

2025 DCHFA Application Requirements

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

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 Instructions on DCHFA Website) | |
| | | | 2a- Permit Filing Evidence | |
| | | | 2b- Zoning Evidence | |
| | | | 2c-Letters of Intent- Federal LIHTC | |
| | | | 2c-Letters of Intent- DC LIHTC | |
| | | | 2c-Letters of Intent- Construction Loan | |
| | | | 2c-Letters of Intent- Permanent Loan | |
| | | | 2c-Letters of Intent- Other Sources | |
| | | | 2d- Estimate of Pricing | |
| | | | 2e- Confirmation of GGBA Compliance (Requirement starting in July 2025) | |
| | | | 3- Threshold Determination 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 for entity with site control | |
| | 2 | C2_Partnership_Agreement | Partnership Agreement for entity with site control | |
| | 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 | Financial Model Completed in DC DHCD Form 202 | |
| | 3 | D3_Perm_LOI | Permanent Loan letter of intent | |
| | 4 | D4_Subordinate_LOI | Subordinate financing letter of intent (if applicable) | |
| | 5 | D5_Construction_LOI | Construction lender letter of intent | |
| | 6 | D6_Fed_LIHTC_LOI | LIHTC Investor letter of intent | |
| | 7 | D7_DC_LIHTC_LOI | DC LIHTC Investor letter of intent | |
| | 9 | D8_HAP_Contract | Evidence of HAP Contract (If applicable) | |
| | 10 | D9_LRSP_Schedule | LRSP Approval or proposed rent schedule (If applicable) | |
| | 11 | D10_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 rehabilitation 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 | General Contractor Affordable Housing Resume | |
| | 2 | H2_GC_Bonding | Evidence of Bonding Capacity | |
| | 3 | H3_Form_215 | Signed Construction Cost Estimate in Form 215 | |
| | 4 | H4_Schedule_of_Values | Schedule of Values in CSI Master Format from General Contractor | |
| 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 renderings | |
| | 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 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 (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 Schedule of Values (SOV) using the CSI MasterFormat system 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 within 90 days of the initial application.

2e. Compliance with the Greener Government Building Act of 2022 and Subsequent Amendments (Required Starting in July 2025)

Starting in July 2025, a memorandum completed and signed by the project's Architect 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 will be required. A form will be available for completion for 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.