



District of Columbia
Department of Housing
and Community
Development

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Adrian M. Fenty
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Leila Finucane Edmonds
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Department of Housing
and Community Development*

REQUEST FOR APPLICATIONS

SMALL BUSINESS ASSISTANCE PROGRAM

APPROPRIATED FUNDING

Issue Date: September 25, 2009

Closing Date: October 23, 2009



*The District 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***



NOTICE

PRE-APPLICATION CONFERENCE



SMALL BUSINESS ASSISTANCE PROGRAM

Attendance Recommended

WHEN: October 9, 2009

WHERE: Department of Housing and Community Development

1800 Martin Luther King, Jr., Avenue, SE

3rd Floor Conference Room

Washington, DC 20020

TIME: 10:00 AM

CONTACT PERSON:

Charles Lindsey, RCS Program Manager

Department of Housing and Community Development

Residential and Community Services Division

(202) 442-7294

Charles.Lindsey@dc.gov



Checklist for Applications

Small Business Assistance Program

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 CD.
- 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):
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - 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
 - Certificate of Good Standing from DCRA



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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
- Attachment G** CDBG Eligible Census Tracts

**District of Columbia
Department of Housing and Community Development
Residential and Community Services Division
Request for Applications (RFA)**

SECTION 1: GENERAL INFORMATION

Introduction

On May 12, 2009, the Council of the District of Columbia approved the FY 2010 agency budget for the District of Columbia's Department of Housing and Community Development (DHCD). That budget contained \$1.7 million in local funding for the agency's Small Business Assistance Program. The District of Columbia Department of Housing and Community Development (DHCD or the "Department") will administer the funding for the Small Business Assistance Program through its Residential and Community Services Division.

As part of this effort, DHCD will work in partnership with community-based non-profit organizations to revitalize targeted commercial corridors of the District. This funding will become available to provide non-profit organizations with support for the delivery of business support services in targeted commercial corridors. Applicants for the Small Business Assistance Program should use this application process to evidence their quality and capacity as an organization, and to demonstrate the potential impact of their proposed projects or activities.

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications from community based, non-profit organizations for the Small Business Assistance Program to conduct small business support activities in targeted commercial corridors of the District. DHCD intends to identify, select, and fund several non-profit organizations that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demands appropriate to meeting the obligations of any approved grant funding activity. The Department will make a separate award and execute a separate agreement for each awarded activity per organization.

The targeted commercial corridors for which the Department seeks applications are listed below:

7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
H Street, NE (North Capitol Street to 17th Street, NE)
Benning Road, NE (Bladensburg Road to Southern Avenue)
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)
Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
Minnesota Avenue NE (Good Hope Road to Sheriff Road)
Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)
Rhode Island Avenue, NE (North Capitol Street to South Dakota Avenue)
North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)
9th Street, NW (1000-1400 blocks and 1900 block)
Kennedy Street, NW (North Capitol Street to Georgia Avenue)

However, the Department will accept applications from non-profit organizations seeking to revitalize low and moderate income commercial corridors or target areas which are not listed above.

Award Period

Approved projects or activities under the Small Business Assistance Program should be ready to start during the first quarter of FY 2010. Activity work plans and budgets will be approved through September 30, 2010, with an option to extend the agreement for up to two additional one-year periods, subject to annual appropriation. The Department intends to obligate all funds necessary for the award period from FY 2010 funds.

Award and Amounts

The Department plans to make available through this RFA up to \$1.7 million to be used expressly to conduct small business support activity

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 the projects and activities outlined in this document. (See Section 3: Program Requirement and Priorities.) DHCD encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's communities.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in the indicated targeted commercial corridors. The applicant's overall administrative capacity, as it relates to all requirements of project or activity management, will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under local fund and administration.

Governing Body Membership

A successful applicant must demonstrate that its board or other governing body:

- is broadly representative of the neighborhood or area being served, including low- and moderate-income residents of the District;
- possesses skills and/or experience related to community development, and/or neighborhood revitalization; and
- possesses the legal, business administration, and management skills required to oversee a significant activity in partnership with the District government.

The Department generally 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 indicated target area; (2) owners or senior officers of private establishments and other institutions located in and serving the indicated target area; and/or 3) representatives of indicated target area's neighborhood organizations with a track record of serving low- and moderate-income residents.

Experience-based Evidence of Performance

A successful applicant must demonstrate an understanding of the complex social and economic factors affecting their communities, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change. Proposed projects or activities should result in measurable, quantifiable outcomes for the residents of the indicated target area as noted in Section 3: Program Requirements and Priorities. Successful applicants must be able to track and provide detailed client portfolio data, including client demographics as well as performance outcomes.

Partnerships

A successful applicant must have the capacity to leverage resources from financial and other private and public entities. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, federal government agencies, foundations, other non-profits, etc. are an essential qualification for successful applicants.

Threshold Applicant Requirements

(required of any applicant for the application to be considered for selection)

In addition to demonstrating capacity to carry out activities and projects, a successful applicant must meet the following eligibility requirements:

- The applicant must be a non-profit/tax-exempt corporation, so designated by the Internal Revenue Service.
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- 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., 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 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 program 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)– Provides that 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 or her 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) 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."

SECTION 3: PROGRAM REQUIREMENTS & PRIORITIES

Business support activity improves the overall economic viability of neighborhood commercial corridors by spurring new private investment, and by increasing business attraction and retention. The effect of this activity spreads into a commercial corridor's nearby residential areas and into adjacent commercial districts. Ideally, identified project areas are compact and contiguous and comprised of a specific number of commercial blocks in order to maximize the activities' impact. However, business support services can be demonstrated to be effective throughout a number of low and moderate income District neighborhoods. Funding is available for qualified non-profit community based organizations to provide a range of business support services in their respective target areas, including, but not limited to: micro-loan packaging, business planning, entrepreneurial training, one-on-one business technical assistance, and tax preparation or accounting assistance. Collective business support activities such as the formation of business alliances, business corridor promotion, mass marketing, volume discount efforts, and collective space management are also encouraged. Any business support activity which empowers neighborhood businesses, and spurs their growth without directly subsidizing their expenses, will be considered.

Expected Outcomes

Proposed business support activities should produce readily observable outcomes that positively impact the community. Approvable business support activity should focus on adding value to local businesses, instead of just providing a service. Grantees should work to identify bankable businesses and demonstrate capacity to provide them with long-term coaching and support to ensure their consistent growth. Grantees should also identify specific business needs in their target areas which require specific expertise. Consideration will be given to applicants that have, or intend to develop, industry-based expertise in providing technical assistance (such as technical assistance expertise in the restaurant, or construction, industry). Finally, consideration will be given to applicants that demonstrate access to capital for bankable businesses.

Coordination with Other Revitalization Efforts

Applicants for this funding should present activities which complement but are not redundant to other neighborhood revitalization activities being conducted by the District government. Strong consideration will be given to business support activities that can be demonstrated to augment current and future key initiatives of the Office of the Deputy Mayor for Planning and Economic Development (See www.dcbiz.dc.gov), the Department of Housing and Community Development (See www.dhcd.dc.gov), and the Department of Small and Local Business Development (See www.dslbd.dc.gov.)

Target Areas and Commercial Corridors

The Department is working in conjunction with the Great Streets initiative, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will give strong consideration to proposals that demonstrate synergy with initiatives and resources from the Great Streets initiative. Commercial corridors in the District which have been identified as part of the Great Streets initiative are as follows:

7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
H Street, NE (North Capitol Street to 17th Street, NE)
Benning Road, NE (Bladensburg Road to Southern Avenue)
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)
Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
Minnesota Avenue NE (Good Hope Road to Sheriff Road)
Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)
Rhode Island Avenue, NE (North Capitol Street to South Dakota Avenue)
North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)

More information on Great Streets can be found by accessing the following website:
www.dcbiz.dc.gov.

The Department will consider proposals for business support activities in neighborhood commercial corridors beyond the designated “Great Streets,” including, but not limited to, the following:

- 9th Street, NW: 1000-1400 blocks and 1900 block
- Kennedy Street, NW

However, the Department will accept applications from non-profit organizations seeking to revitalize low and moderate income commercial corridors which are not listed above.

Commercial Properties Interior Improvement Demonstration Project

The Department will consider applications within this RFA for a **Commercial Properties Interior Improvement Demonstration Project**. This effort will provide funding to physically improve the interiors of designated commercial properties in low and moderate income areas of the District. Funding for the **Commercial Properties Interior Improvement Demonstration Project** will come from **local funds only**. The interior improvements should be focused on improving the appearance and circulation within a store and combined with efforts to improve merchandising. Approvable interior improvements to commercial property interiors may include, but are not limited to: new flooring, new interior paint, new lighting, new shelves and counters, new windows, new electrical wiring, improved heat and air conditioning, some new equipment, and some new furniture. The Department is particularly interested in making local funds available to improve the interior of commercial properties which have been, or will be, part of DHCD-sponsored façade projects. (See Request for Applications for Facade Storefront Improvement at www.dhcd.dc.gov.) The Department will also consider applications to improve other commercial properties in low and moderate income areas which can have an acute positive impact on revitalization of a low and moderate income neighborhood.

Eligibility

Approved Small Business Support Activities will be conducted with grant agreements using local funds. So it is possible that more than one grant, each with a different funding source, will be awarded to a single non-profit applicant. For CDBG-r funds, new Federal regulations will require an additional level of reporting above that required for traditional CDBG funds. All DC grantees that manage Recovery Act activities must post job openings created by ARRA-funded agreements on the District's Department of Employment Services on-line One-Stop Career Center system, www.dcnetworks.org. Additional reporting may be required.

Established Federal regulations contain national objectives that require that the beneficiaries of all CDBG-funded activities must be at least 51% low and moderate income persons or households through an activity of area-wide benefit (all residents of the service area.) A map of the District indicating CDBG-eligible census tracts (all of which contain population that is 51% or more low- to moderate-income residents) can be found in Attachment G of this RFA. Area-wide benefit related to Federal funds need not be confined to the specific census tracts indicated on this map. The Federal requirement is that the households of the entire target area for any CD-eligible activity classified as low/moderate income by way of area benefit must be at least 51% low-moderate income. If the service area for a proposed activity extends beyond the CD-eligible census tracts, then the applicant must demonstrate through survey data that the selected service area is at least 51% low/moderate income.

While the regulations governing the use of local funds are less restrictive, the Department will generally be guided by Federal area benefit eligibility principles in considering proposed business support activities. Projects that do not meet those Federal requirements must specifically demonstrate area benefit to low and moderate income residents. Direct financial assistance to businesses in the form of loans or grants will not be considered under this RFA.

Neighborhood Revitalization Strategy Areas (NRSA)

In addition to low-moderate income census tracts, federally designated Neighborhood Revitalization Strategy Areas (NRSAs) are eligible for CDBG funds regardless of the 51% rule. HUD has previously approved DHCD's request for two NRSA's to address economic development needs: Georgia Avenue and Carver Terrace/Langston Terrace/Ivy City/Trinidad.

Threshold Activity Requirements (applicable to both Activity 1 and Activity 2, and required of any proposed program of activities for an application to be considered for selection)

In addition to demonstrating the ability to meet the programmatic requirements described above, any project or activity receiving funding under this RFA must meet the following threshold requirements for the activities proposed in response to this RFA:

- All funded activities must comply with all applicable Federal and District laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

(1) D.C. Law 3-76: *District of Columbia Architectural Barriers Act of 1980, Sec 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."

(2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 *et seq.*) is an Act to insure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

(3) 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 agreement.

- Any activity receiving funding under this RFA must comply with all applicable Federal and District laws and regulations concerning lead-based paint remediation as applicable to property acquired with program assistance, including the relevant federal and local regulations at: 24 CFR Part 35 et. seq.; and DCMR Title 20, Chapter 8, Sec. 806 (1998).
- Applicants and potential applicants are notified that all submissions related to this Request for Applications process are subject to the requirements of the District of Columbia Freedom of Information Act of 1976 (DCFOIA); Pub. L. 614, D.C. Code 2-531 *et seq* after the date of award.
- The provisions of Section 3 of the Housing and Development Act of 1968, as amended, pertaining to economic opportunities for low and very low income persons. 24 CFR Part 135.
- In accordance with the District's Green Building Design Act of 2006, any proposed project of 10,000 square feet or more for which public financing constitutes 15% or more of development costs, must meet green building standards. Generally, small business support activities will not involve a "substantial renovation" of a property, so the activities will not be required to meet green building standards. However, the Department will give due consideration to any grant application which incorporates these standards into its proposed activities.

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 the organization's mission and activities. 	15
Board— The successful applicant will demonstrate that its board : <ul style="list-style-type: none"> is broadly representative of the neighborhood being served, including low- and moderate-income residents of the indicated target area; possesses skills and/or experience related to community development, and/or neighborhood revitalization; and possesses the legal, business administration, and management skills required to oversee a significant Neighborhood Based Activity in partnership with the District government. 	5
	5
	10
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 the monetary resources necessary to undertake complex community development activities. 	10
	10
	10
Experience— <ul style="list-style-type: none"> the application evidences the organization's experience in successfully implementing outcome-based community development activities; the application demonstrates the organization's ability to evaluate activity outcomes; 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. 	10
	5
	10
	10
Total	100

Selection Criteria, Part 2.

Proposed Activity and Outcomes for Small Business Assistance Program -- 100 points

Criterion	Points Available
<ul style="list-style-type: none"> the application presents data and cogent analysis which demonstrates clear understanding of the indicated target area; 	10
<ul style="list-style-type: none"> the application demonstrates clear evidence of a an unmet need in the indicated target area, which will be addressed by the proposed project or activity 	15
<ul style="list-style-type: none"> the application describes a reasonable and well-developed proposal for the implementation of each project or activity that will add value to local small businesses 	25
<ul style="list-style-type: none"> the application describes the organization's experience in successfully implementing projects or activities similar to those proposed 	15
<ul style="list-style-type: none"> the application identifies proposed outcomes for each proposed project or activity and the total budget necessary to achieve those outcomes 	15
<ul style="list-style-type: none"> the application describes how the organization leverages resources to support and enhance outcomes 	10
<ul style="list-style-type: none"> the application proposes a project that fits in with other revitalization activities in the same target area 	10
Total	100

Review Panel

The review panel for this RFA is composed of qualified, professional individuals who have been selected for their unique experiences in the community, in public service, in commercial development, and in neighborhood revitalization.

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 review panel will determine together minimum thresholds for each proposed project or activity 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 awards vests solely with the District of Columbia DHCD.

After reviewing the recommendations of the review panel and any other information considered relevant, the Director for DHCD will determine the award funds to each designated grantee.

Post-Selection

Each applicant whose application is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity or project. The Department will make a separate award and execute a separate grant agreement for each awarded project or activity per organization. This grant agreement will include provisions that will ensure compliance with federal and/or District 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, community 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 each agreement.

Upon execution of the agreement, which is anticipated to be October 1, 2009, the organization will receive the first scheduled fund disbursement.

In accordance with Federal and District requirements, DHCD will conduct periodic evaluations of each awarded organization's use of local 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.

All organizations receiving Federal grant funds are subject to the audit requirement outlined in OMB Circular A-133. The Federal audit requirement will apply to any grantee which expends more than \$500,000 in CDBG funds during any one fiscal year. (see Resources section below.) All DHCD agreements will require that an audit be conducted of the organization's finances by a CPA firm for each fiscal year of the agreement period. The audit must be conducted after the agreement is closed out for each fiscal year of the agreement period. DHCD will provide some funding for the completion of the audit which is commensurate with the complexity of the audit, and/or which assists in meeting any local or Federal requirements.

Contact Person

For further information, please contact:

Charles Lindsey

RCS Program Manager

Department of Housing and Community Development

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

Washington, DC 20002

202-442-7294

202-645-6166 (fax)

Charles.Lindsey@dc.gov.

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are four parts to the application package:

- Part 1 of the Application Form (See Multiple Submissions below)
- Part 2 of the Application Form (See Multiple Submissions below)
- Attachments (See Multiple Submissions below)
- 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.org/main.shtm>. While not recommended, the form may be completed by hand. If you would like the form e-mailed to you, send a message with your request to kimmarie.jamison@dc.gov.

Multiple Submissions

Applicants proposing more than one project or activity must complete Part 2 of the Application Form separately for each project or activity proposed. There is no limit on the number of Part 2 applications submitted. Part 1 of the Application Form, and the Attachments package should be completed only once per application.

Internet

Applicants who obtained this RFA through the Internet are asked to provide the Residential and Community Services Division 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

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 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.

Application 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
Certificate of Good Standing from DCRA (obtained within the past three months)

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 9, 2009 from 10:00 a.m. to 12:00 noon at the Department of Housing and Community Development, 1800 Martin Luther King, Jr. Avenue, SE, 3rd Floor Conference Room, Washington, DC, 20020.

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 16, 2009. 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>

Information regarding federal regulations which apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/>.

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>.

Circular A-133, which details federal audit requirements, is available from the US Office of Management and Budget: http://www.whitehouse.gov/omb/circulars_a133_compliance_09toc/.

Information on green building can be found at the U.S. Green Building Counsel: <http://www.usgbc.org/>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (Part 1 with Attachments, and Part 2 for each project or activity proposed), and an electronic version of both 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 October 23, 2009. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., October 23, 2009** 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
1800 Martin Luther King, Jr. Avenue, SE
3rd Floor
Washington, DC 20020
Attention: Charles Lindsey, RCS Program 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 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.