

PROGRAM OVERVIEW

District of Columbia
Department of Housing and Community Development (DHCD)
Request for Applications (RFA) FY 2022 for
Services for DHCD Housing Programs

SECTION 1: GENERAL INFORMATION

1.1 Introduction

The District of Columbia Department of Housing and Community Development (DHCD, or the Department) receives Community Development Block Grant (CDBG) 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. DHCD, in turn, works in partnership with local non-profit organizations to deliver these services for affordable housing and community development. 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 homeownership; (2) counseling and training for home preservation; and (3) counseling for tenants and tenant groups. The activities outlined in this RFA are essential to the Department’s mission of creating and preserving opportunities for affordable housing and economic development, and revitalizing underserved communities.

1.2 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 services. All of the services are intended to empower potential, and actual homeowners, and tenants for the purpose of preserving and promoting affordable housing.

Specifically, the Department seeks grantees to provide services in three primary categories:

- Category 1: Counseling and Training for Homeownership
- Category 2: Counseling and Training for Home Preservation
- Category 3: Counseling for Tenants and Tenant Groups

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 provide Marketing and Outreach services, AND

services in one or more of Categories 1, 2, and 3 listed above. Marketing and Outreach is a critical service for this RFA because it is essential to the impact and success of all DHCD programs and services. The Department will make a single award to any organization(s) funded through this RFA, regardless of the services the applicant has been selected to provide.

1.3 Award Period

The approved services under this RFA will begin on October 1, 2021. Work plans and budgets for these services are anticipated to be approved for a period of twelve months. At its sole discretion, the Department may choose to extend the agreements under this RFA for additional periods of up to one year. All selected awardees will be invited to attend a post-award conference where the details of the awarded grant will be explained.

1.4 Award and Amounts

DHCD will evaluate each applicant's work plan and budget for adequate fiscal capability to provide the services indicated. Grant award notifications will be made on or about August 21, 2021. There is no prescribed award amount for any service, or for any specific grant.

SECTION 2: APPLICANT QUALIFICATIONS

2.1 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 creation of affordable housing opportunities. These organizations should be able to provide housing counseling services 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.

2.2 Organizational Capacity

A successful applicant has the staff and board resources available to provide quality housing counseling services and/or training to tenants, new homebuyers, and homeowners particularly for low- and moderate-income populations. 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 capacity, 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 must:

- Submit timely monthly reports regarding service accomplishments, along with analysis of client progress;
- Submit timely monthly requisitions for disbursement according to defined program requirements;
- Utilize a quality control system for service delivery, which must be approved by the Department; and
- Produce reports from a well-developed performance data tracking system upon request

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 in affordable housing, community development, and/or neighborhood revitalization, with special emphasis on the services 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 comprised of: (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- and moderate-income households; and/or 3) representatives of District neighborhood organizations with a proven track record of serving low- and moderate-income residents.

2.3 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 services must result in measurable outcomes for the District's low- and moderate-income first-time homebuyer, homeowner, and renter populations, as described in Section 3, "Programmatic Requirements."

2.4 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 grant applicants.

2.5 Threshold Applicant Requirements

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.
- The applicant must demonstrate in the application process, its ability to obtain the insurance policies required under this grant, or show evidence of insurance policies obtained.
- 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.

PROGRAM REQUIREMENTS

SECTION 3: PROGRAMMATIC REQUIREMENTS

3.1 Eligibility for Federal Funding

The services in this RFA will be conducted through grant agreements using federal Community Development Block Grant (CDBG) program funds and some local funds. The Department will provide a full informational briefing to the awarded grantee(s) about the ongoing administrative and programmatic requirements of the grant funding source. Whether grants awarded under this RFA are funded locally or with federal funds, all grants will be managed to the higher standards and requirements of federally funded grant agreements.

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.

Client income certification is also a very important element of ongoing program activity for many DHCD housing programs. (See Section 3) Applicants should review in detail the federal income requirements for programs, activities, and grantee (sub-recipient) eligibility under the regulations for the Community Development Block Grant program at 24 CFR 570. 200-210, https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24#se24.3.570_1200 and HUD Housing Counseling Program Regulations: 24 CFR Part 214, <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=2990641419ff1b643255d8a27884be44&mc=true&n=pt24.2.214&r=PART&ty=HTML>

3.2 Geographic Distribution of Services

The Department’s decision to select one, or more, grantees to provide services will be influenced by the potential geographical distribution of service among the qualified applications received. Applicants are free to designate their own proposed service areas in the

District based on their by-laws, Board policies, etc. However, the Department reserves the right to designate any service areas it deems appropriate or necessary in making awards, and in negotiating grant terms. In reviewing the applicant pool, the Department's priority will be to ensure that excellent affordable housing counseling and/or training 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 through the award and ongoing management of these grants.

3.3 DC Housing Search

All grantees will be required to utilize DC Housing Search (<https://www.dchousingsearch.org>), which is a clearinghouse of available rental and for-sale, single-family and multi-family properties in the District. All grantees must be able to train customers on the utilization of this website. Some DHCD housing programs require that customers access DC Housing Search in order to participate.

3.4 Marketing and Outreach

The marketing and outreach effort expected by all grantees awarded under this RFA is pivotal to the success and impact of all programs and services. All grantees must provide continuous and consistent marketing and outreach for approved services and programs with the objective of achieving maximum public awareness of DHCD housing programs and increasing the pool of program applicants. Because DHCD's target population is diverse, grantees must utilize a full range of marketing tools. Grantees are 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: websites, email blasts, blogs, listservs, Twitter, Facebook, YouTube, Hope Hotline, flyers, door-to-door visits, community meetings, use of cable television (Channel 16), and public service announcements.

All applicants must submit a detailed marketing and outreach plan for the housing services which will be provided. (The applicant's marketing and outreach plan should be presented in response to Question #1, Part 2 of the Application Form.) An agreed-upon plan will be an element of the grant agreement budget and work plan. In addition, all grantees must provide general marketing and outreach for all DHCD programs. Marketing and outreach provided by the Grantee must be coordinated with any DHCD marketing and outreach efforts. Grantees are expected to continually assess the success and impact of their marketing efforts in order to identify the most effective and efficient ways of reaching District low- and moderate-income populations.

Grantees must participate, as required by DHCD, in public activities and events related to housing opportunities. In any distributed print or electronic materials, grantees must always acknowledge such housing assistance activities as programs of the Department of Housing

and Community Development. All such materials must be approved by DHCD prior to distribution.

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

SECTION 4. SELECTION PROCESS

4.1 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 of the application. The Department and review panel will determine together minimum thresholds for each proposed project or activity for each 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.

4.2 Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the Director of the Department of Housing and Community Development. After reviewing the recommendations of the review panel and any other information considered relevant, the Director for DHCD will determine the award funds to the designated grantees. 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.

4.3 Post-Selection

Any applicant that is approved for funding must enter into a grant agreement with DHCD for implementation of the funded activity or project. 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, successful applicants will meet with DHCD staff to negotiate the specific activities and projects 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 elements of the grant agreement.

Upon execution of the agreement, which is anticipated to be October 1, 2021 the organization will become eligible to receive disbursement of funds under the grant agreement. In accordance with federal and District requirements, DHCD will conduct periodic evaluations of each awarded organization's use of grant funds. The areas of review will include financial management, 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.

SECTION 5. APPLICATION INSTRUCTIONS

5.1 Format

The application must be completed via ZoomGrants <https://www.zoomgrants.com>. It has five key parts:

- Application Summary
- Application Questions
- Budget
- Tables
- Documents

Applicants are asked to appropriately name files that are uploaded through the google form. For example required attachment files, should be named as follows: "Organization Name Required Attachments" DHCD is not responsible for malfunctions with the google form platform. For questions about completing and submitting the application via the google form, please contact the NBAP Program via nba.rfa@dc.gov.

5.2 Technical Requirements

This Request for Applications RFA) will be available on the DHCD website at <https://www.dhcd.dc.gov> on or about June 15, 2021. This RFA will only be available on the DHCD website via ZoomGrants. To use ZoomGrants to submit applications, you'll need a computer, internet access, and a valid email address. Don't have an email address? It's easy to sign up for a free one on services such as Gmail and Yahoo. Learn more:

- Setting Up Your Applicant Account and Creating Applications

- <http://help.zoomgrants.com/index.php/zgu/setting-up-your-account-and-creating-applications/>
- I am a grant writer or represent multiple organizations or people. How can I use ZoomGrants?
 - <http://help.zoomgrants.com/index.php/zgu/zg-for-grantwriters/>
- How do I change or reset the email address or password on an applicant account?
 - <http://help.zoomgrants.com/index.php/zgu/how-do-i-change-or-reset-the-email-address-or-password-on-an-applicant-account/>
- How can I invite another user to work on my application or add someone else to our account?
 - <http://help.zoomgrants.com/index.php/zgu/invite-collaborators/>

5.3 What Devices Can I Use?

You can access ZoomGrants via any internet-enabled device, including computers, tablets, and phones. A printer may also be handy if you'd like to print saved PDF copies of your application and any post-decision reports or invoices that you are required to submit (if applicable). Depending on the specific requirements set up in each opportunity, you may also need access to a scanner. Click the Contact Admin tab in the application if you need additional information about the particulars of an application.

5.4 What Browser Do I Need?

ZoomGrants can be accessed using recent versions of nearly any browser, including Firefox, Safari, Chrome, Opera, and Internet Explorer. For the best experience, please use the most recent version of the browser you choose. (You can download the latest version of those browsers by visiting their websites or by going to <https://browsehappy.com/>.)

5.5 Application Process

Once you have created your ZoomGrants account, you can use it to create and submit applications on behalf of your organization (or yourself, as applicable) to any organization that uses ZoomGrants to capture applications. If your application is approved and the organization has requested invoices or reports, you'll use the same account to log in to submit those components, and the same account can be used to submit applications year after year.

5.6 How Do I Save My Application?

ZoomGrants will save your progress automatically via an auto-save feature that triggers as soon as you click outside of a field. For example, if you're finished with a text response and you mouse into the next text box, you'll see a brief flash of a saving screen. Learn more about the auto-save feature here: [How does the auto-save feature work?](#) The 'Saving' screen is still flashing. How can I be sure my application is saved?

- <http://help.zoomgrants.com/index.php/zgu/how-do-i-save-my-application/>

5.7 Can I Invite Others to Work on My Application?

You sure can! If you share your login credentials with other folks, they can also log into your account and work on your application(s) directly and can even use your account to submit them.

You can also invite other users to work on the application(s) as collaborators, which will give them the ability to contribute data to the application while you retain the ability to submit the completed application. If your application is selected and the organization is requesting invoices or reports, you can update your collaborator's access or add new collaborators to work on those specific components, as well.

If two users are working in the same question at the same time, the last person to auto-save their answer by clicking outside the box will overwrite anything that has been saved by others previously. Be sure to check with your colleagues and use the Refresh Page button often during the process to see the latest version of the application and ensure that you aren't overwriting one another's data.

Whether you're sharing your account or inviting collaborators, we recommend that, when working on the application at the same time, each user works in a different section or in different questions to avoid accidental overwriting.

- <http://help.zoomgrants.com/index.php/zgu/invite-collaborators/>

5.8 Application Submission

Application owners will have a Submit button in their application. (Collaborators cannot submit applications.) Click that button to initiate the check for completion. If the check doesn't find any blank required questions or document requests, you'll be able to enter your initials to confirm agreement with the terms, then click the Submit button again to submit your application.

- <http://help.zoomgrants.com/index.php/zgu/i-cant-find-a-submit-button-how-do-i-submit-an-application/>

The application will be available to the receiving organization immediately. Verify that your application was submitted, and you are done. Learn more:

- Collaborators: I can't find a Submit button. How do I submit an application?
- How can I verify that my application was submitted?
 - <http://help.zoomgrants.com/index.php/zgu/how-can-i-verify-that-my-application-was-submitted/>

Once you click the Submit button to submit your application, the system will check your

questions and the required document request slots to ensure that they are complete. If you've skipped any displayed questions or neglected to upload a file in any request marked "required", the system will list those items in red at the top of the application. Complete those items, click the Refresh Page button to refresh the page, then try to submit again.

5.9 Required Attachments

The following attachments are required and to be the completed form and can be found in the Library Tab section:

- 1 Organizational Chart noting key personnel
 - 2 Staff Resumes
 - 3 Board Resumes
 - 4 Partnership Memorandum Of Understanding (MOUs) if applicable
 - 5 Articles of Incorporation and Bylaws
 - 6 Assurances (RFA Attachment A)
 - 7 Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
 - 8 Equal Opportunity Certification (RFA Attachment D)
 - 9 Section 504 Certification Form (RFA Attachment E)
 - 10 Affirmative Marketing Plan (RFA Attachment F)
 - 11 Federal tax-exempt status determination letter
 - 12 Certificate of Good Standing from DCRA (obtained within the past three months)
 - 13 Evidence of attempt to Obtain Required Insurance
- Questions related to Attachments D, E, and F may be directed to Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Applicants may obtain the Certificate of Good Standing from the Department of Consumer and Regulatory Affairs by calling the Corporations Division at (202) 442-4400 or through the following means:

- Walk-in basis at the Department of Consumer and Regulatory Affairs located at 1100 4th Street, SW, Washington, DC 20024 <https://www.dkra@dc.gov>. Applicants are advised to contact DCRA via phone ahead of time by calling (202) 442-4400. An expedited fee in the amount of \$100 for one day service and \$50 for three (3) day service will apply to all walk-in customers.
- Mail: request a form via the mail by contacting the Department of Consumer and Regulatory Affairs, Corporations Division, P.O. Box 92300, Washington, DC 20090
- Online: visit the DCRA's Corporations Division CorpOnline Web Portal: <https://corponline.dkra.dc.gov/Account.aspx/LogOn?ReturnUrl=%2f>

5.10 Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, their questions to the contact person listed below on or before July 25, 2021. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

For further information, please contact:

Edward Davis
Program Manager, NBAP
Department of Housing and Community Development
1800 Martin Luther King, Jr. Avenue, SE 3rd Floor
Washington, DC 20020
202-442-7233
nba.rfa@dc.gov

5.11 Resources

For more information about the Department of Housing and Community Development, please visit: <https://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:

https://www.hud.gov/program_offices/comm_planning

2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Circular A-133, which details federal audit requirements, is available from the US Office of Management and Budget:

<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A133/a133.pdf>

Information on green building can be found at the U.S. Green Building Counsel:

<https://www.usgbc.org/>

Information on DC's Small Business Policies can be found at the Coalition for Nonprofit Housing and Economic Development's Small Business Policy Project. Consider the Small Business Policy Project Progress Report: Implementation of Recommendations:

<https://www.dropbox.com/s/8xq6nun0dtony8y/2016%20Progress%20Report%20Small%20Business%20Policy%20Project%202-15-17%20final.pdf?dl=0>

Information on assessing the performance of Small Business Assistance Programs can be found at the U.S. Small Business Administration. Consider the May 2017 publication, Building Smarter Data for Evaluating Business Assistance Programs- A Guide for Practitioners:

https://www.sba.gov/sites/default/files/aboutsbaarticle/Building_Smarter_Data1.pdf

Information on business life cycles can be found at the U.S. Small Business Administration.

Consider the Start your business in 10 steps Guide: <https://www.sba.gov/business-guide/10-steps-start-your-business/>

5.12 Application Submission Date and Time

Applications are due no later than 11:59 p.m. on July 26, 2021. All applications will be recorded upon receipt. Applications submitted at or after 12:01 a.m., July 27, 2021 will not be

forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

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.

Housing Menu of Services Categories

DESCRIPTION OF HOUSING PROGRAMS AND SERVICES

In the three categories below, DHCD programs and services are described which will utilize Housing Services during FY 2020. Specific requirements of the counseling and/or training to be utilized by the programs and services are also described. More detail on all of these programs and activities can be found on the DHCD website <https://www.dhcd.dc.gov>, or by researching the citations listed. The programs and services, with few exceptions, focus primarily on income-qualified low- and moderate-income residents in the District. All of the services described below are consistent the DHCD Consolidated Plan, which can also be found on the DHCD website. Applicant organizations may choose to apply for any or all of the services listed below. It is recommended that applicant organizations demonstrate their capacity to provide all activities described under any particular service selected. Applicant organization’s description and plan to provide services should be presented in response to Part 2 Question #3, of the Application Form.

CATEGORY 1: COUNSELING AND TRAINING FOR HOMEOWNERSHIP

1 A: Counseling/Training for Homebuyer Programs

The Home Purchase Assistance Program (HPAP) is the primary DHCD program for first-time homebuyers. HPAP provides interest-free loans that include closing cost assistance to eligible applicants. Under this program, homebuyers may have the opportunity to purchase houses, condominiums, or cooperative units in the District. DHCD has three additional homeownership programs which are associated with HPAP, and which are targeted to specific populations or geographic areas, or may meet specific home buyer needs.

The three satellite programs are as follows; (1) The Employee Assisted Housing Program (EAHP) provides assistance to District of Columbia Government employees, who are first-time homebuyers in the District; and (2) The Negotiated Employee Assistance Home Purchase

Program (NEAHP) provides down payment and closing cost assistance to certain District of Columbia Government employees whose position is covered by specific union collective bargaining agreements. DHCD seeks one or more organizations which will provide integrated comprehensive counseling and training services in support of all of the above programs.

For grantee organizations, this relationship management function includes working with first-time homebuyers throughout the homeownership application, preparation, purchase, and post-purchase process. Counseling will be focused on low- and moderate-income populations.

Application Intake: All grantees must have the expertise to provide full counseling assistance according to homeownership program requirements for any applicant for any of the above listed programs. Grantees will be responsible for: (1) the application process, which includes delivery of completed applications to the Homeownership Program Administrators; (2) completion of the application form itself and collection of all required supporting documentation, and (3) maintaining performance and reporting data, and databases as needed by the Department.

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, and customer follow-up. Counseling services will also involve conducting income certifications for purposes of application completion. Income certifications are expected to be conducted under a uniform process prescribed by the Department.

Training: For all of the above programs, grantees must have the expertise to conduct and coordinate an 8-hour training session in a traditional classroom setting concerning issues and responsibilities related to ongoing homeownership. Completion of this training class is mandatory for all approved applicants for all of the above programs. The class must be conducted within two weeks after the program application is approved. Coordination of this class will include publishing upcoming class dates, accepting reservations via phone, email or other method, allowing walk-ins if space is available, providing attendees with a certificate of completion (in a format approved by DHCD) upon successful completion of the class, and providing monthly attendance data to DHCD. It will also include ensuring that attendees receive all required training materials, and shall be presented by grantee staff, not outside speakers.

Post-Purchase Counseling: It is critical that grantees continue their counseling relationship with customers once they become homeowners. Grantees must follow up with new homeowners for a period of time after purchase to ensure that the District's investment is protected. If problems arise, it will be the grantee's responsibility to address them as quickly, and as efficiently as possible. In 2022, DHCD expects a substantial number of deferred HPAP loans made in previous years, to end their deferment period. Grantees must be able to provide dedicated counseling to those borrowers. In particular, grantees will be asked to make an updated assessment of each borrower's financial status regarding the

appropriateness of continued deferment. Potential delinquency, or foreclosure prevention, counseling will be provided to any borrower who is experiencing difficulty. If problems continue with these loan clients, this counseling will become a home preservation activity.

1B: Counseling for the Inclusionary Zoning and Affordable Dwelling Units Programs

The District's Inclusionary Zoning (IZ) Program requires a certain percentage of units in a new residential development, or a substantial rehabilitation that expands an existing building, be set aside as affordable units. The goals of this program are to increase the supply of affordable housing for low- and moderate-income households, to support the creation of mixed-income communities, to prevent rising home prices from driving out low- and moderate-income residents, and to leverage the expertise and capacity of the private market to develop affordable housing.

Affordable Dwelling Units (ADUs) are defined as for-sale and for-rent homes that are locally restricted for occupancy by households whose income falls within a certain range and are generally offered at a below-market rate. ADUs are generally produced in exchange for zoning relief, tax incentives, public financing, and/or the right to purchase or lease District-owned land. Specific ADU provisions, such as the affordability period, income limits, and resale restrictions, are set out in deeds, covenants, land disposition agreements, ADU administration plans and other originating documents.

ADU provisions have historically varied from project to project, as each is a result of a unique negotiation or project approval. However, ADU restrictions are becoming more standardized and more similar to standard IZ requirements. DHCD seeks organizations which will provide programmatic rental and homeownership counseling services in support of both of the above programs. Because information about these programs is available through DC Housing Search <https://www.dchousingsearch.org>, counselors will be required to utilize DC Housing Search, and train potential customers in how to search for affordable housing through DC Housing Search.

Grantees will be required to become familiar with the program requirements and procedures, as required by DHCD. In the last few fiscal years, the IZ program has produced approximately 200 new affordable units each year.

Training: For the IZ program, grantees must conduct and coordinate a mandatory orientation session in a traditional or virtual classroom setting providing interested applicants with the relevant terms of the program, including next steps and other information as required by DHCD. DHCD currently provides standard slides and certificate templates to use for this orientation and will provide training to grantees. Completion of this orientation class is mandatory before an individual may register for the IZ program and individuals must renew registration every two (2) years to remain on the IZ registration list.

The class must be conducted at least monthly beginning within 30 days after the grantee's application is approved. Coordination of this class will include publishing upcoming class dates, accepting reservations via phone, email or other method, allowing walk-ins if space is available, providing attendees with a certificate of completion (in a format approved by DHCD) upon completion of the class and providing at least monthly attendee data to DHCD. It will also include ensuring that attendees receive all required training materials, and shall be presented by grantee staff, not outside speakers.

Counseling services will also involve conducting income certifications for participation in the IZ and ADU programs. Income certifications are expected to be conducted under a uniform process prescribed by DHCD. DHCD has established requirements for approving Certifying Entities, including specific IZ and ADU training. Grantees are expected to become Certifying Entities pursuant to DHCD requirements. Grantees must train program participants in the terms and specifics of the IZ and ADU Programs (training guidance will be provided by DHCD), and provide additional pre and post homebuyer education training.

Grantee organizations will be required to ensure that program participants understand that income and occupancy restrictions apply to their IZ units and ADUs. Such restrictions may include, but would not be limited to: (1) the specific affordability period, (2) conditions for, or prohibitions against, subleasing, and (3) resale restrictions. Ongoing outreach and assistance to occupants of IZ units and ADU is required in the areas of programmatic requirements and homeownership counseling.

Grantees must also provide data to DHCD on a regular basis, as further clarified by DHCD, including the number of attendees at IZ orientations and the number of income certifications completed.

1C: Counseling/Training for the Property Acquisition and Disposition Division

The Property Acquisition and Disposition Division (PADD) encourages vacant and/or abandoned property owners to rehabilitate and/or occupy their properties. PADD acquires vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation, or tax sale foreclosure, when owners are unwilling or unable to maintain their properties. PADD also disposes of properties in inventory by selling them to individuals or developers to be rehabilitated into high-quality affordable and market-rate single-family and/ or multi-family for-sale or rental housing in District neighborhoods.

For DHCD, the activities of this Division create affordable homeownership and rental opportunities for low- and moderate-income households. Grantees must counsel these households as they qualify for, and occupy these new homeownership and rental units. DHCD seeks one or more organizations which will provide counseling or training services for affordable units made available through PADD.

Because PADD units are not produced through a traditional homebuyer program, an intensive marketing and outreach effort to our target population will be required of grantees. Counseling services will also involve conducting income certifications and re-certifications for purposes of admission and continuing participation in this program. Income certifications are expected to be conducted under a uniform process prescribed by the Department. For PADD, grantees must ensure that program participants understand that income, or occupancy, restrictions apply to their unit. Such restrictions may include, but would not be limited to: (1) the specific affordability period; (2) conditions for, or prohibitions against, subleasing; (3) potential rent increases; and (4) resale restrictions. The specific unit covenant terms will be communicated to stakeholders by the Department, but grantees must facilitate communication with stakeholders.

1D: General Credit Counseling for Homeownership

In order to become eligible to apply for any of the above programs, customers will need a good credit score. DHCD seeks one or more organizations which can provide quality credit counseling and repair advice to potential homeowners and others in need of such counseling. Grantees must have working experience with consumer credit bureaus and consumer credit laws. Ideally, grantees would be familiar with creditor tactics, liens, judgments, repossessions, and other obstacles to credit improvement.

Grantees may utilize Homebuyer Clubs as an effective tool for customer credit repair. General credit counseling may also be appropriate for retained customers after they have experienced mortgage delinquency or foreclosure. DHCD, therefore, strongly encourages any applicant to be able to provide credit counseling along with any of the above homeownership programs or services.

Legal Citations Governing Program Area in Category 1 Applicants to provide services in Category 1 should review in detail the following legal citations governing the District's homeownership programs or services. Submission of an application intending to provide any of these services presumes that the applicant intends to meet all requirements to provide counseling and/or training for homeownership 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) Inclusionary Zoning: Legislation Pending, Bill 17-586, 17-618, 17-619

CATEGORY 2: COUNSELING AND TRAINING FOR HOME PRESERVATION

2A: Counseling for the Single Family Residential Rehabilitation Program

The Single Family Residential Rehabilitation Program (SFRRP) administers grants to District homeowners for roof repairs and for modifications to eliminate barriers to accessibility for persons with mobility or other physical impairments.

DHCD seeks one or more organizations which will provide application intake and support to SFRRP applicants throughout the grant process.

Responsibilities: Grantees must provide full assistance according to program requirements for any applicant to the program. Grantees will be responsible for: (1) educating and answering questions from residents interested in the program; (2) completion of the application document and collection of all required supporting documentation; (3) post-application and post-grant support; and (4) providing quarterly performance and reporting data.

The process of assistance for each resident may include but is not limited to: conducting orientations or workshops to educate homeowners about the program, initial applicant screening and interview, providing application assistance, program referrals, review of grant documents for applicants, and post-grant follow-up. Application assistance will also include providing a full credit report for each applicant. The applicant will not be charged for the credit report as costs associated with for this are eligible as a programmatic reimbursable cost to the Grantee.

2B: Foreclosure Counseling

Through its current housing services organizations, DHCD currently provides dedicated counseling services for homeowners who are delinquent in their mortgage payments, who are in foreclosure, or in post-foreclosure. These counseling services are also offered to owners of multi-family properties, ownership associations and tenants subject to foreclosure. This counseling serves as a central element of DHCD's overall foreclosure prevention strategy.

Because the District's foreclosure crisis so severely affects the viability of our communities, counselors are continually trained and provided with the most effective and up-to-date tools to use in their counseling efforts. All counselors are either HUD-certified, or certified by NeighborWorks. Grantees have been full participants in our regional, intergovernmental network, the Capital Area Foreclosure Network. In addition to providing direct counseling, grantee organizations regularly participate in community workshops and clinics in neighborhoods throughout the District, which focus on the foreclosure crisis.

Grantee organizations also work with the Department of Insurance Securities and Banking (DISB) to protect clients against scam operations that prey upon residents who are subject to foreclosure. Grantee organizations extract data for outreach and targeting efforts from the Office of the Recorder of Deeds, which provides a listing of all official foreclosures in the District on a weekly basis. DHCD seeks one or more organizations that will provide foreclosure counseling services which include, but may not be limited to, all of the above-described foreclosure prevention activities.

For grantees, this counseling function means working with troubled homeowners, utilizing all foreclosure prevention or mitigation tools available, and if necessary, working with customers throughout their foreclosure or post-foreclosure process. Grantees must provide full assistance and advice to troubled homeowners. Grantees will be responsible for: (1) assessing the homeowner's circumstances, (2) educating the homeowner about the full implications of mortgage delinquency and foreclosure (3) exploring and providing options of action for the homeowner (4) providing tools or alternative support that may further assist the homeowner (5) developing and executing a best action plan for either saving the home or undertaking the best course for the homeowner, and (6) tracking the results of their counseling efforts. In addition, grantees will provide ongoing performance and reporting data and databases maintained.

Post-Foreclosure Counseling: It is critical that grantees continue their counseling relationship with customers, even if the home cannot be saved. Grantees must follow up with troubled homeowners for a period of time after any action plan has been executed. If the home has not been saved, counseling should be made available, and if necessary, referral to other needed services. If the home has been saved, counseling follow-up is also necessary to ensure that the ongoing action plan is being properly implemented. If more problems arise, it will be the grantee's responsibility to address them as quickly and as efficiently as possible.

With the passage of the Saving DC Homes from Foreclosure Emergency Amendment Act of 2010, troubled or delinquent District homeowners have the right to engage in mediation prior to foreclosure. As a result, DHCD requires grantees to provide counseling related to this mediation process.

Grantees must be familiar with the Law, its regulations, and the mediation process which has been implemented by the Mediation Administrator at the DC Department of Insurance, Securities, and Banking. Grantees must educate troubled homeowners in the decision factors related to mediation election, and, if necessary prepare them for mediation. In some cases, counselors may be asked to accompany, or represent, troubled homeowners in the mediation process. Grantees must ensure that all customers who elect mediation complete and submit proper documentation timely. Grantees must ensure that the best interests of troubled borrowers are protected throughout the mediation process.

Finally, DHCD expects grantees to follow-up after the mediation process is complete to ensure that any final mediation agreement is properly implemented.

2C: Counseling/Training for Tenant Opportunity to Purchase (TOPA)

DHCD provides assistance to tenant groups that are threatened with displacement due to the sale of their apartment building. DHCD provides both financial assistance and technical assistance, as well as specialized organizational and development services, for tenant groups who are pursuing the purchase of their apartment buildings with the intention to convert

them to cooperatives or condominiums. Through DHCD's Development Finance Division, organized tenant associations may be provided with seed money, earnest money deposits, and acquisition and/or rehabilitation assistance. After acquisition and rehabilitation, DHCD also provides ongoing Board training and property management support to the newly formed cooperative or condominium Boards.

2C1: Pre-purchase Counseling/Training

DHCD seeks one or more organizations which will provide pre-acquisition organizational and developmental counseling and training to tenant groups or tenant associations in support of their intent to purchase their building. These tenant groups must be preliminarily qualified as eligible for DHCD's Tenant Purchase Technical Assistance program. Grantees must provide the following services to tenant groups: (1) establishment of a tenant association; (2) selection and appropriate training of Board members; (3) training of captains (court, building and floor); (4) training in roles and functions of committee members; (5) training tenant groups in detail about the building purchase process; (6) training tenant associations in property management techniques; (7) provide training to the tenant association on each type of ownership; and (8) conducting surveys of tenant associations to determine the appropriate form of ownership for their building (cooperative or condominium).

While training the tenant association, the grantee must be able to prepare and submit appropriate documentation required in the purchase process, including but not limited to: tenant profiles and feasibility analyses, response to Notice of Sale of Building, preliminary development, acquisition, and rehabilitation plans, and operational plans.

The grantees must have skill and experience in negotiating lease or purchase of the building. In addition, grantees must assist tenant groups in procurement related to the development, purchase, and rehabilitation process, including but not limited to: attorneys, architects, engineers, financial and developmental consultants, private developers, appraisers, and property managers.

2C2: Post-Purchase Counseling/Training

DHCD seeks one or more organizations which will provide ongoing post-acquisition counseling services which include property management and Board training for properties which have been purchased and/or rehabilitated with financial assistance from the DHCD Development Finance Division's First Right Purchase program. Generally, these are multi-family properties that have been purchased through limited equity cooperative agreements or condominium purchases. Therefore, non-profit Board training and development skill and/or experience, as well as multi-family property management skills are critical to providing effective counseling services. Services to be provided under this activity may include, but are not limited to: (1) establishing standards of evaluation for each participant's financial status and leadership capacity; (2) conducting annual management reviews of all Boards, oversee election and

training of new Board members; (3) assisting in the establishment of appropriate arrangements with required service providers such as exterminators, garbage collectors, landscapers, etc.; (4) assisting in capital management planning and a stabilization plan for rehabilitation and/or refinancing; (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 for long term financial viability; (8) providing Board of Directors with training as appropriate; and (9) other required management and support duties. Grantees will assist the condominium or cooperative in developing a budget for the overall management and carrying costs of the property.

Grantees 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, evaluation of monthly financial performance, training on lender compliance, i.e. loan payments, income requirements. DHCD will likely negotiate assignment of specific properties to grantees for this service.

2D: Small Building Program Tenant Assistance

The Small Buildings Grant Program assists with the repairs for limited systems replacement and other key repairs to eligible property owners of multi-family rental housing of five to 20 units. Repairs are expected to improve sub-standard housing conditions, including safety and environmental hazards in the District as required by the Department of Consumer and Regulatory Affairs (DCRA), and the Department of Energy and Environment (DOEE). Rehabilitation activities can take place in individual rental housing units or in common areas though different requirements exist for each (please see Section III. Program Requirements). Activities also must comply with the District's Construction Code (§6-14 et seq.), Green Building Requirements (§6-1451 et seq.), and Historic Landmark and Historic District Protections (§6-11 et seq.) of the D.C. Official Code.

This Program will not fund: (1) imminently dangerous buildings under §109 of the District of Columbia Property Maintenance Code (that is, tenants are ordered to vacate, and building is condemned); or (2) projects that will lead to the permanent displacement of residents. DHCD seeks organizations that can conduct income certifications for tenants who are not voucher recipients of the properties that have received funds from the Small Building Grant Program. Income certifications are expected to be conducted under a uniform process prescribed by the Department.

2E: General Home Management Counseling

Grant applicants may apply for funding to provide counseling to homeowners who have not been through DHCD homeownership preparation, and who are not in foreclosure or a DHCD home preservation program, but who have general home management issues.

This counseling activity may include, but not be limited to: appliance warranty disputes, contractor disputes, disputes with mortgagors, will and estates issues including transfer-on-death deeds, etc. In this service, grantees must serve as advisor-educators, and are prohibited from giving legal advice. DHCD does not expect this service to be a major focus of activity under this grant, and grantee activities should focus on low- and moderate-income populations.

Legal Citations Governing Program Area in Category 2 Applicants to provide any service in Category 2 should review in detail the following legal citations governing the District's home preservation programs or services. Submission of an application intending to provide any of these services presumes that the applicant intends to meet all requirements to provide counseling and/or training for home preservation pursuant to the relevant citations.

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 Single Family Rehabilitation 14 DCMR, Chapter 28 First Right to Purchase Program 14 DMCR, 2700, and 14 CDMR 4700 Tenant Purchase Technical Assistance Program DC Code 42-3404.02 Saving DC Homes from Foreclosure Emergency Amendment Act of 2010 (DC Act 18-635; 57 DCR 12404) Small Buildings Grant Program Communities Remedial Funding Act of 2018. B22-0273 Rental Housing Conversion and Sale Act of 1980, as amended (DC Code 42-3401.01 *et seq.*) (Also known as the Tenant Opportunity to Purchase Act or "TOPA")

CATEGORY 3: COUNSELING FOR TENANTS AND TENANT GROUPS

3A: Counseling for Tenants and Tenant Organizations for HRA

Activities under this service will supplement and enhance the services provided by DHCD's Housing Regulation Administration (HRA), which includes the Rental Accommodations Division (RAD) and the Rental Conversion and Sale Division (CASD).

RAD administers the Rental Housing Act of 1985 (D.C. Official Code § 42-3501.01 *et seq.*) which regulates residential rental housing registration and the rent stabilization program (commonly known as rent control). RAD oversees rent adjustment procedures, processes notices to vacate, reviews tenant petitions prior to adjudication by the Office of Administrative Hearings, and adjudicates most types of landlord petitions. RAD also proposes rules and regulations for administration of the Rental Housing Act for review and publication by the Rental Housing Commission.

CASD administers the Rental Housing Conversion and Sale Act of 1980 (D.C. Official Code § 42-3401.01 *et seq.*) which regulates the sale or transfer of ownership interests under the Tenant Opportunity to Purchase Act of 1980 (TOPA) (D.C. Official Code § 42-3401.01 *et seq.*), the conversion of use of rental housing to condominium or cooperative ownership and residential condominium formation and registration under the Condominium Act of 1976 (D.C. Official

Code § 42-1901.01 *et seq.*). Further, CASD administers a Housing Assistance Payment program (HAP), under which tenants may be eligible for rent assistance if they are displaced due to the conversion of use of their apartment building to condominium or cooperative ownership. CASD also proposes rules and regulations for administration of the Rental Housing Conversion and Sale Act of 1980.

DHCD seeks one or more organizations which will support RAD and CASD operations by providing counseling and tenant education services to tenants and tenant groups. Grantees must provide counseling and training assistance to tenants and tenant organizations regarding the District's rental housing laws and tenant and landlord rights and responsibilities.

For CASD, grantee organizations must provide counseling and training concerning: (1) tenants' TOPA rights when a landlord intends to sell, demolish, or discontinue rental housing use; (2) transfers of rental housing ownership or economic interests; (3) assisting tenants or tenant organizations in exercising their right to purchase; (4) informing tenants or tenant organizations relating to partner-investors and assigning TOPA rights; (5) conversion of use from rental housing to condominium or cooperative ownership by tenant elections, or conversion in lieu of tenant elections; (6) the Housing Assistance Payment program and relocation assistance; (7) tenant organization formation, incorporation, and registration; (8) protections for elderly or disabled tenants; (9) coercive or retaliatory activities; (10) tenant rights when rental housing is in foreclosure; (11) notices of intent to convert use from rental housing to condominium or cooperative ownership; and (12) relocation counseling for displaced tenants.

For RAD, service providers must demonstrate the ability to counsel and train tenants and tenant organizations on rent control provisions including: (1) properties that are regulated by or exempted/excluded from rent stabilization under the Rental Housing Act; (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) RAD's conciliation services; (7) notices to vacate and eviction procedures; (8) disclosures to tenants; (9) changes and decreases in services and facilities; (10) learning about and securing enforcement of housing condition regulations; (11) security deposits; (12) understanding lease provisions; (13) rent increases if a property is not under rent control; (14) appealing decisions of the Rent Administrator or the Office of Administrative Hearings; and (15) relocation counseling for displaced tenants. Note: Advocacy on behalf of tenant groups, or tenant rights assignees—including, but not limited to, legal advice or advocacy on tenants or tenant organizations' behalf in negotiations with a property owner—is expressly beyond the scope of required services for grantees.

Grantees are expected to understand their role as tenant educators, and not as advocacy groups. They must manage the various resources of the District Government to ensure that tenant rights and responsibilities are understood. Further, DHCD will not support

organizations conducting activities for properties that the organization owns, or in which it has an ownership interest.

Additionally, in the event of a development or purchase opportunity for the tenants, the role of a grantee is to ensure that tenants understand all available options. 3B: Direct Counseling to Tenants and Tenant Groups for FY 2022 (?), tenant counseling services will be designed to educate tenants in privately-owned properties about their legal rights and opportunities. This service is to be provided to tenants and tenant groups which are not subject to foreclosure, and have not selected to exercise their Opportunity to Purchase Rights and/or Right of First Refusal under TOPA. It also includes providing other services and tenant education, which may not fall into the categories of services outlined above, such as eviction counseling, relocation counseling, apartment search, or apartment management.

DHCD seeks one or more organizations with the capacity to bring a range of resources to prevent involuntary displacement and to provide opportunities for continued affordable rental housing. Grantees must provide counseling services to tenants and tenant groups which include, but are not limited to: (1) outreach to tenant groups upon notice of one-year potential for subsidy expiration; (2) technical assistance in negotiations between owners and HUD relative to the renewal of federal subsidy contracts; (3) counseling for tenants in buildings where the subsidy will be lost and the tenant(s) must move; (4) counseling for tenants who are behind in their rent on best-action options; and (5) appropriately referring tenants who are in landlord/tenant disputes to all available resources. Grantees must also conduct research using the many databases and research tools available to identify properties that have a critical need for counseling assistance, including but not limited to DCHousingsearch.org. Note: Advocacy on behalf of tenant groups or tenants' rights assignee—including, but not limited to, legal advice or advocacy on tenants or tenant organizations behalf in negotiations with a property owner—is expressly beyond the scope of required services for grantees.

Grantees are expected to understand their role as tenant educators and not as tenant advocates. They must manage the various resources of the District Government to ensure that tenant rights and responsibilities are understood. Further, DHCD will not support organizations conducting activities for properties that the organization owns or in 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 available options. Legal Citations Governing Program Areas in Category 3 Applicants to provide any service in Category 3 and should review in detail the legal citations governing DHCD's rental accommodation functions: (1) the Rental Housing Act of 1985, D.C. Official Code § 42-3501 *et seq.* and title 14 of the *District of Columbia Municipal Regulations*, Chapters 38-44; (2) the Rental Housing Conversion and Sale Act of 1980, D.C. Official Code § 42-3401 *et seq.* and title 14 of the *District of Columbia Municipal Regulations*, Chapter 47; (3) the Condominium Act of 1976, D.C.

Official Code § 42-1901 *et seq.*; (4) D.C. Official Code § 42-1901 *et seq.*; (5) the First Right to Purchase Program, title 14 of the *District of Columbia Municipal Regulation*, chapter 2700; and (6) Housing Conditions, Title 14 of the *District of Columbia Municipal Regulations*, Chapters 1-15. Submission of an application relevant to these services presumes that the applicant intends to meet all requirements to provide counseling to tenants and tenant groups pursuant to these above referenced citations.