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Department of Housing
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REQUEST FOR PROPOSALS

Housing Production Trust Fund (HPTF)

Department of Human Services (DHS)

Issue Date: September 5, 2008
Closing Date: October 21, 2008



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REQUEST FOR PROPOSALS

Housing Production Trust Fund (HPTF) Department of Human Services (DHS)

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Synopsis

The following synopsis is provided to give applicants quick access to essential information:

Announcement of availability of up to \$4.0 million from HPTF loan funds, the Department of Mental Health (DMH) grant funds, administered by DHCD, and Department of Human Services (DHS) funds.

Soliciting proposals for the rehabilitation of one property and the operation of a permanent supportive housing program for families.

Announcement of availability of one property located at 4300-4304 12th Street, SE, Washington, DC. Property is required to serve low-income homeless families, as defined in the RFP.

DHCD and DHS will use its funds to provide rehabilitation and operational financing in the property to create permanent supportive housing.

SCHEDULE:

Request for Proposals (RFP) Released:

September 5, 2008. RFP is available at Department of Housing and Community Development (DHCD), Development Finance Division, 2nd Floor receptionist desk, 801 North Capitol Street, NE, Washington, DC 20002 and at DHS, 64 New York Avenue, NE, 6th Floor receptionist desk, Washington, DC 20002. RFP will be available on DHCD's website on or about September 12, 2008 (www.dhcd.dc.gov).

Pre-Proposal and Site Visit Conference:

- Thursday, September 11, 2008 at 4300 12th Street, S.E., from 10 a.m. to 12 p.m.

Proposals Due:

- **On or before 4 p.m. (Eastern Daylight Time), Tuesday, October 21, 2008. NO APPLICATIONS WILL BE ACCEPTED AFTER THE FILING DEADLINE. Incomplete applications or applications that fail to meet Eligibility Requirements outlined in Section VI will be disqualified without further review.**

Proposals Selected for Best & Final:

November 20, 2008

Applicants are advised that the Authorized Agency Contact Person for all technical matters concerning this Request for Proposals is:

Name: Vivian Portis

Title: Community Development Resource Specialist

Mailing Address: 801 North Capitol Street, NE, Suite 8000, Washington, DC 20002

Telephone: (202) 442-7281 (RFP Question Hotline)

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Applicants are advised that the Authorized Agency Contact Person for all program related matters concerning this Request for Proposals is:

Name: Fred Swan

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(202) 442-7281 (RFP Questions Hotline)

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I. Introduction

The District of Columbia Department of Human Services and the Department of Housing and Community Development (DHS and DHCD or “Department”) requests proposals for the development of permanent supportive housing. Up to \$4.0 million is designated for financing the rehabilitation of long-term permanent supportive housing units in the District of Columbia for the exclusive use of DMH and DHS Consumers (see Definitions of Key Terms below).

Through this Request for Proposals (RFP), DHCD and DHS is soliciting applications from developers/providers to develop one property that will help the District of Columbia fulfill its goals to:

- Increase the supply of decent, affordable rental housing for special needs populations, such as persons and families moving from shelters to permanent housing with supportive services, through assistance for preservation and rehabilitation;
- Create permanent housing opportunities, with supportive services, for families with histories of homelessness;

In order to submit a fully competitive proposal and maximize the scoring potential of the application, all application filing requirements must be closely followed and all information requested in the application must be responded to completely. Proposals must be received at DHCD on or before 4:00 pm Eastern Daylight Time on October 21, 2008. Proposals must be delivered to DHCD, 801 North Capitol Street, NE, 2nd Floor receptionist desk, Washington, DC 20002. A time/date clock stamp will be used and receipts will be issued at the time of submission.

No proposals will be accepted after the filing deadline.

Potential Respondents are advised to review all documents which make up this RFP, including:

1. Request for Proposals (RFP);
2. Application Submission Package (Instructions, Application Forms); and Exhibits
3. RFP Reference Guidebook.

A. Definitions of Key Terms in this RFP

For the purpose of this RFP and any proposal funded pursuant to this RFP, the following definitions will apply:

“Families with Histories of Homelessness” – Refers to Homeless *families* with at least one adult parent/guardian and one minor child whose: Head-of-household(s) have chronic health conditions that are at least episodically disabling such as mental illness, substance use issues, or HIV/AIDS, or other substantial barriers to housing stability (e.g., domestic violence, trauma, or cognitive disabilities), *and*

Have been homeless for long periods of time (one year or more), or repeated stays in the streets, emergency shelters, or other temporary settings, sometimes cycling between homelessness and hospitals, jails, and/or prisons.

“DHS Consumers” - Refers to adults and families who receive homeless services or supports funded or regulated by the Department of Human Services.

“DMH Consumers” - Refers to adults, children and families who are eligible to receive homeless services or supports funded or regulated by the Department of Mental Health.

“Permanent Supportive Housing” – Refers to long-term housing or housing subsidies provided in connection with supportive services for homeless persons or families. This type of supportive housing enables individuals and families to live as independently as possible in a permanent setting. The supportive services may be provided by the organization managing the housing or coordinated by the applicant and provided by other public or private service agencies.

II. Description of Property

4300-4304 12th Street, SE

The District recently purchased this 28-unit apartment complex consisting of two (2) 14-unit buildings located at 4300-4304 12th Street, SE. The two (2) buildings are approximately 33,036 square feet and are located on Lot 0018, Square 5921. The buildings consist of 25 two bedroom units and 3 three bedroom units. The current zoning for the property is R5A (Residential). The existing building is in conformity with the current zoning. The building will require some renovation. The piping for the building’s plumbing has been vandalized and therefore is in need of replacement. All other parts of the existing infrastructure will need to be evaluated to determine the extent of its renovation.

III. Available Programs and Funding Sources

Applicants may submit proposals for the DHCD financing programs and DHS funding outlined in this *RFP*. Please see below for instructions on accessing regulations. **Where multiple funding sources (i.e. HPTF, DMH, DHS) are available through the RFP and are eligible for the proposed activity, applicants may specify the funding source(s) they prefer. Again, DHCD and DHS reserve the right to allocate sources as they deem appropriate.**

Funding sources available through this RFP include:

- Maximum of up to \$4.0 million (minus land value) in funding under the District’s Housing Production Trust Fund (HPTF),
- \$336,000 in grant funding from the District’s Department of Mental Health dedicated for financing the construction or rehabilitation of long-term permanent supportive housing units in the District of Columbia for the exclusive use of DMH consumers. Funding for a maximum of 8 DMH units at 4300 12th Street, SE.

- DHS will provide funding under this RFP for the operation of permanent support housing programs at the above mentioned sites. Additionally, DHS will provide funding for the security, maintenance and upkeep of these facilities.

IV. **General Program Requirements**

Each funding source operates under separate federal or local regulations. All regulations include restrictions on the incomes of families served, and maximum allowable rents, but such restrictions vary among the funding sources.

A. **HPTF**

Background: HPTF funds are District funds regulated by local rulemaking. Detailed information on HPTF is included in the *RFP Reference Guidebook*, included as part of this RFP.

Income Limits: As noted in Table 1, the HPTF income eligibility limits, unlike the CDBG and HOME Program income eligibility limits are calculated against a true percentage of the four-person Area Median Income (AMI) published by the U.S. Department of Housing and Urban Development (HUD), without the adjustments that HUD makes for federal funds. AMI for Washington, DC for FY 2008 is \$99,000. For example, 80% of median income is calculated as a true 80 percent of the FY 2008 AMI of \$99,000, 50% of median income is calculated as a true 50 percent of \$99,000, and so on, as outlined on Table 1, below. DHCD and DHS further adjusts the income limits for household size by increasing or decreasing the four-person household income limit by 10 percent for each additional (or fewer) person in the household.

Income-Related Definitions: For HPTF, the following definitions apply:

Extremely Low-Income refers to households earning 0 – 30% of AMI

Very Low-Income refers to households earning 31% – 50% of AMI

Low-Income refers to households earning 51% - 80% of AMI

Maximum Allowable Rents: It is anticipated that all these units will be for families whose income is between 0 - 30% of AMI (upon initial placement). HPTF rent limits for 2008 are outlined in Table 2 below.

Table 1: HPTF Income Limits (2008)
Effective: February 13, 2008

AMI	\$99,000							
Maximum Homebuyer Tenant Income	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low (0 – 30% of AMI)	\$20,790	\$23,760	\$26,730	\$29,700	\$32,670	\$35,640	\$38,610	\$41,580

Very Low (31 – 50% of AMI)	\$34,650	\$39,600	\$44,550	\$49,500	\$54,450	\$59,400	\$64,350	\$69,300
Low (51 - 80% of AMI)	\$55,400	\$63,360	\$71,280	\$79,200	\$87,120	\$95,040	\$102,960	\$110,880

**Table 2: HPTF Rent Limits (2008)
Effective: February 13, 2008**

HPTF Rent Limits			
	Extremely Low (0 - 30% of AMI)	Very Low (31% - 50% of AMI)	Low (51% - 80% of AMI)
Efficiency (or bed in congregate facility)	\$520	\$866	\$1,386
1 Bedroom	\$594	\$990	\$1,584
2 Bedroom	\$668	\$1,114	\$1,782
3 Bedroom	\$817	\$1,361	\$2,178
4 Bedroom	\$965	\$1,609	\$2,574
5 Bedroom	\$1040	\$1,733	\$2,772

Disbursement of Funds: The Housing Act of 2002 requires that of HPTF funds disbursed in a given fiscal year:

- At least 40 percent benefit extremely low-income households (0-30 percent of AMI);
- At least 40 percent benefit very low-income households (31-50 percent of AMI); and
- The remainder, or 20 percent, may benefit low-income households (51-80 percent of AMI).

B. DMH Grant Funds:

The Department of Mental Health (DMH) in collaboration with the Department of Housing and Community Development (DHCD) will fund proposals to finance the construction or rehabilitation of long-term permanent supportive housing units for the use of DMH consumers. DMH supports projects that provide housing for extremely low (less than 30% of area median income) and very low (between 31% and 50% of area median income) income individuals and families.

Allowable costs associated with such acquisition, construction or rehabilitation of housing may include, but are not limited to: pre-development costs, including, but not limited to, third party reports, earnest money deposits, option fees, architectural drawing or renderings, appraisals and physical inspections; closing and settlement costs including attorney fees; equity contributions

on behalf of the developer/sponsor, on its own behalf or on behalf of DMH; capital improvements; and costs to obtain matching funds for grants that provide housing and housing supports for DMH consumers.

DMH shall hold a restrictive use covenant for no less than a five (5) year period on all properties developed that receive less than one hundred thousand dollars (\$100,000.00) of Funds. DMH shall hold a restrictive use covenant for no less than a twenty five (25) year period on all properties developed under this MOU that receive more than one hundred thousand dollars (\$100,000.00) of Funds.

Units proposed for development should be permanent housing of the following types: single-family housing, condominium or cooperative units, multifamily building (housing for DMH Consumers with no more than seventeen (17) units), mixed-use building serving low and moderate-income populations, single room occupancy units (“SROs”) or buildings, or transitional housing if approved by DMH in writing.

Projects that maximize the use of the funds by reducing the cost of housing development by entering into agreements with for-profit and non-profit organizations, government agencies and other entities, as necessary, to leverage funds are desired. Recommendations for funding shall be based on the project’s size, bedroom space, common areas, condition of property, neighborhood amenities/services, safety from fire, security, access to public transportation, absence of drug activities and suitability of the location for promoting community integration. Funds granted to prospective developers for Licensed Community Residential Facilities (CRF) projects are not required to leverage funds.

C. DHS Funds:

The Department of Human Services will fund proposals to operate site-based permanent supportive housing programs for families with a history of homelessness. Allowable cost include: facility operational costs (maintenance, utilities, insurance, security, etc.); staffing costs; supportive services cost (case management); and, miscellaneous client costs.

D. Project Types, Priorities and Uses of Funds:

The resources available under this coordinated RFP may be used for:

- Rehabilitation/development of facilities
- Permanent supportive housing for the families
- Supportive services for families

All housing assisted under this RFP must meet the federal and local housing codes and the appropriate income guidelines for beneficiaries.

The Department of Housing and Community Development of the District of Columbia and the Department of Human Services are seeking to partner with for-profit and non-profit entities, to protect and increase the supply of affordable housing in the District of Columbia, particularly for special needs populations, such as persons and families moving from shelters to permanent housing with supportive services.

DHCD and DHS Affordable Housing Commitments:

1. Utilize the expertise of the private and non-profit sector to protect and increase affordable housing;
2. Leverage private funds to develop special needs housing;
3. Ensure long term availability of special needs housing; and
4. Support the Administration’s housing initiatives.

Eligible Costs: Financing may be used for virtually any development finance purpose including, but not limited to:

- Construction financing
- Interim financing
- Permanent financing
- Eligible predevelopment costs
- Eligible hard and soft costs
- Operating and maintenance expenses
- Case management and social services
- Staffing and client costs

DHCD financing may not be used for:

- Project-based rental assistance to tenants
- Tenant-based rental assistance to tenants
- Capacity building
- Tax liabilities nor any other District or federal obligations
- Non-DHS consumers

E. Types of Investment:

DHCD and DHS may provide investment in projects in the form of loans, contracts and grants. DHCD and DHS will have the sole discretion to determine the type of investment it will make in a project.

F. Monitoring Requirements:

In accordance with Federal and District regulations, DHCD and DHS are required to monitor the use of the funds distributed under this RFP. Applicants receiving financial assistance from DHCD and DHS for projects could be subject to any and/or all of the following requirements outlined in Table 5a and Table 5b, below.

Table 5a: DHCD’s Monitoring Elements, Guidelines and/or Requirements

<ul style="list-style-type: none"> • Housing Production Trust Fund regulations (including continuous affordability requirements) • Environmental Reviews - 24 CFR Part 85 • Affirmative Action Program (Local Small Disadvantaged Business Enterprises – Mayor’s Order 85-85) • Section 3 - (24 CFR Part 135) 	<ul style="list-style-type: none"> • First Source Employment Agreements • Registration with DC Apprenticeship Council • Americans with Disabilities Act of 1990 • Lead Safe Housing Rule (Lead Based Paint) • Section 504 of Rehabilitation Act of 1973, as amended • Uniform Relocation Act or District of Columbia Relocation Assistance provisions (10 DCMR Chapter 22) • Freedom of Information Act • Davis Bacon and related Acts • Conflict of Interest (24 CFR § 570.611 and 24 CFR §§ 84.42 and 85.36) • Federal Fair Housing Act and implementing regulations (24 CFR Part 14 et al)
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Table 5b: DHS’ Monitoring Elements, Guidelines and/or Requirements

<ul style="list-style-type: none"> • Homeless Services Reform Act and implementing regulations 	<ul style="list-style-type: none"> • Americans with Disabilities Act of 1990 • Living Wage Act of 2006
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DHCD and DHS require each applicant to sign a Monitoring Certification indicating the agreement to comply with the regulations, to be subject to DHCD and DHS monitoring for compliance and to accept any applicable penalties for noncompliance.

The applicant is responsible for any and all costs associated with implementing and maintaining records to comply with and allow for DHCD and DHS monitoring. The Monitoring Certification Form is included in the application.

V. Eligible Applicants

To be eligible for funding consideration, proposals must:

1. Be submitted by a non-profit organization, and/or a non-profit or for profit developer;
2. Request funding for the property listed in Section II of this RFP and propose to serve families consistent with income restrictions outlined under Section IV of this RFP, program goals and objectives and all applicable Federal and local laws;
3. Propose activities that meet the eligibility requirements of the funding source through which they receive financing (See the *RFP Reference Guidebook*); and,
4. Meet the Eligibility Requirements outlined in Section VI, below.

VI. Eligibility Requirements

Applicants must submit documentation that fully demonstrates their compliance with the Eligibility Requirements outlined below. Failure to include such documentation will result in elimination of the application from funding consideration without further review.

1. **Basic Regulatory Eligibility:** The proposed project must meet the appropriate regulatory requirements for eligibility (e.g., Eligible Activities for HPTF). (For guidance and background information, see Section 1 of the *RFP Reference Guidebook*.)
2. **Good Standing:** At time of application, the applicant/developer/provider must demonstrate good standing by providing a Certificate of Good Standing from the Department of Consumer and Regulatory Affairs (DCRA) (Exhibit K). Further, and without exception, the applicant and members of the development team may not:
 - a. Be delinquent on city obligations, including, but not limited to, income taxes, real estate taxes and water and sewer charges; lease payments or defaulted grant(s). (If it is determined during any stage of the review, underwriting or funding process, that the applicant or any business affiliate¹ has any outstanding indebtedness to DHCD and DHS or the District, the applicant shall be removed from further consideration in this funding round);
 - b. In the past five years, have been a party to chronic housing code violations, excessive tenant complaints, or substantial judgments;
 - c. Be barred by the U.S. Department of Housing and Urban Development (HUD), DHCD and DHS, District of Columbia Housing Authority (DCHA) or District of Columbia Housing Finance Agency (DCHFA); nor,
 - d. Be suspended, voluntarily or involuntarily excluded from participation in any federal or District Programs.

¹ A business affiliate is an affiliate with direct management or financial interest.

3. **Creditworthiness:** Applicant has a satisfactory credit or Dun & Bradstreet report: No member of the development team acting in the role of sponsor, developer, guarantor, or owner has had chronic past due accounts, substantial liens or judgments, foreclosures or bankruptcies within the past five years; nor has defaulted on any obligation to the District of Columbia within the past ten years. Exhibit K
4. **Green Design and Building:** In accordance with The Green Building Act of 2006, if a residential development comprises 10,000 square feet or more, and involves public financing for 15% or more of total project costs, it must comply with Green Communities Criteria. **PLEASE NOTE:** Applicants are not required to submit completed documents at this time. However, after the review process, the applicant(s) invited to submit a best and final application will need to immediately comply with the following:

Residential buildings – Green Communities Criteria 2006

- o Documentation of the findings of the integrated design charrette which has been conducted to consider the most cost effective ways to integrate required green design elements (Exhibit GB-2)
- o Submission of “Intended Method of Satisfying Green Communities Criteria” (Exhibit GB-1) with appropriate minimum score:
 - New construction = All mandatory criteria and a minimum of 25 points on optional criteria
 - Rehabilitation = All mandatory criteria and a minimum of 20 points on optional criteria

(For more information on green building and associated standards, see Section V of the RFP Reference Guidebook.)

5. **Wheelchair Accessible Units:** The selected applicants/developer must provide (and indicate and outline for doing so in its proposal) a minimum of 2 wheelchair accessible units. Accessible units must be on an accessible route from an accessible entrance and must comply with the Uniform Federal Accessibility Standards (UFAS).

Hearing Accessible Units: In addition, the selected applicant/developer must ensure (and indicate and outline for doing so in its proposal) that at least one (1) other unit in each building is accessible for persons with hearing impairments at 4300-4304 12th Street SE locations. These units must comply with the Americans and Disabilities Act Accessibility Guidelines (ADAAG).

6. **Completeness of Application:** Application must comply with all requirements outlined in Section XI of this RFP. Incomplete applications will be eliminated from funding consideration without further review.

VII. Scoring Criteria

Proposals deemed to meet the Eligibility Requirements referenced above will receive further consideration. Proposals will be scored based on the below listed criteria and then compared against all others received for the proposed development. In general, it is DHCD and DHS' goal to provide funding to those proposals which provide the best use of the property.

1. Meeting DHS' Program Objectives (maximum 25 points)

This score will be determined from the Applicant's response in meeting DHS' Program Description and Objectives under this RFP as stated below:

- DHS, through this RFP, will implement site-based permanent supportive housing programs for families with histories of homelessness. The facility listed under this RFP is a District owned facility and will remain District owned, although the selected developer/provider will be granted site control for the purposes of operating the programs. The selected developer/provider will be required to take referrals from DHS only. DHS will have ultimate authority to decide which families participate in these programs. Participating families will be required to pay 30% of the household's adjusted gross income in rent to the selected developer/provider. These funds will be utilized by the provider to offset program and facility operational costs. Additional funds needed to cover program and facility operational costs will be covered through a combination of DHS funds and funds leveraged by the developer/provider from other public and private sources. It is assumed that all program participants/households will be extremely low-income (with income between 0 – 30% of AMI).

The overall objectives of these programs are to provide long-term housing and support services to the adults and families with a history of homelessness that maximizes their ability to maintain housing and achieve the highest degree of stability and self-sufficiency. Developers/providers will be scored on how well they demonstrate through their program description/design that these objectives will be met. Specific attention will be focused on the developer/provider's description of what and how support services will be provided. It is assumed that substance abuse, mental illness, domestic violence, disabilities (physical, learning and others) and trauma will be challenges that many of these families will be facing.

2. Appropriateness of Site and Design (maximum 10 points)

Appropriateness of Site: Proposal must adequately address topography, soil, and grade issues, environmental hazards, zoning requirements, and other special site conditions.

- ❑ 5 points = Applicant has reviewed the Phase 1 environmental site assessment analysis and has formulated a satisfactory plan to deal with any issues raised through those studies. The applicant has addressed zoning and historic preservation issues and has received approval from the Board of Zoning Adjustment for necessary changes.
- ❑ 3 points = Applicant has completed a historical review of property uses and provided a minimal assessment of site and environmental issues (the Environmental Assessment Exhibit G of the application). Applicant has identified any issues and budgeted for associated costs. The applicant has identified zoning and historic preservation issues and has received approval from the Board of Zoning Adjustment for necessary changes.
- ❑ 0 points = Failure to document the minimum steps outlined for 3 points, above.

Appropriateness of Design: Proposed project design must blend with the neighborhood, be structurally sound and cost efficient, and meet the needs of the occupants with appropriate amenities.

- ❑ 5 points = Applicant has completed schematic designs. The proposal includes site plans, elevations, and floor layouts. For the rehab projects, the proposal does not need site plans or elevations but does need existing layouts and proposed layouts. The design is consistent with neighborhood design characteristics. Amenities and units are appropriate for the tenant population. The project has a defined and realistic cost summary schedule. (Cost Estimate Form 212)
- ❑ 3 points = Applicant describes project amenities and unit sizes both which are appropriate for the proposed development for the special needs population. The project is consistent with neighborhood design characteristics. There is a cost summary and schedule. (Cost Estimate Form 212)
- ❑ 0 points = Failure to document the minimum steps outlined for 3 points, above.

3. Financial Feasibility (maximum 10 points)

This score will be determined from the Applicant's response in Exhibits W.

- ❑ 10 points = There is a complete set of financial documents to support the financing request. The application (Form 202) contains a realistic set of sources and uses, pro forma and operating budget. The requested DHS funding must be included in the sources and uses. The uses are appropriate for the project and the requested financing source. Letter(s) of commitment from other participating financial sources is/are included.
- ❑ 0 points = Failure to document the minimum steps outlined for 10 points, above

4. Capacity of the Development Team (maximum 10 points)

This score will be determined from the Applicant's response in Exhibits J through N.

Development teams demonstrating a strong record of capacity will receive more points.

- ❑ 10 points = The developer/development team must demonstrate a successful track record in projects of similar size, scale and complexity to the proposed project. The development team includes the appropriate members: developer/applicant, architect, green design professional, development consultant, construction management and/or general contractor, accounting, financial, legal, syndication and property and/or asset management team. This proposed project includes supportive services; therefore, a qualified service provider must be a member of the development team. Members of the development team must be able to demonstrate and verify a successful performance history in projects of similar type and scale. The development team must also demonstrate the financial capacity to fulfill their respective responsibilities. No members of the development team may have defaulted on any obligation to the District of Columbia within the past 10 years.
- ❑ 5 points = The developer/developer team must demonstrate a successful track record in projects of similar size, scale and complexity to the proposed project. Most of the members of the development team are experienced and demonstrate successful performance history and financial

capacity in projects of similar size, scale and complexity. This proposed project includes supportive services; therefore, a qualified service provider must be a member of the development team. No members of the development team may have defaulted on any obligation to the District of Columbia within the past 10 years.

- ❑ 0 points = Failure to document minimum capacity of each member of the development team, including experience consistent with the scope of the proposed project.

5. Coordination with other funding sources (maximum 10 points)

This score will be determined from the Applicant’s response in Exhibit W.

This will measure the extent to which DHCD funds are leveraged with other public and private resources. The leveraging formula will deduct the total DHCD investment from the total development cost and divide the remaining total development cost by the total DHCD investment. The greatest consideration will be given to those projects that achieve the highest leverage ratio.

- ❑ 10 points = Leverage ratio of 1:5 or greater
- ❑ 8 points = Leverage ratio of 1:3-4.99
- ❑ 6 points = Leverage ratio of 1:2-2.99
- ❑ 3 points = Leverage ratio of 1:1-1.99
- ❑ 0 points = Leverage ratio less than 1:1

6. Leverage (maximum 25 points)

This score will be determined from the Applicant’s response in Exhibit W.

This will measure the extent to which DHS funds are leveraged with other public and private resources. The leveraging formula will deduct the total requested DHS investment from the total proposed program and facility operational costs. The greatest consideration will be given to those programs that leverage the most funding and as a result request the least amount of funding from DHS.

- 25 points = Leverage amount of 75% or more of total program and facility operational costs
- 20 points = Leverage amount of 60% - 74% of total program and facility operational costs
- 15 points = Leverage amount of 45% - 59% of total program and facility operational costs
- 10 points = Leverage amount of 30% - 44% of total program and facility operational costs
- 5 points = Leverage amount of 15% - 29% of total program and facility operational costs
- 0 points = Leverage amount of 14% or less of total program and facility operational costs

7. Timeliness (maximum 5 points)

This score will be determined from the Applicant’s response in Exhibit A.

This will measure the readiness of the applicant to start construction, including whether the applicant has done an environmental site assessment analysis, formulated a satisfactory plan to deal with any issues raised through those studies, and has successfully addressed any zoning and historic preservation issues. In addition this will measure the length of time necessary to complete

rehab/construction with greater consideration given to those proposals that will achieve a certificate of occupancy most quickly.

8. Section 3 Residents and Business Concern Participation (maximum 5 points)

This score will be determined from the Applicant's response in Exhibit Z-4.

Points will be awarded for the hiring or contracting of Section 3 Residents or Business Concerns above the minimum requirement for this RFP of 5% of new hires.

- 5 points = 20% or greater of new hires
- 3 points = 13% - 19% of new hires
- 1 point = 6% - 12% of new hires

Bonus Points (up to 10 points total)

1) Green Design and Building (up to 6 points)

This score will be determined from the Applicant's response in Exhibits GB1 and GB2.

Bonus points will be awarded for the inclusion of green design elements above the required standard, as follows:

- Residential new construction projects- Green Communities Criteria, attainment of 26 or more optional points
- Residential substantial rehabilitation projects- Green Communities Criteria, attainment of 21 or more optional points

3) Non-Profit Participation (up to 2 points)

This score will be determined from the Applicant's response in Exhibit Q.

Bonus points will be awarded for projects in which non-profit organizations have significant partnership roles (e.g., developer, co-developer, property manager).

4) Use of District of Columbia certified Local Small Disadvantaged Business Enterprises (LSDBE) (up to 2 points)

This score will be determined from the Applicant's response in Exhibit P.

The District of Columbia encourages the maximum utilization of District of Columbia certified Local Small Disadvantaged Business Enterprises (LSDBE) in the development and construction of projects where DHS is investing resources. Sponsors and developers are encouraged to utilize District certified LSDBEs in all phases of the development process. Sponsors and developers may contact Mr. Andre Banks, of the Office of Local Business Development, at (202) 727-3900 for information on District of Columbia certified LSDBEs. The minimum requirement is 35% participation; bonus points will be awarded above that threshold.

- District of Columbia certified LSDBE participation in 36% or more of all available development, construction, and professional opportunities.

VIII. Application Review Process & Timing of Awards

Once applications are received, DHCD and DHS will first determine whether or not applications conform to the Eligibility Requirements outlined in Section VI of the RFP. Applications determined to be ineligible will not be reviewed. All eligible applications will be scored against the scoring criteria outlined in Section VII of the RFP, and then compared against all others received.

Applications will then be forwarded to a District Review Committee of industry experts for review. Projects which: a) meet the eligibility requirements, and b) score competitively compared with other proposed projects submitted will be recommended to DHCD and DHS for funding. DHCD and DHS will conduct the final review of applications and will select the applications for funding against the funds available.

DHS and DHCD will host a pre-proposal conference at the site of the property on September 11, 2008, at 10:00 a.m. The property is located at 4300 12th Street, SE, Washington, DC.

Projected Timing of Award is as follows:

Projected Timing of Awards

Applications are due:
October 21, 2008

Proposals Selected for Best and
Final: November 20, 2008

Best and Final due:
December 19, 2008

Announcement of Awardees:
January 9, 2009

Kick-off Meeting Scheduled For:
Week of January 19, 2009

IX. Application Guidelines

Application guidelines and requirements are identified below. Detailed guidelines and requirements are contained in the [Financing Application Submission Package](#).

- 1. Applying for Multiple Projects:*** Applicants may apply for funding for one or both of the properties outlined in Section II of this RFP.
- 2. Application Submission:*** Applications must be received at **DHCD** on or before **4:00 PM October 21, 2008, Eastern Daylight Time**. Applications must be delivered to DHCD, Development Finance Division, 801 North Capitol Street, NE, 2nd Floor receptionist desk,

Washington, DC 20002. **Please note that no applications will be accepted after the 4:00 PM deadline. DHCD will use a time/date stamp clock to register the application and will monitor the timeliness of applications received.**

Applicants must submit three signed copies of the application – an original, and two copies, each in a three ring binder (with each exhibit tabbed). DHCD will not make copies for applicants. Application documents, other than maps and drawings, must be submitted using a 12 point type size and on 8 ½ x 11 paper.

An individual authorized to obligate the applicant *must* sign the Application Summary Sheet. By signing the application, the authorized person is also attesting to the truthfulness of the information supplied in the application. Unsigned applications will not be accepted. The Certification documents, including Contract Affidavit, Qualifications Statements, and Monitoring Certification Forms (all in “Exhibits” of Application Submission Package) must also be signed.

3. ***Project Award Provisions:*** All awards are subject to the applicable federal and District of Columbia guidelines and regulations applying to those funds. All awards are subject to the regulatory requirements referenced, and to the availability of District of Columbia or federal funds.

X. Pre-Proposal Conference

The Pre-Proposal Conference will be held at the property in conjunction with this RFP:

- Thursday, September 11, 2008 at 4300 12th Street, SE, from 10 a.m. to 12 p.m.

Questions regarding the RFP should be directed to:

E-mail address: rfpquestions@dc.gov

Or

RFP Question Hotline: (202) 442-7281 (voicemail)

XI. Content of the Application

To be considered for funding, applications must be complete and must include the following elements in the order listed below. All required forms and attachments are provided in Section 6 of the Financing Application Submission Package and in the Exhibits.

- A. Application Cover Page (with signature of individual authorized to obligate your organization and attest to truthfulness of application contents required; lack of authorized signature will disqualify application)
- B. General Information:
 - Appendix 1 - Project Narrative
 - Financing Application (Form 202)
 - Development Team Information
 - Community Revitalization Information
 - Project Income (rental projects)
 - Project Expenses
 - Uses of Funds
 - Sources of Funds
 - Project Summary Information
 - 20-Year Operating Proforma
- C. Complete Exhibit Checklist, and all executed exhibits
- D. Monitoring Certification (with required signature; lack of authorized signature will disqualify application) [Exhibit Z]
- E. Forms 212 and 215 (Note: The Summary Cost Estimate [Form 212] is required as part of the RFP Application for Funding. The Detailed Cost Estimate [Form 215] is included with the application, and must be completed by the final submission deadline for projects selected for underwriting. It is not required in the initial application for funding.)