

## HOUSING AND COMMUNITY DEVELOPMENT NONPROFIT CAPACITY SUPPORT GRANT

### REQUEST FOR APPLICATIONS (RFA)

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Release Date of RFA:	Monday, June 29, 2020
Information Session:	Tuesday, July 7, 2020, at 12:30 pm
Registration (REQUIRED):	<a href="#">Information Session Registration via Webex</a>
Submission Deadline:	Monday, July 20, 2020, at 5:00 pm
Submission Details:	Please select the link that follows to submit your complete application: <a href="https://zoomgrants.com/">https://zoomgrants.com/</a>

***All applications must be submitted electronically via ZoomGrants. Incomplete applications or those submitted after the deadline will not be accepted.***

Questions: Please submit via [nba.rfa@dc.gov](mailto:nba.rfa@dc.gov)

Availability of RFA: Download at [dhcd.dc.gov](http://dhcd.dc.gov)

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## SECTION I - BACKGROUND

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### Introduction

The District of Columbia Department of Housing and Community Development (DHCD, or the Department) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs and to provide services that support and preserve affordable housing for the benefit of low- and moderate-income persons, economic development, and public services. DHCD, in turn, works in partnership with local nonprofit organizations to deliver these services for affordable housing and community development.

The DHCD will provide \$2 million from the HUD Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allocation of Community Development Block Grant (CDBG-CV) funds to support housing and community development nonprofits that have experienced an increase in administrative costs, constituent requests or other disruptions to normal operations due to the Coronavirus (COVID-19).

Eligible nonprofit organizations, which include, but are not limited to, entities that offer job training, affordable housing activities, recreational programs, services for seniors and homeless persons, and public services that would be CDBG eligible may receive up to \$50,000 in grant assistance based on eligible reimbursable expenses.

### Eligible Uses

Eligible Expenses<sup>1</sup>, used to support COVID-19 operations, may include, but are not limited to:

- Salaries, wages, and other employee compensation and benefits, to include hazard pay;
- Rent;
- Utilities;
- Maintenance and repair;
- Additional expenses for cleaning and purchasing personal protective equipment;
- Establishing remote operations;
- Establishing new programs or modifying existing programs to address the COVID-19 health crisis;
- Project or program delays due to COVID-19;
- Communication costs;
- Insurance;
- Providing equipment, materials, and supplies to carry out a public service; and
- Any other COVID-19 related cost determined by DHCD to meet the criteria of an eligible CDBG expense.

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<sup>1</sup> See 24 CFR 570.201-570.204 for a list of eligible activities to carry out CDBG activities and the Uniform Administrative Requirements and Cost Principles at 2 CFR part 200 for clarification on direct costs, “[costs] that can be identified specifically with a particular final cost objective”.

## Eligible Organization

Applicants must meet all the following conditions:

- be a housing and community development focused nonprofit organization with a Federal 501(c)(3) tax-exempt status, or evidence of fiscal agent relationship with a 501 (c)(3) organization;
- the organization serves the District's residents or business owners by providing affordable housing services, community development services or other public services or activities;
- the organization's principal place of business is located in the District of Columbia;
- all services and programming expenses for which reimbursable funds are requested must be provided in the District of Columbia; and
- the organization is currently registered and is in good standing with the DC Department of Consumer & Regulatory Affairs, Corporations Division, and the Office of Tax and Revenue.

## Awards Amounts and Duration

The total amount available through the Nonprofit Capacity Support Grant is **\$2,000,000**. Grant award amounts will vary, and eligible nonprofit organizations may be funded up to **\$50,000**. Each awardee (Grantee) must execute a grant agreement that shall commence on the Effective Date and continue through December 30, 2020. The term of the Grant Agreement and the Grant provisions may be extended to cover any additional period during which the Grantee remains in control of CDBG-CV funds or other grant-funded assets. The RFA does not commit DHCD to make an award.

## Application Review & Awards

DHCD will use a Review Panel that will review and score applicant proposals and submit recommendations for awards.

## Award Notification

Award letters will be released, upon scoring completion, via email using the grant application program, ZoomGrants.

## Submission Guidelines

The **ONLY** method to apply is through the ZoomGrants online portal.

Applications are due no later than **Monday, July 20, 2020, at 5:00 PM**. All applications will be recorded upon receipt. Applications received after **Monday, July 20, 2020, at 5:00 PM** are disqualified and will not be forwarded to the Review Panel for funding considerations. Any additions or deletions to an application, unless requested by DHCD, will not be accepted after the deadline of **Monday, July 20, 2020, at 5:00 PM**.

The grant application will be available through the online grant application ZoomGrants. To apply, an applicant must go to the link that will be posted on DHCD's website at [www.dhcd.dc.gov](http://www.dhcd.dc.gov). Once the applicant clicks on the link, they will be prompted to create a ZoomGrants account and then will be able to access the grant application.

## Information Session

An information session will be held on **Tuesday, July 7, 2020, at 12:30 pm via Webex**. To attend the session meeting please register via Webex with the following link: <https://dcnet.webex.com/>

Applicants who have questions regarding the RFA are encouraged to attend the Webex orientation.

Telecommunications Device for the Deaf (TDD) relay service is available by calling (800) 201-7165. A sign language interpreter will be provided upon request by contacting Pamela Hillsman on (202) 442-7251 or [pamela.hillsman@dc.gov](mailto:pamela.hillsman@dc.gov) three (3) business days before the information session.

Organizations that require language interpretation should specify which language (Spanish, Vietnamese, Chinese-Mandarin/Cantonese, Amharic, or French). The deadline for requesting the services of an interpreter is three (3) business days before the information session.

**PLEASE NOTE:** The pre-application information session is only to discuss and give guidance to the RFA process, specific details of applications will not be discussed.

## Questions

During the application period, prospective applicants may submit clarification questions to DHCD about the RFA by emailing [nba.rfa@dc.gov](mailto:nba.rfa@dc.gov). DHCD will respond to all questions submitted and will distribute the responses publicly. All questions must be submitted by 12:00 a.m. midnight on July 16th, to allow sufficient time for DHCD to respond to questions and for applicants to consider or incorporate the guidance in their applications. All questions must be submitted through the designated email. Responses will be periodically posted and can be read on [the nonprofit support grant webpage](#).

## Terms and Conditions

- Funding for this award is contingent on available funding from DHCD. The RFA does not commit DHCD to make an award.
- DHCD reserves the right to accept or deny any or all applications if DHCD determines it is in the best interest of DHCD to do so. DHCD shall notify the applicant if it rejects that applicant's proposal. DHCD reserves the right to suspend or terminate an outstanding RFA.
- DHCD reserves the right to issue addenda and/or amendments after the issuance of the RFA, or to rescind the RFA.
- DHCD shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- DHCD may conduct pre-award on-site visits to verify the information submitted in the application.
- DHCD will determine the grant award based on the application and supporting documentation submitted by the applicant.
- The citations to the statute and regulations that authorize the grant or sub-grant include 24 CFR part 570, 2 CFR part 200, 1 DCMR chapter 50. These provisions set forth eligible grant activities, payment provisions identifying how the grantee will be paid under the award; reporting requirements, including programmatic, financial, and any special reports required by; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control to the extent of any conflict or ambiguity, and it shall be the responsibility of the grantee to ensure compliance.

## SECTION II - SCORING OF APPLICATIONS

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Applicant's proposal submissions will be objectively reviewed against the following criteria:

**Criterion A: Expenses Proposed for Reimbursement Clearly Defined** **20 points**

- The expenses delineated for reimbursement in the proposal are associated with the provision of housing and community development activities during the COVID-19 crisis.
- The proposal makes clear how reimbursement will further the housing and community development goals of the organization going forward.

**Criterion B: Program Goals, Objectives, and Services** **20 points**

- The proposal clearly states the goals of the program or programs served by the expenditures for which the applicant is seeking reimbursement and the objectives and activities of the program or programs are clearly defined, measurable, and directly related to the COVID-19 pandemic.
- The applicant demonstrates the effectiveness of their expenses in allowing the organization to continue to provide the services/activities and to accomplish the program goals and objectives during the COVID-19 crisis.

**Criterion C: Program Evaluation** **20 points**

- The applicant demonstrates a clear process to measure/evaluate the effectiveness of the program or programs being assisted by reimbursement.

**Criterion D: Organizational Capability and Relevant Experience** **20 points**

- The applicant demonstrates qualifications and past experiences to provide services. Information on prior program evaluations, findings, and changes made as a result should be referenced.
- The applicant details specific staff responsible for program implementation and evaluation.
- The applicant demonstrates an established organizational structure and its ability to administer the proposed program.

**Criterion E: Sound Fiscal Management and Budget** **20 points**

- The applicant demonstrates sound fiscal management (i.e., fiscal monitoring protocols and systems).
- The applicant's budget with budget justification is reasonable and realistic to achieve stated goals and objectives.

## SECTION III - ADMINISTRATIVE REQUIREMENTS

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### **Certifications and Assurances**

The agency shall complete and return the Certifications and Assurances listed with the application submission (Certifications and Assurances are provided as Attachments/Supporting Documents in Zoomgrants).

### **Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All grantees that receive awards under this RFA must show proof of insurance before receiving the grant funds.

### **Audits**

At any time before final payment and for four (4) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

### **Nondiscrimination in the Delivery of Services**

In accordance with applicable District, federal laws, regulations and Executive Orders, the grantee shall comply with all applicable District and Federal statutes and regulations, as may be amended from time to time including, but not limited to:

*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:

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.

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.

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.

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 because of his handicap be excluded from the participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance...".

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 (D.C. Law 14-354) and mortgage foreclosure procedures enacted in the "Mortgage Foreclosure Procedures Reform Act of 2003."

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 grant.

D.C. Law 3-76: District of Columbia Architectural Barriers Act of 1980, Section 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 must be made accessible to physically handicapped persons.”

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

Sexual Harassment Policy, Guidance, and Procedures, Mayor’s Order 2017-313 (December 18, 2017).

D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq.

Language Access Act of 2004, as amended.

## Application Checklist

Applicants are required to follow the content requirements and submission instructions within Zoomgrants. The checklist below summarizes the required documents.

**Applications will be considered incomplete if any part of any section is missing.**

- Agency/Organization Profile
- Proposal Summary
- Work plan - Plan must include a full description of how proceeds will be used, timeline, goals/objectives, staffing plan, and implementation
- Organizational Chart
- Articles of Incorporation and Bylaws
- Copy of current organizational budget
- Balance Sheet or audited financial statements (the year 2018)
- Copy of IRS tax-exempt determination letter
- Certificate of Good Standing from DCRA
- Clean Hands - <https://dcra.dc.gov/service/verify-clean-hands>