

REQUEST FOR APPLICATIONS

CRITICAL HOME REPAIR INITIATIVE FOR HOME PRESERVATION PROGRAMS

Issue Date: April 14, 2017
Closing Date: May 26, 2017

Brian Kenner
Deputy Mayor for Planning and Economic Development

Polly Donaldson, Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020

NOTICE

PRE-APPLICATION CONFERENCE



Critical Home Repair Initiative

Attendance Recommended

WHEN: April 20, 2017

WHERE: Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue, SE
1st Floor Conference Room
Washington, DC 20020
TIME: 2:00 PM - 4:00 PM

CONTACT PERSON

Lamont Lee, Residential and Community Services Division Manager
Department of Housing and Community Development
(202) 442-7161
lamont.lee@dc.gov

Checklist for Applications

Critical Home Repair Initiative

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

DHCD will not forward unresponsive applications to the review panel.

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

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APPLICATION FORM (Part 1 and Part 2)

ATTACHMENTS

- Attachment A Assurances
- Attachment B Certifications
- Attachment C Original Receipts
- Attachment D Equal Opportunity Certification
- Attachment E Section 504 Certification Form
- Attachment F Affirmative Marketing Plan

1. General Information

A. Introduction

The mission of the DC Department of Housing and Community Development (DHCD) is to produce and preserve opportunities for affordable housing and economic development, and to revitalize underserved communities. The value of homes in the District has increased significantly in recent years. The District of Columbia is committed to increasing home preservation opportunities for low- and moderate-income residents and long-time homeowners, particularly senior citizens and those with physical limitations, through the offerings of a program such as the Single Family Residential Rehabilitation Program (SFRRP).

What Is the SFRRP?

Through the SFRRP, DHCD makes funds available for qualified homeowners to finance home repairs that will:

1. address building code violations;
2. replace and/or repair roofs;
3. remove threats to health and safety; including lead-based paint hazards; and
4. remove barriers to accessibility for persons with mobility or other physical impairments.

What Types of Funding Are Provided under the SFRRP?

Under the SFRRP, DHCD provides funding of loans and grants, not to exceed a total of \$75,000 per household.

Currently, the program provides financing through low- or no-interest loans for up to 20 years and deferred loans (not payable until the home is sold, transferred, or refinanced).

Eligible applicants must:

1. own and live in their homes as their primary residence for a minimum of three years;
2. be current on District and Federal obligations;
3. have an acceptable credit report and payment history; and
4. have current homeowners insurance.

Homeowners also can obtain grants for the following activities, to be included in the \$75,000 maximum amount per household:

1. roof repair and replacement up to \$15,000; and
2. A disability modification grant of up to \$30,000 for improvements needed to remove physical barriers within a home for persons with mobility or other physical impairments.

What Is the Typical Project under SFRRP and Other Home Preservation Programs?

The SFRRP currently completes approximately 50 projects per year. Approximately 85 percent of those projects involve roof replacement or repair. Homes owned by individuals

age 62 or older comprise 70 percent of the current customer base. The current average cost of a project is approximately \$26,000, which includes roof grants, disability modification grants, and general eligible rehabilitation work.

Other home preservation programs at DHCD include the Lead Safe Washington Program and the Healthy Homes Program. Additionally, through a partnership with the DC Office on Aging, DHCD also funds the Safe at Home Program, which handles small (less than \$6,000) transactions for seniors or physically impaired homeowners.

Who Carries out the Work under SFRRP?

Currently, the program makes available opportunities for licensed and certified home improvement contractor(s) to carry out the work, subject to DHCD's development of an initial scope of work and approval of the contractor's bid by the program applicant. All construction rehabilitation, roof repair or replacement and disability modification construction contracts are between the household and the contractor. See www.dhcd.dc.gov for details on SFRRP.

B. Purpose of Request for Applications

Through the Critical Home Repair Initiative (CHRI), DHCD intends to make SFRRP more efficient and citizen-friendly, and significantly increase its productivity while complying with all funding source requirements.

This Request for Applications (RFA) is intended to identify a single organization to conduct the Critical Home Repair Initiative (CHRI). Under CHRI, the identified organization will:

1. manage the construction process for DHCD-approved SFRRP applications, including but not limited to Scope of Work development and finalization, contractor engagement, construction management, close out, and relocation as necessary;
2. provide strategic subject-matter expertise for the overall improvement of home-preservation programs; and
3. manage compliance, financial accountability, reporting, and documentation per the requirements of each funding source in SFRRP (including Community Development Block Grant (CDBG), Housing Production Trust Fund (HPTF), and /or HOME).

This will include making recommendations to DHCD concerning all aspects of the structure and process of SFRRP, including outreach and marketing. The initial emphasis for construction jobs assigned to CHRI from SFRRP will be roof repair and disability modification grants. Some rehabilitation work will be included in CHRI, particularly in emergency or time-sensitive situations. Additionally, the awarded grantee under this RFA must have the demonstrated capacity to expand into other home-preservation, including Healthy Homes, Lead Safe Washington, and Safe at Home.

C. Grant Agreement and Contractor Information

This RFA will ultimately result in the execution of a Grant Agreement between DHCD and the selected organization, which outlines terms of operation and administration for DHCD's CHRI. The Grant Agreement will contain funds for construction projects, as well as funds for

project-delivery (administrative) costs. DHCD's SFRRP grant agreements and policies and procedures are governed by the legislation and regulations cited on page 8 of this RFA.

PLEASE NOTE: Any selected organization will be required to obtain the written consent of DHCD before sub-granting any portion of this Grant Agreement. Applicants are required to include a list of tasks/items in its application that will be sub-granted.

D. Award Period

The approved activities under this RFA are expected to begin on October 1, 2017. Activity work plans and budgets for the grant agreements are anticipated to be approved through September 30, 2018, with negotiated options to renew, or modify and extend. The Grant Agreement may specify an option to extend for up to two additional one-year periods. DHCD intends to obligate all funds necessary for the initial award period and at the beginning of each option year when exercised. The selected Grantee will be invited to attend a post-award conference where the details of the awarded grant will be explained.

2. Applicant Qualifications

A. General Organizational Requirements

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

B. Governing Body and Management Team

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

- can address the home-preservation and home-repair concerns and needs of District homeowners;
- possess the skills and/or experience required to implement and perform the activities described in this RFA, related to the home preservation and home repair process;
- possess the legal and management capacity to ensure effective administration of home preservation and home repair programs; and
- possess the knowledge of home preservation and home repair programs and make recommendations for greater efficiency and higher impact.

C. Organizational Capacity

The applicant's overall administrative capacity as it relates to all requirements of program management and the home preservation and home repair process will be carefully reviewed.

Applicants will be evaluated based on:

- financial-management capability;
- staff qualifications; construction experience; and
- resources available.

In addition, applicants must be credit-worthy, and have sufficient cash on hand, or be able to obtain a line of credit or alternate financing, which can ensure necessary liquidity to meet all grant requirements.

D. Partnerships

Applicants must have the capacity to leverage the District government resources from this Grant Agreement, with resources from private and public entities. Demonstrated working relationships with key stakeholders, such as contractors, law firms, accounting firms, financial institutions, federal and local government agencies, are important qualifications for grant applicants. The selected organization also will be expected to establish and maintain relationships with each DHCD-approved community-based organization (CBO) to ensure that customer service is provided at the highest level.

E. Threshold Application Requirements

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

- **Good Standing.** 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. (that is, District and Federal taxes, and outstanding loans).
- **Conflict of Interest Policies.** The applicant must have written Conflict of Interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include a requirement for the retention of written Conflict of Interest declarations executed by each employee and board member.
- **Nondiscrimination in the Delivery of Services.** The applicant must comply with all applicable federal and local laws that 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 based on 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, based on 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 based on age in programs or activities receiving federal financial assistance.
 4. Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended: Provides that, “No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...”
 5. Title III, American With Disabilities Act (ADA), 28 CFR Part 36: Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. Provides that the applicant’s site of business must be accessible or have a plan to be in compliance within 90 days after execution of the grant.
 6. The Architectural Barriers Act, as amended (42 U.S.C. §§4151 et seq.): Ensures that certain buildings financed with Federal funds are designed and constructed to be accessible to the physically disabled.

3. Program Priorities

The organization selected to conduct the CHRI will play a key role in enhancing home preservation for low- and moderate-income households in SFRRP and other home-preservation programs.

The Grantee will be expected to perform the following activities:

1. Manage the home repair/construction process for DHCD-assigned, and approved SFRRP applications, including, but not limited to, Scope of Work development, contractor engagement, construction management, household relocation as necessary, warranty enforcement and any other post-construction requirements. The initial emphasis for construction jobs assigned to CHRI from SFRRP will be roof repair and disability modification grants. Some rehabilitation work will be included in CHRI, particularly in emergency or time-sensitive situations. Some examples of approvable rehabilitation work are as follows:
 - repair and replacement of HVAC systems;
 - exterior plumbing repair; and
 - window and door repair and replacement.

In addition, the selected Grantee may be asked to perform similar activities in other home preservation programs, such as Safe at Home, Healthy Homes or Lead Safe Washington.

2. Provide strategic subject-matter expertise for the overall improvement of the District's home preservation programs. This will include making recommendations to DHCD concerning any or all aspects of the structure and process of SFRRP or other home preservation program offerings, including program outreach and marketing.
3. Manage compliance, financial accountability, reporting, and documentation per the requirements of each funding source in SFRRP, and potentially other home-preservation activities (including Community Development Block Grants (CDBG), HPTF (Housing Production Trust Fund), and/or the Home Investment Partnerships Program HOME). DHCD will evaluate each applicant's submitted work plan and budget for adequate fiscal capacity to undertake and complete a negotiated number of household-construction projects assigned by SFRRP.

A. Home Repair Process

Here the current steps in the home repair process:

- SFRRP applications are completed at the offices of a designated CBO and submitted to DHCD for review and underwriting.
- If approved by the DHCD SFRRP Loan Committee, the homeowner is notified, and an initial home inspection is then conducted by a DHCD Construction Analyst.

- From this inspection, a draft, detailed Scope of Work (in-house cost estimate) is developed using program software and guidelines.
- Upon internal approval of this initial Scope of Work, the Construction Analyst conducts a bid conference at the home with the homeowner and interested construction contractors.
- Within 10 days of the bid conference, contractors submit their construction bids to DHCD.
- The DHCD Construction Analyst then meets with the homeowner to have them select their preferred construction contractor.
- Upon selection, the scope is finalized and an internal review and approval package is developed by SFRRP staff.
- The package is submitted to the DHCD Office of Program Monitoring (OPM), which conducts an Environmental Review on the subject property, and assesses the project's overall eligibility.
- When that process is complete, the same package is submitted to the Agency Fiscal Officer to requisition a Purchase Order for the project.
- When that process is complete, the homeowner is contacted to visit DHCD to sign documents, including the grant or loan agreement and the construction contract.
- The contractor is then provided with a Notice to Proceed and construction can begin.

CHRI Process

Under CHRI, the procurement of construction contractor(s) for CHRI will take place with the selection of the Grant Awardee under this RFA. This will eliminate the need to conduct procurement for contractor selection for individual construction jobs.

Engagement of contractors and construction management will be the responsibility of the CHRI Grantee, subject to DHCD approval. The Scope of Work will be finalized by the CHRI Grantee, the homeowner, and Construction Analysts at DHCD.

Under the CHRI, the Grantee will be provided with a blanket Environmental Review and eligibility determination from OPM upon Grant execution, which will effectively complete that process for all assigned, approved SFRRP applications. This will eliminate the need to conduct a full blown Environmental Review for each approved construction project. However, each project will require an expedited internal approval by OPM. So the CHRI Grantee can begin its process with an initial home inspection and Scope of Work development for approved applications. The CHRI Grantee will be responsible for construction management, close out, relocation, as necessary, warranty enforcement, and post-construction responsibilities.

CHRI Grantee Duties

DHCD seeks an organization that can perform all the above duties of managing the home repair process for SFRRP, and potentially other home preservation activities. The selected organization must demonstrate that it has the necessary construction capability and administrative infrastructure to execute the above duties. This may include, but is not limited to, the following:

1. staff and management team with appropriate background and experience in managing the home repair process;
2. capacity to navigate the building-permit process as necessary through the District's Department of Consumer and Regulatory Affairs (DCRA);
3. demonstrated ability to meet the District's insurance requirements for single family home repair construction jobs; and
4. the ability to meet additional Federal requirements for construction jobs, such as HUD Section 3, and Davis Bacon Wage requirements.

The CHRI Grantee will:

- Provide to DHCD for approval a list of all construction contractors and sub-contractors for each construction job approved under this Grant.
- Ensure that all contractors are certified as Home Improvement contractors by DCRA, and that contractors have a detailed working knowledge of the DC Building Code.
- Take "before" and "after" photos of all completed construction jobs under DHCD's guidance.
- Manage the relocation process as necessary for approved construction jobs.
- Submit the required documentation to DHCD for payment under this grant.

B. SFRRP Enhancement and Marketing

DHCD is currently evaluating all aspects of its home preservation programs with a view toward developing significantly improved program offerings. The intent is to make the agency's home repair and home preservation programs more efficient and friendly for low- and moderate-income residents and households, particularly for seniors.

DHCD is also interested in facilitating a higher volume of projects completed in SFRRP. The CHRI Grantee will be expected to provide strategic subject-matter expertise in the areas of:

- construction management;
- marketing and outreach;
- underwriting and eligibility;
- technology and communication within the District's home preservation ownership network; and
- in the overall structure and process of the DHCD's home-preservation programs.

The CHRI Grantee will be expected to act as a true partner with DHCD in our efforts to revamp our home preservation programs.

CHRI Grantee's Ability to Evaluate Program Structure and Process

DHCD seeks one organization that can re-evaluate the current structure and process of SFRRP, and other home preservation programs, and make recommendations for program adjustments toward increased efficiency, higher volume of project completion, and higher impact. Examples of possible changes to program structure and process may include, but are not limited to:

- Working more directly to integrate all home-repair and preservation programs including, SFRRP, Lead Safe Washington, Safe at Home, and Healthy Homes.
- Reassessing the maximum financial assistance amount for all home preservation programs.
- Reassessing existing construction standards to better align with current industry standards and increase efficiency and transparency.
- Making a greater use of social media in the home repair and preservation process for SFRRP.
- Developing a targeted marketing and outreach plan for home preservation and home repair program offerings.
- Developing partnerships with, and greater use of the resources of, other District agencies.
- Researching and reporting on best practices for home repair programs in comparable jurisdictions around the region and around the country.
- Reassessing process efficiency for home preservation programs. This will involve developing tighter timeframes for the completion of applications, internal approvals, and construction for home preservation activities.

PLEASE NOTE: Applicants are encouraged to recommend supported changes to SFRRP in responsive applications. (See Part 2 of Application Form.) However, actual changes to SFRRP are subject to DHCD approval.

Marketing and Outreach Efforts

Marketing and outreach efforts are conducted directly by DHCD and by its non-profit partners for all of its housing programs. DHCD and the CBOs use a full range of marketing and outreach tools. There is a specific need to increase overall awareness of the SFRRP, and other home preservation programs, in the District's low- and moderate-income communities. In addition, CBOs and all DHCD neighborhood partners must demonstrate the capability to effectively serve and communicate with the various non-English speaking and special needs populations of the District.

As part of the CHRI, DHCD seeks one organization that will provide strategic advice on its existing marketing and outreach efforts for the SFRRP and other homes preservation programs. Evaluation of DHCD's marketing and outreach efforts in this regard may include the study of overall marketing cost. The CHRI Grantee also will be expected to conduct marketing and outreach activities along with other DHCD non-profit partners.

C. Managing Home Repair Activities

The staff of the SFRRP, and other home preservation programs, is currently responsible for processing all applications from the stage of submission, review, decision/approval, through settlement, construction completion, and on-going program administration. This program management responsibility includes, but is not limited to:

1. ensuring program compliance per each funding source, both for project delivery costs and within each household construction project;
2. financial management, including management of the approved administrative budget and grant/loan budget, for each household by funding source;
3. required data reporting and data retention, documentation and recordkeeping per DHCD and federal specifications, for the program, for each program participant, and per each funding source; and
4. the performance of the program according its approved budget and unit completion goals.

Budget and Cost Information Expectations

CHRI Grant applicants will be expected to provide budget and cost information for administration of CHRI to complete a minimum of projects in the negotiated number of households per year, which will include roof repair and replacement, handicapped-accessibility grants, and assigned rehabilitation work.

In this submission, the applicant should construct a cost-effective staffing and overhead plan that will achieve a reasonable and competitive project-delivery cost. A fair, negotiable range for project delivery cost is 12 percent - 20 percent of total construction costs.

PLEASE NOTE: Most funding sources cap administrative costs at 20 percent or less of total grant award.

Project delivery costs for this grant are not incurred on a contingency basis. As funding and demand for project completion in SFRRP, and other home preservation programs, may fluctuate during the grant period, or across grant periods, applicants should be able to scale operations up or down to maintain this reasonable and competitive project delivery cost and to meet the changing needs of the home-preservation programs.

Compliance

The DHCD SFRRP and other home preservation programs are governed by the following regulations:

- 14 DCMR Chapters 28 and 30
- Safe at Home Act of 2015

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

CDBG

Regulation: 24 CFR Part 570

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

CDBG Playing by the Rules Handbook

HOME Investment Partnership Program Act (HOME)

Regulation: 24 CFR Part 92

Housing Production Trust Fund

HPTF Act of 1988 DC Law 7-202 (DC Sec 45-3101 et. seq.)

HUD: Section 3: If applicable

24 CFR Part 135.30

Federal Grant Administration

Regulation: 2 CFR Part 200

Federal Housing Administration

See https://portal.hud.gov/hudportal/HUD?src=/federal_housing_administration

Davis-Bacon: If applicable

See <https://www.dol.gov/whd/govcontracts/dbra.htm>

The CHRI Grantee must be familiar with these statutes and governing regulations. The Grant Agreement will require ongoing compliance with the above statutes and regulations. In addition, the Grant Agreement will require compliance with DHCD policies and procedures for the SFRRP and other home preservation programs.

Financial Management

As a significant operational partner to SFRRP, and other home preservation programs, the CHRI Grantee will be expected to manage grant funds according to DHCD specifications in compliance with applicable funding sources, and in such a way that funds are available ongoing for assigned projects and project delivery costs.

The CHRI Grantee must demonstrate strong financial practices in home-repair program management while adhering to home rehabilitation industry practices.

In addition, the CHRI Grantee must be credit-worthy and have sufficient cash on hand or be able to obtain a line of credit or alternate financing sufficient to ensure that all assigned projects are completed timely.

The District of Columbia adheres to the Quick Payment Act, which mandates that approved invoices for reimbursement be paid within 30 days. Applicants should assume reimbursement of funded construction projects and administrative costs to be made within 30 days of submission of an approved invoice.

The CHRI Grantee must provide the necessary security controls to protect the confidentiality and integrity of all program applicants' personal information, according to the following requirements:

1. No information retained by the grantee on behalf of a program applicant can be used or sold by the CHRI Grantee or any of its affiliates for any purpose without the written consent of DHCD.
2. All information, records, data, and property obtained by and through this program are the sole property of DHCD and cannot be disposed of without the written consent of DHCD.
3. All client files and other confidential information must be maintained in a secure location.

Data Reporting, Documentation and Recordkeeping

The CHRI Grantee will be expected to:

1. Maintain a comprehensive database of required information related to each assigned project. The database will:
 - Include, but not be limited to: fundamental information on each assigned household per project, including owner name, address, contact information, contractor information, and project cost information.
 - Track each project through all stages of the construction process.
2. Submit monthly beneficiary reports on grant and project activity to DHCD along with ongoing analyses of projects' status and progress.
3. Maintain all program assistance-related records and archived deferred loan or grant files in secured files, and fully cooperate with all periodic monitoring reviews of those files as conducted by DHCD or U.S. Department of Housing and Urban Development (HUD) personnel.

4. Selection Process

A. Selection Criteria, Part 1. Organizational Capacity – 100 Points

Criterion	Points Available
Staff <ul style="list-style-type: none"> The application describes organizational staff possessing skills and experience required to implement the home-preservation and repair activities described in this RFA. 	10
Board The 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; and possesses the legal, administrative, and management skills required to manage home preservation and home repair programs described in this RFA 	5
	5
Management The application: <ul style="list-style-type: none"> evidences the financial stability of the organization, including access to a line of credit, or alternative financing; describes organizational systems currently in place to manage multiple construction projects, associated funds management, confidential information, and administrative functions; and demonstrates the organization’s ability to manage staff to effectively carry out single-family home-preservation and home repair projects, data tracking and analyzing activity progress, evaluating activity outcomes, and completing appropriate reporting. 	20
	10
	10
Experience The application: <ul style="list-style-type: none"> describes the organization’s experience in successfully implementing housing programs and activities, including demonstrated knowledge of residential home construction practices; demonstrates experience in managing significant change and transformation in similar programs or activities; and demonstrates the organization’s ability to develop and maintain relationships with key stakeholders and public and private sector entities involved in the home preservation and home repair process. 	20
	10
	10
Total	100

B. Selection Criteria, Part 2. Proposed Implementation Plan – 100 Points

Criterion	Points Available
<p>The application presents a strong plan to serve as CHRI Grantee by undertaking the home-repair process under the guidelines of this RFA, including Scope of Work development, contractor engagement, regulatory approval, construction management and completion, close out, and post construction requirements.</p>	30
<ul style="list-style-type: none"> The application demonstrates: (1) a clear ability to evaluate the structure and process of existing home-preservation programs; (2) a capacity of the applicant to make supported recommendations for change to home-preservation programs; and (3) a capacity to work with and potentially expand into additional home-preservation activities, including Lead Safe Washington, Healthy Homes and Safe at Home 	20
<ul style="list-style-type: none"> The application: (1) provides a clear and concise plan for the applicant’s marketing and outreach activities, and demonstrates capacity to advise DHCD on marketing and outreach efforts for homeownership programs; and (2) demonstrates the organization’s capacity to identify and conduct targeted, high-impact marketing opportunities for home preservation. 	10
<ul style="list-style-type: none"> The application: (1) presents a detailed budget and work plan for managing home-repair activities, This includes compliance with funding sources, strong financial management and data reporting, documentation and recordkeeping; (2) demonstrates clear knowledge of and experience with the Federal and local funding sources identified in this RFA; (3) demonstrates credit worthiness and strong financial management, with a plan to protect the confidentiality and integrity of all program applicants’ personal information; (4) presents a detailed data management and reporting plan; and (5) displays a strong documentation and recordkeeping plan for these home preservation programs. 	40
Total	100

C. Review Panel

The review panel for this RFA is composed of independent, qualified, professional individuals who have been selected for their unique experiences in affordable housing, evaluating the home preservation and home repair process and related programs for low- and moderate-income homeowners.

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

D. Decision on Awards

The recommendations of the review panel are advisory only and are not binding on DHCD. The final decision on awards vests solely with the DHCD Director. 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 DHCD Director will determine the award of grant funds to the designated grantee/administrator. The DHCD Director is not required to award based on the applications received and reserves the authority to re-issue this RFA.

E. Post-Selection

The organization that 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 and Federal laws and regulations and define the terms of the disbursement of funds.

Before the Grant Agreement is executed, the successful applicant will meet with DHCD staff to negotiate the specific activities that will be conducted under the Grant Agreement so that the applicant's mission, stakeholder needs, and District Government priorities are addressed. This effort will result in a detailed work plan, outcome measures, and budget that will become part of the Grant Agreement.

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

F. Contact Person

Lamont Lee, Residential and Community Service Division Manager
Department of Housing and Community Development
1800 Martin Luther King Jr. Avenue SE
Washington, DC 20020
(office) 202-442-7161; (fax) 202-645-6166

5. Application Instructions

A. Format

There are four parts to the application package:

- Part 1 of the Application Form
- Part 2 of the Application Form
- Attachments
- Electronic version of application on CD

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov>, on or about April 14, 2017.

B. Internet

Respondents who obtained this RFA through the Internet are asked to provide DHCD with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers

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

C. 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 on one side of 8· by 11-inch paper with three holes punched (that is, with a standard three-hole punch) at the top (long) edge.
- Margins must be no less than one inch.
- A minimum font size of 11-point is required (New Times Roman, Courier, or Arial Narrow type recommended).
- Pages MUST be numbered.

The review panel will not review proposals that do not conform to these requirements.

The pages of Part 1 and Part 2 of the 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

D. Required Attachments

The following attachments to the completed form are required:

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

The Attachments package should be arranged in the order items are listed with three holes punched (that is, with a standard three-hole punch) and attached with a binder clip. The entire package should then be attached to Part I of the application form with an additional binder clip.

Questions related to Attachments D, E, and F may be directed to Ms. Sonia Gutierrez, DHCD Fair Housing Coordinator, at (202) 442-7238.

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

Department of Consumer and Regulatory Affairs
DCRA Corporations Division
P.O. Box 92300
Washington, DC 20090

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

E. Explanations to Prospective Respondents

Applicants are encouraged to email questions regarding this application to www.dhcd.rfaquestions@dc.gov, between April 14 and May 19, 2017. Questions submitted after the deadline date will not be responded to.

F. Resources

For more information about DHCD, please visit: <http://www.dhcd.dc.gov>.

6. Application Submission

A. Application Identification

A total of nine applications (Part 1 with Attachments, and Part 2 for the activities described in the RFA), and an electronic version of both parts on one CD, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package.

Of the nine applications, one application must be an original.

DHCD will not forward the application to the review panel if the applicant fails to submit the required eight copies, plus one original.

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

B. Application Submission Date and Time

Applications are due no later than 4:00 p.m. on May 26, 2017. All applications will be recorded upon receipt. Applications submitted at or after 4:01 p.m., May 26, 2017 will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

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

Department of Housing and Community Development
Single Family Residential Rehabilitation Program
1800 Martin Luther King, Jr. Avenue, SE, 3rd floor
Washington, DC 20020
Attention: Ed Davis, Community Services Program Manager

C. Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services must be sent in sufficient time to be received by the deadline at the above location.

Messenger/Courier services delivering applications at or after the postdated time will not be accepted.

*****Late Applications Will Not Be Forwarded to the Review Panel*****

Notice of Non-Discrimination

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