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Housing Enterprises, Inc.
Creative Housing Solutions and Historic Preservation

Berlin Housing Authority
250 Kensington Road
Berlin, CT 06037

January 16, 2021

Subject: **Proposal for Town of Berlin CDBG Grant Administration Services**

Housing Enterprises, Inc. is happy to provide this proposal to assist the Town of Berlin in the activities related to the 2021 Small Cities Community Development Block Grant (CDBG) program, including application preparation and project administration. We can certainly help you successfully through all of this. We are available immediately to provide the assistance that you need to make your project successful.

We will work with the Town of Berlin as the CDBG Grant Administrator to ensure compliance with CDBG program requirements and to prepare together the strongest application for CDBG funding that we can.

Housing Enterprises, Inc. has been successfully helping organizations create and improve affordable housing for over 26 years, using a full range of funding alternatives. We have a very experienced staff who will be available to move your project through all of the activities necessary for success.

In response to the details in the Request for Proposals, the following information is provided.

1. Scope of Work

The scope of work services listing in the RFP represents a good high-level summary of Grant Administrator services for this planned CDBG funding application and program. We are familiar with all of the requirements. We have been successfully assisting other organizations for many years in obtaining funds for and administering funding programs related to creation of affordable housing throughout Connecticut. This includes many programs directly with CT DOH, who also administer this CDBG program.

2. Statement of Qualifications

Description of experience with DOH's programs and recent CDBG certification training.

We have many years of experience with DOH funding programs. We have been providing assistance to others to plan, prepare applications and help to administer affordable housing programs in CT for over 26 years. Most of these years involved a range of different DOH program funding.

I have completed the 2020 4-day CT Department of Housing (DOH) CDBG training session and passed the two required tests. As per Paula Thantaha at DOH regarding the main test, "Congratulations, you got a very high score – You did 88%. Very very good! I heard many

people complained that the exam was harder than they thought.” A copy of my CDBG Grant Administration Certification is attached.

Description of past grant application and administrative services.

Throughout our over 26 years of providing assistance in planning, funding and administrative services to affordable housing developers, we have taken the lead for preparing very many grant applications that have been awarded funding and which continued on to successfully complete the affordable housing projects.

Further, in 2020 we were asked by four towns in Connecticut to submit CDBG applications: Barkhamsted, Kent, Norfolk and Plymouth. Kent and Plymouth were included in the announcement of CDBG awards, Barkhamsted has received a conditional approval, and Norfolk remains in active discussions for award.

Description of organizational capacity to complete all necessary grant administration activities, including resumes of all employees who will be or may be assigned to this project.

The CDBG Grant Administrator support service work will be done by Housing Enterprises, Inc. We have a full staff to provide the range of assistance needed, including:

1. David Berto, President and founder
2. Lynne Skeet and Cathy Petracone, Project Managers
3. Carol Oliwa, Administrative Assistant
4. Michelle Mead, Project Assistant

Our company brochure is attached, which contains a brief resume description of Housing Enterprises, Inc. Because of the length of time that the Project Managers have been with Housing Enterprises, Inc. this also represents their resumes of their most relevant experience. Cathy Petracone will be the lead Project Manager, but all staff will be involved as necessary based on their different areas of expertise. I will be directly and actively involved in all aspects of the project from beginning to end as well, working directly with the Project Manager and other staff.

We can provide evidence of insurance meeting the DOH requirements.

References from previous clients of related work within the past five years.

Vinnie Klimas, Chairperson
Housing Authority of the Town of Plymouth
43 Ronald Road, #31
Terryville, CT 06786
Phone 860-965-8634
Labas51@aol.com

Barbara Herbst, Treasurer
Town of Kent
P.O. Box 678
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treasurer@townofkentct.org

Peter DeBiasi, President and CEO
Access Community Action Agency
1315 Main Street, Suite 2
Willimantic, CT 06226
Phone 860-450-7452
peter.debiasi@accessagency.org

Jocelyn Ayer
Community & Economic Development Director
Northwest Hills Council of Governments
59 Torrington Road
Goshen, CT 06756
Phone 860-491-9884
jayer@northwesthillscog.org

3. Proposed Cost of Services

It is our experience that small projects like this, particularly with the extensive and well detailed program requirements like this CDBG program application and administration, take more time to complete than most people realize, and also that program funds are limited. We try to adapt our costs to the realities and limitations of these programs, somewhat independent of the potential amount of work that may be needed.

Our total cost for this support is \$22,000.

The first component, submittal of the CDBG funding application, will be \$6,000. Half will be due at completion of the required public hearing on the grant application, and half will be due at the time of submittal of the funding application. Additional support will continue to be provided at no additional cost during the DOH review and any questions up until the time of award notification.

The second component, after the grant is awarded, will be billed proportionally each month based on the number of months expected for the project, which will be mutually agreed to with the Town of Berlin. If the project is not awarded funding, no costs related to this second component will be due.

The cost for ongoing administration of the Berlin Small Cities Program Income will be determined jointly with the Town as the details of the Program Income are developed together. This is expected to be a small ongoing scope of work and will be better defined as the Program Income details are developed. We are happy to discuss this further.

4. **Evaluation Criteria**

We have been working successfully with affordable housing programs and funding for over 26 years. This includes working with DOH programs and funding for most of this time as well.

Generally, we have found that most programs we provide assistance to are funded and successful. With the extremely competitive environment and limited funds that currently exist, the success of a project is now more strongly subject to these external factors.

We certainly do have the capacity to successfully complete this project. We have a range of experienced staff, we continually prioritize and reallocate tasks, and we hire additional staff as may be needed.

We hope that our proposed costs are attractive for the amount of work needed and for the expertise that we will bring to your project.

5. **Deadline for Submission**

Our proposal is submitted prior to the deadline of January 21, 2021 at 3:00 pm. to Berlin Housing Authority, 250 Kensington Road, Berlin, CT 06037.

We will be happy to meet and discuss this further. We are ready and available to start immediately. Thanks.

Sincerely,



David Berto, President

**STATE OF CONNECTICUT
DEPARTMENT OF HOUSING
GRANT ADMINISTRATION CERTIFICATION**

THE OFFICE OF HOUSING & COMMUNITY
DEVELOPMENT CERTIFIES THAT

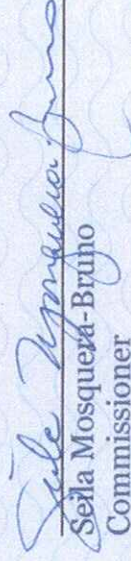
David Berto

has successfully completed the CDBG 101 Grants Administration Training & Certification as a
Certified Connecticut Grants Administrator (CCGA)

Certified this 27th day of January, 2020



Miguel A. Rivera
Housing & Community Development Director



Sella Mosquera-Briho
Commissioner



CONNECTICUT
Department of Housing

Certificate expires: November 5, 2022



Housing Enterprises, Inc.

Housing and Development Consultants

COMPANY PROFILE

Housing Enterprises, Inc. is a small Connecticut consulting business providing creative solutions to housing development and preserving historic structures.

Housing Enterprises, Inc. has been actively involved in creating and sustaining affordable housing in Connecticut communities and in other states since 1994. Housing Enterprises, Inc. as a **Housing and Development Consultant** works with non-profit and for-profit housing developers to:

- Establish project design details
- Identify and evaluate appropriate land
- Obtain necessary funding
- Move through all needed local approval processes
- Help define project design details
- Coordinate with the development team through construction

Whether it is single family homeownership, multifamily rental, mixed income, affordable housing, cohousing, community development, permanent supportive housing, or most housing related activities, we will help you envision, finance and construct it. Our desire is to use our expertise to develop the best housing development strategy for you.

Our mission is to provide creative solutions to housing development with the highest level of service and to preserve historic structures.



51 College Street, Enfield, CT 06082
www.housingenterprises.com



Housing Enterprises, Inc.

Housing and Development Consultants

SERVICES

Housing Enterprises, Inc. provides their clients with guidance on all areas to assist them through their construction project. Housing Enterprises, Inc. offers:

- Professional commitment to increasing the number of quality affordable housing units, either as an entire project, or as part of a mixed-income or mixed-use project.
- Experienced grant writers receiving numerous funding awards from HUD, DOH, DECD, CHFA, LIHTC, HTCC, FHLBB and others
- Extensive experience in development and implementation
- Strong knowledge of State and Federal laws and regulations governing affordable housing development
- Evaluation, planning and implementation of historic preservation requirements
- In-depth knowledge of all facets of affordable housing finance
- High value placed on teamwork, flexibility, and quality communication at all levels

Organization Planning

With the constantly changing markets and demographics of communities, your organization must have an up-to-date plan that reflects your mission. Housing Enterprises, Inc. can work with your organization to plan how best to further your organization's purpose.

Planning for Challenges

An effective affordable housing program is the product of careful planning and strategizing. Identifying key players, cultivating allies, and "selling" the project helps to accomplish your goals. Our experience working with legal issues, local government, and working in both the for-profit and non-profit sectors in a variety of capacities have honed our skills as a consultant team. By focusing on relationships, we get results.



Housing Enterprises, Inc.

Housing and Development Consultants

Solutions

Addressing community concerns early can mean the difference between success and failure of an affordable and/or supportive housing development. We can provide the following services to help ensure the success of your project:

- Work with you to set up a community education process
- Help you determine which design and programmatic elements are and are not negotiable if you are to have a successful project
- Work with your development team to communicate community issues between you, your architect, your development and financing consultants, and your funders
- Assist in the liaison between the development team and local government

We can be a part of your team for community interaction, as well as part of your team to successfully plan, fund and develop your project.



Housing Enterprises, Inc.

Housing and Development Consultants

DAVID BERTO

President

David Berto has over 26 years of experience as a Housing and Development Consultant, coordinating the development of housing projects in towns throughout Connecticut and other parts of the country. Types of housing include family housing, elderly housing, affordable housing, active adult housing, special needs housing, health care housing, subdivisions, condominiums, co-operatives, cohousing and apartments.

Affordable Housing Manager and Consultant, 1994 - Present

Coordinated and currently coordinating development of affordable and market rate family housing rental and homeownership projects. Currently coordinating other types of housing projects in Connecticut, and outside of CT.

Coordinated development of HUD 202 elderly housing facilities in towns throughout Connecticut, and outside of CT.

Coordinated development of HUD 811 low-income handicap apartments.

Establish strategies to provide affordable cost high quality housing in safe and healthy neighborhoods. Provide guidance and assistance to others in creating and managing affordable housing. Work with many state and local agencies to comply with the very wide spectrum of requirements in maintaining affordable housing.

Consulted in the rehabilitation of residential buildings.

Obtained all town approvals under the Connecticut Affordable Housing Appeals Statute.

To contact directly, email: dberto@housingenterprises.com



Housing Enterprises, Inc.

Housing and Development Consultants

ABOUT US

Housing Enterprises, Inc. is comprised of five professional individuals that manage and support the operations, communications and the mission of the business. This collaboration of work ensures that our efforts provide the best quality of service for our clients.

Mailing Address

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Enfield, CT 06082

Phone Numbers

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Project Managers

Lynne Skeet

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Office Manager

Carol Oliwa

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