

Request for Information
United Planning Organization Community Development
Corporation

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Confidentiality

All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Introduction and purpose of the RFI

With this RFI we request information regarding your company and your products/services. The same information will be gathered from different companies and will be used to evaluate what businesses we will follow up with the sourcing process with a RFP or RFQ.

Scope

Specific information is requested according to the form below.

Abbreviation and terminology

Alteration and Renovation (A&R) -A&R of *real property* is defined as work required to change the interior arrangements or installed equipment in an existing facility to more effectively utilize the facility for its current or planned business purpose consistent with the *job creation* requirements of UPO CDC. The work may be categorized as improvement, conversion, rearrangement, rehabilitation, remodeling, or modernization, but it does not include expansion, new construction, development or repair of parking lots, or activities that would change the "footprint" of an existing facility. UPO CDC funds expended for the A&R costs of grantee-owned facilities that total more than \$150,000 or 25 percent of the total direct cost for the funded project require the filing of a *Notice of Federal Interest (NFI)*. (See also *Major Alteration and Renovation*.)

Beneficiary- A *low-income individual* who will directly benefit from the *project*.

Budget Period- Projects awards are not divided into the typical 12-month intervals known as budget periods. All projects have only a single budget period, which is equal in length to the *project period*.

Business Plan-

Cash Contributions - The cash outlay, including the outlay of money contributed by the grantee's equity investors or donors for budgeted costs of the *project*.

Community- Any geographic area defined by specific boundaries and the residents, businesses, and institutions within that geographical area.

Community Barriers- Conditions in a community that impede success in employment or self-employment of low-income individuals. Such conditions may include: lack of employment education and training programs; lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment services, child care, or job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dumpsites or leaking underground tanks.

Construction- *Projects* that involve the initial building or large scale modernization or permanent improvement of a facility. Note: A Notice of Federal Interest (NFI) must be filed if funding for *hard costs* or *major alteration and renovation of real property* to construct or provide major alterations and renovations or for acquisition of a facility or land is used for the *project*.

Contract- A contract refers to the procurement of goods or services purchased by a grantee for its own use in carrying out the project. The term does not apply to financial assistance awarded to a third party for the third party's benefit.

Eligible Activities- Activities that contribute to the creation or expansion of sustainable businesses and full-time and/or part time *positions* within a *service area* consistent with the cost principles in OMB Circular A-122, as implemented by 2 CFR Part 230, provided that the expenditures result in *job creation for low-income individuals*.

Employment Education and Training Program- A program that provides employment directed education and/or training to *low-income individuals*, including *Temporary Assistance for Needy Families (TANF)* recipients, at risk-youth, public housing residents, displaced workers, persons who are homeless, and other low-income individuals.

Faith-based Organization- An organization that has a religious character.

Financial Strategies- That component of the business plan demonstrating the way(s) in which the applicant will access program capital to fully implement the *project* at the time of the award, as well as the way the applicant will manage, monitor, and utilize capital resources to successfully create jobs. It encompasses the quality of systems and skills for accounting, budgeting, financial management, cash and credit management, and control over purchase and inventory.

Financial Viability- That component of the business plan demonstrating financial ability of the applicant to achieve the *project's* goal of the creation of permanent full-time jobs for *low-income individuals* over the *project period*.

Full-Time, Full-Year Position- A non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position.

Hard Costs- Capital costs related to the acquisition, *construction*, and/or *alteration and renovation of real property*, exclusive of related *soft costs* such as appraisals, environmental studies, and architectural and engineering services.

Ineligible Activities- Funds cannot be used to create *Microenterprise* Business Training and Technical Assistance Centers nor can they be used primarily for creation of job training and *job placement* programs. Limited job training and job placement activities can be supported in the context of modest training that may be provided specifically for the new positions created. For example funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job training and placement program.

Job Creation- New full-time, full-year positions that did not exist prior to the start of the project and came about as a direct result of the investment of UPO CDC funds in project activities, such as development of new business ventures, the expansion of existing businesses, or the development of new products and services. The training and placement of individuals in positions existing prior to the start of the project, even positions guaranteed to low-income individuals through a formal agreement with an employer, is **not** considered job creation.

Job Placement- Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity. All jobs supported by the *project* must meet the definition of new job creation, not job placement.

Letters of Support- A signed letter of support that describes the government and/or community support for the project, the specific relationship to the applicant, and knowledge of the applicant's experience and qualifications in business and job creation.

Loan- Money provided to finance an eligible business borrower evidenced by a promissory note and loan agreement for a specified purpose to be repaid, with a stated rate of interest and within a specified period. Loans made to eligible businesses will be at or below the market rate.

Low-Income Individual- An individual whose household income level does not exceed 125 percent of the official poverty guidelines as found in the most recent revision of the HHS Poverty Guidelines published by HHS. These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

Microenterprise - A commercial business with five or fewer employees, at least one of whom is the owner.

Non-profit Organization - Any corporation, trust, association, cooperative, or other organization that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes colleges and universities; hospitals; state, local, and federally recognized Indian tribal governments; and those non-profit organizations listed in Attachment C of OMB Circular No. A-122.

Notice of Federal Interest (NFI) - A lien or other notice of public record that a grantee must file if it directly expends federal grant funds for acquisition, *construction*, or *major alteration and renovation of real property*. See also the definition of *Reversionary Interest*.

Personal Barriers - Those aspects of an individual's personal situation that may impede success in obtaining and retaining employment. Barriers may include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

Poverty Income Guidelines - Guidelines published annually by HHS that establish the level of poverty defined as low-income for individuals and their families. The guideline information is posted on the Internet at the following address: <http://aspe.hhs.gov/poverty/index.shtml>.

Program Income - Income earned by a grantee from federally funded activities. Program income may not be used to meet the non-CED funding needs for implementation of the *project* in the project design. (E.g., It may not be used as equity in the project to demonstrate that the non-CED funding needs for implementation have been met.)

Project - The scope of activities described pursuant to this RFI.

Project Period - The total time for which support has been approved.

Revolving Loan Fund - A distinct loan fund established exclusively for UPO CDC projects as a resource for *loans*, to finance eligible business development and operational activities that, when principal is repaid, is used to make new loans that support a similar purpose. Interest accrued on UPO CDC funds in a revolving loan fund must be used to continue or expand the activities of the approved *project*.

Service Area - The *community* to be served by the funded *project*.

Site Control - Documented proof of the applicant's ownership or control of the property where activities will be conducted. Proof of site control includes all of the following documentation: documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for the *project*).

Soft Costs - Capital costs related to the acquisition and/or *alteration and renovation of real property* such as appraisals, environmental studies, and architectural and engineering services.

Sources and Uses of Funds Statement - A statement that identifies the committed sources of debt and equity financing and the specific categories of uses of funds associated with each of the sources for the *project*.

Target Population - *Low-income individuals* residing in the project's *service area*.

Technical Assistance - A problem-solving service generally using the services of a specialist and specifically customized or tailored to the needs of a particular organization. Such services may be provided on-site, by telephone, or by other means of communication.

Temporary Assistance for Needy Families (TANF) - The federal block grant program authorized in title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (part A of title IV under the Social Security Act), as amended.

RFI procedure

To answer this RFI please fill in the attached form.

Contact person listed below is available for assistance in case that is needed.

The answers to this RFI will be evaluated by staff from different functions in UPO CDC.

How to deliver the answer

Send the attached form in word-format (format unchanged) by email to vhunt@upo.org.

Contacts

For questions regarding this RFI, you are welcome to contact:

Valarie Hunt

Interim Chief Administrative Officer

(202) 238-4600

vhunt@upo.org

Timeframe

This is the timeframe for the RFI and an eventual coming project

July 11, 2012 – The RFI is sent out

July 18, 2013 – Last date for questions

July 22, 2013 – Last date for submission of answer

July 25, 2013 – Informational Proposal Due

July 31, 2013 – Results from the evaluation delivered from UPO CDC

August 2, 2013– RFP or RFQ sent to suppliers that has passed the RFI

Background description of what is requested

UPO CDC was incorporated in the District of Columbia in 1978 with the sole purpose of assisting in the efforts of developing and implementing economic and other special programs that aide in the solution of critical problems existing within the District of Columbia and surrounding areas but having a concentration on low-income persons.

More information can be found on www.upocdc.org

Context in Which How the Product or Service Will Be Used

UPO CDC is requesting information from businesses in the District of Columbia that are in need of financial assistance to continue their business efforts, business expansion, and/or start up of a new business.

UPO CDC may provide future micro loans and/or revolving loans for projects aimed at business development opportunities and creating employment for low-income individuals located in geographical areas with a demonstrated need for the proposed project.

Statement of need

Businesses should clearly identify the physical, economic, social, financial, institutional, and/or other problems requiring a solution. The need for assistance including the nature and scope of the problem must e demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interest other than the applicant, may be included. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. provide information that supports the need for job creation for low-income individuals in the designated project area.

Requirements

Applicants are required to provide the following:

- Project Narrative
- Objectives and Needs for Assistance
- Geographic Location
- Business Plan (that includes)
 - -Project Implementation
 - Plan-Project Viability
 - Financial Strategies
 - Organizational Profile
 - Past Performance with similar job creation projects
 - Staff and Position Information
 - Budget and Budget Justification
- Recruitment Plan
- Market Research and Data
- Proof of Site Control
- Audited Financial Statements
- Resumes

- Letters of Support
- Third Party Agreements
- Other Supporting Documentation

Qualifications

To qualify as an eligible business, applicants must the following:

- Applicant must be a private, non-profit with a 501(c)(3) or non-501(c)(3) status;
- Applicant must have Articles of Incorporation, Bylaws, or other official documents demonstrating that their business has a principal purpose in planning, developing, or managing of low-income housing or community economic development activities; and,
- Have a Board of Directors that is representative of: community residents, business leaders, and civic leaders.

RFI Form

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Ownership structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental management system(s)	
Quality management system(s)	
Describe your business continuity management	
Employees	
Production	
R&D	
Marketing and sales	
Quality department	
Financial information	
Last year turnover	
Last year gross margin	
Last year profit	
Stock markets where your company is listed	
Contact person and responsible for answering this RFI	
Telephone	
Email	
Capacity conditions today	
Anticipated capacity conditions within 12 months	
Conditions that's listed in the RFI and can't be met	
Description of products or services that are already delivered to customers today, and could be comparable to what is requested in this RFI	
Reference customers using comparable products or services (including contact information)	
Reference customers using your products or services today, although they are not comparable with what is requested in this RFI (including contact information)	

Locations available for delivery, if not worldwide.	
Availability of spare parts and support worldwide	