



Dear Interested Party:

Date: December 13, 2022

## **REQUEST FOR QUALIFICATIONS FOR APPRAISERS AND MARKET STUDY ANALYSTS FOR MULTIFAMILY HOUSING DEVELOPMENTS**

The Connecticut Housing Finance Authority (“CHFA”) invites interested Connecticut General Certified Real Estate Appraisers to submit written qualifications for evaluation and potential inclusion on CHFA’s list of approved appraisers and market study analysts for multifamily housing developments being considered for financing by CHFA.

CHFA will not reimburse for any expenses incurred in connection with this Request for Qualifications (“RFQ”) including, but not limited to, the cost of preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of CHFA, are matters of public record, and may be disclosed by CHFA after the awarding of a contract.

### **OVERVIEW**

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA’s purpose is to help alleviate the shortage of affordable housing for low-income and moderate-income families and persons in Connecticut by providing single family mortgages, financing for rental housing, and mortgages for the purchase, development and construction of housing.

For additional information about CHFA, please reference CHFA’s website at [www.chfa.org](http://www.chfa.org).

### **SCOPE OF SERVICES**

In accordance with CHFA’s Procedures Section II.A-7 related to Market Study and Section II.A-8 related to Appraisals, CHFA contracts with independent professionals to provide market studies and appraisals in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) for all multifamily housing developments being considered for financing by CHFA. Also, the appraisals and market studies must be done in accordance with the

Supplementary Criteria for Completed Self-Contained Appraisals and Supplementary Criteria for Market Study Reports attached as **Exhibit E**

### **EVALUATION CRITERIA**

Firms will be evaluated on the basis of their written responses to this RFQ, additional written information as requested by CHFA and oral interviews, if any, including, but not limited to, the following criteria:

- the firm's professional depth and capacity in terms of professional credentials, references, technical skills, ability and experience;
- the thoroughness of the firm's response to this RFQ;
- the firm's proposed fee schedule(s) for each property type;
- the firm's exceptions, if any, to the supplementary criteria attached as **Exhibit E**;
- the firm's commitment to Affirmative Action and/or Diversity, Equity and Inclusion

CHFA may select multiple firms for the services described herein. No selected firm is guaranteed any number of projects or proportion of business.

### **REQUESTED INFORMATION**

All firms must address the following issues and questions:

1. Provide a brief description of your firm, its history and main areas of business. Indicate the total number of staff and the team available to CHFA.
2. Provide a summary of the key strengths and qualifications of your firm to serve as Appraiser and Market Study Analyst to CHFA. *(Your response to this question should not exceed one page).*
3. Please provide current resumes, including complete educational background, work experiences, and professional affiliations, for each principal and staff member whom the firm proposes to provide professional services to CHFA. Please summarize experience with programs established by the U.S. Department of Housing and Urban Development (HUD), Rental Assistance Demonstration (RAD), Historic Tax Credits (HTCs), and Low-Income Housing Tax Credits (LIHTCs), or any other publicly financed projects with income restrictions. Please indicate their probable areas of responsibility and the percentage of their time which would be available to service CHFA's account. A copy of each such principal's and staff member's valid license from the State of Connecticut as a General Certified Real Estate Appraiser must be provided with the response. Please specify if you belong to any professional trade groups that focus on information sharing and methodology of the federal LIHTC Program or any other organization that furthers affordable housing.

4. Provide, in tabular form, information on the employee composition of your firm indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.
5. Please identify each multifamily property type(s) for which your firm desires to be considered, including but not limited to:
  - a. LIHTC developments
  - b. Family
  - c. Elderly
  - d. Supportive
  - e. Mixed-use including multifamily housing and commercial/retail space

Firm should provide a summary of each such property type(s) located in the State and appraised by the firm during the five (5) year period preceding the date of the response to this RFQ and include the date of the appraisal. A minimum of two (2) representative, self-contained appraisal reports for each property type authored by the respondent within the six (6) month period preceding the date of the response to this RFQ should be submitted as enclosures. Personally identifiable or sensitive information such as client names, property owners and property addresses may be redacted from the sample reports. However, information related to the valuation analysis and methodology must be visible and remain intact.

Firms currently on CHFA's approved appraiser/market analyst list need only submit a list of the names and addresses of properties that the firm has conducted a market study analysis or appraised for CHFA.

6. Please identify all counties/areas within the State for which professional appraisal and/or market study services are being proposed.
7. Describe your presence in Connecticut, if any, including corporate existence in Connecticut, whether formed in Connecticut or authorized to do business in the state. This may include, but is not limited to, information on the number of offices your firm maintains in Connecticut, the location of such offices, the number of Connecticut residents employed in those offices, and payroll and corporate taxes paid in Connecticut. If your firm currently is not registered with the Connecticut Secretary of State, please indicate whether your firm will so register if your firm is awarded this contract.
8. Include any participation by your firm in any civic or other non-profit activities, including any charitable contributions that your firm made in Connecticut.
9. Provide the rate or range of rates on the attached Fee Summary **Exhibit A**. The fees(s) contained in such attachment shall be stated on a per-project, gross basis, inclusive of all expenses.

10. Submit specific information regarding your firm's commitment to Affirmative Action and/or Diversity, Equity and Inclusion. Please include, at a minimum, policies and practices, including but not limited to hiring practices, and any information that would demonstrate your firm's commitment to expanding diversity in the workplace, including recruiting initiatives, retention and promotion efforts and ongoing assessment of your firm's progress with respect to underrepresented groups (e.g., in terms of ethnicity, gender, sexual orientation, disability, etc). Please include your firm's most recent EEO-1 report if required to file. If your firm is a registered Small and/or Minority Business Enterprise, please provide a copy of your firm's certificate.
11. Describe your firm's commitment to diversity, education and training of the next generation of workers in your profession. Please include:
  - a. A brief description of any internship programs your firm offers and the applicable percentage of the internships for the underrepresented groups.
  - b. A brief description of any scholarships your firm provides to students and the applicable percentage of the underrepresented recipients.
12. Does your firm have a written policy, program or initiative to foster business relationships with the underrepresented groups? If so, please provide details of the program and the percentage of business conducted with those groups.
13. Describe any and all material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or non-routine inquiries or investigations relating to you, your firm, or any of your affiliates, including any proceedings to which you, your firm, your affiliates or any of their respective officers, directors or employees are a named party or of which any of such has been the focus, that have occurred in the last three (3) years or that are currently threatened, including whether you, your firm, or any of your affiliates, or their respective officers, directors or employees have been censured by any regulatory body. Describe any such circumstances. Advise whether these investigations or proceedings will affect you or your firm's ability to complete the proposed transaction and perform the services in this RFQ.
14. Describe whether you foresee any potential conflicts of interest arising from this engagement. If so, describe how your firm would address potential conflicts of interest.
15. Has your firm ever been removed from an account prior to the expiration of its contract (i.e., been fired)? If so, please explain. If you wish, list the name of a third party with whom CHFA could discuss this termination.
16. Describe your firm's knowledge of and experience with CHFA.
17. Please provide as references, a minimum of three clients for whom your firm has performed similar and substantial services. Please include the name of the person to contact, his or her phone number and email address. Please include as references any

other State of Connecticut agencies or departments that have engaged your firm to perform services.

18. Selected persons or firms must comply with CHFA and State Ethics requirements, laws and regulations. Persons or firms seeking to do business with CHFA are required to comply with the ethics statement, attached hereto as **Exhibit C**, and the applicable provisions of the Code of Ethics and Code of Ethics for Lobbyists incorporated therein by reference.
19. An authorized signatory of any firm submitting qualifications is required to execute and submit with the qualifications and with any agreement or contract awarded in accordance herewith all applicable representations and certifications set forth on **Exhibit D**, attached hereto and made a part hereof, regarding:

- Whistleblowing; Connecticut General Statutes §4-61dd
- Gift and Campaign Contributions; Connecticut General Statutes §4-252, as amended by Public Act 21-76
- Entities Making Investments in Iran; Connecticut General Statutes §4-252a, as amended by Public Act 21-76
- Nondiscrimination; Connecticut General Statutes §4a-60 & Connecticut General Statutes §4a-60a, as amended by Public Act 21-76
- Consulting Agreements; Connecticut General Statutes §4a-81
- Campaign Financing Contributions; Connecticut General Statutes §9-612, as amended by Public Act 21-76

Occupational Safety & Health; Connecticut General Statutes §31-57b

All of the above are attached hereto in full and incorporated herein on **Exhibit D**.

20. What is the most important question that we haven't asked you? Why should CHFA hire your firm instead of another firm?

### **FREEDOM OF INFORMATION ACT**

Please be advised that all information submitted in response to this RFQ is subject to disclosure under the Connecticut Freedom of Information Act, as amended and judicially interpreted. If a firm believes that its response contains financial, trade secrets or other data that it claims should not be public ("Confidential Information"), the firm must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. An entire response marked Confidential Information will not be accepted. If CHFA receives a request for an

applicant's Confidential Information, it will use its best efforts to notify the firm of such request and provide the applicant with a copy of any written disclosure request, *provided*, CHFA will not be liable to the firm or any other party for any failure to act as described herein. The firm may provide written consent to the disclosure or may object to the disclosure by notifying CHFA in writing, identifying in the notice the basis for its objection, including the appropriate statutory exemption(s) from disclosure. The firm shall be responsible for defending any complaint brought in connection with the nondisclosure, including, but not limited to, appearing before the Freedom of Information Commission, providing witnesses and documents as appropriate, and for payment of CHFA's costs and expenses, including attorney fees.

## **SUBMISSION RESPONSES**

The following requirements must be observed in the preparation and submission of qualifications:

1. All inquiries should be directed to Shelly Mondo at [RFP.RFQ@chfa.org](mailto:RFP.RFQ@chfa.org) no later than **January 3, 2023**. Firms submitting qualifications should not contact members of the CHFA's Board of Directors or CHFA staff, which may be grounds for elimination from consideration.
3. Submissions must be sent electronically (not to exceed 25 MB) to [RFP.RFQ@chfa.org](mailto:RFP.RFQ@chfa.org) no later than **4:00 p.m. on January 12, 2023**. *Faxed responses will not be considered.*
4. Responses must include a cover letter signed by an individual authorized to enter into an agreement with CHFA on behalf of the firm which shall specify that the firm is responding to the RFQ for Appraisers and Market Study Analysts. Please also remember to include completed **Exhibit A** (Fee Schedule), **Exhibit B (Representations and Certifications)**, **Exhibit C (OPM Form 1 and SEEC Form 10)**,
5. Selected firms must comply with all state and federal laws applicable to CHFA including, but not limited to, ethics requirements, laws, procedures and regulations and must execute CHFA statutory provisions, certifications and affidavits attached hereto.

CHFA reserves the right to:

- a. Reject any and all qualifications received in response to this request;
- b. Modify the proposed Scope of Services at its discretion;
- c. Negotiate the fees contained in any response;
- d. Waive or modify any irregularities in qualifications received;
- e. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept qualifications based upon the lowest fee schedule; and

- f. Request additional information as determined necessary or request some or all firms responding to make oral presentations.

Each approved firm must execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA including, but not limited to, nondiscrimination and affirmative action provisions. Selected firms will also be required to provide evidence of the firm's general liability, auto, workers' compensation, umbrella and professional liability insurance in the amounts listed on **Exhibit D**. Failure to comply with the requirements of this RFQ may result in CHFA's rejection of qualifications.

Thank you for your interest in the Connecticut Housing Finance Authority.

*The Connecticut Housing Finance Authority is  
an Affirmative Action/Equal Opportunity Employer.*

## Attachments

**Exhibit A:** Fee Schedule

**Exhibit B:** Representations and Certifications

**Exhibit C:** OPM Form 1, SEEC Form 10

**Exhibit D:** Copies of Insurance Requirements, Ethics Statement & Statutory Provisions

1. Insurance Requirements
2. Ethics Statement
3. C.G.S. §4-61dd
4. C.G.S. §4-252, as amended by P.A. 21-76
5. C.G.G. §4-252a, as amended by P.A. 21-76
6. C.G.S. §4a-60 & §4a-60a, as amended by P.A. 21-76
7. C.G.S. §4a-81
8. C.G.S. §9-612(f)(2)(A) & (B), as amended by P.A. 21-76
9. C.G.S. §31-57b

**Exhibit E:** Supplementary Criteria for Completed Self-Contained Appraisals and  
Supplementary Criteria for Market Study Reports



**Exhibit A**

Please provide fees as follows:

Appraisals – Single site

- As-is market value \_\_\_\_\_
- As-is land value \_\_\_\_\_
- Prospective market value \_\_\_\_\_
- Prospective land value \_\_\_\_\_
- Prospective market value with market rents  
market operating expenses & conventional financing \_\_\_\_\_
- Mixed-Use \_\_\_\_\_
- Special Valuation \_\_\_\_\_

Appraisals – Scattered (multiple) sites:

- As-is market value \_\_\_\_\_
- As-is land value \_\_\_\_\_
- Prospective market value \_\_\_\_\_
- Prospective land value \_\_\_\_\_
- Prospective market value with market rents  
market operating expenses & conventional financing \_\_\_\_\_
- Mixed-Use \_\_\_\_\_

Market Studies

- Single site \_\_\_\_\_
- Scattered (multiple) sites \_\_\_\_\_
- Mixed-Use \_\_\_\_\_

**Exhibit B**  
**Representations and Certifications**

Request for Proposal: \_\_\_\_\_

Proposer: \_\_\_\_\_

Submission Date: \_\_\_\_\_, 20\_\_\_\_

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*Ethics.* Proposer hereby acknowledges receipt of the CHFA Ethics Statement and hereby represents, warrant and certifies to CHFA that throughout the term of any contract or agreement awarded in connection with the Request for Proposal, the Proposer will comply with the applicable requirements of Chapter 10 of the Connecticut General Statutes, as amended.

*Whistleblowing; Connecticut General Statutes §4-61dd.* Proposer hereby represents, warrants and certifies to CHFA that throughout the term of any contract or agreement awarded in connection with the Request for Proposal, Proposer will comply with the requirements of Connecticut General Statutes §4-61dd, as amended.

*Gift and Campaign Contributions; Connecticut General Statutes §4-252. Notice: CHFA shall not award or enter into any contract or agreement with Proposer if Proposer fails to make and comply with the representation requirements set forth in Connecticut General Statutes §4-252.* Proposer hereby represents, warrants and certifies to CHFA that:

(1) no gifts were made by: (A) Proposer, (B) any principals and key personnel of Proposer, who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of Proposer or principals and key personnel, who participate substantially in preparing bids, proposals or negotiating state contracts to (i) any public official or employee of CHFA soliciting bids or proposals for a contract, who participates substantially in preparation of bid solicitations or requests for proposals for a contract or the negotiation or award of a contract, or (ii) any public official or state employee of any other state agency who has supervisory or appointing authority over CHFA;

(2) no such principals and key personnel of Proposer or agent of Proposer or principals and key personnel, knows of any action by Proposer to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of Proposer to provide a gift to any such public official or state employee; and

(3) Proposer is submitting bids or proposals without fraud or collusion with any person.

Entities Making Investments in Iran; Connecticut General Statutes §4-252a. Proposer hereby represents, warrants and certifies to CHFA that Proposer has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010 and Proposer has not increased or renewed such investment on or after said date. **Notice: CHFA shall not enter into any contract or agreement with Proposer if Proposer fails to make and comply with the certification requirements set forth in Connecticut General Statutes §4-252a.**

Nondiscrimination; Connecticut General Statutes §4a-60 & Connecticut General Statutes §4a-60a. Proposer hereby represents, warrants and certifies to CHFA that the Proposer has a policy in place that complies with, and will remain in compliance with throughout the term of any contract or agreement awarded in connection with the Request for Proposal, the nondiscrimination agreements and warranties set forth in Connecticut General Statutes §4a-60(a)(1) and §4a-60a(a)(1), as amended.

The authorized signatory of Proposer confirms, acknowledges and demonstrates their understanding of the obligations set forth in Connecticut General Statutes §4a-60 & §4a-60a by initialing here:

Print Name: \_\_\_\_\_ Initials: \_\_\_\_\_

**CHFA shall not award or enter into any contract or agreement with Proposer if Proposer has not included the nondiscrimination affirmation provision in the contract and otherwise complied with the requirements set forth in Connecticut General Statutes §4a-60 & §4a-60a.**

Consulting Agreements; Connecticut General Statutes §4a-81. **Notice: CHFA shall not enter into any contract or agreement with Proposer if Proposer fails to make and comply with the representation requirements set forth in Connecticut General Statutes §4a-81.** Proposer hereby represents, warrants and certifies to CHFA that, to the extent any agreement or contract awarded in connection with the Request for Proposal has a total value of fifty thousand dollars or more in any calendar or fiscal year, no consulting agreement (as such term is defined in Connecticut General Statutes §4a-81(b)\*) has been entered into in connection with such agreement or contract, except as follows:

*(PLEASE CHECK APPROPRIATE BOX)*

No Consulting Agreements

**OR**

Itemized Consulting Agreements, as follows:

*(For each consultant, please list the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, indicate his or her former agency and the date such employment terminated)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*\*“consulting agreement” means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts and “consulting agreement” does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such affidavit is submitted in accordance with the provisions of §4a-81 of the Connecticut General Statutes.*

Campaign Financing Contributions; Connecticut General Statutes §9-612(f) & (g).  
 Proposer has delivered to CHFA a completed SEEC Form 10 Notice in accordance with Connecticut General Statutes §9-612(g)(1), a copy of which can be obtained at the following internet link: [https://seec.ct.gov/Portal/data/forms/ContrForms/seec\\_form\\_10\\_final.pdf](https://seec.ct.gov/Portal/data/forms/ContrForms/seec_form_10_final.pdf)

Proposer hereby represents, warrants and certifies to CHFA:

(1) that Proposer has received a copy of the written notice advising state contractors and prospective state contractors of the contribution and solicitation prohibitions set forth in Connecticut General Statutes §9-612(f)(2)(A) & (B);

(2) that the Proposer has not made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be violation of Connecticut General Statutes §9-612(f)(2)(A) & (B) without mitigating circumstances having been found to exist concerning such violation; and

(3) Proposer’s chief executive officer or authorized signatory of this Request for Proposal submission has completed and delivered to CHFA the State of Connecticut Campaign Contribution Certification in accordance with Connecticut General Statutes §9-612, set forth on **Exhibit C**, attached hereto and made a part hereof.

***Notice: CHFA shall not enter into any contract or agreement with Proposer if Proposer fails to make and comply with the representation requirements set forth in Connecticut General Statutes §9-612.***

Occupational Safety & Health; Connecticut General Statutes §31-57b. Proposer hereby represents, warrants and certifies to CHFA that Proposer is not in violation of, is in compliance with, and will remain in compliance with the requirements set forth in Connecticut General Statutes §31-57b throughout the term of any contract or agreement awarded in connection with the Request for Proposal.

***Notice: All representations, warranties and disclosures contained above are sworn as true to the best knowledge and belief of the below authorized signatory and any false statements made herein are punishable under the penalty for false statement set out in §53a-157b of the Connecticut General Statutes.***

PROPOSER:

[ENTITY NAME]

By: \_\_\_\_\_  
Name:  
Title:

Sworn and subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
Notary Public/Commissioner of the Superior Court



**STATE OF CONNECTICUT  
CAMPAIGN CONTRIBUTION CERTIFICATION**

*Written or electronic certification to accompany a bid or proposal or a non-competitive contract with a value of \$50,000 or more, pursuant to C.G.S. § 9-612.*

**INSTRUCTIONS:**

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of submission of your bid or proposal (if no bid or proposal– submit this completed form with the earliest submittal of any document to the state or quasi-public agency prior to the execution of the contract), and if there is a change in the information contained in the most recently filed certification, such person shall submit an updated certification either (i) not later than thirty (30) days after the effective date of such change or (ii) upon the submittal of any new bid or proposal for a contract, whichever is earlier.

**Check One:**

**Initial Certification**

**Updated Certification because of change of information contained in the most recently filed certification**

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

**I certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections Enforcement Commission to be in violation of subparagraph (A) or (B) of subdivision (2) of subsection (f) of Section 9-612 of the General Statutes, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.**

**All Campaign Contributions on behalf of any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidate, for a period of four years prior to signing the contract or date of the response to the bid, whichever is longer, include:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
**Printed Contractor Name**

\_\_\_\_\_  
**Printed Name of Authorized Official**

\_\_\_\_\_  
**Signature of Authorized Official**

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**

\_\_\_\_\_ My Commission Expires



# SEEC FORM 10

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 07/18

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## Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

### *Acknowledgement of Receipt of Explanation of Prohibitions for Incorporation in Contracting and Bidding Documents*

This notice is provided under the authority of Connecticut General Statutes § 9-612 (f) (2) and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

### CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of state senator or state representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

### DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

### PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties**—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties**—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

### CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.



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CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

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## DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person’s capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person’s capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with respect to a state contract, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual’s household who may legally be claimed as a dependent on the federal income tax return of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fundraising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee, serving on the committee that is hosting a fundraising event, introducing the candidate or making other public remarks at a fundraising event, being honored or otherwise recognized at a fundraising event, or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. “Solicit” does not include (i) making a contribution that is otherwise permitted under this chapter, (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office, (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this subdivision, or (v) mere attendance at a fundraiser.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor’s state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty-first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person’s capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

# SEEC FORM 10

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 07/18

Page 3 of 3



## ACKNOWLEDGEMENT OF RECEIPT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE (mm/dd/yyyy)

### NAME OF SIGNER

First Name	MI	Last Name	Suffix

### TITLE

### COMPANY NAME

Additional information may be found on the website of the State Elections Enforcement Commission,

[www.ct.gov/seec](http://www.ct.gov/seec)

Click on the link to "Lobbyist/Contractor Limitations"

## Instructions: CHFA Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CHFA facility. Contractors and vendors must obtain, at their own expense, all the insurance required here, and acceptable evidence of such insurance must be properly furnished to, and approved by, CHFA.

All subcontractors are subject to the same requirements. It is the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CHFA also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be endorsed with ISO Endorsement CG 20 10 (or equivalent) *or* ISO Endorsement CG 20 26 (or equivalent), *and* ISO Endorsement CG 20 37 (or equivalent) if so required. These form numbers must be specifically referenced on the certificate of insurance. If your insurance company uses a different form to provide CHFA with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CHFA. All coverage must be primary as to CHFA.

The proper name for the entity to be named as additional insured is: "Connecticut Housing Finance Authority, and/or related or affiliated entities."

Evidence of compliance with these requirements is with the ACCORD form 25, "Certificate of Liability Insurance", with 30 day notice of cancellation, plus copies of any required additional insured endorsements. Certificates should be sent to: Connecticut Housing Finance Authority, Attention: Legal Dept., 999 West St., Rocky Hill, CT 06067. Tel.: (860) 721-9501, Fax: (860) 721-0527.

Current insurance certificates must be furnished to CHFA at all times. Replacement certificates must be furnished *prior to the expiration or replacement* of referenced policies.

Required (if checked)	Type of Insurance	Standard Requirement
√	<p><b>Commercial General Liability</b></p> <p><b>Contractors or service vendors:</b></p>	<p><b>\$1,000,000</b> per occurrence/ <b>\$2,000,000</b> aggregate bodily injury/property damage.</p> <p>The CGL policy must include coverage for:</p> <ul style="list-style-type: none"> <li>• liability from premises and operations.</li> <li>• liability from products or completed operations.</li> <li>• liability from actions of independent contractors.</li> <li>• liability assumed by contract.</li> </ul> <p>All coverage provided to CHFA under this section must be primary.</p> <p>CHFA must be named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 or equivalent</p> <p>CHFA must <i>also</i> be named as “additional insured” on your CGL policy with form CG 20 37 or equivalent</p> <p>The Aggregate limit must apply per job/project.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
√	<b>Automobile Liability</b>	<b>\$1,000,000</b> per accident for bodily injury/property damage, including hired & non-owned vehicles
√	<p><b>Workers' Compensation</b></p> <p><b>Employers Liability</b></p>	<p>Statutory coverage in compliance with compensation laws of the State of Connecticut.</p> <p><b>\$100,000</b> each accident, <b>\$500,000</b> Disease – Policy limit <b>\$100,000</b> each employee</p>
√	<b>Umbrella Liability</b>	<b>\$1,000,000</b> Excess over underlying limits described above.
√	<b>Professional Liability</b>	<b>\$1,000,000</b> per occurrence/ <b>\$1,000,000</b> aggregate
	<b>Cyber Liability</b>	<b>\$1,000,000</b> per occurrence/ <b>\$1,000,000</b> aggregate

**Insurance Requirements**

Contractors or vendors working for and/or doing business with the Connecticut Housing Finance Authority (CHFA), or using CHFA facilities, shall agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CHFA facilities the following policies of insurance covering the following items. Insurance must be primary and endorsed to be noncontributory by CHFA, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CHFA must be endorsed to the policy as an additional insured (except Worker’s Compensation) unless this requirement is specifically waived in writing by CHFA. Contractors further agree that any subcontractor they intend to use on CHFA assigned work will be required to submit to the same indemnity and insurance requirements contained in this schedule. Contractor shall obtain insurance certificates stating that both Contractor and CHFA shall be endorsed to the subcontractor’s insurance policies as additional insured.

**Indemnification**

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CHFA and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CHFA either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

**Certificates of Insurance**

Before starting any work, or commencing any use or occupancy of CHFA premises, the contractor or vendor shall furnish to CHFA a certificate of insurance indicating, specifically, the existence of those coverages and limits set forth as follows. CHFA must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CHFA as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CHFA upon renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CHFA thirty (30) days notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CHFA, the contractor or vendor shall furnish to CHFA for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the agent of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Connecticut Housing Finance Authority, **Theresa Caldarone**, General Counsel, 999 West St., Rocky Hill, CT 06067. Tel.: (860) 571-4389, Fax: (860) 721-0527, Email: [Theresa.Caldarone@CHFA.org](mailto:Theresa.Caldarone@CHFA.org), as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

\_\_\_\_\_  
Signed by (contractor or vendor)

\_\_\_\_\_  
(type/print name of contractor or vendor)

\_\_\_\_\_  
Date

## Connecticut Housing Finance Authority Ethics Statement

The Connecticut Housing Finance Authority ("CHFA") was created in 1969 by the State legislature as a quasi-public agency of the State of Connecticut. Its purpose is to help alleviate the shortage of affordable housing for low and moderate-income families and persons in Connecticut, and when appropriate, to promote or maintain the economic development of the State through employer-assisted housing efforts.

CHFA administers a multi-billion dollar portfolio of housing related financing in the State resulting primarily from its loan programs for both single and multifamily housing. These programs are financed by the proceeds of tax exempt and taxable bonds issued by CHFA together with State funds it administers and its own funds. CHFA has significant interaction with the State and private financial markets and has relationships with both nonprofit and for profit developers of housing. It is important that the CHFA Board of Directors and its employees and persons doing business or seeking to do business with CHFA understand and comply at all times with CHFA's ethical standards in the performance of their duties and conduct of their business.

It is the policy of the Connecticut Housing Finance Authority that its employees and members of its Board of Directors will comply with all laws and regulations pertaining to the conduct of CHFA's business and administration of its programs and that they will do so with the highest standards of ethical behavior. Those with whom CHFA does business are expected to similarly comply with applicable laws and regulations and standards. Any breach or deviation from applicable laws and regulations or standards will result in appropriate disciplinary action including but not limited to termination of employment and sanctions as required by CHFA and state law.

The CHFA Board of Directors and all CHFA employees are subject to the Code of Ethics for Public Officials, Connecticut General Statutes Chapter 10, Part 1, § § 1-79 through 1-89 as amended ("Code of Ethics") in the discharge of their duties, including, but not limited to, the following provisions:

- Gifts - In general, acceptance of gifts from anyone doing business with or seeking to do business with CHFA or from persons known to be a registered lobbyist or lobbyist's representative is prohibited
- Financial Benefit - use of office for financial benefit of the individual, certain family members or associated businesses is prohibited
- Outside Employment - outside employment which may impair independence of judgment or induce disclosure of confidential information is prohibited (Note: Connecticut General Statutes § 8-244(b) provides notwithstanding the provisions of any other law to the contrary, it shall not constitute a conflict of interest for a trustee, director, partner or officer of any person, firm or corporation, or any individual having a financial interest in a person, firm or corporation, to serve as a member of the authority, provided such trustee, director, partner, officer or individual shall abstain from deliberation, action or vote by the authority in specific respect to such person, firm or corporation.)
- Financial Disclosure - filing of financial disclosure statements with the State Ethics Commission is required by certain employees and the Board of Directors
- Post -State Employment - accepting employment with parties to contracts or regulated parties upon leaving CHFA is restricted (Note: Connecticut General Statutes § 1-84b(c) provides exceptions for members or former members of the boards or commissions who serve ex officio, who are required by statute to represent the regulated industry or who are permitted by statute to have a past or present affiliation with the regulated industry.)

Members of the Board of Directors and all CHFA employees are provided a copy of the Code of Ethics. Additionally, CHFA employees are subject to the provisions of the CHFA employee handbook as amended ("Employee Handbook") including, but not limited to:

- Provisions limiting conflicts of interest and requiring filing of a statement with the President-Executive Director regarding any outside employment (§107)
- Requiring gifts with a value of \$10 to be returned or directed to CHFA (§107)
- Prohibiting acceptance of meals or entertainment from those in a position to benefit from CHFA decisions, contracts or financing (§107)
- Limitations on outside employment including prohibiting conducting outside business or employment during working hours or using CHFA facilities or resources to conduct any business other than CHFA official business (§108)
- Requiring compliance with the Code of Ethics (§701)

Copies of this Ethics Statement, the Code of Ethics and Employee Handbook are provided to employees and to each new employee prior to the commencement of employment with CHFA. Employees are required to sign a statement acknowledging receipt of the Code of Ethics and Employee Handbook and agreeing to comply with their requirements.

Employees who leave CHFA are required to comply with the Code of Ethics provisions regarding post-employment and are reminded of these during an exit interview with CHFA's Human Resources staff.

Breaches of any of the provisions of the Code of Ethics or Employee Handbook or other governing laws or regulations will result in disciplinary action up to and including dismissal, in addition to sanctions provided by state law.

CHFA has designated as its Ethics Liaison its General Counsel. The Ethics Liaison is an available resource to CHFA employees regarding statutory and regulatory compliance and questions regarding ethical standards; however, questions concerning the applicability or enforcement of the Code of Ethics are to be directed to the State of Connecticut Ethics Commission.

Persons doing business with or seeking to do business with CHFA will be provided with a copy of this Ethics Statement and are required to comply with the applicable provisions of the Code of Ethics and the Code of Ethics for Lobbyists, Connecticut General Statutes §§1-91 through 1-101 and other governing laws and regulations including, but not limited to:

- Restrictions on gift giving (§ 1-84(f),(m))
- Employment (§ 1-84(g), 1-84b(c)(3))
- Reporting (§ 1-84(o))

and are required to comply with requirements of Connecticut General Statutes §3-13j and §3-131 regarding disclosure of third party fees and finders fees and §§4-250 through 4-252 regarding affidavits and certifications for large state contracts.

§ 4-61dd. Whistle-blowing. Disclosure of information to Auditors of Public Accounts. Investigation by Attorney General. Rejection of complaint. Complaints re retaliatory personnel actions. Report to General Assembly. Large state contractors. Posting of notice. Definitions. State shellfish grounds lessees.

## **Connecticut Statutes**

### **Title 4. MANAGEMENT OF STATE AGENCIES**

#### **Chapter 48. ORGANIZATION OF STATE AGENCIES**

*Current with legislation from 2021 effective as of July 6, 2021.*

**§ 4-61dd. Whistle-blowing. Disclosure of information to Auditors of Public Accounts. Investigation by Attorney General. Rejection of complaint. Complaints re retaliatory personnel actions. Report to General Assembly. Large state contractors. Posting of notice. Definitions. State shellfish grounds lessees**

- (a) Any person having knowledge of any matter involving (1) corruption, unethical practices, violation of state laws or regulations, mismanagement, gross waste of funds, abuse of authority or danger to the public safety occurring in any state department or agency, any quasi-public agency, as defined in section 1-120, or any Probate Court, (2) corruption, violation of state or federal laws or regulations, gross waste of funds, abuse of authority or danger to the public safety occurring in any large state contract, or (3) corruption by an entity receiving financial assistance pursuant to title 32 that has failed to meet its contractual obligations or has failed to satisfy any condition regarding such financial assistance, may transmit all facts and information in such person's possession concerning such matter to the Auditors of Public Accounts. The Auditors of Public Accounts shall review such matter and report their findings and any recommendations to the Attorney General. Upon receiving such a report, the Attorney General shall make such investigation as the Attorney General deems proper regarding such report and any other information that may be reasonably derived from such report. Prior to conducting an investigation of any information that may be reasonably derived from such report, the Attorney General shall consult with the Auditors of Public Accounts concerning the relationship of such additional information to the report that has been issued pursuant to this subsection. Any such subsequent investigation deemed appropriate by the Attorney General shall only be conducted with the concurrence and assistance of the Auditors of Public Accounts. At the request of the Attorney General or on their own initiative, the auditors shall assist in the investigation.
- (b) (1) The Auditors of Public Accounts may reject any complaint received pursuant to subsection (a) of this section if the Auditors of Public Accounts determine one or

more of the following:

- (A) There are other available remedies that the complainant can reasonably be expected to pursue;
- (B) The complaint is better suited for investigation or enforcement by another state agency;
- (C) The complaint is trivial, frivolous, vexatious or not made in good faith;
- (D) Other complaints have greater priority in terms of serving the public good;
- (E) The complaint is not timely or is too long delayed to justify further investigation; or
- (F) The complaint could be handled more appropriately as part of an ongoing or scheduled regular audit.

(2) If the Auditors of Public Accounts reject a complaint pursuant to subdivision (1) of this subsection, the Auditors of Public Accounts shall provide a report to the Attorney General setting out the basis for the rejection.

(3) If at any time the Auditors of Public Accounts determine that a complaint is more appropriately investigated by another state agency, the Auditors of Public Accounts shall refer the complaint to such agency. The investigating agency shall provide a status report regarding the referred complaint to the Auditors of Public Accounts upon request.

(c) Notwithstanding the provisions of section 12-15, the Commissioner of Revenue Services may, upon written request by the Auditors of Public Accounts, disclose return or return information, as defined in section 12-15, to the Auditors of Public Accounts for purposes of preparing a report under subsection (a) or (b) of this section. Such return or return information shall not be published in any report prepared in accordance with subsection (a) or (b) of this section, and shall not otherwise be redisclosed, except that such information may be redisclosed to the Attorney General for purposes of an investigation authorized by subsection (a) of this section. Any person who violates the provisions of this subsection shall be subject to the provisions of subsection (g) of section 12-15.

(d) The Attorney General may summon witnesses, require the production of any necessary books, papers or other documents and administer oaths to witnesses, where necessary, for the purpose of an investigation pursuant to this section or for the purpose of investigating a suspected violation of subsection (a) of section 4-275 until such time as the Attorney General files a civil action pursuant to section 4-276. Service of a subpoena ad testificandum, subpoena duces tecum and a notice of deposition, may be made by:

- (1) Personal service or service at the usual place of abode; or



(2) registered or certified mail, return receipt requested, a duly executed copy thereof addressed to the person to be served at such person's principal place of business in this state, or, if such person has no principal place of business in this state, at such person's principal office or such person's residence. Upon the conclusion of the investigation, the Attorney General shall where necessary, report any findings to the Governor, or in matters involving criminal activity, to the Chief State's Attorney. In addition to the exempt records provision of section 1-210, the Auditors of Public Accounts and the Attorney General shall not, after receipt of any information from a person under the provisions of this section or sections 4-276 to 4-280, inclusive, disclose the identity of such person without such person's consent unless the Auditors of Public Accounts or the Attorney General determines that such disclosure is unavoidable, and may withhold records of such investigation, during the pendency of the investigation. All documentary material or other information furnished to the Attorney General, his or her deputy or any assistant attorney general designated by the Attorney General, pursuant to a demand issued under this subsection for the purpose of investigating a suspected violation of subsection (a) of section 4-275, shall be returned to the person furnishing such documentary material or other information upon the termination of the Attorney General's investigation or final determination of any action or proceeding commenced thereunder.

- (e) (1) No state officer or employee, as defined in section 4-141, no quasi-public agency officer or employee, no officer or employee of a large state contractor and no appointing authority shall take or threaten to take any personnel action against any state or quasi-public agency employee or any employee of a large state contractor in retaliation for (A) such employee's or contractor's disclosure of information to (i) an employee of the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of this section; (ii) an employee of the state agency or quasi-public agency where such state officer or employee is employed; (iii) an employee of a state agency pursuant to a mandated reporter statute or pursuant to subsection (b) of section 17a-28 ; (iv) an employee of the Probate Court where such employee is employed; or (v) in the case of a large state contractor, an employee of the contracting state agency concerning information involving the large state contract; or (B) such employee's testimony or assistance in any proceeding under this section.
- (2) (A) Not later than ninety days after learning of the specific incident giving rise to a claim that a personnel action has been threatened or has occurred in violation of subdivision (1) of this subsection, a state or quasi-public agency employee, an employee of a large state contractor or the employee's attorney may file a complaint against the state agency, quasi-public agency,

Probate Court, large state contractor or appointing authority concerning such personnel action with the Chief Human Rights Referee designated under section 46a-57. Such complaint may be amended if an additional incident giving rise to a claim under this subdivision occurs subsequent to the filing of the original complaint. The Chief Human Rights Referee shall assign the complaint to a human rights referee appointed under section 46a-57, who shall conduct a hearing and issue a decision concerning whether the officer or employee taking or threatening to take the personnel action violated any provision of this section. The human rights referee may order a state agency, quasi-public agency or Probate Court to produce (i) an employee of such agency, quasi-public agency or Probate Court to testify as a witness in any proceeding under this subdivision, or (ii) books, papers or other documents relevant to the complaint, without issuing a subpoena. If such agency, quasi-public agency or Probate Court fails to produce such witness, books, papers or documents, not later than thirty days after such order, the human rights referee may consider such failure as supporting evidence for the complainant. If, after the hearing, the human rights referee finds a violation, the referee may award the aggrieved employee reinstatement to the employee's former position, back pay and reestablishment of any employee benefits for which the employee would otherwise have been eligible if such violation had not occurred, reasonable attorneys' fees, and any other damages. For the purposes of this subsection, such human rights referee shall act as an independent hearing officer. The decision of a human rights referee under this subsection may be appealed by any person who was a party at such hearing, in accordance with the provisions of section 4-183.

- (B) The Chief Human Rights Referee shall adopt regulations, in accordance with the provisions of chapter 54, establishing the procedure for filing complaints and noticing and conducting hearings under subparagraph (A) of this subdivision.
- (3) As an alternative to the provisions of subdivision (2) of this subsection:
- (A) A state or quasi-public agency employee who alleges that a personnel action has been threatened or taken may file an appeal not later than ninety days after learning of the specific incident giving rise to such claim with the Employees' Review Board under section 5-202, or, in the case of a state or quasi-public agency employee covered by a collective bargaining contract, in accordance with the procedure provided by such contract; or
  - (B) an employee of a large state contractor alleging that such action has been threatened or taken may, after exhausting all available administrative

remedies, bring a civil action in accordance with the provisions of subsection (c) of section 31-51m.

- (4) In any proceeding under subdivision (2) or (3) of this subsection concerning a personnel action taken or threatened against any state or quasi-public agency employee or any employee of a large state contractor, which personnel action occurs not later than two years after the employee first transmits facts and information concerning a matter under subsection (a) of this section or discloses information under subdivision (1) of this subsection to the Auditors of Public Accounts, the Attorney General or an employee of a state agency, quasi-public agency or Probate Court, as applicable, there shall be a rebuttable presumption that the personnel action is in retaliation for the action taken by the employee under subsection (a) of this section or subdivision (1) of this subsection.
- (5) If a state officer or employee, as defined in section 4-141, a quasi-public agency officer or employee, an officer or employee of a large state contractor or an appointing authority takes or threatens to take any action to impede, fail to renew or cancel a contract between a state agency and a large state contractor, or between a large state contractor and its subcontractor, in retaliation for the disclosure of information pursuant to subsection (a) of this section or subdivision (1) of this subsection to any agency listed in subdivision (1) of this subsection, such affected agency, contractor or subcontractor may, not later than ninety days after learning of such action, threat or failure to renew, bring a civil action in the superior court for the judicial district of Hartford to recover damages, attorney's fees and costs.
- (f) Any employee of a state agency, quasi-public agency, Probate Court or large state contractor, who is found by the Auditors of Public Accounts, the Attorney General, a human rights referee or the Employees' Review Board to have knowingly and maliciously made false charges under subsection (a) of this section, shall be subject to disciplinary action by such employee's appointing authority up to and including dismissal. In the case of a state or quasi-public agency employee, such action shall be subject to appeal to the Employees' Review Board in accordance with section 5-202, or in the case of state or quasi-public agency employees included in collective bargaining contracts, the procedure provided by such contracts.
- (g) On or before September first, annually, the Auditors of Public Accounts shall submit, in accordance with the provisions of section 11-4a, to the clerk of each house of the General Assembly a report indicating the number of matters for which facts and information were transmitted to the auditors pursuant to this section during the preceding state fiscal year and the disposition of each such matter.
- (h) Each contract between a state or quasi-public agency and a large state contractor shall

provide that, if an officer, employee or appointing authority of a large state contractor takes or threatens to take any personnel action against any employee of the contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) or subdivision (1) of subsection (e) of this section, the contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of the contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The executive head of the state or quasi-public agency may request the Attorney General to bring a civil action in the superior court for the judicial district of Hartford to seek imposition and recovery of such civil penalty.

- (i) Each state agency or quasi-public agency shall post a notice of the provisions of this section relating to state employees and quasi-public agency employees in a conspicuous place that is readily available for viewing by employees of such agency or quasi-public agency. Each Probate Court shall post a notice of the provisions of this section relating to Probate Court employees in a conspicuous place that is readily available for viewing by employees of such court. Each large state contractor shall post a notice of the provisions of this section relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the contractor.
- (j) No person who, in good faith, discloses information in accordance with the provisions of this section shall be liable for any civil damages resulting from such good faith disclosure.
- (k) As used in this section:
  - (1) "Large state contract" means a contract having a value of five million dollars or more (A) between an entity and a state or quasi-public agency, or (B) for the receipt of financial assistance by an entity from the state pursuant to title 32; and
  - (2) "Large state contractor" means an entity that has entered into a large state contract with a state or quasi-public agency.
- (l)
  - (1) No officer or employee of a state shellfish grounds lessee shall take or threaten to take any personnel action against any employee of a state shellfish grounds lessee in retaliation for (A) such employee's disclosure of information to an employee of the leasing agency concerning information involving the state shellfish grounds lease, or (B) such employee's testimony or assistance in any proceeding under this section.
  - (2) (A) Not later than ninety days after learning of the specific incident giving rise to a claim that a personnel action has been threatened or has occurred in violation of subdivision (1) of this subsection, an employee of a state

shellfish grounds lessee or the employee's attorney may file a complaint against the state shellfish grounds lessee concerning such personnel action with the Chief Human Rights Referee designated under section 46a-57. Such complaint may be amended if an additional incident giving rise to a claim under this subdivision occurs subsequent to the filing of the original complaint. The Chief Human Rights Referee shall assign the complaint to a human rights referee appointed under section 46a-57, who shall conduct a hearing and issue a decision concerning whether the officer or employee taking or threatening to take the personnel action violated any provision of this subsection. The human rights referee may order a state shellfish grounds lessee to produce (i) an employee of such lessee to testify as a witness in any proceeding under this subdivision, or (ii) books, papers or other documents relevant to the complaint, without issuing a subpoena. If such state shellfish grounds lessee fails to produce such witness, books, papers or documents, not later than thirty days after such order, the human rights referee may consider such failure as supporting evidence for the complainant. If, after the hearing, the human rights referee finds a violation, the referee may award the aggrieved employee reinstatement to the employee's former position, back pay and reestablishment of any employee benefits for which the employee would otherwise have been eligible if such violation had not occurred, reasonable attorneys' fees and any other damages. For the purposes of this subsection, such human rights referee shall act as an independent hearing officer. The decision of a human rights referee under this subsection may be appealed by any person who was a party at such hearing, in accordance with the provisions of section 4-183.

- (B) The Chief Human Rights Referee shall adopt regulations, in accordance with the provisions of chapter 54, establishing the procedure for filing complaints and noticing and conducting hearings under subparagraph (A) of this subdivision.
- (3) As an alternative to the provisions of subdivision (2) of this subsection, an employee of a state shellfish grounds lessee who alleges that a personnel action has been threatened or taken may, after exhausting all available administrative remedies, bring a civil action in accordance with the provisions of subsection (c) of section 31-51m.
- (4) In any proceeding under subdivision (2) or (3) of this subsection concerning a personnel action taken or threatened against any employee of a state shellfish grounds lessee, which personnel action occurs not later than two years after the employee first transmits facts and information to an employee of the leasing agency concerning the state shellfish grounds lease, there shall be a rebuttable

presumption that the personnel action is in retaliation for the action taken by the employee under subdivision (1) of this subsection.

**Cite as (Casemaker) Conn. Gen. Stat. § 4-61dd**

**Source:**

(P.A. 79-599, S. 1, 2; P.A. 83-232; P.A. 85-559, S. 5; P.A. 87-442, S. 1, 8; P.A. 89-81, S. 3; P.A. 97-55; P.A. 98-191, S. 1, 2; P.A. 02-91, S. 1; P.A. 04-58, S. 1, 2; P.A. 05-287, S. 47; P.A. 06-196, S. 26; P.A. 09-185, S. 2; Sept. Sp. Sess. P.A. 09-5, S. 16; P.A. 11-48, S. 17; P.A. 14-217, S. 17; 14-227, S. 1; June Sp. Sess. P.A. 15-5, S. 117; P.A. 17-136, S. 1; P.A. 18-22, S. 2.)

**History.** Amended by P.A. 19-0069, S. 1 of the Connecticut Acts of the 2019 Regular Session, eff. 10/1/2019.

Amended by P.A. 18-0022, S. 2 of the Connecticut Acts of the 2018 Regular Session, eff. 10/1/2018.

Amended by P.A. 17-0136, S. 1 of the Connecticut Acts of the 2017 Regular Session, eff. 10/1/2017.

Amended by P.A. 15-0005, S. 117 of the Connecticut Acts of the 2015 Special Session, eff. 7/1/2015.

Amended by P.A. 14-0227, S. 1 of the Connecticut Acts of the 2014 Regular Session, eff. 6/13/2014.

Amended by P.A. 14-0217, S. 17 of the Connecticut Acts of the 2014 Regular Session, eff. 6/13/2014.

Amended by P.A. 11-0048, S. 17 of the the 2011 Regular Session, eff. 10/1/2011.

Amended by P.A. 09-0005, S. 16 of the Sept. 2009 Sp. Sess., eff. 10/5/2009.

Amended by P.A. 09-0185, S. 2 of the the 2009 Regular Session, eff. 10/1/2009.

**Case Notes:**

The term "personnel action" encompasses the term "employment action", therefore the human rights referee properly applied standards used in adverse employment actions to the employee's whistle-blower retaliation claims; section does not require extreme measures, such as termination, before its protections are implicated, but, rather, it requires only a personnel action that would dissuade a reasonable employee from whistle-blowing. 135 CA 563. Because section has a remedial purpose, the failure of an employee to comply with section's prescribed filing period does not divest a human rights referee of subject matter jurisdiction; "any other damages" does not encompass equitable forms of relief, such as an order that requires completion of a professional ethics class, but is confined to compensating victims of whistle-blower retaliation for the economic harm they suffer. 143 CA 839.

Plain language reading of section includes "sheriffs" and "deputy sheriffs" among those who could be investigated because of legislature's use of the words "state department or agency" within the statute; requirement that Attorney General forward information to Chief State's Attorney if warranted does not make section a criminal statute; power granted to Attorney General under section is not an impermissible intrusion upon powers granted to another department of government. 47 CS 447.

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## Connecticut Statutes

### Title 4. MANAGEMENT OF STATE AGENCIES

#### Chapter 55c. LARGE STATE CONTRACTS: CERTIFICATIONS

*Current with legislation from 2021 effective as of July 6, 2021.*

##### § 4-252. Certification requirements for large state contracts

- (a) Except as provided in section [10a-151f](#), on and after July 1, 2021, no state agency or quasi-public agency shall execute a large state contract unless such contract contains the representation described in this section.
- (b) The official or employee of such state agency or quasi-public agency who is authorized to execute state contracts shall represent that the selection of the most qualified or highest ranked person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.
- (c) Any principal or key personnel of the person, firm or corporation submitting a bid or proposal for a large state contract shall represent:
  - (1) That no gifts were made by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participate substantially in preparing bids, proposals or negotiating state contracts, or (C) any agent of such person, firm, corporation or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating state contracts, to (i) any public official or state employee of the state agency or quasipublic agency soliciting bids or proposals for state contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for state contracts or the negotiation or award of state contracts, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency;
  - (2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and
  - (3) That the person, firm or corporation is submitting bids or proposals without fraud or collusion with any person.
- (d) Any bidder or proposer that does not agree to the representations required under this section shall be rejected and the state agency or quasi-public agency shall award the contract to the next highest ranked proposer or the next lowest responsible qualified bidder or seek new bids or proposals.
- (e) Each state agency and quasi-public agency shall include in the bid specifications or request for proposals for a large state contract a notice of the representation requirements of this section.

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**Source:**

( [P.A. 04-245, S. 4](#); [P.A. 11-229, S. 2](#); [P.A. 17-130, S. 6](#).)

**History.** Amended by [P.A. 21-0076, S. 2 of the Connecticut Acts of the 2021 Regular Session](#), eff. 7/1/2021.

Amended by [P.A. 17-0130, S. 6 of the Connecticut Acts of the 2017 Regular Session](#), eff. 7/1/2017.

Amended by [P.A. 11-0229, S. 2 of the the 2011 Regular Session](#), eff. 10/1/2011.



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## Connecticut Statutes

### Title 4. MANAGEMENT OF STATE AGENCIES

#### Chapter 55c. LARGE STATE CONTRACTS: CERTIFICATIONS

*Current with legislation from 2021 effective as of July 6, 2021.*

##### § 4-252a. Certification re whether making certain investments in Iran

- (a) For purposes of this section, "state agency" and "quasi-public agency" have the same meanings as provided in section [1-79](#), "large state contract" has the same meaning as provided in section [4-250](#) and "entity" means any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization whose principal place of business is located outside of the United States, but excludes any United States subsidiary of a foreign corporation.
- (b) No state agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any entity unless such contract contains a certification that such entity has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.
- (c) Each state agency and quasi-public agency shall include in the bid specifications or request for proposals for a large state contract a notice of the certification requirements of this section.
- (d) Any entity that makes a good faith effort to determine whether such entity has made an investment described in subsection (b) of this section shall not be subject to the penalties of false statement pursuant to this section. A "good faith effort" for purposes of this subsection includes a determination that such entity is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the state of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the state agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the contract.
- (e) The provisions of this section shall not apply to any contract of the Treasurer as trustee of the Connecticut retirement plans and trust funds, as defined in section [3-13c](#), provided nothing in this subsection shall be construed to prevent the Treasurer from performing his or her fiduciary duties under section [3-13g](#).

Cite as (Casemaker) Conn. Gen. Stat. § 4-252a

Source:

( [P.A. 13-162](#), [S. 1.](#) )

History. Amended by [P.A. 21-0076](#), [S. 3 of the Connecticut Acts of the 2021 Regular Session](#), eff. 7/1/2021.

§ 4a-60. (Formerly Sec. 4-114a). Nondiscrimination and affirmative action provisions in awarding agency, municipal public works and quasi-public agency project contracts.

## **Connecticut Statutes**

### **Title 4A. ADMINISTRATIVE SERVICES**

#### **Chapter 58. PURCHASES AND PRINTING**

*Current with legislation from 2021 effective as of July 6, 2021.*

#### **§ 4a-60. (Formerly Sec. 4-114a). Nondiscrimination and affirmative action provisions in awarding agency, municipal public works and quasi-public agency project contracts**

- (a) Except as provided in section 10a-151i, every contract to which an awarding agency is a party, every quasi-public agency project contract and every municipal public works contract shall contain the following provisions:
- (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut; and the contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved;
  - (2) The contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission on Human Rights and Opportunities;
  - (3) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's

commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;

- (4) The contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, 46a-68f and 46a-86 ; and
  - (5) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.
- (b) If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works or quasi-public agency project.
- (c) Except as provided in section 10a-151i :
- (1) Any contractor who has one or more contracts with an awarding agency or who is a party to a municipal public works contract or a contract for a quasi-public agency project shall include a nondiscrimination affirmation provision certifying that the contractor understands the obligations of this section and will maintain a policy for the duration of the contract to assure that the contract will be performed in compliance with the nondiscrimination requirements of subsection (a) of this section. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the contract, or (B) providing an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations.
  - (2) No awarding agency, or in the case of a municipal public works contract, no municipality, or in the case of a quasi-public agency project contract, no entity, shall award a contract to a contractor that has not included the nondiscrimination affirmation provision in the contract and demonstrated its understanding of such provision as required under subdivision (1) of this subsection.
- (d) For the purposes of this section, "contract" includes any extension or modification of the contract, "contractor" includes any successors or assigns of the contractor, "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced, and "mental disability" means one or more mental disorders, as

defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders. For the purposes of this section, "contract" does not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, as defined in section 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in subdivision (1), (2), (3) or (4) of this subsection.

- (e) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons:
- (1) Who are active in the daily affairs of the enterprise,
  - (2) who have the power to direct the management and policies of the enterprise, and
  - (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n ; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.
- (f) Determination of the contractor's good faith efforts shall include, but shall not be limited to, the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission on Human Rights and Opportunities may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (g) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission on Human Rights and Opportunities, of its good faith efforts.
- (h) The contractor shall include the provisions of subsections (a) and (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state, and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract or contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer, unless exempted by regulations or orders of the Commission on Human Rights and Opportunities. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with section 46a-56 ; provided, if

such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission regarding a state contract, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

**Cite as (Casemaker) Conn. Gen. Stat. § 4a-60**

**Source:**

(February, 1965, P.A. 366, S. 1; 1967, P.A. 284; P.A. 73-279, S. 13; P.A. 74-68; P.A. 76-8; P.A. 78-148, S. 8; P.A. 82-358, S. 7, 10; P.A. 83-569, S. 8, 17; P.A. 84-412, S. 3, 8; 84-418; P.A. 88-351, S. 2, 16; P.A. 89-253, S. 2, 7; P.A. 07-142, S. 9; P.A. 09-158, S. 1; P.A. 11-55, S. 3; 11-129, S. 20; 11-229, S. 3; June Sp. Sess. P.A. 15-5, S. 63; P.A. 17-130, S. 7; P.A. 18-75, S. 2.)

**History.** Amended by P.A. 21-0076, S. 6 of the Connecticut Acts of the 2021 Regular Session, eff. 7/1/2021.

Amended by P.A. 18-0075, S. 2 of the Connecticut Acts of the 2018 Regular Session, eff. 7/1/2018.

Amended by P.A. 17-0130, S. 7 of the Connecticut Acts of the 2017 Regular Session, eff. 7/1/2017.

Amended by P.A. 15-0005, S. 63 of the Connecticut Acts of the 2015 Special Session, eff. 10/1/2015.

Amended by P.A. 11-0229, S. 3 of the the 2011 Regular Session, eff. 10/1/2011.

Amended by P.A. 11-0055, S. 3 of the the 2011 Regular Session, eff. 10/1/2011.

Amended by P.A. 09-0158, S. 1 of the the 2009 Regular Session, eff. 6/30/2009.

**Cross References:**

See Sec. 1-1f for definitions of "blind" and "physically disabled".

See Sec. 1-1g for definition of "intellectual disability".

See Sec. 46a-68b for definition of "public works contract".

§ 4a-60a. Provisions re nondiscrimination on the basis of sexual orientation required in awarding agency, municipal public works and quasi-public agency project contracts.

## **Connecticut Statutes**

### **Title 4A. ADMINISTRATIVE SERVICES**

#### **Chapter 58. PURCHASES AND PRINTING**

*Current with legislation from 2021 effective as of July 6, 2021.*

#### **§ 4a-60a. Provisions re nondiscrimination on the basis of sexual orientation required in awarding agency, municipal public works and quasi-public agency project contracts**

- (a) Except as provided in section 10a-151i, every contract to which an awarding agency is a party, every contract for a quasi-public agency project and every municipal public works contract shall contain the following provisions:
- (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation;
  - (2) The contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;
  - (3) The contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 ; and
  - (4) The contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.
- (b) Except as provided in section 10a-151i :
- (1) Any contractor who has one or more contracts with an awarding agency or who is

a party to a municipal public works contract or a contract for a quasi-public agency project shall include a nondiscrimination affirmation provision in the contract certifying that the contractor understands the obligations of this section and will maintain a policy for the duration of the contract to assure that the contract will be performed in conformance with the nondiscrimination requirements of this section. The authorized signatory of the contract shall demonstrate his or her understanding of this obligation by either (A) initialing the nondiscrimination affirmation provision in the body of the contract, or (B) providing an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations.

- (2) No awarding agency, or in the case of a municipal public works contract, no municipality, or in the case of a quasi-public agency project contract, no entity, shall award a contract to a contractor who has not included the nondiscrimination affirmation provision in the contract and demonstrated its understanding of such provision as required under subdivision (1) of this subsection.
- (c) For the purposes of this section, "contract" includes any extension or modification of the contract, and "contractor" includes any successors or assigns of the contractor. For the purposes of this section, "contract" does not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, as defined in section 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in subdivision (1), (2), (3) or (4) of this subsection.
- (d) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state, and in every subcontract entered into in order to fulfill any obligation of a municipal public works contractor contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission on Human Rights and Opportunities. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with section 46a-56 ; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission regarding a state contract, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

**Cite as (Casemaker) Conn. Gen. Stat. § 4a-60a**

**Source:**

**( P.A. 91-58, S. 16; 91-407, S. 8, 42; P.A. 07-142, S. 10; P.A. 09-158, S. 2; P.A. 11-229, S. 4; June Sp. Sess. P.A. 15-5, S. 64; P.A. 17-130, S. 8.)**

**History.** Amended by P.A. 21-0076, S. 7 of the Connecticut Acts of the 2021 Regular Session, eff. 7/1/2021.

Amended by P.A. 17-0130, S. 8 of the Connecticut Acts of the 2017 Regular Session, eff. 7/1/2017.

Amended by P.A. 15-0005, S. 64 of the Connecticut Acts of the 2015 Special Session, eff. 10/1/2015.

Amended by P.A. 11-0229, S. 4 of the the 2011 Regular Session, eff. 10/1/2011.

Amended by P.A. 09-0158, S. 2 of the the 2009 Regular Session, eff. 6/30/2009.

**Cross References:**

See Sec. 46a-68b for definition of "public works contract".



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## Connecticut Statutes

### Title 4A. ADMINISTRATIVE SERVICES

#### Chapter 58. PURCHASES AND PRINTING

*Current with legislation from 2021 effective as of July 6, 2021.*

#### **§ 4a-81. Contracts for goods and services over fifty thousand dollars. Affidavit by bidder or vendor re consulting agreements. Failure to submit. Disqualification**

- (a) Except as provided in section [10a-151f](#), no state agency or quasipublic agency shall execute a contract for the purchase of goods or services, which contract has a total value to the state of fifty thousand dollars or more in any calendar or fiscal year, unless such contract contains the representations described in subsection (b) of this section.
- (b)
- (1) Each contract described in subsection (a) of this section shall include a representation whether any consulting agreement has been entered into in connection with any such contract. Such representation shall be required if any duties of the consultant included communications concerning business of a state or quasi-public agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. As used in this section, "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the state, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 as of the date such contract is executed in accordance with the provisions of this section.
  - (2) Such representation shall be sworn as true to the best knowledge and belief of the person signing the contract and shall be subject to the penalties of false statement.
  - (3) Such representation shall include the following information for each consulting agreement listed: The name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such representation shall indicate his or her former agency and the date such employment terminated.
- (c) Each state agency and quasi-public agency shall include a notice of the representation requirements of this section in the bid specifications or request for proposals for any contract that is described in subsection (a) of this section.
- (d) If a bidder or vendor refuses to agree to the representations required under subsections (a) and (b) of this section, such bidder or vendor shall be rejected and the state agency or

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quasi-public agency shall award the contract to the next highest ranked vendor or the next lowest responsible qualified bidder or seek new bids or proposals.

**Cite as (Casemaker) Conn. Gen. Stat. § 4a-81**

**Source:**

( [P.A. 05-287, S. 51](#); [P.A. 11-229, S. 5](#); [P.A. 17-130, S. 10](#).)

**History.** Amended by [P.A. 21-0076, S. 4 of the Connecticut Acts of the 2021 Regular Session](#), eff. 7/1/2021.

Amended by [P.A. 17-0130, S. 10 of the Connecticut Acts of the 2017 Regular Session](#), eff. 7/1/2017.

Amended by [P.A. 11-0229, S. 5 of the the 2011 Regular Session](#), eff. 10/1/2011.

§ 9-612. (Formerly Sec. 9-333n). Other contributions by individuals. Principals of investment services firms, state contractors, principals of state contractors, prospective state contractors or principals of prospective state contractors. Lists. Subcontracts study. State officials or employees. Legislative caucus staff members.

## **Connecticut Statutes**

### **Title 9. ELECTIONS**

#### **Chapter 155. ELECTIONS: CAMPAIGN FINANCING**

*Current with legislation from 2021 effective as of July 6, 2021.*

**§ 9-612. (Formerly Sec. 9-333n). Other contributions by individuals. Principals of investment services firms, state contractors, principals of state contractors, prospective state contractors or principals of prospective state contractors. Lists. Subcontracts study. State officials or employees. Legislative caucus staff members**

- (a) No individual shall make a contribution or contributions in any one calendar year in excess of ten thousand dollars to the state central committee of any party, or for the benefit of such committee pursuant to its authorization or request; or two thousand dollars to a town committee of any political party, or for the benefit of such committee pursuant to its authorization or request; or two thousand dollars to a legislative caucus committee or legislative leadership committee, or one thousand dollars to any other political committee other than (1) a political committee formed solely to aid or promote the success or defeat of a referendum question, (2) an exploratory committee, (3) a political committee established by an organization, or for the benefit of such committee pursuant to its authorization or request, or (4) a political committee formed by a slate of candidates in a primary for the office of justice of the peace of the same town.
- (b) No individual shall make a contribution to a political committee established by an organization which receives its funds from the organization's treasury. With respect to a political committee established by an organization which has complied with the provisions of subsection (b) or (c) of section 9-614, and has elected to receive contributions, no individual other than a member of the organization may make contributions to the committee, in which case the individual may contribute not more than seven hundred fifty dollars in any one calendar year to such committee or for the benefit of such committee pursuant to its authorization or request.
- (c) In no event may any individual make contributions to a candidate committee and a political committee formed solely to support one candidate other than an exploratory committee or for the benefit of a candidate committee and a political committee formed solely to support one candidate pursuant to the authorization or request of any such committee, in an

amount which in the aggregate is in excess of the maximum amount which may be contributed to the candidate.

- (d) Any individual may make unlimited contributions or expenditures to aid or promote the success or defeat of any referendum question, provided any individual who makes an expenditure or expenditures in excess of one thousand dollars to promote the success or defeat of any referendum question shall file statements according to the same schedule and in the same manner as is required of a treasurer of a political committee under section 9-608.
- (e)
  - (1) As used in this subsection and subsection (f) of section 9-608, (A) "investment services" means investment legal services, investment banking services, investment advisory services, underwriting services, financial advisory services or brokerage firm services, and (B) "principal of an investment services firm" means
    - (i) an individual who is a director of or has an ownership interest in an investment services firm to which the State Treasurer pays compensation, expenses or fees or issues a contract, except for an individual who owns less than five per cent of the shares of an investment services firm,
    - (ii) an individual who is employed by such an investment services firm as president, treasurer, or executive vice president,
    - (iii) an employee of such an investment services firm who has managerial or discretionary responsibilities with respect to any investment services provided to the State Treasurer,
    - (iv) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (v) a political committee established or controlled by an individual described in this subparagraph.
  - (2) No principal of an investment services firm shall make a contribution to, or solicit contributions on behalf of, an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State Treasurer during the term of office of the State Treasurer who pays compensation, expenses or fees or issues a contract to such firm. The provisions of this subdivision shall apply only to contributions and the solicitation of contributions that are not prohibited under subdivision (2) of subsection (f) of this section.
  - (3) Neither the State Treasurer, the Deputy State Treasurer, any unclassified employee of the office of the State Treasurer acting on behalf of the State Treasurer or Deputy State Treasurer, any candidate for the office of State Treasurer, any member of the Investment Advisory Council established under section 3-13b nor any agent of any such candidate may knowingly, wilfully or intentionally solicit contributions on behalf of an exploratory committee or

candidate committee established by a candidate for nomination or election to any public office, a political committee or a party committee, from a principal of an investment services firm. The provisions of this subdivision shall apply only to contributions and the solicitation of contributions that are not prohibited under subdivision (3) of subsection (f) of this section.

- (4) No member of the Investment Advisory Council appointed under section 3-13b shall make a contribution to, or solicit contributions on behalf of, an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State Treasurer.
- (5) The provisions of this subsection shall not restrict an individual from establishing an exploratory or candidate committee or from soliciting for and making contributions to a town committee or political committee that the candidate has designated in accordance with subsection (b) of section 9-604, for the financing of the individual's own campaign or from soliciting contributions for such committees from persons not prohibited from making contributions under this subsection.

- (f) (1) As used in this subsection and subsections (g) and (h) of this section:
- (A) "Quasi-public agency" has the same meaning as provided in section 1-120.
  - (B) "State agency" means any office, department, board, council, commission, institution or other agency in the executive or legislative branch of state government.
  - (C) "State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.
  - (D) "State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit

organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

- (E) "Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.
- (F) "Principal of a state contractor or prospective state contractor" means
- (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization,
  - (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president,
  - (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties,
  - (iv) an officer or an employee of any state contractor or prospective state contractor who has managerial or discretionary responsibilities with

respect to a state contract,

- (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.
- (G) "Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax return of such individual.
- (H) "Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.
- (I) "Rendition of services" means the provision of any service to a state agency or quasi-public agency in exchange for a fee, remuneration or compensation of any kind from the state or through an arrangement with the state.
- (J) "State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.
- (K) "Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty-first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.
- (L) "Principal of a subcontractor" means

- (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization,
  - (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president,
  - (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties,
  - (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor,
  - (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.
- (2) (A) No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or a state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to, or, on and after January 1, 2011, knowingly solicit contributions from the state contractor's or prospective state contractor's employees or from a subcontractor or principals of the subcontractor on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;
- (B) No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or a state contract solicitation with or from the General Assembly or a holder, or principal of a holder, of a valid prequalification certificate, shall make a contribution to, or, on and after January 1, 2011,



knowingly solicit contributions from the state contractor's or prospective state contractor's employees or from a subcontractor or principals of the subcontractor on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of state senator or state representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;

- (C) If a state contractor or principal of a state contractor makes or solicits a contribution as prohibited under subparagraph (A) or (B) of this subdivision, as determined by the State Elections Enforcement Commission, the contracting state agency or quasi-public agency may, in the case of a state contract executed on or after February 8, 2007, void the existing contract with such contractor, and no state agency or quasipublic agency shall award the state contractor a state contract or an extension or an amendment to a state contract for one year after the election for which such contribution is made or solicited unless the commission determines that mitigating circumstances exist concerning such violation. No violation of the prohibitions contained in subparagraph (A) or (B) of this subdivision shall be deemed to have occurred if, and only if, the improper contribution is returned to the principal by the later of thirty days after receipt of such contribution by the recipient committee treasurer or the filing date that corresponds with the reporting period in which such contribution was made;
- (D) If a prospective state contractor or principal of a prospective state contractor makes or solicits a contribution as prohibited under subparagraph (A) or (B) of this subdivision, as determined by the State Elections Enforcement Commission, no state agency or quasi-public agency shall award the prospective state contractor the contract described in the state contract solicitation or any other state contract for one year after the election for which such contribution is made or solicited unless the commission determines that mitigating circumstances exist concerning such violation. The Commissioner of Administrative Services shall notify applicants of the provisions of this subparagraph and subparagraphs (A) and (B) of this subdivision during the prequalification application process;
- (E) The State Elections Enforcement Commission shall make available to each state agency and quasi-public agency a written notice advising state contractors and prospective state contractors of the contribution and solicitation prohibitions contained in subparagraphs (A) and (B) of this subdivision. Such notice shall:
  - (i) Direct each state contractor and prospective state contractor to

inform each individual described in subparagraph (F) of subdivision (1) of this subsection, with regard to such state contractor or prospective state contractor, about the provisions of subparagraph (A) or (B) of this subdivision, whichever is applicable, and this subparagraph;

- (ii) inform each state contractor and prospective state contractor of the civil and criminal penalties that could be imposed for violations of such prohibitions if any such contribution is made or solicited;
  - (iii) inform each state contractor and prospective state contractor that, in the case of a state contractor, if any such contribution is made or solicited, the contract may be voided;
  - (iv) inform each state contractor and prospective state contractor that, in the case of a prospective state contractor, if any such contribution is made or solicited, the contract described in the state contract solicitation shall not be awarded, unless the commission determines that mitigating circumstances exist concerning such violation; and
  - (v) inform each state contractor and prospective state contractor that the state will not award any other state contract to anyone found in violation of such prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the commission determines that mitigating circumstances exist concerning such violation. Each state agency and quasi-public agency shall include in the bid specifications or request for proposals for a state contract, a copy of or Internet link to such notice. No state agency or quasi-public agency shall execute a state contract unless such contract contains a representation that the chief executive officer or authorized signatory of the contract has received such notice; and
- (F) (i) Any principal of the state contractor or prospective state contractor submitting a bid or proposal for a state contract shall certify that neither the contractor or prospective state contractor, nor any of its principals, have made any contributions to, or solicited any contributions on behalf of, any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for, the benefit of such candidates, in the previous four years, that were determined by the State Elections

Enforcement Commission to be in violation of subparagraph (A) or (B) of this subdivision, without mitigating circumstances having been found to exist concerning such violation. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. If there is any change in the information contained in the most recently filed certification, such person shall submit an updated certification not later than thirty days after the effective date of any such change or upon the submittal of any new bid or proposal for a state contract, whichever is earlier.

- (ii) Each state agency and quasi-public agency shall include in the bid specifications or request for proposals for a state contract a notice of the certification requirements of this subparagraph. No state agency or quasi-public agency shall execute a state contract unless the state agency or quasi-public agency obtains the written certification described in this subparagraph.
  - (iii) Any principal of the state contractor or prospective state contractor submitting a bid or proposal for a state contract shall disclose on the certification all contributions made by any of its principals to any party committee, exploratory committee, candidate for state-wide office or for the General Assembly, or political committee authorized to make contributions to or expenditures to or for the benefit of such candidates for a period of four years prior to the signing of the contract or date of the response to the bid, whichever is longer, and certify that all such contributions have been disclosed.
- (3) (A) On and after December 31, 2006, neither the Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, any candidate for any such office nor any agent of any such official or candidate shall knowingly, wilfully or intentionally solicit contributions on behalf of an exploratory committee or candidate committee established by a candidate for nomination or election to any public office, a political committee or a party committee, from a person who he or she knows is prohibited from making contributions, including a principal of a state contractor or prospective state contractor with regard to a state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder of a valid prequalification certificate.
- (B) On and after December 31, 2006, neither a member of the General Assembly, any candidate for any such office nor any agent of any such

official or candidate shall knowingly, wilfully or intentionally solicit contributions on behalf of an exploratory committee or candidate committee established by a candidate for nomination or election to any public office, a political committee or a party committee, from a person who he or she knows is prohibited from making contributions, including a principal of a state contractor or prospective state contractor with regard to a state contract solicitation with or from the General Assembly or a holder of a valid prequalification certificate.

- (4) The provisions of this subsection shall not apply to the campaign of a principal of a state contractor or prospective state contractor or to a principal of a state contractor or prospective state contractor who is an elected public official.
  - (5) Each state contractor and prospective state contractor shall make reasonable efforts to comply with the provisions of this subsection. If the State Elections Enforcement Commission determines that a state contractor or prospective state contractor has failed to make reasonable efforts to comply with this subsection, the commission may impose civil penalties against such state contractor or prospective state contractor in accordance with subsection (a) of section 9-7b.
- (g)
- (1) Not later than thirty days after February 8, 2007, each state agency and quasi-public agency shall prepare and forward to the State Elections Enforcement Commission, on a form prescribed by said commission, a list of the names of the state contractors and prospective state contractors with which such agency is a party to a contract, and any state contract solicitations or prequalification certificates issued by the agency. Not less than once per month, each state agency and quasi-public agency shall forward to said commission, on a form prescribed by the commission, any changes, additions or deletions to said lists, not later than the fifteenth day of the month.
  - (2) Not later than sixty days after February 8, 2007, the State Elections Enforcement Commission shall (A) compile a master list of state contractors and prospective state contractors for all state agencies and quasi-public agencies, based on the information received under subdivision (1) of this subsection, (B) publish the master list on the commission's Internet web site, and (C) provide copies of the master list to treasurers upon request. The commission shall update the master list every month.
- (h) The State Contracting Standards Board shall study subcontracts for state contracts and, not later than February 1, 2010, submit proposed legislation for extending the provisions of this subsection to such subcontracts to the joint standing committee of the General Assembly having cognizance of matters relating to elections.

- (i) (1) As used in this subsection:
  - (A) "Quasi-public agency" has the same meaning as provided in section 1-120.
  - (B) "Unclassified service" has the same meaning as provided in section 5-196.
- (2) On and after December 31, 2006:
  - (A) No executive head of a state agency in the executive branch, executive head of a quasi-public agency, deputy of any such executive head, other full-time official or employee of any such state agency or quasi-public agency who is appointed by the Governor, other full-time official or employee of any such state agency or quasi-public agency who is in the unclassified service, or member of the immediate family of any such person, shall make a contribution or contributions (i) to, or for the benefit of, any candidate's campaign for nomination at a primary or election to the office of Governor or Lieutenant Governor, in excess of one hundred dollars for each such campaign, or (ii) to a political committee established by any such candidate, in excess of one hundred dollars in any calendar year;
  - (B) No official or employee of the office of the Attorney General, State Comptroller, Secretary of the State or State Treasurer who is in the unclassified service, or member of the immediate family of any such person, shall make a contribution or contributions (i) to, or for the benefit of, any candidate's campaign for nomination at a primary or election to the office in which such official or employee serves, in excess of one hundred dollars for each such campaign, or (ii) to a political committee established by any such candidate, in excess of one hundred dollars in any calendar year; and
  - (C) No member of a caucus staff for a major party in the Senate or House of Representatives, or member of the immediate family of such person, shall make a contribution or contributions (i) to, or for the benefit of, any candidate's campaign for nomination at a primary or election to the office of state senator or state representative, in excess of one hundred dollars for each such campaign, (ii) to a political committee established by any such candidate, in excess of one hundred dollars in any calendar year, or (iii) to a legislative caucus committee or a legislative leadership committee, in excess of one hundred dollars in any calendar year.

**Source:**

(P.A. 86-99, S. 15, 34; P.A. 91-351, S. 14, 19, 28; P.A. 95-188, S. 2; June 18 Sp. Sess. P.A. 97-5, S. 12, 19; P.A. 00-43, S. 18, 19; P.A. 02-130, S. 11; P.A. 03-241, S. 14; Oct. 25 Sp. Sess. P.A. 05-5, S. 31, 32; P.A. 06-137, S. 26, 28; P.A. 07-1, S. 1; 07-202, S. 9; P.A. 08-2, S. 10 -12; P.A. 09-234, S. 13; P.A. 10-187, S. 6; July Sp. Sess. P.A. 10-1, S. 10; June 12 Sp. Sess. P.A. 12-2, S. 51; P.A. 13-180, S. 7; P.A. 14-182, S. 11.)

**History.** Amended by P.A. 21-0076, S. 5 of the Connecticut Acts of the 2021 Regular Session, eff. 7/1/2021.

Amended by P.A. 14-0182, S. 11 of the Connecticut Acts of the 2014 Regular Session, eff. 6/12/2014.

§ 31-57b. Awarding of contracts to occupational safety and health law violators prohibited.

## **Connecticut Statutes**

### **Title 31. LABOR**

#### **Chapter 557. EMPLOYMENT REGULATION**

##### **Part III. STATE CONTRACTS**

*Current with legislation from 2021 effective as of July 6, 2021.*

#### **§ 31-57b. Awarding of contracts to occupational safety and health law violators prohibited**

No contract shall be awarded by the state or any of its political subdivisions to any person or firm or any firm, corporation, partnership or association in which such persons or firms have an interest (1) which has been cited for three or more wilful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the bid, provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction or (2) which has received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid. Any person who knowingly provides false information concerning the information required pursuant to this section shall be assessed a civil penalty of not less than five hundred dollars nor more than five thousand dollars and shall be disqualified from bidding on or participating in a contract with the state or any of its political subdivisions for five years from the date of the final determination that the information is false. Any political subdivision or any state agency receiving false information pursuant to this section shall notify the Commissioner of Administrative Services and, upon receipt of such notice, the commissioner shall conduct a hearing in accordance with the provisions of chapter 54. Upon a determination that false information was provided, the commissioner shall impose a civil penalty in accordance with the provisions of this section. Such civil penalty shall be paid to the Treasurer or to an official of the political subdivision, as the case may be. Any civil penalty imposed pursuant to this section may be collected in a civil proceeding by any official of a political subdivision authorized to institute civil actions or, in the case of the state, by the attorney general, upon complaint of the Commissioner of Administrative Services.

**Cite as (Casemaker) Conn. Gen. Stat. § 31-57b**

**Source:**

**(P.A. 89-367, S. 6.)**



**Exhibit E**  
**SUPPLEMENTARY CRITERIA**  
**FOR**  
**COMPLETE SELF-CONTAINED APPRAISALS**

1. Appraisal reports shall be in writing and authored/signed **only** by General Certified Real Estate Appraisers in the State (“Appraiser”). Photocopies of current license certifications of appraisers performing and signing the appraisal report shall be included as exhibits in appraisal reports.
2. The Appraiser shall not subcontract the appraisal assignment, or any portions thereof, without CHFA’s prior written consent.
3. A statement must be included in the appraisal report that the appraisal is prepared in conformance with the Uniform Standards of Professional Appraisal Practice (USPAP).
4. The Appraiser’s principal appraiser shall personally perform a thorough, physical inspection of the development, which inspection shall include, but not be limited to, a review of the development’s exterior, its common areas and at least one of each of the representative unit types and perform a thorough review of the proposed development’s plans and specifications.
5. If, in the Appraiser’s reasonable opinion, an appraisal assignment is/becomes substantially dissimilar to that which was understood by the Appraiser pursuant to this agreement, then the Appraiser shall immediately notify CHFA in writing and not proceed further until receiving guidance/direction from CHFA.
6. The appraisal report shall clearly define if a fee simple estate or a leased fee estate is being appraised.
7. The Appraiser shall separate the “Land Only As-Is” Value of the development from the As-Is Building Value in the final report. The Appraiser shall provide separate figures for each, along with justification and support for such differentiation. The As-Is Value is the current market value of the property in its current physical condition, which value should be based on, among other things, consideration of any income, zoning, or use restrictions in place at the time of the valuation.
8. When verifying government subsidized contract rents for the development, if any, or any development used as a comparable property (either sale or rental), the Appraiser shall not rely solely on information provided by a property owner but shall provide independent verification.
9. The Appraiser shall include a highest and best use analysis that shall be thoroughly supported by economic facts contained in the appraisal report, which should consider among other things the “consistent use” methodology that assumes that the land cannot be valued on a different basis than the existing improvements on the property.

10. The Appraiser shall provide regional and neighborhood data in the appraisal report. Any statistics supporting such information shall be analyzed and related to the development by the Appraiser in the appraisal report.
11. The Appraiser shall include current census tract data, with maps, in the appraisal report. The Appraiser shall thoroughly analyze census data rental statistics and relate such data to all estimated value conclusions.
12. The appraisal report shall contain a three (3) year history of the development. If the development has been on the market "for sale" within the past three (3) years, then the Appraiser shall include an analysis of the development's asking price and any price adjustments (increases and/or reductions) thereto. If the development is under contract for purchase/sale, or if an option to purchase the development exists, then the Appraiser shall include an analysis of the contract/option price and/or option agreement and the terms and conditions thereof.
13. The appraisal report shall contain a study of the development's market including data that supports the Appraiser's analysis of the development's market conditions. Data shall be provided to support the analysis regarding declining, stable or appreciating market conditions. The Appraiser shall analyze and report on current market conditions and trends that will affect estimates of income or absorption to the extent they affect the value of the subject property.
14. The appraisal report shall include the amount of the development's annual real and personal property taxes and any past due taxes. The Appraiser shall comment on the reasonableness of the development's assessment, its relationship to the assessments of comparable properties, assessment trends, and the timing of the municipality's next revaluation. The appraisal shall include, as an exhibit to the appraisal report, complete photocopies of the municipality's tax field cards for the development.
15. The Appraiser shall base its estimated value(s) of the development on existing zoning and the current income and use restrictions in place at the time of the valuation; however, the Appraiser may, if considered reasonable, also value the development based upon alternate zoning that is likely to be obtainable within a reasonable period of time. If an alternate zoning scenario is considered by the Appraiser in developing one (1) or more estimates of the development's value, then the Appraiser shall state in the appraisal report its rationale, probability, and estimated timeframe for obtaining such alternative zoning. If a multifamily zoning exists or is considered a reasonable alternate, then the Appraiser shall incorporate a per unit value estimate.
16. The Appraiser shall include copies of all zoning, site, wetlands, topographical, and flood maps applicable to the development in the appraisal report.
17. The appraisal report shall include the Appraiser's opinion of the development's positive and negative attributes and conditions, including but not limited to any known or disclosed adverse environmental circumstances, and those of surrounding and/or competing properties. The Appraiser shall analyze the impact of such attributes and conditions on the development's value(s) as presented in the appraisal report. The Appraiser's "due diligence" in the discovery of

any environmental hazards at the development shall be fully disclosed by the Appraiser in the appraisal report.

The appraisal report shall be self-contained thereby enabling CHFA to clearly understand the Appraiser's conclusion(s) of the development's value(s) without having to reference any other documents. Any studies and/or reports referenced in the appraisal report but prepared by others shall be independently verified by the Appraiser to the extent that such studies and/or reports may impact any of the Appraiser's assumptions or conclusions contained in the appraisal report and shall be provided to CHFA upon request.

18. The appraisal report shall include detailed cost estimates to resolve any observed deferred maintenance or essential repairs, to correct any known or disclosed code violation(s), and/or to remedy curable, functional obsolescence at the development. The Appraiser shall specify whether such associated expenses have been considered in determining the development's estimated value(s). The Appraiser shall independently verify the reasonableness of any cost estimates provided by third parties for such repairs, alterations, or capital improvements to the development. Analyses performed by the Appraiser to verify or invalidate such third parties' cost estimates shall be included in the appraisal report.
19. A minimum of three (3) color photographs of the development's exterior (front, rear, street or location view) and a minimum of three (3) color photographs of the development's interior shall be included in the appraisal report. Additionally, color photographs of each of the development's amenities, including, but not limited to, an on-site management/leasing office, community center, pool, recreation areas/facilities, laundry facilities, etc., shall be included in the appraisal report.
20. Any favorable or detrimental conditions on or near the development shall be photographed, noted, analyzed, and included in the appraisal report.
21. The appraisal report shall include a minimum of one (1) exterior color photograph of each property that is referenced as being a "comparable" (closed sales, listings, or rentals) to the development.
22. The appraisal report shall include location maps of the development and all comparable properties (closed sales, listings, or rentals) referenced in the appraisal report. Such maps shall be clearly reproduced and the properties' locations on such map(s) shall be readily identifiable.
23. The appraisal report shall contain a minimum of three (3) comparable closed sales; however, CHFA prefers that the Appraiser incorporate more than the minimum required comparable closed sales in the appraisal report. All comparable closed sales contained in the appraisal report shall be verifiable, and the Appraiser's source of the cited parameters associated with such comparable closed sales shall be identified in the appraisal report.
24. If the Appraiser references a "pending" comparable sale in the appraisal report, then such "pending" comparable sale may only be used as a fourth or additional comparable sale in addition to the referenced minimum requirement.

25. If the Appraiser includes a sale that closed more than three (3) years prior to the date of this agreement as a comparable closed sale, then such “dated” comparable closed sale may only be used as a fourth or additional comparable sale to the referenced minimum requirement. The Appraiser shall include an adequate and thorough explanation as to why such “dated” comparable closed sale remains a “valid” comparable.
26. The appraisal report shall contain detailed adjustment analyses of all comparable sales and comparable rentals. The Appraiser shall place particular emphasis on the location, neighborhood, design, unit mix, curb appeal, property rights transferred, terms of sale, conditions of sale, condition of property, and any additional features important to the particular circumstances of the property being considered as comparable to the development.
27. The appraisal report shall contain detailed comparable (closed sales, listings, or rentals) adjustment grids and the Appraiser shall properly account for all adjustments, in proper sequence, for each comparable property contained in the appraisal report. The Appraiser shall individually factor and clearly define and delineate all adjustments for comparable closed sales, listings, and/or rentals.
28. Any adjustment patterns applied by the Appraiser shall be consistent. Any condition adjustment of a comparable closed sale or rental property shall be made in relation to the development’s condition, NOT to the sale or adjusted sale price. The Appraiser’s use of, or failure to use, a time adjustment shall be explained, consistent with market conditions stated in the appraisal report.
29. If a competing property deemed by the Appraiser to be superior to the development is on the market “for sale” at an asking price that is equal to or less than the Appraiser’s opinion of the development’s “as-is” value (on a per unit basis), then the Appraiser shall analyze such value conclusion and substantiate/justify such asking price differential in the appraisal report.
30. The development’s historical income and operating expenses shall be reviewed for reasonableness, and any unusual trends or exceptions shall be noted by the Appraiser. The Appraiser shall review the development’s other income sources, to include any commercial income, for reasonableness and shall incorporate such other income in its projections only if the development’s historical operating statements and current market conditions demonstrate the future feasibility for such other income on an ongoing basis. Similarly, the Appraiser shall make no special adjustments to its estimate of the development’s future operating expenses due to a particular owner’s management expertise or economies of scale associated with management and/or ownership of multiple properties and an ability to receive discounts due to bulk purchasing potential. The Appraiser shall consider any unique circumstances (i.e., income producing equipment (such as washers or dryers) owned by the development) when projecting the development’s reserve for replacements, the amount of which reserve shall, at a minimum, be acceptable to CHFA.
31. When using the income approach to calculate the development’s value(s), the Appraiser shall fully explain/justify its methodology/rationale in determining the overall capitalization rate applied to the development’s net operating income (NOI).

32. When using the discounted cash flow (DCF) approach to determine the development's value(s), the Appraiser shall fully explain/justify its methodology/rationale in determining (i) the discount rate(s) applied to the development's annual net cash flows, (ii) the reversionary capitalization rate(s) applied to the development's NOI in the reversion year, and (iii) the magnitude(s) of projected transaction costs occurring in the reversion year. DCF analyses shall incorporate a minimum holding period of ten (10) years (fifteen (15) years for transactions with LIHTCs) unless otherwise directed in writing by CHFA.
33. The Appraiser shall identify and thoroughly discuss any personal property, fixtures and/or intangible items that are not real property, but which may affect the development's value(s). The Appraiser shall separately analyze and thoroughly discuss any factors that may result in intangible property rights/restrictions with associated benefits/burdens in relation to the development's real property rights.
34. The development's valuation date shall be clearly stated in the appraisal report (e.g., "prospective market value is expected to be as of...", or "leased fee estate estimate of market value as of...").
35. A complete copy of the agreement, inclusive of the Supplementary Criteria, shall be included as an exhibit in the appraisal report.
36. CHFA reserves the right to request clarification or additional information as needed.

**SUPPLEMENTARY CRITERIA  
FOR  
MARKET STUDY REPORTS**

1. Market study reports shall be in writing and authored/signed by a licensed and authorized officer and the principal market analyst specified in this agreement (“Market Analyst”). Photocopies of the Market Analyst’s professional credentials shall be included as exhibits in the market study report. Members of the Market Analyst’s clerical and/or support staff shall not sign or initial a market study report on behalf of the authorized officer or principal analyst who authored the market study report.
2. Subcontracting of the market study assignment, or any portions thereof, is expressly forbidden without CHFA’s prior written consent.
3. The principal Market Analyst shall personally perform a thorough, physical inspection of the development, which inspection shall include, but not be limited to, a review the development’s exterior, its common areas and at least one of each of the representative unit types and perform a thorough review of the proposed development’s plans and specifications.
4. The Market Analyst shall verify with CHFA’s staff Underwriter that the Market Analyst has received and is incorporating the most current underwriting model for the development in the market study.
5. If, in the Market Analyst’s reasonable opinion, a market study assignment is or becomes substantially dissimilar to that which was understood by the Market Analyst pursuant to this Agreement, then the Market Analyst shall immediately notify CHFA in writing and not proceed further until receiving guidance/direction from CHFA.
6. When verifying government subsidized contract rents, if any, for the development or any development used as a comparable property, the Market Analyst shall not rely solely on information provided by a property owner. The Market Analyst shall independently verify such rental income and any anticipated decreases/increases thereof with the mortgagee's asset manager, or comparable representative, monitoring such development. The Market Analyst shall identify the source’s name, title, employer, and contact information of such information in the market study report with respect to the development.
7. The Market Analyst shall provide regional and neighborhood data in the market study report. Any statistics supporting such information shall be analyzed and related to the development by the Market Analyst in the market study report.
8. The Market Analyst shall include current census tract data, with maps, in the market study report. The Market Analyst shall thoroughly analyze census data rental statistics.

9. The analysis of the development's market shall include, but not be limited to, the following:
  - a. Market Area Definition: The geographic boundaries for the development's primary and secondary market areas shall be defined and supported with a detailed rationale for the inclusion (or exclusion) of specific geographic areas. Delineation of the development's primary and secondary market area boundaries shall be based on specific information gathered by the Market Analyst through, but not limited to, telephone interviews with selected local and regional planning agencies, realtors, competitive facilities, and other referral sources and real estate professionals. The Market Analyst shall identify the name, title and contact information of such information in the market study report. The market study report shall contain maps identifying the development's primary and secondary market areas, to include a summary of zip codes contained in each such market.
  - b. Demographic Analysis: Historic patterns and projected trends shall be summarized for national, New England, the State, county, and the development's primary and secondary markets. The demographic analysis shall address trends (growth/stable/decline) for population, income, and family composition. The Market Analyst shall utilize alternative demographic data sources in addition to the Census Bureau.
  - c. Economic Profile and Projections: The national, New England, the State, county, and the development's primary and secondary market's economy shall be evaluated, to include trends, current economic profiles, employment characteristics, and retail purchasing patterns. The Market Analyst shall analyze and summarize the development's current market conditions and any trends thereof that may affect the development's estimated income, expenses, or absorption.
  - d. Comparables and Competition: Competitive strength of existing and any proposed new and/or rehabilitated multifamily properties in the development's primary and secondary markets shall be summarized including, but not be limited to, the following:
    - i. Property name with complete street address;
    - ii. Name of property's owner, property manager, contact person, and contact person's telephone number and email address;
    - iii. Design type (i.e., contemporary, colonial, garden, mid-rise, high rise, etc.);
    - iv. Number of total units, number of each unit type, and representative floor plans for each unit type;
    - v. Utilities including an estimated cost of each utility type for each unit type and a statement as to whether each such utility is paid by the tenant or landlord;
    - vi. Appliances provided;
    - vii. Amenities (i.e., community center, pool, recreation areas, laundry facilities, etc.);

- viii. Current occupancy/vacancy and historic occupancy/vacancy (prior five (5) years, if available);
    - ix. Current rents (per unit type and per square foot); and
    - x. Rental subsidies.
  - e. Trend Analysis and Rate of Residential Rents: An in-depth analysis for New England, the State, county, and the development's primary and secondary market area's rental rate trends shall be analyzed, to include a comparison of rental rates proposed for the development in comparison to such trends. If the development contains any commercial or retail space(s), then such analysis shall also include an analysis of the trends/proposed rentals for these spaces.
  - f. Market Support Area Analysis: The range of market support for the development throughout the development's primary and secondary market areas shall be evaluated. Vacancy rates for the primary and secondary market areas shall be identified.
  - g. Absorption Analysis: The Market Analyst's conservative, most probable, and optimistic absorption rate estimates between the commencement of lease-up and sustained occupancy shall be identified.
  - h. Site and Development Program Analysis: The development's geographic location and the site's physical characteristics, proposed architectural design, site configuration, amenity package, unit mix, and any other intrinsic features required for the development to effectively compete at its optimum level shall be evaluated.
  - i. Summary: The Market Analyst shall include a summary of its market data with supporting conclusions regarding the development's overall feasibility.
  - j. Exhibits: The market study shall include charts, graphs, rental grids, maps, and photographs of the development, its neighborhood, etc.
10. The market study report shall include the Market Analyst's opinion of the development's positive and negative attributes and conditions, including but not limited to any known or disclosed adverse environmental circumstances, and those of surrounding and/or competing properties. The Market Analyst shall analyze the impact of such attributes and conditions on the development's marketability without having to reference any other documents. Any studies and/or reports referenced in the market study report but prepared by others shall be independently verified by the Market Analyst to the extent that such studies and/or reports may impact any of the Market Analyst's assumptions or conclusion contained in the market study report.
11. The market study report shall be "complete and self-contained" thereby enabling CHFA to clearly understand the Market Analyst's conclusion(s) regarding the development without having to reference any other documents. Any studies and/or reports referenced in the market study report but prepared by others shall be independently verified by the Market Analyst to the extent that such studies and/or reports may impact any of the Market Analyst's assumptions or conclusions contained in the market study report and shall be provided to CHFA upon request.



12. A minimum of three (3) color photographs of the development's exterior (front, rear, street or location view) and a minimum of three (3) color photographs of the development's interiors shall be included in the market study report. Additionally, color photographs of each of the development's amenities, to include but not be limited to an on-site management/leasing office, community center, pool, recreation areas/facilities, laundry facilities, etc., shall be included in the market study report.
13. Any favorable or detrimental conditions on or near the development shall be photographed, noted, analyzed and such color photographs shall be included in the market study report.
14. The market study report shall include a minimum of one (1) exterior color photograph of each property that is referenced as being a "comparable" to the development.
15. The market study report shall include location maps of the development and all comparable properties referenced in the market study report. Such maps shall be clearly reproduced and the properties' locations on such map(s) shall be readily identifiable.
16. The market study report shall contain detailed adjustment analyses of all comparable rental properties. The Market Analyst shall place particular emphasis on the location, neighborhood, design, curb appeal, condition of property, and any additional features important to the particular circumstances of the property being considered as comparable to the development.
17. The market study report shall contain detailed comparable adjustment grids and the Market Analyst shall properly account for all adjustments, in proper sequence, for each comparable property contained in the market study report. The Market Analyst shall individually factor and clearly define and delineate all adjustments for comparable rentals.
18. Any market adjustment patterns applied by the Market Analyst shall be consistent. The Market Analyst's use of, or failure to use, a time adjustment shall be explained, consistent with market conditions stated in the market study report.
19. A complete copy of this Agreement, inclusive of the Supplementary Criteria, shall be included as an exhibit in the market study report.
20. CHFA reserves the right to request clarification or additional information as needed.