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# REQUEST FOR APPLICATIONS

## DEVELOPMENT FINANCE DIVISION

## TENANT PURCHASE TECHNICAL ASSISTANCE PROGRAM

*COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING*

Issue Date: July 22, 2011

Closing Date: August 22, 2011



*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***



## Checklist for Applications

### Tenant Purchase Technical Assistance Program

**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 four (4) copies of the application (following the same format as above), plus the original.
- The electronic version of the application is submitted on 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):
  - Articles of Incorporation and Bylaws
  - Organizational chart
  - Board resumes
  - Staff resumes
  - Assurances (See RFA Attachment A)
  - Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
  - Two Original Receipts (see RFA Attachment C)
  - Equal Opportunity Certification Form (see RFA Attachment D)
  - Section 504 Certification Form (see RFA Attachment E)
  - Affirmative Marketing Plan (see RFA Attachment F)
  - Tax-exempt status determination letter
  - Certificate of Good Standing from DCRA
  - Evidence of required insurance for Federal funding



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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** CDBG Eligible Census Tracts

**District of Columbia  
Department of Housing and Community Development  
Development Finance Division  
Request for Applications (RFA)**

**SECTION 1: GENERAL INFORMATION**

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**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 Development Finance Division, administers the Tenant Purchase Technical Assistance Program. Applicants for this program should use this application process to evidence their quality and capacity as an organization and to demonstrate the potential impact of their proposed projects and activities.

**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 Tenant Purchase Technical Assistance Program to assist low to moderate income tenants of the District of Columbia who are interested in gaining control of their buildings through a condominium or cooperative purchase or a lease or rental agreement. An applicant should be able to demonstrate that it has strong project management and administrative capacity and a proven track record of delivering timely and professional quality services, similar to those sought through this RFA. All applicants will be required to submit a marketing and outreach plan for the Tenant Purchase Technical Assistance program services to be provided.

The targeted CDBG-eligible census tracts for services provided under this RFA are found on the map attached as Attachment G.

**Award Period**

Approved projects or activities under the Tenant Purchase Technical Assistance Program should be ready to start on October 1, 2011. Work plans and budgets are anticipated to be approved for a period of twelve months, with an option to extend the agreement for up to two additional one-year periods, subject to the availability of funds. The Department intends to obligate all funds necessary for the award period from FY 2012 funds.

**Award and Amounts**

The Department plans to make available through this RFA up to \$500,000 to be used expressly to implement the Tenant Purchase Technical Assistance Program

## SECTION 2: APPLICANT QUALIFICATIONS

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### Eligible Organizations

Applications are requested from qualified non-profit organizations that have a history of serving the residents of the District of Columbia through the projects and activities outlined in this document. (See Section 3: Program Requirements and Priorities.) DHCD encourages applications that reflect the concerns of the diverse populations and cultures that exist throughout the District of Columbia's communities.

### Organizational Capacity

A successful applicant has the staff and board resources available to provide effective business support services in the indicated targeted commercial corridors. The applicant's overall administrative capacity, as it relates to all requirements of project or activity management, will be closely examined. Applicants will be evaluated on the basis of financial stability, management capacity, community support, staff qualifications, ability to provide excellent customer service, ability to track productivity and report results, and demonstrated understanding of all issues involved in performing all activities required under CDBG fund administration. Any organization selected must demonstrate its ability to fundraise and leverage DHCD funds with other funding sources.

### Governing Body Membership

A successful applicant must 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.

*All grantees must meet the following Federal requirement: (See Section 3: Program Requirements and Priorities; Eligibility for Federal Funding)* The majority of the grantee organization's governing body membership (at least 51%) must be from among the following categories: (1) low- and moderate-income residents of the indicated 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 indicated target area's neighborhood organizations with a track record of serving low- and moderate-income residents.

### Experience-based Evidence of Performance

Applicants 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 projects or activities must result in measurable, quantifiable outcomes for the residents of the indicated target area as noted in Section 3: Program Requirements and Priorities. Successful applicants must be able to track and provide detailed client portfolio data, including client demographics as well as performance outcomes.

### Partnerships

Successful applicants must have the capacity to leverage resources from financial and other private and public entities. Therefore, demonstrated working relationships with key stakeholders – including banks and other lenders, law firms, accounting firms, technical assistance providers, federal

government agencies, foundations, other non-profits, etc. - are essential qualifications for successful applicants.

### **Threshold Applicant Requirements**

In addition to demonstrating capacity to carry out activities and projects, 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 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)- Provides 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)- 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 or her 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**

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The Tenant Purchase Technical Assistance Program (the "Program") was created as a result of D.C. Law 3-86; "Rental housing Conversion and Sale Act of 1980, D.C. Official Code Section 42-3401.01 et seq." The Program is designed to assist low-to-moderate income tenants of the District of Columbia who are interested in gaining control of their buildings through a condominium or cooperative purchase or through a lease or rent agreement. In previous years, over 2,000 households have benefitted from the implementation of this program.

The entity selected to administer the Tenant Purchase Technical Assistance Program must provide the following organizational and developmental services::

- Provide Tenant Purchase Technical Assistance Program services to District of Columbia low-to-moderate income tenant in tenant associations with more than 50% of the member household incomes at or below 80% of the Area Median Income as determined annually by the U.S. Department of Housing and Urban Development;
- For eligible tenant associations, Organizational and Development services must include
  - o Establishment of a tenant association;
  - o Selection and training of board members;
  - o Training of floor and building captains;
  - o Explanation of roles and functions of tenant association members;
  - o Overview of the tenant purchase process;
  - o Property management techniques;
  - o Surveys regarding a preference between cooperative or condominium ownership among tenant association members; and
  - o Training regarding the details of the cooperative and condominium ownership structures.
- Prepare tenant profiles and feasibility analyses for each tenant association to whom technical assistance services are being provided;
- Attend tenant association board meetings at a minimum of twice a month;
- Assist eligible tenant associations in responding to building owners' Notice of Sale of Building and filing appropriate documents with the building owner and DHCD;
- Assist eligible tenant associations in formulating a preliminary development plan, to include but not limited to, the development, acquisition and rehabilitation of the property;
- Assist eligible tenant associations in formulating a property plan to operate the property either as a cooperative or condominium;
- Assist eligible tenant associations in negotiating purchase or lease agreements with the building owner;



- Assist eligible tenant associations with securing professional services from attorneys, architects, engineers, development consultants, developers, appraisers and property managers (“Professional Services Providers”);
- Assist eligible tenant associations and their consultants in preparing financial plans to stabilize the development and operation of their respective properties;
- Provide eligible tenant associations with the contact information for a minimum of three service providers for each aforementioned Professional Services Provider - as needed for the specific property - for purposes of interviewing and selection by the tenant association leadership;
- Provide priority technical assistance to tenant associations referred by DHCD, as a result of monthly grant monitoring meetings between DHCD and the selected entity;
- Provide a monthly and annual Program Participant Beneficiary & Contract Monitoring Status Report that:
  - o Defines which tenants associations are participating in the Tenant Purchase Technical Assistance Program;
  - o Defines the geographic, community development and neighborhood characteristics for each eligible tenant association receiving technical assistance;
  - o Summarizes monthly program activities as it pertains to services provided to eligible tenant associations, such as organizational management and property management; and
  - o Any other applicable programmatic details requested by DHCD.
- Provide an annual Cost Allocation Plan to DHCD; and
- Provide monthly Requisitions for Reimbursement and a Financial Status Report of expenses with monthly invoices to DHCD.

### **Eligibility for Federal Funding**

Established Federal regulations contain national objectives that 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 of the District indicating CDBG-eligible census tracts (all of which contain population that is 51% or more low- to moderate-income residents) can be found in Attachment G of this RFA. Area-wide benefit related to Federal funds need not be confined to the specific census tracts indicated on this map. The Federal requirement is that the households of the entire target area for any CD-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 CD-eligible census tracts, the applicant must demonstrate through survey data that the selected service area is at least 51% low/moderate income.

*All grantees must meet the following Federal requirement:* The majority of the grantee organization’s governing body membership (at least 51%) must be from among the following categories: (1) low- and moderate-income residents of the indicated 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 indicated target area's neighborhood organizations with a track record of serving low- and moderate-income residents.

### **Marketing and Outreach**

The marketing and outreach effort expected by grantees awarded under this RFA is pivotal to the success and impact of all programs and services. The selected entity must provide continuous and consistent marketing and outreach for approved services and programs with the objective of achieving maximum public awareness of the Tenant Purchase Technical Assistance Program. Because DHCD's target population for this assistance is diverse, grantees must utilize a full range of marketing tools. Grantees are responsible for distributing DHCD program materials for this program at community forums, public events and meetings. Marketing and outreach may include, but is not limited to: websites, email blasts, blogs, listservs, Twitter, Facebook, YouTube, Hope Hotline, flyers, door-to-door visits, community meetings, use of cable television (Channel 16), and public service announcements.

**All applicants must submit a detailed marketing and outreach plan for the business support services which will be provided. (The applicant's marketing and outreach plan should be presented in response to Question #1, Part 2 of the Application Form.)** An agreed-upon plan will be an element of the grant agreement budget and workplan. In addition, all grantees must provide general marketing and outreach for DHCD programs. Marketing and outreach provided by the grantee must be coordinated with any DHCD marketing and outreach efforts. The selected entity is expected to continually assess the success and impact of their marketing efforts in order to identify the most effective and efficient ways of promoting the Tenant Purchase Technical Assistance program across the District of Columbia..

The selected entity must participate, as required by DHCD, in public activities and events related to neighborhood revitalization. In any distributed print or electronic materials, grantees must always acknowledge such activities as programs of the Department of Housing and Community Development. All such materials must be approved by DHCD prior to distribution.

The selected entity must demonstrate capability to effectively serve and communicate with the various non-English speaking and special needs populations in the District. This means that marketing and outreach materials must be made available in various languages and media, based on the needs of those populations. The grantee must demonstrate its intent and capability to comply with the District's Language Access Law in providing business support services. In addition, grantees must demonstrate the availability of appropriate staffing to ensure compliance with the District's Language Access Law.

### **Threshold Activity Requirements**

In addition to demonstrating the ability to meet the programmatic requirements described above, any project or activity receiving funding under this RFA must meet the following threshold requirements:

- All 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.* states in part, "... 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.*) is an Act to insure 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 Request for Applications 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.
- In accordance with the District's Green Building Design 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, Tenant Purchase Technical Assistance activities will not involve a "substantial renovation" of a property, so the activities will 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 activities.

## SECTION 4: SELECTION PROCESS

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### Selection Criteria, Part 1.

#### Organizational Profile and 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 appropriate to the organization's mission and activities.</li> </ul>	15
<b>Board—</b> The application demonstrates that its board : <ul style="list-style-type: none"> <li>is broadly representative of the neighborhood being served, including low- and moderate-income residents of the indicated target area and meets the Federal requirement for Board composition as described on page 3 of this RFA;</li> <li>possesses skills and/or experience related to community development, and/or neighborhood revitalization; and</li> <li>possesses the legal, business administration, and management skills required to oversee the services and activities.</li> </ul>	5
	5
	10
<b>Management—</b> <ul style="list-style-type: none"> <li>the application evidences the financial stability of the organization;</li> <li>the application describes organizational systems currently in place to manage finances, and performance data; and</li> <li>the application demonstrates the organization's ability to assemble the monetary resources necessary to provide services and activities applied for.</li> </ul>	10
	10
	10
<b>Experience—</b> <ul style="list-style-type: none"> <li>the application evidences the organization's experience in successfully implementing outcome-based community development activities;</li> <li>the application demonstrates the organization's ability to ensure quality control in completing projects and activities;</li> <li>the application demonstrates the organization's ability to manage and evaluate activity progress; and</li> <li>the application demonstrates the organization's ability to identify and resolve organizational challenges.</li> </ul>	10
	5
	10
	10
<b>Total</b>	<b>100</b>

## Selection Criteria, Part 2.

### Proposed Activity and Outcomes for the Tenant Purchase Technical Assistance program -- 100 points

Criterion	Points Available
<ul style="list-style-type: none"><li>the application presents a well-conceived and cogent marketing and outreach plan for the services and activities applied for;</li></ul>	10
<ul style="list-style-type: none"><li>the application demonstrates clear evidence of a an unmet need in the indicated target area, which will be addressed by the proposed project or activity</li></ul>	15
<ul style="list-style-type: none"><li>the application describes a reasonable and well-developed proposal for the implementation of the activity that will clearly assist eligible tenant associations</li></ul>	25
<ul style="list-style-type: none"><li>the application describes outcomes (such as jobs, tax revenue, new businesses, etc.) which are consistent with the proposed budget and workplan for the services and activities</li></ul>	15
<ul style="list-style-type: none"><li>the application describes the organization's experience in successfully implementing projects or activities similar to those proposed</li></ul>	15
<ul style="list-style-type: none"><li>the application describes how the organization leverages resources to support and enhance outcomes</li></ul>	10
<ul style="list-style-type: none"><li>the application proposes a project or activities that fit in with other revitalization activities in the same target area</li></ul>	10
<b>Total</b>	<b>100</b>

### 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 make recommendations for awards based on the highest combined scores for Parts 1 and 2 of the application. The Department and review panel will determine together minimum thresholds for each proposed project or activity for each of Part 1 and Part 2 which must be met in order for an applicant to be awarded funding. 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.

### Decision on Awards

The recommendations of the review panel 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 the Department of Housing and Community Development. After reviewing the recommendations of the review panel and any other information considered relevant, the Director for DHCD will determine the award funds to the designated grantees. The Agency Director is not required to award grants based on the applications received, and reserves the authority to re-advertise for services and activities discussed in this Request for Applications.

## **Post-Selection**

Any applicant that is approved for funding must enter into a grant agreement with DHCD for implementation of the funded activity or project. This grant agreement will include provisions that will ensure compliance with federal and/or District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement, successful applicants will meet with DHCD staff to negotiate the specific activities and projects 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 elements of the grant agreement.

Upon execution of the agreement, which is anticipated to be October 1, 2011, the organization will become eligible to receive disbursement of funds under the grant agreement.

In accordance with federal and District requirements, DHCD will conduct periodic evaluations of the selected entity's use of grant funds. The areas of review will include financial management, 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 local or Federal requirements.

## **Contact Person**

For further information, please contact:

Christopher Earley

Acting Chief Operating Officer/Development Finance Manager

Department of Housing and Community Development

1800 Martin Luther King, Jr. Avenue, SE 3rd Floor

Washington, DC 20020

202-442-7282

202-645-6166 (fax)

christopher.earley@dc.gov

## 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 on CD

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email. **Applicants are encouraged to have the MSWord version of the Application Form e-mailed to them, send a message with your request to [lidia.okelly@dc.gov](mailto:lidia.okelly@dc.gov).** While not recommended, the form may be completed by hand.

### Internet

This Request for Applications will be available on the DHCD website at <http://www.dhcd.dc.gov> on or about July 29, 2011. This RFA will only be available on the DHCD website in pdf format. Please note: **The version of the Application Form which appears on the DHCD website at <http://www.dhcd.dc.gov/main.shtm> will not be in MSWord format.**

Applicants who obtained this RFA through the Internet are asked to provide the Development Finance 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
- 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
Certificate of Good Standing from DCRA (obtained within the past three months)
Evidence of attempt to Obtain Required Insurance

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 Certificate of Good Standing at the Department of Consumer and Regulatory Affairs located at 1100 4th 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  
Corporations Division  
P.O. Box 92300  
Washington, DC 20090**

The form may be accessed online at:

[http://dcra.dc.gov/DC/DCRA/Publication%20Files/DCRA/Corporations/New%20Corporations%20Forms/New%20Cooperative%20Forms/App\\_Cert\\_GoodStanding\\_CertifiedCopy\\_GSCC\\_1.pdf](http://dcra.dc.gov/DC/DCRA/Publication%20Files/DCRA/Corporations/New%20Corporations%20Forms/New%20Cooperative%20Forms/App_Cert_GoodStanding_CertifiedCopy_GSCC_1.pdf).

There is a \$33 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4400.



### **Explanations to Prospective Applicants**

Applicants are encouraged to mail, e-mail, or fax their questions to the contact person listed above on or before August 12, 2011. 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 which 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/](http://www.whitehouse.gov/omb/circulars_a133_compliance_09toc/).

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

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### Application Identification

A total of five (5) applications (Part 1 with Attachments, and Part 2), and an electronic version of both parts on one diskette, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **Of the five (5) 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 four (4) copies, plus one (1) original.**

Telephonic, telegraphic and facsimile submissions **will not be accepted.**

### Application Submission Date and Time

Applications are due no later than 4:00 p.m. on August 22, 2011. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., August 22, 2011** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The four (4) copies, plus the original and diskette, **must be** delivered to the following location:

Department of Housing and Community Development  
Development Finance Division  
1800 Martin Luther King, Jr. Avenue, SE  
2nd Floor  
Washington, DC 20020  
Attention: Lidia O'Kelly, Contract and Loan Specialist, Tenant First Right to Purchase Program

### 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 at or 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.*