



District of Columbia
Department of Housing
and Community
Development

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REQUEST FOR APPLICATIONS

Neighborhood Based Activities

Community Development Block Grant (CDBG)

STOREFRONT FAÇADE IMPROVEMENT

(Predevelopment Costs only)

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



Neighborhood Based Activities

Community Development Block Grant Funding
Storefront Façade Improvement Predevelopment

Attendance Recommended

WHEN: August 4, 2011

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

TIME: 10:00am

CONTACT PERSON:

*Lamont Lee, Community Services Manager
Department of Housing and Community Development
Residential and Community Services Division
(202) 442-7161
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):
 - 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



TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION

Introduction	1
Purpose of Request for Application.....	1
Targeted Areas	1
Corner Stores.....	2
CDGB Eligibility.....	2
Award and Amounts.....	2

SECTION 2: APPLICANT QUALIFICATIONS

Eligible Organizations	2
Organizational Capacity	2
Governing Body Membership.....	2
Partnerships.....	3
Experience-based of Evidence of Performance	3
Threshold Applicant Requirements	3

SECTION 3: PROGRAM REQUIREMENTS AND PRIORITIES

Storefront Façade Improvement.....	5
Target Areas and Business Outreach.....	5
Project Details.....	6
Threshold Activity Requirements	6

SECTION 4: SELECTION PROCESS

Selection Criteria: Part 1	8
Selection Criteria: Part 2	9
Review Panel	9
Decision on Awards	10
Post-Selection.....	10
Contact Person	11

SECTION 5: APPLICATION INSTRUCTIONS

Format.....	11
Multiple Submissions.....	11
Internet.....	11
Application Form Instructions.....	11
Required Attachments.....	12
Pre-Application Conference	13
Explanations to Prospective Applicants	13
Resources.....	13

SECTION 6: APPLICATION SUBMISSION

Application Identification	14
Application Submission Date and Time	14
Mail/Courier/Messenger Delivery	14

APPLICATION FORM (Part 1 and Part 2)

ATTACHMENTS

Request for Applications: Neighborhood Based Activities



- 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 funds to partner with community based non-profits to work with local businesses on storefront improvement projects. Applicants for the Storefront Façade Improvement Program should use this application process to evidence their quality and capacity as an organization and to demonstrate the potential impact of their proposed storefront façade improvement project(s).

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 a storefront 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:

7th Street – Georgia Avenue, NW (Mount Vernon Square to Eastern Avenue)
H Street, NE (North Capitol Street to 17th Street, NE)
Benning Road, NE and SE (Bladensburg Road to Southern Avenue)
Martin Luther King, Jr. Avenue, SE + South Capitol Street (Good Hope Road to Southern Avenue)
Pennsylvania Avenue, SE (2nd Street, SE to Southern Avenue)
Minnesota Avenue NE and SE (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)
Kennedy Street, NW (North Capitol Street to Georgia Avenue)
Martin Luther King, Jr. Avenue, SE (St. Elizabeth’s East/Congress Heights)

Corner Stores

In addition to the aforementioned target areas, 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) be part of a neglected commercial corridor which serves a low and moderate income residential area.

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 conducted with agreements 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 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 that service area is at least 51% low/moderate income.

Award Period

Approved storefront facade projects should be ready to start during the first quarter of FY 2012. Activity work plans and budgets will be approved through September 30, 2012, 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

DHCD will evaluate each applicant's work plan and budget for adequate fiscal capability to provide the services indicated. There is no prescribed award amount for any service, or for any specific grant.

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 through the 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 plan, market, develop, and complete commercial storefront façade improvement projects in the proposed targeted neighborhoods.. 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 stability, management capacity, community support, staff qualifications, ability to track and report results, 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 result in measurable outcomes for the residents of the targeted neighborhood, as noted in

Section 3: Storefront Façade Improvement. Successful applicants must be able to track and provide detailed client portfolio data, including demographics as well as performance outcomes.

Threshold Applicant Requirements

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 demonstrate in the application process, its ability to obtain the insurance policies required under this grant.
- 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.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
 - 2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)- No person on the basis of race, color, national origin, sex or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with community development funds.
 - 3) The Age Discrimination Act of 1975 (42 U.S.C. 6101-07)- Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.
 - 4) Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), as amended provides that "No otherwise qualified individual with handicaps in the United States ...shall solely by reason of his handicap be excluded from the participation in be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...".

5) 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 Improvements enhance 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, design, and bid packaging.

Funds may be used to design enhancements to any visible part of a retail or commercial building façade, including:

- repair exterior damage (water leakage, rotting wood, etc.)
- remove inappropriate or incompatible exterior finishes or materials
- restore exterior finishes and materials
- repair, reconfigure, or replace existing storefront systems or elements (windows/doors)
- install exterior lighting
- install signs (new, repairing, replacing and removing)
- remove exterior security grates and bars
- paint storefront
- install canopies-new, repairs or replacement of existing
- restore appropriate decorative architectural elements (shutters, parapets, cornices, etc.)

Storefront façade improvement projects require an intensive effort involving multiple skills and areas of expertise including, business/property owner recruitment; design development; pre-construction; and construction management.

Applicants for this funding should present projects which complement 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), the Department of Housing and Community Development (See www.dhcd.dc.gov), the Department of Small and Local Business Development (See www.dslbd.dc.gov), and the Office of Planning (see <http://planning.dc.gov>).

Target Areas and Business Outreach

Projects are located in CDBG-eligible neighborhood commercial districts (see pages 1-2 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 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. The scope of "predevelopment" for funded projects will include recruitment of businesses to participate in the project, procurement and coordination of design work, and preparation of construction bid packages for the construction phase of the project. If approved by the Department, successfully completed predevelopment projects may be funded for construction in FY2012 or FY2013.

Currently, construction costs for typical façade projects are between \$25,000 and \$35,000 per building façade depending on condition, size, and location. Design work should be appropriate to a similar level of funding.

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

For FY2012, DHCD seeks to encourage all of 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 13).

Threshold Activity Requirements

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.* 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, façade projects do not involve a "substantial renovation", so they 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 project. In particular, DHCD encourages applicants to consider energy efficiency measures in their proposed façade projects and in their overall operations. 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 systems currently in place to manage finances, information, and performance data; 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 evaluate activity 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
	5
	10
	10
Total	100

Selection Criteria, Part 2. Proposed Activity and Outcomes for Neighborhood Based Activities (*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 target area 	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 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 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 storefront façade improvement project 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 District of Columbia 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 on the applicant and project's compliance with Federal and District requirements and on DHCD's receipt of its federal award.

Post-Selection

Each applicant whose application 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 each awarded project per organization. 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 2012, 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, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, each grantee 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 C. Lee

Community Services Manager

Department of Housing and Community Development

1800 Martin Luther King, Jr., Avenue, SE

Washington, DC 20020

202-442-7161

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. **You are encouraged to have the MSWord version of the Application Form emailed to you, send a message with your request to stephanie.davis@dc.gov.** While not recommended, the form may be completed by hand.

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

This Request for Applications will be available on the DHCD website at <http://www.dhcd.dc.gov> on or about July 22, 2011. This RFA will only be available on 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 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 three months of application)
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); 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.

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 at 10:00am at the Department of Housing and Community Development, 1800 Martin Luther King, Jr., Ave., SE, 1st 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 22, 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 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) 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 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 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, Community Services 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.