

**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 or 2017;
- 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 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 2015. 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 NOFA will be released 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.

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.

Because the Capital Plan does not prescribe a transaction scenario for Limited Equity Cooperatives or properties designated as “Current - At-Risk,” owners may 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 certificate for tenant protection or financial feasibility must complete the attached “RAP Rent Roll & Income and Expense Comparison” workbook, which can be found [here](#). 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 [2015 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 Agreement with utility company detailing energy-efficiency measures, estimated energy savings and incentives. (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 must be in good standing with CHFA and DOH.

## 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.

**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*)

**Applications for funding under this NOFA are available on DOH’s website at [www.ct.gov/doh](http://www.ct.gov/doh) as well as CHFA’s website at [www.chfa.org](http://www.chfa.org).**

**Applications for funding under this NOFA must be submitted no later than April 20, 2015 at 4:00 p.m.**

All applications and accompanying materials exclusive of drawings and specifications must be submitted via electronic submission through the State’s Biznet portal. The Biznet portal can be found at <https://www.biznet.ct.gov/> and will be available for uploading of applications beginning February 23, 2015.

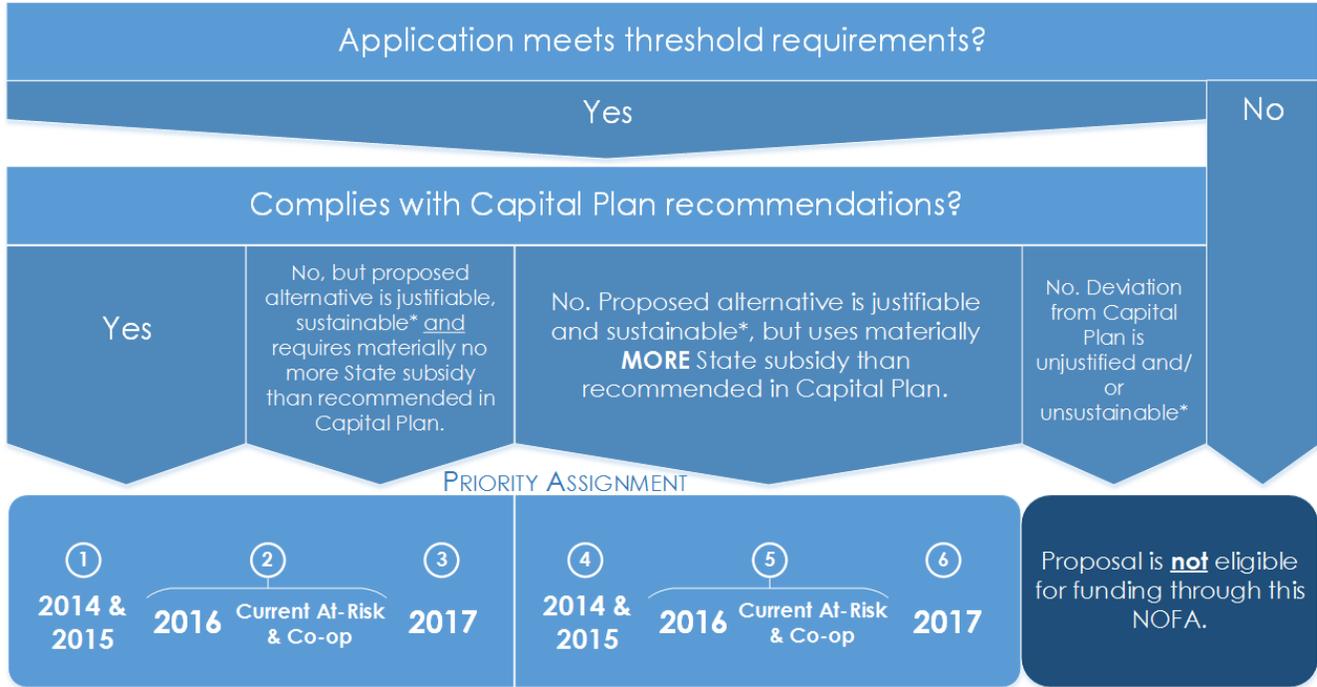
Hard copies of full-sized architectural drawings and specifications must be received **no later than April 20, 2015 at 4:00 p.m.** and addressed to:

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

**F. SELECTION CRITERIA**

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

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.

**G. INQUIRIES REGARDING THE NOFA**

An informational respondents' conference is scheduled for **February 17, 2015 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, 2015 to the following email address: [sshprfp@chfa.org](mailto: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 CHFA website at [www.chfa.org](http://www.chfa.org), under the Requests for Proposals section and at the DOH website at [www.ct.gov/doh](http://www.ct.gov/doh).

## **H. TIMELINE**

<u>Event</u>	<u>Date</u>
Release of NOFA	January 22, 2015
Respondents' Conference	February 17, 2015 at 2:00 pm
Deadline for Submission of Inquiries	April 7, 2015 at 4:00 pm
Submission Deadline	April 20, 2015 at 4:00 pm
Selections Announced (anticipated)	July 2015

## **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**

<b>CHFA Number</b>	<b>Development Name</b>	<b>Municipality</b>	<b>Transaction Year</b>	<b>Deal Type</b>
85057D	Center Village	Glastonbury	2014	4% LIHTC
85224D	Eastman Curran Terrace	Windham	2014	4% LIHTC
85051D	Essex Court	Essex	2014	4% LIHTC
91242D	Francis J. Pitkat Cong	Vernon	2014	4% LIHTC
85138D	Hillside Terrace	Norwich	2014	4% LIHTC
85131D	Hillside Terrace & Extension	North Branford	2014	4% LIHTC
92077D	Parkside Gables	Stamford	2014	4% LIHTC
97055D	Rye Field Manor	Old Lyme	2014	4% LIHTC
77004D	Tiffany Place	Brooklyn	2014	4% LIHTC
94054D	Westhill Gardens	Manchester	2014	4% LIHTC
95094D	16 School St	Norwalk	2014	CHFA/FHA
85136D	Colonial Village	Norwalk	2014	CHFA/FHA
85061D	Town Hall Annex	Greenwich	2014	CHFA/FHA
90133D	Liberty Hall Apts	Waterbury	2014	Soft loan
88049D	Broder Place, Laurel Court & Maple Court	Suffield	2015	4% LIHTC
85158D	Castle Heights & Hoffman Heights	Seymour	2015	4% LIHTC
85148D	Gosinski Park	Plymouth	2015	4% LIHTC
85227D	Millbrook Village	Windsor	2015	4% LIHTC
85064D	Pequot Village I & II	Groton	2015	4% LIHTC
86001D	Reynold`s Ridge 133	Bethel	2015	4% LIHTC
85004D	Reynold`s Ridge 166	Bethel	2015	4% LIHTC
85145D	Sunny Acres	Plainfield	2015	4% LIHTC
85161D	Devaux Apts	Shelton	2015	CHFA/FHA
85120D	Beechwood Gardens	New Haven	2015	Soft loan
95124D	Dodge Farms	Washington	2015	Soft loan
94021D	Wooster Street (fka Summers Square)	Hartford	2015	Soft loan
85031D	Cicia Manor, Lakeview Apts & Stygar Terrace	Derby	2016	4% LIHTC
85020D	Coal Pit Hill, Fairfield Ridge, Mill Ridge & Extension	Danbury	2016	4% LIHTC
85186D	Green Manor	Thomaston	2016	4% LIHTC
85042D	Green Valley Village	Enfield	2016	4% LIHTC
85043D	Laurel Park	Enfield	2016	4% LIHTC
85208D	McGuire Court	Wallingford	2016	4% LIHTC
85158Z	Smith Acres & Extension	Seymour	2016	4% LIHTC
85224Z	Terry Court	Windham	2016	4% LIHTC
85207D	South Side Terrace	Wallingford	2016	CHFA/FHA
85172D	Wapping Mews	South Windsor	2016	CHFA/FHA
91099D	Jackie Schaffer Apts	Hartford	2016	Soft loan
77014D	Ward / Affleck	Hartford	2016	Soft loan
85096D	Johnson Farms & Yale Acres	Meriden	2017	4% LIHTC
85035D	King Court	East Hartford	2017	4% LIHTC
85085D	Maple Courts	Danielson-Killingly	2017	4% LIHTC
85100D	Marino Manor	Middletown	2017	4% LIHTC
85052D	Pine Tree Apts.	Fairfield	2017	4% LIHTC

85040D	Snipsic Village I & II	Ellington	2017	4% LIHTC
85169D	Zdunczyk Terrace	Southington	2017	4% LIHTC
92002D	Helms Housing	Bridgeport	2017	CHFA/FHA
85229D	New Roxbury Village	Woodstock	2017	CHFA/FHA
90075D	Stonecroft Village	Hebron	2017	CHFA/FHA
85006D	Augustana/Bishop Curtis Homes	Bethel	2017	Soft loan
94052D	Bantam Falls & Wells Run	Litchfield	2017	Soft loan
94036D	Bristol Apts	Hartford	2017	Soft loan
85220D	Adams Apts & Comhall Conv	Wethersfield	n/a	Current - At-Risk
85060D	Armstrong Court	Greenwich	n/a	Current - At-Risk
85215D	Buckingham Terrace, Country Ridge & Truman Terrace	Watertown	n/a	Current - At-Risk
85125D	Cedar Village, Kelleher Park & New Meadow Village	Newington	n/a	Current - At-Risk
84001D	Center View Manor, Sunset Village & Woodmoor Village	Plainville	n/a	Current - At-Risk
85016D	Dublin Village & Annex & Ponemah Village	Colchester	n/a	Current - At-Risk
85206D	East Side Terrace	Wallingford	n/a	Current - At-Risk
85141D	Eastwood Court & Harry Schwartz Manor	Norwich	n/a	Current - At-Risk
85180D	Edward Czescik Homes	Stamford	n/a	Current - At-Risk
85044D	Enfield Manor & Extension	Enfield	n/a	Current - At-Risk
91096D	Faith Manor	Hartford	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
85130D	G. Washington Carver Bldg	New London	n/a	Current - At-Risk
85129D	Gordon/Riozzi Courts	New London	n/a	Current - At-Risk
85070D	Hamden Village	Hamden	n/a	Current - At-Risk
89038D	Harold J. Murphy Apts & Rocky Hill Seniors	Rocky Hill	n/a	Current - At-Risk
91071D	Herbert Clark House	Glastonbury	n/a	Current - At-Risk
86013D	Hevrin Terrace - MR Section-8	Windham	n/a	Current - At-Risk
99012D	Hill House	Greenwich	n/a	Current - At-Risk
85144D	Hillside Apartments	Norwich	n/a	Current - At-Risk
90107D	J.F. Kennedy Apts & Heights	Norwich	n/a	Current - At-Risk
85001D	J.J. O'Donnell Apts	Ansonia	n/a	Current - At-Risk
77007D	Kirtland Commons	Deep River	n/a	Current - At-Risk
85152D	Lincoln Park	Preston	n/a	Current - At-Risk
96083D	Ludlow (Commons) Square Congregate	Norwalk	n/a	Current - At-Risk
85002D	Marjorie Moore Village & Percival Heights	Berlin	n/a	Current - At-Risk
89007D	McKinney Terrace I & II	Greenwich	n/a	Current - At-Risk
85139D	Melrose Park & Sunset Park	Norwich	n/a	Current - At-Risk
85163D	Murphy Apts/Extension & Virginia Connolly	Simsbury	n/a	Current - At-Risk
97054D	Old Marvin, The	Norwalk	n/a	Current - At-Risk
85005D	Parkside Vill. I & II	Branford	n/a	Current - At-Risk
95002D	Pompey Hollow	Ashford	n/a	Current - At-Risk
92071D	Prospect Ridge Congregate	Ridgefield	n/a	Current - At-Risk
85142D	Rosewood Manor & Extension	Norwich	n/a	Current - At-Risk
04002D	Security Manor	New Britain	n/a	Current - At-Risk
98059D	Seely Brown Village	Pomfret	n/a	Current - At-Risk
85090D	Spencer Village & Extension	Manchester	n/a	Current - At-Risk
89037D	St. Jude Common	Norwich	n/a	Current - At-Risk
85195D	Stern Village	Trumbull	n/a	Current - At-Risk
85054D	Trefoil Court	Fairfield	n/a	Current - At-Risk
85014D	TWENTY ONE	Canton	n/a	Current - At-Risk
85036D	Veteran Terrace & Extension	East Hartford	n/a	Current - At-Risk

85153D	Walter Crabtree Apts & Wm. St. Onge Apts	Putnam	n/a	Current - At-Risk
85133D	Wangum Village	North Canaan	n/a	Current - At-Risk
91161D	Washington School	New Britain	n/a	Current - At-Risk
90116D	Wormser Congregate	Stamford	n/a	Current - At-Risk
85094D	Wright's Village	Mansfield	n/a	Current - At-Risk
94020E	272 Cleveland Ave Cooperative	Hartford	n/a	Current - Co-op
95055D	Amistad Court Cooperative	Hartford	n/a	Current - Co-op
91264D	Brace Dale Cooperative	West Hartford	n/a	Current - Co-op
95126D	Cherry St Cooperative	Waterbury	n/a	Current - Co-op
95050D	Cobbs Mill Crossing Cooperative	Glastonbury	n/a	Current - Co-op
92050D	Common Thread Cooperative	Manchester	n/a	Current - Co-op
92093D	Greenfield Village Coop Assoc.	Rocky Hill	n/a	Current - Co-op
77015D	Harrington Place Cooperative	Hartford	n/a	Current - Co-op
98077D	Lawrence Crest Co-op	Waterbury	n/a	Current - Co-op
95135D	Patchogue Place Cooperative	Westbrook	n/a	Current - Co-op
92029D	Pine Grove Manor	Enfield	n/a	Current - Co-op
98019D	Pleasant St Co-op	Enfield	n/a	Current - Co-op
96026D	Rehoboth Place Cooperative	Hartford	n/a	Current - Co-op
91239D	Riverside School Cooperative	Torrington	n/a	Current - Co-op
94022D	Rose Garden Cooperative	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
96054D	So Main St Co-op/Willow Brook Estates Condo	New Britain	n/a	Current - Co-op
93041D	Tannery Brook Cooperative	Litchfield	n/a	Current - Co-op
90138D	Union St Cooperative, Inc	Windham	n/a	Current - Co-op
94045D	Villa Coqui Cooperative	Hartford	n/a	Current - Co-op