District of Columbia
Department of Housing
and Community
Development

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

(202) 442-7200
(202) 442-7089 Fax
www.dhcd.dc.gov

Adrian M. Fenty
Mayor

Leila Finucane Edmonds, Director
Department of Housing
and Community Development

Victor Selman
Chief Operating Officer

The District of Columbia 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.

REQUEST FOR Applications

Homelessness Prevention and Rapid Re-Housing Program

Legal Services Associated with the Administration of Homelessness Prevention and Rapid Re-Housing Program

Funding Source: Homelessness Prevention and Rapid Re-Housing Program

Issue Date: September 4, 2009

Closing Date: September 18, 2009

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

NOTICE

PRE-APPLICATION CONFERENCE

Legal Services Associated with the Administration of Homelessness Prevention and Rapid Re-Housing Program

Attendance is Strongly Encouraged
Certificate of attendance is proof for additional points in Selection Criteria Scoring

FRIDAY, SEPTEMBER 11, 2009

WHERE: Department of Housing and Community Development
1800 Martin Luther King, Jr. Avenue, S.E.
Third Floor Conference Room Washington, DC 20020
TIME: 10:00 AM – 12:00 PM

CONTACT PERSON REGARDING THIS PRE-APPLICATION CONFERENCE:
Guyton Harvey, Grants Manager, Homelessness Prevention and Rapid Re-Housing Programs
Department of Housing and Community Development
(202) 442-7140
Guyton.Harvey@dc.gov

Checklist for Applications

Legal Services for Homelessness Prevention and Rapid Re-Housing Programs

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 five (5) copies of the application (following the same format as above), plus the original.**
- ☐ The electronic version of the application is submitted on a CD-Rom.
- ☐ 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
  - **Pre-application Conference Certificate of Attendance**

Request for Applications: Legal Services for Homelessness Prevention and Rapid Re-Housing Program

Note: For complete application instructions, please see Section 5: Application Instructions

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APPLICATION FORM (Part 1 and Part 2)

ATTACHMENTS

Attachment A	Assurances
Attachment B	Certifications
Attachment C	Original Receipt
Attachment D	Equal Opportunity Certification
Attachment E	Section 504 Certification Form
Attachment F	Affirmative Marketing Plan

Exhibit A	**Grant Agreement (including the Statement of Work – Attachment A)**
Attachment H	**Contract Addendum for all contracts funded with American Recovery and Reinvestment Act (ARRA) Dollars**
Attachment H-1	**Provisions Applicable to Procurements Under the ARRA**

Note: The grant agreement covering the Legal Services activities of this Request for Application (RFA) must be executed within two (2) days by the grantee from the date the awardee receives notice of its selection. Additionally, once the successful grantee(s) is (are) chosen DHCD will disseminate the HPRP Program Attachments B, C, C(1), (C2), C(3), D, E, F, G, I , L, and S to the Legal Services Grant for completion and submission to DHCD.

District of Columbia
Department of Housing and Community Development (DHCD)
Request for Applications (RFA) FY 2009 for
Legal Services for Homelessness Prevention and Rapid Re-Housing Program

SECTION 1: GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) has received funds from the US Department of Housing and Urban Development (HUD) to develop a program to provide services that support homelessness prevention through the Emergency Shelter Grant (ESG), Homelessness Prevention Rapid Re-Housing Program (HPRP) established under Title XII of Division A of the American Recovery and Reinvestment Act (Recovery Act) of 2009. To implement this program, DHCD will work in partnership with the District's Department of Human Services (DHS) and local non-profit organizations to deliver these services for the District's homeless population.

Purpose of Request for Applications (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications from non-profit organizations to provide a range of legal services to support the District's HPRP initiatives, and to promote compliance with the District's homeless population regulations.

Specifically, the Department seeks grantees to conduct the following activity:

Activity 1: Legal Services: HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

An applicant should use this application process to evidence its ability to produce positive outcomes for the available services. The applicant must have demonstrated capacity; advocacy on behalf of clients; strong project management; administrative capacity; and a proven track record of delivering timely and professional quality services sought through this RFA. Applications may be submitted for funding to conduct **Activity 1** Legal Services listed above. The Department will make a single award to any organization(s) funded through this RFA.

Award Period

The approved activities under this RFA will begin on October 1, 2009. Activity work plans and budgets are anticipated to be approved for a period of twelve (12) months during FY 2010. At its sole discretion, the Department may choose to extend the agreements for additional periods of up to two (2) years. All selected awardees will be invited to attend a post-award conference where the specific requirements of the awarded grant will be explained.

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 Activity 1.

SECTION 2: APPLICANT QUALIFICATIONS

Eligible Organizations

Applications are requested from qualified non-profit organizations and law firms that have a history of providing pro bono services serving the residents of the District of Columbia through initiatives that provide or support the elimination and prevention of homelessness with an array of legal services. These organizations should be able to provide legal services as defined in Activity 1. DHCD encourages applications that reflect the concerns of the homeless population that exist throughout the District of Columbia.

Organizational Capacity

A successful applicant has the staff and board resources available to be an effective change agent in assisting the homeless population. The applicant's overall administrative capacity as it relates to all requirements of program and grants management will be closely examined and reported. Applicants will be evaluated on the basis of financial stability, management capability, credit-worthiness, community support, staff qualifications, ability to provide excellent customer service, ability to track productivity and report results, and demonstrated understanding of issues involved in performing activities required under the HPRP program guidelines.

Any organization selected for funding Activity 1 described in the RFA must:

- submit timely monthly reports on activity accomplishments, along with an analysis of client progress;
- submit timely monthly requisitions for disbursement/invoices according to defined program requirements; and
- have the capacity to create and produce reports from a well developed tracking system upon request.

Governing Body Membership

The successful applicant will demonstrate that its board or other governing body:

- is broadly representative of the community at-large, including low- and moderate-income residents of the District;
- possesses skills and/or experience related to homelessness, with special emphasis on the activities described in this RFA; and
- possesses the legal, business administration, and management capacity to ensure appropriate execution of the described activities in partnership with the District government.

Experience-based Evidence of Performance

Applicants must demonstrate an understanding of the complex social and economic factors affecting the communities in which they are active, provide evidence of previous accomplishments, and reveal how their efforts will effect measurable positive change. Proposed activities should result in measurable, quantifiable outcomes for the District's homeless and renter populations.

Partnerships
Successful applicants have the capacity to leverage resources from financial, and other private and public, entities. Therefore, demonstrated working relationships with key stakeholders—including, but not limited to banks and other lenders, law firms, accounting firms, technical assistance providers, federal government agencies, foundations, other non-profits, etc.—are essential qualifications for prospective grant recipients.

Threshold Applicant Requirements (required for the application to be considered for selection)

In addition to demonstrating the ability to meet and implement program requirements, a successful applicant must meet the following threshold requirements:

- The applicant must be a non-profit/tax-exempt corporation, or a law firm providing pro bono services;

- 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.,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 written Conflict of Interest declarations executed by each employee and board member; and

- *Nondiscrimination in the Delivery of Services.* The applicant must comply with federal and local laws which prohibit discrimination in the delivery of programs and services, including, but not limited to, the following laws and regulations:

  1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.)- Prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.

  2) Section 109 of Title I of the Housing and Community Development Act of 1974 (24 CFR Parts 6,180,570)– 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 or 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."

6) 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.

7) 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 be made accessible to physically handicapped persons."

8) The Architectural Barriers Act, as amended (42 U.S.C. SS4151 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.

SECTION 3: PROGRAMMATIC REQUIREMENTS

Efficiency of Service

With this Request for Applications, the Department intends to improve efficiency of service among our homelessness prevention programs. Consequently, the Department looks to the non-profit and/or legal community to actualize efficiencies in its provision of the same services.

Geographic Distribution of Services

The Department's decision to select one, or multiple, grantees for provision of services, or for multiple services, will depend on the range of opportunities for quality service delivery in the applicant pool. It will also depend on the potential geographical distribution of service among the applications received. Applicants are free to designate their own proposed service areas based on their organization's by-laws, Board policies, etc. However, the Department reserves the right to designate any service areas it deems appropriate in making awards and in negotiating grant terms. In reviewing the applicant pool, the Department's goal will be to ensure that excellent homelessness prevention services are provided to all low and moderate income citizens of the District of Columbia. The Department will seek to bring parity in quality of all homelessness prevention services provided for all areas of the District.

Eligibility for Federal Funding

All of the activities in this RFA will be conducted through grant agreements using federal HPRP program funds. The Department will provide a full informational briefing to the awarded grantee(s) about the requirements of the grant funding source.

The applicant must demonstrate that it has the capacity and the intention to verify the household incomes of beneficiaries so that it can meet the national HPRP regulations and objectives.

Applicants should review in detail the federal requirements for programs, activities, and subrecipient eligibility under the regulations for the HPRP programs go to: www.hudrec.gov

ACTIVITY 1: Legal Services for Homelessness Prevention: HPRP funds may be used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible.

Legal Services Intake

All grantees will be responsible for providing full legal services referred to grantee by DHCD, DHS or the designee thereof according to HPRP program requirements for any eligible applicant. The process of individual application intake for each client may include, but is not limited to:

- Initial applicant screening and interview
- Providing application assistance
- Program referrals
- Legal services plan development
- Program participant follow-up
- Meeting all HPRP reporting requirements

District Legal Citations Governing Program Area in Activity 1

Applicants for this activity should review in detail the following legal citations governing the District's HPRP Program which shall govern the activities that are, or will be, included in this grant opportunity. Submission of an application relevant to this activity presumes that the applicant intends to meet all requirements to support homelessness prevention and rapid re-housing efforts.

American Recovery and Reinvestment Act of 2009 (Recovery Act)
(Pub. L. No. 111-5; H.R. 1-107, and 108).

Homelessness Prevention and Rapid Re-Housing Program (HPRP), funded under the Homeless Prevention Fund created under Title XII of Division A of the American Recovery and Reinvestment Act (Recovery Act) of 2009

The District of Columbia Community Development Act of 1975
D.C. Official Code § 6-1001 et seq.,

The District of Columbia Reorganization Plan No. 3 of 1975,

The HPRP Grant Agreement No.S09MY-11-0001 between HUD and the District of Columbia, effective July 21, 2009.

SECTION 4: SELECTION PROCESS

Selection Criteria, Part 1. Organizational Profile and Capacity – 102 points

Criterion	Points Available
Staff— • The application describes organizational staff possessing skills and experience appropriate to completing the activities identified by the applicant (relative to Section 3, above).	15
Board— The successful application demonstrates that its board : • Can represent the concerns of residents of the District of Columbia,;	5
• 1) Possesses skills and/or experience required to implement the activities described in this RFA for which application is made and 2) possesses the legal, business administration, and management skills required to oversee the activities for which application is made.	10
Management— • The application evidences the financial stability of the organization;	15
• The application describes organizational systems currently in place to manage finances, information, and administrative functions; and	10
• The application demonstrates the organization's ability to assemble staff and monetary resources necessary to carry out the services for which application is made and the application evidences a well-managed organization with a focus on strong customer service	10
Experience— • The application describes the organization's experience in successfully implementing activities similar or related to those for which application is made;	15
• The application evidences the organization's experience in evaluating activity outcome;	5
• The application demonstrates the organization's ability to manage and evaluate activity progress; and	5
• The application demonstrates the organization's ability to identify and resolve organizational challenges.	10
• **Pre-application Conference Certificate of Attendance**	**2**
Total	**102**

Selection Criteria, Part 2. Proposed Activities and Outcomes – 100 points

NOTE: A separate Part 2 will be evaluated for Activity 1 Legal Services.

Criterion	Points Available
• The application describes a rational and well-developed proposal for the implementation of each service proposed that fits into an overall strategy for meeting the goals of this RFA and the HPRP.	35
• The application describes the organization's experience in successfully implementing activities similar to those proposed	35
• The application identifies proposed outcomes for each proposed activity and the total budget necessary to achieve those outcomes	20
• The application describes how the organization leverages resources to support and enhance outcomes	10
Total	**100**

Review Panel
The review panel for this RFA will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in affordable housing and public service.

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 the review panel will determine together minimum thresholds 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 all awards vests solely with the Director of District of Columbia DHCD. DHCD reserves the right to select more than one grantee. After reviewing the recommendations of the review panel and any other information considered relevant, the Agency Director will determine the award of grant funds to the designated grantee(s). The Agency Director is not required to award grants based on the applications received and reserves the authority to re-advertise for services and activities discussed in this Request for Applications.

Post-Selection
Any applicant which is approved for funding will be required to enter into a grant agreement with DHCD for implementation of the approved activities. This grant agreement will include provisions that will ensure compliance with District laws and regulations and define the terms of the disbursement of funds.

Prior to execution of the grant agreement(s), a successful applicant will meet with DHCD staff to negotiate the specific activities that will be conducted under the grant agreement so that the respondent's mission, stakeholder 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 the grant agreement.

Upon execution of the agreement, which is anticipated to be at the outset of the first quarter of FY 2010, the organization will be eligible to receive disbursement of funds under the agreement.

In accordance with District requirements, DHCD will conduct periodic evaluations of the awarded organization's use of grant funds. The areas of review will include financial management, 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.

Contact Person

For further information, please contact:
Guyton Harvey, Grants Manager
Homelessness Prevention and Rapid Re-Housing Program
Office of Program Monitoring
Department of Housing and Community Development
1800 Martin Luther King, Jr. Avenue, S.E. 2nd Floor
Washington, DC 20020
202-442-7140
202-645-6160 **(fax)**
guyton.harvey@dc.gov

SECTION 5: APPLICATION INSTRUCTIONS

Format
There are four parts to the proposal package:

- Part 1 of the Application Form
- Part 2 of the Application Form
- Attachments
- Electronic version of application on CD-Rom diskette

The attached Application Form (Part 1 and Part 2) is available in MSWord format from DHCD via email or from the DHCD website at http://www.dhcd.dc.gov.org/main.shtm. While not recommended, the form may be completed by hand. ***You are encouraged to have the form e-mailed to you, send a message with your request to kimmarie.jamison@dc.gov.***

Internet
Applicants who obtained this RFA through the Internet are asked to provide the Department of Housing and Community Development 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
After reading the RFA thoroughly, go to the Section 1: General Information (indicating legal services defined). All legal services indicated must be applied for.

The Application Form (Part 1 and Part 2) is a series of Word generated tables. Complete Part 1 of the Application Form (Questions 1 through 12) and complete Part 2 of the Application Form as required.) 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.

Proposal 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 application form are required:

Articles of Incorporation and Bylaws
Organizational Chart
Board Resumes
Staff Resumes
Assurances (RFP Attachment A)
Certifications (Lobbying, Drug-Free, etc.) (RFP Attachment B)
Two Original Receipts (RFP Attachment C)
Equal Opportunity Certification (RFPA Attachment D)
Section 504 Certification Form (RFP Attachment E)
Affirmative Marketing Plan (RFPA Attachment F)
Federal tax-exempt status determination letter
Certificate of Good Standing from DCRA (obtained within the past three months)
Pre-application Conference Certificate of Attendance

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 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 Friday, September 11, 2009 from 10:00 am to 12:00 pm at the Department of Housing and Community Development, 1800 Martin Luther King, Jr. Avenue, S.E. Third Floor Conference Room Washington, DC 20020.

Explanations to Prospective Applicants

Applicants are encouraged to e-mail or fax their questions to the contact person listed above on or before Friday, September 18, 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.org/main.shtm

SECTION 6: APPLICATION SUBMISSION

Application Identification
A total of Six (6) applications (Part 1 with Attachments, and Part 2 for Legal Service activities only) described in the RFA for which the applicant proposes to provide services), and an electronic version of all parts on one CD-ROM, are to be submitted in an envelope or package. Attachment C should be affixed to the outside of the envelope or package. **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 five (5) 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 September 18, 2009. All proposals will be recorded upon receipt. Applications **submitted at or after 4:01 p.m., September 18, 2009** will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The five (5) copies, plus the one original and CD-ROM, **must be** delivered to the following location:

Department of Housing and Community Development
Homelessness Prevention and Rapid Re-Housing Program
1800 Martin Luther King, Jr. Avenue, S.E.
Office of Program Monitoring, 2nd Floor
Washington, DC 20020
Attention: Guyton Harvey, Grants Manager Homelessness Prevention and Rapid Re-Housing Program

Mail/Courier/Messenger Delivery
Proposals 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.