

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

---

# REQUEST FOR PROPOSALS REFERENCE GUIDEBOOK

## *Community Development Block Grant Program (CDBG)*

---

Community Development Block Grant Program Request for Proposals  
Issue Date: July 22, 2011  
Closing Date: September 22, 2011 @ 4:00 P.M. D.S.T.

---



Vincent C. Gray, Mayor

Victor L. Hoskins  
Deputy Mayor for Planning and Economic Development

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

# CONTENTS

**SECTION 1: Regulatory Requirements of Funding Sources  
Community Development Block Grant**

**SECTION 2: Monitoring Elements, Guidelines and/or  
Requirements**

**SECTION 3: Fair Market Rents**

**SECTION 4: Housing Quality Standards**

**SECTION 5: Green Building**

- A. What is Green Building**
- B. Green Communities Criteria**

## **SECTION 1**

# **Regulatory Requirements of Funding Sources**

## Community Development Block Grant (CDBG) Regulatory Requirements

The U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) entitlement funds support the Department of Housing and Community's (DHCD) programs. Sub-recipients can use CDBG funds to expand affordable housing and economic opportunities, and/or improve community facilities and services, principally to benefit low- and moderate-income persons. HUD requires projects that receive these funds meet certain minimum criteria.

The following sections outline the regulatory requirements and information required from the applicant:

- A. **CDBG Eligibility** - For a project to qualify for funding under CDBG it must fall within the scope of the program. This guidebook includes informational checklists that can be used to determine if a project is eligible.
- B. **Davis-Bacon Wage Rates** - Davis-Bacon wage regulations specify minimum wage rates that must be paid to certain categories of workers on some types of federally funded projects. The Davis-Bacon applicability threshold is \$2,000. Depending on the funding source and project size, Davis-Bacon applies when funding is used for construction and pre-development costs germane to the construction of the project. Davis-Bacon requirements will be determined upon selection of the project. Applicants must certify that they will comply with any applicable Davis-Bacon requirements by executing the Monitoring Certification Form included in the exhibits section of the Application Submission Package.
- C. **Affirmative Action** - The Mayor's Office of the District of Columbia established a policy in June 1985 aimed at providing equal opportunity. Mayor's Order 85-85 has five objectives: 1) provide equal opportunity in employment; 2) prohibit discrimination in employment; 3) provide equal opportunity to all persons for participation in all District of Columbia contracts; 4) provide equal opportunity to Certified Business Enterprises (CBEs) in the performance of District of Columbia contracts; and 5) promote the full realization of equal employment through affirmative, continuing programs by contractors and sub-contractors in the performance of contracts with the District of Columbia Government. After selection of the proposal, an Affirmative Action Plan (AAP) is required to be submitted to DHCD for preliminary approval. The AAP must receive final approval by the Office of Local Business Development before the execution of an agreement. Also, enclosed with the AAP is a First Source Employment Agreement that must be completed and provided as part of the AAP.
- D. **HUD Section 3** - HUD Section 3 regulations require that economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be given to low- and very low-income persons. If, after receiving a funding award from DHCD, your project will require hiring staff or contracting with another organization, you must comply with Section 3 requirements. A business that hires low-income persons provides economic opportunities for these persons. The applicants must also fill out Section 3 forms, which are part of the AAP package, prior to initial closing.
- E. **Tax Verification** - The Tax Verification validates that a developer is in compliance with the District of Columbia license and tax requirements. Verifications are required from two (2) city organizations: the D.C. Department of Employment Services (DOES) and the D.C. Office of Tax and Revenue (OTR). The results of this verification will determine whether the requesting organization is eligible to receive funding from DHCD.
- F. **Environmental Review** - Federally funded projects, in a particular CDBG projects, require environmental review in accordance with 24 CFR 58. The level of clearance is determined based on the project activity and whether there may be a compliance issue, e.g. historic preservation.

- G. Vendor Eligibility List Verification** - The District of Columbia uses a list of “debarred” organizations that are ineligible to do business with the City. Organizations on this list cannot receive funding from DHCD. DHCD must verify that an organization is not on this list before approval of any project. Nothing is required of the applicant at this time.
- H. Site Control** – The sponsoring organization must have the right to propose a site for development. Proof of control is required and must be submitted with the application. **Projects without site control are ineligible for funding.** Acceptable documents that can demonstrate site control include:
- Executed Deed;
  - Letter of Intent to Purchase;
  - A copy of a long-term lease; or
  - Other documentation deemed appropriate by DHCD.

## GENERAL CDBG ELIGIBILITY GUIDELINES

Determining CDBG eligibility for a proposed project means answering “YES” to questions about **NATIONAL OBJECTIVES** and **ELIGIBLE ACTIVITIES**. Note that these general rules may not apply in a specific case due to detailed requirements and exceptions.

### I. Does the project meet one of the three NATIONAL OBJECTIVES?

**A. LOW-MOD:** Seventy percent (70%) of the Department’s CDBG funds must be spent on projects that mostly benefit low- and moderate-income persons. (24 CFR, 570.208.a)

*Low-income person* - a member of a family with income equal to or less than 50 percent of the metropolitan area median family income.

*Moderate-income person* - a member of a family with income equal to or less than 80 percent of the median family income for the metropolitan area.

The following income limits were established based on Fiscal Year 2011 median family income levels for the Washington, D.C. area from the U.S. Department of Housing and Urban Development (HUD)

Number of Persons in Family								
D.C. Family Income Limits	1	2	3	4	5	6	7	8
Moderate-Income Maximum Income – 80%	\$47,350	\$54,100	\$60,850	\$67,600	\$73,050	\$78,450	\$83,850	\$89,250
Low-Income Maximum Income – 50%	\$37,150	\$42,450	\$47,750	\$53,050	\$57,300	\$61,550	\$65,800	\$70,050

## LOW-MOD EXCEPTIONS

- ◆ **Housing:** A population that is less than 51% low- to moderate-income can qualify as long as the low-mod share is at least 20% and the CDBG share of the cost is limited to the share of units that will be low-mod.
- ◆ **Job Creation/Retention Activities:** Targeted geographic areas automatically qualify for these activities regardless of the income of the beneficiaries.
- ◆ **Job Training/Placement:** When assisting businesses, the proportion of low to moderate-income beneficiaries can be less than 51% as long as the CDBG share of the funding is no more than the share of program beneficiaries who are low- to moderate-income.

B. **SLUMS/BLIGHT:** Activities which aid in the prevention or elimination of slums or blight, whether on an area-wide or spot basis. (CFR 24, 570.208.b)

C. **URGENT NEEDS/NATURAL DISASTERS:** Addressing an immediate threat to health or welfare that appeared recently or became urgent within the last 18 months or so and cannot be immediately addressed in any other way. (CFR 24, 570.208.c)

## II. Can the project be found on the list of ELIGIBLE ACTIVITIES?

1. Acquisition of real property by a nonprofit organization.
2. Disposition (sale, lease, donation, etc.) of real property.
3. Acquisition, construction or rehabilitation and improvements by nonprofit organizations, including:
  - ◆ Removal of architectural barriers to mobility, accessibility of elderly and disabled;
  - ◆ Energy efficient improvements;
  - ◆ Senior citizen centers, youth centers, and centers for the handicapped;
  - ◆ Shelters for the homeless or battered spouses, group homes for the mentally disabled;
  - ◆ Halfway houses for runaways, abused/neglected children, drug offenders, or parolees;
  - ◆ Neighborhood facilities, parks, and recreational facilities;
  - ◆ Health facilities, convalescent/nursing homes;
  - ◆ Parking facilities; and
  - ◆ Sidewalks and street/sewer improvements and public landscaping.
4. Clearance and demolition, including clean-up of environmentally contaminated sites.
5. Provision of new or expanded public services can take up to 15% of all CDBG funds. However, there is no limit when the activity is carried out by a community-based development organization, which can include community development corporations, nonprofit, and for profit organizations, to meet the non-housing community development needs identified in the District of Columbia Five-Year Consolidated Plan, or when the services are provided in an Enterprise Community (see map). These public services can include:
  - ◆ Services for senior citizens, the handicapped, the homeless, youth/recreational, battered/abused spouse, child care, abused/neglected children, and AIDS patients;
  - ◆ Health services and substance abuse;

- ◆ Transportation services;
  - ◆ Employment training;
  - ◆ Crime awareness and prevention
  - ◆ Tenant/landlord counseling and fair housing activities
  - ◆ Energy conservation
  - ◆ Education
  - ◆ Recreation
6. Interim assistance where immediate action is needed pending permanent improvements, such as repair of streets, sidewalks, parks, playgrounds, public buildings, and special neighborhood clean-up efforts for trash/debris removal.
  7. Relocation assistance and services for persons/businesses displaced by CDBG projects.
  8. Acquisition, construction, or rehabilitation of privately owned utility distribution lines.
  9. Direct home ownership assistance.
  10. Assistance to micro-enterprises (businesses with five or fewer employees), including credit, technical assistance, counseling, child care, and transportation.
  11. Technical assistance for capacity building purposes to government or nonprofits.
  12. Rehabilitation activities; for such projects as:
    - ◆ Privately or publicly owned residential building, including by for profit organizations;
    - ◆ Inspection and enforcement of housing and building codes;
    - ◆ Renovation of closed buildings (such as schools) for use as housing;
    - ◆ Evaluation and reduction of lead-based paint hazards; and
    - ◆ Historic preservation.
  13. Economic development activities carried out by public agencies or private nonprofit or for profit entities that either:
    - a. Create at least one FTE permanent job per \$35,000 to \$50,000 of CDBG funds (except that public facilities improvement must meet a tougher threshold - \$10,000 maximum for each Permanent FTE if justified under this provision), or
    - b. Benefit at least one low- to moderate-income person per \$1,000 of CDBG funds.
  14. Activities by community-based development organizations (CBDOs) to carry out neighborhood revitalization, community economic development (defined as stimulating or retaining businesses or permanent jobs and increasing economic opportunity for low- to moderate-income persons through such things as job training and placement and employment support such as counseling, child care, and transportation), or energy conservation projects.
  15. Planning activities and policy/planning/management/capacity building.
  16. Administrative and overhead costs associated with implementation of the CDBG program.

### III. Beware of INELIGIBLE ACTIVITIES

1. No assistance for buildings used for the general conduct of government, general government expenses (except to administer the CDBG program), or political activities.
2. No income support payments, except for emergency grants of up to three months, payable to the provider of items or services, not to an individual or families in question.
3. In accordance with First Amendment Church/State Separation Principles, as a general rule, CDBG assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.
4. No expense associated with repairing, operating or maintaining public facilities, improvements and services.



## **SECTION 2**

# **MONITORING ELEMENTS, GUIDELINES, AND/OR REQUIREMENTS**

## MONITORING ELEMENTS, GUIDELINES, AND/OR REQUIREMENTS

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

### Community Development Block Grant

The primary objective of the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) program is the development of viable urban communities for low and moderate income persons. As the recipient of CDBG funds, the Department of Housing and Community Development is charged with ensuring that the CDBG regulations are followed.

Regulations are found at 24 CFR Part 570, and outline eligible activities, national objectives, and administrative requirements (including grant administration and adherence to various Office of Management and Budget Circulars). Applicable OMB Circulars include (1) A-110 "Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations", (2) A-122 "Cost Principles for Non-Profits", and (3) A-133 "Audits of States, and Local Governments, and Non-Profit Organizations.

Any organization, including for-profit organizations, that has expended \$300,000 or more of federal financial assistance (including grants and loans), is required to have an A-133 audit, and submit the audit report to DHCD.

### Environmental Reviews

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

### Affirmative Action Program (Certified Business Enterprises)

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

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

### Section 3

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

awarded to businesses located in or owned in substantial part by person residing in the area of the Section 3 covered project.

### First Source Employment Agreements

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

### Registration with the DC Apprenticeship Council

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

### Davis-Bacon Act and Davis-Bacon related Acts

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

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

### American with Disabilities Act of 1990

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

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

### Lead Safe Housing Rule (Lead Based Paint)

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

rehabilitation work. DHCD will monitor to ensure that the Lead Safe Housing Rule is adhered to on projects receiving financial assistance.

### Section 504 of Rehabilitation Act of 1973, as amended

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

### Freedom of Information Act

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

### Conflict of Interest

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

### Fair Housing Equal Opportunity

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

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

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

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

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

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

## **SECTION 3**

### **FAIR MARKET RENT**

## FY 2011 Fair Market Rents For Existing Housing

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

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

### Washington, DC FY 2011 Fair Market Rents By Unit Bedrooms

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

## **SECTION 4**

### **HOUSING QUALITY STANDARDS**

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



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

**Results: Pass \* Fail \***

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

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

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

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

**Part C: Miscellaneous Observations. Answers each Question.**

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

**NOTES:**

**Part F: Signatures**

**1a. Inspection Performed By:**

**1b. Title:**

**1c. Date:**

# **SECTION 5**

## **Green Building**

# What is Green Building?

## Overview of Green Building in Washington, D.C.

With the passage of The Green Building Act of 2006, Washington, D.C. joined states and cities across the country in requiring green building design and construction. The requirements will phase in over several years, beginning with public buildings, followed by publicly financed buildings, and ending with private construction.

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

### **A. What is Green Building?**

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

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

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

The specific elements of green building include the following:

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

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

## B. What are the Green Communities Criteria?

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

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

See [http://www.greencommunitiesonline.org/tools/criteria/EGC2011Criteria\\_final.pdf](http://www.greencommunitiesonline.org/tools/criteria/EGC2011Criteria_final.pdf) for a detailed overview of the 2011 Green Communities Criteria.

See [http://www.greencommunitiesonline.org/tools/criteria/EGC\\_Criteria\\_Checklist.pdf](http://www.greencommunitiesonline.org/tools/criteria/EGC_Criteria_Checklist.pdf) for a detailed overview of the 2011 Green Communities Criteria in checklist format.

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

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

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

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

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

## Additional Information

### Green Building Standards

---

Enterprise Community Partners  
Green Communities Criteria  
[www.greencommunitiesonline.org](http://www.greencommunitiesonline.org)  
410.715.7433

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

Energy Star (U.S. Environmental Protection Agency and U.S. Department of Energy)  
Energy Star Target Finder Tool  
[http://www.energystar.gov/index.cfm?c=new\\_bldg\\_design.bus\\_target\\_finder](http://www.energystar.gov/index.cfm?c=new_bldg_design.bus_target_finder)

Energy Star Portfolio Manager  
[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager)

### Practical green building resources

---

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

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

### Building Technology resources

---

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

Sustainable Buildings Industry Council (SBIC)  
[www.sbicouncil.org](http://www.sbicouncil.org)  
202.628.7400

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

Global Green USA  
[www.globalgreen.org](http://www.globalgreen.org)



## Potential green building financial resources

---

### **Enterprise Community Partners**

#### **Green Communities**

[www.greencommunitiesonline.org](http://www.greencommunitiesonline.org)

Washington D.C. Office: 202.842.9190

### **Home Depot Foundation**

[www.homedepotfoundation.org](http://www.homedepotfoundation.org)

### **National Housing Trust**

Green Affordable Housing Preservation Lending Initiative

Pre-development and bridge loans

[www.nhtinc.org](http://www.nhtinc.org)

Contact: Keiva Dennis 202.333.8931, or [kdennis@nhtinc.org](mailto:kdennis@nhtinc.org)