



District of Columbia
Department of Housing
and Community
Development

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*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.*

REQUEST FOR Applications

Services for Housing Programs

Counseling Services and Training for
Single Family Homeownership

Counseling Services and Training for
Tenants and Tenant Organizations

Counseling Services and Training for
Multifamily Owner-Occupied (Coop
and Condo) Properties

*Community Development Block Grant and Other Federal
and Local Sources*

Issue Date: October 3, 2008

Closing Date: November 6, 2008

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

NOTICE

PRE-APPLICATION CONFERENCE



Services for Housing Programs

Attendance is Recommended

HAS BEEN CHANGED

***FROM OCTOBER 21, 2008 to
OCTOBER 23, 2008***

***WHERE: Department of Housing and Community Development
801 North Capitol Street, NE
9th Floor Conference Room
Washington, DC 20002***

TIME: 2:00 PM – 4:00 PM

CONTACT PERSON REGARDING THIS PRE-APPLICATION CONFERENCE:

***Janice Blassingame, Manager, Homebuyer Assistance Programs
Department of Housing and Community Development
Residential and Community Services Division
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Checklist for Applications

Services for Housing Programs

Verify that the application 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 via email.
- 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 (listed below):
 - o Articles of Incorporation and Bylaws
 - o Organizational chart
 - o Board resumes
 - o Staff resumes
 - o Assurances (See RFA Attachment A)
 - o Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - o Two Original Receipts (see RFA Attachment C)
 - o Equal Opportunity Certification Form (see RFA Attachment D)
 - o Section 504 Certification Form (see RFA Attachment E)
 - o Affirmative Marketing Plan (see RFA Attachment F)
 - o Tax-exempt status determination letter
 - o Certificate of Good Standing from DCRA
 - o **COMPLETED MENU OF SERVICES form**

See Section 5: Application Instructions

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MENU OF SERVICES

APPLICATION FORM (Part 1 and Part 2)

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District of Columbia
Department of Housing and Community Development (DHCD)
Request for Applications (RFA) FY 2009 for
Services for DHCD Housing Programs

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) and other Federal funds from the US Department of Housing and Urban Development (HUD) each year to develop programs and to provide services that support and preserve affordable housing for the benefit of low and moderate income persons. Some local funds are also provided for this effort. DHCD, in turn, works in partnership with local non-profit organizations to deliver these services for affordable housing.

The Department of Housing and Community Development seeks to fund non-profit community partners that can assist the Department in providing a wide range of housing services that include: (1) counseling and training for single-family homeownership; (2) counseling and training for tenants and tenant groups, and (3) counseling and training for homeowner associations in multi-family owner-occupied affordable cooperatives and condominiums that will help them to manage and to maintain their properties. The activities outlined in this RFA are essential to the Department's mission of providing quality affordable housing opportunities, homeownership opportunities, and increasing economic opportunities for low and moderate income District residents.

Purpose of Request for Applications (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications from non-profit organizations to provide a range of counseling, education, and training services to support DHCD's housing programs and initiatives, and to promote compliance with District housing regulations. All of the services are intended to empower potential homeowners, actual homeowners, and tenants for the purpose of preserving of affordable housing. .

Specifically, the Department seeks grantees to conduct four primary activities:

Activity 1: Marketing and Outreach for the services provided and for the District's housing programs.

NOTE: This is a *MANDATORY* activity to be conducted by all Grantees awarded

Activity 2: Counseling and Training for Single Family Homeownership

Activity 3: Counseling and Training for Tenants and Tenant Groups

Activity 4: Counseling and Training for Multifamily Owner-Occupied (Coop and Condo) Properties

An applicant should use this application process to evidence its ability to produce positive outcomes for the available programs and services. The applicant must be able to demonstrate that it has strong project management and administrative capacity and a proven track record of delivering timely and professional quality services, similar to those sought through this RFA. Applications may

be submitted for funding to conduct Activity 1 (Marketing and Outreach), and one or more of the remaining activities (2, 3, and 4) listed above. The Department will make a single award to any organization(s) funded through this RFA, regardless of which activities the applicant is selected to provide.

Award Period

The approved activities under this RFA will begin on January 1, 2009. Activity work plans and budgets are anticipated to be approved for a period of nine months. At its sole discretion, the Department may choose to extend the agreements for additional periods of up to one year. All selected awardees will be invited to attend a post-award conference where the specific mechanics of the awarded grant will be explained.

Award and Amounts

DHCD will evaluate each applicant's work plan and budget for adequate fiscal capability to provide the services indicated. There is no prescribed award amount for any activity, or for any specific grant.

SECTION 2: APPLICANT QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations that have a history of serving the residents of the District of Columbia through initiatives that provide or support the provision of affordable housing opportunities. These organizations should be able to provide affordable housing counseling to tenants, first time homebuyers, and homeowners, in both single- and multi-family properties. DHCD encourages applications that reflect the concerns of the diverse populations and cultures that exist throughout the District of Columbia communities.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in assisting tenants, new homebuyers, and homeowners. The applicant's overall administrative capacity as it relates to all requirements of program and grants management will be closely examined. Applicants will be evaluated on the basis of financial stability, management capability, credit-worthiness, community support, staff qualifications, ability to provide excellent customer service, ability to track productivity and report results, and demonstrated understanding of issues involved in performing activities required under CDBG program administration. Any organization selected must demonstrate its ability to fundraise and leverage DHCD funds with other funding sources.

Any organization selected for funding for any of the activities described in the RFA must:

- submit timely monthly reports on activity accomplishments, along with an analysis of client progress;
- submit timely monthly requisitions for disbursement/invoices according to defined program requirements; and
- have the capacity to create and produce reports from a well developed tracking system upon request.

Governing Body Membership

The successful applicant will demonstrate that its board or other governing body:

- **is** broadly representative of the community at-large, including low- and moderate-income residents of the District;
- possesses skills and/or experience related to affordable housing, community development, and/or neighborhood revitalization, with special emphasis on the activities described in this RFA; and
- possesses the legal, business administration, and management capacity to ensure appropriate execution of the described activities in partnership with the District government.

The Department prefers that the majority of the applicant organization's governing body membership (at least 51%) be from among the following categories: (1) low- and moderate-income residents of the District; (2) owners or senior officers of private establishments and other institutions located in and serving the District of Columbia's low/moderate income households; and/or 3) representatives of District neighborhood organizations with a proven track record of serving low- and moderate-income residents.

Experience-based Evidence of Performance

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities in which they are active, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change. Proposed activities should result in measurable, quantifiable outcomes for the District's low and moderate income first-time homebuyer, homeowner, and renter populations, as described in Section 3, "Programmatic Requirements."

Partnerships

Successful applicants have the capacity to leverage resources from financial, and other private and public, entities. Therefore, demonstrated working relationships with key stakeholders—including banks and other lenders, law firms, accounting firms, technical assistance providers, federal government agencies, foundations, other non-profits, etc—are essential qualifications for prospective grant recipients.

Threshold Applicant Requirements (required for the application to be considered for selection)

In addition to demonstrating the ability to meet and implement program requirements, a successful applicant must meet the following threshold requirements:

- The applicant must be a non-profit/tax-exempt corporation, so designated by the Internal Revenue Service.
- 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., Federal and local 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 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 or be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...".
- 5) All federal and local laws and regulations which offer consumer protections from prohibited lending practices; also, the District of Columbia's Lending Revisions Act of 2002 (14-354) and mortgage foreclosure procedures enacted in the "Mortgage Foreclosure Procedures Reform Act of 2003."
- 6) 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.
- 7) D.C. Law 3-76: District of Columbia Architectural Barriers Act of 1980, Section 1500.1 et. Seq. states in part, "...all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."
- 8) 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: PROGRAMMATIC REQUIREMENTS

Efficiency of Service

With this Request for Applications, the Department intends to improve efficiency of service among our housing counseling and training programs. This is being done in an environment in which Federal entitlements and revenues are dwindling over time. Consequently, the Department looks to the non-profit community to actualize efficiencies in its provision of the same services.

Geographic Distribution of Services

The Department's decision to select one, or multiple, grantees for provision of services, or for multiple services, will depend on the range of opportunities for quality service delivery in the applicant pool. It will also depend on the potential geographical distribution of service among the applications received. Applicants are free to designate their own proposed service areas based on their organization's by-laws, Board policies, etc. However, the Department reserves the right to designate any service areas it deems appropriate in making awards and in negotiating grant terms. In reviewing the applicant pool, the Department's goal will be to ensure that excellent affordable housing counseling services are provided to all low and moderate income citizens of the District of Columbia. The Department will seek to bring parity in quality of all housing services provided for all areas of the District.

Eligibility for Federal Funding

Almost all of the activities in this RFA will be conducted through grant agreements using federal Community Development Block Grant (CDBG) program funds. A minority of the activities will be funded with grant agreements using other Federal funding sources or local dollars. The Department will provide a full informational briefing to the awarded grantee(s) about the requirements of the grant funding source.

Federal regulations have established national objectives that require that the beneficiaries of all CDBG-funded activities must be at least 51% low- and moderate- income persons or households. The national objective is achieved through "limited clientele benefit"—that is, by verifying the incomes of each beneficiary of the services provided. The applicant must demonstrate that it has the capacity and the intention to verify the household incomes of beneficiaries so that it can meet the national objective of providing benefit to 51% low- and moderate-income persons.

Applicants should review in detail the federal requirements for programs, activities, and subrecipient eligibility under the regulations for the Community Development Block Grant program at 24 CFR 570. <http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/>

ACTIVITY 1: Marketing and Outreach

All grantees will be expected to provide continuous and consistent marketing and outreach for approved services and programs with the objective of stimulating public awareness of DHCD housing programs and increasing the pool of program applicants. Grantees will be responsible for distributing DHCD program materials at community forums, public events and homeownership meetings and fairs. Marketing and Outreach may include but is not limited to: flyers, door-to-door visits, community meetings, use of Cable TV (Channel 16), and public service announcements.

All applicants will be required to submit a detailed workplan for marketing and outreach. An agreed upon plan will become part of the budget and workplan for the grant agreement. In addition, all grantees will be required to provide general marketing and outreach for all DHCD programs. Marketing and outreach will be in coordination with any marketing and outreach efforts coming directly out of DHCD.

On an ongoing basis, the grantee must be available to participate, as required by DHCD, in public activities and events related to housing opportunities. In any print materials to be distributed at such activities, the grantee must always acknowledge these housing assistance activities as programs of the Department of Housing and Community Development. This acknowledgement is required for all print materials, (including training materials and publications) and electronic information (websites). All such materials must be approved by DHCD prior to distribution.

The grantee must demonstrate capability to effectively serve and communicate with the various non-English speaking and special needs populations. This means that marketing and outreach materials will be made available in various languages and media based on the needs of the various populations of the District. The grantee must demonstrate its intent and capability to comply with the District's Language Access Law. In addition, the grantee must demonstrate appropriate staffing to ensure compliance with the District's Language Access Law.

ACTIVITY 2: COUNSELING AND TRAINING FOR SINGLE FAMILY HOMEOWNERSHIP

Overview

This activity involves providing a range of counseling and training services to District residents and potential residents to achieve or maintain safe, decent, affordable single-family housing, including homeownership. DHCD seeks one or more organizations to provide these services for all aspects of single-family homeownership for low- and moderate-income persons. This will include, in particular, the pre- and post- homeownership counseling and training required (including application intake) for first-time homebuyers who are, or who intend to be, participants in DHCD's Home Purchase Assistance Program (HPAP) or Employer Assisted Housing Program (EAHP). It also includes counseling and application intake in support of other District first-time homebuyer opportunities, most notably, the Workforce Housing Land Trust, the Negotiated Employee Assisted Housing Program (NEAHP) and Inclusionary Zoning programs.

Services under this activity also include application intake and counseling for three other DHCD Housing Preservation Programs: (1) Single Family Residential Rehabilitation Program, (2) Lead Safe Washington (3) Homestead Housing Preservation Program. For the Single Family Residential Rehabilitation Program, application intake, and pre- and post- closing counseling services will be provided. For the Lead Safe Washington, and Homestead Housing Preservation Program, the same services will be provided. (See Activity 4 for multi-family counseling services requirements.)

Application Intake

All grantees under this Activity will be responsible for providing full assistance according to program requirements for any applicant to any program for which the grantee provides counseling services. Grantees will be responsible for: (1) the application process, (2) the application document, itself and all required supporting documentation, (3) training materials, (4) data and databases maintained, (5) compliance with relevant regulations, and (6) all other aspects of application intake and completion.

Pre – Purchase or Grant Counseling

All grantees will be responsible for providing full assistance according to program requirements for any applicant to any program for which the grantee provides counseling services. The process of individual counseling for each client may include, but is not limited to:

- Initial applicant screening and interview
- Providing application assistance
- Program referrals
- Counseling plan development
- Program participant follow-up

Training for HPAP/EAHP Applicants

Specifically, for the HPAP/EAHP, the grantee shall perform the following tasks:

- The grantee providing counseling services for HPAP shall establish and maintain a close working relationship with the designated Administrator of the Homebuyer Assistance (HPAP/EAHP) Programs to coordinate a process that will ensure that all eligible program applicants successfully complete Homebuyer Education training.
- The grantee shall obtain a copy of the Notice of Eligibility for each applicant from the Administrator of the Homebuyer Assistance Program. Upon receipt of the Notice of Eligibility, as proof of acceptance into the Homebuyer Assistance Program, the grantee shall contact the applicant within 2 business days. The delivery of education must be scheduled within two-weeks of having received the Notice of Eligibility.
- The grantee shall ensure that the applicant receives a pre-homeowner education certification and ensure that the applicant enroll in the post-homebuyer counseling.
- The grantee shall be responsible for ensuring that borrower is enrolled for post-homeowner education and foreclosure prevention.
- The grantee must be able to track and provide detailed client portfolio data for clients enrolled in training, including demographics, as well as meet established performance outcome measures.
- The grantee must follow and practice guidelines and code of ethics supported by the National Industry Standards for Homeownership Education and Counseling.
- The grantee shall develop a pre-purchase curriculum that will include:
 - 1) assessing readiness for homeownership
 - 2) budgeting and credit management
 - 3) financing a home with a combination of District homebuyer assistance and private lender financing
 - 4) selecting a home
 - 5) maintaining a home
- The grantee must provide outreach to D.C. Government employees by conducting homeownership workshops at office sites.
- The grantee shall establish control measures that will ensure that the curriculum meets program requirements and that will produce optimum benefits for the applicant that result in successful homebuyers.
- The grantee shall be responsible for managing the program budget and performing financial accounting such that all financial processes are in compliance with local and federal regulations. Respondent must be knowledgeable of federal Community Development Block Grant (CDBG) regulations (24 CFR 570).

Post Purchase Counseling

Other aspects of single family homeownership, or preparation for single-family homeownership, involve counseling services which may not be specifically tied to a particular DHCD program. These are also typically post-purchase counseling services. They include: mortgage default and foreclosure counseling, credit counseling, ongoing home management, and counseling referral for social problems which impact a particular household's ability to obtain affordable housing. In particular, the Department recognizes the increasing importance of availability of good foreclosure counseling services. All of those counseling services can be applied for under this activity.

District Legal Citations Governing Program Area in Activity 2

Applicants for this activity should review in detail the following legal citations governing the District homebuyer assistance activities that are, or will be, included in this grant opportunity. Submission of an application relevant to this activity presumes that the applicant intends to meet all requirements to support homebuyer education and counseling pursuant to the relevant citations.

Home Purchase Assistance Program:

DC Code 42-2601 and 14 DCMR, Chapter 25

Employer-Assisted Housing Program:

DC Code 42-2501 and 14 DCMR, Chapter 36 (see proposed revisions in Attachment G)

Homestead Housing Preservation Program

DC Code 42-2109 and 14 DCMR, Chapter 29 (especially at Section 29.13)

Workforce Housing Land Trust:

14 DCMR, Chapter 35

Inclusionary Zoning:

Legislation Pending, Bill 17-586, 17-618, 17-619

Single Family Rehabilitation

14 DCMR, Chapter 28

Lead Safe Washington

24 CFR, Part 35, 24 CFR, Part 85.37, Section 1011 of the Residential Lead-Based Paint Hazard Reduction Act of 1992

ACTIVITY 3: COUNSELING AND TRAINING FOR TENANTS AND TENANT GROUPS

Overview

This activity involves providing a range of counseling and training services to tenants and tenant groups residing in affordable rental properties in the District of Columbia. The Department's objective is to assist these tenants in understanding their rights and responsibilities through counseling, education, referral, or other means. The Department of Housing and Community Development (DHCD) seeks one or more organizations to provide housing services specific to the needs of tenants (including multi-family properties and individual households) and tenant organizations.

Services Supporting DHCD's Housing Regulation Administration

Services under this activity will supplement and enhance those services provided by the Housing Services Center of DHCD's Housing Regulations Administration, which includes the Rental Accommodations Division and the Conversion and Sales Division. Prospective grantees should demonstrate the ability to provide counseling and services to tenant groups, including individual tenant households seeking advice or education under the auspices of the Rent Administrator or the Rental Conversion and Sale Administrator.

Service providers must demonstrate the ability to provide assistance to tenants and tenant organizations about the District's rental conversion and sale program including, (1) tenants rights when the owner of their rental building proposes to undergo sale, (2) transfer of ownership, (3) conversions via tenant elections or in lieu of tenant elections, (4) demolition of their property, (5) the District's Tenant Opportunity to Purchase Act (TOPA) (6) first right of refusal procedures, (7) forming tenant associations, (8) housing assistance programs, (9) relocation assistance, (10) protections for elderly or disabled tenants when a property converts and (11) any other laws, provisions, strategies, or events which bear discussion. .

Service providers must demonstrate the ability to counsel tenants and tenant organizations on rent control provisions including: (1) which properties fall under rent control and which are exempt, (2) petition-based and annual rent increases, (3) executing and filing Tenant Petitions, (4) responding to landlord petitions, (5) protections for elderly and disabled tenants, (6) the Rental Accommodations Division's conciliation services, (7) notices to vacate and eviction procedures, (8) disclosures to tenants, (9) changes and decreases in services and facilities, (10) getting repairs accomplished at a rental property, (11) security deposits, (12) understanding lease provisions, (13) rent increases if a property is not under rent control, and (14) appealing decisions of the Rent Administrator or the Office of Administrative Hearings.

Services under this activity do not include those provided to DHCD's Tenant Purchase Technical Assistance Program (TPTA). This program makes counseling and technical assistance available to tenant groups in rental properties in which the tenants have declared their intent to purchase the property from its owner(s) under the District's Tenants Opportunity to Purchase Act (TOPA) legal provisions. That program area continues to be separately funded for FY 2009.

Direct Services to Tenants and Tenant Groups in Properties Threatened with Loss of Affordability

For FY 2009, technical assistance and counseling services are designed to educate tenants in privately owned properties about their legal rights and opportunities in light of potential loss of expiring federal rent subsidies and/or changing market forces. Counseling service providers must demonstrate the ability to bring a range of resources to prevent involuntary displacement and to provide opportunities for continued affordable rental housing. Activities and services to be provided include (1) outreach to tenant groups upon notice of one-year potential for subsidy expiration; and (2) technical assistance in negotiations between owners and HUD relative to renewal of federal subsidy contracts. The grantee will also conduct research using the many databases and research tools available to identify properties that have a critical need for counseling assistance.

Note: Advocacy on behalf of tenant groups—including, but not limited to, advocacy on their behalf in negotiations with a property owner—is specifically not a function of this service area. Also, DHCD will not support organizations to conduct this activity for properties that the organization owns or for which it has an ownership interest. Additionally, in the event of a development or purchase opportunity for the tenants, the role of a prospective grantee is to ensure that tenants understand all options open to them.

Counseling Services Not Tied To A Program

These services include: eviction counseling, credit counseling, ongoing apartment management, relocation counseling and counseling referral for social problems which impact a particular household's ability to obtain affordable housing services. All of those renter counseling services may be applied for under this activity.

District Legal Citations Governing Program Areas in Activity 3

Applicants to this activity should review in detail the legal citations governing the District's Rental Accommodations function at DC Code 42-3501 et. seq. and 14 DCMR, Chapters 38-43; and DC Code 42-3400 et. seq., 14 DCMR, Chapter 47, and DC Code 42-1901 et seq. Submission of an application relevant to this activity presumes that the applicant intends to meet all requirements to support assistance to tenants and tenant groups pursuant to these citations.

ACTIVITY 4: TECHNICAL ASSISTANCE AND SERVICES FOR MULTIFAMILY OWNER-OCCUPIED (COOPERATIVE AND CONDOMINIUM) PROPERTIES

Overview

The Department of Housing and Community Development (DHCD) seeks one or more organizations to provide technical assistance in the area of property management to multifamily properties that are owner-occupied through cooperative and condominium associations. Funding is available to provide technical assistance and/or property management services for the Boards of Directors of such properties. In addition, DHCD seeks counseling services for the multi-family component of the respective Lead Safe Washington, Homestead Housing Preservation, and Home Again Programs, but not property management services.

The target audience for the services to be provided is a cooperative or condominium association in a property that has previously been provided with financial assistance from the Department for acquisition and/or rehabilitation of the property in exchange for a commitment to provide affordable housing for its residents.

Specifically, services to be provided under this activity include, but are not necessarily limited to:

1. property management services for which the target participation was those properties purchased by former tenants as a result of the Department's "First Right to Purchase" Program; and
2. Counseling assistance to homeownership associations formed following the acquisition and rehabilitation of a multifamily property under the Homestead Housing Preservation Program and/or Home Again Programs. (In some cases, counselors may be required to conduct income certifications).
3. Application intake and counseling services to owners of qualified affordable properties who are potential program participants in the Lead Safe Washington Program.

NOTE: Services under this activity do not include pre-purchase counseling for DHCD's Tenant Purchase Technical Assistance Program, which makes counseling and technical assistance available to tenant groups in rental properties in which the tenants have declared their intent to purchase the property from its owner(s) under the District's Tenants Opportunity to Purchase Act (TOPA) legal provisions. That program area continues to be separately funded for FY 2009.

It is expected that the grantee providing services for the Homestead Housing Preservation and Home Again Programs will provide a full range of property management services, including, but not limited to: (1) establishing standards of evaluation for each participant's financial status and leadership capacity. (2) conducting annual management reviews of all participant members (3) assisting in the establishment of appropriate arrangements with required service providers such as exterminators, garbage collectors, landscapers, etc. (4) assistance around capital management planning, (5) tracking property vacancies and reviewing new applications for membership (6) establishing and reviewing membership guidelines (7) technical assistance in accounting budgeting and the preparation of financial statements (8) providing Board of Directors' with training as appropriate (9) and other required management and support duties.

The grantee will assist the condominium or cooperative in developing a budget for the overall management and carrying costs of the property. In that budget will be a management fee for the grantee which is supported by the budget proposed by the grantee to DHCD in light of financial assistance from DHCD. The grantee will assist the Board and membership in all aspects of management, such as completion of the audit, Fair Housing issues, required individual, property, and Board insurance, taxes, the role of Board officers, etc.

District Legal Citations governing program area

Applicants to this activity should review in detail the legal citations at DC Code 42-2109 and 14 DCMR, Chapter 29 (especially at Section 29.13) governing the Homestead Housing Preservation Program, especially as related to multifamily residential properties. Submission of an application relevant to this activity presumes that the applicant intends to meet all requirements pursuant to those citations.

Homestead Housing Preservation Program

DC Code 42-2109 and 14 DCMR, Chapter 29 (especially at Section 29.13)

Lead Safe Washington

24 CFR, Part 35, 24 CFR, Part 85.37, Section 1011 of the Residential Lead-Based Paint Hazard Reduction Act of 1992

First Right to Purchase Program

14 DMCR, 2700, and 14 CDMR 4700

Tenant Purchase Technical Assistance Program

DC Code 42-3404.02

Home Again Program

DC Code 42.3171.01

SECTION 4: SELECTION PROCESS

Selection Criteria, Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— <ul style="list-style-type: none"> The application describes organizational staff possessing skills and experience appropriate to completing the activities identified by the applicant (relative to Section 3, above). 	15
Board— The successful application demonstrates that its board : <ul style="list-style-type: none"> Can represent the concerns of residents of the District of Columbia, including low- and moderate-income residents of the District; Possesses skills and/or experience required to implement the activities described in this RFA for which application is made; and Possesses the legal, business administration, and management skills required to oversee the activities for which application is made. 	5
	5
	5
Management— <ul style="list-style-type: none"> The application evidences the financial stability of the organization; The application describes organizational systems currently in place to manage finances, information, and administrative functions; and The application demonstrates the organization's ability to assemble staff and monetary resources necessary to carry out the services for which application is made. The application evidences a well-managed organization with a focus on strong customer service 	10
	10
	10
Experience— <ul style="list-style-type: none"> The application describes the organization's experience in successfully implementing activities similar or related to those for which application is made; The application evidences the organization's experience in evaluating activity outcome; The application demonstrates the organization's ability to manage and evaluate activity progress; and The application demonstrates the organization's ability to identify and resolve organizational challenges. 	15
	5
	5
	10
Total	100

Selection Criteria, Part 2. Proposed Activities and Outcomes -- 100 points

NOTE: A separate Part 2 will be evaluated for EACH of Activities 2, 3, and 4..

Criterion	Points Available
<ul style="list-style-type: none"> The application presents a well-conceived marketing and outreach plan for the services proposed. 	10
<ul style="list-style-type: none"> the application demonstrates clear evidence of a an unmet need in the identified target area, target population, etc., which will be addressed by the services proposed 	20
<ul style="list-style-type: none"> the application describes a rational and well-developed proposal for the implementation of each service proposed that fits into an overall strategy of increasing affordable housing 	25
<ul style="list-style-type: none"> the application describes the organization's experience in successfully implementing activities similar to those proposed 	15
<ul style="list-style-type: none"> the application identifies proposed outcomes for each proposed activity and the total budget necessary to achieve those outcomes 	20
<ul style="list-style-type: none"> the application describes how the organization leverages resources to support and enhance outcomes 	10
Total	100

Review Panel

The review panel for this RFA will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in affordable housing and public service.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the application. The Department and the review panel will determine together minimum thresholds for each of Part 1 and Part 2 which must be met in order for an applicant to be awarded funding. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant'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 all awards vests solely with the Director of 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(s). The Agency Director is not required to award grants based on the applications received and reserves the authority to re-advertise for services and activities discussed in this Request for Applications.

Post-Selection

Any applicant which is 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 laws and regulations and define the terms of the disbursement of funds.

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

Upon execution of the agreement, which is anticipated to be at the outset of the second quarter of FY 2009, the organization will be eligible to receive disbursement of funds under the 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 control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, each 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:

Janice Blassingame

Homebuyer Assistance Program Manager

Department of Housing and Community Development

801 North Capitol Street, NE, 7th Floor

Washington, DC 20002

202-442-7295

202-442-6969 (fax)

janice.blassingame@dc.gov

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are four parts to the proposal package:

- Part 1 of the Application Form
- Part 2 of the Application Form (can be submitted up to three times for Activity 2, 3, or 4)
- Attachments (including Menu of Services)
- Electronic version of application on diskette

NOTE: A separate Part 2 is required to be submitted for EACH of Activities 2, 3, and 4 for which the applicant proposes to provide services.

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.org/main.shtm>. While not recommended, the form may be completed by hand. You are encouraged to have the form e-mailed to you, send a message with your request to Kimmarie.Jamison@dc.gov.

Internet

Applicants who obtained this RFP 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 applicant can receive updates and/or addenda to the RFA.

Application Form Instructions

After reading the RFA thoroughly, go to the Menu of Services and select the services your organization wishes to apply for. Check the boxes on the Menu of Services that indicate the Sub-Activities your organization is interested in.

The Application Form (Part 1 and Part 2) is a series of Word generated tables. Complete Part 1 of the Application Form (Questions 1 through 12. Only one completed Part 1 of the Application Form is required.) Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

Make up to three electronic (or xerox) copies of Part 2 of the Application Form, depending on how many of Activities 2, 3, and 4 you have selected.

Complete Part 2 of the Application Form **once** for all Sub-Activities indicated under **Activity 2** on the Menu of Services. **DO NOT COMPLETE A PART 2 OF THE APPLICATION FORM FOR EACH SUB-ACTIVITY.** Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

Complete Part 2 of the Application Form **once** for all sub-Activities indicated under **Activity 3** on the Menu of Services. **DO NOT COMPLETE A PART 2 OF THE APPLICATION FORM FOR EACH SUB-ACTIVITY.** Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

Complete Part 2 of the Application Form **once** for all sub-Activities indicated under **Activity 4** on the Menu of Services. **DO NOT COMPLETE A PART 2 OF THE APPLICATION FORM FOR EACH SUB-ACTIVITY.** 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 maximum number Part 2s submitted for any Application is three (for Activities 2, 3, and 4).

Note: The Questions for the MANDATORY Marketing and Outreach Plan are contained in Page 1 of Part 2 of the Application Form.

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 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review applications that do not conform to these requirements.** The pages of Part 1 and Part 2 of the Application 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 application form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFP Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFP Attachment B)
Two Original Receipts (RFP Attachment C)
Equal Opportunity Certification (RFPA Attachment D)
Section 504 Certification Form (RFP Attachment E)
Affirmative Marketing Plan (RFPA Attachment F)
Federal tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)
Completed Menu of Services form

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.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Pre-Application Conference

The Pre-Application Conference will be held October 23, 2008 from 2:00 pm to 4:00 pm at the Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Large Conference Room, Washington, DC 20002.

Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, or fax their questions to the contact person listed above on or before October 27, 2008. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

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

Pre-purchase, post purchase counseling, and national industry standards for homeownership education and counseling can be found at: www.homeownershipstandards.com

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (Part 1 with Attachments, and up to three separate Part 2s for EACH of the activities described in the RFA for which the applicant proposes to provide services), and an electronic version of all parts on one diskette, 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 applicant fails to submit the required eight (8) copies, plus one (1) original.**

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

Application Submission Date and Time

Applications are due no later than 4:00 p.m. on November 6, 2, 2008. All proposals will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., November 6, 2008** 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 diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Residential and Community Services Division
801 North Capitol Street, NE
6th Floor
Washington, DC 20002
Attention: Janice Blassingame, Homebuyer Assistance Program Manager

Mail/Courier/Messenger Delivery

Proposals 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 post dated 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.