

Todd A. Lee Scholarship Eligibility Requirements

- The applicant must have completed at minimum their sophomore year of college at an accredited university or be enrolled at minimum in a three quarter or full-time graduate program.
- The applicant must be matriculating in a Bachelor's or Master's of Science or Arts program at an accredited four-year university
- **Must have declared a major or course of study in Real Estate Development, Real Property Management, Mortgage Finance, Business, Engineering, Architecture, Computer Science, Community Development, Economic Development and/or Construction-related field.**
- The Applicant must be a resident of the District of Columbia or demonstrate prior long term District residency by providing an official transcript that reflects residency, school attendance and graduation from a high school in the District of Columbia.

Preference Factors

- Historically underrepresented students who have demonstrated academic excellence.
- Applicants who attend a four-year accredited university located in Washington, D.C.; and
- First time college attendees in the family.

Evaluation Criteria

- Financial need
- Career goals
- Academic achievement
- Employment history
- Extracurricular activities and community service
- Recommendations

It is the responsibility of the applicant to ensure that all portions of the application are completed and received by the deadline. Any application or any part of an application received after the deadline will not be considered. **All supporting documents submitted with the application must be PDFs.**

Transcript(s) and Course Requirements

- A transcript from ALL colleges and universities attended is required.
- Transcripts must include a cumulative GPA.
- If course work and grades from a previously attended institution are included on your current institution transcript, you do not need to submit a separate transcript from the previous institution.

Letters of Recommendation

Applicants must submit two letters of recommendation, one academic recommendation and one professional recommendation. The academic recommendation must be completed by an instructor

or advisor who is familiar with the applicant's academic work. The professional recommendation letter should be completed by a current or former supervisor or employee. **The letters of recommendation must be submitted via the application on DCHFA's website as PDF documents.**

Award Information

- **The minimum scholarship awarded will be \$5,000, scholarships above \$5,000 maybe awarded are contingent upon the recommendation of the Todd A. Lee Scholarship Committee and decision of the Executive Director.**
- Scholarship awards are contingent upon the student maintaining full-time status and good academic standing.
- Applications and awardees will be reviewed and selected by members of the Todd A. Lee Scholarship Committee.

Award Notification

- All applicants will be notified of their award status.
- Scholarship payments are distributed will be used for tuition and/or living expenses.
- Awardees may reapply for the scholarship.