



District of Columbia  
Department of Housing  
and Community  
Development

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*Director,  
Department of Housing  
and Community Development*

# REQUEST FOR APPLICATIONS

## SMALL BUSINESS 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***



# NOTICE

## PRE-APPLICATION CONFERENCE



## SMALL BUSINESS ASSISTANCE PROGRAM

Attendance Recommended

*WHEN: August 4, 2011*

*WHERE: Department of Housing and Community Development  
1800 Martin Luther King, Jr., Avenue, SE  
1st Floor Housing Services Center Washington, DC 20020*

*TIME: 2:00 PM*

*CONTACT PERSON:*

*Lamont Lee, Community Services Program Manager  
Department of Housing and Community Development  
Residential and Community Services Division  
(202) 442-7161  
Lamont.lee@dc.gov*



## Checklist for Applications

### Small Business 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 eight (8) 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  
Residential and Community Services 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 Residential and Community Services Division, administers the Small Business Assistance Program. As part of its Neighborhood Based Activities, DHCD uses funds to partner with community based non-profits to deliver small business support services in targeted commercial corridors. Applicants for the Small Business Assistance 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 Small Business Assistance Program to conduct small business support activities in targeted commercial corridors of the District. The business support services provided by non-profits through this program are intended to empower start-up and established businesses for the purpose of revitalizing targeted commercial corridors. The services are intended to attract and retain new businesses, and create and retain jobs in those corridors. 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 business support services to be provided. The Department will make a single award to any organization funded through this RFA regardless of the services the applicant has been selected to provide.

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

7<sup>th</sup> Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)  
H Street, NE (North Capitol Street to 17<sup>th</sup> Street, NE)  
Benning Road, NE (Bladensburg Road to Southern Avenue)  
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)  
Pennsylvania Avenue, SE (2<sup>nd</sup> Street, SE 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 Eastern Avenue)

North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)  
9<sup>th</sup> Street, NW (1000-1400 blocks and 1900 block)  
Kennedy Street, NW (North Capitol Street to Georgia Avenue)  
Martin Luther King, Jr. Avenue, SE (St. Elizabeth's East/Congress Heights)

However, the Department will accept applications from non-profit organizations seeking to revitalize low/moderate income commercial corridors or target areas which are not listed above.

### **Award Period**

Approved projects or activities under the Small Business 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 \$1.7 million to be used expressly to conduct small business support activity

## **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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Business support activity improves the overall economic viability of neighborhood commercial corridors by spurring new private investment, and by increasing business attraction and retention. In addition, this activity creates and retains jobs. The effect of this activity spreads into a commercial corridor's nearby residential areas and into adjacent commercial districts. Ideally, identified project areas are compact and contiguous and comprised of a specific number of commercial blocks in order to maximize the activities' impact. However, business support services can be demonstrated to be effective throughout a number of low- and moderate income District neighborhoods. Funding is available for qualified non-profit community based organizations to provide a range of business support services in their respective target areas, including, but not limited to: micro-loan packaging, business planning, entrepreneurial training, one-on-one business technical assistance, and tax, legal or accounting assistance. Collective business support activities such as the formation of business alliances, business corridor promotion, mass marketing, volume discount efforts, and collective space management are also encouraged. Through grantee organizations in this program, DHCD is heavily involved in comprehensive neighborhood revitalization efforts, which include housing, larger commercial development efforts, and coordination with other District agencies. Any business support activity which empowers neighborhood businesses, and spurs their growth without directly subsidizing their expenses, will be considered. DHCD will not provide direct loans or financial assistance to businesses through this program.

### **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.

### **Geographic Distribution of Services**

The Department's decision to select one, or more, grantees to provide business support services will be influenced by the potential geographical distribution of service among the qualified applications received. Applicants are free to designate their own proposed service areas in the District based on the eligible census tracts shown in Attachment G and the organization's by-laws, Board policies, etc. However, the Department reserves the right to designate any service areas it deems appropriate or necessary in making awards, and in negotiating grant terms. In reviewing the applicant pool, the

Department's priority will be to ensure that quality business support and assistance is provided to as many CDBG-eligible areas and neglected commercial corridors in the District of Columbia as possible.

### **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. All grantees must provide continuous and consistent marketing and outreach for approved services and programs with the objective of achieving maximum public awareness of DHCD business support and assistance services. 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. Grantees are expected to continually assess the success and impact of their marketing efforts in order to identify the most effective and efficient ways of promoting their targeted commercial corridors and service areas.

Grantees 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.

Grantees 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.

### **Coordination with Other Revitalization Efforts**

Applicants for this funding should present activities which complement but are not redundant to other neighborhood revitalization activities being conducted by the District government. Strong consideration will be given to business support activities that can be demonstrated to augment current and future key initiatives of the Office of the Deputy Mayor for Planning and Economic Development (See [www.dcbiz.dc.gov](http://www.dcbiz.dc.gov)), the Department of Housing and Community Development (See [www.dhcd.dc.gov](http://www.dhcd.dc.gov)), and the Department of Small and Local Business Development (See [www.dslbd.dc.gov](http://www.dslbd.dc.gov).)

### **Community Challenge Planning Grant**

DHCD recently received a \$3 million Community Challenge Planning grant from HUD (US Department of Housing and Urban Development) which will build on existing District and federal investments in the areas of Congress Heights, Anacostia, and the St. Elizabeth's Campus. The challenge grant target area will focus specifically on the commercial corridors along Martin Luther King, Jr. Avenue, SE and the Anacostia and Congress Heights neighborhoods. Consideration will be given in this RFA to applications which demonstrate intention to coordinate with that effort.

### **Target Areas and Commercial Corridors**

The Department is working in conjunction with the Great Streets initiative, administered from the Office of the Deputy Mayor for Planning and Economic Development. The Department will give strong consideration to proposals that demonstrate synergy with initiatives and resources from the Great Streets initiative. Commercial corridors in the District which have been identified as part of the Great Streets initiative are as follows:

7<sup>th</sup> Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)  
H Street, NE (North Capitol Street to 17<sup>th</sup> Street, NE)  
Benning Road, NE (Bladensburg Road to Southern Avenue)  
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)  
Pennsylvania Avenue, SE (2<sup>nd</sup> Street, SE 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 Eastern Avenue)  
North Capitol Street (Massachusetts Avenue to New Hampshire Avenue)

More information on Great Streets can be found by accessing the following website:  
[www.dcbiz.dc.gov](http://www.dcbiz.dc.gov).

The Department will consider applications to provide business support activities in neighborhood commercial corridors beyond the designated "Great Streets," including, but not limited to, the following:

- 9<sup>th</sup> Street, NW: 1000-1400 blocks and 1900 block
- Kennedy Street, NW

However, the Department will accept applications from non-profit organizations seeking to revitalize low/moderate income commercial corridors which are not listed above.

### **Expected Outcomes**

Proposed business support activities should produce readily observable outcomes that positively impact the community. Approvable business support activity should focus on adding value and creating jobs for local businesses, instead of just providing a service. Grantees should work to identify bankable businesses and demonstrate capacity to provide them with long-term coaching and support to ensure their consistent growth and job creation. Grantees should also identify specific business needs in their target areas which require specific expertise. Consideration will be given to applicants that have, or intend to develop, industry-based expertise in providing technical assistance

(such as technical assistance expertise in the restaurant, or construction, industry). Finally, consideration will be given to applicants that demonstrate access to capital for bankable businesses.

### **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, small business support 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 applied for.</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 Small Business 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 each project or activity that will add value to local small businesses</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 applied for</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, ad 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 each awarded organization'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:

Lamont Lee

Community Services Program Manager

Department of Housing and Community Development

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

Washington, DC 20020

202-442-7161

202-645-6166 (fax)

Lamont.lee@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 [elvia.southerland@dc.gov](mailto:elvia.southerland@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 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
- 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.

### **Pre-Application Conference**

The Pre-Application Conference will be held August 4, 2011 from 2:00 p.m. to 4:00 pm at the Department of Housing and Community Development, 1800 Martin Luther King, Jr. Avenue, SE, 1<sup>st</sup> Floor Housing Services Center, 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 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 nine (9) 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 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.**

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

Department of Housing and Community Development  
Residential and Community Services Division  
1800 Martin Luther King, Jr. Avenue, SE  
3rd Floor  
Washington, DC 20020  
Attention: Lamont Lee, Community Services Program 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 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.*