11: Yes. Please see Section 6 of the NOFA for further guidance. Additional guidance regarding the requirements of plans and specifications satisfying the 40% completion threshold for the purposes of this funding round is set forth in Attachment 1, attached to these FAQs.
- Q12: Will DOH accept Environmental Site Inspection Letters in this round in lieu of a Phase I ESA?
- A12: Yes, but only in limited circumstances. Please see Section 11 of the NOFA for further guidance.
- Q13: Is an A-2 survey required for each property included in a project?
- A13: An A-2 survey for each property included in a project is not required for the application to meet the minimum requirements in this funding round but will ordinarily be required as a condition to closing if a project is selected for financial assistance.
- Q14: This question concerns which form is required for the Historic Preservation exhibit (4.4) in the ConApp. The current ConApp mentions the SHPO "Project Review/Notification" process but still has the link to the "SHPO Pre-Application Consultation Form." That form is no longer on the DOH or CHFA websites, nor is the "Project Review/Notification" form. On SHPO's website, there is a "Project Review/Notification" form. Is this the form we submit for this round for the purposes of Exhibit 4.4?
- A14: The form that must be submitted in this round for the purposes of Exhibit 4.4 is available via the hyperlink in the ConApp or at:
http://www.ct.gov/cct/lib/cct/ProjectNotificationForm_2018.pdf

SMALL PROJECT 40% DRAWINGS & SPECIFICATIONS

(Affordable Homeownership) Connecticut Department of Housing

24" X 36" MAX. SHEET SIZE SET OR SMALLER (if easily readable), CD, Flash Drive or upload to SharePoint of the following are required. The submission shall be complete, fully coordinated, detailed and dimensioned in accordance with accepted professional practice.

- 1. Cover Sheet:** No free hand drawings allowed.
 - a. Project title, Developer's/Owner's name, Designer or Architect's and his consultants' names, and date.
 - b. The State of Connecticut and Department of Housing with Governor and DOH Commissioners listed.
 - c. Vicinity map at 1" = 400'. Showing location of the project, graphic scale, and solar North.
 - d. Code/Zoning Information
 - e. Drawing index, abbreviations and symbols
 - f. Unit Type(s), Number of units, Square footage per unit, Square footage per building, parking

- 2. Proposed Site Plan**
 - a. Show proposed and existing building footprint(s).
 - b. Show parking, paths, recreational areas, drying areas, sitting areas (show benches), trash and garbage disposal areas, and other outdoor spaces.
 - c. Show existing and new grading lines: refined grading information with spot elevations at critical points and at building entrances and subsurface data.
 - d. Show finish floor elevations(s).
 - e. Show locations and sizes of all utilities: storm drainage, water, sanitary, electrical, on-site waste disposal, catch basins, manholes, fire hydrants, curb valves, transformers, site lighting, etc.
 - f. Show existing trees to be kept.
 - g. Identify solar North, scale, and current date on each plan.

- 3. Architectural Plans** These will vary from project to project but should be in the following sequence:
 - a. Demo Plans
 - b. Building Floor Plans
 - c. Building elevations (large scale noted photos may be used for rehab) and sections (sections not required for rehab.) North, South East & West, (Large Scale Photos may be used for elevations)
 - d. Unit plans at 1/4" = 1'-0" (if floor plans are not 1/4" scale), kitchen/bath elevations
 - e. Plans of unique situations at larger scale, with appropriate elevations.
 - f. Typical floor and wall sections at 3/4" = 1'-0". (new construction or substantial/gut rehab)
 - g. Schedules (finish, door, window) and door and window details.

- 4. Draft Structural Layout:** Foundation, floor and roof framing plans, (May be on Arch plans if legible)

- 5. Draft Plumbing Layout:** Location of Major plumbing components, water heater, boiler etc, fixtures (May be on Arch Plans if Legible)

- 6. Draft Mechanical Layout:** Location of major HVAC (may be on Arch Plans if legible)

- 7. Draft Electrical:** lighting, switches, panel box, thermostats, exhaust, smoke detectors, (may be on Arch plans if legible, space permits)
- 8. Draft Solar:** Site plan with Roof plan showing panel layout, one line diagram etc (coordinated or with electrical plans), system/panel description, attachment details, elevation, load center, production meter, junction box etc. Panels must be shown on building elevations.
- 9. Outline Technical Specifications:** CSI format, (can be in note form on drawings, if legible and space permits) Manufactures Specifications/Descriptions (Cut Sheets), bound in CSI format may be used