**District of Columbia Department of Housing and Community Development**

1800 Martin Luther King Jr. Avenue, SE

Washington, DC 20020

(202) 442-7200

(202) 442-645-6166Fax

www.dhcd.dc.gov

Vincent L. Gray

*Mayor*

Michael P. Kelly

*Director,*

*Department of Housing*

 *and Community Development*

**REQUEST FOR Applications**

**Homebuyer Assistance Program**

Issue Date: April 1, 2013

Closing Date: May 10, 2013



*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.*

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

**N O T I C E**

**PRE-APPLICATION CONFERENCE**



 **Homebuyer Assistance Program**

**Attendance Recommended**

***WHEN: April 8, 2013***

 ***WHERE: Department of Housing and Community Development***

***1800 Martin Luther King Jr. Avenue, SE***

***1ST Floor Conference Room***

***Washington, DC 20020***

 ***TIME: 2:00 PM – 4:00 PM***

***CONTACT PERSON:***

***Janice Blassingame, Homebuyer Assistance Program Manager***

***Department of Housing and Community Development***

***Residential and Community Services Division***

***(202) 442-7295***

 janice.blassingame@dc.gov

**Checklist for Applications**

**Homebuyer Assistance Program**

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

DHCD will not forward unresponsive applications to the review panel.

* The application is printed on 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
* Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD’s approval upon receipt.
* The application includes only the requested attachments (listed below):
* Articles of Incorporation and Bylaws
* Organizational chart
* Board resumes
* Staff resumes
* Assurances (See RFA Attachment A)
* Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
* Two Original Receipts (see RFA Attachment C)
* Equal Opportunity Certification Form (see RFA Attachment D)
* Section 504 Certification Form (see RFA Attachment E)
* Affirmative Marketing Plan (see RFA Attachment F)
* Tax-exempt status determination letter
* Certificate of Good Standing from DCRA

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**District of Columbia**

**Department of Housing and Community Development**

**Request for Applications (RFA) FY 2014 for the Administration of the District’s Home Purchase Assistance Program, Employer Assisted Housing Program, Negotiated Employee Assistance Home Purchase Program, Home Purchase Rehabilitation Pilot Program and Home Purchase Assistance Step-Up Program**

**SECTION 1: GENERAL INFORMATION**

**Introduction**

The District of Columbia Department of Housing and Community Development makes available, through its Homebuyer Assistance Programs, funds for gap financing and closing costs in the form of interest free loans offered to eligible low- to moderate- income District residents to become first-time homeowners. The District is committed to increasing homeownership opportunities.

Home sales are rebounding and prices are also increasing again, which makes it more challenging for low-to-moderate residents to purchase affordable homes. A well-designed program to assist homebuyers with purchase money assistance will increase the number of low to moderate income homeowners in the District. The Home Purchase Assistance Program model of gap financing and closing cost assistance along with homebuyer counseling have proven to be essential in creating sustainable homeownership. Homebuyer education and support help protect buyers’ investments and help build stable communities. For home purchase assistance to be successful in overcoming homeownership barriers, is the program administrator must work with applicants to be able to document stable income, good credit, and affordable first-trust loan financing. Coupled with pre-purchase and post-purchase counseling, this will create many homebuyer success stories.

**This RFA is exclusively for the administration of the District of Columbia’s Homebuyer Programs to determine applicant eligibility, loan processing, loan closing preparation and funding. The Department has separate contracts with local Community Based Organizations to provide Homebuyer Education Training and Counseling, a major requirement and component of the Homebuyer Assistance Programs.**

**Purpose of Request for Applications (RFA)**

The purpose of this Request for Applications (RFA) is to solicit applications from D.C. based public and non-profit organizations to work as theadministrator for the various Homebuyer Programs: the Home Purchase Assistance Program (HPAP); Employer Assisted Housing Program (EAHP); the Home Purchase Assistance Rehabilitation Pilot Program; the Negotiated Employee Assistance Home Purchase Program (NEAHP); and the Home Purchase Assistance Step-Up Program on behalf of the District of Columbia’s Department of Housing and Community Development. The successful

organization will promote homeownership by providing outreach and advertising any affordable housing opportunities to DC residents and DC government employees.

The selected organization shall manage the entire second mortgage operation of processing the loan application, and rending an approval for gap financing and closing cost assistance to low-to-moderate income first-time homebuyers. The assistance is in the form of a second trust loan to purchase single family homes, condominiums and cooperative units in the District of Columbia. The selected organization will be responsible for direct interaction with lenders, title companies and applicants to complete the process and provide approvals. The selected grantee will also be required to work closely with the grantee organization(s) designated by DHCD to provide homebuyer education training and counseling. The grantee will ensure that all program participants receive homebuyer education training certification. In addition, the grantee will interact closely and partner with the organizations to plan and coordinate outreach activities.

In advance of commencing the grant agreement, DHCD will transmit to the selected administrator a set of policies and procedures which will be used in carrying out the activities defined in this RFA. This will specify the underwriting guidelines, processing timelines, applicant documentation, document flow, and other program requirements for administration. The policies and procedures detail and clarify the tasks of program administration, including requirements of the various federal and local funding sources. Enforcement of HUD rules for sales price limits, documenting whether incomes are within relevant limits, and providing an analysis of subsidy layering for buyers with multiple subsidies, is required.

**Award Period**

The approved activities under this RFA will begin no later than the beginning of the first quarter of FY 2014. Activity work plans and budgets are anticipated to be approved for a period of one year, with an option to extend the agreement for up to four one-year periods. The base year will begin no later than October 1, 2013 and end no later than September 30, 2014. The Department intends to obligate all funds necessary for the first year award period at the beginning of each option year when exercised. Selected awardee will be invited to attend a post-award conference where the details of the award grant will be explained.

**Award and Amounts**

DHCD will evaluate each respondent’s work plan and budget for adequate fiscal capacity to produce at least 300 new homeowners in the first year of operation under its Homebuyer Assistance Program.

**SECTION 2: QUALIFICATIONS**

General Organizational Requirements:

Applicants must be qualified public or non-profit organizations that are interested in administering all of the programs that fall under the Homebuyer Assistance Program. Applicants must have a significant history of serving low and moderate income residents through related or similar activities as outlined in this document. DHCD encourages applicants from respondents that reflect the concerns of the diverse populations and cultures found throughout District communities.

The Department will select an organization demonstrating in its application that it can produce clear positive outcomes for residents who are first-time homebuyers. An applicant should use this application process to evidence its ability to produce substantive and positive results by demonstrating that it has high project management; administrative capacity and a proven track record of delivering timely products and services in loan processing administration similar to or related to those defined in this application. The selected organization must demonstrate organizational competence, performance capacity and responsiveness to local needs and housing market trends.

**Governing Body and Management Team**

A successful respondent will demonstrate that its board of directors and management team:

* can address the concerns of DC residents in performing these activities;
* possess skills and/or experience required to implement and perform the activities described in this RFA; and
* possess legal, business administration, and management capacity to ensure appropriate execution of the described activities in partnership with the District government.

**Specific Organizational Capacity**

A successful respondent shall have the staff and board resources available to plan and implement the activities outlined in this RFA. The respondent’s overall administrative capacity as it relates to all requirements of program management will be carefully reviewed. Respondents will be evaluated on the basis of financial management capability; staff qualifications; and technical competence and resources. In addition, the respondents must be credit-worthy; able to obtain a line of credit of $500,000 to $1,000,000 to facilitate timely loan closings, and demonstrate a thorough understanding and knowledge of mortgage industry financing, as well as perform all activities required under this grant.

The administration of the loan financing operation of the homebuyer assistance programs requires an intensive effort involving multiple skills and expertise including effective financial and administrative planning, program implementation that will lend itself to solid loan approvals, loan processing, underwriting, outreach, housing assessments, knowledge of mortgage loan settlements, and post-closing follow-up and tracking. The successful applicant will have knowledge of federal funding sources and compliance requirements. The successful applicant must have the demonstrated ability to manage a detailed client database, from which a variety of report information can be developed, such as, program accomplishments; program pipeline portfolio activity; demographics; statuses of activities and trends. Overall, the applicant must have the capacity to perform all activities required that will result in sound decision-making in regards to second trust loan financing risks and first trust affordability for District residents.

Specific administrative capacity pertaining to use of HUD funds is required. Grantee must have the capacity to maintain employee time records which track work on HUD and locally funded loans. Grantee also must submit a detailed administrative cost allocation plan for DHCD approval, prior to execution of the grant agreement.

**Experience-based Evidence of Performance**

A successful respondent must demonstrate:

1) the ability to examine terms of private first trust mortgage products to ensure practical and favorable outcomes for the homebuyer assistance recipient to sustain long term ownership.

2) loan tracking, production coordination, file maintenance and retention and other skills applicable to the activities required.

3) understanding of detailed federal eligibility and reporting requirements which apply to funding for the Home Purchase Assistance Program.

4) marketing and technical skills necessary to implement outreach, including requirements for website maintenance; and

5) evidence of previous related accomplishments and how similar efforts will produce successful homeowners under this initiative.

**Cost-Effectiveness of Administration**

Applicants will provide budget cost information for administration of a home purchase assistance program resulting in 300 loans. Care should be taken to construct a cost-effective staffing and overhead plan to achieve a reasonable administration cost per loan. As funding and loan volume for the program may fluctuate in future years and during potential contract extension, applicants should be aware it may be necessary to scale operations up or down to maintain a reasonable cost per loan.

**Partnerships**

A successful respondent shall have the capacity to compliment District government resources under this grant agreement with other resources and collaboration with private and public entities. Demonstrated working relationships with key stakeholders, lenders, law firms, accounting firms, technical assistance providers, federal government agencies, are important qualifications for grant respondents.

**Threshold Respondent Requirements (required of any respondent for the application to be considered for selection)**

Every respondent must meet the following threshold requirements in order for its application to be fully reviewed:

* The respondent must be a public organization or a non-profit/tax-exempt corporation, so designated by the Internal Revenue Service**.**
* The respondent must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C. and Federal taxes, and outstanding loans).
* The respondent must have written Conflict of Interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include a requirement for the retention of written Conflict of Interest declarations executed by each employee and board member.
* *Nondiscrimination in the Delivery of Services.*The applicant must comply with federal and local laws which prohibit discrimination in the delivery of programs and services, including, but not limited to, the following laws and regulations:
1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
2. Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570) – No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
3. The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
4. Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in 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.
* The respondent must demonstrate security controls to protect applicants’ information and data integrity.

a. No information contained by the grantee on behalf of a homebuyer assistance applicant can be used or sold by the grantee or any of its affiliates for any purpose without the written consent of DHCD.

b. All information, records, data, and property obtained by and through this grant are the sole property of DHCD and cannot be disposed of without the written consent of DHCD.

c. All client files and other confidential information must maintained in secure location.

**Consent to Sub-grant**

The grantee must obtain the written consent of DHCD before sub-granting any portion of the work. The selected Applicant is required to include in its response a list of proposed sub-grantees and a list of tasks/items which the selected Applicant intends to sub-grant.

**SECTION 3: STATEMENT OF WORK**

**Scope of Services**

The grantee shall perform the following tasks:

1. **Adhere to rules statutes, and policies governing the program:**
* Administer the following programs in adherence to the provisions within the regulations and statutes as appropriately defined:
	+ The Home Purchase Assistance Program (HPAP) as authorized by D.C. Code 42-2601 ( 2006 ed.) and 14 DCMR, Chapter 25;
	+ The Employer Assisted Housing Program (EAHP) as authorized by D.C. Code 42-2501 (2006 ed.) and 14 DCMR, Chapter 36 (as proposed to be revised; see Attachment G);
	+ The Home Purchase Assistance Step-Up Program Fund Act of 1998, as authorized by D.C. Code 42-2621 (2001 ed.) and 14 DCMR, Chapter 37.
	+ Negotiated Employee Assistance Home Purchase Program
* The Grantee shall be knowledgeable of the regulation and law of the Community Development Block Grant Program (CDBG) and the Home Investment Partnerships (HOME Program) as follows:

CDBG

Regulation: 24 CFR 570, in particular (but not limited to) 570.201(n)

Law: Housing and Community Development Act of 1974, as shown at 42 United States Code, in particular (but not limited to) 42 United States Code 5305(a)(24)

HOME

Regulation: 24 CFR 92, in particular (but not limited to) 92.205-206

* Implement the DHCD policies and procedures in processing applications, underwriting, and closing loans for home purchase assistance.
* The Grantee must receive approval from the U.S. Department of Housing and Urban Development to perform activities in HUD programs and to provide secondary financing assistance in conjunction with an FHA mortgage. A HUD approval letter must be submitted to DHCD prior to execution of the grant agreement.

 **B**. **Marketing:**

* Strategically conduct outreach throughout the city to solicit an adequate flow of applications, including through website information and public service announcements. The grantee shall ensure that outreach materials are available in various languages representative of the population served, and that there is targeted marketing to underserved ethnic and racial populations.
* Along with DHCD staff, the grantee must act as a representative and spokesperson on behalf of the District’s Homebuyer Assistance Programs and must be prepared to participate in a wide range of special events to include city council public hearings, community and faith-based forums, homeownership and homebuyer fairs and workshops. In addition, the grantee must sponsor a Homebuyers’ Fair annually.
* On an ongoing basis, the grantee must provide District-wide marketing of the homebuyer assistance programs sponsored by the DHCD. This includes acknowledgement that the homebuyer assistance activities are programs of the Department of Housing and Community Development, for which the grantee is the administrator. This acknowledgement is required for all outreach materials, websites and publications. In addition, all outreach materials must be approved by DHCD prior to distribution and release.

**C. Home purchase application process:**

* The grantee shall receive applications from intermediaries as directed by DHCD.
* The grantee shall determine applicant eligibility; underwrite and process applications; provide loan approvals, assess and determine affordable financial assistance needs; prepare loan documents, purchase title insurance to protect the District government’s lien position, in accordance with DHCD’s policies and procedures.
* The grantee shall track and maintain a client post settlement database for all recorded deeds of trusts, finance statements, title policies, and other borrower notices and information. The final and original documentation must be forward to DHCD upon receipt.
* The grantee must establish and maintain a relationship with the training provider(s) and shall ensure that each homebuyer assistance applicant deemed eligible for assistance receives certification of pre-homeowner education and counseling conducted by a qualified grantee organization designated by DHCD.
* The grantee shall be responsible for hiring a licensed home quality inspector(s) to provide and ensure that pre-purchase home inspections are clear and in compliance with local and federal housing quality standards.
* The grantee shall ensure that funds for closing are available for each borrower and ensure funds are forwarded prior to closing via a wire transfer to the authorized settlement agent, as appropriate.
* The grantee shall establish quality control measures to ensure that the allocation of funds is consistent with assistance level for each borrower, that the correct funding source is identified, and that program guidelines and policies for each particular funding source are adhered to prior to settlement and at settlement.
* The grantee shall maintain all homebuyer assistance related records and archived loan files in secured files, and fully cooperate with all periodic monitoring reviews conducted by DHCD or HUD personnel. Quarterly monitoring reviews by DHCD will examine grantee’s adherence to program policies and procedures, compliance with federal rules, and other measures of effectiveness.

**D. Post-Closing, Administrative and Financial Responsibilities**

* The grantee shall be responsible for ensuring that borrower is registered for post-homeowner education and foreclosure prevention by coordinating this activity with the designated training provider(s).
* The grantee shall forward foreclosure notices upon receipt to an appropriate housing counseling agency to provide assistance with remediation and workout plans, as well as to staff at the Department.
* The grantee shall be responsible for managing the program budget and financial accounting ensuring that all processes are in compliance with local and federal regulations. Respondent must be knowledgeable in Community Development Block Grant and Home Partnership Investment Program (HOME) expenditure administration.
* The grantee shall submit monthly beneficiary reports on program activity along with an analysis of program progress in a timely fashion.
* The grantee will submit weekly financial requisitions and reports according to defined program requirements and deadlines along with original note and accompanying loan documents.
* The grantee will conduct periodic surveys of the homebuyer applicant pool to assess program needs and progress.
* The grantee must provide to the DHCD statistics on real estate market trends and sales to assist with the preparation and the development of the HPAP Assistance Table and for other purposes designated by the DHCD on an ongoing basis.
* The grantee must develop a pipeline report that tracks the applicant pool from the Notice of Eligibility stage to the settlement stage and submit to DHCD once a month.
* The grantee must facilitate in identifying affordable housing and work as a conduit for getting available property information to HPAP applicants.

**Information Systems and Technology**

Grantee must have a sufficient number of desktop computers, high-speed internet capability, and other equipment necessary to efficiently and reliably process loan applications. A software package must be used that has the capacity to process all loan-related functions and produce loan documents, as well as provide a variety reporting information promptly to DHCD as needed. Grantee must be technically equipped to adopt and utilize any web-based loan processing program which DHCD may decide to employ. All relevant staff of the grantee would be trained on such software at the cost of the Department.

**SECTION 4: SELECTION PROCESS**

**Selection Criteria, Part 1. Organizational Capacity -- 100 points**

|  |  |
| --- | --- |
| **Criterion** | **Points Available** |
| **Staff—*** The proposal describes organizational staff possessing skills and experience required to implement the multi-faceted programs described in this RFA .
 | 20 |
| **Board—** The proposal demonstrates that its Board:* can represent the concerns of residents of the District of Columbia, including low- and moderate-income residents of the District; and
* possesses the legal, business administration, and management skills required to oversee a multi-million dollar homebuyer assistance operation
 | 5 |
| 5 |
| **Management—*** The proposal evidences the financial stability of the organization, including access to $500,000 to $1,000,000 in a line of credit;
* The proposal describes organizational systems currently in place to manage high volume funding, funds management, confidential information, and administrative functions; and
* The proposal demonstrates the organization’s ability to train, coordinate and manage staff to effectively carry out complex mortgage underwriting and settlements, tracking and analyzing activity progress, evaluating activity outcomes, and completing appropriate reporting.
 | 10 |
| 10 |
| 10 |
| **Experience—*** The proposal describes the organization’s experience in successfully implementing similar homebuyer assistance programs and activities, including demonstrated knowledge of mortgage financing and practices, file maintenance and retention and other skills applicable to the activities required.
* The proposal demonstrates experience with effective marketing of loan products, including website maintenance
* The proposal demonstrates the organization’s ability to identify and resolve organizational challenges and changes.
 | 20 |
| 10 |
| 10 |
|  |
| **Total** | **100** |

**Selection Criteria, Part 2. Proposed Implementation Plan -- 100 points**

|  |  |
| --- | --- |
| **Criterion** | **Points Available** |
| * The proposal demonstrates a clear, reasonable, and well developed plan for the administration of loan financing activities of the home purchase assistance programs. Provide a detailed work plan for program implementation and administration, demonstrating an understanding of key requirements for staff coordination, communication with lenders, data tracking, management of subcontractors, outreach and public information. The proposal also will demonstrate how to apply applicable accounting and tracking procedures for managing the program budget.
* The proposal presents a clear, detailed, and realistic budget for implementation of the activities proposed, consistent with an outcome of 300 loans closed.
* The budget for administration reflects a cost effective cost-per-loan.
* The proposal describes how the organization brings in additional resources to support and enhance the program; the proposal indicates ability to utilize relationships within District government or with external partners necessary to complete these activities.
 | 40 |
| 20 |
| 30 |
| 10 |
|   |
| **Total** | **100** |

**Review Panel**

The review panel for this RFA is composed of independent, qualified, professional individuals who have been selected for their unique experiences in affordable housing and/or evaluating mortgage banking concepts that can assist low to moderate income first time homebuyers.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores of Parts 1 and 2 of the proposal. 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 a respondent to be awarded funding. The process of evaluating proposals may require respondents to make an oral presentation before the panel and/or require the panel to conduct a site visit of the respondent’s facility.

**Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the

Department of Housing and Community Development. The final decision on awards vests

solely with the Director of the District of Columbia DHCD. DHCD reserves the right to select more than one grantee. After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award of grant funds to the designated grantee/administrator. The Agency Director does not have to award based on the applications received and reserves the authority to re-advertise.

**Post-Selection**

The respondent whose proposal is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the approved activities. This grant agreement will include provisions that will ensure compliance with District laws and regulations and define the terms of the disbursement of funds.

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

Upon execution of the agreement, which is anticipated to be no later than the first day of the first quarter of FY 2014, the organization will receive the first scheduled fund disbursement.

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

**Contact Person**

For further information, please contact:

Janice Blassingame

Manager, Home Purchase Assistance Program

Department of Housing and Community Development

1800 Martin Luther King, Jr., Avenue, SE

Washington, DC 20020

202-442-7295

202-645-6166 (fax)

**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
* Electronic version of application on cd

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov.> on or about April 1, 2013. While not recommended, the form may be completed by hand. If you would like the form e-mailed to you, send a message with your request to <http://www.dhcd.hpaprfa@dc.gov>.

**Internet**

Respondents 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 respondent can receive updates and/or addenda to the RFA.

**Application Form Instructions**

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

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

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

Proposal packages should have:

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

**Required Attachments**

The following attachments to the completed form are required:

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

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

Respondents 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

DCRA Corporations Division

P.O. Box 92300

Washington, DC 20090

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

**Pre-Application Conference**

The Pre-Application Conference will be held April 8, 2013 from 2:00 p.m. to 4:00 p.m. at the Department of Housing and Community Development, 1800 Martin Luther King, Jr. Avenue,

SE, 1stFloor Conference Room, Washington, DC 20020

**Explanations to Prospective Respondents**

Respondents are encouraged e-mail their questions to [www.dhcd.rfaquestions@dc.gov](http://www.dhcd.rfaquestions@dc.gov), between April 8, 2013 thru April 12, 2013. Questions submitted after the deadline date will not be responded to.

**Resources**

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

**SECTION 6: APPLICATION SUBMISSION**

**Application Identification**

A total of nine (9) applications (Part 1 with Attachments, and Part 2 for the activities described in the RFA), and an electronic version of both parts on one CD, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the respondent fails to submit the required eight (8) copies, plus one (1) original.**

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

**Proposal Submission Date and Time**

Applications are due no later than 4:00 p.m. on **May 10, 2013.** All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., May 10, 2013** 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 CD **must be** delivered to the following location:

Department of Housing and Community Development

Home Purchase Assistance Program

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

Washington, DC 20020

Attention: Janice Blassingame, Manager, Home Purchase Assistance Program

**Mail/Courier/Messenger Delivery**

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

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

## **Notice of Non-Discrimination**

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