



**District of Columbia  
Department of  
Housing and  
Community  
Development**

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Muriel E. Bowser  
Mayor

Polly R. Donaldson  
Director,  
Department of Housing  
and Community Development

# REQUEST FOR Applications

## *THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT*

SEEKS

## **HOMEBUYER PROGRAMS ADMINISTRATORS**

FOR ITS

### *HOMEOWNERSHIP PROGRAMS*

Issue Date: June 11, 2021

Closing Date: July 9, 2021



*The District of Columbia Department of Housing and Community Development pledges to foster the letter and spirit of the law for achieving equal housing opportunity in the District of Columbia.*

***LATE APPLICATIONS WILL NOT BE FORWARDED TO THE  
REVIEW PANEL***



## NOTICE

### PRE-APPLICATION CONFERENCE



### Homebuyer Programs Administrator

Attendance Recommended

*WHEN: Thursday, June 17, 2021*

*WHERE: Department of Housing and Community Development*

*WebEx: <https://dcnet.webex.com/>*

*Event Number: 160 435 9002*

*Event Password: SVkCDDdG656*

*TIME: 2:00 PM – 4:00 PM*

**CONTACT PERSON:**

*Kwyna T. Howard, HPAP Manager*

*Department of Housing and Community Development*

*Residential and Community Services Division*

*(202) 442-7153*

*[kwyna.howard@dc.gov](mailto:kwyna.howard@dc.gov)*

### Checklist for Applications



## Homebuyer Programs Administrator

### **Verify that the proposal form and attachments conform to all instructions.**

DHCD will not forward unresponsive applications to the review panel.

- The application is typed on 8½ by 11-inch, portrait, using 11- or 12-point type.
  - Word limits are observed.
  - The application includes only the requested attachments, as applicable (listed below):
    - Articles of Incorporation, Articles of Organization, Bylaws, and/ or other governing organizational documents
    - Organizational chart
    - Board resumes
    - Staff resumes
    - Last three (3) years of financial statements for the organization
    - Assurances (See RFA Attachment A)
    - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
    - Tax-exempt status determination letter, if applicable
    - Certificate of Good Standing from DC Department of Consumer and Regulatory Affairs (DCRA) current to within 90 days of application
    - Clean Hands from Office of Tax and Revenue current to within 90 days of application
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### APPLICATION FORM (Part 1 and Part 2)

### ATTACHMENTS

Request for applications



**Attachment A** Assurances  
**Attachment B** Certifications

**District of Columbia  
Department of Housing and Community Development  
Request for Applications (RFA) FY 2021 for the Homebuyer Programs  
Administrator for the Home Purchase Assistance Program, Employer Assisted  
Housing Program, Negotiated Employee Assistance Program, and Home  
Purchase Rehabilitation Program (HPAP “E” or 203K)**

**SECTION 1: GENERAL INFORMATION**

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**Introduction**

The District of Columbia (District) is committed to increasing homeownership opportunities for low- and moderate- income residents and households. The District of Columbia Department of Housing and Community Development (DHCD or the Department) makes funds available for second mortgage financing and closing costs for eligible low- and moderate- income District residents to become first-time homeowners. These opportunities are offered through the following homeownership programs: the Home Purchase Assistance Program (HPAP), the Employer-Assisted Housing Program (EAHP), and the Negotiated Employee Affordable Home Purchase Program (NEAHP), and Home Purchase Rehabilitation Program (HPAP “E” or 203K) (see [www.dhcd.dc.gov](http://www.dhcd.dc.gov) for details on these programs).

The homebuyer’s market in the District continues to expand, making it more difficult than ever for low- and moderate- income District residents to purchase a home. The average home sales price in the District in December 2020 was \$470,000. In Mayor’s Order # 2019-036, Mayor Muriel Bowser directed DC Government agencies to chart a path to create 36,000 new housing units by 2025, to include homeownership opportunities for low- and moderate- income households. This RFA will select Homebuyer Programs Administrators that can fully support that citywide effort.

DHCD’s mission is to create and preserve opportunities for affordable housing and economic development, and to revitalize underserved communities. DHCD intends to increase homeownership in the District by: (1) creating greater community awareness of the District’s homeownership programs; (2) improving the customer experience and making the programs more accessible for District residents, including decreasing processing time; and (3) ensuring the sustainability of homeownership through the development of a higher-quality residential mortgage loan portfolio. This general strategy will increase the number of new homeowners in the District and make the goal of homeownership more realistic for low- and moderate- income households.

DHCD currently uses the program model of providing second mortgage financing in the form of interest-free loans for down payment and closing cost assistance for home purchase, along with homebuyer counseling. Approved program participants, with the guidance of community-based organizations, are responsible for locating an affordable home in the market and seeking first mortgage approval. This approach has proven to be essential in creating sustainable homeownership in the District. DHCD’s homeownership programs currently process approximately 1,000 loan applications and create approximately 300 homeowners annually.

**Purpose of Request for Applications (RFA)**

This RFA is intended to identify one or more organizations to serve as Homebuyer Programs Administrator (HPA) for the District’s homeownership programs. The HPA will (1) conduct, and advise DHCD on, program marketing; (2) manage compliance, financial accountability, reporting,

and documentation in accordance with the requirements of each funding source for these programs; (3) manage the second mortgage operation for these programs, including, but not limited to, determining applicant eligibility, underwriting loan applications, loan processing, preparing for loan closing, and funding; and (4) provide strategic subject matter expertise for the overall improvement of the homeownership programs. This will include making recommendations to DHCD concerning all aspects of the structure and process of the homeownership programs.

### **Grant Agreement and Contractor Information**

This RFA will result in the execution of a grant agreement between DHCD and the one or more selected organizations, which outlines terms and conditions of operation and administration of DHCD's homeownership programs as well as the homebuyer process. The grant agreement will award funds that finance homebuyer program second mortgage loans and closing costs and project delivery (administrative) costs. DHCD's homeownership programs and grant agreements are governed by the laws, regulations and policies cited on page 6 of this RFA. **Please note:** Any selected organization must obtain the written consent of DHCD before sub-granting any portion of a grant awarded pursuant to this RFA. The applicant will be required to include a list of tasks/items in its application which will be sub-granted.

The Department currently has grant agreements with local Community Based Organizations (CBOs) which provide outreach, application intake, counseling and training for the District's homeownership programs. The programs also rely on the services of a number of private sector entities such as realtors, first trust lenders, developers, home inspectors, insurance agents, settlement agents, title companies, appraisers, surveyors, and tax assessors, as is typical of any home purchase process. The HPA must work with the Department on communication to ensure that all stakeholders are kept informed of homeownership program guidelines, closing dates and changes to homeownership program requirements.

### **Award Period**

The grant agreement and approved activities and budgets under this RFA are anticipated to begin on October 1, 2021, the first day of the District's fiscal year 2022 (FY'22), and continue through September 30, 2022, with negotiated options to renew, or modify and extend. The grant agreement may specify an option to extend for up to four one-year periods. DHCD intends to obligate all funds necessary for the initial FY' 22 award period, and subject to government funding availability and satisfactory grant performance, at the beginning of each option fiscal year when exercised. The selected grantee will be invited to attend a post-award conference where the details of the grant will be explained.

## **SECTION 2: APPLICANT QUALIFICATIONS**

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### **General Organizational Requirements:**

Applicants may be for-profit or non-profit organizations, or governmental entities that have the experience and financial capacity to administer homeownership programs. Applicants must have a significant history of serving low- and moderate- income residents through related or similar activities as outlined in this document. DHCD encourages applications that reflect the concerns of the diverse populations and cultures found throughout District communities.

### **Governing Body and Management Team**

A successful application will demonstrate that its board of directors and/ or management team:

- can improve the customer experience for the District's homeownership programs;
- can address the homeownership and housing affordability concerns and needs of DC residents;
- possesses the skills and/or experience required to implement and perform the activities described in this RFA, related to the residential home purchase process;
- possesses the legal and management capacity to ensure effective administration of homeownership programs; and
- possesses the knowledge of homeownership programs and can recommend greater program efficiencies and higher impact.

### **Organizational Capacity**

The applicant's overall administrative capacity as it relates to homeownership program management and the home purchase process will be carefully reviewed. Applicants will be evaluated on the basis of financial management capability; staff qualifications; technical competence and resources available. In addition, applicants must be credit-worthy and have sufficient cash on hand or be able to obtain a line of credit or alternate financing, which can ensure necessary liquidity for timely loan closings. Finally, applicants must demonstrate a thorough understanding and knowledge of residential mortgage industry financing.

### **Partnerships**

Applicants must have the capacity to leverage the District government grant sources awarded pursuant to this RFA, with resources from private and public entities. Demonstrated working relationships with key stakeholders, such as realtors, lenders, law firms, accounting firms, technical assistance providers and federal government agencies, are important qualifications for successful RFA applicants. Any selected organization will also be expected to establish and maintain relationships with each DHCD-approved CBO to ensure that the responsibilities of homeownership application process, customer counseling, training and required reporting are properly discharged.

### **Threshold Application Requirements (required for any the application to be considered for selection)**

Applicants must meet the following threshold requirements in order for the application to be reviewed and scored: The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C. and Federal taxes, and outstanding loans) as evidenced by a Certificate of Good Standing issued by the DCRA (current to

within 90 days of application); Clean Hands Certificate issued by the DC Office of Tax and Revenue (current to within 90 days of application).

- The applicant must have written Conflict of Interest policies and procedures governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits. These procedures must include a requirement for the retention of written Conflict of Interest declarations executed by each employee and board member.
- The applicant must have two or more years of residential mortgage loan underwriting experience.
- The applicant must have experience, and at least one certified staffed member, in the federal income determination process, including the standards in HUD's [Part 5 \(Section 8\) Income and Asset Inclusions and Exclusions](#).
- Debarment affidavit – All board members of applicant's organization must sign and submit a Debarment Affidavit certifying that they: (1) are not debarred from participation in any federal or District program; (2) do not have any unresolved default or noncompliance issues with the District of Columbia and (3) have not had an award terminated by a federal or District program or entity within the past three years.
- The applicant must comply with all applicable federal and local laws which prohibit discrimination in the delivery of programs and services, including, but not limited to, the following laws and regulations:

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

2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570) – No person on the basis of 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.

3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

5) Title III, American with Disabilities Act (ADA), 28 CFR Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities. The applicant's site of business must be accessible or have a plan to be in compliance within ninety (90) days after execution of a grant awarded pursuant to this RFA.

6) The Architectural Barriers Act, as amended (42 U.S.C. SS4151 et seq.) is an Act to ensure that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

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## SECTION 3: Program Priorities

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DHCD will evaluate each applicant's submitted work plan and budget for adequate fiscal capacity to produce a proposed number of new homeowners in the first year of operation under these homeownership programs. Outlined below are some selected aggregate statistics on the homeownership programs:

	FY 2019	FY 2020
Number of Applications	1,147	935
Number of Loan Closings	343	364
Total Loan Expenditure	\$19,983,152	\$20,815,452
Total Administrative Cost Expenditure	\$1,781,017	\$2,202,777

### 1. Marketing and Outreach

DHCD conducts its marketing efforts through its Office of Communications and Community Outreach (OCCO). OCCO promotes the brand of DHCD by informing the public of DHCD's goals, initiatives, and activities, through media relations, public affairs and stakeholder engagements. DHCD utilizes its relationships with CBOs and non-profit partners to increase awareness of the District's homeownership programs. All applicants must submit Marketing and Outreach Plans to include outreach activities for homeownership for their respective customer base. Marketing and outreach efforts are conducted both directly by the HPA and in coordination with DHCD for all of its housing programs. Both DHCD and the HPA utilize a full range of marketing and outreach tools. The HPA and all neighborhood partners must acknowledge DHCD as the provider of support for these homeownership programs. In addition, HPA and all neighborhood partners must demonstrate the capability to effectively serve and communicate with the various non-English speaking and special needs populations of the District.

The HPA will also be expected to conduct marketing and outreach activities along with other non-profit partners in coordination with DHCD/OCCO. The HPA will advise DHCD on increasing homeownership awareness east of the Anacostia River, where the homeownership rate is lower than other communities in the District. The HPA will also advise on increasing awareness of all available homeownership programs including HPAP, NEAHP, and EAHP. Finally, the HPA will advise DHCD on how to better reach households at all eligible income levels, including the extremely low, very low, and low- income households of the District.

### 2. Managing Homeownership Programs

The HPA is responsible for managing the District's homeownership programs from the stage of submitted application through settlement and on-going grant administration. This program management responsibility includes, but is not limited to, (1) ensuring program **compliance** in accordance with each funding source; (2) **financial management**, including management of the approved administrative budget and loan budget, per each funding source and terms of the grant agreement; (3) required **reporting and data retention**, per DHCD and grant agreement

specifications; and (4) ensuring that the required **documentation and recordkeeping** for each program participant, each funding source, and the applicable homeowner program, is in place.

a. Compliance

The DHCD homebuyer programs are authorized by the following statutes and regulations:

- Home Purchase Assistance Fund Act of 1978, as amended, D.C. Official Code § 42-2601 *et seq.*; 14 DCMR, Chapter 25;
- District of Columbia Government Employer-Assisted Housing Act of 1992, as amended, D.C. Official Code § 42-2501 *et seq.* ; 14 DCMR, Chapter 36; and
- Negotiated Employee Affordable Home Purchase Program funded pursuant to Compensation Collective Bargaining Agreements between the District of Columbia Government and District Labor Organizations.

The Federal laws and regulations that provide funding for the District's homeownership programs are:

- Community Development Block Grant (CDBG) Program – Title I of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. 5301 *et seq.* ; 24 CFR Part 570;
- HOME Investment Partnerships Act (HOME) – Title II of the Cranston Gonzales National Affordable Housing Act, 42 U.S.C. § 12701 *et seq.*; 24 CFR Part 92; and
- Federal grant standards-2 CFR 200 - Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards.

The HPA must be familiar with the statutes and governing regulations cited in this compliance subsection. The grant agreement will require ongoing compliance with the above statutes and regulations. In addition, the grant agreement will require compliance with the Department's homebuyer policies and procedures for processing and underwriting residential loan applications and closing loans.

b. Financial Management

The HPA plays a critical role in the financial management of the District's homeownership programs. The HPA is expected to manage grant funds according to DHCD specifications in compliance with applicable funding sources, and in such a way that funds are always available for mortgage applicant closings. The HPA must provide strong financial practices in homeownership program management while adhering to standard residential mortgage industry practices. This involves working with DHCD, and developing sustainable relationships with title companies, settlement agents and other relevant parties in the residential home purchase process, as necessary. In addition, the HPA must be credit-worthy and have sufficient cash on hand or be able to obtain a line of credit or alternate financing sufficient to ensure that all scheduled homeownership program closings occur timely. On October 1, 2021 the HPA must have sufficient cash on hand or an available line of credit of at least \$3 million available to fund homeownership loans. Grantees will be reimbursed for funded loans and administrative costs within 30 days receipt of a proper invoice by DHCD.

The HPA is expected to establish financial control measures to ensure that the Department's allocation of funds is consistent with the appropriate assistance level for each borrower, and that the correct funding source for each borrower is identified.

The HPA must provide the necessary security controls to protect the confidentiality and integrity of all homeownership program applicants' personal information. No information retained by the grantee on behalf of a homebuyer assistance applicant can be used or sold by the HPA or any of its affiliates for any purpose without the written consent of DHCD. All information, records, data, and property obtained by and through the homeownership programs is the sole property of DHCD and cannot be disposed of without the written consent of DHCD. All client files and other confidential information must be maintained in a secure location.

c. Reporting and Data

The HPA has significant reporting and data maintenance responsibilities for the District's homeownership programs. The HPAs maintain a comprehensive electronic database of required information related to each submitted application. The HPA utilizes this information throughout the home purchase process and reports to DHCD as required. The HPA also maintains a client post-settlement database which includes information on all recorded deeds of trusts, financing statements, title policies, and other borrower notices, and information related to each closed loan. The HPA submits monthly beneficiary reports on the homebuyer programs' activities to DHCD along with ongoing analyses of their status and progress. The HPA conducts periodic surveys of the homebuyer applicant pool to assess homeownership program needs and progress. The HPA provides to DHCD statistics on real estate market trends and sales to assist with the preparation of the HPAP Assistance Table (based on household size and income), and for other purposes designated by DHCD. The HPA produces and submits to DHCD a monthly electronic pipeline database report that tracks the applicant pool from the Notice of Eligibility (as defined in the home purchase process section) stage through the settlement stage.

d. Documentation and Recordkeeping

The HPA maintains all homebuyer assistance-related records and archived loan files in secured electronic files, and fully cooperates with all periodic monitoring reviews of those files as conducted by DHCD or the U.S. Department of Housing and Urban Development (HUD) personnel. The governing statutes and regulations of each funding source determine record retention requirements. The HPA must demonstrate the capacity to comply with all electronic and print documentation and recordkeeping requirements of each grant funding source under the guidance of DHCD. Monitoring reviews by DHCD examine the grantee's adherence to the Department's policies and procedures for recordkeeping, compliance with federal rules, and other measures of effectiveness.

*Applicants will be expected to provide budget and cost information for administration of homeownership programs to create up to 300 homeowners per year. In this submission, the applicant should construct a cost-effective staffing and overhead plan that will achieve a reasonable and competitive project delivery cost. As funding and loan volume for homeownership may fluctuate during the grant period, or across grant periods, applicants should be able to scale operations up or*

*down to maintain this reasonable and competitive project delivery cost, and to meet changing needs in the market place.*

### **3. Home Purchase Process**

The HPA is responsible for documenting receipt of each homeownership program application as submitted by a DHCD-approved CBO responsible for application intake. The HPA inputs data from the application into a master database for loan analysis and tracking. The HPA determines the program eligibility of each application and underwrites the application. If approvable, an analysis and determination of the homeownership program applicant's appropriate assistance level is made. The HPA then issues a Notice of Eligibility (NOE) for each approved loan, or a notice of application denial. The NOE notifies that the applicant may begin a search for a single-family home, condominium or cooperative share in the District, and also informs the applicant of the requirement to seek first mortgage financing approval. The NOE also provides key information for the approved applicant about the process of home purchase from NOE stage to settlement. This is all done with guidance from the HPA, and as necessary with the involvement of the original CBO that assisted the applicant with the homeownership program application. During the housing search process, the HPA reviews all sales contracts based on a determination of affordability. If all required conditions are met, the HPA prepares a Loan Commitment letter, prepares the appropriate loan documents using templates provided by DHCD, purchases title insurance as necessary, meets other home purchase requirements per DHCD's requirements and coordinates settlement.

DHCD seeks an organization(s) that can effectively and efficiently carry out the above duties of managing the home purchase process for the District's homeownership programs, as well as streamline the process. The selected organization must demonstrate that it has the necessary infrastructure to execute the above duties. This may include but is not limited to: (1) staff and *management team* with appropriate background and experience in managing the home purchase process. (2) desktop or laptop computers, high-speed internet capability, and other office equipment necessary to efficiently and reliably process loan applications. (3) Software capability is recommended which can manage and document all program and loan-related functions, produce required documents, and provide the variety of reports required by DHCD. Grantee must be technically able to adopt and utilize any web-based loan processing program which DHCD may require.

A successful applicant will demonstrate the capacity to develop and maintain the necessary working relationships with key stakeholders and professional participants in the home purchase process. This includes developing relationships with private sector entities, such as realtors, first trust lenders, home inspectors, insurance agents, settlement agents, title companies, appraisers, surveyors, and tax assessors. The HPA will also work directly with other local government agencies, and as necessary, Federal government agencies. In particular, each selected organization will be expected to establish and maintain a relationship with each DHCD-approved CBO to ensure that the responsibilities of the homeownership program application completion, customer counseling, training and required reporting are properly discharged.

### **4. Program Enhancements**

DHCD is currently making significant efforts to enhance and improve its homeownership opportunities and programs for District residents. These changes are essential in keeping these homeownership programs modernized as the District faces a continually challenging affordable housing market. Changes which are currently underway in DHCD homeownership programs include: (1) conducting a customer service survey and holding stakeholders meetings to collect input and feedback from the parties who participate and work with the homeownership programs, (2) refinement of the home inspection process to ensure that inspections are fully compliant with local and Federal funding requirements, (3) more in-depth training of the CBOs to meet HUD specifications, and (4) a dedicated post-settlement counseling and loan delinquency collection effort designed to increase the quality of the existing homeownership programs loan portfolio and work with program participants indefinitely after closing.

DHCD is re-evaluating all aspects of its homeownership programs with a view toward developing a new, enhanced homeownership initiative which makes affordable housing more realistic for low- and moderate- income residents and households. In addition to providing the services described above, the HPA will be expected to participate directly in this program enhancement effort. The HPA will provide strategic subject matter expertise in the areas of marketing and outreach, residential loan underwriting and eligibility, technology and communication within the District's homeownership network, and in the overall structure and process of the DHCD's homeownership programs. The HPA will be expected to act as a true partner with DHCD in revamping our homeownership initiatives to better meet the escalating demand for affordable housing for District residents.

*DHCD seeks one or more organizations which can re-evaluate the current structure and process of these homeownership programs and make recommendations for program adjustments toward increased efficiency and improvement of the customer experience. Examples of possible enhancements to the structure and process of DHCD's homeownership programs may include, but are not limited to:*

- *Reassessment of the maximum loan amount and how available loan amounts are calculated*
- *Reassessment of existing residential loan underwriting standards to better align with current market standards and increase efficiency and transparency.*
- *More direct utilization of first trust lenders or financial intermediaries, in the home purchase process for greater efficiency, consistency and reliability in the underwriting and approval process.*
- *Greater use of digital and social media in the home purchase process for these programs.*
- *Overall efficiency of communication among all participants in the home purchase process toward shorter processing time.*
- *Partnerships with, and greater utilization of the resources of, other District agencies.*
- *Research and report on best practices for homeownership programs in comparable jurisdictions around the region and around the country.*
- *Focus on condominiums and cooperative units that tend to be more affordable for first-time homebuyers.*

*PLEASE NOTE: Applicants are encouraged to address recommended changes in responsive applications (See Part 2 of Application Form). However, actual changes to these homeownership programs are subject to DHCD approval.*

## SECTION 4: SELECTION PROCESS

### Selection Criteria, Part 1. Organizational Capacity -- 100 points

Criterion	Points Available
<b>Staff—</b> <ul style="list-style-type: none"> <li>The application describes organizational staff possessing skills and experience required to implement the homeownership programs described in this RFA.</li> </ul>	10
<b>Board—</b> The application demonstrates that its Board: <ul style="list-style-type: none"> <li>can represent the concerns of residents of the District of Columbia, including low- and moderate-income residents of the District; and</li> <li>possesses the legal, business administration, and management skills required to oversee homeownership programs described in this RFA</li> </ul>	5
	5
<b>Management—</b> <ul style="list-style-type: none"> <li>The application evidences the financial stability of the organization, including access to a line of credit, or alternative financing;</li> <li>The application describes organizational systems currently in place to manage high volume funding, funds management, confidential information, and administrative functions; and</li> <li>The application demonstrates the organization’s ability to provide good customer service and effectively carry out complex mortgage underwriting and settlements, data tracking and analyzing activity progress, evaluating activity outcomes, and completing appropriate reporting.</li> </ul>	20
	10
	10
<b>Experience—</b> <ul style="list-style-type: none"> <li>The application describes the organization’s experience in successfully implementing housing programs and activities, including demonstrated knowledge of mortgage financing and practices.</li> <li>The application demonstrates experience in managing significant change and transformation in similar programs or activities.</li> <li>The application demonstrates the organization’s ability to develop and maintain relationships with key stakeholders and public and private sector entities involved in the home purchase process.</li> </ul>	20
	10
	10
<b>Total</b>	<b>100</b>

**Selection Criteria, Part 2. Proposed Implementation Plan -- 100 points**

Criterion	Points Available
<ul style="list-style-type: none"> <li>The application provides a clear and concise plan for the applicant’s marketing and outreach activities and demonstrates capacity to advise DHCD on marketing and outreach efforts for homeownership programs. The application demonstrates the organization’s capacity to identify specific, high-impact marketing opportunities for homeownership.</li> </ul>	15
<ul style="list-style-type: none"> <li>The application presents a strong plan to serve as Homebuyer Programs Administrator with skills and experience in compliance with multiple funding sources, and strong financial management. The application demonstrates credit worthiness, with a realistic and cost effective submitted budget and associated work plan. The application presents a strong plan to protect the confidentiality and integrity of all program applicants’ personal information</li> </ul>	30
<ul style="list-style-type: none"> <li>The application presents a detailed data management and reporting plan. The application displays a strong documentation and recordkeeping plan for these homeownership programs.</li> </ul>	15
<ul style="list-style-type: none"> <li>The application presents a detailed plan for managing the home purchase process. This includes the process of residential loan underwriting, guidance for program applicants, inspection coordination, document preparation, and settlement scheduling and coordination. The plan for managing the home purchase process highlights necessary stakeholder and professional relationships.</li> </ul>	25
<ul style="list-style-type: none"> <li>The application demonstrates a clear ability to evaluate the structure and process of homeownership programs. The application demonstrates a capacity of the applicant to make supported recommendations for improvement to homeownership programs.</li> </ul>	15
<b>Total</b>	<b>100</b>

**Review Panel**

The review panel for this RFA is composed of independent, qualified, professional individuals who have been selected for their unique experiences in affordable housing, evaluating the homebuying process and homeownership programs for low- and moderate- income first time homebuyers.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the highest combined scores of Parts 1 and 2 of each application. DHCD and the review panel will determine together minimum thresholds for each of Part 1 and Part 2 which must be met in order for a respondent to be awarded funding. The process of evaluating proposals may

require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the respondent's facility.

### **Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the DHCD. The final decision on awards vests solely with the Director of the DHCD (Agency Director). DHCD reserves the right to select more than one grantee. After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award of grant funds to the designated grantee/administrator. The Agency Director is not required to award based on the applications received and reserves the authority to re-issue this Request for Applications.

### **Post-Selection**

The organizations which are approved for funding will be required to enter into a grant agreement with DHCD for implementation of the approved activities. This grant agreement will include provisions that will ensure compliance with District and Federal laws and regulations and define the terms and conditions of the grant award and disbursement of funds.

Prior to execution of the grant agreement, the successful applicant will meet with DHCD staff to negotiate the specific activities that will be performed under the grant agreement so that the applicant's mission, stakeholder needs, and District Government priorities are addressed. This effort will result in a detailed work plan, outcome measures, and budget that will become part of the grant agreement.

In accordance with District requirements, DHCD will conduct periodic evaluations of the awarded organization's use of grant funds. The areas of review will include financial management, internal quality control structure, regulatory compliance, and program performance. The reviews may also include scheduled and unscheduled site visits. Accordingly, the selected organization will be required to make available to DHCD all information and records necessary for the completion of its evaluation.

### **Contact Person**

For further information, please contact:

Kwyna T. Howard

HPAP Manager

Department of Housing and Community Development

1800 Martin Luther King, Jr., Avenue, SE

Washington, DC 20020

202-442-7153

202-645-6166 (fax)

## SECTION 5: APPLICATION INSTRUCTIONS

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### Format

There are four parts to the application package:

- Part 1 of the Application Form
- Part 2 of the Application Form
- Attachments
- Electronic version of application submitted to  
<https://dcgov.app.box.com/ff9d5b85b7134870acf3bd6790e6c0a4>

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at <http://www.dhcd.dc.gov>.

### Internet

Respondents who obtained this RFA through the Internet are asked to provide the Department of Housing and Community Development with the following:

- Name of organization
- Key contact
- Mailing address
- Telephone and fax numbers.

This information is requested so that the respondent can receive updates and/or addenda to the RFA.

### Application Form Instructions

The Application Form (Part 1 and Part 2) is a series of Word generated tables. Enter requested data in the cells where indicated. Word/page counts are identified for questions requiring narrative responses. Do not exceed the stated limit.

Margins must be no less than one inch and a minimum font size of 11-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages MUST be numbered. **The review panel will not review proposals that do not conform to these requirements.** The pages of Part 1 and Part 2 of the Proposal Form should be attached separately.

## Required Attachments

The following attachments to the completed form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFA Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFA Attachment B)
Federal tax-exempt status determination letter, if applicable
Certificate of Good Standing from DCRA (obtained within the past three months)
Clean Hands from Office of Tax and Revenue current to within 90 days of application
Last three (3) years of financial statements
Debarment Affidavits for Board Members

Respondents may obtain the Certificate of Good Standing at the Department of Consumer and Regulatory Affairs located at 1100 4<sup>th</sup> Street, SW, Washington, DC 20024 [dcra@dc.gov](mailto:dcra@dc.gov); the certificate may be requested by mail from:

Department of Consumer and Regulatory Affairs  
DCRA Corporations Division  
P.O. Box 92300  
Washington, DC 20090

There is a \$50 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4400.

Respondents may obtain the Certificate of Clean Hands at The Office of the Chief Financial Officer, Office of Tax and Revenue (OTR) located at 1101 4th Street, SW, Suite 270W, Washington, DC 20024 [cleanhands.cert@dc.gov](mailto:cleanhands.cert@dc.gov). Taxpayers requesting a Certificate of Clean Hands can do so online at [MyTax.DC.gov](http://MyTax.DC.gov).

## Explanations to Prospective Respondents

Applicants are encouraged to e-mail questions regarding this application to [www.dhcd.rfaquestions@dc.gov](mailto:www.dhcd.rfaquestions@dc.gov), between June 11, 2021 and July 8, 2021. Questions submitted after the deadline date will not be responded to.

## Resources

For more information about the Department of Housing and Community Development, please visit: <https://dhcd.dc.gov>.

## SECTION 6: APPLICATION SUBMISSION

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### Proposal Submission Date and Time

Applications are due no later than 4:00 p.m. on July 9, 2021. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., July 9, 2021** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

Applications shall be submitted electronically to

<https://dcgov.app.box.com/ff9d5b85b7134870acf3bd6790e6c0a4>.

### Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **will not be accepted**.

**\*\*\*Late Applications Will Not Be Forwarded To The Review Panel\*\*\***

#### Notice of Non-Discrimination

*In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, place of residence or business, and status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.*