

## **Eckington Yards**

### **DRAFT Process for ADU Assignment/Application**

July 5, 2016

Marketing will begin on or about January 28, 2019. Applications will be accepted from February 1 at the project's leasing office. Applications submitted for ADUs prior to March 1, 2019 will be considered part of the "Initial Pool" of prospects for the ADUs.

For this Initial Pool, the application will be the standard JBG Companies ("JBG") application which will also contain a self-certification document which states that the applicant meets all requirements to be considered for an ADU. The process described below will be managed by the developer, owner or their agent ("Owner").

The applicants in the Initial Pool will be given a random number, not based on the order in which they were received. On or about March 4, 2019, a drawing will be held of all the assigned numbers to determine their order on the ADU call list ("Call Order"). A member of the DC Department of Housing and Community Development staff, a Vice-President of The JBG Companies, and a representative from the neighborhood (e.g. principal, pastor) will all be present at this drawing to ensure it is conducted fairly and blindly.

Once the Call Order of the Initial Pool is selected as outlined above, the applicants will be contacted by phone and email in that call order to let them know they have been selected as part of the Initial Pool. The applicant will have five (5) calendar days to reply that they are interested and to pay all typical and applicable fees (administrative fee, application fee(s) – equal to what is charged for non-ADU apartments) to begin the application process. Once they have submitted the appropriate fees, the applicant has five (5) additional calendar days to supply the necessary documentation/application to prove their qualifications for an ADU (such as bank statements, pay stubs, etc). Once all documents and application materials have been received, the applicant can choose from any available ADU apartment which fits into the timeframe of when they need to move. Note that the Call Order does not determine the priority for unit selection; only the order in which the applicants are contacted.

There are approximately 56 ADU's at Eckington Yards. Therefore, for the initial stages of the Call Order/unit selection process, the first 56 applicants will be contacted. If any of such 56 applicants do not comply with the deadlines/process above, then the 57<sup>th</sup> person on the Call Order will be contacted, and so forth, until all ADUs are assigned.

If for any reason an applicant does not either (a) reply initially within the five (5) calendar days of the developer or its agent's emailing and/or calling them or (b) supply all necessary paperwork within the extended five (5) calendar days (for a total of ten (10) calendar days from initial contact), they are automatically moved to the end of the ADU wait list. Owner will carefully document all correspondence dates to ensure this schedule is maintained.

If an applicant does meet the schedule outlined above and/or does not meet the credit and/or criminal criteria, then they are removed from the ADU list completely and the administrative fee is returned.

If an applicant does meet the schedule outlined above AND they meet all typical income, credit, and criminal criteria which are the same requirements for a non-ADU apartment, then they will be given the list of all remaining ADUs and the dates on which they are available. An ADU is considered available when Owner receives a Certificate of Occupancy for it and can be held vacant for them up to 30 days after the Certificate of Occupancy is issued. The

applicant will be able to select any ADU in their timeframe given the availability window that they are qualified for. No ADU will be held vacant longer than 30 days.

If there is no ADU available within an ADU-applicant's stated timeframe, they will be moved to the end of the ADU placed on the wait list ("Wait List").

The Wait List will be kept on a central drive onsite at Eckington Yards which all staff members can access. After the Initial Pool, new applicants will be added to the ADU list in the order in which the applicants express interest. When an ADU becomes available, the next person on the list will be contacted and the process above will start.

Once per quarter, the Eckington Yards management staff will contact each person on the list to determine if they wish to remain on the Wait List. If a person says they do or they are not able to be contacted, they will remain on the list. If a person says they wish to be removed from the list, they will be removed. If a person on the Wait List cannot be contacted or does not reply for two (2) consecutive quarters, they will be assumed to be uninterested and will be removed from the Wait List.

All dates listed above are approximately and subject to change based upon the delivery of the project.

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