

# REQUEST FOR PROPOSALS

## POTENTIAL ASSIGNMENT OF DOPA RIGHT

801, 803, 805, 807, 809 and 811 R Street NW, Washington, DC

**ISSUE DATE:** January 3, 2024 (**UPDATED January 16, 2024**)

**APPLICATION DEADLINE:** January 31, 2024, 1:00 pm EST

Nina Albert, Acting Deputy Mayor  
Office of the Deputy Mayor for Planning and Economic Development

Colleen Green, Director  
Department of Housing and Community Development

## Contents

I.	INTRODUCTION .....	3
II.	INVITATION TO SUBMIT PROPOSALS.....	4
III.	ASSIGNMENT OF RIGHTS.....	5
IV.	SELECTION PROCESS ANDTIMELINE .....	5
V.	APPLICATION AND REQUIRED MATERIALS.....	6
VI.	SCORING SUBMISSIONS .....	9
VII.	APPLICATION CHECKLIST .....	10

# I. INTRODUCTION

---

DHCD seeks to identify a qualified developer or development/property management team (Selected Developer) for the possible assignment of its right to purchase the property located at 801, 803, 805, 809 and 811 R Street NW in the District of Columbia (the Premises). The District is acting to preserve affordable housing under the District Opportunity to Purchase Amendment Act of 2008 (D.C. Official Code 2001 ed., as amended, §42-3404.31 et seq.) (DOPA).

District Opportunity to Purchase Amendment Act details: DOPA is a tool to promote affordable rental housing by maintaining the affordable status of existing affordable rental units as well as increasing the total number of affordable rental units. The District's DOPA rights are subordinate to the tenants' rights to purchase under the Tenant Opportunity to Purchase Act of 1980 (TOPA). **Therefore, DOPA applies when, and if, tenants decline or are otherwise unable to exercise their rights under TOPA.**

DOPA permits the Mayor, or the Department of Housing and Community Development (DHCD) as the Mayor's designee, to purchase a housing accommodation with five or more residential units before an owner may sell the property. The Mayor may assign the District's right to purchase to a developer (Selected Developer) that meets certain standards and selection criteria set by DHCD in this Request for Proposals (RFP).

Any purchase made using the District's right to purchase must substantially meet the terms of an existing, third-party offer. Information provided by the current owner about this third-party offer and the property, pursuant to DOPA, is provided in **Exhibit A**.

Acquisition deadlines: Pursuant to DOPA, the Selected Developer must secure a contract to purchase the property by a date no later than **April 10, 2024** and settle on the purchase by a date no later than **June 10, 2024**. The District will provide updated timeframes to the Selected Developer if these deadlines are extended due to factors included in DOPA.

Role of the Selected Developer: If the Selected Developer uses an assignment of the District's DOPA right, DOPA requires that the Selected Developer plans, secures private and/or public financing and required approvals, arranges for any needed relocation and subsequent return of existing residents, and manages, itself or through a general contractor, any needed rehabilitation and/or construction of the housing accommodation. DOPA also requires that the Selected Developer or an entity that is a successor-in-interest own and manage the newly constructed or rehabilitated property, either by itself or through a management agent, of the housing accommodation and related facilities.

Affordability requirements for the property: The Selected Developer will also be required to obligate itself and any successors-in-interest to maintain property condition and the affordability of the assisted housing units, pursuant to an Affordability Plan negotiated with DHCD that meets all applicable requirements under the law. A covenant will be recorded against the deed of the property pursuant to DOPA. Information on minimum affordability requirements for the Premises, if acquired pursuant to DOPA, is provided in **Exhibit B**.

## II. INVITATION TO SUBMIT PROPOSALS

---

The District invites applicants for the role of Selected Developer to submit proposals to preserve affordable housing at the Premises. Organizations that will play the role of Selected Developer if selected pursuant to this RFP (Lead Applicants) and their teams will document their successful experience with financing, managing rehabilitation and/or new construction, ownership, operations, complying with applicable laws and regulations and creating meaningful opportunities for the involvement of existing residents in (as applicable) design, development, property management and service coordination or delivery. Applicants may propose to rehabilitate the existing housing accommodation, construct new housing and/or commercial buildings, or a combination.

DHCD will evaluate the qualifications of the applicant team for projects of similar scale and complexity to the proposed approach for development or rehabilitation and operations of the Premises (Development Approach) and any use of financial assistance offered under this RFP.

This RFP makes two types of resources available:

1. Assignment of the District's right to purchase the Premises pursuant to DOPA (DOPA Right).
2. Up to \$25,000 to cover costs directly related to acquiring the property. Financial assistance is only available to Lead Applicants that are organizations not organized or operated for private gain, or that are owned by or leased to entities controlled, directly or indirectly, by such an organization, or meet the definition of Limited Equity Cooperative in the District of Columbia, pursuant to [§ 47-1005.03 \(a\)\(2\)](#) ("nonprofit organizations", "nonprofit applicants" or "nonprofit developers").

**Choice of resources:** All applications must propose to use the DOPA right to purchase the Premises, and commit to maintaining long-term affordability of housing units in accordance with DOPA requirements. Nonprofit applicants may choose whether or not to request financial assistance and, after taking ownership of the Premises, apply for the tax exemptions.

Nonprofit developers that are eligible pursuant to [§ 47-1005.02. Nonprofit affordable housing developer tax relief. | D.C. Law Library \(dccouncil.gov\)](#) and have received financial assistance may apply for exemption from transfer, real property and recordation taxes as long as the property is operated according to the DOPA affordability covenant, pursuant to under [§47-1005.02 \(a-1\)](#).

The Office of the General Counsel reviews the tax relief certification application and supporting documentation and prepares tax relief certification recommendations. Upon receipt of the DHCD tax relief certification, the developer presents the certification to the DC Office of Tax and Revenue, which grants the applicable tax relief. Further information and application materials can be found at <https://dhcd.dc.gov/page/tax-relief-certification-forms-nonprofit-affordable-housing-developers>.

The District is an equal opportunity employer and seeks to have a diverse applicant pool. In selecting the Developer, DHCD expects all applicants to demonstrate commitment to equal access, integrity in business practices, timeliness, and accountability while meeting the needs of existing residents of the property, future tenants, and neighbors. The responsibility for monitoring each applicant's compliance with, and the enforcement of, the applicable laws and regulations will rest solely with DHCD.

### III. ASSIGNMENT OF RIGHTS

---

The form of contract to be used will be a standard assignment of rights contract (available upon request). In addition, the Selected Developer shall comply with all applicable federal and District laws.

A covenant will be recorded against the Premises confirming the affordability restrictions and shall remain in place in perpetuity.

### IV. SELECTION PROCESS AND TIMELINE

---

DOPA subordinate to TOPA: It is possible that a tenant association representing current residents of the Premises successfully exercise tenants' TOPA rights by either acquiring the Premises directly or causing it to be acquired. In such a case, this RFP will become null and void.

The District seeks to select a developer for assignment of its DOPA right in order to preserve affordability at the Premises in the case that the tenant association declines to exercise TOPA rights or fails to meet the substantive terms of the third-party offer secured by the current owner in the time allotted by TOPA. The District will proceed with the actions described in this RFP until such time as TOPA rights for the Premises are exercised.

While the DOPA process is subordinate to the TOPA process, a developer participating in the TOPA process is also eligible to apply in the DOPA solicitation described here.

RFP schedule: The timetable for the selection process is set out below. Applicants must submit their responses no later than **1:00 p.m. on February 16, 2024** via email to [Preservation.dhcd@dc.gov](mailto:Preservation.dhcd@dc.gov). To the extent possible, each application should be packaged in one PDF file for submission. If more than one file must be submitted, all materials should be attached to the same email.

In order to take advantage of the assignment of DOPA right, the Selected Developer must be prepared to reach a purchase and sale contract with the current owner of the Premises no later than **April 10, 2024**, and close on the purchase of the Premises no later than **June 10, 2024**. These deadlines are subject to change pursuant to TOPA and DOPA laws and regulations. DHCD will provide updates to all potential applicants as they become available.

Dates and Deadlines	Activities and Submission Requirements
January 3, 2024	RFP released
January 11, 2024, 3:30 pm EST	Briefing for potential applicants
February 16, 2024, 1:00 pm EST	Application deadline
February 20, 2024	Deadline for completeness items (certain items only, see Section VII)
Early-March, 2024	Anticipated announcement of Selected Developer
April 10, 2024 *	Contract deadline: Selected Developer executes Purchase and Sale Agreement with seller
June 10, 2024 *	Settlement deadline: Selected Developer takes title to Premises

\* Contract and settlement deadlines are subject to extension pursuant to TOPA and DOPA.

Any contact, correspondence, or communication related to this RFP will be solely with the contact person designated by each applicant. Communications will be made via email.

DHCD's Affordable Housing Preservation Officer, Danilo Pelletiere, will serve as the Contract Administrator for this RFP. The Contract Administrator's designated contact person for RFP communications is Valerie Piper, Housing Development Advisor. Communications by the applicant's designee, or any person about any specific application, with any other District employee than the Contract Administrator's designee, will result in disqualification of such application. The Contract Administrator's designee may be reached at [Preservation.dhcd@dc.gov](mailto:Preservation.dhcd@dc.gov)

## V. APPLICATION AND REQUIRED MATERIALS

---

Applicants will be evaluated for the assignment of the District's DOPA rights based primarily on their record of accomplishment with affordable housing projects of similar scale and complexity to the Development Approach. Applicants that fail to submit a complete set of documentation will not receive further consideration. To the extent that certain items are not included in an initial application package that is otherwise complete, DHCD may notify the applicant to submit such items by a subsequent deadline. The specific items that may be the subject of such notification are marked in Section VII.

1. **Cover Letter:** The cover letter shall identify the Lead Applicant organization for this RFP, designate a contact person and provide contact information for that individual including an email address.
2. **Proposal narrative**
  - a. Brief summary of applicant team structure, qualifications and experience for planning, developing and managing property in accordance with the Development Approach and the requirements of DOPA and this RFP. Maximum length for this component is one (1) page of 8.5x11 inch paper, single spaced, 11-point font with 1-inch margins.
  - b. Organizational chart depicting proposed ownership structure and operational roles for the property.
  - c. Brief outline of the Development Approach. The outline should identify the most important characteristics and contextual factors to be reconciled in predevelopment and planning work, including the requirements of DOPA and this RFP. The outline should describe how the proposed approach will seek to accommodate each one of these factors. In this section, applicant should state whether or not it intends to explore increasing the number of units on the site, and if so whether demolition of any existing buildings and/or offsite relocation of existing residents may be necessary.

The applicant should also state whether its Development Approach is likely to require financing through the Low Income Housing Tax Credit program or other sources of subsidized financing allocated by the District of Columbia or the District of Columbia Housing Finance Agency. DHCD recognizes that an accurate prediction of long-term subsidy needs is difficult at the acquisition stage, but requests an indication of whether public resources may be required. Such subsidized financing cannot be guaranteed by the District and would require a separate application(s) at a later date. Selection under this RFP is not guaranteed to confer any advantage in future competitive processes to award such funding. Nonprofit applicants should state how much funding they seek for direct acquisition costs, if any, up to \$25,000. *Maximum length for this component is three (3) pages of standard 8.5x11 inch paper, single spaced, 11-point font with 1-inch margins.*

- d. Brief outline of the most important factors to consider in property management and operations to comply with the requirements of DOPA and this RFP, and how the Development Approach accommodates each one of these factors. In this section, the applicant should outline an approach to delivering resident services, if applicable.

*Maximum length for this component is two (2) pages of standard 8.5x11 inch paper, single spaced, 11-point font with 1-inch margins.*

### **3. Required appendices**

- a. Application Appendix A: Table in the form of Exhibit C, listing all organizations and principal staff who will be involved in property development and, to the extent identified at the time of application, operations.
- b. Application Appendix B: Resumes of staff who will oversee, lead and carry out the applicant's day to day activities in planning, developing and, to the extent identified at the time of application, operating the project anticipated by the Development Approach. Resumes must be included for each staff person listed in Application Appendix A.
- c. Application Appendix C: DHCD Form 203, with the selection of projects reflecting those that the applicant believes are most relevant to the Development Approach, including scale, income mix, resident characteristics, mix of tenure types if applicable, any resident services provided with housing either on-site or in coordination, mix of uses if applicable, methodologies for tenant involvement in the design, planning and operation of the property, and other important characteristics of each project and its context.
- d. Application Appendix D: DHCD Form 209 (if a team member for the property management role has been identified), with the selection of projects reflecting those that the applicant believes are most relevant to the Development Approach, including scale, income mix, resident characteristics, mix of tenure types if applicable, any resident services provided with housing either on-site or in coordination, mix of uses if applicable, methodologies for tenant involvement in the design, planning and operation of the property, and other important characteristics of each project and its context.

### **4. Required Certifications and Affidavits:** Complete the following affirmations:

- a. Clean Hands Certificate (see <https://otr.cfo.dc.gov/page/certificate-clean-hands>)
- b. Certificate of Good Standing and registered to do business in the District of Columbia (<https://dlcp.dc.gov/>)
- c. Monitoring Certification Form (Form provided by DHCD)
- d. Statement that the applicant has never been in financial default as either a borrower or guarantor, or if to the contrary, explaining in complete detail all of the circumstances.
- e. Agreement by the applicant to obligate itself and its successors and assignees in interest to maintain the affordability of the housing accommodation in accordance with §42-3404.33.
- f. Certification that for the previous 10-year period, the person or each principal in the applicant team has substantially complied with all applicable federal and local laws in the maintenance and operation of all multifamily buildings in which it has an ownership or management interest.
- g. Contract affidavit signed by all applicant team members certifying they are not debarred from participation in any federal program or have any unresolved default or noncompliance issues with the District of Columbia.

## **5. Required Additional Materials**

- a. For the Lead Applicant only (not necessary for all applicant team members):
  - i. Audited financial statements for the most recent three years (will be reviewed by DHCD technical staff only)
  - ii. Articles of Incorporation
  - iii. 501(c)(3) Certificate (if applicable)
  - iv. IRS Form 990 for the most recent three years (if applicable)
- b. For all applicant team members:
  - i. SBE/CBE documentation
- c. If applicable, letter from the organization representing current tenants of the Premises evidencing selection of the Lead Applicant or an applicant team member for assignment of such tenants' TOPA right to purchase.

In reviewing and scoring applications, the District may review administrative information and documented experience available from any District department, agency or instrumentality, as well as any publicly available information regarding applicant team organizations and their prior projects.



## VI. SCORING SUBMISSIONS

DHCD will score applications on a 100-point scale, based on the following elements:

Applications not requesting funding	Applications from nonprofit applicants requesting funding	Element description
40	40	<p>Demonstrated capacity to successfully plan, finance, and develop projects of similar scale, complexity, and residential tenure type to that anticipated in the Development Approach.</p> <p>Five (5) points included in this total will be awarded for successful project completion in the District of Columbia, pursuant to all applicable laws and regulations.</p> <p>To the extent applicable for the Development Approach, the following will be assessed for this element:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning, establishing partnerships if necessary and securing funding and/or other resources for relocation and return of existing residents.</li> <li><input type="checkbox"/> Planning, establishing partnerships if necessary and securing funding and/or other resources for delivering resident services.</li> </ul>
35	35	<p>Demonstrated capacity to successfully manage affordable and mixed income housing projects of similar scale and complexity to that anticipated in the Development Approach, maintaining physical condition and quality, in compliance with all applicable laws, regulations and covenants.</p> <p>To the extent applicable for the Development Approach, the quality of implementation for relocation and resident services delivery will be assessed for this element.</p>
15	10	<p>Demonstrated capacity to involve residents of affordable and mixed income housing in planning, design, development and management of residential rental properties.</p>
10	10	<p>Proposed approach for involving existing residents of the Premises in the design, development and management components of the Development Approach.</p> <p>If the Lead Applicant or any applicant team member has been selected by the organization representing current tenants of the Premises for assignment of TOPA rights, that applicant will receive full points for this element.</p>
N/A	5	<p>Amount of funding requested: lower total costs proposed for the District will receive proportionally higher scores for this element.</p>

## VII. APPLICATION CHECKLIST

---

*Only items marked with a \* may be submitted after the initial Application deadline, if requested by DHCD.*

- Summary of applicant team qualifications
- Applicant team organizational chart
- Brief outline of the Development Approach
- Brief outline of the property management and operations components of the Development Approach
- Application Appendix A
- Application Appendix B
- Application Appendix C (DHCD Form 203)
- Application Appendix D (DHCD Form 209)
- Clean Hands Certificate \*
- Certificate of Good Standing and registered to do business in the District of Columbia \*
- Monitoring Certification Form (Form provided by DHCD) \*
- Statement that the applicant has never been in financial default as either a borrower or guarantor, or to the contrary, explaining in complete detail all of the circumstances.
- Agreement by the applicant to obligate itself and its successors and assignees in interest to maintain the affordability of the housing accommodation in accordance with §42-3404.33.
- Certification that for the previous 10-year period, the person or each principal in the applicant team has substantially complied with all applicable federal and local laws in the maintenance and operation of all multifamily buildings in which it has an ownership or management interest.
- Contract affidavit signed by all applicant team members certifying they are not debarred from participation in any federal program or have any unresolved default or noncompliance issues with the District of Columbia.
- Contract affidavit signed by all applicant team members certifying they are not debarred from participation in any federal program or have any unresolved default or noncompliance issues with the District of Columbia.
- Audited financial statements for the most recent three years (Lead Applicant only) \*
- Articles of Incorporation (Lead Applicant only) \*
- 501(c)(3) Certificate (if applicable, Lead Applicant only) \*
- IRS Form 990 for the most recent three years (if applicable, Lead Applicant only) \*
- SBE/CBE documentation (all applicant team members)
- If applicable, letter from the organization representing current tenants of the Premises evidencing that the Lead Applicant or an applicant team member has been selected by the tenant organization for assignment of such tenants' TOPA right to purchase.

# **EXHIBIT A**

**Information provided by the current owner**

## The building you live in is for sale

### THIS ISN'T A NOTICE TO VACATE

#### Why you're getting this

The building where you live is for sale. DC law requires the owner(s) to tell you and others who live there (tenants) when this happens.

#### What this means for you

This doesn't mean you have to move out. The Tenant Opportunity to Purchase Act (TOPA) gives you and other tenants the first chance to buy your building when the owner decides to sell. You also can assign your right to buy the building to another person or organization. The District Opportunity to Purchase Act (DOPA) gives the District a chance to buy the building if tenants don't want to. These laws help keep housing affordable in DC.

You can learn more about TOPA, DOPA and your rights at [dhcd.dc.gov/TOPA](http://dhcd.dc.gov/TOPA)

#### What you need to do

1. Read the details about the building on the following pages. The building owner filled in this information. It can help you decide if you want to work with other tenants to try to buy the building. You're strongly advised to get legal advice before signing any paperwork.
2. Contact one of the community groups below to learn more about your TOPA rights. They can help:
  - Explain the options you have for buying or staying in your building
  - Show you how to set up a tenant group
  - Get legal advice
  - Prepare paperwork

#### Housing Counseling Services

2410 17th Street NW, Suite 100  
Washington, DC 20009  
(202) 667-7006  
[housingetc.org](http://housingetc.org)

#### Latino Economic Development Corporation

1401 Columbia Road NW, Unit C-1  
Washington, DC 20009  
(202) 540-7400  
[ledcmetro.org](http://ledcmetro.org)

#### CARECEN

1460 Columbia Rd NW #C1  
Washington, DC 20009  
(202) 328-9799  
[carecendc.org](http://carecendc.org)

3. Learn more about the DC Affordable Housing Preservation Fund. The fund offers short-term financing to buy multi-family properties where half of the tenants have low- to moderate-income.

#### For more information about the fund:



**Visit:** [dhcd.dc.gov/affordable-housing-preservation-fund](http://dhcd.dc.gov/affordable-housing-preservation-fund)



**Email:** [preservation.dhcd@dc.gov](mailto:preservation.dhcd@dc.gov)

4. If you're interested in exercising any of your TOPA rights, **don't delay**:
  - If you already have a tenant group, you must respond to the building owner within **30 days**.
  - If you don't have a tenant group, you have **45 days** to respond to the building owner. During that time, you must get at least 51% of the tenants in your building to agree to form a group to exercise your TOPA rights.



# Form A - Offer of Sale Notice

To be filled in by the building owner or their agent.

## PART 1: ABOUT THE BUILDING

Who is filling out this form?  Owner  Agent

Name Lincoln - Westmoreland Phase II Limited Partnership

Company c/o MidCity Financial

Address 4800 Montgomery Lane, Suite 600

City Bethesda State MD Zip 20814

Phone 301-347-6202 Email vnoble@midcityfinancial.com

The reason for sale:

- Owner no longer wants to own it
- It's going to be torn down for new building/development
- It's going to be used for something other than housing
- Other \_\_\_\_\_

### Building(s) for sale

Street address	Zip	Ward	Square	Lot
801, 803, 805, 807, 809 & 811 R Street, NW	20001	2	395	55

\* For multiple buildings on the same street, include both building names or numbers in the same row. For example, **Address:** 1428 & 1432R Street Northwest, 20009; **Square:** 0208 **Lot(s):** 0124 & 0125

### Affordable units and occupancy

Existing subsidies	46				
Number of rental units	71				
Number of vacant units	2				
UNIT SIZE	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom***
Total number of each		12	47	12	
Average rent		1964	2202	2746	
60% MFI* FOR HPTF** FY21 INCOME LIMITS*	\$1,350	\$1,550	\$1,740	\$2,130	\$2,130
Total number at 60% MFI		0	0	0	0

\* Used FY23 Income Limits

\* MFI means the median family income for the Washington DC metro area as defined by the Department of Housing and Urban Development (HUD).

\*\*Rent amounts listed above reflect DHCD's 2021 Housing Production Trust Fund (HPTF) Household Income Limits table.

\*\*\*Include an attachment for units larger than 4 bedrooms

**Utilities**

Do you pay for utilities within the rental units?  Yes  No If yes, fill in the table below.

Unit size	Studio	1 bedroom	2 bedroom	3 bedroom	4 bedroom
Average electricity cost		68	90	100	
Average gas cost					
Average water cost *		Property	Owner pays	approximately	
Average sewer cost *		\$120,000	annually		
Other					

Does the property owner bill tenants for any utilities separately from their rent?  Yes  No

If yes, check the utilities tenants are billed for:

Electricity  Gas  Water  Sewer  Other

**PART 2: ABOUT THE SALE OF THE BUILDING**

Asking price \$ 16,250,000

Is there a ratified third-party sale contract? (This is when someone offers to buy the building and signs a contract with the owner, but the sale hasn't gone through yet.)  Yes  No

If yes, who is the buyer?

Name Heritage Owner, LLC

Street address 140 Q Street, NE Suite 140B

City Washington State DC Zip 20002

Are there material terms of the sale? (Material terms are any agreements between the buyer and seller about the sale. For example, a buyer may ask for repairs or a certain date to take ownership.)  Yes  No

If yes, what are the material terms? (List or attach a description.)

In connection with the purchase and sale of the Property, Purchaser intends to assume the existing mortgage on the Property.

The property will otherwise be sold in accordance with the terms of the Purchase Agreement, subject to the rights of tenants under TOPA and the District under DOPA.

**PART 3: OWNER OR AGENT SIGNATURE AND AGREEMENT**

By signing this I understand that I'm reporting to the Mayor of the District of Columbia that:

- 1. I agree that the information I gave in this form is truthful and accurate to the best of my knowledge. I understand that giving false information is against the law. I agree to provide more information when or if it's needed.
- 2. I agree to  hand-deliver or  deliver by certified mail copies of the following to the DHCD Rental Conversion and Sale Division:
  - a. The offer of sale
  - b. The ratified third-party contract (if there is one)
  - c. A list of tenants (Exhibit A of this form)
- 3. I agree to give each tenant listed in Exhibit A a copy of the offer of sale on the date I submit it to DHCD.  
I provided tenants with a copy of this offer of sale on 08/02/23 (mm/dd/yy).
- 4. When I submit this form to DHCD, I agree to post copies of this offer of sale notice around the building in places where the tenants can't miss seeing them.
- 5. If requested, I'm legally required to provide copies of any of the documents below to tenants within 7 days. I understand that for each day I delay, tenants get an additional day added to their negotiation period.
  - a. The third party contract
  - b. Floor plan
  - c. Itemized monthly operating expenses
  - d. Utility consumption rates
  - e. Capital expenditures (preceding 2 calendar years)
  - f. Current rent roll list of tenants
  - g. List of vacant apartments

Name (print) Lincoln- West Moreland Phase II Limited Partnership by: MidCity Financial Corporation by Stephanie Liotta Atkinson

Owner  Agent

Signature *Stephanie Liotta Atkinson* Date (mm/dd/yy) 08/2/23

**TO LEARN MORE:**



**Visit:**  
DHCD  
Rental Conversion and Sale Division  
1800 Martin Luther King, Jr. Ave. SE  
Washington, DC 20020



**Call:** (202) 442-4407



DHCD treats everyone the same. We don't look at race, ethnicity, religion or where you were born. We don't treat you differently based on your family status, sex, sexual or gender identity or expression. Where you live, what you do for work, your education or your political beliefs don't affect how we treat you. This is also true for victims of threats or crimes by someone you're related to by blood, adoption, custody or marriage, or someone you live with or share a child with. We don't allow harassment or discrimination of any kind based on these differences. We will discipline violators.



# Form A - Offer of Sale Notice

## EXHIBIT A: ABOUT THE TENANTS

Name of person filling out this form Lincoln- Westmoreland Phase II Limited Partnership  Owner  Agent  
 Phone 301-347-6202 Email vnoble@midcityfinancial.com

### Building(s) for sale

Street address	Zip	Ward	Square	Lot
801, 803, 805, 807, 809 & 811 R Street NW	20001	2	395	55

*\* For multiple buildings on the same street, include both building names or numbers in the same row. For example, **Address:** 1428 & 1432R Street Northwest, 20009; **Square:** 0208 **Lot(s):** 0124 & 0125*

### NAME(S) ON LEASE

### RENTAL UNIT

Please see attached	



## EXHIBIT B

### Minimum affordability requirements for the Premises, if acquired pursuant to DOPA

Maximum rents for units acquired pursuant to DOPA are determined pursuant to the Code of the District of Columbia, § 42-3404.33.

Contract rents provided to DHCD as of September 27, 2023 are provided on the attached sheet. All but two (2) of the 71 units were occupied. 46 of the occupied units are reported to be receiving rental subsidy. DHCD does not have information on the income level of existing tenant households.

Unit type	One Bedroom	Two Bedroom	Three Bedroom	Total
Occupied	12	45	12	69
Vacant	0	2	0	2
Totals	12	47	12	71
Average contract rent at time offer of sale was submitted	\$1,964	\$2,202	\$2,746	

Contract rents for any units occupied by tenant-based voucher holders, and the tenant and subsidy portions of such rents, will be set pursuant to policies established by the District of Columbia Housing Authority. To the extent that a voucher-holder vacates a unit, the rent will be set based upon the Affordability Plan.

To the extent that the Selected Developer adds units to the Premises, such additional units will be subject to the Affordability Plan and the requirements of § 42-3404.33.

## EXHIBIT B: UNIT RENT INFORMATION

### Lincoln Westmoreland II

Bedroom Size	Contract rent as of 9/27/2023
1	1,773
1	1,775
1	1,790
1	1,879
1	1,900
1	1,900
1	1,900
1	1,995
1	1,995
1	1,995
1	2,200
1	2,467

Bedroom Size	Contract rent as of 9/27/2023
2	1,911
2	1,942
2	1,965
2	1,967
2	1,980
2	1,991
2	1,991
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,000
2	2,049
2	2,080
2	2,080
2	2,080
2	2,080
2	2,080
2	2,080
2	2,080
2	2,100
2	2,200
2	2,250
2	2,250
2	2,250
2	2,250
2	2,250
2	2,250
2	2,266
2	2,300
2	2,356
2	2,392
2	2,400
2	2,400
2	2,400
2	2,400
2	2,400
2	2,400
2	2,400
2	2,450
2	2,467
2	2,525
2	2,525
2	2,525
2	2,525
2	2,525
2	2,525
2	2,567
2	2,575
2	2,600
2	2,850
2	VACANT
2	VACANT

Bedroom Size	Contract rent as of 9/27/2023
3	1,261
3	2,407
3	2,513
3	2,550
3	2,602
3	2,602
3	2,662
3	2,872
3	3,000
3	3,000
3	3,100
3	3,366

**EXHIBIT C**

**DOPA RFP TEAM IDENTIFICATION**  
**Lincoln Westmoreland II**

Role	Name	Relationship to Lead Applicant	Organization Type (for-profit, 501-c-3, cooperative or condominium association, other)	List of principals authorized to make binding decisions on behalf of the organization	List of individuals responsible for oversight, leadership and carrying out of day to day responsibilities of the organization with respect to the Project, with their responsibilities noted
Selected Developer (as defined in Section I of the RFP)					
Organization proposed to be sole owner, Managing Member, General Partner or similar role in owner entity (if not Selected Developer)					
General Contractor (if identified)					
Property Manager (if identified)					
Resident Services Provider (if identified)					
Other					
Other					