



Town of Stafford

Connecticut

Office of Selectmen

1 Main Street

Warren Memorial Town Hall

Stafford Springs, CT 06076-1208

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Mary Mitta

John N. Locke Sr.

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Board of Selectmen

Legal Notice

Request for Qualifications and Proposals Town of Stafford

The Town of Stafford's Office of the Selectmen seeks qualifications and proposals from firms or individuals to manage a FY 2018 CT Small Cities grant. The activity funded by this grant is the continuation of the Town's housing rehabilitation program.

Interested parties may obtain the Request for Qualifications and Proposals from the Town's website at www.staffordct.org, by telephone to the First Selectman's Office at (860) 684-1777, or via email at staffordtownhall@staffordct.org. Submissions must be received at the First Selectman's Office no later than 4:00 PM on Thursday November 7, 2019. The Town encourages submissions from Section 3, certified small and D/M/WBE firms. The Town of Stafford is an AA/EEO Contracting Agency.

Mary Mitta
First Selectman



Request for Proposals and Qualifications (RFPQ) Town of Stafford, Connecticut

Small Cities Application Preparation and Program Administration

The Town of Stafford has been awarded a FY 2018 \$442,000 Connecticut Small Cities Community Development Block Grant (SC CDBG) Program grant to continue its long-standing Housing Rehabilitation Program. The Town seeks qualifications and proposals from firms or individuals to manage this grant

I. Background

The Town of Stafford has been an active participant in the Connecticut Small Cities Program, having received more than fifteen Small Cities CDBG grants since the early-1990s. These grants have enabled the Town to address a range of its community development needs, including housing, public social services, community facilities and infrastructure needs. More than half of these grants have capitalized the Town's Housing Rehabilitation Program.

Due to the town's limited financial and staff resources and appropriate expertise, it intends to continue with the grant management/delivery approach that it has successfully used for its prior Small Cities Program grants – contracting for grant application preparation and grant management/implementation via highly qualified professional consultant services. Thus, the Town is seeking consulting assistance for grant administrative and implementation services, conditioned on DOH awarding a grant to the Town. The prospective engagement will also include the commitment and expenditure of Program Income (subject to any needed approvals by the Town and/or the DOH) that might become available to the town during the duration of the administrative/implementation phase of the grant, or following the grant's completion.

The Town's expectation for the consultant is that it will assume principal responsibility for the preparation of the grant application, under the supervision of the First Selectman and full Board of Selectmen. The Town expects that the grant's demands on its municipal staff and officials should be limited largely to the areas of oversight of the grant, involvement of the Treasurer's Office and other departments/offices for the types of routine functions and interaction that would normally be expected. The Town will also provide in-kind support such as providing office space in the Town Hall and contribution to certain operating expenses, i.e., telephone and internet service, copying, posting, etc. Due to the nature of the grant, the Town expects that the consultant will maintain an on-site presence on either a full- or a regularly scheduled part-time basis.

As the town will implement the grant on a management consultant basis, the proposer should be prepared to provide the full staffing complement needed for the grant. Typically, this might include positions such as a Grant Director/Manager, Program Coordinator, Construction/Rehabilitation Specialist and Program Assistant (Administrative Assistant/Bookkeeper). Proposers with individual areas of qualifications and experience may submit proposals on a project team or joint-venture basis. If such an approach is proposed, there

should be a single person/entity identified as the lead consultant with whom the contract would be executed. As in the past, the town expects to contract separately for specialized technical services, such as lead paint inspections, other hazardous materials, septic system design, etc.

The major budget categories of the \$442,000 grant are:

Hard Costs	\$356,000.00
Program Costs	53,000.00
General Administration	33,000.00

All grant start-up tasks are complete, except for procurement of grant management services. The consulting grant manager should be prepared to begin work immediately following a contract award.

II. Scope of Services Requested

Housing Rehabilitation Program Implementation

Provide program coordination to carry out the Fiscal Year 2018 Small Cities Program grant-funded Stafford Housing Rehabilitation Program (SHRP), and such Program Income as may be available and applied to the SHRP. Required services include but are not limited to:

1. Evaluate and revise program design and procedures as appropriate.
2. Coordinate and undertake program activities including outreach, application processing, income verification and determination of program eligibility, and financial counseling.
3. Maintain case files and other program records. These records will include the program files required by state and federal regulations and necessary documents required to approve, contract and close-out each rehabilitation case.
4. Conduct and complete initial property inspections, work write-ups and cost estimates.
5. Assist homeowners in soliciting bids and selecting qualified contractors to perform the rehabilitation work. Create and maintain a registry of qualified contractors to be notified of bid opportunities.
6. Consult with and counsel property owners, tenants (of property being rehabilitated) and contractors on required and requested work.
7. Counsel and assist program participants with temporary relocation.
7. Perform on-going project supervision through periodic site visits to ensure quality workmanship on each project.
8. Conduct work inspections prior to releasing progress or final payments to contractors.
9. Coordinate inspection activities with the local building official.

Program and Grant Administration

If the grant application is funded, services will be required for administration and implementation of the approved Small Cities Program grant. Services required include, but are not limited to:

1. Overall grant administration and financial management, activity implementation, coordination and delivery, including completion of preliminary grant requirements, complete grant management and program outreach, and adherence to federal and CT Small Cities Program requirements and policies (see Attachment A);
2. Coordination with Town officials, departments and organizations;
3. Provision of office support and grant administrative services;
4. Procurement of equipment, goods and other needed services, including technical services needed for implementing the Housing Rehabilitation Program;
5. Administration and recordkeeping of Program Income and Miscellaneous Income from prior and current grants; and
6. Any other applicable administrative or implementation services required for completion of grant activities, including but not limited to housing rehabilitation specialist services, project management, conducting planning studies and economic development technical assistance.

III. Selection Criteria

Proposals will be reviewed and evaluated by the Town based upon the following general factors:

1. Scope of services offered and the appropriateness of those services to the needs of the Town;
2. Relevant experience and qualifications of the firm and/or individuals to be involved in the project (including both extent and quality of experience); and
3. Proposed fee.

As this proposal is soliciting professional services, the proposed fee will not necessarily be the determining factor in the selection of the consultant. The prospective consultant's qualifications, experience and quality of services, as determined both by the information contained in its proposal and through references, shall be the priority considerations (over fee) in the selection of the consultant. However, in the event that the evaluation of the qualifications and experience of competing proposers finds that they are essentially equal, the proposed fee may be the determining factor in the contract award, with the contract being awarded to the proposer with the more advantageous fee, assuming that the more advantageous fee offsets the difference in experience and qualifications. The fee proposal should be submitted separately from the main (technical) proposal and will be opened and reviewed only after the technical proposal (work scope and consultant information, experience and qualifications, etc.) has been reviewed and evaluated.

Proposals will be evaluated according to the Minimum and Comparative Evaluative Criteria listed below. The Town will first review proposals against the Minimum Evaluative Criteria, which will serve as a threshold for further consideration and review against the Comparative Evaluative Criteria -- only those proposals that meet all of the Minimum Evaluative Criteria will be given further consideration.

A. MINIMUM EVALUATIVE CRITERIA

1. The consultant must demonstrate experience in preparing and submitting at least two (2) Connecticut Small Cities Program CDBG grant applications within the past four (4) years *that were funded by DOH*, with at least one of these containing a housing rehabilitation program component.
2. The consultant must have a minimum of three (3) years successful experience in Small Cities CDBG grant administration and implementation within the past 5 years, with at least one year's experience with CDBG grants that included a housing rehabilitation program component. "Successful experience" shall be considered grant management experience that includes at a minimum one grant containing a housing rehabilitation program component that has been completed or is at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings.
3. The Rehabilitation Specialist must have minimum of 3 years successful experience in the construction trade during the past 7 years and at least 1 year successful experience in implementing Community Development housing rehabilitation program components within the past three years, or similar experience. However, more than 1 year of experience as a Rehabilitation Specialist within the three year period may serve as a substitute for construction trade experience.
4. Proposals must be complete, accurate and responsive to the RFP/Q's requirements.
5. Evidence of insurance coverage that meets DOH's insurance requirements, including general and professional liability and worker's compensation insurance.
6. Neither the proposer nor any team member is listed on state or federal debarment lists.

B. COMPARATIVE EVALUATIVE CRITERIA

1) Grant Application (Grant Writing) Experience

The proposer must demonstrate experience in preparing and submitting at least two (2) CT Small Cities Program CDBG *grant applications* within the past four (4) years that were funded by DOH, with at least one of these containing a housing rehabilitation program component.

Highly advantageous: More than 4 funded grant applications within the past 5 years, including 3 or more that included housing rehabilitation components.

Advantageous: 3-4 funded grant applications within the past 5 years, including at least 2 that included housing rehabilitation components.

Not advantageous: 2 funded grant applications within the past 5 years, including at least 1 that included housing rehabilitation components.

Unacceptable: Less than 2 funded grant applications within the past 5 years.

2) Grant Management/Implementation Experience

The consultant must have a minimum of three (3) years successful experience in Small Cities CDBG *grant administration and implementation* within the past 5 years, with at least 1 year's experience with CDBG grants that included a housing rehabilitation program component.

Highly advantageous: Has continuous Small Cities CDBG grant management/implementation experience during the past 5 years where the management responsibilities were principal to the grant. Included in this overall experience is at least three (3) years of experience managing/implementing a housing rehabilitation program, with at least one (1) of these year's experience occurring within the past 2 years.

Advantageous: Has 3-4 years of Small Cities CDBG grant management/implementation experience during the past 5 years where the management responsibilities were principal to the grant. Included in this overall experience is more than one but less than three (3) years of experience managing/implementing a housing rehabilitation program, with at least one of these years' experience occurring within the past 2 years.

Not advantageous: Has 3 years of Small Cities CDBG grant management/implementation experience during the past 5 years where the management responsibilities were principal to the grant. Included in this overall experience is at least one (1) year of experience managing/implementing a housing rehabilitation program, with this experience occurring within the past 2 years.

Unacceptable: Less than 3 years of experience in managing community development grants within the past 5 years, and less than one full year's experience in managing/implementing housing rehabilitation program components.

3) Quality and Successful Management/Implementation Experience

“Successful experience” shall be considered grant management experience that includes at a minimum one grant containing a housing rehabilitation program component that has been completed or is at least 75% complete (determined by grant expenditures) and where there were no or only minor monitoring and/or audit findings. Note: The Town may independently verify the proposer's representations concerning this criterion.

Highly advantageous: Has successfully managed more than three (3) CT Small Cities grants during the past five years with no major findings by DOH on any of these grants that are attributable to the consultant, with at least one of the grants containing a housing rehabilitation program component. Also, has managed no grant(s) during this time period with major findings.

- Advantageous:* Has successfully managed 2-3 CT Small Cities grants during the past five years with no major findings by DOH on any of these grants that are attributable to the consultant, with at least one of the grants containing a housing rehabilitation program component. Also, has managed no grant(s) during this time period with major findings.
- Not advantageous:* Has successfully managed one (1) CT Small Cities grant during the past five years with no major findings by DOH on this grant that are attributable to the consultant, with at least one of the grants containing a housing rehabilitation program component. Also, has managed no grant(s) during this time period with major findings.
- Unacceptable:* Insufficient experience or inability by the Town to verify this criterion. or, has managed grant(s) during this time period with major findings.

4) Housing Rehabilitation Specialist Experience

Years of experience in housing rehabilitation programs.

- Highly advantageous:* Four (4) or more years of experience in providing rehabilitation specialist services in CDBG-funded housing rehabilitation programs or similar experience within past 5 years.
- Advantageous:* More than 3 but less than 4 years of experience in providing rehabilitation specialist services in CDBG-funded housing rehabilitation programs or similar experience within past 5 years.
- Not advantageous:* The Rehabilitation Specialist has 3 years of experience in the construction trade during the past 7 years and 1 year of experience (or no construction trade experience but more than 1 year of Rehabilitation Specialist experience) in implementing Community Development housing rehabilitation program components or similar experience within the past three years.
- Unacceptable:* The Rehabilitation Specialist has less than one year of experience in providing rehabilitation specialist services in CDBG housing rehabilitation programs or similar experience within the past three years.

5) Consultant Knowledge and Experience Relating to Federal Lead-Based Paint Requirements Relating to Housing Rehabilitation

Working knowledge of HUD lead paint regulations under 24 CFR Part 35, Subpart J, and Sections 1012 and 1013 (Title X) of the Residential Lead-Based Paint Hazard Reduction Act of 1992.

- Highly advantageous:* Familiarity with above referenced regulations and attendance at one or more training courses/sessions relating to implementation of these regulations and direct experience in applying them to housing rehabilitation projects, as per 24 CFR part 35, Subpart J.
- Advantageous:* Familiarity with above referenced regulations and attendance at one or more training courses/sessions relating to implementation of these

regulations, with some but less than least three years of direct experience in applying them to housing rehabilitation projects, as per 24 CFR part 35, Subpart J.

Not advantageous: Not applicable.

Unacceptable: Little or minimal familiarity and/or direct experience with above referenced regulations and no attendance at training courses relating to implementation of these.

IV. Proposal Submission Requirements

One (1) original and two (2) copies of the proposal must be submitted **no later than 4:00 p.m. on Thursday November 7, 2019**. Proposals should be submitted to:

Mrs. Mary Mitta, First Selectman
Town of Stafford
Warren Memorial Town Hall, One Main Street
Stafford Springs, Connecticut 06076

Complete proposals must include the following:

1. Proposed services to be provided, presented in sufficient detail so that the Town will be able to compare the proposer's services to those of other proposers;
2. Name, address, and telephone number of consultant or firm and principal contact person.
3. Type of organization (i.e., corporation, partnership, joint venture, etc.) including list of participants, as appropriate.
4. History, ownership, and organizational background of the consultant or firm.
 - a. Provide a brief history of each consultant or firm involved as well as a synopsis of ownership and organizational structure;
 - b. If the firm responding is a partially or fully owned subsidiary of another firm, include the above information for the parent company and an appropriate statement by the parent company in support of the subsidiary's submittal;
 - c. In case the response is by a joint venture or prime/subconsultant arrangement, identify the relationship of the responsibilities of the members of the parties to each other and the contractual obligations of each; further include the information requested above for all members;
 - d. If the respondent intends to use a newly created subsidiary to perform its obligations, this must be fully disclosed and the reasons for such actions given; the parent company shall be responsible for securing the liabilities of the subsidiary and substantially meeting the qualifications requested herein.
5. Information about the firm/individual, including the qualifications of firm(s) or individuals to be involved in project presented in a manner and sufficient detail so that the Town is able to complete a comparative evaluation of the proposer's experience and qualifications. Identify the roles and responsibilities of each person to be assigned;

6. A minimum of three (3) references who may be contacted;
7. Statement or evidence that the proposer currently carries or is willing and able to obtain insurance coverage that meets the Connecticut Department of Housing's (DOH) insurance requirements.
8. Statement that the proposer and/or any joint venture or proposed subconsultant is not on the federal debarred list;
9. Conditions of proposal offering, if any;
10. Other information that the proposer considers appropriate;
11. Completion of Supplemental Application (Section 3 status); and
12. Proposed fee (see below).

Fee Proposal

Proposers should provide a fee proposal for the proposed scope of services in a sealed envelope separate from the technical proposal (all items immediately above, except for item 12). The envelope containing the fee proposal should be clearly marked as such.

Compensation may be proposed either on a fixed or not-to-exceed billing basis. However, fee proposals should clearly identify all elements contained therein, including basis for fees charged (hourly rate vs. direct labor X multiplier); billing rates by individual position or job category; proposed levels of services, i.e. full time, part-time, etc.; estimated cost by activity/task; direct project expenses; subcontractor costs, if any (include a detailed cost breakdown); and any other costs comprising or not included in the proposed fee.

V. General and Special Provisions

All proposals become the property of the Town of Stafford.

The Town reserves the right to waive any informality in or reject any and all proposals as it deems to be in its best interests. Proposals, amendments to proposals or withdrawals of proposals after the time set for proposals acceptance will not be considered.

The bidder selected shall comply with all applicable state and federal laws in the performance of service, specifically those relating to the Connecticut Small Cities Program (see **Attachment A**).

The Town intends to engage the services identified in this solicitation through a contract with a single entity (individual or firm). However, the Town welcomes joint ventures, use of subcontractors/subconsultants, etc., where such joining will enable individuals or smaller firms to assemble the needed human resources and experience to successfully undertake this engagement. However, contractor/subcontractor arrangements where there is essentially a pass-through of responsibilities by the contractor to the subcontractor(s) is not acceptable to the Town.

The selected bidder must have insurance which meets DOH insurance requirements. The current requirements are:

Comprehensive General Liability Occurrence Form with Broad Form CGL Endorsement and Non-owned and Hired Auto	\$1,000,000.00
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Worker's Compensation and Employer's Liability

Bodily Injury by accident
\$100,000/accident
Bodily Injury by disease
\$100,000/employee
\$500,000 policy limit

The consideration of proposals and subsequent selection of the successful bidder shall be made without regard for race, color, sex, age, handicap, religion, political affiliation, national origin or sexual orientation.

The Town encourages submissions from certified Section 3, Small, disadvantaged, minority- and/or women-owned enterprises (D/M/WBEs) or individuals.

The provisions relating to non-discrimination and affirmative action in employment shall flow through to all contracts and subcontracts that the successful bidder may award as a result of this engagement.

The Town of Stafford is an Affirmative Action, Equal Opportunity Employer (AA/EEO) and contracting agency.

MISCELLANEOUS PROVISIONS
APPLICABLE TO CDBG FUNDS

1. **RETENTION OF RECORDS**: The Contractor shall maintain in accordance with 24 CFR Part 85, and any DOH regulations, procedures or guidelines, those books, records and any other documents, including but not limited to payroll records, accounting records, and purchase orders, that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to Grant outlays and income. The Contractor shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

2. **ACCESS TO RECORDS**: The Contractor shall make all books, accounts, records, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by the Town, DOH, their authorized representatives, authorized representatives of HUD, the Inspector General of the United States, or of the State of Connecticut, the Auditor of the State of Connecticut, and the U.S. General Accounting Office. The State of Connecticut reserves the right of the Governor or his/her designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the Contractor which pertain to the performance of the provisions and requirements of this Agreement.

3. **COMPLIANCE WITH LOCAL LAWS**: The CONTRACTOR shall comply with all applicable laws, ordinances and codes of the State and local governments, and the CONTRACTOR shall save the Town harmless with respect to any damages arising from any tort done in performing any of the work embraced by this MOA.

4. **EQUAL EMPLOYMENT OPPORTUNITY**: During the performance of this MOA, the CONTRACTOR agrees as follows:

4.1 The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, sexual orientation or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Town setting forth the provisions of this non-discrimination clause.

4.2 The Contractor will, in all solicitation or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, or national origin.

4.3 The Contractor will cause the foregoing provisions to be inserted in all contracts and subcontracts for any work subject to this MOA so that such provisions will be binding upon each

contractor/subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

4.4 The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.

4.5 The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to books, records, and accounts by the Town and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

4.6 In the event of the Contractor's noncompliance with the clauses of this Agreement or with any of such rules, regulations or orders, this MOA may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

4.7 The Contractor will include the provisions of paragraphs (19.1) through (19.7) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provision will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Town may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Town, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

5. CIVIL RIGHTS ACT OF 1964: Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

6. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974: No person in the United States shall on the grounds of race, color, national origin, sexual orientation, or sex be excluded from participation in, be denied the benefits or, be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

7. NON-DISCRIMINATION: The Contractor shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD (24 CFR Part 1); Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for Projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 74); and DOH regulations, procedures and guidelines.

The Contractor shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, color, handicap, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to age, sex, creed, color, handicap, or national origin. Such action shall include, but not be limited to the

following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; lay off or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin.

8. EMPLOYMENT OPPORTUNITIES: The Contractor shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

9. LABOR STANDARDS: Where applicable, The Contractor shall adhere to the provisions of Section 110 of the Act. In the case of the rehabilitation of commercial property, or rehabilitation of residential property designed for residential use of eight or more families, The Contractor shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

10. CONFLICT OF INTEREST: The Contractor shall adhere to the mandates of the Connecticut statutes relating to conflict of interest and the federal Hatch Act, 5 U.S.C., ss 1501 et seq.

11. INTEREST OF MEMBERS OF THE TOWN: No member of the governing body of the Town and no other officer, employee, or agent of the Town who exercises any functions or responsibilities in conjunction with the planning and carrying out of the Project, shall have any personal financial interest, direct or indirect, in this MOA; and the CONTRACTOR shall take appropriate steps to ensure compliance.

12. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS: No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the Project, shall have any personal financial interest, direct or indirect, in this MOA, and the CONTRACTOR shall take appropriate steps to ensure compliance.

13. COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND DOH REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this agreement shall be subject to and performed in accordance with the provisions of the Town's Assistance Agreement with DOH and all its attachments (including, where relevant, Section 4.14 Flood Disaster Protection, 4.15 Historic Preservation, 4.16 Additional Environmental Requirements, 4.17 Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal regulations including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time; 24 CFR 570.200(j); 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (the so-called super circular "2 CFR 200"); 24 CFR Part 85 Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments (including where relevant Subpart B and C-85.20 through 85.22; 85.25; 85.30 through 85.37); all applicable State and local laws and regulations, including but not limited to those specifically stated herein; and any additional regulations, procedures or guidelines as may be established or amended by DOH.

14. PROCUREMENT STANDARDS: The Contractor shall adhere to the requirements set forth in 2 CFR Part 200 ("Uniform Administrative Requirements, Cost Principles and Audit Requirements for

Federal Grants”), procedures and guidelines with respect to standards governing procurement, and any applicable provisions of State laws and regulations relative thereto. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipients take affirmative steps to award a fair share of contracts taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. The Contractor shall maintain records sufficient to detail the process for procurement

15. LICENSES: The Contractor shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of the Agreement as required by federal, state, or local laws or regulations, and shall comply with the provisions of 24 CFR Part 85 with respect to any bonding or other insurance requirements.

16. CONFIDENTIALITY: The Contractor will protect the privacy of, and respect the confidentiality of information provided by program participants, consistent with applicable federal and state regulations.

17. COPYRIGHT: No material prepared in whole or in part under this agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of DOH.

18. CLOSEOUT: The Contractor shall follow such policies and procedures with respect to close-out of the Grant as may be required by DOH.

TOWN OF STAFFORD
SUPPLEMENTAL APPLICATION FORM
(Section 3 Contractor Status)

Your assistance in filling out this supplemental form is requested. This information will allow the Town to respond to Federal and Connecticut State requirements concerning employment and economic opportunity (Section 3 reporting requirements). **The answers provided will have no effect on the Town's selection process.**

The following information should assist you in answering the questions below. After establishing the proper location category from #1-3 below, match that category with the two-page "Income Limits" table attached at the end of this RFPQ. The income limits to be used depend on the address of the respondent and home address of its employees.

1. If the person/firm answering resides in Andover, Avon, Ashford, Barkhamsted, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, Colchester, Columbia, Coventry, Cromwell, Durham, East Granby, East Haddam, East Hampton, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Haddam, Hartford, Harwinton, Hebron, Lebanon, Manchester, Mansfield, Marlborough, Middlefield, Middletown, New Britain, New Hartford, Newington, Plainville, Plymouth, Portland, Rocky Hill, Simsbury, Somers, Southington, South Windsor, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Willington, Winchester, Windham, Windsor, or Windsor Locks, **Hartford PMSA limits** would be used.
2. If the person/firm answering resides in Chaplin, Brooklyn, Eastford, Hampton, Killingly, Pomfret, Putnam, Scotland, Sterling, or Woodstock, **Windham County limits** would be used.
3. If the person/firm answering lives in a community other than one listed above, please contact the Town of Hampton and we will provide the appropriate set of limits.
4. Individuals who file a federal tax return as **self-employed** should use adjusted gross income **plus** the gross incomes of other non-self-employed household members 18 years of age or older (except those who are full-time students) when calculating income.

Please answer each of the following:

- a) Do at least 51% of the owners of this business meet one of the following criteria: 1) reside in public housing or publicly assisted housing for the elderly? **or** 2) qualify as "low-income" households as determined by household size as indicated on the accompanying chart titled Income Limits? **and** 3) seek to receive employment preference as an eligible section 3 resident? _____ Yes _____ No

If you checked "yes" to the above question, please indicate the number of owners of this company. _____

b) Do 30% of your full-time employees meet one of the following criteria: 1) reside in public housing or publicly assisted housing for the elderly? **or** 2) qualify as “low-income” as determined by household size as indicated on the attached chart titled Income Limits? **or** 3) have been employed by your firm for no more than three years and satisfied criterion 1 or 2 during any of that three year period? _____ Yes _____ No

c) Do you subcontract with businesses which provide economic opportunities to low income persons? _____ Yes _____ No Will you commit to subcontract in excess of 25% of the dollar award of all subcontracts to business concerns that meet the qualifications of a Section 3 Business as set forth in a) and b) above? _____ Yes _____ No

I certify that all the information in this statement is true and complete to the best of my knowledge and belief.

Name: _____

Title: _____ Date: _____

STATE:CONNECTICUT

-----S E C T I O N 8 I N C O M E L I M I T S-----

PROGRAM	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON	
Bridgeport-Stamford-Norwalk, CT MSA									
Bridgeport, CT HMFA									
FY 2019 MFI: 102600	EXTR LOW INCOME	21600	24650	27750	30800	33300	35750	39010	43430
	VERY LOW INCOME	35950	41050	46200	51300	55450	59550	63650	67750
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Danbury, CT HMFA									
FY 2019 MFI: 113300	EXTR LOW INCOME	23800	27200	30600	34000	36750	39450	42200	44900
	VERY LOW INCOME	39700	45350	51000	56650	61200	65750	70250	74800
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Stamford-Norwalk, CT HMFA									
FY 2019 MFI: 144300	EXTR LOW INCOME	30350	34650	39000	43300	46800	50250	53700	57200
	VERY LOW INCOME	50550	57750	64950	72150	77950	83700	89500	95250
	LOW-INCOME	61650	70450	79250	88050	95100	102150	109200	116250
Hartford-West Hartford-East Hartford, CT									
Hartford-West Hartford-East Hartford, CT HMFA									
FY 2019 MFI: 97900	EXTR LOW INCOME	21200	24200	27250	30250	32700	35100	39010	43430
	VERY LOW INCOME	35350	40400	45450	50450	54500	58550	62600	66600
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Southern Middlesex County, CT HMFA									
FY 2019 MFI: 110900	EXTR LOW INCOME	23300	26600	29950	33250	35950	38600	41250	43900
	VERY LOW INCOME	38850	44400	49950	55450	59900	64350	68800	73200
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
New Haven-Milford, CT MSA									
Milford-Ansonia-Seymour, CT HMFA									
FY 2019 MFI: 104900	EXTR LOW INCOME	22050	25200	28350	31450	34000	36500	39010	43430
	VERY LOW INCOME	36750	42000	47250	52450	56650	60850	65050	69250
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
New Haven-Meriden, CT HMFA									
FY 2019 MFI: 92800	EXTR LOW INCOME	21200	24200	27250	30250	32700	35100	39010	43430
	VERY LOW INCOME	35350	40400	45450	50450	54500	58550	62600	66600
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Waterbury, CT HMFA									
FY 2019 MFI: 76300	EXTR LOW INCOME	21200	24200	27250	30250	32700	35100	39010	43430
	VERY LOW INCOME	35350	40400	45450	50450	54500	58550	62600	66600
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Norwich-New London, CT MSA									
Colchester-Lebanon, CT HMFA									
FY 2019 MFI: 112400	EXTR LOW INCOME	23600	27000	30350	33700	36400	39100	41800	44500
	VERY LOW INCOME	39350	45000	50600	56200	60700	65200	69700	74200
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Norwich-New London, CT HMFA									
FY 2019 MFI: 94500	EXTR LOW INCOME	21200	24200	27250	30250	32700	35100	39010	43430
	VERY LOW INCOME	35350	40400	45450	50450	54500	58550	62600	66600
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700

Windham County, CT HMFA									
FY 2019 MFI: 82300	EXTR LOW INCOME	21200	24200	27250	30250	32700	35100	39010	43430
	VERY LOW INCOME	35350	40400	45450	50450	54500	58550	62600	66600
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700
Litchfield County, CT									
FY 2019 MFI: 100900	EXTR LOW INCOME	21200	24200	27250	30250	32700	35100	39010	43430
	VERY LOW INCOME	35350	40400	45450	50450	54500	58550	62600	66600
	LOW-INCOME	52850	60400	67950	75500	81550	87600	93650	99700