



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



**District Opportunity to Purchase Act (DOPA)
Property Management Service Grant
Request for Applications
Frequently Asked Questions**



How will the required financial statement be evaluated as part of the application process?

Financial statements should demonstrate a successful organization, however statements are one part of the evaluation process. For example, new firms with fewer than three years of financials and/or fewer than five properties being managed will be evaluated based on the strength of staff resumes and certifications in property management.

Will Firms with existing experience in rehabilitation and building stabilization under DHCD programs be given priority or additional consideration?

Firms should have experience with managing normal maintenance, critical or emergency repairs, and repairs needed to turn units. DHCD is not expecting to engage in significant rehabilitation prior to the transfer of property to an affordable housing developer.

Are you favorable to emerging property management service providers?

Non-profit Housing Developers and Local Small Disadvantaged Business Enterprises are encouraged to apply. However, DHCD's key criteria is demonstrated success in managing affordable housing. Emerging service providers with fewer than five years of experience will be evaluated based on the strength of staff resumes and certifications.

Will there be a max/minimum employee requirement to be considered for the DOPA grant award?

Staffing requirements will be based on the size and needs of the property to be managed as described in the management budget and as amended by the property stabilization/business plan. Onsite staffing is expected for larger properties.

Will property managers be responsible for coordinating capital repairs, and will DHCD provide separate funding for major system replacements or rehabilitation work?

Firms will be responsible for managing normal maintenance, critical or emergency repairs, and repairs needed to turn units. DHCD is not expecting to engage in significant rehabilitation prior to the property's transfer to an affordable housing developer.

Can property management firms partner with construction contractors or development teams to stabilize and rehabilitate properties acquired through DOPA?

Partnerships are permitted, however DHCD is not expecting to engage in significant rehabilitation prior to the property's transfer to an affordable housing developer. All partnership agreements should be submitted as part of the RFQ response. As a reminder the RFQ requires that selected the property manager may not participate in a development team proposing to acquire the property from the District.

Property Management Service Grant RFQ Frequently Asked Questions

How will DHCD notify selected managers from the pool?

Managers will be notified in writing via the emails submitted in the application.

How will property managers receive ongoing compensation?

Property managers will receive ongoing compensation based on monthly invoices. All property revenues collected will be transmitted to DHCD along with monthly reports and an invoice based on the terms of the management agreement.

What is the typical size range of properties expected to be assigned to pre-qualified property managers?

Properties will range in size. The RFQ asks property managers to indicate they are prepared to manage smaller properties of 5 to 49 units, or larger properties of 50 units or more.

Who will own the property? Is DHCD planning to acquire property or would the companies be matched with a qualified purchaser?

DHCD will own the property until it can be transferred to an affordable housing developer.

Approximately how many units are expected to be served? Will the units be held temporarily until another buyer is found or for a specified amount of time? Is the city looking for full service property management or select services?

The number of properties and units has not yet been determined. DHCD intends to acquire and then transfer properties to affordable housing developers as quickly as possible. A separate RFQ for assignment of DOPA rights or sale to affordable housing developers will be issued at a later date. The RFQ for property management services is designed to help fill potential gap between acquisition and disposition.

Will firms be assigned stabilized properties or properties requiring operational turnaround?

The RFQ asks property managers to indicate if they are prepared to manage distressed properties with high economic vacancy and/or in need of critical repairs for life and safety.

Will historical audited financials include notes and reserve balances?

DHCD will provide all available property information to the property manager. However, some properties may have incomplete information.

Will outstanding payables and receivables be disclosed?

DHCD will provide all available property information to the property manager. However, some properties may have incomplete information.

Will there be disclosure of pending litigations or claims?

DHCD will provide all available property information to the property manager. However, some properties may have incomplete information.

Are capital reserve accounts transferred at acquisition?

This will vary on a property-by-property basis.

Property Management Service Grant RFQ Frequently Asked Questions

What is the management fee structure?

Property managers should propose a stabilization fee in the proposed management contract required in the amended RFQ.

Is there a stabilization fee?

Property managers should propose a stabilization fee in the proposed management contract required in the amended RFQ.

Are there performance incentives?

Property managers should propose performance incentives in the proposed management contract required in the amended RFQ.

Are there any insurance limits required?

Yes, insurance requirements will be provided to property managers selected by the RFQ.

Will firms be able to indicate preferred portfolio size?

Yes, the RFQ asks applicants to indicate the size of property the manager is prepared to manage.

What compliance software is currently used?

DHCD utilizes Emphasys.

Can start up funds support temporary transition for stabilization?

Yes, the \$5,000 grant can be used to support the temporary transition.

Will receive existing tenant files in digital format?

This will vary on a property-by-property basis.

Is there a standardized stabilization template?

Property managers can propose a stabilization template as part of the narrative submitted for the RFQ.

Are we expected to assume existing vendor contracts?

An existing contract should be maintained when it supports continuity of operations, however, managers may propose any changes as part of the property stabilization/business plan.

Have any recent capital needs assessments already been completed?

DHCD has not identified any properties for acquisition.

Will access to all units be guaranteed?

In general, DHCD will not take ownership of a property unless the seller provides access to all units prior to closing. DHCD may choose to waive this requirement under special circumstances.

Is there available funding for urgent needs identified?

DHCD may provide funding for critical repairs and expenses that may exceed property revenues.

Who approves capital repair prioritization?

DHCD will approve any capital repairs in mutual agreement with the property manager.

Property Management Service Grant RFQ Frequently Asked Questions

Will property managers assume responsibility for legacy arrears or unpaid vendor obligations that predate acquisition?

This will vary on a property-by-property basis.

Is there a certain number of properties that you should have managed (size) to be eligible?

Applicants should be managing a minimum of five buildings, or have experience in management of building for each size they indicate they are prepared to manage.

Do you need a certification for property management?

The lead property manager should be a certified residential property manager or have equivalent experience.

Is there a limit to the number of properties you can manage?

All selected property managers will have an opportunity to manage a property, dependent available properties, before a manager will be assigned to manage more than one property.

Who assigns the properties and based on what criteria? Can you limit to a designated Ward?

DHCD assigns the properties based on the types of properties indicated in the RFQ. Applicants wishing to limit properties to certain Wards should indicate that in the narrative response required by the RFQ.

What are the terms of the grant?

Terms of the grant will be provided to property managers selected by this RFQ

Regarding supervision, is the manager required to either to oversee an existing maintenance crew or to recruit and assemble their own team?

Existing crews should be maintained when it supports continuity of operations, however, managers may propose any changes as part of the property stabilization/business plan.

Is the Property Management Service required to have designated tradesman to do repairs?

The property management service, should include designated tradesmen, should have appropriate certifications and or license. If an apprentice is utilized to complete tasks, then master tradesmen will need to be on-site when repairs are made.