

January 2023 DCHFA Application Requirements

For the DCHFA Readiness Application, please submit items 2a, 2b, 2c, 2d, and 3 as detailed in the enclosed application requirements as a compiled PDF titled AA1_Readiness_Application through the DCHFA application portal.

DCHFA will consider applications that have been submitted through the DCHFA portal as of midnight on January 20th, 2023.

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 labelled 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	Eligibility (Stage II)
AA	1	AA1_Readiness_Application	Readiness Application (Detailed on DCHFA Website)	
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	
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	H3_Construction_Estimate	Detailed construction cost estimates	
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)	

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

Evidence of filing for construction permits with a minimum of one review completed by the Department of Buildings (DOB). This evidence must be based on documented correspondence with the DC Department of Buildings. 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 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 answer the following questions:

What is the zoning of the project site?

Does your proposed project comply with zoning code, without any outstanding approvals from the zoning commission?

If not, what approvals were provided by the District of Columbia that allow for 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 as it relates to zoning?

Please submit documentation for 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. Please submit evidence in PDF format.

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 (eg. 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 months of application. 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 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 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 (eg. 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 chosen general contractor pricing. 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, 2023.

3. DHCD Threshold Approval and Evaluation Score

Please submit the Threshold Review and Evaluation Score from DHCD's review. Projects will not be reviewed by DHCD as a part of the DCHFA review process and this DHCD review needs to happen in advance of filing an application with DCHFA.

With the exception to the January 2023 DCHFA application round, each project that applies for Bond Cap will need to 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 prior to 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.