

# REQUEST FOR APPLICATIONS

## FY2018 CRITICAL HOME REPAIR INITIATIVE (CHRI) FOR HOME PRESERVATION PROGRAMS

### APPLICATION FORM PARTS I & II

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1800 Martin Luther King Jr. Avenue SE | Washington, DC 20020



<b>Part 1: Organizational Capacity</b> Provide information about your organization; demonstrate its project management and administrative capacity.		Total Points Available : 100
1. Provide basic information about your organization.		
Name of Organization		
Year Established		
Overall Organizational Service Area		
Primary Contact Person/Title		
Site Address(es)		
Mailing Address (if different)		
Phone		
Fax		
Email		
Mission		

## 2018 Request for Applications - Critical Home Repair Initiative

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Application Certification:

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Signature of Authorized Representative (staff)

Date

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Signature of Governing Board President or Chairperson

Date



<b>1. Provide information about the staff at your organization who will have responsibility for this activity (add additional rows if necessary). Identify all proposed staff positions, key skills necessary for this activity, and job responsibilities. Indicate the percentage of time that staff member will work on the Critical Home Repair Initiative (CHRI).</b>					Points Available: 10
					Score:
Staffing	Name	Title	Key skills; Job Responsibilities and Percentage of time on CHRI		Years with organization
Employee Breakdown	2014	2015	2016	2017	YTD
# of Full-time					
# of Part-time					
# of Departures					



<b>2. Provide information about your organization’s Board of Directors. Add additional rows and expand cells as necessary.</b>						Points Available: 5
						Score:
Name	Role	Home Address	Stakeholder representation <sup>1</sup>	Profession	Affiliations	Length of Tenure
Average Tenure:						

<sup>1</sup> The Department prefers the organization’s Board membership includes stakeholders in the community of low- and moderate-income District households in one of three ways (use the following letter code to indicate for each Board member whether one or more apply):

- A - indicates that the member is him/her-self a member of a low-/moderate-income District resident household;
- B - indicates that the member owns or is a senior officer of private establishment and/or other institution located in and serving the District of Columbia’s low-/moderate-income households; and/or
- C - indicates that the member is a representative of a District neighborhood organization with a proven track record of serving low- and moderate-income residents.



<p><b>3. Provide information to demonstrate that your Board possesses: (1) skills and/or experience related to home repair/preservation programs; and (2) legal, business finance, and management skills required to implement this initiative. Describe the Board’s role in program oversight, frequency of meetings, and any Board initiatives within the past three years that demonstrate these capabilities.</b></p>	<p>Word Limit: 300</p>	<p>Points Available: 5</p>
		<p>Score:</p>
Empty space for application response		



<b>4a. Please provide the following financial information about your organization. Indicate what cash assets or access to a line of credit would be available to manage the Critical Home Repair Initiative. Attach a copy of the organizations last three years of financial statements, audited if possible.</b>			Points Available: 15
			Score:
	2015	2016	2017 to date
Annual Operating Budget			
Operations Surplus (deficit)			
Total Assets (Dollars)			
Net Assets (Dollars)			
Available line of credit for FY 2018:			

<b>4b. Please provide information about your organization’s major sources of funding (over \$10,000).</b>					Points Available: 5
					Score:
2015		2016		2017 to date	
Funder	Amount	Funder	Amount	Funder	Amount



<p><b>5. Describe your organization’s systems in place for effectively:</b></p> <ul style="list-style-type: none"> <li>• <b>managing multiple construction projects, associated funds management, confidential information, and overall administrative functions;</b></li> <li>• <b>coordinating and overseeing staff to meet technical and regulatory requirements;</b></li> <li>• <b>maintaining records in an organized and secure manner;</b></li> <li>• <b>tracking and reporting accomplishments; and</b></li> <li>• <b>quality control.</b></li> </ul>	<p>Word Limit: 800</p>	<p>Points Available: 20</p>
		<p>Score:</p>
Empty space for applicant response		





<p><b>6. Provide information about your organization’s activities in the past three years, including success in implementing similar home repair/ preservation programs or other activities with performance-based outcomes. Add additional rows and expand cells as necessary.</b></p>					Points Available: 20
					Score:
Activity Name	Partner Organizations	Budget	Target Population	Start/End Dates	List Accomplishments: For any construction activity, indicate the number of projects completed.



<b>7. Describe recent challenges faced by your organization, any significant challenges it faces today, and the response to those challenges.</b>	Word Limit: 200	Points Available: 10
		Score:



<b>8. Provide contact information for at least three references from funding sources or other entities that are well acquainted with your organization’s financial management capacity and that are willing to provide detailed information about your organization’s performance<sup>2</sup>.</b>			Points Available: 10
			Score:
		Word Limit: None	
	Organization	Contact Person	Telephone
a.			
b.			
c.			
d.			
e.			

<sup>2</sup> DHCD reserves the right to act as its own reference (in addition to those listed) for any applicant.



<p><b>Part 2: Proposed Implementation Plan for the Critical Home Repair Initiative</b> Please detail your implementation plans and budget for the program.</p>	<p>Total Points Available: 100</p>	
<p><b>1. Please outline your organization’s plan to manage the home repair process under the guidelines of this RFA. The plan should indicate your organization’s skills and experience in development of construction Scopes of Work, contractor engagement, regulatory approval, construction management and close out, and post construction activities. The plan should be based on staff and Board resources.</b></p>	<p>Word Limit: 300</p>	<p>Points Available: 30 Score:</p>
Empty response area		



<p><b>2. Describe your organization’s demonstrated capacity to evaluate the structure and process of existing home preservation programs. Describe your organization’s capacity and/or experience in making supported recommendations for improvement to home preservation programs. Please demonstrate your organization’s capacity to expand into other District home preservation programs.</b></p>	<p>Word Limit: 300</p>	<p>Points Available: 20</p>
		<p>Score:</p>
Empty response area		



<p><b>3. Describe your organization’s marketing and outreach plan in implementing the Critical Home Repair Initiative in coordination with DHCD. The plan should include a description of all marketing tools that will be used and how use of those tools will increase target population awareness of DC home preservation programs.</b></p>	<p>Word limit: 300</p>	<p>Points Available: 10</p>
		<p>Score:</p>
Empty space for the applicant's response		



<b>4a. Please prepare a detailed work plan for implementing, coordinating, and managing the Critical Home Repair Initiative in the space below (add additional tasks and steps as necessary). In particular, address in your work plan the questions below.</b>	Word Limit: None	Points Available: 15	
		Score:	
Major Tasks	Start Date	Complete Date	
1.			
2.			
3.			
4.			
5.			
6.			
7.			

- How will your organization provide oversight to ensure project compliance with requirements of each federal and local funding source?
- What controls will your organization implement to ensure strong financial management both for construction projects and project delivery costs?
- What is your plan for coordination with District intake/Housing Counseling agencies?
- How many construction jobs does your organization project to complete during the grant period?
- How will your organization ensure that the confidentiality and integrity of program participants' personal information is protected?
- Will your organization be leveraging or using other sources of funds outside those provided in this grant to implement the Critical Home Repair Initiative? If so, how?
- What is your organization's plan for necessary relocation of families during construction?



<b>4b. Budget</b>		Word Limit: None	Points Available: 15
			Score:
Cost Categories	Required DHCD Funding	Other Funding	Total Costs
Personnel/Salaries			
Fringe Benefits (maximum 20% of salary costs)			
Consultants and Contract Services (list specific services)			
Space and Utilities			
Consumable Supplies			
Lease/Purchase of Equipment			
Other Operating Costs (specify)			
Indirect Cost (maximum 10% of direct costs)			
Total Administration Costs			
Total Administrative Cost per project completed			





<b>4c. Describe your organization’s capacity in data management, including reporting and recordkeeping. Describe your organization’s plan for data management as implementer of the Critical Home Repair Initiative.</b>	Word Limit: 300	Points Available: 10
		Score: