

REQUEST FOR PROPOSALS

REFERENCE GUIDEBOOK

Department of Mental Health (DMH) Grant Funds

DMH Grant Funds Request for Proposals

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Vincent C. Gray, Mayor

Victor L. Hoskins
Deputy Mayor for Planning and Economic Development

John E. Hall, Acting Director
Department of Housing and Community Development
1800 Martin Luther King Jr. Ave, SE
Washington, DC 20020
(202) 442-7200

Stephen T. Baron, Director
Department of Mental Health
64 New York Avenue, NE, 4th Floor
Washington, DC 20002
(202) 673-7440

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SECTION 1

Regulatory Requirements of Funding Sources

Department of Mental Health (DMH) Grant Funds Regulatory Requirements

Department of Mental Health (DMH):

DMH is authorized by the Department of Mental Health Establishment Amendment Act of 2001 (D.C. Code Chapter 11 of Title 7) to plan, develop, coordinate and monitor an integrated system of care, which includes mental health services and supports for adults with mental illnesses, that includes other public systems in the District, including housing. DMH is authorized to transfer appropriated funds received for the purpose of developing supportive housing for its Consumers to a third party. DMH received appropriated funds for FY 2004 through 2011 from the District of Columbia government for the purpose of providing supportive housing units for DMH Consumers.

The Department of Housing and Community Development (DHCD) is authorized to undertake housing and community development activities in accordance with the District of Columbia's Community Development Program, pursuant to the District of Columbia Development Act of 1975 and the District of Columbia Reorganization Plan No. 3 of 1975. DHCD may finance the rehabilitation, construction and acquisition of housing development in the District for occupancy by low and moderate income persons. The DHCD is further empowered under the Act to acquire, dispose of, rehabilitate, construct and operate real estate for affordable housing purposes, on its own, or in partnership with other development entities.

D.C. Official Code §§ 1-301.01(k), 6-1003(4)(B), and 7-1131.04.

SECTION 2

TARGETED GEOGRAPHICAL AREA

Targeted Geographic Areas are designated by the District of Columbia or Federal government for the purpose of improving neighborhoods and providing economic stimulus. DHCD will accept proposals for eligible projects throughout the city. However, the targeted areas are as follows:

- Ward 1: Park Road/Mt. Pleasant Street/Upper Georgia Avenue
- Ward 4: Upper Georgia Avenue
- Ward 7: Deanwood & Ward-wide
- Ward 8: Ward-wide

New Communities Target Areas

- Ward 1: Park Morton
- Ward 6: Northwest One
- Ward 7: Lincoln Heights/Richardson Dwellings
- Ward 8: Barry Farm

Neighborhoods within ½ mile of Metrorail stations & Metro bus stops

Neighborhoods within ½ mile of the District's forthcoming Streetcar stops

SECTION 3

MONITORING ELEMENTS, GUIDELINES, AND/OR REQUIREMENTS

MONITORING ELEMENTS, GUIDELINES, AND/OR REQUIREMENTS

In accordance with Federal and District regulations, the Department of Housing and Community Development (DHCD) is required to monitor the use of funds distributed under this RFP. Applicants receiving financial assistance from DHCD could be subject to all of the following laws and regulations. Recipients of assistance will be required to maintain sufficient and adequate records to document that the objectives of the applicable regulations have been met, and to allow for monitoring of compliance with the regulations.

Environmental Reviews

Federal funds regulations require that each project undergo an environmental review in accordance with 24 CFR Part 92. The type of activity (i.e. non-construction, rehabilitation, etc.) and whether the project is historic determines the level of environmental clearance required and the time period for the review.

Affirmative Action Program (Certified Business Enterprises)

Mayor's Order 85-85 entitled Compliance with Equal Opportunity Obligations in Contracts sets policies and procedures to be followed by contractors and subcontractors performing under District of Columbia government contracts for goods and services, including construction contracts. The rules establish specific commitments for the employment of minorities and women businesses to achieve affirmative action obligations in District of Columbia contracts.

Applicants will be required to submit an affirmative action plan prior to receiving financial assistance from DHCD. This affirmative action plan is required for construction and non-construction contracts. In addition to DHCD's review, the Office of Local Business Development gives final approval of the plan.

Section 3

Applicants will be required to sign a certification of compliance with Section 3 (24 CFR Part 135). Section 3 requires that to the greatest extent feasible, opportunities for training, and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to businesses located in or owned in substantial part by person residing in the area of the Section 3 covered project.

First Source Employment Agreements

DHCD will require applicants receiving financial assistance to enter into a First Source Employment Agreement with the District of Columbia Department of Employment Services (DOES). This agreement, in accordance with Mayor's Order 83-265, states that the applicant will use DOES as its first source for recruitment, referral and placement of new hires or employees whose jobs were created by the project receiving financial assistance.

Registration with the DC Apprenticeship Council

Any company that is awarded a single contract or multiple contracts within a 12-month period that totals \$500,000 or more is required to register with the D.C. Apprenticeship Council and report the registration number to DHCD.

Davis-Bacon Act and Davis-Bacon related Acts

The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on Federal government and District of Columbia construction projects in excess of \$2,000. Construction includes alteration and/or repair, including painting and decorating, or public buildings or public works.

Most HUD construction work is **not** covered by the DBA itself since HUD seldom contracts directly for construction services. Most often, if Davis-Bacon wage rates apply to a HUD project it is because of a labor provision contained in one of HUD's "Related Acts" such as the U.S. Housing Act of 1974, the National Affordable Housing Act of 1990, and the Native American Housing Assistance and Self-Determination Act of 1996. The Related Acts are often referred to as the **Davis-Bacon and Related Acts or DBRA**.

American with Disabilities Act of 1990

The American with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in state and local government services, public accommodation, transportation and telecommunications. Under the ADA, communication barriers must be eliminated that prevent individuals with disabilities from enjoying equal opportunity to participate in and benefit from federal awards.

Under ADA public entities may choose from two design standards for new construction and alteration. They can choose the Uniform Federal Accessibility Standards (UFAs) or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG). ADAAG is the standard that must be used for privately owned public accommodations and commercial facilities.

Lead Safe Housing Rule (Lead Based Paint)

The U.S. Department of Housing and Urban Development Lead Safe Housing Rule establishes different lead hazard control requirements for rehabilitation depending on the level of federal financial assistance provided to the project and the age of the residential property. The regulation applies only to residential units built before 1978. Risk assessments must be performed if federal financial assistance is greater than \$5,000 per unit. Abatement is required if federal financial assistance is greater than \$25,000 per unit. "Trained workers" are required for all rehabilitation work. DHCD will monitor to ensure that the Lead Safe Housing Rule is adhered to on projects receiving financial assistance.

Section 504 of Rehabilitation Act of 1973, as amended

Section 504 provides the guidelines for new construction rehabilitation of housing units that should be accessible to persons with disabilities. Accessible units must be made available and dispersed throughout the building and sites in projects involving new construction or alterations. Substantial alterations mean a project that has 15 or more units and the cost of the alterations is 75% or more of the replacement cost of the completed facility. If the alteration is not substantial, that is, the project is less than 15 units and the cost of the alterations is less than 75% of the replacement cost of the completed facility, then the alterations, to the maximum extent possible, should be made readily accessible to and usable by individuals with disabilities. DHCD will ensure that projects receiving financial assistance comply with Section 504. Section 504 follows the accessibility guidelines under the Uniform Federal Accessibility Standards (UFAS).

Freedom of Information Act

The Freedom of Information Act (FOIA) provides for the disclosure of public information. A public record is defined as “any document, book, photographic image, electronic data recording paper, sound recording, or other material regardless of form or characteristic, made or received pursuant to law or in connection with the transaction of public business by any officer or employee of the District”. Any information submitted to DHCD not specifically exempt by D.C. Code § 1-1524 (a) of the DC FOIA may be subject to public disclosure upon receipt of a proper request.

Conflict of Interest

Federal and District laws require recipients of funds to comply with conflict of interest regulations found at (24 CFR 570.611 and 24 CFR 84.42 and 85.36). In addition, DHCD requires that within 15 business days of execution of the grant or loan agreement, the recipient shall submit to the Department a copy of the organization's conflict of interest policies and procedures for review and approval by the Department. The procedure shall include the collection and retention of Conflict of Interest declarations to be executed by each employee and board member/officer.

Fair Housing Equal Opportunity

The Fair Housing (FHAct) Act and additional Equal Opportunity rules and regulations apply to all housing related transactions. The regulations (as described in 24 CFR Part 14 et al.) are applicable to developers; tenant, homeowners, and condominium associations; management companies; advertisement agencies; and anyone involved in the sale, rental or management of funded housing from discriminating against prospective tenant or owners based on any of the protected categories under the Act.

The Act also stipulates that if a new construction project has four or more dwelling units it is subject to the accessibility and adaptability requirements of the Fair Housing Act as amended. Under the new construction requirement of the Act, if the multifamily building has an elevator, all of the dwelling units must meet the Act's design and construction requirements; if there is no elevator, all of the ground floor dwelling units must meet the Act's requirements.

The Act also requires housing providers “to make reasonable accommodation in rules, policies, practices, or services, when such accommodations may be necessary to afford such person(s) equal opportunity to use and enjoy a dwelling”.

The District of Columbia Department of Housing and Community Development (DHCD) follow the federal guidelines in ensuring that ALL of its funded projects and programs, regardless of funded source, follow the federal guidelines for affirmative marketing.

The Affirmative Fair Housing Marketing Plan (AFHMP) is a means to carry out the mandate of Section 808(e)(5) of the Fair Housing Act and ensure positive outreach and informational efforts to those who are least likely to know about and apply for the housing in question. Each applicant participating in housing programs funded by of the Department of Housing and Community Development (DHCD) shall implement an affirmative fair housing marketing policy in soliciting buyers and tenants, and in advertising the availability of housing properties.

The purpose of the AFHMP requirement is to ensure that all residents of similar income levels in the same housing market area have available to them a like range of choices in housing, regardless of their protected class. It is a marketing strategy designed to attract buyers and renters of all majority and minority groups to housing and services which are being marketed by an applicant, but who would otherwise, if not for the targeted marketing, not know of the housing or service available by the applicant. It must describe the applicant's initial advertising, outreach (community contacts) and other marketing activities which inform potential buyers and renters of the existence of the units.

SECTION 4

FAIR MARKET RENT

FY 2011 Fair Market Rents For Existing Housing

Fair Market Rents (FMRs) are primarily used to determine payment standard amounts for the Housing Choice Voucher program, to determine initial renewal rents for some expiring project-based Section 8 contracts, to determine initial rents for housing assistance payment (HAP) contracts in the Moderate Rehabilitation Single Room Occupancy program (Mod Rehab), and to serve as a rent ceiling in the HOME rental assistance program.

FMRs are gross rent estimates. They include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service, and internet service. HUD sets FMRs to assure that a sufficient supply of rental housing is available to program participants. To accomplish this objective, FMRs must be both high enough to permit a selection of units and neighborhoods and low enough to serve as many low-income families as possible.

Washington, DC FY 2011 Fair Market Rents By Unit Bedrooms

	Efficiency	1 BR	2 BR	3 BR	4 BR
Fair Market Rents	1,131	1,289	1,461	1,885	2,466

SECTION 5

HOUSING QUALITY STANDARDS

The attached Housing Quality Standard (HQS) Inspection Form is a sample guide form that should be used during quality inspections.

Project Name and Address:		Inspection Date:	
		Date of Report:	
Management Agency:		Report Prepared By:	
		Owner's Name:	
Building Type:		Resident Manager's Name:	
Building #		Property Manager:	
Unit#		# of Units:	
# of Bedrooms:		# of Vacant Units:	
# of Bathrooms:		# of Buildings:	
Baths:	Bedrooms:	# of Buildings:	

Results: Pass * Fail *

Part B: Physical Condition. Indicate the physical condition of each item. If maintenance, describe the problem in the comment section.

	Condition of Apartment	Pass	Fail	Comments:
	Housekeeping			
L/D 1	Living Room/Dining Room	P	F	Comments:
L/D 2	Entry Door/Peep Hole			
L/D 3	Ceiling			
L/D 4	Walls			
L/D 5	Carpet/Flooring			
L/D 6	Light Fixtures			
L/D 7	Outlets/Switches			
L/D 8	V-Blinds			
L/D 9	Patio Door/Screen			
L/D 10	Windows/Screens			
L/D 11	Paint (peeling or chipping)			
K 1	Kitchen (incl. pantry)	P	F	Comments:
K 2	Ceiling			
K 3	Walls			
K 4	Floor			
K 5	Light Fixtures			
K 6	Outlets/Switches			
K 7	Stove/Oven/Microwave			
K 8	Rangehood			
K 9	Refrigerator			
K 10	Cabinets			
K 11	Countertops/Splashguard			
K 12	Sink/Faucet/Supply Lines			
K 13	Garbage Disposal			
K 14	Dishwasher			
K 15	V-Blinds			
K 16	Windows/Screens			
K 17	Paint (peeling or chipping)			
BA 1	Bathroom A	P	F	Comments:
BA 2	Ceiling			
BA 3	Walls			
BA 4	Door			
BA 5	Floor			
BA 6	Light Fixtures			

BA 7	Outlets/Switches			
BA 8	Toilet/Paper Roller			
BA 9	Sink/Faucet/Supply Lines			
BA 10	Medicine Cabinet/Mirror			
BA 11	Exhaust Fan			
BA 12	Towel Bar/Fixtures			
BA 13	Bathtub/Shower Head			
BA 14	Shower Walls/Rod			
BA 15	Windows/Screens			
BA 16	V-Blinds			
BA 17	Paint (peeling or chipping)			
BB 1	Bathroom B	P	F	Comments:
BB 2	Ceiling			
BB 3	Walls			
BB 4	Door			
BB 5	Floor			
BB 6	Light Fixtures			
BB 7	Outlets/Switches			
BB 8	Toilet/Paper Roller			
BB 9	Sink/Faucet/Supply lines			
BB 10	Medicine Cabinet/Mirror			
BB 11	Exhaust Fan			
BB 12	Towel Bar/Fixtures			
BB 13	Bathtub/Shower Head			
BB 14	Shower Walls/Rod			
BB 15	Window/Screens			
BB 16	V-Blinds			
BB 17	Paint (peeling or chipping)			
BR 1	Bedroom 1	P	F	Comments:
BR 1	Door/Closet Door			
BR 2	Ceiling			
BR 3	Walls			
BR 4	Carpet/Flooring			
BR 5	Light Fixtures			
BR 6	Outlets/Switches			
BR 7	Windows/Screens			
BR 8	V-Blinds			
BR 9	Paint (peeling or chipping)			
BR 2	Bedroom 2	P	F	Comments:
BR 1	Door/Closet Door			
BR 2	Ceiling			
BR 3	Walls			
BR 4	Carpet/Flooring			
BR 5	Light Fixtures			
BR 6	Outlet/Switches			
BR 7	Windows/Screens			
BR 8	V-Blinds			
BR 9	Paint (peeling or chipping)			
BR 3	Bedroom 3	P	F	Comments:
BR 1	Door/Closet Door			
BR 2	Ceiling			

BR 3	Walls			
BR 4	Carpet/Flooring			
BR 5	Light Fixtures			
BR 6	Outlet/Switches			
BR 7	Windows/Screens			
BR 8	V-Blinds			
BR 9	Paint (peeling or chipping)			
BR 4	Bedroom 4	P	F	Comments:
BR 1	Door/Closet Door			
BR 2	Ceiling			
BR 3	Walls			
BR 4	Carpet/Flooring			
BR 5	Light Fixtures			
BR 6	Outlets/Switches			
BR 7	Windows/Screens			
BR 8	V-Blinds			
BR 9	Paint (peeling or chipping)			
	Other/Hallway	P	F	Comments:
H 1	Ceiling			
H 2	Walls			
H 3	Carpet/Flooring			
H 4	Closet/Door			
	HVAC/Plumbing/Electrical	P	F	Comments:
H/P 1	Air Conditioning			
H/P 2	Heat			
H/P 3	Thermostat			
H/P 4	Hot Water Heater			
H/P 5	Laundry Connections			
H/P 6	Circuit Breaker Box			
	General Health & Safety	P	F	Comments:
G 1	Access/Egress/Security			
G 2	Halls/Stairs/Railings			
G 3	Garbage/Chutes/Debris			
G 4	Infestation			
G 5	Paint Condition			
G 6	Electrical			
G 7	Smoke Detectors			
G 8	Emergency Lighting			
G 9	Sprinklers			
G 10	Elevator			
G 11	Interior Air Quality			
G 12	Asbestos			
G 13	Presence of Mold/Mildew			
G 14	Handicap Accessible			
G 15	Other Interior Hazards			
G 16	Fire Extinguishers			
G 17	Tripping Hazards			
G 18	Emergency Fire Exits			
G 19	Grounds/Landscaping			

Part C: Miscellaneous Observations. Answers each Question.

1a. Surrounding neighborhood is:		D	A	Depressed * Average * Prosperous	
1b. This condition is expected to:		I	S	Improve* Stay Same * Decline	
2a. Overall Physical Condition:		E	S	Excellent* Satisfactory*Below Average * Unsatisfactory	
2b. Maintenance Policies		E	S	Excellent* Satisfactory*Below Average * Unsatisfactory	

NOTES:

Part F: Signatures

1a. Inspection Performed By:

1b. Title:

1c. Date:

SECTION 6

Green Building

What is Green Building?

Overview of Green Building in Washington, D.C.

With the passage of The Green Building Act of 2008, Washington, D.C. joined states and cities across the country in requiring green building design and construction. The requirements will phase in over several years, beginning with public buildings, followed by publicly financed buildings, and ending with private construction.

Currently, the District requires compliance with the 2011 Green Communities Criteria for publicly financed affordable housing. Any application submitted in this RFP round is required to complete and submit the identified forms located in the Exhibit GB of the Application Submission Package Exhibits.

A. What is Green Building?

Green building or “sustainable” building is an approach to design and construction that maximizes energy and resource efficiency, protects the environment, and promotes healthier places to live and work.

Green building is important not just for its environmental benefits, but also for its economic and health benefits. Green building reduces the everyday energy costs for owners and renters, and provides significantly better indoor air quality for occupants.

Green building considers the entire life cycle of a structure and its component parts, focusing on efficiency in operating costs, as well as initial construction costs.

The specific elements of green building include the following:

- **Integrated Design Process**- sustainable building strategies are considered from the earliest stages of project planning, with a LEED-accredited professional or experienced green building design specialist participating at every stage.
- **Location and Neighborhood Fabric**- locations that conserve resources, take advantage of existing infrastructure and civic amenities, are close to transportation and contribute to the fabric of healthy, livable communities.
- **Site Improvements**- chosen to conserve natural resources, improve operational efficiencies, enhance health and promote non-automotive means of transit.
- **Water conservation**- utilization of water-efficient appliances and fixtures, low water landscaping and irrigation, and use of rainwater and graywater (water recaptured and recycled from showers, sinks and clothes washers) when possible.
- **Energy efficiency**- a guiding principle in all stages of development, including efficient construction methods, design and insulation of units for efficient heating and cooling, use of Energy Star appliances, and efficient interior and exterior lighting.
- **Materials Beneficial to the Environment**- including reuse and recycling on the construction site to decrease waste, and use of building products and techniques that contribute to more durable, healthy and resource-efficient buildings.

- **Healthy Living Environment**- including the use on safe biodegradable materials such as Low/No VOC paints and primers, adhesives, and sealants; use of materials and construction techniques to reduce mold and ensure adequate ventilation; garage isolation.
- **Operations and Maintenance**- training for employees and residents to explain and assist in the preservation of the property's green character.

B. What are the Green Communities Criteria?

The Green Communities criteria promote smart growth, public health, energy conservation, operational savings and sustainable building practices in affordable housing design. In addition, the incorporation of these criteria into a building design can also yield cost savings through long-term reduction in operating expenses. Additional benefits include improved energy performance and comfort, a healthier indoor environment, increased durability of building components and simplified maintenance requirements. Overall, green building practices improve the economic of managing affordable housing while enhancing quality of life for residents.

See <http://www.greencommunitiesonline.org/tools/criteria/CriteriaOverview.pdf> for a summary overview of the 2011 Green Communities Criteria.

See http://www.greencommunitiesonline.org/tools/criteria/EGC2011Criteria_final.pdf for a detailed overview of the 2011 Green Communities Criteria.

See http://www.greencommunitiesonline.org/tools/criteria/EGC_Criteria_Checklist.pdf for a detailed overview of the 2011 Green Communities Criteria in checklist format.

See http://www.greencommunitiesonline.org/tools/funding/grants/documents/green_development_plan_template.xls for the Green Development Plan template – a guide for the developer to utilize the integrated design process and gain an understanding of all that is involved in preparing a Charrette and satisfying the Green Communities Criteria.

See <http://www.practitionerresources.org/cache/documents/674/67460.pdf> or <http://www.practitionerresources.org/cache/documents/674/67461.doc> for the 2011 Enterprise Green Communities Multifamily Rehabilitation Specifications. These specifications were created for multifamily projects of more than three stories undergoing moderate or substantial rehabilitation, and should be reviewed and adapted to for specific climates, housing stock, and targeted Criteria measures.

See <http://www.greencommunitiesonline.org/tools/funding/grants/charrette.asp> for charrette grant funding available from Enterprise.

See http://www.greencommunitiesonline.org/tools/toolkits/resident_engagement_tools.asp a series of training tools and templates that provide residents, housing staff, and property managers with new resources to promote resident education on maintaining a green and healthy home.

See <http://www.greencommunitiesonline.org/tools/criteria/faq.asp> for frequently asked questions about the 2011 Green Communities Criteria.

Additional Information

Green Building Standards

Enterprise Community Partners
Green Communities Criteria
www.greencommunitiesonline.org
410.715.7433

U.S. Green Building Council
Leadership in Energy and Environmental Design (LEED®)
www.usgbc.org
202.742.3792

Energy Star (U.S. Environmental Protection Agency and U.S. Department of Energy)
Energy Star Target Finder Tool
http://www.energystar.gov/index.cfm?c=new_bldg_design.bus_target_finder

Energy Star Portfolio Manager
http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

Practical green building resources

Metropolitan Washington Council of Governments (COG)
Builders' Recycling Guide: A Directory for Construction and Demolition Materials in the Metropolitan Washington Region
<http://www.mwcog.org/buildersrecyclingguide/info.htm>
202.962.3200

Affordable Housing Design Advisor
<http://www.designadvisor.org/>

Building Technology resources

U.S. Department of Energy, Energy Efficiency & Renewable Energy Building Technologies Program
<http://www.eere.energy.gov/buildings/>

Sustainable Buildings Industry Council (SBIC)
www.sbicouncil.org
202.628.7400

Partnership for Advancing Technology in Housing (PATH)
<http://www.pathnet.org/>

Global Green USA
www.globalgreen.org

Potential green building financial resources

Enterprise Community Partners

Green Communities

www.greencommunitiesonline.org

Washington D.C. Office: 202.842.9190

Home Depot Foundation

www.homedepotfoundation.org

National Housing Trust

Green Affordable Housing Preservation Lending Initiative

Pre-development and bridge loans

www.nhtinc.org

Contact: Keiva Dennis 202.333.8931, or kdennis@nhtinc.org