Community Facilities Request for Proposal (RFP) Fall 2016 Funding Round

Briefing Materials

DC Department of Housing and Community Development

Development Finance Division (DFD)

2016 Community Facilities RFP

- The D.C. Department of Housing and Community Development (DHCD) has made $3.6 million available from the U.S. Department of Housing and Urban Development's Community Development Block Grant Program specifically for community facility projects.

- DHCD will only consider proposals from nonprofit organizations. Joint venture and/or tax credit projects are eligible; however, the nonprofit organization must own the facility and the loan agreement shall be with the nonprofit entity.

Successful applications will demonstrate that the project will:

- Result in the creation of :
  - o a new facility,
  - o the renovation of an existing facility that expands services to a wider range of the District's demographics;
  - o retrofits that eliminate health and safety problems, OR
  - o removal of material and architectural barriers that restrict the mobility and accessibility of the elderly or persons with disabilities who use a wheelchair or other walking assistive devices or the project leads to an expansion of services to these groups;
- Provide targeted direct services and programs to predominately low- and moderate-income persons or in low- and moderate-income areas for which there is documented need;
- Does not duplicate existing or planned municipal public facility activities within the project service area;
- Has financial and economic feasibility, reasonable construction and acquisition cost estimates, and long-term viability for a minimum of 10- years; and
- Has appropriate site selection and design characteristics.

The Town Hall Educational Arts
Cultural Facility (THE ARC)
Ward 8
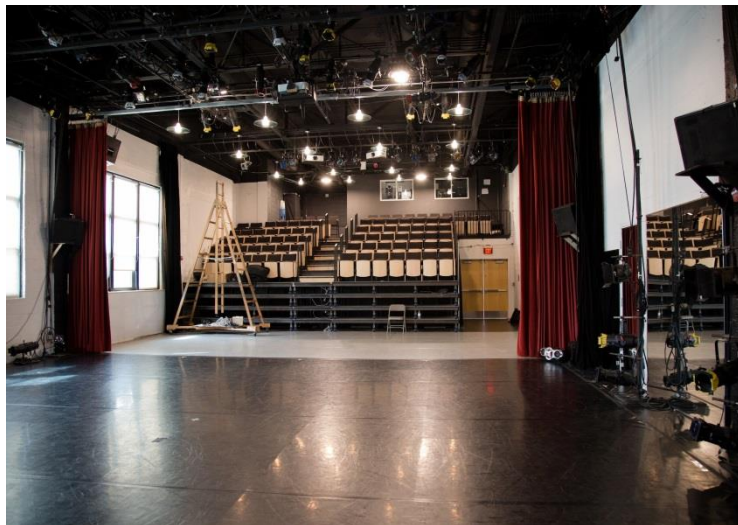
Holy Comforter Action Group
Substance Abuse Treatment/Rehab
Services to the Homeless
Ward 6

Dance Place
Ward 5

Atlas Theatre Refinance
Ward 6

Preference Points

Preference points will be given to projects that demonstrate one of the following:

- Longer operational viability greater than the minimum 10 years (+10 points)
- Use of rigorous green building techniques (+5 points)
- Projects which promote equal opportunity for all residents and provide a community amenity in underserved neighborhoods (+5 points)
- Preference for projects using District Land (+5 points)
- Greater Non-DHCD funding leverage (+10 points)

What's Not Allowed

CDBG funds may be used to develop neighborhood-serving community facilities that are open to the general public and comply with § 570.201 (c) of Title 24 of the Code of Federal Regulations (CFR). The U.S. HUD CDBG regulations broadly define community facilities.

DHCD *will not* consider the following project types eligible under the CDBG program for this funding cycle:

- Parking Lots or Garages;
- Prisons/Detention Centers;
- Police or Fire Stations;
- Homeless shelters or group homes for special needs populations;
- Projects that only focus on sewer and water facilities, streets and sidewalk improvements, curbs and gutter improvements, and utility line installation; and
- Public art or other aesthetic amenities.

Financing Terms

- Awards not less than $500,000 and up to $3.6 million

- Total funding allotted depends upon the number of eligible projects as well as project financials, therefore, applicants may not receive the full loan amount requested

- Loan terms: 10-year term, 0% interest, loan repayment reduced by 10% each year, meaning no repayment after 100% compliance at the end of the loan term

- DHCD loan cannot exceed 50% of total development costs

Operating Plan

- Operating costs are *ineligible* expenses under the CDBG program

- Applicants will need to submit a Facility Operations Plan that details how the project will, without DHCD assistance, initiate and sustain proposed operations at the facility

Required Narratives

1. Who will operate and manage the facility?
2. Who will own the facility post-development?
3. How will needed staff be recruited and put in place to run the facility, including a list of staffing needs?
4. How will services continue as a viable operation for a minimum of 10 years
5. How many households, business, organizations, or individuals the proposed activities within the facility intends on serving
6. Existing Projects Seeking Funds for expansion should describe current operating status of the project

To Create an Application...

Go to: https://octo.quickbase.com/db/bjc34b76f?a=showpage&pageid=51

Community Facilities
Fall 2016 RFP

Welcome to the Online Application System for the District of Columbia Department of Housing and Community Development (DHCD). The Fall 2016 Community Facilities Request for Proposals (RFP) and supplemental documents have been released and are available for download, using the links to the right.

Click the "Create a New Application" button below to being a new application. If you would like to update an existing application from a prior funding round, find the application in the list below and click the "Re-Open Application" button next to the Project Name and Status.

To Request Access to the Online Application System, or to receive updates, please click the link above and enter the requested information. If you are already registered, please sign in using the link in the top right-hand corner of this page.

Applications are due by 11:59pm EST on Wednesday November 30, 2016.

Request for Proposals (RFP)

Community Facilities
Fall 2016 RFP

Request for Proposals (RFP) for
Community Development Block Grant Funds (CDBG)
for Community Facility Projects

Issue Date: **September 28, 2016**
Closing Date: **11:59 PM, November 30, 2016**

★ ★ ★
WE ARE
WASHINGTON
DC

RFP Scoring Criteria

THRESHOLD ELIGIBILITY REQUIREMENTS		
1	Eligible Project Type	✓
2	Low/Moderate-Income Benefit/HUD National Objective	✓
3	Nonprofit Participation	✓
4	Site control	✓
5	Zoning	✓
6	Development and Operating Budgets	✓
7	Project Timeline and Draw Schedule	✓
8	Appraisal	✓
9	Market Study	✓
10	Phase I	✓
11	Architectural Plans and Cost Estimates	✓
12	Green Design and Building	✓
13	Development Team Thresholds	✓
14	Facility Operations Plan	✓
15	Relocation and Anti-Displacement Strategy	✓
16	Financing Letters	✓
SCORING CRITERIA		**Score**
Underwriting Scoring		125
1	Market Demand and Need Analysis	30
2	Financial and Economic Feasibility	40
3	Development Team Capacity and Experience	35
4	Site Selection and Design Characteristics	5
5	Cost Reasonableness	15
Prioritization Scoring		**35**
1	Leverage	10
2	Preference for community amenities located in underserved neighborhoods	5
3	Preference for Projects on District Land	5
4	Green Building Prioritization	5
5	Preference for Longer-Term Projects	10
TOTAL		**160**

[Create a New Application] [View All Funding Opportunities] [Ask a Question] [View Published Responses and Updates]

Click on "Create a New Application" and follow prompt to enter Project Title and select funding round as 2016 Fall Community Facilities RFP

Application Table of Contents

General Information

Using the links below, provide general information about your project, such as contact information for the applicant, the project description and location, and the ownership entity.

Applicant Information	☐
Project Description	☐
Project Location	☐
Ownership Entity Information	☐

Community Facility Threshold Requirement

This list contains the eligibility requirements against which your proposal will be evaluated. Each link leads to a page where you will be asked to upload documentation and answer questions related to your proposal and the project team.

1. Eligible Project Type	☐
2. Low Income Benefit/ HUD National Objective	✔
3. Non-Profit Participation	☐
4. Site Control	☐
5. Zoning	☐
6. Development and Operating Budget	☐
6a. Income, Expenses and Square Footage	☐
6b. Sources	☐

This will be the homepage for your application as you build your proposal. Use the links below to navigate to forms related to different aspects of your proposal, where you will enter information, answer questions, and upload documents required to successfully submit the application.

A ✔ will appear next to the form you have completed. When all forms are completed and checked, you will notice a "Review and Submit Application" button at the bottom of the page.

Aspects to Application Forms

Red Asterisk Denotes a Required Field

Project Description

Project Title *

Community Facility Sample

Data Entry Fields

Use *

Residential ▾

Drop Down Questions

Project Type/Scope

New Construction ▾

The Project Narrative is your opportunity to provide a narrative description of your development proposal. You will describe characteristics such as the applicant and development team, the project site and neighborhood in which it is located, the market for your project, your development budget, and how you intend to fund the project.

Narrative Templates

Use this template (click to download) to create your narrative.
Select here for the MS Word version (click to download) of narrative template.

Field to Upload Needed Documents

Upload Project Narrative

Embedded Table that Shows Attachments Added

Full Report	Grid Edit	Email	More ▾	1 Attachment	
	Attachment	Notes
✏ 👁	Project Description Narrative_Community Facility Sample.docx	
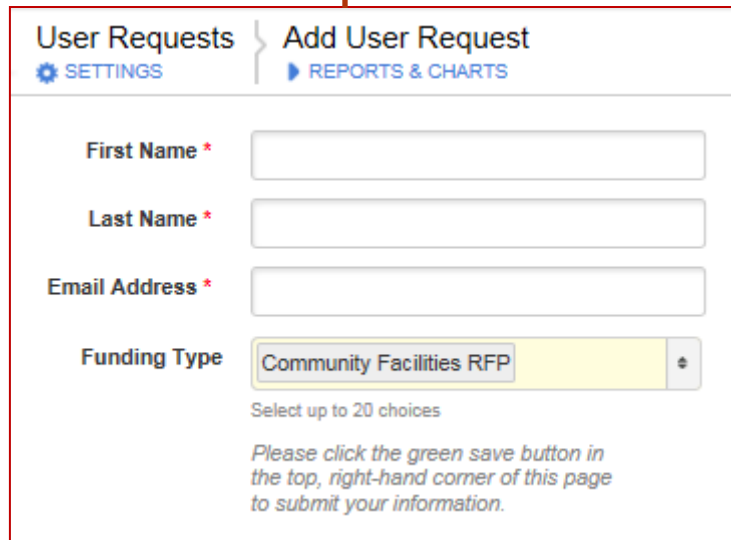
Return to Threshold Review and Scoring

Click Here to Return to Table of Contents

Need Access to the System?

Go to: https://octo.quickbase.com/db/bjc34b76f?a=showpage&pageid=51

Click "Request Access to the Online Application System," fill out the form, and click the green save button on the upper right –hand corner of the screen

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Applications are due by 11:59pm EST on Wednesday November 30, 2016.

Create a New Application   View All Funding Opportunities   Ask a Question   View

User Requests | Add User Request
SETTINGS | ▶ REPORTS & CHARTS

First Name * [   ]

Last Name * [   ]

Email Address * [   ]

Funding Type   [Community Facilities RFP   ⬍]

Select up to 20 choices

Please click the green save button in the top, right-hand corner of this page to submit your information.

Low-Income Benefit/HUD National Objective

Eligible projects must benefit low- and moderate-income persons. Applicants may satisfy this requirement by:

1. Locating their Community Facility in a CDBG-eligible census tract (More than 50% earn less than 80% of the area median income.

OR

2. Benefiting a specific targeted group of persons of which at least 51% must earn less than 80% of the area median income. Applicants must provide documentation and data concerning itemized beneficiary information.

1) Go to: arcg.is/2dyxxQw

2) Enter Project Address to identify whether Project is located in a CDBG-eligible census tract (orange tracts)

3) Take a screenshot of the results and attach it to the corresponding form.
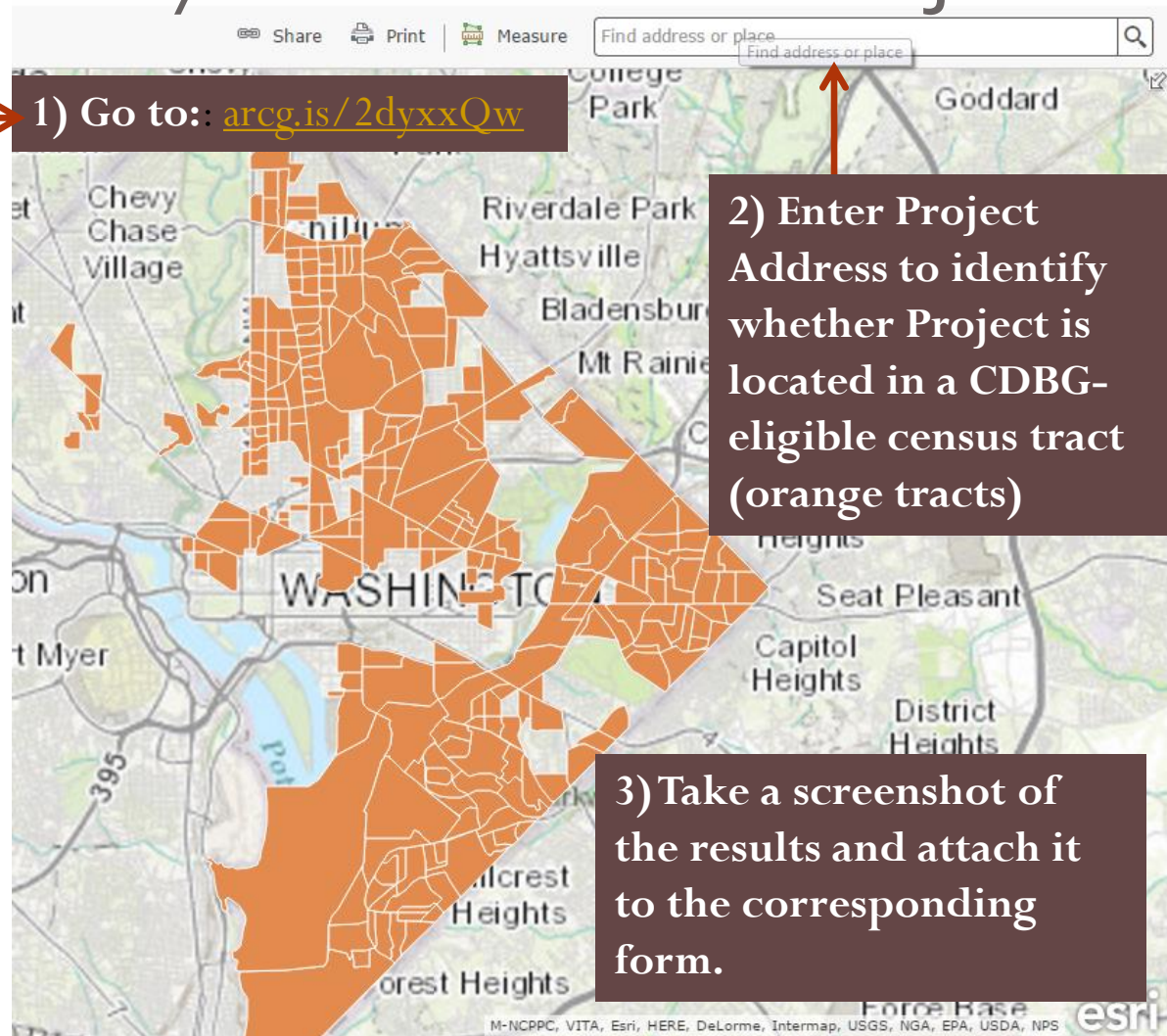
Have a Question about the Process or Application Requirements?

Go to: https://octo.quickbase.com/db/bjc34b76f?a=showpage&pageid=51

Click "Ask a Question" to enter your information. Once complete, click the Green Save button in the upper right hand corner to send question to DHCD.

How can I view Responses to Questions and Receive Updates about the RFP?

Go to: https://octo.quickbase.com/db/bjc34b76f?a=showpage&pageid=51

Click "View Published Responses and Updates" to view Responses to Questions and DHCD RFP Updates. When DHCD responds to a question, it will be visible to all users and members of the public and registered users will receive an email notification that a response has been issued.

Application is due on November 30, 2016

No Later than 11:59 PM Eastern Standard Time

Development Finance Division

Department of Housing and Community Development

1800 Martin Luther King Jr, Ave, SE

Washington, DC 20020

202-442-7143 │ RFPQuestions@dc.gov