



District of Columbia
Department of Housing
and Community
Development

1800 Martin Luther King, Jr.
Avenue, SE
Washington, D.C. 20020

(202) 442-7200
(202) 442-7089 Fax
www.dhcd.dc.gov

Vincent C. Gray
Mayor

Victor L. Hoskins
*Deputy Mayor for Planning
and Economic Development*

John E. Hall
*Director,
Department of Housing
and Community Development*



*The District of Columbia Department of
Housing and Community Development
pledges to foster the letter and spirit of the
law for achieving equal housing opportunity
in the District of Columbia.*

REQUEST FOR APPLICATIONS

Services for Housing Programs

Counseling Services and Training for
Homeownership

Counseling Services and Training for
Home Preservation

Counseling Services for Tenants and
Tenant Organizations

Issue Date: March 30, 2012

Closing Date: May 30, 2012

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

Checklist for Applications

Services for Housing Programs

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

DHCD will not forward unresponsive applications to the review panel.

- ☐ The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type.
- ☐ Word limits are observed.
- ☐ The application is unbound (other than binder clips per the instructions).
- ☐ The application form has three holes punched on the top (long) margin.
- ☐ The attachments package has three holes punched in the left margins.
- ☐ There are eight (8) copies of the application (following the same format as above), plus the original.
- ☐ The electronic version of the application is submitted on a diskette or via email.
- ☐ Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- ☐ The application includes only the requested attachments (listed below):
 - Articles of Incorporation and Bylaws
 - Organizational chart
 - Board resumes
 - Staff resumes
 - Assurances (See RFA Attachment A)
 - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - Two Original Receipts (see RFA Attachment C)
 - Equal Opportunity Certification Form (see RFA Attachment D)
 - Section 504 Certification Form (see RFA Attachment E)
 - Affirmative Marketing Plan (see RFA Attachment F)
 - Tax-exempt status determination letter
 - Certificate of Good Standing from DCRA
 - Evidence of required insurance for Federal funding
 - **COMPLETED MENU OF SERVICES form**

See Section 5: Application Instructions

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MENU OF SERVICES

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**District of Columbia
Department of Housing and Community Development (DHCD)
Request for Applications (RFA) FY 2013 for
Services for DHCD Housing Programs**

SECTION 1: GENERAL INFORMATION

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.

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.

Award Period

The approved services under this RFA will begin on October 1, 2012. 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.

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 September 1, 2012. There is no prescribed award amount for any service, or for any specific grant.

SECTION 2: APPLICANT QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations that have a history of serving the residents of the District of Columbia through initiatives that provide or support the 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.

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

Governing Body Membership

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

- is broadly representative of the community at-large, including low- and moderate-income residents of the District;
- possesses skills and/or experience 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.

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."

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.

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.

SECTION 3: PROGRAMMATIC REQUIREMENTS

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 (subrecipient) eligibility under the regulations for the Community Development Block Grant program at 24 CFR 570. 200-210
<http://www.hud.gov/offices/cpd/communitydevelopment/rulesandregs/>

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.

Through several of its housing programs, the Department is currently making significant investment in three approved target area neighborhoods under the **Neighborhood Stabilization Program (NSP)**. The targeted area neighborhoods are: Ivy City/Trinidad, Deanwood, and Historic Anacostia. These District neighborhoods were chosen and approved by the US Department of Housing and Urban Development (HUD), because they were experiencing the highest foreclosure rates in the District. Counseling and/or training services will be needed to support the NSP programs in each of those target areas. Consideration will be given under this RFA for demonstrated capacity to provide quality counseling and/or training services in those areas.

DC Housing Search

All grantees will be required to utilize DC Housing Search (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.

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 workplan. 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.

DESCRIPTION OF HOUSING PROGRAMS AND SERVICES

In the three categories below, DHCD programs and services are described which will utilize Housing Services during FY 2013. 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 (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 with 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 Question #3, Part 2 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. Additionally, DHCD has four other 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 four 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; (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; (3) The Home Purchase Rehabilitation Pilot Program allows HPAP buyers to purchase homes that require limited repairs by combining a first trust FHA streamline 203k loan with a HPAP second trust loan; and (4) The Home Purchase Assistance Program (HPAP) Enhancement Neighborhood Stabilization Program (NSP), referred to as HPAP "E", helps to stabilize the housing market and revitalize neighborhoods which are hardest hit by high rates of foreclosure and vacant properties. The neighborhoods in the District which are currently qualified under HPAP "E" are: all of Wards 7 and 8 and specific census tracts of Ward 5.

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 providing this service must provide full assistance according to 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 loan processing center; (2) completion of the application document 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 conduct and coordinate an 8-hour training session in a traditional classroom setting concerning issues and responsibilities related to ongoing homeownership. 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 ensuring that all approved applicants attend. It will also include ensuring that attendees receive all required training materials, and that relevant outside speakers are available to assist in conducting this training session.

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 2013, DHCD expects a substantial number of deferred HPAP loans made in previous years, to end their deferment period. Grantees must 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 Law and Affordable Dwelling Units

The Inclusionary Zoning (IZ) Law requires that a certain percentage of units in a new residential development, or a substantial rehabilitation that expands an existing building, set aside affordable units in exchange for a bonus density. The goals of this program are to increase the supply of affordable housing for low- and moderate-income families and workers, 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 do not include for-sale and for-rent homes that are federally restricted (eg. HOME, LIHTC, CDBG) or developments funded through HPTF. 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. These provisions have historically varied from

project to project, as each is a result of a unique negotiation or project approval. However, ADU restrictions are now more standardized.

DHCD seeks one or more organizations which will provide counseling services in support of both of the above programs. Because these programs are accessed through DC Housing Search (dchousingsearch.org), counselors will be required to utilize DC Housing Search, and train potential customers in how to apply to these programs through DC Housing Search. Because both of the above programs are not traditional homeownership programs, an intensive marketing and outreach effort in support of these programs will be required of grantee organizations. In 2013, it is expected that these programs will produce a higher volume of affordable units than previously experienced by the Department. Counseling services will also involve conducting income certifications for purposes of admission and continuing participation in the IZ and ADU programs. Income certifications are expected to be conducted under a uniform process prescribed by the Department. For IZ counseling, grantees must have the capacity to train program participants in the terms and specifics of the IZ Law. For ADU counseling, grantee organizations will be required to ensure that program participants understand that income or occupancy restrictions apply to their ADU. 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. The specific ADU covenant terms will be communicated to stakeholders by the Department, but grantees must facilitate communication with stakeholders.

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. Many of the properties in this program are converted to condominiums or cooperative developments. Therefore, grantees may be asked to conduct co-op and condo Board training, and property management training, as well as individual homeownership counseling. 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

American Recovery and Reinvestment Act (ARRA) of 2009

Neighborhood Stabilization Program II

CATEGORY 2: COUNSELING AND TRAINING FOR HOME PRESERVATION

2A: Counseling for the Single Family Residential Rehabilitation Program and Lead Safe Washington

The Single Family Residential Rehabilitation Program (SFRRP) provides loans and grants to assist households in financing home repairs that will address DC Building Code violations, threats to health and safety, and roof repairs or replacement. Sub-programs under SFRRP include: (1) Handicapped Accessibility Improvement Program (HAIP) for improvements needed to remove physical barriers within a home for persons with mobility or other physical impairments, (2) Additional Benefit for Senior head of household (62 years or older), and (3) Lead Water Service Line Replacement Program, which provides grant funding to eligible homeowners to replace the privately-owned portion of the lead water service line.

Lead Safe Washington (LSW) provides grants to eligible homeowners and investor-owners of pre-1978 housing with deteriorated lead-based paint to make those units lead safe. Multi-family properties are also eligible for the program. LSW also assists with unit testing to determine whether there is deteriorated lead-based paint in the home. LSW is made available by funding provided by the US Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control.

DHCD seeks one or more organizations which will provide comprehensive counseling and training services in support of both of the above programs. For grantees, this counseling role includes working with program applicants throughout the loan or grant application process.

Application Intake: All grantees must provide full assistance according to program requirements for any applicant to any of the above programs. Grantees will be responsible for: (1) the application process, (2) completion of the application document, and collection of all required supporting documentation, and (3) frequent performance and reporting data and databases maintained. 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. For LSW, grantees may be requested to set up an intake clinic on-site at a multi-family property in order to facilitate the application intake process for occupants. 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.

Post-Loan or Post-Grant Counseling: It is critical that grantees continue their counseling relationship with customers once they have received loans or grants under these programs. Grantees must follow-up with customers for a period of time after closing 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.

Through the Lead Safe Washington Program, DHCD is applying for a new Federal grant in FY 2013 in the Healthy Homes Production Program of the US Department of Housing and Urban Development's (HUD's) Office of Lead Hazards. In the event that DHCD is awarded that grant, DHCD grantees under this activity must provide dedicated counseling to customers who qualify

under this new program. HUD's Healthy Homes Production Program (HHP) is part of its overall Healthy Homes Initiative, which takes a comprehensive approach to addressing multiple childhood diseases and injuries in the home by focusing on housing-related hazards in a coordinated fashion. The program builds upon HUD's successful Lead Hazard Control Program to expand efforts to address a variety of high-priority environmental health and safety hazards. Counseling skills required to support this program are expected to be similar to those required for the above programs.

2B: Foreclosure Counseling

Through its current housing services organizations, DHCD currently provides dedicated counseling services for homeowners who are behind 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, in FY 2013, DHCD will require 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 now-developed 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) conducting surveys of tenant associations to determine the appropriate form of ownership (cooperative or condominium).*

While training the tenant association, the grantee must be able to prepare and submit appropriate documentation related to 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 (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, (5) tracking property vacancies and reviewing new applications for membership (6) establishing and reviewing membership guidelines (7) technical assistance in accounting, budgeting and the preparation of financial statements (8) providing Board of Directors with training as appropriate 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, etc.

DHCD will likely negotiate assignment of specific properties to grantees for this service.

2D: 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 dispute issues, disputes with mortgagors, 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 it 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)

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 Regulations Administration (HRA), which include the Rental Accommodations Division (RAD) and the Conversion and Sale Division (CASD).

RAD administers residential rental housing registration, licensing, and rent control. RAD regulates rent adjustment procedures, landlord and tenant petitions and notices to vacate, and proposes rules and regulations for administration of the Rental Housing Act of 1985, as amended (DC Code 42-3501.01 et. seq.) for review and publication by the Rental Housing Commission.

CASD administers: the sale or transfer of ownership interests under the Tenant Opportunity to Purchase Act (TOPA), the conversion of use of rental housing to condominium or cooperative ownership, and residential condominium formation and registration. Further, CASD administers a Housing Assistance Payment program (HAP), under which displaced 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 proposes rules and regulations for administration of the Rental Housing Conversion and Sale Act of 1980, as amended (DC Code 42-3401.01 et. seq.) and the Condominium Act of 1976 Technical and Clarifying Amendment Act, as amended (DC Code 42-1901.01 et. seq.).

DHCD seeks one or more organizations which will provide counseling and tenant education services to tenants and tenant groups, supporting RAD and CASD operations. Grantees must provide counseling and training assistance to tenants and tenant organizations regarding the District's rental housing laws and their 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) tenants rights when rental housing is in foreclosure; and (11) notices of intent to convert use from rental housing to condominium or cooperative ownership.

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

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 advocacy groups. They must manage the various resources of the District Government to ensure that tenants' 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 2013, 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 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 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 (5) appropriately referring tenants who are in landlord/tenant disputes. Grantees must also conduct research using the many databases and research tools available to identify properties that have a critical need for counseling assistance.

Note: Advocacy on behalf of tenant groups 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 advocacy groups. They must manage the various resources of the District Government to ensure that tenants' 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 should review in detail the legal citations governing the District's Rental Accommodations function at DC Code 42-3501 et. seq. and 14 DCMR, Chapters 38-43; and DC Code 42-3400 et. seq., 14 DCMR, Chapter 47, and DC Code 42-1901 et seq. Submission of an application relevant to these services presumes that the applicant intends to meet all requirements to provide counseling to tenants and tenant groups pursuant to these citations.

Rental Housing Act of 1985, as amended (DC Law 6-10),

Rental Housing Conversion and Sale Act of 1980, as amended (D.C. Law 3-86) (the Conversion Act) and the Condominium Act of 1976 Technical and Clarifying Amendment Act, as amended (D.C. Law 9-82) (the Condominium Act).

First Right to Purchase Program
14 DMCR, 2700, and 14 CDMR 4700

Tenant Purchase Technical Assistance Program
DC Code 42-3404.02

SECTION 4: SELECTION PROCESS

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

Criterion	Points Available
Staff— <ul style="list-style-type: none"> The application describes organizational staff possessing skills and experience appropriate to providing the services identified by the applicant. 	15
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; Possesses skills and/or experience required to implement the services identified in this application; and Possesses the legal, business administration, and management skills required to oversee the services for which application is made. 	5
	5
	5
Management— <ul style="list-style-type: none"> The application evidences the financial stability of the organization; The application describes systems currently in place to manage finances and performance data; and The application demonstrates the organization's ability to assemble monetary resources necessary to provide the services for which application is made. 	10
	15
	10
Experience— <ul style="list-style-type: none"> The application describes the organization's experience in successfully implementing activities similar or related to those for which application is made; The application evidences the organization's capacity to ensure quality control in providing services; The application demonstrates the organization's ability to manage and evaluate activity progress; and The application demonstrates the organization's ability to identify and resolve organizational challenges. 	10
	10
	5
	10
Total	100

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

Criterion	Points Available
<ul style="list-style-type: none">• The application presents a well-conceived marketing and outreach plan for the services proposed.• the application demonstrates clear evidence of an unmet need in the identified target area, target population, etc., which will be addressed by the services proposed• the application describes a rational and well-developed proposal for the implementation of each service proposed that fits into an overall strategy of increasing affordable housing• the application describes outcomes which are consistent with the proposed budget and workplan for the services identified• the application describes the organization's experience in successfully implementing activities similar to those proposed• the application describes how the organization leverages resources to support and enhance outcomes	20
	10
	40
	15
	10
	5
Total	100

Review Panel

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

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

Decision on Awards

The recommendations of the review panel are advisory only, and are not binding on the Department of Housing and Community Development. The final decision on all awards vests solely with the Director of the Department of Housing and Community Development. DHCD reserves the right to select more than one grantee for any or all services. After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award of grant funds to the designated grantee(s). The Agency Director is not required to award grants based on the applications received and reserves the authority to re-advertise for services and activities discussed in this Request for Applications.

Post-Selection

Any applicant that is approved for funding must enter into a grant agreement with DHCD for implementation of the approved services. This grant agreement will include provisions that will ensure compliance with District laws and regulations and define the terms of the disbursement of funds.

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

Upon execution of the agreement, which is anticipated to be during October 2012, the organization will become eligible to receive disbursement of funds under the agreement.

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

Contact Person

For further information, please contact:

Lamont Lee

Community Services Program Manager

Department of Housing and Community Development

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

Washington, DC 20020

202-442-7161

202-645-6166 (fax)

Lamont.lee@dc.gov

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are four parts to the application package:

- Part 1 of the Application Form
- Part 2 of the Application Form
- Attachments (including the completed Menu of Services form)
- Electronic version of application on diskette

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email. **You are encouraged to have the MSWord version of the Application Form e-mailed to you, send a message with your request to elvia.southerland@dc.gov.** While not recommended, the form may be completed by hand.

Internet

This Request for Applications will be available on the DHCD website at <http://www.dhcd.dc.gov> on or about April 3, 2012. This RFA will only be available on the DHCD website in pdf format. **Please note: The version of the Application Form which appears on the DHCD website at <http://www.dhcd.dc.gov/main.shtm> will not be in MSWord format.**

Applicants who obtained this RFA through the Internet are asked to provide the Department of Housing and Community Development with the following:

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

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

Application Form Instructions

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

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

Complete Part 2 of the Application Form (Questions 1 through 6). Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

The completed form(s) should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages MUST be numbered. **The review panel will not review applications that do not conform to these requirements.** The pages of Part 1 and Part 2 of the Application Form should be attached separately with binder clips and then bound together with an additional binder clip.

Application packages should have:

- No binding or covers
- No staples
- No graphics
- No attachments other than those requested

Required Attachments

The following attachments to the completed application form are required:

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

The Attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the Application Form with an additional binder clip. Questions related to Attachments [D](#), [E](#), and [F](#) may be directed to Ms. Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Applicants may obtain the Certificate of Good Standing at the Department of Consumer and Regulatory Affairs located 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
Corporations Division
P.O. Box 92300
Washington, DC 20090**

The Certificate of Good Standing form may be accessed online at:

http://dcra.dc.gov/DC/DCRA/Publication%20Files/DCRA/Corporations/New%20Corporations%20Forms/New%20Cooperative%20Forms/App_Cert_GoodStanding_CertifiedCopy_GSCC_1.pdf.

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

Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, or fax their questions to the contact person listed above on or before May 16, 2012. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

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

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

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) applications (Part 1 with Attachments, and Part 2 with the completed Menu of Services form), and an electronic version of all parts on one diskette, must be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.**

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

Application Submission Date and Time

Applications are due no later than 4:00 p.m. on May 30, 2012, 2012. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., May 30, 2012** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) copies, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development
Residential and Community Services Division
1800 Martin Luther King, Jr. Avenue, SE
2nd Floor
Washington, DC 20020
Attention: Lamont Lee, Community Services Program Manager

Mail/Courier/Messenger Delivery

Proposals that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted**.

*****Late Applications Will Not Be Forwarded To The Review Panel*****

Notice of Non-Discrimination

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