

# City of Hartford Home Investment Partnerships (HOME) Program Manual

## Application Guidelines for Homeownership and Rental Financing

Based on 2013 Code of Federal Regulation Title 24 and its' amendments



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<http://www.hartford.gov/housing/developers/290-housing/homeownership/352-home-investment-partnerships-program>

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## Disclaimers

1. The information presented in these pages should not be construed as an exhaustive list of the regulations and requirements governing the City of Hartford's HOME Program. The information and requirements in this manual pertain to the HOME program and the City may request other information in order to evaluate a project for HOME funding. If your project is funded with CDBG funds or with financing from other programs, different or additional regulations and requirements may apply.
2. Applicants assume all risk of any predevelopment funds expended before funding is formally approved.
3. Upon filing an application, you acknowledge that you assume all risks associated with changes that may occur in the City's or HUD's HOME Program rules and regulations or policies concerning this program.
4. Please ensure that you have the most recent copy of the City HOME Program Manual. The City updates this Manual annually when it receives new income limits and other information related to the HOME Program. To ensure you have the most recent Manual, please contact:

Tonja D. Nelson, Program Supervisor  
Division of Housing  
Department of Development Services  
City of Hartford  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, CT 06103  
[NELST002@hartford.gov](mailto:NELST002@hartford.gov); 860-757-9032

5. Please know that the City of Hartford's HOME financing for rental development is provided only in the form of a repayable mortgage loan – grants are not offered. If your interest is in a forgivable loan (e.g., a grant) do not proceed with submitting an application for funding. Contact the HOME Project Manager to discuss the circumstances and possible loan repayment terms that may work for your development project.

## General Guidelines for the City of Hartford HOME Program

Thank you for your interest in developing affordable housing in the City of Hartford.

Each year, the City receives an allocation of HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The City's Division of Housing of the Department of Development Services administers the HOME allocation to provide funds to projects that will expand the supply of quality affordable housing and stabilize neighborhoods throughout City. Applications are accepted from qualified developers for funding from the HOME Program to create homeownership and rental housing.

**Purpose of this Manual:** This manual contains the basic program guidelines and describes the way the City reviews and awards HOME program funds to projects. The purpose of this manual is to introduce you to the program, insure you understand the requirements of the program, and instruct you on how to apply for funding. The manual is intended to be used with the City's electronic HOME Homeownership and Rental Application and Proforma.

The manual is divided into the following four sections:

<b>Section One:</b>	Applying for Homeownership Projects
<b>Section Two:</b>	Applying for Rental Projects
<b>Section Three:</b>	General Development Requirements for HOME Projects
<b>Section Four:</b>	Attachments

### How to Apply for Funds:

#### A. For Homeownership and Rental Projects:

Obtain an electronic version of the City's Excel-based Application and Proforma for HOME Homeownership or Rental Projects. Questions about using the applications may be directed to:

Tonja D. Nelson, Program Supervisor  
[nelst002@hartford.gov](mailto:nelst002@hartford.gov)

#### B. Before Completing an Application

- Read this manual and become familiar with the program requirements.
- Download the City of Hartford HOME Homeownership or Rental Application and Proforma and review the questions on each of the spreadsheets in the application. Applications are available by contacting Mr. Nelson at [nelst002@hartford.gov](mailto:nelst002@hartford.gov).
- Contact Mr. Nelson and schedule a time to talk with her about your proposed project. Following a meeting with Mr. Nelson, developers will be invited to apply for funds after their project has been preliminarily determined as generally eligible.

#### C. Submit a Complete Application

- You must submit one original hard copy and one additional hard copy of your complete application with the required attachments AND an electronic version of

the Excel-based City of Hartford HOME Homeownership or Rental Application and Proforma. A checklist of the attachments for each application is included in Attachments 1 and 2 of the manual.

- With your submission, include a check of \$500 made payable to the City of Hartford. This is a non-refundable fee required of all applicants.
- The hard copy of the applications and exhibits should be submitted to:

Tonja D. Nelson, Program Supervisor  
Division of Housing  
Department of Development Services  
City of Hartford  
250 Constitution Plaza, 4<sup>th</sup> Floor  
Hartford, CT 06103

- The electronic application/proforma should be emailed to Mr. Nelson at [nelst002@hartford.gov](mailto:nelst002@hartford.gov).

#### **D. Required Application Contents for Homeownership and Rental Projects**

Applicants must submit the following materials for homeownership and rental projects:

1. HOME Homeownership or Rental Application & Proforma:  
Submit electronic file & hard copy of the application and proforma
2. Additional Application Forms & Attachments:  
Submit the appropriate forms and attachments for homeownership or rental projects.
  - For Homeownership Projects, please see **Attachment 1** of this manual.
  - For Rental Projects, please see **Attachment 2** of this manual.

## Section 1: Applying for Homeownership Projects

The City's HOME Program provides financing to developers for the rehabilitation and/or new construction of housing for sale to homebuyers earning a range of incomes. The program's primary purpose is to expand homeownership opportunities for low and moderate income families.

<b>Program Goals</b>	<ul style="list-style-type: none"> <li>• To increase neighborhood and family stability via affordable homeownership development that respects neighborhood context, enhances property values, and improves quality of life.</li> <li>• To provide housing that is accessible to the disabled.</li> <li>• To create housing that is energy efficient.</li> </ul>
<b>Target Population</b>	<ul style="list-style-type: none"> <li>• Individuals and families earning no more than 80% of the Hartford area median income (AMI) based on family size for homeownership projects. <i>(Chart on following page.)</i></li> </ul>
<b>Target Geography</b>	City of Hartford
<b>Eligibility</b>	
Who Can Apply:	For profit and nonprofit developers and Community Housing Development Organizations (CHDOs). All developers must demonstrate housing development experience and financial capacity in their applications. CHDOs must obtain CHDO Certification from the City of Hartford before applying for HOME funds.
Eligible Activities:	Substantial Rehab & New Construction of homeownership, for-sale housing
<b>Developer Assistance</b>	
Type and Amount:	<u>Development Gap Subsidy and Maximum Amount of Assistance:</u> The amount of the subsidy is based upon the project proforma, and the City's maximum per unit subsidy limit of no more than \$50,000 per unit based on its evaluation of the proforma.

## HOMEOWNERSHIP PROJECT REGULATIONS & REQUIREMENTS

Because the City of Hartford's HOME Program utilizes Federal funds, a number of regulations and requirements apply. Following is a list of the key compliance areas you should understand before applying for funding:

### A. Type & Amount of Assistance

Funds may be utilized to assist with development gap subsidy. In homeownership properties containing one or more rental units, the City of Hartford will provide assistance to the HOME-assisted homeownership units only.

### B. Eligible Activities and Income limits

Funds under this program may be used for the substantial rehabilitation and/or new construction of homeownership units that must be sold to households earning incomes at or below 80% of Area Median Income (AMI). The current income limits for the City of Hartford as of March 15, 2013 are as follows:

Household Size (persons)	2016 HOME 80% AMI Income Limit
1	\$46,000
2	\$52,600
3	\$59,150
4	\$65,700
5	\$71,000
6	\$76,250

### C. Term of Assistance

Units developed with HOME funds must remain affordable to income qualified purchasers for varying lengths of time depending upon the amount of HOME funds provided as assistance to the developer. Homebuyers purchasing HOME assisted units will sign a restrictive covenant and mortgage stating the required length of affordability and resale restriction requirements as set forth below:

HOMEOWNERSHIP	Subsidy Per Assisted Unit	Compliance Period Period of Affordability (POA) (Secured via Restrictive Covenant and Mortgage)
New or Rehab	Less than \$15,000	5 years
	\$15,000 to \$40,000	10 years
	More than \$40,000	15 years



**D. Maximum Allowable Sales Price:**

Units rehabilitated or constructed with HOME assistance for low and moderate-income home purchasers must be sold at prices not exceeding 95% of the Hartford Metropolitan Statistical Area (MSA) median purchase prices for New Homes based on the number of units in the home, as listed below.

# of Units in Home	Maximum Sale Price
1 Family	\$228,000
2 Family	\$292,000
3 Family	\$353,000
4 Family	\$438,000

*Last updated: June 1, 2016*

**E. Underwriting Requirements**

The City will underwrite all projects using the criteria included in Attachment 5.

**F. Loan Agreement**

Successful applicants will be required to enter into a Loan Agreement with a Mortgage and Note within 12 months of receiving a commitment from the City.

**G. HOME Units Not Sold within 9 Months of Completion will Convert to Rental**

HUD requires all homeownership units that do not sell within nine (9) months of receiving a certificate of occupancy to be converted to long-term HOME rental units. This means the developer/owner or its partners will need to convert the homeownership project to a rental project or repay the HOME investment. If the developer/owner decides to convert the project to a rental development, the developer/owner will become landlords and managers of a unit that will have to remain compliant and be monitored for 5-20 years depending on the amount of total HOME funds invested.

If your project receives HOME funding, it is critical that you design units to meet market demand, pursue pre-sales, and professionally market your home(s). Spreadsheet No. 6, "Rental Projection," of the application and proforma can assist you in determining if your project will be feasible as a rental development if you are not able to sell new units within the required time frame. The City requires all applicants to complete Spreadsheet No. 6, Rental Projection, and to develop a plan for converting the units to rental from homeownership.

The City requires all developers to repay the HOME funds received if the homeowner units do not sell within nine (9) months of receiving a certificate of occupancy. Developers have the option of converting the project to a permanent rental project or repaying the HOME funds to the City.

**H. Additional Regulatory Compliance Requirements**

Additional regulatory requirements regarding the construction of the project are included in Section 3 of this manual.

## Section 2: Applying for Rental Projects

The City’s HOME Program provides financing to developers for the rehabilitation and/or new construction of rental housing in the City that will be occupied by low-income households. The program’s primary purpose is to expand the supply of affordable rental units.

<b>Program Goals</b>	To increase neighborhood and family stability via affordable rental housing development that respects neighborhood context.
<b>Target Geography</b>	City of Hartford
<b>Funding Preferences</b>	<ul style="list-style-type: none"> <li>• Substantial rehabilitation of existing vacant, deteriorated structures</li> <li>• Elimination of blighted properties</li> <li>• Use of the City’s funds to leverage private funding/financing</li> <li>• High quality designs that respect historic character</li> <li>• No displacement of existing residents</li> <li>• Local ownership and property management</li> <li>• Units for senior citizens</li> </ul>
<b>Eligibility</b>	
Applicants:	For-profit and nonprofit developers and Community Housing Development Organizations (CHDOs). CHDOs must be certified as such by the City of Hartford prior to submitting an application for funding. To apply for CHDO certification, contact Sharon Bailey. All developers must demonstrate development experience and financial capacity in the application.
Activities:	Substantial Rehab & New Construction of Rental Housing
Tenants:	Households earning 60% of Area Median Income or Less based on family size. <i>(Chart on page 12.)</i>
<b>Assistance</b>	
Type and Financing Terms:	Low interest amortized mortgage loan for construction and/or permanent financing. The amount of the subsidy is based upon the project proforma, and the City’s maximum per unit subsidy of \$50,000.00.

## RENTAL PROJECT REGULATIONS & REQUIREMENTS

Because the City's HOME Program utilizes Federal funds, a number of regulations and requirements apply. Following is a list of the key compliance areas you should understand before applying for funding.

### A. Term of Assistance

Rental units rehabilitated or constructed with HOME funds must remain affordable to income qualified households for varying lengths of time depending upon the amount of HOME funds invested per unit as defined in the following table. All loans will be secured by a mortgage lien.

Construction Type	Subsidy Per Assisted Unit	Compliance Period / Period of Affordability (POA) (Secured via Lien)
Rehab	Less than \$15,000	5 years
	\$15,000 to \$40,000	10 years
	More than \$40,000	15 years
New Construction	Any amount	20 years

The City will perform an annual review of all projects during the compliance period to ensure the units receiving HOME assistance continue to meet affordability requirements. The following chart is a guide to help developers understand the compliance requirements:

### Compliance Tips for Project-Based Rental Assistance

	Low HOME Rent Limit	High HOME Rent Limit
Units with state or Federal project-based rental assistance	<p>The project-based rent may be charged for any unit that:</p> <ul style="list-style-type: none"> <li>-Receives state or Federal project-based rental assistance;</li> <li>-Is occupied by a very low-income (<math>\leq 50\%</math> AMI) tenant; <u>and</u></li> <li>-The tenant household pays no more than 30% of its adjusted monthly income toward rent.</li> </ul>	<p>The <i>lesser of</i> the project-based rent or the High HOME Rent may be charged when the tenant household either:</p> <ul style="list-style-type: none"> <li>-Is low-income (<math>\leq 60\%</math> AMI), but not very low-income, <u>or</u></li> <li>-Pays more than 30% of its adjusted monthly income towards rent.</li> </ul>

**B. Tenant Income Limits**

Units subsidized by the Division must be leased to households earning incomes at or below 60% of Area Median Income (AMI) for HOME per HUD-published limits. The current income limits for the City are as follows:

Household Size (persons)	2016 60% AMI Limit (HOME)
1	\$37,560
2	\$42,900
3	\$48,240
4	\$53,580
5	\$57,900
6	\$62,160

Effective 6/6/2016

HOME Requirements: In projects of five (5) or more HOME-assisted units, 20% of HOME units must be occupied by households with annual income at or below 50% AMI.

**C. Maximum Rents**

Each year HUD publishes maximum rent limits for HOME. **Rent Limits Include Utilities!** If any utilities are paid directly by the tenant, the maximum rent must be reduced by a standardized utility allowance. So, the total rent charged to the tenant PLUS estimated utilities paid by the tenant cannot exceed the rent limits below. Utility allowances are listed in the “Rental Program Application & Proforma” Excel file.

**HOME Rent Limits**

	Efficiency	1 BR	2 BR	3 BR	4 BR
<b>Low HOME</b> <i>50% AMI Limit</i>	\$758	\$838	\$1,005	\$1,161	\$1,295
<b>High HOME</b> <i>60% AMI Limit</i>	\$758	\$968	\$1,210	\$1,502	\$1,721

Effective: June 6, 2016

Low HOME Rents: In projects of five (5) or more HOME-assisted units, at least 20% HOME units must be targeted to households at or below 50% AMI, and rents must be set at or below the “Low” HOME rent limit listed above.

Project-Based Rent Subsidies Exempt from Rent Limits Above: If the project/unit receives federal or state project-based rental subsidy, the maximum rent is the rent allowable under the Federal or State project-based rental subsidy program as long as the very low-income tenant pays less than 30% of their adjusted monthly income towards rent. The *lesser of* the project-based rent or the High HOME Rent may be charged when the tenant household either is low-income, but not very low-income, or pays more than 30% of its adjusted monthly income towards rent.

**D. Loan Agreement**

Successful applicants will be required to enter into a Loan Agreement with a Mortgage and Note within 12 months of receiving a commitment from the City.

**E. Deadline for Initial Occupancy of Rental Units**

The HOME program requires all owners/landlords to complete the initial lease-up of all HOME-assisted units within 6 months of the date of project completion.

## Section 3: General Requirements and Evaluation Criteria for HOME Homeownership and Rental Projects

### A. Development & Property Standards

All developments funded with HOME funds must at the time of completion, at a minimum, comply with all local building codes, rehabilitation standards, energy efficiency requirements, ordinances, zoning and federal regulations regarding hazardous materials. Developers rehabilitating units or constructing new units must also comply with the rehabilitation and new construction standards set forth in Attachment 4 of this manual. All developers must comply with the energy efficiency and Energy Star Building requirements set forth in Attachment 4.

The City's goal is to provide efficient, affordable housing that respects neighborhood context and provides enhancement of property values and quality of life.

### B. Environmental Review

In accordance with HUD regulations, the environmental effects of each activity carried out with federal funds must be assessed. In addition to the environmental site assessments conducted by the applicant, the City will conduct an environmental review in accordance with the HUD requirements as per 24 CFR Part 58.34-37, which is explained in detail at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/environment/review](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/environment/review). Compliance with environmental review requirements is **mandatory prior to the applicant entering into any choice-limiting agreements or taking any physical action on a site**. The selected applicant(s) shall be responsible for providing information and relevant documents necessary to accomplish the environmental review. For most projects the City will require a Phase I environmental site assessment conducted in accordance with standards developed by the American Society for Testing and Materials, and if applicable, a follow-up Phase II assessment and if applicable, a Remedial Action Plan. For more information on the City's environmental review procedures, contact Lionel Rigler, Senior Project Manager, 860-757-9277, [rigl001@hartford.gov](mailto:rigl001@hartford.gov).

### C. Historic Preservation

Section 106 of the National Historic Preservation Act of 1966 (revised) requires that all federally funded agencies consider the effect of the proposed project on existing historic resources. Any rehabilitation or new construction project subsidized by City must be reviewed under the Section 106 procedures established by the Federal Advisory Council on Historic Preservation. For more information, contact Mr. Rigler, Senior Project Manager, 860-757-9277, [rigl001@hartford.gov](mailto:rigl001@hartford.gov).

### D. Lead-Safe Housing

Any project involving the rehabilitation of a property built before 1978 must comply with the Residential Lead-Based Hazard Reduction Act of 1992 and the EPA's *Lead Renovation, Repair, and Painting Program*.

### E. Radon

All rehabilitated and newly constructed properties must be tested to confirm levels of radon infiltration, and radon mitigation systems are required if test results exceed EPA allowable exposure levels. Test results and proposed mitigation information must be submitted to the City.

## **F. Goals for Employing Minority, Women Owned Businesses and Hartford Residents**

The City requires all recipients of HOME funds to comply with the municipality's Affirmative Action and Equal Opportunity contract requirements and goals. The intent of these requirements is to enhance the inclusion of minority and women contractors and/or trades-workers in City projects. The City maintains the following requirement and goals:

- Minority Subcontractor Utilization: Contractors are required to set-aside for Minority Business 15% of the total construction work.
- Minority/Female Trades-worker Participation: 15% of the total hours, by trade, shall be worked by minority and female trade-workers.
- Hartford Resident Participation: 30% of the total project shall be worked by Hartford residents.

Additional information about the requirements and the City's minority contractor certification process is available at [www.hartford.gov/compliance](http://www.hartford.gov/compliance).

## **G. Employment and Economic Opportunity for Low and Very Low Income Persons**

In addition to the goals set by the City as described above, developers with projects that receive City funding of \$200,000 or more must meet HUD "Section 3" requirements. To comply with these requirements, the general contractor, as well as any subcontractors with a subcontract exceeding \$100,000, is subject to the requirements of HUD's Section 3 regulation which seeks to ensure employment and other economic opportunities are directed to low- and very low-income persons.

## **H. Accessible and Adaptable Housing**

Applicants must comply with the Fair Housing Act of 1968 and Section 504 of the Rehabilitation Act of 1973 and the State of Connecticut accessibility requirements. Accessible housing is designed and constructed as per State Basic Building Code Standards to provide physical accessibility to person(s) with mobility impairments and who use mobility aids such as wheelchairs, canes, walkers and/or crutches or braces. Included in this definition are also the provisions of the State of Connecticut Basic Building Code related to meeting the needs of Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development, new construction projects receiving Federal financial assistance (e.g. HOME, etc.) must provide a minimum of 5% of the dwelling units or at least one unit in a multifamily housing project, whichever is greater, for persons with mobility impairments. ("Multifamily housing project" means a project containing five or more dwelling units. "Project" means the whole of one or more residential structures, which are covered by a single contract for Federal financial assistance – whether or not located on a common site.) A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in 24 CFR Part 8, Subpart C, Section 8.32 Accessibility Standards is considered accessible. An additional 2% of the total units (but not less than one unit) in such a project shall be accessible for persons with hearing or vision impairments. The requirements for new construction apply to substantial rehabilitation projects that have 15 or more units and the cost of the alterations is 75% or more of the replacement cost of the completed facility.

## **I. Property Management**

The City requires all HOME recipients to obtain third-party management companies to manage rental properties financed with HOME funds unless the property owner can demonstrate he/she has record of successful property management experience.

## **J. Debarment**

An applicant may not receive HOME funds from the City if the applicant organization or member of the development team (including consultants) has been debarred and listed on EPLS (Excluded Parties List System), available via at [www.sam.gov](http://www.sam.gov). The general contractor may not hire trade sub-contractors if they have been debarred and listed on EPLS.

## **K. Affirmative Fair Housing Marketing Plan**

All developments with five (5) or more HOME-assisted units are required to submit an Affirmative Fair Housing Marketing Plan that outlines methods for providing information and otherwise attracting eligible persons in the housing market area to the available housing without regard to race, color, national origin, sex, sexual orientation, religion, familial status or disability.

A copy of the City's HOME Program Affirmative Marketing policies and procedures is included as Attachment 3 of this manual.

## **L. Prevailing Wage Requirement**

Developments with twelve (12) or more HOME-assisted units are required to pay at rates not less than the prevailing wages as determined by the Secretary of Labor, referred to as Davis Bacon wages. Information about Davis Bacon prevailing wages and requirements is available at <http://www.dol.gov/whd/govcontracts/dbra.htm>.

## **M. Prohibition Regarding Delinquent Taxes**

The City is prohibited from providing funds to any entity that is delinquent in paying taxes, loans, fines, fees and other funds owed to the City of Hartford. Entities include corporations or corporate stock holders, members of partnerships, or individuals. Applicants must complete the declaration of delinquency included in the HOME application.

## **N. Identity of Interest**

Applicants must indicate if they have any ownership interest in the general contracting company selected to construct the project. If an interest exists, the City will limit the amount of profit and overhead and general requirements to a maximum percentage of the total construction.

## **O. Submission of All Items Listed on the Closing Checklist**

All projects receiving HOME assistance will be required to obtain the items listed on the Closing Checklist included in Attachment 6.

## **P. Factors Used by the City to Evaluate Projects**

The City considers the following factors in evaluating projects for HOME assistance:

- **Project Completeness:** Applications for HOME funding must be complete. Incomplete applications will not be reviewed until the Division has received all the required information.
- **Site Control:** Applicants must provide evidence of efforts to obtain site control (option, purchase contract, deed).
- **Experience & Development Team:** Applicants must provide documentation to demonstrate sufficient financial, development and managerial capabilities. The managing development partner must provide evidence of experience developing housing similar to that in your application. Resumes and references of the managing development partner(s) must be included. The skills and roles of all development partners should be indicated. If the applicant has developed projects with financing

from the City, it must have a satisfactory record for those projects.

- **Consistent with Local Needs & Demand:** Each proposed development will be evaluated to ensure it is consistent with local needs and demand. Projects must meet local needs/demand as evidenced by both of the following:
  - \* **Consistency with the City of Hartford Consolidated Plan:** Applicants can receive a copy of the Consolidated Plan from <http://grants.hartford.gov/WebFiles/report-con.aspx>
  - \* **Comparative Market Analysis (CMA) or Other Market Analysis:** Applicants should provide information that indicates there is a need for the housing they propose to develop and that the development will be competitive in the local market.
- **Readiness to Proceed and Ability to Complete Project on Time:** Applicants should provide a realistic timeline and milestones for their proposed projects. *NOTE: HUD requires all projects to be completed within four (4) years from the date the written HOME agreement is executed (e.g., the HOME loan closing date).*
- **High Quality Site Plans, Construction Drawings, and Specifications:** Applications with professionally-prepared design and construction documents will move more quickly through the design and construction review processes.
- **Financial Feasibility:** Proposals will be evaluated by the extent to which the applicant has demonstrated the overall soundness of the financial assumptions and that the request for funding from the City for gap funding/financing is reasonable and necessary.



## **Section 4:** Attachments

- |                     |  |
|---------------------|--|
| <b>Attachment 1</b> | <b>Homeownership Projects - Checklist of Required Documents</b>  |
| <b>Attachment 2</b> | <b>Rental Projects - Checklist of Required Documents</b>   |
| <b>Attachment 3</b> | <b>City of Hartford HOME Investment Partnerships (HOME)<br/>Program <i>Affirmative Marketing Policy and Procedures</i></b> |
| <b>Attachment 4</b> | <b>HOME Standards for Rehabilitation and New Construction</b>  |
| <b>Attachment 5</b> | <b>City of Hartford Homeownership Housing Development<br/>Underwriting Standards</b>                                       |
| <b>Attachment 6</b> | <b>HOME Closing Checklist</b>  |

**Attachment 1**  
**Items Required for HOME Homeownership Project Applications**

Required Application Items	Check if Attached to Application
1. Project Area Map indicating location of project	
2. Proof of Site Control (deed, option, contract)	
3. Site and Floor Plans, Elevations or Renderings	
4. Market Study/Needs Assessment	
5. Appraisal Supporting Price for Acquisition (*) and To-Be-Completed Appraisal for each unit type and style	
6. Staff and Development Team Resumes/References	
7. General and Affirmative Marketing Plans	
8. Current Award Letters for Project Funding/ Financing and Funding Commitment Letters	
9. Audited Organizational/Personal Financial Statements (3 years)	
10. Letters Indicating Community Support	
11. Current Letters of Partnerships (*)	
12. Loan Payoff Amount if property has debt (*)	
13. Relevant Real Estate Transaction Documents (mortgage notes/deeds, etc.)	
14. Tax Credit Application, Tax Credit Reservation Letter (*)	
15. Phase I & Phase II Environmental Site Assessments (*)	
16. Proof of non-debarment from sam.gov	
17. Form W-9 Request for Taxpayer Identification #	
18. Copy of Certification of Incorporation or Articles of Organization	
19. List of Organization's Board of Directors (*)	
20. Photographs of the site	
21. Relocation Plan (*)	
22. CT Certificate of Corporate Good Standing	

(\*) If applicable

*Note:* The City may request additional items as appropriate for project review.

**Attachment 2**  
**Items Required for HOME Rental Project Applications**

Required Application Items	Check if Attached to Application
1. Project Area Map indicating location of project	
2. Proof of Site Control (deed, option, contract)	
3. Site and Floor Plans, Elevations or Renderings	
4. Market Study/Needs Assessment	
5. Appraisal Supporting Price for Acquisition (*)	
6. Staff and Development Team Resumes/References	
7. General and Affirmative Marketing Plans	
8. Current Award Letters for Project Funding/ Financing and Funding Commitment Letters	
9. Audited Organizational/Personal Financial Statements (3 years)	
10. Current Rent Roll for occupied properties (*)	
11. Letters Indicating Community Support	
12. Current Letters of Partnerships (*)	
13. Loan Payoff Amount if property has debt (*)	
14. Relevant Real Estate Transaction Documents (mortgage notes/deeds, etc.)	
15. Tax Credit Application, Tax Credit Reservation Letter (*)	
16. Phase I & Phase II Environmental Site Assessments (*)	
17. Property Management Plan (*) (self-managed properties)	
18. Proof of non-debarment from sam.gov	
19. Form W-9 Request for Taxpayer identification #	
20. Copy of Certification of Incorporation or Articles of Organization	
21. List of Organization's Board of Directors (*)	
22. Photographs of the site	
23. Relocation Plan (*)	
24. CT Certificate of Corporate Good Standing	

(\*) If applicable

*Note:* The City may request additional items as appropriate for project review.

## Attachment 3

### City of Hartford Department of Development Services Housing Division

#### HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM AFFIRMATIVE MARKETING POLICY AND PROCEDURES

##### STATEMENT OF POLICY:

In accordance with the Regulations of the Home Investment Partnerships (HOME) Program as defined in 24 CFR Part 92 Final Rule dated September 16, 1996 Subpart 92.351, as amended, and in furtherance of the City of Hartford commitment to non-discrimination and equal opportunity in housing, the City of Hartford establishes procedures to affirmatively market units created under the HOME Program. This policy applies to rental and homeownership development projects containing five (5) or more HOME-assisted units funded through the City of Hartford's HOME Program, including housing that is subsidized with tenant-based or project-based rental assistance. The procedures are intended to further the objectives of the Federal Fair Housing Act or Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and the U.S. Department of Housing and Urban Development's (HUD) final rule entitled *Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity* dated March 5, 2012.

Housing funded by the City of Hartford's HOME Program shall not involve discrimination against any individual or family otherwise eligible for HUD-assisted housing, including housing acquired, rented or rehabilitated with HOME funds. Property owners and property managers of HOME funded properties must make housing available without regard to race, color, religion, sex, age, actual or perceived sexual orientation, gender identity, marital status, national origin, disability and familial status. Property owners and property managers of HUD-assisted housing are prohibited from inquiring into an applicant or occupant's sexual orientation and gender identity for the purpose of determining eligibility or otherwise making housing available.

*Family* includes, but is not limited to regardless of marital status, actual or perceived sexual orientation, or gender identity, the following: (1) A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or (2) A group of persons residing together, and such group includes, but is not limited to: (a) A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family); (b) An elderly family; (c) A near-elderly family; (d) A disabled family; (e) A displaced family; and (f) The remaining member of a tenant family. *Gender identity* means actual or perceived gender-related characteristics. *Sexual orientation* means homosexuality, heterosexuality, or bisexuality.

Property owners/developers selected for participation in the HOME Program must comply with the City of Hartford's HOME Affirmative Marketing Policy and Procedure requirements throughout the HOME Affordability Period when developing rental projects and for the period of

the initial property conveyance for homebuyer projects. The “Affordability Period” is five years when the amount of HOME funds invested per HOME-Assisted unit is less than \$15,000; ten years when the amount is between \$15,000 and \$40,000; fifteen years when the amount is greater than \$15,000; or twenty years if the development project included new construction of rental housing. These requirements are included in the HOME Loan/Grant Agreement in the form of deed restrictions. Failure to carry out the Agreement could make an owner ineligible to participate in the HOME Program with future projects.

The City of Hartford is committed to the goals of affirmative marketing which will be implemented as part of the HOME Program through a specific set of steps that the City and participating owners/developers will follow. These goals will be reached through the following procedures:

**1. Informing the public, potential tenants, and owners about Federal fair housing laws and affirmative marketing policy.**

Through its Department of Development Services’ Housing Division, the City of Hartford will inform the public, potential tenants and homebuyers, and property developers/owners about this policy and Federal fair housing laws. The Housing Division will:

- Inform the general public about Federal fair housing laws and the City of Hartford’s HOME Affirmative Marketing Policy by placing information on the City’s Website within the Department of Development Services Housing Division Webpage that describes the HOME Program.
- Provide every HOME Program applicant with a copy of its Affirmative Marketing Policy and Procedures.
- Make copies of the HOME Affirmative Marketing Policy and Procedure document available at the City’s Housing Division office.

**2. Requirement for developers/owners to inform the general renter/potential homebuyer public about available rehabilitated or newly constructed units.**

It is the City of Hartford’s policy to require substantial steps by HOME project owners/developers to carry out affirmative marketing. Owners/developers should provide for costs associated with these requirements in their planned development budgets and/or operating budgets.

Developers/owners must include the Equal Housing Opportunity logo, or slogan (“Equal Housing Opportunity”), in all marketing/advertising materials and/or notices posted and/or sent to community organizations.

If it is feasible to advertise in advance of selecting a tenant/homebuyer, without holding units off the market, property owners will be required to make information on the availability of units known through:

- \* Advertisements in the *Hartford Courant* newspaper, if the owner ordinarily advertises available rentals/homeownership units in news media. (In addition to hard copy newspaper advertisements, owners may choose to use the Internet by advertising in the *rent.com* website for available rental units and by advertising in the *realtor.com* website for available homeownership units. However, the use of Internet advertising shall not replace the use of advertising in the *Hartford Courant* newspaper.)
- \* Notifying the Hartford Housing Authority and Imagineers, LLC requesting that staff inform applicants on their Section 8 Housing Choice Voucher Certificate waiting list about upcoming rental vacancies. (Imagineers, LLC, a housing services organization, located on Farmington Avenue in Hartford manages the City's Section 8 program.)

### 3. Special Outreach

In order to inform as well as solicit applications from persons in the housing market area who are not likely to apply for units without special outreach, the City of Hartford has established methods property developers/owners must use in order to reach this objective. The City of Hartford has identified three segments of its housing population who would probably not apply for units without special outreach. One segment of its population concerns African American residents who ordinarily would not apply for units in the South Green neighborhood, the Behind the Rocks neighborhood, and in the Frog Hollow neighborhood. The other two segments of the population are White and Hispanic residents who would probably be less likely to apply for units in the Northeast, Clay Hill Arsenal, Blue Hills and Upper Albany neighborhoods.

Having identified these three segments of our population, we require that owners/developers use special outreach methods as follows:

#### **For housing developments in the South Green, Behind the Rocks, and Frog Hollow neighborhoods:**

- Owners who ordinarily advertise rental property/homeownership units must place advertisement in the *Northend Agent* or the *Hartford Inquirer* - newspapers whose circulation are primarily among African American residents of the community.
- Owners who do not ordinarily advertise in the news media must contact the following organization in Hartford that has agreed to make rental/homeownership unit information available to members and clients:

Urban League of Greater Hartford, Inc.  
140 Woodland Street  
Hartford, CT 06105  
Telephone: 527-0147

[www.ulgh.org](http://www.ulgh.org)

**For housing developments in the Northeast, Clay Hill Arsenal, Blue Hills and Upper Albany neighborhoods:**

- Owners who ordinarily advertise rental property/homeownership units must place advertisement in the *Hartford News* - a newspaper whose circulation is primarily among White and Hispanic residents of the community.
- Owners who do not ordinarily advertise in the news media must contact the following organization in Hartford that has agreed to make rental/homeownership unit information available to members and clients:

(CRT)  
555 Windsor Street  
Hartford, CT 06120  
Telephone: 860-560-5600  
<http://www.crtct.org>

**4. Recordkeeping**

The City of Hartford will require that owners keep records on:

1. The sex, race and ethnicity of tenants and applicants during the initial post construction lease up period and for all rental vacancies thereafter throughout the HOME Affordability Period.
2. The sex, race and ethnicity of homebuyers and applicants during the construction period and thereafter until all homebuyer units are sold.
3. Activities they undertake to inform the general public, specifically:
  - \* copies of advertisements placed in the *Hartford Courant*
  - \* copies of letters/notices/emails to the Hartford Housing Authority and Imagineers, LLC
4. Activities they undertake for special outreach, specifically:
  - \* copies of advertisements placed in the *Northend Agent*, *Hartford Inquirer* or *Hartford News*
  - \* copies of letters/notices/emails to the Urban League or CRT

**5. Performance Assessment**

The affirmative marketing efforts of property developers/owners will be assessed annually by the City of Hartford as follows:

- \* To determine if good faith efforts have been made on part of the owner, the City will examine affirmative marketing records that owners are required to maintain in accordance with this policy.
- \* To determine results, the City will assess property owner's affirmative marketing efforts in relation to whether or not persons from the variety of racial and ethnic groups in our area and in particular African Americans, Whites and Hispanics have in fact applied for and/or become tenants/homeowners in the rehabilitated/newly constructed units.

If the representation of racial/ethnic groups is not broad or the identified groups are not represented, the City will review the affirmative marketing procedures to determine what changes, if any, might be made to make the affirmative marketing efforts more effective in informing persons in all groups about rental and homeownership opportunities.

The Housing Division will also ask property developers/owners for their analysis and suggestions concerning our affirmative marketing policy and procedure requirements.

## **6. Corrective Action**

The City of Hartford will take corrective action if we find that an owner fails to carry out the required procedures or fails to maintain the records on tenants/homeowners and applicants in accordance with this policy.

If problems are identified, the City will discuss ways to improve owner's efforts prior to taking corrective actions.

As an initial step, the City may require owners with rental vacancies to notify the City of Hartford's Housing Division immediately upon learning that a unit will become vacant. Owners will be asked to provide this information as close to 30 days prior to the upcoming vacancy as possible. The Housing Division staff will then be able to verify on a "spot check" basis if these owners are following the prescribed procedures.

The City will carry out its assessment activities, and prepare a written assessment of affirmative marketing efforts to submit an Annual Performance report to HUD.

Revised: June 2, 2016



## Attachment 4

### HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) STANDARDS FOR REHABILITATION AND NEW CONSTRUCTION

Administered by the City of Hartford  
Department of Development Services  
Division of Housing

#### **GENERAL REQUIREMENTS**

These Rehabilitation Standards have been documented by the City of Hartford to ensure that all HOME-assisted housing is, at a minimum, decent, safe and sanitary. Developers/owners obtaining HOME funding for purposes of developing/sustaining affordable housing – new construction, moderate rehabilitation and/or substantial rehabilitation - must comply with these standards.

Housing that is constructed or rehabilitated with HOME funds must meet all applicable local codes, State of CT Building Code requirements, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. In the absence of a local code for new construction or rehabilitation, HOME-assisted new construction or rehabilitation must meet, as applicable: one of two model codes: Uniform building code (ICBO) or National Building Code (BOCA).

Construction of all manufactured housing must meet the Manufactured Home Construction and Safety Standards established in 24 CFR Part 3280. These standards pre-empt State and local codes covering the same aspects of performance such as housing.

All rehabilitation must, at a minimum, meet the housing quality standards set forth in both the HOME Program 24 CFR 92 and the Section 8 Moderate Rehabilitation Program 24 CFR Part 882.

***Moderate Rehabilitation*** – All work directly involved in the rearrangement of interior space, the replacement of finish materials or components of the electrical, plumbing, heating or conveyance systems of an existing multi-family residential building. Work and improvements are considered to be more than routine maintenance and repair.

***Substantial Rehabilitation*** – All work directly involved in the rearrangement of interior space that involves alteration of load bearing partitions and columns; the replacement of the electrical, plumbing, heating or conveyance systems; and the addition to and/or major conversion of existing multi-family residential buildings or other building structures.<sup>1</sup> Generally, substantial rehabilitation projects have a total cost of alterations that is 75% or more of the replacement cost of the completed facility.

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<sup>1</sup> Electronic Code of Federal Regulations – Title 7 – Part 1924 – Construction and Repair – Subpart A – Exhibit K - <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2933c2c973f1eef95330f0ae8c18f24c&rqn=div9&view=text&node=7:12.1.2.7.17.1.1.17.34&idno=7>

**All methods and materials in this document must be utilized/adhered to or their 'equivalent.'**

When the Connecticut Housing Finance Authority (CHFA), United States Department of Housing and Urban Development (HUD), or the State of Connecticut Department of Economic & Community Development (DECD) has a financial interest in the development that is greater than the City of Hartford's, then their Rehabilitation Standards may take precedence over the City's. In all cases the provisions of the HOME Investment Partnerships Program regulations must be adhered to.

**Energy Star Building**

HUD and the City of Hartford encourage housing developers to undertake activities that promote the use of energy efficient residences for low-income persons/households. One way in which this can be accomplished is to incorporate ENERGY STAR qualified products and practices when conducting substantial rehabilitation or when constructing new housing. ENERGY STAR dramatically lowers utility bills, improves comfort and increases project value and affordability for owners or tenants - typically making ENERGY STAR homes 20–30% more efficient than standard homes. These savings are based on heating, cooling, and hot water energy use and are typically achieved through a combination of:

- Building envelope upgrades
- High performance windows
- Controlled air filtration
- Upgraded, efficient heating & air conditioning systems
- Tight duct systems
- Upgraded water-heating equipment

Newly constructed housing must meet the current edition of the Model Energy Code (MEC) published by the Council of American Building Officials. Developers are strongly encouraged to use ENERGY STAR-Certified homes specifications that are higher than MEC standards.

In 1995, the ENERGY STAR standard was extended to the building industry by applying the Department of Energy's Home Energy Rating System (HERS). Any single-family or multifamily residential building that is three stories or less in height can qualify to receive the ENERGY STAR label (certification). ENERGY STAR-Certification is earned only after the home's energy efficiency is verified by an independent third-party accredited home energy rater. HERS contractors review plans for performance, evaluate and rate efficiency, provide independent inspections/tests, and award ENERGY STAR labels for each unit. To locate HERS Certified Contractors in Connecticut visit:

<http://www.natresnet.org/programs/providers/directory.htm>.

**ENERGY STAR Version 3.0: All homes with permit dates after January 1, 2012 must be qualified under Version 3.**

The new Version 3.0 guidelines incorporate a host of cost-effective energy efficiency technologies and building science practices that will improve the efficiency, durability, and indoor air quality of ENERGY STAR qualified homes. With Version 3, homes must meet baseline ENERGY STAR requirements, still using either a prescriptive or performance path (e.g., the two paths to qualify a home to earn the ENERGY STAR). Both options are based on

a set of specifications called the ENERGY STAR Reference Design. HERS scores are site specific based upon a calculated HERS Index Target. In addition to the baseline requirements, there are new checklists with detailed mandatory requirements for Thermal Enclosures, HVAC Quality Installation, and Water Management. ENERGY STAR-Certified homes Version 3.0 are independently verified to be at least 20% more energy efficient than homes built to the 2009 International Energy Conservation Code (IECC).

ENERGY STAR-Certification may increase development cost by approximately \$1,000 - \$2,000 per unit, depending on location, architect and builder experience. HERS Certification costs are approximately \$0 - \$450 per unit depending on the source of the certification. Costs may be offset by enhanced design and building method alterations, utility rebates & incentives, tax credits – up to \$2,000 for builders, and a lifetime of energy efficiency. For more information about support and incentives in Connecticut contact CL&P @ 860-665-2723 or UI @ 203-499-3676.

The lead agency for ENERGY STAR is the EPA. For more information, visit:

<http://www.energystar.gov>.

### **Accessible Housing**

Housing must meet accessibility requirements at 24 CFR Part 8, which implements Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and covers multifamily dwellings, as defined at 24 CFR 100.201, must also meet the design and construction requirements at 24 CFR 100.205, which implement the Fair Housing Act (42 U.S.C. 3601-3619).

Any homebuyer housing units newly constructed or substantially rehabilitated in a program or activity receiving Federal financial assistance shall be accessible upon request of the prospective buyer if the nature of the handicap of an expected occupant so requires. In order to meet this requirement, developers must develop Adaptable units to facilitate a conversion to an accessible unit when necessary.

Adaptability means the capability by design of certain building spaces and elements, to be altered or added to so as to accommodate the needs of persons with and without disabilities, or to accommodate the needs of persons with different types or degrees of disability.

Minimum design criteria for a building or structure to be considered adaptable:

1. Entrance at grade or with a ramp.
2. Wide doorways – 36” minimum clear opening.
3. Wide hallways – 48” minimum clear opening.
4. Minimum 5’0” turning radius in kitchen and bathroom.
5. Extra blocking in bathroom walls for grab bars.

### **Lead-Based Paint Hazard Remediation Requirements**

Housing assisted with HOME funds is subject to: the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846); the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856); the implementing regulations of the Lead Safe Housing Rule at 24 CFR Part 35, subparts A, B, J, K, M and R of this title for all work on homes built before 1978; and the Lead, Renovation, Repair and Painting Program Final Rule, dated April 22, 2008, at 40 CFR Part 745.

Exemption of Historic Properties from the lead abatement requirement – 24 CFR 35.115(a)(13) where abatement of lead based paint hazards or lead based paint is required by this part and the property is listed or has been determined to be eligible for listing in the National Register of Historic Places or contributing to a National Register Historic District, the designated party may, if requested by the State Historic Preservation Office, conduct interim controls in accordance with CFR 35.1330 instead of abatement.

If interim controls are conducted, ongoing lead-based paint maintenance and reevaluation shall be conducted as required by the applicable subpart of this part in accordance with 24 CFR 35.1355.

A lead risk assessment is required if the property being rehabilitated was built before 1978, the work is going to disturb a painted surface and the property is receiving more than \$ 5,000.00 per unit. All lead hazards identified in the lead report are considered priorities and will take precedence over other improvements. If the property is receiving more than \$ 25,000.00 per unit lead based hazards must be abated. If HOME funding is combined with another program that requires abatement, then abatement must be used.

### **Regulated Asbestos Containing Material Requirements (RACM)**

Housing assisted with HOME funds must comply with the asbestos removal requirements set forth in the Federal Register of the Environmental Protection Agency, 40 CFR Part 61 National Emissions Standards for Hazardous Air Pollutants; Asbestos NESHAP Revisions, Volume 55 No.224 of November 20, 1990/Rules and Regulations Sec. 61.145 Standards for demolition and renovation, and State of Connecticut Regulations of the Department of Health Services, Standard for Asbestos Abatement.

### **Priority of Improvements**

Code improvements that may affect the health and safety of the occupants as well as lead-based paint and asbestos hazards are considered priorities and will take precedence over other improvements.

Rehabilitation improvements should be designed to address obsolescence, improve energy efficiency and extend the useful life of the property.

### **Health and Safety**

#### **1. Smoke and Carbon Monoxide Detectors:**

- a. Smoke alarms shall be installed in each separate sleeping room and outside each separate sleeping area in the immediate vicinity of the bedrooms, as well as a minimum of 1 smoke detector on each level of the dwelling, including the basement level. When more than one smoke detector is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in an individual unit. The required smoke alarms shall receive their primary power from the building wiring except as allowed by building code.
- b. Carbon monoxide detectors shall be installed outside of each sleeping area in the immediate vicinity of the bedrooms. When more than one carbon monoxide detector is required to be installed in an individual dwelling unit, the alarm devices shall be interconnected. The required carbon monoxide detectors shall receive their primary power from the building wiring except as allowed by the building code.

Exceptions for smoke detectors and carbon monoxide detectors:

- 1) Smoke detectors and carbon monoxide detectors may be battery operated and are not required to be interconnected when other remodeling considerations do not require the removal of the appropriate wall and ceiling to facilitate the installation of concealed interconnected wiring.
  - 2) Alterations to the exterior surfaces of dwellings such as, but not limited to, re-roofing, re-siding, window replacement, deck construction without roofs are exempt from the above stated requirements.
2. Repairs to domestic water supply and waste removal.
  3. Lead-based paint hazard reduction to render structure lead safe for structures built prior to 1978. All work performed must conform to Lead Safe Work Practices. After work is completed all work areas should be HEPA vacuumed, washed with detergent and rinsed just prior to Lead Clearance testing. All Lead Clearance testing to be conducted by an Independent, Connecticut certified Lead Inspector.
  4. Roofing, gutters and downspouts where infiltration of water into the home is evident.
  5. Repair or replacement of structural damage.
  6. Reconditioning or replacement of unsafe electrical systems, plumbing and heating systems.
  7. In accordance with the requirements set forth in 40 CFR Section 61.145 Standard for demolition and renovation, if friable asbestos is present or if in the course of proposed rehabilitation activities, materials suspected of containing asbestos might be disturbed, a State of Connecticut Certified Asbestos Inspector will conduct an inspection of the asbestos containing material, and develop a management plan. Asbestos removal and disposal must be conducted by a Connecticut licensed Asbestos Abatement Contractor. Clearance testing to be conducted by a Connecticut Certified Asbestos Inspector.
  8. If mold is present it must be removed. Preventive measures should then be taken which may include additional ventilation and prevention of water infiltration at a minimum. It may also be necessary to replace sheetrock with GP Denshield or similar products which do not contain cellulose.
  9. Wall-to-wall carpeting may not be installed in kitchens, bathrooms, laundry rooms, basements or other damp areas.

### **Historic Preservation**

Historic Commission approval must first be obtained before Building Permits will be issued for work on Historic Properties. No work may begin until a Building Permit is issued.

Building Permit Applications must include a complete Application for Historic Review which must include photos of the front of the property, photos of sides that work will be performed on, photos of the streetscape, including adjacent buildings, close-up photos of all features being worked on, and project specifications including scaled drawings when possible, describing the nature of the rehabilitation work that will take place and the type of materials that will be used.

For new construction, other items such as architectural drawings, manufacturers' literature, location sketches and product samples should also be submitted if available. If not submitted with the application, these items may be requested during the review process.

All applications for new construction and building additions must include scaled drawings of the same quality and type as are requested during the review process.

## **REHABILITATION STANDARD SPECIFICATIONS**

### **GENERAL:**

All work shall be completed by the contractor in strict accordance with the current Connecticut State Building Code, current NFPA 101 Life Safety Code, current National Electric Code, and current National Plumbing Code and as specified herein. Heating, Plumbing and Electrical subcontractors shall be duly licensed in Connecticut and credentials shall be submitted for approval prior to start of work. All work shall be completed in strict conformance to all local ordinances, codes, and by-laws. Contractors are required to obtain all permits, pay all permit fees and schedule all inspections required by the City of Hartford Department of Development Services' Licenses and Inspections Division.

### **Wood Framing**

Flooring –  $\frac{3}{4}$ " plywood screwed & glued. Wall & roof sheathing shall be 5/8" CDX plywood. Wood studs min size 2x4 @ 16" OC construction grade MC=19%. Wood joists and rafters shall be DF#2 MC=19%. Provide solid blocking at the ends of all joists and at mid-height of all stud walls unless otherwise detailed. All nailing and fastening shall be per CT State Building Code. Use pressure treated lumber for porches & railings except where TREX® **composite decking & railings** are specified for use.

### **Masonry Repair**

Repair of masonry fireplaces shall be in accordance with all CT State Building Code and NCMA requirements. Mortar shall be type S. Concrete shall be 3000 psi @ 28 days. Chimneys are to be repaired, re-pointed and sealed as needed. Flashing and leaded counter flashing is to be replaced whenever the roof is replaced. Crickets are to be installed when appropriate. Chimneys that have no liners or damaged liners must have new stainless steel liners installed, sized for the new heating systems.

### **Insulation**

The following are recommended insulation R values for Hartford (Zone 5). Every effort must be made to meet these standards, however, areas that are not readily accessible, such as exterior walls, and finished ceilings etc. may not be practical to upgrade to the recommended levels.

**Basement** – Insulate and seal the rim joist and the floor above the unfinished basement with R-30 insulation.

**Walls** – Install R-5 to R-6 foam on the exterior walls. This upgrade would be made only during the installation of new exterior siding.

**Attic** – Install additional insulation to achieve R-49 insulation. Weather strip and insulate attic access panels or doors. All overhead lighting accessible from the attic must be IC rated light fixtures. All penetrations in the attic must be sealed using **fireproof foam** only.

### **Infiltration Sealing**

Use spray foam to seal pipe, wire and other penetrations especially in the attic and basement areas. Refer to Attic insulation above regarding lighting and other penetrations in the attic.

### **Vinyl/ Wood Windows**

All new vinyl or wood replacement or new construction windows to be installed must be Energy Star Qualified windows for the Northern Climate (Zone 5) U-Factors of .30 or less. Refer to Energy Star Standards for Windows.

### **Exterior Doors**

Exterior doors shall be steel insulated with combination storm/screen door as manufactured by Stanley. Deadbolt and passage sets for each unit to be keyed alike. All egress doors to be latched (not keyed) deadbolts. Refer to Energy Star Standards for Exterior Doors. Garage doors and components: Overhead Door Co. Standard for garage doors is insulated doors without windows. Basement (bulkhead) doors shall be painted steel doors as manufactured by Bilco doors. There should also be an insulated door installed between the bulkhead and the interior of the basement.

### **Plumbing Specifications**

Toilets - American Standard, Toto, Kohler 1.6 gallon with solid plastic seat Olsonite. Lavatories - American Standard one piece. Kitchen sinks - Elkay pacemaker psr 33-22 (4-hole) double bowl. Replace old supply lines and disposals (if present). Faucets - Moen, Kohler, or Price-Pfister. Tub-showers - fiberglass Aquaglas #AG6088tl 5'-0" with shower door. All piping shall be copper tube used throughout for all piping including heating system. Insulate all domestic hot water piping with 1/2" ImcoLock. Install all water piping with sufficient number of valves & drains for winterization. Provide brass plugs or drains at all low points and pitch all piping. Install all water piping on interior walls and in no case shall any water lines be installed in exterior walls. Provide shut-off valves at each fixture and to isolate each bathroom. Valves shall be full-port Apollo ball valves. Valves at fixtures to be chrome plated. All drainage, waste, and vent piping shall be schedule 40 PVC. Provide and install Symmons laundry-mate for washer hook-up. Hot water heater shall be high-efficiency. Refer to the Energy Efficient Water Heating for rehab and new construction. Sump pumps – Zoeller pump company. All plumbing shall be in accordance with the National Plumbing Code.

### **Vinyl Siding**

Vinyl siding shall be premium thickness Mastic or Certainteed installed in strict accordance with Manufacturer's Specifications. Install continuous vinyl soffit vent system. Install aluminum coil stock over all exterior trim including but not limited to window trim, door trim, fascia and rake trim.

### **Gutters & Leaders**

Gutters & downspouts - seamless aluminum .032 minimum thickness. Do not use drain hubs if present.

### **Roofing, Underlayment and Ridge Vent**

Multiple layers of roofing are to be removed and disposed of. Install 1/2" CDX plywood sheathing if needed. Install Grace Ice and Water Shield over all eaves and valleys. Install 15lb. felt over all exposed sheathing. Install 30 year Architectural shingles as manufactured by Celotex, GAF, Owens Corning, Certainteed. Ridge vent: provide matching shingle clad ridge vent system for new ridge vent system to be installed on existing roof: use Ventsure® ridge vent. Chimney(s) to be repaired as needed (refer to Masonry section above). Flashing and leaded counter flashing should be replaced whenever the roof is replaced.

### **Electrical**

All electrical work performed as per National Electric Code. Bathroom and kitchen fans: Refer to Energy Star Qualified Products. All fixtures to be IC-Rated and Energy Star Qualified.

### **Interior Walls & Ceilings**

Walls & ceilings - 1/2" gypsum board. In bathrooms use GP Denshield or Moisture Resistant sheetrock. Type X fire rated 5/8" gypsum with 1 hour rating shall be used in all areas required by building code.

### **Finish Flooring**

All flooring to be installed according to manufacturer recommendations. Existing hardwood – refinish hardwood floors if present and in reasonable condition. New installations to be wood; wood laminate; vinyl (no-wax vinyl tiles or sheet vinyl with plywood underlayment); ceramic tile (install over 1/4" Hardibacker, grout and seal); or wall-to-wall carpeting utilizing a product that has a "Green Label" from the Carpet Research Institute.

### **Interior Doors & Trim**

Interior doors: six panel Masonite doors with 2-1/2" primed colonial trim. Baseboard - 3-1/2" colonial trim. Window trim - 2-1/2" colonial trim, painted or stained with polyurethane finish. Fire doors between garage and residence shall be not less than 1 3/8" thick fire rated for minimum 30 minutes or as required by building code, and shall be solid wood doors or honeycomb core steel doors per code with self-closing device.

### **Exterior Painting**

Prep, prime and repair surfaces using Lead Safe Work practices and accepted trade practices. Exterior trim – prime with Behr or Valspar oil-based exterior primer, finish with 2 coats of acrylic Behr or Valspar gloss paint. Exterior walls – prime with Behr or Valspar oil-based primer. Finish with 2 coats of acrylic Behr or Valspar flat paint. Porches (pressure-treated), prime and finish with 2 coats Cabot oil-based solid-body stain.

### **Interior Painting**

New drywall is to be cleaned and then primed with drywall primer. Prep, prime and repair surfaces using Lead Safe Work Practices. Interior surfaces to be painted with quality oil-based or acrylic primer such as Behr, Kilz or Valspar American Tradition.

Finish interior wall surfaces to be painted with 2 coats of acrylic eggshell finish such as Behr, or Valspar American Tradition. Trim and doors surfaces to be painted with 2 coats of acrylic semi-gloss finish such as Behr, or Valspar American Tradition.

### **Kitchen Cabinets, Vanities and Countertops**

Kitchen cabinets and vanities, such as Merrilat-Classic. All cabinets to be plywood box construction, solid oak face frames, doors (raised panel preferred) on semi-concealed hinges, shelves to be edge banded 3/4" plywood. Drawer shall be poplar box construction, plywood bottom and solid wood (raised panel preferred) drawer front with full extension ball bearing drawer slides. Interior of cabinet and drawers to receive two coats of wood sealer. Oak face frames, doors and exposed side panels to be one coat wood sealer and two coats polyurethane finish. Each cabinet will be provided with door/drawer pulls. Countertops - standard laminate countertops with minimum 6" backsplash. Sink cut-out to be sealed with polyurethane sealer prior to sink installation.



### **Exterior**

Landscaping – In order to give the home “curb appeal” it may be necessary to remove and replace shrubbery, trees, fencing or other components of the landscape. Bare soil must be mulched or reseeded for both appearance and to eliminate possible lead hazards.

Walkways – Public and private walkways needing repair or replacement must be installed by Contractors approved by the City of Hartford Engineering Department using DPW standards.

### **Driveways**

**All paving (new or repair) to be done by professional paving contractors must conform to accepted trade practices and local building codes.**

- Remove the existing asphalt topping and unsuitable sub-grade material from the driveway and parking area and dispose of offsite.
- Supply and install an 8” minimum reclaimed processed stone base to existing base - rolled and compacted to 95% (match existing driveway profile).
- Provide and apply a bituminous 3 inch loose topping, compacted to a 2 inch uniform depth over the entire driveway and parking area.
- Asphalt top course edges smooth and free from sharp aggregate and voids.
- Asphalt top course edges clean with tamp finish at 45 degrees.

### **ENERGY STAR STANDARDS AND QUALIFIED PRODUCTS**

All new products in the following categories (listed below) to be installed in each housing unit must be Energy Star Qualified products.

- Windows
- Exterior Doors / Storm Doors
- Roofing
- Appliances
- Heating and Cooling Equipment
- Boilers
- Furnaces
- Central Air Conditioning
- Thermostats
- Ventilation
- Lighting Products / Light Fixtures

Refer to the Energy Star web page [www.energystar.gov](http://www.energystar.gov) for more information and lists of manufacturers and suppliers.

### **OTHER ENERGY EFFICIENCY PRODUCTS / METHODS**

#### **House Wrap**

Place TYVEK house wrap over all wall sheathing, lapping over edges and ends with a six inch (6”) minimum. Begin installation at bottom of wall, with successive layers “shingled” upward for the full height of the wall. Wrap each layer around corners at a minimum of 12 inches.

#### **Duct Repair and Sealing**

Repair or replace damaged, disconnected and undersized ducts. Straighten and repair flexible ducts that are tangled or crushed. Clean and seal all connections to minimize leaks and to maximize efficiency.

### **Energy Efficient Water Heating**

When existing hot water tanks or systems are to be replaced, install tank-less (on demand) water heaters or indirect-fired hot water heaters with lined storage tank properly sized for each unit.

### **ENERGY STAR STANDARDS - MODERATE REHABILITATION**

When moderate rehabilitation is undertaken in each home/housing unit, energy efficiency should be a top priority to the extent practical and economically feasible.

Refer to these rehabilitation standards as well as the Energy Star web page [www.energystar.gov](http://www.energystar.gov) for more information and lists of manufacturers and suppliers. When moderate rehabilitation is undertaken that involves removal and replacement of products (e.g., windows, doors, appliances, fixtures, HVAC, etc.) the replacement products must be Energy Star Qualified Products if available. Products not yet Energy Star Qualified such as stoves and clothes dryers, should still be as energy efficient as practical and economically feasible.

### **Home Energy Audit**

It is recommended that a professional Home Energy Audit be conducted on all homes to be rehabilitated, so that specific measures can be taken to improve the energy efficiency in the home.

Audits may be available from local utility companies at lower cost.

### **ENERGY STAR STANDARDS - NEW HOMES / SUBSTANTIAL REHABILITATION**

New Energy Star Qualified Homes must meet strict guidelines for energy efficiency set by the U.S. Environmental Protection Agency. These homes are at least 20% more energy efficient than homes built to the 2009 International Energy Conservation Code (IECC), and must include energy saving features that typically make them 20-30% more efficient than standard homes.

Refer to the Energy Star web page [www.energystar.gov](http://www.energystar.gov) for more information and lists of manufacturers and suppliers.

## Attachment 5

### Underwriting Standards

#### City of Hartford - HOME Homeownership Housing Development Program

Revised: July 1, 2013

[Applicable to HOME funding commitments made after July 1, 2013]

#### **Mortgage Affordability Determination Method:**

-A **maximum front-end ratio of 30%** of the borrower's gross monthly income will be utilized by the City of Hartford to determine mortgage affordability. However, if the purchase is part of a CHFA or FHA purchase (first) mortgage program, then these agency's higher housing ratios up to 33% - will supersede the 30% maximum. Borrower is defined as the member(s) of the household (individual or family) that will obtain purchase mortgage financing for purposes of taking title to the property at the time of conveyance.

-A **minimum front-end ratio of 25%** is also required whenever the homebuyer is receiving any form of affordability gap financing from the City of Hartford (e.g., HOME Homeownership Housing Development Program funds or HouseHartford Homebuyer Assistance, etc.). The requirement for a minimum front-end ratio would not apply when a homebuyer will purchase the property for its fair market value (e.g., when the Purchase and Sale price is approximately equal to the appraised value) and the HOME funds invested are used solely to fill an appraisal gap.

-For purposes of determining mortgage affordability **gross income will be anticipated income** as defined in 24 CFR Part 5 (formerly commonly referred to as the Section 8 definition) – except, **only sources of regularly recurring actual income will be utilized.** Examples of income sources, include, but are not limited to: wages, salary, net income from the operation of a business, overtime pay, commissions, fees, tips, bonuses, social security, pensions, annuities, disability benefits, alimony, child support, regular gifts received from organizations or persons not residing in the dwelling (gift income must be evidenced by two years of cancelled checks), and other similar types of periodic receipts. (For purposes of assessing mortgage affordability, unemployment compensation would not be considered regularly recurring income.) In addition, actual income derived from interest and dividends and other net income of any kind from real or personal property is included - except for retirement funds (e.g., IRAs, Roth IRAs, 401Ks, 403bs, 457s, etc.) when the borrower is not withdrawing principal, interest or dividends from such accounts. Anticipated rental income from a multi-family (2-4 units) property (e.g., purchased under the HOME Program) will be counted at the rate of 75% of the 'cold-flat' monthly rental amount for conventional loans and 85% for FHA loans. (For purposes of assessing mortgage affordability, cold-flat rental income may not exceed the Hartford area 'HIGH HOME' rent - based on bedroom size, less utility allowances.) Regular recurring actual monthly income should be added to 75% (or 85% when applicable) of the 'cold-flat' monthly rental amount to determine total monthly income. The total monthly income is then multiplied by 30% (or up to 33% when applicable) to determine a maximum **PITI amount (principal, interest, taxes, insurance – both property hazard and private mortgage, and association fees when applicable).**

-A **maximum back-end affordability ratio** is required for all homebuyers. Total monthly debt (mortgage and other consumer debt) for the homebuyer(s) must not exceed 43% of the homebuyer's total monthly income. This ratio applies to buyers obtaining conventional and FHA/CHFA purchase mortgages. Homebuyers must provide a copy of a recent credit report. Installment debt with six months or less in remaining payments will not be included in calculating the ratio. Minimum monthly payments will be utilized for revolving debt. Debt and income from non-owner household occupants will not be considered when calculating these ratios.

-For purposes of determining mortgage affordability **gross anticipated annual income (and gross monthly income) will be calculated using the borrower's income – not all household members' income** as is required when assessing Program eligibility (under CDBG, HOME, NSP, Section 8, etc.). Generally, **other household members' income (adults and/or children that are not on the property title) will not be considered when determining affordability ratios**. Exceptions to this are when a non-owner household member is considered a permanent household member and the non-owner household member contributes to the borrower's income by paying rent or making regular cash contributions. To be considered as borrower's income for purposes of determining mortgage affordability, this other income must be documented in the form of an agreement, or a letter of explanation signed by the borrower and the non-owner household member. Any rental or other income received by a borrower from a non-owner household member will be capped at a maximum of 75% of the High HOME Program rent (based on bedroom size of the homeownership unit including utilities). For example, a single borrower will purchase and occupy a 3-bedroom property with a grandparent – who is not on the property title. The grandparent will regularly provide \$400 per month to the grandchild (single borrower) to assist with housing expenses. The full \$400 may be counted as other income of the borrower if both parties document their agreement as stated above. The maximum amount that could be counted in this scenario is \$1,003 (75% of \$1,337 – the 2012 High HOME rent including utilities for a 3-bedroom unit).

-**Homebuyers who own other real residential property** must liquidate the property before purchasing a HOME subsidized property. Sale proceeds must be used towards downpayment and/or closing costs to acquire the property subsidized by the HOME Program.

-**Homebuyer minimum initial investment** of \$1,000 for households with annual income less than or equal to 50% AMI, and \$2,000 for households with annual income between 51-80% AMI is required. Homebuyer cash may be used for an earnest deposit, mortgage downpayment, and/or closing costs. Cash invested must be reflected on the HUD-1 Settlement Sheet at closing and may include items paid by homebuyers outside of the closing (POC). Buyers may not receive cash back at closing, unless cash back is from a tenant's security deposit in a multi-family home – transferred at closing from the seller to the buyer.

-**Homebuyers with cash assets exceeding \$7,500.00** (excluding retirement accounts) must utilize those funds as a downpayment on the property subsidized by the HOME Program. The reduced amount of cash assets will be utilized when calculating actual income derived from cash assets when calculating mortgage affordability ratios. The requirement for a \$7,500.00 cash reserve maximum will not apply when a homebuyer purchases a property for its fair market value (e.g., when the Purchase and Sale price is approximately equal to the appraised value) and

the HOME funds invested are used solely to fill an appraisal gap. However, homebuyers receiving any form of downpayment or closing cost assistance from the City of Hartford will invoke this cash reserve maximum requirement.

-Each borrower's purchase mortgage lender (e.g., bank, mortgage company, etc.) will determine a maximum approved mortgage amount for each borrower based on their lending program parameters. The **purchase mortgage lender's approval documentation must include the amount of monthly principal, interest, taxes, insurance – both property hazard and private mortgage, (PITI), and association fees when applicable.** In addition, the approval documentation should note the front-end ratio percentage used during the lender's underwriting process and provide a CHFA or FHA designation when applicable. The City will review the lender's approved PITI amount to determine if the PITI is  $\leq 30\%$  (or up to 33%) of the borrower's gross monthly income as defined above. Borrower's loan approval documentation from their purchase mortgage lender must be provided to the City for purposes of performing a mortgage affordability review. The estimated homeowner's hazard insurance, property tax, and association fee amounts used by the purchase mortgage lender to assess debt service ratios will also be used by the City for purposes of determining affordability. The City reserves the right to substitute different amounts as deemed necessary (e.g., current property tax amounts received from the Tax Assessor's office, hazard insurance estimates for condominiums when first mortgage lenders do not require such insurance, etc.) when calculating/certifying affordability ratios.

**-Housing and Property Management (HPM) staff will review and approve the borrower's mortgage PITI** amount provided by their purchase mortgage lender to ensure that the mortgage obtained by the borrower is affordable in accordance with these underwriting standards. HPM staff will document mortgage affordability on a calculation worksheet and inform the developer (participating in the HOME program) as to whether the borrower's proposed PITI falls within the HOME mortgage affordability guidelines. Approval notices will be provided to the developer's representative via email.

-Development organizations receiving HOME Homeownership Housing Development Program funds **must inform eligible homebuyer applicants of the City of Hartford's HOME resale restrictions and purchase mortgage affordability requirements prior to the execution of a purchase and sale contract (P&S).** The P&S must include the City of Hartford HOME Homeownership Housing Development Program's P&S Rider, which describes all HOME Program requirements in addition to the mortgage affordability component.

## Attachment 6

### HOME CLOSING CHECK LIST

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

CLOSING CHECKLIST ITEMS	N/A	DRAFT	FINAL
Affirmative Action & Labor: Compliance with City Requirements & Proof of Pre-construction Meeting with Procurement Services Unit (including Davis-Bacon prevailing wages for 12 or more HOME-assisted units)			
Affirmative Marketing Plan			
Appraisal			
Building Permits			
Certificate of Legal Existence - Office of the Secretary of the State of CT			
Commitment Letter - City of Hartford			
Commitment Letter(s) - Other Funders			
Community Housing Development Organization (CHDO) Recertification			
Construction Contract (including Section 3 and Davis-Bacon prevailing wage General Decision when applicable)			
Construction Schedule/Timetable			
Deed - True Copy			
Environmental Site Assessment Reports / Remediation Action Plan			
Environmental / Historic Significance Review (ER) (assessment, public notice & HUD approval to release funds coordinated by the City of Hartford)			
Insurance Policy – Property (Liability and Builder’s risk & assessment)			

CLOSING CHECKLIST ITEMS CONTINUED	N/A	DRAFT	FINAL
<b>Insurance Policy - Title</b> -Including endorsements: Comprehensive, Access, Survey (survey reading), Same as Survey (insuring legal description matches survey), Deletion of Creditors' Rights, Environmental Lien, Waiver of Arbitration, Construction/Future Advances, Contiguity, Address, Fairway (if owner is a partnership). <u>If applicable</u> – Common Interest Ownership Act (CIOA - there are separate forms for PUD, Condo, Common Ownership & Coop), Adjustable Rate, Leasehold, Single Tax Parcel.			
<b>Opinion of Counsel</b> -Including: validity of loan, flood zone opinion, full zoning opinion, validity and capacity of borrower to enter into a mortgage, certification that borrower is not tax delinquent & certification that borrower is current for all prior City of Hartford loans)			
Partnership Agreement / Equity Commitment			
Recourse Loan - Credit Reports of Principals			
Recourse Loan - Personal Financial Statements of Principals			
Relocation Plan			
Resolutions – Signatory Authority			
<b>Section-3 Plan</b> -If necessary, update original Plan from time of funding application			
Site and Floor Plans			
Solvency Certification			
Sources & Uses: Final Project Development Costs			
Sub-Contractor List (including evidence that subs are not Debarred by HUD)			
Survey A-2: Certified to the City of Hartford and the Title Insurance Company			
Tax and City Loan: Proof of Current Payment Status			
Trade Payment Breakdown/Line Item Construction Budget			
Uses: Itemized List of HOME Funds			