Notice of Request for Qualification

The Connecticut Department of Housing (DOH) is issuing this Request for Qualification (RFQ) to expand the creation of permanent supportive housing (PSH) for extremely low-income persons with disabilities. The purpose of this particular RFQ is to stimulate the creation of new PSH units through the use of new or existing rental housing and placement of Section 811 Project-Based Rental Assistance (PRA), a Federal rental housing assistance program funded by the US Department of Housing and Urban Development (HUD). Resources made available through this RFQ are limited to the project-based assistance funds awarded to DOH through a Cooperative Agreement with HUD.

For this RFQ, DOH is requesting the submissions from owner/property managers with units in multifamily projects eligible to receive Section 811 PRA. The project-based rental assistance funds are to be used to house non-elderly individuals and families who are income eligible, disabled, eligible for community-based care services, and who belong to one of the three target populations outlined in the Cooperative Agreement and further described in this RFQ.

Selected proposers will be awarded the opportunity to negotiate placement of Section 811 PRA units within their properties. Such negotiations may, but will not automatically, result in a rental assistance contract with DOH.

The RFQ is available in electronic format from the RFQ Official Contact:

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Housing Specialist
Department of Housing
505 Hudson Street
2nd Floor, Hartford, CT 06160
Phone: 860-270-8091
Fax: 860-706-5741
E-Mail: tawny.pho@ct.gov

The RFQ is also available on the DOH CT811 Program Web Page. A printed copy of the RFQ can be obtained from the Official Contact upon request. Applications will be accepted on a rolling basis beginning in October. The initial deadline for submission of all materials is 4:00 PM Eastern Standard Time (EST) on October 14, 2016, and will be the second Friday after the start of each quarter thereafter, as presented in the list below.

- October 14, 2016 at 4:00 PM EST (Initial Due Date)
- January 13, 2017 at 4:00 PM EST (Rolling Due Date)
- April 14, 2017 at 4:00 PM EST (Rolling Due Date)
- July 14, 2017 at 4:00 PM EST (Rolling Due Date)

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I. GENERAL INFORMATION

A. INTRODUCTION

1. **RFQ Name or Number.** Section 811 Project-Based Rental Assistance (CT811) RFQ

2. **Summary.** The Frank Melville Supportive Housing Investment Act of 2010 modernized and reformed the US Department of Housing and Urban Development (HUD) Section 811 Supportive Housing for Persons with Disabilities Program to transform and increase cost-effective permanent supportive housing. Those changes led to the creation of the new Section 811 Project-Based Rental Assistance (PRA) program, which offers project-based rental assistance for extremely low-income persons with disabilities. Section 811 PRA requires structured, state-level partnership, linking affordable housing with community-based services and support.

The Connecticut Department of Housing (DOH) was awarded $4,112,906 in March 2015 for the first five years of a 20-year Cooperative Agreement with HUD. These funds are anticipated to generate 150 permanent supportive housing units throughout the state. The Section 811 PRA program administered by DOH will herein be referred to as CT811.

For this RFQ, DOH is requesting the submission of proposals from owner/property managers with units in multifamily projects eligible to receive CT811 funds. The project-based rental assistance funds are to be used to house non-elderly individuals and families who are income eligible, disabled, eligible for community-based care services, and who belong to one of the three target populations outlined in the Cooperative Agreement and further detailed in this RFQ.

Selected proposers will be awarded the opportunity to negotiate placement of Section 811 PRA units within their properties. Such negotiations may, but will not automatically, result in a contract with DOH.

B. ABBREVIATIONS / ACRONYMS /DEFINITIONS

ASD	Autism Spectrum Disorder
AMI	Area Median Income
BFO	Best and Final Offer
CAN	Coordinated Access Network
C.G.S.	Connecticut General Statutes
CHFA	Connecticut Housing and Finance Authority
CT	The State of Connecticut
CT811	The Section 811 Project-Based Rental Assistance Program administered by CT
DOH	Department of Housing (CT)
DMHAS	Department of Mental Health and Addiction Services (CT)
DSS	Department of Social Services (CT)
EIV	Enterprise Income Verification
EST	Eastern Standard Time
FOIA	Freedom of Information Act (CT)
HMFA	HUD Metropolitan Fair Market Rent/Income Limits Area
HUD	Department of Housing and Urban Development (US)
LIHTC	Low-Income Housing Tax Credit
LOI	Letter of Intent
MFP	Money Follows the Person Demonstration (CT)
MSA	Metropolitan Statistical Area
PSH	Permanent Supportive Housing
PRA	Project-Based Rental Assistance
RAC	Rental Assistance Contract
RFQ	Request For Qualification
TRACS	Tenant Rental Assistance Certification System
UPCS	Uniform Physical Condition Standards
US	United States

- **proposer**: a nonprofit, public or private entity, or housing authority that has submitted a proposal to DOH in response to this RFQ.

- **prospective proposer**: a nonprofit, public or private entity, or housing authority that may submit a proposal to DOH in response to this RFQ, but has not yet done so.

C. INSTRUCTIONS

1. **Official Contact**. DOH has designated the CT811 Program Coordinator listed below as the Official Contact for purposes of this RFQ. The Official Contact is the only authorized contact for this request and, as such, handles all related communications on behalf of DOH. Proposers, prospective proposers, and other interested parties are advised that any communication with any other DOH employee(s) (including appointed officials) or personnel under contract to DOH about this RFQ is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

   Tawny Pho
   Housing Specialist
   Department of Housing
   505 Hudson Street
   2nd Floor, Hartford, CT 06160
   Phone: 860-270-8091
   Fax: 860-706-5741
   E-Mail: tawny.pho@ct.gov

   Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFQ Information.** The RFQ, amendments to the RFQ, and other information associated with this request are available in electronic format from the Official Contact or from the Internet at the following location:

   - DOH CT811 Program Web Page

   Printed copies of all documents are also available from the Program Coordinator upon request.

3. **RFQ Schedule**. See below. Dates after the due date for proposals ("Proposals Due") are target dates only (*) and will continue on a rolling basis respective to the rolling due dates. DOH may amend the schedule, as needed. Any change will be made by means of an amendment to this RFQ and will be posted on the DOH CT811 Program Web Page.

   - Initial RFQ Released: September 16, 2016
   - RFQ Conference: September 29, 2016
   - Deadline to RSVP for RFQ Conference September 26, 2016
   - Deadline for Questions: October 5, 2016
   - Answers Released: October 7, 2016
   - Proposals Due: October 14, 2016 at 4:00 PM EST (Initial Due Date)
     See section C.7. for Rolling Due Dates
   - (*) Proposal Selection: November 4, 2016
   - (*) Start of Contract Negotiations: November 7, 2016
   - (*) Start of Contract: January 1, 2017

4. **Letter of Intent**. A Letter of Intent (LOI) is not required by this RFQ.

5. **Inquiry Procedures.** All questions regarding this RFQ must be directed, in writing, to the Official Contact before the deadline specified in the RFQ Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadline will be answered. However, DOH will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFQ will not be answered. At its discretion, DOH may or may not respond to questions received after the deadline. DOH may combine similar questions and give only one answer. All questions and answers will be compiled into a written amendment to this RFQ. If any answer to any question constitutes a material change to the RFQ, the question and answer will be placed at the beginning of the amendment and duly

noted as such. DOH will release the answers to questions on the date established in the RFQ Schedule. DOH will publish any and all amendments to this RFQ on the DOH CT811 Program Web Page.

6. **RFQ Conference.** A conference will be held on September 29, 2016, for this RFQ. Prospective proposers are invited to attend this RFQ Conference to ask questions about CT811 and this RFQ. Registration for this event is encouraged. To register, call or e-mail the Official Contact with the name of the registrant and organization. The deadline to RSVP for the RFQ Conference is September 26, 2016.

7. **Proposal Due Dates and Times.** The Official Contact is the only authorized recipient of submissions in response to this RFQ. Proposals received on or before the specified and applicable due date will be reviewed, rated and ranked collectively. Proposals must be received by the Official Contact on or before the following due dates and times for consideration:

   - Initial Due Date: October 14, 2016 at 4:00 PM EST
   - Rolling Due Date: January 13, 2017 at 4:00 PM EST
   - Rolling Due Date: April 14, 2017 at 4:00 PM EST
   - Rolling Due Date: July 14, 2017 at 4:00 PM EST

   Faxed or e-mailed proposals will not be evaluated. When hand-delivering proposals by courier or in person, allow extra time due to building security procedures. DOH will not accept a postmark date as the basis for meeting the proposal due date and time. Proposals received after the due date and time may be accepted by DOH as a clerical function, but late proposals will not be evaluated. At the discretion of DOH, late proposals may be destroyed or retained for pick up by the proposer.

   An acceptable submission must include the following:

   - one (1) original proposal;
   - two (2) conforming copies of the original proposal; and
   - one (1) conforming electronic copy of the original proposal.

   The original proposal must carry original signatures and be clearly marked on the cover as "Original." Unsigned submissions will not be evaluated. The original proposal and each conforming copy of the proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee. The electronic copy of the proposal must be submitted in Portable Document Format (PDF) or similar file format.

8. **Multiple Proposals.** A proposer may submit multiple proposals. A separate proposal must be submitted for each project should an owner/property manager wish to include more than one project for this RFQ.

9. **Declaration of Confidential Information.** Proposers are advised that all materials associated with this RFQ are subject to the terms of the Freedom of Information Act (FOIA), the Privacy Act, and all rules, regulations and interpretations resulting from them. If a proposer deems that certain information required by this RFQ is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. EXAMPLE: Section G.1.a. For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b). DOH shall determine at its discretion the applicability of FOIA, the Privacy Act, or any other legal obligation to release or disclose any materials submitted in connection with this RFQ.

10. **Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the last three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the

proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be adverse to the interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for such proposer's personal or corporate benefit. DOH will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this RFQ, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement. Example: "[name of proposer] has no current business relationship (within the last three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."

■ D. PROPOSAL FORMAT

1. **Required Outline.** All submissions must follow the required outline presented in Section IV – Proposal Outline. Submissions that fail to follow the required outline will be deemed non-responsive and not evaluated.

2. **Cover Sheet.** Proposers must complete and use the Cover Sheet form provided by DOH in Section V. - Attachment 1 (1-2 pages).

3. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)

4. **Attachments.** Attachments other than the required Appendices or Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFQ. Submissions that fail to follow these instructions will be deemed non-responsive and not evaluated.

6. **Style Requirements.** Submitted proposals must conform to the following specifications:

   - Binding Type: None specified
   - Dividers: None specified
   - Paper Size: 8.5 x 11
   - Page Limit: The Project Application (Attachment 2 of Section V), exclusive of any appendices or forms, should not exceed 5 pages. Please be clear and concise; should it exceed the stated limit, it will be disqualified.
   - Print Style: None specified
   - Font Size: None specified
   - Font Type: None specified
   - Margins: None specified
   - Line Spacing: None specified

7. **Labeling Requirements.** All submissions must be addressed to the Official Contact and be labeled with the RFQ Name.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of DOH to conduct a comprehensive, fair, and impartial evaluation of submissions received in response to this RFQ.

2. **Screening Committee.** DOH will designate a Screening Committee to evaluate proposals submitted in response to this RFQ. The Screening Committee will include a representative from each of the following agencies: DOH, CHFA, DSS and DMHAS. The contents of all submitted proposals, including any

confidential information, will be shared with the Screening Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and ranked. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Screening Committee may result in disqualification of the proposer.

3. **Minimum Requirements.** All proposals must comply with the requirements specified in this RFQ. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Proposal Format requirements; (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will be deemed non-responsive and a new, responsive proposal may be submitted on or before a later rolling due date if further consideration is to be requested. DOH will reject any proposal that deviates significantly from the requirements of this RFQ.

4. **Evaluation Criteria.** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Screening Committee will use to evaluate the technical merits of the proposal. Only the criteria listed below will be used to evaluate proposals.

   A. Compliance. The submitting organization's conformance with the minimum requirements, instructions and specifications as outlined in this RFQ. (Threshold; 0 points)

   B. Project Application (up to 54 points)

      1. Project & Unit Eligibility. The eligibility of each project will be reviewed. Should the information presented in the Project Application of the proposal result in the determination that the project may be ineligible to receive CT811 project-based rental assistance funds, DOH may request written clarification of the responses on the Project Application from the proposer. If the Screening Committee makes a final determination that the project is ineligible, the proposal will not be scored on all other criteria and will not be selected for recommendation. (Threshold; 0 points)

      2. Proposed Rent Schedule. (up to 18 points)

         a. A proposed unit mix that meets the target population's need for efficiency, one-bedroom, and accessible units. (up to 10 points)
         b. Rent schedules that include units that are already affordable for tenants at 30% Area Median Income (AMI) or below. (up to 8 points)

      3. Knowledge and Experience of Each Proposer. The Screening Committee will evaluate the degree to which the submitting organization and its collaborative partners demonstrate knowledge and experience in the areas listed below. These factors shall contribute to the Screening Committee's evaluation of the organization's overall readiness to proceed for participation in CT811. (up to 18 points)

         a. Federal project-based rental assistance programs and contracts. (up to 3 points)
         b. HUD Handbook 4350.3, occupancy requirements and other related regulations relevant to CT811, including tenant certification, Fair Housing, and Section 504. (up to 3 points)
         c. Submission of tenant data via the Tenant Rental Assistance Certification System (TRACS) and compliance with TRACS automation rules. (up to 3 points)
         d. Access and use of the Enterprise Income Verification (EIV) system. (up to 3 points)
         e. Rental housing serving low income and extremely low income populations, and those experiencing homelessness, including experience working with service providers in a supportive housing setting. (up to 3 points)
         f. Experience working with persons with disabilities, including knowledge and experience with reasonable accommodations and modifications. (up to 3 points)

4. Project Profile. The Screening Committee will evaluate the proposed project based on the criteria listed below. These factors shall contribute to the Screening Committee's evaluation of the project's overall readiness to proceed for participation in CT811. (up to 18 points)

    a. The completion or anticipated completion of construction, including rehabilitation within six months. (up to 3 points)
    b. The availability of units or the anticipated availability of units for lease-up by CT811 households within six months; (up to 3 points)
    c. The projects exemption or compliance with environmental review requirements; (up to 5 points)
    d. The current condition of the project relevant to the UPCS. (up to 3 points)
    e. Proximity of the project to community services and amenities, government and medical facilities, public or mass transit. (up to 2 points)
    f. The project's location in areas of opportunity, as determined by the Connecticut Opportunity Map available on the DOH Web site. (up to 2 points)

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Screening Committee will submit the rating and rankings of all proposals to the Program Coordinator. Recommendations for participation in the CT811 Program will be written, and submitted to the Commissioner of DOH. Final selection of proposers will be at the sole discretion of the Commissioner. Any proposer selected will be so notified and awarded an opportunity to negotiate a contract with DOH. Such negotiations may, but will not automatically, result in a contract. All unsuccessful proposers will be notified by e-mail or U.S. mail, at DOH's discretion, about the outcome of the evaluation and the proposer selection process.

6. **Debriefing.** Within ten (10) days of receiving notification from DOH, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with DOH to discuss the evaluation process and their proposal. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. DOH will schedule and hold the debriefing meeting within thirty (30) days of the request. DOH will not change, alter, or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.

7. **Appeal Process.** Proposers may appeal any aspect of DOH's competitive process, including the evaluation and recommendation process. Any such appeal must be submitted to the Commissioner of DOH. A proposer may file an appeal at any time after the proposal due date, but not later than thirty (30) days after DOH notifies unsuccessful proposers about the outcome of the evaluation and selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the thirty (30) days. The filing of an appeal shall not be deemed sufficient reason for DOH to delay, suspend, cancel, or terminate the RFQ process or execution of a contract.

8. **Contract Execution.** Any rental assistance contract developed and executed as a result of this RFQ is subject to DOH's contracting procedures, in addition to any state and/or federal guidelines and requirements, including those of the Low-Income Housing Tax Credit program and the State of CT Housing Tax Credit Contribution (HTCC) program, as may be applicable.

II. MANDATORY PROVISIONS

A. ASSURANCES

By submitting a proposal in response to this RFQ, a proposer implicitly gives the following assurances:

1. **Collusion.** The proposer represents and warrants that the proposer did not participate in any part of the RFQ development process and had no knowledge of the specific contents of the RFQ prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposer's proposal. The proposer also represents and warrants that the submitted proposal is in all respects fair and is made without collusion or fraud.

2. **State Officials and Employees.** The proposer certifies that no elected or appointed official or State employee has or will benefit financially or materially from any contract resulting from this RFQ. DOH may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, its agents or employees.

3. **Competitors.** The proposer assures that the submitted proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFQ. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition.

4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer in accordance with the terms and provisions described in this RFQ and any amendments or attachments hereto. The proposal shall remain valid for a period of 180 days after the submission due date and may be extended beyond that time by mutual agreement. At its sole discretion, DOH may include the proposal, by reference or otherwise, into any contract with the successful proposer.

5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of DOH for press releases that relate in any manner to this RFQ or any resultant contract.

B. TERMS AND CONDITIONS

By submitting a proposal in response to this RFQ, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

2. **Preparation Expenses.** Neither the State nor DOH shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFQ.

3. **Exclusion of Taxes.** DOH is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

4. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, DOH may request and authorize proposers to submit written clarification of their proposal, in a manner or format prescribed by DOH, and at the proposer's expense.

5. **Supplemental Information.** Supplemental information will not be considered after the submission deadline of the RFQ, unless specifically requested by DOH. DOH may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a

proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by DOH. At its sole discretion, DOH may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

6. **Presentation of Supporting Evidence.** If requested by DOH, a proposer must be prepared to present evidence of experience, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFQ. DOH may make onsite visits to an operational facility or facilities of a proposer to evaluate further the proposer's capability to meet the requirements and perform the duties prescribed by the program and this RFQ. At its discretion, DOH may also check or contact any reference provided by the proposer.

7. **RFQ Is Not An Offer.** Neither this RFQ nor any subsequent discussions shall give rise to any commitment on the part of the State or DOH or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and DOH and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for rental assistance payments under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by DOH.

C. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFQ, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing Sequence.** The timing and sequence of events associated with this RFQ shall ultimately be determined by DOH.

2. **Amending or Canceling RFQ.** DOH reserves the right to amend or cancel this RFQ on any date and at any time, if DOH deems it to be necessary, appropriate, or otherwise in the best interests of the State.

3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFQ, DOH may reopen the process, if it is determined to be in the best interests of the State.

4. **Award and Rejection of Proposals.** DOH reserves the right to award in part, to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFQ. DOH may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. DOH reserves the right to reject the proposal of any proposer who submits a proposal after the submission date and time.

5. **Sole Project of the State.** All proposals submitted in response to this RFQ are to be the sole project of the State. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFQ shall be the sole project of the State, unless stated otherwise in this RFQ or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.

6. **Contract Negotiation.** DOH reserves the right to negotiate or contract for all or any portion of a proposal submitted under this RFQ. DOH further reserves the right to contract with one or more proposer for one or multiple projects.

7. **Clerical Errors in Award.** DOH reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void ab initio and of no effect as if no contract ever existed between the State and the proposer.

III. RFQ and PROGRAM GUIDELINES

A. OVERVIEW

1. **Background.** The Frank Melville Supportive Housing Investment Act of 2010 modernized and reformed HUD's Section 811 Supportive Housing for Persons with Disabilities Program to promote a national expansion of integrated supportive housing by fostering partnerships among state housing and health and human service agencies to leverage mainstream affordable housing, Medicaid, and related community-based support services resources, and to ensure people with disabilities most in need can access these new housing opportunities. The most significant innovation resulted in the new Section 811 Project Rental Assistance (PRA) option which provides cost-effective PRA subsidies directly to state housing agencies, and ultimately to project owner/agents through the administration of Rental Assistance Contracts (RAC).

   In 2015, The State of Connecticut Department of Housing (DOH) was awarded $4,112,906 for the first five years of a 20-year Cooperative Agreement with HUD. This program, which is referred to as CT811, is anticipated to generate 150 permanent supportive housing units throughout the state.

2. **Goals of this RFQ**. This RFQ is designed to expand the creation of permanent supportive housing throughout the state of Connecticut for the target populations outlined by CT811. The goal of this RFQ is to identify multifamily projects eligible and suitable for placement of CT811 project-based rental assistance subsidies. Selected proposers will be awarded the opportunity to negotiate placement of Section 811 PRA. Such negotiations may, but will not automatically, result in a contract with DOH.

3. **Eligible Owner/property managers**. Submissions will be accepted only from a nonprofit, public, or private project owner, or housing authority with an eligible multifamily project, defined as a project with at least five (5) housing units. Eligible projects must have received financing or financing commitments of Low-Income Housing Tax Credit (LIHTC), HOME Investment Partnerships Act (HOME), or any other federal, state, or local financial assistance program.

   DOH encourages the formation of partnerships and collaborations between owners and property managers that will result in the effective administration a project-based rental assistance program and the operation of housing for persons with disabilities. In the case of collaborative submissions, there must be a clear delineation of respective roles and responsibilities between the joint submitting owner/property managers. Strategies for coordinating the activities of team members must be clearly defined.

   Selected submitting owner/property managers must be willing to participate in a structured program monitoring process that will include tracking of client referrals, applicants, tenant records and certification as required by DOH and the HUD Office of Multifamily Housing Programs. Outcomes to be tracked relate to housing applications, housing retention, tenant certification, tenant rent payments and tenant satisfaction.

B. ELIGIBLE PROJECTS AND UNITS

1. **Project and Unit Restrictions.** An eligible project is a multifamily project, defined as a project with at least five (5) housing units, that has received financing or financing commitments of Low-Income Housing Tax Credit (LIHTC), HOME Investment Partnerships Act (HOME), or any other federal, state, or local financial assistance program. The multifamily project's development costs can be paid with any public or private resources except for Section 202 or Section 811 Capital Advances. Projects with elderly use restrictions are not eligible. Units currently receiving long-term operating subsidies or received such subsidies in the last six months are not eligible. In order to meet the objective for community integration, no more than 25% of the total units in a project can have the following:

   - Placement of CT811 funds
   - A use restriction for persons with disability (under CT811 or any other federal or state program)
   - An occupancy preference for persons with disabilities

2. **Unit Types.** Efficiency and one-bedroom units are most desired by the three target populations. There is a limited need for two-bedroom units and some need for accessible and adaptable units for persons with mobility impairments; however, units are not required to be accessible. Each individual unit must have its own kitchen and bathroom. Single-room Occupancy (SRO) units are not eligible under CT811 and this RFQ.

   Units must be dispersed throughout the project and must not be segregated to one area of a building, such as on a particular floor or part of a floor in a building or in certain sections within a project.

3. **Project Locations.** Projects should be located near community amenities, including jobs, transportation, recreation, retail services, health care and social services.

4. **Rent Levels.** CT811 is targeting units with Gross Rents that are already affordable for tenants at or below 30% Area Median Income (AMI). Rent levels greater than 30% can be considered, but rent levels cannot exceed the applicable HUD Fair Market Rents (FMR), unless substantiated by a rent comparability study.

■ C. APPLICANT ELIGIBILITY AND SELECTION

1. **Eligible Applicants.** Eligible applicants of CT811 are extremely low-income individuals or households where at least one person is an individual with a disability, and is 18 years of age or older but less than 62 years of age at the time of admission into the project. The person with the disability must be eligible for community-based, long-term care services as provided through Medicaid waivers, Medicaid state plan options, state funded services or other appropriate services. Applicants must be referred to the project by their respective referral sources (see below).

   A. **Income Limits.** An eligible household's annual income must not exceed 30 percent of the area median income as determined by HUD, with adjustments for the size of the family.

   B. **Disability**. A person with a disability under CT811 is defined by HUD as follows:

      1. A person who has a physical, mental, or emotional impairment which:
         a. is expected to be of long-continued and indefinite duration;
         b. substantially impedes his or her ability to live independently; and
         c. is of such a nature that such ability could be improved by more suitable housing conditions.

      2. A person who has a developmental disability if he or she has a severe chronic disability which:
         a. is attributable to a mental or physical impairment or combination of mental and physical impairments;
         b. is manifested before the person attains age twenty-two;
         c. is likely to continue indefinitely;
         d. results in substantial functional limitation in three or more of the following areas of major life activity: (i) self-care; (ii) receptive and expressive language; (iii) learning; (iv) mobility; (v) self-direction; (vi) capacity for independent living; (vii) economic self-sufficiency; and
         e. reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated.

      3. A person with a chronic mental illness, i.e., a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently, and which impairment could be improved by more suitable housing conditions.

      4. A person infected with the human acquired immunodeficiency virus (HIV) and a person who suffers from alcoholism or drug addiction, provided they meet definition 1.

      Note: A person whose sole impairment is a diagnosis of HIV positive or alcoholism or drug addiction will not be eligible for occupancy in a unit receiving CT811 project-based rental assistance.

   C. **Services.** Eligible applicants will have a service plan and access to community-based supports to meet identified needs. Services are voluntary, and continued eligibility for the unit is not contingent upon the tenant accepting on-going services.

   D. **Target Populations.** Eligible applicants must also belong to one of the three target populations outlined in the Cooperative Agreement between HUD and DOH along with its Interagency Partners. **Each managing department shall act as the referral source for their respective applicants.**

      1. Participants of the Money Follows the Person (MFP) Demonstration DSS.

      2. Homeless persons within the Coordinated Access Network (CAN) managed by the DMHAS.

      3. Participants diagnosed with Autism Spectrum Disorder (ASD) under the Adult Lifespan Waiver managed by DSS.

2. **Referral Coordination.** Eligible applicants will be referred to projects with CT811 units when there is an anticipated vacancy. DOH will develop referral lists based on outreach efforts for the three target populations. DOH will coordinate information about available CT811 units statewide and information about interested applicants, ensuring that an adequate number of applicant referrals are made in a timely manner to prevent any prolonged vacancy.

3. **Screening of Applicants**. Screening for eligibility will take place at both DOH and the individual project in a manner that is consistent with DOH's Affirmative Fair Marketing Plan and Program Selection Plan for the CT811 units and the owner's approved Tenant Selection Plan.

■ D. FUNDING AMOUNTS AND TERMS

1. **Funding Source**. Section 811 PRA is a Multifamily Housing program of HUD. DOH is the Contract Administrator of CT811, a Cooperative Agreement for the Section 811 PRA grant funds awarded to CT.

2. **Funding Amount**. Funding made available through this RFQ is limited to the available rental assistance funds from the $4,112,906 awarded to DOH in March 2015 for the first five years of a 20-year Cooperative Agreement with HUD. These funds are anticipated to generate 150 permanent supportive housing units throughout the state. Funding for each CT811 unit is for an initial period of five years, with expected renewals for up to 20 years. CT811 funds for this RFQ can only be used for project-based rental assistance payments made on behalf of program participants. CT811 does not provide any capital or development funding.

3. **Rental Assistance Contract (RAC)**. Selected proposers will be awarded the opportunity to negotiate placement of CT811 into existing projects. Such negotiations may, but will not automatically, result in a contract with DOH. Successful negotiations shall result in a RAC with selected owners for a minimum 20 year term, with initial funding for a period of five years. Funding beyond the first five years is subject to federal appropriations. The RAC describes the terms and conditions of the contract and designates the funding amount based on the maximum annual contract commitment. The RAC may also include additional exhibits as determined by DOH. A sample RAC package is available on the DOH Web site at the DOH CT811 Program Web Page.

4. **Rental Assistance Payments.** Rental Assistance Payments shall be paid to the owner for assisted units under lease for occupancy by eligible households in accordance with the RAC. The Rental Assistance Payments will cover the difference between the Contract Rent and the Tenant Rent. The amount of Rental Assistance and the amount of rent payable by the eligible family shall be subject to change based on changes to the family information, federal regulations and guidance and changes to utility allowances.

5. **Rent Adjustments**. After initial rent setting made in the first year of the Contract, subsequent rents shall be adjusted annually on the anniversary date of the contract.

6. **Vacancy Payments.** Owners may be eligible to receive Rental Assistance Payments for vacant, assisted units at 80 percent of the Contract Rent for up to 60 days.

■ E. KEY PROGRAM GUIDELINES:

Complete Program Guidelines are available at the DOH CT811 Program Web Page under the Rental Assistance contract (RAC) package.

1. **Program Administration.** The administration of CT811 falls under HUD Handbook 4571.2 and 4571.4 for implementation, in accordance with HUD Handbook 4350.3 (Change 4) for occupancy.

2. **Use Agreement:** Owners must agree to record a Use Agreement for a term not less than 30 years, in the form prescribed by HUD. During the Use Agreement period, owners shall make the approved number of assisted units available for occupancy by households that meet the eligibility requirements. The Use Agreement will not be enforced or may be terminated if the funding is not appropriated by Congress.

3. **Model Lease.** All projects must use the HUD Model Lease for CT811 assisted units.

4. **TRACS**: Tenant data must be entered into HUD's Tenant Rental Assistance Certification System (TRACS). Owners/property managers must submit vouchers to DOH by the 10th day of the month **preceding** the month for which the payment is being requested.

5. **EIV.** Access and use of HUD's Enterprise Income Verification (EIV) system is required for verification of tenant information.

6. **Environmental Requirements**. Existing projects receiving CT811 funding must comply with the tenets of HUD's environmental policy. Existing projects that are currently HUD-assisted or HUD-insured and that will not engage in activities with physical impacts or changes beyond routine maintenance activities or minimal repairs are not required to comply with the environmental tenets. If, at the time that a project applies for CT811 assistance, the project is under construction or being rehabilitated, the project shall be subject to the environmental review requirements applicable to new construction or rehab if the work has **not** progressed beyond a stage of construction where modifications can be undertaken to avoid the adverse environmental impacts addressed by the requirement.

7. **Davis Bacon Labor Standards.** All laborers and mechanics employed by contractors and subcontractors in the construction (including rehabilitation) of housing with 12 or more units assisted by CT811 shall be paid wages at rates in accordance with the Davis-Bacon Labor Standards.

8. **Monitoring Requirement**. DOH will perform monitoring of projects that receive CT811 funding to insure compliance with program requirements. The protocol used during the monitoring will be similar to that used in existing Project Based Section 8 programs with certain unique requirements specific to CT811. Owners will be notified in advance of monitoring visits.

9. **Uniform Physical Condition Standards (UPCS).** UPCS inspections are required at least every three years at a CT811 assisted project.

10. **Affirmative Fair Housing Marketing Plan (AFHMP).** CT811 is required to have an AFHMP. All marketing is done by DOH to reach the most unlikely to apply for CT811. Owners are not required to have their own AFHMP for CT811, but must follow affirmative fair housing practices in determining eligibility and conducting all transactions with prospective tenants. In addition, the Fair Housing Poster must be displayed and the CT811 AFHMP must also be available for public inspection at all rental offices and locations.

IV. PROPOSAL OUTLINE

Page

A. Cover Sheet 1

B. Table of Contents . . . . . Etc.

C. Declaration of Confidential Information . . . . . .

D. Conflict of Interest - Disclosure Statement . . . . . .

E. Project Application . . . . . .

F. Appendices

Please provide the following documents:

1. Memorandum of Agreement for Collaborative Proposals (if applicable) . . .
2. Rent Schedule form HUD-92458 . . . . . .
3. Rent Comparability Study (if applicable). . . . . .
4. Community Map . . . . . .
5. Project's Tenant Selection Plan . . . . . .

V. ATTACHMENTS

ATTACHMENT 1

Connecticut Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

■ SUBMISSION COVER SHEET

Name of Organization (Fiduciary for funding):	
Address of Organization:	
Year Incorporated: _____ Is your organization tax exempt? ☐ Yes ☐ No	
Name of Project:	
Project Location (Town(s)):	
☐ Check here if the organization is submitting multiple proposals.	
Total Page Count of the complete proposal (including cover sheet(s)):	
Name of Contact:	Tel:
	Fax:
Title:	Email:
Acting as the duly authorized representative, I hereby affirm that the governing body of the above named organization has reviewed and accepts all the conditions of the Request for Qualification for the Section 811 Project-Based Rental Assistance (CT811) program, and that the organization is interested in being considered for participation. _____ _____ Signature of CEO/Executive Director Date	

Please complete page two of the submission cover sheet for collaborative proposals.

Connecticut Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

SUBMISSION COVER SHEET (Page 2)

Collaborating Owner/Property Managers

Complete this form and provide a Memorandum of Agreement (if this proposal is a collaboration between two or more organizations).

Organization:

Address:

Contact Person: Title:

Phone: Fax: Email:

Authorized Signature:_____ Date:_____

Name (print): Title:

Organization:

Address:

Contact Person: Title:

Phone: Fax: Email:

Authorized Signature:_____ Date:_____

Name (print): Title:

Organization:

Address:

Contact Person: Title:

Phone: Fax: Email:

Authorized Signature:_____ Date:_____

Name (print): Title:

ATTACHMENT 2

Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

- PROJECT APPLICATION

(Continued on next page)

Project Application

Section 811 Project-Based Rental Assistance (CT811) RFQ

Applicants are urged to review the CT811 Program Materials listed below prior to completing this Project Application. These documents and additional program resources are available on the DOH CT811 Program Web Page.

- Defintions
- Program Guidelines
- Use Agreement (HUD-92238)
- Model Lease (HUD-92236)
- Agreement to Enter into a Rental Assistance Contract (HUD-92240-PRA)
- Part I of the Rental Assistance Contract (HUD-92235-PRA)
- Part II of Rental Assistance Contract (HUD-92237-PRA)
- CT811 Affirmative Fair Housing Marketing Plan (HUD-92243)

A. Applicant Information	
1. Contact Person Name & Title	
2. Organization Name	
3. Address	
4. Phone Number	
5. Fax Number	
6. Email	

B. Proposed Project	
1. Project Name	
2. Address	
3. Owner Agency	
4. Management Agency	

C. Project & Unit Eligibility	
1. Has the project received financing or financing commitments of Low-Income Housing Tax Credit (LIHTC), HOME Investment Partnerships Act (HOME), or any other federal, state, or local financial assistance program?	☐ No ☐ Yes If yes, list the program: _____
2. Does the project have units with an existing use restriction or a contractual obligation to serve disabled persons?	☐ No ☐ Yes
3. Does the project have units with an occupancy preference for disabled persons?	☐ No ☐ Yes
4. Does the project have an existing use restriction for the elderly? (Age 62 and older)	☐ No ☐ Yes
5. Does the project have units receiving any form of long-term (6+ months), operating housing subsidy within the last 6 months? (Example: Section 8)	☐ No ☐ Yes

D. Number of Eligible Units – Complete this section to calculate the possible and proposed number of CT811 units.	
1. Total number of units at the project	
2. Number of units that are currently restricted to supportive housing for disabled persons or have an occupancy preference for disabled persons	
3. Estimated maximum number of CT811 units allowed at this project (D1 x 25%) minus D2	
4. Number of CT811 units proposed by Applicant	

E. Proposed Rent Schedule – Priority: 0BR, 1BR, and accessible units with Gross Rents affordable at or below 30% AMI.

Unit Type (BR/BA)	Check if Units are Accessible	Number of Units	Monthly Contract Rent (CR)	Monthly Utility Allowances (UA)	Monthly Gross Rent (CR+UA)
	☐				
	☐				
	☐				
	☐				
	☐				

In addition to this table, complete Attachment 3 of the RFQ (form HUD-92458). The proposed unit mix and rent levels on this table should match to those on the attached form. Gross rent levels may not exceed the applicable Fair Market Rent unless substantiated by a Rent Comparability Study.

F. Organizational Knowledge and Experience – For each organization that is materially participating in the program, answer the following:

1. Provide a brief description of your organization, its purpose and history, and its primary programs. Indicate the total number of staff and identify the staff (and their role within the organization) that would manage your organization's participation in the program. For collaborate proposals, provide a clear delineation of respective responsibilities for each submitting organization.

2. Describe your organization's specific type and length of experience in the operation of housing or residential facilities, particularly any experience administering federal project-based rental assistance contracts and programs.

3. Describe your organization's specific type and length of experience with HUD Handbook 4350.3, occupancy requirements, and other related regulations relevant to the Section 811 PRA program, including Fair Housing and Section 504. Identify any staff and list any of their relevant training and certifications.

4. Does your organization have the experience and ability to submit tenant data via the Tenant Rental Assistance Certification System (TRACS) and comply with the TRACS Automation Rule?

☐ No

☐ Yes. List the software provider, the staff that will use TRACS, and their length of experience.

5. Does your organization have the experience and ability to use the Enterprise Income Verification (EIV) system?

☐ No

☐ Yes. List the staff using EIV and their length of experience.

6. Describe your organization's specific type and length of experience in the operation of permanent supportive housing for extremely low income populations, persons experiencing homelessness, and/or persons with disabilities, including any experience working with service providers for these populations

7. Describe your organization's specific type and length of experience with reasonable accommodations and modifications.

G. Project Profile

Construction and Utilization Status

1. Is construction (including rehabilitation) of this project complete?

☐ No. This is a new construction/rehab project. Provide a brief explanation of the proposed construction schedule, including the anticipated date of completion and anticipated date of occupancy, if known.

☐ Yes. This is an existing project. Provide the date of completion and date of occupancy.

2. For new construction/rehab projects, provide a timeline of when and describe how the proposed units will be available for occupancy by CT811 households based on the anticipated date of completion or date of occupancy, if known. For existing projects where units may already be occupied at the time of a contract award, provide a timeline of when and describe how the proposed units will be made available to CT811 households based on anticipated turnover.

Environmental Review (ER) and Physical Condition Requirements

To determine if the project is required or subject to the ER requirements, answer Questions G.3-G.5.

3. Is the existing project currently HUD-Assisted? Examples: FHA-mortgage insurance, a federal mortgage interest subsidy, or project-based rental assistance such as PRAC, HOME, CDBG, NSP, HEARTH or other HUD funding allocated through state and local jurisdictions?

No. The project is subject to the ER requirements. Continue to Question G.6.
Yes. List the type of assistance and continue to Question G.4.
Not applicable. This is a new construction/rehab project. Continue to Question G.5.

4. Is the existing project involved in any activities with physical impacts or changes that go beyond routine maintenance activities or minimal repairs?

No. If G.3. is "Yes", the project is exempt from the ER requirements. Continue to Question G.6.
Yes. The project is subject to the ER requirements. Explain the type of activities and continue to Question G.6.

5. Has the work on the new construction/rehab project progressed beyond a stage of construction where modifications **cannot** be undertaken to avoid the adverse environmental impacts addressed by the environmental requirements addressed by CT811?

No. The project is subject to the ER requirements. Continue to Question G.6.
Yes. The project is exempt from the ER requirements. Continue to Question G.6.

6. Using the responses from Questions G.3-G.5, select one of the following choices, where true and applicable to the project.

The project is exempt from the ER requirements.
The project is subject to the ER requirements. An ER was completed, including a Phase I ESA.
The project is subject to the ER requirements. An ER was completed, but a Phase I ESA was not applicable.
The project is subject to the ER requirements. An ER has not been completed.

7. Are there any known issues with the physical condition of this project, including the site, building exterior, building systems, common areas and units?

No. DOH will request a project inspection report dated within the last three years of the project is selected.
Yes. Describe the issues and explain how the organization will remedy them prior to entering into a contract with DOH, and how the project condition will be maintained.

Project/Unit Location

8. Review the Connecticut Opportunity Map available on the DOH Web site and select the Area of Opportunity that the project is located in.

Very High – High
Moderate
Low – Very Low

9. Describe the community where the proposed project is located. Attach a legible map that identifies proximity to any public transportation, recreation, government and medical facilities, retail and social services.

10. Describe the location of the proposed unit types at the project and how project management will work to integrate the CT811 units throughout the project.

Tenant Application and Selection

11. Once clients are referred to the project, how will they apply and be screened for the housing? What conditions, if any, will be placed on their entry into the project and unit? Attach a copy of the project's Tenant Selection Plan.

Review of Project Application
☐ Complete all applicable questionnaire and narrative responses on this form.
☐ Attach the Rent Schedule form (HUD-92458) to complete Section E.
☐ Attach a Rent Comparability Study, if applicable, to complete Section E.
☐ Attach a Community Map to complete question G-9.
☐ Attach the Tenant Selection Plan to complete question G-11.
☐ Sign the last page of the Project Application.

This Project Application is submitted by the undersigned in response to the Section 811 Project-Based Rental Assistance (CT811) Request for Qualification, with the full knowledge and consent of the governing body and is accurate in all details, to the undersigned's best knowledge.

_____ _____

Signature Date

Name and Title of Signatory:

ATTACHMENT 3

Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

- RENT SCHEDULE FORM HUD-92458

(Continued on next page)

Rent Schedule
Low Rent Housing

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0012
(exp. 07/31/2017)

See page 3 for Instructions, Public Burden Statement and Privacy Act requirements.

Project Name	FHA Project Number	Date Rents Will Be Effective (mm/dd/yyyy)

Part A – Apartment Rents

Show the actual rents you intend to charge, even if the total of these rents is less than the Maximum Allowable Monthly Rent Potential.

Col. 1 Unit Type (Include Non-revenue Producing Units)	Col. 2 Number of Units	Contract Rents		Col. 5 Utility Allowances (Effective Date (mm/dd/yyyy) ___/___/_____	Col. 6 Gross Rent (Col. 3 + Col. 5)	Market Rents (Sec. 236 Projects Only)	
		Col. 3 Rent Per Unit	Col. 4 Monthly Contract Rent Potential (Col. 2 x Col. 3)			Col. 7 Rent Per Unit	Col. 8 Monthly Market Rent Potential (Col. 2 x Col. 7)
Total Units		Monthly Contract Rent Potential (Add Col. 4)*				Monthly Market Rent Potential (Add Col. 8)*	
		Yearly Contract Rent Potential (Col. 4 Sum x 12)*				Yearly Market Rent Potential (Col. 8 Sum x 12)*	

* These amounts may not exceed the Maximum Allowable Monthly Rent Potential approved on the last Rent Computation Worksheet or requested on the Worksheet you are now submitting. Market Rent Potential applies only to Section 236 Projects.

Part B – Items Included in Rent

Equipment/Furnishings in Unit (Check those included in rent.)

- ☐ Range
- ☐ Refrigerator
- ☐ Air Conditioner
- ☐ Disposal
- ☐ Dishwasher
- ☐ Carpet
- ☐ Drapes
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Utilities (Check those included in rent. For each item, (even those not included in rent), enter E, F, or G on line beside that item) E=electric; G=gas; F=fuel oil or coal.

- ☐ Heating _____
- ☐ Cooling _____
- ☐ Hot Water _____
- ☐ Cooking _____
- ☐ Lights, etc. _____
- ☐ _____

Services/Facilities (check those included in rent)

- ☐ Parking
- ☐ Laundry
- ☐ Swimming Pool
- ☐ Tennis Courts
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Nursing Care
- ☐ Linen/Maid Service
- ☐ _____
- ☐ _____

Part C – Charges in Addition to Rent (e.g., parking, cable TV, meals)

Purpose	Monthly Charge
	$
	$
	$
	$
	$
	$

Part D – Non-Revenue Producing Space

Col. 1 Use	Col. 2 Unit Type	Col. 3 Contract Rent
Total Rent Loss Due to Non-Revenue Units		$

Part E – Commercial Space (retail, offices, garages, etc.)

Col. 1 Use	Col. 2 Monthly Rent Potential	Col. 3 Square Footage	Col. 4 Rental Rate Per Sq. Ft. (Col. 2 divided by Col. 3)
	$	Total Commercial Rent Potential	

Part F – Maximum Allowable Rent Potential

Enter Maximum Allowable Monthly Rent Potential From Rent Computation Worksheet (to be completed by HUD or lender)	$

Part G – Information on Mortgagor Entity

Name of Entity

Type of Entity

☐ Individual ☐ General Partnership ☐ Joint Tenancy/Tenants in Common ☐ Other (specify)

☐ Corporation ☐ Limited Partnership ☐ Trust

List all Principals Comprising Mortgagor Entity: provide name and title of each principal. Use extra sheets, if needed. If mortgagor is a:

- corporation, list: (1) all officers; (2) all directors; and (3) each stockholder having a 10% or more interest.
- partnership, list: (1) all general partners; and (2) limited partners having a 25% or more interest in the partnership.
- trust, list: (1) all managers, directors or trustees and (2) each beneficiary having at least a 10% beneficial interest in the trust.

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Name and Title

Part H – Owner Certification

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name and Title	Authorized Official's Signature Date (mm/dd/yyyy)

Part I – HUD/Lender Approval

Addendum Number	Branch Chief/Lender Official Signature
HAP Contract Number	Date (mm/dd/yyyy)
Exhibit Number	Director, Housing Management Division Signature
Loan Servicer Signature Date (mm/dd/yyyy)	Date (mm/dd/yyyy)

Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is authorized under Section 207 of the National Housing Act. The information is necessary for DOH to ensure that project owners are not overcharging their tenants and to ensure that the rent levels approved by DOH are not exceeded. DOH uses this information to enforce rent regulations which otherwise would be difficult because there would be no clear record of the rents and charges that DOH had approved. In addition, DOH needs to periodically collect information regarding project principals, so unauthorized participation by previously excluded or otherwise undesirable owners can be detected. This information is required to obtain benefits. HUD may disclose certain information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

Instructions

All project owners must submit the form HUD-92458 when requesting an adjustment to project rents. HUD establishes and approves rental charges and utility allowances on the Form. The owner is responsible for notifying tenants of the approved rents.

General. For projects with fully-insured or HUD-held mortgages, the owner/agent submits this Form to the HUD Field Office. For projects with coinsured mortgages, the owner/agent submits this Form to the lender.

Part A. If the monthly rent potential you are proposing is less than or equal to the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete all of Part A according to the instructions below. If the monthly rent potential you are requesting exceeds the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete only Columns 1 and 2 according to the instructions below. Show your proposed rents and monthly rent potential in the cover letter transmitting your rent increase request.

Column 1. Show each type of unit for which rents will vary. Show the number of bedrooms and bathrooms and other features that cause rents to vary (e.g., 2 BDM, 1 B, DA, KETTE, vs 2 BDM, 2B, DR, K). Use the following symbols:

BDM - Bedroom LR - Living Room B -
Bath DR - Dining Room K - Kitchen DA -
Dining Alcove KETTE - Kitchenette

Column 2. Show the number of units for each unit type. Include non- revenue producing units.

Column 3. For unsubsidized projects, show the rent you intend to charge for each unit type. For subsidized projects, show the contract rent (as defined in HUD Handbook 4350.3) for each unit type.

Column 4. For each line, multiply the contract rent in Column 3 by the number of units in Column 4. Add monthly contract rent potentials for each unit size to compute the total monthly contract rent potential. Multiply the monthly total by 12 to compute the annual contract rent potential.

Columns 5 and 6. Complete the Columns only if the project has a subsidy contract with HUD and some utilities are not included in the rent. In Column 5, show the utility allowance for each unit type. Compute the gross rent for each unit type by adding the contract rent in Column 3 and the utility allowance in Column 5. Show this amount in Column 6.

Columns 7 and 8. Complete these Columns only if the project is receiving Section 236 Interest Reduction Payments. In Column 7, show the market rent for each unit type. In Column 8, for each line multiply the market rent in Column 7 by the number of units in Column 2. Add the monthly market rent potentials for each unit size to compute the total monthly market rent potential. Multiply the monthly total by 12 to compute the annual market rent potential.

Parts B, C, D and E. Complete these Parts according to the instructions on the Rent Schedule.

Part F. Do not complete this Part. The HUD Field Office/lender will complete this Part.

Parts G and H. Complete these Parts according to the instructions on the Rent Schedule.

Part I. Do not complete this Part. The HUD Field Office/lender will complete this part.

ATTACHMENT 4

Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

■ CONDITIONS ACCEPTANCE FORM

Must be completed and signed by all submitting owner/property managers

Acting as the duly authorized representative, I hereby affirm that the below named organization has reviewed and accepts all the conditions of the Section 811 Project-Based Rental Assistance (CT811) RFQ, including the following:

1. Acceptance or rejection. DOH reserves the right to accept or reject any or all responses submitted for consideration.

2. Ownership of submissions. All submissions in response to this RFQ are to be the sole property of DOH and subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information)

3. Timing and sequence. Timing and sequence of events resulting from this RFQ will ultimately be determined by DOH.

4. Oral agreement. Any alleged oral agreement or arrangement made by a submitting organization with any agency or employee will be superseded by a written agreement.

5. Amending or canceling requests. DOH reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is in the best interest of DOH and the State.

6. Rejection for default or misrepresentation. DOH reserves the right to reject the submission of any organization that is in default of any prior contract with the State or for misrepresentation.

7. Clerical errors in awards. DOH reserves the right to correct inaccurate awards resulting from its clerical errors.

8. Rejection of qualified submissions. Submissions are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of this RFQ.

9. Presentation of supporting evidence. A submitting organization must be prepared to present evidence of experience, ability, and service facilities, which may include onsite visits by DOH, and evidence of the financial standing necessary to meet the requirements set forth or implied in the RFQ.

10. Collusion. By responding, the submitting organization implicitly states that the submission is not made in connection with any competing organization submitting a separate response to the RFQ, and is in all respects fair and without collusion or fraud.

11. This RFQ does not represent any obligation or agreement whatsoever on the part of the State of Connecticut or DOH. Such obligation or agreement could only be incurred or entered into by written agreement under a Rental Assistance Contract.

12. Neither the State of Connecticut nor DOH is obligated to pay, nor shall in fact pay, any costs or losses incurred by any submitting organization at any time, including the cost of responding to this RFQ.

13. Any determination to be made in connection with the RFQ shall be in the sole discretion and judgment of DOH.

14. The qualifications of a submitting organization will not create any rights on the submitting organization's part, including without limitation, rights of enforcement, equity or reimbursement, until all necessary documents are fully executed and approved by the appropriate agencies.

15. DOH reserves the right, at its sole option, to alter any program guidelines.

16. The State of Connecticut and DOH reserve the right, at their sole discretion, to reject at any time, any or all submissions, to withdraw the RFQ, and to negotiate with one or more submitting owner/property managers on terms other than those set forth herein. The State of Connecticut and DOH likewise reserve the right, at any time, to waive compliance with or change any of the terms and conditions of this RFQ.

17. The State of Connecticut and DOH reserve the right to amend, modify or withdraw this RFQ, to waive or alter

any requirements of this RFQ, to require supplemental statements and information from submitting owner/property managers, modification or additions to submitted materials, and to hold discussions with any submitting owner/property managers and to extend the deadline for submissions under this RFQ.

18. Each submission must contain all of the information required by this RFQ. However, DOH may, but is not required to, allow a submitting organization whose submission is incomplete to submit further information in order to remedy such defect.

Organization: Date:_____

Signature:_____ Name/Title:

ATTACHMENT 5

Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

■ RENT CHARTS

2016 CT811 Rents (30% AMI)
Effective 3/28/2016

	0 BR	1BR	2 BR	3 BR	4 BR
Bridgeport-Stamford-Norwalk, CT MSA					
Bridgeport, CT HMFA	470	503	604	697	815
Danbury, CT HMFA	561	601	721	834	930
Stamford-Norwalk, CT HMFA	690	739	888	1,025	1,144
Hartford-West Hartford-East Hartford, CT MSA					
Hartford-West Hartford-East Hartford, CT HMFA	470	503	604	697	815
Southern Middlesex County, CT HMFA	534	572	686	793	885
New Haven-Milford, CT MSA					
Milford-Ansonia-Seymour, CT HMFA	509	545	654	756	843
New Haven-Meriden, CT HMFA	460	493	591	684	815
Waterbury, CT HMFA	448	479	575	675	815
Norwich-New London, CT MSA					
Colchester-Lebanon, CT HMFA	553	592	710	821	915
Norwich-New London, CT HMFA	470	503	604	697	815
Litchfield County, CT	470	503	604	697	815
Windham County, CT HMFA	448	479	575	675	815

2016 CT Fair Market Rents
Effective 12/11/2015

	0 BR	1BR	2 BR	3 BR	4 BR
Bridgeport-Stamford-Norwalk, CT MSA					
Bridgeport, CT HMFA	769	952	1,207	1,545	1,757
Danbury, CT HMFA	1,121	1,393	1,775	2,224	2,884
Stamford-Norwalk, CT HMFA	1,224	1,517	1,932	2,428	2,839
Hartford-West Hartford-East Hartford, CT MSA					
Hartford-West Hartford-East Hartford, CT HMFA	758	968	1,210	1,502	1,721
Southern Middlesex County, CT HMFA	862	989	1,324	1,808	1,815
New Haven-Milford, CT MSA					
Milford-Ansonia-Seymour, CT HMFA	1,002	1,022	1,274	1,585	1,860
New Haven-Meriden, CT HMFA	862	1,033	1,260	1,619	1,866
Waterbury, CT HMFA	611	790	990	1,233	1,403
Norwich-New London, CT MSA					
Colchester-Lebanon, CT HMFA	849	896	1,199	1,488	1,726
Norwich-New London, CT HMFA	732	861	1,119	1,474	1,710
Litchfield County, CT	687	881	1,114	1,442	1,592
Windham County, CT HMFA	608	714	935	1,160	1,282

HMFA Guide **Towns by HUD Metropolitan Fair Market Rent/Income Limits Area**	
Bridgeport, CT HMFA	Fairfield County towns of: Bridgeport, Easton, Fairfield, Monroe, Shelton, Stratford, Trumbull
Colchester-Lebanon, CT HMFA	New London County towns of: Colchester, Lebanon
Danbury, CT HMFA	Fairfield County towns of: Bethel, Brookfield, Danbury, New Fairfield, Newtown, Redding, Ridgefield, Sherman
Hartford-West Hartford-East Hartford, CT HMFA	Hartford County towns of: Avon, Berlin, Bloomfield, Bristol, Burlington, Canton, East Granby, East Hartford, East Windsor, Enfield, Farmington, Glastonbury, Granby, Hartford, Hartland, Manchester, Marlborough, New Britain, Newington, Plainville, Rocky Hill, Simsbury, Southington, South Windsor, Suffield, West Hartford, Wethersfield, Windsor, Windsor Locks
	Middlesex County towns of: Chester, Cromwell, Durham, East Haddam, East Hampton, Haddam, Middlefield, Middletown, Portland
	Tolland County towns of: Andover, Bolton, Columbia, Coventry, Ellington, Hebron, Mansfield, Somers, Stafford, Tolland, Union, Vernon, Willington
Milford-Ansonia-Seymour, CT HMFA	New Haven County towns of: Ansonia, Beacon Falls, Derby, Milford, Oxford, Seymour
New Haven-Meriden, CT HMFA	New Haven County towns of: Bethany, Branford, Cheshire, East Haven, Guilford, Hamden, Madison, Meriden, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven, Woodbridge
Norwich-New London, CT HMFA	New London County towns of: Bozrah, East Lyme, Franklin, Griswold, Groton, Ledyard, Lisbon, Lyme, Montville, New London, North Stonington, Norwich, Old Lyme, Preston, Salem, Sprague, Stonington, Voluntown, Waterford
Southern Middlesex County, CT HMFA	Middlesex County towns of: Clinton, Deep River, Essex, Killingworth, Old Saybrook, Westbrook
Stamford-Norwalk, CT HMFA	Fairfield County towns of: Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport, Wilton
Waterbury, CT HMFA	New Haven County towns of: Middlebury, Naugatuck, Prospect, Southbury, Waterbury, Wolcott
Litchfield County, CT	Litchfield County towns of: Barkhamsted, Bethlehem, Bridgewater, Canaan, Colebrook, Cornwall, Goshen, Harwinton, Kent, Litchfield, Morris, New Hartford, New Milford, Norfolk, North Canaan, Plymouth, Roxbury, Salisbury, Sharon, Thomaston, Torrington, Warren, Washington, Watertown, Winchester, Woodbury
Windham County, CT HMFA	Windham County towns of: Ashford, Brooklyn, Canterbury, Chaplin, Eastford, Hampton, Killingly, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Windham, Woodstock

ATTACHMENT 5

■ CT811 RFQ RATING AND RANKING

Applicant Name: _____ **Project #:** _____
Project Name: _____ **Date of Review:** _____
Project Location: _____ **Reviewer:** _____

Section or Question	Title	Point Calculation	Explanation of Points Calculation	Max Possible Points	Actual Points	Additional Scoring Info	Comments
Minimum Requirements (Threshold)							
I-E.3. of RFQ	Submission Due Date	None - Review if proposal is OK or Disqualified	Was the proposal submitted before the due date and time?	NO (Disqualified)	YES (OK)	Due Dates: October 14, 2016; January 13, 2017; April 14, 2017; July 14, 2017 at 4:00 PM EST	
I-E.3. of RFQ	Proposal Format	None - Review if proposal is OK or Disqualified	Does the proposal follow the required format?	NO (Disqualified)	YES (OK)	See Section I.D. of RFQ for formatting requirements	
I-E.3. of RFQ	Proposal Outline	None - Review if proposal is OK or Disqualified	Does the proposal follow the required outline?	NO (Disqualified)	YES (OK)	See Section IV of RFQ for outline requirements	
I-E.3. of RFQ	Complete Proposal	None - Review if proposal is OK or Disqualified	Is this proposal complete? (All appropriate fields are completed, applicable attachments included, all pages signed where indicated)	NO (Disqualified)	YES (OK)	Review full proposal and note any incomplete items.	
Project Eligibility (Threshold)							
D.1 of PA	Total Number of Units	None - Review if project is OK or Ineligible	Total Number of Units	<5 (Ineligible)	≥5 (OK)	Eligible multifamily projects must have 5 or more units.	
C.1 of PA	Project Financing	None - Review if project is OK or Ineligible	Has the project received financing or financing commitments from an acceptable program?	NO (Ineligible)	YES (OK)	LIHTC, HOME are acceptable. Review all other responses and request additional written clarification as needed.	
C.2 of PA	Disabled Use Restriction	None - Review if project is OK or Ineligible	Does the project have units with an existing use restriction or a contractual obligation to serve disabled persons?	NO - OK	YES (Review D.2 of PA)	If restriction is project-wide, project is ineligible. For partial restrictions, review the 25% limit.	
C.3. of PA	Occupancy Preference for the Disabled	None - Review if project is OK or Ineligible	Does the project have units with an occupancy preference for disabled persons?	NO - OK	YES (Review D.2 of PA)	If preference is project-wide, project is ineligible. If preference is limited to only some units, review the 25% limit.	
C.4 of PA	Elderly Use Restriction	None - Review if project is OK or Ineligible	Does the project have an existing use restriction for the elderly?	NO - OK	YES (Ineligible)	Projects with an elderly age restriction are not eligible.	
C.5 of PA	Long-Term Subsidy	None - Review if project is OK or Ineligible	Does the project have units receiving any form of long-term (6+ months), operating housing subsidy within the last 6 months?	NO - OK	YES (Review D.2 of PA)	If all units receive a long-term subsidy, project is ineligible. If subsidy is limited to only some units, those exact units are ineligible.	
Proposed Rent Schedule							
E. of PA	Unit Mix	Points will be awarded for a proposed unit mix that meets the priority for 0BR and 1BR units.	0BR/1BR units only	8		DOH maintains the discretion to modify the points in this category based on the specific proposed unit mix and the overall number of units proposed.	
			A mix of 0BR/1BR and larger units	4			
			No 0BR/1BR units proposed	0			
E. of PA	Accessibility	Points will be awarded for a proposed unit mix that meets the priority for accessible units.	Unit mix includes accessible units(s)	2			
E. of PA	Rent Levels	Points will be awarded for a proposed unit mix meets the priority for gross rents at or below 30% AMI	75-100% of the units proposed have gross rent levels at or below 30% AMI.	8		DOH maintains the discretion to modify the points in this category based on the specific proposed rent schedule and the overall number of units proposed.	
			40-74% of the units proposed have gross rent levels at or below 30% AMI.	4			
			1-39% of the units proposed have gross rent levels at or below 30% AMI.	1			
			None of the units proposed have gross rent levels at or below 30% AMI.	-1			
Organizational Knowledge and Experience							
F.2. of PA	Project-Based Rental Assistance	Points will be awarded for demonstrated knowledge and experience in this subject.	Relevant and specific examples listed, satisfactory demonstration of knowledge and experience	3		Partial points may be awarded based on quality of response.	
F.3. of PA	HH 4350.3 and applicable laws	Points will be awarded for demonstrated knowledge and experience in this subject.	Relevant certifications listed, satisfactory demonstration of knowledge and experience	3		Partial points may be awarded based on quality of response.	
F.4. of PA	TRACS	Points will be awarded for demonstrated knowledge and experience in this subject.	Satisfactory demonstration of knowledge and experience, software provider already identified	3		Partial points may be awarded based on quality of response.	
F.5. of PA	EIV	Points will be awarded for demonstrated knowledge and experience in this subject.	Satisfactory demonstration of knowledge and experience, has ability to access EIV	3		Partial points may be awarded based on quality of response.	
F.6. of PA	Supportive Housing	Points will be awarded for demonstrated knowledge and experience in this subject.	Relevant and specific examples listed, satisfactory demonstration of knowledge and experience	3		Partial points may be awarded based on quality of response.	
F.7. of PA	Reasonable Accommodations and Modifications	Points will be awarded for demonstrated knowledge and experience in this subject.	Relevant and specific examples listed, satisfactory demonstration of knowledge and experience	3		Partial points may be awarded based on quality of response.	

CT811 RFQ RATING AND RANKING (PAGE 2)

Applicant Name: _____ **Project #:** _____
Project Name: _____ **Date of Review:** _____
Project Location: _____ **Reviewer:** _____

Section or Question	Title	Point Calculation	Explanation of Points Calculation	Max Possible Points	Actual Points	Additional Scoring Info	Comments
Project Profile							
G.1. of PA	Construction Status	Points will be awarded for projects based on the status of construction.	Existing project or construction completed as of anticipated start of contract (January 1, 2017)	3			
			Construction will be completed within 6 months	1			
			Construction will be completed beyond 6 months	0			
G.2. of PA	Availability Timeline	Points will be awarded for projects based on the date of availability.	All proposed units available upon anticipated start of contract (January 1, 2017)	3			
			All proposed units available within 6 months	2			
			Proposed units will be available upon turnover	1			
			No anticipated availability of proposed units within 6 months	0			
G.6. of PA	Environmental Review Requirements	Points will be awarded for projects based on the status of the environmental review requirements.	Exempt	5			
			Required; ER and Phase I ESA completed	5			
			Required; ER completed, Phase I ESA N/A	5			
			Required; no ER has been completed	0			
G.7. of PA	Physical Condition	Points will be awarded for projects with no known UPCS issues.	No known issues	3		Partial points may be awarded if project demonstrates the ability and intent to remedy the issues.	
			Existence of known issues	0			
G.8. of PA	Areas of Opportunity	Points will be awarded based on project location as defined by the DOH website Opportunity Mapping.	Very High - High	2		DOH maintains the discretion to modify the points in this category based on specific project details if the scoring does not properly reflect location opportunity.	
			Moderate	1			
			Low - Very Low	0			
G.9. of PA	Community Services	Proximity to a concentration of resident related services including but not limited to recreational areas, green spaces, government facilities, commercial services, medical facilities, and grocery stores.	Award 2 points if criteria satisfied	2		Provide 2 points if the proposer demonstrates that the project site is within a safe walking distance (not more than 1/4 mile) of community services and amenities. Partial point may be awarded for proximity to fewer amenities.	

DOH will use the following tiebreakers in the order listed if two proposals have equal scores:

1. Highest Proposed Unit Mix/Rent Levels Score
2. Highest Organizational Knowledge and Experience Score
3. Highest Project Profile Score

Scoring Summary

Proposed Unit Mix/Rent Levels	18	0
Organizational Knowledge and Experience	18	0
Project Profile	18	0
Total Points	**54**	

The results of the evaluation and Rating and Ranking of applications and all final determinations regarding the selection of projects for recommendation will be determined at the sole discretion of the Commissioner of DOH.

ATTACHMENT 6

Department of Housing

Section 811 Project-Based Rental Assistance (CT811) RFQ

■ QUESTIONS and ANSWERS

Q1. Can three separate buildings located within one-half mile from each other be considered as one project?

A1. The exact distance and location of the buildings must be presented for further determination. A CT811 project should be a contiguous building or separated buildings should be proximate. HUD does not provide a definition for "contiguous"; however, if scattered site buildings are proximate and were financed together as one project, HUD is willing to consider these buildings as one project for the purposes of CT811, so long as the Owner/Agent can demonstrate that the objectives of the program are being met. In such cases, DOH will present the project profile to HUD for review and approval.

Q2. If all CT811 units are in one building of the project, but on separate floors, is this considered appropriate integration of the units?

A2. To determine if CT811 units are appropriately integrated throughout the project, DOH will first review the unit mix and layout of the entire project. Owner/Agents are required to disperse the CT811 units; however, there may be circumstances where integration can be restricted. For example, wheelchair accessible units may only be on the first floor of the building or one-bedroom units are only available in one particular building. Under these circumstances and in similar scenarios, the Owner/Agent is expected to exercise due diligence to ensure community integration.

Q3. Can CT811 funds be used for a rehabilitation project?

A3. No. CT811 funds are strictly for project-based rental assistance. There are no capital development or rehabilitation dollars in this program.

Q4. Would the Owner/Agent be able to use CT811 funds to benefit existing households already under a lease?

A4. No. Existing tenants are not eligible for CT811. Clients from the program's three target populations must be referred to the project for the CT811 units.