

## Memorandum

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TO: 2009 DHCD/DMH Request For Proposals Respondents

FROM: The Department of Housing and Community Development

DATE: April 20, 2009

RE: Questions from the April 10, 2009 Pro-proposal conference

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A Pre-proposal Conference was held April 14, 2009 to answer questions and solicit feedback from potential respondents to the April 10, 2009 RFP for Low Income Housing Tax Credits and Department of Mental Health grant funds. In an effort to respond quickly to the most urgent concerns, this memo will answer specific questions. A frequently asked questions page is anticipated soon to respond to additional questions.

### *Scoring Criteria of the Qualified Allocation Plan:*

On page 12 of the QAP under Section A (Readiness), the first category states, “The plan of Development is approved by the Department of Consumer and Regulatory Affairs (“DCRA”) without substantive modification and no earlier than (3) months before the reservation application deadline.”

This was meant to reinforce the concept of readiness. This should additionally read, “The plan of Development is approved by the Department of Consumer and Regulatory Affairs (“DCRA”) without substantive modification *or is deemed matter of right* and no earlier than (3) months before the reservation application deadline.”

### *Design Standards*

The RFP and QAP make reference to Design Quality Standards. These were added in error and should be disregarded. Relevant standards should come from DCRA and the Green Communities Criteria.

### *Market Study*

Though the QAP does not explicitly state that a market study is required, a study detailing the market relevance of the development should be included. There is no formal requirement for what that study should look like, but the Department would like to see that the applicant looked at the surrounding community, need, and saturation of projects to determine the appropriateness of such a development. More detail is always better in this case.

### *Attachments*

In cases where there are two copies of a form in the application package, the applicant is only required to complete one copy. For a complete listing of the attachments, please refer to the Table of Contents, which will link you to all relevant forms.