



District of Columbia
Department of Housing
and Community
Development

1800 Martin Luther King, Jr.,
Avenue, SE
Washington, D.C. 20020

(202) 442-7200
(202) 645-6166 Fax

www.dhcd.dc.gov

REQUEST FOR APPLICATIONS

Neighborhood Based Activities

Community Development Block Grant (CDBG)

STOREFRONT FAÇADE IMPROVEMENT

Issue Date: October 30, 2009

Closing Date: November 25, 2009



*The District 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***

Adrian M. Fenty
Mayor

Leila Finucane Edmonds
*Director,
Department of Housing
and Community Development*



NOTICE

PRE-APPLICATION CONFERENCE



Neighborhood Based Activities

Community Development Block Grant Funding
Storefront Façade improvement

Attendance Recommended

WHEN: November 12, 2009

*WHERE: Department of Housing and Community Development
1800 Martin Luther King, Jr., Avenue, SE
Room 100*

Washington, DC 20020

TIME: 10am to 12pm

CONTACT PERSON:

Lamont Lee, Manager

Neighborhood based Activities

Department of Housing and Community Development

Residential and Community Services Division

(202) 442-7200

Lamont.lee@dc.gov



Checklist for Applications

Neighborhood Based Activities

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

DHCD will not forward unresponsive applications to the review panel.

- The application is printed on 8½ by 11-inch paper, landscape, on one side, using 11- or 12-point type.
- Word limits are observed.
- The application is unbound (other than binder clips per the instructions).
- The application form has three holes punched on the top (long) margin.
- The attachments package has three holes punched in the left margins.
- There are eight (8) copies of the application (following the same format as above), plus the original.
- The electronic version of the application is submitted on a CD.
- Two original completed Receipts (see RFA Attachment C) attached to the outside of the envelopes or packages for DHCD's approval upon receipt.
- The application includes only the requested attachments (listed below):
 - o Articles of Incorporation and Bylaws
 - o Organizational chart
 - o Board resumes
 - o Staff resumes
 - o Assurances (See RFA Attachment A)
 - o Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - o Two Original Receipts (see RFA Attachment C)
 - o Equal Opportunity Certification Form (see RFA Attachment D)
 - o Section 504 Certification Form (see RFA Attachment E)
 - o Affirmative Marketing Plan (see RFA Attachment F)
 - o Tax-exempt status determination letter
 - o Certificate of Good Standing from DCRA



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APPLICATION FORM (Part 1 and Part 2)

ATTACHMENTS

- Attachment A** Assurances
- Attachment B** Certifications
- Attachment C** Original Receipt
- Attachment D** Equal Opportunity Certification
- Attachment E** Section 504 Certification Form
- Attachment F** Affirmative Marketing Plan
- Attachment G** Census 2000- Based Low and Moderate Income Areas

District of Columbia
Department of Housing and Community Development
Residential and Community Services Division
Request for Applications (RFA)
Storefront Façade Improvement

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that support and preserve affordable housing and promote neighborhood revitalization for the benefit of low and moderate-income households. As part of this effort, DHCD works in partnership with community-based non-profit organizations to revitalize the neighborhoods they serve.

The District of Columbia Department of Housing and Community Development (DHCD or “the Department”), through its Residential and Community Services Division administers the Storefront Façade Improvement Program. As part of its Neighborhood Based Activities, DHCD uses CDBG funds to partner with community based non-profits, to work with local businesses on storefront improvements. Applicants for the Storefront Façade Improvement Program should use this application process to evidence their ability and capacity as an organization and demonstrate the potential impact of their proposed storefront façade project.

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications from community based non-profit organizations for the Storefront Façade Improvement Program. DHCD intends to identify, select, and fund several non-profit organizations that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demands appropriate to meeting the obligations of the storefront façade improvement project. The Department will make a separate award and execute a separate grant agreement for each organization awarded storefront façade project funding. **Funding under this RFA will be for storefront façade improvement project pre-development only.**

The targeted commercial corridors for which the Department seeks applications are listed below:

Martin Luther King, Jr. Avenue, SE, Good Hope Road, SE and South Capitol Street, SW
Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
H Street, NE (North Capitol Street to 17th Street, NE)
Benning Road, NE (Bladensburg Road to Southern Avenue)
Minnesota Avenue NE (Good Hope Road to Sheriff Road)
Nannie Helen Burroughs Avenue, NE (Minnesota Avenue to Eastern Avenue)
Rhode Island Avenue, NE (North Capitol Street to South Dakota Avenue)
Carver Terrace/ Langston (East Capitol Street, SE and NE)
Ivy City/Trinidad (West Virginia Ave/ NE and Mount Olivet Street, NE)
North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)
9th Street, NW (1000 – 1400 blocks and 1900 block)

Kennedy Street, NW (North Capitol Street to Georgia Avenue)

Corner Stores

In addition to the aforementioned Neighborhood Commercial Areas and Great Streets, the Department is seeking proposals that aim to improve the appearance and safety of small corner stores located in the interior of a neighborhood. Corner store projects may include a single storefront or as many as eight storefronts.

Proposed project areas for corner store projects must: 1) include buildings facing at least two intersecting streets; 2) include buildings with commercial uses on the ground floor; and 3) not be part of a significant commercial corridor. Successful proposals will focus on exterior improvements that will create a noticeable visual impact and will include letters of commitment from all commercial tenants and/or owners of buildings located at a specific intersection. Applicants are encouraged to coordinate the storefront improvements with other efforts to assist store owners in providing access to fresh produce and other nutritious foods to their customers (for more information, see the D.C. Healthy by Design initiative at: <http://planning.dc.gov/planning/cwp/view,A,3,Q,645480.asp> .

CDBG Eligibility

Approved Storefront Façade Improvement projects will be funded using Community Development Block Grant program funds (CDBG). Established federal regulations have national objectives which require that the beneficiaries of all CDBG funded activities must be at least 51% low and moderate income persons or households through an activity of area-wide benefit (all residents of the service area). A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents, thus designating those areas readily qualifying as CDBG eligible, can be found in Attachment I of this RFA. Area-wide benefit need not be confined to the specific census tracts indicated on this map. The federal requirement is that the households of the entire service area for any CDBG-eligible activity classified as low/moderate income by way of area benefit must be at least 51% low-moderate income. If the service area for a proposed activity extends beyond the CDBG-eligible census tracts, then the applicant must demonstrate through survey data that that service area is at least 51% low/moderate income.

Award Period

Approved storefront facade projects must be ready to start during the first quarter of FY 2010. Activity work plans and budgets will be approved through September 30, 2010, with an option to extend the agreement for one additional one-year period. The Department intends to obligate all funds necessary for the award period from FY 2010 funds.

Award and Amounts

Through this RFA, up to \$500,000.00 Five Hundred Thousand Dollars will be made available to eligible community based non-profits for Storefront Façade Improvement projects.

SECTION 2: APPLICANT QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations that have a significant history of serving the residents of the District of Columbia and significant experience with storefront commercial corridor improvement. Organizations must demonstrate the ability to successfully perform with DHCD's Storefront Façade Improvement Program. DHCD encourages responses from

applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's communities.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in the targeted neighborhoods for which it is proposing storefront façade improvement projects. The applicant's overall administrative capacity as it relates to all requirements of project management will be closely examined. Applicants will be evaluated on the basis of financial management capability, staff qualifications, administrative capability, prior performance, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under CDBG.

Governing Body Membership

A successful applicant will demonstrate that its board or other governing body:

- is broadly representative of the neighborhood or area being served, including low- and moderate-income residents of the District;
- possesses skills and/or experience related to community development, and/or neighborhood revitalization; and
- possesses the legal, business administration, and management skills required to oversee a significant activity in partnership with the District government.

The Department generally prefers that the majority of the applicant organization's governing body membership (at least 51%) be from among the following categories: (1) low- and moderate-income residents of the target area; (2) owners or senior officers of private establishments and other institutions located in and serving the indicated target area; and/or 3) representatives of the indicated target area or neighborhood organizations with a track record of serving low- and moderate-income residents.

Partnerships

A successful applicant has the capacity to leverage resources from financial and other private and public entities. Therefore, demonstrated working relationships with banks and other lenders, law firms, accounting firms, technical assistance providers, federal government agencies, foundations, other non-profits, etc. are an essential qualification for grant recipients.

Experience-based Evidence of Performance

A successful applicant must demonstrate an understanding of the complex social and economic factors affecting their communities, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change. Proposed storefront façade improvement projects should have reasonable projections of measurable results and quantifiable outcomes for the residents of the targeted neighborhood, as noted in Section 3: Storefront Façade Improvement. Successful applicants must have demonstrated ability to track and provide detailed client portfolio data, including demographics, as well as performance outcomes.

Threshold Applicant Requirements (required of any applicant for the application to be considered for selection)

In addition to demonstrating capacity to carry out activities, a successful applicant must meet the following eligibility requirements:

- The applicant must be a non-profit/tax-exempt corporation, so designated by the Internal Revenue Service.
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- 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., Federal and local taxes, and outstanding loans).
- 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 Conflict of Interest declarations executed by each employee and board member.
- *Nondiscrimination in the Delivery of Services.* The applicant must comply with federal and local laws which prohibit discrimination in the delivery of program 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.), which 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).which states that 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), which 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), which states 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) All federal and local laws and regulations which offer consumer protections from prohibited lending practices; also, the District of Columbia's Lending Revisions Act of 2002 (14-354) and mortgage foreclosure procedures enacted in the "Mortgage Foreclosure Procedures Reform Act of 2003."

SECTION 3: PROGRAM REQUIREMENTS & PRIORITIES

Storefront Façade Improvement

Storefront Façade Improvement enhances the image and overall economic viability of neighborhood business districts by improving the function and appearance of individual building facades; and by

spurring new private investment in commercial properties in the same location and in adjacent commercial districts. Proposed storefront façade improvement projects should manifest readily observable outcomes that positively affect the community. **Funding is available for specified predevelopment project delivery costs for the non-profit grantee, including outreach, business recruitment and design) in the form of sub-grants to small business or property owners. Funding for actual construction costs (the actual faced work) for selected projects, will be in FY 2011 and FY 2012 if necessary.**

Storefront façade development projects require an intensive effort involving multiple skills and areas of expertise including, business/property owner recruitment; design development; pre-construction; and construction management. Successful project plans will demonstrate clear strategies for success.

Applicants for this funding should present projects which complement other neighborhood revitalization activities being conducted by the District government.

Target Areas and Business Outreach

Projects must be located in CDBG-eligible neighborhood commercial districts (see page 6 for information about priority locations). Ideally, target areas are compact and contiguous, comprised of a limited number of blocks in order to maximize their visual impact. Proposals should reflect a comprehensive understanding of the chosen target area, including the condition of the building stock, the status of the local economy, and details about the area business community.

Proposals should include a brief analysis of the present condition of the building stock and photographs of representative storefronts. Applicants should determine if the target area is located in a designated historic district or if it contains designated historic resources (see "Resources" on page 15) and if a targeted area has special requirements, applicants should demonstrate an understanding of the special requirements related to the target area.

Applicants should provide a brief profile of the retail business community and outline the basic approach to conducting outreach into the business community. Any language and/or cultural barriers present should be addressed directly.

Finally, applicants should describe how the project will make a positive contribution to the target area and to the overall community development goals of the District Government.

Project Details

Applicants should identify the goals and objectives of the project and describe the strategy for its execution.

Typical façade projects enhance up to 15 retail or other commercial building facades in a specified target area. Once a group of facades is identified and approved, an assessment is made of the construction costs of façade improvement, taking into consideration square footage, current building conditions, and other design concerns. Currently, construction costs for typical façade projects are between \$25,000 and \$40,000 per building façade. Project delivery costs typically are in the range of 25% to 30% of total façade construction costs.

Projects that leverage resources, either with funding from other sources or through partnerships with other organizations, will be favorably considered.

For FY2010, DHCD seeks to encourage its nonprofit development partners to incorporate green building practices into their construction projects. Proposals that include acceptable provisions for the use of energy-efficient components, recycled materials, low VOC paints, and other green building applications, will receive positive consideration (see "Resources" on page 15).

Also, for FY2010, DHCD will provide, on a limited basis, funds for select interior improvements through its Commercial Properties Interior Improvements Demonstration Project. Organizations interested in incorporating some interior improvements to their proposed storefront facade improvement project should see the Request for Applications for the Small Business Assistance Program.

Threshold Activity Requirements (required of any proposed program of activities for an application to be considered for selection)

In addition to demonstrating the ability to meet programmatic requirements described above, any project receiving funding under this RFA must meet the following threshold requirements for the activities proposed in response to this RFA:

- All CDBG funded activities must comply with all applicable Federal and District laws which provide for accessibility for people with disabilities, including, but not limited to, the following laws and regulations:

(1) D.C. Law 3-76: *District of Columbia Architectural Barriers Act of 1980, Sec 1500.1 et. Seq.*, "... all buildings, structures, and premises which are used by the general public and which are regulated by this Code be made accessible to physically handicapped persons."

(2) The Architectural Barriers Act, as Amended (42 U.S.C. §4151 *et seq.*), insures that certain buildings financed with Federal funds are so designed and constructed as to be accessible to the physically handicapped.

(3) 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 the agreement.

- Any activity receiving funding under this RFA must comply with all applicable Federal and District laws and regulations concerning lead-based paint remediation as applicable to property acquired with program assistance, including the relevant federal and local regulations at: 24 CFR Part 35 et. seq.; and DCMR Title 20, Chapter 8, Sec. 806 (1998).
- Applicants and potential applicants are notified that all submissions related to this RFA process are subject to the requirements of the District of Columbia Freedom of Information Act of 1976 (DCFOIA); Pub. L. 614, D.C. Code 2-531 *et seq.*, after the date of award.
- The provisions of Section 3 of the Housing and Development Act of 1968, as amended, pertaining to economic opportunities for low and very low income persons. 24 CFR Part 135. Project with budgets in excess of \$100,000 must comply with Section 3.

- In accordance with the District’s Green Building Act of 2006, any proposed project of 10,000 square feet or more for which public financing constitutes 15% or more of development costs, must meet green building standards. Generally, façade projects do not meet this threshold so they would not be required to meet green building standards. However, the Department will give due consideration to any grant application which incorporates these standards into its proposed project. In particular, DHCD encourages applicants to consider energy efficiency measures in their proposed façade project and in their overall operations.. The US Environmental Protection Agency’s Energy Star for Small Businesses offers an array of resources: http://www.energystar.gov/index.cfm?c=small_business.sb_index For more information, see the District government website: www.green.dc.gov

SECTION 4: SELECTION PROCESS

Selection Criteria, Part 1. Organizational Profile and Capacity -- 100 points

Criterion	Points Available
Staff— <ul style="list-style-type: none"> • the application describes organizational staff possessing skills and experience appropriate to the organization’s mission and activities. 	15
Board— The successful applicant will demonstrate that its board : <ul style="list-style-type: none"> • is broadly representative of the neighborhood being served, including low- and moderate-income residents of the District; • possesses skills and/or experience related to community development, and/or neighborhood revitalization; and • possesses the legal, business administration, and management skills required to oversee a significant Neighborhood Based Activity in partnership with the District government. 	5
	5
	10
Management— <ul style="list-style-type: none"> • the application evidences the financial stability of the organization; • the application describes organizational systems currently in place to manage finances, information, and administrative functions; and • the application demonstrates the organization’s ability to assemble the monetary resources necessary to undertake complex community development activities. 	10
	10
	10
Experience— <ul style="list-style-type: none"> • the application evidences the organization’s experience in successfully implementing outcome-based community development activities; • the application demonstrates the organization’s ability to produce outcomes; • the application demonstrates the organization’s ability to manage and evaluate activity progress; and • the application demonstrates the organization’s ability to identify and resolve organizational challenges. 	10
	10
	10
	5
Total	100

Selection Criteria, Part 2. Proposed Activity and Outcomes for *Storefront Façade Improvement Projects* -- 100 points

Criterion	Points Available
<ul style="list-style-type: none"> the application presents data and cogent analysis which demonstrates clear understanding of the organization’s targeted area for the Project 	10
<ul style="list-style-type: none"> the application demonstrates clear evidence of a an unmet need in the identified target area, commercial corridor, project site, etc., which will be addressed by the proposed storefront façade project 	15
<ul style="list-style-type: none"> the application describes a reasonable and well-developed proposal for the implementation of each storefront façade improvement project proposed that fits into an overall strategy of community development and/or neighborhood revitalization 	15
<ul style="list-style-type: none"> the application describes the organization’s experience in successfully implementing projects similar to those proposed 	15
<ul style="list-style-type: none"> the application identifies proposed outcomes for each proposed project and the total budget necessary to achieve those outcomes 	15
<ul style="list-style-type: none"> the application describes how the organization leverages resources to support and enhance outcomes 	10
<ul style="list-style-type: none"> the application describes the organization’s plan for outreach into the retail business community and identifies strategies for overcoming any language and/or cultural barriers 	10
<ul style="list-style-type: none"> the application describes how the organization plans to incorporate green building practices into the proposed project 	10
Total	100

Review Panel

The review panel for this RFA is composed of qualified, professional individuals who have been selected for their unique experiences in the community, in public service, in commercial development, and in neighborhood revitalization.

When the review panel has completed its evaluations, the panel will forward its make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the application to the Residential and Community Services Division (RCSD). RCSD will review prior to

forwarding for decision. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility and project site.

Decision on Awards

The recommendations of the review panel and RCSD are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the Director of DHCD.

After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award funds to each designated subrecipient. Disbursements of awards are contingent of the applicant and the project compliance and continued eligibility on DHCD's receipt of its federal funding.

Post-Selection

Each applicant whose proposal is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity. The Department will make a separate award and execute a separate grant agreement for with each organization awarded funding for its project. This grant agreement will include provisions that will ensure compliance with federal and District laws and regulations and define the terms of the 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 conducted under the grant agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the detailed work plan, outcome measures, and budget that will become part of each agreement.

Upon execution of the agreement, which is anticipated to be during the first quarter of FY 2010, the organization will receive the first scheduled fund disbursement.

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

All organizations receiving Federal grant funds are subject to the audit requirement outlined in OMB Circular A-133. The Federal audit requirement will apply to any grantee which expends more than \$500,000 in CDBG funds during any one fiscal year. (See **Resources** section below.) All DHCD agreements will require that an audit be conducted of the organization's finances by a CPA firm for each fiscal year of the agreement period. The audit must be conducted after the agreement is closed out for each fiscal year of the agreement period. DHCD will provide some funding for the completion of the audit which is commensurate with the complexity of the audit, and/or which assists in meeting any Federal requirements.

Contact Person

For further information, please contact:

Lamont Lee, Manager
Neighborhood Based Activities
Department of Housing and Community Development
1800 Martin Luther King, Jr., Avenue, S.E., 3rd Floor
Washington, DC 20020
202-442-7200
202-645-6166 (fax)
Lamont.lee@dc.gov.

SECTION 5: APPLICATION INSTRUCTIONS

Format

There are four parts to the application package:

- Part 1 of the Application Form (See Multiple Submissions below)
- Part 2 of the Application Form (See Multiple Submissions below)
- Attachments (See Multiple Submissions below)
- Electronic version of application on CD

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.org/main.shtm>. While not recommended, the form may be completed by hand. If you would like the form e-mailed to you, send a message with your request to stephanie.davis@dc.gov.

Multiple Submissions

Applicants proposing more than one storefront façade improvement project must complete Part 2 of the Application Form separately for each separate storefront façade improvement project proposed. There is no limit on the number of Part 2 applications submitted. Part 1 of the Application Form, and the Attachments package should be completed only once per application.

Internet

Applicants who obtained this RFA through the Internet are asked to provide the Residential and Community Services Division with the following:

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

This information is requested so that the applicant 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.

The completed form(s) should be printed out in landscape format **one side, on 8½ by 11-inch paper** with three holes punched (i.e., with a standard 3-hole punch) at the top (long) edge.

Margins must be no less than one inch and a minimum font size of 10-point is required (New Times Roman, Courier, or Arial Narrow type recommended). Pages **MUST** be numbered. **The review panel will not review applications that do not conform to these requirements.** The pages of Part 1 and Part 2 of the Application Form should be attached separately with binder clips and then bound together with an additional binder clip.

Application packages should have:

- No binding or covers
- No staples
- No graphics other than the required photographs
- No attachments other than those requested

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)
Two Original Receipts (RFA Attachment C)
Equal Opportunity Certification (RFA Attachment D)
Section 504 Certification Form (RFA Attachment E)
Affirmative Marketing Plan (RFA Attachment F)
Federal tax-exempt status determination letter
Good Standing Certificate from DCRA (obtained within the past three months)

The Attachments package should be arranged in the order items are listed with three holes punched (i.e., with a standard 3-hole punch) and attached with a binder clip. The entire package should then be attached to Part 1 of the application form with an additional binder clip. Questions related to Attachments **D, E, and F** may be directed to Ms. Sonia Gutierrez, Fair Housing Coordinator at (202) 442-7238.

Applicants may obtain the Good Standing Certificate at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail from:

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

The form may be accessed online at: <http://dcra.dc.gov/dcra/cwp/view,a,1343,q,643569.asp>.

There is a \$30 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4400.

Pre-Application Conference

The Pre-Application Conference will be held November 12, 2009 from 10:00 a.m. to 12:00 noon at the Department of Housing and Community Development, 1800 Martin Luther King, Jr., Ave., SE, Room 100, Washington, DC, 20020.

Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, or fax their questions to the contact person listed above on or before November 20, 2009. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

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

Information regarding federal regulations that apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/>.

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; and <http://www.whitehouse.gov/omb/circulars/a122/a122.html>.

Circular A-133, which details federal audit requirements, is available from the US Office of Management and Budget: http://www.whitehouse.gov/omb/circulars_a133_compliance_09toc/.

Information regarding historic preservation can be found at the DC Office of Planning: http://planning.dc.gov/planning/cwp/view,a,1284,q,570741,planningNav_GID,1706,planningNav,|33515|,asp

Information on green building can be found at the U.S. Green Building Counsel: <http://www.usgbc.org/>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

SECTION 6: APPLICATION SUBMISSION

Application Identification

A total of nine (9) copies of applications (Part 1 with Attachments, and Part 2 for each storefront improvement project proposed), and an electronic version of both parts on one CD, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. DHCD will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original. FAX submissions will not be accepted.**

Application Submission Date and Time

Applications are due no later than 4:00 p.m. on November 25, 2009. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., November 25, 2009** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) copies, plus the original and the CD, **must be delivered** to the following location:

Department of Housing and Community Development
Residential and Community Services Division
1800 Martin Luther King, Jr., Ave., SE
Washington, DC 20020
Attention: Lamont Lee, Neighborhood Based Activities Manager

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be sent** in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications after the post dated time **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, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. 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.