

January 2024 DCHFA Application Requirements

Submission Format: Ensure that all required items (2a, 2b, 2c, 2d, 2e, and 3) are compiled in a PDF titled “AA1_Readiness_Application” and submitted through the DCHFA application portal.

DCHFA will consider applications that have been submitted through the DCHFA portal as of midnight on January 26th, 2024.

1. Stage II Application

Please submit an application through the application portal at <https://mni.dchfa.org/>

The application must include all checklist items detailed on the following page. Additionally, this checklist is available in Excel format on the DCHFA website.

All checklist items must be labeled using the “Document Name” in the third column of the attached spreadsheet.

If a document does not have a line item in the application portal, then the document should be submitted as a miscellaneous document.

If any documents are missing or documents are mislabeled, then project sponsors will be required to make corrections during the application cure period.

Section #	Document #	Document Name	Application Item	Completed?
AA	1	AA1_Readiness_Application	Readiness Application (Detailed on DCHFA Website)	
			2a- Permit Filing Evidence	
			2b- Zoning Evidence	
			2c-Letters of Intent- Fed LIHTC	
			2c-Letters of Intent- DC LIHTC	
			2c-Letters of Intent- Construction Loan	
			2c-Letters of Intent- Perm Loan	
			2c-Letters of Intent- Other Sources	
			2d- Estimate of Pricing	
			2e- Confirmation of GGBA Compliance	
			3- Threshold AND Evaluation Score	
A	1	A1_Developer_Resume	Developer Affordable Housing Resume	
B	1	B1_Developer_Financials	Developer Financial Statements- Prior 3 Years	
C			Description of Owner Entity	
	1	C1_Articles_of_Incorporation	Articles of incorporation	
	2	C2_Partnership_Agreement	Partnership agreements	
	3	C3_Personal_Financial_Statement	Guarantor Personal Financial Statement	
	4	C4_Org_Chart	Post Financial Closing Organization Chart	
D			Project Financial Information	
	1	D1_Closing_Timeline	Developer Closing Timeline	
	2	D2_Form_202	Form 202	
	3	D3_Partnership_Agreement	LIHTC limited partnership agreement	
	4	D4_Perm_LOI	Permanent Loan letter of intent	
	5	D5_Secondary_LOI	Secondary financing letter of intent (if applicable)	
	6	D6_Construction_LOI	Construction lender letter of intent	
	7	D7_Fed_LIHTC_LOI	LIHTC Investor letter of intent	
	8	D8_DC_LIHTC_LOI	DC LIHTC Investor letter of intent	
	9	D9_HAP_Contract	Evidence of HAP Contract (If applicable)	
	10	D10_LRSP_Schedule	LRSP Approval or proposed rent schedule (If applicable)	
	11	D11_Utility_Allowance	Utility Allowance Analysis based on proposed systems	
E			Neighborhood and Site Information	
	1	E1_Site_Control	Evidence of site control	
	2	E2_TOPA	Evidence of waiver, assignment or expiration of tenants' rights (If applicable)	
	3	E3_Maps	Location map, site map, project photos	
	4	E4_Floor_Plans	Unit floor plans (with unit sizes in square feet)	
	5	E5_Zoning	Evidence of zoning	
	6	E6_Assessment	Current tax assessment	
	7	E7_Abatement	Confirmation of any tax abatement	
	8	E8_Survey	Topographic site survey	
F			Market Feasibility/Marketing Plan	
	1	F1_Project_Narrative	Project Narrative (DHCD Submission if available)	
	2	F2_Relocation	Tenant relocation or in-place rehab. Plan (If applicable)	
	3	F3_Market_Study	Market study	
G			Management Agent Information	
	1	G1_Manager_Resume	Affordable Housing Resume	
	2	G2_Security	Security Plan for the Property	
	3	G3_Tenant_Services	Planned tenant services (for PSH and LIHTC units) and provider	
H			General Contractor Information	
	1	H1_GC_Resume	Affordable Housing Resume	
	2	H2_GC_Bonding	Evidence of Bonding Capacity	
	3	H4_Form_215	Signed Construction Cost Estimate in Form 215	
	4	H4_Form_215	Supporting Detailed Construction Cost Estimate From GC with Takeoff	
I			Architectural and Engineering	
	1	I1_Scope_of_Work	Detailed scope of work	
	2	I2_PCNA	Engineering rpt./physical needs assessment (For Acq/Rehab)	
	3	I3_Reserve_Analysis	Replacement reserve analysis (For Acq/Rehab)	
	4	I4_Rendering	Draft architectural rendering	
	5	I5_Plans_& Specs	Detailed architectural plans and specifications	
	6	I6_Permitting	Permit Filing Information (eg. Number and Status Report)	
J	1	J1_Appraisal	Appraisal Report	
K			Environmental Report	
	1	K1_Phase_I	Phase I ESA	
	2	K2_Phase_2	Phase II ESA (If RECs are in Phase I)	
	3	K3_Abatement	Environmental Abatement requirements and detailed budget	

*Gray cells indicate a category title. No documents are required for line items with gray cells.

2a. Evidence of filing for construction permits with a minimum of one (1) review.

Evidence of filing for construction permits with a minimum of one (1) review completed by the Department of Buildings (DOB). This evidence must be based on documented correspondence with the DC Department of Buildings. A review completed by a firm approved under the DOB Third Party Plan Review program fulfills this requirement. Please provide detailed review comments from the Department of Buildings in PDF format.

2b. Evidence that the project can be constructed under the current zoning.

The applicant must demonstrate that the proposed development is a matter of right or that applicable zoning approvals are in place. Projects that have applied to the Zoning Commission for a PUD or zoning variations must provide evidence of approvals in PDF format.

Additionally, in an executive summary cover page for this submission, please ensure the following questions are explicitly confirmed:

- What is the zoning of the project site?
- Does your proposed project comply with the zoning code without any outstanding approvals from the zoning commission?
- If not, what approvals were provided by the District of Columbia to allow the project to proceed as a legal, conforming use?
- If a PUD or zoning variations were required, please explicitly confirm that all zoning approvals have been received and there are no outstanding approvals related to zoning.

In PDF format, please submit evidence of zoning for review, such as documentation from the Office of Zoning, documentation from the project architect, and/or published zoning approvals for PUDs and zoning variations from the Zoning Commission.

2c. Letters of Intent (LOIs)

Please submit Letters of Intent (LOIs) for the Federal LIHTC, State LIHTC (if applicable), Construction Loan/Bridge Loan, and Permanent Loan to match the following requested details. Additionally, please submit documentation for LOIs from subordinated lender sources (e.g., HPTF, Amazon HEF, etc.) and any other sources in the capital stack not listed above.

For all Letters of Intent:

Letters of Intent must have effective dates within three (3) months of application submission. An effective date means that the pricing reflects market conditions as of that date.

Specific Requirements:

Federal LIHTC Equity: For projects applying for Federal LIHTC, applicants must provide a proposal from at least one (1) syndication firm showing the amount of expected LIHTC, the investor type, expected net proceeds, syndication costs, and pay-in schedule. The syndicator's letter must provide a proposed schedule for completing its due diligence and indicate the current status of its review of the application and project.

State LIHTC Equity: For projects applying for State LIHTC, applicants must provide a proposal from at least one syndication firm showing the amount of expected State LIHTC, expected net proceeds, syndication costs, and pay-in schedule. The syndicator's letter must provide a proposed schedule for completing its due diligence and indicate the current status of its review of the application and project.

Construction Loan/Bridge Loan: Applicants must provide a proposal from at least one (1) construction lender showing the projected interest rate, methodology for interest rate determination (interest rate build-up), projected construction loan amount, construction loan period, extension options, and pay-in schedule. The lender's letter must provide a proposed schedule for completing its due diligence and indicate the current status of its review of the application and project. If a loan is a construction-to-permanent loan, then one term sheet for the construction-to-permanent loan will suffice.

Permanent Loan: Applicants must provide a proposal from at least one permanent lender showing the loan type (e.g., Freddie Mac MTEL, Fannie Mae MTEB, private placement, etc.), specify tax-exempt vs. taxable loan, projected interest rate, methodology for interest rate determination (interest rate build-up), projected permanent loan amount, loan period, and amortization period. The lender's letter must provide a proposed schedule for completing its due diligence and indicate the current status of its review of the application and project.

2d. Estimate of Construction Pricing

Please provide an estimate of construction pricing on the DHCD Form 215 from the chosen general contractor pricing. Additionally, please provide the associated detailed construction cost estimate from the General Contractor. At a minimum, pricing must be based on Design Development drawings. A template Form 215 is available for download here: [Form 215 – Detailed Cost Estimate | dhcd](#). As a part of the underwriting process, projects will require updated pricing based on permit drawings by March 1, 2024.

2e. Compliance with the Greener Government Building Act of 2022 and Subsequent Amendments

Please provide a memorandum completed and signed by the project's Architect and General Contractor explicitly stating that the proposed project can be permitted and constructed and/or renovated in accordance with the Greener Government Building Act and subsequent approved amendments. This includes any legitimate exemptions under The Green Housing Transition Temporary Amendment Act of 2023.

3. DHCD Threshold Approval and Evaluation Score

Please submit the Threshold Review and Evaluation Score from DHCD's review. DHCD will not review projects as a part of the DCHFA review process, and this DHCD review needs to occur before filing an application with DCHFA.

Each project that applies for Bond Cap must be evaluated to confirm that it meets the Threshold Criteria outlined in the QAP and to receive an Evaluation Score. DHCD will open Threshold Evaluation submission windows in January and July.

It is the responsibility of project applicants to receive a DHCD Threshold Review before application to DCHFA. Sponsors cannot submit projects to DCHFA and DHCD concurrently for review. Apart from Transition Projects, DCHFA will not accept applications that have not received a DHCD Threshold Review.