

# REQUEST FOR QUALIFICATIONS TO PRE-QUALIFY RESIDENTIAL PROPERTY MANAGERS

February 20, 2026  
March 11, 2026  
March 31, 2026

RFQ Released  
RFQ Amended  
RFQ Applications Due

No proposal will be accepted after 4:00 p.m. on the submission date. There will be no exceptions to this policy.

Nina Albert  
Deputy Mayor for Planning and Economic Development

Colleen Green, Director  
Department of Housing and Community Development  
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## **I. INTRODUCTION**

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In order to stabilize, preserve, and protect the District of Columbia's supply of affordable housing, the Department of Housing and Community Development ("DHCD" or "the Department") is seeking to offer grants to organizations with substantial property management and resident services experience to manage residential properties the District acquires through the District's Opportunity to Purchase Act (D.C. Code § 42-3404.31, et seq.) ("DOPA"), foreclosure of DHCD liens, transfers for Real Estate Owned ("REO") properties from lenders, and negotiated sale.

The Department seeks to select and retain at least three to five organizations with demonstrated experience and capacity in stabilizing and operating affordable rental housing. Properties may range in size and location across the District.

DOPA is a tool to preserve and to expand the supply of dedicated affordable housing. DOPA requires rental property owners to provide the District of Columbia with the opportunity to purchase housing accommodations consisting of five or more rental units, if 25 percent or more of those rental units are affordable to households earning 50 percent of the Median Family Income ("MFI") for the Washington Metropolitan Statistical Area ("MSA"), as set forth by the U.S. Department of Housing and Urban Development ("HUD").

The District may also acquire properties through foreclosure, or through a negotiated process with lenders and/or owners wanting to dispose of REO properties. These properties will need focused asset management and resident services to stabilize, operate, collect rent, manage vacancy, provide maintenance, and prepare for eventual disposition to an affordable housing developer.

Property managers selected through this Request for Qualifications ("RFQ") will be retained for a period not to exceed five years, which may be extended at DHCD's discretion. Selected property managers will execute a management agreement with DHCD and receive a grant of Five thousand dollars (\$5,000) per property to fund initial start-up costs. Property managers shall not perform any activities prohibited by D.C. Code § 47-2853.141, and property managers must be wholly distinct from any development team proposing to acquire the property from the District.

## **II. SCOPE OF SERVICES**

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Property Managers will be required to do the following tasks:

- Adhere to the District's Opportunity to Purchase Amendment Act of 2021 (D.C. Official Code 2001 ed., as amended, §42-3404.31 et seq.) (DOPA) corresponding DOPA regulations (DCMR Title 14 Chapter 24), and other applicable statutes and regulations as amended to ensure properties stay compliant with all laws, regulations, financing requirements and covenants.

- Review the seller’s transmittal packages submitted to DHCD, perform an initial evaluation, and submit an estimated management budget on the subject property within two weeks of notification by DHCD.
- Prepare to manage properties within the acquisition timeframes required by DOPA and other methods of acquisition. Property management functions to include:
  - Interact with tenants to accept, review, and approve applications; collect rent; address tenants’ needs; perform income certifications; inspect the units, manage move in/out; and conduct evictions.
  - Provide resident services and tenant support.
  - Onsite management and payment of creditors, including contractors and vendors performing repair, maintenance and other services for the property.
  - Maintain property compliance with all federal and local laws, regulations, financing agreements, and affordability enforcement documents.
  - Onsite management presence for projects of more than 50 units.
  - Monthly reporting on property financings, maintenance, and security.
- Complete and submit to DHCD a property stabilization/business plan within 30 days of the execution of the property management agreement.
- Complete and submit to DHCD an asset management needs assessment within 60 days of the execution of the property management agreement.
- Comply with the District’s Rent Registry – Rent Control Database and all other applicable District laws and regulations.

### **III. INVITATION TO SUBMIT QUALIFICATIONS**

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The District invites property management entities with demonstrated capacity and success in managing multi-unit affordable rental housing projects in the last five years to submit their qualifications. New entities may be considered based on the experience of the individual team members. Property managers selected by this RFQ will be invited to respond to additional requests for specific properties as DHCD announces each acquisition opportunity.

The District seeks to develop a pool of pre-qualified property managers that demonstrate commitment to equal access, integrity in business practices, timeliness, and accountability while meeting the needs of DHCD and tenants of the residential properties.

This RFQ does not commit the District to pay for any costs related to the preparation of a proposal for the RFQ or related to the procurement or contracting of the goods or services specified herein. DHCD is the only party who may legally commit the District to the expenditure of funds or any other obligation in connection with this RFQ.

All questions regarding this RFQ should be sent to [dopa.dhcd@dc.gov](mailto:dopa.dhcd@dc.gov) to the attention of Art Rodgers, Housing Preservation Officer. Contact with anyone at DHCD other than Art Rodgers may result in the disqualification of the applicant from participating in this RFQ.

The responsibility for monitoring each applicant’s compliance with, and the enforcement of, the applicable laws and regulations will rest with DHCD.

#### **IV. SELECTION PROCESS TIMELINE**

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Friday, February 20, 2026	RFQ published
Tuesday, March 10, 2026	Pre-application conference
Tuesday, March 31, 2026	RFQ applications due no later than 4:00 p.m.
Thursday, April 31, 2026	Selection announcements

Applicants meeting these minimum requirements who are interested in being considered for this opportunity must submit their qualifications **no later than 4:00 p.m. on March 31, 2026** through the DHCD website Box application portal. Registration for the pre-application conference must be submitted by email to [dopa.dhcd@dc.gov](mailto:dopa.dhcd@dc.gov). All questions received will be answered at the pre-application conference.

#### **V. PROPERTY ACQUISITION, MANAGEMENT AND DISPOSITION PROCESS**

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Property management teams selected through this RFQ shall follow the process below for each property DHCD reviews for acquisition. Upon DHCD’s determination to conduct due diligence on a property:

- DHCD shall select a property manager from the pool, provide the start-up grant, transmit the standard management agreement, and the seller’s property information package including most recent audited financial, past 12 months of rent rolls and operating expenses.
- From the date of selection and notification by DHCD, the property manager shall have 14 days to submit an estimated management budget, update as needed documentation from Section VI of this RFQ and execute and return the standard management agreement. Teams will be given the opportunity to attend a scheduled site visit during this time.
- Once the management agreement is fully executed, the management team shall have 30 days to submit a property stabilization/business plan and be fully ready to manage the property. Teams shall be required to attend a site visit prior to submission of their proposal.
- DHCD shall not take title to the property prior to 30 days of the fully executed management agreement.
- The property manager shall submit asset management needs assessment within 60 days of the executed management agreement.

## **VI. QUALIFICATIONS AND SUBMISSION REQUIREMENTS CHECKLIST**

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Property managers will be evaluated based on their record of accomplishments and capacity with the management of affordable housing projects. To be selected applicants must show:

- Expertise in managing affordable rental properties of either five to 50 units, or more than 50 units. The lead property manager should be a certified residential property manager or have equivalent experience.
- Significant management experience or focus in one or more of the District's Wards.
- Demonstrated success in stabilizing and management of distressed properties.

Applicants meeting these minimum requirements who are interested in being considered for this opportunity must submit their qualifications no later than 4:00 p.m. on Tuesday, March 31, 2026 through the Box portal on the DHCD website. All questions related to the RFQ must be submitted to [DOPA.DHCD@dc.gov](mailto:DOPA.DHCD@dc.gov)

The following documentation is required of all applicants and any application submitted without the required documentation will not receive further consideration.

### **Narrative Proposal**

- APPLICATION & TEAM INFORMATION:** Submit a cover letter of no more than two pages on the organization's qualifications and capacity to carry out the operations, and maintenance of multi-family housing.
- EXPERIENCE WITH AFFORDABLE HOUSING:** Provide narrative not to exceed three pages and describe:
  1. Applicant's commitment to affordable housing.
  2. Applicant's approach to reviewing sales transmittal information, preparing stabilization/asset plans and ensuring compliance with all laws, regulations, and requirements of financing and enforcement documents.
  3. the Applicant's proposed approach to executing program goals of stabilizing and preserving the long-term affordability of the properties.
- ORGANIZATIONAL EXPERIENCE, MANAGEMENT CONTRACT, & FINANCIAL CAPACITY:** Provide narrative not to exceed two pages that explains the Applicant's experience to carry out the operations and maintenance of an affordable housing accommodation. Information should include, but not limited to, handling complaints, maintenance, cost management, marketing, leasing, evictions, emergency response, and property insurance.
  - MANAGEMENT CONTRACT-** Proposed standard management contract including standard compensation.
  - FINANCIAL DOCUMENTS** – Last 3 years of the following:
    - Audited financial statements for the two fiscal years prior to application; and

Year-to-Date financial statements (unaudited) through the prior quarter.

**CERTIFICATIONS**

**ADDITIONAL RELEVANT INFORMATION** - The applicant can attach at the end of the application any additional relevant information as it pertains to their experience or commitment to affordable housing. This should total no more than 10 pages.

**Certain documents are needed to execute the grant agreement including but not limited to the following. The Department reserves the right to require additional document(s), not listed, which must be satisfactory to the grantor and provided prior to execution of the grant agreement.**

**Applicant Qualifications Forms**

- |   |   |
|---|---|
| <input type="checkbox"/> Organizational Chart                                       | <input type="checkbox"/> OTR Clean Hands Certificate            |
| <input type="checkbox"/> Resumes of all applicant's principals                      | <input type="checkbox"/> DCLP Certificate of Good Standing      |
| <input type="checkbox"/> DHCD Form 209  | <input type="checkbox"/> 501(c)(3) Certificate (if applicable)  |
| <input type="checkbox"/> Monitoring Certification Form                              | <input type="checkbox"/> IRS Form 990 (3 years) (if applicable) |
| <input type="checkbox"/> Contract Affidavit   | <input type="checkbox"/> SBE/CBE Documentation (if applicable)  |
| <input type="checkbox"/> Articles of Incorporation and By-Laws                      |   |
| <input type="checkbox"/> Property Manager License(s) from DC Real Estate Commission |   |

**A. COMPLETE ATTACHMENT A PROPERTY MANAGEMENT RFQ APPLICATION**

## VII. ATTACHMENT A: PROPERTY MANAGEMENT RFQ APPLICATION

(Add additional pages as needed)

### APPLICANT INFORMATION

Primary Contact Information for this RFQ			
Name of Organization			
Address			
DC Basic Business License No.			
Primary Contact for this RFQ			
Email		Phone Number	
Number and Type of Staff Dedicated to Property Management			

Please list all principals and key staff members and attach resumes not to exceed two pages per person. Include any professional certifications held by property management team members from your organization, in partnership, or as a subcontractor. (Add additional spaces or pages as needed)

Name	Title	Job Responsibilities and Certification	Years of Experience/Skill

Provide a list of all residential properties managed currently and continuously over the last 5 years (add additional lines as necessary; minimum of five required).

Project Name	Address	# of Units	Property Owner	% Vacant

Check all boxes below to indicate the types of properties the property manager is prepared to manage.

- Small residential properties of 5 to 49 units
- Large residential properties of 50 or more units
- Distressed properties including those with:
  - Economic vacancy greater than 20% that require
  - Critical repairs that require developing Scopes of Work, and hiring and management of contractors
- Affordable Housing including:
  - Dedicated affordable housing with income and housing cost limits
  - Naturally occurring affordable housing

**ADDITIONAL INFORMATION REQUESTED AS APPLICABLE**

1. Non-profit organizations must provide:
  - a. Applicant must provide its 501(c)(3) certificate
  - b. Organizational Mission Statement
  - c. Description of primary programs and supportive services as applicable
  - d. Outline the overall composition of the board and specific areas of expertise.
  - e. Three years of IRS Forms 990 to support the Narrative.
  
2. Small Business Enterprise/Certified Business Enterprises registered with the DC Department of Small and Local Business Development (DSLBD) should provide the Certification Number, Expiration Date, Certification Categories, Primary Business Services and Documentation to support classification.

Certification Number	Expiration Date	Certified Categories	Primary Business Services	

**CERTIFICATIONS**

By checking this box, Applicant hereby certifies that for the previous 10-year period, each principal in the Applicant entity has substantially complied with all applicable federal and local laws in the maintenance and operation of all multifamily buildings in which it had management interest.

By checking this box, Applicant hereby certifies that all Applicant team members certify that they are not debarred from participation in any federal program nor have any unresolved default or noncompliance issues with the District of Columbia.

By checking this box, Applicant hereby certifies that the Applicant obligates itself and its successors and assigns in earnest to maintain affordability of the housing accommodation in accordance with DOPA provision, D.C. Code § 42-3404.33.

By checking this box, Applicant hereby certifies that the Applicant shall comply with all applicable federal and district laws including, but not limited to, those that pertain to properties that will be acquired through the DOPA process.

By checking this box, Applicant hereby certifies that the Applicant understands that if selected by this RFQ, it will remain wholly distinct from any development team the District selects to assign or transfer ownership rights to the property.

I certify that the information provided in this form is complete and true to the best of my knowledge and I acknowledge that the making of a false statement is punishable by criminal penalties under Title 22 of the District of Columbia Official Code. I further acknowledge that DHCD may rely on this information as true and complete.

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Applicant [Insert entity name]

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Signature

Date