Project Description:

- Three Row houses:
  - 2142 F Street: 3 units
    - Two 1-Bedroom Units
    - One 2-Bedroom Unit
  - 2146 F Street:
    - One 1-Bedroom Unit
    - One 3-Bedroom unit
  - 2150 F Street:
    - One 2-Bedroom English basement unit
    - One 3-Bedroom unit
- Unit rents based on affordability at 80% AMI
- Rents based on 35% HHI exclusive of utilities
- 30 year term
- Program will be self-administered, either by GW or by qualified 3rd party management company/Certifying Authority. Owner will select a Certifying Authority, subject to the approval of DHCD. The Certifying Authority will review Household Income information, manage the marketing of units (as appropriate) and issue Household’s Certification of Income for Affordable Units.
- Program enforcement by DHCD

Initial Marketing:

GW will develop an affordable unit marketing plan that sets forth its plan for marketing the affordable units to households who may be qualified tenants. The marketing plan will be subject to DHCD review and approval (within specified # of days) prior to commencement of any marketing of units. The basic elements of the plan will include traditional marketing measures to advertise availability as well as use of a lottery system to select the initial households. After notification,

- The selected household will have 3 business days to contact owner/leasing office of interest and provide qualification information (to verify eligibility). If the selected household does not qualify or is not interested, another household will be selected from the lottery.
- Remaining qualified applicants will be placed on waitlist based on priority assignment determined by random lottery until requested to be removed.

Future Marketing:

- Use existing waitlist (clean up waitlist every 6 months) based on pre-assigned priority.
- New Households added to waitlist will be assigned priority by date (for unit requesting).

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1 Program mix is based on conceptual planning. Any proposed changes from this mix will be reviewed with and approved by DHCD and OP.
Program Administration:

- Work with DHCD to define appropriate:
  - Lease rider
  - Rent formula
  - Marketing
  - Recertification criteria for lease renewals (140%)
- Ongoing tenant certification to be completed by Certifying Agent/Owner (meeting DHCD standards)
- Annual reporting to DHCD