



DC HEIRS PROPERTY ASSISTANCE PROGRAM

Questions and Answers

Date	Question	Response
2/15/23	Some of the information on how to submit a response was unclear and the deadline falls on a Saturday, can that be clarified??	By 2/16/23 the RFA document was updated to give an April 3, 2023 deadline and to state clearly: <i>The application 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. Due to possible mailbox size constraints, after submission, applicants should send a second email without any attachments to the same email address to confirm DHCD's receipt of its application. Please use the checklist on page 2 to ensure application completeness.</i>
2/21/23	Could let me know of those who submitted responses to the RFI last October because I am interested in speaking to them.	<p>The following contact information was provided by respondents to the RFI:</p> <p>Legal Counsel for the Elderly, 601 E Street NW, Washington, DC 20049, Billy Fettweis, 202-304-5782, wfettweis@aarp.org</p> <p>Gabrielle Mulnick Majewski, Executive Director, DC Affordable Law Firm; 1717 K Street, NW, Washington, DC 20006; (202) 844-5421; gmajewski@dcaffordablelaw.org and info@dcaffordablelaw.org</p> <p>Rebecca Goldfrank, Legal Director, DC Affordable Law Firm, 1717 K Street, NW, Washington, DC 20006; (202) 480-2295; rgoldfrank@dcaffordablelaw.org</p> <p>Deborah Cuevas Hill, Co-Supervisor, Consumer Unit, Legal Aid DC, (202) 661-5972 Jenny Joseph, Co-Supervisor, Consumer Unit, Legal Aid DC, (202) 386-6669 1331 H Street, NW, Suite 350, Washington DC, 20005 dhill@legalaiddc.org jjoseph@legalaiddc.org</p>

<p>2/24/23</p>	<p>The total amount available is \$1 million to be spent over 3 years, not \$1 million per year, renewable for up to 3 years. Am I correct?</p>	<p>Yes, that is correct. An awardee will have three years to utilize the funds awarded through this RFA, though the funds need not last three years if they can be utilized in an appropriate manner on eligible uses in a shorter time frame. As noted in the RFA. "The proposed budget and financial plan include recurring funding of \$1 million for the Department of Housing and Community Development (DHCD) to support the authorized activities in the Act." At this time, however, only the funds from the FY23 budget are available.</p>
<p>2/24/23</p>	<p>Is there a recommended budget format we should use?</p>	<p>The RFA does not include a recommended budget. To assist applicants an example budget has been added to the RFA website for consideration.</p>
<p>2/24/23</p>	<p>Is there a recommended and/or maximum indirect rate to use in the budget?</p>	<p>On January 31, 2021, the Council passed the Nonprofit Fair Compensation Act of 2020 (NFCA), effective March 16, 2021 (D.C. Law 23-185; D.C. Official Code § 2-222.01). This law stipulates that nonprofit organizations shall be compensated for indirect costs at the nonprofit organization's unexpired NICRA (Negotiated Indirect Cost Rate Agreement). If the nonprofit organization does not have an unexpired NICRA, the nonprofit organization may elect to be compensated for indirect costs:</p> <ol style="list-style-type: none"> (1) As calculated using a de minimis rate of 10% of all direct costs under the grant; (2) By negotiating a new percentage indirect cost rate with DHCD; (3) As calculated with the same percentage indirect cost rate as the nonprofit organization negotiated with any District agency within the past 2 years; or (4) As calculated with a percentage rate and base amount, determined by a certified public accountant using the nonprofit organization's audited financial statements from the immediately preceding fiscal year, pursuant to the OMB Uniform Guidance, and certified in writing by the certified public accountant. <p>For-profit entities may also elect one of these approaches.</p>

2/24/23

There are slight changes between the attachment list on Page 9 vs. Page 2. How should we label our attachments?

Required Attachments on Page 2	Match?	Required Attachments on Page 9
Attachment A: Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable) q	Y	Attachment A: Organizational documents, for example, Articles of Incorporation and Bylaws, as applicable q
Attachment B: Organizational chart q	Y	Attachment B: Organizational chart q
Attachment C: Board resumes, as applicable q	Y	Attachment C: Board or governing body resumes q
Attachment D: Relevant staff resumes q	Y	Attachment D: Staff resumes q
Attachment E: Tax-exempt status determination letter, as applicable q	Y	Attachment E: Tax-exempt status determination letter as applicable q
Attachment F: Certification by the DC Department of Licensing and Consumer Protection (DLCP) to do business in the District of Columbia. q	Y	Attachment F: Certification by the DC Department of Consumer and Regulatory Affairs (DCRA) that the grantee is a for profit corporation or non-profit organization authorized to do business in the District of Columbia.
Attachment G: Certificate of Clean Hands from the Office of Tax and Revenue (OTR) (current to within six months)	Y	Attachment G: Clean Hands Certificate from OTR (current within 6 months)
Attachment H: Certificate of Good Standing from DC Department of Licensing and Consumer Protection (DLCP) (current within 6 months)	Y	Attachment H: Certificate of Good Standing from DCRA (current within 6 months)
Attachment I: Copy of current organizational budget	N	
Attachment J: Financial statements and reports for the last two years	Y	Attachment I: Financial statements and reports
Attachment K: Conflict of interest policy and statements	Y	Attachment J: Conflict of Interest Policy and Statements
Attachment L: Debarment affidavit	Y	Attachment K: Debarment Affidavit
Attachment M: Program monitoring and evaluation tools, if applicable	N	
	N	Attachment L: Monitoring Certification Form
	N	Attachment M: Certificate of Insurance (COI) issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to the listed individual/organization. The document details the policy's effective date, the type of insurance coverage purchased, and the types and dollar amount of applicable liability.

This error was included in copies of the RFA downloaded prior to March 2, 2023. The table above illustrates the differences between the two lists published in the RFA prior to this date. DHCD will accept all applications that contain at a minimum the documents that are indicated as matching with a “Y” on a green field in any order as long as they are clearly labeled. (Please note the “page 2” list uses the current and correct name of the DC Department of Licensing and Consumer Protection (DLCP)).

While applications containing these documents will be considered complete in order to be considered for award, as noted on page 11, “Awarded grantees may also be required to provide additional compliance documentation before grant execution.”

Applicants are encouraged to provide and label their attachments based on the RFA published after March 2, 2023 and provided below.

- Attachment A: Organizational documents (for example, Articles of Incorporation and Bylaws, as applicable)
- Attachment B: Organizational chart
- Attachment C: Board resumes, as applicable
- Attachment D: Relevant staff resumes
- Attachment E: Tax-exempt status determination letter, as applicable
- Attachment F: Certification by the DC Department of Licensing and Consumer Protection (DLCP) to do business in the District of Columbia.
- Attachment G: Certificate of Clean Hands from the Office of Tax and Revenue (OTR) (current to within six months)
- Attachment H: Certificate of Good Standing from DC Department of Licensing and Consumer Protection (DLCP) (current within 6 months)
- Attachment I: Copy of current organizational budget
- Attachment J: Financial statements and reports for the last two years
- Attachment K: Conflict of Interest policy and statements
- Attachment L: Debarment affidavit

		<p>Attachment M: Program monitoring and evaluation tools, if applicable</p> <p>Attachment N: Certificate of Insurance (COI) issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to the listed individual/organization. The document details the policy's effective date, the type of insurance coverage purchased, and the types and dollar amount of applicable liability.</p> <p>Attachment O: Monitoring Certification Form</p>
2/24/23	Will you accept bios of our board members instead of their resumes?	Yes
2/24/23	What is referred to by the Monitoring Certification Form?	This form may be found here at the RFA Website: https://dhcd.dc.gov/node/1644836
3/22/23	What is the specific grant timeline? When will the three-year period start?	DHCD is aiming to close the grant process before the end of this Fiscal Year, October 1, 2023, to have services under this grant start serving District of Columbia residents as soon as possible. However, it is impossible to define a date-certain when the grant agreement will be finalized, and funds transferred. Therefore, applicants should be realistic in describing how soon after grant closing a specific activity might begin.
3/22/23	Are applicants permitted to modify the budget template provided on the RFA website?	As noted above in response to a related question submitted on February 24th, 2023, the RFA does not specify a budget format. The example budget was provided for consideration and may be modified.
3/22/23	Is there an approximate date by which DHCD plans to make application decisions?	DHCD will review applications received by the deadline promptly. Given that this is the first RFA for this program, DHCD has no basis to anticipate the time it will take to review each application, or the total number of applications it might receive. However, DHCD does intend to make a decision during the current fiscal year.