

**The State of Connecticut  
Department of Housing**

**NOTICE OF FUNDING AVAILABILITY**

**Just In Time Projects**

**Submission Deadline: Rolling, beginning October 15, 2014**

This Notice of Funding Availability (this “NOFA”) is directed to developers of market-rate residential or mixed-use rental projects for which the necessary discretionary approvals have been obtained, who are interested in a subsidy to enable them to restrict a portion of the units at an affordable level. A project (“Project”) is defined as one or more known properties which will be developed or rehabilitated as a single project.

A. Goals of this NOFA:

The State of Connecticut Department of Housing (“DOH”) is committed to expanding opportunities for safe, decent and affordable housing for Connecticut residents. The goal of this NOFA is to expand affordable housing opportunities quickly by encouraging the inclusion of affordable units (“Affordable Units”) in market rate multi-family rental housing developments that are approaching the closing and construction stage.

The Affordable Units must be marketed to persons with incomes no higher than 80% of the Area Median Income (“AMI”), but lower affordability thresholds are encouraged. Tenants in Affordable Units should pay no more than 30% of their income for rent. Rent must be net of the estimated costs of utilities paid by the tenant. The DOH Income and Rent guidelines, as well as Utility Allowances, are available on our website and must be utilized in relation to the Affordable Units. All Affordable Units must remain in the project for a minimum of 15 years.

B. Eligible Applicants:

Applicants eligible for consideration under this NOFA include any entity that is an “Eligible applicant” under Connecticut General Statutes (“CGS”) § 8-37pp(a)(4), including, without limitation, a non-profit entity, a municipality, a housing authority, any partnership, limited partnership, limited liability company, joint venture, sole proprietorship, trust or association having as one of its purposes the construction, financing, acquisition, rehabilitation or operation of affordable housing, and having basic documents of organization approved by the Commissioner of DOH, and any combination of the foregoing.

C. Funding Amount:

The aggregate amount of funding to be made available under this NOFA is approximately \$5 million. It is expected that DOH’s financial assistance will leverage substantial financial and/or

in-kind resources, particularly private sources of debt and equity. No Project should contemplate financial assistance from DOH in an amount greater than \$1,500,000 or less than \$500,000.

D. Funding Source:

It is anticipated that funding for Projects selected under this NOFA will be provided through the Affordable Housing Program (the "Flex Program"). Such funding is subject to the requirements of CGS § 8-37pp, et seq. All proposed Projects must be eligible under CGS § 8-37pp.

E. Application Submission Requirements:

Applications under the Just In Time initiative may be submitted in hard copy. One original application must be submitted. The Application for Just In Time Projects is available on the DOH website ([www.ct.gov/doh](http://www.ct.gov/doh)).

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 the application.

F. Schedule and Process:

Applications for funding under this NOFA will be accepted by DOH beginning Wednesday, October 15, 2014, and continuing on a rolling basis until all funds are committed. Applications should be sent to the attention of Karen Santana at the State of Connecticut Department of Housing, 505 Hudson Street, Hartford, CT 06106. DOH anticipates making decisions regarding an offer of financial assistance under this NOFA within 45 days of its receipt of an application. Applicants may contact Karen Santana via email at [karen.santana@ct.gov](mailto:karen.santana@ct.gov) with any questions regarding this NOFA.

G. Selection Criteria:

Applications will be evaluated by DOH based on criteria, including, but not limited to:

1. The qualifications of the applicant, including its experience successfully completing similar activities and its commitment of human and financial resources for the Project;
2. Firm documentation of the applicant's financial and construction readiness to commence the Project;
3. The appropriateness of the geographic location of the development for the population to be served by the Affordable Units, as well as the location and design of the affordable units within the development;
4. Overall project feasibility;
5. Cost effectiveness and reasonableness of the Affordable Units.

H. Reservations:

All applications submitted in response to this NOFA are the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq., which provides that public records and documents are subject to public access and copying unless specific exemptions to disclosure exist. If an applicant believes that portions of its application are exempt from disclosure, the applicant should mark the specific portions as confidential. Acceptance of an application by DOH which contains such reservations is not an agreement that the material is confidential or exempt from disclosure. DOH reserves the right to amend or cancel this NOFA, to modify or waive any requirement, condition or other term set forth in this NOFA or the Just In Time Application, to request additional information at any time from one or more applicants, to select any number of applications submitted in response to this NOFA, or to reject any or all such applications, in each case at DOH's sole discretion. DOH may exercise the foregoing rights at any time without notice and without liability to any applicant or any other party. Applications to this NOFA shall be prepared at the sole expense of the applicant and shall not obligate DOH to procure any of the services described therein or herein from any applicant. DOH shall not be obligated to any applicant until a final written agreement has been executed by all necessary parties thereto and all applicable approvals have been obtained.