## Household Selection Plan

## Inclusionary Zoning Units and Affordable Dwelling Units

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| Instructions |
| **Purpose**: The purpose of this form is for owners of Inclusionary Zoning Units (IZ Units) and/or Affordable Dwelling Units (ADUs) to provide the Department of Housing and Community Development (DHCD) with the required Household Selection Plan (HSP) for their development projects in accordance with DHCD rules, regulations, policies and procedures. This form is applicable to both Rental and For-Sale development projects.**How to Submit**: A HSP should be emailed to the DHCD specialist assigned to the project and to iz.adu@dc.gov. Include “Household Selection Plan” and the development address in the subject line. |

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| Development Information |
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| Development Name (and Marketing Name, if different) Washington, DC |
| Street Address Zip Code |
| Development Website |
| Development Project Owner |
| Owner’s Street Address City State Zip Code |
| Phone Number Email Address |
| Owner’s Authorized Representative |
| Authorized Representative Address (if different from Owner) City State Zip Code |
| Phone Number | Email Address |

**Listing of Affordable Units on the Housing Locator**

Check the applicable box for this development. The Owner or Owner’s Agent must register all available affordable units (either initial or subsequent offerings) on [www.dchousingsearch.org](http://www.dchousingsearch.org) (and inform DHCD of the posting in writing) within seven (7) days of:

[ ]  (For IZ Units) receipt of post-NOA and/or resale pricing information from DHCD (for initial occupants) or an NOA is submitted to DHCD (for subsequent vacancies)

[ ]  (For ADU rentals and initial sales) this HSP is approved by DHCD (for initial occupants) or an NOA is submitted to DHCD (for subsequent vacancies)

[ ]  (For ADU resales) receipt of resale pricing information from DHCD

**Applicant Selection Process – IZ/ADUs**

*Note: The District priority and student status procedures below are required for IZ Units and encouraged for ADUs.*

**District priority**: Priority must be given first to IZ applicant households who live in the District and second to IZ applicant households who have one or more members that work in the District (“District” applicant category). Otherwise, applicants are in the “Miscellaneous” category. The Miscellaneous category is only used in the event that there are an insufficient number of qualified applicants from the District category. (District category status is verified by the Certifying Entity/Authority for the development.)

**Student status:** As a pre-screening question, inquire if the applicant is a full-time college or university student. If the answer is yes, the applicant does not qualify for the IZ program (unless they can prove they are a dependent of their parents/guardians AND the income and household size of the parent/guardian household qualifies for the IZ or ADU program).

Respond to the following questions. If editing any of the existing suggested responses, use track changes or strike-out the existing text.

1. **Data. What information/documentation will you collect from households/individuals interested in applying for the affordable units (at a minimum the information listed below)?**
	1. Date of completed IZ Orientation (IZO). The applicant must have taken IZO within the last two years. The date of this class will be recorded for the applicant record. If the household has not yet taken this orientation, the applicant cannot be added to the waitlist. Provide the contact information for the Community Based Organizations (CBOs) that offer this training. Applicant can be added to the wait list after meeting this requirement.
	2. Student status (required for IZ applicants and recommended for ADU applicants). Is applicant a full-time college or university student (yes or no)?
	3. Student follow-up question. If student status is “yes,” is the applicant a Dependent of Parents or Guardians whose Household would otherwise meet the requirements for the Inclusionary Zoning Program (yes or no)?
	4. Date and time of record. This is the date and time the applicant was added to the waitlist.
	5. Contact information. Household contact first name, last name, phone & email.
	6. Requested unit size(s). Number of bedrooms requested for the household. Per HUD guidance ([4350.3 REV-1](https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh/4350.3)), “[i]t is good practice to avoid including [family size] data on the property waiting list. This information is not directly relevant to tenant selection and might result in discrimination against some applicants.” Contact DHCD for occupancy guidelines.
	7. Income level. Based on the total estimated gross income (over the next 12 months) from all sources for everyone that will live in the unit, indicate which MFI level the household income falls within (e.g. 50%, 80%, etc.).
	8. Accessibility requirements. What (if any) accessibility features are needed for the household members?
	9. Conflict of interest disclosure. Specify if the applicant works for or is related to someone who works for one of the following: the property, the same management company or sales team used by the property, the property owner’s company, or any other entity associated with the property.
	10. Preference Type: (required for IZ applicants, and recommended for ADU applicants)
		1. Priority 1: District residency status (applicant or at least one member of the applicant’s intended household lives in DC)
		2. Priority 2: District work status (applicant or at least one member of the applicant’s intended household works in DC)
		3. Priority 3: Miscellaneous (meeting neither the criteria for DC residency nor work status)
2. **System. What software or tracking system will you use to track the information above?**

[ ]  a. An Excel worksheet will track interested applicant data (DHCD will provide a 3-tab Excel worksheet for Priority 1, Priority 2 & Priority 3 households).

[ ]  b. The development will use an alternate method (provide details):

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1. **Selection Method. Will this property use a waitlist or lottery to select IZ unit/ADU applicants? Describe in detail how you will manage applicants from initial inquiry to lease-up/contract.** (For IZ Units, description must include how District and Miscellaneous category applicants will be handled. For ADUs, preference for District applicants is encouraged.)

[ ]  Waitlist Sample Text – When a unit becomes available, the property will contact the first 4 - 10 households with DC residency priority who are interested in the unit type available via email and invite them to apply. Priority is given in order of sign-up (1 through 4 or 10). If the household does not reply within 7 days or is otherwise ineligible for the unit, they will be removed from the list. Those that respond and are eligible but do not proceed because a higher-ranked household moves forward may retain their position on the list. The property may periodically update their waiting lists to verify that households are still interested in/eligible for the requested units. (Also state at what point you would close a wait list.)

[ ]  Lottery (describe in detail) - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Special Situations. Describe how the following IZ unit/ADU applicants will be handled using the property’s selection method.**
	1. Conflict of interest applicants (as described above in 1.i.).
		1. These applicants may not occupy any of the first 10 spots on the initial applicant data list (waitlist) for a unit; and
		2. Provide a copy of any conflict of interest policies or procedures (which may supersede paragraph i. above).
	2. Current property tenants in:
2. IZ units/ADUs (requesting an IZ unit/ADU of a **different** bedroom count). If an existing tenant in an IZ unit/ADU at the property requests (and is eligible for) an IZ unit/ADU of a different bedroom count, this applicant may be placed at the top of the waitlist for the desired unit type and contacted first should such a unit become available. To apply, they would need to meet the income and household size requirements of a new household (not a renewing one).
3. IZ units/ADUs (requesting a different IZ unit/ADU of the **same** bedroom count).
If an existing tenant in an IZ unit/ADU at the property requests a different IZ unit/ADU of the same bedroom count, this applicant may be placed at the top of the waitlist (but under section 4.b.i applicants above) for the desired unit type. To apply, they would need to meet the income and household size requirements of a new household (not a renewing one).
4. Market rate units (requesting to move to an IZ unit/ADU). If an existing tenant in a market rate unit at the property requests (and is eligible for) an IZ unit/ADU, this applicant may be placed at the top of the waitlist (but under section 4.a.i, 4.b.i, and/or 4.b.ii applicants) for the desired unit type. To apply, they would need to meet the income and household size requirements of a new household (not a renewing one).
5. **Attachments. Attach the application for your property and any other information or forms that are given to prospective applicants. List the attachments below. Add or delete lines as needed.**
6. Application
7. List of all required and optional fees for the property, including description, amount, frequency and whether mandatory or optional
8. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. **Income certification. Outline the process for certifying a household’s income or identify the Certifying Entity/Authority.**

Household income and size will be verified by the current designated DHCD Certifying Entity, which as of 1/13/22 is Housing Counseling Services, Inc. (HCS).

1. **Household size certification. Outline the** **process for certifying household size.**

Rentals: All names that appear on the Certification of Income, Affordability & Housing Size form (COIAHS) issued by HCS must also appear on the property application and the lease, to include both adults and minors. Any guarantors or co-signers that will not live in the unit must be labeled as “guarantor” or “co-signer” on the lease so it is clear that they do not live in the unit. The COIAHS is an attachment to any IZ lease.

Sales: The names of all household members (adults and children) will be listed on the Certification of Income, Affordability & Housing Size form (COIAHS) issued by HCS. The COIAHS becomes an exhibit to the contract. All adults must also sign a Declaration of Eligibility and those Declarations of Eligibility will be attached to and recorded with the deed. The primary applicant listed on the lottery selectee list or waitlist must be on title. It’s up to the applicant whether they add any other adults from the COIAHS to the title. Someone from outside the household (not on the COIAHS) cannot be on the title.

1. **Criteria. Explain your screening criteria for all applicants at this property. In addition, explain how you will minimize fees for applicants. (E.g., will the property process applications one at a time, so that applicants do not pay unnecessary fees and/or waive or reduce fees for IZ/ADU applicants?)**

[ ]  a. Income (provide minimum amount): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  b. Credit (provide minimum score): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  c. References (if required, state how many):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  d. Criminal Background Check\* (if checked, attach list of prohibited offenses): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  e. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  f. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* Note that as of 10/1/17, criminal background inquiries cannot be made in the District of Columbia until after a provisional offer of housing has been made to an applicant. For more information, contact the DC Office of Human Rights at (202) 727-4559 or ohr.dc.gov.*

1. **Third-party verification. If a third-party vendor is used to evaluate any of the screening criteria for applicants, provide the name of the vendor, which criteria they will evaluate and who will make the ultimate decision (third-party vendor or leasing team).**

[ ]  Name of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Criteria Evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Decision Maker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Certification** |
| I certify under penalty of perjury that the information provided in this form is complete and true to the best of my knowledge and I acknowledge that the making of a false statement is punishable by criminal penalties under Title 22 of the District of Columbia Official Code. I further acknowledge that DHCD may rely on this information as true and complete. I further acknowledge that I will provide any relevant documentation requested by DHCD to support this HSP. Any updates to this plan will be communicated to DHCD as soon as they occur. This plan will be re-sent to DHCD on an annual basis (whether any changes have been made or not). If no changes have been made, the prior copy may be forwarded with an updated date and signature. |
| Signature: | Date: |
| Printed Name:  |  |
| Department of Housing and Community Development of the District of Columbia1800 Martin Luther King Jr. Avenue, SE, Washington DC 20020 (202) 442-7221 |