

CHFA DOH CONSOLIDATED APPLICATION



COVER SHEET



Version 2016.4
Submission Date:
October 20, 2016

Development Name	Branford Manor	
City / Town	Groton	
Indicate the program this application is for:	CHFA 4% Low-Income Housing Tax Credits	
Applicant	Branford Manor Preservation, L.P.	
Developer	Branford Manor Developer, LLC	
Architect	Buchanan Architects	
Engineer	0	
Consultant	0	
Contractor	ETC Companies, LLC	
Property Manager	Related Management Company	
Tax Credit Syndicator	TBD	
Site Control	N/A	
Zoning	Yes	
Affordability	1 Years	

Please provide a brief narrative outlining the proposed development below:

The Applicant seeks CHFA approval for an allocation of 4% as-of-right Low Income Housing Tax Credits ("4% LIHTCs") in order to finance the acquisition and rehabilitation of Branford Manor in Groton, CT. We intend to finance the project through a combination of (1) an issuance of tax-exempt housing revenue bonds from the Town of Groton Housing Authority, and (2) 4% LIHTCs from CHFA. Upon acquisition, we intend to undertake an approximately 15-month renovation which will improve various aspects of the Property, including 100% unit renovations, ADA accessibility work, significant landscaping and asphalt/paving work, new siding and windows, new boilers and A/C sleeves, modernization of the security system, LED lighting, and the addition of a new community building. The Property is an existing 441-unit affordable housing complex which benefits from a project-based Section 8 HAP Contract on 100% of the units.



CHFA & DOH CONSOLIDATED APPLICATION FORM
General Information and Rental Developments



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SECTION I. APPLICANT and CO-SPONSOR

Applicant and Co-Sponsor Information

DEVELOPMENT NAME

1.1 Applicant (Owner/Mortgagor)

Branford Manor

Applicant Name Branford Manor Preservation, L.P.

Applicant Address 60 Columbus Circle

City New York

State NY

Zip 10023

Contact Name Zack Simmons

Title Associate

Phone 212-401-7658

Fax 212-801-3731

Email zack.simmons@related.com

FEIN 30-0935093

Website www.related.com

TIN _____

If awarded funds pursuant to this application, will the applicant or co-sponsor be the recipient of funds? If no, please indicate type of entity to-be-formed and anticipated name and date formed.

1.2 Please check appropriate Applicant type:

☐ Housing Authority

☒ Partnership*

☐ Other

☒ For-Profit Entity

☐ Limited Liability Company

☐ CHDO Eligible**

☐ Non-Profit Entity

☐ Municipality

☐ Not Applicable

If "Other" _____

*Date Corp. or Partnership was established: 4/14/2016

**Date of last DOH CHDO Certification or date of submittal of DOH CHDO Certification

Please attach the Certificate of Incorporation and evidence of current non-profit status (as applicable)

1.3 Co-Sponsor
 Co-Sponsor Name The Related Companies, L.P.
 Co-Sponsor Address 60 Columbus Circle
 City New York State NY Zip 10023
 Contact Name David Pearson Title Senior VP of Related Affordable
 Phone 212-801-3738 Fax 212-801-3731
 Email david.pearson@related.com FEIN 13-3676645

Please attach the Certificate of Incorporation and evidence of current non-profit status (as applicable)

1.4 Please check appropriate Co-Sponsor type

☐ Housing Authority ☒ For-Profit Entity ☐ Non-Profit Entity
☒ Partnership* ☐ Limited Liability Company ☐ Municipality
☐ Other ☐ Not Applicable

If "Other" _____

*Date Corp. or Partnership was established: 5/22/1992

Explain the role of the non-profit and/or co-sponsor:

The Co-Sponsor is the controlling entity of the general partner and, therefore, an Affiliated Entity. It also the controlling entity of the management company.

Does the proposed project involve a qualified nonprofit organization that will own an interest in the project and materially participate in the development and operation of the project throughout the LIHTC compliance period?

No

1.5 Organizational Documents

If the applicant or co-sponsor is a legally existing organization, submit a copy of the certificate of legal existence for the current year issued by the Office of the Secretary of State of the State of Connecticut.

Attach and label as "Exhibit 1.5"

1.6 Financial Statements

Attach the last three years' audited financial statements or personal financial statements (include notes and projections) for the applicant, co-sponsors and developer. If the applicant, co-sponsor and/or developer is newly formed with no historical financial statements, then provide financial statements for the parent organization.

A waiver from the requirement to provide financial statements prepared or audited by an independent certified public accountant may be requested in writing by an applicant at the time the application is submitted for consideration by CHFA.

Attach and label as "Exhibit 1.6"

SECTION II. REGULATORY COMPLIANCE

2.1 Previous Financial Involvement

Does the Applicant and/or Co-Sponsor have a previous financial involvement with this property?

If yes, please provide a description.

Attach and label as "Exhibit 2.1"

No

SECTION III. DEVELOPMENT TEAM

3.1 Qualified Development Team Contact Information (Form Provided)

3.1.a. Provide information identifying the proposed qualified development team members on the form provided. If any identity of interest exists between development team members, indicate on the form and provide a certification signed by the applicant describing the relationship.

Attach and label as "Exhibit 3.1.a"

3.1.b. DOH requires, and CHFA prefers, that development team members (general contractor, housing consultant, architect, and property manager) be selected through an open and competitive process, consistent with federal procurement standards. For development applications seeking funding from both agencies, the higher standard prevails. Please provide written justification for the selection of the team members noted above. The written justification must include, but not be limited to, a description of the selection process and statements for each selected firm/entity regarding the cost competitiveness of proposed fees and expenses for the services to be provided. If any identity of interest exists between development team members, indicate on the form and provide a certification signed by the applicant describing the relationship.

Attach and label as "Exhibit 3.1.b"

3.1.c. Provide an Organization Chart identifying it's principals, including the Applicant and any entities with whom they may be affiliated. It should include the names of all entities and a list of all principals for the development entity, the general partnership entity, co-general partnership entities and any affiliated management entities.

Attach and label as "Exhibit 3.1.c"

For additional Qualified Development Team requirements, refer to the:

[Construction Guidelines: Project Planning & Technical Review Services](#)

3.2 Construction Procurement Plan (DOH Only)

Applicants seeking funds through DOH are required to use, at a minimum, a Request for Proposals Process in selecting their General Contractor. Detailed procurement requirements are located on the DOH Consolidated Application webpage. Applicants must provide a Construction Procurement Plan documenting compliance with DOH Procurement Standards. If the procurement of the general contractor has already been completed, then documentation must be attached to the Construction Procurement Plan documenting how the actual process used to choose a G.C. complied with your plan. The DOH Supplemental Architectural Conditions, as also maintained on the DOH website, should be provided to all parties providing pricing to assure compliance with DOH requirements.

Identity of Interest - If there is an identity of interest between an applicant and/or sponsor and the general contractor, the Construction Procurement Plan must describe in detail the method to be used to comply with procurement requirements, such as bidding all subcontracts, etc.

Attach and label as "Exhibit 3.2"



SECTION IV. DEVELOPMENT

4.1 Development Information

Development Name	Branford Manor		
Development Type	Family		
Development Address	37 Mather Ave	County	New London
City	Groton	State	CT
Metropolitan Area	Norwich-New London, CT	Zip	06340
Chief Elected Official Name	Bruce S. Flax		
Chief Elected Official Address	45 Ford Hill Rd, Groton, CT, 06340		
Chief Elected Official Email	bflax@groton-ct.gov		
Census Tract	7025.00	Congressional District	2
State Senate District(s)	18	State House District(s)	40, 41

4.1.a. How many years of affordability remain with the development?

1

What is the programmatic origin of affordability requirements?

Project-based Section 8 HAP Contract expiring 12/31/2017

4.1.b. Is the Development applying for the 4% LIHTC Acquisition Credit?

Yes

4.1.c. Is the proposed development currently part of the State Sponsored Housing Portfolio (SSHP)? If yes, indicate the year.

No

Developments with an "At Risk" designation or a funding year of 2013-2017 in the state capital plan will be eligible to apply for HTCC.

Will the development require release from a Connecticut State Housing Program?

No

If "Yes," which program is the applicant requesting release from?

If "Other", please specify.

Briefly describe the need for the request:

If an applicant believes an 8-64a is required, it is recommended that the owner/applicant meet with DOH and CHFA prior to the submittal of the application to advise DOH/CHFA of the development plans and the projected timeframes for initiating and completing the 8-64a process.



4.1.d. Conservation and Development Policy. Select the policy that your proposed development fulfills:

a. Enhance housing mobility and choice across income levels and promote vibrant mixed-income neighborhoods.

Briefly describe how your proposed development fulfills this policy

Our proposed acquisition and renovation of Branford Manor will ensure that the Property remains affordable for the long-term, thereby offering housing solutions for low-income individuals in Groton. This helps to enhance housing mobility and choice for those with less means in Groton and will ensure that Groton continues to have housing available for low-income families.

[Conservation and Development Policies Plan Map Link](#)

[HUD QCT Map Link](#)

New Construction in a Regional Center, as defined by the current C&D Policies Plan, and consistent with a municipally approved plan to revitalize a specified location	No
Located in a Priority Funding Area or Regional Center as defined in the current C&D Policies Plan	No

Located in a Conservation Area as defined in the current C&D Policies Plan	No
Located in a Balanced or Village Priority Funding area as defined by the current C&D Policies Plan	No
Located in a Qualified Census Tract as defined by the most recent U.S. Census, not including new construction in a Regional Center	Yes
Part of and consistent with a municipally approved plan for a Neighborhood Revitalization Zone which designates a specific targeted area	No
Public housing development activity and is part of, and consistent with, the annual report as required by provisions of C.G.S. Section 8-68d	No

4.1.e. If the development is located in Priority Funding Areas, indicate the Criteria Level as defined in the current C&D Policies and Plan.

4.2

4.2.a. Development Scope

Please provide a numerical entry or "N/A" to each of the following categories. Please note that the number of units designated for each category will affect other sections of the Application, including Sections 4.9, and 5.1.

	New Construction	Rehab	Total Units
Total number of units		441	441
Number of Supportive Housing Units			0
Number of Elderly Age 55+ Units			0
Number of Elderly Age 62+ Units			0
Number of Income Restricted Rental Units		441	441
Number of Income Restricted Homeowner Units			0
Number of CHFA Restricted Units			0
Number of DOH Restricted Units			0
Number of Non-Income Restricted Rental Units			0
Number of Non-Income Restricted Homeowner Units			0
Number of Restricted Units that are co-funded by CHFA and DOH			0

Number of Buildings	47
Number of Surface Parking Spaces	632
Total Project Square Footage (GSF)	414,368
Total Living Unit Square Footage (NSF)	307,156
Total Commercial Gross Square Footage	0
Acres	37

4.2.b. Supportive Housing

To be considered supportive housing units, the developer must have a written agreement in place with a recognized supportive housing organization identifying the specific number of supportive housing units and such units must be affordable to families earning less than 25% AMI. Chronically homeless units must be affordable to families with \$0 income through Section 8, State RAP, or other rental subsidy for each of the development's supportive housing units housing the chronically homeless. In order to qualify, applicants must include a Services Plan and evidence of funding commitments for supportive services. (Reference must be made to the current Supportive Housing Guideline for definitions, service funding criteria and the list of Qualified Service Providers). See CHFA Supportive Housing Guidelines.

Attach and label as "Exhibit 4.2.b"

4.3

4.3.a. - Project Narrative

Complete the form which is available on the SharePoint, CHFA, and DOH websites

Attach and label as "Exhibit 4.3.a"

4.3.b. - Homeownership Development Projects Narrative

Complete the form which is available on the SharePoint, CHFA, and DOH websites

Attach and label as "Exhibit 4.3.b"

4.3.c. - Marketability

Describe the market of the development area including the existing mix of real estate, demographic trends, income and employment characteristics. Identify the market areas from which the development intends to draw residents, and any absorption assumptions. **For developments applying for DOH funds**, applicants must demonstrate marketability through either the use of a 1) Market Study (no more than 6 months old), 2) existing waiting lists, or the 3) DOH Market Assessment Guideform which is available on the SharePoint, CHFA, and DOH websites.

Choose the marketability type being used in conjunction with this proposal:

- ☐ Market Study
- ☐ Market Assessment
- ☐ Waiting List

Attach and label as "Exhibit 4.3.c"

4.3.d - Program Narrative

Complete the form which is available on the SharePoint, CHFA, and DOH websites

Attach and label as "Exhibit 4.3.d"

4.4 Historic Preservation Compliance

The State Historic Preservation Office (SHPO) must review all proposals to determine potential impact on historic resources, including vacant sites. Compliance with Section 106 of the National Historic Preservation Act and/or the Connecticut Environmental Policy Act is required for all projects that involve a property listed in or eligible for listing in the State or National Registers of Historic Places, properties within designated historic districts or abutting historic properties, and to be developed vacant land to determine potential impacts on historical, cultural, or archeological resources. All applicants must submit the Pre-Application Consultation Form to SHPO at least 45 days prior to submitting your application to assure that a determination of your property's historic designation or eligibility is received prior to the application deadline. If a property is determined to be of historic significance, SHPO will complete a more detailed review of your development plans to assure compliance with applicable rules and regulations. Though the SHPO Pre-Application Consultation Form must be submitted to SHPO at least 45 days prior to the application deadline, it is recommended that SHPO be contacted well in advance of this requirement to assure that the project scope and drawings are completed in compliance with potential historic preservation requirements. Failure of applicants to properly comply with historic preservation requirements will result in the removal of the application from consideration for funding.

Applicants seeking Federal or State Historic Tax Credits must meet with SHPO staff to assure that historic tax credits are a reasonably likely funding source for the proposed project. Such applicants should meet with SHPO staff as early as possible, but not later than 45 days prior to the application deadline.

Attach and label as "Exhibit 4.4"

[SHPO Pre-Application Consultation Form](#)

Is the site located in a State or Federally recognized Local Historical District?

No

4.5 Flood Zone Location

State policy requires that any development funded through a state agency avoid assisting the development of housing activities within floodplains and to minimize any effect on floodplains due to development. Is any part of the project located in a 100 or 500 year floodplain? This information is based on official FEMA flood mapping.

- ☐ 100 Year
☐ 500 Year
☒ N/A

If any part of your proposed development is located in a floodplain, you must complete a flood management certification meeting with DEEP prior to the submission of an application for funding to DOH. In such instances DOH will consult with DEEP as part of the application review process and may consider an application ineligible if a Flood Management Certification cannot reasonably be expected to be granted with a reasonable timeframe based on information submitted with the funding application. In addition, the application must include a written plan describing how state flood zone certification requirements will be complied with.

Attach and label as "Exhibit 4.5"

Connecticut Environmental Policy Act (DOH Only)

A Connecticut Environmental Policy Act (CEPA) review is required for any state funded project which may have an impact on the state's land, water, air or other environmental resources that may have significant impacts be reviewed by the funding agency to determine potential negative impacts as well as mitigating factors. Common actions which may trigger CEPA include, but are not limited to, new construction in conservation areas, cumulative impacts of multi-phased developments, large scale developments which add significant parking spaces, roadways, or housing units, demolition or alteration of historic properties, etc. Renovation of existing properties does not normally trigger CEPA review. It is recommended that DOH be contacted early in the planning process since CEPA scoping normally requires a minimum of 4 months to complete. Proposals requiring CEPA scoping cannot be funded until the completion of the review process.



Date DOH Contacted: _____

DOH Staff Member Contacted (name): _____

Recommendation: _____

4.6 Site Control and Information

4.6.a. Site Control (check all that apply)

Attach copies of all site control documents received to date, including any information related to existing rental restrictions on the property.

Attach and label as "Exhibit 4.6"

	Number of Parcels	Acquisition Date	Acquisition Price	Expiration Date	Maturity Date
Deed ¹					
Option Agreement ²					
Purchase Contract ³	1			3/31/2017	
Ground Lease ⁴					

Other ⁵ (i.e. -- designated/preferred developer agreement)					
---	--	--	--	--	--

⁴Ground Lease Maturity Date _____
Ground Lessor _____

⁵Other (i.e. -- designated/preferred developer agreement) _____

4.6.b. Site Information and Dates

	Anticipated Completion Date
100% drawings	11/15/2017
Closing & Transfer of Property	2/1/2017
Construction Start	3/15/2017
Completion of Construction	6/15/2018
Lease-up	6/15/2018
Sustaining Occupancy	6/15/2018
Proforma Stabilized Year	2018
LIHTC Placed-In-Service Date	2/1/2017

Current Property Owner	Branford Manor Associates
Purchase Price	Unknown
Purchase date	Unknown
Easements	
Liens	
R.O.W.	

Acreage	37
Shape	Diamond
Dimension	
Frontage	

Attach the following materials, supporting the determinations and conclusions. **(DOH Only) (If Applicable)**

Farmlands – communications with Soil Conservation Service (SCS) for site review to determine if it is either prime farmland, unique farmland of state or local importance.

Photos - Site and building (interior & exterior).

Attach and label as "Exhibit 4.6.b"

List any existing liens for the property in the box below.

--

The property identified and described above is presently owned by:

Branford Manor Associates

Which is an Partnership

If "other" please specify below

--

4.7 Planning & Zoning Board Approval

Indicate the level of zoning approval in the chart below:

		If "No", what is the expected date of approval?
Underlying Zoning – Does the present Zoning allow the proposed development as it is designed?	Yes	
Zoning Approval Received	Not Required	
Special Permits Received	No	New community building will require permit
Variances Received	Not Required	
Inland Wetlands Permits Received	Not Required	
Site Plan Approved	Not Required	

If "Underlying Zoning" or "Site Plan Approved" are listed as "Not Required," provide an explanation for each. Please provide evidence of zoning approval in the form of a letter from the local Planning and Zoning Board.

Attach and label as "Exhibit 4.7"

4.8 Existing Site

4.8.a. Unit Information - Describe the square footage amounts in the tables below. For existing buildings that will be rehabilitated, use the "Existing / Rehab" table, and for New Construction use the "New Construction" table. If your project will have both new and rehab, separate the amounts into each respective table. The Unit Distribution Information table should show the unit distribution for the completed project.

Applicants must make sure the square footage amounts below match those contained in the Drawings & Specifications.

Building Use And Square Footage Information

Existing / Rehab							
FLOOR	Common Area Corridors, stairs elevators, etc. (Net SQ. FT)	Retail Area (Net SQ FT)	Living Unit Area (Net SQ FT)	Parking Garage (Net or Gross SQ FT)	Community Room (Net SQ FT)	Total Net (Net SF.)	Building Total Gross (Gross SF.)
Basement						0	
1st Floor			307,156			307,156	323,245
2nd Floor						0	
3rd Floor						0	
4th Floor						0	
5th Floor						0	
6th Floor						0	
7th Floor						0	
8th-30th Floor						0	
Total	0	0	307,156	0	0	307,156	323,245

New Construction							
FLOOR	Common Area Corridors, stairs elevators, etc. (Net SQ. FT)	Retail Area (Net SQ FT)	Living Unit Area (Net SQ FT)	Parking Garage (Net or Gross SQ FT)	Community Room (Net SQ FT)	Total Net (Net SF.)	Building Total Gross (Gross SF.)
Basement						0	
1st Floor						0	
2nd Floor						0	
3rd Floor						0	
4th Floor						0	
5th Floor						0	
6th Floor						0	
7th Floor						0	
8th-30th Floor						0	
Total	0	0	0	0	0	0	0

Unit Distribution Information

Floor	Studio Apartments	1-Bedroom Units	2-Bedroom Units	3-Bedroom Units	4-Bedroom Units	Total
1st Floor		22	397	22		441
2nd Floor						0
3rd Floor						0
4th Floor						0
5th Floor						0
6th Floor						0
7th Floor						0
Total	0	22	397	22	0	441

4.8.b. Phase I/II Environmental Site Assessment and Other Site Hazardous Materials Review

Provide a Phase I Environmental Site Assessment (ESA) Report. The report shall be prepared in accordance with current ASTM Standard E 1527 - 13 prepared by a Connecticut Licensed Environmental Professional ("LEP") and must have been completed within **6 months** of the application submission. The qualification of both a professional firm and the specific environmental consultant shall be included in the completed report. Site environmental assessment and investigation shall be in accordance with "CTDEEP Site Characterization Guidance Document" (SCGD) (see link below). If any existing buildings are located on the property, attach other environmental documents including a Hazardous Materials Survey report that identifies other items including, but not limited to, asbestos, lead paint, radon, PCB, etc.

Attach and label as "Exhibit 4.8.b.1"

If the Phase I ESA Report recommends that a Phase II ESA be completed and/or identifies Areas of Concern (AOC), then the application must include a Phase II ESA completed within SCGD Guidelines.

Attach and label as "Exhibit 4.8.b.2"

Complete the chart below (Section 4.8.c.). Please note that separate CT Licensed Consultants for lead paint and asbestos are required per state regulations to perform this work. For CHFA Financing and supportive housing, the Authority engages an outside third-party consultant (at the Applicant's expense) to review environmental reports for conformance to the CHFA "Construction Guidelines: Environmental/Hazardous Materials Review". These guidelines state that the environmental consultant shall be a LEP listed on the "CTDEEP List of Licensed Environmental Professionals".

[CTDEEP Site Characterization Guidance Document \(SCGD\)](#)

4.8.c. Phase III ESA and Other Recommended Site Investigations

If a Phase III ESA or any other additional studies or remediation on the property has occurred then such documentation should be submitted as part of the application submission. Any outstanding cost associated with remediation should be reflected in the Exploded Trade Payment Breakdown and Project Cost Summary.

	Date Submitted	
Phase III	No	
Asbestos	No	
Hazmat	No	
Radon	No	
Lead	No	

If "Yes", attach and label as "Exhibit 4.8.c"

4.8.d. For financing on projects involving rehabilitation, a Capital Needs Assessment (CNA) is required to be submitted at time of application. The Assessment is required to have been conducted within six months of the finance application date or the architect must submit a statement indicating that no changes are needed. The Owner/Developer shall commission licensed Architectural/ Engineering professionals to conduct a physical assessment and evaluation of all building components to remain during the renovation. The findings of the Architectural/Engineering professional shall be compiled into a CNA Report. In the case of a complete gutting of buildings, a Structural Needs Assessment Report by a Structural Engineer and an Architectural Needs Assessment Report (to maintain functional and aesthetic integrity of such component) by an Architect are required to be submitted (see section III.C. of the CHFA "Construction Guidelines: Project Planning & Technical Services Review" manual).

Attach and label as "Exhibit 4.8.d"

4.8.e. Energy Conservation Plan (Form Provided)

For Minor, Moderate or Substantial Rehabilitations (definitions may be found in section II.A. of the CHFA "Construction Guidelines: Energy Conservation" manual), complete the attached form with Current and Projected Energy Usage, and a Building Energy Performance Summary for the building(s). For Minor, Moderate and Substantial Rehabilitations, Gut Rehabilitations, and New Construction, complete the attached form with the projected EnergyStar® Multifamily v 3.0 HERS Index Target for the EnergyStar® Reference Design Home for the project, and the proposed HERS Index Target for the project. The Energy Conservation Plan form must be filled out in it's entirety in order to be considered complete.

Attach and label as "Exhibit 4.8.e"

4.9 Development Design

4.9.a. Site Plan - Provide a site plan including building footprint(s) and all site improvements, including a table of applicable zoning requirements, i.e., zone, use, lot, bulk, density, parking, etc., which indicates compliance or non-compliance for each requirement. In addition, please include quantitative information on gross and net square footages, building heights, parking requirements, etc.

Attach and label as "Exhibit 4.9.a"

4.9.b. Design Development Drawings and Specifications - Submit Design Development Drawings and Specifications at 40% level of completion. Information regarding the requirements for "Design Development Drawings" and "Design Development Specifications" are outlined in the CHFA Construction Guidelines .

For Homeownership Development Projects ONLY - Submit a certification that the project will meet the following requirements, as applicable: housing that is newly constructed will meet all applicable State and local codes, ordinances, and zoning requirements; energy efficiency standards adopted by DOH for new construction homeownership units; housing that is rehabilitated will be done so in accordance with DOH's CDBG Residential Rehabilitation Standards (please note, State-funded programs may not trigger federal compliance standards contained in Part 35 and Part 58), as amended.

Attach and label as "Exhibit 4.9.b"

DOH CDBG Residential Rehabilitation Standards

4.9.c. Exploded Trade Payment Breakdown (Form Provided)

The construction cost estimates must be prepared by an architect, general contractor, or cost estimation consultant. The identity and contact information of the party who prepared the estimates (i.e. architect, general contractor, cost estimation consultant) must be included. Please note, this form should be completed with initial application submission. Please also note, the Allowance line item entries are only required after the AIA Owner/Contractor Agreement has been signed.

4.9.d. Prevailing Wages

Will Davis Bacon wage rates or State Prevailing wages be required for this project? (check "Yes" if the project will have 12 or more HOME assisted units)

No

Indicate if the Exploded Trade Payment Breakdown reflects State Prevailing Wages, Federal Davis Bacon, or N/A.

N/A

For projects that trigger federal prevailing wage requirements, the bid and construction documents must include all standard Federal Labor Compliance clauses and the cost estimate must be based on Davis-Bacon costs. Contact your DOH Project Representative prior to submission of the application to determine if Federal Labor requirements will be triggered. The DOH website includes boilerplate contract language and Federal Wage Rates as appropriate. Developers, Consultants, Contractors and Subcontractors must be cleared from State and Federal Suspended and Debarred Contractors Lists.

For developments developed or sponsored by housing authorities, applicants must contact State of Connecticut Department of Labor and verify if the State Prevailing Wages would apply. If State Prevailing Wages apply, please provide copies of the Prevailing Wage Rate Sheets for the town/city published by the State of Connecticut Department of Labor and include with the Application. These rates must be utilized to prepare cost estimates for the development.

Attach and label as "Exhibit 4.9.d"

4.9.e. Project Cost Summary (Construction Schedule of Values) (Form Provided)

The Project Cost Summary (Construction Schedule of Values) is self-generated based on information entered in other sections of the application. The only required input is the individual who prepared the projected costs.

4.10 Reduction of Affordable Units

Will the proposed development result in a reduction of affordable units?

No

If yes, complete the following chart and provide the Applicant and Co-Sponsor's plan to replace the units in accordance with Section 104(d) (Barney Frank Amendment). Provide copies of any local official documents certifying any units that are not suitable for rehabilitation. **Attach and label as "Exhibit 4.10" (DOH Only. For LIHTC, complete chart below)**

	60% AMI or below	60% - 80% AMI
How many units will be lost?	0	0
How much square footage will be lost?	0	0

Relocation Plan Notes - All developments where the applicant acknowledges through certification that a Relocation Plan is required, including cases of anticipated Temporary Relocation, a relocation plan will be required to be submitted after notification of fund awards and approvals. Relocation Plans must be prepared in accordance with 49 CFR 24.2, HUD Handbook 1378, Chapter 135 of the C.G.S. and any applicable regulations

4.11 Relocation

Program Guideform: Relocation Assistance Plan (DOH-Program Only)

For DOH - Program only, complete the form which is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 4.11"

4.12 Relocation Information

Provide the following items if relocation is contemplated as part of the project:

- Current Tenant Roster - Including rents and utility allowances
- General Information Notice - with verification of deliver to current tenant roster - signed or return receipt
- Relocation Budget and Sources of Funds

If awarded funding, a Relocation Plan for all developments where the applicant acknowledged (in the Sworn Certificate of Non-Displacement) that a Relocation Plan is required, including cases of anticipated Temporary Relocation. 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. In addition, 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 on the Development Budget.

Attach and label as "Exhibit 4.12"

SECTION V. RENTAL DEVELOPMENTS (N/A for Homeownership Projects)

5.1 Rental Income Calculation Worksheet (Form Provided)

In the provided form, identify the rent structure of the development by income targets, bedroom mix, and populations to be served. This exhibit also identifies Utility Allowances. Provide a copy of a utility allowance schedule from one of the following, as applicable: certification from local utility company estimating utility costs, schedule from local Public Housing Authority, Section 8 Utility Allowance schedule or DOH Utility Allowance Schedule. If no schedule is provided, the Section 8 schedule will be utilized.

If development is utilizing rental subsidies, include executed rental assistance contract or other documentation from appropriate agency. If the development includes funding for supportive services, provide a copy of the commitment letter for the supportive services. Please note, for DOH projects, the applicant's proposed Monthly Gross Rent CANNOT exceed the current allowable DOH program rents for the funding source being requested.

Attach and label as "Exhibit 5.1"

5.2 Operating Expenses

5.2.a. Detailed Income and Expenses (Form Provided)

Complete the attached detailed income and expense form for the initial stabilized year. Please refer to the 'Per Unit Operating Expense Range Guidelines' section of the CHFA Multifamily Underwriting Standards by clicking on the below link; it provides CHFA anticipated range for operating expenses.

It is expected that any applicant will ensure that the operating proforma included in its application will contain per unit expenses that fall within the guidelines provided above. Should there be compelling reasons to submit operating expenses that fall outside the range, the applicant is expected to provide complete written justification with a waiver request as part of its application.

Attach and label as "Exhibit 5.2.a"

[CHFA Multifamily Underwriting Standards Summary](#)

5.2.b. Line by Line Explanation of Expenses

Explain all income and expense line items in an attached document. Provide a written summary and cost estimate for each line item.

Attach and label as "Exhibit 5.2.b"

5.2.c. Expense Summary (Form Provided)

The Expense summary is self-generated based on the Detailed Income and Expenses Form. No input required.

5.2.d. Real Estate Taxes

Is a proposed or actual tax abatement or Payment in Lieu of Taxes (PILOT) associated with this development?

Yes

If yes, please provide Payment in Lieu of Taxes ("PILOT") Agreement or documentation from the local Tax Assessor regarding the estimated "as developed" annual real estate tax burden on the Development for the selected pro forma year. If full taxes are not to be paid (i.e. full or partial abatement), then provide a year-by-year analysis of the proposed real estate tax schedule and include the annually scheduled amounts as part of the Cash Flow Projection.

(For existing projects only) If Real Estate Taxes vary from historical averages, provide information and evidence from taxing authority.
Attach and label as "Exhibit 5.2.d"

5.3 Cash Flow Projection (Form Provided)

The Cash Flow Projection is self-generated based on information entered in other sections of the application. The only item that can be changed on the Cash Flow Projection is the Real Estate Tax expense. If the Real Estate Taxes vary from the built in trending amount, provide an explanation.

Attach and label as "Exhibit 5.3"

SECTION VI. FINANCING

6.1 Eligible Basis (LIHTC Only)

Attestment letter from tax counsel re: eligible basis.

Attach and label as "Exhibit 6.1"

6.2 Syndication Expenses (LIHTC Only)

Itemized list of all syndication related expenses.

Attach and label as "Exhibit 6.2"

6.3 Development Budget (Form Provided)

Complete the itemized budget listing all proposed uses of funds (hard and soft costs) for the development. For proposals using Federal Low Income Housing Tax Credits (LIHTCs), Applicant and Co-Sponsors should also complete the Tax Credit Eligible Basis columns. All developments should complete the Sources columns indicating which sources will fund each line item in the development budget.

Attach and label as "Exhibit 6.3"

For DOH requests, applicants must identify the specific uses of DOH funds since certain uses may trigger specific federal compliance requirements. Identify these costs in the right hand columns of the development budget



If requested by CHFA or DOH please complete the Development Budget (Revised) sheet. This only needs to be completed if requested by CHFA or DOH after initial application has been submitted.

6.4 LIHTC Calculation (Form Provided)

Complete the LIHTC Calculation worksheet.

6.5 Sources of Funds (Form Provided)

Complete the Sources of Funds exhibit. List all proposed sources for both construction and permanent financing for the property. Be as descriptive as possible. Provide proposed lender, terms and repayment provisions for all financing, including a detailed description of the terms and sources for interim or bridge financing, if any. If proposal includes LIHTC, a syndication letter setting forth the discounted value of the credit must be provided. Include copies of all funding commitments you have at this time.

For any competitive funding sources (9% LIHTC, HTF, and/or HTCC) all funding commitments must be submitted by the end of the application deficiency period (if applicable). Applications are scored, in part, on the level of commitment from other sources. Lack of funding commitments will affect an application's rating and ranking score and may also make an application ineligible for funding.

CHFA and/or DOH may issue non-binding letters of financing interest to applications without commitment letters from other sources. However, CHFA and DOH require commitment letters from all funding sources prior to presenting a financing proposal for consideration by CHFA's Board of Directors or the State Bond Commission respectively. Applications for 9% LIHTC require a credible financing plan in order to be presented to the CHFA Board of Directors for approval.

Attach and label as "Exhibit 6.5"

6.6 Existing Debt (Form Provided)

Is the proposed development currently encumbered by any debt?

No

If yes, in the form provided, please describe the terms and conditions of all debt currently encumbering the property (including CHFA and/or DECD/DOH, if any).

Any applicant looking for consideration for prepayment, refinancing, or restructuring of existing CHFA debt should contact their CHFA Asset Manager immediately.

6.7 Existing Reserves

For proposals that include the acquisition and/or rehabilitation of existing occupied housing units, describe the current monthly rents by bedroom size, total monthly rent subsidies, as well as recent use and current availability of reserves at the time of application.

Current Rental Income

Unit Type	# Units	Monthly Rent	Total
Studio Apartment			0
1-Bedroom Unit	22	1,011.00	22242
2-Bedroom Unit	397	1,151.00	456947
3-Bedroom Unit	22	1,393.00	30646
4+Bedroom Unit			0
Total	441	3555	509835

Total Monthly Rental Subsidies

509,835.00

Total Current Operating Reserves 0.00

Reserves expended in most recent 12 months(from date of application):

Description of Activity	Amount	Date Completed

Reserves committed for this project:

6.8 Applicant and Co-Sponsor's Financing Request

HOME
DOH Assistance - Bond of Federal Funds
DOH Assistance - Bond of Federal Funds
CHFA Multifamily Financing
Supportive Housing

Construction Funding Amount	Permanent Funding Amount
0	0
0	0
0	0
0	0
0	0

6.9 Applicant and Co-Sponsor's Equity Request

LIHTC Proceeds (Fed)
HTCC Proceeds (State)

Construction Funding Amount	Permanent Funding Amount
28,209,764	28,209,764
0	0

NOTE: The DOH and the CHFA reserve the right to determine the financing instrument, if any, they will offer the applicant regardless of the application request, based on the outcome of each agency's underwriting.

SECTION VII. HOMEOWNERSHIP DEVELOPMENTS (N/A for Rental Properties)

7.1 Homeownership Unit Descriptions (Form Provided) (DOH Only)

Provide detailed information on each unit including income targets, utilities, energy sources and amenities. If subsidies are projected they must also be provided.

Attach and label as "Exhibit 7.1"

7.2 Homeownership Sales Proceeds (Form Provided)

Please complete provided form.

7.3 Supplementary Information (DOH Only)

Provide and attach:

For Homeownership developments, what mechanism for Affordability will be used?

☐ Subsidy Recapture

☐ Resale Restriction

7.3.a. Homeownership – Developer/Homebuyer Subsidy Determination Worksheet (Form Provided)

7.3.b. Development Cash Flow Analysis for Single Family Housing (Form Provided)

7.3.c. Plain language explanation of resale/recapture provision.

Attach and label as "Exhibit 7.3.c"

7.3.d. Homebuyer Training Plan.

Attach and label as "Exhibit 7.3.d"

7.4 Documentation of Property Taxes and Insurance

For Homeownership only, provide documentation of projected or actual property taxes and insurance.

Attach and label as "Exhibit 7.4"

SECTION VIII. DOH FEDERAL PROGRAMS

8.1 Federal Environmental Reviews (Federal Funding requests only)

Activities involving federal funding are required to undergo an Environmental Review in accordance with the National Environmental Policy Act (NEPA) and Federal Regulations under 24 CFR Part 58, **which is documented through Exhibits 8.1.a and 8.1.b**

8.1.a. NEPA Statutory Checklist

Complete the NEPA Statutory Checklist that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as Exhibit "8.1.a."

8.1.b. NEPA Environmental Assessment Checklist

Complete the NEPA Environmental Assessment Checklist that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 8.1.b."

Disclosures to Seller: An Applicant or Co-Sponsor using DOH HOME funds to acquire property must notify sellers in writing that the acquisition is completely voluntary and that such Applicant and Co-Sponsor does not have the power of Eminent Domain. (See DOH website for form.)

See DOH Appraisal Policy if application includes acquisition with State or Federal funds



8.2 Hiring and Contracting [Federal]

Please visit the DOH Consolidated Application webpage for additional information regarding Hiring and Contracting requirements for the federal HOME program.

8.2.a. Section 3 Plan. (HOME Only)

Attach and label as "Exhibit 8.2.a"

8.2.b. Describe and document past good faith efforts to comply with the hiring and contracting requirements of Section 3 of the Housing and Urban Development Act of 1968 as amended. Please give specific examples. **(HOME Only)**

Attach and label as "Exhibit 8.2.b"

SECTION IX. AFFIRMATIVE ACTION/FAIR HOUSING AND EQUAL OPPORTUNITY

9.1 Fair Housing Impacts

All DOH and CHFA applications must submit the Fair Housing Impacts form, which is available on the SharePoint, CHFA, and DOH websites.

If awarded DOH/CHFA funds the owner will be required to submit a Fair Housing Plan to document that the development will be constructed, marketed, and leased-up in compliance with applicable fair housing laws. A Fair Housing Action Plan is not a single document, but rather a compilation of the documents below. To be complete, the Fair Housing Action Plan must contain all of the documents identified below. Follow the link to the Fair Housing Plan guidelines.

http://www.ct.gov/doh/lib/doh/fair_housing_action_plan_implementation_guidelines_for_housing_jan2014.pdf

9.2 Americans with Disabilities Act/ Section 504 (DOH Only)

Provide an ADA notice and ADA Grievance Procedure. Form documents are located on the DOH Consolidated Application webpage.

Attach and label as "Exhibit 9.2"

SECTION X. CERTIFICATIONS

10.1 Certifications

Complete the Certifications form that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 10.1"

10.2 SEEC-10 Certification

Complete the SEEC-10 Certification form using the link above.

Attach and label as "Exhibit 10.2"

10.3 Affirmative Action Policy Statement

Complete the Affirmative Action Policy Statement form that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 10.3"

10.4 Fair Housing Policy Statement

Complete the Fair Housing Policy Statement form that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 10.4"

10.5 Certification to Affirmatively Further Fair Housing

Complete the Certification to Affirmatively Further Fair Housing form that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 10.5"

10.6 HTCC Certification

Complete the HTCC Certification form that is available on the SharePoint, CHFA, and DOH websites.

Attach and label as "Exhibit 10.6"

SECTION XI. OTHER

11.1 10-Year Rule Waiver (LIHTC Only)

If applying for acquisition credits and a waiver of the 10-year ownership rule is necessary, provide a letter from the appropriate federal official that states that the development qualifies for a waiver under IRC Section 42(d)(6).

Attach and label as "Exhibit 11.1"

11.2 HUD Involvement

Will HUD be involved in any aspect of the development, as outlined below?

Yes

If the development proposal includes HUD Section 8 rental assistance vouchers or HUD VASH vouchers that will be project based, then please contact the HUD Hartford Field Office and request that the HUD Hartford provide a letter approving the selection of the project and the number of allocated vouchers. A copy of the HUD Hartford Field Office's letter of confirmation must be submitted with this application.

Alternatively, allocations of rental assistance vouchers that are sought under this competitive process should not include considerations for project-based assistance if the developer intends to use the competition to qualify for an exemption under 24 CFR 983.51 (b)(2) as such consideration will interfere with the use of this competition for the exemption.

If an application seeks financing for a development that is/was HUD public housing, then a letter of disposition from HUD must be included with the application OR a letter from the HUD Hartford Field Office certifying that a disposition application is pending that the Field Office has certified.

If the development proposal includes a change in the property's project-based Section 8 contract or will require HUD's approval for site re-use, then provide the HUD Hartford office with a written description of the action triggering HUD's involvement. Submit a copy of the letter sent to HUD Hartford outlining the request with this application.

Attach and label as "Exhibit 11.2"

SEEC-10 Certification

11.3 Application Fee (CHFA Only)

Provide a check payable to the "Connecticut Housing Finance Authority" for the application fee. Be sure to include the name of the proposed development and the type of Application (e.g. Tax-Exempt Bond financing, LIHTC, etc.) on the memo section of the check. (See CHFA Multifamily Financing General Information and CHFA LIHTC General Information.)

If you are submitting an application for the Energy Partnership or Early Stage Development Loan Programs, include a \$500.00 non-refundable application fee at time of application submission, applied toward commitment fee at closing. All application fees are non-refundable if loan is not approved or does not close.

11.4 Self Scoring (DOH Only)

Complete the DOH self scoring form applicable to the application round being applied under. These Rating and Ranking scoring forms are located on the DOH website under Funding Opportunities.

Attach and label as "Exhibit 11.4"

www.ct.gov/doh

SECTION XII. HTCC APPLICATION EXHIBITS

HTCC

Application Type (choose from dropdown menu)

Development Type (choose from drop-down menu)

Does the Applicant have other HTCC application(s) for the current round?

If yes, please provide Development name(s)

HTCC / WHTC Amount Requested:

12.1 Housing Need

Provide evidence of housing need as demonstrated by a local survey, or market study.

Attach and label as "Exhibit 12.1"

12.2 Does the Applicant intend to transfer, sell, or lease the improvements on the land to another eligible entity?

If Yes, describe the parties, terms, and conditions of the lease or sale. Any sale or transfer of real estate funded by CHFA and/or HTCC proceeds requires the consent of CHFA prior to the transfer.

Attach and label as "Exhibit 12.2"

12.3 Is the site claiming historic significance?

If Yes, include a letter from the municipality or the state historical preservation office (SHPO). Please note that all awards will be conditioned for approval by the SHPO.

Attach and label as "Exhibit 12.3"

12.4 Proposal Narrative

Provide a narrative that may include, but is not limited to, a summary of the need for the project/program; its impact on the community; targeted population; number and type of buildings; number and bedroom size of units in each building; amenities and unique features of the development; and a description of nearby services.

Attach and label as "Exhibit 12.4"

12.5 Loan Fund Confirmation

Please confirm the existence of the loan fund (if applicable), the size of the loan fund, and a breakdown of any sources used to capitalize the loan.

Attach and label as "Exhibit 12.5"

12.6 Environmental Concerns

Provide a brief summary documentation of all environmental concerns that exist. Describe the existing situation and all actions that have been or will be taken to satisfy state and local requirements.

Attach and label as "Exhibit 12.6"

12.7 Building Schedule

Complete the Building Schedule form that is available on the SharePoint, CHFA, and DOH websites.

SECTION XIII. POINTS CALCULATION WORKSHEETS

13.1 LIHTC Points Calculation Worksheet (Form Provided)

Complete the LIHTC Points Calculation Worksheet.

13.2 Workforce Housing Points Calculation Worksheet (Form Provided)

Complete the Workforce Housing Points Calculation Worksheet.

13.3 Revolving Loan Fund Points Calculation Worksheet (Form Provided)

Complete the Revolving Loan Fund Points Calculation Worksheet.

13.4 Housing Development Points Calculation Worksheet (Form Provided)

Complete the Housing Development Points Calculation Worksheet.

SECTION XIV. HTCC POINTS DOCUMENTATION

14.1 Documentation that the fund is currently established

Provide documentation that the fund is currently established, including a certification to the number of years the fund will be maintained (minimum three-years required), the percentage of the fund that will be targeted to families purchasing homes with three or more bedrooms and the income group targeting.

Attach and label as "Exhibit 14.1"

14.2 Previous State Housing Tax Credits

If your organization has received Tax Credits in previous years under this program, detail the current status of the project. At a minimum, include date of credit reservation, expenditures made, conformity to application and approved changes (if any), anticipated or actual date of completion and number of occupied units.

Attach and label as "Exhibit 14.2"

14.3 Documentation of location within a Qualified Census Tract, Neighborhood Revitalization Zone, or Priority Funding Area

For Workforce Housing and Revolving Loan Fund Applicants:

Certification of percentage of units that will be targeted to families in: 1) Qualified Census Tracts; or 2) Priority Funding Area with at least three of the following criteria listed below (**CHFA verification**), as defined and identified in the current Conservation and Development Policies Plan. Please utilize the link for the Interactive Locational Guide Map to determine the number of criteria.

For Housing Development Applicants:

Certification that the project is located in: 1) Qualified Census Tract; 2) Neighborhood Revitalization Zone as determined **and evidenced by a letter from the municipality** or 3) Priority Funding Area with at least three of the following criteria listed below (**CHFA verification**), as defined in the current Conservation and Development Policies Plan. Please utilize the link for the Interactive Locational Guide Map to determine the number of criteria.

Designation as an Urban Area or Urban Cluster in the most recent U.S. Census	
Boundaries that intersect a 1/2 mile buffer surrounding existing planned massed-transit stations	
Existing or planned sewer service from an adopted Waste Water Facility Plan	
Existing or planned water service from an adopted Public Drinking Water Supply Plan	
Local bus service provided seven days a week	

[Interactive Locational Guide Map](#)

[Conservation and Development Policies Plan](#)

Attach and label as "Exhibit 14.3"

14.4 Documentation of Building Permit(s)

Provide the building permit(s) necessary to start construction on the proposed development.

Attach and label as "Exhibit 14.4"

Any applicant receiving a funding award from the Department of Housing (DOH) and/or financing approval from the Connecticut Housing Finance Authority (CHFA) shall provide the following within four weeks of receiving an award or approval:

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)

Hiring and Contracting [State] (DOH Only)

DOH funding recipients are required to demonstrate that good faith efforts will be made to contract minority and female owned businesses to the greatest extent feasible. The State of Connecticut has established as set-aside goals that 25% of all contracts be awarded to small businesses and that 7.5% be awarded to minority or female owned businesses. To document good faith effort, contractors which receive state funding must complete an Affirmative Action Plan and submit that plan to CHRO.

A copy of the transmittal letter of the Contractor's Affirmative Action Plan to CHRO must be submitted after funding has been approved/awarded. If the contractor has not yet been chosen, then the Contractor's Affirmative Action Plan must be submitted to CHRO immediately upon their selection with a copy of the transmittal letter forwarded to DOH and/or CHFA.

Use of Funds

The undersigned understands that funding resulting from this application is one-time in nature and that there is no obligation for additional funding from the Department of Housing and/or the Connecticut Housing Finance Authority. In addition, the undersigned agrees that any funds that may be provided pursuant to this application be utilized exclusively for the purposes represented in this application, as may be amended and accepted by the Department of Housing and/or the Connecticut Housing Finance Authority.

References

The undersigned agrees that banks, credit agencies, and any agency and/or quasi-agency of the State of Connecticut to include but not be limited to, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Energy and Environmental Protection and the Clean Energy Finance and Investment Authority, and other references are hereby authorized now, or anytime in the future, to give the Department of Housing and/or the Connecticut Housing Finance Authority any and all information in connection with matters referred to in this application, including information concerning the payment of taxes by the Applicant and Co-Sponsor.

False Statement

The undersigned understands that the Department of Housing and/or the Connecticut Housing Finance Authority will rely on the information in this application and that, if the application is approved, any deliberate omissions, misrepresentations and/or incorrect statements in this application may result in withdrawal of the application from the review process at the Department of Housing's and/or the Connecticut Housing Finance Authority's discretion. The undersigned understands that he/she may be prosecuted for false statement under the laws of the State of Connecticut under Section 53a-157 of the General Statutes, as amended from time to time, for any false statement made herein.

Authorization

The undersigned has been duly authorized by resolution of the Applicant's governing body to submit the attached in its name and knows of no reason why the Applicant cannot complete the development in accordance with the representations contained herein. Such resolution is submitted with this application. It is further understood and agreed that the undersigned is under a continuing obligation to inform the Department of Housing and/or the Connecticut Housing Finance Authority in writing of any corrections, omissions or material changes in this application and its exhibits.

Applicant Signature

Date