

SUPPORTING FAITH-BASED INSTITUTIONS IN DEVELOPING AFFORDABLE HOUSING

Request for Applications

Release Date: December 16, 2021

Responses Due: January 28, 2022

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Deputy Mayor for Planning and Economic Development

Drew Hubbard, Interim Director
Department of Housing and Community Development

Checklist for Applications: Supporting Faith-Based Institutions in Developing Affordable Housing

Verify that the application form and attachments conform to all instructions.

See Section 7 below for submission instructions.

The application should include only the requested information listed below:

1. Cover page with Contact Information for RFA Applicants including the following information:
 - Name of organization
 - Key contact for this RFA
 - Mailing address
 - Telephone
 - Email

2. Program Narrative including the following sections listed on page 13:
 - Commitment, Experience and Outcomes Related to the Development of Affordable Housing
 - Program Summary, Structure and Management
 - Organizational Experience

3. Attachments:
 - Attachment A: Organizational chart and Resumes of Board Members and Key Program Staff
 - Attachment B: Tax-exempt status determination letter, as applicable
 - Attachment C: Certificate of Clean Hands from OTR (current within six months)
 - Attachment D: Certificate of Good Standing from DCRA (current within six months)
 - Attachment E: Two years of Audited Financial Statements and Tax Returns
 - Attachment F: Program Budget
 - Attachment G: Conflict of Interest Policy and Statements
 - Attachment H: Debarment Affidavit

Section 1: Invitation for Applications for the Faith-Based Pilot Program

The District of Columbia Department of Housing and Community Development (“DHCD” or “the Department”), is releasing this Request for Applications (RFA) for DHCD's Pilot for Supporting Faith-Based Institutions in Developing Affordable Housing (“the Pilot Program”). DHCD invites applications from qualified for-profit corporations or non-profit/tax-exempt institutions capable of structuring, administering, and funding a program for faith-based institutions in Washington, D.C. to receive and leverage the resources available in this RFA to support the development of affordable housing in Washington, DC.

Section 2: Goal and Budget of the Faith-Based Pilot

The goal of this initiative is to support faith-based institutions interested in using their real estate to develop affordable housing for District residents with household incomes at or below 50% of MFI. Through this RFA, the District will award a grant to the successful applicant that must be used to support a minimum of 10 Faith-based institutions located in the District. The RFA grantee will fund assistance (predevelopment grants or loans, and technical assistance) to faith-based institutions to assist these organizations move an idea to a concept plan for building affordable housing on their real estate. DHCD has reserved \$1 million in funding for the Pilot Program in fiscal year 2022.

Section 3: Funding Terms

The funding available under this RFA is only for fiscal year 2022. As such the Pilot Program must be initiated within four months of grantee selection. Assistance provided through the Pilot Program must support Faith-based institutions that have not received prior support from the applicant’s organization and need assistance in achieving the goal of this initiative.

The funding must be used to provide technical assistance, predevelopment financing and other related support for Faith-based institutions. All direct predevelopment financing provided to eligible program recipients can be provided in the form of loans or recoverable grants. Any proceeds from the repayment of predevelopment funds must roll back into a funding structure for future program recipients to sustain the program long-term.

Section 4: Applicant Qualifications

Knowledge and Experience Supporting Affordable Housing Development

Applicants should have a minimum of five years of experience providing affordable housing development technical assistance and financing to community-based organizations in the District of Columbia or nationally. DCHD encourages responses from applicants who understand the [District’s housing goals](#) and are committed to furthering those goals through the Pilot Program. Interested applicants should demonstrate their expertise in supporting the development of affordable housing, including financing predevelopment activities, and provide outcomes related to the number of affordable units supported through its prior or current initiatives.

Conducting Outreach to and Working with Faith-Based Institutions

Applicants should understand the unique needs of faith-based institutions and how a program could be structured to help the faith-based institutions move from an idea to an affordable housing concept plan to implementation. Applicants should also be able to know how to best approach and outreach to this community of stakeholders to ensure the program information, application, and any other related communication would reach them. Additional consideration will be given to applicants who have prior experience working with faith-based institutions in developing affordable housing.

Experience Providing Predevelopment Technical Assistance

Applicants should have experience in providing technical assistance to assist an organization design a development plan and implementation strategy. Additional consideration will be given to applicants who have prior experience providing technical assistance to faith-based institutions.

Organizational Capacity

Applicants should have the staff and resources available to administer a program from the planning stages to closing on construction financing as well as provide any follow up support needed to program participants. Applicants will have administrative capacity, including financial stability, management capacity, experienced staff and the ability to track and report results.

Capital Development

Successful applicants will have a demonstrated capacity to raise resources from financial and other private and public entities to provide the full resources needed to support a program for faith-based institutions with technical and predevelopment resources.

Governing Body Membership

Successful applicants will have a staff and board, or other governing body, with the skills and/or experience related to the financing, management and development of affordable housing.

Nondiscrimination in the Delivery of Services

The applicant must comply with federal and local laws that prohibit discrimination in the delivery of program and services, including, but not limited to, the following:

Fair Housing Act ("FHA") (Title VIII of the Civil Rights Act of 1968): The FHA prohibits a broad range of practices that discriminate against individuals based on color, disability, familial status, national origin, race, religion, or sex (collectively, "status") to ensure equal access to housing opportunities. Under the FHA, it is unlawful for direct providers of housing, such as landlords and real estate companies, as well as other entities, such as municipalities, banks, and homeowners' insurance companies, to discriminate in the sale or rental of, or otherwise make unavailable or deny, a public or privately-owned dwelling because of the status of the renter or buyer.

D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq.: Prohibits discrimination in housing based on actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, source of income, status as a victim of an intrafamily offense, or place of residence or business of any individual.

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)): Prohibits discrimination based on race, color or national origin in programs and activities receiving federal financial assistance.

Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR

Part 6): No person based on race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.

The Age Discrimination Act of 1975 (42 U.S.C. 6101-6107): Prohibits discrimination based on age in programs or activities receiving federal financial assistance. All federal and local laws and regulations that offer consumer protections from prohibited lending practices and mortgage foreclosure procedures.

In addition, each applicant must certify that the project is, and will be, in compliance with all applicable federal and local rules and regulations by completing the Monitoring Certification Form.

To the extent applicable, applicants receiving financial assistance from DHCD could be subject to any or all of the following laws and regulations listed in the table below:

- Department of Housing and Community Development Unified Fund Establishment Act of 2008, D.C. Law 17-219, as amended, D.C. Official Code § 42-2857.01
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; 2 CFR part 200
- The Fair Labor Standards Act,
- The requirements of Executive Order 11246, as amended by Executive Orders 11375, 11478, 12107 (Equal Opportunity Programs) and the implementing regulations issued at 41 CFR Chapter 60
- The provisions of 24 CFR 570.603 pertaining to the Davis-Bacon Act, as amended, 40 U.S.C. 276a -267a(7) and the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327 et seq.
- Conflict of Interest provisions
- The Hatch Act, 5 U.S.C. Chapter 15
- National Environment Policy Act; 24 CFR part 58
- Drug-Free Workplace requirements, 24 CFR part 21
- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- First Source Program, D.C. Official Code § 2-219.01 et seq.
- The Language Access Act of 2004
- Small Local and Disadvantages Business Enterprise Development and Assistance Act of 2005, D.C. Official Code § 2-218.49

Section 5: Required Written Narrative

Applications will be evaluated based on the written narrative for each of the criteria outlined below. The evaluation will be based on the completeness of answers provided for each requested component defined in each category.

Commitment, Experience and Outcomes Related to the Development of Affordable Housing (20%)

Indicate how participation in this pilot program will contribute to the development of affordable housing over and above current organizational activity. This should include an explanation of how the program will contribute to the Mayor's housing goals.

Program Summary, Structure, and Management (40%)

Provide a narrative summary of the proposed program for faith-based institutions based on the articulated goals and requirements of Sections 1 through 4. Please provide the following in the narrative response:

1. Program narrative on how the proposed program meets the goals articulated by this RFA.
2. A program work plan that describes the technical assistance to be provided to program participants.
3. The structure and terms of any financial assistance provided directly to program participants.
4. An outreach plan on how program participants will be recruited for the program and a sample program applicant application.
5. A description of how progress and results will be tracked and reported.

Applicants should put forth the program that they believe will result in the best outcomes.

Organizational Experience (30%)

Please describe the administrative and organizational experience that demonstrates the applicant's ability to implement the program including the following:

1. Define the best practices used to provide technical-assistance and financing to prior faith-based institutions.
2. Describe outcomes from existing or prior efforts like those described in this RFA.
3. Please also include a list of prior faith-based institutions that have been assisted and the outcomes of efforts for these applicants.

Required Attachments (10%)

The following documentation is required to be included with the narrative above:

Attachment A: Organizational chart and Resumes of Board Members and Key Program Staff

Attachment B: Tax-exempt status determination letter, as applicable

Attachment C: Certificate of Clean Hands from OTR (current within six months)

Attachment D: Certificate of Good Standing from DCRA (current within six months)

Attachment E: Two years of Audited Financial Statements and Tax Returns

Attachment F: Program Budget

Attachment G: Conflict of Interest Policy and Statements

Attachment H: Debarment Affidavit

Section 6: Application Review and Selection Process

Applications are pre-screened for completeness and compliance. Approved applications will be reviewed by an internal review panel including up to three members that will submit scoring, ranking and comments to DHCD leadership.

The review panel will submit recommendations to the DHCD Interim Director who will consider the recommendations against the goals of the program, the Mayor's budget priorities, the resources available, the communities served, in order to award the grant.

Post-Selection

The approved applicant will complete a grant agreement with DHCD for implementation of the funded activity. The grantee will also be required to provide compliance documentation before grant execution – see Exhibit A for more details. Awardees must be prepared to implement the program four months after selection.

In accordance with District requirements, DHCD will conduct periodic evaluations of the use of the local funds. The areas of review will include financial management, regulatory compliance, and program performance. Accordingly, the grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

Section 7: Instructions to Submit Application

Application Submission Deadline

January 28, 2022 by 5pm.

How To Submit the Application

Applications should be submitted via email to RFPQuestions@dc.gov. Applications can be submitted as a zipped pdf attachment or a link can be provided for DHCD to download the application.

Application Questions

Please email questions to RFPQuestions@dc.gov. Questions and Answers will be posted on the DHCD website.

Exhibit A: Additional Required Documentation for Selected Award Recipient(s)

Verifications issued by the DC Office of Tax and Revenue and the Department of Employment Services confirming no outstanding tax liability owed to the District of Columbia.

District of Columbia Department of Employment Services First Source forms
Non-Construction First Source Employment Agreement
Revised Employment Plan Hours Worked Percentages Form

District of Columbia Department of Small and Local Development Small Business Enterprise Utilization Acknowledgment

Affirmative Action Plan Form
Assurance of Compliance with Mayors Order 85-85
Equal Employment Opportunity Policy Statement
Fillable Employment Information Report Pages 1 & 2

Certificate of Incumbency, together with an authorizing resolution showing that the Grantee has the authority to enter into the Grant Agreement and that the person executing the Agreement on behalf of Grantee has the requisite authority to sign and deliver the Agreement to the Granter.

A written opinion of the Grantee's counsel stating that the Grantee:
Is validly organized, existing and authorized to do business in the District of Columbia;
That Grantee has the full authority and legal right to carry out the terms of the Agreement;
Has taken all actions to authorize the execution, delivery and performance of the Grant Agreement;
None of the aforesaid actions, undertakings or agreements violates any restriction, term, condition or provision of the Grantee's organizational or management documents.