**District of Columbia Department of Housing and Community Development**

1800 Martin Luther King Jr. Avenue, SE

Washington, DC 20020

(202) 442-7200

(202) 442-645-6166Fax

www.dhcd.dc.gov

Muriel E. Bowser

*Mayor*

Polly R. Donaldson

*Director,*

*Department of Housing*

 *and Community Development*

**REQUEST FOR Applications**

***THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT***

SEEKS A

**HOMEBUYER PROGRAMS ADMINISTRATOR**

FOR ITS

***HOMEOWNERSHIP PROGRAMS***

Issue Date: July 15, 2016

Closing Date: August 12, 2016



*The District of Columbia Department of Housing and Community Development pledges to foster the letter and spirit of the law for achieving equal housing opportunity in the District of Columbia.*

***LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL***

**N O T I C E**

**PRE-APPLICATION CONFERENCE**



 **Homebuyer Programs Administrator**

**Attendance Recommended**

***WHEN: July 27, 2016***

 ***WHERE: Department of Housing and Community Development***

***1800 Martin Luther King Jr. Avenue, SE***

***1ST Floor Conference Room***

***Washington, DC 20020***

 ***TIME: 2:00 PM – 4:00 PM***

 ***CONTACT PERSON:***

***Lamont Lee, Residential and Community Services Division Manager***

***Department of Housing and Community Development***

***Residential and Community Services Division***

***(202) 442-7161***

 lamont.lee@dc.gov

**Checklist for Applications**

**Homebuyer Programs Administrator**

**Verify that the proposal form and attachments conform to all instructions.**

DHCD will not forward unresponsive applications to the review panel.

* The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type.
* Word limits are observed.
* The application is unbound (other than binder clips per the instructions).
* The application form has three holes punched on the top (long) margin.
* The attachments package has three holes punched in the left margins.
* There are eight (8) copies of the application (following the same format as above), plus the original.
* The electronic version of the application is submitted on a diskette or flash drive.
* Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD’s approval upon receipt.
* The application includes only the requested attachments, as applicable (listed below):
* Articles of Incorporation, Articles of Organization, Bylaws, and/ or other governing document
* Organizational chart
* Board resumes
* Staff resumes
* Last three (3) years of financial statements for the organization
* Assurances (See RFA Attachment A)
* Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
* Two Original Receipts (see RFA Attachment C)
* Equal Opportunity Certification Form (see RFA Attachment D)
* Section 504 Certification Form (see RFA Attachment E)
* Affirmative Marketing Plan (see RFA Attachment F)
* Tax-exempt status determination letter, if applicable
* Certificate of Good Standing from DCRA

**TABLE OF CONTENTS**

**SECTION 1: GENERAL INFORMATION**

Introduction 1

Purpose of Request for Applications 2

Grant Agreement and Contractor Information …………………………………………………… 2

Award Period 2

Award and Amounts 2

**SECTION 2: QUALIFICATIONS**

General Organizational Requirements 3

 Governing Body and Management Team……………………………………….………………… 3

Organizational Capacity 3

Partnerships 3

Threshold Application Requirements 4

**SECTION 3: PROGRAM PRIORITIES**

Marketing and Outreach 5

Managing Homeownership Programs 5

1. Compliance ………………………………………………………………………………….. 6
2. Financial Management ……………………………………………………………………... 7
3. Data and Reporting …………………………………………………………………………. 7
4. Documentation and Recordkeeping ………………………………………………………. 7

Home Purchase Process …………………………………………………………………………… 8

Program Enhancement ……………………………………………………………………………... 9

**SECTION 4: SELECTION PROCESS**

Selection Criteria: Part 1 10

Selection Criteria: Part 2 11

Review Panel 11

Decision on Awards 12

Post-Selection 12

Contact Person 12

**SECTION 5: APPLICATION INSTRUCTIONS**

Format 13

Internet 13

Application Form Instructions 13

Required Attachments 14

Pre-Application Conference 14

Explanations to Prospective Respondents 14

Resources 15

**SECTION 6: APPLICATION SUBMISSION**

Application Identification 15

Application Submission Date and Time 15

Mail/Courier/Messenger Delivery 15

**APPLICATION FORM (Part 1 and Part 2)**

**ATTACHMENTS**

**Attachment A** Assurances

**Attachment B** Certifications

**Attachment C** Original Receipt

**Attachment D** Equal Opportunity Certification

**Attachment E** Section 504 Certification Form

**Attachment F** Affirmative Marketing Plan

**District of Columbia**

**Department of Housing and Community Development**

**Request for Applications (RFA) FY 2017 for the Homebuyer Programs Administrator for the Home Purchase Assistance Program, Employer Assisted Housing Program, Negotiated Employee Assistance Program, and Home Purchase Rehabilitation Program (HPAP “E” or 203K)**

**SECTION 1: GENERAL INFORMATION**

**Introduction**

The District of Columbia is committed to increasing homeownership opportunities for low and moderate income residents and households. The District of Columbia Department of Housing and Community Development (DHCD) makes funds available for second mortgage financing and closing costs for eligible low and moderate income District residents to become first-time homeowners. These opportunities are offered through the following homeownership programs: the Home Purchase Assistance Program (HPAP), the Employer Assisted Housing Program (EAHP), the Negotiated Employee Assistance Program, and the Home Purchase Assistance Rehabilitation Program (HPAP ”e” or 203k). See [www.dhcd.dc.gov](http://www.dhcd.dc.gov) for details on these programs.

The homebuyer’s market in the District has fully recovered from the economic difficulties of 2007 – 2008, making it now more difficult than ever for low and moderate income District residents to purchase a home. The average home sales price in the District during calendar year 2014 was $479,000.

DHCD’s mission is to create and preserve opportunities for affordable housing and economic development, and to revitalize underserved communities. DHCD intends to increase homeownership in the District by: (1) creating greater community awareness of these homeownership programs, (2) making the programs more efficient and accessible for District residents, including decreasing processing time, and (3) ensuring the sustainability of homeownership through the development of a higher-quality mortgage loan portfolio. This general strategy will increase the number of new homeowners and make the goal of homeownership more realistic for low and moderate income households.

DHCD currently uses the program model of providing second mortgage financing in the form of interest-free loans and closing cost assistance for home purchase, along with homebuyer counseling. Approved program participants, with the guidance of community based organizations, are responsible for locating an affordable home in the market, and for seeking first mortgage approval. This approach has proven to be essential in creating sustainable homeownership in the District. DHCD’s homeownership programs currently produce approximately 400 loan applications per year, and create over 200 homeowners.

**Purpose of Request for Applications (RFA)**

This Request for Applications (RFA) is intended to identify one or more organizations to serve as Homebuyer Programs Administrators (HPA) for these homeownership programs. The HPA will (1) conduct, and advise DHCD on, program marketing, (2) manage compliance, financial accountability, reporting, and documentation per the requirements of each funding source in these programs, (3) manage the entire second mortgage operation for these programs, including, but not limited to, determining applicant eligibility, underwriting loan applications, providing loan processing, providing loan closing preparation, and funding, and (4) provide strategic subject matter expertise for the overall improvement of homeownership programs. This will include making recommendations to DHCD concerning all aspects of the structure and process of these homeownership programs.

**Grant Agreement and Contractor Information**

This Request for Applications will ultimately result in the execution of a grant agreement between DHCD and the one or more selected organizations, which outlines terms of operation and administration for DHCD’s homeownership programs as well as the homebuyer process. The Grant Agreement itself will contain funds for the second mortgage loans and closing costs of the program, as well as funds for project delivery (administrative) costs. DHCD homeownership programs and grant agreements are governed by the legislation, regulations and policies cited on page 6 of this Request for Applications. Please note: Any selected organization will be required to obtain the written consent of DHCD before sub-granting any portion of this grant agreement. The applicant will be required to include a list of tasks/items in its application which will be sub-granted.

The Department currently has separate grant agreements with local Community Based Organizations (CBOs) which provide outreach, application intake, counseling and training for these homeownership programs. The programs also rely on the services of a number of private sector entities such as realtors, first trust lenders, developers, home inspectors, insurance agents, settlement agents, title companies, appraisers, surveyors, and tax assessors, as is typical of any home purchase process. The HPA shall work with the Department on messaging and communication to ensure that all stakeholders are kept informed of program guidelines, closing dates and changes to program requirements.

**Award Period**

The approved activities under this RFA will begin on October 1, 2016, the first day of the District’s fiscal year 2017. Activity work plans and budgets for the grant agreements are anticipated to be approved through September 30, 2017 with negotiated options to renew, or modify and extend. The grant agreement may specify an option to extend for up to four one-year periods. DHCD intends to obligate all funds necessary for the initial award period and at the beginning of each option year when exercised. The selected grantee will be invited to attend a post-award conference where the details of the awarded grant will be explained.

**SECTION 2: APPLICANT QUALIFICATIONS**

**General Organizational Requirements:**

Applicants may be for-profit or non-profit organizations or governmental entities that have the experience and financial capacity to administer homeownership programs. Applicants must have a significant history of serving low and moderate income residents through related or similar activities as outlined in this document. DHCD encourages applications that reflect the concerns of the diverse populations and cultures found throughout District communities.

**Governing Body and Management Team**

A successful application will demonstrate that its board of directors and/ or management team:

* can address the homeownership and housing affordability concerns and needs of DC residents;
* possess the skills and/or experience required to implement and perform the activities described in this RFA, related to the home purchase process;
* possess the legal and management capacity to ensure effective administration of homeownership programs; and
* possess the knowledge of homeownership programs and make recommendations for greater efficiency and higher impact

**Organizational Capacity**

The applicant’s overall administrative capacity as it relates to all requirements of program management and the home purchase process will be carefully reviewed. Applicants will be evaluated on the basis of financial management capability; staff qualifications; technical competence and resources available. In addition, applicants must be credit-worthy and have sufficient cash on hand or be able to obtain a line of credit or alternate financing, which can ensure necessary liquidity for timely loan closings. Finally, applicants must demonstrate a thorough understanding and knowledge of mortgage industry financing.

**Partnerships**

Applicants must have the capacity to leverage the District government resources from this grant agreement, with resources from private and public entities. Demonstrated working relationships with key stakeholders, such as realtors, lenders, law firms, accounting firms, technical assistance providers, federal government agencies, are important qualifications for grant applicants. Each selected organization will also be expected to establish and maintain relationships with each DHCD-approved community based organization to ensure that the responsibilities of program application completion, customer counseling, training and required reporting are properly discharged.

**Threshold Application Requirements (required for any the application to be considered for selection)**

Applicants must meet the following threshold requirements in order for the application to be reviewed:

* The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C. and Federal taxes, and outstanding loans).
* The applicant must have written Conflict of Interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include a requirement for the retention of written Conflict of Interest declarations executed by each employee and board member.
* *Nondiscrimination in the Delivery of Services.*The applicant must comply with all applicable federal and local laws which prohibit discrimination in the delivery of programs and services, including, but not limited to, the following laws and regulations:
1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
2. Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570) – No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
3. The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
4. Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance..."
5. Title III, American with Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. The applicant’s site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of the grant.
6. The Architectural Barriers Act, as amended (42 U.S.C. SS4151 et seq.) is an Act to ensure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

**SECTION 3: Program Priorities**

The organization(s) selected as Homebuyer Program Administrator (HPA) will play a key role in increasing homeownership for low and moderate income households in the District. The HPA will (1) conduct, and advise DHCD on, program marketing, (2) manage compliance, financial accountability, reporting and documentation per the requirements of each funding source in these programs, (3) manage the entire second mortgage operation for these programs, including, but not limited to, determining applicant eligibility, underwriting loan applications, providing loan processing, providing loan closing preparation and funding, and (4) provide strategic subject matter expertise for the overall improvement of homeownership programs. This will include making recommendations to DHCD concerning all aspects of the structure and process of these homeownership programs. DHCD will evaluate each applicant’s submitted work plan and budget for adequate fiscal capacity to produce a proposed number of new homeowners in the first year of operation under these homeownership programs.

1. **Marketing and Outreach**

Currently, DHCD conducts its marketing efforts through its Office of Communications and Community Outreach (OCCO). The mission of OCCO is to promote the brand of DHCD by informing the public of Department goals, initiatives, and activities, through media relations, public affairs and stakeholder engagements. DHCD utilizes its relationships with community based organizations (CBOs) and non-profit partners to increase awareness of its homeownership opportunities. All community based organizations must submit Marketing and Outreach Plans which are focused on their respective target areas or populations, and which include their marketing and outreach activities for homeownership. Marketing and outreach efforts are conducted both directly by the CBOs and in coordination with DHCD for all of its housing programs. Both DHCD and the CBOs utilize a full range of marketing and outreach tools. CBOs and all neighborhood partners must acknowledge DHCD as the provider of support for these homeownership programs. In addition, CBOs and all neighborhood partners must demonstrate the capability to effectively serve and communicate with the various non-English speaking and special needs populations of the District.

*DHCD seeks one or more organizations which will provide strategic advice on its homeownership marketing and outreach from the perspective of a Homebuyer Programs Administrator. Evaluation of DHCD’s marketing and outreach efforts may include the study of overall marketing cost. HPA will also be expected to conduct marketing and outreach activities along with other non-profit partners in coordination with DHCD/OCCO. HPA will advise DHCD on increasing homeownership awareness east of the Anacostia River, where the homeownership rate is lower than elsewhere in the District. HPA will also advise on increasing awareness of all available homeownership programs including HPAP “e”, NEAHP, and EAHP. Finally, HPA will advise DHCD on how to better reach households at all eligible income levels, including the extremely low, very low, and low income households of the District.*

1. **Managing Homeownership Programs**

HPA is currently responsible for managing these homeownership programs from the stage of submitted application through settlement and on-going grant administration. This program management responsibility includes, but is not limited to, (1) ensuring program **compliance** per each funding source, (2) **financial management**, including management of the approved administrative budget and loan budget, per each funding source and terms of the grant agreement. (3) required **reporting** **and data retention**, per DHCD and grant agreement specifications, and (4) ensuring that the required **documentation** **and recordkeeping** for each program participant, each funding source, and for the programs, is in place.

1. Compliance

Currently, the DHCD homebuyer programs are governed by the following regulations and statutes:

* + The Home Purchase Assistance Program (HPAP) as authorized by D.C. Code 42-2601 ( 2006 ed.) and 14 DCMR, Chapter 25;
	+ The Employer Assisted Housing Program (EAHP) as authorized by D.C. Code 42-2501 (2006 ed.) and 14 DCMR, Chapter 36 (as proposed to be revised; see Attachment G);
	+ The Home Purchase Assistance Step-Up Program Fund Act of 1998, as authorized by D.C. Code 42-2621 (2001 ed.) and 14 DCMR, Chapter 37.
	+ Negotiated Employee Assistance Home Purchase Program

In addition, the Federal funding sources and related laws which are used in these programs, and their respective regulations, are as follows:

**CDBG**

Regulation: 24 CFR part 570

Law: Housing and Community Development Act of 1974, 42 United States Code

**HOME Investment Partnership Program Act (HOME)**

Regulation: 24 CFR part 92

**Federal Grant Administration**

Regulation: 2 CFR part 200

**Federal Housing Administration**

HPA must be familiar with these statutes and governing regulations. The Grant Agreement will require ongoing compliance with the above statutes and regulations. In addition, the Grant Agreement will require compliance with the Department’s policies and procedures for processing and underwriting applications, and closing loans.

1. Financial Management

HPA plays a critical role in the financial management of these homeownership programs. HPA is expected to manage grant funds according to DHCD specifications in compliance with applicable funding sources, and in such a way that funds are always available for mortgage applicant closings. HPA must provide strong financial practices in homeownership program management while adhering to standard mortgage industry practices. This involves working with DHCD, and developing sustainable relationships with title companies, settlement agents and other relevant parties in the home purchase process, as necessary. In addition, HPA must be credit-worthy and have sufficient cash on hand or be able to obtain a line of credit or alternate financing sufficient to ensure that all scheduled closings take place. HPAs must have sufficient cash on hand or an available line of credit of at least $2,000,000 available to fund loans, plus sufficient working capital on October 1, 2016. The District of Columbia adheres to the Quick Payment Act that mandates that approved invoices for reimbursement be paid within 30 days. Applicants should assume reimbursement of funded loans and administrative costs to be made within 30 days.

HPA is expected to establish financial control measures to ensure that the allocation of funds is consistent with the appropriate assistance level for each borrower, and that the correct funding source for each borrower is identified.

HPA must provide the necessary security controls to protect the confidentiality and integrity of all homeownership program applicants’ personal information, according to the following requirements: No information retained by the grantee on behalf of a homebuyer assistance applicant can be used or sold by the HPA or any of its affiliates for any purpose without the written consent of DHCD. All information, records, data, and property obtained by and through this program is the sole property of DHCD and cannot be disposed of without the written consent of DHCD. All client files and other confidential information must be maintained in a secure location.

1. Reporting and Data

HPA has significant reporting and data maintenance responsibilities for these homeownership programs. Currently, HPA maintains a comprehensive database of required information related to each submitted program application. HPA utilizes such information throughout the home purchase process and reports to DHCD as required. HPA also maintains a client post settlement database which includes information on all recorded deeds of trusts, finance statements, title policies, and other borrower notices, and information related to each closed loan. HPA submits monthly beneficiary reports on program activity to DHCD along with ongoing analyses of program status and progress. HPA conducts periodic surveys of the homebuyer applicant pool to assess program needs and progress. HPA provides to DHCD statistics on real estate market trends and sales to assist with the preparation of the HPAP Assistance Table (based on household size and income), and for other purposes designated by DHCD. HPA produces and submits to DHCD a monthly pipeline report that tracks the applicant pool from the Notice of Eligibility stage through the settlement stage.

1. Documentation and Recordkeeping

Currently, HPA maintains all homebuyer assistance-related records and archived loan files in secured files, and fully cooperates with all periodic monitoring reviews of those files as conducted by DHCD or HUD personnel. The governing statutes and regulations of records maintenance of each funding source determine record retention requirements. HPA must demonstrate the capacity to comply with all documentation and recordkeeping requirements of each grant funding source under the guidance of DHCD. Monitoring reviews by DHCD examine the grantee’s adherence to program policies and procedures for recordkeeping, compliance with federal rules, and other measures of effectiveness.

*Applicants will be expected to provide budget and cost information for administration of homeownership programs to create at least 300 homeowners per year. In this submission, the applicant should construct a cost-effective staffing and overhead plan which will achieve a reasonable and competitive project delivery cost. As funding and loan volume for the programs may fluctuate during the grant period, or across grant periods, applicants should be able to scale operations up or down to maintain this reasonable and competitive project delivery cost, and to meet changing needs in the market place.*

1. **Home Purchase Process**

HPA is responsible for documenting receipt of each homeownership program application as submitted from DHCD-approved community based organizations responsible for application intake. HPA then inputs the data from the application into a master database for loan analysis and tracking. HPA determines the program eligibility of each application and underwrites the application. If approvable, an analyses and determination of the program applicant’s appropriate assistance level is made. HPA then issues a Notice of Eligibility (NOE) for each approved loan, or a notice of application denial. The Notice of Eligibility indicates that the applicant may begin his or her search for a home for sale in the District, and also indicates the requirement to seek first mortgage financing approval. The NOE also provides other key information for the approved applicant about the process of home purchase from this stage to settlement. This is all done with guidance from the HPA and with the involvement of the original CBO for the applicant. During the housing search process, HPA reviews all sales contracts based on a determination of affordability. HPA coordinates housing inspections and ensures that applicants pass inspection. If all required conditions are met, HPA prepares a Loan Commitment letter, prepares the appropriate loan documents, purchases title insurance as necessary, meets other home purchase requirements per DHCD’s requirements and coordinates settlement.

*DHCD seeks an organization (or organizations) which can perform all of the above duties of managing the home purchase process for these homeownership programs, as well as streamline the process. The selected organization must demonstrate that it has the necessary infrastructure to execute the above duties. This may include, but is not limited to, the following: (1) staff and management team with appropriate background and experience in managing the home purchase process as above. (2) desktop or laptop computers, high-speed internet capability, and other office equipment necessary to efficiently and reliably process loan applications. Software capability is recommended which can manage and document all program and loan-related functions, produce required documents, and provide the variety of reports required by DHCD. Grantee must be technically equipped to adopt and utilize any web-based loan processing program which DHCD may decide to employ.*

*A successful applicant will demonstrate the capacity to develop and maintain the necessary working relationships with key stakeholders and professional participants in the home purchase process. This includes developing relationships with a number of private sector entities, such as realtors, first trust lenders, home inspectors, insurance agents, settlement agents, title companies, appraisers, surveyors, and tax assessors. The HPA will also work directly with other local government agencies, and as necessary, Federal government agencies. In particular, each selected organization will be expected to establish and maintain a relationship with each DHCD-approved community based organization to ensure that the responsibilities of program application completion, customer counseling, training and required reporting are properly discharged.*

1. **Program Enhancement**

The Department of Housing and Community Development is currently making significant efforts to enhance and improve its homeownership opportunities and programs for District residents. These changes are essential in keeping these homeownership programs modernized as the District faces an increasingly thin affordable housing market. Changes which are currently underway in DHCD homeownership programs include: (1) development of a new web based homeownership training module, including a new homeownership manual and website, (2) refinement of the home inspection process to require only the borrower’s required inspection related to the first trust mortgage, (3) more in-depth training of the community based organizations to meet HUD specifications, and (4) a dedicated post counseling and loan delinquency collection effort designed to increase the quality of the existing loan portfolio and work with program participants indefinitely after closing.

DHCD is currently re-evaluating all aspects of its homeownership programs with a view toward developing a new, enhanced homeownership initiative which makes affordable housing more realistic for low and moderate income residents and households. In addition to providing the services described above, the HPA will be expected to participate directly in this effort. HPA will provide strategic subject matter expertise in the areas of marketing and outreach, underwriting and eligibility, technology and communication within the District’s homeownership network, and in the overall structure and process of the DHCD’s homeownership programs. HPA will be expected to act as a true partner with DHCD in revamping our homeownership initiatives to better meet the escalating demand for affordable housing for District residents.

*DHCD seeks one or more organizations which can re-evaluate the current structure and process of these homeownership programs, and make recommendations for program adjustments toward increased efficiency and higher impact. Examples of possible changes to the structure and process of DHCD’s homeownership programs may include, but are not limited to:*

* *Reassessment of the maximum loan amount and how available loan amounts are calculated*
* *Reassessment of existing underwriting standards to better align with current market standards and increase efficiency and transparency.*
* *More direct utilization of first trust lenders or financial intermediaries, in the home purchase process for greater efficiency, consistency and reliability in the underwriting and approval process.*
* *Greater use of digital and social media in the home purchase process for these programs.*
* *Overall efficiency of communication among all participants in the home purchase process toward shorter processing time.*
* *Partnerships with, and greater utilization of the resources of, other District agencies.*
* *Research and report on best practices for homeownership programs in comparable jurisdictions around the region and around the country.*
* *Focus on condominiums and cooperative units that tend to be more affordable for first-time homebuyers.,*

*PLEASE NOTE: Applicants are encouraged to address recommended changes in responsive applications (See Part 2 of Application Form). However, actual changes to these homeownership programs are subject to DHCD approval.*

**SECTION 4: SELECTION PROCESS**

**Selection Criteria, Part 1. Organizational Capacity -- 100 points**

|  |  |
| --- | --- |
| **Criterion** | **Points Available** |
| **Staff—*** The application describes organizational staff possessing skills and experience required to implement the homeownership programs described in this RFA.
 | 10 |
| **Board—** The application demonstrates that its Board:* can represent the concerns of residents of the District of Columbia, including low- and moderate-income residents of the District; and
* possesses the legal, business administration, and management skills required to oversee homeownership programs described in this RFA
 | 5 |
| 5 |
| **Management—*** The application evidences the financial stability of the organization, including access to a line of credit, or alternative financing;
* The application describes organizational systems currently in place to manage high volume funding, funds management, confidential information, and administrative functions; and
* The application demonstrates the organization’s ability to manage staff to effectively carry out complex mortgage underwriting and settlements, data tracking and analyzing activity progress, evaluating activity outcomes, and completing appropriate reporting.
 | 20 |
| 10 |
| 10 |
| **Experience—*** The application describes the organization’s experience in successfully implementing housing programs and activities, including demonstrated knowledge of mortgage financing and practices.
* The application demonstrates experience in managing significant change and transformation in similar programs or activities.
* The application demonstrates the organization’s ability to develop and maintain relationships with key stakeholders and public and private sector entities involved in the home purchase process.
 | 20 |
| 10 |
| 10 |
| **Total** | **100** |

**Selection Criteria, Part 2. Proposed Implementation Plan -- 100 points**

|  |  |
| --- | --- |
| **Criterion** | **Points Available** |
| * The application provides a clear and concise plan for the applicant’s marketing and outreach activities, and demonstrates capacity to advise DHCD on marketing and outreach efforts for homeownership programs. The application demonstrates the organization’s capacity to identify specific, high-impact marketing opportunities for homeownership.
* The application presents a strong plan to serve as Homebuyer Programs Administrator with skills and experience in compliance with multiple funding sources, and strong financial management. The application demonstrates credit worthiness, with a realistic and cost effective submitted budget and associated work plan. The application presents a strong plan to protect the confidentiality and integrity of all program applicants’ personal information
* The application presents a detailed data management and reporting plan. The application displays a strong documentation and recordkeeping plan for these homeownership programs.
* The application presents a detailed plan for managing the home purchase process. This includes the process of loan underwriting, guidance for program applicants, inspection coordination, document preparation, and settlement scheduling and coordination. The plan for managing the home purchase process highlights necessary stakeholder and professional relationships.
* The application demonstrates a clear ability to evaluate the structure and process of homeownership programs. The application demonstrates a capacity of the applicant to make supported recommendations for change to homeownership programs.
 | 15 |
| 30 |
|  15 |
| 25 |
|  15 |
| **Total** | **100** |

**Review Panel**

The review panel for this RFA is composed of independent, qualified, professional individuals who have been selected for their unique experiences in affordable housing, evaluating the homebuying process and homeownership programs for low and moderate income first time homebuyers.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores of Parts 1 and 2 of each application. DHCD and the review panel will determine together minimum thresholds for each of Part 1 and Part 2 which must be met in order for a respondent to be awarded funding. The process of evaluating proposals may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the respondent’s facility.

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the

Department of Housing and Community Development. The final decision on awards vests

solely with the Director of the District of Columbia DHCD. DHCD reserves the right to select more than one grantee. After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award of grant funds to the designated grantee/administrator. The Agency Director is not required to award based on the applications received and reserves the authority to re-issue this Request for Applications..

**Post-Selection**

The organizations which are approved for funding will be required to enter into a grant agreement with DHCD for implementation of the approved activities. This grant agreement will include provisions that will ensure compliance with District and Federal laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, the successful applicant will meet with DHCD staff to negotiate the specific activities that will be conducted under the grant agreement so that the applicant’s mission, stakeholder needs, and District Government priorities are addressed. This effort will result in a detailed work plan, outcome measures, and budget that will become part of the grant agreement.

In accordance with District requirements, DHCD will conduct periodic evaluations of the awarded organization’s use of grant funds. The areas of review will include financial management, internal quality control structure, regulatory compliance, and program performance. The reviews may also include scheduled and unscheduled site visits. Accordingly, the selected organization will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

**Contact Person**

For further information, please contact:

Lamont Lee

Residential and Community Service Division Manager

Department of Housing and Community Development

1800 Martin Luther King, Jr., Avenue, SE

Washington, DC 20020

202-442-7161

202-645-6166 (fax)

**SECTION 5: APPLICATION INSTRUCTIONS**

**Format**

There are four parts to the application package:

* Part 1 of the Application Form
* Part 2 of the Application Form
* Attachments
* Electronic version of application on cd

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov.> on or about July 15, 2016.

**Internet**

Respondents who obtained this RFA through the Internet are asked to provide the Department of Housing and Community Development with the following:

* Name of organization
* Key contact
* Mailing address
* Telephone and fax numbers.

This information is requested so that the respondent can receive updates and/or addenda to the RFA.

**Application Form Instructions**

The Application Form (Part 1 and Part 2) is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form(s) should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 11-point is required (New Times Roman, Courier, or Arial Narrow type recommended).Pages MUST be numbered. **The review panel will not review proposals that do not conform to these requirements.** The pages of Part 1 and Part 2 of the Proposal Form should be attached separately with binder clips and then bound together with an additional binder clip.

Proposal packages should have:

* No binding or covers
* No staples
* No graphics
* No attachments other than those requested

**Required Attachments**

The following attachments to the completed form are required:

|  |
| --- |
| Articles of Incorporation and Bylaws |
| Organizational Chart |
| Board Resumes |
| Staff Resumes |
| Assurances (RFA Attachment A) |
| Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B) |
| Two Original Receipts (RFA Attachment C) |
| Equal Opportunity Certification (RFA Attachment D) |
| Section 504 Certification Form (RFA Attachment E) |
| Affirmative Marketing Plan (RFA Attachment F) |
| Federal tax-exempt status determination letter, if applicable |
| Certificate of Good Standing from DCRA (obtained within the past three months) |
| Last three (3) years of financial statements |

The Attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip. Questions related to Attachments D, E, and F may be directed to Ms. Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Respondents may obtain the Certificate of Good Standing at the Department of Consumer and Regulatory Affairs located at 1100 4th Street, SW, Washington, DC 20024 dcra@dc.gov; the certificate may be requested by mail from:

Department of Consumer and Regulatory Affairs

DCRA Corporations Division

P.O. Box 92300

Washington, DC 20090

There is a $33 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4400.

**Explanations to Prospective Respondents**

Applicants are encouraged to e-mail questions regarding this application to [www.dhcd.rfaquestions@dc.gov](http://www.dhcd.rfaquestions@dc.gov), between July 15, 2016 and August 12, 2016. Questions submitted after the deadline date will not be responded to.

**Resources**

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dc.gov.org/main.shtm>.

**SECTION 6: APPLICATION SUBMISSION**

**Application Identification**

A total of nine (9) applications (Part 1 with Attachments, and Part 2 for the activities described in the RFA), and an electronic version of both parts on one CD, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the respondent fails to submit the required eight (8) copies, plus one (1) original.**

E-mail, Telephonic, telegraphic and facsimile submissions **will not be accepted**.

**Proposal Submission Date and Time**

Applications are due no later than 4:00 p.m. on August 12, 2016**.** All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., August 12, 2016** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) copies, plus the original and CD **must be** delivered to the following location:

Department of Housing and Community Development

Home Purchase Assistance Program

1800 Martin Luther King, Jr. Avenue, SE, 3rd floor

Washington, DC 20020

Attention: Lamont Lee, RCS Manager

**Mail/Courier/Messenger Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the postdated time **will not be accepted**.

**\*\*\*Late Applications Will Not Be Forwarded To The Review Panel\*\*\***

## **Notice of Non-Discrimination**

*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq.,(Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.  Sexual harassment is a form of sex discrimination which is also prohibited by the Act.  In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated.  Violators will be subject to disciplinary action.*