



Department of Economic and
Community Development



**The State of Connecticut
Department of Economic and Community
Development**

Request for Proposals

Congregate Housing for Elderly Persons

Deadline For Submission: October 9, 2012

TABLE OF CONTENTS

SECTION

- I. Statement of Objectives**
- II. Selection Criteria**
- III. Available Subsidy Resources**
- IV. Process for Responding to this RFP**
- V. Instructions to Respondents**
- VI. Proposal Components**
- VII. Process and Timetable**
- VIII. Conditions**
- IX. Rights Reserved to DECD**

APPENDICES

- A. Congregate Housing for the Elderly Program Regulations**
- B. Management Scope of Services/Duties and Responsibilities/Qualifications**
- C. Financing Plan and Budget (Development)**
- D. 10-Year Operating and Services Proforma**
- E. Design Requirements for Multifamily Rental Housing**
 - E-1. Design Requirements for Elderly and Congregate Housing**
- F. Administrative Expense Targets and 2012 Income Limits**

Request for Proposals

Congregate Housing for the Elderly Program

I. STATEMENT OF OBJECTIVES

A. Background

In February 1985, the State of Connecticut Department of Housing and the Department of Social Services (then the Department on Aging) published the Report of the Congregate Housing Study Committee. This report was the result of research completed by a ten-member study group established to examine the overall state policy on congregate housing. Through many months of research and program development, the Congregate Housing for the Elderly Program (the “Congregate Program”) was born.

Since that time, 985 units of congregate housing at 25 projects by 24 sponsors have been constructed in 23 communities. They range in size from 20 units to 80 units. Monthly rent and service costs range from a low of \$700 per month to a high of \$1,700 per month. Rent and service subsidies are available through DECD’s Congregate Operating Subsidy Program, on an annually negotiated basis, based on the overall available funding for the program statewide.

Although most of these facilities were funded primarily through capital grants from DECD, a few have also used other public and private financing, as well as private equity through Low-Income Housing Tax Credits.

B. Program Description

State-financed congregate housing provides a residential environment consisting of independent living assisted by congregate meals, housekeeping and personal services, for persons sixty-two years old or older. This housing is intended for people who have temporary or periodic difficulties with one or more essential activities of daily living, such as feeding, bathing, grooming, dressing or transferring.

State-financed congregate housing offers frail elders housing and supportive services necessary to maintain a quasi-independent lifestyle. This concept permits a wide variety of physical and service arrangements. Residents have private living quarters and dine communally in a central dining area. Since congregate housing is not licensed, staff may not dispense medication or provide nursing services, except for assisted living services as noted below. All units are wired with emergency call systems.

Resident Eligibility Requirements:

In State-financed congregate housing facilities all residents must:

1. *be 62 years of age or older;*
2. *meet criteria established by a local selection committee, including, but not limited to criteria concerning:*
 - a. *physical and functional assessment of frailty,*

- b. *current housing conditions and living arrangements, and*
- c. *daily living needs; and*
- 3. *meet income limits for admission (80% of area median income, adjusted for household size). See Appendix F Operational Targets and Income Limits*

Support services may vary in individual facilities. However, all the State-financed facilities provide the following (“congregate services”):

- 1. *individual apartment accommodations without shared kitchen or bath facilities;*
- 2. *one main meal a day in the facility’s main dining area;*
- 3. *housekeeping services up to one hour per week, as required; and*
- 4. *24-hour emergency security.*

Expanded core services are required to be provided, but are funded by a direct grant from DECD. Expanded core services are:

- 1. ***Resident Services Coordinator*** - *A half-time position - The role of the resident services coordinator is to act as an advocate for the residents, to perform an initial evaluation of services that would be helpful to a resident and make appropriate referrals for those services. This may include referral to the congregate Assisted Living Services program. If a facility does not participate in the Assisted Living Services program, referrals would be made for appropriate services available within the community.*
- 2. ***Wellness/Prevention*** - *This program can be based upon individual choice or need. It can be used to bring in various health related programs that would be attended by and benefit all residents, or, based on an evaluation, it can offer some additional housekeeping, laundry services or meal preparation to an individual resident that might be needed to prevent that resident from becoming more frail and enable him or her to remain independent longer.*
- 3. ***Transportation*** - *This program provides emergency funds for transport when the facility manager determines that a medical appointment or similar situation cannot be rearranged and accommodated by normal transportation. This fund is not to be used to relieve others of their responsibility to provide needed transportation but rather to pay for a less expensive transportation alternative, i.e. avoiding the cost of an ambulance by making less costly arrangements.*

C. RFP Methodology

DECD is seeking proposals from developers of congregate housing. The intent of this RFP is to solicit proposals for projects that add new congregate units to an existing facility or construct and manage a new residential facility for the frail elderly under the Congregate Program.

Up to four respondents will be selected for consideration and further application processing before any funds are awarded. It is anticipated that approximately \$12,500,000 will be available for the construction of congregate units in connection with this RFP. It is expected that the funding awarded to the successful respondent(s) to the RFP will result in the creation of at least 50 units of affordable, quality residential living coupled with congregate services.

An operating subsidy is available through DECD that can help defray the cost of rent and core congregate services for those residents in occupancy, but such subsidy is subject to appropriation by the Connecticut General Assembly.

D. Expected RFP Outcomes

Through this RFP, DECD expects to:

- identify up to 4 respondents for further application consideration;
- maximize the number of congregate units produced with the available funds;
- provide quality congregate services; and
- address the growing need for service enhanced living for the State's elderly population.

E. Developers Eligible to Submit Proposals

A respondent under this RFP must be one of the types of entities described in Section 8-119g-2(f) of the Regulations of Connecticut State Agencies ("R.C.S.A.") (see **Appendix A**).

II. SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

A. Site

The respondent must propose the facility site. The site should be under the respondent's direct control. Such control can be demonstrated by, among other evidence, a deed, a valid purchase option agreement with a minimum of 9 months remaining, or, in the case where the respondent is a housing authority or nonprofit corporation, and a municipal land donation is contemplated, a letter of intent from the chief elected official of the municipality documenting such intent. Each site will be evaluated to assess the extent to which it supports the facility design and development and operation of a congregate facility, including but not limited to:

- parking;
- entries;
- landscaping;
- recreation; and
- proximity to community facilities and services.

B. Respondent Capacity and Qualifications

The respondent will be evaluated with respect to its capacity and qualifications to complete the proposed project on time, within budget and to high standards of professionalism and workmanship. The respondent must also demonstrate a proven capacity to manage, or oversee the management of, a congregate housing facility. See **Appendix B** for duties and responsibilities of management companies, management agent qualifications and management scope of services.

C. Facility

Respondents must propose adding new residential units to the marketplace. The new units may be in newly constructed structures, in structures rehabilitated and/or adapted for reuse, or in

additions to existing residential facilities or campuses. At a minimum, developments must comply with all applicable building codes, local planning and zoning regulations. See **Appendix E and E-1** for the current requirements for design and construction of elderly and congregate housing.

The facility will be evaluated regarding the extent to which it is:

- residential in scale and character;
- supportive of the independence and dignity of its residents;
- supportive of the social needs of its residents, with spaces in which recreation, education, and therapeutic activities can be offered; and
- sited as to offer secure outdoor spaces with paved walking surfaces and shading structures.

D. Occupancy

The project must demonstrate how it will address an otherwise unmet need for congregate housing. Note: congregate units must be occupied by at least one tenant 62 years or older and in need of congregate services.

E. Service Programs

Proposals must include assurances that all core services will be provided to all residents. Proposals will be evaluated on the basis of the type and quality of the services proposed to be provided at the facility. Subsidies are available to each selected project as described in Section III. Service program operations and delivery must be in compliance with Connecticut General Statutes (“CGS”) Chapter 128, Part VII (§8-119d, et seq.), R.C.S.A. §8-119-1, et seq. (Congregate Housing for the Elderly), and other requirements (see **Appendix A**).

F. Cost

Proposals will be evaluated based on the extent to which they minimize both the development cost per unit without sacrificing the quality of the construction, and the operating cost per client without sacrificing the quality of the residential experience and the delivery of congregate services. The size of each facility (in terms of the number of units) is to be determined by each respondent, and there are no minimum unit number thresholds, but stand-alone sites with fewer than 35 units must be comparable in cost efficiency to larger facilities in terms of both construction costs and operating costs.

G. Leverage of Non-state Funds

Proposals will be evaluated with respect to the extent that they leverage non-DECD administered and non-State housing resources for the development and operation of the proposed facility. Non-state sources may include: developer equity, grants of cash, real property or other assets or in-kind services, federal sources (other than those available through DECD), local government sources, and private for-profit or non-profit entities.

DECD funds will be provided in the form of a grant or loan, depending on the specific needs of each selected project. It is anticipated that if loan funds will be provided DECD's lien position on its collateral will be commensurate with the level of state funding as a portion of the total development cost of the project.

NOTE: No other DECD-administered housing funds will be available through this RFP process at this time. Also, projects which use a token amount of congregate funds as an avenue for accessing the service subsidies will not be considered.

III. AVAILABLE SUBSIDY RESOURCES

As noted above, participation in the Congregate Program also makes the project eligible to receive funding for congregate operating services under DECD's subsidy program. The availability of these subsidies is subject to annual appropriation. This subsidy is tied to the project, but is funded at a level based on the residents' ability to pay. There are potentially four (4) components to this subsidy program:

1. *Rental subsidies;*
2. *Core services subsidies;*
3. *Expanded core services subsidies; and*
4. *Assisted Living services access and subsidies.*

To obtain such subsidies, selected respondents must enter into a contract with DECD pursuant to which DECD would provide, subject to appropriations, subsidies for each eligible resident in the project. Any commitment to provide such subsidy shall be an obligation of the State solely for renewable one-year periods, again subject to annual appropriations.

A. Rental Subsidies

The income eligibility standard and the rent that may be charged will be established by DECD so that the total cost for use and occupancy is affordable to low and moderate income persons (with incomes less than or equal to 80% of the area median income, as published by HUD). The charges for use and occupancy of a unit occupied by a subsidized resident may not be increased without the approval of DECD, and shall be subject to DECD's review and approval of an Annual Management Plan. Nothing in this section shall give any person a right to continued receipt of rental assistance at any time that the program is not funded.

B. Core Services Subsidies

The income eligibility standard and the congregate core services cost that may be charged will be established by DECD so that the total cost for the core services is affordable to low and moderate income persons. The charges for core services at the project may not be increased without the approval of DECD, and shall be subject to DECD's review and approval of an Annual Congregate Services Plan. Nothing in this section shall give any person a right to continued receipt of core service assistance at any time that the program is not funded.

C. Expanded Core Services

The expanded core services subsidies are funded at a flat level for each of the three expanded core services.

1. *Resident Services Coordinator:* a flat grant allocation of \$18,000 is provided to hire a part-time Resident Services Coordinator to provide services to all residents;
2. *Wellness/Prevention Program:* a flat grant of \$15 per unit per month is provided to implement wellness and other kinds of preventative programs and services open to all residents; and
3. *Emergency Transportation Services:* a flat grant of \$20 per unit per year is provided to pay for “emergency” transportation costs for residents who may not have ready access to public transportation. This grant is intended to be used in cases where a resident needs to be transported to a medical appointment where no transportation other than an ambulance is available.

Nothing in this section shall give any person a right to continued receipt of this grant at any time that the program is not funded.

D. Assisted Living Services Subsidy

After one full year of operation, a congregate facility may seek to include site-based assisted living services. For those frail elderly not eligible for Medicaid or state reimbursement under the Department of Social Services Home Care Program for Elders, DECD may provide assisted living services subsidies up to a maximum level of \$500 per resident, regardless of service level required by the resident. Further details on this future option are available upon request.

IV. PROCESS FOR RESPONDING TO THIS RFP

A. Publication of RFP

DECD will publish and disseminate the RFP. On September 14, 2012 or such other date as DECD shall select, DECD will hold an information conference for the benefit of all potential respondents. At this conference, potential respondents may request clarifications and pose questions to DECD regarding this RFP.

B. Letter of Intent (Optional)

Respondents may send to DECD a Letter of Intent to respond to this RFP. Such Letter of Intent should be delivered by September 21, 2012. This letter of intent will only be used to gauge potential interest, and failure to submit a letter of intent shall **not** be considered grounds for disqualification.

C. First Stage Review

Proposals received by the deadline and meeting all requirements will be reviewed and evaluated by DECD staff for the purpose of selecting a short list of respondents. DECD reserves the right, in its sole discretion, to invite these respondents to submit additional information or a more detailed proposal, and/or at its sole discretion to invite respondents to make an oral presentation to facilitate selection for the short list.

D. Short List

It is anticipated that up to 4 proposals will be short listed for further consideration. Respondents that are selected for the short list will be invited to submit the Consolidated Application for final review.

E. Award

Awards are anticipated to be made January 31, 2013.

F. Predevelopment Cost

Respondents are solely responsible for all costs incurred in connection with this RFP and the selection process for the funding contemplated herein. Reasonable costs incurred by an awardee of funding under this RFP may be included in the development cost of the project to the extent such costs were incurred after the awardee was short listed.

V. INSTRUCTIONS TO RESPONDENTS

A. Submission Deadline

Proposals must be hand delivered or mailed via a nationally-recognized overnight carrier to: **Dorothy Malerba**, DECD, 505 Hudson Street, Hartford, CT 06106-7106. All proposals must be **received at DECD** on or before 4:00 PM, EST on Tuesday October 9, 2012.

B. Presentation

Respondents may be required to give one oral presentation.

C. Failure to Follow Instructions

Failure to follow the instructions set forth in this RFP or failure to file a complete proposal may, at DECD's sole discretion, be considered appropriate grounds for rejection of the response.

D. Submission Format

Responses must be submitted as follows:

1. one complete original proposal clearly marked "ORIGINAL", with all required exhibits having original signatures, where applicable;
2. one complete copy of the proposal; and
3. all materials must be bound (3 ring binders, etc.) and tabbed by section and placed in the same order as they appear in the proposal. Each tabbed section must include all relevant materials for that section, including proposal exhibits.

NOTE: Except for pre-printed documents and forms, all pages submitted in response to this RFP shall have a minimum margin of 1 inch and use 12 point type.

VI. PROPOSAL COMPONENTS

Each proposal submitted in response to this RFP must include the following materials:

A. Statement of Respondent's Qualifications/Experience

Describe the respondent's qualifications and experience in the areas of affordable housing and special needs housing, such as congregate housing, and identify at least 3 business and 3 personal references that may be contacted regarding this experience. The proposal shall also include: a summary of the respondent's experience with state affirmative action requirements; a summary of the respondent's affirmative action plan; the respondent's affirmative action policy statement, if any; and the respondent's experience in hiring low-income persons in connection with the operation of its projects. Not to exceed six pages.

B. Statement of Project Team Member Qualifications

For each member of the respondent's development team, including for example, the respondent, the developer (if other than respondent), architect, general contractor or construction manager, operator, consultants, congregate service providers and/or property manager, provide a resume for each of the principals and senior staff dedicated to the project including a statement of past relevant experience. Not to exceed one page for each project team member.

C. Description of Corporate or Partnership Structure

Provide a description of the corporate, partnership or other organizational structure of the respondent and each project team member and the respective roles, responsibilities, and line of authority of each. Not to exceed two pages.

D. Congregate Facility Operating Plan and Service Plan

Congregate Facility Operating Plan and Service Plan, including but not limited to,

1. *Statement of organizational goals* or philosophy that commits the organization to participate in the Congregate Program. Not to exceed one page.
2. *Brief organizational history of the respondent.* Not to exceed one page.
3. *Summary of Operating and Service Plans.* Not to exceed two pages.
4. *Summary of the market demand* for congregate housing with the congregate services proposed (in the applicable market area) and a brief description of respondent's marketing strategy. Not to exceed two pages.
5. *Brief narrative* describing all other material aspects of the project, including how it will impact current senior housing and services operation, linkages with other service providers and the proposed management approach, including with respect to admission and discharge for other than medical or health reasons. Not to exceed six pages.

E. Site Map and Written Description of the Facility and Site

Provide a site map and written description of the facility and site; including a description of the proximity and accessibility of public transportation, community services, and other places that would support the use of the site for the creation of a congregate facility. The respondent shall propose a space program and use classification consistent with the approach to the provision of care, activities program, discharge criteria and other operational considerations.

F. Development Budget and Operating Proforma

Estimated Financing Plan and Budget (Development) and 10-Year Operating and Services Proforma on forms provided by the DECD, (see Appendices C, D and F).

G. Certification and Acceptance of Conditions

The proposal must be submitted by the respondent or an individual authorized to act on behalf of the respondent. The proposal must also provide the name, title, address and telephone number for individuals authorized to negotiate and contractually bind the respondent, and for those who may be contacted for the purpose of clarifying the information provided in the proposal. This information should be included in the transmittal letter.

H. Additional Information

The following information can be provided, if available, but is wholly optional at the discretion of the respondent:

1. Zoning Approval (optional)

Written evidence of zoning approval and compliance for the proposed development, or a narrative explaining why it is reasonable to expect that such approval is likely to be received in a timely manner.

2. Schematic or Other Drawings (optional)

Facility schematic drawings, including typical unit plans, floor plans identifying the overall public spaces and elevations, and a brief narrative description of the facility. See **Appendices E and E-1**.

3. Letters of Support (optional)

Respondents may provide letters of support from local elected or appointed officials who are familiar with the proposal.

VII. PROCESS AND TIMETABLE

A. RFP Published	September 6, 2012
B. Developer's Workshop	September 14, 2012
C. Response Deadline	October 9, 2012
D. Anticipated Awards	January 31, 2013

VIII. CONDITIONS

Each respondent must expressly certify in its proposal that it will adhere to the following conditions:

- A. The State reserves the right to accept any, all or none of the proposals submitted for consideration in connection with this RFP.
- B. All proposals in response to this RFP are to be the sole property of the State and subject to the provisions of Connecticut's Freedom of Information Act, CGS §1-200 et seq.
- C. The State will ultimately determine timing and sequence of all milestones (e.g. award notification and contract execution) in connection with this RFP.
- D. DECD reserves the right to amend or cancel this RFP if in its sole discretion it is in the best interests of the State or DECD.
- E. In responding to this RFP, the respondent implicitly states that its proposal is not made in connection with any competing respondent submitting a separate response to the RFP and is in all respects fair and was prepared and submitted without collusion or fraud. The respondent further states that it did not participate in the RFP development process, had no knowledge of the specific contents of the RFP (other than to the extent such information was otherwise publicly available) prior to its release and that no employee of the DECD participated directly or indirectly in the respondent's proposal preparation.

IX. RIGHTS RESERVED TO DECD

DECD reserves the right to modify or waive any requirement, condition or other term set forth in this RFP, to request additional information at any time from one or more respondents, to select any number of proposals submitted in response to the RFP or to reject any or all such proposals.

CONGREGATE HOUSING FOR THE ELDERLY RFP

RESPONSE CHECKLIST

Number	Item RFP Location	Item Description	Included
A	Section VII	Statement of Owner Qualifications	
B	Section VII	Statement of Project Team Qualifications	
C	Section VII	Description of Corporate or Partnership Structure	
D	Section VII	Congregate Facility Operating/Service Plan	
E	Section VII	Site Map and Written Description of location/site	
F	Appendix C & D	Development Budget & Proforma	
G	Section VII	Certification and Acceptance of Conditions	
H	Section VII	Optional Materials	

APPENDIX A

TABLE OF CONTENTS

Congregate Housing for the Elderly

Program description.....	8-119g- 1
Definitions	8-119g- 2
Congregate services	8-119g- 3
Eligibility conditions of residents	8-119g- 4
Income	8-119g- 5
Authority of the commissioner	8-119g- 6
Program review criteria	8-119g- 7
Application and approval procedure.....	8-119g- 8
Application contents and review.....	8-119g- 9
Management	8-119g-10
Fiscal policy.....	8-119g-11
Audits	8-119g-12

Waiting Lists

Applicability	8-119g-13
Definitions	8-119g-14
Implementation	8-119g-15

Congregate Housing for the Elderly

Definitions.....	8-119g-16
Terms and conditions.....	8-119g-17
Implementation	8-119g-18

Congregate Housing for the Elderly

Sec. 8-119g-1. Program description

The State Congregate Housing program provides a grant or loan for the development of a housing facility for the frail elderly who have low incomes as well as subsidy funds to assist in the provision of Congregate support services which are necessary to enable semi-independent living in a residential setting.

(Effective June 19, 1985)

Sec. 8-119g-2. Definitions

- (a) "Commissioner" means the Commissioner of Housing.
- (b) "Department" means the Connecticut Department of Housing.
- (c) "SDA" means the Connecticut State Department on Aging.
- (d) "HUD" means the United States Department of Housing and Urban Development.
- (e) "The Participating Municipality" means a municipality in which a Congregate Housing Project is located.
- (f) Eligible developers shall be:
 - (1) "A community housing development corporation" incorporated pursuant to Chapter 600 of the Connecticut General Statutes, having as one of its purposes the construction, rehabilitation, ownership, or operation of housing, and having articles of incorporation approved by the Commissioner of Housing in accordance with Section 8-217 of Chapter 128 of the C.G.S.,
 - (2) "Any Authority" or "Housing Authority" created by Section 8-40 and the Commissioner of Housing, when exercising the powers of a Housing Authority pursuant to Chapter 129 or,
 - (3) "Other corporations" defined by the Commissioner on Aging using the following criteria:
 - (A) It should be organized for purposes other than to make a profit or gain for itself and shall not be controlled or directed by persons or firms seeking to derive profit or gain from the project.
 - (B) It may be organized for purposes of providing one or more social and supportive services to elderly persons living in their own homes and communities.
 - (C) It may be organized for purposes of providing varied combinations of shelter and supportive services to elderly persons.
 - (D) It should be organized, at least for purposes of Congregate housing activities, to ensure that elderly persons contribute substantially to policy and operations as members of its governing body and/or an advisory body it may establish for such purposes.
- (g) "Congregate Housing" means a form of residential environment consisting of independent living assisted by Congregate meals, housekeeping and personal services, for persons sixty-two years old or older, who have temporary or periodic difficulties with one or more essential activities of daily living such as feeding, bathing, grooming, dressing or transferring.
- (h) "Congregate Housing Project" means the planning of the buildings and improvements, the acquisition of property, the demolition of existing

structures, the construction, reconstruction, alteration and repair of the improvements or all other work performed in connection with a congregate housing program.

(Effective June 19, 1985)

Sec. 8-119g-3. Congregate services

(a) Congregate services shall include:

(1) Individual apartment accommodations without shared kitchen or bath facilities.

(2) One main meal a day in the facility's main dining area.

(3) Housekeeping services as required.

(4) Personal care services to assist in the delivery of services for daily living activities.

(5) A 24 hour emergency security.

(b) Congregate services which may be included are:

(1) Transportation arrangements.

(2) Assistance in contacting existing community services.

(c) Congregate Services do not include:

(1) Rehabilitation services.

(2) Nursing services or supervision for any purpose including but not limited to administration and monitoring of medications.

(Effective June 19, 1985)

Sec. 8-119g-4. Eligibility conditions of residents

(a) 62 years of age or older.

(b) Meet established criteria of local selection committee approved by the Commissioner. Criteria includes, but is not limited to:

(1) Physical and functional assessment of frailty.

(2) Housing conditions and living arrangements.

(3) Income and assets.

(4) Daily living needs.

(c) Meet income limits for admission and continued occupancy approved by the Commissioner. Annual reverification of income will be required of all tenants.

(d) The maximum income limits for admission will be an average of the published federal low income public housing limits for Connecticut.

(Effective June 19, 1985)

Sec. 8-119g-5. Income

(a) The income from all sources, such as, social security, pensions, interest, dividends, annuities, wages and any W-4 forms received by the tenant, rent on owned property, shall be counted toward the total income for the purpose of determining eligibility for admission to and continued occupancy in Congregate Housing projects.

(b) Projects operated pursuant to contracts with HUD, shall be subject to its regulations concerning income.

(c) Adjusted gross income shall be determined based on deductions as approved by the Commissioner. The deductions include but are not limited to such allowances as food, personal use costs and flat income adjustment.

(Effective June 19, 1985)

Sec. 8-119g-6. Authority of the commissioner

(a) No housing project or projects for elderly persons shall be developed until the commissioner of housing has approved the site, the plans and specifications, the estimated development cost, including administrative or other cost or expense to be incurred by the state in connection therewith as determined by said commissioner, and an operation or management plan for such project or projects which shall provide an income, including contributions expected from any source, which shall be adequate for debt service on any notes or bonds issued by the developer to finance such development cost, administration, including a state service charge, other operating costs and establishment of reasonable reserves for repairs, maintenance and replacements, vacancy and collection losses. Said service charge shall be sufficient to provide for administrative or other cost and expense incurred by the state as determined by said commissioner in regulating or supervising the operation of such project or projects from and after the date of completion of construction thereof as determined by the commissioner. During the period of operation of such project or projects, the authority shall submit to the commissioner for his approval its rent schedules and its standards of tenant eligibility and continued occupancy and any changes therein, and its proposed budget for each fiscal year, together with such reports and financial and operating statements as the commissioner finds necessary.

(b) The commissioner shall have the right of inspection of any such project at any time.

(c) The commissioner is authorized to make orders and regulations with respect to the development and the operation and management of such project or projects by housing developers, and to determine the allocation of funds to meet the development costs of such project or projects, including administrative or other costs or expenses to be incurred by the state.

(Effective June 19, 1985)

Sec. 8-119g-7. Program review criteria

(a) The Department's review will be based upon the need for housing in the community as documented by applications on file or a needs survey, the suitability of the proposed site for congregate housing, the capability of the developer to successfully complete and manage the project and the quality of its application.

(Effective June 19, 1985)

Sec. 8-119g-8. Application and approval procedure

(a) Submission of an application.

(b) Evidence of control of a proposed site.

(c) Approval of Application as defined in Section 8-119g-9 below.

(d) Recommendation of a funding allocation request to State Bond Commission by the Commissioner.

(e) Approval by State Bond Commission.

(f) Execution of Contract between State and Applicant.

(g) Submission, review and approval of preliminary, basic and final architectural plans and drawings by the Commissioner.

(h) Authorization from Commissioner to award contract.

(Effective June 19, 1985)

Sec. 8-119g-9. Application contents and review

- (a) Certified Resolution of Developer.
 - (b) Statement of Need.
 - (c) Proposed Site Information.
 - (d) Evidence of funds to meet planning costs.
 - (e) Proposed Development budget and costs.
 - (f) Proposed Management budget.
 - (g) If Developer is a community housing development corporation evidence of its designation by the governing body municipality.
 - (h) If Developer is an "other corporation" evidence that it has been approved by the Commissioner on Aging.
 - (i) Affirmative fair housing market plan.
- (Effective June 19, 1985)

Sec. 8-119g-10. Management

(a) The Developer of a congregate housing project shall manage the project in an efficient manner so that the rental charges and congregate service costs shall be fixed at the lowest possible levels consistent with the provision of decent, safe, and sanitary dwelling units and the congregate services will be delivered to the tenant, in the most beneficial and efficient manner.

(1) All tenants will be required to pay a minimum rental charge, in accordance with a management plan approved by the Commissioner. The rental charges together with any available income shall generate sufficient income to meet the costs of the project operation, including but not limited to:

(A) Payment-in-lieu of taxes where applicable.

(B) The cost of state service charge.

(C) The cost of operating and maintaining the project, including its administrative cost and provision of reasonable reserves for repairs, maintenance, and vacancy and collection losses.

(2) All tenants will be required to pay the congregate services costs, based on their net income after allowances, in accordance with a formula approved by the Commissioner. Congregate services charges together with any available State subsidy or other available income shall generate sufficient income to meet the costs of the congregate services, including but not limited to those defined in 8-119g-3 (A) of these regulations.

(3) Rental Charge Increase: The following procedures shall be followed by all developers for any proposed rental charge increase. These procedures do not apply to adjustments based on circumstances such as family income or composition.

(A) A 30 day written notice to all tenants that a change in the rental charge will be considered by the developer at its next meeting, (include date and time of the meeting) and may result in an increase.

(B) Advise tenants that they may submit written comments to the developer within the 30 day period, and that they may review any documents supporting the proposed increase which will be on file at the office of the developer and at the congregate housing site. Also, tenants may attend the meeting and make comments at that time.

(C) At the end of a 30 day period, the developer shall submit within 15 days to the Commissioner, its recommended management plan plus all tenants comments.

(D) Within 30 days after receipt of the developer's recommendation, the Commissioner approves, disapproves, or requests modification of the increase or any portion thereof.

(E) If the increase is approved by the Commissioner, the developer must then give the tenants at least 30 days written notice prior to the effective date of the increase.

(4) Congregate Services Increases: The following procedures shall be followed by all developers for any proposed congregate services increase. These procedures do not apply to adjustments based on circumstances such as family income or composition.

(A) Within 60 days of the proposed increase, the developer shall submit its recommended Management Plan to the Commissioner.

(B) Within 30 days after receipt of the developer's recommendation, the Commissioner approves, disapproves or requests modification of the increase or any portion hereof.

(C) If the increase is approved by the Commissioner, the developer must then give the tenants at least 30 day written notice prior to the effective date of the increase.

(5) Proper notice and an opportunity to be heard prior to the imposition of rental charge increases and congregate services increases shall be deemed matters of Procedural Due Process of Law. Accordingly, all time frames for notice requirement and comments are jurisdictional. Any person aggrieved by the manner or method of the imposition of rent as congregate services increases or decreases may appeal any such grievance to the Commissioner of Housing within six (6) months of the occurrence of such incident.

(Effective June 19, 1985)

Sec. 8-119g-11. Fiscal policy

(a) Costs during development phase:

(1) Financial Assistance: The Commissioner may enter into a contract with a housing authority, a community housing development corporation as defined in Section 8-217 of the General Statutes or other corporations approved by the Commissioner on Aging for State financial assistance for a Congregate housing project for elderly persons in the form of a capital grant for application to the development cost of the project, or in the form of a loan rather than a capital grant where the funding from an agency of the U.S. Government is available to repay the loan.

(2) Payments: The Commissioner, in accordance with such contract, may make temporary advances to such authority or such community housing development corporation or other corporation approved by the Commissioner on Aging for preliminary planning expense or other development cost of project or projects.

(3) Reporting: The housing authority, community housing development corporation or other corporations approved by the Commissioner on Aging, as the case may be, are required to submit quarterly schedules of development costs upon receipt of first advance of funds from the State. A development Fund Release Sheet is also required on a quarterly basis.

(b) Costs during management phase:

(1) Financial Assistance: The Commissioner may enter into an annual contract to provide a subsidy for the cost of Congregate Services for the eligible tenants of the Congregate Facility.

(2) **Payments:** The Commissioner, in accordance with such contract, may make payments to such developers who are required to submit quarterly financial statements to verify the need for the subsidy payment. Such payments shall not exceed the total cost of the program or the total amount of the annual grant.

(3) **Reporting:** The developer is required to submit quarterly financial statements and annual Management Plans and other reports as required by the Commissioner.

(Effective June 19, 1985)

Sec. 8-119g-12. Audits

(a) The housing authority, community housing development corporation or other corporations approved by the Commissioner on Aging will be subject to audits of all books and records. Audits will be performed by independent public accountants registered to practice in the State of Connecticut or by qualified Department of Housing's personnel and shall be in accordance with procedures established by the Department of Housing. An audit is to be completed as soon as practical, following the completion of the development of the project and at the end of an operating period when project is under management. An audit will also be required of each annual subsidy agreement and for the administration periodically as deemed necessary by the Commissioner.

(Effective June 19, 1985)

Waiting Lists

Congregate Housing Projects

Sec. 8-119g-13. Applicability

Pursuant to Section 8-116a and 8-119g of the Connecticut General Statutes, these criteria and procedures are applicable to each housing authority, housing partnership or non-profit corporation administering elderly housing projects under Chapter 128 of the Connecticut General Statutes, to the Commissioner of Housing acting as a housing authority and any agent, servant or independent contractor acting on behalf of a housing authority, the Commissioner of Housing in the role of a housing authority, housing partnership, or any non-profit corporation.

(Effective January 22, 1986)

Sec. 8-119g-14. Definitions

(a) **Incorporation of definitions:** The provisions of Section 8-45-9 (a) (b) (c) (d) (e) and (f) inclusive of of this regulation except as otherwise provided herein and subsection (a) of Section 17-137 of the Connecticut General Statutes, shall govern the implementation of Congregate Housing waiting lists.

(b) **"Nonprofit corporation"** means a nonprofit corporation incorporated pursuant to chapter 600, having as one of its purposes the construction, rehabilitation, ownership or operation of housing and having articles of incorporation approved by the commissioner of housing in accordance with regulations adopted pursuant to section 8-79a or 8-84.

(Effective January 22, 1986)

Sec. 8-119g-15. Implementation

The provisions of Section 8-45-10 through 8-45-15: inclusive of of this regulation, except as otherwise provided, shall govern the implementation of Congregate Housing waiting lists.

(Effective January 22, 1986)

Congregate Housing for the Elderly**Sec. 8-119g-16. Definitions**

(a) "Developers' Fee" means a bonus earned by developers that have successfully completed key events in the development process.

(b) "Key Events" means the four main phases in the development process: (1) Preliminary Application Approval, (2) Final Application Approval, (3) Construction Start; and (4) Construction Completion.

(c) "Successfully Completed" means completion of key events in a timely manner.

(Effective December 27, 1990)

Sec. 8-119g-17. Terms and conditions

(a) A developer's fee may be established at up to 10% of the total development cost, less the cost of land, or \$100,000, whichever is less.

(b) The fee schedule shall be determined as follows:

<u>Percent of Fee</u>	<u>Key Event</u>
10%	Preliminary Application
15%	Final Application
25%	Construction Start
50%	Construction Completion

(c) Developer's fees are earned based on the schedule established for completing key events in the development process, as approved by the Commissioner.

(d) Developers shall only earn a fee for those key events that are completed according to the established schedule. Developers may not be entitled to earn a fee for key events completed after the established schedule. Developers shall earn, but not receive, any fee, until completion of the housing development.

(Effective December 27, 1990)

Sec. 8-119g-18. Implementation

The provisions of Section 8-68g-1, except as otherwise provided, shall govern the implementation of the Congregate Housing for the Elderly Program developers' fee.

(Effective December 27, 1990)

APPENDIX B

Appendix B
Congregate RFP

MANAGEMENT
SCOPE OF SERVICES

The following includes the scope of services that the Department of Economic and Community Development (DECD) typically expects management companies to provide:

PHYSICAL PLANT:

- Physical inspections of the property.
- Development and implementation of a comprehensive maintenance program.
- Handling or coordinating outside and/or in-house professional services from architects, engineers and others with expertise on technical issues.
- Performing preventative maintenance, including life safety, environmental, and energy management systems.
- Writing bid specifications for building services such as janitorial, engineering, security, etc.; award contracts, and supervise the work.
- Approving or recommending approval or capital improvements in excess of \$5,000, as well as performing life cycle costing analyses or feasibility studies of these improvements as appropriate.
- Recommending programs for alteration and modernization to enhance the property's marketability and competitiveness.

FINANCIAL

- Maintaining financial records and submitting financial reports as required by the DECD.
- Approving and disbursing expenses for ordinary operating needs as approved in the annual budget.
- Increasing net operating income and enhancing the value of the property by maximizing income and controlling expenses.
- Implementing an aggressive rent collection program.
- Preparing, analyzing, and/or approving annual operating budget(s), and cash flow reports.

- Performing present value analyses on leases.
- Analyzing or preparing program operating statements (including financial) and, when appropriate, recommending changes or taking action.
- Analyzing actual vs. planned variances and establishing a program for correcting unfavorable variances.
- Provide assistance by reviewing and evaluating ad valorem tax assessments and recommending possible appeals to reduce or correct assessments.
- Analyzing the cost of major equipment purchases and recommending possible alternatives to purchasing.
- Provide financial calculations and reports as required by the DECD.
- Provide valuation services detailing opinions of property value for owner-user, owner-investor clients, and the DECD.

RISK MANAGEMENT

- Authorizing or recommending levels of insurance coverage for properties.
- Maintaining adequate levels of insurance.
- Composing and/or implementing a risk management program
- Investing claims relating to accidents, vandalism or property damage, and recommending action and/or submitting claims for payment to insurance carrier.

MARKETING

- Preparing and implementing *Management, Marketing and Tenant Selection Plans*. (Note: *Plans* are prepared according to DECD approved outlines, which will be provided to selectees.)
- Handling marketing, promotion and leasing programs based on a local market analyses.
- Advertising vacancies through selected media and contacts.
- Development and implementation of resident retention programs.

ADMINISTRATIVE/LEASING

- Providing or arranging for the provision of required services to residents.
- Maintaining community goodwill.
- Computerizing of all property data and providing computerized reports as required by the DECD.
- Investigating and responding to inquiries from the public sector concerning the property and/or preparing reports required for compliance with current or future laws and public policies.
- Developing or recommending changes to standard legal form documents (i.e. leases, rules & regulations, contract forms, etc.).
- Completing certifications of tenant eligibility, subsidy documents, etc. as required by the DECD and other governmental agencies.
- Negotiating, executing, and administering leases to ensure compliance with all policies, procedures, terms and conditions.
- Handling day-to-day operations of a property including supervising staff, administering contracts, and conducting unit and property-wide inspections.
- Hiring, instructing, and maintaining personnel to staff the property and purchasing supplies as needed for proper operation.
- Performing energy audits, and recommending and implementing conservation programs.
- Providing purchasing and work order systems, authorizing and paying bills, and maintaining computerized records for quick reference.
- Paying reasonable and necessary insurance premiums and taxes.
- Performing other duties as deemed necessary by the DECD.
- Provide sophisticated management services for a variety of investment properties in a professional manner.
- Possess the experience needed to maximize profitability and marketability of the asset.
- Have the ability to perform all computer generated reporting requirements required as required by the DECD.

- Demonstrate the development and implementation of effective management policy and procedures manuals for marketing, leasing, and market analysis.
- Have a proven track record of enhancing property value by monitoring and controlling property operations, preventative maintenance, and the administration of custodial activities, independent contractors and capital improvements.
- Have the ability to advise on physical asset, local market, legal, environmental, and economic factors which may impact on the value or operations of the property.
- Be able to operate in a regulated environment.
- Demonstrate commitment to professionalism through membership in professional organizations as well as having obtained professional certifications and licenses.
- Possess ability and experience in managing troubled real estate assets.

DUTIES AND RESPONSIBILITIES OF MANAGEMENT COMPANIES

As a condition of financing multifamily housing, DECD requires that an owner be responsible for the management and maintenance of the property during the mortgage term. The *Assistance Agreement* between an owner and DECD outlines the functions which owners are responsible to perform, to the satisfaction of DECD policies and procedures. The *Agreement* permits the owner to contract management activities to a responsible management company approved by DECD, under terms of a *Management Agreement*, consented to by DECD. An owner may assign some or all of its management responsibilities to a management company, as its Agent, but remains responsible to DECD for the overall management and maintenance of the property.

The management tasks typically assigned to the Management Company include:

1. Initial marketing, resident selection and leasing;
2. Budget preparation;
3. Supervising on-site management and maintenance staff;
4. Rent and subsidy collection;
5. Planning and conducting programs for physical maintenance;
6. Bookkeeping and preparing required financial and occupancy reports;
7. Approving and disbursing expenses for ordinary operating needs;
8. Maintaining working relationships with individual residents and resident organizations;
9. Complying with subsidy requirements, including income certifications and recertifications;
and
10. Monitoring operating expenses and minimizing waste and inefficiency.

In addition, owners may assign additional tasks to management companies, which may include:

1. Conducting market analysis prior to obtaining financing;

2. Reviewing site, building and unit designs prior to construction;
3. Recruiting specialized on-site staff;
4. Negotiating extraordinary maintenance and service contracts;
5. Reviewing and appealing tax increases;
6. Negotiating physical insurance coverage;
7. Conducting social service programs for residents; and
8. Implementing and monitoring energy conservation programs.

MANAGEMENT COMPANY QUALIFICATIONS

The management company must satisfy the following qualifications in order to be considered for selection for a DECD-financed development.

- Demonstrate that the agent or company is a licensed real estate broker in good standing in the state of Connecticut (a copy of the license is required), **or**;

Shares an identity of interest with the owner of the development to the managed.

- Provide documentation from the Office of the Secretary of State indicating that the firm is registered to do business in the State of Connecticut.
- Demonstrate training and experience in the management of multifamily residential housing, satisfactory to DECD in at least one of the following ways:
 - a. Have managed senior housing, for low and moderate income households, for a period of not less than one year. Special consideration will be given to companies already experienced in managing congregate properties; or
 - b. Have managed conventionally financed or unassisted senior housing, for low/moderate income households, for a period of not less than three years. Again, special consideration will be given to companies already experienced in managing Congregate properties.
- Maintain an office within the State of Connecticut at which all books, documents and records of the development are made available to DECD or its designees for examination at reasonable times.
- Demonstrate the ability to maintain and create value in a property consistent with the DECD's goals and objectives through the efficient balance of tenant and owner relations, financial budgeting and expense control, risk management, and all other operational aspects of a property in a professional and ethical manner.
- Demonstrate management experience, financial stability, professional excellence and integrity.
- Have highly trained, experienced and professional property and asset managers.

APPENDIX C

PROJECT FINANCING PLAN & BUDGET



Initial Submission: _____
Revision #: _____

Applicant: _____		For Internal Use Only	
Project Name: _____		Program Title: _____	
_____		Project #: _____	
Federal ID #: _____		Social Sec. #: _____	
<u>Budget Period</u>		Budget Period Approved by DECD	
Start _____	20 _____	Start _____	
End _____	20 _____	End _____	
THE FOLLOWING APPLIES TO HOUSING PROJECTS ONLY:			
Units Counted By: () Beds () Bedrooms			
Total Units: _____		Assisted Units: _____	
Unit Mix: 0BR _____ 1BR _____ 2BR _____ 3BR _____ 4BR _____			

SOURCES OF FUNDING

Private Investment _____

Bank Financing _____

CT. Development Authority _____

CT. Innovations, Inc. _____

CHFA _____

DECD Program #1	Congregate
DECD Program #2	Congregate

Other _____

TOTAL SOURCES _____

NON-DECD FUNDS		DECD FUNDS		TOTAL
CASH	IN-KIND	GRANT	LOAN	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
\$ -	\$ -	\$ -	\$ -	\$ -

Approval of the Project Financing Plan and Budget for State Assistance in the amount shown in the above summary and for the time period indicated is hereby requested. It is understood that the project will be operated in accordance with the Project Financing Plan and Budget approved by the Connecticut Department of Economic and Community Development.

Date Submitted: _____ Applicant: _____

Authorized Signature: _____ Title: _____

FOR INTERNAL USE ONLY

The Project Financing Plan and Budget is hereby approved in the amounts and for the time period indicated.

Date: _____ Signed: _____
Executive Director

Date: _____ Signed: _____
Commissioner

Submission Date: _____	Initial Submission: []	Revision #: _____
Applicant Name: _____		
Project Name: _____		

Acct. Code	PROJECT INCOME DETAIL	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1310.1	SALE OF LAND OR BLDGS				\$ -
1310.2	RENTAL OF LAND OR BLDGS				\$ -
1310.3	SALE OF SALVAGE OR EQUIP.				\$ -
1310.4	INVESTMENT INTEREST				\$ -
1310.5	SITE NET INCOME				\$ -
1310.6	OTHER PROJECT INCOME				\$ -
	TOTAL PROJECT INCOME	\$ -	\$ -	\$ -	\$ -

Acct. Code	USES SUMMARY	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1405	LAND				\$ -
1410	OTHER DEVELOP EXPENSES				\$ -
1415	ADMINISTRATION				\$ -
1420	CARRYING CHARGES				\$ -
1425	ARCHITECTURAL & ENGINEERING				\$ -
1430	CONSTRUCTION				\$ -
1435	OTHER WORKING CAPITAL				\$ -
1440	CAPITAL COSTS				\$ -
1445	RESEARCH & DEVELOPMENT				\$ -
1450	FURNISHINGS/EQUIPMENT				\$ -
1455	CONTINGENCY				\$ -
	TOTAL PROJECT COSTS	\$ -	\$ -	\$ -	\$ -

	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1405	LAND				
1405.1	LAND COST/SITE ACQ				\$ -
1405.2	APPRAISAL FEES				\$ -
1405.3	SITE IMPROVEMENTS				\$ -
1405.4	WATER/UTILITY HOOKUPS				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL LAND	\$ -	\$ -	\$ -	\$ -

1410	OTHER DEVELOPMENT EXPENSES				
1410.1	TRAINING				\$ -
1410.2	DEVELOPER'S FEE				\$ -
1410.3	RELOCATION				\$ -
1410.4	REVOLVING LOAN FUND				\$ -
					\$ -
					\$ -
	TOTAL OTHER DEVELOP EXPENSE	\$ -	\$ -	\$ -	\$ -

Submission Date: _____ Applicant Name: _____ Project Name: _____	Initial Submission: []
---	-----------------------------------

Acct. Code	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1415	ADMINISTRATION				
1415.1	SALARIES (complete attached Schedule A)				\$ -
1415.2	ACCOUNTING				\$ -
1415.3	AUDIT				\$ -
1415.4a	LEGAL - Project Site Acquisition Related				\$ -
1415.4b	LEGAL - DECD Contract Related				\$ -
1415.4c	TITLE EXAM				\$ -
1415.4d	RECORDING FEES				\$ -
1415.5	TRAVEL				\$ -
1415.6	OFFICE RENT				\$ -
1415.7	PENSION/OTHER FUNDS				\$ -
1415.8	FRINGE BENEFITS				\$ -
1415.9	PAYROLL TAXES				\$ -
1415.10	OFFICE EXPENSE				\$ -
1415.11	COMMUNICATIONS				\$ -
1415.12	ADVERTISING				\$ -
1415.13	INSURANCE				\$ -
1415.14	PLANNING				\$ -
1415.15	MARKETING STUDIES				\$ -
1415.16	CONTRACTUAL SERVICES				\$ -
					\$ -
					\$ -
	TOTAL ADMINISTRATION	\$ -	\$ -	\$ -	\$ -

1420	CARRYING CHARGES				
1420.1	INTEREST EXPENSE				\$ -
1420.2	PROPERTY INSURANCE				\$ -
1420.3	TAXES				\$ -
1420.4	ENVIRONMENTAL INSURANCE				\$ -
1420.5	ACQUIRED PROPERTY OPERATING EXP.				\$ -
					\$ -
					\$ -
	TOTAL CARRYING CHARGES	\$ -	\$ -	\$ -	\$ -

1425	ARCHITECTURAL/ENGINEERING (Attach additional schedules as needed)				
1425.1a	DESIGN CONSULTANT/ARCHITECT				\$ -
1425.1b	DESIGN CONSULTANT/ENGINEER				\$ -
1425.2	BORINGS/ TEST PITS/ ENVIRON. TESTING				\$ -
1425.3	SURVEYS AND MAPS				\$ -
1425.4	CONSTRUCTION ADMIN/MGMNT				\$ -
1425.5	CLERK OF THE WORKS				\$ -
1425.6	MATERIALS TESTING				\$ -
1425.7	SUPPLEMENTAL SERV				\$ -
1425.8	ENVIRON. SURVEY/INVESTIGATION				\$ -
					\$ -
					\$ -
	TOTAL ARCHITECTURAL/ENGINEERING	\$ -	\$ -	\$ -	\$ -

Submission Date: _____ Applicant Name: _____ Project Name: _____	Initial Submission: []
---	-----------------------------------

Acct. Code	USES	DECD PROGRAM #1	DECD PROGRAM #2	OTHER FUNDS:	TOTAL FUNDS
1430	CONSTRUCTION (Attach additional schedules as needed)				
1430.1	GENERAL CONSTRUCTION				\$ -
1430.2	LEASEHOLD IMPROVEMENTS				\$ -
1430.3	PERMITS				\$ -
1430.4	DEMOLITION				\$ -
1430.5	ENVIRONMENTAL REMEDIATION				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL CONSTRUCTION	\$ -	\$ -	\$ -	\$ -
1435	OTHER WORKING CAPITAL				
1435.1	ACCOUNTS RECEIVABLE				\$ -
1435.2	INVENTORY				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL OTHER WORKING CAPITAL	\$ -	\$ -	\$ -	\$ -
1440	CAPITAL COSTS				
1440.1	MACHINERY & EQUIPMENT				\$ -
1440.2	APPRAISAL (M & E)				\$ -
					\$ -
					\$ -
					\$ -
	TOTAL CAPITAL COSTS	\$ -	\$ -	\$ -	\$ -
1445	RESEARCH & DEVELOPMENT				
1445.1	RESEARCH AND DEVELOPMENT				\$ -
					\$ -
					\$ -
	TOTAL RESEARCH & DEVELOPMENT	\$ -	\$ -	\$ -	\$ -
1450	FURNISHINGS/EQUIPMENT				
1450.1	OFFICE EQUIPMENT				\$ -
1450.2	COMPUTER SOFTWARE				\$ -
1450.3	COMPUTER EQUIPMENT				\$ -
					\$ -
					\$ -
	TOTAL FURNISHINGS/EQUIPMENT	\$ -	\$ -	\$ -	\$ -
1455	CONTINGENCY				
1455.1	CONTINGENCY				\$ -
	TOTAL CONTINGENCY	\$ -	\$ -	\$ -	\$ -
	TOTAL PROJECT COST	\$ -	\$ -	\$ -	\$ -
	LESS: PROJECT INCOME (if applicable)	\$ -	\$ -	\$ -	\$ -
	NET PROJECT COST	\$ -	\$ -	\$ -	\$ -

APPENDIX D

Congregate Housing Operating Proforma

INCOME	RENT-UP YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Potential Gross Annual Rental Income											
Provision for Vacancy & Collection Loss											
Effective Gross Annual Rental Income	-	-	-	-	-	-	-	-	-	-	-
Secondary Income											
Effective Gross Annual Income	-	-	-	-	-	-	-	-	-	-	-

EXPENSES											
Administrative Expenses											
Utilities											
Repairs & Maintenance											
Refuse Refusal											
Management Fee											
Annual Insurance Premiums											
Property Tax (PILOT)											
State Service Charge	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	-	-	-	-	-	-	-	-	-	-	-

Provision for RM & R											
Provision for Collection Losses											
Net Operating Income (Before Debt Service)	-	-	-	-	-	-	-	-	-	-	-

DEBT SERVICING											
First Annual Loan Payment											
Second Annual Loan Payment											
Third Annual Loan Payment											
Other Annual Loan Payment											
NET CASH FLOW	-	-	-	-	-	-	-	-	-	-	-
Debt Coverage Ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Congregate Housing Services Proforma

INCOME	RENT-UP YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10
Tenant Contribution - Services											
Other Income/Meals											
State Subsidy - Congregate Core Service											
State Subsidy - Expanded Core Service											
State Subsidy - Assisted Living Service											
Effective Gross Annual Income	-	-	-	-	-	-	-	-	-	-	-

EXPENSES											
House Management											
House Keeping											
Meal Expense											
Social Service Cost											
Expanded Core Services											
Assisted Living Services/Assessments											
Total Operating Expenses	-	-	-	-	-	-	-	-	-	-	-

--	--	--	--	--	--	--	--	--	--	--	--

APPENDIX E and E-1

Appendix E

T-18 Rev. 6/01

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT
REQUIREMENTS OF STANDARDS
FOR
DESIGN AND CONSTRUCTION
OF
MULTI-FAMILY HOUSING**

DESIGN REQUIREMENTS REVISIONS

The following design requirements stipulated in the Requirements and Standards for Design and Construction of Multi-Family Housing, Form T-18 dated 10/89, have been revised effective June 2001.

1. Walks shall be a minimum of 3'-0" wide.
2. Size of plantings: required minimum caliper for trees is deleted.
3. Sodding requirement is deleted.
4. Maximum unit sizes are revised to 0-BR - 560 square feet; 1-BR - 690 square feet; 2-BR - 950 square feet; 3-BR - 1150 Square feet; 4-BR - 1325 square feet gross building area.
5. Kitchen Cabinet Soffits requirement is deleted.
6. PVC bathtub/shower surround wall system requirement is deleted.
7. Metal truss anchors requirement is deleted.
8. Bi-fold door bottom track requirement is deleted.
9. Clad wood window requirement is deleted. Windows must meet Energy Efficiency Standards.
10. Door requirement for three (3) butts is deleted.
11. Door security viewer requirement is deleted.
12. Counter top requirement for marine plywood substrate is reduced to exterior plywood substrate.
13. Air Conditioner Sleeve requirement is deleted.
14. Window blinds requirement is deleted.
15. 15" high tub requirement is deleted.
16. Exterior non-freeze water faucet on back of units' requirement is deleted.
17. Exterior ducted requirement for range hoods is deleted.

Table of Contents

<u>Section</u>	<u>Page Number</u>
Introductory Statement.....	1
Concept.....	1
Responsibility.....	1
I. Site Development	
A. General.....	2
B. Landscaping.....	2-3
II. Principles of Building Design	
A. General.....	3
B. Non-Residential Space.....	3-4
C. Dwelling Unit.....	4-14
D. Doors and Openings.....	14
E. Halls and Corridors.....	14
F. Circulation.....	14
G. Stairways.....	14
H. Elevators.....	14
I. Acoustics.....	14-15
J. Fire Protection.....	15
III. Materials and Construction Requirements	
A. Site.....	15-16
B. Concrete.....	16
C. Masonry.....	16
D. Metals.....	16
E. Carpentry.....	16-18
F. Thermal and Moisture Protection.....	18-19
G. Doors, Windows, and Glazing.....	19-21
H. Finish Materials.....	21-23
I. Specialties.....	23-24
J. Equipment.....	24
K. Furnishings.....	24
L. Plumbing.....	24-25
M. Heating.....	25-26
N. Ventilation.....	26
O. Electrical.....	26-28
IV. Manufactured Housing and Rehabilitated Housing	
A. General.....	28

Introductory Statement

The requirements and standards are intended to provide a sound technical basis for the planning and design of housing under the numerous programs of the Department of Economic and Community Development (DECD). They describe those characteristics, which will provide present and continued utility, durability, desirability, economy of maintenance and a safe and healthful living environment. The standards and requirements contained herein define the level of quality acceptable to DECD.

Concept

User satisfaction in housing - and as a corollary, pride of "ownership" - is strongly tied to several simple and overlapping principles. The first is a clear demarcation of responsibility -what is personal, what is shared and by whom, and what is public. In short, "turf."

The second principle is a clear definition of what is "front stage" and what is "backstage," in terms of both physical location and personal activity.

A good design, in contrast to a design that requires management to control the project, allows residents to personalize, care for, and improve their home, yard, and neighborhood.

Responsibility

The Developer and Architect are responsible for meeting DECD standards in the design and construction of affordable multi-family housing. The Architect is solely responsible for code compliance. DECD architectural review staff is not responsible for identifying noncompliance of code requirements.

I. Site Development

A. General

1. Site all buildings with a minimum protective slope (6" drop in 10'-0") to keep storm water away from foundations.
2. Walks shall be 4'-0" wide typically and 6'-0" wide at the head of parking spaces. Public walks should be a minimum of 8'-0" from windows of dwelling units.
3. Minimum pitch for drives and parking areas shall be one and one-half percent (1 ½) for positive drainage.
4. All drives and parking areas should be bounded by 6" high bituminous concrete curbs.
5. Provide an adequate number of trash enclosures with paved surfaces.
6. Provide fences, hedges, or other barriers to separate the site from all serious hazards such as railroads, precipitous drops, ponds, streams, etc.
7. Barriers preventing visual surveillance of exterior building walls, doorways, and play areas should be avoided.
8. Buildings shall be solar-oriented where practical.

B. Landscaping

1. Provide an adequate separation between buildings and trees.
2. Shrubberies for defining space shall not act as a barrier restricting sight.
3. Size of plantings.
 - a. 3-3½" caliper ash, honey locust, maple, or oak.

4. Provide sodding at the fronts of buildings and approximately 20'-0" from foundations at the sides and rear of buildings.

II. Principles of Building Design

A. General

1. All building must comply with, but not exceed the requirements of applicable codes except where necessary to comply with specific Department of Economic and Community design requirements and standards.
2. All common spaces, which will be used by residents, must be designed for handicapped accessibility if the facility contains dwelling units designed for handicapped occupancy.

B. Non-Residential Space

1. Management Space

- a. Provide 100 square feet plus 2 square feet per dwelling unit for office space.

(1) Optional in Mutual Limited Equity Cooperative projects.

2. Maintenance Space

- a. Provide 100 square feet plus 4 square feet per dwelling unit for the storage of maintenance supplies and equipment.

(1) Optional in Mutual and Limited Equity Cooperative projects.

3. Facilities for Trash and Garbage Disposal

- a. Provide for the temporary sanitary storage of trash and garbage and for its subsequent disposal or removal.

- b. Design and construction of trash chutes shall be in accordance with NFPA Standard No. 82.

4. Community Space

- a. Optional in Mutual and Limited Equity Cooperative projects for tenant meetings.

C. Dwelling Unit

1. Maximum sizes of dwelling units and the maximum number of bathrooms.

TABLE 1

MAXIMUM DWELLING UNITS AND BATHROOMS

(Bedroom)	0	1	2	3	4
(Square Feet of Gross Interior Finished Area	525	650	950	1250	1375
(Number of Baths)	1	1	1½	2	2

Note

- (1) For projects involving five (5) or more bedrooms, the maximum unit size may be increased by up to 125 square feet for each additional bedroom, i.e. 5BR - 1500 sq. ft.; 6BR - 1625 sq. ft., etc.
- (2) In new construction, provide a minimum of two (2) exterior facades per dwelling unit to insure a maximum of cross ventilation and positive air circulation through windows for all one and two-story buildings.

2. General Handicapped Requirements for Projects of 10 units or more.

- a. Ten percent (10%) of the total number of dwelling units shall be designed and equipped for handicapped occupancy.
- b. Handicapped dwelling units should be provided in proportion to the bedroom unit mix.
- c. Handicapped dwelling units should be dispersed throughout the project.
- d. Handicapped dwelling units shall provide two (2) remote means of egress to the exterior at grade level.
- e. All rooms in handicapped dwelling units shall be designed in compliance with the requirements of the ANSI Standard A117.1-1986.
- f. There shall be a 6'-0" wide by 5'-0" deep concrete platform flush with the finish floor elevation at each handicapped dwelling unit entrance door or handicapped accessible common building entrance. Provide footings and foundation walls connected to the building foundation.

3. Living Area

- a. Space shall be provided in the living area to accommodate the following furniture with comfortable use and circulation space:

(1) 0-Bedroom:

1 couch	- 3'-0" x 6'-10"
1 lounge chair	- 2'-6" x 3'-0"
1 desk	- 1'-8" x 3'-6"
1 desk chair	- 1'-6" x 1'-6"
1 television set	- 1'-4" x 2'-8"
1 table	- 1'-6" x 2'-6"

(2) 1-Bedroom, 2-Bedroom, 3-Bedroom:

Add 1 lounge chair - 2'-6" x 3'-0"

(3) 4-Bedroom and larger:

Add 2 lounge chairs - 2'-6" x 3'-0"

4. Dining Area

- a. Each dwelling unit shall contain space for dining. This area may be combined with the living area or kitchen.
- b. Space for accommodating the following size table and chairs with proper circulation space in the dining area should be provided for the intended number of occupants as shown:

(0-bedroom or 1-bedroom) 2 persons	- 2'-6" x 2'-6"
(2-bedrooms) 4 persons	- 2'-6" x 3'-2"
(3-bedrooms) 6 persons (round)	- 3'-4" x 4'-0"
(4 or more bedrooms) 8 persons	- 3'-4" x 6'-0" or 4'-0" x 4'-0"
Dining chairs	- 1'-6" x 1'-6"

5. Bedrooms

- a. Each bedroom shall accommodate at least the following furniture with comfortable use and circulation space:

(1) 0-Bedroom:

1 twin bed	- 3'-3" x 6'-10"
1 dresser	- 1'-6" x 3'-6"
1 chair	- 1'-6" x 1'-6"

(2) Primary Bedroom: (recommended in each dwelling unit except 0-bedroom)

2 twin beds	- 3'-3" x 6'-10"
1 dresser	- 1'-6" x 4'-4"
1 chair	- 1'-6" x 1'-6"
1 crib	- 2'-6" x 4'-6" (may be located in another room in addition to the required furnishings)

(3) Secondary Bedrooms:

2 twin beds - 3'-3" x 6'-10"
 1 dresser - 1'-6" x 3'-6"
 1 Chair - 1'-6" x 1'-6"

6. Table 2 shall be used throughout for all rooms of living units.

TABLE 2

MINIMUM ROOM SIZES

a. Minimum Room Sizes for Separate Rooms (Square Feet of Gross Finished Area)

Minimum Area (Sq. Ft.) (6)

Name of Space (1)	LU w/ 0-BR	LU w/ 1-BR	LU w/ 2-BR	LU w/ 3-BR	LU w/ 4-BR	Least Dimension
K	NA	65	70	80	85	6'-0"
LR	NA	160	160	170	180	11'-0"
DR	NA	100	100	110	120	8'-4"
BR (primary) (2)	NA	120	120	120	120	9'-4"
BR (secondary)	NA	NA	90	90	90	9'-0"
Bath (Primary w/tub)	38	38	38	38	38	5'-0"
Bath (Secondary w/Shwr)	38	38	38	38	38	5'-0"
Toilet	25	25	25	25	25	3'-0"
Bath (H.C. Primary w/tub)	55	55	55	55	55	5'-6"

b. Minimum Room Sizes for Combined Spaces (Square Feet of Gross Finished Areas).

Minimum Area (Sq. Ft.) (6)

Name of Space (1)	LU w/ 0-BR	LU w/ 1-BR	LU w/ 2-BR	LU w/ 3-BR	LU w/ 4-BR
LR-DA	NA	210	210	230	250
LR-DA-SL	250	NA	NA	NA	NA
LR-DA-K (4)	NA	270	270	300	330
LR-SL	210	NA	NA	NA	NA
K-DA (5)	100	120	120	140	160

Notes

(1) Abbreviations:

LU = Living Unit	K = Kitchen
LR = Living Room	NA= Not Applicable
DR = Dining Room	BR = Bedroom
DA = Dining Area	SL = Sleeping Area
0-BR = LU with no separate Bedroom	

- (2) Primary bedrooms should have at least one wall space of at least 10 ft. uninterrupted by openings less than 44 in. above the floor.
- (3) For two adjacent spaces to be considered a combined room, the horizontal opening between spaces should be at least 8'-0", except that between kitchen and dining functions, the opening may be reduced to 6'-0". Spaces not providing this degree of openness should meet minimum room sizes recommended for separate rooms.
- (4) A combined LR-DA-K should have a clear opening between the kitchen and dining area of at least 4'-0".
- (5) These recommended minima apply when the only eating space is in the kitchen.
- (6) The floor area of an alcove, or recess off a room, having a least dimension less than recommended for the room, should be included only if it is not more than ten percent (10%) of the

minimum room size recommended and is useful for the placement of furniture.

7. Kitchen

- a. Kitchen fixtures and countertops shall be provided in accordance with Table 3. Required countertops shall be approximately 24" deep and 36" high. Clearance between all opposing base cabinets, counter tops, appliances or walls, should be 40" minimum.
- b. Countertops may be combined when they are located between two fixtures -stove, refrigerator, and sink. Such a countertop should have a minimum frontage equal to that of the larger of the countertops being combined. This combined counter may also be the mixing counter when its minimum length is equal to that required for the mixing counter. Countertop frontages may continue around corners.

TABLE 3

COUNTERTOPS AND FIXTURES

Work Center	Number of Bedrooms				
	0	1	2	3	4
	<u>Minimum Frontages in Lineal In.</u>				
Sink	24	24	24	32	32
Countertop, each side	15	18	21	24	30
Range or Cooktop Space (1)(2)(5)	22	22	24	30	30
Countertop, one side (3)	15	18	21	24	30
Refrigerator Space (4)	30	30	36	36	36
Countertop, one side (3)	15	15	15	15	18
Mixing Countertop	21	30	36	36	42

Notes

- (1) The range shall be located to provide 12" minimum clearance between the edge of the cooktop and the nearest vertical surface.

- (2) A range burner shall not be located under a window nor within 12 in. of a window. Where a cabinet is provided above a range, 30 in. clearance shall be provided to the bottom of an unprotected cabinet, or 24 in. to the bottom of a protected cabinet.
- (3) Provided at least 6 in. from the edge of the sink to an adjacent corner cabinet, at least 9 in. from the edge of a range to an adjacent corner cabinet and 15 in. from the side of a refrigerator to an adjacent corner cabinet.
- (4) Refrigerator space should be 33" when refrigerator door opens within its own width.
- (5) When a range is not provided, a 30" wide space shall be provided.

c. Kitchen storage shelf area shall be provided in accordance with Table 4. At least one-third of the required area shall be located in base or wall cabinets. At least sixty percent (60%) of the required area shall be enclosed by cabinet doors.

TABLE 4

STORAGE AREA

SQ FT	<u>Number of Bedrooms</u>				
	0	1	2	3	4
Minimum Shelf Area	24	30	38	44	50
Minimum Drawer Area	4	6	8	10	12

Notes

- (1) Wall cabinets over refrigerators shall not be counted as required shelf area.

- (2) Shelf area above 74 in. shall not be counted as required area.
- (3) Inside corner cabinets shall be counted as 50 percent of the shelf area, except where revolving shelves are used, the actual shelf area may be counted.
- (4) Drawer area in excess of the required area may be counted as shelf area if drawers are at least 6 in. in depth.

d. Enclosed the space between the ceiling and the tops of the wall cabinets and range hood.

8. Bathroom

a. Each dwelling unit shall have one (1) bathroom containing a bathtub with showerhead and a minimum outside width of 30 in., a lavatory, and a water closet. In other bathrooms, showers may be substituted for bathtubs. Bathrooms shall provide for comfortable access to, and use of, each fixture. Bathrooms shall be convenient to the bedrooms.

b. Bathrooms shall be provided with the following accessories:

- (1) Soap dish at tub and/or shower.
- (2) Shower curtain rod at tub and/or shower.
- (3) Soap dish at lavatory (soap dishes may be integral with the fixture).
- (4) Toilet paper holder at water closet.
- (5) Mirror and medicine cabinet.
- (6) Two (2) towel bars; one (1) in toilet room. (1/2 bath).
- (7) Double robe hook.

c. Each toilet room shall be provided with items 3, 4, 5, 6, and 7 above.

d. Stall showers shall have a minimum area of 1024 sq. in. and a least dimension of 30 in.

- e. Provide a PVC bathtub/shower surround wall system.
Use DECD Specifications.
- f. Provide a medicine cabinet over lavatories in non-handicapped dwelling units. In bathrooms designed for handicapped occupancy, provide a mirror above the lavatory and locate the medicine cabinet on another wall.
- g. Bathroom and toilet room accessories shall be surface mounted type.
- h. Tub or shower bottom surfaces shall be slip-resistant.
- i. The door shall swing out of the room in bathrooms designed for handicapped occupancy.

9. Laundry

- a. Provide an enclosed space in each dwelling unit for a clothes washing machine equipped with power supply, water, and waste piping and space for a dryer equipped with power supply and exhaust ventilation to the exterior.
 - (1) Space may be provided in the basement.

10. Closets and General Storage

a. Bedroom Closets

- (1) Each bedroom should have accessible clear hanging space equipped with rod and shelf of 14 square feet or greater.

b. Coat Closet

- (1) Provide at least a 2'-0" x 3'-0" (clear floor area) coat closet convenient to the entrance.

c. Linen storage closet shall provide the following:

- (1) Minimum shelf area: 10 sq. ft. for 2 bedrooms or less; 15 sq. ft. for 3 or more bedrooms.
- (2) Spacing of shelving: not less than 12 in. o.c.
- (3) Shelving over 74" above floor shall not be counted as required area.
- (4) Linen closet should not be located in the bathroom.

d. General Storage

- (1) Usable general storage space shall be provided for the storage of items and equipment essential to the use of the occupants. This storage shall be in addition to required closets and kitchen storage. The total amount of general storage space for each dwelling unit shall conform to Table 5.
- (2) The space may be provided in the basement.

TABLE 5

GENERAL STORAGE REQUIREMENTS

Square Feet of Storage Column 1	
0 BR	35
1 BR	40
2 BR	45
3 BR	55
4 BR or more	65 plus 5 for each additional bedroom.

e. Water Heater Closet (if required)

- (1) Space shall be at least 2'-0" wide x 2'-0" deep.

(2) May be located in the basement.

f. Boiler Closet (if required)

(1) May be located in the basement.

D. Doors and Openings

1. All single leaf swinging doors, except closet doors, shall be 3'-0" wide.

E. Halls and Corridors

1. Clear width shall be:

Public corridor	5'-0"*
Exterior access corridor	5'-0"
Hall within dwelling unit	3'-0"
(*Pair of doors in corridors shall be 6'-0" wide)	

F. Circulation

1. Each bedroom should have access to a bathroom without an intervening bedroom, kitchen, or principal living or dining area. Bedrooms should not afford the only access to a required bathroom, except in one-bedroom units. Neither a bedroom nor a bathroom should afford the only access to a habitable room.
2. Provide access to bedrooms from dwelling unit entrances without passing through living areas, wherever possible.

G. Stairways

H. Elevators

I. Acoustics

TABLE 7

RECOMMENDED SOUND TRANSMISSION LIMITATIONS

<u>Location of Partition</u>	<u>STC</u>	
Dwelling unit to dwelling unit, corridor or public space	50	
Dwelling unit to public space and service areas	50	
<u>Location of Floor-Ceiling</u>	<u>STC</u>	<u>IIC</u>
Floor-ceiling separating dwelling units from other dwelling units, public space, or service areas	45	45
Floor-ceiling separating dwelling units from public space and service areas, including corridor floors over dwelling units.	50	50

J. Fire Protection

1. When structures fall into Apartment House Habitational Class and are non-combustible construction Types 3 and 4, then the maximum number of living units between 8" masonry fire separating walls should be ten (10).

III. Materials and Construction Requirements

A. Site

1. All materials and construction methods used for drives, parking areas, walk, etc., shall be as per current Form of Connecticut State Department of Transportation Standard Specifications for Roads, Bridges, and Incidental Construction.

2. One (1) compaction test per ground floor dwelling unit and non-residential area shall be provided.
3. A concrete pad for trash dumpsters shall be provided.
4. Soil treatment by a licensed applicator under slabs on grade and around foundation walls shall be provided.
5. Downspouts occurring at the fronts of buildings where there are entry walks and other paved areas shall be connected to the storm drainage system. Concrete splash blocks at all other downspout locations shall be provided.

B. Concrete

1. Use 2500 lb. concrete for footings, foundation walls, and slabs not exposed to weather.
2. Use 3000 lb. air-entrained concrete for all concrete exposed to weather.
3. Specify three (3) cylinders for each test, and one (1) test for each day's pour or 50 cubic yards, whichever is less, for footings, foundations, and slabs.

C. Masonry

D. Metals

E. Carpentry

1. General Framing
 - a. All lumber used for structural joists, rafters, and columns shall be of entirely one of the fir, spruce, or hemlock series which shall be not less than No. 2 grade and shall have a minimum modulus of elasticity (E) of 1,400,000 PSI and a single member fiber stress in bending (fb) of 1100 PSI.
 - b. Light framing lumber used for studs in walls and partitions shall not be less than stud or standard

grade or better and shall have a compressive stress parallel to grain (fc) of not less than 400 PSI.

- c. Recommend use 2x6 studs spaced at 24" on center for exterior walls.
- d. Moisture content at delivery shall not exceed nineteen percent (19%).

2. Truss Framing

- a. All lumber used for trusses shall be of entirely one of the fir, spruce, hemlock, or K.D. Southern Pine species, which shall not be less than No. 2 grade and shall have a minimum modulus of elasticity (E) of 1,400,000 PSI and a single member fiber stress in bending (fb) of 1100 PSI.
- b. Trusses should be spaced at 24" on center and be designed to allow for ceiling insulation and attic ventilation. Maintain a 12" workpoint between the top of the plate and the bottom of the truss top chord in a plane with the exterior wall sheathing. Provide attic ventilation in the amount of 1.5 sq. in. of free air per square foot of horizontal attic space, with fifty percent (50%) provided at the ridge and fifty percent (50%) equally distributed at the soffits. Use DECD Workpoint Diagram Specifications.
- c. A Registered Connecticut Professional Engineer must stamp truss shop drawings.
- d. Trusses shall be stored clear of the ground, on solid blocking located at panel points and covered from the elements. Once the covering is damaged or removed, the trusses should be installed, sheathed, and protected to maintain stress-graded moisture content as per specifications.
- e. Use metal truss anchors to tie trusses to the plate.
- f. Moisture content at delivery shall not exceed nineteen percent (19%) except for southern pine trusses.

3. Sheathing

- a. Wall sheathing shall be ½" thick Oriented Strand Board, APA rated, 24/0, Exposure I, NER-108.
- b. Roof sheathing shall be ½" thick plywood, APA rated, 32/16, Exposure I, PS 1-74, C-D interior with exterior glue, NRB-108.

F. Thermal and Moisture Protection

1. Vapor Protection

- a. Provide a 6 mil polyethylene vapor barrier under slabs on grade.
- b. Provide a 4 mil polyethylene vapor barrier at exterior frame walls and ceiling assemblies, which are open to exterior air.

2. Building Insulation

- a. Insulation shall meet the following requirements:

Exterior walls	- R-19 fiberglass
Ceilings	- R-38 fiberglass batts
Under slab insulation	- R-10 extruded polystyrene
Slab edge	- R-5 extruded polystyrene

3. Flashing

- a. Valleys shall be 90 lb. mineral surfaced roll roofing.
- b. Eave flashing shall be one (1) layer of 50 lb. smooth surface roll roofing over single underlayment or one (1) layer of 90 lb. mineral surface roll roofing.
- c. Underlayment shall be 15 lb asphalt saturated felt.
- d. Provide metal drip edges at eaves and rakes.

4. Gutters and Downspouts

- a. Provide gutters and rain leaders on all buildings.
- b. Provide continuous fascia apron and bar hangers for gutters.
- c. Spikes and ferrule fastenings are not acceptable.

5. Entrance Canopies

G. Doors, Windows, and Glazing

1. Doors

- a. All exterior doors shall be 1- $\frac{3}{4}$ " thick, steel clad, insulated, with integral weather-stripping and threshold.
- b. All exterior doors of dwelling units shall be provided with aluminum combination storm and screen doors. Use DECE Aluminum Combination Door Specification.
- c. Interior dwelling unit entrance doors shall be 1- $\frac{3}{4}$, thick, steel clad insulated doors or solid core wood doors.
- d. Undercut bathroom doors to facilitate air circulation.
- e. When bi-fold type doors are used, they shall be provided with top and bottom tracts.
- f. In areas where additional security is necessary, exterior doors shall be 18 gauge steel, hinges shall have non-removable pins, door frames shall be 16 gauge steel, and deadbolts with 1" throws shall be provided. Interior dwelling unit entrance doors shall be 20 gauge steel with 18 gauge steel frames.
- g. The use of sliding and/or pocketed type doors is not recommended.

2. Windows

- a. Exterior insulated windows with clad wood frames and sash are required to minimize condensation problems and heat loss. Use DECD Window Specifications.
- b. Maintain stock sizes throughout.
- c. Screens shall be provided for all operable window openings.
- d. Slider type windows are not acceptable.
- e. Metal windows are not acceptable.
- f. All windows shall be insulated and glazed with Low-E (low emissivity) glass.
- g. All window sill heights shall be not less than 2'-6" above finish floor.
- h. Where existing window sill heights are less than 2'-6" above the finish floor, a security device shall be provided across the window opening.
- i. In areas where additional security is necessary, positive claws should be provided on locking devices for all double and single hung windows. Provide additional security to all windows and openings adjacent to porches and fire escapes. Eliminate windows in basements except for required ventilation.

3. Hardware

- a. All finish hardware shall be scheduled in the specifications. Hardware shall meet Federal Specification #160 where possible.
- b. All doors shall be hung on three (3) butts.
- c. Provide single motion operation for egress. No dead bolts unless required by the town/city.

- d. The locks on the doors of each dwelling unit shall be master keyed.
- e. Front and rear doors of each dwelling units shall be keyed alike.

H. Finish Materials

1. Exterior Wall Finishes

- a. Maintenance free, such as masonry or other hard, durable finish.
- b. Solid vinyl siding. Use DECD Vinyl Siding Specification.
- c. Exterior trim should be aluminum clad. Provide slotted nailing holes to allow for expansion and contraction.

2. Roof Coverings

- a. Roof shingles shall be U.L. Class "A" fiberglass, minimum weight 235 lbs./square with a 25 year warranty.
- b. Provide a starter course.
- c. All flat roofs shall provide a minimum $\frac{1}{4}$ " pitch per ft. Where existing roofing on flat roofs is to be replaced, a minimum $\frac{1}{4}$ " pitch shall be provided.
- d. Membrane roofing with be permitted over one (1) layer of existing roofing where the existing roofing is to remain.

3. Interior Wall and Ceiling Finishes

a. Dry Wall Construction

- (1) Use $\frac{1}{2}$ " recessed or tapered edge Gypsum Board, nail to stud framing. Also block for nailing of all edges and ends of Gypsum Board. Use Perf-A-

Tape or equal, for joint treatment at recessed edges. All horizontal and vertical exterior corners shall be protected with an appropriate metal corner bead. Use metal edge trim where wallboard abuts another material in finished areas. Use only factory-edged Gypsum Board where wallboard abuts tub edge. Block all edges and ends of ceiling boards.

(2) Water-resistant gypsum boards shall be used in bathrooms and other wet areas.

4. Flooring

a. 1/8" thick vinyl composition tile or .085" sheet vinyl.

b. Provide 1/8" thick vinyl wall base in above areas where resilient flooring is used.

c. Carpet

(1) 24 oz. per square yard in dwelling units.

(2) 28 oz. per square yard in public areas.

5. Painting

a. Generally, all exterior and interior surfaces shall receive a prime coat and one (1) finish coats.

b. Exceptions to the above number of coats are as follows:

(1) Factory primed exterior and interior metal shall receive two (2) finish coats.

(2) Interior trim with semi-gloss finish shall have a prime coat and two (2) finish coats.

- (3) Bathrooms, toilet rooms, laundries, central kitchens, dwelling unit kitchen cabinet walls (including returns), shall have a prime coat and two (2) coats with semi-gloss finish. Ceilings of these rooms shall be finished in the same manner.
- (4) Interior trim with transparent finish shall have stain and two (2) coats of polyurethane sealer.
- c. All exterior non-clad wood trim shall be back prime painted.

I. Specialties

- 1. Corner guards
 - a. Provide corner guards at exterior corners of partitions in handicapped dwelling units, laundries, office, corridors, and other common rooms or areas accessible to handicapped persons.
- 2. Protective Edge
 - a. Provide a protective edge along the bottom of the sink front apron in handicapped dwelling units.
- 3. Project Plaque
 - a. Provide a project plaque. Use DECD Project Plaque Specification.
- 4. Project Sign
 - a. Provide a project sign. Use DECD Project Sign Specification.
- 5. Closet Shelving
 - a. All shelving shall be ventilated, vinyl coated steel rod shelving.
- 6. Security Viewer

- a. Provide a one-way, wide-angle viewer (peepsight) in each dwelling unit front and back door.

J. Equipment

1. Kitchen and Vanity Cabinets
 - a. Use DECD Cabinet Specifications.
2. Countertops
 - a. Use $\frac{3}{4}$ " marine plywood with high pressure plastic laminate.
3. Appliances
 - a. Ranges*
 - b. Refrigerators*
 - c. Dishwashers are not permitted.

*See Table 3 for appliance spaces.
4. Sleeves for Air Conditioners
 - a. Provide a metal air conditioning sleeve with end caps and filled with insulation for each dwelling unit and office space.

K. Furnishings

1. Vertical or horizontal blinds are required for all window openings. Color shall be off-white.

L. Plumbing

1. Use 15" high tubs. Provide toilet seat covers for all water closets except those in common areas.
2. If plumbing must be located in exterior walls, it should occur in a double (chase) wall on the interior side of the typical insulated exterior wall.
3. Insulation shall be furnished for all hot and cold water piping. Insulation shall pass through pipe sleeves and

wood framing. Minimum 1" thick in attic and other unheated areas. Use molded fittings with taped joints.

4. Keep water piping out from under concrete slabs on grade except for the water service entrances into buildings.
5. Provide stops at each plumbing fixture, dwelling unit, and building.
6. Provide a non-scalding type valve for tub/shower installations.
7. Domestic hot water may be supplied by an individual water heater in each dwelling unit. The size of the water heater shall be sufficient to provide hot water for the maximum occupancy of the dwelling unit.
8. Hose connections for fire hydrants shall be specified to comply with the requirements of the local fire department as to size, threads, etc.
9. Provide an exterior non-freeze water faucet at the front and back of each grade level dwelling unit with its own entrances. Include vacuum breakers.
10. Provide a combined mixing single lever control type faucet at each sink and lavatory.
11. The use of sewage ejectors is not recommended.
12. Plumbing for fixtures and heating shall be kept out of fire rated walls where possible.
13. All plumbing fixtures shall be white in color.

M. Heating

1. The heating system shall be designed to maintain 70 degrees F. temperature when the outside temperature is 0 degrees F.
2. When electric heating is used, provide medium density electric baseboard (250 watts per linear foot).

3. When electric heating is installed in bathrooms, the heaters and control switches shall be located as far as practical from plumbing fixtures and at least 2'-6" from the bathing fixtures.
4. Provide a heating zone for each floor level in each individual dwelling unit.

N. Ventilation

1. Provide a range hood in the kitchen ducted to the exterior.
 - a. Ductwork should be metal.
2. Provide an exhaust fan in each bathroom and toilet room.
 - a. Ductwork should be metal.

O. Electrical

1. Wiring will not be permitted under concrete slabs on grade.
2. All branch wiring shall be copper.
3. Provide adequate site lighting for vehicular and pedestrian traffic controlled by photocell, including lighting of exterior building walls and parking areas. The recommended lighting level for walks, drives, and parking is 2.0 footcandles.
4. In areas where additional security is necessary, additional security lighting should be provided. The recommended lighting level for security problem areas is 5.0 footcandles.
5. Provide two (2) telephone outlets in each dwelling unit and one (1) in the office.
6. All switches shall be located within easy reach. Use one (1) switch for light and fan in bathrooms and toilet rooms.

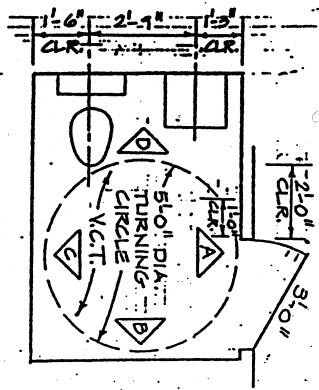
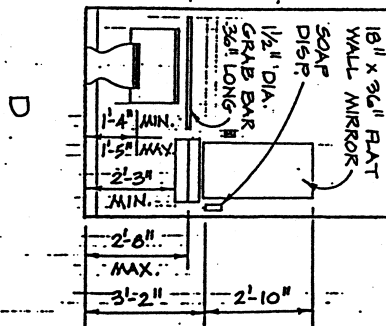
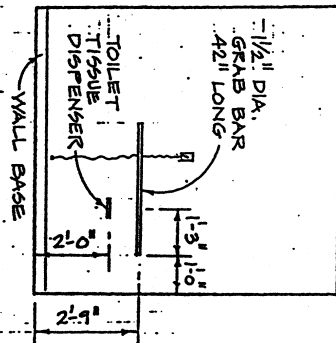
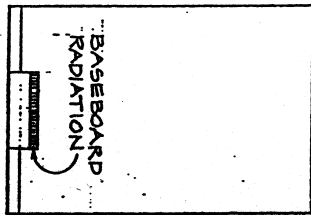
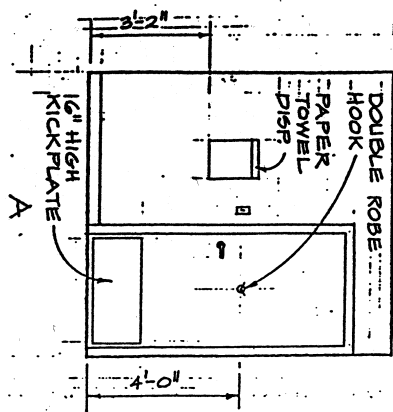
7. Provisions shall be made for the reception of cable television service. Provide an outlet in the living area of each dwelling unit.
8. All dwelling units shall preferably be individually-metered for space heating and domestic hot water, subject to the recommendations of a Life Cycle Cost Analysis.
9. In general, locate duplex wall receptacles 24 inches above the finish floor. Provide draft insulators for switches and receptacles located in exterior walls.
10. One (1) receptacle in each bedroom or sleeping area and in each living area shall be operated by a wall switch.
11. Provide emergency call-for-aid switches in bathrooms and bedrooms of handicapped dwelling units. Cords on the switches shall extend down to the top of the wall base. Switches shall be located within easy reach from bathing fixtures and beds. Use DECD Call-For-Aid/Early Warning System Specifications.
12. Provide a separate 20-amp circuit for the air conditioners.
13. Provide AC/DC smoke detection in each dwelling unit. These detectors are to be activated during the incipient stage of a fire. Suitable smoke and/or heat detectors shall be provided in the laundries, maintenance rooms, storage rooms, electrical rooms, mechanical rooms, janitor's closets, etc., and wherever else required by code. Locations of detectors shall be approved by the local fire marshal. Use DECD Call-For-Aid/Early Warning System Specifications.
14. A visual and audible fire alarm system is required in handicapped dwelling units. Use DECD Call-For-Aid/Early Warning System specifications.
15. Provide cords for all ranges and connect all ranges and refrigerators.

16. Provide one (1) spare space for a 20-amp circuit in each dwelling unit panel.
17. Provide a lighting fixture above the kitchen sink.
18. Secure all electrical wiring to rafters or the webs of trusses in lieu of to ceiling joists or bottom cords of trusses to allow clear space for the installation of attic insulation.
19. Provide an intercom system between the main building entrance and each dwelling unit. Where additional security is required, do not provide a door release mechanism in the dwelling units for the building entrance.

IV. Manufactured Housing and Rehabilitated Housing

A. General

1. In the development of projects involving either manufactured housing systems or the rehabilitation of existing structures, every effort must be made to meet the new construction standards noted in Sections I, II, and III. No waivers will be granted for the following:
 - a. Life Cycle Cost Analysis
 - b. Handicapped Requirements
2. The term "Manufactured Housing Systems" excludes mobile homes.
3. Existing structures proposed for rehabilitation projects shall be tested for toxic materials such as asbestos, lead based paint, etc.



TOILET ROOM ELEVATIONS - ELDERLY/CONGREGATE COMMON TOILET ROOM

NOTES:

1. INSULATE WASTE & HOT WATER PIPING UNDER LAVATORY.
2. PROVIDE BLOCKING FOR ALL GRAB BARS AND ACCESSORIES.
3. PROVIDE CLEAR WALL SPACE AT LATCH EDGE OF DOOR.
4. PROVIDE MECHANICAL EXHAUST VENTILATION.

Appendix E-1

T-19 8/12

**STATE OF CONNECTICUT
DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT

REQUIREMENTS FOR
DESIGN AND CONSTRUCTION OF
ELDERLY AND CONGREGATE HOUSING**

Note: (To be used in conjunction with Requirements for Design and Construction of Multi-Family Housing)

TABLE OF CONTENTS

Section	Page Number
I. Site Development	
A. General.....	3
B. Landscaping.....	3
II. Principles of Building Design	
A. General.....	3
B. Non-Residential Space.....	3-5
C. Dwelling Unit.....	5-7
D. Doors and Openings.....	7
E. Halls and Corridors.....	7
F. Circulation.....	8
G. Stairways.....	8
H. Elevators.....	8
I. Acoustics.....	8
J. Fire Protection.....	8
III. Materials and Construction Requirements	
A. Site.....	8
B. Concrete.....	9
C. Masonry.....	9
D. Metals.....	9
E. Carpentry.....	9
F. Thermal and Moisture Protection.....	9
G. Doors, Windows and Glazing.....	9
H. Finish Materials.....	9
I. Specialties.....	9
J. Equipment.....	10-11
K. Furnishings.....	11
L. Plumbing.....	11
M. Heating.....	11
N. Ventilation.....	11
O. Electrical.....	11-12

I. Site Development

A. General

1. The maximum slope for all exterior walks and ramps shall be five percent (5%).
2. Ten percent (10%) of the required number of parking spaces shall be handicapped parking spaces.

B. Landscaping

II. Principles of Building Design

A. General

1. If sufficient desirable land is available, a one-story building should be considered.
2. Roof structure shall be Type 5 construction if acceptable to the local building official. These structures shall contain, in addition to dwelling units, necessary electrical and mechanical spaces, a lobby, common toilet facilities, an office, a health examination room, a lounge, an arts and crafts room, a multi-purpose room, a dining room, a central kitchen, a laundry room, a maintenance storage room, a janitor's closet, trash disposal facilities, mail delivery facilities and an elevator (if required). In addition, there shall be a separate Maintenance Storage Building.
3. On existing one story structures such as schools with exterior classroom doors, delete these doors to the exterior.
4. All dwelling units shall be designed for adaptability for handicapped use.

B. Non-Residential Space

1. Lobby
2. Common Toilet Room
 - a. Provide one (1) barrier-free, unisex toilet room for 45 dwelling units or less.

- b. Provide a barrier-free toilet room for each sex for 46-90 dwelling units.
 - c. Provide 45 square feet and a least dimension of 5'-6".
 - d. The door shall swing out of the room.
- 3. Office Space
 - a. Provide 100 square feet plus 2 square feet for each dwelling unit.
- 4. Health Examination Room
 - a. Provide a minimum of 100 square feet with hand-washing sink, space for a treatment table and space for storage.
- 5. Lounge, Arts and Crafts Room, and Multi-Purpose Room
 - a. Provide 35 square feet for each dwelling unit subdivided as desired into three (3) separate rooms for the above uses.
- 6. Dining Room
 - a. Provide 30 square feet per dwelling unit.
- 7. Central Kitchen
 - a. Provide a minimum of 500 square feet of floor space.
 - b. Provide sufficient food storage space accessible to the kitchen.
 - c. Provide a janitor's closet with floor receptor or service sink.
- 8. Laundry
 - a. Provide a 30" deep by 60" long counter or table per dryer for sorting and folding laundry.
 - b. Provide space for two (2) washers and two (2) dryers for every 45 dwelling units.
- 9. Maintenance Storage Room
 - a. Provide 100 square feet plus 4 square feet per dwelling unit.

10. Janitor's Closet

- a. Provide a floor receptor or service sink and storage space for housekeeping supplies and equipment for general use.

11. Trash Disposal Facilities

- a. Provide a trash chute in multi-story structures.
- b. Provide a compactor in multi-story structures.

12. Mail Delivery Facilities

13. Elevator

- a. Provide an elevator in multi-story structures.

14. Maintenance Storage Building

- a. Provide 500 square feet plus 2 square feet per dwelling unit of unheated storage space for lawnmowers, snowblowers, garden equipment, etc.

C. Dwelling Unit

- 1. All dwelling units shall be designed for conversion to handicapped use and for double occupancy (one bedroom), with a combination living/dining/kitchen space, a bedroom, a bathroom and closets. Dwelling units shall contain 700 square feet (gross finished area).

- a. A minimum of two (2) exterior facades per dwelling unit in one and two story buildings is not required.

2. General Handicapped Requirements

- a. Only one means of egress is required from a dwelling unit designed for handicapped occupancy.

3. Living/Dining Area

4. Bedroom

5. Kitchen

- a. This space should be designed to provide a minimum of reaching, bending and occupancy hazards.

- b. The kitchen shall be all-electric.
- c. Wall cabinets are not permitted above ranges and refrigerators.
- d. Wall cabinets should not be located in room corners.
- e. At least one 30" section of counter shall provide a work surface that complies with the following requirements:
 - (1) The counter shall be adjustable or replaceable as a unit to provide alternative heights of 28", 32", and 36" measured from the top of the counter surface.
 - (2) Base cabinets, if provided, shall be removable under the full 30" minimum frontage of the counter. The finished floor shall extend under the counter to the wall. The wall behind the knee space and adjacent cabinet walls shall also be finished.
 - (3) Counter thickness and supporting structure shall be 2" maximum over the required clear area.
 - (4) A clear floor space 30" x 48" shall allow a forward approach to the counter. Nineteen inches maximum of the clear floor space may extend underneath the counter. The knee space shall have a minimum clear width of 30" and a minimum clear depth of 19".
 - (5) There shall be no sharp or abrasive surfaces under such counters.
- f. The sink and surrounding counter shall comply with the following requirements:
 - (1) The sink and surrounding counter shall be adjustable or replaceable as a unit to provide alternative heights of 28", 32", and 36".
 - (2) Rough-in plumbing shall be located to accept connections of supply and drain pipes for sinks mounted at the height of 28".
 - (3) Base cabinets, if provided, shall be removable under the full 30" minimum frontage of the sink and surrounding counter. The finished flooring shall extend under the counter to the wall. The wall behind the knee space and adjacent cabinet walls shall also be finished.

- (4) Counter thickness and supporting structure shall be 2" maximum over the required clear space.
- (5) A clear floor space 30" x 48" shall allow forward approach to the sink. Nineteen inches maximum of the clear floor space may extend underneath the sink. The knee space shall have a clear width of 30" and a clear depth of 19".
- (6) There shall be no sharp or abrasive surfaces under sinks. Hot water and drain pipes under sinks shall be insulated or otherwise covered.
- g. The range shall be located adjacent to a knee space below the counter.

6. Bathroom

- a. If a vanity cabinet is provided under the lavatory, it shall be removable to provide the required clearances for handicapped use.

7. Closets and General Storage

a. Bedroom closet

- (1) The rod and shelf shall be adjustable from 4'-0" to 5'-6" above the finished floor in all dwelling units.

b. Coat closet

- (1) The rod and shelf shall be adjustable from 4'-0" to 5'-6" above the finished floor in all dwelling units.

c. General Storage

- (1) Use Table 5 for storage requirements.
- (2) Exterior storage space is not required.

D. Doors and Openings

E. Halls and Corridors

F. Circulation

1. Clear dimension shall be:

Between beds

1'-6"

Bed-to-wall (least used side)	3'-0"
Dining room table (3 sides)	2'-6"
Desk (behind chair)	2'-6"
Wheelchair passage	3'-0"

G. Stairways

1. All interior stairs shall be enclosed by two (2) hour fire rated construction.

H. Elevators

1. The first elevator shall be stretcher size (4'-6" x 6'-8").

I. Acoustics

J. Fire Protection

1. One (1) hour fire rated corridor walls are acceptable for double loaded corridors in one story, non-combustible construction.
2. Smoke barrier doors shall be provided with electro-magnetic hold-open devices activated by approved smoke detectors installed on either side of the door opening.
3. Doors opening into egress corridors shall be fire rated doors.
4. Provide an automatic sprinkler system throughout the building. The system shall be designed and installed in accordance with the requirements of NFPA 13.

III. Materials and Construction Requirements

A. Site

B. Concrete

1. Concrete a tub trap pit 1'-6" x 1'-6"x 1'-0" deep.

C. Masonry

D. Metal

E. Carpentry

F. Thermal and Moisture Protection

G. Doors, Windows and Glazing

1. Doors

- a. Door closers shall be adjusted to operate with minimize pressure.

2. Hardware

- a. Provide latchsets for bathroom and bedroom doors (no locks).
- b. Lever handles are required on all doors used by residents.

3. Windows

- a. Clad wood windows requirement is deleted. Windows must meet Energy Efficiency Standards

H. Finish Materials

1. Roof Coverings

- a. Roof slope shall be 4/12 to 6/12.

I. Specialties

1. Grab Bars

- a. Grab bars shall be provided in all bathrooms and toilet rooms at water closets and bathing fixtures. Grab bars shall have a non-slip surface.

2. Handrails

- a. Handrails shall be provided on one side of all corridors used by residents. They shall have ends rounded and returned to the walls, a clear distance of 1-1/2 inches between handrail and wall and a height of 32 TO 34 inches above the finished floor.

J. Equipment

1. Appliances

- a. All appliances must be Energy Star rated.
- b. Washers and dryers shall be front-loading.

2. Sleeves for Air Conditioners

- a. A sleeve is not required in the office.

3. Central Kitchen

- a. Stub-ups for all of the kitchen equipment shown in the equipment list shall be included in the General Contract for the project.

- b. Equipment for the preparation of at least one (1) meal per day is optional if meal delivery is provided from an outside source.

c. Equipment list:

- (1) Range - Garland, 6 burners, 2 full-size ovens, 2' griddle boiler, Model #283 or equal, plus hot food unit 300 DM and Protector Case 405S or equal.
- (2) Refrigerator - Traulson, 24.2 cu. ft., GHT 1-32 W U T or equal.
- (3) Freezer - Traulson, 24.2 cu. ft., GHT 1-32 W U T or equal.
- (4) Dishwasher - Hobart, Model #AM-14 or equal, with an energy saver; Hubbel, Model #A-615 booster heater with U5BLP pressure regulator, temperature gauge, pressure gauge or equal.
- (5) Garbage Disposal.
- (6) Pot Sink.
- (7) Grease Trap.
- (8) Cook's Table.
- (9) Pot Rack.
- (10) Food Slicer.
- (11) Food Cart.
- (12) Hand Sink (with wrist blade handles).
- (13) Food Mixer.
- (14) Counter with sink and shelves.
- (15) Ice Machine.
- (16) Shelving by General Contractor.
- (17) Mixer Table.
- (18) Hood.
- (19) Coffee Urn.
- (20) Pot Filler at the range (cold water supply only).
- (21) Dish Sink Unit.
- (22) Dish Storage Cabinet.
- (23) Fire Protection System in the range hood.
- (24) Wall Cabinets.
- (25) Water Station.
- (26) Transport Cabinets (provide 2).

- d. Counters, tables and shelving shall be stainless steel construction.

K. Furnishings

L. Plumbing

1. Electrical elements in water heaters shall be wired for non-simultaneous operation.
2. Provide exterior non-freeze water faucets in adequate number (minimum two (2) per building) to properly water lawn areas. Include vacuum breaker. Do not provide at the Maintenance Storage Building.

M. Heating

1. The heating system shall be designed to maintain 80° degree F. temperature when the outside temperature is 0° degrees F.
2. Each dwelling unit area or separate room shall have individual thermostatic control by means of a wall mounted line voltage double pole thermostat without a thermometer. Thermostats shall not have an "off" position.
3. Provide heating equipment in all interior bathrooms.

N. Ventilation

1. Provide central air-conditioning in common areas, excluding corridors and the laundry.

O. Electrical

1. Provide a standby generator equipped with an automatic transfer switch for necessary lighting, power and heat in the common areas.

2. Provide a dwelling unit Call-For-Aid and Early Warning System. Use DECD Call-For-Aid and Early Warning System Specifications.
3. Provide an outlet for the television system in the lounge.
4. Provide a wall receptacle located along the route from the bedroom to the bathroom for a plug-in type night light.
5. Site lighting fixtures shall have high pressure sodium lamps and be mounted on metal poles.
6. Provide a lightning arrestor(s) (surge protection) connected into the building electrical system to neutralize a lightning strike.

ELDERLY AND CONGREGATE HOUSING

LIVING UNIT CALL-FOR-AID AND EARLY WARNING SYSTEM

An emergency type call-for-aid station shall be provided in each living unit bathroom, living unit bedroom, common bathroom, common toilet room and laundry room. Call-for-aid stations shall be located within easy reach from bathing fixtures and beds. Pull cords shall extend down to the top of wall bases.

An annunciator panel for the call-for-aid function shall be installed in the office (or other approved central location). Staff coverage shall be 24 hours per day. Each call shall register a visible and audible signal at the annunciator panel to identify the source of alarm. In addition, each call shall activate a visible signal in the corridor above the door to the alarmed living unit or other room and sound a bell(s) in the corridor. An exterior building bell and light are not required.

The early warning function (AC/DC smoke detector) in each living unit shall register a visible and audible signal at the same call-for-aid annunciator panel located in the office (or other approved central location) to identify the source of alarm. In addition, it shall activate the same call-for-aid indicator light in the corridor above the door to the alarmed living unit, activate a fire horn(s) and flashing light(s) in the corridor, sound an audible alarm in the alarmed living unit and activate a flashing light in the alarmed living unit. An exterior building horn and light are not required for the living unit early warning function.

Note: The resident living unit early warning function shall not be connected to the building manual fire alarm system required by code.

Heat detectors and/or smoke detectors located in other spaces, such as storage rooms, laundry, etc., must activate the horns and lights of the building manual fire alarm system.

APPENDIX F

CONGREGATE SERVICES
Administrative Expense Targets

	<u>Per Unit</u>	
	<u>Per Month</u>	
Salaries/Office	\$48.03	
Legal/Other Services	\$5.67	
Less:Legal Chg.to Ten.	\$0.00	
Accounting Fees	\$14.40	
Management Fees	\$27.42	
Office Supplies	\$4.40	
Rents	\$2.95	
Travel	\$1.45	
Other Office Exp.	\$18.67	
Pension/Other Funds	\$27.27	
Payroll Taxes	\$6.46	
Total Mgt.Expenses		\$156.72
Water	\$15.36	
Electricity	\$97.97	
Gas	\$40.57	
Fuel	\$28.63	
Cable	\$8.19	
Sewer	\$13.12	
Total Utility Exp.		\$203.84
Maintenance Wages	\$41.12	
Materials & Supplies	\$14.88	
Contractual Services	\$62.94	
Maint.Shop & Equip.Exp.	\$3.08	
Total Maint.Exp.		\$122.02
Refuse Removal	\$7.18	
Insurance	\$27.44	
PILOT	\$34.17	
State Service Charge	\$0.00	
Interest Expense	\$5.59	
Total Other Expense		\$74.38
Provision for Repair, Maintenance & Replacements	\$48.57	
Prvision for Collection Loss	\$1.68	
Total Provisions		\$50.25
Total Expense		\$607.21

STATE:CONNECTICUT

-----I N C O M E L I M I T S-----

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Bridgeport-Stamford-Norwalk, CT MSA								
Bridgeport, CT HMFA								
FY 2012 MFI: 87100 30% OF MEDIAN	18350	20950	23550	26150	28250	30350	32450	34550
VERY LOW INCOME	30500	34850	39200	43550	47050	50550	54050	57500
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
Danbury, CT HMFA								
FY 2012 MFI: 110400 30% OF MEDIAN	23200	26500	29800	33100	35750	38400	41050	43700
VERY LOW INCOME	38650	44200	49700	55200	59650	64050	68450	72900
LOW-INCOME	49700	56800	63900	70950	76650	82350	88000	93700
Stamford-Norwalk, CT HMFA								
FY 2012 MFI: 128400 30% OF MEDIAN	26950	30800	34650	38500	41600	44700	47750	50850
VERY LOW INCOME	44950	51400	57800	64200	69350	74500	79650	84750
LOW-INCOME	57750	66000	74250	82500	89100	95700	102300	108900
Hartford-West Hartford-East Hartford, CT MSA								
Hartford-West Hartford-East Hartford, CT HMFA								
FY 2012 MFI: 87700 30% OF MEDIAN	18450	21050	23700	26300	28450	30550	32650	34750
VERY LOW INCOME	30700	35100	39500	43850	47400	50900	54400	57900
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
Southern Middlesex County, CT HMFA								
FY 2012 MFI: 98600 30% OF MEDIAN	20750	23700	26650	29600	32000	34350	36750	39100
VERY LOW INCOME	34550	39450	44400	49300	53250	57200	61150	65100
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
New Haven-Milford, CT MSA								
Milford-Ansonia-Seymour, CT HMFA								
FY 2012 MFI: 92200 30% OF MEDIAN	19400	22150	24900	27650	29900	32100	34300	36500
VERY LOW INCOME	32300	36900	41500	46100	49800	53500	57200	60900
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
New Haven-Meriden, CT HMFA								
FY 2012 MFI: 84900 30% OF MEDIAN	17850	20400	22950	25450	27500	29550	31600	33600
VERY LOW INCOME	29750	34000	38250	42450	45850	49250	52650	56050
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
Waterbury, CT HMFA								
FY 2012 MFI: 68100 30% OF MEDIAN	17500	20000	22500	24950	26950	28950	30950	32950
VERY LOW INCOME	29150	33300	37450	41600	44950	48300	51600	54950
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
Norwich-New London, CT MSA								
Colchester-Lebanon, CT HMFA								
FY 2012 MFI: 100100 30% OF MEDIAN	21050	24050	27050	30050	32500	34900	37300	39700
VERY LOW INCOME	35050	40050	45050	50050	54100	58100	62100	66100
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
Norwich-New London, CT HMFA								
FY 2012 MFI: 84400 30% OF MEDIAN	17750	20250	22800	25300	27350	29350	31400	33400
VERY LOW INCOME	29550	33800	38000	42200	45600	49000	52350	55750
LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800

STATE:CONNECTICUT

-----I N C O M E L I M I T S-----

	PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Litchfield County, CT									
FY 2012 MFI: 89900	30% OF MEDIAN	18900	21600	24300	26950	29150	31300	33450	35600
	VERY LOW INCOME	31500	36000	40500	44950	48550	52150	55750	59350
	LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800
Windham County, CT									
FY 2012 MFI: 71900	30% OF MEDIAN	17500	20000	22500	24950	26950	28950	30950	32950
	VERY LOW INCOME	29150	33300	37450	41600	44950	48300	51600	54950
	LOW-INCOME	45500	52000	58500	65000	70200	75400	80600	85800