



# **Orientation for Prospective Applicants**

## **Housing Production Trust Fund (HPTF) Open Request for Proposals (OpenRFP)**

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April 7, 2026 | 10:00am - 12:00pm

- Welcome and Opening Remarks
- Overview
- HPTF OpenRFP Process
- Concept Meetings
- Project Financing Application Submission
- Other Project updates - Environmental criteria, 202s
- Special Presentation - Application Scenario Skit
- Question and Answer
  - Q&A will be conducted via microphone for in-person attendees and via the Microsoft Teams chat function for virtual attendees.
  - Please state your name and organization when asking any questions you have.
  - DHCD will answer questions at the end of the presentation.

**A recording of the orientation and Q&A session  
will be made available.**

# Anticipated Timeline



DATE	MILESTONE
<p><b>March 13, 2026</b> HPTF OpenRFP Announcement</p>	<p>DHCD announces the <b>Housing Production Trust Fund (HPTF) Open Request for Proposals (RFP)</b>.</p>
<p><b>March 23, 2026</b> HPTF OpenRFP Application Opens</p>	<p>Online <b>HPTF Project Concept Application</b> QuickBase application is available to start receiving applications. 2026 Form 202 available.</p> <p>Accepts applications quarterly as of <b>April 1st, July 1st, October 1st, January 1st</b>, each year. Application period will close after approximately 60 days and reopen the following quarter.</p>
<p><b>April 7, 2026</b> HPTF OpenRFP Orientation Session</p>	<p><b>HPTF Open RFP Orientation Session</b> The HPTF OpenRFP Orientation Session occurs from 10 am to 12 pm in DHCD's Multi-Purpose Room</p>
<p><b>April 14 – May 28, 2026</b> HPTF Initial Concept Meetings</p>	<p>DHCD will hold HPTF Concept Meetings on Tuesdays and Thursdays at 10 am – 12 pm from April 14 - May 28, 2026.</p> <p>Potential Applicants can reserve a 45-minute time slot to discuss development concept with DFD staff.</p> <p><i>(More meeting slots will be scheduled if needed)</i></p>
<p>HPTF Project Application Submission</p>	<p>HPTF Project Application submission: (TBD) Project Readiness minimum requirements will be determined after the Concept Meeting on a rolling basis.</p>



# HPTF OpenRFP Benefits

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- Allows affordable housing developers to submit HPTF financing applications on a quarterly, rolling basis
- Enables DHCD to underwrite and select projects aligned with actual readiness dates
- Provides greater certainty around closing timelines and reduces budget risk for carrying costs
- Improves DHCD's ability as the **“Gap Lender”** to respond directly to financing requests and opportunities
- Demonstrates real-time budgetary demand for HPTF resources during the annual budget process

# HPTF OpenRFP Milestones

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1. HPTF Project Concept Application and Meeting (*Milestone 1*)
2. DHCD HPTF Letter of Interest (LOI) (*Milestone 2*)
3. HPTF Project Financing Application Submission (*Milestone 3*)
4. DHCD Loan Review Committee (*Milestone 4*)
5. DHCD Financing Request (*Milestone 5*)
6. DC Council Approval
7. DHCD Final Approval & Closing (*Milestone 6*)

# Eligible Applications

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DHCD will accept and consider eligible development concept and financing from all qualified applicants.

All applications in response to this HPTF OpenRFP application must be created and submitted in DHCD's Online Application System and emailed to **[hptffunding.dhcd@dc.gov](mailto:hptffunding.dhcd@dc.gov)**.

## **To submit a responsive, competitive proposal and maximize the potential of the application:**

- all application filing requirements must be closely followed.
- all information requested in the application must be responded to completely; and
- all information and figures provided must be consistent throughout the application.
- all Applicants must adhere to the DHCD Conflict of Interest policy.
- Q&A
- Prospective applicants may ask questions via email to **[HPTFFunding.dhcd@dc.gov](mailto:HPTFFunding.dhcd@dc.gov)**.

DHCD will respond as soon as possible. Simple questions may be answered within 24 hours, and others may require additional time.



# Project Concept Application - Milestone 1

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Applications for the project concept require the following:

- **Cover Letter**
  - addressed to the DHCD Director;
- **Project development narrative,**
  - including property name, address, Ward, unit count, development team members;
- **Proposed development timeline** with
  - target initial financial closing date;
  - Date and number of months to complete
- **Preliminary proforma** inclusive of
  - all proposed development budget sources and uses, including the proposed HPTF financing request;
  - a proposed operating budget
  - (all provided via the DHCD Form 202)
- **Schematic architectural drawings;** and
- **Development team contact information.**
- **Reference OpenRFP term sheets** for additional program guidance

Submissions must be uploaded to QuickBase and to DHCD at [hptffunding.dhcd@dc.gov](mailto:hptffunding.dhcd@dc.gov) with confirmation of application fee payment.



# HPTF APPLICANT - HOMEPAGE

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Welcome to the Online Application System for the District of Columbia Department of Housing and Community Development (DHCD).

Under the HPTF Open RFP process, DHCD has developed term sheets that provide preliminary terms and conditions for HPTF-financed new construction and preservation/stabilization projects.

[\*\*HPTF OPEN RFP\*\*](#)

[\*\*HPTF OPEN RFP - Flowchart\*\*](#)

[\*\*HPTF Open RFP Term sheet - New Construction\*\*](#)

[\*\*HPTF Open RFP Term sheet - Preservation Stabilization\*\*](#)

These term sheets, in conjunction with the District of Columbia's Qualified Allocation Plan ("QAP") and/or the Consolidated Request for Proposals ("RFP") currently in effect, must be used by the project sponsor to structure the proposed HPTF financing reflected in the HPTF Project Concept Application



# HPTF APPLICANT - Online Application System & Funding

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## Online Application System & Funding

The HPTF OpenRFP process is structured so that affordable housing developers can submit HPTF financing applications to DHCD on a rolling basis. This will allow DHCD to underwrite and select projects as close to their actual “readiness” date as possible, providing certainty towards an actual closing date and reducing budget uncertainty for project carrying costs. Applications will be accepted through the HPTF OpenRFP process via QuickBase on a rolling quarterly basis.

Applications must be submitted through the Online Application System. If you are already registered from a past RFP application, sign in using the button in the upper right corner, if not, **[click here to request access or to sign up to receive updates](#)**. Once the system opens, applicants who are registered, will be able to create a new application using the button below.

HPTF applicants who successfully upload all required Project Concept Application documents to schedule a Concept Meeting with DFD Project Managers and staff.

**You are NOT required to email your application as well**



# HPTF APPLICANT - Application Fee

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## Application Fee

**A \$1,000 non-refundable application fee check is due at the time of application and should be sent to the following address:**

Development Finance Division  
DC Department of Housing and Community Development  
1909 Martin Luther King Avenue SE, 2nd Floor  
Washington DC 20020  
Att: Associated Director of Multifamily Finance

**Checks** should be made payable to the Treasurer, District of Columbia. Reference “HPTF OPEN RFP” and include the project name on the check. The project name must match what is submitted to DHCD through the Online Application System.

Checks **must** clear before application review process will begin.



# Concept Meeting Sessions

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DFD will hold 45-minute Concept Meeting sessions for project applicants interested in advancing in the HPTF process from **April 14 - May 28<sup>th</sup>** (*Additional sessions will be made available if necessary*)

- Applicants will be provided a link to register for an available date and time.
  - Registrants will answer a few project-related questions.
  - An email will be sent containing a calendar appointment link for scheduled assistance session, once the project team has uploaded all required information.
  - Development Project assigned will be your point of contact

## ▼ Application Submitted - HPTF

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Your application has been submitted. You will no longer be able to modify your application or upload additional attachments. You may view and print your application for your records.

HPTF applicants who successfully upload all required Project Concept Application documents and submit the application fee are eligible to schedule a Concept Meeting with DFD Project Managers and staff below:

[Schedule Concept Meeting](#)

## ▼ Eligibility Requirements - HPTF

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Welcome to the online application submission page. This will be the homepage for your application as you build your proposal. Use the links below to navigate to forms related to different aspects of your proposal, where you will enter information, answer questions, and upload documents required to successfully submit the application. Once you have completed a form, you will click the green 'Save' button in the top right corner of the form and you will be redirected back to this page. When you provide all of the information and documentation required in each section, a ✓ will appear next to the form you have completed. When all forms are completed and checked, you will notice a "Review and Submit Application" button at the bottom of the page. This button allows you to make appropriate changes to your application information before final submission. Once you have submitted your application, you will be able to view and print your application; however, you will be unable to make any further changes as it will now be entered into our queue for internal review.

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# HPTF Project Financing Application - Milestone 2



- Cover Letter
- **Updated** Development Narrative
- **Executed LOI/Term Sheet/DCHFA Debt Sizing Letter (if applicable) for all proposed capital sources.**
- Development Team - DHCD Form 203 Developer's Qualifications
- **Updated** Pro-Forma - DHCD Form 202 including executed DHCD Forms 212 and 215 that provide construction cost details;
- Site Survey, Appraisal, Market Study, all environmental site assessment ("ESA") reports (both Phase I and Phase II ESAs, as applicable)
- Zoning Eligibility confirmation
- **"Permit-level"** architectural plans that have received at least one round of review by the Department of Buildings (*DOB*)
- *Note - Additional information may be required*

Submissions must be uploaded to DHCD via online system

DHCD expects :

- A project to close on HPTF financing within **a maximum** twelve (12) months of the date of submission of a complete HPTF Project Application.
- The expectation is **6-9** months.
  
- **Projects that are:**
  - “Shovel ready” - have permits number, evidence of plans review by Department of Building (DOB)
  - Third party reports complete
  - Environmental plans, clean up and reports, if applicable, are in place.

# New and Notable – Construction and Operating Costs



- Construction costs have been updated for 2026 and reflect the inflation of the past two years:

Maximum Construction Costs Per Square Foot		
Type of Building	New Construction	Substantial Rehabilitation
<b>Less than Five (5) Stories</b>	\$439	\$323
<b>Equal to or Greater than Five (5) Stories</b> - Wood Frame (including concrete podium) or Light Gauge Steel Construction	\$460	\$341
<b>Equal to or Greater than Five (5) Stories</b> - Concrete Construction	\$510	\$372

- Operating Costs have been updated to *no more than \$12,900* per unit per year.

## Changes for 2026 OpenRFP:

- DHCD released an updated Form 202 as part of the 2026 Consolidated RFP
  - The new Form 202 is available in the Online Application System and on the DHCD [website](#)
  - Changes to the Form 202 are primarily to fix known issues and to remove Solar ITC from the LIHTC Tab
  - The rental income tab includes a summary of LRSP units
  - New homeownership-specific worksheets
- DHCD policy now targets that 10% of cash flow (as opposed to 0% before) goes to pay DHCD first while the DDF is outstanding. Once the DDF is repaid, the 75%/25% cash flow split would continue to apply.
  - The pro forma tab on the Form 202 reflects this change.

# DC Low-Income Housing Tax Credit (DC LIHTC)



**REMINDER: If you anticipate that your project will need to close within the next 12 months, please apply through the 2026 Consolidated RFP for a DC LIHTC allocation.**

Pursuant to the District of Columbia Low-Income Housing Tax Credit (DC LIHTC) is authorized under:

- *Low-Income Housing Tax Credit Clarification Amendment Act of 2020 (D.C. Law 23-149, §7201),*
- *Low-Income Housing Tax Credit Amendment Act of 2024 (D.C. Law 25-550, §2161).*

This program provides a local tax credit to support the development and preservation of affordable rental housing in the District.

- An “eligible project” means a rental housing development in the District that includes more than 5 housing units; and units that will be affordable to tenants at an income level no greater than 80% of the median family income in the Washington Metropolitan Statistical Area.
- If the project was admitted into the DC affordable housing financing pipeline, as evidenced in writing by either DCHFA (in the case of a 4% LIHTC/TEB deal) or DHCD (in the case of a 9% LIHTC or HPTF deal) **prior to September 30, 2024**, then the the project **does not** need to apply for an DC LIHTC allocation in this current funding cycle

## After September 30, 2024

- Maximum Credit: Up to 9% of the project’s qualified basis, as defined under IRC §42(c), awarded at the discretion of the DHCD Director.
- All applicants must apply through DHCD for credit allocation.
- Applicant can apply solely for DC LIHTC

**DHCD's core underwriting principle is that the Department is a gap lender. Applicants must demonstrate that they have pursued all other feasible funding sources before applying for DHCD funds.**

- DHCD funding sources can only subsidize eligible production or preservation units
  - If an applicant proposes market rate units or commercial space, DHCD funding cannot be used to subsidize (directly or indirectly) ineligible uses
  - Applicants must demonstrate sufficient interest from market-rate lenders/investors to finance any market rate units or other ineligible uses. For example, if a project has ground floor retail, the applicant must provide non-DHCD sources to finance that portion of the building.
  - Diverting funds from a source that is generated by income from eligible uses or eligible cost basis (such as LIHTC equity or the portion of debt attributable to affordable units) to fund ineligible expenses, creating a larger funding gap for DHCD to cover, is not permitted.

## Office of Program Monitoring (OPM)

- All projects require clearance by OPM to move forward to Council Review
  - Clearance consists of
    - Environmental review
    - Fair Housing Review
    - Section 3
    - Labor Review
    - External Agency Review (First Source, etc.)
    - Issuance of Davis Bacon Wage Decisions
  - All project must complete the following facilitated by OPM
    - Preconstruction meeting
      - » Required for DHCD to issue Notice to Proceed
    - 50% & 75% Meeting
    - Close out meeting
      - » Required for release of final retainage

# PAMD's Annual Review of Current Portfolio Projects



- Financial Review – Audited Financial Statements and Financial Documents
- Annual Occupancy Certifications and File Reviews
- Annual Inspections and Reporting of 8823's

## DHCD's Development of a partner risk matrix

- Annual Risk Ratings and Watch Lists

## Reporting of underperforming developers to DFD for application review

- Disclosure to DFD for uncorrected noncompliance and project performance
- Implications for future project evaluations and developer performance history with DHCD
- Negative Points

# SKIT SCENARIO 1

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# SKIT SCENARIO 2

# Green Building Act Requirements - Residential

The Green Building Act, as amended by the Greener Government Buildings Amendment Act, requires publicly-owned and -financed building projects to meet the net-zero energy standards outlined in Appendix Z of the 2017 DC Energy Conservation Code – Commercial provisions. Although these standards originally applied to both residential and nonresidential projects, **residential projects are currently exempt from the net-zero energy requirements due to temporary legislation.** This resource summarizes the requirements for residential projects as of December 2025, under the Green Housing Coordination Temporary Amendment Act of 2025, which expires September 25, 2026 (unless superseded by new legislation).

## Covered buildings:

- Residential projects (>50% of gross floor area)
- Publicly-owned or publicly-financed (>15%)
- New construction and substantial improvements (project cost > 50% of pre-construction market value)
- >10,000 gross square feet

## Key changes from the **Green Housing Coordination Temporary Amendment Act of 2025**

*For building permit applications submitted before September 25, 2026*

### REQUIREMENTS - BEFORE

*All covered buildings:*

- Enterprise Green Communities (EGC) certification
- Net-zero energy standard (Appendix Z)



### REQUIREMENTS - AFTER

*All covered buildings:*

- Enterprise Green Communities (EGC) certification
- ~~Net-zero energy standard (Appendix Z)~~

*New construction & substantial rehab with roof replacement:*

- Install rooftop renewable energy system wherever feasible.
  - Exceptions for inadequate space or solar access, structural constraints, other conditions incompatible with renewable energy

*New construction funded by Housing Production Trust Fund:*

- EGC Plus (EGC+) certification
- Must be all-electric (no on-site combustion)

## Citations:

[Green Building Act](#) (includes all active amendments)

[Greener Government Buildings Amendment Act of 2022](#)

[Green Housing Coordination Temporary Amendment Act of 2025](#)

*Disclaimer: This is a summary for quick reference, and is not a comprehensive compliance tool. For additional information, refer to the cited legislation or contact [DOEEGreenBuilding@dc.gov](mailto:DOEEGreenBuilding@dc.gov).*

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# DCHFA Process



DHCD NOFA Meeting | April 6, 2026 | Multifamily Lending and Neighborhood Investments

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# Agenda

**01**

## **Background**

Passage of the “One Big Beautiful Bill”

**02**

## **Policy and Rationale**

Policy, Implementation, and Rationale

**03**

## **Key Guidance**

Underwriting Expectations

**04**

## **Stage I and Debt Sizing Letter Application**

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# 1. Background

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# One Big Beautiful Bill Reduces Bond Issuance Requirement for 4% LIHTC

- Federal legislation on July 4, 2025, under the “One Big Beautiful Bill” (OB BB) lowered the minimum Private Activity Bond Issuance (PAB) financing requirement for 4% LIHTC from 50% to 25% of aggregate basis
- **Definition:** Aggregate basis is the total amount of building development and land costs associated with a qualified building. It will differ from eligible basis due to the inclusion of land and may include other additional items that are not capitalizable to the residential rental property component of the project.
- Allows for Tax-Exempt Bond Issuers to finance more 4% LIHTC transactions with the same amount of Tax-Exempt Bond Volume Cap
- Influences both transaction structuring and tax-exempt bond utilization

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## **2. Policy and Rationale**

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# DCHFA Policy

- Applicable to projects induced on or after January 1, 2026
- DCHFA will allocate Private Activity Bonds to 4% LIHTC transactions in an amount equal to the greater of 30% of Aggregate Basis or Maximum Supportable Permanent Debt
- Aligns with industry best practice recommendations from the Affordable Housing Tax Credit Coalition (AHTCC)

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# DCHFA Policy Rationale

- Ensures a 5% cushion for unanticipated cost overruns during construction that could result in failing the 25% Test
- Enables DCHFA to facilitate the production of more affordable housing units with the same amount of tax-exempt volume bond cap
- Enables DCHFA to evaluate projects for inducement underwriting based on Readiness to proceed on a rolling basis
- DCHFA previously had a competitive process with two application rounds per year

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## 3. Key Guidance

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# Underwriting Expectations

- Readiness applications should reflect:
  - Bond sizing at 30% or maximum supportable permanent debt service
  - Reasonable construction cost contingencies
  - Requested permanent debt must be supported by market conditions and permanent lender LOIs
- During construction
  - Sponsors should notify the Agency of any large change orders and concerns about failing the 25% Test
- All requirements in the DCHFA Underwriting Guide remain in effect

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## 4. Stage I and Debt Sizing Letters

# Stage I Application Request

- Please submit your Stage I and Debt Sizing letter application request on E-Loans at <https://mlni.dchfa.org>
- Submit:
  - Developer Resume
  - Form 202
  - Organization Chart
  - Project Narrative
- Submit ASAP
  - Only applications received on or before 4/10 can be guaranteed completion prior 4/17 (DHCD NOFA Deadline)
- If you have any questions, please email: [shutter@dchfa.org](mailto:shutter@dchfa.org) and cc [gshepard@dchfa.org](mailto:gshepard@dchfa.org)

- DC Housing Authority (DCHA)
  - DC Housing Finance Agency (DCHFA)
  - DC Department of Human Services (DHS)
  - DC Department of Energy and Environment (DOEE)
  - DC Department of Buildings (DOB)
- Representatives from DCHFA and DOEE, will be present.  
Attendees may direct questions to them during Q&A.

# QUESTIONS?

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# HPTF OpenRFP Key Information

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- **Application Submission:** All applications must be created and submitted in DHCD's QuickBase Online Application System and emailed to *[hptffunding.dhcd@dc.gov](mailto:hptffunding.dhcd@dc.gov)*.
- **HPTF OpenRFP Application Period:** Accepting applications quarterly on *April 1st, July 1st, October 1st, January 1st*. The Application period closes after *60 days* and reopens the following quarter.
- **HPTF Concept Meetings:** *Tuesdays and Thursdays, 10 am - 12 pm* from *April 14 - May 28, 2026*.
- **Questions:** Contact DHCD's Development Finance Division (DFD) via email at [HPTFfunding.dhcd@dc.gov](mailto:HPTFfunding.dhcd@dc.gov).

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DFD will distribute a recording  
of this presentation, including Q&A.

Copies of the presentation will be also be distributed.

**THANK YOU FOR ATTENDING!**