

This report includes all responses issued by DHCD to questions asked during the Spring 2016 RFP application window, as well as updates and guidance issued by DHCD. This content is specific to the Spring 2016 RFP.

All Spring 2016 RFP Q&As

Subject	Question	Response	Publish Date
Application Deadline Extension	UPDATE FROM DHCD	The deadline for submitting applications has been extended until 11:59 pm ET on Monday June 6, 2016. If you have already submitted your application and would like to use this additional time to modify your proposal, please email your request to rfpquestions@dc.gov .	05-27-2016 06:36 PM
Additional application fields		Three additional questions have been added to the application. One asks applicants to identify the type of building(s) in the project, and is within the "Project Description" section of the application. The other two are narrative fields prompting the applicant to justify construction or operating costs that exceed DHCD's maximum cost guidelines. These fields are within the "9. Architectural Plans and Cost Estimates" and "5b. Income & Expenses" sections, respectively. If your proposed costs are within the guidelines, these fields will not appear and are not required.	05-27-2016 06:36 PM
Development Team Threshold - Owner	In the development team threshold for the "owner" role it has 3 sections of required documentation - contract affidavit, developer experience, and financial statements. On the developer experience screen the language asks about the team's developer, not the owner. Is the developer experience required documentation within the owner role an error?	The "Developer Experience" section seeks to obtain information on each team member. It states "Information must be submitted for each development team member in any of the following roles: applicant; developer; owner; corporate general partners of the owner/mortgagor..." For this reason, the owner's experience should be provided in the "Developer Experience" section in the owner role.	05-24-2016 05:46 PM
Clean Hands Certificate	Our developer entity is incorporated in Maryland and does not employ anyone in the District. Does it still need to apply for a Clean Hands Certificate?	Yes, the entity still needs to apply for a Clean Hands Certificate.	05-24-2016 05:46 PM
Interest Rate	The RFP states that the interest rate on an HPTF loan will be 3%. Will this interest rate be charged during the construction period, or only after stabilization?	Interest on HPTF loans typically accrues during construction. Any request for deferment of interest accrual during the construction period should be described and justified in the application. The request will be reviewed during underwriting.	05-24-2016 05:45 PM
Due Diligence Required for Individuals	What due diligence is required for core development team members who are individuals? None of these items apply to an individual, Certificate of Clean Hands, Cert of Good Standing, Articles of Incorporation, DUNS #, etc. Thanks.	Core development team members will be required to submit a Clean Hands Certificate and a Certificate of Good Standing, as well as a Dun & Bradstreet "Business Information Report" to demonstrate creditworthiness is what is outlined in the RFP and would apply to sponsors, developers, guarantors or owners. The purpose of this request is to establish past business practices which would include "debarment"; "chronic past due accounts"; "substantial liens or judgments" or "chronic housing code violations" within the past 5 years. Creditworthiness must be documented. Sole proprietor should be registered with DCRA and approved to conduct business in the District of Columbia.	05-24-2016 05:45 PM
Error in LIHTC Equity Source	The following questions have been grouped and single response issued: Our Project Sources include LIHTC equity that was awarded under a previous RFP round. Therefore, this is included in the "Non-RFP" section of the Sources form with the box checked for LIHTC Equity. However, this is causing an error message to appear under the LIHTC request section, claiming that, "The LIHTC Syndications Proceeds amount does not match the LIHTC Equity amount listed in the Non-RFP Sources table below." If I uncheck the LIHTC box, this solves the discrepancy, but please advise whether there is a better way to correct this. Our application is requesting operating subsidies and not development financing. However, the Project does utilize LIHTC equity from a previous round of funding. As we do not have a current LIHTC request, showing this LIHTC equity in our non-RFP sources creates a conflict with the LIHTC Request category, leading to the following error message: "The LIHTC Syndications Proceeds amount does not match the LIHTC Equity amount listed in the Non-RFP Sources table below." Please advise how this should be corrected.	Within the Sources page, identify the existing LIHTC reservation under the Low Income Housing Tax Credit (4 or 9%) section, and mark the checkbox titled "Existing Commitment?" Provide any additional explanation of your situation in the Notes section. Additional instructions have been added to that page, stating: <i>If your project already has a LIHTC reservation that will raise equity that is part of the development budget, include the allocation here and mark the "Existing Commitment?" checkbox.</i>	05-23-2016 04:56 PM

	We are a supportive services provider that is submitting some requested information to a developer that we are partnering with for the application due May 31. I had a few questions that I didn't see the answers to in the RFP. 1) As for references, what exactly is expected? The last time we submitted information in 2013, we included the contacts, addresses, emails, and, when applicable, contract numbers, for three entities. Does this format suffice this year? 2) In terms of letters of interest, last time (in 2013) we included a letter of interest clarifying our support of the developer and our role in the project. We also included a letter in support of our organization from the DC Housing Authority, along with a past performance evaluation. Would such letters be appropriate again, I assume? Any guidelines you can provide here would be helpful.	Supportive services providers must sign a contract affidavit (form available in online application system). Additionally, they must prepare a Supportive Services Plan with a budget (Guide for creating a Supportive Services Plan) or provide the applicant with the information necessary to prepare these documents. Any other supporting documentation is welcome but not required by DHCD.	05-23-2016 04:56 PM
DHCD support for 9% LIHTC allocation	How do you determine the DHCD level of support on a 9% tax credit allocation? Is the whole 9% equity counted at DHCD support?	In the leverage calculation, the entire 9% equity amount is counted as DHCD support.	05-17-2016 05:52 PM
Developer Team Information	Are updated affidavits, and forms such as the 203 and 209 needed or can the forms from the prior application be used?	Updated forms and affidavits are needed in order to capture the current state of the project, borrowing entity and other aspects of the financing request.	05-17-2016 05:50 PM
Green Certification	In a building that is already 85% rehabed, does the project still need to be certified with Enterprise Community Partners using the 2015 Enterprise Green Communities Criteria (GCC)	In order to satisfy the requirements of the Green Building Act, residential projects funded through this RFP must certify with Enterprise Community Partners using the 2015 Enterprise Green Communities Criteria (GCC). Projects may also pursue a "substantially similar standard."	05-16-2016 05:41 PM
Form 215	If the project includes multiple buildings on the same site, can the detailed cost info on Form 215 be rolled up onto one document, or does it need to be split by building?	The detailed cost info can be aggregated into one document.	05-16-2016 05:41 PM
2016 Application	Question, if you have data already imputed from the 2015 Application is it necessary to start a new application and/or can the former supporting documentation be migrated from the older application? Thank you.	Applications that were submitted during the last funding round can be re-opened, modified, and resubmitted in response to the current RFP. Applicants in this situation do not need to start their 2016 application from scratch. If you log in to the online application system and do not see your previous application(s), please email rpfquestions@dc.gov for technical assistance.	05-16-2016 05:41 PM
Form 209 Penalty Code	Under "Notice", on Form 209- Management Agent, it states "We need a citation...". Is there an actual citation/penalty code which should be listed?	Yes, the following citation should be listed: 22-2405. False statements. (a) A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the District of Columbia government, under circumstances in which the statement could reasonably be expected to be relied upon as true; provided, that the writing indicates that the making of a false statement is punishable by criminal penalties or if that person makes an affirmation by signing an entity filing or other document under Title 29 of the District of Columbia Official Code, knowing that the facts stated in the filing are not true in any material respect or if that person makes an affirmation by signing a declaration under § 1-1061.13, knowing that the facts stated in the filing are not true in any material respect; (b) Any person convicted of making false statements shall be fined not more than the amount set forth in § 22-3571.01 or imprisoned for not more than 180 days, or both. A violation of this section shall be prosecuted by the Attorney General for the District of Columbia or one of the Attorney General's assistants.	05-16-2016 05:40 PM
Construction Manager	Can one entity serve as both developer and construction manager and earn fees for both services?	Yes, one entity can serve as the Developer and the Construction Manager. However, the entity must demonstrate it has the capacity and the experience to perform both roles	05-16-2016 05:38 PM

Appraisal	The following questions have been grouped and a single response issued: If we are using the appraisal from last year's application what should we put in the market rent block since that was not a requirement last year? I am using the appraisal from last year's application. Since that appraisal was not required to have a market rent value I have put zero for the amount in the online application. However when I save the information the appraisal box remains unchecked. What needs to happen so the appraisal box can be checked off?	The appraisal form has been revised to include a checkbox that allows applicants to indicate that the situation described in the question applies to them.	05-16-2016 05:38 PM
Construction Management Fee	Can a developer who is maxing out the developer fee, also take a construction management fee for themselves if they are also providing construction management?	Yes, a Developer can obtain a developer fee and construction management fee. However, the Developer must demonstrate it has the capacity and experience to perform both functions	05-16-2016 05:38 PM
Clean Hands Certificates	If there is a lead developer responsible for providing guarantees and co-developers with minority interests are you required to provide all documentation (Clean hands, etc.) for minority developers? Is there a percentage threshold that triggers the clean hands requirement?	Co-developers are required to provide the same forms and attachments as lead developers, including the Clean Hands Certificate, Certificate of Good Standing, and a Dun & Bradstreet Business Information Report. Any ownership interest in the project triggers these requirements.	05-16-2016 05:38 PM
Ineligible Uses	If an "Ineligible Use" is a separate component (i.e. retail that is separately owned and financed from the eligible residential uses), are applicants required to provide financing commitments/letters of interest, or does this requirement only pertain to Ineligible Uses that are jointly owned where a clear distinction between sources for each component is more difficult to establish?	Even if the retail component is separately owned, the applicant must demonstrate that the development is feasible without DHCD funding. At the very least the applicant must provide a feasible set of sources and uses, with supporting documentation. Supporting documentation might include financing commitments in amounts totaling the required sources, but could also include a market study demonstrating feasibility. In order to finance the eligible component of the building, DHCD needs strong evidence that all attached portions of the project are feasible as well, even if they are separate entities.	05-16-2016 05:38 PM
Maximum Construction Costs	On page 55 there is a chart listing the maximum construction costs per square foot. Can you outline what is included in that calculation? Is this just taking into account hard cost? Does the calculation include fees (profit, overhead, general requirement? Does it include the bond premium? Does it include contingency.	A project's construction cost per square foot should include all hard costs (including site development); the builder's profit, overhead, general requirements fees; and the bond premium. The construction contingency is not included when calculating whether a project is within the maximum construction costs per square foot.	05-16-2016 05:38 PM
Acquisition Price Reasonableness	One of the scoring criteria is Acquisition Price Reasonableness. It isn't clear how will this be evaluated for buildings acquired more than 2 years ago. Can you expand on that?	If a property was acquired more than two years ago, the applicant should provide the acquisition price and the appraised value at the time of the acquisition in the project narrative. The applicant must submit an "as is" and "as complete" appraisal that is no more than two years old as part of the current application for funding. For selected projects, the appraisal (or the most recent update) must not be more than one year old at the time it is submitted to the Office of Program Monitoring for compliance review, so an update may be required at that point. An appraisal update will be required prior to closing so that a current appraised value is available within 120 days of closing.	05-16-2016 05:37 PM
Deadline to Submit Questions		The deadline to submit questions related to the RFP is Tuesday, May 17, 2016, at 11:59pm ET. DHCD will issue responses to all questions submitted before then by the following Tuesday, May 24, allowing applicants a full week to adapt their applications to any final guidance issued. Applicants may continue to submit technical questions related to the online application system up until the May 31 application deadline.	05-12-2016 10:19 PM
Compliance Documents	Can you please point to the central area where all of the compliance and monitoring documents required for submission located?	There is no central area where all required forms are located. The requirements will adapt to the characteristics of your project, based on the responses you provide in the online system. At different points in the application you will be provided with links to required forms, particularly in the development team section. There are other compliance and monitoring forms that are not required at the time of application submission, but that will be required at a later time for projects that are selected for further underwriting.	05-10-2016 01:29 PM
Transcript from RFP Orientation Meeting		The full transcript from the April 20, 2016 RFP orientation meeting is available here (click to download PDF) .	05-10-2016 01:03 PM
Notice of Public Hearing - New Federal Entitlement		The DC Department of Housing and Community Development will host a public hearing to solicit community feedback on the allocation of the National Housing Trust Fund, a new federal entitlement resource provided by the U.S. Department of Housing and Urban Development. DHCD is charged with developing a National Housing Trust Fund Allocation Plan, which will be incorporated into upcoming Consolidated Plan and Annual Action Plan submission. DHCD requests public input on the following required plan components: priority housing needs, project-based rental assistance, eligibility requirements for sub-grantees, geographic targeting, funds leveraging, and the duration of the affordability period. The public hearing will be held on Thursday, May 26th, 2016 at DHCD's Housing Resource Center at 6:30pm.	05-10-2016 12:27 PM

Green Building Requirement	In lieu of LEED Multifamily, LEED for Homes, or Green Communities, are developments able to demonstrate compliance with the agency's green building requirements by meeting LEED NC?	In order to satisfy the requirements of the Green Building Act, residential projects must certify with Enterprise Community Partners using the 2015 Enterprise Green Communities Criteria (GCC). Projects may also pursue a "substantially similar standard." Currently, certification with the U.S. Green Building Council using LEED for Homes and LEED for Homes Multifamily Midrise rating systems at the Silver level or above are pre-approved "substantially similar standards." If a project team would like to use another standard, it must be pre-approved by DCRA's Green Building Division prior to submission.	05-09-2016 05:50 PM
Clean Hands Certificates	What is the definition of the "core development team?" Re: Core development team members will be required to submit a Clean Hands Certificate and a Certificate of Good Standing, as well as a Dun & Bradstreet "Business Information Report" to demonstrate creditworthiness.	This requirement applies to team members in any of the following roles: Developer Applicant Owner Sponsor Guarantor Borrower Development Consultant	05-09-2016 03:29 PM
Green Building application bug	It seems like there is a bug in the program under Green Design and Building. When I click "Green Building Prioritization Scoring Points" and click 'no' under "Living Building Challenge" it won't save. I tried clicking yes and also trying a different browser but I still can't get it to save.	This was a technical issue that has been resolved. If it persists, please advise.	05-09-2016 03:27 PM
Bug in Application	In the green building section we cannot close out the section because it will not let us save the "no" answer under the living building challenge.	This was a technical issue that has been resolved. If it persists, please advise.	05-09-2016 03:27 PM
Maximum File Size	I believe this was published; cannot find the location. What is the largest file size that can be uploaded through the online system?	100MB	05-09-2016 03:10 PM
Zoning	Please describe what documentation would satisfy the RFP language that "the applicant must demonstrate that the proposed development is matter or right." Does this require a letter from the Zoning Administrator, or will written documentation from the architect (or other party) be sufficient for this requirement?	A letter from the architect will suffice.	05-09-2016 03:10 PM
incomes	In the "mixed income" section of the app, it has correctly assumed in the left column that all the units from the "units" section input are affordable. However, on the right column, where it says "% affordable" it shows a 1%, rather than 100%. Just want to make sure that it is calculating correctly that 100% of the units are affordable. Thanks.	This was a technical issue that has been resolved.	05-09-2016 03:08 PM
March Madness RFPs	Are any financing requests made to the program subject to Freedom of Information Act requests? I know that for federal grant requests that is true - the public can "FOIA" the submissions. Is the same true for proposals to DHCD?	The proposals can be obtained through FOIA after the RFP has closed and awards have been made.	05-09-2016 03:08 PM
Green Design and Building - Page 16	The 4th paragraph on Page 16 indicates the Enterprise Green Communities registration for the online certification portal is "a condition precedent to loan closing" But please clarify if it also required for the May 31 submittal. The registration process requires energy modeling of each unique unit among other requirements. Because the drawings are schematic or preliminary for the May 31 submittal, it seems out of sequence to require this registration for the May 31 submittal. It also takes about a month to complete.	Page 16 of the RFP states: "As a condition precedent to loan closing, project teams must submit proof of 2015 Enterprise Green Communities Step 1 Pre-Build certification." Pre-Build certification is not required at the time of application. Projects are required to be registered at the time of application. Registering a project with Enterprise is a simple process that does not require energy modeling.	05-04-2016 04:01 PM
Ownership Entity	What information is required to be submitted for the ownership entity if it is created solely for this project? Are financial, affidavit, and experience required?	The Online Application System will identify what documents are required. If a team member is identified in the role of "Owner," the applicant will be asked, "Is this entity an LLC or LP formed (or to-be-formed) for the sole purpose of owning the development proposed in this application?" If Yes, certain documents listed in the Required Documentation section may not be relevant or available for this organization and are not required.	05-04-2016 04:01 PM
Clean Hands and Good Standing	It says Core Team Members must submit Clean Hands and Certificates of Good Standing. Which team members are considered to be Core Members?	This requirement applies to team members in any of the following roles: Developer Applicant Owner Sponsor Guarantor Borrower Development Consultant	05-04-2016 04:01 PM

Permanent Supportive Housing	Are we allowed to restrict our Permanent Supportive Housing units to Veterans? Can the coordinated entry system only send us veterans?	The target population can only be limited to Veterans if a funding source associated with the project is Veteran specific (e.g., project-based VASH vouchers). Alternately, a provider may propose to establish a Veteran preference, but must be willing to accept a non-Veteran if there are non-Veterans in the system that are assessed as more vulnerable at the time a vacancy occurs.	05-04-2016 04:00 PM
Funding Sources	Can you allocate a funding source such as deferred fee or FHLB funds entirely to units above 50% AMI since HPTF cannot be used to fund these units?	A deferred fee or FHLB funds may be used exclusively for the production of units over 50% AMI; however, the agency will not look favorably upon additional funding over and above what is requested and submitted in the project's sources and uses.	05-04-2016 04:00 PM
RFP Documents	Besides the studies, will other documents turned in with the last RFP still be valid or do they need to be updated with more recent dates? This would include ANC letters, Zoning Letters, Financing Letters, and Development Team Member materials (including COGS)?	Documents specified in your question will need to be updated as follows: 1. ANC Letters – As stated in the RFP, ANC letters must indicate support of the project in the current round of competition. (pg.29, #5) For this reason, ANC letters should be updated to reflect continued support. 2. Zoning Letters – A response to a previous question states “An applicant’s proposed building design for the DHCD application must: (1) comply with the new zoning regulations, which will be effective on September 6, 2016; OR (2) must be vested in some way under the existing zoning regulations (i.e., a Board of Zoning Adjustment or Zoning Commission approval, and a building permit filed and accepted as complete by DCRA prior to September 6). Any project that has been or will be vested under the existing zoning regulations must explain this in the application and include documentation verifying that the project has been vested under the existing regulations. Applicants are wholly responsible for ensuring the project is compliant with existing or new zoning and demonstrating compliance to DHCD in the application” If the project will not be “vested” under existing zoning, as described above and appropriately documented by the applicant, a new zoning letter must be submitted indicating compliance with the new zoning regulations that go into effect on September 6, 2016. Please also consider that zoning letters expire two years from issuance. For this reason, applicants must apply for building permits within this timeframe. It is advised that applicants review documentation and seek extensions/resubmit requests for zoning approval if expiration of release is within 180 days of the DHCD application submission. 3. Financing Letters – All financing letters must be updated to reflect the financiers continued interest in funding the proposed project and any change(s) to the significant terms (i.e. interest rate, loan fees, etc.) 4. Development Team Member Materials – Applicant should ensure that there are no significant changes to the team member materials. Should an applicant be selected and it is found that documentation provide is incorrect and/or significant changes must be made; it may result in the project being disqualified. For this reason, it is suggested that applicants review and update all materials to ensure no substantial changes will be needed	05-04-2016 04:00 PM
Market Study	The RFP states that “Projects that are not applying for tax credits and which exclusively provide permanent supportive housing or other types of special needs projects may provide an alternative assessment based on their own data collection. Alternative assessments should provide waiting list data as part of evidence of demand for the project to the extent possible.” What information beyond the waiting list data referenced in the instruction would DHCD expect to see in the alternative assessment?	Similar to a conventional market study, the alternative assessment should include data on the characteristics of the special needs population that the project will target and quantify the housing needs/demand for the subpopulation in Washington, DC. The assessment should also include information about the neighborhood in which the project is located and the nearby amenities, especially access to transportation and services the population requires. The applicant should also describe the features and amenities of the proposed development that will be attractive to the subpopulation and meet the needs of the residents, including the package of supportive services. The applicant should outline the referral and selection process for approving residents and provide a reasonable lease up schedule. If the project will include both supportive housing and conventional affordable housing, data on market demand for income-restricted affordable housing in the region should be also be provided.	05-04-2016 04:00 PM
Maximum Purchase Price - Homeownership	Has the 2016 Maximum Rent and Purchase Price schedule for inclusionary zoning been published yet? The 2015 schedule is on the website.	No. The 2016 Maximum Rent and Purchase Price schedule for inclusionary zoning has not been published yet. If it is published between now and the RFP application deadline, applicants may use the 2016 prices. Otherwise, the prices from the 2015 schedule should be assumed.	05-04-2016 04:00 PM
Green Communities	The Green Communities website does not have "Create PDF" on the Intended Methods Tab but rather a "Points Report" that can be generated - is the Points Report with signatures sufficient for the DHCD submission of the Intended Methods Checklist?	If your project intends to certify using Enterprise's 2015 Green Communities Criteria and you have not yet generated your Intended Methods pdf, please follow this guidance posted by Enterprise on their site: <i>*On the Intended Methods tab, there is no longer a "Create PDF" button. Instead, please select "Points Report."</i> <i>*This will generate a downloadable Excel file.</i> <i>*Please create a PDF of the Excel "Points Report" and submit as part of your RFP.</i>	05-04-2016 03:59 PM

2012 Qualified Allocation Plan	In the online portal with all of the relevant documents is the 2012 Qualified Allocation Plan. This appears to be in conflict with many of the items in the Spring 2016 RFP. Is the 2012 QAP relevant or should this document be disregarded?	The 2012 QAP is a relevant document if you are applying for Low Income Housing Tax Credits and should be used in preparing your response to the RFP. The question as posed is vague. If there is a question specific to an area(s) in the QAP that you find are in conflict the Spring 2016 RFP, please submit a more specific question(s).	05-04-2016 03:57 PM
How many LRSP subsidies are available?		DCHA is not making available an exact number of LRSP subsidies. However, the amount of available operating subsidy is coordinated with the amount of available development subsidy to allow the District to effectively underwrite Permanent Supportive Housing.	05-04-2016 03:57 PM
Construction Management Fee	The construction management fee is limited to 2%-4% of the construction contract. Is this a separate line item or part of the developer fee?	Construction management fees should be broken out on a separate line of the project budget. This amount does not count towards the maximum allowable developer fee.	05-04-2016 03:55 PM
Plan and Specification Requirements.	The online system indicates "[a]t a minimum, final Design Schematics must be submitted as a Threshold Eligibility Requirement." The pdf linked to this section suggest building permit level documents. Please clarify what is included in "Design Schematics".	Final Schematic Design drawings which is our minimum requirement are not permit level documents.. Although permit level construction documents would be preferred showing the readiness of the developer. These drawings would include complete construction documents and specifications 100% and ready for submittal to DCRA for permit approvals. DHCD will accept Final Schematic Design Drawings as the minimum RFP requirement. Any Architectural Design firm should fully understand what is meant by Final Schematic Design Drawing. These drawings will indicate and show final floor plan layouts, square footages, ADA layouts, final elevation designs, site orientations , schematic longitudinal sections, zoning requirement etc.	04-21-2016 05:52 PM
Financing Letters	Will applications that include three (3) financing term sheets / LOIs / commitments be scored higher or be viewed as demonstrating more competitiveness than those that include two (2) such letters (from each debt and equity source)?	Financial and Economic Feasibility - Applications that include two or three letters of interest are eligible to receive the maximum 10 points. The Form 202 must also include a realistic set of sources and uses, development budget and is based on solid assumptions. Additional points or consideration beyond the 10 points will not be given to those that submit 3 letters.	04-21-2016 05:52 PM
PSH Units in Rehabilitation Projects	Our building is over 100 units and typically operates at 8% vacancy rate, which we expect to drop following the upcoming extensive renovations. Would the PSH requirements apply to this preservation project? If so, how many PSH units would be required (i.e. 20% of 8%)? In speaking with service providers thus far for production projects, our understanding is that service providers prefer to have 10-20 PSH units at a project site in order to achieve the economies of scale necessary to make their business plan economically viable.	The "Threshold Eligibility Requirements" state 5% of funded units, and no less than one, must be reserved and operated as PSH. This requirement applies to new construction and/or rental properties that are rehabilitating existing, vacant buildings (pg.11). Based on the information provided in the question; the PSH 5% set-aside would not apply. Additionally, the RFP states that prioritization scoring for PSH units does not apply to preservation projects (pg. 27). DHCD previously provided guidance that projects with normal vacancy rates (up to 7%) would be considered entirely preservation. If all other sources of information provided in the application suggest that a deal is preservation, then an 8% vacancy rate would likely be acceptable.	04-21-2016 05:52 PM
HPTF vs. HUD maximum rents	The HPTF rents for 50% AMI units are slightly different than published 50% of AMI rents per HUD, and in some cases higher. For example, the 1BR 50% AMI maximum rent in the HPTF grid is \$1,086 while the HUD 50% AMI max is \$1,018. If we are going to restrict production units at 50% AMI, we will need to be at or below the HUD guideline to remain in compliance with the Land Use Restriction Agreement and Indenture of Restrictive Covenants that we end up signing at closing (if awarded). Would you like us to underwrite to the lower of HPTF/HUD 50% AMI rents to ensure we are complying with both requirements?	The RFP states, "Funding for new construction projects, or projects that rehabilitate vacant buildings, that produce units reserved for households earning 0-30% of the Area Median Income (AMI) or 31-50% of AMI". Funded units may within a mixed income project, but DHCD will not fund new units capped at higher AMI levels. The project should be underwritten to comply with all requirements of all funding sources.	04-21-2016 05:52 PM
Senior Housing - Universal Design	Prioritization Scoring Item 12 on page 33 of RFP references senior units meeting "universal design standards". Is there a specific standard that the District is referencing? Would complying with the VHDA Universal Design Standards meet the requirements of this section?	The District does not have a specific Universal Design Standard. The seven principles of Universal Design are provided in the following link: http://universaldesign.ie/What-is-Universal-Design/The-7-Principles/ In addition to the Universal Design principles that senior housing projects should follow, the more precise UFAS accessibility standards will still apply to a percentage of units in all projects, including senior housing projects. Also refer to page 7, Project Accessibility of the 2016 RFP Compliance and Monitoring Reference Guide.	04-21-2016 05:52 PM
Zoning	New Zoning Regulations were passed in January that will take effect in September. If we plan to submit for a building permit after September, can an applicant's proposed building design for the DHCD application comply with the new zoning regulations, and still pass threshold?	An applicant's proposed building design for the DHCD application must: (1) comply with the new zoning regulations, which will be effective on September 6, 2016; OR (2) must be vested in some way under the existing zoning regulations (i.e., a Board of Zoning Adjustment or Zoning Commission approval, and a building permit filed and accepted as complete by DCRA prior to September 6). Any project that has been or will be vested under the existing zoning regulations must explain this in the application and include documentation verifying that the project has been vested under the existing regulations. Applicants are wholly responsible for ensuring the project is compliant with existing or new zoning and demonstrating compliance to DHCD in the application.	04-21-2016 05:52 PM

Spring 2016 RFP Orientation		On April 20, 2016, DHCD's Development Finance Division hosted an in-person orientation session and Q&A forum related to the Spring 2016 Affordable Housing RFP. The slides presented are available here: Spring 2016 RFP Orientation Slide Deck A full transcript of the event will be made available in approximately 10 business days.	04-20-2016 05:59 PM
Operating Cost Guidelines	Do the operating costs, listed on page 26 (between \$5,800 and \$6,800 per year) include permanent supportive housing expenses?	The operating cost guidelines include any expenses paid directly by the project, shown in the operating pro forma. Case management supportive services contracts are directly between the service provider and DHS and should not appear in the project's operating budget. Any additional PSH-related operating expenses paid by the project, outside of the DHS contract, should be included in the operating budget.	04-20-2016 05:58 PM
Coordinated Entry Community Roundtable Invitation		One requirement of Permanent Supportive Housing (PSH) units funded through this RFP is that vacancies be filled through referrals from the District's Coordinated Assessment and Housing Placement (CAHP) system, or Coordinated Entry System. The Interagency Council on Homelessness (ICH) invites you to join a CAHP Community Roundtable on Friday, May 6th, from 10:00am – 12:00pm at N Street Village so that you can: • hear an overview of the CAHP System • learn the latest news about outreach and assessment coverage, housing placement progress and goals, and the updated policies and procedures manual • learn how to formally participate in CAHP through an MOU • provide feedback on what's working and what needs to be improved in the CAHP system – we want to be a system that's continually improving To attend, please RSVP at: https://CAHPcommunityroundtable.eventbrite.com	04-20-2016 05:58 PM
Final Q&A Transcript from 2015 RFP	Are the Questions/Answers from the 2015 Fall RFP still available on the website?	The Questions/Answers from the 2015 Fall RFP are available here: Final Q&A Transcript from 2015 RFP Please note that the guidance contained in this document pertains to a previous RFP. Some of the content may serve as a useful reference, but it should not be assumed that the guidance is still relevant.	04-20-2016 05:51 PM
DBH, Service Providers	Will DBH fund units that also receive PSH services from another social service provider? For instance, if we have secured funding from a source outside of this RFP to operate units as PSH, can we still apply for DBH funding for those units?	DBH funds going into the project must result in units allocated to DBH for referrals. As long as the referral still comes from DBH and there are no limits on who they can refer, then the housing provider may provide additional, non-DHS-funded social services to the resident.	04-14-2016 04:49 PM
9% LIHTC Allocations	The RFP states: DHCD will award a portion of its FY 2016 allocation of 9% Low-Income Housing Tax Credits (LIHTC) and may consider forward allocating credits for future years. We understand there is \$1 million cap on 9% LIHTC allocations. Does the statement above mean DHCD would consider exceeding the cap for 1 project if credits were allocated over 2 years?	No. DHCD will not consider 9% LIHTC requests in excess of \$1 million, even if the total amount were split between two years. If justified, applicants may request the maximum 9% LIHTC amount plus additional development subsidy from a source such as HPTF, HOME, or CDBG.	04-14-2016 04:49 PM
Online Application System		Applications that were submitted during the last funding round can be re-opened, modified, and resubmitted in response to the current RFP. Applicants in this situation do not need to start their 2016 application from scratch. If you log in to the online application system and do not see your previous application(s), please email rfpquestions@dc.gov for technical assistance.	04-14-2016 04:49 PM
Social Service Plan	Is a social service plan the same as supportive housing? In other words can an applicant provide social services at the site and get points for doing so, but not provide supportive housing?	No, an applicant cannot get points for providing social services, but not providing permanent supportive housing. As stated in the RFP on page 45, DHS funding is for the provision of supportive services (Case Management) to single adults and families who reside in permanent supportive housing (PSH) units developed through this RFP. Page 35 summarizes the scoring for each type of project (production, preservation, etc.) and shows that points for the supportive services plan are only available for a plan related to the production of new housing with PSH units. If the property plans to provide general social services for all residents, this should be described in the project narrative, but no points are available for these services.	04-12-2016 11:40 AM
LRSP	Can LRSP subsidies be used for existing residents?	Yes, LRSP subsidies can be requested for existing residents that are income qualified (0-30% of AMI). Details on LRSP, as well as Housing Choice Voucher subsidies, are provided on pgs. 44-45 of the RFP.	04-12-2016 11:38 AM
How recent do appraisals have to be?	The Spring 2016 RFP requires three valuations, submitted separately or together. On page 15, the RFP says appraisals must be dated no earlier than April 1, 2015. On page 24, it says the appraisal must be not more than 180 days old. Which of these dates is correct, and do they apply to all 3 valuations?	All appraisals must be dated no earlier than April 1, 2015. The statement on Page 24 is an error.	04-12-2016 11:26 AM

Spring 2016 RFP Orientation		On April 20, 2016, DHCD's Development Finance Division is hosting an in-person orientation session and Q&A forum related to the Spring 2016 Affordable Housing RFP. All developers that plan to submit an application are encouraged to attend. Date/Time: Wednesday, April 20, 2016 - 2:30pm to 4:00pm Location: 1800 Martin Luther King Jr. Ave SE, Washington, DC 20020 Room: DHCD Housing Resource Center	04-11-2016 06:50 PM
New Appraisal Requirement	Based on the date of our appraisal last year I thought we would be able to include it with this year's application. However I see that there is a new requirement that includes an as built based on a market rents valuation. Does this have to be done by the time of application or for selected projects?	The Summer 2015 RFP required two valuations: an as-is value and an as-built value. The requirement did not specify whether the as-built value should reflect restricted rents or market rate rents. In this round, DHCD has requested three valuations: (1) as-is, (2) as-built (assuming restricted rents), and (3) as-built (assuming market rents). In accordance with the commitment to allow the resubmission of third party reports that were acceptable last round, DHCD will accept appraisals that provide two valuations instead of three. However, to allow DHCD to fully evaluate the proposal and to maximize the potential score of a project, it is preferable that all three values be provided at the time of application.	04-11-2016 06:41 PM
Requirements for vacants in occupied buildings	The 2016 RFP says that preservation projects must serve households earning up to 80% AMI. However, on page 11, it says projects that renovate housing for new residents are subject to requirements outlined on 1.a. from the previous page. Does this requirement, and associated AMI levels and PSH, apply to new tenants that will move into a few vacant units in an otherwise occupied building, or does it only apply to new residents that will eventually move into totally vacant buildings that will be renovated?	On preservation projects that have vacancies due to normal turnover of units, the requirements associated with Production projects (e.g. PSH and lower income restrictions) will not apply to the vacant units. A normal vacancy rate is considered 7% or less. If units are being intentionally held vacant to facilitate rehabilitation and the vacancy rate is above a normal level, then the Production requirements, including the PSH requirement, will apply to the vacant portion of the building.	04-11-2016 06:39 PM
Online Application System		The Online Application System is now live! Please visit https://octo.quickbase.com/db/bic34b76f to re-open an existing application or create a new one. Applications are due by 11:59 PM ET on May 31, 2016.>	04-07-2016 05:19 PM
PSH, TAH, DBH Units	Can you please clarify the difference between PSH units that follow the Housing First Model vs. PSH units that are reserved as Targeted Affordable Housing? Do TAH units just not have supportive services? Do projects with TAH units need to provide a supportive services plan? Should both TAH and PSH units should be underwritten at 30%AMI rents? Also, the DHCD scorecard shows a max of 10 points possible for production of rental units with DBH subsidy for Prioritization Category #1 for PSH/TAH, but based on the scoring criteria, it appears that projects with DBH PSH units could only qualify for 2 points max, not 10?	1. Department of Behavioral Health (DBH) units are counted as Permanent Supportive Housing (PSH) units for the purposes of the RFP requirements and scoring. Applicants who propose to meet the PSH requirement by reserving units for DBH clients do not need to identify a Supportive Services Provider and should not request funding from the Department of Human Services (DHS). Residents of DBH units will receive supportive services from community-based service providers contracted directly by DBH. Reserving 20% of units for DBH clients will earn a project 10 prioritization scoring points, if all other requirements (e.g. Housing First, accessibility) of the criteria are met. 2. Targeted Affordable Housing (TAH) differs from PSH in that TAH units do not come with DHS case management supportive services contracts. Housing providers still fill vacancies through referrals from the coordinated entry system, but will be referred residents who do not need intensive supportive services. TAH is designed to be either a step up from Rapid Rehousing (RRH) or step down from Permanent Supportive Housing (PSH), with regard to the intensity of the intervention. When it's determined that a client needs to be stepped up from RRH, it's because they need help with a longer term subsidy but don't need long term service support (otherwise they would have been assessed for PSH). When a client is being stepped down from PSH, again, it's because a determination is made that they no longer need the intensive service supports offered through PSH, but will need a longer term subsidy to remain housed. 3. For DBH units, non-DBH PSH units, and TAH units, applicants should request DCHA operating subsidies through this RFP. Units must serve residents with incomes in the 0-30% AMI range, but rents should be set at the HCVP submarket rent (the amount the operating subsidy plus tenant contribution will pay). 4. All three unit types must be filled through a centralized referral system (the DBH Housing Eligibility Assessment List [HEAL] for DBH units and the Coordinated Assessment Housing Placement [CAHP] system for PSH and TAH units), and all must adhere to the Housing First program model.	04-07-2016 05:16 PM
Construction Cost Limits	As owner, we typically carry a 5% contingency for new construction projects and 10% contingency for rehab projects. This is separate from the construction contract, and is shown separately on the Form 202. Will the contingency be included the calculation of the DHCD max construction costs per gross square foot? Or will only the construction contract amount (shown on Form 215) count toward the max cost / gsf?	The max construction costs calculation will not include contingency. It will divide construction contract amount by gross square footage. This is not necessarily how per-square-foot costs were evaluated on all previous RFPs. Prior to submitting your online application, the updated Online Application System will display the result of this calculation, in relation to the applicable construction cost guideline for your project.	04-06-2016 07:23 PM

Eligible Costs	DHCD funds are allocated only towards costs associated with "eligible units," as per the Spring 2016 RFP. Common area improvements are "eligible" therefore only if 100% of units in a project are restricted, as per my understanding. But this RFP prioritizes "mixed income" projects. So how should we think about common area improvements costs in a project that includes restricted units and market units?	First, calculate what percentage of your net square footage corresponds to eligible units. In most cases, the percentage will be similar to the percentage of total units that are eligible affordable units (between 20% - 100%) Then, apply that same percentage to your common areas. For example, if 75% of your units are eligible for DHCD funding, then DHCD will consider funding 75% of the financing gap attributable to common area costs.	04-06-2016 07:22 PM
3rd Party Reports	Good afternoon, In reading the RFP info that was released today, there appears to be some conflicting language about re-using appraisal and market study reports from the last (October 2015) NOFA. I've seen three references to these requirements in the new RFP: • Page 3 - Extended Lifespan of Third Party Reports - Third party reports, including appraisals, market studies, and Phase I Environmental Site Assessments that were valid for the last RFP funding round will be accepted. The expiration dates defined in this RFP reflect this change. • Page 14-15 - 6. Appraisal ... Appraisals must be dated no earlier than April 1, 2015. For selected projects, the appraisals must not be more than 1 year old at the time they are submitted to the Office of Program Monitoring for compliance review, so an update may be required at that point. For all projects, appraisals (or the most recent update) must be no more than 120 days old at the time of closing. Any updated reports or studies requested by DHCD post-selection must be procured and returned promptly, and applicants should budget for these costs now. • Page 24 - Acquisition Cost Reasonableness (maximum 5 points): Proposed property acquisition costs must be reasonable and may not exceed the market value of the property as evidenced by an appraisal (not over 180 days old at the time of the application). DHCD will determine reasonableness through an analysis of the appraisal and by comparison of recent DHCD-funded projects in similar locations and for uses similar to those proposed in the application. DHCD reserves the right to request a second appraisal. An appraisal update will be required prior to closing so that a current appraised value is available within 120 days of closing. If federal funding is proposed, the acquisition cost (regardless of how it is funded) may not exceed the market value per a new or updated appraisal made within 120 days of closing on DHCD financing. For projects where the property has been acquired within the past two years, acquisition cost reasonableness will be considered as part of the project evaluation. If the property has already been acquired, submit the most recent appraisal. So, I'd like some specific clarification. In our case, we had our appraisal and market study updated on October 12, 2015, just before the last RFP deadline. Can we resubmit those same reports as they are? Or do we need to update them, as is suggested in the highlighted section of the scoring criteria on page 24 shown above?	Third party reports that were valid for the last RFP funding round will be accepted for this round. All of the statements referenced in the question are correct, EXCEPT the one from Page 24. The parenthetical statement that reads, "(not over 180 days old at the time of the application)," is incorrect and should be disregarded. Appraisals must be dated no earlier than April 1, 2015. Market studies must be dated no earlier than October 1, 2014. An appraisal and market study updated in October 2015 are acceptable.	04-04-2016 02:12 PM
PSH and TAH unit Prioritization Scoring	In regards to the first Prioritization Scoring item, when comparing what gets 10 points and what gets 5 points seems to be exactly the same wording after "or". If our project provides 5 PSH units and 5% TAH units filled through the Coordinate Entry system, AND 20% of our PSH units meet UFAS, how many points would we receive?	This question refers to Page 27, Prioritization Scoring criterion #1: Permanent Supportive Housing and Targeted Affordable Housing. Under the descriptions of a 10 point score and of an 8 point score (which start with the same first sentence), the 2nd clause of the first sentence, starting with the words "or at least," is incorrect. The first sentence should read as follows: "At least 20% of units (including the required 5% PSH set-aside) are reserved as Permanent Supportive Housing or Targeted Affordable Housing that follows the Housing First model and fills vacancies through the Coordinated Entry system." A project that provides 5% Housing First PSH units and 5% Housing First TAH units filled through the Coordinate Entry system, AND 20% of the PSH units meet UFAS, would receive a score of 5 points on this criterion.	04-04-2016 02:12 PM
CDBG	The NOFA includes CDBG funds as an available source. However, community based facilities are not identified as an eligible use. Please clarify.	CDBG funds are available to eligible residential projects through this RFP. DHCD is not currently accepting applications for community facilities.	04-04-2016 02:12 PM

RFP Release	The Spring 2016 Consolidated Request for Proposals (RFP) for Affordable Housing Projects has been released. The RFP, supplemental documents, and additional information are available on the following site: https://goo.gl/DvyJ6R. The Online Application System will be available beginning April 6, 2016. Applications are due by 11:59 PM ET on May 31, 2016. Please submit any questions you may have about the RFP using the "Ask a Question" button on the page linked above.	03-31-2016 05:54 PM
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