



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT IZ/ADU OFFICE
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Household Selection Plan Policy (HSPP) Inclusionary Zoning (IZ) Units and Affordable Dwelling Units (ADUs)

Instructions

Purpose: All Inclusionary Zoning Units (IZ Units) and/or Affordable Dwelling Units (ADUs) must be filled by either a Department of Housing and Community Development (DHCD) lottery or a DHCD provided waitlist. This document describes how to use a DHCD provided waitlist.

Household Selection Method – Obtaining a DHCD Waitlist.

- a. Property must have at least one contact working with IZ/ADU applicants who has taken the required “Managing IZ and ADU Compliance” course in the last 2 years and have a copy of their letter of attendance on file with DHCD. Registration here: <https://www.nchm.org/product/managing-inclusionary-zoning-and-affordable-dwelling-unit-compliance/>
- b. Property must be current in all annual reporting requirements (both the Excel template and the most recent unit documents including leases and lease riders in the shared Box.com property folder owned by DHCD).
- c. Property will list any vacant IZ unit(s)/ADU(s) on www.DCHousingSearch.org and forward the link(s) to the assigned DHCD specialist to confirm they are correct.
- d. DHCD will post the units in the IZ/ADU portal at izhousingdc.org and the entry link will be open typically for 7 days. Direct all waitlist applicants to that portal. No entries by phone, email, or visit.
- e. DHCD will rank all eligible responses in the same priority order as for IZ lotteries (DC residents, in order of time with the IZ program, followed by those that only work in DC, again, in order of time with the IZ program).
- f. Create a free individual (not corporate) account with your work email at Box.com.
- g. DHCD will upload a copy of the waitlist into the property’s “Box.com” folder and share the folder link with you.
- h. Keep the live, online waitlist notes up to date at all times so it is visible by the property, the Community Based Organization (CBO) doing income certifications, and DHCD (downloaded copies are not accepted).
- i. To add notes about each household, click on the spreadsheet then click again on the green “Open” button in the upper right to “Open this file in Microsoft Excel for Web.” Be sure to accept all terms, conditions & allow pop-ups.
- j. No names may be added or moved around; the ranking order is intentional.
- k. If the waitlist is exhausted, do one final bcc to the entire list. Then, if additional names are needed, make sure that there are notes next to each prior waitlist candidate, update the www.dchousingsearch.org links, forward the links to your DHCD specialist and ask for a new waitlist.

Special Situations (rentals only; skip for sales). Current property tenants in:

- a. **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, contact your IZ/ADU specialist, as 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).
- b. **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, contact your IZ/ADU specialist, as this applicant may be placed at the top of the waitlist (but under IZ/ADU tenants requesting a different bedroom count) 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).
- c. **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, contact your IZ/ADU specialist, as this applicant may be

placed at the top of the waitlist (but under any current IZ/ADU tenants) 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).

Working the Waitlist

- a. You may work each waitlist tab from highest (#1) to lowest (largest number) in one of the following ways: a) one at a time or b) bcc households in small groups (but no more than 10 households at a time).
- b. Be sure to track the date you sent the outreach email to each household in the live Box version of the waitlist along with any other notes.
- c. Remind households of the available unit(s) details and see who is interested in pursuing the opportunity.
- d. Provide the same deadline for the notified households to respond from the date of the email sent (a minimum of 3 days is required, and 7 days is recommended).
- e. Call each one the same day the email is sent and record the date they are called in the spreadsheet.
- f. At the deadline, the highest-ranked household that is serious about applying for the home can do the property application process. (But let the applicant know that even if they pass that part, they cannot sign a lease/make move in plans/sign a contract until the income certification is complete for the affordable unit.)

Income Certification Process

- a. Household income and size will be verified by the current designated DHCD Certifying Entity, which will be a DHCD grantee Community Based Organization (CBO) assigned by your DHCD specialist.
- b. If a household passes the property application, the property must email the CBO using the prescribed template to request the income certification. (Do not send the household directly to the CBO; the CBO will contact them.)
- c. Before emailing the CBO, be sure that all waitlist notes are updated in Box.com so it is clear why the household is next.
- d. Follow-up periodically (weekly) with both the applicant and the CBO on the applicant's progress.
- e. If the household is approved, both the property and the applicant will receive a copy of the Certification of Income, Affordability & Housing Size form (COIAHS).

Rentals Only (Leases)

- a. The CBO approved COIAHS is a required attachment to any IZ lease.
- b. The IZ lease rider is also a required attachment to any IZ lease. <https://dhcd.dc.gov/publication/iz-lease-rider>
- c. A new COIAHS is needed every 12 months for each rental unit (contact the CBO 90 days prior to the original move-in date with the prescribed renewal income certification email template).
- d. Every person on the COIAHS must also be listed on the lease and no one else can be listed. The only exception is a guarantor (in which case, please indicate "guarantor" on the lease).
- e. Only people listed on the COIAHS may live in the unit.
- f. Leases and IZ lease riders must be uploaded to Box.com within 30 days of signing (to avoid any potential penalties).
- g. Property must keep the live Excel annual report template in Box.com up-to-date at all times with current information (all tabs, including tenant data, vacancy information, fees and NCHM certifications).
- h. Property must archive a static copy of the Excel annual report in the Box.com sub-folder each year (on the required due date; for IZ units, this is the anniversary of the first IZ lease at the property and for ADUs this is typically the anniversary of the date of the Affordable Housing covenant).

Sales Only (Contracts)

- a. The CBO approved COIAHS is a required attachment to any IZ contract.
- b. At least the primary IZ registrant must be on title. Other than that, only other people listed on the COIAHS are eligible to be on title.
- c. The seller must connect DHCD with the title company to ensure the deed meets the IZ/ADU requirements (form of deed language on page 1 of the deed in all caps/12 pt font, Declaration of Eligibility form(s) included, 3-page Acknowledgement of Covenant included).
- d. DHCD must receive both the recorded deed and final Closing Disclosure no later than 17 days after closing to avoid any potential penalties.