THE STATE OF CONNECTICUT DEPARTMENT OF HOUSING

Construction Phase Funding Application

### Dannel P. Malloy

### Governor

Evonne M. Klein

Commissioner

Construction Phase Funding Application

A. APPLICANT

Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FEIN No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization: 🞎 For-Profit; 🞎 Non-profit; Incorporated - 🞎 Yes; 🞎 No

Complete the Applicant Certification in the form attached as Exhibit A.

B. DEVELOPMENT TEAM

Provide all of the requested information regarding development team members in the form attached as Exhibit B-1.

Provide a description of the relevant experience and qualifications of each development team member and submit as Exhibit B-2.

For each development team member and their respective owners and/or principals, disclose any and all current or pending litigation, if any, and all defaults under any agreement with the Connecticut Department of Housing (DOH), the Connecticut Housing Finance Authority or any state or federal governmental agency, and submit as Exhibit B-3.

C. PROJECT

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the proposed project and submit as Exhibit C-1. The project description should include the following:

1. Property Description - the site conditions; condition of the buildings; information about the building (such as square footage, number of floors, building age, etc.); current zoning; need for zone change, if any; site control and ownership; relocation plans, if relocation is involved during construction/renovation; provide photos, if any, and any other information that is useful for review.
2. Proposed Project – The purpose of the narrative is to provide a clear picture of the proposed development. Clearly identify type of activities to be conducted; purpose of the project; development challenges; clearly identify the entire project and specific activities that will be funded by state funds; list all the permits in place or will be required, any other information that is useful for review.
3. Scope of Work – identify scope of work; who will conduct those activities; list the deliverables; identify the timeframe to complete the proposed work; provide cost estimates prepared by the architect/engineer of record to complete the proposed project.

List all proposed sources for financing the project (entire project), identify if the funds have been committed or not and submit as Exhibit C-2.

Provide a detailed project schedule with anticipated completion dates and submit as Exhibit C-3.

Provide an estimate of income and expenses for the project for the first year of operation and submit as Exhibit C-4.

Provide a Site Plan, landscape plan, mechanical/electrical plans, building plans and specifications for all the construction activities proposed to be funded through this request and submit as Exhibit C-5.

D. CONSTRUCTION PHASE FUNDING

Funding Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide Project Financing Plan and Budget with detailed line items and costs associated with each line item and submit as Exhibit D. These costs must be verified by the architect/engineer.

E. ADDITIONAL INFORMATION

DOH may require additional information from an applicant regarding the applicant, its owners or Board, the development team members, the project, the project financials, or any other matter in connection with DOH’s review of this application, including, without limitation, information necessary for compliance with CGS 8-410 and its related regulatory requirements.

**Exhibit A**

**APPLICANT CERTIFICATION**

No Obligation

The undersigned acknowledges that any grant/loan made by the State of Connecticut Department of Housing (“DOH”) in connection with the proposed project described in this application (the “Project”) in no way obligates DOH, or indicates an intention by DOH, to provide any additional funding for the Project.

Use of Funds; Compliance with Laws

The undersigned certifies that: (1) any funds that may be provided pursuant to this application will be utilized exclusively in furtherance of the Project, as it may be more particularly set forth in a grant/loan agreement between the undersigned and DOH; (2) the Project is intended to provide housing for low and moderate income persons; and (3) the undersigned will comply with all relevant laws, regulations, policies and procedures in connection with this application, any loan/grant to be made by DOH to the undersigned in support of the Project, and the work to be performed with any such loan/grant proceeds.

References

The undersigned agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Energy and Environmental Protection, the Connecticut Department of Economic and Community Development and other state agency, governmental authority or instrumentality are hereby authorized now, or anytime in the future, to give DOH any and all information in connection with matters referred to in this application, including information concerning the payment of taxes by the undersigned, any principal or senior executive of the undersigned and any member of its development team.

False Statement

The undersigned acknowledges that he/she may be prosecuted for false statement under the laws of the State of Connecticut under Section 53a-157b of the General Statutes, as amended from time to time, for any false statement made herein. The undersigned understands that DOH will rely on the information in this application and that the undersigned is under a continuing obligation to inform DOH in writing of any corrections, omissions or material changes in this application and its exhibits.

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 project in accordance with the representations contained herein. The undersigned is not in default with any branch of the state or federal government, except as has been specifically and fully disclosed in this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“Applicant”

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Its: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exhibit B-1**

**DEVELOPMENT TEAM MEMBERS**

**[Form Follows on Next Page]**







**Exhibit B-2**

**DEVELOPMENT TEAM MEMBER**

**EXPERIENCE AND QUALIFICATIONS**

**Exhibit B-3**

**DEVELOPMENT TEAM MEMBER**

**LITIGATION AND DEFAULTS**

**Exhibit C-1**

**PROJECT DESCRIPTION**

**Exhibit C-2**

**PROPOSED SOURCES**

****

**Exhibit C-3**

**PROPOSED PROJECT TIMELINE**

****

**Exhibit C-4**

**OPERATING PRO FORMA**

**INCOME AND EXPENSES**

****

****

**Exhibit C-5**

**PROJECT SITE PLAN**

**Exhibit D**

**PROJECT FINANCING PLAN AND BUDGET**

**Please click the following link for the budget.**