

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)	