

POMFRET ELDERLY HOUSING
pomfret ct.

the
Design
Forum
inc.

100 Shield Street
West Hartford, CT.
06110

architecture
engineering
interior design
planning

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SECTION ONE

Section One consists of Board Development and start-up of the Pomfret Community Housing Corporation (PCHC). The PCHC started their work as a Town authorized Housing Partnership. In February, 1991, the Partnership created the not for profit Pomfret Community Housing Corporation, for the purpose of owning and running affordable housing. The newly elected officers were members of the now defunct Pomfret Housing Partnership.

PCHC choose to use an attorney to file the necessary paperwork with the State of Connecticut. If the Certificate of Incorporation is incorrectly submitted the fee is lost and upon resubmission an additional fee is required. After reading the work that the Attorney was responsible for, I still believe that an organization is capable of performing the necessary paperwork and save itself the Attorney's fee of two hundred and fifty dollars. Enclosed is a copy of the Certificate of Incorporation that was filed for the PCHC, this example will give the reader an idea of the legal language that was used in the application. Also included is State's latest fee schedule for Incorporation.

Also enclosed in this first section is the By-Laws for the Pomfret Community Housing Corporation. To adopt our own set of By-Laws we simply gathered several examples of existing By-Laws from several different not for profit corporations and created our own set from this selection. We retained the clauses we liked and eliminated the ones we did not. This is a common practice among

not for profits when preparing documents like these, there is no sense in reinventing the wheel if it can be avoided.

The last part of Section One is the filing of IRS Form 1023, Application for Recognition of Exemption. This form is to establish the PCHC as a 501(c)(3) Not For Profit Corporation. This allows the corporation to be exempt from paying any State or Federal taxes, a great savings for not for profit corporations.

STATE OF CONNECTICUT
SECRETARY OF THE STATE
30 Trinity Street, Hartford, CT 06106

The undersigned incorporator(s) hereby form(s) a corporation under the Nonstock Corporation Act of the State of Connecticut:

1. The name of the corporation is POMFRET COMMUNITY HOUSING CORPORATION
2. The nature of the activities to be conducted, or the purposes to be promoted or carried out by the corporation, are as follows: To provide housing and related services to elderly, handicap, and low and moderate income people of Pomfret, Conn. on a non-profit basis; to provide charitable, education, and scientific services to the people of Pomfret, Conn. To buy, own, sell, convey, assign, mortgage or lease any interest in real estate and personal property and to construct, maintain and operate improvements thereon necessary or incident to the provision of such housing as described herein; to borrow money and issue evidences of
(continued)
3. The corporation is nonprofit and shall not have or issue shares of stock or pay dividends.
4. The classes, rights, privileges, qualifications, obligations, and the manner of election or appointment of members are as follows: (If the corporation is to have no members, or only members not entitled to vote, so state). The membership shall consist of one class only and shall consist of those persons who subscribed to the purposes and goals of the corporation as from time to time shall be admitted to membership. Each member shall have one vote. New members shall be selected by the majority vote of the directors of the corporation.
5. Other provisions:

Dated at Pomfret, Conn. this 1st day of February 1991

I/We hereby declare, under the penalties of false statement, that the statements made in the foregoing certificate are true.

This certificate of incorporation must be signed by each incorporator

| NAME OF INCORPORATOR (Print/Type) | NAME OF INCORPORATOR (Print/Type) | NAME OF INCORPORATOR (Print/Type) |
|-----------------------------------|-----------------------------------|-----------------------------------|
| 1. Mary Anne Navarro | 2. | 3. |
| SIGNED (Incorporator) | SIGNED (Incorporator) | SIGNED (Incorporator) |
| 1. <i>Mary Anne Navarro</i> | 2. | 3. |

FOR OFFICE USE ONLY
FILED
STATE OF CONNECTICUT
FEB-6 - 1991

Pauline R. Hylleberg
SECRETARY OF THE STATE
By [Signature] Date 2-6-91

REG. CC G.S. 30 9 12cc 5
David M. Hubert
Jackson Harris + Burlingame
PO Box 409
(Please provide filer's name and complete address for mailing receipt)
Danielson, CT 06239

POMFRET COMMUNITY HOUSING CORPORATION - CERTIFICATE OF INCORPORATION (continued)

of indebtedness in furtherance of any or all of the objects of its business, and to secure the same by mortgage, pledge, or other lien on the corporation's property; to do and perform all acts reasonably necessary to accomplish the purposes of the corporation, including the execution of a contract and/or Regulatory Agreement with the Connecticut Housing and Urban Development and the State of Connecticut Department of Housing and of such other instruments and undertakings as may be necessary to enable the corporation to secure the benefits of financing with the assistance of mortgage insurance under the provisions of the National Housing Act to enter into contracts, regulatory agreements and/or other instruments which shall be binding on the corporation, its successors and assigns.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the State of Connecticut, this 12th day of May, 1968.

JOHN G. ROMANO, Governor

By _____
Secretary of the State

STATE OF CONNECTICUT

ORGANIZATION & FIRST BIENNIAL REPORT
(Domestic Nonstock Corporation)

NOTE: Filing Fee \$20.00. Under the provisions of the Connecticut General Statutes, all nonstock corporations are required to file the organization and first biennial report within 30 days of the organization meeting. SUBSEQUENT REPORTS shall be filed biennially on or before the last business day of the month in which occurs the anniversary of the filing of the corporation's certificate of incorporation as shown on the records of the Secretary of the State. ALL BLANKS MUST BE COMPLETED.

1. Name of Corporation: POMFRET COMMUNITY HOUSING CORPORATION

2. Date of Organization Meeting February 1, 1991

3. Address of Principal Office in Connecticut (if none so state)

5 Haven Road, Pomfret Center, CT 06259

4. OFFICERS: (no post office addresses)

| NAME | TITLE | RESIDENCE ADDRESS | BUSINESS ADDRESS |
|------------------------|----------------------------|--|--|
| Mary Anne Navarro | * President | * 115 Murdock Road * Pomfret Center, CT 06259 | * 20 Pomfret Street * Pomfret, Center, CT 06259 |
| Constance S. McClellan | * Vice President | * 369 Pomfret Street * Pomfret Center, CT 06259 | * 100 Ross Common Drive * Middletown, CT 06457 |
| James A. Birdsall | * Secretary | * 521 Pomfret Street * Pomfret, CT 06258 | * 521 Pomfret Street * Pomfret, CT 06258 |
| Doris B. Coster | * Treasurer | * 159 Valentine Road * Pomfret Center, CT 06259 | * 3 Myrtle Drive * Norwich, CT 06360 |
| Joyce T. Aicher | * Assistant * Treasurer | * 739 Pomfret Street * Pomfret, CT 06258 | * 697 B Pomfret Street * Pomfret, CT 06258 |

5. DIRECTORS: (no post office addresses)

| NAME | TITLE | RESIDENCE ADDRESS | BUSINESS ADDRESS |
|------------------------|------------|--|---|
| Mary Anne Navarro | * Director | * 115 Murdock Road * Pomfret Center, CT 06259 | * 20 Pomfret Street * Pomfret Center, CT 06259 |
| Constance S. McClellan | * Director | * 369 Pomfret Street * Pomfret Center, CT 06259 | * 100 Ross Common Drive * Middletown, CT 06457 |
| James A. Birdsall | * Director | * 521 Pomfret Street * Pomfret, CT 06258 | * 521 Pomfret Street * Pomfret, CT 06258 |
| Doris B. Coster | * Director | * 159 Valentine Road * Pomfret Center, CT 06259 | * 3 Myrtle Drive * Norwich, CT 06360 |
| Joyce T. Aicher | * Director | * 739 Pomfret Street * Pomfret, CT 06258 | * 697 B Pomfret Street * Pomfret, CT 06258 |

I HEREBY DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT THE STATEMENTS MADE IN THE FOREGOING CERTIFICATE ARE TRUE:

Feb. 1, 1991 * Mary Anne Navarro * President
6. Date 7. Officer's Signature 8. Title

for official use only

* Rec CC GS Sent to: _____

*
*
*
*
*

**CONFIRMATION OF FILING
AND RECEIPT OF FEES**
61-304 Rev. 4-90

STATE OF CONNECTICUT
Office of The Secretary of the State
30 TRINITY STREET, HARTFORD, CONNECTICUT 06106

NAME OF CORPORATION
POMFRET COMMUNITY HOUSING CORPORATION

| DOCUMENT FILED | FILING DATE | TOTAL FEES PAID |
|--|--------------------|-----------------|
| CERTIFICATE OF INCORPORATION ORGANIZATION AND FIRST BIENNIAL REPORT | 06/FEB/1991 | \$71.00 |

The information shown above pertains to documents filed in this office for the corporation indicated above. The filing date is the date endorsed on the document pursuant to the Connecticut General Statutes. Any questions regarding this filing should be addressed to:

THE ABOVE ADDRESS

Commercial Recording Division, Secretary of the State's Office, 30 Trinity Street, Hartford, Connecticut 06106

DAVID M HUBERT
JACKSON HARRIS & ET AL
PO BOX 409
DANIELSON

CT 06239

State of Connecticut
30 Trinity Street
Hartford, CT 06106

Effective as of October 1, 1990

Domestic Corporations:

| | |
|--|---------|
| 1. Application for Reservation of Corporate Name----- | \$30.00 |
| 2. Transfer of Reserved Corporate Name----- | 23.00 |
| 3. Certificate of Incorporation, including appointment of statutory agent, | |
| Stock Corporation----- | 45.00 |
| NonStock Corporation----- | 9.00 |
| Credit Union----- | 13.00 |
| 4. Franchise Tax | |
| Nonstock Corporation----- | 30.00 |
| Stock Corporation----- minimum -- 150.00 | |

The franchise tax shall be at the rate of one cent per share up to and including the first ten thousand authorized shares. One-half cent per share for each authorized share in excess of ten thousand shares up to and including one hundred thousand shares, one-quarter cent per share for each authorized share in excess of one hundred thousand shares up to and including one million shares and one-fifth cent per share for each authorized share in excess of one million shares.

| | |
|--|-------|
| 5. Amendment to Certificate of Incorporation, Stock Corporation----- | 45.00 |
| Nonstock Corporation----- | 9.00 |
| 6. Restated Certificate of Incorporation, Stock Corporation----- | 45.00 |
| Nonstock Corporation----- | 9.00 |
| 7. *Certificate of Merger or Consolidation, Stock Corporation----- | 45.00 |
| Nonstock Corporation----- | 9.00 |
| *For each Connecticut corporation | |
| 8. Certificate of Surrender of Special Charter and Adoption of General Certificate of Incorporation, Stock Corporation----- | 45.00 |
| Nonstock Corporation----- | 9.00 |
| 9. Certificate of Dissolution by Resolution----- | 9.00 |
| 10. Certificate of Dissolution by Expiration----- | 9.00 |
| Penalty----- | 38.00 |
| 11. Judicial Decrees of Dissolution----- | 9.00 |

MAKE CHECKS PAYABLE TO THE SECRETARY OF THE STATE

Religious Corporation or Society:

| | |
|---|------|
| 1. Certificate of Formation New Religious Corporation or Religious Society----- | 6.00 |
| 2. Certificate of Incorporation of Existing Religious Society----- | 6.00 |
| 3. Certificate of Change of Name Religious Corporation or Religious Society----- | 6.00 |
| 4. Certificate of Dissolution Religious Corporation----- | 6.00 |
| 5. Certificate of Dissolution and Transfer of Property Ecclesiastical Society----- | 6.00 |

Miscellaneous Fees:

| | |
|---|-------|
| 1. At time of Service of Process, payable by plaintiff | |
| Domestic Corporations----- | 13.00 |
| Foreign Corporations----- | 10.00 |
| At time of Service of Process, payable by plaintiff | |
| Limited Partnerships----- | 10.00 |
| Service of Process pursuant to Connecticut General Statute §§52-57 and 52-59b ----- | 10.00 |
| 2. Copies of documents of record: | |
| Corporate Documents | |
| Plain Copies-----per document----- | 6.00 |
| Certified Copies-----per document----- | 12.00 |
| Limited Partnerships | |
| Plain Copies-----per document----- | 11.00 |
| Certified Copies-----per document----- | 17.00 |
| Miscellaneous Records | |
| Plain Copies-----per document----- | 15.00 |
| Certified Copies-----per document----- | 20.00 |
| 3. For preparing and furnishing a Certificate of Corporation Good Standing: | |
| Short Form----- | 6.00 |
| Long Form----- | 11.00 |
| 4. <u>Filing or recording</u> any document for which the fee is not otherwise specified by statute. First two pages or less----- | 6.00 |
| For each page thereafter, regardless of number of words on page----- | 2.00 |
| 5. Authentications or Apostille, per signature----- | 20.00 |
| Authentications or Apostille, per signature, in connection with an adoption----- | 5.00 |

POMFRET COMMUNITY HOUSING CORPORATION

BY-LAWS OF THE CORPORATION

ARTICLE 1. - THE CORPORATION

1. Name of Corporation

The Name of the Corporation shall be the Pomfret Community Housing Corporation.

2. Seal of the Corporation

The seal of the Corporation shall be in the form of a circle and shall bear the name of the Corporation, the year of its organization, and the word, Connecticut.

3. Office of the Corporation

The office of the Corporation shall be located within the Town of Pomfret, Connecticut, and shall be designated by, and may, from time to time, be changed by, resolution adopted at any regular or special meeting of the Corporation.

4. Composition of the Corporation

The Corporation shall consist of 9 directors. The powers of the Corporation shall be vested in the Directors in office from time to time, one of whom shall be a elderly congregate resident.

ARTICLE 2. - DIRECTORS OF THE CORPORATION

1. Appointment and Selection

The initial directors of the Corporation shall be the members of the Pomfret Housing Partnership Committee. Upon the completion and occupancy of the Pomfret Elderly Congregate Housing Facility, one resident will be elected to sit on the Corporation Board of Directors.

Upon resignation of a standing director, a new director shall be selected and appointed by the remaining directors, except in the case of the resident director, which shall be elected by residents of the elderly congregate housing facility.

2. Term

The term of each director shall be:

1. three (3) directors for a five (5) year term each
2. three (3) directors for a four (4) year term each
3. two (2) directors for a three (3) year term each
4. one (1) resident director for a two (2) year term each

A director may serve successive terms. Subsequent terms shall be in three (3) year periods, except in the case of the resident

director which may hold two (2) year terms if so elected by residents as per Article 2.1.

B. Upon resignation of a director, a new director shall be selected as stated in Article 2.1 above, to finish the term of the director resigning.

C. A director may be removed from his/her position by a two-thirds (2/3) vote of those voting at a regular or special meeting. Any director that is being considered for a vote of removal shall be given 25 days written notice of such an impending vote for removal.

3. Duties

The directors shall perform such duties as are incumbent upon them by reason of their election to any office, and shall perform such other duties and functions as may, from time to time, be required by the Corporation, or the Bylaws, or which may arise by reason of their appointment to serve on committees functioning within the Corporation, or in cooperation with persons or groups outside the Corporation.

4. Compensation

The directors shall serve without compensation other than payment of necessary expenses, as approved by the Corporation, for their services as a director.

ARTICLE 3. - OFFICERS AND EMPLOYEES OF THE CORPORATION

1. Officers

The officers of the Corporation shall be President, a Vice-President, a Secretary and a Treasurer.

2. Selection of Officers

The President, Vice-President, Secretary and Treasurer shall be elected by the Board of Directors of the Corporation and each shall hold office for a period of three (3) years, or until a successor is elected and qualified. The resident Director shall not be eligible to hold an officer's position.

3. Vacancies

a. Directors

In the event of a vacancy occurring in the Directorate membership for any reason, the remaining directors shall select and appoint a replacement, as per Article 2.1.

b. Officers

In the event of a vacancy occurring among the officer of the Corporation, the directors shall appoint a replacement to fill the unexpired term of such officer.

4. Duties of Officers
a. President

The President shall preside at all meeting of the Corporation. Except otherwise authorized by recorded vote of resolution of the Corporation, the President shall sign all contracts, deeds, and other instruments made by the Corporation.

At each meeting of the Board of Directors, the President, shall submit such recommendations and information as he/she may consider proper or necessary concerning the business affairs and policies of the Corporation.

b. Vice-President

The Vice-President shall perform the duties of the President in the absence or incapacity of the President, and in the case of a vacancy in the office of President.

c. Secretary

The Secretary shall record the minutes of all meetings of the Corporation, and shall perform all other duties normally incident to office of Secretary.

At any regular or special meeting of the Corporation, in the absence of the secretary, the President shall appoint a Secretary pro tempore from the other directors present.

d. Treasurer

The Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such money under direction of the Corporation, except as otherwise authorized by resolution of the Corporation.

The Corporation shall require that two (2) signatures be required on all checks and orders for the payment of money. The President and one other director authorized by the Corporation, shall be authorized to sign orders and checks as the second signature, the Treasurer being the first signature.

She/he shall have the care and custody of the funds of the Corporation and shall deposit same in the name of the Corporation in such banks as the Corporation may select.

She/he shall keep regular books of accounts, showing receipts and expenditures, and shall render to the Corporation, at each regular meeting, or more often if requested, an account of her/his transactions, and of the financial condition of the Corporation.

The treasurer may be required to give bond for the faithful performance of her/his duties.

5. Employment of Personnel/Contract For Services

The Corporation may, from time to time, enter into contract for management and development services, or employ such personnel as it deems necessary for the proper exercise of its powers, duties, functions, and purposes, as prescribed by applicable State and/or Federal law and regulation.

The selection and compensation of such services or employ of personnel shall be approved by the Board of Directors.

6. Compensations of Officers

The officers shall serve without compensation other than payment of necessary expenses, as approved by the Corporation, for their services as an officer.

ARTICLE 4. - MEETINGS

1. Regular Meetings

Regular meetings shall be held monthly at the offices of the Corporation at such time and on such date as is designated by vote of the Corporation, for such transaction of the business of the Corporation.

2. Special Meetings

The President may, when she/he deems it expedient, and shall, upon the written request of two directors, call a special meeting of the Corporation for the purpose of transacting any business properly brought before the Corporation.

The Board of Directors shall be notified three (3) days prior to such meeting. The time and place for any special meeting shall be set forth in the call.

Any and all business of the Corporation may be transacted at such special meeting provided that a quorum of the directors are present.

3. Annual Meeting

The Annual Meeting of the Corporation shall be held without notice on the first Monday in June for the purpose of electing officers and directors, receiving the annual report of the Management Services contractor, for establishing priorities and project direction of the Corporation for the ensuing year, and for the conduct of such other business as may come before the meeting.

Such meeting shall be held at the offices of the Corporation, or at such other place, and at such time as may be designated, by resolution, by the Corporation.

4. Quorum

Attendance of five (5) directors of the current Board of Directors of the Corporation shall constitute a quorum for the

purpose of conducting the business of the Corporation and exercising its powers, and for all other purposes, but a smaller number may meet and adjourn, from time to time, until a quorum is obtained.

5. Order of Business

A. Regular Meetings

The following shall be the order of business at regular meetings:

1. Roll Call
2. Reading and approval of minutes of the previous regular meetings and any intervening special meeting
3. Correspondence
4. Treasurer's Report
5. Management Report
6. Committee Reports
7. Old/unfinished business
8. New business
9. Adjournment

B. Special Meetings

The order of business at special meetings may follow the order set forth above, or may be restricted to action upon which the special meeting was called, as the directors shall determine by vote.

C. Manner of Voting

1. All questions coming before any meeting of the directors shall be presented in the form of motions or resolutions. Questions of substance shall be determined by resolutions. All resolutions shall be submitted in written form and shall be entered in full in the minutes book with the vote of each Director indicated therein.

2. All resolutions shall be chronologically numbered on entry.

3. Where not otherwise specified, business and procedural action of the Corporation will be conducted in conformance with Robert's Rule of Order.

ARTICLE 5. - AMENDMENTS

1. Amendments to By-laws

The By-laws of the Corporation shall be amended only resolution adopted by affirmative vote of two thirds (2/3) of the current directors of the Corporation, at a regular or special meeting of the Corporation, held no less than seven days after written notice of the substance of the proposed amendment has been sent, by mail, to each director.

**Application for Recognition of Exemption
Under Section 501(c)(3) of the Internal Revenue Code**

OMB No. 1545-0056

If exempt status is approved, this application will be open for public inspection.

Read the instructions for each Part carefully.

A User Fee must be attached to this application.

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to you.

Part I Identification of Applicant


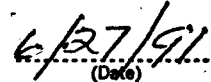
| | | |
|---|--|---|
| 1a Full name of organization (as shown in organizing document) Pomfret Community Housing Corporation | | 2 Employer identification number (If none, see instructions.) applied/ have not received |
| 1b c/o Name (if applicable) | | 3 Name and telephone number of person to be contacted if additional information is needed Peter Huckins 203-429-7931 |
| 1c Address (number, street, and room or suite no.) Pomfret Office Building 5 Haven Road | | |
| 1d City or town, state, and ZIP code Pomfret Center, CT 06259 | | 4 Month the annual accounting period ends December |
| 5 Date incorporated or formed 2/1/91 | 6 Activity codes (See instructions.) 381 382 400 | |
| 7 Check here if applying under section: a <input type="checkbox"/> 501(e) b <input type="checkbox"/> 501(f) c <input type="checkbox"/> 501(k) | | |
| 8 Did the organization previously apply for recognition of exemption under this Code section or under any other section of the Code? If "Yes," attach an explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 9 Has the organization filed Federal income tax returns or exempt organization information returns? If "Yes," state the form numbers, years filed, and Internal Revenue office where filed. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |

10 Check the box for your type of organization. BE SURE TO ATTACH A COMPLETE COPY OF THE CORRESPONDING DOCUMENTS TO THE APPLICATION BEFORE MAILING.

- a ☒ **Corporation**— Attach a copy of your Articles of Incorporation, (including amendments and restatements) showing approval by the appropriate State official; also include a copy of your bylaws.
- b ☐ **Trust**— Attach a copy of your Trust Indenture or Agreement, including all appropriate signatures and dates.
- c ☐ **Association**— Attach a copy of your Articles of Association, Constitution, or other creating document, with a declaration (see instructions) or other evidence the organization was formed by adoption of the document by more than one person; also include a copy of your bylaws.

If you are a corporation or an unincorporated association that has not yet adopted bylaws, check here ☐ Will have by 8/6/91

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here  President 
(Signature) (Title or authority of signer) (Date)

For Paperwork Reduction Act Notice, see page 1 of the instructions.

Complete the Procedural Checklist (page 7 of the instructions) prior to filing.

Part II Activities and Operational Information

- 1 Provide a detailed narrative description of all the activities of the organization—past, present, and planned. Do not merely refer to or repeat the language in your organizational document. Describe each activity separately in the order of importance. Each description should include, as a minimum, the following: (a) a detailed description of the activity including its purpose; (b) when the activity was or will be initiated; and (c) where and by whom the activity will be conducted.

The PCHC started their work as a Town authorized Housing partnership under the Connecticut Housing Partnership Program of the State Department of Housing, (DOH). The partnership set forth low and moderate income housing initiatives it will undertake as part of a plan required by the State DOH. In February, 1991, the partnership created the non-profit Pomfret Community Housing Corporation, for the purposes of owning and running affordable housing.

The first activity of the PCHC will be to develop a 32 unit elderly housing congregate facility through the State DOH. An application has been submitted to DOH for their review. We anticipate receiving approval by November, 1991, with a contractor bid process to be complete by March, 1992. It is hoped that the construction will be complete by 12/92, with the facility becoming operational in January, 1993.

Eligibility will be for DOH eligible low and moderate income persons over 62 years old. These definitions follow the HUD requirements as well. The PCHC will be assisted in developing and managing the facility by the Northeastern CT Community Development Corporation. A contract for administrative services will be entered into when appropriate.

Once the elderly facility is completed and running, the PCHC will create a community land trust to help low and moderate income families purchase houses within the municipality. State and Farmers Home Administration funds will be sought for this activity.

All activities will serve residents that meet Federal Hud income eligibility guidelines.

- 2 What are or will be the organization's sources of financial support? List in order of size.

The organization will receive funds through State and Federal housing programs. 1) State DOH - for elderly facility 2) State administered CDBG program for land acquisition 3) FmHA for land trust mortgages 4) rents

- 3 Describe the organization's fundraising program, both actual and planned, and explain to what extent it has been put into effect. Include details of fundraising activities such as selective mailings, formation of fundraising committees, use of volunteers or professional fundraisers, etc. Attach representative copies of solicitations for financial support.

The PCHC does not and will not have a fundraising program.

Part II Activities and Operational Information (Continued)**4 Give the following information about the organization's governing body:****a Names, addresses, and titles of officers, directors, trustees, etc.**

Please see copy of First Biennial Report
which is attached.

b Annual Compensation

None

c Do any of the above persons serve as members of the governing body by reason of being public officials or being appointed by public officials?☐ Yes ☒ No

If "Yes," name those persons and explain the basis of their selection or appointment.

d Are any members of the organization's governing body "disqualified persons" with respect to the organization (other than by reason of being a member of the governing body) or do any of the members have either a business or family relationship with "disqualified persons"? (See the specific instructions for line 4d.)☐ Yes ☒ No

If "Yes," explain.

Does the organization control or is it controlled by any other organization?☐ Yes ☒ No**Is the organization the outgrowth of (or successor to) another organization, or does it have a special relationship with another organization by reason of interlocking directorates or other factors?**☒ Yes ☐ No

If either of these questions is answered "Yes," explain.

The PCHC was originally created through the work of the Pomfret Housing Partnership Committee, a Town authorized entity. A plan developed by the Partnership set as a goal the creation of a town-wide non-profit corporation to sponsor needed housing activities.

5 Does or will the organization directly or indirectly engage in any of the following transactions with any political organization or other exempt organization (other than 501(c)(3) organizations): (a) grants; (b) purchases or sales of assets; (c) rental of facilities or equipment; (d) loans or loan guarantees; (e) reimbursement arrangements; (f) performance of services, membership, or fundraising solicitations; or (g) sharing of facilities, equipment, mailing lists or other assets, or paid employees?☒ Yes ☐ No

If "Yes," explain fully and identify the other organizations involved.

Please see attachment

7 Is the organization financially accountable to any other organization?☒ Yes ☐ No

If "Yes," explain and identify the other organization. Include details concerning accountability or attach copies of reports if any have been submitted.

PCHC will be audited by public agency funders such as HUD, FmHA and State PH to ensure conformance with regulations. No reports have been filed as funding has been committed as of yet.

Part II Activities and Operational Information (Continued)

- 8** What assets does the organization have that are used in the performance of its exempt function? (Do not include property producing investment income.) If any assets are not fully operational, explain their status, what additional steps remain to be completed, and when such final steps will be taken. If "None," indicate "N/A."

The PCHC has no assets at this time. Once DOH has approved plans, site acquisition and building construction will commence, probably by 3/92.

- 9a** Will any of the organization's facilities or operations be managed by another organization or individual under a contractual agreement? ☒ Yes ☐ No
- b** Is the organization a party to any leases? ☐ Yes ☒ No

If either of these questions is answered "Yes," attach a copy of the contracts and explain the relationship between the applicant and the other parties.

The PCHC will enter a contract for management services for the elderly housing facility, probably a regional based non-profit, NCCDC. The DOH must approve any contract. Since operation won't begin until 1/93, contract won't be in place until construction begins.

- 10** Is the organization a membership organization? ☒ Yes ☐ No
- If "Yes," complete the following:

- a** Describe the organization's membership requirements, and attach a schedule of membership fees and dues.

Must be a resident of Pomfret 18 years of age or older. Non dues.

- b** Describe your present and proposed efforts to attract members, and attach a copy of any descriptive literature or promotional material used for this purpose.

Have used surveys to make people aware of activities. Periodic public informational meetings are being held.

- c** What benefits do (or will) your members receive in exchange for their payment of dues?

Not applicable - tenants of facility will pay rent.

- 11a** If the organization provides benefits, services or products, are the recipients required, or will they be required, to pay for them? ☐ N/A ☒ Yes ☐ No
- If "Yes," explain how the charges are determined, and attach a copy of your current fee schedule.

Rents will be charged for apartments. The State will subsidize the rents according to tenants ability to pay. Tenant share will be 25% of adjusted income including utilities, one meal per day and social activities, per State DOH requirements.

- b** Does or will the organization limit its benefits, services or products to specific individuals or classes of individuals? ☐ N/A ☒ Yes ☐ No
- If "Yes," explain how the recipients or beneficiaries are or will be selected.

Yes, all beneficiaries will be low and/or moderate income as defined by HUD and the State DOH. The elderly facility will limit occupancy to those 62 years of age or older.

- 12** Does or will the organization attempt to influence legislation? ☐ Yes ☒ No
- If "Yes," explain. Also, give an estimate of the percentage of the organization's time and funds which it devotes or plans to devote to this activity.

- 13** Does or will the organization intervene in any way in political campaigns, including the publication or distribution of statements? ☐ Yes ☒ No
- If "Yes," explain fully.

Part III Technical Requirements

- 1 Are you filing Form 1023 within 15 months from the end of the month in which you were created or formed? ☒ Yes ☐ No
If you answer "Yes," do not answer questions 2 through 6.

- 2 If one of the exceptions to the 15-month filing requirement shown below applies, check the appropriate box and proceed to question 7.

Exceptions—You are not required to file an exemption application within 15 months if the organization:

- ☐ (a) Is a church, interchurch organization, local unit of a church, a convention or association of churches, or an integrated auxiliary of a church;
- ☐ (b) Is not a private foundation and normally has gross receipts of not more than \$5,000 in each tax year; or,
- ☐ (c) Is a subordinate organization covered by a group exemption letter, but only if the parent or supervisory organization timely submitted a notice covering the subordinate.

- 3 If you do not meet any of the exceptions in question 2, do you wish to request relief from the 15-month filing requirement? ☐ Yes ☐ No

- 4 If you answer "Yes" to question 3, please give your reasons for not filing this application within 15 months from the end of the month in which your organization was created or formed. (See the Instructions before completing this item.)

- 5 If you answer "No" to both questions 1 and 3 and do not meet any of the exceptions in question 2, your qualification as a section 501(c)(3) organization can be recognized only from the date this application is filed with your key District Director. Therefore, do you want us to consider your application as a request for recognition of exemption as a section 501(c)(3) organization from the date the application is received and not retroactively to the date you were formed? ☐ Yes ☐ No

- 6 If you answer "Yes" to question 5 above and wish to request recognition of section 501(c)(4) status for the period beginning with the date you were formed and ending with the date your Form 1023 application was received (the effective date of your section 501(c)(3) status), check here ☐ and attach a completed page 1 of Form 1024 to this application.

Part III Technical Requirements (Continued)**7** Is the organization a private foundation?☐ **Yes** (Answer question 8.)☒ **No** (Answer question 9 and proceed as instructed.)**8** If you answer "Yes" to question 7, do you claim to be a private operating foundation?☐ **Yes** (Complete Schedule E)☐ **No**

After answering this question, go to Part IV.

9 If you answer "No" to question 7, indicate the public charity classification you are requesting by checking the box below that most appropriately applies:**THE ORGANIZATION IS NOT A PRIVATE FOUNDATION BECAUSE IT QUALIFIES:**

- | | |
|---|--|
| (a) <input type="checkbox"/> As a church or a convention or association of churches (CHURCHES MUST COMPLETE SCHEDULE A). | Sections 509(a)(1) and 170(b)(1)(A)(i) |
| (b) <input type="checkbox"/> As a school (MUST COMPLETE SCHEDULE B). | Sections 509(a)(1) and 170(b)(1)(A)(ii) |
| (c) <input type="checkbox"/> As a hospital or a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital (MUST COMPLETE SCHEDULE C). | Sections 509(a)(1) and 170(b)(1)(A)(iii) |
| (d) <input type="checkbox"/> As a governmental unit described in section 170(c)(1). | Sections 509(a)(1) and 170(b)(1)(A)(v) |
| (e) <input type="checkbox"/> As being operated solely for the benefit of, or in connection with, one or more of the organizations described in (a) through (d), (g), (h), or (i) (MUST COMPLETE SCHEDULE D). | Section 509(a)(3) |
| (f) <input type="checkbox"/> As being organized and operated exclusively for testing for public safety. | Section 509(a)(4) |
| (g) <input type="checkbox"/> As being operated for the benefit of a college or university that is owned or operated by a governmental unit. | Sections 509(a)(1) and 170(b)(1)(A)(iv) |
| (h) <input type="checkbox"/> As receiving a substantial part of its support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. | Sections 509(a)(1) and 170(b)(1)(A)(vi) |
| (i) <input checked="" type="checkbox"/> As normally receiving not more than one-third of its support from gross investment income and more than one-third of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions). | Section 509(a)(2) |
| (j) <input type="checkbox"/> We are a publicly supported organization but are not sure whether we meet the public support test of block (h) or block (i). We would like the Internal Revenue Service to decide the proper classification. | Sections 509(a)(1) and 170(b)(1)(A)(vi) or Section 509(a)(2) |

If you checked one of the boxes (a) through (f) in question 9, go to question 14.

If you checked box (g) in question 9, go to questions 11 and 12.

If you checked box (h), (i), or (j), go to question 10.

Part III Technical Requirements (Continued)**10** If you checked box (h), (i), or (j) in question 9, have you completed a tax year of at least 8 months?☐ **Yes**—Indicate whether you are requesting:☐ A definitive ruling (Answer questions 11 through 14.)☐ An advance ruling (Answer questions 11 and 14 and attach 2 Forms 872-C completed and signed.)☒ **No**—You must request an advance ruling by completing and signing 2 Forms 872-C and attaching them to your application.**11** If the organization received any unusual grants during any of the tax years shown in Part IV-A, attach a list for each year showing the name of the contributor; the date and the amount of the grant; and a brief description of the nature of the grant.**12** If you are requesting a definitive ruling under section 170(b)(1)(A)(iv) or (vi), check here ☐ and:**a** Enter 2% of line 8, column (e) of Part IV-A _____**b** Attach a list showing the name and amount contributed by each person (other than a governmental unit or "publicly supported" organization) whose total gifts, grants, contributions, etc., were more than the amount you entered on line 12a above.**13** If you are requesting a definitive ruling under section 509(a)(2), check here ☐ and:**a** For each of the years included on lines 1, 2, and 9 of Part IV-A, attach a list showing the name of and amount received from each "disqualified person."**b** For each of the years included on line 9 of Part IV-A, attach a list showing the name of and amount received from each payer (other than a "disqualified person") whose payments to the organization were more than \$5,000. For this purpose, "payer" includes, but is not limited to, any organization described in sections 170(b)(1)(A)(i) through (vi) and any governmental agency or bureau.**14** Indicate if your organization is one of the following. If so, complete the required schedule. (Submit only those schedules that apply to your organization. Do not submit blank schedules.)

| Yes | No | If "Yes," complete Schedule: |
|-----|----|------------------------------------|
| | X | A |
| | X | B |
| | X | C |
| | X | D |
| | X | E |
| X | | F |
| | X | G |
| | X | H |
| | X | I |

Is the organization a church?

Is the organization, or any part of it, a school?

Is the organization, or any part of it, a hospital or medical research organization?

Is the organization a section 509(a)(3) supporting organization?

Is the organization an operating foundation?

Is the organization, or any part of it, a home for the aged or handicapped?

Is the organization, or any part of it, a child care organization?

Does the organization provide or administer any scholarship benefits, student aid, etc.?

Has the organization taken over, or will it take over, the facilities of a "for profit" institution?

Part IV Financial Data

Complete the financial statements for the current year and for each of the 3 years immediately before it. If in existence less than 4 years, complete the statements for each year in existence. If in existence less than 1 year, also provide proposed budgets for the 2 years following the current year.

A.—Statement of Revenue and Expenses

| | Current tax year | 3 prior tax years or proposed budget for 2 years | | | (e) TOTAL |
|---|--------------------------|--|---------------------------|--------|-----------|
| | (a) From 1/1 to 12/31/91 | (b) 19 92 | (c) 19 93 | (d) 19 | |
| Revenue | | | | | |
| 1 Gifts, grants, and contributions received (not including unusual grants—see instructions) | | 2,911,930 | | | 2,911,930 |
| 2 Membership fees received | | | | | |
| 3 Gross investment income (see instructions for definition) | | | | | |
| 4 Net income from organization's unrelated business activities not included on line 3 | | | | | |
| 5 Tax revenues levied for and either paid to or spent on behalf of the organization | | | | | |
| 6 Value of services or facilities furnished by a governmental unit to the organization without charge (not including the value of services or facilities generally furnished the public without charge) | | | | | |
| 7 Other income (not including gain or loss from sale of capital assets) (attach schedule) | | | | | |
| 8 Total (add lines 1 through 7) | 0 | 2,911,930 | 0 | | 2,911,930 |
| 9 Gross receipts from admissions, sales of merchandise or services, or furnishing of facilities in any activity that is not an unrelated business within the meaning of section 513 | 0 | | 82,956 (rental income) | | 82,956 |
| 10 Total (add lines 8 and 9) | 0 | 2,911,930 | 82,956 | | 2,994,886 |
| 11 Gain or loss from sale of capital assets (attach schedule) | | | | | |
| 12 Unusual grants | | | | | |
| 13 Total revenue (add lines 10 through 12) | 0 | 2,911,930 | 82,956 | | 2,994,886 |
| Expenses | | | | | |
| 14 Fundraising expenses | | | | | |
| 15 Contributions, gifts, grants, and similar amounts paid (attach schedule) | | | | | |
| 16 Disbursements to or for benefit of members (attach schedule) | | | | | |
| 17 Compensation of officers, directors, and trustees (attach schedule) | | | | | |
| 18 Other salaries and wages | | | | | |
| 19 Interest | | | | | |
| 20 Occupancy (rent, utilities, etc.) | | | | | |
| 21 Depreciation and depletion | | | | | |
| 22 Other (attach schedule) | | 2,911,930 | 81,680 | | |
| 23 Total expenses (add lines 14 through 22) | 0 | 2,911,930 | 81,680 | | |
| 24 Excess of revenue over expenses (line 13 minus line 23) | 0 | 0 | 776 | | |

Part IV Financial Data (Continued)

| B.—Balance Sheet (at the end of the period shown) | | Current tax year Date |
|---|---|--------------------------------|
| Assets | | |
| 1 Cash | | 1 |
| 2 Accounts receivable, net | NO BALANCE SHEET AVAILABE AT THIS TIME | 2 |
| 3 Inventories | ONCE DOH APPROVES FUNDING, SITE WILL BE PURCHASED | 3 |
| 4 Bonds and notes receivable (attach schedule) | TOWN OF POMFRET CURRENTLY HOLDS | 4 |
| 5 Corporate stocks (attach schedule) | OPTION TO PURCHASE THE SITE. | 5 |
| 6 Mortgage loans (attach schedule) | | 6 |
| 7 Other investments (attach schedule) | | 7 |
| 8 Depreciable and depletable assets (attach schedule) | | 8 |
| 9 Land | | 9 |
| 10 Other assets (attach schedule) | | 10 |
| 11 Total assets (add lines 1 through 10) | | 11 |
| Liabilities | | |
| 12 Accounts payable | | 12 |
| 13 Contributions, gifts, grants, etc., payable | | 13 |
| 14 Mortgages and notes payable (attach schedule) | | 14 |
| 15 Other liabilities (attach schedule) | | 15 |
| 16 Total liabilities (add lines 12 through 15) | | 16 |
| Fund Balances or Net Assets | | |
| 17 Total fund balances or net assets | | 17 |
| 18 Total liabilities and fund balances or net assets (add line 16 and line 17) | | 18 |

If there has been any substantial change in any aspect of your financial activities since the end of the period shown above, check the box and attach a detailed explanation ☐

Pomfret Community Housing Corporation
Attachments to 1023 & Schedule F

Form 1023

Part II

Question 6

The PCHC will engage in transactions with other exempt organizations to raise the funds necessary to achieve the creation of affordable housing. The major entities will be:

1. State of Connecticut Department of Housing - grant and loan programs for constructing housing
2. FmHA - loan programs for housing mortgages
3. HUD - grants and loans for constructing housing
4. Federal Housing Administration - mortgage guarantees
5. Rural Homes, LTd. - regional non-profit for consultant and management support of operations

Part IV - Financial Data

Notes to Statement of Revenue and Expenses

1991 - Funds for the planning and design of the elderly facility come from the Pomfret Community Development Block Grant (CDBG) Program. The Town of Pomfret has entered into a contract with an architectural firm and Rural Homes, Ltd., to implement the objectives of the PCHC. The PCHC actually has no revenue or expenses during this year. The \$68,000 are expended through the Town's CDBG program to prepare the planning and design necessary to obtain DOH funds to actually construct the elderly facility.

1992 - The preliminary estimate is for a total cost of \$2, 911,930 to construct the elderly congregate facility which would include site acquisition, architectural, administrative, construction, equipment and contingency costs. These funds will be awarded to PCHC, however, PCHC will receive no actual revenue during the construction phase of the elderly project.

1993 - Operations should commence beginning January, 1993. PCHC will own, and NCCDC, a regional non-profit management entity will manage the 32 unit elderly housing facility. Actual revenues to PCHC will be minimal as rents go to cover actual expenses associated with the operation of the elderly complex. All surpluses will either go into Reserves for Maintenance and Repairs or program activity for the following year as required by the State Department of Housing.

Schedule F

Question 7

The PCHC's elderly congregate facility will be a two level, 32 unit steel frame structure with 6000 feet of common space. Common space area will provide for recreation needs such as arts and crafts, library, lounges, multi-purpose room for things as TV's videos, etc, and a dining area and kitchen. The facility will provide one meal per day, 365 days per year to secure proper nutrition for the residents. There will be an elevator for handicapped accessibility as well as three staircases for emergency egress. Outside, there will be space for

hiking trails, community gardens and parking. Public transportation will serve this facility with two stops per day.

The congregate facility will provide 24 hour staffing and an emergency call system.

There is currently no residents in the facility as it is not constructed yet. Units will accomodate 1 or 2 person elderly families.

Question 8.

We do not have the lease agreement at this stage. However, the State Department of Housing mandates conformance with certain requirements. Once construction funding is approved, lease documents will be submitted for DOH review. We anticipate this to take place in June, 1992.

Pomfret Community Housing Corporation
Attachment

Part IV. Financial Data

Statement of Revenues

For 1992, THE PCHC will receive a development construction grant from State DOH to construct the elderly facility. The \$2,911,930 figure is broken out as follows:

| | | |
|------------------|-----------|--------------------------------|
| Land Acquisition | 136,500 | |
| Administration | 2,900 | (accounting, legal) |
| Carrying Charges | 50,000 | (insurance, taxes, consultant) |
| Architectural | 87,530 | |
| Structures | 2,375,000 | building and site work |
| Contingency | 240,000 | |
| Equipment | 20,000 | furnishings |

For 1993, revenue statement

| | |
|------------------------------|--------|
| Rental income | 82,956 |
| Expenses | |
| vacacny loss | 2,000 |
| Utilities | 35,000 |
| management | 9,900 |
| insurance | 8,000 |
| maintenance | 6,000 |
| taxes | 5,340 |
| reserves for repairs, etc | 13,440 |
| rent collection loss | 2,000 |
| Total. | 81,680 |
| Surplus | 776 |

9.30.91

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
G.P.O. BOX 1680
BROOKLYN, NY 11202

DEPARTMENT OF THE TREASURY

Date: SEP 25 1991

POMFRET COMMUNITY HOUSING
CORPORATION
POMFRET OFFICE BUILDING 5 HAVEN RD
POMFRET CENTER, CT 06259

Employer Identification Number:
06-1322214
Contact Person:
EDWARD T COLLOTON
Contact Telephone Number:
(718) 780-4534

Accounting Period Ending:
December 31
Foundation Status Classification:
509 (a) (2)
Advance Ruling Period Begins:
February 6, 1991
Advance Ruling Period Ends:
December 31, 1995
Addendum Applies:
no

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(2).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and contributors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until the Service makes a final determination of your foundation status.

POMFRET COMMUNITY HOUSING

If notice that you will no longer be treated as a publicly supported organization is published in the Internal Revenue Bulletin, grantors and contributors may not rely on this determination after the date of such publication. In addition, if you lose your status as a publicly supported organization and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that the Service had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date such knowledge was acquired.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

Contributions to you are deductible by donors beginning February 6, 1991.

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file

POMFRET COMMUNITY HOUSING

the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should maintain records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

POMFRET COMMUNITY HOUSING

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Eugene D. Alexander". The signature is fluid and cursive, with the first name "Eugene" being more prominent.

Eugene D. Alexander
District Director

Enclosure(s):
Form 872-C

SECTION TWO

_____Section Two consists of the Environmental Feasibility of the proposed site. Before any funds can be drawn down in the Community Development Block Grant - Small Cities Program, an Environmental Analysis must be conducted to ascertain if the proposed project will have any significant impact on the proposed site. Enclosed is the required forms prescribed by the Connecticut Department of Housing for the Pomfret Congregate Elderly Housing Project.

After the finding of no significant impact is achieved the Town of Pomfret has to run an article in the local newspaper for 14 days stating so and allowing a seven day comment period. All interested agencies, groups or persons disagreeing with this decision are invited to submit written comments for consideration by the Town of Pomfret. All comments received will be considered and the Town will not request the release of funds until these comments are addressed.

If no one submits comments to the findings of no significant impact, the Town submits DOH Form S-714 Request for Release of Funds and Certification, thereby releasing funds from the Town's CDBG grant.

Environmental Review Record
Project Overview Form

APPLICANT: Town of Promfret

GRANT #: 112-sc-90

ENVIRONMENTAL OFFICER: Peter Huckins

Project Data:

The following is the list of planned activities for the Small Cities Development Block Grant Program:

1. Activity #1 - The acquisition of a site that is suitable for the construction of a thirty-five to forty unit elderly housing complex. The proposed site is located on a 21.3 acre lot on Route 97 east of Promfret Center.

2. Activity #2 - The town proposes to construct a 1,500 square foot Senior Center which will serve the elderly residents of the proposed housing complex. This Senior Center will be constructed on the same site as the housing complex.

3. Activity #3 - The town proposes to obtain the services of professional engineers and architects to develop the site and building plans for the construction of a 35-40 unit elderly housing complex and multi-purpose community center. These funds will also fund property appraisals and permits necessary for construction. This is an exempt activity.

4. Activity #4 - Acquisition funds will be utilized to facilitate the creation of a scattered-site community land trust consisting of approximately 5-10 single family structures. These funds will be used to writedown the cost of acquiring the housing vacated by elderly persons who move into the new elderly housing complex. These land trusted homes will then be made available as rental and ownership opportunities for low and moderate income families. This is an exempt activity.

5. Activity #5 - General Management, Oversight and Coordination - This activity will provide the funds necessary to coordinate and administer: the elderly site acquisition and construction, the community land trust including rent-up or sales, hiring of architects and engineers, and the citizens participation process. This is an exempt activity.

6. Activity #6 - Contingency - Provides for the unexpected

costs or emergencies which occur during the course of any project. This is an exempt activity.

Environmental Conditions and Impacts:

The proposed activities have the potential of enhancing the affordability and accessibility of housing and related activities for the residents of the town. The actual acquisition activities will in and of themselves have no impact on the environment. However, the new construction proposed, namely the elderly housing complex and the senior center, have the potential of having a major impact on the environment.

The site for the elderly housing project and senior center all have the necessary acreage and soil suitability necessary to maintain water quality and dispose of sewerage in a safe manner. All relevant environmental concerns will be addressed in detail in the enclosed engineer's report.

Town of Promfret
Finding of Exemption and Categorical Exclusion

It is the finding of the Town of Promfret that the following activities funded through the Cities Development Block Grant #112-SC-90 are either exempt or categorically excluded from the environmental review requirements of 24 CFR Part 58.

The activities exempt under 24 CFR 58.34 are:

1. Activity #3 - Hiring the engineering and architectural firms
2. Activity #4 - Creation of a scattered-site community land trust
3. Activity #5 - General Management, Oversight and Coordination
4. Activity #6 - Contingency

It has been determined that the following activities could not be exempted or categorically excluded and thus requires the completion of an Environmental Assessment.

1. Activity #1 - Elderly Housing Complex
2. Activity #2 - Senior Center

Environmental Assessment (24 CFR 58.36)

Name of Grantee: Town of Promfret

Grant Number 112-SC-90

Type of Grant: Comprehensive

Amount of Funding \$880,000

Name and Title of Authorized Official Representative:

Peter Huckins, Environmental Coordinators

Lead Agency: Town of Promfret, Town Hall, Promfret Connecticut

Project Name: Promfret Small Cities Program

Activity #1 - Elderly Housing Complex

Project Description and Location:

Activity #1 of the Town of Promfret's Small Cities Program involves the construction of a 35-40 unit congregate elderly housing complex. The proposed 21.3 acre site on which the elderly housing complex will be built is located on Route 97 east of Promfret Center.

The housing complex project can not be categorically excluded and must submit an Environmental Assessment to ascertain the potential impact upon the environmental integrity of the 21.3 acre lot.

All designs for the housing complex including water and sewerage disposal are subject to Wetlands and Zoning approval. The Wetlands and Soils map of the proposed site show favorable conditions necessary to maintain water quality and safe disposal of sewerage.

The project staff proposes to work with the Town of Promfret Inland Wetlands and Planning and Zoning Boards to facilitate the construction of a structure that is acceptable to the Town and area residents. The project staff will be in constant communication with these two committees to assure compliance of all state and local regulations pertaining to this structure.

Statement of Process and Status of Environmental Analysis:

Rural Homes, Ltd. was hired to provide administrative and consultant services regarding the Town of Promfret's Small Cities program. One of the components of the contract between RHL and the Town was the completion of the environmental review record per CDBG regulations. RHL is responsible for conducting and maintaining files in relation to the environmental review. RHL staff has met with the Town's First Selectman, Town Planner and the Elderly Housing Committee for specific input into the environmental review process. RHL is also responsible for soliciting public and federal agency comments on particular areas of statutory-regulatory compliance.

RHL will inform the Town's Inland Wetlands Committee and the Planning and Zoning Board of its intent to design a structure prior to any formal proposal. Engineering and Architectural firms will be responsible for regular communications with these two review boards during the process of seeking approval for the structure.

Files regarding the review are being maintained in the project office (RHL office) and at the Town Hall. Public participation is being solicited through the use of a citizen's advisory committee which is actively working on the planning for the elderly housing complex.

Description of the site area and general environmental conditions present in these locations:

1. Land Development - The Town of Promfret has retained the services of a professional engineering firm to assure that any and all plans for the housing complex will have minimal impact upon the environment of the proposed site. Promfret is a very rural community that has a wealth of farms, fields and open space. The benefits of providing affordable and accessible elderly housing far outweigh the benefit of maintaining more open space.

2. Noise - the proposed project should have no significant impact on noise.

3. Air quality - the proposed project should have no impact on air quality

4. Environmental design and historic value - As mentioned before, all designs will be proposed with regard to minimal impact on the environment. The State Historic Preservation Office has researched the area and has determined that this project will have no impact on the historic value of the site.

5. Socioeconomic characteristics - Promfret is presently without affordable elderly housing of any kind. With over thirty percent of the population being 62 years or older this project will have a tremendous positive affect upon the socioeconomic stability of the elderly residents of the Town.

6. Community facilities and services - the project with its congregate units will provide accessibility to many services to the elderly residents of the complex.

7. Natural Features - the proposed development will be undertaken in a way that preserves the rural character of the town and will enhance the usefulness of open space. This will be accomplished through the use of nature trails and gardens as aspects of the senior housing.

Environmental Assessment (24 CFR 58.36)

Name of Grantee: Town of Promfret

Grant Number 112-SC-90

Type of Grant: Comprehensive

Amount of Funding \$880,000

Name and Title of Authorized Official Representative:

Peter Huckins, Environmental Coordinator

Lead Agency: Town of Promfret, Town Hall, Promfret Connecticut

Project Name: Promfret Small Cities Program

Activity #2 - Senior Center

Project Description and Location:

Activity #2 of the Town of Promfret's Small Cities Program involves the construction of a 1500 square foot multi-purpose community room which will serve the elderly residents of the proposed housing complex as well as the elderly residents of the Town.

The Senior Center project can not be categorically excluded and must submit an Environmental Assessment to ascertain the potential impact upon the environmental integrity of the 21.3 acre lot.

All designs for the senior center including water and sewerage disposal are subject to Wetlands and Zoning approval. The Wetlands and Soils map of the proposed site show favorable conditions necessary to maintain water quality and safe disposal of sewerage.

The project staff proposes to work with the Town of Promfret Inland Wetlands and Planning and Zoning Boards to facilitate the construction of a structure that is acceptable to the Town and area residents. The project staff will be in constant communication with these two committees to assure compliance of all state and local regulations pertaining to this structure.

Statement of Process and Status of Environmental Analysis:

Rural Homes, LTD. was hired to provide administrative and consultant services regarding the Town of Promfret's Small Cities program. One of the components of the contract between RHL and the Town was the completion of the environmental review record per CDBG regulations. RHL is responsible for conducting and maintaining files in relation to the environmental review. RHL staff has met with the Town's First Selectmen, Town Planner and the Elderly Housing Committee for specific input into the environmental review process. RHL is also responsible for soliciting public and federal agency comments on particular areas of statutory-regulatory compliance.

RHL will inform the Town's Inland Wetlands Committee and the Planning and Zoning Board of its intent to design a structure prior to any formal proposal. Engineering and Architectural firms

will be responsible for regular communications with these two review boards during the process of seeking approval for the structure.

Files regarding the review are being maintained in the project office (RHL office) and at the Town Hall. Public participation is being solicited through the use of a citizen's advisory committee which is actively working on the planning for the elderly housing complex.

Description of the site area and general environmental conditions present in these locations:

1. Land Development - The Town of Promfret has retained the services of a professional engineering firm to assure that any and all plans for the senior center will have minimal impact upon the environment of the proposed site. Promfret is a very rural community that has a wealth of farms, fields and open space. The benefits of providing a community center for the elderly residents of the town far outweigh the benefits of retaining more open space.

2. Noise - the proposed site should have no impact on noise

3. Air quality - the proposed project should have no significant impact on air quality.

4. Environmental design and historic value - As mentioned before, all designs will be proposed with regard to minimal impact on the environment. The State Historic Preservation Office has researched the area and has determined that this project will have no impact on the historic value of the site.

5. Socioeconomic characteristics - Promfret is presently without an elderly community center. With over thirty percent of the population being over 62 years of age this project will have a tremendous positive impact on the socioeconomic stability of the elderly residents of the Town.

6. Community facilities and services - the construction of the senior center will provide accessibility to many services including educational opportunities to the elderly residents of the Town.

7. Natural Features - The proposed development will be undertaken in a way that preserves the rural character of the town and will enhance the usefulness of open space. This will be accomplished through the use of nature trails and gardens as aspects of the senior center.

Statutory Checklist

Checklist of Applicable Statutes and Regulations

Project Name and Identification No. Elderly Housing, Pomfret Small Cities 112- SC - 90/91

Are all activities of this project exempt from NEPA procedures? ☐ Yes ☒ No
(If yes, this Statutory Checklist need not be filled out.)

Are activities of this project categorically excluded from NEPA procedures? ☒ Yes ☐ No
(If yes, this Statutory Checklist and all required actions must be completed.)

Area of Statutory—Regulatory Compliance

(Precise citations for applicable statutes and regulations are printed on the back of this Checklist. Full discussion of each is provided in Appendix B of this Guide.)

| | Not Applicable to This Project | Consultation Required | Review Required* | Permits Required* | Determination of Consistency Approvals, Permits Obtained | Conditions and/or Mitigation Actions Required* | Note Compliance Documentation |
|---------------------------|--------------------------------|-----------------------|------------------|-------------------|--|--|--|
| Historic Properties | x | | x | | | | See SHPO correspondence |
| Floodplain Management | x | | | | | | See Flood Plain Map |
| Wetlands Protection | | x | | | | | Will submit to wetland |
| Noise | x | | | | | | No major highways or rail-ways. |
| Air Quality | x | | | | | | Will not impact air quality. |
| Manmade Hazards | | | | | | | |
| Thermal/Explosive Hazards | x | | | | | | No impact. |
| Airport Clear Zones | x | | | | | | No FAA airports in area. |
| Water Quality | x | | | | | | No navigable waters in area. |
| Navigable Waters | | x | | | | | Pending Engineer's report and Inland Wetland approval. |
| Aquifers | | | | | | | |
| Solid Waste Disposal | | | x | | | | Will submit to DEP for community septic approval. |
| Coastal Areas | x | | | | | | Not in a coastal region. |
| Coastal Zone Management | | | | | | | |
| Coastal Barrier Resources | x | | | | | | Not in a coastal region. |
| Endangered Species | x | | | | | | See correspondence from DEP. |

*Attach evidence that required actions have been taken.

Data Sources and Documentation

| | |
|--------------------------------|--|
| Historic Properties | |
| Floodplain Management | |
| Wetlands Protection | |
| Noise | |
| Air Quality | |
| Manmade Hazards | |
| Water Quality | |
| Solid Waste Disposal | |
| Coastal Areas | |
| Endangered Species | |
| Farmlands Protection | |
| Wild and Scenic Rivers | |
| State or Local Statutes | |

Environmental Assessment Checklist

page 1

Elderly Housing Project

Pomfret Small Cities Program 112-SC-90

Project Name and Identification No.

| Impact Categories | No Impact Anticipated | Potentially Beneficial | Potentially Adverse Requires Documentation Only | Potentially Adverse Requires More Study | Needs Mitigation | Requires Project Modification | 7 |
|--|-----------------------|------------------------|--|--|------------------|-------------------------------|---|
| Source or Documentation (Note date of contact or page reference) Additional material may be attached. | | | | | | | |
| Land Development | | | | | | | |
| Conformance With Comprehensive Plans and Zoning | | | | x | | | See correspondence; has town support needs zoning approval. |
| Compatibility and Urban Impact | | x | | | | | Consistent with Town's Community Development Statement. |
| Slope | | | x | | | | See engineer's report. |
| Erosion | x | | | | | | See Engineer's report. |
| Soil Suitability | | | x | | | | See Engineer's report. |
| Hazards and Nuisances, Including Site Safety | x | | x | | | | See Engineer's Report. |
| Energy Consumption | x | x | | | | | Building design will be energy efficient. |
| Noise | | | | | | | |
| Effects of Ambient Noise on Project and Contribution to Community Noise Levels | x | | | | | | Not within FAA airport area or major highways or railroads. |

Environmental Assessment Checklist

Continued, page 21

Project Name and Identification No. Elderly Housing, Pomfret Small Cities 112-SC-90/91

| Impact Categories | 1 No Impact Anticipated | 2 Potentially Beneficial | 3 Potentially Adverse Requires Documentation Only | 4 Potentially Adverse Requires More Study Needs Mitigation | 5 Requires Project Modification | 6 | 7 | Source or Documentation (Note date of contact or page reference) Additional material may be attached. |
|--|----------------------------|-----------------------------|---|---|------------------------------------|---|---|---|
| Air Quality | | | | | | | | |
| Effects of Ambient Air Quality on Project and Contribution to Community Pollution Levels | x | | | | | | | No manufacturing or disposal activities. |
| Environmental Design and Historic Values | | | | | | | | |
| Visual Quality—Coherence, Diversity, Compatible Use, and Scale | x | x | | | | | | Will use building guidelines that are aesthetically pleasing. |
| Historic, Cultural, and Archaeological Resources | x | | | | | | | See SHPO correspondence. |
| Socioeconomic | | | | | | | | |
| Demographic/Character Changes | x | x | | | | | | New elderly housing and social service facility. |
| Displacement | x | x | | | | | | New facility constructed on open acreage. |
| Employment and Income Patterns | x | | | | | | | No significant impact. |
| Community Facilities and Services | | | | | | | | |
| Educational Facilities | x | | | | | | | Will provide educational opportunities for the elderly residents. |
| Commercial Facilities | x | | | | | | | No impact on commercial activities, strictly community social service oriented. |
| Health Care | x | x | | | | | | Congregate facility - monitors the health of the elderly residents. |
| Social Services | x | x | | | | | | Will provide a consortium of social services. |

Environmental Assessment Checklist

(continued, page 3)

Project Name and Identification No. Elderly Housing, Pomfret Small Cities 112-SC-90/91

| Impact Categories | <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> </div> | | | | | | | Source or Documentation (Note date of contact or page reference) Additional material may be attached. |
|--|---|------------------------|---------------------|--|--|------------------|-------------------------------|---|
| | No Impact Anticipated | Potentially Beneficial | Potentially Adverse | Potentially Adverse Requires Documentation Only | Potentially Adverse Requires More Study | Needs Mitigation | Requires Project Modification | |
| Community Facilities and Services (Continued) | | | | | | | | |
| Solid Waste | | | x | | | | | Will submit to DEP for compliance. |
| Waste Water | | | x | | | | | Will submit to DEP for compliance. |
| Storm Water | | | x | | | | | Architect will design system. |
| Water Supply | | | x | | | | | See Engineer's report. |
| Public Safety Police | x | | | | | | | No significant impact. |
| Fire | x | | | | | | | No Significant impact. |
| Emergency Medical | x | | | | | | | No significant impact. |
| Open Space and Recreation | Open Space | x | x | | | | | Design to preserve open space. |
| | Recreation | x | x | | | | | Will provide recreational area for elderly residents. |
| | Cultural Facilities | x | x | | | | | Will facilitate cultural activities for the elderly residents. |
| Transportation | x | | | | | | | Site easily accessible by area residents. |

Environmental Assessment Checklist

(continued, page 4)

DATE: 11/1/91
BY: [illegible]
PROJECT: [illegible]

Project Name and Identification No. Elderly Housing, Pomfret Small Cities 112-SC-90-91

| Impact Categories | No Impact Anticipated | Potentially Beneficial | Potentially Adverse Requires Documentation Only | Potentially Adverse Requires More Study | Needs Mitigation | Requires Project Modification | 7 | Source or Documentation (Note date of contact or page reference) Additional material may be attached. |
|--|-----------------------|------------------------|--|--|------------------|-------------------------------|---|---|
| Natural Features | | | | | | | | |
| Water Resources | x | | | | | | | See soils map. |
| Surface Water | x | | | | | | | See Engineer's report |
| Floodplains | x | | | | | | | See Flood Plain Map |
| Wetlands | x | | x | | | | | See soils map |
| Coastal Zone | x | | | | | | | Not in a coastal zone. |
| Unique Natural Features and Agricultural Lands | x | | | | | | | No significant impact. |
| Vegetation and Wildlife | x | | | | | | | No significant impact. |

Environmental Assessment Checklist

(continued, page 5)

Summary of Findings and Conclusions:

Project will implement Town's Community Development Statement. The overall impact will be very beneficial to the town and its residents by helping to provide a comprehensive and coordinated approach to elderly housing.

Summary of Environmental Conditions:

Overall environmental conditions are suitable for the development of the proposed structure. The site will support the designed community septic system necessary for the elderly housing complex.

Project Modifications and Alternatives Considered:

No need for modifications or alternatives, the site will environmentally support the proposed housing complex.

Environmental Assessment Checklist

(continued, page 6)

Additional Studies Performed (Attach Study or Summary)

Not applicable - See Engineer's Report.

Mitigation Measures Needed:

The Town Planning and Zoning officials have expressed support for the
Senior Center, but design is contingent upon Pomfret Zoning Board approval.

Statutory Checklist

Checklist of Applicable Statutes and Regulations

Project Name and Identification No. Senior Center, Pomfret Small Cities Program 112- SC - 90/91

Are all activities of this project exempt from NEPA procedures? ☐ Yes ☒ No
(If yes, this Statutory Checklist need not be filled out.)

Are activities of this project categorically excluded from NEPA procedures? ☒ Yes ☐ No
(If yes, this Statutory Checklist and all required actions must be completed.)

| Area of Statutory—Regulatory Compliance | Not Applicable to This Project | Consultation Required | Review Required* | Permits Required* | Determination of Consistency Approvals, Permits Obtained | Conditions and/or Mitigation Actions Required* | Note Compliance Documentation |
|---|--------------------------------|-----------------------|------------------|-------------------|--|--|---|
| Historic Properties | x | | x | | | | See SHPO correspondence |
| Floodplain Management | x | | | | | | See Flood Plain Map |
| Wetlands Protection | | | x | | | | Will submit to Inlands Wetlands Committee for approval. |
| Noise | x | | | | | | No major highway or railways. |
| Air Quality | x | | | | | | Will not impact air quality. |
| Manmade Hazards | | | | | | | |
| Thermal/Explosive Hazards | x | | | | | | No impact. |
| Airport Clear Zones | x | | | | | | No FAA airports in area. |
| Water Quality | | | | | | | |
| Navigable Waters | x | | | | | | No navigable water in area. |
| Aquifers | | x | | | | | Pending Engineer's report and Inland Wetland approval. |
| Solid Waste Disposal | | | x | x | | | Will submit to DEP for community septic approval. |
| Coastal Areas | | | | | | | |
| Coastal Zone Management | x | | | | | | Not in a coastal region |
| Coastal Barrier Resources | x | | | | | | Not in a coastal region |
| Endangered Species | x | | | | | | See correspondence from DEP |

*Attach evidence that required actions have been taken.

Data Sources and Documentation

| | |
|--------------------------------|--|
| Historic Properties | |
| Floodplain Management | |
| Wetlands Protection | |
| Noise | |
| Air Quality | |
| Manmade Hazards | |
| Water Quality | |
| Solid Waste Disposal | |
| Coastal Areas | |
| Endangered Species | |
| Farmlands Protection | |
| Wild and Scenic Rivers | |
| State or Local Statutes | |

Environmental Assessment Checklist

page 1

Project Name and Identification No. Senior Center, Pomfret Small Cities Program 112-SC-90

| Impact Categories | No Impact Anticipated | Potentially Beneficial | Potentially Adverse Requires Documentation Only | Potentially Adverse Requires More Study | Needs Mitigation | Requires Project Modification | 7 | Source or Documentation (Note date of contact or page reference) Additional material may be attached. |
|--|-----------------------|------------------------|--|--|------------------|-------------------------------|---|---|
| Land Development | | | | | | | | |
| Conformance With Comprehensive Plans and Zoning | | | | x | | | | See correspondence, has town support needs zoning approval |
| Compatibility and Urban Impact | | x | | | | | | Consistent with Town's Community Development Statement |
| Slope | | | x | | | | | See Engineer's Report |
| Erosion | x | | | | | | | See Engineer's Report |
| Soil Suitability | | | x | | | | | See Engineer's Report |
| Hazards and Nuisances, Including Site Safety | x | | x | | | | | See Engineer's Report |
| Energy Consumption | x | x | | | | | | Building design will be energy sufficient. |
| Noise | | | | | | | | |
| Effects of Ambient Noise on Project and Contribution to Community Noise Levels | x | | | | | | | Not within FAA airport area or major highways or railroads. |

Environmental Assessment Checklist

continued, page 2)

Project Name and Identification No. Senior Center, Pomfret Small Cities Program 112-SC-90/91

| Impact Categories | No Impact Anticipated | Potentially Beneficial | Potentially Adverse Requires Documentation Only | Potentially Adverse Requires More Study | Needs Mitigation | Requires Project Modification | 7 | Source or Documentation (Note date of contact or page reference) Additional material may be attached. |
|--|-----------------------|------------------------|--|--|------------------|-------------------------------|---|---|
| Air Quality | | | | | | | | |
| Effects of Ambient Air Quality on Project and Contribution to Community Pollution Levels | x | | | | | | | No manufacturing or disposal activities. |
| Environmental Design and Historic Values | | | | | | | | |
| Visual Quality—Coherence, Diversity, Compatible Use, and Scale | x | x | | | | | | Will use building guidelines that are aesthetically pleasing. |
| Historic, Cultural, and Archaeological Resources | x | | | | | | | See SHPO correspondence |
| Socioeconomic | | | | | | | | |
| Demographic/Character Changes | x | x | | | | | | Will provide structure for cultural activities for the elderly residents of the town. |
| Displacement | x | | | | | | | No impact. |
| Employment and Income Patterns | x | x | | | | | | No significant impact--some jobs created. |
| Community Facilities and Services | | | | | | | | |
| Educational Facilities | x | x | | | | | | Will provide structure for educational activities for the elderly of the town. |
| Commercial Facilities | x | | | | | | | No impact. |
| Health Care | x | x | | | | | | Will provide structure in which health care programs will be available. |
| Social Services | x | x | | | | | | Provides a structure where elderly social services will be instituted. |

Environmental Assessment Checklist

(continued, page 3)

Project Name and Identification No. Senior Center, Pomfret Small Cities Program 112-SC-0
90/91

| Impact Categories | | No Impact Anticipated | Potentially Beneficial | Potentially Adverse Requires Documentation Only | Potentially Adverse Requires More Study Needs Mitigation | Requires Project Modification | 7 |
|---|---------------------|-----------------------|------------------------|--|--|-------------------------------|--|
| Community Facilities and Services (Continued) | | | | | | | |
| Solid Waste | | | x | | | | Will submit to DEP for compliance. |
| Waste Water | | | x | | | | Will submit to DEP for compliance. |
| Storm Water | | | x | | | | Architect will design system. |
| Water Supply | | | x | | | | See Engineer's report. |
| Public Safety Police | x | | | | | | No significant impact. |
| Fire | x | | | | | | No significant impact. |
| Emergency Medical | x | | | | | | No significant impact. |
| Open Space and Recreation | Open Space | x | x | | | | Design to preserve open space. |
| | Recreation | x | x | | | | Will provide recreational area for elderly residents. |
| | Cultural Facilities | x | x | | | | Will facilitate cultural activities for the elderly residents. |
| Transportation | | x | | | | | Site easily accessible by area residents. |

Source or Documentation
(Note date of contact or
page reference)
Additional material may be
attached.

Environmental Assessment Checklist

(continued, page 4)

Project Name and Identification No. _____

| Impact Categories | No Impact Anticipated | 1 Potentially Beneficial | 2 Potentially Adverse Requires Documentation Only | 3 Potentially Adverse Requires More Study Needs Mitigation | 4 Requires Project Modification | 5 | 6 | 7 | Source or Documentation (Note date of contact or page reference) Additional material may be attached. |
|--|-----------------------|-----------------------------|---|---|------------------------------------|---|---|---|---|
| Natural Features | | | | | | | | | |
| Water Resources | x | | | | | | | | See soils map. |
| Surface Water | x | | | | | | | | See Engineer's report. |
| Floodplains | x | | | | | | | | See flood plain map. |
| Wetlands | x | | x | | | | | | See soils map. |
| Coastal Zone | x | | | | | | | | Not in a coastal region. |
| Unique Natural Features and Agricultural Lands | x | | | | | | | | No significant impact. |
| Vegetation and Wildlife | x | | | | | | | | No significant impact. |

Environmental Assessment Checklist

(continued, page 5)

Summary of Findings and Conclusions:

Project will implement Town's Community Development Statement. The overall impact will be very beneficial to the Town and its elderly residents by providing a structure where community, educational, and cultural activities can take place.

Summary of Environmental Conditions:

Overall environmental conditions are amenable to the development of the proposed structure. Size of site and soil quality appear to be amenable to development of elderly housing.

Project Modifications and Alternatives Considered:

No need for modifications or alternatives, the site will environmentally support the proposed senior center.

Environmental Assessment Checklist

(continued, page 6)

Additional Studies Performed (Attach Study or Summary)

Engineer's Report Attached.

Mitigation Measures Needed:

The town planning and zoning officials have expressed support for the project, but the housing complex design must still pass the Planning & Zoning Committee approval vote.

EA Appendix A: Environmental Assessment Dissemination List

Dissemination List of FONSI pursuant to 24 CFR 58.43.

| | Date Sent |
|---|-----------|
| 1. <u>Regional Office of the Environmental Protection Agency</u> <u>10 Causeway Street</u> <u>Boston, Mass 02222</u> | 1-31-91 |
| 2. <u>Headquarters of the Environmental Protection Agency</u> <u>401 M Street Southwest</u> <u>Washington, D.C. 20460</u> | 1-31-91 |
| 3. <u>Connecticut Department of Environmental Protection</u> <u>Planning and Coordination, 71 Capitol Ave., Hartford</u> <u>Attn. David J. Fox - Senior Environmental Analyst</u> | 1-31-91 |
| 4. <u>Local News Media</u> <i>Observer Patriot</i> | 1-22-91 |
| 5. <u>Appropriate Local Agencies</u> | |
| 6. <u>Interested Individuals and Groups</u> | |

*SHPO - ATTN: John Shannahan**1/31/91**COL ATTN Judy Boux-Pall**1/21/91*

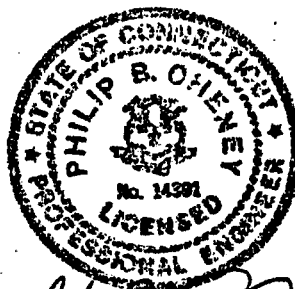
C M E Associates, Inc.



**Consulting Engineers.
Land Surveyors &
Environmental Planners**

**#492 Center Road
P.O. Box 149
Woodstock, CT 06281
203/974-3717
Fax 203/974-0743**

**SITE ANALYSIS
LOT 19 BLOCK A-MAP 9
POMFRET HOUSING PARTNERSHIP COMMITTEE**



Licensed to Practice in:

**Connecticut
Rhode Island
Massachusetts
Florida
New York
New Hampshire**

Philip B. Oheney

TABLE OF CONTENTS

- I. Existing Site Conditions
- II. Data Analysis
- III. Conclusions



I. EXISTING SITE CONDITIONS

Existing soils and topographic information has been compiled on the plan entitled "Existing Site Plan, Topography & Soils Classifications". Site investigations by CME staff and consulting soil scientists have confirmed the information to be generally accurate.

Two soil types, Canton & Paxton, make up the majority of the project area. In addition to these two soil groups, a small wetland area was identified along a portion of the westerly property line.

The Canton soils (CcC) are well drained with slopes of 7 to 14%. These soils provide the best areas on the property for septic leaching fields. The remainder of the site is made up of Paxton soils (PbC) which are less permeable than the Canton soils and have a hard pan layer at 2 1/2 to 3'. In the Northwest corner of the site, the field investigation showed this hard pan layer to be somewhat deeper.

Research of DEP and NDDH records indicate there are no known water or soil contamination problems on or adjacent to the site. One comment by NDDH was noted during construction of a septic system repair on lot 17. The staff Sanitarian noted possible Hydrocarbon contamination of the soil in the area of the system. No records are available regarding adjacent well depths and water quality & quantity. CME staff has contacted adjacent land owners and to date has received information from Mr. Mayo, Lot #17, indicating his well is 6.0' deep. Mr. Mayo has also given permission to test his water for possible contamination.



II. DATA ANALYSIS

Based on the soils and topographic information compiled, two areas have been chosen for a preliminary analysis of the site's capacity (See site plan).

1) Canton Soils CcC Area I

A. Hydraulic Mass Balance

Contributing Drainage Area = 200,000 SF

Average Daily Rainfall = 0.01 FT/DAY

Infiltration Rate = 50%

Q = Flow through the soil due to rainfall

$$Q = (200,000)(0.01)(.50) = 1000 \text{ CF/DAY} \\ = 7480 \text{ GPD}$$

B. Additional Hydraulic Capacity

K = Permeability of the soil = 8 FT/DAY

I = Hydraulic Gradient = 0.10

A = Cross Sectional Area of Unsaturated Soil

A = D x L where D = Depth to Soil Saturation 3',

L = Length of Soil Deposit = 650'

Q = Additional Hydraulic Capacity

$$Q = K \cdot I \cdot A = (8)(0.10)(3 \times 650) = 1560 \text{ CF/DAY} \\ = 11600 \text{ Gallons/Day}$$

C. Treatment Area required/Long Term Application Rate

$$\text{LTAR} = 5K - 1.4$$

$$\text{---} \\ \text{LOG K}$$

$$K = 8 \text{ FT/DAY} = 0.0056 \text{ FT/MIN}$$

$$\text{LTAR} = 0.65 \text{ GPD/FT}^2$$

Therefore a 5,000 GPD system will require 7700 square feet of treatment area.



2) Paxton Soils PbC Area II

A. Hydraulic Mass Balance

Contributing Drainage Area = 160,000 SF

Average Daily Rainfall = 0.01 FT/DAY

Infiltration Rate = 50%

Q = Flow through the soil due to rainfall

$$Q = (160,000)(0.01)(.50) = 800 \text{ CF/DAY}$$

$$= 5984 \text{ GPD}$$

B. Additional Hydraulic Capacity

K = Permiability of the soil = 2.5 FT/DAY

i = Hydraulic Gradient = 0.075

A = Cross Sectional area of unsaturated soil

A = D x L D = Unsaturated Depth L = Length of Soil Deposit

D = 2.0'

L = 600'

$$Q = K i A = (2.5)(0.075)(2 \times 600) = 225 \text{ CF/DAY}$$

$$= 1683 \text{ GPD}$$

C. Treatment Area Required/Long Term Application Rate

$$\text{LTAR} = 5K - 1.4$$

LOG K

$$K = 2.5 \text{ FT/DAY} = 0.00174 \text{ FT/MIN}$$

$$\text{LTAR} = 0.51 \text{ GPD/FT}^2$$

Therefore a 5,000 GPD system will require 9700 square feet of treatment area.



III. Conclusions & Recommendations

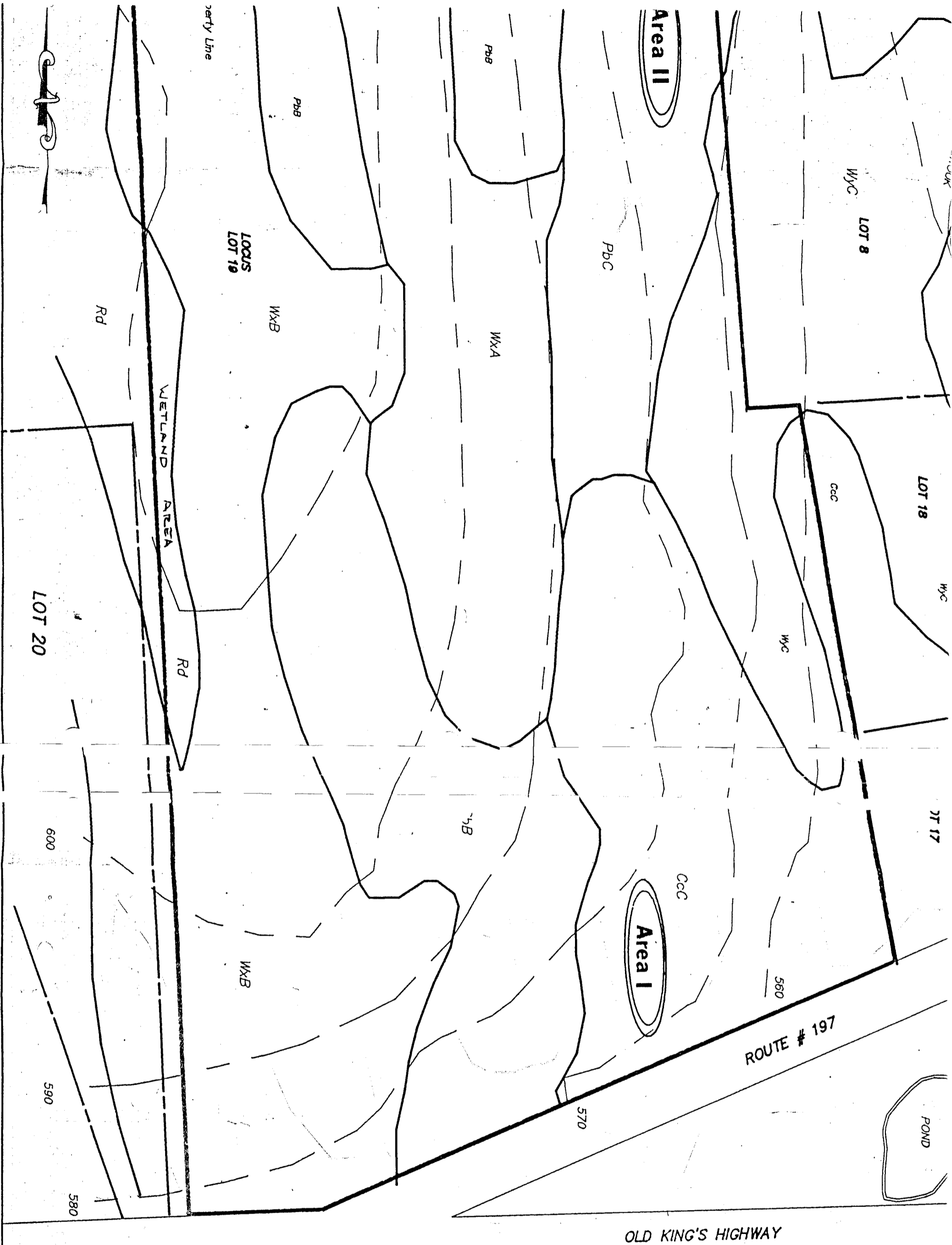
In general the information developed indicates the site is suitable for the proposed development. For anticipated flows of 5000 GPD there will be sufficient capacity on site to provide a factor of safety equal to 2.0.

Information regarding water supply quality and quantity is very limited. Bedrock well development varies dramatically with relatively small changes in location. No evidence is available indicating a known contamination problem, and CME is continuing it's effort to obtain permission to test adjacent wells.

Based on our analysis of the information presented in this report, CME Associates Inc. recommends the following course of action:

- 1) Test all water supplies on adjacent properties for Hydrocarbon and Organic compound contaminants.
- 2) Undertake on-site soils investigation with DEP & NDDH observation. This work should include numerous deep observation pits and the installation of shallow monitoring wells.
- 3) Test groundwater collected from the shallow monitoring wells on-site for Hydrocarbon and organic compound contamination.
- 4) If no contamination is found and initial soil tests are positive, one well head should be installed & developed to demonstrate the site's ability to supply necessary quantities of portable water.
- 5) If the well head installation is satisfactory, work should proceed on the final septic system design & permitting.





CME ASSOCIATES, INC.

ENGINEERS & PLANNERS WOODSTOCK, CONN.

Existing Site Plan
Topography & Soils Classifications

* prepared for *
Pomfret Housing Partnership Committee
Pomfret, Ct.

JOB DATA

| | | |
|-----------|----------|--|
| BOOK NO. | | |
| PLOT | 9104plot | |
| DESIGNED | BC | |
| DRAWN | TJG | |
| CHECKED | | |
| COGO FILE | | |

SHEET NO. 1 of 1

REVISIONS

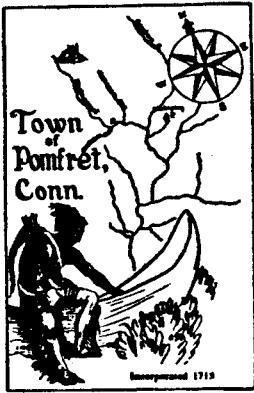
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SCALE: 1"=100'

DATE: 1/22/91

PROJECT NO. 9104



TOWN OF POMFRET
POMFRET CENTER, CONNECTICUT 06259

Town of Pomfret

COMBINED NOTICE
NOTICE TO PUBLIC OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT
AND NOTICE TO PUBLIC OF REQUEST FOR RELEASE OF FUNDS

January 22, 1991

Town of Pomfret
Town Hall
Pomfret Center, CT 06259 974-0191

TO ALL INTERESTED AGENCIES, GROUPS, AND PERSONS:

On or about February 14, 1991, the above-named Town will request the Connecticut Department of Housing to release Federal funds under Title I of the Housing and Community Development Act of 1974 (PL 93-383) for the following project:

Town of Pomfret Small Cities Program 1990-1991
Elderly Housing/Senior Center/Community Land Trust
Town of Pomfret, Connecticut
Census Tract 9021

Finding of No Significant Impact

It has been determined that such request for release of funds will not constitute an action significantly affecting the quality of the human environment and accordingly the above-named Town has decided not to prepare an Environmental Impact Statement under the National Environmental Policy Act of 1969 (PL 91-190).

The reasons for such decision not to prepare such Statement are as follows:

It was determined that there will be no significant impact to the environment.

An Environmental Review Record respecting the within project has been made by the Town of Pomfret which documents the environmental review of the project and more fully sets forth the reasons why such statement is not required. The Environmental Review Record is on file at the above address and is available for public examination and copying upon request at the Town Hall between the hours of 9:00 A.M. and 3:30 P.M. No further environmental review of such project is proposed to be conducted prior to the request for release of Federal funds.

Public Comments on Finding

All interested agencies, groups and persons disagreeing with this decision are invited to submit written comments for consideration by the Town to the Town of Pomfret, Town Hall, Pomfret Center, CT 0625p, on or before March 1, 1991. All such comments so received will be considered and the Town will not request the release of Federal funds or take any administrative action on the within project prior to the date specified in the preceding sentence.

Release of Funds

The Town of Pomfret will undertake the project described above with Block Grant funds from the Connecticut Department of Housing (DOH) under Title I of the Housing and Community Development Act of 1974. The Town of Pomfret is certifying to DOH that Jefferson Davis, in his official capacity as the First Selectman of the Town of Pomfret, consent to accept the jurisdiction of the Federal courts if action is brought to enforce responsibilities in relation to environmental reviews, decision-making and action; and that these responsibilities have been satisfied. The legal effect of the certification is that upon its approval the Town of Pomfret may use the Block Grant funds and DOH will have satisfied its responsibilities under the National Environmental Policy Act of 1969.

Objections to State Release of Funds

DOH will accept an objection to its approval only if it is on one of the following bases: (a) that applicant's Environmental Review Record for the project indicates omission of a required decision finding or step applicable to the process in the environmental review process. Objections must be prepared and submitted in accordance with the required procedure (24 CFR Part 58) and may be addressed to DOH at 1179 Main Street, Hartford, CT 06103.

Objections to the release of funds on bases other than those stated above will not be considered by DOH. No objection received after March 1, 1991, will be considered by DOH.

Jefferson Davis, First Selectman
Town of Pomfret
Town Hall
Pomfret Center, CT 06259

REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION

(Pursuant to Section 104 (h) of Title I of the Housing and
Community Development Act)

Environmental

| | |
|---|--------------------------------------|
| 1. Name of Applicant | 2. Application/Grant Number |
| Town of Pomfret | 112 - SC - 90/91 |
| 3. Applicant's Address | 4. Date of Request/ Certification |
| Pomfret Town Hall, Pomfret Center, CT 06259 | 2/15/91 |

5. REQUEST FOR RELEASE OF FUNDS. Release of approved grant
funds requested for:

PROJECT

GRANTEE

Town of Pomfret Small Cities Program

Town of Pomfret

6. CERTIFICATION. With reference to the above project, I, the
undersigned officer of the applicant, certify:

That the applicant has at least seven (7) days prior to
submitting this request for release of funds and
certification, published and disseminated in the manner
prescribed by 24 CFR 58.43, a notice to the public (a copy of
which is attached) in accordance with 24 CFR 58.70;

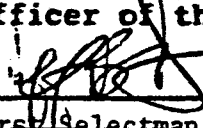
That the applicant has fully carried out its responsibilities
for environmental review, decision-making and action
pertaining to the project named above; that the applicant has
complied with the National Environmental Policy Act of 1969;
that the applicant has complied with the environmental
procedures, permit requirements and the statutory obligations
of the laws cited in 24 CFR 58.5; and that the applicant has
taken into account the environmental criteria, standards,
permit requirements and other obligations applicable to the
project under the other related laws and authorities cited in
24 CFR 58.1(a);

That the level of environmental clearance carried out in
connection with this said project did X did not require
the preparation and dissemination of an environmental impact
statement; That the dates upon which all statutory and
regulatory time periods for review, comment, or other
response or action in regard to this clearance began and
ended as indicated below; that all such dates which are
applicable to this aforesaid clearance are indicated below;
and that with the expiration of each of the time periods
indicated below, applicant is in compliance with the
requirements of 24 CFR Part 58;

| ITEM | COMMENCE mo/day/yr | EXPIRE mo/day/yr |
|--|-----------------------|---------------------|
| Notice of Finding of No Significant Impact: Publication | | |
| Same: Comment Period (15 days) | | |
| Notice of Intent to Request Release of Funds: Publication | | |
| Same: Comment Period (7 days) | | |
| Combined Notice: Publication | 1/30/91 | 3/1/91 |
| Same: Comment Period (15 days) | | |
| Notice of Intent to Prepare EIS: Publication | | |
| Draft EIS: Comment Period | | |
| Same: 90-day period (NEPA Regulations) | | |
| Final EIS: 30-day periods | | |
| 15-day DOH decision period | | |
| Other (specify) | | |

That I am authorized to, and do, consent to assume the status of responsible federal official under the National Environmental Policy Act of 1969 and each provision of law specified in 24 CFR 58.1(a) insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action assumed and carried out by the applicant; and that by so consenting, I assume the responsibilities, where applicable, for the conduct of environmental review, decision-making and action as to environmental issues, preparation and circulation of draft, final and supplemental environmental impact statements, and assumption of lead agency or cooperating agency responsibilities for preparation of such statements on behalf of Federal agencies including HUD, when these agencies consent to such assumption;

That I am authorized to consent to, and do, accept on behalf of the applicant and personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my official capacity as certifying officer of the applicant.



First Selectman
Town of Pomfret Pomfret Center, 06259
Signature, title, and address
of certifying officer of applicant)

WARNING: Section 1001 of Title 18 of the United States Code and Criminal Procedure shall apply to this certification.

SECTION THREE

_____Section Three consists of a Market Analysis of the Town of Pomfret as well as a Site Evaluation for the 21.3 acre proposed site located on Route 97.

Originally I did the market analysis research for the community land trust that was part of the project. Funds from Pomfret's CDBG grant will be utilized to facilitate the creation of a scattered-site community land trust. These funds will be used to writedown the cost of acquiring the housing vacated by elderly persons who move into the new elderly housing complex. These land trusted homes will then be made available as rental and ownership opportunities for low and moderate income families.

Because of the delays previously discussed, the community land trust has been put on hold because PCHC has not secured construction financing. The State Department of Housing has yet to complete a Review of the preliminary design. When the preliminary design is accepted, DOH requires that the architectural firm submit Basic Drawings. Upon acceptance of this second phase, construction financing is assured and the market analysis will be used to create the details of this community land trust.

MARKET ANALYSIS FOR POMFRET, CONNECTICUT

Pomfret is located in the Northeastern section of Connecticut with a population of about three thousand residents. This area is a rural community with an abundance of open space that used to have many working dairy farms that are now defunct. The population of this town has grown slowly over the past fifty years. In 1940 there were 45 people per square mile, 1950 53, 1960 56, 1970 62, 1980 68 and at the present there are 78 people per square mile.

The median income for the town of Pomfret in 1990 was \$25,728 while the median income for 1980 was \$16,080. Sixteen percent of the workers in Pomfret make less than ten thousand dollars while 73% make from ten thousand to thirty-five thousand dollars per year with eleven percent making above \$35,000.

The employment trends for Pomfret as well as the entire Northeastern section of Connecticut has changed drastically in the past two decades. There has been a significant loss of manufacturing jobs due to industries abandoning the area, moving South or relinquishing to foreign competition. Traditionally this area has had a very high dependence on manufacturing jobs especially in the Textile industry. However, manufacturing's share of jobs has fallen drastically in recent years from 45% in 1970 to 27% in 1986. While there is very little industry in Pomfret, surrounding towns and cities employ 66% of the residents. At the present time only 22% of the workers of Pomfret maintain jobs in manufacturing. The rise in the service and retail sector of the

economy has replaced to some degree these decreasing manufacturing jobs. With unemployment hovering around the six percent mark it would appear on paper that the overall economic situation was alright. But these figures mask the real economic picture because these new jobs in the service and retail area do not pay as well as the manufacturing jobs and are not adequate to support a family. In 1985 the average manufacturing job paid \$20,500 per year, the average retail paid \$8,800 and the average job in services paid \$13,200.

Housing Market Conditions

Currently the demand for affordable housing in Pomfret is quite apparent. With the average house, according to the Department of Housing in Connecticut, retailing for the sum of about one hundred and thirty-five thousand dollars and with the median income under twenty-six thousand dollars only about five percent of the residents can afford to purchase a single family house. In the past four years there have been an average of thirty-three permits received for the construction of single family houses in the town. Upon talking with a local builder, Charlie Heidelberger, I discovered that ninety nine percent of those new houses were purchased by newcomers into town from surrounding metropolitan areas. He states that no new housing has been constructed for the local residents in many years. This would stand to reason because the local population simply can not afford to purchase housing at these prices. I interviewed Mrs. Williams, a local realtor. She states that developers have proposed several developments to be

constructed in the next year or two. Two of the developments she is involved with are going to offer houses at the \$180,000 and \$320,000 range. She also states that no one in the local community is able to afford any of the new construction that is being proposed. She also adds that five of the newer residents that have bought houses recently have been doctors.

Mrs. Williams states that there is little rental property in the town of Pomfret. Department of Housing statistics reveal that in 1990 there existed a total of about fourteen hundred units in the town with only sixty-four of these being multi-housing units of five or more, 96 being three or four units and 72 being two unit structures. The Department of Housing statistics also state that over the past ten years only six multi-family units have been constructed and only one was a three or four unit structure while the rest were two family units.

It is assumed by the Regional Planning Organization that a vacancy rate of 5% for rental units and 2.5% for owner units is necessary for the proper and healthy operation of the free market. With the present ownership vacancy rate of .8% and the present rental vacancy rate of 1% it is obvious that many more ownership and rental units are needed to be constructed.

Unmet Housing Needs

With the incomes too low to purchase existing housing or new construction and with very little rental property available it is plain to see that Pomfret is in dire need of affordable housing. As of 1988 there existed no rental assisted housing or subsidized

programs for the town of Pomfret. And at that time there was only seven CHFA mortgages and 17 FmHA mortgages or two percent owner assisted housing. It is almost impossible for the first time buyer that grew up in Pomfret to afford housing and continue to live there. And the elderly that wish to stay in the town they have lived in for all their lives find it increasingly difficult to remain because there is also no elderly housing affordable or not. It is a sad commentary on our society when 95% of the residents in the town of Pomfret could not afford to live there unless they already own a house before the real estate went crazy or they inherit a place to live.

LOCAL HOUSING COSTS

A. The average rent for a two bedroom apartment is six hundred dollars per month which includes utilities.

B. There are only eight condominiums in the town of Pomfret and the price of these two bedroom town houses are 85 thousand dollars. They are all currently owned.

C. The Department of Housing for the State of Connecticut says that the average price of a single family house being built in the town is \$135,051. These are two to three bedroom single family houses that cost about sixty-five dollars a square foot to construct. (includes land)

Household Incomes Required to Afford Housing Being Built

Below are three housing scenarios and the income needed to support them. "A" represents the average rental unit of two/three bedrooms located in Pomfret, "B" represents the average cost of a condo and "C" the average single family house.

A. 600 times 12 equals \$7,200 per year for rent and utilities. \$7200 divided by 30% equals \$24,000 , income required to rent.

B. \$85,000 for condo minus 5% downpayment equals a mortgage of 80,750. 80,750 times .1143 = 9,230 the annual mortgage payment. 9,230 divided by .75 = \$12,307 the annual condo cost. \$12,307 divided by .28 = \$43,952. A family would need a yearly income of \$43,952 to qualify for a loan to purchase the condo.

C. \$135,051 for the single family house minus the 5% downpayment equals a mortgage of \$128,298. \$128,298 times debt service constant of .1143 = \$14,665 the annual mortgage payment. \$14,665 divided by .75 = \$19,553 the annual housing cost. \$19,553 divided by .28 = \$69,831. A family would need an income of \$69,831 to qualify for a loan to purchase the average price single family house in Pomfret.

AFFORDABILITY

The median income for Pomfret is \$25,728. The annual income needed to rent a two bedroom apartment is \$24,000. This would be fine if there was enough of these rents to go around but there is an extreme shortage of rents in town. The median income is only 58% of the income needed to buy the condo and 37% of the income required to purchase the single family house.

A median income family would spend 28% of their income on rent. The price of the condo and single family house prohibits any family with the median income from affording either of the two. Ninety percent of the families couldn't afford the condo and 95% of the families in Pomfret couldn't afford the single family house.

Even if there were enough two bedroom apartments to go around almost 50% of the families in Pomfret could not afford the cheapest rent in town.(the almost fifty percent below the median income)

Analysis of Typical Costs for Land and Buildings

The rising cost of land in Pomfret has contributed to outrageous inflation in respect to housing. Land prices have quadrupled since 1980 with a building lot of two acres costing forty thousand dollars to purchase.(there is two acre zoning) Besides the fact that many town residents want to preserve the rural character of the town, two acre zoning is required because there is no public sewage system in town. Because of this and the poor soil quality in some parts of the town they felt two acres are needed to sustain individual septic systems for each single family house that is built.

When talking with a real estate agent I discovered that most of the new construction that she is involved in cost one hundred dollars per square foot including land. She did add that she is working with some developers that are preparing to build a development of houses that will sell for \$180,000 and will be built for eighty-five dollars a square foot including land. Existing housing structures were a little harder to pin down but the average

three bedroom ranch or cape is going for one hundred and twenty-five thousand dollars. I found out that the Department of Housing figure of \$135,000 for the average new construction in Pomfret to be a little low and it is more like \$150,000. But either figure is much too high for the local residents to afford.

The trends for the past couple of years have been flat in the real estate market in town as well in the region. Prices have leveled off after rising drastically since 1985. In fact the prices have started to roll back slightly as the economy has turned sour. But the average price for a new house in 1980 according to the Department of Housing was \$31,870 and the price ten years later was 135,051, that is an absurd rise in the cost of housing for the town of Pomfret. From 1980 to 1984 the price of houses rose about six thousand dollars a year. But from 1984 to 1985 the price jumped twenty thousand a single family house and from 1986 to 1987 the price rose from \$78,000 to 121,000 dollars or a forty-three thousand dollar increase in one year.

MAJOR HOUSING NEEDS AND POTENTIAL PROGRAMS

Many residents in the town of Pomfret need affordable housing but there are two factions that I will concentrate on at this present time. The first is the first time homebuyer that was unlucky enough to be born too late or too poor to purchase a house before the real estate industry and the banks enabled the situation to get out of hand. For most of the residents of Pomfret if you didn't purchase before 1985 than you are effectively eliminated from ever owning a home in the town you grew up in

unless you pull down the big bucks. There are a few programs that come to mind that would provide a better chance of affordable housing. One alternative would be to set up a community land trust by a regional community development corporation that would permanently remove the land from the speculative market. They also would limit the appreciation that the homeowner could receive if they sold the house. The community land trust model requires subsidy from both the private and public sector , but just once, for the initial purchase. Future subsidies are unnecessary because the limited appreciation formula keeps the housing affordable for future owners. Another proposal is for a regional modular housing project to provide moderate income residents with affordable housing. By establishing a contract with one competitive modular home company the towns could demand terms that are favorable because of the bulk order. Also a third concept would be to develop cluster subdivisions that would enable the residents to pool their resources on items like septic systems, water and land that tend to drive the price of homes above the affordability level.

The second faction of residents that I would concentrate on is the elderly. To date there is no elderly housing affordable or not in the town of Pomfret. The State of Connecticut realizes that elderly housing is in great demand throughout the entire State. They are allocating resources for the establishment of congregate elderly housing . Its not quite fair that residents of any town when they reach old age (all of us will someday) they are shipped off to other areas or put in a nursing home because they can't quite take care of themselves all of the time. These congregates offer twenty

four hour staff to handle any emergencies and provide one meal a day for the residents. These establishments offer small but decent living arrangements for our senior citizens that have lived in town all their lives and wish to remain in town for the rest of their lives.

Site Evaluation

A. Environment

1) All designs for the housing complex including water and sewage disposal are subject to Wetlands and Zoning approval. The Wetlands and Soils Map of the proposed site show favorable condition necessary to maintain water quality and safe disposal of sewage. The proposed site is neither in a flood plains or earthquake zone.

2) The Pomfret Community Housing Corporation has retained the services of a professional engineering firm (CME Associates) to assure that any and all plans of the housing complex will have minimal impact upon the environment of the proposed site. Pomfret is a very rural community that has a wealth of farms, fields and open space.

The proposed site is not near railroad tracks, airports or freeways. Also the proposed project should have no significant impact on noise in the area.

Pomfret being a rural area the proposed site is not located near any factories or such structures that would impact the elderly housing complex with pollution, odors, noise or visual blight.

B. Government

The project will implement Pomfret's Community Development Statement. The overall impact will be very beneficial to the town and its residents by helping to provide a comprehensive and coordinated approach to elderly housing.

The project staff proposes to work with the Town of Pomfret's Inland Wetlands and Planning and Zoning Boards to facilitate the construction of a structure that is acceptable to the Town and area residents. The project staff will be in constant communications with these committees to assure compliance of all State and local regulations pertaining to the structure.

With the results of the engineering study the Land Use Committee has approved the proposed site for a structure not more than 33 units served by a septic system with a capacity of five thousand gallons per day.

The site is not serviced by water or sewer lines. A septic system designed for the site must be installed in addition to two wells need to be dug to provide the necessary water to operate such a facility.

The proposed site is located on a town road with electricity that enables easy access to the center of Town.

The State Historic Preservation Office has researched the area and has determined that this project will have no impact on the historic value of the site.

C. Services

The PCHC's Elderly Congregate facility will be a two level 32 unit steel frame structure with 6,000 feet of common space. The common space will provide for recreation needs such as arts and crafts, library, lounges, multi-purpose room (for such things as TVs, videos etc.), dining area and kitchen. The facility will provide one meal a day 365 days a year to secure proper nutrition for the residents. There will be an elevator for handicap accessibility as well as three staircases for emergency egress. Outside, there will be space for hiking trails, community gardens and public parking. Public transportation will serve this facility with two stops per day. The proposed site is only five miles from the center of Town and its religious institutions, stores and other social services that are provided.

The housing complex has a health room and will establish routine clinics that will offer monitoring of resident's health and educational opportunities for preventive medicine.

The proposed development will be undertaken in a way that preserves the rural character of the town and will enhance the usefulness of open space. This will be accomplished through the use of nature trails and gardens as aspects of the Senior Housing. Most of the surrounding residential structures are of Colonial design. The proposed two story structure would be compatible with the area's present architectural style.

D. Client/Community Needs

Pomfret is presently without affordable elderly housing of any kind. With over thirty per cent of the population being 62 or older this project will have a tremendous positive affect upon the socioeconomic stability of the elderly residents of the town. This housing complex with its congregate units will provide accessibility to many services that the elderly residents do not have access to at the present time.

E. Price

With the relatively depressed prices of real estate today, down from the ridiculously inflated prices of a few years ago, the one hundred and fifteen thousand dollar price tag for 21.3 acres beautifully situated on local Route 97 five miles from the center of town seems like a fair price for such an attractive piece of property. The Town of Pomfret has received a Community Development Block Grant-Small Cities Program to write-down the entire cost of land acquisition. Along with the State of Connecticut, Department of Housing grant that will fund the construction of the complex I would say that this project is very economically feasible for the residents of Pomfret.

SECTION FOUR

Section Four consists of the RFP for the architectural services required as well as RFP rating factors. Also enclosed in Section Four is the community outreach informational literature.

The Board of Directors of the PCHC examined the written proposals of the four Architectural Companies that were submitted. After reading the proposals we had the individual Architectural Firms make a presentation as a Board Meeting and we rated them accordingly.

To keep the Public better informed, a Public Meeting was held at the Elementary School to discuss the proposed project. At that time the Architectural Firms made presentations to the general public and we had a question and answer period following. This meeting was held to give a chance for input from the Public and to clear any issues pertaining to the specific project or the rumors that seem to be circulating around Town.

All the presentations were well done and it was a difficult choice to pick the finalist. We chose Design Forum as the the architectural firm. They had the most experience in elderly congregate housing as well as working with the Connecticut Department of Housing.

Request for Proposals
for
Architectural, Engineering and Landscape Design Services

Pomfret Community Housing Development (PCHC) is seeking proposals for complete architectural, landscape design, structural and mechanical engineering services for construction of our 32 unit Congregate Elderly Housing Facility located on Route 97 in Pomfret Connecticut.

Specific services requested would include all design and engineering, preparation of plans and specifications for construction bidding, bid administration and construction supervision.

Specifications will conform to both Federal and State regulations prescribed by Connecticut Department of Housing in respect to design criteria.

Construction financing will come from a grant from the Connecticut Department of Housing.

The Project

_____This particular project involves the construction of a 32 unit congregate elderly housing facility. This facility will be located on a 21.3 acre site that is located on Route 97, three eights of a mile east of Pomfret Center.

The PCHC's Elderly Congregate facility will be a two level 32 unit steel frame structure with 6,000 feet of common space. The common space will provide for recreation needs such as arts and crafts, library, lounges, multi-purpose room, dining area and kitchen. The facility will provide one meal a day, 365 days a year

to secure proper nutrition for the residents. There will be an elevator for handicap accessibility as well as three staircases for easy egress. Outside, there will be space for hiking trails, community gardens and public parking.

The Architect Selection Process

PCHC is sending this RFP to four architectural firms. We are asking for formal proposals in written and presentation format. The Board of Directors of the PCHC will be present at the formal presentation and will be making the selection based on the presentations.

Written responses will be required on or before May 1, 1991. We will be scheduling presentations for the week of May 4, 1991. PCHC will then make a final decision on selecting an architectural firm by June 1, 1991.

PCHC Proposal Requests

PCHC is asking architectural firms for the follow information in writing:

1. Identify personnel that will have major responsibility for this project. This should include the firm's assigned Principal, if any; staff; and consultants to be used, such as engineering, landscape design, etc. Indicate who will be responsible for job meetings, bid coordination and liaison with DOH.
2. Fees for service - While DOH specifies architectural fees in all programs, PCHC requests that your firm provide a proposed lump sum fee in the event our lenders allow us to utilize same. A lump sum fee shall include preliminary basic and working drawings, as defined by DOH. Selected firm will carry out all tasks as outlined in the architect's contract.
3. Proposed time line to complete the design and its phases.
4. Experience with the construction of congregate elderly housing and working with the Department of Housing.

**Pomfret Community Housing Corporation
Architect RFP Rating Factors**

Not in Order of Priority

1. **Written Presentation** - What do you think of the firm's written proposal? Look at overall presentation, approach, clarity of description, etc.
2. **Graphic Presentation** - What do you think of the firm's graphic presentation? Look at overall presentation, will it fit in Pomfret, does it make sense for the site, is this something we can build on.
3. **DOH Experience** - Does the architect and the team have sufficient DOH experience? Experience with DOH congregate?
4. **Team/Approach** - How would you rate the architect's team, including consultants? How would you rate the proposed approach to the project?
5. **Overall Impression** - Give your overall impression of the architects's proposal. Will they give us the effort? Will they work with us? What is positive/negative about their proposal.

Firm Name

Factors:

| Written Presentation | Graphic Presentation | DOH Experience | Team/ Approach | Overall Impression |
|-------------------------|-------------------------|-------------------|-------------------|-----------------------|
| | | | | |

Comments:

**The Pomfret Housing Partnership Committee
and the
Pomfret Community Housing Corporation**

Informational Public Meeting in the Proposed Elderly Congregate Housing

Introduction

In 1990, the Town applied for and received a Small Cities Grant to enable the Town's Housing Partnership Committee to begin the process of planning and applying for funds to construct elderly congregate housing. The Grant funds would pay for the site acquisition, predevelopment engineering costs for site feasibility, part of the architectural fees necessary to complete the plans, and funds to develop a scattered site community land trust for single family housing.

Since the award of the Small Cities grant, the Town's Housing Partnership Committee, which is comprised of 9 Pomfret residents, has been developing a plan for elderly housing in town. The committee has worked on:

* Site Selection * Site Feasibility * Hiring an Architect

The committee considered site cost, site suitability, proximity to services and main roads as the major factors in selecting the site. A site has been optioned which we believe will be a good site for elderly housing. We have optioned 21.3 acres of land off Route 97, about 3/8ths of a mile west of the Pomfret crossroads.

The committee has hired CME Associates to determine whether the site is suitable for development. Specifically, the site was tested to determine if a community septic system is feasible on the site. The engineer's report indicates the site will be able to handle the waste water for the proposed use. Water testing will be performed within the next two weeks to make sure that water of the correct quality and quantity is available.

Finally, the committee has been involved in an architect's selection process. We are considering 4 architects and have invited you to participate in a question and answer session with the architects. The architects will also present their proposed plans for the site.

Development Process

If all goes well, we hope to begin construction of the elderly housing in the Spring of 1992. We anticipate a one year construction period before residents can move in.

The first step of the process will be to hire an architect. Once an architect is hired, we would apply to Pomfret's Land Use and Inlands-Wetlands Commissions for approval of our plans. At the same time, the architect will develop the plans and specifications

necessary to go to bid and obtain State Department of Housing funding.

A new not for profit called the Pomfret Community Housing Corporation (PCHC) has been formed. Only residents of Pomfret can be board members. The Housing Partnership Committee members are acting as the first Board of Directors. This not for profit will own the congregate housing. PCHC will contract out for management services to run the housing.

Funding Questions

The PCHC will be filing a funding application with the State Department of Housing (DOH). DOH has grant funds available to construct elderly housing. The elderly facility will not cost the Town of Pomfret anything to build. Management and maintenance of the housing will be covered by the rents charged. The State also helps subsidize the congregate services portion of the housing, once residents have moved in.

What is Congregate Housing?

Congregate housing is designed for frail elderly persons. The housing is designed for people who remain self sufficient, but are not as agile and mobile. Congregate housing helps these elderly by providing services such as cleaning, a main meal and a 24 hour emergency call system. Staff are present on site around the clock.

Congregate housing is not a nursing home. The dispensing of medications or nursing services by staff is prohibited. The congregate management will arrange for regular health screening and nurse visits.

What are the Eligibility Requirements?

- * Age - Persons must be 62 years or older.
- * Maximum Income - \$18,150 for one person - \$20,725 for two people Assets are not included in the calculation, only income derived from assets.

Income guidelines are updated once per year.

SECTION FIVE

Section Five deals with the Budget and Operating Pro Forms for the 32 unit Elderly Congregate Housing Facility. This facility will be built with Federal as well as State funding in the form of a Community Development Block Grant and an Elderly Congregate Housing Grant from the Connecticut State Department of Housing. Because this facility is being financed with grant money it will not have any debt service. This allows the rent schedule to be kept relatively low, with rent payment providing the upkeep, utilities and management services. The additional congregate service fee will be subsidized as well by the state, according to income status.

Also enclosed in Section Five is the preliminary application for the DOH Elderly Congregate Grant.

01/22/92

**POMFRET ELDERLY CONGREGATE HOUSING
FEASIBILITY ANALYSIS**

EXHIBIT A - PROGRAM SUMMARY

| Unit Type | Low Sect. 8 | Low | Moderate | Market | Total | |
|----------------|----------------|-------------|-----------|-----------|-------------|-------------|
| 1-BR | 0 | 32 | 0 | 0 | 32 | 100% |
| 2-BR | 0 | 0 | 0 | 0 | 0 | 0% |
| 3-BR | 0 | 0 | 0 | 0 | 0 | 0% |
| 4-BR | 0 | | | | 0 | 0% |
| TOTAL | 0 | 32 | 0 | 0 | 32 | 100% |
| PERCENT | 0% | 100% | 0% | 0% | 100% | |

DEVELOPMENT SQUARE FOOTAGE

| Type of Unit | # of Units | Net Rentable Sq. Ft. | Total Net Rentable Sq. Ft. | NSF to GSF Ratio | Gross Res. Sq. Ft. |
|--------------|---------------|----------------------------|----------------------------------|------------------------|--------------------------|
| 1-BR | 32 | 750 | 24000 | | 39726 |
| 2-BR | 0 | 0 | 0 | | |
| 3-BR | 0 | 0 | 0 | | |
| 4-BR | 0 | 0 | 0 | | |
| Total | 32 | | 24000 | 100.0% | 24000 |

RENT SCHEDULE

PMSA: BOSTON, MA - FY 1990

| UNIT SIZE | HOUSEHOLD SIZE |
|--------------|-------------------|
| 1-BR | 1.0 or 2.0 |
| 2-BR | |
| 3-BR | |

| Household Size | 1991 ASSUMPTIONS | | | | |
|----------------|---------------------------|-------|---|---|---|
| | I N C O M E L I M I T S | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| Median (100%) | 0 | 0 | 0 | 0 | 0 |
| Moderate (80%) | 0 | 0 | 0 | 0 | 0 |
| Very Low (50%) | 18000 | 20000 | 0 | 0 | 0 |

| | R E N T S | | | |
|------------|------------|---------|---------|------|
| | 1-BR | 2-BR | 3-BR | 4-BR |
| Market @ | 80% (\$76) | (\$100) | (\$116) | |
| Moderate @ | 60% (\$76) | (\$100) | (\$116) | |
| Low @ | 50% (\$76) | (\$100) | (\$116) | |

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POMFRET ELDERLY CONGREGATE HOUSING
FEASIBILITY ANALYSIS

EXHIBIT C - USES AND SOURCES OF FUNDS

| USES | PER UNIT | TOTAL |
|--|----------|-----------|
| ----- | ----- | ----- |
| Acquisition | 3953 | 126,500 |
| Housing Construction Costs (No Prevailing Wages) | 74219 | 2,375,000 |
| Construction Fees | 5404 | 172,930 |
| General Development Costs | 2047 | 65,500 |
| Contingency | 7500 | 240,000 |
| | ----- | ----- |
| TOTAL USES | 93,123 | 2,979,930 |
| SOURCES | | |
| ----- | | |
| CDBG GRANT | 232000 | |
| DOH GRANT | 2747900 | |
| DEVELOPMENT COST GAP | 0 | |
| SOURCES OF GAP FUNDING | | |
| 1. SYNDICATION | | |
| 2. Flex-Sub @ | | |
| 3. Weatherization @ | | |
| TOTAL SOURCES OF GAP FUNDING | | 0 |
| | | ----- |
| REMAINING GAP | | |
| ----- | | |
| TOTAL HIF REQUIRED | | |
| P.V. of ANNUAL CONTRIBUTIONS @ | 8.00% | 0 |
| per unit @ 32 units | | 0 |

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POMFRET ELDERLY CONGREGATE HOUSING
FEASIBILITY ANALYSIS

EXHIBIT C- DEVELOPMENT PRO-FORMA

| | | | |
|---------------------------------|--------|---------------------|---------|
| # of Units | 32 | | |
| GSF | 24000 | | |
| ACQUISITION | 126500 | | 126500 |
| CONSTRUCTION HARD COSTS | | \$15.18 / GSF | 2100000 |
| CONSTRUCTION FEES | | | |
| Surveys, Permits & Other Fees | | 1.0% | 23750 |
| Architect/Engineer | | 4.0% | 151580 |
| Total Construction Fees | | | 175330 |
| General Development Costs | | | |
| Construction Interest | Rate | term | Avg bal |
| | 0.0% | 0 | ERR |
| Real Estate Taxes | | \$0 / unit | 0 |
| Insurance | | \$0 / unit | 8000 |
| Letter of Credit | | 6.00% of const cost | 0 |
| Legal and Accounting | | | 7500 |
| Title & Recording | | \$0 / unit | 0 |
| Accounting & Cost Certification | | | 0 |
| Outstanding Payables | | \$0 / unit | 0 |
| Appraisal Fee | | | 0 |
| Environmental Review | | | 0 |
| Admin. Grants / Marketing | | | 50000 |
| Total General Development Costs | | | 65500 |
| Contingency | | | 240000 |
| TOTAL DEVELOPMENT COSTS | | | 2707330 |
| per UNIT | | | 84604 |
| per GSF | | | 113 |

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POMFRET ELDERLY CONGREGATE HOUSING
 FEASIBILITY ANALYSIS

EXHIBIT F - BREAKDOWN OF OPERATING EXPENSES

| | Total | Per Unit |
|--|----------|------------|
| | ----- | ----- |
| Management Fee 6.0% of B.G.I. | 5138 | 161 |
| Administrative | | |
| Payroll Expenses - Incl Taxes | 1062 | 33 |
| Bookkeeping | 400 | 13 |
| Legal | 1000 | 31 |
| Audit | 1200 | 38 |
| Marketing Expenses | 0 | 0 |
| Telephone | 300 | 9 |
| Office Supplies | 800 | 25 |
| | ----- | ----- |
| Subtotal Administrative | 9900 | 309 |
| Maintenance | | |
| Payroll Expenses - Incl Taxes | 0 | 0 |
| Janitorial Materials | 0 | 0 |
| Landscaping / Open Space Maint. | 0 | 0 |
| Decorating (interior only) | 0 | 0 |
| Repairs | 0 | 0 |
| Elevator Maintenance | 0 | 0 |
| Garbage & Trash Removal | 1600 | 50 |
| Snow Removal | 0 | 0 |
| Exterminating | 0 | 0 |
| | ----- | ----- |
| Subtotal Maintenance | 11400 | 50 |
| DOR State Service Charge | 4000 | |
| Payment in lieu of Taxes | 5000 | 156 |
| Utilities | | |
| Electricity | 0 | 0 |
| Gas | 0 | 0 |
| Oil | 0 | 0 |
| Water & Sewer | 0 | 0 |
| | ----- | ----- |
| Subtotal Utilities | 30340 | 0 |
| Insurance | 5000 | 156 |
| Oper Exp Before Tax & Dep Res | 65639.92 | 2,051 |
| Taxes/Abatement from Town | 0 | 0 |
| Provisions for Collection Losses | 2000 | |
| Replacement Reserve | 13440 | 101.052631 |
| | ----- | ----- |
| TOTAL ANNUAL OPERATING EXPENSE | 81080 | 2152 |

POMFRET ELDERLY CONGREGATE HOUSING
FEASIBILITY ANALYSIS

01/22/92

EXHIBIT J - OPERATING PRO-FORMA

A. LOW INCOME UNITS

| | # of Units | Monthly Rents (1) | Utility Allowance (2) | Unit Monthly Rents | Total Monthly Rents |
|--------------|---------------|-------------------------|-----------------------------|--------------------------|---------------------------|
| 1-BR | 32 | 223 | 0 | 223 | 7,136 |
| 2-BR | 0 | 0 | 0 | 0 | 0 |
| 3-BR | 0 | 0 | 0 | 0 | 0 |
| Subtotal Low | 32 | | | | 7,136 |

B. LOW INCOME UNITS - ASSISTED

| | | | | | |
|-------------------------|---|---|---|---|---|
| 1-BR | 0 | 0 | 0 | 0 | 0 |
| 2-BR | 0 | 0 | 0 | 0 | 0 |
| 3-BR | 0 | 0 | 0 | 0 | 0 |
| 4-BR | 0 | 0 | | 0 | 0 |
| Subtotal Low - Assisted | 0 | | | | 0 |

C. MODERATE INCOME UNITS

| | | | | | |
|-------------------|---|---|---|---|---|
| 1-BR | 0 | 0 | 0 | 0 | 0 |
| 2-BR | 0 | 0 | 0 | 0 | 0 |
| 3-BR | 0 | 0 | 0 | 0 | 0 |
| Subtotal Moderate | 0 | | | | 0 |

D. MARKET UNITS

| | | | | | |
|-------------------------|---|---|---|---|---|
| 1-BR | 0 | 0 | 0 | 0 | 0 |
| 2-BR | 0 | 0 | 0 | 0 | 0 |
| 3-BR | 0 | 0 | 0 | 0 | 0 |
| Subtotal Upper Moderate | 0 | | | | 0 |

| | |
|--|-------|
| SUBTOTAL MONTHLY RESIDENTIAL RENTAL INCOME | 7136 |
| TOTAL ANNUAL GROSS INCOME | 85632 |
| less vacancy @ | -2000 |

EFFECTIVE GROSS INCOME 83632

PROJECT EXPENSES @ per unit 0

NET OPERATING INCOME 83632

Annuity (1) OPERATING SUBSIDY (3) 0
Annuity (2) ANNUAL CONTRIBUTION pv = 0 (4) 0

| | | | | | |
|------------------|-----------|------|------|----------|---|
| DEBT SERVICE (5) | Principal | Rate | Term | Constant | 0 |
| 1st Mtg | 0 | | 18 | 8.4000% | |
| 2nd Mtg | 0 | | 27 | 7.8000% | |
| 1st Mtg | 0 | | 27 | 0.06185 | |

01/22/92

POMFRET ELDERLY CONGREGATE HOUSING
FEASIBILITY ANALYSIS

B. 15 YEAR CASH FLOW PROFORMA

| RENTAL INCOME | YEAR | 1 | 2 | 3 |
|----------------------------------|------------|-------|----------|------------|
| ===== | ===== | ===== | ===== | ===== |
| Low Income Rents | 4.0% infl. | 85632 | 89057.28 | 92619.5712 |
| Low Income Rents - S.8 | 4.0% infl. | 0 | 0 | 0 |
| Moderate Income Rents | 4.0% infl. | 0 | 0 | 0 |
| Upper Moderate Rents | 4.0% infl. | 0 | 0 | 0 |
| | | ----- | ----- | ----- |
| TOTAL RENTAL INCOME | | 85632 | 89057.28 | 92619.5712 |
| VACANCY | | -2000 | -2000 | -2000 |
| | | ----- | ----- | ----- |
| EFFECTIVE RESIDENTIAL INCOME | | 83632 | 87057.28 | 90619.5712 |
| OPERATING EXPENSES | 5.0% infl. | 81080 | 85134 | 89390.7 |
| | | ----- | ----- | ----- |
| NET OPERATING INCOME | | 2552 | 1923.28 | 1228.8712 |
| Annuity (1) OPERATING SUBSIDY | | 0 | 0 | 0 |
| Annuity (2) ANNUAL CONTRIBUTIONS | | 0 | 0 | 0 |
| DEBT SERVICE | | 0 | 0 | 0 |
| | | ----- | ----- | ----- |
| DEBT SERVICE COVERAGE/CASH FLOW | | 2552 | 1923.28 | 1228.8712 |
| NET CASH FLOW | | 2552 | 1923.28 | 1228.8712 |
| | | ===== | ===== | ===== |

[illegible]

Congregate Services
Project Management Plan

| Congregate Revenue | Per Year | Per Unit/Month |
|------------------------|----------|----------------|
| Tenant Contribution | 74400 | 200 |
| State Subsidy-Services | 98400 | 264.51 |
| Total Revenue | 172800 | 464.51 |

Congregate Expenses:

| | | |
|------------------|--------|--------|
| House management | 94000 | 252.69 |
| House Keeping | 15800 | 42.47 |
| Meal Expense | 51000 | 137.10 |
| Social Services | 12000 | 32.25 |
| Total Expenses | 172800 | 464.51 |

HOUSE MANAGEMENT

| | |
|----------------------|-------|
| Bookkeeping | 2500 |
| House Manager Salary | 22000 |
| Attendants Salaries | 40000 |
| Overtime/Overlap | 2500 |
| Fringe Benefits | 13000 |
| Payroll Taxes | 14000 |

| | |
|------------------------|-------|
| TOTAL HOUSE MANAGEMENT | 94000 |
|------------------------|-------|

HOUSE KEEPING

| | |
|--------------------------|------|
| Chore Service Salary | 9300 |
| Cleaning of Common Areas | 6500 |

| | |
|--------------------|-------|
| TOTAL HOUSEKEEPING | 15800 |
|--------------------|-------|

MEAL EXPENSE

| | |
|-----------|-------|
| Food Cost | 51000 |
|-----------|-------|

| | |
|--------------------|-------|
| TOTAL MEAL EXPENSE | 51000 |
|--------------------|-------|

| | |
|-----------------|-------|
| Social Services | 12000 |
|-----------------|-------|

| | |
|----------------------|-------|
| TOTAL SOCIAL EXPENSE | 12000 |
|----------------------|-------|

| | |
|---------------------------|--------|
| TOTAL CONGREGATE EXPENSES | 172800 |
|---------------------------|--------|

The most any unit would contribute to these services would be two hundred dollars. The rest would be on a sliding scale.

Preliminary Application

I. Program Information

A. 1. Please check the program you are applying for:

- | | |
|--|--|
| <input type="checkbox"/> Affordable | <input type="checkbox"/> Limited Equity Cooperatives |
| <input type="checkbox"/> Congregate | <input type="checkbox"/> Mutual Housing |
| <input checked="" type="checkbox"/> Elderly | <input type="checkbox"/> Moderate Rental |
| <input type="checkbox"/> Innovative Housing for the Homeless | |

2. Have you applied for funding under any other DOH programs?
Yes ☐ No ☒

If yes, fill in the program name: _____

B. Funding

1. Check one: Loan ☐ Grant ☒ Both ☐

2. Grant requested \$ 2,747,900

Loan requested \$ _____

Interim interest rate 0 %
Construction term 12 months

Permanent interest rate n/a %
Permanent loan term _____ years

3. Total number of units requested 32

4. Project name: Pomfret Elderly Congregate Housing

Note: Funding options available under each program are defined in the program regulations (see Applicant Information package).

II. Applicant Information

- 1. a. Type of Applicant: (Check one)**
- | | |
|--|--|
| <input type="checkbox"/> Connecticut Housing Authority | <input checked="" type="checkbox"/> Housing Partnership |
| <input type="checkbox"/> For-Profit Corporation | <input type="checkbox"/> Municipal Developer |
| <input type="checkbox"/> Housing Authority | <input checked="" type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Individual | |

b. Are you a designated Housing Development Corporation?
Yes ☐ No ☒

Note: Eligibility conditions are defined in the program regulations (see Applicant Information package).

2. Name: Pomfret Community Housing Corporation
Address: Town Office Building, 5 Haven Road
Pomfret Center CT 06259
Town/City State Zip Code
Contact Person: Bob Kantor, Project Developer Anne Navarro, President
Name and Title
Telephone #: 774-7020 928-2718

NOTE: Contact person must be a principal or employee of the applicant who is directly responsible for the development of the proposed project.

3. Please attach a list of the names, titles, home addresses and telephone numbers of all current Principals.
4. a. IRS Identification Number: not available at this time - have applied
b. Nonprofit organizations must submit evidence of their nonprofit status. A letter from the IRS is acceptable. have applied
5. Will you manage the project? Yes ☐ No ☒

B. Applicant Background

Include a list of all housing projects owned, developed or managed by the applicant. Please include the number of units in each project, and the type of project (elderly, family, group home, etc.). First time developers may attach a similar list of projects owned, developed and/or managed by any of their principals.

See Attached RHL is development consultant

- C. Is there an identity of interest between the applicant and any of its contractors or agents? Yes ☐ No ☒
If yes, who _____

D. Financial Statements

Please submit copies of your audit reports and IRS 990 forms for the last three years. NA - newly incorporated organization

Note: Developers established for less than three years may submit the required documents for a shorter term.

III. Project Information

A. Type of Project Proposed (check one)

☒ New Construction ☐ Rehabilitation ☐ Both

B. Number of Buildings

Number of Stories in tallest building

Year oldest building was built (rehab. only)

Previous use of site

1
2
na
na

C. Type of Building Proposed

- | | |
|--|--|
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Semi-Detached |
| <input checked="" type="checkbox"/> Elevator | <input type="checkbox"/> Town House |
| <input type="checkbox"/> Mobile Homes | <input type="checkbox"/> Walk Up |
| <input type="checkbox"/> Rooming House | <input type="checkbox"/> Other (specify) _____ |

D. Total gross square footage of all buildings 39,726 S.F.

E. Distribution of Proposed Units

Units counted by: ☐ bed ☒ bedrooms

| | | | |
|-------------|----------|----------|-----------|
| <u>0</u> | <u>1</u> | <u>2</u> | <u>4</u> |
| <u>31</u> 1 | <u>3</u> | | 5 or more |

NOTE: ~~At least ten (10%) percent of the units, common areas and facilities must be designed for wheelchair access. The distribution of handicapped units must be consistent with the total project unit mix. All congregate housing units must be designed for wheelchair access.~~

F. 1. Check utility services currently available at the site by source:

| <u>Type of Utility</u> | <u>Public</u> | <u>Private</u> |
|---------------------------------|-------------------------------------|-------------------------------------|
| Water | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Gas | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Electric | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sanitary Sewers | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Storm Sewers | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (specify) <u>Fuel Oil</u> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

2. (Optional) Will bringing any of the utilities listed above to the project entail any off site work? ☐ Yes ☒ No

If yes, show approximate cost. \$ _____

3. (Optional) Will providing access to the project from a public street entail any off site work? ☐ Yes ☒ No

If yes, show approximate cost. \$ _____

G. Services

1. Indicate the proposed energy source for the following services:

| <u>Service</u> | <u>Energy Source</u> |
|------------------------|----------------------|
| Heat | <u>oil</u> |
| Hot Water | <u>electric/oil</u> |
| Cooking Fuel | <u>electric</u> |
| Lighting & Misc. Power | <u>electric</u> |

NOTE: A Life Cycle Cost Analysis will be required for all projects which are either 10,000 square feet or more in size, or which include renovations affecting energy consumption. The energy sources and systems utilized in the proposed project for heat and domestic hot water will be mandated by the results of the Life Cycle Cost Analysis, if required.

2. Homeless program only: Identify the population group to be served and describe any support services which will be provided to the proposed project. Include the source of the service, and any program requirements, especially any requirements affecting resident eligibility. Include copies of case management plans for individual residents, if any.
- H. 1. Attach a letter of support (Exhibit 1) for the proposed project from the chief elected official, governing body or legislative body of the municipality. (Required for Affordable Housing and Moderate Rental programs but strongly encouraged in all other programs.) Attached
2. Attach a Capital Development Impact Statement for the proposed project. (Exhibit 2) Attached

I. Relocation

1. Is displacement/relocation required? ☐ Yes ☒ No
2. If displacement/relocation is required, the number of occupants that may be affected is _____.

J. Syndication

1. Will the project be syndicated? ☐ Yes ☒ No

IV. Site Information

A. Location Map See Attached Site Information Survey Report and Engineers Report

1. Provide an area map which clearly shows the proposed site and provide detailed driving directions from a major highway.
2. Provide site address:

Street:

Route 97

Pomfret Center, CT 06259

Town, zip code:

B. General Information

1. Size of proposed site 21.36 +/-

Contact Person:

Robert Powell

Project Manager

Name & Title

953-9050

Telephone:

- B. Provide a narrative/resume of the architect's experience in designing low/moderate income housing. See Attached.
- C. Submit two copies of the fully executed Architect's Contract. (Exhibit 4) Will submit 6/12/91

NOTE: The Architect's Contract may not be revised. Unauthorized changes in the contract language may result in withdrawal of funding.

- D. Preliminary drawings which meet the following must be submitted as part of this application:
1. Typical building elevations (front, rear and end) at a scale of $1/8"=1'-0"$;
 2. Typical building floor plans at a scale of $1/8"=1'-0"$ showing the square footage of floor area;
 3. Typical floor and wall sections at a scale of $3/4"=1'-0"$;
 4. Typical unit floor plans for each unit size at a scale of $1/4"=1'-0"$; and
 5. A site plan at $1"=40'-0"$ showing the general development of the site, including the location of the proposed building(s), streets, solar orientation, play and parking areas, drives, and unusual site features, such as slopes and known subsurface conditions..
- E. Preliminary specifications in outline form covering construction and materials and cost estimates must be submitted as part of this application.

Note: The Applicant must comply with the DOH Design Requirements. (Attachment 1).

VII. Housing Need and Marketability

- A. The applicant must provide the following information on the municipality:
1. A copy of an approved Housing Assistance Plan (if available),
 2. Current rental vacancy rate for the municipality less than 5 %

2. Present land use vacant
3. Present zoning of the site land use regulations allow 34 units by right
4. Identify distances (in miles) to the following:
- | | |
|--|--|
| Stores | <u>3/8 mile Pomfret - 2 mi. Putnam</u> |
| Schools (if applicable) | <u>n/a</u> |
| Medical/Dental/Emergency Care | <u>2 miles - Day Kimbal Hospital</u> |
| Parks/Playgrounds | <u>1.5 miles</u> |
| Central Business District | <u>3/8 mi Pomfret - 2 miles Putnam</u> |
| Day Care Facilities (if applicable) | <u>na</u> |
| Public Transportation | <u>on site</u> |
| Fire | <u>less than 2 miles</u> |
| Police/Security | <u>State Trooper</u> |
| Other (specify) <u>churches, post office</u> | <u>3/8 mile</u> |

C. Property Description

If proposed project includes rehabilitation of an existing structure, identify the condition of the following: NA

| | <u>Good</u> | <u>Fair</u> | <u>Poor</u> | <u>Age (years)</u> |
|--------------|-------------|-------------|-------------|--------------------|
| Roof System | [] | [] | [] | _____ |
| Exterior | [] | [] | [] | _____ |
| Windows | [] | [] | [] | _____ |
| Heating Syst | [] | [] | [] | _____ |
| Insulation | [] | [] | [] | _____ |

Note: The proposed property must meet DOH site standards (see Applicant Information package).

D. Site Control

1. Submit a copy of an option agreement, purchase contract, or other legal document giving the applicant site control. Will Submit 6/12/91

2. Is the property properly zoned for the intended use?

No zoning in Town, land use regulations allow 34 units [] Yes [] No

Note: All contracts, for purchase, sale, option, or lease, must be approved by DOH before execution. If either of the above items are not in place include a timetable showing all major steps for implementation.

E. Environmental

1. Has the site been checked for past storage of hazardous materials? [x] Yes [] No
2. Do any of the buildings on the proposed site have historic significance as determined by the State Historical Commission? [] Yes [] No NA

3. Is an environmental impact evaluation required under the National Environmental Policy Act? ☐ Yes ☒ No
If yes, submit a copy of the evaluation.

F. Public Hearing - Required for Moderate Rental and Affordable Housing Programs only.

1. Housing authorities must submit a tape of the public hearing and a copy of the public hearing record (Exhibit 3) in accordance with Section 8-74 of the Connecticut General Statutes.
2. Housing authorities must submit a resolution of their Board of Commissioners indicating that the proposed site is suitable for its intended use.

V. Project Cost Information

- A. Please provide a preliminary development cost estimate for each of the following categories:

| | |
|-------------------------------------|--------------|
| Land | \$ 135,950 |
| Administration | \$ 2,900 |
| Carrying Charges | \$ 54,000 |
| Architectural Services | \$ 151,580 |
| Structures | \$ 2,375,000 |
| Equipment | \$ 20,500 |
| Other (identify) <u>contingency</u> | \$ 240,000 |
| Total development cost | \$ 2,979,930 |

NOTE: Site acquisition costs may or may not be allowed in each program. Check with appropriate Division Director before completing this section. If the site cost is included in the proposed development cost, DOH may hire appraisers to determine the value of the site.

- B. 1. a. Indicate the amount and source of funds to be utilized to undertake the proposed project:

| <u>Amount</u> | <u>Source</u> |
|---------------|--|
| \$ 135,950 | CDBG - land & surveys |
| \$ 96,080 | CDBG - architect/engineering plus development admin |
| \$ | |
| \$ 2,747,900 | DOH elderly - structures, equip., admin, arch, conti |
| \$ | |

- b. List any conditions imposed on any of the funds shown above. Attach a separate sheet if necessary.

Must predominantly serve low/mod income persons.

2. Describe how you plan to secure funds necessary to cover all planning expenses. Indicate the amount of funds, source and conditions, if any. See Attached

NOTE: The applicant is solely responsible for all costs incurred until all contracts are fully approved by DOH. Only those costs approved by DOH are eligible for reimbursement. Costs incurred to obtain local approvals are not reimbursable from State Funds. Planning funds are at risk should the housing project fail to be built for any reason.

- C. The proposed monthly rent or carrying charge structure by unit size is:

| <u>Unit Size</u> | <u>Net</u> | <u>Utility Allowance</u> | <u>Gross</u> |
|------------------|------------|--------------------------|--------------|
| 0-Bedroom | \$ _____ | \$ _____ | \$ 223. |
| 1-Bedroom | \$ 141.44 | \$ 81.56 | \$ 223.00 |
| 2-Bedroom | \$ _____ | \$ _____ | \$ _____ |
| 3-Bedroom | \$ _____ | \$ _____ | \$ _____ |
| 4-Bedroom | \$ _____ | \$ _____ | \$ _____ |
| 5-Bedroom | \$ _____ | \$ _____ | \$ _____ |

NOTE: DOH requires individual metering and requires that residents pay their own utilities unless a central meter system is mandated by a Life Cycle Cost Analysis.

- D. Do you plan to hire a consultant for this project? Yes ☒ No ☐
If yes, please submit the name of the consultant:

Name: Rural Homes, Ltd. Development Consultant

Address: PO Box 156

Danielson, CT 06239

Town/City State Zip Code

Telephone 774-7020

Planned Duties and Cost Development Consultant - and general administration

Funded through CDBG program \$50,000 anticipated for entire project through completion

VI. Architectural Requirements

A. Name of Architect: Design Forum, Inc.

Address: 100 Shield Street

Street West Hartford, CT 06110

Town/City State Zip Code

Contract Revision
Pomfret Congregate Elderly Housing Complex
CDBG - Small Cities Program
Peter Huckins

- I. Board Development and start up for Pomfret Community Housing Development (PCHC)
 - A. File for Certification of Incorporation
 - B. File IRS Form 1023 Application for 501(c)(3) Status
 - C. Write By-Laws
- II. Conduct Environmental Feasibility of Proposed Site
 - A. DOH Form S 704 Environmental Review Record
 - B. ERR Appendix A: Statutory Check List
 - C. ERR Appendix C: Environmental Assessment
 - D. Certifications
 1. Request for release of Funds
 2. DOH Release of Funds
- III. Develop a RFP and submit to four Architectural Firms
 - A. Review submitted design concepts
 - B. Community Outreach
 1. Develop Informational Publication for Community
 2. Public Meeting for Input to Design Concepts
 - C. Hire an Architect
- IV. Create Market Analysis for Pomfret
 - A. Perform Needs Assessment
 1. Find out the range of incomes throughout town
 - B. Feasability Analysis; based on income survey and what load of debt that can afforded
- V. Site Evaluation

VI. Development and Operating Pro Forma

VII. Preliminary Application for Funding to DOH

A. Submit Finance Plan for Construction

B. Submit Management Plan for day to day operations

Windham Regional Community Council

872 Main Street, Willimantic, CT 06226
Telephone: (203) 423-4534
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Executive Director:
Jeffrey G. Beadle

TRANSMISSION

FROM:

Peter Hucksins

TO:

Christina Clamp

DATE:

December 10, 1990

RE:

Contract CED Project

PAGES:

Four

Comments/Memo

CONTRACT CED PROJECT

The town of Promfret Connecticut has a population of about 1800 people with about one third of that population being over 62 years of age. A group of senior citizens approached the town government expressing their concern over the lack of elderly housing in Promfret. Showing a strong desire to remain in the town of Promfret and the realization that there is a two to three year waiting period of acceptance to public assisted elderly housing in surrounding towns, they asked the town's first selectman to help them with this situation.

The town did some research to find out, through property tax records, that indeed over thirty percent of the community was over 62 years of age or older. They proceeded to conduct a random survey of the senior citizens to find out if there was enough interest in a elderly housing complex and senior center. The results of the survey showed an enthusiastic response in the affirmative for both projects. The town approached Northeast Connecticut Community Development Corporation, a CDC that serves their town along with nineteen others in the area, to explore the possibility of applying for state and federal aid to make such a project a reality. The town along with the help of NCCDC applied for and was granted a Small Cities Development Block Grant for said project.

Project Goals

NCCDC is administering the town of Promfret's Small Cities Development Block Grant that has been awarded for the acquisition

of a site that is suitable for the construction of a thirty-five to forty unit mixed income elderly housing complex as well as a senior center. Thirty to thirty-five of the units will be affordable congregate units with five to ten market rate units. These acquisition funds will also be used to facilitate the creation of a scattered-site community land trust of five to ten single family houses acquired from the housing vacated by elderly persons who move into the new elderly housing complex. These land trust homes will be made available as rental and ownership opportunities for low to moderate income families.

The two year grant will total \$888,000 of which in year one \$320,000 will be allocated towards acquisition of a twenty-one acre site on which the housing complex and senior center will be built. Also part of the first year award will be allocated to obtain the services of professional engineers and architects to develop the site and building plans necessary to start the construction of the thirty-five to forty unit elderly housing complex and the 1,500 square foot senior center. These funds will also fund property appraisals and permits necessary for construction. The remaining funds from the first year award will go the write-down the cost of the five to ten single family scattered-site community land trust.

I will assist NCCDC and Bob Kantor with the implementation of the CDBG. I will set up the file and record keeping process for the CDBG as well as conduct an environmental assessment necessary before funds can be released. I will also assist in creating a plan for the community land trust and apply to the Department of Housing for elderly funding for the actual

construction procedure.

Method and Timetable of Project

- I. Dec. to Jan. 30 Conduct Environmental Feasibility of proposed site
 - A. DOH Form S-724 Environmental Review Record
 - B. ERR Appendix A: Statutory Check list
 - C. ERR Appendix C: Environmental Assessment
 - D. Certifications
 1. Request for release of Funds
 2. DOH Release of Funds
- II. Jan. 30 to March 30 Develop a RFP and submit to 3 or 4 Architectural firms
 - A. Review submitted design concepts
 - B. Hire an Architect
- III. April 1 to April 30 Close on proposed site
- IV. May to Sept. 30 Create a plan for the Community Land Trust and low to moderate home ownership
 - A. Perform a needs assessment
 1. Find out the range of incomes throughout the town
 - B. Feasibility Analysis; based on the income survey and what load of debt that can be afforded
 - C. Create financing packages by surveying banks that are willing to write mortgages for qualified applicants
- V. Sept. to Dec. Apply to DOH for elderly funding for actual construction
 - A. Submit Affirmative Marketing Plan

1. Develop tenancy plan of who is eligible
- B. Submit Finance Plan for construction
 1. Submit numbers to DOH given by the architects
- C. Management Plan; submit the budgets for managing the establishment and for day to day operations once the complex is built

Denise,

My project is going along well and I am keeping to the schedule of my contract. Thus far I have completed the Environmental Review Record, Statutory Check List and the Environmental Assessment. A FONSI has been published in the local newspaper and we are waiting for the release of funds.

We have not closed on the land at this point in time but that should be taken care of shortly. The lawyer for the seller screwed up some paperwork so we are waiting for him to correct the situation.

We have reviewed the RFP's from seven architectural firms and narrowed it to three choices. The three finalists will make detailed presentations at a town gathering and the winner will be decided shortly thereafter.

Next on the agenda is to create a plan for the Community Land Trust and the low to moderate home ownership assessment.

Peter Huckins

Implemetation of a CDBG for the town of Promfret Connecticut

CONTRACT CED PROJECT

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