



The State of Connecticut Department of Housing

NOTICE OF FUNDING AVAILABILITY Competitive Housing Assistance for Multifamily Properties 12 (“CHAMP 12”)

Frequently Asked Questions

May 4, 2018

- Q1: As I understand, in order to know whether federal labor or state prevailing wages are triggered we first need to know the source of funds dedicated for the CHAMP funding. Is that correct and if so what are the source of funds?
- A1: The type of funding that DOH expects to use in connection with financing projects selected in the CHAMP 12 funding round are described in Section B of the CHAMP 12 NOFA. The state bond fund proceeds that DOH uses most frequently to finance its affordable housing projects do not trigger state or federal minimum wage requirements. To determine if state minimum wage requirements apply to your project contact the State of Connecticut Department of Labor. Inquiries can be directed to Matthew Ferri at matthew.ferri@ct.gov. In the event that DOH were to opt to finance a project with funds that trigger federal minimum wage requirements, DOH would take the resulting additional project costs into consideration in its underwriting and calculation of the necessary capital subsidy.
- Q2: I read that DOH requires a Construction Procurement Plan (that complies with DOH Procurement Standards). I have not found a form to complete the Construction Procurement Plan or details on what this should include. Would you please advise where I can find out what is required here?
- A2: The Construction Procurement Plan should provide a brief description of the process by which you will or have procured the construction contractor or construction manager. The DOH procurement guidelines require the following:
- 1) **Competitive Bidding:**
For contracts greater than \$100,000, the funding recipient will give full opportunity for free, open and competitive bidding. (Current Architect’s Handbook of Professional Practice, AIA)
 - 2) **Advertising the Project:**
 - a) The funding recipient must run a notice in the Public Notices section of one newspaper with broad circulation in the applicable region, such as the Hartford Courant, Waterbury Republican, Connecticut Post, New Haven Register, Norwich Bulletin, or the Stamford Advocate. The ad must end with the following statement: “An Affirmative Action/Equal Opportunity Employer. Minority/Women’s Business Enterprises are encouraged to apply.”
 - b) The notice must run for at least two (2) days.

- c) In cases where the total project cost is below \$100,000, bids may be solicited by letter, fax or email. However, the funding recipient must solicit at least three quotations for such project.

3) **Contractor Selection:**

Lowest Responsible and Qualified Bidder: “lowest responsible and qualified bidder” means the bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithfully perform the work. Should the funding recipient reject the lowest bidder as not responsible and/or not qualified, the funding recipient shall immediately notify DOH of the reasons for the rejection and request DOH concurrence. DOH shall at its discretion either approve or deny the funding recipient’s rejection. The funding recipient agrees to hold DOH harmless from any and all claims by rejected bidders.