



Instructions for Household Selection Plan: Inclusionary Units and Affordable Dwelling Units

PURPOSE

The purpose of this form is for owners of Inclusionary Zoning Units (Inclusionary Units) and/or Affordable Dwelling Units (ADUs) to provide the Department of Housing and Community Development (DHCD) with the required Housing Selection Plan for their development projects in accordance with certain provisions of 14 D.C.M.R. §2200, et seq. The form shall be submitted with the Affirmative Fair Housing Marketing Plan for the development project.

This form is applicable for both Rental and For-Sale development projects. Please attach additional pages if necessary.

HOW TO SUBMIT

A Household Selection Plan should be mailed to the address below or sent as a scanned copy to iz.adu@dc.gov. If sent via email, please type “Household Selection Plan” in the subject line.

QUESTIONS

Contact the IZ and ADU Programs at (202) 442-7221 or email iz.adu@dc.gov.

The Owner or Owner’s Agent must register the Inclusionary Unit(s) or ADU(s) at www.dchousingsearch.org within five (5) days of:

- **For IZ Units, the Owner or Owner’s Agent filing a Notice of Availability**
- **For ADUs, this Household Selection Plan is approved by DHCD.**



INCLUSIONARY UNIT AND AFFORDABLE DWELLING UNIT HOUSEHOLD SELECTION PLAN

DEVELOPMENT PROJECT INFORMATION

Development Project Name (or Marketing Name, if different)

Washington, DC

Street Address

Zip Code

Development Website (if applicable)

Marketing Launch Date

Development Project Owner or Corporate Owner

Owner's Street Address

City, State

Zip code

Phone Number

Email Address

Authorized Representative Address (if different from Owner)

City, State

Zip code

Phone Number

Email Address

DETAILS ON HOUSEHOLD SELECTION PLAN

1. Describe the procedures for identifying and gathering information from prospective renters or buyers
2. State how you will communicate with prospective renters or buyers
3. Explain your screening criteria to review income, background checks, and previous residences.

DETAILS ON HOUSEHOLD SELECTION PLAN (CONTINUED)

4. Describe and state your selection criteria and classification of prospective renters or buyers based on unit size and income (i.e. will you use a waiting list?). For subsequent leases, describe how the waiting list will follow DCMR Chapter 22 Title 14 Section 2208.3. (See last page for relevant excerpt.)

5. Describe and state policy for operating and managing prospective renters or buyers' waiting list, if you are using a waiting list.

6. State and describe the documents you will require from interested households.

QUESTIONS FOR RENTAL PROPERTIES ONLY

1. Outline the process for certifying a tenant's income.

2. Describe the record-keeping of tenant information, such as sensitive information on income and assets.

3. State the property's fees (if any) for facilities and other services.

4. Explain in what event this Housing Selection Plan would be modified.

Please add any extra notes about the selection process and attach documents:

Certification

I certify that the information I provided in this Housing Selection Plan is correct to the best of my knowledge. I 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 Housing Selection Plan.

Signature of Owner or Representative

Date

Printed Name

DCMR Chapter 22 Title 14 Section 2208.3

A Household may be selected for the subsequent lease of a Rental Inclusionary Unit through:

- (a) A lottery conducted pursuant to § 2210;
- (b) A method described in § 2208.2(b) or (c) (and set forth in the Notice of Availability pursuant to § 2206.6(g)); or
- (c) A method established by the Owner (and set forth in the Notice of Availability pursuant to § 2206.6(g)), if the method meets the following standards:
 - (1) The Owner maintains a selection list or waiting list (“Owner List”) for the Inclusionary Unit or the Inclusionary Development in which the Inclusionary Unit is located that is open to the general public and includes the information listed in § 2209.3;
 - (2) The Owner markets the Inclusionary Unit to the first four (4) Households on the Owner List that qualify for the Inclusionary Unit based on Household size and Household income, as ranked in the following order:
 - (A) Households residing in the District of Columbia, who shall then be ranked by the length of time each has been on the Owner List;
 - (B) Households with a least one (1) member employed in the District of Columbia, who shall then be ranked by the length of time each has been on the Owner List; and
 - (C) Other Households, who shall then be ranked by the length of time each has been on the Owner List.
 - (3) The Owner allows each Household at least seventeen (17) days to indicate its interest in leasing the Inclusionary Unit.
 - (4) The Owner does not lease the Inclusionary Unit before thirty (30) days after the Owner begins to market the Inclusionary Unit to the four (4) Households, unless the Inclusionary Unit is leased to the highest-ranked Household that has indicated its interest in leasing the Inclusionary Unit.
 - (5) After the thirty (30) day period designated in subparagraph (4) of this subsection, the Owner may lease the Inclusionary Unit to any of the four (4) Households; provided, if there are two (2) or more such Households that are ready and eligible to lease the Inclusionary Unit, and meet the Owner’s non-income based rental or sale criteria, the Owner shall lease the Inclusionary Unit to the highest-ranked such Household.
 - (6) If none of the first four (4) Households leases the unit after a reasonable period of time, the Owner may market the Inclusionary Unit to the next four (4) Households ranked in the same order as set forth in paragraph (b) of this subsection and lease the Inclusionary Unit pursuant to the standards established by subparagraphs (1) through (5) of this subsection.