

**Below are the responses submitted by The ACCESS Agency, Inc.
To the Tiffany Place Request for Proposals by the Brooklyn Housing Authority
September 19, 2017**

A. Letter of Interest

- Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent. The Letter of Interest must also include the following information:
- The principal place of business and the contact person, title, telephone/fax numbers and email address.
- A brief summary of the qualifications of the Respondent and team.
- Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
- The names and business addresses of all Principals of the Respondent. For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent.
- If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.

See attachment A: Letter of Interest.

B. Threshold Requirements - These documents must be submitted and acceptable before THE BROOKLYN HOUSING AUTHORITY will review the Experience and Capacity proposal:

- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the CT Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

See attachment B: Certificate of Existence.

- Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and, Automobile Liability with limits not less than \$1,000,000 per occurrence.

See attachment C: Insurance certificate.

- State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)

This is Not Applicable as it is a requirement for financial institutions to ensure that licensed appraisers are used in their financial transactions.

- Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and THE BROOKLYN HOUSING AUTHORITY in determining the Respondent's financial condition. THE BROOKLYN HOUSING AUTHORITY is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.

Our Fiscal Year End 2017 Financial Statements are attachment D.

Our August 2017 Month End Financial Statements are attachment E.

NOTE: While ACCESS ended FY 2017 with a deficit, you will see a significant positive change in the August month-end statements. This is primarily due to real estate sales that converted tangible to liquid assets while retiring significant long term debt.

- Evidence of track record preserving and redeveloping similar projects: Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project. Project references are:

- Project Name: *Accessing Home - Danielson*
 - Contact Person: Jacqueline Simpson, CT Department of Housing
 - Phone: 860-270-8038
 - Dates: 2013-present
 - Description: Preserve and renovate 9 units of housing in Danielson, CT for rental to income eligible tenants. Project is 90% complete.
- Project Name: *Housing Now!*
 - Contact Person: Willimantic Building Official
 - Phone: 860-465-3040
 - Dates: 2015-2017
 - Description: Purchase and preserve/renovate four multi-family properties in Willimantic, CT for eventual sale to and occupancy by income eligible owners, who are required to rent to income eligible tenants. 10 units total.
- Project Name: *Access Housing at Parker Place*
 - Contact Person: Steve Werbner, Tolland Town Manager
 - Phone: 860-871-3600
 - Dates: 2012-Present
 - Description: Preserve and renovate former elementary school to accommodate 37 units. Closing within one month, construction to begin mid-October.

- Evidence of track record securing financing from DOH, HUD and/or CHFA: One (1) reference from DOH and HUD on other affiliated projects completed/managed to date.

References:

- Michael Patterson, US Dept. of Housing and Urban Development
Phone: 860-240-9741
- Nathan Karnes, CT Department of Housing
Phone: 860-270-8058

We will approach this project like our other projects: we will employ the skills and experience of our entire project team to structure the Tiffany Place project financing for a successful redevelopment. The predevelopment activities will evaluate all technical and programmatic requirements for a successful project and will establish specific financial funding sources, which in combination will meet the financial requirements of the project. At the start of our engagement with the project, we will work to obtain additional predevelopment funding as needed to enable updates and/or completion of the proper evaluations and design requirements. We will then work collaboratively with the Brooklyn Housing Authority throughout the predevelopment activities to define the final project design and financial reports needed to obtain project funding and complete the redevelopment.

Our project team is very experienced in packaging the range of funding sources that is always required to meet any current project financial needs. In addition to the experience of ACCESS described throughout this document, the housing consultant, Housing Enterprises, Inc., and the architect, Schadler Selnau Associates, P.C., have many years of experience in planning, securing funding, and completing a wide range of challenging and successful affordable housing projects.

Our team has secured funding commitments for affordable housing development from US HUD Section 202, CT DECD, CT DOH, CHFA, Federal Home Loan Bank of Boston through its local member Putnam Bank, 4% Low Income Housing Tax Credit Investors, and the CT Housing Tax Credit Contribution (HTCC) program. We have also secured funding from private foundations, plus owner equity and deferral of fees as needed.

- Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing THE BROOKLYN HOUSING AUTHORITY. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

There are no professional or person financial interests that may be a conflict of interest with The Brooklyn Housing Authority. We have no arrangements to derive additional financial compensation in relation to this project or The Brooklyn Housing Authority.

While there are no financial interests involved, we believe it is important to disclose that Richard Ives, currently Brooklyn's 1st Selectman, is a member of The ACCESS Agency Board of Directors.

C. Main Proposal - Please provide the following information:

➤ Years of experience and detailed qualifications in redevelopment:

The ACCESS Agency, Inc. (ACCESS) has since 2010 developed and manages two affordable housing projects for seniors that contain a total of 59 units.

The first is the 32-unit Willington Woods. Funded through a \$5 million federal Housing and Urban Development Section 202 grant, this successful project was a joint effort between ACCESS, the Town of Willington, and the Willington Housing Authority. Construction began during the 2005-2006 winter and full building occupancy was achieved in December 2007.

In addition to 32 one-bedroom apartments, the building has many common rooms that residents have adapted for their leisure activities, including a resident art studio, puzzle room, library, and quiet sitting area. Willington Woods also features a community room equipped with a full kitchen and flat screen television as well as a large patio area for residents to have outdoor barbecues and enjoy the beautiful gardens that have been planted since its opening.

Our other project is the 27-unit Elisha Brook. ACCESS built this project after being awarded \$4.4 million by the U.S. Department of Housing and Urban Development (HUD) plus \$700,000 from the State of CT Department of Economic and Community Development. Located in Franklin, CT, this project was the result of a successful joint effort between ACCESS, the Town of Franklin, and the Franklin Housing Authority. Construction on this project began in the spring of 2010 and opened for full building occupancy in September 2011.

To be eligible for the housing offered in both developments, applicants must be at least 62 years of age, able to live independently, and have income less than 50% of area median income. Rents are subsidized by HUD, and are based on 30% of residents' adjusted gross income.

Additionally, within a month we expect to close and begin the conversion of the former Tolland Parker Elementary School into 37 units of affordable housing for the elderly. This is an approximately \$11M project will be built with a combination of funding from the CT Department of Housing, CT Housing Finance Authority, Low-Income Housing Tax Credits and both the Federal Home Loan Bank of Boston and Putnam Bank.

The successful project team for these developments consisted and will consist of ACCESS leadership staff, the staff of Housing Enterprises, Inc. and the architectural firm of Schadler Selnau Associates, PC (SSA).

SSA has completed several projects with State Funding complying with Housing Authority, DECD, DOH, CHFA and HUD design standards from preliminary design through construction.

Other ACCESS affordable housing development projects are:

- *Housing Now!* is a project where, with the help of HTCC funds, ACCESS purchased and renovated 4 multi-family properties in Willimantic that must be occupied by income eligible owners and tenants. Two of the properties were sold to income eligible buyers in July and the other two are anticipated to be sold by the end of this calendar year.
- *Accessing Home-Danielson* is a project that is finishing up the renovation of 9 units of affordable family housing located in three dwellings in Danielson, CT. The \$1.926M funding for this project has been provided by federal HOME funds through the CT Department of Housing and is scheduled for November lease-up.
- *Accessing Home-Windham County*, a revolving loan fund program that, through a \$1.6M grant from CT DOH, provides local landlords with grants and/or low interest loans to renovate up to 10-unit properties that will be restricted as “affordable” for up to 15 years. ACCESS is responsible for approving specifications and then inspecting and approving the specified renovations prior to payment.
- *Accessing Home Ownership Program*: ACCESS is preparing closing documents on this \$1.6M contract with CT DOH to assist up to twelve income eligible buyers purchase, renovate and occupy two-unit properties, while restricting rental of the other units to income eligible tenants.

Area projects completed to date:

- *Willington Woods*, Willington, CT: 32 one-bedroom units for low-income seniors, built and managed by ACCESS, and owned by Access Senior Housing of Willington, an ACCESS subsidiary.
- *Elisha Brook*, Franklin, CT: 27 one-bedroom units for low-income seniors built and managed by ACCESS, and owned by Access Senior Housing of Franklin, an ACCESS subsidiary.
- *Housing Now!*: Purchase, renovation and sale of two 2-unit and three 3-unit properties in Willimantic, CT. Income eligible owner occupancy and income eligible tenants required.
- *Accessing Home-Danielson*: Renovation of nine units of affordable family housing located in three dwellings in Danielson, CT that ACCESS will own, manage and rent to income eligible tenants. (90% complete)

- Pricing proposal. This should include the price offered for the property as in its current condition.

The current value of this property is determined by the value of the property after it is repaired and put back into use less the cost of the repairs. This will result in a current negative value. We will obtain additional gap funding as needed to make this project work financially and return the project to the important and much needed affordable housing market for this area of the state.

We know that the project received a Predevelopment Loan from DOH to prepare construction plans and complete other work needed to prepare for a project funding application. We will assume this debt and pay it back with project funding under the following guidelines:

- a) ACCESS can use all plans and other documents whose preparation was paid for with the CT predevelopment funds.
- b) ACCESS is able to secure funds sufficient to complete the project as planned.
- c) The property is transferred to ACCESS simultaneously with the release of project funds.