



District of Columbia
Department of
Housing and
Community
Development

1800 Martin Luther King, Jr.
Avenue, SE
Washington, D.C. 20020

(202) 442-7200
(202) 645-6166 Fax

www.dhcd.dc.gov

Adrian M. Fenty
Mayor

Leila Finucane Edmonds
Director
Department of Housing
and Community Development

Victor Selman
Chief Operating Officer

REQUEST FOR APPLICATIONS

Neighborhood Based Activities

HOME Community Housing Development Organization (CHDO) Operating Grants

Issue Date: July 31, 2009

Closing Date: August 28, 2009



*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

HOME Community Housing Development Organization
(CHDO) Operating Grants

Attendance Recommended

WHEN: August 14, 2009

*WHERE: Department of Housing and Community Development
1800 Martin Luther King, Jr. Avenue, SE
3rd Floor Conference Room
Washington, DC 20020*

TIME: 10:00 AM

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 – HOME Funded CHDO Operating Grants

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 six (6) 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):
 - o Articles of Incorporation and Bylaws
 - o Organizational chart
 - o Board resumes
 - o Staff resumes
 - o Assurances (See RFA Attachment A)
 - o Certifications (Lobbying, Drug-Free, etc.) (see RFA Attachment B)
 - o Two Original Receipts (see RFA Attachment C)
 - o Equal Opportunity Certification Form (see RFA Attachment D)
 - o Section 504 Certification Form (see RFA Attachment E)
 - o Affirmative Marketing Plan (see RFA Attachment F)
 - o Tax-exempt status determination letter
 - o Certificate of Good Standing from DCRA
 - o Letter from DHCD indicating Certification as a CHDO
 - o Letter from DHCD indicating that your organization has been selected for underwriting for at least one Home-eligible housing project



TABLE OF CONTENTS

SECTION 1: GENERAL INFORMATION

Introduction 1
 Purpose of Request for Application..... 1
 Award Period 1
 Award and Amounts..... 1

SECTION 2: PROGRAM REQUIREMENTS AND PRIORITIES

HOME CHDO Requirements 2
 Program Priorities 3
 Basic Activity Requirements 4

SECTION 3: SELECTION PROCESS

Selection Criteria: 6
 Review Panel 7
 Decision on Awards 7
 Post-Selection..... 7
 Contact Person..... 8

SECTION 4: APPLICATION INSTRUCTIONS

Format..... 9
 Internet..... 9
 Application Form Instructions..... 9
 Required Attachments..... 10
 Pre-Application Conference 10
 Explanations to Prospective Applicants 10
 Resources..... 11

SECTION 5: APPLICATION SUBMISSION

Application Identification 12
 Application Submission Date and Time 12
 Mail/Courier/Messenger Delivery 12

APPLICATION FORM

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

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

SECTION 1: GENERAL INFORMATION

Introduction

Each year the District of Columbia Department of Housing and Community Development (DHCD) receives HOME funds through its HOME Investment Partnerships Agreement with the U.S. Department of Housing and Urban Development (HUD) to develop programs, projects, and activities that support and preserve affordable housing in the District. The Federal HOME Regulations which govern this Agreement permit DHCD to spend up to 5% of its fiscal year HOME allocation on operating expenses for qualified Community Housing Development Organizations (CHDOs).

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications for HOME CHDO Operating grant funds from certified CHDOs to support the development of affordable housing in the District. Awardees under this RFA must be certified as CHDOs. In addition, awardees must have been selected for underwriting for a HOME-eligible housing project from DHCD.

For this activity, DHCD seeks applications from organizations which have demonstrated the capacity to develop affordable housing in the District of Columbia. DHCD seeks applications from organizations with demonstrated need for operational support for their affordable housing efforts. This is best evidenced by substantive experience in serving the community where the applicant intends to develop HOME-assisted housing. DHCD also encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's communities.

Award Period

Grant activities should be ready to start no later than October 1, 2009. Activity work plans and budgets will be approved for up to one year, with an option to extend the agreement for up to two additional one-year periods. The Department will obligate all funds necessary for the initial award period from FY 2010 funds.

Award and Amounts

DHCD plans to make available through this RFA up to \$420,000 in Fiscal Year 2010 to be used expressly to provide grants to CHDOs for their operating expenses.

SECTION 2: PROGRAM REQUIREMENTS & PRIORITIES

HOME CHDO Requirements

All applicants must meet the basic requirements of becoming a certified CHDO in good standing in accordance with HOME Regulations (24 CFR Part 92.2). If an applicant is already certified by DHCD as a CHDO, it has met the basic requirements, as follows:

Legal Status

The purpose of the organization must include the provision of decent housing, affordable to low and moderate income persons as evidenced by its: (a) charter (b) articles of incorporation (c) resolution of the Board of Directors or (d) by-laws. The organization's by-laws or Board resolution should incorporate in writing, a formal process for low-income beneficiaries to advise the organization on design, location of sites, development and management of affordable housing.

Net earnings of the organization must not benefit any members, founders, contributors or individuals.

The organization must have clearly defined geographic boundaries of its service area(s).

The applicant must be a non-profit/tax-exempt corporation designated by the Internal Revenue Service. The organization must have 501 c status. The 501 c designations permissible under HOME are: (1) 501c (3), a charitable, non-profit corporation, (2) 501 c (4) a community or civic corporation, and (3) Section 905 status, a subordinate organization of a 501 c organization.

Organizational Structure

The successful applicant's board of directors must be composed as follows:

- At least one third must be representatives of the low-income community. There are three ways to meet this requirement: (a) residents of low-income neighborhoods in the community, and/or (b) low-income residents of the community and/or (c) elected representatives of low-income neighborhood organizations.
- A maximum of one-third of the governing board may consist of public officials or District employees.
- The balance of the Board composition is unrestricted, and may include such persons as social service providers, lenders, individuals with access to philanthropic resources, or others willing to contribute their professional expertise.

Organizational Capacity

The organization must have at least one year of experience serving the community where it intends to conduct HOME-assisted housing. The year of service does not have to be directly related to housing. The year of service cannot consist of a for-profit organization's work in the community. The year of service may consist of the services of a parent organization if the parent organization is a non-profit.

All applicants must be certified as a Community Housing Development Organization (CHDO) by DHCD. For further information on the CHDO certification process, please contact Mr. Lamont Lee, Community Services Manager, at (202) 442-7161.

Program Priorities

This grant will be managed in DHCD's Residential and Community Services Division in the Neighborhood-Based Activities program area. This Neighborhood-Based Activity will be conducted through grant agreements using HOME Funds. Grant agreements will be executed to provide operating expenses, which are eligible, reasonable and necessary costs for the operation of the applicant as a Community Housing Development Organization (CHDO). Such costs may include, but are not limited to, salaries, wages, and other employee compensation and benefits; employee education, training, and travel, rent, utilities, communication costs, taxes, insurance, equipment, materials and supplies.

Grant agreements will be awarded under this RFA only to certified CHDOs which have been selected by DHCD for underwriting for at least one HOME-eligible housing project. In addition, DHCD will require some detailed information on each project to be undertaken which is supported by the operating expenses to be incurred under these grants. In addition, the CHDO grant agreement will stipulate that the grantee must receive HOME funds for a housing project from DHCD within 24 months of execution of the CHDO agreement. The regulations further stipulate that no HOME funded grant for CHDO operating expenses can be more than 50% or \$50,000 (whichever is greater) of that organization's operating expenses for the year.

Successful applicants must demonstrate a need for operational support for their affordable housing efforts. Applicants should be able to demonstrate how this funding will better enable them to further their own strategy for neighborhood revitalization and to further the development of affordable housing in their community. Applicants should be able to demonstrate how these funds will be leveraged with other funds to further their affordable housing efforts.

A successful applicant has the staff and board capacity to be an effective change agent in the neighborhoods for which it is proposing affordable housing development activities. Applicants will be evaluated on the basis of administrative capability, and demonstrated understanding of all issues involved in performing all activities required under HOME regulations. Successful applicants must be able to track and provide detailed portfolio data, including performance outcomes. Finally, an applicant must demonstrate that it has the capacity for strong performance, financial accountability and compliance under this Neighborhood-Based Activity.

Basic Activity Requirements

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

- All HOME 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 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 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: SELECTION PROCESS

Selection Criteria -- 100 points

Criterion	Points Available
<ul style="list-style-type: none">The applicant meets all general requirements of this RFA as outlined in Section 2 of this document.	10
<ul style="list-style-type: none">The applicant is certified by DHCD as a CHDO	10
<ul style="list-style-type: none">The applicant demonstrates a need for operational support for its efforts to develop affordable housing in the District.	20
<ul style="list-style-type: none">The applicant demonstrates significant experience in the community it serves and a strong connection to its neighborhood.	20
<ul style="list-style-type: none">The applicant possesses overall administrative skills and capacity required to implement a significant HOME-funded Neighborhood Based Activity in partnership with the District government.	20
<ul style="list-style-type: none">The applicant has been selected for underwriting for at least one HOME-eligible housing project from DHCD.	20
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 housing, and in neighborhood revitalization.

When the review panel has completed its evaluations, the panel will make recommendations for awards based on the scores for each application. The Department and Review Panel will determine together minimum scoring thresholds 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 grantee. Disbursements of awards are contingent 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. This 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 agreement, the successful applicant will meet with DHCD staff to negotiate the specific activities that will be undertaken under the agreement so that the applicant's mission, community needs, and District Government priorities are addressed. This effort will result in the work plan, outcome measures, allowable operating expenses, and budget that will become part of each agreement.

Upon execution of the agreement, which is anticipated to be no later than October 1, 2009, 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 HOME funds. The review objectives will include financial management and accountability, internal control structure, 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 federal funds during any one fiscal year. (See **Resources** section below.) All DHCD grant agreements will require that an audit be conducted of the organization's finances by a CPA firm for each fiscal year of the grant agreement period. The audit must be conducted after the grant agreement is closed out for each fiscal year of the agreement period. DHCD may 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 3rd Floor

Washington, DC 20020

202-442-7161

202-645-6166(fax)

lamont.lee@dc.gov.

SECTION 4: APPLICATION INSTRUCTIONS

Format

There are three parts to the application package:

- The Application Form
- Attachments
- Electronic version of application on diskette

The attached Application Form is available in MSWord format from DHCD via email. A pdf version is available on the DHCD website at <http://www.dhcd.dc.gov.org/main.shtm>. It can also be obtained via CD from DHCD. While not recommended, the form may be completed by hand. If you would like the MSWord application form e-mailed to you, send a message with your request to lamont.lee@dc.gov.

Internet

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 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 using **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 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)
Letter from DHCD indicating Certification as a CHDO
Letter from DHCD indicating that the organization has been selected for underwriting for at least one Home-eligible housing project

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 the Application Form with an additional binder clip. Questions related to Attachments [D](#), [E](#), and [F](#) may be directed to Mr. Lamont C. Lee, Community Services Manager at (202) 442-7161.

Applicants may obtain the Certificate of Good Standing at DCRA's One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.

Pre-Application Conference

The Pre-Application Conference will be held August 14, 2009 from 10:00 a.m. to 12:00 noon at the Department of Housing and Community Development, 1800 Martin Luther King, Jr. Avenue, SE, 3rd Floor Conference Room, Washington, DC, 20020.

Explanations to Prospective Applicants

Applicants are encouraged to mail, e-mail, or fax their questions to the Contact Person listed on Page 8 above on or before August 20, 2009. 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 HOME funding 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/a133.html>.

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>.

SECTION 5: APPLICATION SUBMISSION

Application Package and Transmittal

A total of seven (7) applications (with attachments), and an electronic version 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 seven (7) 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 six (6) 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 28, 2009. All applications will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., August 28, 2009** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The six (6) 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 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.